

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

**Monday March 18th, 2013 – 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>REGULAR MEETING AGENDA</u></b>	March 18 <sup>th</sup> , 2013 Agenda	Adopt Agenda
3.	<b><u>MINUTES</u></b> <ul style="list-style-type: none"><li>- March 4<sup>th</sup>, 2013</li><li>- March 4<sup>th</sup>, 2013</li></ul>	COTW Meeting Minutes Regular Meeting Minutes	Adopt Minutes Adopt Minutes
4.	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b> None		
5.	<b><u>UNFINISHED BUSINESS:</u></b> None		
6.	<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.
7.	<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.
8.	<b><u>RECOMMENDATIONS FROM STAFF FOR DECISIONS:</u></b>  a) Manager of Operations	To proceed with the purchase of a new Diesel Powered Chipper	Staff requests that Council authorizes early budget approval to proceed with the \$33,000 expenditure for the purchase of the Diesel Wood Chipper from equipment reserves as proposed in the 2013 Capital Budget.

b) Manager of Technical Services	Downtown Core Beautification	Staff requests that Council authorizes early budget approval in the amount of \$253,700 for staff to proceed with the downtown beautification upgrades prior to the tourist season as proposed in the 2013 Capital Budget.
c) Manager of Operations	To proceed with the purchase of a new Utility Vehicle	Staff requests that Council recommends to staff to proceed with the \$27,000 expenditure for the UTV from equipment reserves as proposed in the 2013 Capital Budget.
d) Manager of Environmental and Building Construction Services	Lease agreement of City Owned Property located at 555 Central Avenue, the Circuit Court Facility	Staff recommends that Council approve the lease agreement between the City of Grand Forks and the Ministry of Justice for a new five year term commencing April 1, 2013 and ending March 31, 2017.
e) Manager of Environmental and Building Construction Services	To proceed with the purchase of new office furniture	Staff recommends Council authorizes early budget approval in the amount of \$12,500 for staff to proceed with the purchase of office furniture from the reserves as proposed in the 2013 budget.

9. **REQUESTS ARISING FROM CORRESPONDENCE:**  
None

10. **INFORMATION ITEMS**

- Summary of Informational Items	Information Items 10(a) to 10(d)	Receive the items and direct staff to act upon as recommended
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11. **BYLAWS**

a) Bylaw No.1948 – City of Grand Forks 2013 – 2017 Financial Plan Bylaw	Bylaw No. 1948 - City of Grand Forks 2013 – 2017 Financial Plan Bylaw first and second and third reading	Staff recommends that Council give first, second third reading to Bylaw No. 1948 - City of Grand Forks 2013 – 2017 Financial Plan Bylaw
b) Manager of Technical Services – Bylaw No. 1949 – Roxul Rd Closure	Bylaw No. 1949 – Roxul Road Closure final reading	Staff recommends that Council give the final reading to Bylaw No. 1949 – Roxul Road Closure

12. **LATE ITEMS**

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

14. **ADJOURNMENT**

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

**COMMITTEE OF THE WHOLE MEETING OF COUNCIL**  
**MONDAY MARCH 4<sup>TH</sup>, 2013**

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
DEPUTY CORPORATE OFFICER  
MANAGER OF OPERATIONS  
MANAGER OF TECHNICAL SERVICES  
MANAGER OF ENVIRONMENTAL &  
BUILDING CONSTRUCTION SERVICES  
DEPUTY FIRE CHIEF

D. Allin  
D. Heinrich  
R. Shepherd  
S. Winton  
H. Wright  
S. Bird  
W. Kopan  
K. McKinnon

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: O'DOHERTY

**RESOLVED THAT THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF COUNCIL HELD MONDAY, MARCH 4<sup>TH</sup>, 2013, BE ADOPTED AS CIRCULATED.**

**CARRIED.**

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**DELEGATIONS:**

- a) Sandra Barron – Visitor's Choice Publications

Sandra Barron made a presentation to Council with regard to the Boundary Country Visitor's Choice Publication. She advised that their official status gives them the ability to circulate to airports and visitor information centres throughout the Province. She further spoke with regard to the new mobile application that allows smart phones to scan for information. She suggested that the Visitor's Choice guide would provide good exposure to the City's proposed branding initiative.

MOTION: O'DOHERTY

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION FROM SANDRA BARRON OF VISITOR'S CHOICE PUBLICATION AND FURTHER RECOMMENDS HER REQUEST FOR THE CITY TO PLACE A FULL PAGE AD IN THE 2013 VISITOR'S CHOICE PUBLICATION IN THE AMOUNT OF \$2,360 PLUS TAX BE ADDRESSED AT THE EVENING MEETING TONIGHT.**

**CARRIED.**

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b) Matt Thompson – Story & Co Branding Presentation

Matt Thompson, the representative for Story & Co, will present to Council, information around the development of the new brand for the City of Grand Forks, in conjunction with the Economic Development Advisory Committee. He spoke with regard to four audiences which are involved: 1) the City; 2) Tourism; 3) Economic Development; and 4) the world at large. He recommended that there is a role for a communications manager to spearhead the branding process and initiatives within the community.

- Councillor Wyers suggested that the rivers be depicted with a "blue colour".
- Councillor Krog commented with regard to the lack of colour as well and further asked what the actual brand is. Mr. Thompson, delegate, advised with regard to the tag lines: "settle down" and "original, peaceful living" as the "feeling" for the brand.
- Sasha Bird, Manager of Planning and Development, asked if the brand was replacing the City Crest we currently have; and was advised that, yes, it would.
- Councillor Kendel thanked Matt Thompson for all of his work and commented that he felt that the brand represents the "heart" of the community.
- Les Johnson, camera technician, asked about the communication functions of the City. Mr. Thompson advised that it's the people and their exchange of thoughts – the more communication, the stronger the community. The Chief Administrative Officer advised that the communications piece is being worked on with a communications consultant.
- Mr. Longden, member of the public, spoke with regard to the best kept secret in Grand Forks, in the form of tubing leisure activities that are so popular in our area, and suggested that there should be pictures of floaters (tubers).

MOTION: SMITH

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY STORY & CO AND REFERS THE MATTER TO THIS EVENING'S REGULAR MEETING FOR A COUNCIL DECISION.**

**CARRIED.**

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**OPERATIONAL DISCUSSIONS FROM STAFF:**

None

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**RECOMMENDATIONS FOR CONSIDERATION:**

- a) Manager of Environmental and Building Construction Services - New Office Furniture

Staff request for Council's consideration to proceed with the purchase of the New Office Furniture

MOTION: O'DOHERTY

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO DIRECT STAFF TO PROCEED WITH THE \$12,500 EXPENDITURE FOR THE OFFICE FURNITURE FROM RESERVES AS PROPOSED IN THE 2013 BUDGET.**

**CARRIED.**

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- b) Staff Report - James Donaldson Park - Policy

Council's request for Discussion Purposes for usage of James Donaldson Park.

- The Mayor advised that it warranted taking a look at utilizing the park for other uses.
- The CAO advised that Policy 1201, the current policy for James Donaldson Park, would need to re-developed if other uses for the park were being considered; he further explained that currently, schedules for the planning the sports activities have been organized outside of the City, and suggested that the City could oversee the sports and events bookings for the park.
- The Mayor further advised that the current policy doesn't include fees for groups to use the park.
- Councillor Krog spoke with regard to the facilities at the park, other than the field, which could offer other uses for the community and for group activities.
- Councillor Smith suggested that he would like to see the restrictive parts of the existing policy removed so that the park could be opened up for other uses.
- Councillor O'Doherty commented that with the utilization of the other facilities at the park, that the park could potentially be used year 'round.
- The Mayor spoke with regard to the possibility of using the park for softball in addition to the traditional baseball, and commented that the current basing structure would need to have capability to change.
- Councillor Krog commented that he would rather see other functions than that of softball as, he advised, the City has other parks that are used for this function. He further suggested revenue could be generated by using James Donaldson Park for other uses, and that the revenue could be used to enhance the park amenities.
- The Chief Administrative Officer suggested that the City would seek public input with regard to the use and purpose of the park while Staff is re-developing the policy.

MOTION: O'DOHERTY

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS FORWARDING THEIR SUGGESTIONS AND COMMENTS BACK TO STAFF TO RESEARCH AND DEVELOP A REVISED POLICY TO BETTER SERVE THE INTERESTS OF THE COMMUNITY.**

CARRIED.

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

- The CAO spoke with regard to the activities and highlights of each of the departments.
- Councillor Krog asked if the information for the COTW meetings be provided on the screen and was advised that staff would accommodate.
- A member of the public inquired on the time line for completion of the Overton Creek project which was mentioned in the Manager of Planning and Development's report, and was advised that the project will be going out for tender next week.
- Councillor Smith spoke with regard to the aphid problem the City currently experiences on the trees in the downtown core, and asked if the City would consider utilizing a friendly bug deployment, such as ladybugs. The Chief Administrative Officer advised that the City could refer this initiative to the Environment Committee to research this option. Councillor Smith advised that he would provide his expertise in this field.

MOTION: SMITH

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

CARRIED.

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**OPERATIONAL DISCUSSION FROM STAFF:**

None

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The Mayor called for a short recess for 10:00 AM

The meeting reconvened at 10:12 AM

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**PROPOSED BYLAWS FOR DISCUSSION:**

- a) Chief Financial Officer - Bylaw 1948 – City for Grand Forks 2013 - 2017  
Financial Plan Bylaw

- The Chief Financial Officer made a presentation with regard to the proposed 2013-2017 Financial Plan which is scheduled for Council's consideration of three readings at the March 18<sup>th</sup> Regular Meeting.
- She spoke with regard to the removal of the HST this year on April 1<sup>st</sup>, and advised that the loss of HST rebates will impact the budget, which could mean a loss of funds between \$50,000-\$100,000. She further spoke with regard to the decrease in the Small Communities Grant for 2013.
- Ms. Shepherd advised that the Public Open House held on February 27<sup>th</sup> regarding the five year financial plan was well attended, and further commented that next year's process will include further public engagement.
- Ms. Shepherd advised that the municipality receives just under 50% of the total yearly property taxes and commented that the balance of taxes paid by property owners are distributed to other organizations such as hospital, schools, policing and the Regional District.
- Ms Shepherd introduced Kevin McKinnon; Deputy Fire Chief, who spoke with regard to the requirement of a new fire truck, scheduled for purchase in the near future, and explained the requirements of the Fire Underwriters Survey based on multiple criteria including equipment age.
  - i. A member of the public asked if the existing fire truck carried any worth and was advised that the existing truck represents a very small value.
  - ii. The Chief Administrative Officer spoke with regard to the proposed changes to the fire department and of partnerships developed with the Regional District. He further advised that there will be discussions regarding funding options for the new fire truck and that it could be funded either as an operational expense or capital project.
- Ms. Shepherd introduced Hal Wright, the Manager of Operations. He spoke with regard to processes within the Asset Management program such as Crack Filling of roads which require this repair, and that it is estimated that this will extend the life of the City's roads by five to seven years. The Chief Administrative Officer advised that not all roads fall into this repair category and that other roads requiring attention will be addressed in the infrastructure plan. Mr. Wright further spoke with regard to the purchase of the Diesel Powered Chipper necessary to meet the demands of tree removal, storm cleanups and deadfall issues and that current stockpiled branches would cost approximately \$15,000 for a contractor to process. He further advised that as part of the chipping process, by-products are created for use by the City. Mr. Wright further spoke with regard to the proposed purchase of a construction screener which would enable the City to produce its own sand, top soil, and drainage rock and that it would gain a return of approximately \$42,000 each year.
- Roxanne introduced Sasha Bird, the Manager of Planning and Development, who spoke with regard to the 2013 Capital Projects. She advised that the Multi-Utility projects which will be funded from the Borrowing Bylaw No. 1923, would address specific areas in the City with simultaneous repairs of roads and utilities. She spoke further to the three phases of the Asset Management Plan that intends to prioritize the projects. She advised that the \$215,000 funding for initiating the

phases would additionally come from the Borrowing Bylaw No. 1923, and would be initiated for 2013.

- Roxanne introduced Wayne Kopan, Manager of Environmental and Building Construction Services who spoke with regard the Heating Systems in the Public Works and Fire Hall facilities which will enable the City to reduce its carbon footprint. He further spoke with regard to the change in Lighting Requirements regarding and the replacement of obsolete T-12 style lighting fixtures with the new T-8 and LED lighting. He advised that it is more cost effective to completely replace the units than to try to fix the existing lighting.

MOTION: O'DOHERTY

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE STAFF REPORT REGARDING THE 2013-2017 FIVE YEAR FINANCIAL PLAN, AND CONSIDER FIRST THREE READINGS AT THE MARCH 18<sup>TH</sup> REGULAR MEETING.**

CARRIED.

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**LATE ITEMS:**

None

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

Councillor Wyers announced that Area D is having their town meeting this evening and suggested that because of the new Council format, that Council and the public attend the meeting after Council's evening meeting has adjourned.

The Mayor advised that Council is open for suggestions to make Council Chambers work more efficiently and that the City is looking for options to provide an improved, more efficient restructuring of the room.

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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.

GEORGE LONGDEN- He advised that he would like to distribute buttons to all members of Council and Staff with regard to the Community Trails Society. He advised that Brian McAndrew designed the button recognizing features of the trail within his artwork. He further advised that there is a meeting on March 11<sup>th</sup> that will include the various groups involved in the trail system, including the Grand Forks ATV Club. He further spoke with



regard to the damaged fence which is past the Black Train Bridge and asked in the City could find a way to make the repairs.

LES JOHNSON- He spoke with regard to having a vibrant communication messaging strategy, and suggested that the use of You Tube videos regarding City operations may provide information opportunities to the Citizens and provide a clearer understanding of how the City operates.

NIGEL JAMES – He provided a general comment with regard to Bylaws and his perception of the City's inability to enforce certain bylaws such as watering infractions, unsightly premises, etc. He further suggested that if the City can't enforce its bylaws, then they should get rid of them, or review them. He was advised that the City's is currently creating a graduated ticketing bylaw that would potentially deal with some of these nuisance bylaws.

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**ADJOURNMENT:**

**MOTION:** O'DOHERTY

**RESOLVED THAT THIS PRIMARY COMMITTEE MEETING BE ADJOURNED AT 11:17 AM.**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR BRIAN TAYLOR

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CORPORATE OFFICER – DIANE HEINRICH

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

**REGULAR MEETING OF COUNCIL**  
**MONDAY, MARCH 4<sup>TH</sup>, 2013**

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
DEPUTY CORPORATE SECRETARY  
MANAGER OF PLANNING  
& DEVELOPMENT

D. Allin  
D. Heinrich  
R. Shepherd  
S. Winton  
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:**

**MOTION:** SMITH / KENDEL

**RESOLVED THAT THE REGULAR MEETING AGENDA OF MARCH 4<sup>TH</sup>, 2013 BE ADOPTED AS CIRCULATED.**

CARRIED.

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**MINUTES:**

**MOTION:** O'DOHERTY / KENDEL

**RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON MONDAY, FEBRUARY 18<sup>TH</sup>, 2013, BE ADOPTED AS CIRCULATED.**

CARRIED.

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MOTION: SMITH / KENDEL

**RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, FEBRUARY 18<sup>TH</sup>, 2013, BE ADOPTED AS CIRCULATED.**

CARRIED.

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT THE MINUTES OF THE PRIMARY COMMITTEE MEETING OF COUNCIL HELD ON MONDAY, FEBRUARY 18<sup>TH</sup>, 2013, AND ALL RECOMMENDATIONS CONTAINED THEREIN, 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 Wirischagin:**

Councillor Wirischagin advised that he had no report this evening.

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**Councillor O'Doherty:**

Councillor O'Doherty reported on the following items:

- He reported on his attendance at the Public Open House City Budget meeting on February 27<sup>th</sup>
- He reported on his attendance at a Grand Forks International Meeting last week

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**Councillor Wyers:**

Councillor Wyers reported on the following items:

- Please see Councillor Wyers' report as attached
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**Councillor Kendel:**

Councillor Kendel reported on the following items:

- He reported on his attendance at an Economic Development Advisory Committee Meeting on February 26<sup>th</sup> and advised that John Drope spoke to the committee about community investment options. He advised that Grace McGregor, Area C Director, and Michael Strukoff, Director for the Grand Forks Credit Union, attended the meeting as well.
- He reported on his attendance at a meeting with the Grand Forks ATV Club and advised that the club is going to provide GPS mapping for ATV tourism in the area
- He reported on his attendance to the public open house dedicated to reviewing the 2013 budget at City Hall last week. He further commended the Chief Financial Officer for providing an understandable and well put together financial presentation
- He spoke with regard to the Committee of the Whole Meeting earlier today and of the presentation by Story & Co on the City's Branding initiative.

**MOTION:** KENDEL / SMITH

**RESOLVED THAT COUNCIL DETERMINES TO SUPPORT AND ENDORSE THE RECOMMENDATIONS OF THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE WITH REGARD TO THE NEW BRANDING INITIATIVE AS PRESENTED BY STORY & CO.**

CARRIED.

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**Councillor Krog:**

Councillor Krog reported on the following items:

- Please see Councillor Krog's report as attached

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**Councillor Smith:**

Councillor Smith reported on the following items:

- Please see Councillor Smith's report as attached

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**Mayor Taylor:**

The Mayor reported on the following items and advised that he is including his Regional District report with his regular report:

- The Mayor spoke with regard to the Pee Wee Tournament that is coming up. Councillor Wyers advised that she is making a donation in the amount of \$85.00 as

a Councillor, and advised that she is challenging all other members of Council to do the same. The Mayor advised that the City's Grant in Aid policy states that if an organization receives funds from the Regional District then the City does not contribute any funding.

- He advised that Boundary Economic Development Committee meets tomorrow at the Regional District Boardroom at 9:30 AM, and invited all members of Council to attend. Councillor Krog asked if the Mayor would bring forward the "Light Up" BC initiative with regard to Charging Stations for our area
- The Mayor advised that there is a Policy development is underway for communications at a Regional Level
- He advised that they are discussing animal control at this evening's Area D meeting at the senior's centre. He further commented that he would like to City to address some options assistance in animal control.
- The Mayor spoke with regard to Regional Community Forests and advised that stakeholders need to be invited to reply to become a part of the Community Forest group. He further commented that the funding is paid for by the Regional District for the resource.
- The Mayor advised that Area D Director, Irene Perepolkin is away indefinitely and that Roly Russell is acting as the Area D representative during her absence.

**MOTION:** WIRISCHAGIN / O'DOHERTY

**RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, INCLUDING 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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**REPORT FROM THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY (VERBAL)**

- See the Mayor's report as above

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**RECOMMENDATIONS FROM STAFF FOR DECISIONS:**

- a) Manager of Technical Services – Asset Management - Multi-Utility Capital Prioritization and Design Work

The City of Grand Forks adopted the Sustainable Community plan in 2011 which highlighted the need to connect land use, with affordability and infrastructure services. The implementation steps and measures occurred through an asset management framework which highlighted the need to prioritize projects through Asset Management.

**MOTION:** WYERS / O'DOHERTY

**RESOLVED THAT COUNCIL AUTHORIZES EARLY BUDGET APPROVAL FOR ASSET MANAGEMENT SO THAT THE PRIORITIZATION PROCESS CAN OCCUR IN PARALLEL TO INITIATING THE WEST SIDE FIRE PROTECTION PROJECT.**

CARRIED.

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b) City Staff - Land Use Acquisition, Disposition and Leasing Policy

Adoption of the proposed new Land Acquisition, Disposition and Leasing Policy

MOTION: O'DOHERTY / WIRISCHAGIN

**RESOLVED THAT COUNCIL APPROVES CITY STAFF'S RECOMMENDATION TO APPROVE THE LAND ACQUISITION, DISPOSITION AND LEASING POLICY AS PRESENTED FOR IMPLEMENTATION UPON THE DATE OF ADOPTION OF THE POLICY.**

CARRIED.

Councillor Krog voted against the motion.

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AMENDMENT TO THE RESOLUTION:

MOTION: WIRISCHAGIN / KROG

**RESOLVED THAT THE RESOLUTION WITH REGARD TO THE LAND ACQUISITION, DISPOSITION AND LEASING POLICY BE AMENDED TO STRIKE ITEM NUMBER 4 FROM THE POLICY PRIOR TO APPROVAL.**

MOTION DEFEATED.

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c) City Staff – Visitor's Choice Publications

A presentation was made by Sandra Barron- Visitor's Choice Publications to Council at the COTW on March 4<sup>th</sup>, requesting the City purchase advertising in the 2013 Edition of the Boundary Country Visitor's Choice Publication, to be distributed throughout BC and the Pacific Northwest.

MOTION: KROG / WYERS

**RESOLVED THAT COUNCIL RECEIVES CITY STAFF'S RECOMMENDATION AND DETERMINES TO ADVERTISE IN THE 2013 VISITOR'S INFORMATION GUIDE BY PURCHASING A FULL PAGE AD IN THE AMOUNT OF \$2360.00 PLUS TAX.**

CARRIED.

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d) Economic Development Advisory Committee – City of Grand Forks Branding

Matt Thompson, the representative for Story & Co, made a presentation to Council with regard to the development of the new brand for the City of Grand Forks at the Committee of the Whole Meeting on March 4<sup>th</sup>.

Councillor Kendel previously made the motion for Council's support of the Branding initiative; therefore no motion is necessary for the report.

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**REQUESTS ARISING FROM CORRESPONDENCE:**

None

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**INFORMATION ITEMS:**

**MOTION:**      WIRISCHAGIN / WYERS

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

- a) Alex Atamanenko, MP Correspondence - Canada Post Decision to move towards a "new smaller retail model" **Recommend to receive for information.**
- b) School District #51 – City of Grand Forks Scholarship - Continued support for the GFSS Scholarship Program. **Staff to advise the School District in writing before March 10<sup>th</sup>, 2013 of any changes in either amount or criteria of Scholarship as per Council's Policy 502.**
- c) Ladies Auxiliary Branch Number 59 – Royal Canadian Legion-Re: Request for donation of the Wildlife Hall Dishes - **Recommend that Council direct Staff to write a letter to the Ladies Auxiliary Branch Number 59 and advise them of the City's Asset Disposal Policy that Staff is required to follow.**
- d) Healthy Forests – Health Communities – A conversation on BC Forests – Health Communities Final Report with the results of the two year dialogue with communities, experts and citizens. **Recommend to receive for information.**
- e) Auditor General for Local Government – Re: the undertaking of a planning process that will inform the first Annual Service Plan. **Referred to the Chief Administrative Officer who will be responding to the survey.**
- f) AKBLG Invitation – Friday, March 22<sup>nd</sup> from 9:00 am to 5:00 pm in Castlegar. You are invited to a Columbia River Treaty Review Conference. **Council to advise if they wish to attend.**

The Mayor advised that he has appointed Councillor Smith as Chair for the Deer Committee.

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**BYLAWS:**

- a) Manager of Technical Services – Bylaw No. 1947 - Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999

MOTION: KROG / O'DOHERTY

**RESOLVED THAT** BYLAW NO. 1947, CITED AS THE "Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999", BE GIVEN FIRST READING.

CARRIED.

MOTION: O'DOHERTY / WYERS

**RESOLVED THAT** BYLAW NO. 1947, CITED AS THE "Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999", BE GIVEN SECOND READING.

CARRIED.

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a) Manager of Technical Services – Roxul Road Closure Bylaw

MOTION: SMITH / WYERS

**RESOLVED THE COUNCIL RESCINDS THE PRECEDING BYLAWS NO. 1931 AND NO. 1942 REGARDING THE ROXUL ROAD CLOSURE AS PRESENTED BY STAFF, IN CONJUNCTION WITH THE PROPOSED ADOPTION ON BYLAW NO. 1949, THE ROXUL ROAD CLOSURE BYLAW NO. 1949.**

CARRIED.

MOTION: KROG / SMITH

**RESOLVED THAT** BYLAW NO. 1949, CITED AS THE "Roxul Road Closure Bylaw No. 1949, 2013, BE GIVEN FIRST READING.

CARRIED.

MOTION: SMITH / WYERS

**RESOLVED THAT** BYLAW NO. 1949, CITED AS THE "Roxul Road Closure Bylaw No. 1949, 2013, BE GIVEN SECOND READING.

CARRIED.

MOTION: WIRISCHAGIN / O'DOHERTY

**RESOLVED THAT** BYLAW NO. 1949, CITED AS THE "Roxul Road Closure Bylaw No. 1949, 2013, BE GIVEN THIRD READING.

CARRIED.

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**LATE ITEMS:**

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**QUESTIONS FROM THE PUBLIC:**

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**ADJOURNMENT:**

**MOTION:** KROG

**RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 8:25  
P.M. CARRIED.**

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**CERTIFIED CORRECT:**

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MAYOR BRIAN TAYLOR

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CORPORATE OFFICER- DIANE HEINRICH

## Councillor Wyers City Council Report For March 4th, 2013

The regular monthly Board meeting for the Grand Forks & District Public Library took place February 20<sup>th</sup>. With elections slated for the upcoming AGM on March 6<sup>th</sup>, nominations for Board Trustees 2013 have closed and the following four candidates have been approved. With four vacancies, this will complete the 2013 Board of Trustees.

Elise Rimbey - from Grand Forks Area D  
David Rostek - Christina Lake Area C  
Wayne Hind - Grand Forks  
Martin Domeij - Area D

The library AGM is March 6, 2013 at 7:00 PM at the Library. Refreshments will be served.

A new learning session at the Library is Tuesday's FREE Sign Language training from noon to 1:00 PM in partnership with Sunshine Valley Community Services.

On Feb 19<sup>th</sup>, the Grand Forks Environment Committee's Neph Air Quality Sub-Committee meeting was held with University of Victoria's Eleanor Setton and AJ Downie from MoE on conference call. The stakeholder's evaluated the existing Neph maps collected to date; we have the opportunity to keep the Neph for another year. It is primarily a tool to incorporate into educating the public when air quality issues appear in our community. For example, a Feb 13<sup>th</sup> agriculture burn in Area D sent the neph off the map and it was identified that air circulation was missing. We also learned from AJ Downie that the TEOM on top of City Hall would be replaced probably within the next year. The new instrument will sit beside the existing unit for sometime to provide or detect any variables and evaluate why. The minutes will be presented at the upcoming Environment Committee meeting on March 21<sup>st</sup> with recommendation(s) to be discussed and brought back to Council.

I attended the regular monthly Citizens on Patrol (COP) meeting on February 21<sup>st</sup>. Volunteer recruitment is under way and those interested are invited to attend the March meeting at the RCMP Detachment Thursday March 21<sup>st</sup> at 7:00 PM. FMI contact Councillor Wyers at 250-443-1476.

Feb 22<sup>nd</sup> I attended the 8<sup>th</sup> Annual **No Boundaries Film Festival** with 14 documentaries presented over three days. It was well attended and a couple of documentaries stood out because of viewers' comments.

["Hooked on Growth"](#) a 2011 documentary by Director Dave Gardner.

How do we become a sustainable civilization? This film takes a unique approach among environmental documentaries. It asks why population conversations are so difficult to have, and why a roaring economy is more important to us than a survivable planet. It explores our obsession with community growth and economic growth.

["The Carbon Rush"](#) by Director Amy Miller

I found these two documentaries revealed that our local citizens have limited information on the impact of no growth and a lack of understanding of the Carbon offset program. A number of individuals felt buying carbon offsets is a money grab and verbal outcries implied that our own local City Council should see this film. Content included: "Hundreds of hydroelectric dams in Panama - incinerators burning garbage in India - biogas extracted from palm oil in Honduras - eucalyptus forests harvested for charcoal in Brazil; what do these projects have in common? They are all receiving carbon credits for offsetting pollution created somewhere else.

But what impact are these offsets having? Are they actually reducing emissions? And what about the people and the communities where these projects have been set up? The Carbon Rush travels across four continents and brings us up close to projects working through the United Nations Kyoto Protocol designed Clean Development Mechanism. This groundbreaking documentary asks the fundamental questions, "What happens when we manipulate markets to solve the climate crisis? Who stands to gain and who stands to suffer?"

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February 27<sup>th</sup> the City's 2013 Budget consultation open house at City Hall was well attended by the public. It was good to see the gallery full and I thank everyone for attending. It was a good communication venue and budget introduction by the City's new CFO, Roxanne Shepherd.

I attended the regional local government (AKBLG) meeting in Columbia Valley's Invermere March 2 where the executive reviewed the 2013 Resolutions submitted from across the region. The Resolutions will be circulated to the submitting communities with comments from AKBLG and UBCM. Resolutions will be on the floor at the upcoming AKBLG Conference in Invermere on Friday April 19<sup>th</sup> starting at 08:15 AM.

#### **AKBLG Resolution 2013**

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

#### **SENIOR GOVERNMENT GRANT PROGRAMS NOT WORKING**

**WHEREAS** local government expenditure time and resources when applying for grant programs that essentially pit communities one against the other resulting in winners & losers;

**AND WHEREAS** local government sees the current granting program structure used by senior levels of government is lacking in recognizing essential criteria required to make fair and equitable decisions during the evaluation procedure:

**THEREFORE BE IT RESOLVED** that senior levels of government review their current granting program to include consultation with local government in formulating a new approach in granting.

**Announcements:**

Regional District of Kootenay Boundary Electoral Area D Town Hall Meeting takes place this evening Monday March 4<sup>th</sup> starting at 7:00 PM at the City Park Seniors' Hall, 565-71 Street. Area Director Irene Perepolkin, as many are aware, is in Kelowna General Hospital recuperating from a recent stroke. We wish Irene a speedy recovery.

Alternate Roly Russell has been very busy filling Irene's shoes. It's unfortunate that the City's Regular Council meeting is on the same evening and at same time. In the interest of Regional collaboration where we have shared services and a continuing relationship with Area D that surrounds our community, as a Grand Forks resident I encourage everyone to make an effort to attend and become familiar with the Regional District's role in local government, the services they provide to our community and those we share.

Submitted by:

Councillor Cher Wyers

## Councillor Krog City Council Report For March 4th, 2013

Councillor Smith and I attended the Federation of Municipalities Community Sustainability Conference held February 12<sup>th</sup> to 15<sup>th</sup>. It was a pretty packed few days I took a lot away from the experience.

It featured topics such as:

- Sustainable neighbourhoods
- Bridging the Canadian Infrastructure gap
- Tools for climate change
- Assuring water and climate security
- Implications of alternate growth patterns on infrastructure costs
- Food waste diversion
- Leading edge of wastewater treatment
- And a lot more.
- 

Some of the highlights for me were:

### Smart Growth

Municipalities are realizing that conventional growth patterns are driving unsustainable growth in spending. Whereas compact, transit-oriented development results in lower infrastructure costs than conventional, low-density, old school development.

Sustainable Cities and the City of Calgary gave an overview of the implications of alternative growth patterns on infrastructure costs. Showing the benefits of compact development including reduction in greenhouse gas emissions, air quality improvements, walkable neighbourhoods, and greater possibilities for transit development. As well as saving huge dollars.

They evaluated the additional costs that would be generated by the roads, transit, water services, fire services, parks and schools that would be needed to support different development scenarios. This helped guide the city's decision making.

After they gave their presentation, we broke into groups to map out two different development scenarios: business-as-usual and compact, infill development. It was a cool exercise and enabled us to have a clear understanding of how growth patterns affect infrastructure costs.

I think it would be a worthwhile exercise for Council. It seems that most small cities wait for a developer to come and they are happy to just have development rather than pre planning the infrastructure. It would give us a good insight into the challenges that staff face and a better understanding of what we want our community to look like in the future.

### **The Creative Class**

Another interesting seminar featured, Dr. Richard Florida Speaking through telepresence (from Florida, no kidding) He applauded municipal leadership in environmental protection and energy efficiency

He pointed out that the shifts in the way we organize our cities are accompanied by shifts in the workforce. We have seen transitions from agricultural to industrial to creative. Creative workers include people in science and technology, innovators, entrepreneurs, artists, designers and media. In the past communities have focused on attracting industry, or High tech we need to change our mindset, there are potential opportunities in between the two.

Only six to seven per cent of Canadian workers are in manufacturing, while 41 per cent are members of the creative class. (Only 33 percent of American workers are considered creative.) The creative class has rarely experienced unemployment over five percent, even as manufacturing employment plummeted.

### **Implimenting a sustainability plan**

To bridge the gap between planning and implementation, municipalities should include these five steps in their sustainability framework:

Engage, Vision, Plan, Act, and Manage

To ensure implementation, sustainability should be integrated into the way our municipality does business.

One of the biggest things I took away, was how far ahead our community is in achieving sustainability compared to other municipalities including much larger cities.

And that progress I credit to our staff and commend them for their initiatives. It was really cool to sit there and say, "We are already doing that"

We looked at the Canadian Infrastructure report card In Canada.



That assessed the state of municipal infrastructure management, the report found many municipalities lack the ability to accurately assess the state of their infrastructure.

They gave some examples; about 30% of respondents had limited data on their water-treatment plants, reservoirs or pumping stations.

A large percentage of municipalities reported having no data on the condition of their buried infrastructure: 41.3% for distribution pipes and 48.2% for transmission pipes. While it is clear that municipalities monitor the quality of their drinking water through rigorous testing and monitoring, evaluating the physical condition of their treatment plants and buried distribution networks remains a significant, on-the-ground challenge.

With respect to roads, many respondents do not have regular condition assessment programs: 41.2% reported that they do not have an inspection program for their roads. Most of this we are well on our way, again thanks to our staff.

### Climate Change

There was a dynamic speaker Robert William Sanford Author of Cold Matters - the state and fate of Canada's fresh water He explained in terms we could understand. The recent Hydrological changes we are seeing, and how it impacts our communities. We have seen everything from flooding, heat waves and other radical weather related events such as super storm sandy and the droughts and fires in Australia. And it will only get worse.

Honestly for me it seems that when I think about climate change and global warming it is just that "Global" I now have a greater understanding of the specific effect on our community and our infrastructure.

A common thread throughout the conference was the emphasise on water security, and making the most of our water. We have to be creative when it comes to water conservation. Again we are working towards that goal.

Another seminar I really enjoyed was

**"Electric vehicles and infrastructure: On the ground in urban and rural contexts"**

I had a long talk with Rob MacGregor, Sun Country Highway's regional director for BC (you may of seen him on Global TV news, he is the car expert guy in their ask an expert segment.

There is only one recharge stations between osoyoos and fernie

I know our staff has brought this to us previously, I would like to look at it again.

You also get recognized on their map

We named ourselves as a solar community but a more realistic designation may be an electric friendly community or area. Charging stations are not that expensive and they can aid in economic development. An example would be that the stations are put in places that allow for and require a stay

Example - downtown people would eat, shop, visit while their car tops up.

There may even be partnership opportunities. Such as plug in BC.

I would like to see us have a regular Transit System and in the future we could see that and our city's fleet becoming fully electric.

We are looking at our branding and this could tie in nicely

"Rest – Relax - Re Charge" in Grand Forks \_ Boundary wide



## Councillor Smith City Council Report For March 4th, 2013

FCM Sustainability Conference Report to Council

March 4, 2013

On the first day I attended a plenary session in the morning where the Canadian Infrastructure Report Card was discussed. With the many figures presented it was clear that while Canadian infrastructure is not in disrepair it is at risk. Nearly 30% of all municipal infrastructure, based on a survey of 123 municipalities, is rated at "fair" to "very poor". The four primary asset categories are: drinking-water systems, wastewater and storm-water networks, and municipal roads. The replacement cost of these assets alone totals \$171.8 billion. The point that was driven home is that municipalities cannot afford these costs on their own. It builds on the argument that municipalities cannot subsist on the current grant system of funding employed by senior levels of government.

Later I attended a session called "Storm Warning", which went into detail on the effects of global warming, particularly about its effect on the hydrological cycle – which is how water is circulated through the atmosphere. As the climate warms more water is suspended in the air. For every degree increase in temperature the water holding capacity of the atmosphere increases by 7%. That means a lot of water can come down in unprecedented volumes and can cause severe flooding. Also, high temperature events are on the increase – Australia had temperatures of between 52 and 54C. If this trend continues in North America some areas of the Central Great Plains could become uninhabitable, affecting food production and forcing a migration of people northward. One of the most important things we can do now is to habituate ourselves to conserve water as it will become increasingly scarce. It was a pretty powerful presentation and certainly supports our desire to institute residential water metering.

I ended that day at a presentation on "Making sustainability work in Rural Communities". It spoke to Internet connectivity being a key factor in making a rural community work. Of course, with our fibre optic network we have a real opportunity to be a leader in BC as we develop strategies around our asset. There was also discussion around energy efficiency and renewable energy. One thing that caught my attention was methane capture from organic waste landfills that can be used to generate electricity. Perhaps there is an opportunity here.

The next day I attended a plenary on creative communities. The presenter, Dr Richard Florida, who is a professor at the U of T, discussed the "Creative Class" and how they are revolutionizing the global economy. He showed how a number of factors coming out of the creative class, "will spur a fresh era of growth and prosperity, define a new geography of progress, and create surprising opportunities for all of us". One of the biggest points was have comfortable places for the creative class to work. Small communities like ours can be those places as long as we have the digital infrastructure in place for them, which we do. Now it becomes a matter of marketing ourselves to them. I plan on picking up a copy of his book on the subject.

I next attended a workshop on how to take a sustainability plan and put it into action. A reason why some plans fail or fall short is because they are too ambitious, which referred to as a "Vision Gap", or there is no follow through due to a lack of commitment. By using five distinct steps in every decision around a sustainability plan – Vision, Plan, Act, Engage, and Manage – plans have a far better chance at success. In my workgroup I met a gentleman who runs a website with over 100 SCP's and noted that our SCP is there. A great place to get ideas from other communities. The session was very engaging and I made many contacts.

I attended a session called "The Rural Infrastructure Challenge". The FCM represents approximately 2000 municipalities and of those about 1500 are rural. In 2007 the infrastructure

deficit was \$123 billion and has grown ever since. Nearly \$2 billion in infrastructure programs are due to expire in 2014 and that figure represents 1/3 of what municipalities receive. FCM is asking that the Gas Tax be indexed and that the Building Canada Fund (BCF) be renewed. They would like to see easier access to the BCF and want to see an annual investment of \$2.5 billion in a Core Infrastructure Investment Fund. Their recommendations are being made to the Federal Government in a document entitled: "THE ROAD TO JOBS AND GROWTH: Solving Canada's Municipal Infrastructure Challenge." Hopefully, the Feds will not only hear the message but will also listen.

On the 15<sup>th</sup> all I was able to attend, due to illness, was a plenary session on creating cities for 8 to 80 year olds. The point was to design cities to promote healthy living, designing then for people and not cars. Another presenter was Catherine O'Brien, PhD – who introduced a concept of sustainable happiness. The idea is that by helping people to learn to be happy we can build stronger communities. The presentation was quite compelling. Finally, a talk was given that encouraged planners in transport and land use planning to give more thought to the needs of youth and seniors and encouraged us to use the resources available at Green Communities Canada.

I appreciate having had the opportunity to participate in this conference. I will endeavour to apply what I learned in my continued commitment to our community and look forward to networking with many of the passionate and hardworking people I met while I was there. Thank you.

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : March 12th, 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** : March 12<sup>th</sup>, 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

Minutes of a regular meeting of the Board of Directors of the Regional District of Kootenay Boundary held in the Regional District of Kootenay Boundary Board Room, Trail, B.C., Thursday, November 29, 2012 at 6:00 p.m.

**Present:** Director L. Gray, Chair  
Director N. Kettle  
Director K. Wallace  
Director B. Taylor  
Director I. Perepolkin  
Director M. Rotvold  
Director B. Baird  
Director B. Crockett  
Director D. Duclos  
Director L. Worley  
Director R. Cacchioni  
Director A. Grieve  
Director G. McGregor

Prior to calling the meeting to order, the Chair presented Queen Jubilee Awards to Ms. Jackie Drysdale and Mrs. Robin Legere.

#### **Call to Order**

The Chair called the meeting to order at 6:25 p.m.

#### **Agenda**

The Chair advised that there were two items to be added to the agenda (grant-in-aid & update on C.B.T. Food Bank donation).

The Chair also requested that two recommendations from the Electoral Area Services Committee meeting be moved forward as there are members in the audience who wish to speak and it was;

**497-12** Moved: Director Grieve/Sec'd: Director Rotvold

That the agenda be adopted as amended.

Carried.

#### **Minutes**

**498-12** Moved: Director Kettle/Sec'd: Director McGregor

That the minutes of the regular Board meeting held November 1, 2012 be adopted as circulated.

Carried.

#### **Delegations**

**Ms. Kathy Gregory, B.C. Sr. Games**  
**re: Presentation of Plaque**

Ms. Kathy Gregory, B.C. Sr. Games, presented the Chair with a plaque and thanked the Board for their financial support for the Games.

**Ms. Audrey Repin, Columbia Power Corporation**  
**re: Strategic Planning**

The Chair welcomed Ms. Audrey Repin, Columbia Power Corporation, and two other staff members to the meeting.

November 29, 2012

Ms. Repin thanked the Board for the opportunity to attend the meeting and provided a powerpoint presentation on Columbia Power's proposed Strategic Plan for 2012 – 2017.

The Chair thanked Ms. Repin for her presentation.

**Ms. Carmen Moreira**  
**re: Charity – SQx Danza**

The Chair welcomed Ms. Moreira to the meeting.

Ms. Moreira thanked the Board for the opportunity to attend the meeting and provided information on the SQx Danza Charity.

The Chair thanked Ms. Moreira for her presentation.

### **Unfinished Business**

#### **Memorandum of Board Resolutions**

**499-12** Moved: Director Perepolkin/Sec'd: Director McGregor

That the Memorandum of Board Resolutions be received.

Carried.

### **Reports**

**Electoral Area Services Committee**  
**November 8, 2012**

#### **Development Variance Permit – Area 'C'**

Mr. Thompson, a neighbour of the applicant, advised that he had no objections to the Development Variance Permit application.

**500-12** Moved: Director McGregor/Sec'd: Director Worley

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit Application submitted by Allan and Anna Hill for the property legally described as Lot 5, Block 2, Plan 6348, DL 963 to allow a decrease in the setback from the natural boundary of Christina Lake of 2.2 metres from 7.5 metres to 5.3 metres to construct an attached deck.

Carried.

#### **Rezoning – Area 'D'**

The Chair invited the applicant, Mr. Demski, to provide any comments he wished to make regarding his application.

Mr. Demski reviewed his application and answered any questions from the Board.

**501-12** Moved: Director Grieve/Sec'd: Director Perepolkin

That the Regional District of Kootenay Boundary Board of Directors denies the application to amend the Electoral Area 'D' Zoning Bylaw submitted by Peter Demski & Lisa Demski to rezone a non-ALR portion of the subject property from AGR2 to RUR1 for the lands legally described as Lot A, DL 1357, Plan 34983.

Carried.

November 29, 2012

## **Reports**

**E. Kumar – Nov. 22/12**  
**re: Correspondence Policy**

A staff report from Elaine Kumar, Director of Corporate Administration, dated Nov. 22/12 regarding the Correspondence Policy was read to the meeting.

**502-12** Moved: Director Cacchioni/Sec'd: Director Kettle

That the staff report be received.

Carried.

**503-12** Moved: Director Baird/Sec'd: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors adopts the Correspondence Policy as follows:

**Policy:** *The Regional District of Kootenay Boundary (RDKB) shall utilize good management practices in the receipt and sending of correspondence.*

**Purpose:** *To formalize and clarify RDKB correspondence policies and practices.*

**Procedure:** *The RDKB receives and sends correspondence on a regular basis.*

### **1) Incoming Correspondence**

- a) *The overall responsibility for managing the correspondence received and sent by the RDKB is with the Director of Corporate Administration (DOCA).*
- b) *All mail is received and opened by the staff member identified by the DOCA.*
- c) *Bills, invoices and other financial documents are forwarded to the Finance Department for processing.*
- d) *Magazines, periodicals general information, and unaddressed mail are to be forwarded to the appropriate department for their use.*
- e) *All addressed correspondence is date stamped to indicate the day it was received by the RDKB, issued a document number and is logged in the correspondence log.*
- f) *The correspondence is disseminated to the appropriate departments for any required action.*
- g) *All correspondence addressed to the Chair or a Director is delivered to the Executive Assistant. The Executive Assistant will ensure that the following occurs:*
  - i) *A copy of the correspondence is placed in the appropriate Directors mail slot.*
  - ii) *If, in the Executive Assistant's opinion, the matter in the correspondence is a time sensitive or otherwise important matter, a copy of the correspondence will be faxed or emailed to the appropriate Director.*
  - iii) *The Executive Assistant will ensure that the appropriate Manager is provided the correspondence for further action.*
  - iv) *A copy of the correspondence is placed in the appropriate Committee or Board agenda folder.*
- h) *The Director's mail slot will be emptied and mailed each Friday.*
- i) *Any Manager that receives correspondence that requires Committee or Board attention is responsible for providing the letter with appropriate reports to the Committee having jurisdiction.*
- j) *Faxes will be treated in the same manner as other correspondence. When and if an original is received the fax copy will be replaced and destroyed. As an exception to the foregoing, if the fax copy has notes that need to be retained, the fax copy will be retained as well.*
- k) *Managers or staff in receipt of emails that need to be retained as part of an overall file will be responsible for printing a copy and delivering it to the location identified for incoming correspondence. The email will then be treated in the same manner as other correspondence.*

November 29, 2012

- l) Correspondence marked to indicate that the contents are confidential shall be immediately forwarded to the intended recipient unopened. The recipient of confidential mail is responsible for indicating the date received by the Regional District and taking any appropriate action. The disposition and retention of such documents shall be determined in consultation with the DOCA.

2) Outgoing Correspondence

- a) All outgoing correspondence will go out on RDKB letterhead. If a department has an approved and identified symbol (i.e.: the fire and recreation services) it is appropriate to add the symbol to the letterhead.
- b) All correspondence shall be signed. Wherever possible the letter should be signed by the writer, but to avoid undue delay it is appropriate to have another staff member, preferably a Manager, sign the letter in-lieu.
- c) All correspondence to an elected official shall be signed by an elected official. An exemption to this rule is where the matter was specifically addressed to a staff member and is purely an administrative or information matter.
- d) The Board Chair is the default signatory for all RDKB correspondence requiring the signature of an elected official. In the Chair's absence the Vice Chair shall sign.
- e) Where the subject matter of the correspondence deals specifically with a subject directly related to an Electoral Area or municipality the letter shall be co-signed by the appropriate Electoral Area Director or municipal Director.
- f) The Chair also has the discretion to accept a co-signer, such as a Committee Chair, where the Chair feels that it is appropriate.
- g) All correspondence deemed to be confidential or personal shall be prepared by the writer or the Executive Assistant. The Executive Assistant is the "confidential secretary" for the Board and Managers of the RDKB.
- h) Elected Officials shall not utilize corporate RDKB letterhead for correspondence that is not sanctioned by the Board. When correspondence is sanctioned or consistent with Board positions and intentions sections 2 (d) and (e) still apply.
- i) The foregoing is not intended to stifle legitimate correspondence prepared by the Electoral Area Directors. However, in the best interests of the Board, the Electoral Area Directors and the recipients of such correspondence, it must be clear the writer is presenting personal views and not necessarily those of the Corporate Board. The Electoral Area Directors shall be provided letterhead, personalized for their use, that includes the following phrase:
- "The contents of this correspondence and any views presented are those of the writer and may not reflect the positions of the Regional District of Kootenay Boundary."*
- j) Outgoing emails shall have a signature block indicating the senders name, title and contact information. The sender shall be responsible for ensuring that paper copies of email strings are kept where circumstances warrant.

Carried.

**E. Kumar – Nov. 27/12**  
**re: Electoral Area Names**

A staff report from Elaine Kumar, Director of Corporate Administration, dated Nov. 27/12 regarding the status of the Electoral Areas changing their names.

**504-12** Moved: Director Grieve/Sec'd: Director Perepolkin

That the staff report be received.

Carried.

**505-12** Moved: Director Baird/Sec'd: Director Grieve

That staff proceed with having Electoral Areas 'B', 'C', 'D' and 'E' having their names changed.

November 29, 2012



Carried.

**A. Stanley – Nov. 27/12**  
**re: Partnership with Landkreis Spree-Neisse**

A staff report from Alan Stanley, Director of Environmental Services, dated Nov. 27/12 regarding the District's partnership with Landkreis Spree-Neisse was read to the meeting.

**506-12** Moved: Director Wallace/Sec'd: Director Perepolkin

That the staff report be received **AND FURTHER** that the report be referred to the German Delegation Committee for further review.

Carried.

**Communications (Information Only)**

**507-12** Moved: Director Rotvold/Sec'd: Director McGregor

That Items:

- a) ALC – Oct. 9/12  
re: Application to Subdivide Land in the ALR
- b) Ministry of Environment – Oct. 30/12  
re: Eurasian Milfoil in Christina Lake
- c) Minutes – Area 'C' Parks and Recreation – Nov. 14/12
- d) Ministry of Community, Sport & Cultural Development – Nov. 15/12  
re: Regional District Population & Voting Strength
- e) Minutes – Grand Forks & District Recreation Commission – Nov. 15/12
- f) U.B.C.M. – Nov. 20/12  
re: Local Government Contract Management Committee Meeting
- g) Ministry of Community, Sport & Cultural Development – Nov. 20/12  
re: Possible Boundary Expansion
- h) A.K.B.L.G. – Nov. 26/12  
re: A.G.M.

be received.

Carried.

**Reports**

**Payroll**  
**Int. Schedule of Accounts**  
**September, 2012**

**508-12** Moved: Director Rotvold/Sec'd: Director Worley

That the following items be approved for payment:

i)	Int. Sch. of Accounts – October/12	
	Cheque Nos. 33323 – 33814	\$1,421,136.21
ii)	Payroll Account	437,772.19
		<b><u>\$1,858,908.40</u></b>

Carried.

**Electoral Area Services Committee**  
**November 8, 2012**

November 29, 2012

**509-12** Moved: Director Grieve/Sec'd: Director Grieve

That the draft minutes of the Electoral Area Services Committee meeting held November 8, 2012 be received.

Carried.

**Development Variance Permit – Area 'B'**

**510-12** Moved: Director Grieve/Sec'd: Director Worley

That the Regional District of Kootenay Boundary Board of Directors approves the Development Variance Permit application submitted by David & Julia Langille for the property legally described as Lot 10, DL 13070, DL 2404 & 4598, KD to allow a decrease in the interior lot line setback of 1.2 metres, from 3.0 metres to 1.8 metres, to construct an accessory building.

Carried.

**Public Hearing Minutes  
Bylaw No. 1470  
October 23, 2012**

**512-12** Moved: Director Worley/Sec'd: Director McGregor

That the minutes of the Public Hearing for Bylaw No. 1470 held October 23, 2012 be received.

Carried.

**Public Hearing Minutes  
Bylaw No. 1506  
November 5, 2012**

**513-12** Moved: Director Baird/Sec'd: Director Grieve

That the minutes of the Public Hearing for Bylaw No. 1506 held November 5, 2012 be received.

Carried.

**Public Hearing Minutes  
Bylaw No. 1508  
November 15, 2012**

**514-12** Moved: Director Duclos/Sec'd: Director Baird

That the minutes of the Public Hearing for Bylaw No. 1508 held November 15, 2012 be received.

Carried.

**Environmental Services Committee  
November 7, 2012**

**515-12** Moved: Director Worley/Sec'd: Director Cacchioni

That the draft minutes of the Environmental Services Committee meeting held November 7, 2012 be received.

Carried.

**Darkwoods Carbon Project**

November 29, 2012

**516-12** Moved: Director Worley/Sec'd: Director Wallace

That the Regional District of Kootenay Boundary Board of Directors purchase required offset credits from the Darkwoods Carbon project in 2013 to achieve carbon neutrality for the 2012 fiscal year.

Carried.

**Carbon Neutral Kootenay's Project**

**517-12** Moved: Director Worley/Sec'd: Rotvold

That the Regional District of Kootenay Boundary Board of Directors continue with investigating ongoing partnerships with the current affiliates to deliver future aspects of the Carbon Neutral Kootenay's project.

Carried.

**Sewer Committee**  
**November 6, 2012**

**518-12** Moved: Director Crockett/Sec'd: Director Cacchioni

That the draft minutes of the Sewer Committee meeting held November 6, 2012 be received.

Carried.

**Protective Services Committee**  
**October 30, 2012**

**519-12** Moved: Director Rotvold/Sec'd: Director Kettle

That the draft minutes of the Protective Services Committee meeting held October 30, 2012 be received.

Carried.

**Regional Emergency Management Agreement**

**520-12** Moved: Director Rotvold/Sec'd: Director Worley

That the Regional District of Kootenay Boundary Board of Directors refers the draft amended Regional Emergency Agreement to the participating municipalities for consideration and adoption.

Carried.

**B.V. Recreation Committee**  
**November 13, 2012**

**521-12** Moved: Director Grieve/Sec'd: Director Duclos

That the draft minutes of the Beaver Valley Recreation Committee meeting held November 13, 2012 be received.

Carried.

**Boundary Economic Development Committee**  
**November 6, 2012**

**522-12** Moved: Director Taylor/Sec'd: Director Perepolkin

November 29, 2012

That the draft minutes of the Boundary Economic Development Committee meeting held November 6, 2012 be received.

Carried.

**Board Appointment Updates**

**S.I.D.I.T.**

None.

**S.I.B.A.C.**

None.

**R.C.M.P.**

None.

**Okanagan Film Commission**

None.

**Columbia River Treaty Committee**

Director Worley advised that she has participated in two teleconferences.

**L.C.I.C.**

None.

**Boundary Weed/Stakeholder**

Director Perepolkin advised that the committee has changed their name to Boundary Invasive Species Society.

Director Perepolkin advised that she would provide the recommendations from the committee to the next meeting.

**Staff Reports**

**J. Ginalias – Nov. 29/12**

**re: Application to Amend License of Occupation**

A staff report from Jeff Ginalias, Assistant Planner, dated Nov. 29/12 regarding a referral from the Ministry of Forests, Lands and Natural Resource Operations for an application submitted by Red Shutter Inn to amend their existing License of Occupation was read to the meeting.

**523-12** Moved: Director Kettle/Sec'd: Director Worley

That the staff report be received.

Carried.

**524-12** Moved: Director Worley/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors advise the Ministry of Forests, Lands and Natural Resource Operations that the application submitted by Red Shutter Inn. dba "Big Red Cats" to amend their existing License of Occupation is supported and the A.P.C. comments be forwarded to the Ministry for consideration.

November 29, 2012

Carried.

**J. Ginalias – Nov. 29/12**

**re: Notice of Work Permit for Mineral Tenure**

A staff report from Jeff Ginalias, Assistant Planner, dated Nov. 29/12 regarding a Front/CounterBC's request for input concerning a Mines' Act Permit Application for Notice of Works submitted by West High Yield Ltd. was read to the meeting.

**525-12** Moved: Director Baird/Sec'd: Director McGregor

That the staff report be received.

Carried.

**526-12** Moved: Director Worley/Sec'd: Director Baird

That the Regional District of Kootenay Boundary Board of Directors advise the Ministry of Energy and Mines that the application submitted by West High Yield Resources Ltd. for a Notice of Work Permit for Mineral Tenure No. 514607, the Record Ridge South Magnesium project southwest of Rossland is supported and that the A.P.C. comments be forwarded to the Mines Branch.

Carried.

**J. Ginalias – Nov. 29/12**

**re: Application for a License of Occupation**

A staff report from Jeff Ginalias, Assistant Planner, dated Nov. 29/12 regarding an application for a License of Occupation was read to the meeting.

**527-12** Moved: Director Baird/Sec'd: Director Duclos

That the staff report be received.

Carried.

**528-12** Moved: Director Baird/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors advise the Ministry of Forests, Land and Natural Resource Operations that the application submitted by Allen Business Communications Ltd. for a License of Occupation to establish tenure for an existing communications site on Crown Land near Sidley Mountain Road is supported.

Carried.

**J. Ginalias – Nov. 29/12**

**re: Application to Construct, Rehabilitate & Maintain Trails**

A staff report from Jeff Ginalias, Assistant Planner, dated Nov. 29/12 regarding an application to receive authorization under Section 57 of the Forest Practices Act to construct, rehabilitate and maintain trails in the Trapping Creek was read to the meeting.

**529-12** Moved: Director Grieve/Sec'd: Director Baird

That the staff report be received.

Carried.

**539-12** Moved: Director Baird/Sec'd: Director McGregor

November 29, 2012

That the Regional District of Kootenay Boundary Board of Directors advise the Ministry of Forests, Lands and Natural Resource Operations that the Section 57 application under the Forest Practices Act, submitted by the Back Country Horsemen of B.C., to construct, rehabilitate and maintain trails in the Trapping Creek area is supported and that they any authorization issued confirm the rights of other user groups to access these trails.

Carried.

**J. Ginalias – Nov. 29/12**

**re: Request for Input concerning a Mines' Act Permit Application**

A staff report from Jeff Ginalias, Assistant Planner, dated Nov. 29/12 regarding a request for input from FrontCounterBC for input concerning a Mines' Act Permit application for a Notice of Work by Intigold Mining Ltd. was read to the meeting.

**549-12** Moved: Director Cacchioni/Sec'd: Director Crockett

That the staff report be received.

Carried.

**550-12** Moved: Director Baird/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors advise the Ministry of Energy and Mines that the application for a Mines Act Permit for a proposed diamond drilling exploration program near Beaverdell is supported.

Carried.

**J. Ginalias – Nov. 29/12**

**re: Application for a License of Occupation**

A staff report from Jeff Ginalias, Assistant Planner, dated Nov. 29/12 regarding a request from FrontCounterBC for input on an application for a License of Occupation for roadway purposes was read to the meeting.

**551-12** Moved: Director Baird/Sec'd: Director Kettle

That the staff report be received.

Carried.

**552-12** Moved: Director Baird/Sec'd: Director Duclos

That the Regional District of Kootenay Boundary Board of Directors advise the Ministry of Forests, Lands and Natural Resource Operations that the application submitted by McElhanney Associates, on behalf of Jehu Mercuro, for a License of Occupation submitted for Crown Land/tenure for the property legally described as the access road off Nicholson Creek Road on DL 303s is supported.

Carried.

**J. Ginalias – Nov. 29/12**

**re: Application for Subdivision in the A.L.R.**

A staff report from Jeff Ginalias, Assistant Planner, dated Nov. 29/12 regarding an application for subdivision in the A.L.R. to subdivide the parcel into two sections was read to the meeting.

**553-12** Moved: Director Kettle/Sec'd: Director Cacchioni

November 29, 2012

That the staff report be received.

Carried.

**554-12** Moved: Director Baird/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors forward the application of Horst Heindenreich to subdivide in the A.L.R. for the property legally described as DL 891s, SDYD Except Plans 34368, 35109 and H17963 to the Agricultural Land Commission without a recommendation.

Carried.

**E. Kumar – Nov. 20/12**  
**re: A.K.B.L.G. Sponsorship**

A staff report from Elaine Kumar, Director of Corporate Administration, dated Nov. 20/12 regarding A.K.B.L.G. sponsorship was read to the meeting.

**555-12** Moved: Director Rotvold/Sec'd: Director Cacchioni

That the staff report be received.

Carried.

**556-12** Moved: Director Kettle/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approves sponsoring the 2013 A.K.B.L.G. Conference at the Silver category (\$2,000+).

Carried.

**East End Services Committee**  
**November 20, 2012**

**557-12** Moved: Director Wallace/Sec'd: Director Cacchioni

That the draft minutes of the East End Services Committee meeting held November 20, 2012 be received.

Carried.

**Personnel, Executive & Policy Committee**  
**November 22, 2012**

**558-12** Moved: Director McGregor/Sec'd: Director Worley

That the draft minutes of the Personnel, Executive & Policy Committee meeting held November 22, 2012 be received.

Carried.

**E. Kumar – Nov. 26/12**  
**re: Participation at Booth for U.B.C.M. & F.C.M. Conferences**

A staff report from Elaine Kumar, Director of Corporate Administration, regarding the request from Audrey Repin, Director, Columbia Power Corporation, for the participation of a representative of the Regional District of Kootenay Boundary to participate in the planning for the Kootenay Country Exhibit for the 2013 U.B.C.M. Convention and possibly the F.C.M. Conference was read to the meeting.

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**559-12** Moved: Director Grieve/Sec'd: Director Rotvold

That the staff report be received.

Carried.

**560-12** Moved: Director Cacchioni/Sec'd: Director Worley

That the Regional District of Kootenay Boundary Board of Directors supports the participation of Director Rotvold on the Planning Committee for the Kootenay Country Exhibit.

Carried.

**E. Kumar – Nov. 26/12**

**re: Economic Development Service – Boundary**

A staff report from Elaine Kumar, Director of Corporate Administration regarding a contract with Community Futures – Boundary to undertake Economic Development Services within the Boundary area (excluding Area 'C') was read to the meeting.

**561-12** Moved: Director Kettle/Sec'd: Director Duclos

That the staff report be received.

Carried.

**562-12** Moved: Director Rotvold/Sec'd: Director Taylor

That the Regional District of Kootenay Boundary Board of Directors approves entering into a contract with Community Futures – Boundary to undertake Economic Development Services with the Service area at a total fee of \$4,000 per month.

Carried.

**E. Kumar – Nov. 26/12**

**re: West End Animal Control**

A staff report from Elaine Kumar, Director of Corporate Administration, dated Nov. 26/12 regarding the West End Animal Control contract was read to the meeting.

**563-12** Moved: Director Kettle/Sec'd: Director Duclos

That the staff report be received.

Carried.

**564-12** Moved: Director Taylor/Sec'd: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approves entering into a contract with Mr. Richard Smith to undertake Animal Control for Electoral Areas 'C' & 'D' and the Cities of Grand Forks and Greenwood for a monthly fee of \$8,770.

Carried.

#### **Bylaws**

**T. Lenardon – Nov. 19/12**

**re: Mail Ballot Voting**

A staff report from Theresa Lenardon, Executive Assistant, dated Nov. 19/12 regarding mail voting was read to the meeting.

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**565-12** Moved: Director Cacchioni/Sec'd: Director Duclos

That the staff report be received.

Carried.

**566-12** Moved: director McGregor/Sec'd: Director Cacchioni

That Regional District of Kootenay Boundary Bylaw No. 1515 be given first, second and third readings.

Carried.

(Director Baird opposed)

**567-12** Moved: Director Duclos/Sec'd: Director Crockett

That Regional District of Kootenay Boundary Bylaw No. 1515 be now reconsidered and finally adopted.

Carried.

**D. Dean – Nov. 13/12**

**re: Area 'B' Revised Community Plan**

A staff report from Donna Dean, Planner, dated Nov. 13/12 regarding proposed changes to the Electoral Area 'B' revised Community Plan for Electoral Area 'B' was read to the meeting.

**568-12** Moved: Director Cacchioni/Sec'd: Director Duclos

That the staff report be received.

Carried.

**569-12** Moved: Director Worley/Sec'd: director Wallace

That Bylaw No. 1470 be amended as described in the Nov. 9/12 staff report titled "Proposed Changes to Electoral Area 'B' Revised Official Community Plan Bylaw No. 1470".

Carried.

**570-12** Moved: Director Worley/Sec'd: Director Baird

That Regional District of Kootenay Boundary Bylaw No. 1470 be given second reading as amended.

Carried.

**O.C.P. Amendment – Area 'C'**

**571-12** Moved: Director McGregor/Sec'd: Director Perepolkin

That Regional District of Kootenay Boundary Bylaw No. 1506 be given third reading.

Carried.

**572-12** Moved: Director McGregor/Sec'd: Director Baird

That Regional District of Kootenay Boundary Bylaw No. 1506 be now reconsidered and finally adopted.

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Carried.

**D. Dean – Nov. 29/12**

**re: Big White O.C.P. Amendment**

A staff report from Donna Dean, Planner, dated Nov. 29/12 regarding proposed changes to Bylaw 1508 to amend the Big White O.C.P. to add Greenhouse Gas Reductions, Targets and Actions was read to the meeting.

**573-12** Moved: Director Baird/Sec'd: Director Duclos

That the staff report be received.

Carried.

**574-12** Moved: Director Baird/Sec'd: Director Perepolkin

That Bylaw No. 1508 be amended as described in the Nov. 18/12 staff report titled "Proposed Changes to Bylaw No. 1508 – A Bylaw to Amend the Big White Official Community Plan to add Greenhouse Gas Reduction, Targets & Actions".

Carried.

**575-12** Moved: Director Baird/Sec'd: Director McGregor

That Regional District of Kootenay Boundary Bylaw No. 1508 be given third reading as amended.

Carried.

**576-12** Moved: Director Baird/Sec'd: Director McGregor

That Regional District of Kootenay Boundary Bylaw No. 1508 be now reconsidered and finally adopted.

Carried.

**Revenue Anticipation Borrowing**

**577-12** Moved: Director Rotvold/Sec'd: Director Crockett

That Regional District of Kootenay Boundary Bylaw No. 1516 be given first, second and third readings.

Carried.

**578-12** Moved: Director Crockett/Sec'd: Director Duclos

That Regional District of Kootenay Boundary Bylaw No. 1516 be now reconsidered and finally adopted.

Carried.

**J. MacLean – Nov. 25/12**

**re: Procedures Bylaw**

A report from John MacLean, C.A.O., dated Nov. 25/12 regarding a new Procedures Bylaw to reflect changes and conduct of Board and Committee/Commission meeting.

**579-12** Moved: Director Cacchioni/Sec'd: Director Kettle

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That the staff report be received.

Carried.

**580-12** Moved: Director Cacchioni/Sec'd: Director Gray

That Regional District of Kootenay Boundary Bylaw No. 1514 be given first, second and third readings.

Carried.

**581-12** Moved: Director Cacchioni/Sec'd: Director Wallace

That Regional District of Kootenay Boundary Bylaw No. 1514 be now reconsidered and finally adopted.

Carried.

### **New Business**

#### **Schedule Public Hearing**

**582-12** Moved: Director Grieve/Sec'd: Director Worley

That staff be instructed to schedule a Public Hearing for Bylaw No. 1470 and appoint Director Worley to attend (Directors Grieve & McGregor as Alternates).

Carried.

### **Grants-in-Aid**

**583-12** Moved: Director Baird/Sec'd: Director Grieve

That the following grants in aid be approved:

- B.C. Registered Music Teachers – Trail Branch – Areas 'A' & 'B' - \$500 each
- Jingle Down Main – Area 'A' - \$1,000
- Phoenix Mountain Ski Society – Area 'C' - \$2,000 (2013)
- Community Christmas Dinner – Area 'C' - \$500
- Phoenix Mountain Ski Society – Area 'D' - \$2,000
- Christina Lake Arts & Artisans Society – Area 'C' - \$1,000
- R.C.M.P. Community Consultative Group – Area 'E' - \$150

Carried.

**J. MacLean – Nov. 25/12**

#### **re: Transit Service for Big White**

A staff report from John MacLean, C.A.O., dated Nov. 25/12 regarding a request to look at developing a transit service for the Big White Skill Hill was read to the meeting.

**584-12** Moved: Director Cacchioni/Sec'd: Director Baird

That the staff report be received.

Carried.

**585-12** Moved: Director Baird/Sec'd: Director Wallace

That B.C. Transit be requested to look at the possibility of offering transit services to Big White, with the understanding that this request in no way interferes with or takes priority over pre-

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existing initiatives.

Carried.

**J. MacLean – Nov. 25/12**  
**re: Grand Forks Rural Fire Protection**

A staff report from John MacLean, C.A.O., dated Nov. 25/12 regarding a request from the Grand Forks Rural Fire Protection District requesting that the Regional District proceed with converting their service from an Improvement District to a Regional District service was read to the meeting.

**586-12** Moved: Director Cacchioni/Sec'd: Director Perepolkin

That the staff report be received.

Carried.

**587-12** Moved: Director Taylor/Sec'd: Director Perepolkin

That the Regional District of Kootenay Boundary Board of Directors supports the conversion of the Grand Forks Rural Fire Department Improvement District to a Regional District service **AND FURTHER** that the Province of B.C. be requested to facilitate this initiative through the issuance of an order-in-council, thereby eliminating the need for electoral assent.

Carried.

**J. MacLean – Nov. 26/12**  
**re: Appointments at Inaugural Meeting**

A staff report from John MacLean, C.A.O., dated Nov. 26/12 regarding the Board and Board Chair appointments made following the Inaugural meetings was read to the meeting.

**588-12** Moved: Director Cacchioni/Sec'd: Director Wallace

That the staff report be received.

Carried.

**589-12** Moved: Director McGregor/Sec'd: Director Cacchioni

That the report be referred to the Personnel, Executive & Policy Committee with a proposed policy.

Carried.

**590-12** Moved: Director Cacchioni/Sec'd: Director Rotvold

That the M.F.A. and M.I.A. appointments be placed on the agenda of the Inaugural Board meeting.

Carried.

**E. Kumar – Nov. 27/12**  
**re: Grand Forks Airport**

A staff report from Elaine Kumar, Director of Corporate Administration, dated Nov. 27/12 regarding the Grand Forks Airport was read to the meeting.

**591-12** Moved: Director Cacchioni/Sec'd: Director Taylor

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That the staff report be received.

Carried.

**C.B.T. Food Bank Donations**

Chair Gray advised that the Columbia Basin Trust is donating funds to Food Banks throughout the area including Grand Forks.

**Thank You to Director Kettle**

Chair Gray thanked Director Kettle, who is being replaced on the Board, for his year of service on the Board.

Director Kettle advised that he has enjoyed his term on the Board and enjoyed working with the Board.

**Director Request for Staff Resources (Discussion)**

Director Wallace requested staff to research how Canada Post deals with mail/newsletters for "no fliers" mail boxes.

**In Camera Meeting**

**592-12** Moved: Director Duclos/Sec'd: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors proceeds to an in camera meeting pursuant to Section 90(1)(b) & (e) of the Community Charter (time: 8:45 p.m.).

Carried.

**593-12** Moved: Director

That the Regional District of Kootenay Boundary Board of Directors re-convene to the regular meeting (time: 9:15 p.m.).

Carried.

**Adjournment**

**594-12** Moved: Director

That the meeting be adjourned.

Time: 9:15 p.m.

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Chair

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Director of Corporate Administration

November 29, 2012

## Special Meeting

**Present:** Director L. Gray, Chair  
Director M. Rotvold  
Director B. Noll  
Director D. Duclos  
Director B. Baird  
Director K. Wallace  
Director L. Worley  
Director R. Cacchioni  
Director B. Taylor  
Director B. Crockett  
Director G. McGregor  
Director I. Perepolkin

The Chair called the meeting to order at 3:00 p.m. and welcomed Director Barry Noll, City of Greenwood, to the Board.

**595-12** Moved: Director Worley/Sec'd: Director Wallace

Carried.

**J. MacLean – Dec.5/12**  
**re: Strategic Plan**

A staff report from John M. MacLean, CAO dated December 5, 2012 regarding the recommendation of the Finance Committee to approve the Strategic Plan as presented was read to the meeting.

**596-12** Moved: Director Cacchioni/Sec'd: Director Worley

That the staff report from John M. MacLean, CAO dated December 5, 2012 regarding the recommendation of the Finance Committee to approve the Strategic Plan as presented be received.

Carried.

J. MacLean, Chief Administrative Officer (CAO) reviewed the report noting that the Finance Committee recommends approval of the Plan, and it was;

**597-12** Moved: Director Rotvold/Sec'd: Director Baird

That the Regional District of Kootenay Boundary Board of Directors approves and adopts the 2012-2015 Strategic Plan as presented.

Carried.

The CAO explained the suggested reporting structure for updating the Board on the progress of achieving the goals established in the Plan. He advised that the Finance Committee supports reporting to be made to the Personnel, Executive and Policy Committee on a quarterly basis, and it was;

**598-12** Moved: Director Cacchioni/Sec'd: Director Perepolkin

That the Regional District of Kootenay Boundary Board of Directors directs staff to report on activity and progress related to the implementation of the Strategic Plan on a quarterly basis to the Personnel, Executive and Policy Committee.

Carried.

**E. Kumar – Dec. 3/12**  
**re: Economic Development in the Boundary**  
**and Electoral Area 'C'**

A staff report from Elaine Kumar dated December 3, 2012 regarding the Boundary Economic Development Service was read to the meeting.

**599-12**

Moved: Director Taylor/Sec'd: Director McGregor

That the staff report from Elaine Kumar dated December 3, 2012 regarding the Boundary Economic Development Service be received.

Carried.

It was noted that 2/3 of the participants presently included in the Boundary Economic Development Service have consented to Electoral Area 'C' withdrawing. A new economic development service will be established for Electoral Area 'C'.

The Board members reviewed two proposed bylaws: 1) RDKB Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1517, which amends the original (Boundary) Economic Development Service Establishment Bylaw by excluding Electoral Area 'C' as a participant and 2) RDKB Economic Development (Electoral Area 'C') Bylaw No. 1518, which is a new economic development service establishment bylaw for Electoral Area 'C', and it was;

**600-12**

Moved: Director Baird/Sec'd: Director Worley

That the Regional District of Kootenay Boundary Board of Directors gives the Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No 1517, 2012 first, second and third readings.

Carried

**601-12**

Moved: Director McGregor/Sec'd: Director Duclos

That the Regional District of Kootenay Boundary Board of Directors gives the Regional District of Kootenay Boundary Economic Development (Electoral Area 'C' ) Service Establishment Bylaw No 1518, 2012 first, second and third readings.

Carried.

### **In Camera**

**602-12**

Moved: Director McGregor/Sec'd: Director Crockett

That the Regional District of Kootenay Boundary Board of Directors convenes to an in camera meeting pursuant to Section 90(1)(e) of the *Community Charter* (time: 3:20 pm).

Carried.



**603-12**

Moved: Director Cacchioni/Sec'd: Director Wallace

That the Regional District of Kootenay Boundary Board of Directors reconvenes to the regular meeting (time: 3:35 p.m.).

Carried.

**Adjournment**

**604-12**

Moved: Director Baird

That the Special Board meeting be adjourned (time: 3:40 pm).

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Chair

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Executive Assistant



## **Regular Meeting of the Board of Directors**

### **Minutes**

Thursday, January 31, 2013

The Regional District of Kootenay Boundary Board Room, Grand Forks, B.C

**Present:** Director L. Gray, Chair  
Director B. Noll  
Director K. Wallace  
Director M. Rotvold  
Director B. Baird  
Director G. McGregor  
Director B. Crockett  
Director D. Duclos  
Director L. Worley  
Director A. Grieve  
Director C. Wyers (Alternate)  
Director R. Georgetti (Alternate)  
Director R. Russell (Alternate - arrived 6:50 p.m.)

### **Call to Order**

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

### **Consideration of the Agenda (Additions/Deletions)**

The Chair requested that Item 9s) be moved forward on the agenda in light of the fact that the applicant was in attendance and it was;

5-13                      Moved: Director Rotvold                      Seconded: Director Crockett

That the agenda be adopted as amended.

Carried.

January 31, 2013

## **Minutes**

### **Regular Board Meeting**

The minutes of the regular Board meeting held November 29, 2012 were presented.

6-13                      Moved: Director Grieve                      Seconded: Director McGregor

That the minutes of the regular Board meeting held November 29, 2012 be received.

Carried.

7-13                      Moved: Director Grieve                      Seconded: Director McGregor

That the minutes of the regular Board meeting held November 29, 2012 be adopted as circulated.

Carried.

### **Special Board Meeting**

The minutes of the special Board meeting held December 6, 2012 were presented.

8-13                      Moved: Director Grieve                      Seconded: Director McGregor

That the minutes of the special Board meeting held December 6, 2012 be received.

Carried.

9-13                      Moved: Director Grieve                      Seconded: Director McGregor

That the minutes of the special Board meeting held December 6, 2012 be adopted as circulated.

Carried.

### **Statutory Board Meeting**

The minutes of the statutory Board meeting held December 6, 2012 were presented.

10-13                      Moved: Director Grieve                      Seconded: Director McGregor

That the minutes of the statutory Board meeting held December 6, 2012 be received.

Carried.



**Mr. Doug Anastos, Telus**

The Chair welcomed Mr. Doug Anastos, Real Estate & Government Affairs Consultant, Telus, to the meeting.

Mr. Anastos thanked the Board members for the opportunity to attend the meeting.

Mr. Anastos provided a powerpoint presentation on areas where Telus is looking to improve cell service.

The Board members discussed the areas where Telus is concentrating on improving cell service and requested that Highway 3B be reconsidered for service.

The Chair thanked Mr. Anastos for his presentation and attending the meeting.

14-13                      Moved: Director McGregor                      Seconded: Director Worley

That the Regional District of Kootenay Boundary send a letter of support to Telus for their plans to upgrade cell service in the Regional District of Kootenay Boundary **AND FURTHER** advise that the Regional District of Kootenay Boundary will assist where possible with land issues.

Carried.

**J. Ginalias**

**re: Application to the A.L.C. for Non-Farm Use in the A.L.R.**

A staff report from Jeff Ginalias, Assistant Planner, regarding an application to the A.L.C. for non-farm use in the A.L.R. was presented.

15-13                      Moved: Director Rotvold                      Seconded: Director Worley

That the staff report from Jeff Ginalias, Assistant Planner, regarding an application to the A.L.C. for non-farm use in the A.L.R. be received.

Carried.

The Chair invited Mr. Darbyshire, applicant, to address the Board.

Mr. Darbyshire advised that he felt he had the proper permits in place.

The Board members discussed the application and in light of the fact that the Area 'D' Director was not in attendance it was;

16-13            Moved: Director Grieve

Seconded: Director Wallace

That the application be deferred to the next regular Board meeting.

Carried.

**Tabled or Deferred Resolution(s)**

Chair to send a letter to the Ministry of Environment recommending the Province institute recycling as criteria when Local Governments apply for grants.

Chair to send a letter to the Ministry of Environment recommending the Province cut funding to Local Governments that don't have recycling programs.

17-13            Moved: Director Wallace

Seconded: Director Crockett

That the resolutions be lifted from the table.

Carried.

18-13            Moved: Director Wallace

Seconded: Director Crockett

That the resolutions be referred to the next Environmental Services Committee meeting.

Carried.

**Unfinished Business**

**Memorandum of Board Resolutions**

The Memorandum of Board Resolutions and their status are presented.

19-13            Moved: Director Duclos

Seconded: Director Worley

That the Memorandum of Board Resolutions ending December, 2012 be received.

Carried.

**Area 'A' A.P.C.**

20-13            Moved: Director McGregor

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors appoints Fred Buckley, Shelley Levick, Jim Green, Tyleen Underwood, Craig Stemmler, Dennis Tremblay and Gina Ironmonger to the Electoral Area 'A' A.P.C.

Carried.

**Area 'B' A.P.C.**

21-13                      Moved:    Director McGregor                      Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors appoints Mary MacInnis, Richie Mann, Bill Edwards, Teresa Sammartino-McTeer, Roger Cox, Graham Jones and Henk Ravenstein to the Electoral Area 'B' A.P.C.

Carried.

**Area 'C' A.P.C.**

22-13                      Moved:    Director McGregor                      Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors appoints Dawn Sioga, Dave Bartlett, Peter Darbyshire, David Durand, William Strookoff, Butch Bisaro, Brenda LaCroix, Terry Mooney, John Mehmäl, Don Nelson and Richard White to the Electoral Area 'C' A.P.C.

Carried.

**Area 'D' A.P.C.**

23-13                      Moved:    Director McGregor                      Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors appoints Bob DeMaertelaere, Edith MacAllister, Deb Billwiller, Lesley Matthews, Ron Subotin, Werner Behrens, Gord Davis, Andrew Novokshonoff and David Reid to the Electoral Area 'D' A.P.C.

Carried.

**Area 'E' A.P.C.**

24-13                      Moved:    Director McGregor                      Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors appoints Diane Scott, Art Harfman, John Condon, George Dagg, Vic Lockhart and Michael Fenwick-Wilson to the Electoral Area 'E' A.P.C.

Carried.

**Big White A.P.C.**

25-13                      Moved: Director McGregor

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors appoints Bill DiPasquale, Ross Langmaid and Tony Stewart to the Big White A.P.C.

Carried.

**Communications (Information Only)**

- a) Minister of Citizenship - Nov./12  
re: Paul Yuzyk Award
- b) Minutes - Area 'B' Recreation Committee - Nov. 6/12
- c) Ministry of Environment - Dec. 4/12  
re: PPP Stewardship Program
- d) Minutes - Area 'B' Recreation Committee - Dec. 5/12
- e) City of Grand Forks - Dec. 10/12  
re: Kootenay Boundary Pet Association
- f) Ministry of Forests, Lands & Natural Resource Operations - Dec. 14/12  
re: Fuel Mitigation Strategies
- g) A.L.C. - Dec. 20/12  
re: Subdivision Application
- h) The Honourable Judith Guichon - Dec./12  
re: Biography
- i) Wood First - Jan./13  
re: Wood Products
- j) Emcon - Jan. 7/13  
re: Maintenance of Highways





## **Reports**

### **Boundary Economic Development Committee**

28-13            Moved: Director Rotvold

Seconded: Director Baird

That the draft minutes of the Boundary Economic Development Committee meeting held January 7, 2013 be received.

Carried.

### **Beaver Valley Recreation Committee**

29-13            Moved: Director Grieve

Seconded: Director Duclos

That the draft minutes of the Beaver Valley Recreation Committee meeting held January 8, 2013 be received.

Carried.

### **East End Services Committee**

30-13            Moved: Director Grieve

Seconded: Director Duclos

That the draft minutes of the East End Services Committee meeting held January 15, 2013 be received.

Carried.

31-13            Moved: Director Grieve

Seconded: Director Duclos

That the resolution to initiate discussions with the City of Trail regarding the sale of the Regional Airport lands and that information, including options and a legal opinion regarding this matter, be discussed at the in camera meeting.

Carried.

### **Finance Committee**

32-13            Moved: Director Rotvold

Seconded: Director McGregor

That the draft minutes of the Finance Committee meeting held January 17, 2013 be received.

Carried.

33-13            Moved: Director Rotvold

Seconded: Director McGregor

That the following items be approved for payment:

Int. Sch. of Accounts - Jan. 24/13

**Cheque Nos. 33801 - 34643** **\$2,515,537.90**

Payroll	858,717.51
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<b>Total</b>	<b>\$3,374,255.41</b>
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Carried.

## Beaver Valley Water Committee

34-13            Moved: Chair Gray

**Seconded: Director Grieve**

That the draft minutes of the Beaver Valley Water Committee meeting held January 14, 2013 be received.

Carried.

### **Policy, Executive & Personnel Committee**

35-13                      Moved: Director McGregor

Seconded: Director Grieve

That the draft minutes of the Policy, Executive & Personnel Committee meeting held January 16, 2012 be received.

Carried.

36-13                      Moved: Director McGregor

Seconded: Director Wallace

That the Regional District of Kootenay Boundary Board of Directors adopts the Solid Waste Management Facilities Siting Policy as presented to the Policy, Executive & Personnel Committee on January 16, 2013.

Carried.

## **Electoral Area Services Committee**

37-13            Moved: Director Worley

**Seconded: Director Rotvold**

That the draft minutes of the Electoral Area Services Committee meeting held January 17, 2012 be received.

Carried.

38-13            Moved: Director Worley

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors approves \$20,000 from the Electoral Area 'B' Gas Tax apportionment for the Rivervale Water Supply Utility to install a new SCADA control and monitoring system at the chlorine building as a 2012 project.

Carried.

**T. Lenardon**

**re: Committee to Examine Governance Relationship**

A staff report from Theresa Lenardon, Executive Assistant dated January 23, 2013 regarding a proposal from the CBT to create a committee to examine the governance relationship between the CBT and its Regional Districts and Ktunaxa Nation Council partners is presented.

39-13            Moved: Director Duclos

Seconded: Director McGregor

That the staff report from Theresa Lenardon, Executive Assistant dated January 23, 2013 regarding a proposal from the CBT to create a committee to examine the governance relationship between the CBT and its Regional Districts and Ktunaxa Nation Council partners be received.

Carried.

40-13            Moved: Director Rotvold

Seconded: Director Grieve

That the Regional District of Kootenay Boundary (RDKB) Board of Directors supports the Columbia Basin Trust (CBT) establishing a committee to examine the governance relationship between the CBT and its member Local Governments. **FURTHER** that the RDKB Board of Directors appoints two (2) of its Board members to participate as the RDKB representatives on the CBT committee and that the Board advise the CBT the names of the RDKB Board appointees accordingly.

Carried.

41-13            Moved: Director Grieve

Seconded: Director Rotvold

That the two representatives of the Regional District of Kootenay Boundary be open to all Board members.

Carried.

Directors Crockett, Duclos and Rotvold expressed an interest in representing the Regional District of Kootenay Boundary on the committee.

A secret ballot was held and Directors Duclos and Crockett were declared the District's representatives.

**J. MacLean**

**re: Feasibility Reserve Funds**

A staff report from John M. MacLean, CAO regarding a request to utilize feasibility reserve funds to look at a new service which would see sub-regional participation in a Community Forest Agreement is presented.

42-13            Moved: Director McGregor            Seconded: Director Duclos

That the staff report from John M. MacLean, CAO regarding a request to utilize feasibility reserve funds to look at a new service which would see sub-regional participation in a Community Forest Agreement be received.

Carried.

43-13            Moved: Director McGregor            Seconded: Director Baird

That the Board approve the use of Feasibility Study Reserve Funds, to a maximum of \$7,000.00 in order to undertake the feasibility of establishing a community forest in the Boundary.

Carried.

44-13            Moved: Director McGregor            Seconded: Director Baird

That the Regional District of Kootenay Boundary Board of Directors approves a direct award of the work to Ray Schultz.

Carried.

**Sig Dreher**

**re: Cancellation of Notice**

A staff report from Sig Dreher, Chief Building Official regarding the cancellation of a Building Bylaw Contravention Notice for the property described as: 5375 Big White Road, Big White,

B.C., Electoral Area 'E', Parcel Identifier: 016-519-175, Strata Lot 160, District Lot 4109S, SDYD, Strata Plan K855, Owner: Big White Mountain Mart Ltd.

45-13 Moved: Director Baird

Seconded: Director Noll

That the staff report from Sig Dreher, Chief Building Official be received.

Carried.

46-13 Moved: Director Baird

Seconded: Director Noll

That the Regional District of Kootenay Boundary Board of Directors **cancel the notice** registered in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 58 of the Community charter against the property legally described as Strata Lot 160, District Lot 4109S, SDYD, Strata Plan K855.

Carried.

#### **S. Dreher**

#### **Cancellation of Notice**

A staff report from Sig Dreher, Chief Building Official regarding the cancellation of a Building Bylaw Contravention Notice for the property described as: 6295 Harfman Road, Bridesville, B.C., Electoral Area 'E', Parcel Identifier: 027-806-341, Lot A, Section 8, Township 66, SDYD, Plan KAP88513, Owner: Hans and Doris Nussbaumer

47-13 Moved: Director Baird

Seconded: Director Noll

That the staff report from Sig Dreher, Chief Building Official be received.

Carried

48-13 Moved: Director Baird

Seconded: Director Noll

That the Regional District of Kootenay Boundary Board of Directors **cancel the notice** registered in the Land Title Office pursuant to Section 695 of the Local Government Act and Section 58 of the Community Charter against the property legally described as Lot A, Section 8, Township 66, SDYD, Plan KAP88513.

Carried.

A staff report from Sig Dreher, Chief Building Official regarding the 2012 Building Statistics.

49-13                      Moved: Director Grieve                                      Seconded: Director Duclos

That the staff report from Sig Dreher, Chief Building Official be received.

Carried

**March Board Meeting**

A staff report from Elaine Kumar, Director of Corporate Administration, regarding the Board meeting date for March.

50-13                      Moved: Director Rotvold                                      Seconded: Director Worley

That the staff report from Elaine Kumar, Director of Corporate Administration, regarding the Board meeting date for March be received.

Carried.

51-13                      Moved: Director Grieve                                      Seconded: Director McGregor

That the March Board meeting be held on Wednesday, March 27, 2013 at 3:00 p.m. **AND FURTHER** that no delegations be allowed to make a presentation at this meeting.

Carried.

**Public Hearing Minutes (Bylaw No. 1470)**

52-13                      Moved: Director Noll                                      Seconded: Alternate Director Russell

That the minutes of the Public Hearing for Bylaw No. 1470 held January 13, 2013 (Area 'B' O.C.P.) be received.

Carried.

**J. MacLean**

**re: Big White Fire Department**

A staff report from John M. MacLean, CAO regarding the possiblilty of expanding the service delivery of the Big White Fire Department to include emergency medical responder services was presented.

53-13                      Moved: Director McGregor                                      Sec'd: Director Grieve

That the staff report from John M. MacLean, CAO regarding the possibility of expanding the service delivery of the Big White Fire Department to include emergency medical responder services be received.

54-13            Moved: Director Baird

Seconded: Director Grieve

That the Regional District of Kootenay Boundary Board of Directors approves the Big White Fire Department offering emergency medical responder services in their service area, and authorize the Regional District's signatories to execute the necessary agreement with the Emergency and Health Services Commission.

Carried.

**J. Ginalias**

**re: License of Occupation Application**

A staff report from Jeff Ginalias, Assistant Planner, regarding an application for a license of occupation submitted to the Ministry of Forests, Lands and Natural Resource Operations is presented.

55-13            Moved: Director Duclos

Seconded: Director McGregor

That the staff report from Jeff Ginalias, Assistant Planner, regarding an application for a license of occupation submitted to the Ministry of Forests, Lands and Natural Resource Operations be received.

Carried.

56-13            Moved: Director Worley

Seconded: Director Noll

That the Regional District of Kootenay Boundary Board of Directors advise the Ministry of Forests, Lands and Natural Resource Operations that the application submitted by Robert Edmund Agur and Indel Industries Ltd., for a license of occupation for transportation and roadway purposes on Crown land legally described as DL 2704 north of DL 803s, is supported.

Carried.

**J. Ginalias**

**re: Subdivision in the A.L.R.**

A staff report from Jeff Ginalias, Assistant Planner, regarding an application for subdivision in the A.L.R. for property west of Rock Creek is presented.

57-13            Moved: Director Baird

Seconded: Director Noll



That the staff report from Jeff Ginalias, Assistant Planner, regarding an application for subdivision in the A.L.R. for property west of Rock Creek be received.

Carried.

58-13                      Moved: Director Baird                      Seconded: Director McGregor

That the application of Garry Laboucane and Wilma Nuyens to subdivide in the A.L.R. for the property legally described as Lot 1, DL 1144s, SDYD, Plan KAP81783 be forwarded to the A.L.C. without a recommendation.

Carried.

**D. Dean**  
**re: Park at Saddle Lake**

A staff report from Donna Dean, Planner, regarding the proposal to create a park at Saddle Lake is presented.

59-13                      Moved: Director Rotvold                      Seconded: Alt. Director Russell

That the staff report from Donna Dean, Planner, regarding the proposal to create a park at Saddle Lake be received.

Carried.

60-13                      Moved: Director McGregor                      Seconded: Alt. Director Wyers

That the Regional District of Kootenay Boundary Board of Directors supports the application to the Province of B.C. for a Community/Institutional license of occupation for Saddle Lake and surrounding lands legally described as Lot 72, DL 453 and 538, Plan 2899, as described in the staff report dated January 16, 2013.

Carried.

**J. Ginalias**  
**re: Water Act Application**

A staff report from Jeff Ginalias, Assistant Planner, regarding FrontCounterBC's invitation to comment on a Water Act application at Jewel Lake is presented.

61-13                      Moved: Director Baird                      Seconded: Alt. Director Georgetti

That the staff report from Jeff Ginalias, Assistant Planner, regarding FrontCounterBC's invitation to comment on a Water Act application at Jewel Lake be received.

Carried.

62-13            Moved: Director Baird

Seconded: Director Noll

That the Regional District of Kootenay Boundary Board of Directors advise the Ministry of Forests, Lands and Natural Resource Operations that the application submitted by Clifford Stanley and Sandra Fry for a water license on Crown land legally described as DL 2701 is supported.

Carried.

**J. Ginalias**

**re: License of Occupation**

A staff report from Jeff Ginalias, Assistant Planner, regarding FrontCounterBC's invitation to comment on an application for a license of occupation by Waneta Expansion General Partner Ltd. is presented.

Director Grieve requested that this item be deferred in order to allow her A.P.C. to review the application and it was;

63-13            Moved: Director Grieve

Seconded: Director Worley

That the staff report from Jeff Ginalias, Assistant Planner, regarding FrontCounterBC's invitation to comment on an application for a license of occupation by Waneta Expansion General Partner be received.

Carried.

64-13            Moved: Director Grieve

Seconded: Director McGregor

That the application regarding FrontCounterBC's invitation to comment on an application for a license of occupation by Waneta Expansion General Partner be deferred to the next meeting.

Carried.

## **Board Appointments Updates**

### **S.I.D.I.T.**

Director McGregor updated the Board members on S.I.D.I.T. and noted that there will be a presentation at the next board meeting.

### **S.I.B.A.C.**

Director McGregor updated the Board members on S.I.B.A.C.

### **R.C.M.P.**

Director McGregor advised that, due to personal reasons, she has had to resign from the R.C.M.P. committee.

### **Okanagan Film Commission**

Director Baird reviewed with the Board members current locations that the Okanagan Film Commission is looking at in the Boundary area.

### **Columbia Treaty Committee**

Directors Worley and Rotvold provided information on the Columbia Treaty Committee to the Board.

### **Boundary Weed/Stakeholder**

No report.

### **Bylaws**

First, Second, Third Readings and Adoption (Rivervale Waterworks Regulations & Rates Bylaw)

65-13                      Moved: Director Worley                      Seconded: Director Noll

That Regional District of Kootenay Boundary Bylaw No. 1519 be given first, second and third readings.

Carried.

66-13                      Moved: Director Worley                      Seconded: Director Duclos

**That Regional District of Kootenay Boundary Bylaw No. 1519 be now reconsidered and finally adopted.**

Carried.

### First, Second, Third Readings & Adoption (Electoral Area Director's Remuneration)

**67-13            Moved: Director McGregor                                 Seconded: Director Worley**

That Regional District of Kootenay Boundary Bylaw No. 1520 be given first, second & third readings.

Carried.

68-13            Moved: Director Baird                      Seconded: Director Worley

That Regional District of Kootenay Boundary Bylaw No. 1520 be now reconsidered and finally adopted.

Carried.

### First, Second, Third Readings & Adoption (Director's Remuneration - Whole Board)

69-13                      Moved: Director Crockett                      Seconded: Director Rotvold

That Regional District of Kootenay Boundary Bylaw No. 1521 be given first, second and third readings.

Carried.

70-13                      Moved: Director Duclos                      Seconded: Director Noll

That Regional District of Kootenay Boundary Bylaw No. 1521 be now reconsidered and finally adopted.

Carried.

### First, Second & Third Readings (Victims Assistance)

71-13                      Moved: Alt. Director Georgetti                      Seconded: Director Wallace

That Regional District of Kootenay Boundary Bylaw No. 1523 be given first, second and third readings.

Carried.

## First Reading (Grand Forks & District Aquatic Centre Service Amendment)

72-13                      Moved: Director Rotvold                      Seconded: Director Noll

That Regional District of Kootenay Boundary Bylaw No. 1524 be given first reading.

Carried.

Adoption (Economic Development Service Establishment Area 'C')

73-13                      Moved: Director McGregor                      Seconded: Director Wallace

That Regional District of Kootenay Boundary Bylaw No. 1518 be now reconsidered and finally adopted.

Carried.

Adoption (BEDC - Excludes Area 'C')

74-13            Moved: Director Baird                      Seconded: Director McGregor

That Regional District of Kootenay Boundary Bylaw No. 1517 be now reconsidered and finally adopted.

Carried.

### Third Reading & Adoption (Area 'B' O.C.P.)

**75-13            Moved: Director Worley                      Seconded: Director Grieve**

That Regional District of Kootenay Boundary Bylaw No. 1470 be given third reading.

Carried.

76-13                      Moved: Director Worley                      Seconded: Director Grieve

**That Regional District of Kootenay Boundary Bylaw No. 1470 be now reconsidered and finally adopted.**

Carried.

77-13            Moved: Director Worley

Seconded: Director McGregor

That Regional District of Kootenay Boundary Bylaw No. 1470 be now reconsidered and finally adopted. (Corporate Vote - Unweighted)

Carried.

### **New Business**

### **Grants-in-Aid**

78-13            Moved: Director McGregor

Seconded: Director Grieve

That the following Grants-in-Aid be approved:

2013 Safe Grad - Area 'A' - \$500

B.V. Recreation - Area 'A' - \$700

Safe Grad Weekend - Area 'B' - \$500

Rossland Winter Carnival Committee - Area 'B' - \$1,000

Boundary Country Reg. Chamber of Commerce - Area 'C' - \$2,500

Christina Lake Community Association - Area 'C' - \$10,000

Christina Lake Arts & Artisans Society - Area 'C' - \$600

Christina Lake Tourism Society - \$2,000

R.C.M.P. Victim Services - Area 'D' - \$1,500

Boundary Woodworkers Guild - Area 'D' - \$2,000

Boundary Emergency & Transition Housing Soc. - Area 'D' \$2,000 - Area 'C' \$3,000

Kettle Valley Racing Association - Area 'E' - \$1,000

Grand Forks Pee Wee - Area 'E' - \$1,000

Village of Montrose - Area 'A' - \$500 (Family Day)

Carried.

**Draw the name of a municipal Director wishing to attend the F.C.M**  
**(Directors Duclos, Cacchioni, Crockett, Taylor, Noll and Rotvold are eligible)**

The eligible Directors drew straws for attending the F.C.M. and Director Cacchioni was chosen with Director Rotvold as the Alternate.

**Verbal Update on the Queen's Medal Presentation**

The Director of Corporate Administration updated the Board members on the Queen's Medal presentations which will take place February 19, 2013 (11:00 a.m. in the Grand Forks Board Room and 4:00 p.m. in the Trail Board Room).

**J. MacLean**  
**re: 9-1-1 Service**

A staff report from John M. MacLean, CAO, regarding the contract we have with the Regional District of Central Okanagan (RDCO) for 9-1-1 services is presented.

79-13                      Moved: Director McGregor                      Seconded: Director Noll

That the staff report from John M. MacLean, CAO, regarding the contract we have with the Regional District of Central Okanagan (RDCO) for 9-1-1 services be received.

Carried.

80-13                      Moved: Director Crockett                      Seconded: Director Duclos

That the Board authorize the RDKB signatories to enter into the contract amendment for Provision of Enhanced 9-1-1 Emergency Telephone Number Service.

Carried.

81-13                      Moved: Director Rotvold                      Seconded: Director Baird

That the Board approve the retention of Chris Kellett to perform a review of the partnerships 9-1-1 service requirements and support for a Request for Information process, with costs not to exceed \$15,000 from the approved RDCO 9-1-1 budget.

Carried.

82-13                      Moved: Director Baird                      Seconded: Director Worley

That the Board approve proceeding to an Request for Information (RFI) for the provision of 9-1-1 PSAP services for the partnership, as approved by the Core Team.

Carried.

### **Big White Security**

A staff report from John M. MacLean, CAO regarding a one year extension to the Big White Security contract with Securiguard is presented.

83-13                      Moved: Director Baird                      Seconded: Director Duclos

That the staff report from John M. MacLean, CAO regarding a one year extension to the Big White Security contract with Securiguard be received.

84-13                      Moved: Director Baird                      Seconded: Director Duclos

That the Board approve a one year extension, to end October 31, 2013, of the contract with Securiguard for the provision of security services at Big white.

Carried.

### **An Item for Discussion** **re: Council of Forest Industries Annual Convention**

85-13                      Moved: Director Grieve                      Seconded: Director McGregor

That the Regional District of Kootenay Boundary Board of Directors approves the expenses of Director Worley to attend the Council of Forest Industries Annual Convention.

Carried.

### **Director Request for Staff Resources (Discussion)**

Director Grieve requested that staff report on moving forward on video conferencing.

### **In Camera Meeting**

86-13                      Moved: Director Grieve                      Seconded: Director Worley

That the Regional District of Kootenay Boundary Board of Directors proceed to an in camera meeting pursuant to Section 90(1)(c) & (e) of the Community Charter (time: 8:52 p.m.

Carried.

87-13                      Moved: Director Rotvold                      Seconded: Director Baird



That the Regional District of Kootenay Boundary Board of Directors reconvenes to the regular meeting (time: 8:52 p.m.).

Carried.

88-13            Moved: Director McGregor

Seconded: Director Worley

That staff be directed to enter into discussions with the City of Trail to discuss the development of a Memorandum of Understanding outlining the terms and conditions of the proposed sale of the airport lands and service to the City, for approval by the Board of Directors based on the following conditions:

1. That the lands would be sold for fair market value (appraised value);
2. That the City of Trail would be responsible for any reasonable costs that we may incur in the transfer.
3. That they be sold without restriction.

Carried.

89-13            Moved: Director Grieve

Seconded: Director Wallace

That should the sale of the airport lands proceed, the Airport Service will be dissolved.

Carried.

### **Adjournment**

The meeting adjourned at 8:52 p.m.

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Chair

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Director of Corporate Administration

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

**DATE** : **March 18, 2013**  
**TOPIC** : **Diesel Powered Chipper**  
**PROPOSAL** : **To Proceed with the Purchase of a new Diesel Powered Chipper**  
**PROPOSED BY** : **Manager of Operations**

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### **SUMMARY:**

Several factors have necessitated the need for the City of Grand Forks to purchase a large diesel wood chipper. The constant tree trimming, tree removal, dead fall and recent wind events all have added to the City's need for their own "Large-Caliper" wood chipper. Stockpiles of large caliper tree branches are taking over storage areas on the lands surrounding Public Works. Existing City equipment is inadequate to perform required chipping processes. As such, contractors must be hired each year at expensive rates. Tree trimming, falling and removal occur year-round by all City Outside Work Departments.

Presently it is estimated that it would cost the City \$15,000 in contracted services to process the current stockpile of large caliper branches into usable by-product. With an expected cost of \$33,000 almost half of the purchase cost can be recouped with saved contractor fees. The City also purchases products produced by wood chippers which include mulch and wood chips used in plant bedding material and the production of top soil. Further savings are realized.

### **STAFF RECOMMENDATIONS:**

**Option 1:** Council recommends staff to proceed with the \$33,000 expenditure for the Diesel Wood Chipper from equipment reserves as proposed in the 2013 capital budget.

**Option 2:** Council receives this for information: This would result in the status quo.

### **OPTIONS AND ALTERNATIVES:**

**Option 1:** Council direct staff to proceed with the \$33,000 expenditure for the Diesel Powered Chipper from reserves as proposed in the 2013 capital budget

**Option 2:** Council declines to adopt the plan as presented and will continue to operate status quo.

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

**Option 1:** Early 2013 purchase of a Diesel Powered Chipper would mean Staff could greatly reduce the need for contracted wood chipping and realize quicker payback of purchase price. Staff would also be able to keep up with the ever increasing demand as a result of the constant tree trimming, tree removal, dead fall and apparent more frequent wind events. Retail purchase of wood chips and mulch would most likely be reduced to nothing with the ability to produce these products in-house.

**Option 2:** This option would result in Staff's inability to keep up with the ever demanding tree issues and the continued outflow of taxpayer's \$'s for contracted wood chipping services and purchase of wood chip and mulch.

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

The expenditure of \$33,000 would come from equipment reserves as proposed in the 2013 operating budget plan.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council has the authority to purchase required assets through the budgetary process within the five year financial plan.

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

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

# THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**DATE** : March 5, 2013  
**TOPIC** : Downtown Core Beautification  
**PROPOSAL** : Early Budget Approval  
**PROPOSED BY** : Manager of Technical Services

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## **SUMMARY:**

Downtown's are one of the largest mixed use developments and there is rarely a strategic plan for downtown, nor any formal management of it. The City of Grand Forks has an outstanding heritage district with lots of small town charm and character. The focus is to re-establish the proud residential community in the downtown heritage district complete with a vibrant retail and commercial sector. *"Partnership is the key element that brings initiatives to life"*. The City's focus would be – engaging consumers, supporting our youth and building businesses. *"Inclusive creativity is one of the best tools for enterprise and economic development and in turn, cultural sustainability"*. This project would be stage setting for goals developed through a community visioning exercise. Staff looked at various options to enhance and potentially revitalize elements of the downtown core, as presented in the Capital Budget briefings.

The City's Sustainable Community Plan has identified the downtown core and the Heritage Corridor along Central Avenue from 5<sup>th</sup> Street to 12<sup>th</sup> Street, as a Heritage Revitalization and Conservation area and the Ministry of Regional Economic and Skills Development and City staff have held a workshop with the downtown merchants and property owners to discuss the SCP's objectives and goals.

## **Components:**

- Fire Hydrant Repairs
- New Trash Containers
- Major Sidewalk Repairs
- Islands on 3<sup>rd</sup> Street
- Light Fixture Replacements
- Continuous Seating around Tree Wells
- Bench Seating
- Paving Stone Removal and Repairs
- Tree Replacements and Repairs
- Irrigation to Hanging Baskets
- Hanging Flower Baskets

**STAFF RECOMMENDATIONS:**

**Option 1:** Staff requests that Council provide early 2013 Capital Budget approval for the downtown beautification upgrades so that staff may commence working on improvements prior to the tourist season commencing.

**OPTIONS AND ALTERNATIVES:**

**Option 1:** Council provides the early 2013 Capital Budget approval of \$253,700.00, for the downtown core beautification upgrades.

**Option 2:** Council declines early 2013 Capital Budget approval for the downtown core beautification upgrades thus pushing the works into the busy tourist season or into the fall of 2013.

**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:** The main advantage to this option is that it allows the City to meet the SCP goals and move forward with downtown core beautification upgrades by establishing sustainable service levels that attract tourists to shop, eat and enjoy the beauty of the downtown core.


**Option 2:** The disadvantage of this option is that it will delay projects late in to the year.

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

The proposed budget for the downtown core beautification is to be funded through the Slag Reserve fund.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The downtown core beautification work falls within the guidelines of the City's Asset Management Plan and Sustainable Community Plan.

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

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

**DATE** : March 18, 2013  
**TOPIC** : Utility Vehicle (UTV)  
**PROPOSAL** : To Proceed with the Purchase of a New Utility Vehicle  
**PROPOSED BY** : Manager of Operations

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### **SUMMARY:**

In order for equipment delivery to coincide with start dates of 2013 summer staff and summer workloads, the purchasing process for a Utility Vehicle (UTV) needs to start as soon as possible. Summer staff start dates of mid May, leaves only a short window of time remaining to complete the tendering, purchase and delivery processes. A UTV is expected to greatly enhance Staff's ability to conduct many valuable duties including transportation of 2 staff, access of remotely located Airport beacon sites, maintenance of City Parks, Campground, Trails, additional watering of hanging baskets and even snow plowing, sanding, in the winter time.

### **STAFF RECOMMENDATIONS:**

**Option 1:** Council recommends staff to proceed with the \$27,000 expenditure for the UTV from equipment reserves as proposed in the 2013 capital budget.

**Option 2: Council receives this for information:** This would result in the status quo.

### **OPTIONS AND ALTERNATIVES:**

**Option 1:** Council direct staff to proceed with the \$27,000 expenditure for the UTV from reserves as proposed in the 2013 capital budget

**Option 2:** Council declines to adopt the plan as presented and will continue to operate status quo.

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

**Option 1:** Beginning the purchasing of the UTV in a timely fashion would mean matching added summer manpower with appropriate equipment levels. The City has continually added park space including greatly expanding our trail systems. The City has to be creative in their equipment purchases to accomplish core projects and added responsibilities effectively. In all probability this request for early expenditure will permit purchase negotiations to begin with actual cash expenditures following on delivery closer to annual Budget Approval.

**Option 2:** This option would result in core projects not being met and less attention to the greatly expanded inventory of trails and the newly upgraded beach, volleyball court, City Park and campground.

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

The expenditure of \$27,000 would come from equipment reserves as proposed in the 2013 operating budget plan.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council has the authority to purchase required assets through the budgetary process within the five year financial plan.

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

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

# THE CITY OF GRAND FORKS

## REQUEST FOR COUNCIL DECISION

**DATE** : March 18, 2013

**TOPIC** : Lease Agreement of City Owned Property located at 555 Central Avenue, the Circuit Court Facility

**PROPOSAL** : Ratification of a New Five (5) Year Lease Agreement between the City of Grand Forks and the Ministry of Justice

**PROPOSED BY** : City Staff

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### SUMMARY:

The current five (5) year lease agreement for 555 Central Avenue between the City of Grand Forks and the Ministry of Justice will expire on March 31, 2013. A renewal lease agreement has been requested to the City of Grand Forks by the Ministry of Justice. The lease renewal indicates some minimal changes with the predominant one being the rental increase as per the agreement clause appearing on page 2 of 18 – Section 6 where the rent is modified to reflect the consumer price index.

The Consumer Price Indexing (CPI) of the rent charged for the Circuit Court Facility, will see the annual rent increase by 5.709% from \$39,025.00 to \$41,253.01. (See the attached Consumer Price Index) Additionally there were a few minor changes with regard to the tenants change in title as well as emergency contact information. Staff is seeking Council's approval for the renewal of the lease agreement between the City and the Ministry of Justice.

### STAFF RECOMMENDATIONS:

**Option 1:** Council approves the lease agreement between the City of Grand Forks and the Ministry of Justice for a new five year term commencing April 1, 2013 and ending on March 31, 2017 as presented.

### OPTIONS AND ALTERNATIVES:

**Option 1: Council Approves the Agreements, in the form attached:** This option would approve the agreement between the Ministry of Justice and the City of Grand Forks.

**Option 2: Council declines to approve the Agreements.** This option would see no formal agreement as legally required for the tenant to remain at the City owned property.

### BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

**Option 1:** The City of Grand Forks will receive a stream of revenue to operate this facility for the next five years. The facility will receive all the required maintenance for this structure to remain in a condition of good repair.

**Option 2:** There is no advantage in declining the approval of the lease agreement.

### COSTS AND BUDGET IMPACTS – REVENUE GENERATION:




The Agreement will provide a constant revenue stream over the next five years to operate and maintain this facility.



**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The Community Charter provides the authority for the City to dispose of property which was advertised at the time the lease commenced. Since this is simply a lease renewal to the same tenant, legislative advertising is not required

  
\_\_\_\_\_  
Department Head or CAO  
\_\_\_\_\_  
Reviewed by CAO

From:  Patricia McKenzie  
Subject: Fwd: LEASE ATTORNEY GENERAL 555 CENTRAL AVE  
To:  Diane Heinrich  Roxanne Shepherd

February-26-13 2:12:23 PM 

Attachments:  VANCOUVER BC CPI 2008-2013 / File (160K)

Diane

With the lease starting in 2008 and accepting April 2008 CPI of 112.1 as the base year (=100) and the most recent CPI available is January 31, 2013 which is 118.5 then the following is the calculation of the renewal rent amount effective April 1, 2013:

CPI VANCOUVER JAN 31, 2013	118.5
COMMENCEMENT DATE APRIL 1, 2008	112.1
CALCULATION OF CHANGE	=118.5/112.1*100-100
% CHANGE	5.709%

 ✓

MARCH 31, 2018 RENT	\$ 39,025.00
RENEWAL TERM RENT	\$ 41,253.01
CALCULATION	\$ 39025 x 1.05709

I have attached the Stats Canada table for your reference. Please let me know if this works for you.

Patricia A. McKenzie  
Finance Department  
City of Grand Forks  
Grand Forks, British Columbia  
email: [pmckenzie@grandforks.ca](mailto:pmckenzie@grandforks.ca)  
Telephone: 250-442-8266  
Fax: 250-442-8000

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Table 326-0020<sup>1,2,3,4,5,6,7,8,9</sup>Consumer Price Index (CPI), 2009 basket  
monthly (2002=100 unless otherwise noted)The data below is a part of CANSIM table 326-0020. Use the [Add/Remove data](#) tab to customize your table.Selected items [[Add/Remove data](#)]Geography<sup>10</sup>=Vancouver, British Columbia [[59933](#)]<sup>11</sup>

Commodities and commodity groups <sup>15</sup>	Year	January	February	March	April	May	June	July	August	September	October	November	December
All-items CPI <sup>16</sup>	2008				112.1	113.2	113.9	114.7	114.5	114.6	113.4	112.9	111.9
	2009	112.0	112.5	112.6	112.6	113.3	113.3	112.9	113.6	113.5	112.7	113.1	112.7
	2010	113.1	113.9	113.6	114.2	114.6	114.5	115.7	115.7	115.6	116.1	116.0	115.5
	2011	115.8	116.0	117.0	117.2	118.0	117.5	117.5	117.7	118.3	118.5	118.7	117.7
	2012	117.9	118.4	119.1	119.4	119.8	119.5	119.2	119.4	119.3	119.3	118.9	118.3
	2013	118.5											
Shelter <sup>18</sup>	2008				114.9	115.3	115.3	117.0	117.0	117.1	116.5	116.2	115.8
	2009	116.0	115.8	114.8	113.6	113.4	112.7	111.8	113.3	113.0	113.4	113.2	113.0
	2010	113.9	114.0	114.0	115.3	115.8	116.1	116.5	116.3	116.0	116.7	116.7	116.6
	2011	116.4	116.6	116.4	116.6	116.9	117.0	117.5	117.5	117.3	117.6	117.6	117.5
	2012	117.6	117.7	117.7	117.7	117.5	117.4	117.4	117.3	117.3	117.8	117.7	117.4
	2013	117.2											
Rented accommodation	2008				105.9	106.2	106.4	106.7	106.8	106.8	107.1	107.2	107.4
	2009	107.5	107.5	107.8	107.8	108.0	108.2	108.4	108.5	108.6	108.8	108.9	109.0
	2010	109.0	109.1	109.2	109.6	109.9	110.2	110.2	110.3	110.5	110.7	110.9	111.0
	2011	111.0	111.3	111.5	111.6	111.7	111.8	111.8	111.9	111.9	112.1	112.2	112.3
	2012	112.4	112.6	112.9	113.1	113.1	113.3	113.4	113.5	113.9	114.1	114.4	114.4
	2013	114.5											
Owned accommodation	2008				118.8	119.2	119.2	119.2	119.1	119.3	120.4	119.8	119.2
	2009	119.3	119.0	117.2	116.2	115.9	115.7	114.9	115.2	114.8	116.0	115.7	115.3
	2010	115.5	115.6	115.6	116.2	116.8	117.2	118.2	117.9	117.3	118.3	118.2	118.0
	2011	118.0	118.0	117.7	117.8	118.4	118.5	118.6	118.5	118.2	119.0	119.0	118.8
	2012	118.7	118.6	118.3	118.4	118.1	117.9	117.7	117.5	117.4	118.0	117.9	117.4
	2013	116.9											
Water, fuel and electricity	2008				115.1	115.2	115.2	128.5	128.5	128.4	117.3	117.2	116.9
	2009	117.9	118.0	117.9	113.0	113.0	107.6	103.3	114.0	114.1	110.0	110.0	110.0
	2010	116.3	116.3	116.3	123.5	123.5	123.5	121.6	121.6	121.6	121.7	121.6	121.6
	2011	120.1	120.8	120.9	121.0	121.0	121.0	125.5	125.5	125.4	123.0	123.0	122.9
	2012	124.5	125.3	125.4	124.7	124.7	124.7	125.1	125.1	125.0	124.9	124.9	125.0
	2013	126.0											
All-items CPI (1992=100) <sup>26</sup>	2008				133.1	134.3	135.2	136.1	135.8	136.0	134.5	133.9	132.7
	2009	132.9	133.5	133.6	133.6	134.4	134.4	134.0	134.7	134.7	133.8	134.2	133.7
	2010	134.2	135.1	134.8	135.6	135.9	135.9	137.3	137.3	137.2	137.7	137.6	137.1
	2011	137.3	137.7	138.8	139.0	140.0	139.4	139.4	139.7	140.3	140.6	140.8	139.6
	2012	139.9	140.5	141.3	141.6	142.2	141.7	141.4	141.6	141.6	141.5	141.1	140.4
	2013	140.6											

**Note:** On March 27, 2013, with the release of the February Consumer Price Index (CPI), the basket of goods and services used in the calculation of the CPI will be updated. The CPI's base year will remain 2002=100. For more information, refer to [Consumer Price Index: Basket update and Enhancement Initiative](#).

**Footnotes:**

1. The Consumer Price Index (CPI) is an indicator of the changes in consumer prices experienced by the target population. The CPI measures price change by comparing, over time, the cost of a fixed basket of goods and services. This basket is based on the expenditures of the target population in a certain reference period, currently 2009. Since the basket contains goods and services of unchanging or equivalent quantity and quality, the index reflects only pure price movements. Separate CPIs are published for Canada, the ten provinces, Whitehorse, Yellowknife and Iqaluit. Some CPI information is also available for sixteen additional urban centres. Since the CPI is a measure of price change from one time period to another, it cannot be used to indicate differences in price levels between provinces or urban centres.
2. The Consumer Price Index (CPI) is not a cost-of-living index. The objective behind a cost-of-living index is to measure changes in expenditures necessary for consumers to maintain a constant standard of living. The idea is that consumers would normally switch between products as the price relationship of goods changes. If, for example, consumers get the same satisfaction from drinking tea as they do from coffee, then it is possible to substitute tea for coffee if the price of tea falls relative to the price of coffee. The cheaper of the interchangeable products may be chosen. We could compute a cost-of-living index for an individual if we had complete information about that person's taste and spending habits. To do this for a large number of people, let alone the total population of Canada, is impossible. For this reason, regularly published price indexes are based on the fixed-basket concept rather than the cost-of-living concept.
3. The Consumer Price Index (CPI) compares, in percentage terms, prices in any given time period to prices in the official base period which, at present, is 2002=100. The official time base was changed from 1992=100 to 2002=100 starting with the May 2007 data released in June 2007. The change is strictly an arithmetic conversion, which alters the index levels but leaves the percentage changes between any two periods intact, except for differences in rounding.
4. The Consumer Price Index (CPI) maintains fixed quantitative proportions (weights) between goods and services during the life of a given basket. The baskets are updated periodically to take into account changes in consumer expenditure patterns. The basket reflecting the 2009 expenditure patterns replaced the 2005 basket starting with the May 2011 data released in June 2011. The continuity of the CPI series is maintained by "linking" the corresponding indexes obtained from consecutive baskets. The CPI is calculated as a weighted average of specified goods and services price indexes. The weights are derived from Survey of Household Spending data. When reconstructing or re-aggregating published CPI series, the changes in weights and the linking procedures must be taken into account. The process of linking is to apply the price movements calculated from the new basket to the series published previously. For a description of the methodology required to reconstruct or re-aggregate CPI series, see publication 62-553 The Consumer Price Index Reference Paper.
5. For concepts and definitions, see publication 62-557 Your Guide to the Consumer Price Index, or publication 62-553 The Consumer Price Index Reference Paper. Additional information can also be obtained from: CPD Dissemination Unit, Consumer Prices Division, telephone: (613) 951-9606, toll-free: 1-866-230-2248, fax: (613) 951-2848, e-mail: [cpd-info-dpc@statcan.gc.ca](mailto:cpd-info-dpc@statcan.gc.ca).
6. Statistics Canada determined that the weights for mortgage interest cost were too high in the basket update effective January 2003. The effect on the Canada all-items Consumer Price Index (CPI) was very small, within the rounding factor of the index. Effective with the July 2004 release, the 2001 basket weights were adjusted. See the documentation section of Definitions, data sources and methods <http://www.statcan.gc.ca/imdb-bmdi/2301-eng.htm> for updated weights.
7. The core Consumer Price Index (CPI) (Bank of Canada definition) (1992=100) was previously available in CANSIM table ~~176-0003~~ as the Consumer Price Index (CPI) excluding eight of the most volatile components and indirect taxes (CPIX) (1992=100).
9. This table replaces CANSIM table ~~326-0001~~ which terminated with the release of April 2007 data.
10. The population targeted by the Consumer Price Index (CPI) consists of families and individuals living in urban and rural private households. For practical reasons, residents of the Territories outside Whitehorse, Yellowknife and Iqaluit are not represented by the index. Previous to January 1995, the target population consisted of private households in Canadian urban centres with a population of 30,000 or more.
11. With the introduction of the 1992 basket in January 1995, emphasis was shifted from urban centre data to provincial data. Urban centre all-items series were continued since many users had come to rely on this service, but the method of calculation was changed. Shelter indexes are calculated for each urban centre. This recognizes the importance of shelter in the basket, the significant and persistent differences in price movements between urban centres, and the availability of local data. For the other seven major components, the movement of the provincial counterpart is used except in the cases of Montréal, Toronto, and Vancouver, where a sub-provincial counterpart is used. The major components are aggregated using the urban centre's expenditure pattern to arrive at each urban centre's all-items index.
12. Formerly Ottawa (Ottawa-Hull, Ontario part), represents Ottawa only.
13. The relatively small size of the housing market in these two cities makes it difficult to construct reliable price indexes for new houses. To compensate, the price movements of rental accommodation are used to approximate the price movements of new houses. The rent information itself is collected using different pricing frequencies and collection methods than in the rest of the country. Because of these problems, the indexes for rented accommodation, and owned accommodation are not published for these two cities. Further, the all-items indexes published for these two cities are not strictly comparable with the same indexes for the provinces or the other sixteen urban centres.
14. Data for Iqaluit are on a December 2002=100 base (2002.12=100) and the Standard Geographical Classification (SGC) 2001. Previous to April 1, 1999, the town of Iqaluit formed part of the Northwest Territories. On April 1, 1999, the town of Iqaluit formed part of the newly-created territory of Nunavut.
15. The goods and services that make up the Consumer Price Index (CPI) are organized according to a hierarchical structure with the "all-items CPI" as the top level. Eight major components of goods and services make up the "all-items CPI". They are: "food", "shelter", "household operations, furnishings and equipment", "clothing and footwear", "transportation", "health and personal care", "recreation, education and reading", and "alcoholic beverages and tobacco products". These eight components are broken down into a varying number of sub-groups which are in turn broken down into other sub-groups. Indents are used to identify the components that make up each level of aggregation. For example, the eight major components appear with one indent relative to the "all-items CPI" to show that they are combined to obtain the "all-items CPI". NOTE: Some items are recombined outside the main structure of the CPI to obtain special aggregates such as "all-items excluding food and energy", "energy", "goods", "services", or "fresh fruit and fresh vegetables". They are listed after the components of the main structure of the CPI following the last major component entitled "alcoholic beverages and tobacco products".
16. The eight major components of the Consumer Price Index (CPI) basket are: "food", "shelter", "household operations, furnishings and equipment", "clothing and footwear", "transportation", "health and personal care", "recreation, education and reading", and "alcoholic beverages and tobacco products".
17. Food includes non-alcoholic beverages.
- 18.

Part of the increase first recorded in the shelter Index for Yellowknife for December 2004 inadvertently reflected rent increases that actually occurred earlier. As a result, the change in the shelter index was overstated in December 2004, and was understated in the previous two years. The shelter index series for Yellowknife has been corrected from December 2002. In addition, the Yellowknife all-items Consumer Price Index (CPI) and some Yellowknife special aggregate index series have also changed. Data for Canada and all other provinces and territories were not affected.

19. In July 2004, the 2001 basket weights introduced with the January 2003 data were adjusted; the weights for mortgage interest cost were re-evaluated.
20. Due to changes in the Ontario electricity market that became effective May 1, 2002, it was necessary to adjust the treatment of electricity prices in the Consumer Price Index (CPI) for that province. A question and answer fact sheet that explains those changes is now available. To obtain the fact sheet on the treatment of electricity prices in Ontario, please contact CPD Dissemination Unit, Consumer Prices Division, telephone: (613) 951-9606, toll-free: 1-866-230-2248, fax: (613) 951-2848, e-mail: [cpd-info-dpc@statcan.gc.ca](mailto:cpd-info-dpc@statcan.gc.ca).
21. About two thirds (4.7%) of the 7.4% decrease registered between September and October 2004 in the "Digital computing equipment and devices" Index series represents a revision to source data.
22. From April 2006, Statistics Canada changed its implementation of the price index formula used for traveller accommodation. As a result, data from April 2006 are not strictly comparable to earlier time periods.
23. The Bank of Canada's core Index excludes eight of the Consumer Price Index's most volatile components (fruit, fruit preparations and nuts; vegetables and vegetable preparations; mortgage interest cost; natural gas; fuel oil and other fuels; gasoline; inter-city transportation; and tobacco products and smokers' supplies) as well as the effects of changes in indirect taxes on the remaining components. For additional information on core CPI, please consult the Bank of Canada website: <http://www.bankofcanada.ca/rates/indicators/key-variables/inflation-control-target/>.
24. Excluded from the all-items Consumer Price Index (CPI) are the following eight of the most volatile components identified by the Bank of Canada: fruit, fruit preparations and nuts; vegetables and vegetable preparations; mortgage interest cost; natural gas; fuel oil and other fuels; gasoline; inter-city transportation; and tobacco products and smokers' supplies. This series is used to obtain core inflation which also excludes the effect of changes in indirect taxes.
25. The special aggregate "energy" includes: "electricity", "natural gas", "fuel oil and other fuels", "gasoline", and "fuel, parts and supplies for recreational vehicles".
26. The 1986 basket content was divided into seven major components. With the introduction of the 1992 basket, the "housing" component from the 1986 basket definition was split into two components: "shelter" and "household operations, furnishings and equipment". This brought the number of major components to a total of eight. Also, the definition of "shelter" was changed. The traveller accommodation category, which was part of the 1986 definition of "shelter", was moved to "recreation" with the introduction of the 1992 basket. To provide some continuity certain aggregates were reconstructed using their 1986 basket definitions.
27. Goods are physical or tangible commodities usually classified according to their life span into non-durable goods, semi-durable goods and durable goods. Non-durable goods are those goods that can be used up entirely in less than a year, assuming normal usage. For example, fresh food products, disposable cameras and gasoline are non-durable goods. Semi-durable goods are those goods that may last less than 12 months or greater than 12 months depending on the purpose to which they are put. For example, clothing, footwear and household textiles are semi-durable goods. Durable goods are those goods which may be used repeatedly or continuously over more than a year, assuming normal usage. For example, cars, audio and video equipment and furniture are durable goods.
28. A service in the Consumer Price Index (CPI) is characterized by valuable work performed by an individual or organization on behalf of a consumer, for example, car tune-ups, haircuts and city public transportation. Transactions classified as a service may include the cost of goods by their nature. Examples include food in restaurant food services and materials in clothing repair services.
29. Revision of the methodology of the home insurance component of the Consumer Price Index (CPI) beginning with the February 2008 CPI - [http://www.statcan.gc.ca/imdb-bmdi/document/2301\\_D39\\_T9\\_V1-eng.pdf](http://www.statcan.gc.ca/imdb-bmdi/document/2301_D39_T9_V1-eng.pdf).
30. Revision of the methodology of the Internet access services component of the Consumer Price Index (CPI) beginning with the March 2008 CPI - [http://www.statcan.gc.ca/imdb-bmdi/document/2301\\_D40\\_T9\\_V1-eng.pdf](http://www.statcan.gc.ca/imdb-bmdi/document/2301_D40_T9_V1-eng.pdf).
31. In previous years, Statistics Canada updated, by province, the model year of passenger vehicles used in the calculation of the passenger vehicle insurance premiums index over a three month period. Since 2008, this quality adjustment exercise is reflected in the month of May for all provinces.
32. Revision of the methodology of the rent component of the Consumer Price Index (CPI) beginning with the July 2009 CPI - [http://www.statcan.gc.ca/imdb-bmdi/document/2301\\_D41\\_T9\\_V1-eng.pdf](http://www.statcan.gc.ca/imdb-bmdi/document/2301_D41_T9_V1-eng.pdf).
33. Revision of the methodology of the prescribed medicines component of the Consumer Price Index (CPI), beginning with the September 2012 CPI - [http://www23.statcan.gc.ca/imdb-bmdi/document/2301\\_D50\\_T9\\_V1-eng.htm](http://www23.statcan.gc.ca/imdb-bmdi/document/2301_D50_T9_V1-eng.htm).
34. The timing for the introduction of new model year vehicles into the purchase of passenger vehicles index of the Consumer Price Index (CPI) has changed in 2012. Please consult [http://www23.statcan.gc.ca/imdb-bmdi/document/2301\\_D51\\_T9\\_V1-eng.htm](http://www23.statcan.gc.ca/imdb-bmdi/document/2301_D51_T9_V1-eng.htm).

**Source:** Statistics Canada. *Table 326-0020 - Consumer Price Index (CPI), 2009 basket, monthly (2002=100 unless otherwise noted)*, CANSIM (database).

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(accessed: 2013-02-26)

Date Modified: 2013-02-22

Fax: 250-442-8000

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## INDENTURE OF LEASE

THIS LEASE dated for reference the \_\_\_\_ day of \_\_\_\_, 2013.

**BETWEEN**

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

7217 4<sup>th</sup> Street, P.O. Box 220

Grand Forks, British Columbia, V0H 1H0

(hereinafter referred to as the "Landlord")

OF THE FIRST PART

**AND**

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE  
OF BRITISH COLUMBIA as presented by the Ministry of  
Justice**

(hereinafter referred to as the "Tenant")

OF THE SECOND PART

**WHEREAS:**

- A. The Landlord is the registered owner in fee simple of that parcel of land and premises located at 555 Central Avenue, Grand Forks, B. C. and legally described as set out in Schedule "A";
- B. Located on the land is a building known as the Grand Forks Circuit Court Facility (the "Building");
- C. The Landlord wishes to rent to the Tenant and the Tenant wishes to rent from the Landlord premises known as the Grand Forks Circuit Court Facility having an area of 3200 square feet shown outlined in heavy red line on the sketch plan attached as Schedule "B" (the "Premises").

DRAFT  
2013 02 22

- Page 1 of 18-

Landlord	Tenant

NOW THEREFORE in consideration of the rents, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows:

Lease:

1. The Landlord hereby leases the Premises described in Schedule B (the "Premises") and located on the land described in Schedule A (the "land") to the Tenant on the terms and conditions set out in this Lease.

Term:

2. This Lease shall be for a term of five (5) years, commencing on the first day of April, 2013 (the "Commencement Date") and expiring on the last day of March, 2018 (the "Term"). For the purpose of this lease, "Lease Year" means any one year period from the first day of April to the last day of March during the Term or any renewal term.

Rent:

3. The Tenant shall pay the Landlord annual rent of \$41,253.01 (FORTY ONE THOUSAND TWO HUNDRED AND FIFTY THREE DOLLARS AND ONE CENT) payable (the "Rent") each Lease Year in two installments. The first installment of \$31,253.01 (THIRTY ONE THOUSAND, TWO HUNDRED AND FIFTY THREE DOLLARS AND ONE CENT) is payable April 30 of each Lease Year and the second installment of \$10,000 (TEN THOUSAND DOLLARS) IS PAYABLE ON March 31 in each Lease Year.
4. The Tenant's obligation to pay is subject to the Financial Administration Act which makes that obligation subject to an appropriation being available in the fiscal year of the Province during which the payment becomes due.

Renewals:

5. If the Tenant is not in default under this Lease at the time of giving notice of renewal and at the time of the commencement of any renewal term, the Tenant may renew this Lease for two consecutive 5-year renewal terms, each on the same terms and conditions (except this right of renewal, which is modified accordingly), by giving notice to the Landlord (in the manner required for giving notices) not less than 90 days and not more than 120 days before each scheduled expiry of this Lease.
6. The rent for the first renewal term will be adjusted by an amount determined by multiplying the Rent for the initial Term by the percent change in the CPI from the Commencement Date to the end of the initial Term, where CPI means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function, where the Commencement Date = 100.



7. The rent for the second renewal term shall be adjusted by an amount to be negotiated between the parties PROVIDED THAT if the parties fail to agree on the amount of the rent for the second renewal term the matter shall be referred to arbitration by a single arbitrator to be mutually agreed upon by the parties subject to the provisions of the Commercial Arbitration Act of the Province of British Columbia as from time to time in force. The arbitrator shall determine the annual rent for the second renewal term on the basis of the then-fair market rent for the Premises, being the rent which would be paid for the Premises in their then-current condition (including all leasehold improvements thereto) or in whatever condition the Landlord is entitled to require the Tenant to leave the Premises at the expiration of the Term, whichever condition would result in higher rent, as between persons dealing in good faith and at arm's length and without regard to any restrictive covenants as to use.

Operating Costs:

8. The Rent is inclusive of the operating costs in relation to the Premises itemized in Schedule "C", which operating costs shall be born solely by the Landlord. The Tenant is responsible for all its operating costs in relation to its use of the Premises not expressly itemized in Schedule "C".

Utilities:

9. The Landlord shall pay all charges for the utilities itemized in Schedule "C". The Tenant shall pay all charges for telephone service, cablevision or other utility or communication service rendered in respect of the Tenant's use of the Premises not specifically itemized in Schedule "C".

Building Maintenance:

10. Subject to the Tenant's repair obligations as set out in Section 13, the Landlord shall maintain the Building at those standards specified in the Occupational Environment Regulations of the Workplace Act, SBC 1985,c. 34, and shall provide the services in relation to the Building set out in Schedule "C". Neither the Tenant or the Landlord has any obligation to the other regarding reasonable wear and tear of the Premises or the Building.

Repairs:

11. The Landlord covenants at its sole cost and expense, subject to the provisions of Section 14, to maintain the Building and its HVAC, mechanical, electrical, plumbing and utility systems in good repair and operating condition, and upon receipt of written notice from the Tenant, to remedy promptly any defects in the Building and its said systems, reasonable wear and tear excluded. The Tenant shall be responsible for all costs associated with repairs to the Premises arising as a result of the Tenant's use of the Premises or as a result of the use of the Premises by any agent, contractor, licensee, employee or invitee of the Tenant and all costs associated with all other repairs to the Premises for which the Landlord is not expressly responsible, reasonable wear and tear excluded. The Tenant shall not overload any floors in the Premises.

Repair in the Event of Damage:

12. If the Premises are damaged by fire or any other hazard such that the Premises are rendered untenable or such that convenient access is prevented, then if such damage is reasonably and economically capable of repair within ninety (90) days, the Landlord shall, within thirty (30) days of the occurrence of the damage, initiate that repair and forthwith allow an abatement of the Rent which recognizes the nature and extent of the damage, or inconvenience, until such time as the Premises have been rebuilt or access restored. If the Landlord does not initiate the restoration of the Premises or access within the said thirty (30) days, or having commenced the restoration, does not proceed to complete it with reasonable dispatch, then the Tenant may give the Landlord fourteen (14) days notice and thereafter may terminate this Lease forthwith. If the damage is severe enough to preclude the reoccupation of the Premises by the Tenant for a period in excess of ninety (90) days, either party may, within thirty (30) days of the occurrence of the damage, serve notice upon the other of the immediate termination of this Lease.

Tenant's Right to Perform:

13. If the Tenant delivers to the Landlord written notice of an alleged default in any of the services to be provided by the Landlord hereunder, and the Landlord fails to remedy such alleged default:
- a) Within thirty (30) days from and after delivery of such written notice; or
  - b) Within such period less than thirty (30) days from and after delivery of such written notice as will ensure that the Tenant suffers no loss or damage if, by reason of the nature of alleged default, the Tenant may reasonably be expected to suffer loss or damage if such alleged default is not remedied within a period less than thirty (30) days,

Then and in any and every such event, the Tenant may immediately terminate this Lease and may pursue any other available remedies as well.

Notification of Defect:

14. The Tenant shall promptly give the Landlord notice of any accident, defect or damage within the Building, Premises, systems or services for which the Landlord has an obligation under this Lease and which have come to the Tenant's attention.

Access:

15. The Tenant, its sub-tenants and their respective servants, agents, employees, licensee and invitees shall have the right in common with other occupants of the Premises to pass, repass and utilize all common areas including corridors, lobbies, washrooms, stairways, elevators and passages and over the Land for the purposes of ingress, egress and full enjoyment of the Premises, parking and other facilities in use by the Tenant.

Quiet Enjoyment:

16. The Landlord hereby covenants with the Tenant for quiet enjoyment.

Compliance with Laws:

17. The Tenant and the Landlord shall each comply with and observe all federal, provincial and local government laws, bylaws, rules, regulations, orders, permits and licenses in force with respect to the Premises and any alterations to the Premises.

Alterations:

18. The Tenant shall be able, with the prior written consent of the Landlord, (which consent shall not be unreasonably withheld or delayed) to make such alterations or additions to the Premises as it may from time to time request in writing and as are required for the conduct of its business. If the Landlord does not respond within thirty (30) days to such a request, consent will be deemed to have been given.

Notification of Sale or Assignment and Acknowledgement:

19. If at any time during the Term hereof the Building or the Landlord's interest therein or in this Lease shall be assigned, mortgaged or sold to any third party, the Landlord shall, within fourteen (14) days following the execution and delivery by the Landlord of any assignment or documents of mortgage or sale, deliver to the Tenant a notice in writing of the making of such assignment, mortgage or sale and the effective date thereof and shall obtain an agreement from the assignee, mortgage or purchaser, as the case may be, acknowledging and confirming the Rent, the Term and the other covenants, obligations and conditions of this Lease.

Direction as to Emergency and Payments:

20. In case of emergency the Landlord emergency telephone number is (250) 442-8266 or after hours Boundary Security Services (250) 442 – 1272, and Tenant designates Trudy Williams Rossland Court Manger (250) 362 9584 day or (250) 362 9450 evenings as its representative.

Until further notice the Landlord designates the Chief Financial Officer as the recipient for rent and other amounts payable under the Lease.

Insurance:

21. The Landlord shall obtain, maintain and pay for insurance on the Building, excluding all chattels of the Tenant against loss or damage by fire and extended coverage perils.

Such insurance shall contain a waiver of subrogation by insurers against the Tenant and its subtenants. The Landlord further agrees to obtain and maintain Public Liability Insurance for an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence.

22. The Tenant shall not do or permit anything to be done which causes the Landlord's cost of insuring the Building to increase. Any increase in insurance costs to Landlord resulting from the Tenant's breach of this covenant shall be borne by the Tenant.

No Waste or Nuisance:

23. The Tenant shall not:

- a) Commit or permit any willful or voluntary waste, spoil or destruction on the Land or Premises; or
- b) Do or permit to be done anything that may be a nuisance or annoyance to owners or occupiers of adjoining lands or to the public generally.

Mutual Indemnity:

24. The Landlord and Tenant shall indemnify each other against all claims, actions, causes of action, loss, damage, expense and costs, whatsoever, made by any person arising out of or resulting directly or indirectly and whether by reason of negligence or otherwise, from the performance, default of performance, or, remedying of any default by any party hereto of its covenants and obligations under this Lease.

Annexations of Tenant's Fixtures:

25. The Tenant and the Landlord agree that any alterations, improvements and fixtures made to or installed upon the Premises at the expense of the Tenant other than reasonably moveable fixtures shall, immediately upon affixation, be deemed to be annexed to the Building. Such fixtures shall remain upon and be surrendered with the Premises upon the expiration or earlier termination of this Lease unless the Landlord and the Tenant otherwise agree.

Yielding Up:

26. The Tenant shall surrender the Premises at the expiration or earlier termination, of the Term in good repair (together with chattels as the Tenant may elect to leave, if any) to the Landlord, excepting only reasonable wear and tear, damage from fire, storm, tempest and other casualty, and removal of chattels and the Tenant shall not be liable to pay compensation or to make any other payment to the Landlord in respect of restoration or repair of the Premises.

Notice of Default:

27. If the Tenant should break any of its covenants, agreements or obligations under this Lease, the Landlord may send the Tenant a notice of default (in the manner required herein for giving notices) and if the default is one that is curable by the Tenant, the Landlord may notify the Tenant that the default must be cured within 15 days (if the default is non-payment of money) or in other cases, 30 days (or a lesser time in the case of emergency or urgent circumstances).

Landlord's Right to Perform:

28. If the Tenant should fail to rectify a curable default within the time specified and if the default is one that can be cured by the Landlord, the Landlord may, without further notice to the Tenant, take all steps considered in its sole discretion necessary to rectify the default. Nothing in this Lease obligates the Landlord to rectify any default of the Tenant but should the Landlord choose to do so, the Landlord shall not be liable to the Tenant for any act or omission in the course of curing or attempting to cure any default.

Provisos:

29. Provided always and it is hereby agreed that:

- a) If the Rent is unpaid for fifteen (15) days; or
- b) If the Tenant should breach any other of its covenants, agreements or obligations herein and, if such breach is curable by the Tenant, the breach is not cured by the Tenant within 30 days (or other time specified) after receipt of a notice sent by the Landlord to the Tenant, in the manner herein provided, requiring that the breach be cured.

Then notwithstanding anything in this Lease to the contrary, the Landlord may, without further notice, enter into and upon the Premises or any part in the name of the whole and to have the same again, repossess and enjoy as of its former estate, and if and whenever the Landlord becomes entitled to re-enter the Premises, the Landlord, in addition to all other rights and remedies, shall have the right to terminate this Lease without further notice. Thereupon, this Lease and the Term or renewal term, as the case may be, shall terminate and the Tenant shall immediately deliver up possession of the Premises to the Landlord in accordance with Section 31.

30. If the Landlord terminates this Lease, the Landlord retains the right to proceed at law against the Tenant for all arrears of Rent and other accrued loss or damage and costs, including all prospective losses or prospective damages suffered or to be suffered by the Landlord arising from the default of the Tenant under this Lease:

Holding Over:

31. If the Tenant should hold over after the expiration of the Term and the Landlord should accept rent, the new tenancy thereby created shall be a tenancy from month to month and not a tenancy from year to year, and shall be subject to the covenants and conditions herein contained so far as the same are applicable to a tenancy from month to month. The monthly rent payable by the Tenant will equal to an amount that is 1/12<sup>th</sup> of the annual Rent then payable.

Assignment:

32. This Lease may not be assigned or transferred by the Tenant and the Premises may not be sublet without the consent of the Landlord, such consent not to be unreasonably withheld.

Costs:

33. Each of the Landlord and the Tenant is responsible for its own legal costs in relation to the preparation and negotiation of this Lease. The Tenant and the Landlord shall perform all of their obligations, covenants and agreements under this Lease solely at their own cost.

Notice

34. Any notice, document or communication required or permitted to be given hereunder shall be in writing and shall be deemed to be satisfactory if and deemed to have been delivered:

- a) When sent by facsimile transmission or when delivered by hand, on the date of receipt; or
- b) When mailed by registered mail, on the date received or on the fifth day after receipt of mailing by any Canada post office, whichever is the earlier;

PROVIDED the notice is sent to the party at the address and facsimile number provided herein or to whatever other address or facsimile number the party from time to time in writing may advise.

Law to the Contrary:

35. This lease shall ensure to the benefit of and be binding on the parties notwithstanding any rule of law or equity to the contrary.

Severance:

36. If any portion of this Lease is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Lease.

Governing Law:

37. This Lease shall be governed by and construed in accordance with the laws of the Province of British Columbia.

Waiver:

38. Waiver by the Landlord of any default by the Tenant shall not be deemed to be a waiver of any subsequent default. A waiver is effective only if it is in writing.

References:

39. Every reference to each party is deemed to include the heirs, executors, administrators, successors, directors, employees, members, servants, agents, officers, and invitees of such party where the context so permits or requires.

Amendment:

40. This Lease may not be modified or amended except by an instrument in writing signed by the Landlord and the Tenant.

Remedies Not Exclusive:

41. No remedy conferred upon or reserved to the parties is exclusive of any other remedy herein or provided by law, but all such remedies shall be cumulative and may be exercised in any order or concurrently.

Charges On Title:

42. The Tenant shall abide by and observe all requirements and restrictions on the title to the Land registered prior to the Commencement Date.

Enurement:

43. This lease shall ensure to the benefit of and be binding upon the parties hereto and their respective successors.

Captions:

44. The captions appearing in this lease have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope or meaning of this Lease.

Interpretation:

45. Wherever the singular or masculine or neuter is used in this Lease, the same shall be construed as meaning the plural, the feminine or body corporate where the context so requires.

Entire Lease:

46. The provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written between the parties with respect to the subject matter hereof.

Time of Essence:

47. Time is of the essence of this Lease.

Further Assurances:

48. The parties shall execute and do all such further deeds, acts, things and assurances as may be reasonably required to carry out the intent of this Lease.

Covenants and Conditions:

49. All of the provisions of this Lease shall be deemed and construed to be conditions as well as covenants as though the words specifically expressing or importing covenants and conditions were used in each separate section.

List of Schedules:

Schedule "A" – Legal Description of the Land

Schedule "B" – Sketch of the Premises

Schedule "C" – Landlords Operating Costs and Services

IN WITNESS WHEREOF the parties have affixed their hands and seals and where a party is a corporate entity, the corporate seal of that entity has been affixed in the presence of its duly authorized officers effective the day and year first recited above.

THE CORPORATE SEAL OF the Landlord was hereunto affixed in the presence of:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized signature

THE CORPORATE SEAL OF the Tenant was hereunto affixed in the presence of:

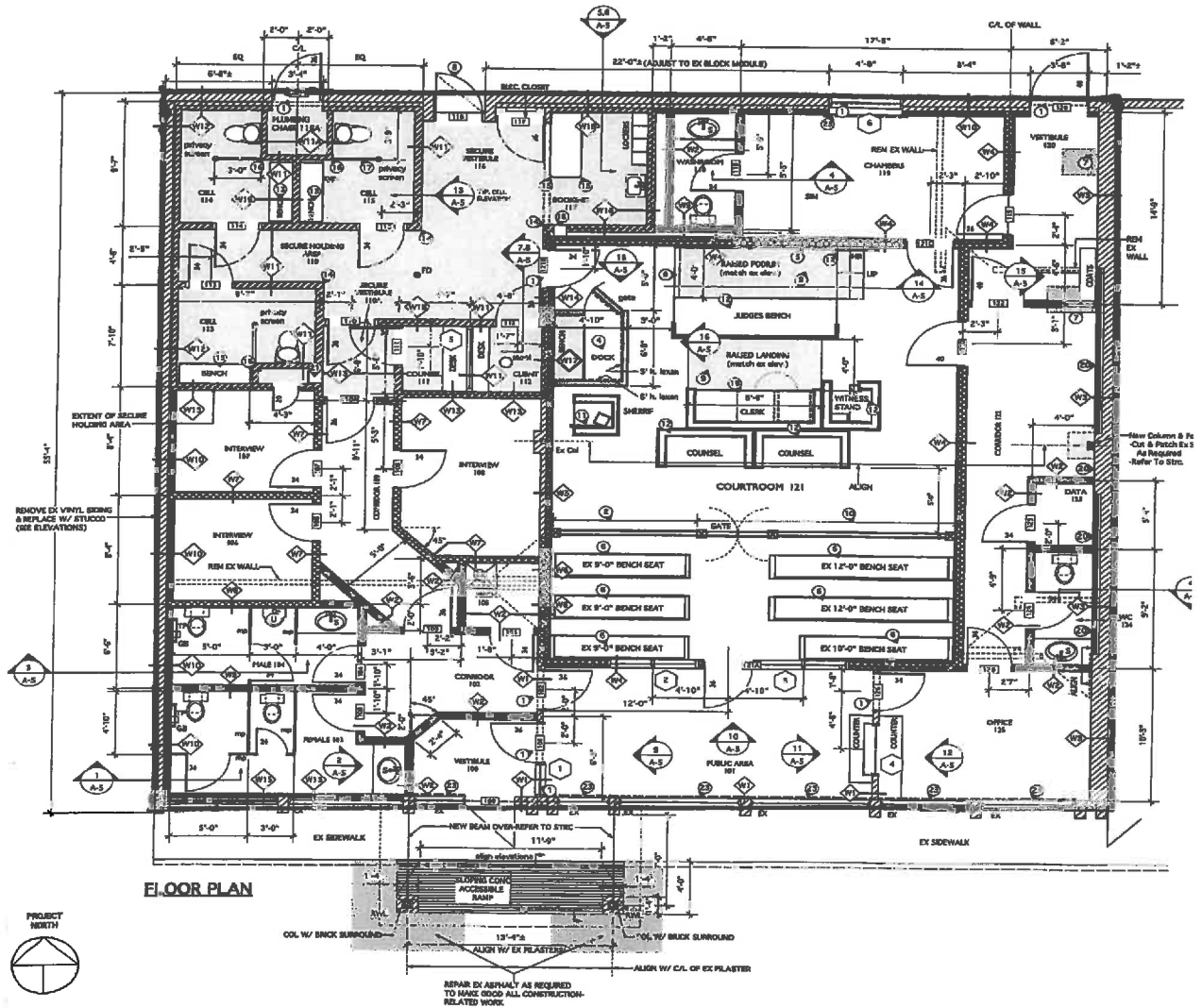
\_\_\_\_\_  
Kevin Jardine  
Assistant Deputy Minister for Court Services Branch  
Ministry of JJustice



<p><b>SCHEDULE "A"</b></p> <p><b>LEGAL DESCRIPTION</b></p>
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Lot 1, District Lot 108, Similkameen Division Yale District, Plan KAS3271

## SCHEDULE "B" SKETCH OF PREMISES



## SCHEDULE "C"

(A) ITEM	(B) To Be Provided by Landlord, Cost Included in Rent	(C) To Be Provided by Landlord, Cost Borne by Tenant	(D) To Be Provided by Tenant, Cost Borne by Tenant	(E) Does Not Apply
<b><u>5310000CLEANING</u></b>				
(210) Janitorial Service and Supplies	✓			
(360) Window Cleaning Interior	✓			
(350) Window Cleaning Exterior	✓			
<b><u>5312000GROUNDS</u></b>				
(280) Maintenance of Landscaping and Common Area Costs	✓			
(290) Snow Removal	✓			
<b><u>5317000HVAC</u></b>				
(250) Preventative Servicing and Minor Repairs of HVAC System	✓			
<b><u>5318000ELECTRICAL</u></b>				
(260) Lamp and Tube Replacement	✓			
(320) Preventative Servicing and Minor Repairs of Elevator(s)				✓
<b><u>5322000NON-ENERGY UTILITIES</u></b>				
(270) Garbage Removal	✓			
(310) Water and Sewage	✓			
<b><u>5410000FUELS</u></b>				
(240) Heating	✓			
<b><u>5460000ELECTRICITY</u></b>				
(230) Electricity	✓			
<b><u>5621051PARKING</u></b>				
(300) Parking Rent	✓			
<b><u>5633051INSURANCE</u></b>				
(340) Fire and Extended Coverage Perils P.L. and P.D.	✓			
<b><u>5640051TAXES</u></b>				
(220) Taxes			✓	
<b><u>5661051TENANT IMPROVEMENTS</u></b>				

(330) Tenant Improvements			✓	
<b>ADDITIONAL ITEMS</b>		✓		

### Security Monitoring System

The Security Alarm System monitoring and maintenance will be the responsibility of the Tenant. It is agreed that the monitoring costs, invoiced by Counterforce, and cost of responses to alarms, invoiced by Boundary Security Systems will be the responsibility of the Tenant, the total cost of which will be invoiced by the Landlord to the Tenant on an annual basis.

### PARKING

<b>Available to the Tenant: 24 hours/day, 7 days/week</b>		
	<b># of Stalls</b>	<b>\$/Month ea.</b>
Designated		
Random	4	\$0.00
Secured		

<p style="text-align: center;"><b>SCHEDULE "C"</b></p> <p style="text-align: center;"><b>LANDLORD'S SERVICES</b></p>
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In accordance with the provision of Article 8 and Schedule "C" of this Lease, the Landlord covenants to supply the following specified services:

**ELECTRICAL, MECHANICAL & PLUMBING INSTALLATIONS**

The provision of all utilities and separate male and female washrooms appropriate to the Premises and its use and the regular and proper maintenance of all electrical (including lamp fixture ballasts), mechanical and plumbing installations in the Building and necessary for their adequate operation.

**HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS**

Provide and maintain indoor environmental and lighting conditions in accordance with the current Workers Compensation Board Occupational Health and Safety Regulations and with the following minimum indoor environment conditions for occupied office areas:

Provide and maintain indoor environmental and lighting conditions in accordance with the current Workers Compensation Board Occupational Health and Safety Regulation and with the following minimum indoor environmental conditions for occupied office areas:

- Space temperatures 21deg. C when heating and 26deg. C when cooling, at relative humidities between 20% and 60%.
- Air velocities shall not exceed 0.15 metres/second (30ft.min) when heating and 0.25 metres/second (50ft/min) when cooling.

Provide cleaning and maintenance of all lighting fixtures and installation of such new tubes and bulbs as may be required.

**HOT & COLD WATER**

The provision of an adequate hot and cold water supply to the Building.

**CLEANING & SUPPLIES**

The regular and effective cleaning of the exterior of the Building and its windows, the interior common areas and lobbies and washrooms in joint use with any other occupants together with the maintenance of proper and adequate supplies for those washrooms, plus the janitorial services, if any, detailed in the Supplement to this Schedule "C".

**REFUSE DISPOSAL**

The proper sanitary storage and weekly/daily disposal of all refuse.

**EMERGENCY FACILITIES**

The regular and proper maintenance and testing of all emergency installations, including the maintenance of fire extinguishers, clear exit corridors and stairs, closure of fire doors and the institution of regular emergency drills.

**SECURITY**

The provision and maintenance of suitable security for the Building.

**MAINTAIN GROUNDS, COMPOUNDS AND CAR PARK AREAS**

The regular and proper maintenance of landscaping, outside furniture and paved surfaces of the Building including the removal of snow from walks, driveways, and parking areas, and the effective control of the use of designated parking areas.

<p><b>SCHEDULE "D"</b></p> <p><b>TENANT IMPROVEMENTS</b></p>
--

NOT APPLICABLE

<p style="text-align: center;"><b>SCHEDULE "E"</b></p> <p style="text-align: center;"><b>ADDITIONAL CLAUSES</b></p>
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**PROPERTY TAXES**

The Landlord and the Tenant agree that while the Landlord is not currently obligated to pay Taxes with regard to the Premises, the Tenant will not be liable to pay for the Taxes or Grant-in-Lieu. If current legislation changes during the Term of the Lease, and the Landlord is required to pay Taxes, the Tenant will be liable to pay for the Taxes (as per Schedule "C").



# THE CITY OF GRAND FORKS REQUEST FOR A COUNCIL DECISION

**DATE** : **March 18, 2013**

**TOPIC** : **New Office Furniture**

**PROPOSAL** : **To Proceed with the Purchase of the New Office Furniture**

**PROPOSED BY** : **Manager of Environmental and Building Construction Services**

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## **SUMMARY:**

The request for new office furniture was presented to council at the COTW meeting on March 4, 2013 whereas the committee of the whole recommended to council to direct staff to proceed with the \$12,500 expenditure for the office furniture from reserves as proposed in the 2013 budget. With the new staff-restructuring plan proceeding, the City has found the need to create two new office spaces in City Hall. This will require the purchase of a couple of new desks and a realignment of some of the existing spaces. After carefully reviewing a workspace plan we have come to the conclusion that to old furniture can no longer be modified to conform to the new work areas that are required.

The existing furniture was purchased 28 years ago and has been modified several times over the years to accommodate the changes and growth within the City Halls reception area and offices. By replacing these furnishings, it will provide more efficient workspaces for the staff and give the reception area a new modern and fresh look. We feel this is important due to the fact that as the general public enters City Hall this is the first thing they see as they are greeted by our staff.

This report is now presented to council for their consideration to proceed with the expenditure.

## **STAFF RECOMMENDATIONS:**

**Option 1:** That Council approves the early budget expenditure of \$12,500 for the office furniture from reserves as proposed in the 2013 budget

**Option 2: That Council receives this for information:** This option would leave the staff in a position of trying to make do with very limited resources.

## **OPTIONS AND ALTERNATIVES:**

**Option 1:** That council directs staff to proceed with the \$12,500 expenditure for the office furniture from reserves as proposed in the 2013 budget

**Option 2:** Council declines to adopt the plan as presented and will continue to operate status quo.

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

**Option 1:** The purchase of the desks and furnishings will provide these new work areas with adequate storage filing and work space for the staff to function at their full potential.

**Option 2:** This option would leave the staff in a position of trying to fulfill their daily duties with very limited resources.

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

The expenditure of \$12,500 would come from reserves as proposed in the 2013 operating budget plan.

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

Council has the authority to purchase assets through the budgetary process within the five year financial plan.

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



# THE CORPORATION OF THE CITY OF GRAND FORKS

## COUNCIL INFORMATION SUMMARY FOR MARCH 18TH, 2013

Date: March 13, 2013  
 Agenda: March 18th, 2013  
 Proposal: To Receive the Items Summarized for Information  
 Proposal By: Staff

### **Staff Recommendation:**

That Information Items numbered 10(a) to 10(d) be received and acted upon as recommended.

	ITEM	SUBJECT MATTER	RECOMMENDATION
<b>CORRESPONDENCE TO/FROM MAYOR AND COUNCIL</b>			
10(a)	Councillor Gary Smith	Declaration Under Section 107 of Community Charter – Contract with City for Pest Control Services	Resolved that the memorandum, dated March 6, 2013, from Councillor Gary Smith, outlining that he had been providing pest control services to the City of Grand Forks, and will continue to provide such services, inasmuch as there is no other pest control provider in the immediate Grand Forks area, be received pursuant to Section 107 of the Community Charter.
<b>CORRESPONDENCE TO/FROM STAFF</b>			
10(b)	Climate Action Revenue Incentive (CARIP)	Public Report 2012	Council to receive the Climate Action Revenue and Incentive report as presented by staff.
<b>GENERAL INFORMATION</b>			
<b>FEDERAL AND PROVINCIAL GOVERNMENT</b>			
<b>INFORMATION FROM UBCM/FCM/AKBLG</b>			
10(c)	UBCM	2012 Resolutions	Receive for Information
<b>MINUTES FROM OTHER ORGANIZATIONS</b>			
10(d)	Grand Forks and District Public Library	Financial Report	Receive for Information



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

**DATE :** March 6<sup>th</sup>, 2013

**TO :** Mayor Taylor and Members of Council

**Cc :** Corporate Officer

**FROM :** Councillor Gary Smith

**SUBJECT:** Declaration Under Section 107 of the Community Charter – Contract with the City for Pest Control Services

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### **Background:**

I have been advised that Section 107 of the Community Charter requires that if a municipality enters into a contract in which a Council Member has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practical at a Council meeting that is open to the public.

### **Disclosure:**

I wish to advise that I have provided pest control services to the City of Grand Forks, as required and requested by City Staff, for many years. There is no other pest control firm available in the immediate Grand Forks area to provide these services. The additional services to alleviate the mouse problem at a James Donaldson Park and the Cemetery Building will amount to approximately an additional \$40.00 per month until the situation has been dealt with. This amount is over and above the \$140 per month average which involves services at various city buildings, including the Fire Hall, Public Works Yard, the Sewage Treatment Plant, and occasionally at City Hall.

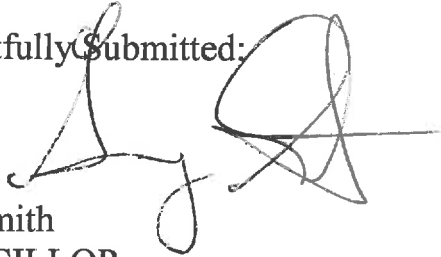
**Recommendation:**

That Council pass a resolution receiving this disclosure, as required by legislation.

**Recommended Resolution:**

*“Resolved that the memorandum, dated March 6, 2013, from Councillor Gary Smith, outlining that he has been providing pest control services to the City of Grand Forks, and will continue to provide such services, inasmuch as there is no other pest control provider in the immediate Grand Forks area, be received pursuant to Section 107 of the Community Charter”*

Respectfully Submitted:

A handwritten signature in black ink, appearing to be 'Gary Smith', written over the text 'Respectfully Submitted:'. The signature is stylized with a large 'G' and a long horizontal stroke.

Gary Smith  
COUNCILLOR

## Climate Action Revenue Incentive Plan (CARIP) Public Report

# Climate Action Revenue Incentive (CARIP) Public Report for YEAR 2012

---

- *City of Grand Forks*
- *Regional District  
Kootenay  
Boundary*
- **Reported by**
  - *Wayne Kopan*
- *Manager of  
Environmental & Building  
Construction Services*
- *wkopan@grandforks.ca*
- *250 442 8266*



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General Information

Name of Local Government

Member of Regional District (RD)

Regional Growth Strategy (RGS) in region

Population

City of Grand Forks

Regional District Kootenay  
Boundary

In Progress

4036



## Community-Wide Actions for 2012

### 1.1 Measure

#### Community-Wide Measurement Actions

Question	Have you been using the <i>Community Energy and Emissions Inventory (CEEI)</i> to measure progress? What else have you been using instead of/in addition to CEEI?
Answer	Yes
Additional Information	<i>The City of Grand Forks has been collecting data through our Municipal and Fortis utility billing information. The feet fuel and maintenance data has been collected through our fuel monitoring system and spreadsheets</i>

### 1.2 Plan

#### Community-Wide Targets

Question	Do your OCP(s) have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act (LGA)</i> ? If yes, please identify the targets set. If no or in progress, please comment.
Answer	Yes
Additional Information	<i>The City's (SCP) Sustainable Community Plan has set the GHG emissions reduction target of 33% below the 2007 levels to be achieved by 2030</i>

Question	If you are a Regional District, does your RGS have targets, policies and actions to reduce GHG emissions, as per the requirements under the <i>Local Governments Act (LGA)</i> ? If yes, please identify the targets set. If no or in progress, please comment.
Answer	No

Additional Information	<b><i>The data collected by the City only reflects consumption within the Municipal boundaries and does not include any of the data collected by the Regional District</i></b>

## 1.3 Reduce

### Supportive Community-Wide Actions

Action Type	Broad Planning (e.g. creation/revision of OCPs, CEPs, transportation plans)
Actions Taken this Year	<i>The City Council has adopted the (SCP) Sustainable Community Plan. The (BAQC) Boundary Air Quality Committee and the City have under taken an Air Quality study with a Nephelometer on loan to the City by the University of Victoria</i>
Proposed Actions for Next Year	<i>To complete the year long Nephelometer study of the overall Air Quality in Grand Forks, and also continue to work with the SCP to implement objectives and policies laid out within the plan in the coming years.</i>

Action Type	Building and Lighting (e.g. developed green building policy, increased density in the downtown)
Actions Taken this Year	<i>The City has partnered with the Carbon Neutral Kootenays to undertaken an energy and lighting audit on six of our major facilities.</i>
Proposed Actions for Next Year	<i>Once the audit report has been completed the City will then propose actions to start reducing emissions on our facilities.</i>

Action Type	Energy Generation (e.g. signed on to provincial 'solar ready' regulation, explored options for bio-heating for buildings)
Actions Taken this Year	<i>Solar initiatives are ongoing and being explored by the BAQC committee.</i>
Proposed Actions for Next Year	<i>The Solar Hot Water Plan for new construction is still in the ingestion and review stages at this time.</i>

Action Type	<b>Green Space (e.g. developed urban forestry policy, adopted park acquisition policy)</b>
Actions Taken this Year	<i>The City is also committed to the replacement and replanting of trees within our community.</i>
Proposed Actions for Next Year	<i>This practice will continue in the years to come.</i>

Action Type	<b>Transportation (e.g. developed sustainable transportation plan, completed bicycle master plan)</b>
Actions Taken this Year	<i>The City will continue to develop more pedestrian and cycling pathways as per the City's bicycle network plan as we move forward.</i>
Proposed Actions for Next Year	<i>Improvements and new areas will be developed as the operational budgets allow in 2013.</i>

Action Type	<b>Waste (e.g. introduced composting and recycling education programs)</b>
Actions Taken this Year	<i>The City and Regional District have been working together to develop and implement a Kitchen Waste recycling program in 2012 for our residential customers. (Green Bin Collection and Composting)</i>
Proposed Actions for Next Year	<i>The City will be working with the Regional District to investigate the possibility of this program to be adapted to the commercial business within our community.</i>

Action Type	<b>Water/Sewer (e.g. participated in water smart initiatives, implemented Water Action Plan, introduced rebates on low flush toilets)</b>
Actions Taken this Year	<i>The City is investigating the installation of water meters on our residential properties to help reduce water consumption and pumping costs.</i>

Proposed Actions for Next Year	<i>To continue with the investigation and the possible implementation of water meters. This program will depend on the budgetary implications in 2013</i>
--------------------------------------	---

Action Type	Other Actions
Actions Taken this Year	
Proposed Actions for Next Year	

### Direct Community-Wide Actions

Action Type	<b>Buildings (e.g. implement use of sustainability checklists and development permit guidelines for new buildings)</b>
Actions Taken this Year	
Proposed Actions for Next Year	<b><i>Through the Sustainable Community Plan, the City plans to encourage the use of new green technologies in new building construction.</i></b>

Action Type	<b>Energy Generation (e.g. implement district energy, geothermal, solar)</b>
Actions Taken this Year	<b><i>One event is the Solar cars races. The students design and build solar cars and then gather to race the cars. Through this program they learn about the potential of the suns energy.</i></b>
Proposed Actions for Next Year	<b><i>The City is continuing to endorse solar events and promotional materials through the Economical Development Committee.</i></b>

Action Type	<b>Transportation (e.g. implements bike lanes, pedestrian paths, upgrade transit service and infrastructure, improve roads, parking fees etc.)</b>
Actions Taken this Year	<b><i>The City has adopted a new vehicle purchasing policy in 2012</i></b>
Proposed Actions for Next Year	<b><i>The proposed purchases for this year will be the most fuel efficient and correct size vehicle for the tasks that vehicles will be used for. The City will also be working with the Sustainable Community Plan for further development of pedestrian and cycling pathways within the City.</i></b>

Action Type	<b>Waste (e.g. introduce composting and recycling programs )</b>
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Actions Taken this Year	<i>The City and Regional District have been working to implement a Kitchen Waste recycling program in 2012 for our residential customers. (Green Bin Collection and Composting)</i>
Proposed Actions for Next Year	<i>The Green Bin Collection program has proven to be successful and the City will continue working with the Regional District to investigate the possibility of this program to be adapted to include collection for the commercial business within our community.</i>

Action Type	<b>Water/Sewer (e.g. implement water conservation and reduction initiatives)</b>
Actions Taken this Year	<i>The City has completed an Aquifer Nitrate Study. The City has also started a Source Water Protection Plan and a West Side Fire Protection study in 2012</i>
Proposed Actions for Next Year	<i>The objective is to complete both the Source Water Protection Plan and a West Side Fire Protection Study in 2013</i>

Action Type	<b>Green Space (e.g. plant trees, conserve forest etc.)</b>
Actions Taken this Year	<i>The City is also committed to the replacement and replanting of trees within our community.</i>
Proposed Actions for Next Year	<i>This practice will continue in the years to come.</i>

Action Type	<b>Other Actions</b>
Actions Taken this Year	
Proposed Actions for Next Year	

#### 1.4 Community Wide Innovation

Question	Is there any activity that you have been engaged in over the past year(s) that you are particularly proud of and would like to share with other local governments? Please describe and add links to additional information where possible.
Answer	



## Corporate Actions for 2012

### 2.1 Measure

#### Corporate Measurement Actions

Question	<b>What steps has your local government taken toward completing its corporate emissions inventory (e.g. corporate assets identified related to energy and fuel data and calculated GHG emissions from energy use)?</b>
Answer	<b><i>The City of Grand Forks has been collecting data through our Municipal and Fortis utility billing information. The Fleet Fuel and maintenance data has been collected through our fuel monitoring system and spreadsheets</i></b>

Question	<b>What tool are you using to measure, track and report on your corporate emissions (e.g. SMART tool, other tools including excel spreadsheets)?</b>
Answer	<b><i>In 2012 the City has incorporated the use of the Smart tool program to enter and submit the data that we have collected.</i></b>

### 2.2 Reduce

#### Supportive Corporate Actions

Action Type	<b>Broad Planning (e.g. developed corporate climate action plan)</b>
Actions Taken this Year	<b><i>The City of Grand Forks and Carbon Neutral Kootenays developed the Carbon Neutral Action Plan in 2012</i></b>
Proposed Actions for Next Year	<b><i>To continue with the implementation of actions listed in the Carbon Neutral Action Plan.</i></b>

Action Type	<b>Building and Lighting (e.g. developed energy reduction plan for all corporate buildings)</b>
Actions Taken this Year	<b>The Energy Audits have been completed on the City Hall, Fire Hall, Public Works, Gallery 2, Library and Airport Terminal facilities in Grand Forks.</b>
Proposed Actions for Next Year	<b>To investigate and implement some of the recommendations that has been brought to our attention by the Buildings Energy Audit Report.</b>

Action Type	<b>Energy Generation (e.g. undertook feasibility study of green energy generation for civic buildings)</b>
Actions Taken this Year	<b>Due to budget restrains in 2012 some of the proposed plans had to be put on hold until the next fiscal year.</b>
Proposed Actions for Next Year	<b>In 2013 the City is planning to continue with investigations in to energy savings through solar initiatives.</b>

Action Type	<b>Transportation (e.g. created anti-idling policy for city vehicles, bike to work week promotion)</b>
Actions Taken this Year	<b>The City has adopted a new vehicle purchasing policy.</b>
Proposed Actions for Next Year	<b>Proposed purchases for this year will be the most fuel efficient and correct size of vehicle for their intend use.</b>

Action Type	<b>Waste(e.g. completed waste audit of City Hall)</b>
Actions Taken this Year	<b>The City and Regional District have joined forces to implement a Kitchen Waste recycling program in 2012 for our residential customers. (Green Bin Collection and Composting)</b>

Proposed Actions for Next Year	<b><i>The City will be working with the Regional District to investigate the possibility of this program to be adapted to the commercial business within our community.</i></b>

Action Type	<b><i>Water/Sewer (e.g. completed study of sewer and water energy use)</i></b>
Actions Taken this Year	<b><i>The City has completed an Aquifer Nitrate Study. The City has also started a Source Water Protection Plan and a West Side Fire Protection study both to be completed in 2013</i></b>
Proposed Actions for Next Year	<b><i>Is to complete both the Source Water Protection Plan and a West Side Fire Protection Study in 2013</i></b>

Action Type	<b>Other Actions</b>
Actions Taken this Year	
Proposed Actions for Next Year	

### Direct Corporate Actions

Action Type	<b>Building and Lighting (e.g. energy efficiency retrofits to municipal buildings )</b>
Actions Taken this Year	<i>Several of the large equipment bay doors have been replaced with new doors with a hire R value and improved weather stripping to prevent heat loss from the build.</i>
Proposed Actions for Next Year	<i>The plan is to replace another group of bay doors this year. To replace some of the aging inefficient gas furnaces in two of our facilities, and start with lighting upgrades at the Public Works facility and City Hall.</i>

Action Type	<b>Energy Generation (e.g. implemented heat recovery systems, solar)</b>
Actions Taken this Year	<i>The City has installed additional remote thermostats in the City Hall building to improve the balance of heat and cooling systems in an effort to reduce energy consumption</i>
Proposed Actions for Next Year	<i>The 2013 budget will reflect the City's commitment to improving our GHG emissions on other Municipal Facilities (Public Works and Fire Hall)</i>

Action Type	<b>Fleet (e.g. anti-idling policies for fleet vehicles, purchasing of hybrid)</b>
Actions Taken this Year	<i>The City has adopted a new vehicle purchasing policy.</i>
Proposed Actions for Next Year	<i>Proposed purchases for this year will be the most fuel efficient and correct size of vehicle for their intend use.</i>

Action Type	<b>Waste (e.g. introduction of composting and recycling programs and education)</b>
Actions Taken this Year	<i>This is a Regional District Function</i>

Proposed Actions for Next Year	<i>The will continue to work with the Regional District to improve collection of waste products.</i>
--------------------------------	--

Action Type	<b>Water/Sewer (e.g. initiated water conservation and reduction initiatives)</b>
Actions Taken this Year	<i>The City is investigating the installation of water meters on our residential properties to help reduce water consumption and pumping costs.</i>
Proposed Actions for Next Year	<i>To continue with the investigation and possible implementations of water meters. This program will depend on the budgetary implications in 2013</i>

Action Type	<b>Green Space (e.g. planting of trees )</b>
Actions Taken this Year	<i>The City is also committed to the replacement and replanting of trees within our community.</i>
Proposed Actions for Next Year	<i>This practice will continue in the years to come.</i>

Action Type	<b>Other Actions</b>
Actions Taken this Year	
Proposed Actions for Next Year	

## 2.3 Corporate Innovations

Question	<b>Is there any activity that you have been engaged in over the past year(s) that you are particularly proud of and would like to share with other local governments? Please</b>
----------	--

	<b>describe and add links to additional information where possible.</b>
<b>Answer</b>	

## Carbon Neutral Progress Reporting

Tonnes CO2e

Annual corporate emissions using SMART Tool or equivalent inventory tool	325
<i>Emissions from services delivered directly by the local government</i>	300
<i>Emissions from contracted services</i>	0
	0
Less:	
GHG reductions being claimed for this reporting year from Option 1 - GHG reduction project	
<i>Energy Efficient Building Retrofits and Fuel Switching</i>	0
<i>Solar Thermal</i>	0
<i>Household Organic Waste Composting</i>	0
<i>Low Emissions Vehicles</i>	0
	0
Less:	
GHG reductions being claimed for this reporting year from Option 2 - GHG reduction projects	
<i>Please list all Option 2 Projects Implemented (insert title of the projects(s) as per project plan template. If you have more than two Option 2 projects you can add more lines at the bottom of this sheet)</i>	
	325
Less:	
Offsets purchased for this reporting year (Option 3). Please identify your offset provider in the offset provider information section below.	
	0
Balance of corporate emissions for this reporting year.	
<i>(If the corporate emissions balance is zero, your local government is carbon neutral for this reporting year)</i>	

### Making Progress on Your Carbon Neutral Commitment

Question	<b>Balance of corporate emissions for this reporting year.</b> <i>(If the corporate emissions balance is zero, your local government is carbon neutral for this reporting year)</i>
Answer	

Offset Provider	
We have already purchased	
Or, will purchase by June 1, 2013	





RECEIVED

MAR - 1 2013

THE CORPORATION OF  
THE CITY OF GRAND FORKS

FILE CODE

WES, 02 - 2012 Resolutions.

February 15, 2013

Mayor Brian Taylor  
City of Grand Forks  
Box 220  
Grand Forks BC V0H 1H0

Dear Mayor Taylor:

**Re: 2012 Resolutions**

Please find attached the provincial response to the 2012 resolution(s) put forward by your Council and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,

*Mayor Mary Sjoström*

Mayor Mary Sjoström  
President

Enclosure

WHEREAS there is no BC Wildlife Management Plan to deal with increasing wildlife conflict:

THEREFORE BE IT RESOLVED that UBCM request that the provincial government establish a Provincial Wildlife Management Plan under the Ministry of Environment and address the shortage of Conservation Officers that currently exists.

CONVENTION DECISION:                      ENDORSED

### PROVINCIAL RESPONSE

#### *Ministry of Environment*

*The Province recognizes municipalities' desire to increase the level of funding to the Conservation Officer Service (COS). Government must also take into consideration the overall needs of the entire province. Factors such as service request volume, population growth, increased development on the land base and the overall numbers of Conservation Officers (COs) in the geographic area are all considered when staff deployments are assessed.*

*The COS will continue to maintain its current level of service delivery through officers working in the larger geographic area, as well as collaborative initiatives with other law enforcement agencies.*

*In 2003, the Ministry of Environment released the Wildlife-Human Conflict Prevention Strategy ([http://www.env.gov.bc.ca/cos/info/wildlife\\_human\\_interaction/strategy.pdf](http://www.env.gov.bc.ca/cos/info/wildlife_human_interaction/strategy.pdf)) focused on managing human-wildlife conflicts where they occur – in communities and regions. The strategy requires roles for local governments, non-governmental organizations (NGOs), First Nations, businesses and individuals, along with the provincial government. All these partners must be responsible and accountable for their prevention actions.*

*In 2011/12 the COS received approximately 30,750 calls regarding human-wildlife conflicts. Of those calls, approximately 23,870 involved human-bear conflicts. These numbers are very similar to conflict levels from the previous year.*

*The COS is accountable and responsible for investigating all incidents involving wildlife attacks on humans led by a Predator Attack Incident Management Team using the Incident Command System. The system is designed to achieve the coordination necessary for an effective, efficient and provincially consistent response to predator attacks on humans. In the 2011 calendar year, 13 injuries were reported, 1 death and 1 incident post-mortem.*

*The COS also receives and investigates reports of livestock-predator interaction. If the loss is verified, a CO may also remove the predator(s) involved. Other people such as producers, trappers and hunters may also be authorized to remove predators through a license or permit if qualified.*

*COs assess each call based upon its own individual merits, giving consideration to the seriousness of the incident, time delay in calling, likelihood that the offending wildlife is still in the area, risk to people or property, or the availability of an officer in relation to distance required to attend.*

*A CO will usually attend a human-wildlife conflict call if:*

- Dangerous wildlife appears to be sick, injured or is acting in an unusual manner.*
- Dangerous wildlife is causing or has caused serious and ongoing property damage, and the landowner has taken reasonable steps to avoid conflict.*
- Public safety is at risk due to a bear, or other large predator, becoming accustomed to human food or garbage and associates people with food (i.e., food conditioned).*

# **GRAND FORKS PUBLIC LIBRARY ASSOCIATION**

## **FINANCIAL STATEMENTS** (Unaudited - See Review Engagement Report)

**DECEMBER 31, 2012**

Lia Azhure Inc  
Certified General Accountant

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

DECEMBER 31, 2012

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## GRAND FORKS PUBLIC LIBRARY ASSOCIATION

### REVIEW ENGAGEMENT REPORT

To the Directors of  
Grand Forks Public Library Association

I have reviewed the statement of financial position of Grand Forks Public Library Association as at December 31, 2012 and the statements of operations, changes in net assets and cash flows for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to me by the Association.

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

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

Grand Forks, BC  
March 4, 2013

*Lia Azhure Inc*  
CERTIFIED GENERAL ACCOUNTANT

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## STATEMENT OF FINANCIAL POSITION (Unaudited - See Review Engagement Report)

AS AT DECEMBER 31, 2012

### ASSETS

	2012	2011
<b>CURRENT</b>		
Cash	\$ 102,845	\$ 103,945
Accounts receivable	-	1,250
Prepaid expenses	5,841	2,608
Goods and services tax receivable	4,631	5,584
	113,317	113,387
<b>CAPITAL ASSETS (Note 3)</b>	82,001	125,192
	\$ 195,318	\$ 238,579

### APPROVED ON BEHALF OF THE BOARD:

R. Denny Chairperson  
Rasha B. Director

The accompanying notes are an integral part of these financial statements.

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## STATEMENT OF FINANCIAL POSITION (Unaudited - See Review Engagement Report)

AS AT DECEMBER 31, 2012

LIABILITIES		
	2012	2011
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 10,606	\$ 11,354
Payroll liabilities	13,435	22,240
	24,041	33,594
NET ASSETS		
INVESTMENT IN CAPITAL ASSETS (Note 4)	82,001	125,192
RESTRICTED FUNDS (Note 5)	91,995	91,995
DEFICIT	(2,719)	(12,202)
	171,277	204,985
	\$ 195,318	\$ 238,579

The accompanying notes are an integral part of these financial statements.

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## STATEMENT OF OPERATIONS (Unaudited - See Review Engagement Report)

FOR THE YEAR ENDED DECEMBER 31, 2012

	2012	%	2011	%
<b>REVENUES (Schedule 1)</b>	\$ 406,823	100.00	\$ 364,911	100.00
<b>EXPENSES</b>				
Advertising and promotion	1,293	0.32	1,300	0.36
Computer expenses	2,045	0.50	2,429	0.67
Education	4,047	0.99	5,074	1.39
Evergreen project	2,207	-	2,207	0.60
Insurance	3,775	0.93	3,512	0.96
Bank charges	353	0.09	365	0.10
Janitorial	12,001	2.95	10,616	2.91
Labour negotiation	-	-	3,082	0.84
Maintenance agreement	15,263	3.75	15,263	4.18
Office & library supplies	8,557	2.10	10,606	2.91
Other project expense	262	0.06	233	0.06
Periodicals and subscriptions	7,337	1.80	8,781	2.41
Professional fees	7,016	1.72	7,396	2.03
Repairs and maintenance	151	0.04	799	0.22
Salaries and benefits	274,534	67.48	262,620	71.97
Special programs	4,267	1.05	2,568	0.70
Telephone and utilities	17,313	4.26	18,159	4.98
Travel	1,901	0.47	2,307	0.63
	362,322	89.06	357,317	97.92
<b>EXCESS REVENUES OVER EXPENSES</b>	44,501		7,594	
<b>DEPRECIATION</b>	78,209		84,734	
<b>GAIN (LOSS) ON SALE</b>	-		(2,630)	
<b>EXCESS EXPENSES OVER REVENUES AFTER DEPRECIATION</b>	\$ (33,708)		\$ (79,770)	

The accompanying notes are an integral part of these financial statements.



# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## STATEMENT OF CHANGES IN NET ASSETS (Unaudited - See Review Engagement Report)

FOR THE YEAR ENDED DECEMBER 31, 2012

	2012	2011
<b>(DEFICIT) UNRESTRICTED FUNDS</b>		
beginning of year	\$ (12,202)	\$ 11,305
<b>EXCESS EXPENSES OVER REVENUES</b>	(33,708)	(79,770)
	(45,910)	(68,465)
<b>INTERFUND TRANSFER</b>	43,191	56,263
<b>DEFICIT, end of year</b>	(2,719)	(12,202)
<b>CAPITAL ASSETS (Note 4)</b>	82,001	125,192
<b>RESTRICTED FUNDS (Note 5)</b>	91,995	91,995
<b>NET ASSETS</b>	\$ 171,277	\$ 204,985

The accompanying notes are an integral part of these financial statements.

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## STATEMENT OF CASH FLOWS (Unaudited - See Review Engagement Report)

FOR THE YEAR ENDED DECEMBER 31, 2012

	2012	2011
<b>CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES</b>		
Cash receipts from grants, donations & fundraising	\$ 408,347	\$ 360,809
Cash paid to suppliers and employees	(374,752)	(350,870)
Interest received	677	1,714
Bank charges	(353)	(365)
<b>CASH FLOW FROM OPERATIONS</b>	<b>33,919</b>	<b>11,288</b>
<b>INVESTING ACTIVITIES</b>		
Additions to capital assets	(35,019)	(44,101)
<b>CASH FLOW FROM INVESTING</b>	<b>(35,019)</b>	<b>(44,101)</b>
<b>DECREASE IN CASH</b>	<b>(1,100)</b>	<b>(32,813)</b>
<b>CASH, beginning of year</b>	<b>103,945</b>	<b>136,758</b>
<b>CASH, end of year</b>	<b>\$ 102,845</b>	<b>\$ 103,945</b>
<b>CASH is defined as</b>		
Cash	\$ 33,087	\$ 34,781
High interest cash savings	69,758	69,164
	<b>\$ 102,845</b>	<b>\$ 103,945</b>

The accompanying notes are an integral part of these financial statements.

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited - See Review Engagement Report)

DECEMBER 31, 2012

### 1. NATURE OF BUSINESS

The Grand Forks Public Library Association is a local not-for-profit organization whose mission statement is to open doors to a world of information, education and recreation, thereby enhancing the economic, social and cultural vitality of the community.

### 2. SUMMARY OF ACCOUNTING POLICIES

- (a) The association reports its activities on the fund accounting basis and follows the deferred method of recognition of externally designated contributions which matches the revenue to the related expenditure.

(b) **Other Accounting Policies**

Contributed capital assets are recorded at fair value and the donated portion shown as a deferred contribution. The latter is taken into revenue at the same rate as the asset is amortized.

Contributed material and services are not recorded in the financial statements.

Pledges receivable are recorded when received.

(c) **Capital Assets**

Capital assets are recorded at cost. Depreciation is provided annually at rates calculated to write-off the assets over their estimated useful lives as follows:

Books and other media	- 10% straight line
Computer equipment	- 14% straight line
Computer software	- 100% straight line
Equipment and furnishings	- 10% straight line
Leasehold improvements	- 20% straight line

Additions during the year are depreciated at one-half their normal rate and no depreciation is taken in the year of disposition.

(d) **Receipt Recognition Policy**

The cut-off date for donations is the same as the cut-off date for receipts issued in a year, and is based on the postage date on the envelope for mail, or the date the donation is received.

Legacies, or bequests are recorded when received.

The accompanying notes are an integral part of these financial statements.

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited - See Review Engagement Report)

DECEMBER 31, 2012

### 3. CAPITAL ASSETS

	Cost	Accumulated Depreciation	Net 2012	Net 2011
Computer equipment and software	\$ 99,040	\$ 99,040	\$ -	\$ 5,728
Books and other media	638,578	557,772	80,806	109,215
Equipment and furnishings	180,505	179,310	1,195	8,693
Software	9,743	9,743	-	1,556
Leasehold improvements	22,861	22,861	-	-
	\$ 950,727	\$ 868,726	\$ 82,001	\$ 125,192

### 4. NET ASSETS INVESTED IN CAPITAL ASSETS

	2012	2011
Net capital assets, beginning of the year	\$ 125,192	\$ 168,455
Transfer depreciation from operating fund	(78,209)	(84,734)
Transfer capital assets purchased from operating fund	35,018	41,471
Transfer capital assets purchased from operating fund	-	(2,630)
	\$ 82,001	\$ 125,192

### 5. INTERNALLY RESTRICTED FUNDS

	2012	2011
Reserved Funds opening balances	\$ 91,995	\$ 104,995
Interfund transfer (to) from operating fund	-	(13,000)
	\$ 91,995	\$ 91,995
Sick Leave Contingency Fund	\$ 22,000	\$ 22,000
Acquisitions & Special Programming	30,000	30,000
Capital Technology Expenditures	15,000	15,000
Labour Relations	10,000	10,000
Building Repairs	12,000	12,000
Balance of Library Improvements Fund	2,995	2,995
	\$ 91,995	\$ 91,995

The accompanying notes are an integral part of these financial statements.

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited - See Review Engagement Report)

DECEMBER 31, 2012

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### 6. COMMITMENTS

The Board of Directors of the Association is considering for approval at their next meeting in March, 2011 the new 5 year maintenance agreement presented by the City of Grand Forks for the space occupied as the Grand Forks Public Library. The annual commitment under this new agreement to be paid by the Association to the City of Grand Forks is \$15,000 plus applicable taxes for the years 2011 to 2016.

The accompanying notes are an integral part of these financial statements.

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION

## NOTES TO THE FINANCIAL STATEMENTS (Unaudited - See Review Engagement Report)

DECEMBER 31, 2012

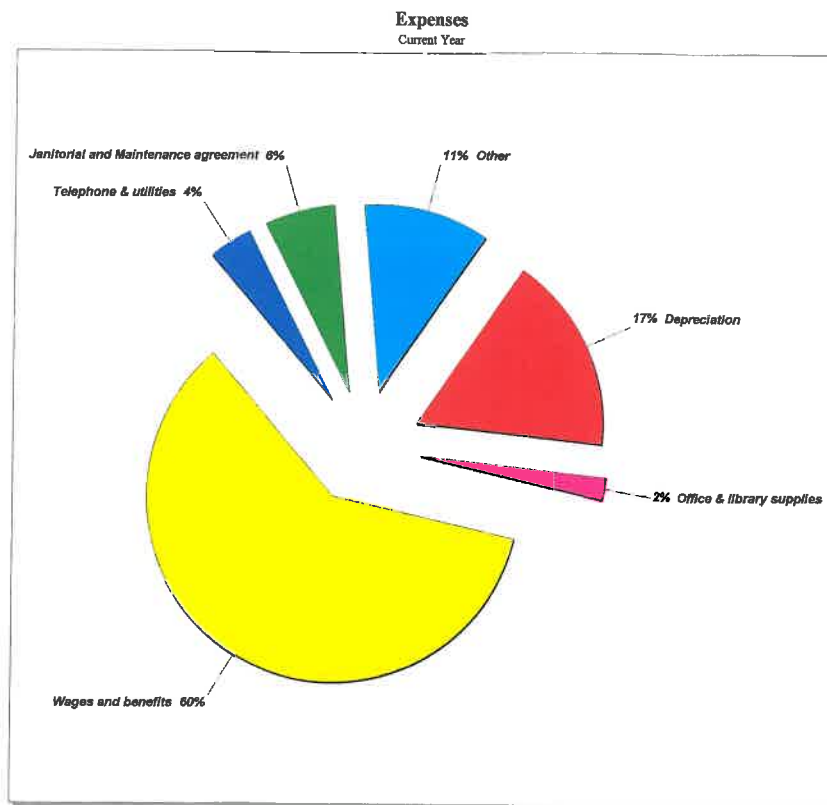
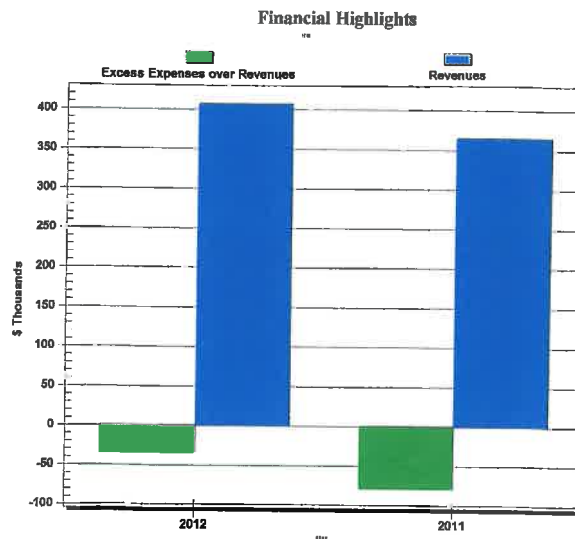
### SCHEDULE 1

#### REVENUES

	2012	2011
Grants - RDKB	\$ 329,756	\$ 289,756
Grants - PLSB equity	6,744	6,744
Grants - Provincial operating	28,819	28,464
Grants - PLSB resource sharing	2,262	2,696
BC One Card Grant	10,250	10,250
Pheonix Foundation	256	-
Cap Grant	3,708	3,708
Friends of the Library	8,672	3,000
Interest income	677	1,714
Computer supplies and photocopies	2,138	2,054
Fines	3,083	3,553
Meeting room rental	685	932
Donations	2,416	1,854
Lost book recovery and book sales	2,368	3,282
Gaming grant	133	234
Raise-A-Reader and LawMatters grants	250	250
Non resident memberships	387	263
Summer career placement	4,219	1,670
Cap Youth Initiative	-	3,687
Reimbursements	-	800
	\$ 406,823	\$ 364,911

The accompanying notes are an integral part of these financial statements.

# GRAND FORKS PUBLIC LIBRARY ASSOCIATION



The accompanying notes are an integral part of these financial statements.

# Grand Forks Public Library Association

Box 1539 – 7342-5<sup>th</sup> Street  
Grand Forks, B.C.  
VoH 1Ho

## 2011 ANNUAL GENERAL MEETING

Wednesday, March 7, 2012  
7:00 PM, Library

Heather Buzzell  
Ted Invictus  
Martin Domeij  
Roy Ronaghan  
Yvonne Tedesco  
Tome Keogh  
Lorraine Nickiford  
Karl Yu  
Helen Idler

Dave Watts  
Ralph White  
Judy M. Watts  
Nigel James  
Kathlene Gabelmann  
Nanci Nikolai  
Karen Mellett  
Ron Mellett  
Bob Peters

Lia Azhure  
Hazel Thomson  
Renee Milaney  
Maria Pavan  
Lizanne Eastwood  
Leta Bak  
Diana Tarasoff  
Jeanne Bailey

### Minutes:

#### 1. Welcome, Introductions and Opening Comments – Ted Invictus, Board Chair

Ted Invictus called the meeting to order at 7.00 pm and welcomed the membership. Ted Invictus introduced the Library Board members. The Board Chair asked the Board Secretary (Heather Buzzell) if proper notice of this meeting had been given. The Secretary so affirmed.

#### 2. Agenda

- Additions no additions made
- Adoption Ralph White/David Janzen: moved to accept agenda as presented: all in favour – carried.

#### 3. Minutes of the 2010 AGM

- Adoption David Janzen/Helen Idler: moved to accept minutes as presented: all in favour – carried.

#### 4. Financial Statements, 2011 – Ralph White, Treasurer

- Discussion Roy Ronaghan questioned the differences between the Annual Report's Statement of Revenue and Expenditures and the Financial Statements. Heather Buzzell explained that the differences are due to having used unadjusted figures in the Annual Report – and due to the Financial Statements placing items in different areas according to accounting standards. The library's use of reserve funds in 2011 for example.



- **Acceptance:** David Janzen/Mary Butterfield: Moved to accept the financial statements as presented, all in favour, carried.
5. **2011 Annual Report – Heather Buzzell**
    - **Discussion**  
Heather Buzzell presented the Annual Report to the assembly. Mary Butterfield/David Janzen moved to accept the Annual Report as presented. All in favour, carried.
  6. **Chairman's Report – Ted Invictus**  
Ted Invictus presented the Chair's report from the Annual Report. Mary Butterfield/David Janzen moved to accept the Annual Report as presented. All in favour, carried.
  7. **New Business**
    - **Motions from the Floor** There were no motions from the floor.
  8. **Results of Elections to Board of Trustees – William Caley, Chair Nominations Committee**  
William Caley welcomed our two new trustees by acclamation: Bob Peters and Nigel James. There was no election. These trustees together with William Caley and Ralph White will serve terms ending in 2014.
  9. **Announcements**  
The first meeting of the Board will be on March 21<sup>st</sup> 2012 at 7.00 pm.
  10. **Closing Comments – Ted Invictus**  
Ted Invictus welcomed questions from the floor and invited the assembly to remain for coffee, tea, and snacks.
  11. **Adjournment:** Helen Idler and Karen Mellet moved we adjourn at 7.26 pm



# Grand Forks & District Public Library

March 6, 2013

## Board Chair's Report - Martin Domeij

2012 was an eventful year at the Grand Forks & District Public Library. There have been many changes during the past 12 months, some in the normal course of events and some unanticipated at their arrival. Significantly we had a change in Library Directors. Heather Buzzell moved to fill the position of Library Director at Penticton in August but not before helping to guide the Board in a search for her replacement. We thank her for her personal and professional contributions to the Library during her tenure. The Personnel Committee put out a call for candidates and, from a shortlist and in-person interviews, Avi Silberstein was offered the position and agreed to join us. Avi is bringing his own brand to the job and we count ourselves fortunate to have him in Grand Forks.

The staff at the library also saw changes as we lost two valued members, Amanda Deverson and Christine Venus, and gained two new employees, Fiona Clement and Kelly Robson. As we have come to expect, the other staff – Lizanne Eastwood, Evelyn Deverson, Katy Livingston, Renée Milaney and Diana Tarasoff – welcomed and trained the newcomers and continued to deliver exemplary service to us all.

The Board, too, has experienced change with Trustees coming aboard – Nigel James – and leaving – Mary Butterfield, Bob Peters and our Chair, Ted Invictus. I would like to offer thanks on behalf of us all to those who have given much of the best of themselves in carrying out the duties of Board Trustees.

Fundraising is always a necessary activity for collectives such as ours and there were substantially increased results in 2012. The Friends of the Library worked to make the book and Christmas bake sales great successes. They also sponsored the successful launch of the Starlight Dinner raffle. This event was so well received that, under the greatly appreciated efforts of William Caley on the culinary and organizational sides, the Friends and Board look forward to having a repeat performance this year.

With respect to the facility itself, we feel that it is attractive and in good shape, with maintenance being carried out as required and improvements being made through the creative use of existing resources by the Director and Staff. We have been looking forward to the upgrade of the lower area of the building by the City as this would have a positive impact on the library plant but the moneys required are not yet available.



## Board Members

Martin Domeij ( <i>Chair</i> )	Nigel James
William Caley ( <i>Vice-Chair</i> )	David Janzen
Ralph White ( <i>Treasurer</i> )	Cher Wyers ( <i>City Council</i> )

## 2012 Annual Report

### Library Staff

Avi Silberstein	Fiona Clement
Renee Milaney	Evelyn Deverson
Lizanne Eastwood	Kelly Robson
Katy Livingston	Diana Tarasoff
Edie Raspberry-Faulkner	



### Director's Report - Avi Silberstein

I arrived in Grand Forks in July, and was immediately impressed with the way the library operates. The staff were friendly and knowledgeable, the library was bright and open, and the members of the community seemed to care deeply for their public library. In my time here so far, I have attempted to maintain all of the above, and to further improve upon the library's collection, visibility, and outreach efforts.

We have increased our ordering of new items to once a week—this helps provide patrons who suggest books for purchase with more timely feedback. We are also working hard to ensure that any gaps in our collection are filled quickly.

I have also been given the opportunity to write biweekly columns for the Gazette and the Sentinel - these allow me to better communicate the library's programs and services with the community. We have also been working with schools in Grand Forks and Christina Lake to coordinate library visits. The response has been great, and we will continue to work with the school district in 2013.

Our Christina Lake service has continued to be a success - we are now taking a pile of books out every Wednesday to supplement the existing collection. We are also continuing to develop our programming there, from storytimes to author readings to book clubs and more!

And as usual, our Summer Reading Club was a fun-filled burst of activities and events. Thanks to Radhika Menon and Jaclyn Salter for their hard work and enthusiasm!

### Thank you to our funders and donors

RDKB Areas C and D	Young Canada Works
City of Grand Forks	Canada Summer Jobs
Phoenix Foundation	Kootenay Library Federation
Libraries and Literacy (BC)	

And to all our wonderful and dedicated volunteers!

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

**DATE** : **March 8, 2013**

**TOPIC** : **Bylaw 1948 – City of Grand Forks 2013 – 2017 Financial Plan Bylaw**

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

**PROPOSED BY** : **Chief Financial Officer**

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### **SUMMARY:**

During the fall of 2012, Staff began work on the Financial Plan for 2013 – 2017. All departments, department heads and coordinators had direct input into the plan. Staff began with the formulation of an operations plan that listed all of the operational activities carried on by Staff. A capital plan was also developed using information from the Asset Management Plan and Council's Strategic Plan. Further, the plan was finalized with the direct input of Council after Council had considered the feedback and input from the public consultation at the Open House on February 27, 2013.

There has been an adjustment to Schedule A since the Committee of the Whole presentation on March 4, 2013. The signage project, which was approved in 2012 and was to be included as a carry forward item, had been omitted. This project was formerly approved for \$30,000. Also, a capital item was erroneously included in operations and was short \$10,000. It has been moved to Capital Expenditures with the correct amount. This has resulted in a decrease in operating expenses of \$40,000 and a corresponding increase in Capital Expenditures and Transfer from reserves. There have also been minor adjustments made from 2014 to 2017. These adjustments will not have a significant impact on the budget and no impact on taxation.

### **STAFF RECOMMENDATIONS:**

Council gives first three readings to Bylaw No. 1948.

### **OPTIONS AND ALTERNATIVES;**

No specific options are given due to the fact that the adoption of the annual Financial Plan is a requirement under the Community Charter

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

The benefit of a balanced budget is that it allows Council to undertake the services that are required to run the municipality.

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

The 2013 – 2017 Five Year Financial Plan includes all intended expenses of the municipality, and the sources of revenue, including property taxes, fees, charges, reserve funds, and grants, that will be required to undertake the services included in the plan.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Section 165 of the Community Charter requires that a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.

A handwritten signature in black ink, appearing to read "R. Shepherd", written over a horizontal line.

Chief Financial Officer

A handwritten signature in blue ink, written over a horizontal line.

Reviewed by Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 1948**

### **A Bylaw to Establish the Five Year Financial Plan For the Years 2013 - 2017**

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**WHEREAS** the Community Charter requires that Council adopt a Five Year Financial Plan annually before the adoption of the annual property tax bylaw;

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

1. Appendix "A" attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the Corporation of the City of Grand Forks for the Years 2013 to 2017.
2. This Bylaw may be cited, for all purposes, as the "**Year 2013 – 2017 Financial Plan Bylaw**".

Read a **FIRST** time this 18th day of March, 2013

Read a **SECOND** time this 18th day of March, 2013

Read a **THIRD** time this 18th day of March, 2013.

**FINALLY ADOPTED** on this 2nd day of April, 2013

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Mayor Brian Taylor

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Corporate Officer Diane Heinrich

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

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1948, as adopted by the Municipal Council of the City of Grand Forks on this 2nd day of April, 2013.

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

**City of Grand Forks**  
**Appendix "A" to Bylaw 1948**  
**Consolidated 5 Year Financial Plan 2013 - 2017**

	2013	2014	2015	2016	2017
<b><u>Revenue</u></b>					
Property taxes , grants in lieu & franchise Fees	\$ 2,872,799	\$ 2,929,200	\$ 2,986,800	\$ 3,045,500	\$ 3,105,400
Parcel taxes	81,565	107,133	107,133	107,133	107,133
User levies	1,683,700	1,715,600	1,748,100	1,781,200	1,814,900
Fees and charges	4,863,743	5,046,100	5,235,600	5,432,400	5,636,800
Grants and other	2,438,317	840,050	845,326	850,627	856,054
<b>Total Revenues</b>	<b>11,940,124</b>	<b>10,638,083</b>	<b>10,922,958</b>	<b>11,216,860</b>	<b>11,520,287</b>
<b><u>Expenses</u></b>					
Purchases for resale	3,162,134	3,288,100	3,419,100	3,555,300	3,696,900
Operating	6,627,088	6,483,207	6,579,564	6,677,201	6,776,412
Debt interest	140,168	225,180	225,181	225,182	221,108
Amortization	1,355,668	1,380,224	1,405,242	1,430,732	1,456,703
<b>Total Operating Expenses</b>	<b>11,285,058</b>	<b>11,376,711</b>	<b>11,629,087</b>	<b>11,888,416</b>	<b>12,151,123</b>
<b>Net Revenue (loss)</b>	<b>\$655,066</b>	<b>(\$738,628)</b>	<b>(\$706,129)</b>	<b>(\$671,556)</b>	<b>(\$630,836)</b>
<b><u>Allocations</u></b>					
Debt proceeds	3,266,032	1,241,010	1,241,010	1,241,010	1,031,010
Capital expenditures	(6,631,132)	(1,633,700)	(1,638,494)	(1,639,384)	(1,422,772)
Debt principal repayment	(180,568)	(197,211)	(164,687)	(123,530)	(73,270)
Transfers from (to) reserves / surplus	1,534,935	(51,694)	(136,942)	(237,272)	(360,836)
Reserve fund in excess of amortization	1,355,668	1,380,224	1,405,242	1,430,732	1,456,703
<b>Financial Plan Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$0)</b>

**City of Grand Forks**  
**Appendix B to Bylaw 1948**  
**Consolidated 5 Year Financial Plan 2013 - 2017**  
**Revenues, Property Taxes and Exemptions**

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the Five Year financial Plan Bylaw, objectives and policies regarding each of the following:

- the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
- the distribution of property taxes among the property classes; and
- the use of permissive tax exemptions.

**Sources of Revenue**

Revenue source	% of Total 2013 Revenue
Property taxes , grants in lieu & franchise Fees	24.1%
Parcel taxes	0.7%
User levies	14.1%
Fees and charges	40.7%
Grants and other	20.4%

*Objective*

For operations, to maintain annual increases to a level that approximates the annual increase in inflation unless a specific program or project is identified that requires tax revenue funding. For capital and fiscal, to review and address annually the long term needs for capital infrastructure.

*Policies*

- The City will review the fees/charges annually to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue resources instead of property taxes.
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

**Distribution of Property Tax Rates**

In establishing property tax rates, Council will take into consideration:

- The amount of property taxes levied as compared to other municipalities.
- The property class conversion ratio as compared to other municipalities.
- The tax share borne by each property class
- The tax ratios of each property classification

**City of Grand Forks**  
**Appendix B to Bylaw 1948**  
**Consolidated 5 Year Financial Plan 2013 - 2017**  
**Revenues, Property Taxes and Exemptions**

The City will receive the Revised Assessment Roll for 2013 in April and will set the property tax rates based on the assessment before May 15, 2013. The 2013 distribution of property tax rates amongst all the property classifications will not be known until then.

The distribution for 2012 were as follows:

3.46997496	Property Class	% of General Revenue Taxation
	Residential	53.1800%
	Utility	1.8000%
	Major Industry	23.1700%
	Light Industry	1.2300%
	Business and Other	20.5900%
	Recreation / Non-profit	0.0100%
	Farm	0.0200%

*Objective*

To ensure equity among property classes by reviewing the ratios of property class allocations annually. In 2009 the industry tax ratio was lowered to 17.06 from 20.52. In 2010, the industry ratio was further lowered to 14.18, in 2011 it was lowered to 11.51, and in 2012 it was lowered to 10.55. As well, in 2011, the business conversion ratio was lowered from 3.47 to 2.75, and in 2012 it was lowered to 2.52. In 2010 the light industry class was lowered from 4.22 to 3.21, in 2012 it was lowered to 2.96. For 2013, consideration for class conversion ratios will be considered in April.

*Policies*

- The City will review and set tax rates and shift each property classification's tax share annually until such time as Council deems the property classifications' share to be equitable.

**Permissive Tax Exemptions**

In guiding and approving permissive tax exemptions, Council will take into consideration:

- Not-for-profit occupiers of City property for the duration of their occupancy.
- Land and improvements surrounding a statutorily exempt building for public worship.

*Objective*

To optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents, to provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner, to restrict provision of exemption to those providing an extension to city services and to reduce the impact to city revenues.

*Policies*

Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to the public.



**City of Grand Forks**  
**Five Year Plan 2013 to 2017**  
**Operations Summary**  
**Supporting Schedule A**

<b>General</b>	<b>2013 Plan</b>	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>
<b>Revenue</b>					
Property Taxes	\$ 2,768,320	\$ 2,823,700	\$ 2,880,200	\$ 2,937,800	\$ 2,996,600
Parcel Taxes					
Payments in Lieu & Franchise Fees	104,479	105,500	106,600	107,700	108,800
Solid Waste Levies	186,000	187,900	189,800	191,700	193,600
Slag Sales	255,000	257,550	260,126	262,727	265,354
Fees and Charges	594,543	606,400	618,500	630,900	643,500
Government Grants - Operations	352,846	450,000	450,000	450,000	450,000
Government Grants - Capital	491,844				
Other Sources	129,940	132,500	135,200	137,900	140,700
Restricted Investment Income	-	-	-	-	-
	<b>4,882,972</b>	<b>4,563,550</b>	<b>4,640,426</b>	<b>4,718,727</b>	<b>4,798,554</b>
<b>Expenses</b>					
Airport Cost of Sales	52,734	54,300	55,900	57,600	59,300
Operations Expense	4,241,505	4,305,100	4,369,700	4,435,200	4,501,700
Community Support	246,794	250,496	254,253	258,067	261,938
Preventative Maintenance Program	105,036	106,612	108,211	109,834	111,481
Studies & Planning	-	-	-	-	-
Debt Interest	67,937	100,910	100,911	100,912	96,838
Amortization	760,000	775,200	790,704	806,518	822,648
<b>Total Expenses</b>	<b>5,474,006</b>	<b>5,592,617</b>	<b>5,679,679</b>	<b>5,768,131</b>	<b>5,853,906</b>
<b>Net Income (Loss) before Other Income</b>	<b>(591,035)</b>	<b>(1,029,067)</b>	<b>(1,039,253)</b>	<b>(1,049,404)</b>	<b>(1,055,352)</b>
<b>Other Income</b>					
Contributions from Electrical	410,000	416,150	422,392	428,728	435,159
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Income (Loss)</b>	<b>(181,035)</b>	<b>(612,917)</b>	<b>(616,861)</b>	<b>(620,676)</b>	<b>(620,193)</b>
<b>Allocations</b>					
Debt proceeds	663,511	663,510	663,510	663,510	663,510
Capital Expenditures	(2,243,257)	(630,000)	(630,000)	(630,000)	(648,900)
Capital Planning	(71,667)	-	-	-	-
Debt principal repayment	(94,657)	(139,923)	(139,923)	(139,923)	(90,408)
Transfers from (to) reserves	804,570	(257,550)	(260,126)	(262,727)	(270,600)
Transfers from (to) surplus	362,535	201,680	192,695	183,297	143,942
Reserve fund in excess of amortization	760,000	775,200	790,704	806,518	822,648
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Five Year Plan 2013 to 2017**  
**Operations Summary**  
**Supporting Schedule A**

	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan
<b>Equipment</b>					
<b>Recoveries</b>	\$ 491,742	\$ 497,600	\$ 503,600	\$ 509,600	\$ 515,700
Operations Expense	371,764	377,300	383,000	388,700	394,500
<b>Net Recoveries</b>	<u>119,978</u>	<u>120,300</u>	<u>120,600</u>	<u>120,900</u>	<u>121,200</u>
Debt Interest	3,203				-
Amortization	245,568	249,252	252,990	256,785	260,637
<b>Net Recoveries (Loss)</b>	<u>(128,793)</u>	<u>(128,952)</u>	<u>(132,390)</u>	<u>(135,885)</u>	<u>(139,437)</u>
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Recoveries (Loss)</b>	<u>(128,793)</u>	<u>(128,952)</u>	<u>(132,390)</u>	<u>(135,885)</u>	<u>(139,437)</u>
<b>Allocations</b>					
Debt proceeds	-	-	-	-	-
Capital Expenditures	(210,000)	(50,000)	(50,000)	(50,000)	(50,000)
Debt principal repayment	(79,416)	(74,426)	(41,902)	(745)	-
Transfers from (to) reserves	210,000	(40,000)	(40,800)	(41,616)	(42,448)
Transfers from (to) surplus	(37,359)	44,126	12,102	(28,539)	(28,752)
Reserve fund in excess of amortization	245,568	249,252	252,990	256,785	260,637
<b>Surplus (Deficit)</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**City of Grand Forks**  
**Five Year Plan 2013 to 2017**  
**Operations Summary**  
**Supporting Schedule A**

	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan
<b>Electrical</b>					
<b>Revenue</b>					
User Fees	\$ 4,216,000	\$ 4,384,600	\$ 4,560,000	\$ 4,742,400	\$ 4,932,100
Fees and Charges	40,000	41,600	43,300	45,000	46,800
	<b>4,256,000</b>	<b>4,426,200</b>	<b>4,603,300</b>	<b>4,787,400</b>	<b>4,978,900</b>
<b>Expenditure</b>					
Purchases for resale	3,109,400	3,233,800	3,363,200	3,497,700	3,637,600
Operations Expense	607,400	488,500	493,400	498,300	503,300
Amortization	34,000	34,000	34,000	34,000	34,000
<b>Expenditure</b>	<b>3,750,800</b>	<b>3,756,300</b>	<b>3,890,600</b>	<b>4,030,000</b>	<b>4,174,900</b>
<b>Net Income (loss) before Contributions to General</b>	<b>505,200</b>	<b>669,900</b>	<b>712,700</b>	<b>757,400</b>	<b>804,000</b>
Contributions to General	410,000	416,150	422,392	428,728	435,159
Contributions to Electrical Capital	245,000	26,800	26,800	26,800	26,800
Contributions to Statutory Reserves	-	-	-	-	-
<b>Net income (loss)</b>	<b>(149,800)</b>	<b>226,950</b>	<b>263,508</b>	<b>301,872</b>	<b>342,041</b>
<b>Allocations</b>					
Capital Expenditures	(235,000)	(239,700)	(244,494)	(249,384)	(254,372)
Transfers from (to) reserves	350,800	(21,250)	(53,014)	(86,488)	(121,669)
Reserve fund in excess of amortization	34,000	34,000	34,000	34,000	34,000
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Five Year Plan 2013 to 2017**  
**Operations Summary**  
**Supporting Schedule A**

	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan
<b>Water</b>					
<b>Revenue</b>					
Parcel Taxes	\$ 43,270	\$ 33,933	\$ 33,933	\$ 33,933	\$ 33,933
User Levies	752,700	767,800	783,200	798,900	814,900
Fees and Charges	4,200	4,300	4,400	4,500	4,600
Government Grants - Capital	716,844				
	<b>1,517,014</b>	<b>806,033</b>	<b>821,533</b>	<b>837,333</b>	<b>853,433</b>
Operations Expense	738,968	750,100	761,400	772,800	784,392
Preventative Maintenance Program	80,000				
Studies & Planning					
Debt Interest	43,270	81,081	81,081	81,081	81,081
Amortization	186,100	189,822	193,618	197,491	201,441
<b>Total Expenses</b>	<b>1,048,338</b>	<b>1,021,003</b>	<b>1,036,099</b>	<b>1,051,371</b>	<b>1,066,913</b>
<b>Net Income (Loss)</b>	<b>468,676</b>	<b>(214,970)</b>	<b>(214,566)</b>	<b>(214,039)</b>	<b>(213,480)</b>
<b>Allocations</b>					
Debt proceeds	2,039,011	367,500	367,500	367,500	367,500
Capital Expenditures	(2,684,187)	(469,500)	(469,500)	(469,500)	(469,500)
Capital Planning	(131,667)				
Debt principal repayment		47,148	47,148	47,148	47,148
Transfers from (to) reserves					
Transfers from (to) surplus	122,068	80,000	75,800	71,400	66,892
Reserve fund in excess of amortization	186,100	189,822	193,618	197,491	201,441
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Five Year Plan 2013 to 2017**  
**Operations Summary**  
**Supporting Schedule A**

	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan
<b>Sewer</b>					
<b>Revenue</b>					
Parcel Taxes	\$ 38,295	\$ 73,200	\$ 73,200	\$ 73,200	\$ 73,200
User Levies	745,000	759,900	775,100	790,600	806,400
Fees and Charges	9,000	9,200	9,400	9,600	9,800
Government Grants - Capital	491,844				
	<b>1,284,138</b>	<b>842,300</b>	<b>857,700</b>	<b>873,400</b>	<b>889,400</b>
Operations Expense	692,362	702,700	713,200	723,900	734,800
Preventative Maintenance Program	35,000				
Studies & Planning	-	-	-	-	-
Debt Interest	25,758	43,190	43,190	43,190	43,190
Amortization	130,000	131,950	133,929	135,938	137,977
<b>Total Expenses</b>	<b>883,121</b>	<b>877,840</b>	<b>890,319</b>	<b>903,028</b>	<b>915,967</b>
<b>Net Income (Loss)</b>	<b>401,018</b>	<b>(35,540)</b>	<b>(32,619)</b>	<b>(29,628)</b>	<b>(26,567)</b>
<b>Allocations</b>					
Debt proceeds	563,511	210,000	210,000	210,000	
Capital Expenditures	(1,055,354)	(244,500)	(244,500)	(240,500)	-
Capital Planning	-	-	-	-	-
Debt principal repayment	(6,495)	(30,010)	(30,010)	(30,010)	(30,010)
Transfers from (to) reserves		-	-	-	-
Transfers from (to) surplus	(32,679)	(31,900)	(36,800)	(45,800)	(81,400)
Reserve fund in excess of amortization	130,000	131,950	133,929	135,938	137,977
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

**DATE** : March 5, 2013  
**TOPIC** : Bylaw 1949 – Roxul Road Closure Bylaw  
**PROPOSAL** : Final Reading  
**PROPOSED BY** : Manager of Technical Services

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### SUMMARY:

At the Regular Meeting of Council held on March 4, 2013, Council gave three readings to Bylaw No. 1949, "Roxul Road Closure Bylaw No. 1949, 2013". This bylaw intends to affect the closure of those portions of developed roadways as identified on "Schedule A" attached to the bylaw.

The Ministry of Transportation and Infrastructure has signed the Bylaw and the required advertising of the Bylaw was done on March 6<sup>th</sup> and March 13<sup>th</sup> in the local paper.


Council can now consider giving the Bylaw final reading at the March 18<sup>th</sup>, 2013 Regular Council meeting. After adoption of the Bylaw, staff can proceed with the registration of the Bylaw at the Land Title Office.

### STAFF RECOMMENDATIONS:

Council give final reading to Bylaw No. 1949 – Roxul Road Closure Bylaw.

### LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

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

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

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

# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 1949

### **A Bylaw to Close and Remove the Dedication of Roads Shown on Plan 17928, 29359 and KAP66795 all of District Lot 534, S.D.Y.D.**

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**WHEREAS** in accordance with the Community Charter, Council may, by bylaw, close and remove the dedication of a highway or portion of it;

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

1. To close and remove the dedication of municipal roads shown on Plans 17928, 29359 and KAP 66795 as follows:
  - a) a portion of un-named roadway traversing southwest/northeast on Lot 9 Plan 17928, being 577.1 square meters in size shown on Plan EPP22059 and identified as Parcel A;
  - b) un-named roadway traversing east/west from Industrial Park Way to Lot 9 Plan 17928, being 0.370 hectares in size as shown on Plan EPP22059 and identified as Parcel B;
  - c) a portion of un-named roadway traversing east/west on the most northerly portion of Lot 9, Plan 17928, being 195.8 square meters in size as shown on Plan EPP22059 and identified as Parcel C;  
and

as outlined on reference plan drawn by A.F. Hoefsloot, B.C.L.S. and dated February 13, 2012 identified as "Schedule "A" and attached to this bylaw.

2. That title to the above-described portions of closed roads be hereby vested in the name of the Corporation of the City of Grand Forks;
3. That this Bylaw may be cited for all purposes as the "**Roxul Road Closure Bylaw No. 1949, 2013**".
4. The the Roxul Road Closure Bylaw 1931 and Bylaw 1942 are hereby repealed.

Read a **FIRST** time this 4<sup>th</sup> day of March, 2013.

Read a **SECOND** time this 4<sup>th</sup> day of March, 2013.

Read a **THIRD** time this 4<sup>th</sup> day of March, 2013.

**PUBLIC NOTICE** posted at City Hall and advertised in the Grand Forks Gazette on the 6<sup>th</sup> day of March, 2013 and the 13<sup>th</sup> day of March, 2013.

**APPROVED** by the Ministry of Transportation & Infrastructure on this 6<sup>th</sup> day of March, 2013.

  
Approving Officer

**FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

\_\_\_\_\_  
Diane Heinrich, Corporate Officer

### **CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1949, 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



## SCHEDULE "A"

