

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

**Monday December 15 – 7:00 p.m.
6641 Industrial Parkway (Old Canpar Office Building)**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
2.	<u>ADOPTION OF AGENDA</u>		
	a) Adopt the Agenda	December 15th, 2014	THAT Council adopt the December 15th, 2014, Regular Meeting Agenda as presented.
3.	<u>MINUTES</u>		
	a) Adopt the Special Meeting to go In-Camera minutes Minutes - Special Meeting - Nov. 21st.pdf	November 21st, 2014	THAT Council adopt the November 21st, 2014, Special Meeting to go In-Camera minutes as presented.
	b) Adopt the Special Meeting to go In-Camera minutes Minutes-Special Meeting - Dec 8th.pdf	December 8th, 2014	THAT Council adopt the December 8th, 2014, Special Meeting to go In-Camera minutes as presented.
	c) Adopt the Inaugural Meeting Minutes Minutes DEC1st - Inaugur_001.pdf	December 1st, 2014	THAT Council adopt the December 1st, 2014, Inaugural Meeting minutes as presented.
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
5.	<u>UNFINISHED BUSINESS</u>		
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u>		
	a) Corporate Officer's Report Council.pdf	Verbal Reports of Council	THAT all reports of members of Council, given verbally at this meeting, be received.
7.	<u>REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u>		

- a) Corporate Officer's Report
[RDKB_001.pdf](#)

RDKB Representatives
Verbal Report

THAT the report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Acting Chief Administrator
[RFD - Acting CAO - Corporate Strategic Plan 2014-2018.pdf](#)

Corporate Strategic Plan
2015-2018

THAT Council directs staff to choose a facilitator to hold a workshop session that will define Council's strategic plan for 2015-2018 term in accordance with the City's Purchasing Policy.

- b) Manager of Development and Engineering Services
[RFD - Mgr. Dev. & Eng. - Small Communities Fund & Strategic Priorities Fund grants.pdf](#)

Approval to proceed with
applying for grant funding

THAT Council supports staff proceeding with preparing applications for the Small Communities Fund (SCF) and Strategic Priorities Fund (SPF) grants.

- c) Manager of Development and Engineering
[RFD - Mgr. Dev. & Eng.-City Hall Rebuild Approval for Use of Contingency.pdf](#)

City Hall rebuild approval for
use of contingency

THAT Council approve the use of \$15,000 of the contingency amount for the City Hall rebuild which is included in the 2014 financial plan amendment and is to be funded from surplus.

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a) AKBLG - Arlene Parkinson,
Secretary/Treasurer
[Summ. of Info.- First Call for Resolutions for Debate.pdf](#)

Notice of Annual General
Meeting and first call for
resolutions for debate 2015

Council to discuss any
resolutions they would like
forwarded to the AKBLG.

- b) Boundary Museum
[Summ. of Info.-2015 Boundary Museum Service Contract.pdf](#)

2015 Boundary Museum
Service Agreement

Council to receive for
discussion - Documentation
referred to Finance for
inclusion is budget
discussions.

- c) BC Transit - Manuel Achadinha -
President and CEO
[Summ. of Info.-BC Transit Opportunity for Discussion & Presentation.pdf](#)

BC Transit opportunity for
discussion and presentation
regarding potential services in
the community.

Council to advise if they
would like to accept the offer
from BC Transit to make a
presentation.

d)	Staff Sgt. Jim Harrison - Citizens on Patrol Summ. of Info.-Citizens on Patrol Request of Laptop Donation.pdf	Request for the donation of an older MAC laptop to Citizens on Patrol.	Receive for discussion and decision.
e)	Paula Wolkosky and George Longden - Co-coordinators, Community Christmas Dinner Summ. of Info.-Community Christmas Dinner 33rd Annual Request for Donation.pdf	Donation to the Community Christmas Dinner	Council to receive for discussion and decision.
f)	Rob Botterell - Legal Counsel to the District of Hudson's Hope Summ. of Info.-District of Hudson's Hope re Proposed Site C Dam Project.pdf	District of Hudson's Hope Letter regarding proposed Site C Dam Project to BC Utilities Commission	Receive for discussion and decision
g)	Chris Moslin, President - Grand Forks Trails Society Summ. of Info.-G.F. Trails Society Greeting to New Council.pdf	Letter of congratulations	Receive for information

11. **BYLAWS**

a)	Manager of Development and Engineering Services RFD - Mgr. Dev. & Eng.-Bylaw 2003 Riverside Drive Road Closure final reading.pdf	Road Closure Bylaw No. 2003, being the Riverside Drive Road Closure Bylaw	THAT Council give final reading to Bylaw No. 2003, being the Riverside Drive Road Closure Bylaw.
b)	Manager of Operations RFD - Mgr. Operations.-Electrical Repeal Bylaw 1543-R.pdf	Electrical Utility Repeal Bylaw No. 1543-R, 2014	THAT Council approve the Electrical Utility Repeal Bylaw No. 1543-R, 2014 and give the bylaw third reading.
c)	Manager of Operations RFD - Mgr. Operations-Electrical Bylaw 1975.pdf	Electrical Utility Regulatory Bylaw No. 1975, 2014	THAT Council approve the Electrical Utility Regulatory Bylaw No. 1975, 2014 and give the bylaw third reading.
d)	Manager of Development and Engineering RFD - Mgr. Dev. & Eng.-Subdivision Repeal Bylaw 1424-R.pdf	Subdivision and Development Repeal Bylaw No. 1424-R, 2014	THAT Council receive Subdivision and Development Repeal Bylaw No. 1424-R, 2014, and give the bylaw third reading.
e)	Manager of Development and Engineering RFD - Mgr. Dev. & Eng.-Subdivision Bylaw 1970.pdf	Subdivision, Development and Servicing Bylaw No. 1970	THAT Council give third reading to Subdivision, Development and Servicing Bylaw No. 1970, 2014.

12. **LATE ITEMS**
13. **QUESTIONS FROM THE PUBLIC AND THE MEDIA**
14. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
FRIDAY NOVEMBER 21ST, 2014

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

D. Allin
D. Heinrich

GALLERY

CALL TO ORDER

- a) The Mayor called the Special Meeting to order at 10:00 am
-
-

IN-CAMERA RESOLUTION

Resolution required to go into an In-Camera meeting

MOTION: WYERS / WIRISCHAGIN

- a) Adopt resolution as per section 90 as follows:

RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE SUBJECT TO SECTION 90 (1) (a), PERSONAL INFORMATION ABOUT AN IDENTIFIABLE INDIVIDUAL WHO HOLDS OR IS BEING CONSIDERED FOR A POSITION AS AN OFFICER , EMPLOYEE, OR AGENT OF THE MUNICIPALITY OR ANOTHER POSITION APPOINTED BY THE MUNICIPALITY; 90(1)(e), ACQUISITION, DISPOSITION OF EXPROPRIATION OF LAND OR IMPROVEMENTS THAT COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPALITY.

BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHO COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.

CARRIED.

LATE ITEMS

ADJOURNMENT

MOTION: O'DOHERTY

RESOLVED THAT THE MEETING BE ADJOURNED AT 10:01 AM.

CARRIED.

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

ACTING CORPORATE OFFICER
SARAH WINTON

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING TO GO IN-CAMERA
MONDAY, DECEMBER 8TH, 2014

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR CHRIS HAMMETT
COUNCILLOR COLLEEN ROSS
COUNCILLOR CHRISTINE THOMPSON

ACTING CHIEF ADMINISTRATIVE OFFICER
ACTING CORPORATE OFFICER

D.Heinrich
S. Winton

GALLERY

CALL TO ORDER

IN-CAMERA RESOLUTION

Resolution required to go into an In-Camera meeting

- a) Adopt resolution as per section 90 as follows.

MOTION: BUTLER / THOMPSON

**RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE SUBJECT TO SECTION 90 (1) (A), PERSONAL INFORMATION ABOUT AN IDENTIFIABLE INDIVIDUAL WHO HOLDS OR IS BEING CONSIDERED FOR A POSITION AS AN OFFICER , EMPLOYEE, OR AGENT OF THE MUNICIPALITY OR ANOTHER POSITION APPOINTED BY THE MUNICIPALITY; SECTION 90 (1) (E) ACQUISITION, DISPOSITION OF EXPROPRIATION OF LAND OR IMPROVEMENTS THAT COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPALITY; SECTION 90 (1) (K) NEGOTIATIONS AND RELATED DISCUSSIONS RESPECTING THE PROPOSED PROVISIONS OF A MUNICIPAL SERVICE AT THEIR PRELIMINARY STAGES AND THAT, IN THE VIEW OF THE COUNCIL, COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPALITY IF THEY WERE HELD IN PUBLIC; SECTION 90 (1) (D) SECURITY OF THE PROPERTY OF THE MUNICIPALITY;
BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHO COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.**

CARRIED.

LATE ITEMS

ADJOURNMENT

a) The Mayor adjourned the Special Meeting to go In-Camera at 1:01pm.

MOTION: THOMPSON

**RESOLVED THAT The Mayor adjourned the Special Meeting to go In-Camera at 1:01pm.
CARRIED.**

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

ACTING CORPORATE OFFICER-
SARAH WINTON

THE CORPORATION OF THE CITY OF GRAND FORKS

INAUGURAL MEETING OF COUNCIL MONDAY, DECEMBER 1ST, 2014.

PRESENT:

MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR CHRIS HAMMETT
COUNCILLOR NEIL KROG
COUNCILLOR COLLEEN ROSS
COUNCILLOR CHRISTINE THOMPSON
COUNCILLOR MICHAEL WIRISCHAGIN

ACTING CHIEF ADMINISTRATIVE OFFICER
ACTING CORPORATE OFFICER
CHIEF FINANCIAL OFFICER
MANAGER OF DEVELOPMENT & ENGINEERING
MANAGER OF BUILDING INSPECTION AND BYLAW
SERVICES
FIRE CHIEF

D. Heinrich
S. Winton
R. Shepherd
S. Bird

W. Kopan
D. Heriot

GALLERY

WELCOME

- a) Prior to the commencement of the meeting, the Acting Chief Administrative Officer, Diane Heinrich, welcomed the City's guests for the evening including the Freeman of the City of Grand Forks, being:
- Erna Gobbett
 - Richard Reid
 - Betty Ann Mackay
 - Jock Mackay

She welcomed Roly Russell, Electoral Area D Director, and Electoral Area C Director, Grace McGregor

AFFIRMATION OF OATHS OF OFFICE

- a) Members of Council - Affirmation of Oaths

CALL TO ORDER

- a) The Mayor Called the December 1st, 2014, Inaugural Meeting to order.

MOTION: WIRISCHAGIN / ROSS

RESOLVED THAT the Mayor Called the December 1st, 2014, Inaugural Meeting to order at 7:10pm.

CARRIED.

ADOPTION OF AGENDA

- a) Adopt Agenda

MOTION: WIRISCHAGIN / KROG

RESOLVED THAT Council Adopt the December 1st, 2014, Inaugural meeting agenda as presented

CARRIED.

MINUTES

- a) November 3rd, 2014
Regular Meeting minutes

MOTION: WIRISCHAGIN / KROG

RESOLVED THAT Council adopt the November 3rd, 2014 Regular Meeting minutes as presented.

CARRIED.

- b) November 3rd, 2014
Special Meeting to go In-Camera minutes

MOTION: WIRISCHAGIN / THOMPSON

RESOLVED THAT Council adopt the November 3rd, 2014, Special Meeting to go In-Camera minutes as presented.

CARRIED.

RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a) Corporate Officer's Report
Notice of 2015 Proposed meeting schedule

MOTION: WIRISCHAGIN / KROG

RESOLVED THAT Council adopt the meeting schedule for 2015 and that staff be directed to advertise the meeting schedule in accordance with the Community Charter.
CARRIED.

b) Chief Election Officer's Report

MOTION: WIRISCHAGIN / ROSS

THAT Council receives the Report of the Chief Election Officer, Diane Heinrich, regarding the 2014 Local Government Election for the City of Grand Forks, as submitted.
CARRIED.

c) Corporate Officer's Report
Appointments of Acting Mayor for the calendar year of 2014-2015.

MOTION: WIRISCHAGIN / HAMMETT

RESOLVED THAT the following Councillors be designate Members of Council to serve on a rotating basis as Acting Mayor for the corresponding two-month period during 2014-2015:

Councillor Wirischagin – December 2014 and January 2015

Councillor Thompson – February 2015 and March 2015

Councillor Ross – April 2015 and May 2015

Councillor Krog – June 2015 and July 2015

Councillor Hammett – August 2015 and September 2015

Councillor Butler – October 2015 and November 2015

CARRIED.

d) Corporate Officer's Report
Council Representative and Alternate to the Regional District of Kootenay Boundary Board of Directors, and the Kootenay Boundary Regional Hospital District

MOTION: WIRISCHAGIN / ROSS

RESOLVED THAT Council for the City of Grand Forks appoints Councillor Neil Krog as the City of Grand Forks representative to the Board of Directors of the Regional District of Kootenay Boundary, and to the Kootenay Boundary Regional Hospital District.
CARRIED.

MOTION: THOMPSON / WIRISCHAGIN

RESOLVED THAT Council for the City of Grand Forks appoints Councillor Colleen Ross as the alternate representative to the Board of Directors of the Regional District of Kootenay Boundary.

CARRIED.

REMARKS - MAYOR

ADJOURNMENT

Reception to follow

a) Adjourn the meeting

MOTION: BUTLER

RESOLVED THAT The Mayor adjourned the December 1st, 2014, Inaugural Meeting at 8:10pm.

CARRIED.

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

ACTING CORPORATE OFFICER -
SARAH WINTON

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: December 15th, 2014
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

BACKGROUND: 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.

Benefits or Impacts of the Recommendation:

General: 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.

Strategic Impact: Members of Council may ask questions, seek clarification and report on issues.

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

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

- OPTIONS:**
- 1. RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: December 15th, 2014

Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary

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

BACKGROUND: 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.

Benefits or Impacts of the Recommendation:

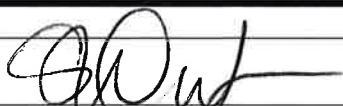
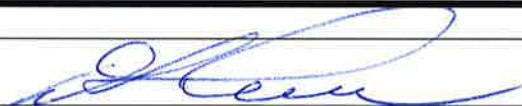
General: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

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

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

OPTIONS:

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

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Acting Chief Administrative Officer

Date: December 3rd, 2014

Subject: Corporate Strategic Plan 2014-2018

Recommendation: **RESOLVED THAT COUNCIL** directs Staff choose a facilitator to hold a workshop session that will define Council's strategic plan for 2015-2018 Term in accordance with the City's Purchasing Policy.

BACKGROUND: It is customary that when a new Council has been elected for their term in office that a Strategic Plan be developed early in the new year (traditionally this has been January). The strategic plan represents Council's visioning and provides the direction that Staff will be taking to facilitate that vision for the next four years. The importance of the early implementation of this plan is contingent with the budgeting process; inasmuch as any early initiatives within the Strategic Plan should be included in the financial plan process for 2015.

With Council's decision to direct Staff to seek out a qualified facilitator in accordance with our Purchasing Policy, will allow the Strategic Plan process to move forward.

Benefits or Impacts of the Recommendation:

General: The provision of a Strategic Plan will provide Council's vision for the community for the next four years, a will give Staff the direction for planning and implementing that vision.

Strategic Impact: As this is the Strategic Plan, it is provides the means for impact.

Financial: Staff estimates that the workshop would cost between \$5,000 and \$10,000; however, the provision of verbal quotes, as per policy, will provide a more accurate number.

Policy/Legislation: The Community Charter requires that all municipalities identify goals and objectives and the means by which performance of these goals and objectives will be measured, in their Annual Reports, due to be presented to the public annually in June.

Attachments: 1) Copy of Strategic Plan for 2012-2014; 2) Contracting Authority & Purchasing Policy #802

REQUEST FOR DECISION

— REGULAR MEETING —



Recommendation:

RESOLVED THAT COUNCIL directs Staff choose a facilitator to hold a workshop session that will define Council's strategic plan for 2015-2018 Term in accordance with the City's Purchasing Policy.

OPTIONS:

- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT.**
- 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT.**
- 3. RESOLVED THAT COUNCIL COULD DETERMINE A MAXIMUM COST TO THE WORKSHOP.**

	
Department Head or CAO	Chief Administrative Officer



City of Grand Forks

Grand Forks, British Columbia

Strategic Planning Workshop January 25th and 26th, 2012

Facilitated by Rick Beauchamp

R. A. Beauchamp & Associates

Corporate Strategic Plan 2012-2014

Adopted by Council February, 2012

PARTICIPANTS

Brian Taylor

Bob Kendel

Neil Krog

Patrick O'Doherty

Gary Smith

Cher Wyers

Lynne Burch

Cecile Arnott

Diane Heinrich

Hal Wright

Sasha Bird

Wayne Kopan

Bev Porter

David Reid

Mike Noseworthy

Dean Chapman

Steve Howard, (Day One only)

James Traynor, (Day Two only)

Alex Love

Dale Heriot

What is Strategic Planning?

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

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

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

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

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

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

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

CORPORATE VALUES: *GARDEN CITY*

- 1) **G** - Growing responsibly
- 2) **A** - Accountability
- 3) **R** - Resilience
- 4) **D** - Diversity
- 5) **E** - Efficiency
- 6) **N** - Natural Beauty

- 7) **C** - Collaboration with Integrity
- 8) **I** - Innovation
- 9) **T** - Transparency
- 10) **Y** - Young at Heart

CORPORATE PRIORITIES 2012-2014:

1) Regional Services Integration – CAO / Director of Finance

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

Actions

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

2) Succession Planning - Council / CAO

- CAO and 3 Operations staff retiring

Actions

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

3) Economic Stimulation – Council / CAO / Staff

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

Actions

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

4) Infrastructure Replacement Strategy

Actions

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

5) Deer Issue – Council / CAO

Action

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

6) Sustainability Actions – Public Works

Actions

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

OPERATIONAL PRIORITIES 2012-2014:

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

ADVOCACY PRIORITIES 2012-2014:

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

Summary of Goals and Actions In Date Order

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

Summary of Goals and Actions By Years

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

THE CITY OF GRAND FORKS			
POLICY TITLE: Contracting Authority & Purchasing		POLICY NO: 802	
EFFECTIVE DATE: January 13, 2014		SUPERSEDES: Jan, 2013	
APPROVAL: Council		PAGE: 1 of 6	

POLICY:

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

POLICY OBJECTIVES:

The objectives of this policy are to:

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

PROCEDURE

General:

a) **Responsibilities:**

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

b) **Sustainable Business Practice:**

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

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

c) Application:

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

d) Prohibition:

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

e) Spending Authority:

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

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$20,000
Corporate Officer	\$10,000
Manager of Operations	\$10,000
Manager of Technical Services	\$10,000
Fire Chief ^	\$10,000
Manager of Environmental Services & Building Construction	\$5,000

Workforce Spending:

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

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

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

Definitions:

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

City - the Corporation of the City of Grand Forks.

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

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

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

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

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

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

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

Procurement Contract -

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

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

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

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

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

Security -

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

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

Responsibilities

a) Department Head:

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

b) General Guidelines:

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

Yellow - Accounting

Scanned to file

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

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

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

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

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

iv. Service Contract:

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

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

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

v. Verbal Quotes:

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

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

vi. Formal Written Quotations:

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

vii. Formal Public Tendering and Request for Proposals:

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

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

day. Council is invited to be in attendance.

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

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

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Sasha Bird, Manager of Development & Engineering Services

Date: December 15, 2014

Subject: Approval to proceed with applying for grant funding.

Recommendation: **RESOLVED THAT** Council supports staff proceeding with preparing applications for the Small Communities Fund (SCF) and Strategic Priorities Fund (SPF) grants.

BACKGROUND: There are currently two significant grant programs available for funding of capital infrastructure projects. These are the New Building Canada Fund – Small Communities Fund (SCF) and the Gas Tax Strategic Priorities Fund (SPF). The purpose of both the SCF and SPF is to assist communities address infrastructure needs to help develop economic growth, cleaner environment and stronger communities.

The SCF will provide 2/3 funding from senior levels of government and is due on February 18th, 2015. The City will be responsible for the remaining 1/3 of the project. The SPF allows for 100% funding from the grant program and is due April 15th, 2015. The focus of the SCF grant for interior BC is on water and wastewater projects whereas the SPF is focused on two areas:

1. any capital infrastructure project that meets these objectives, and
2. capacity-building projects including asset management and long term infrastructure planning.

Every community can submit two Capital project applications and one Capacity building per intake of the SPF and only 1 submission for the SCF.

Project Selection

Based on our Asset Management Plan and Water and Wastewater Strategies, the following is the list of our high priority essential projects that meet the criteria for the two capital grant programs.

1. Sewage Effluent Disposal and Treatment (\$500,000)
2. East Side Reservoir Roof Replacement (cost unknown)
3. 5th Street Watermain replacement (\$400,000)

Based on a review of the grant program eligibility criteria, the projects most likely to be funded are the Sewage Effluent Disposal and Treatment under the SCF and the 5th Street water main replacement and East Side Reservoir roof for the SPF.

REQUEST FOR DECISION

— REGULAR MEETING —



As noted in our asset management plan, the next steps are to create a long term financial plan, policies and annual reporting. Under the capacity building intake of the SPF, these initiatives are eligible to receive funding.



Preparation of these applications are quite onerous and require a significant amount of background material and the development of a business case for each.

Benefits or Impacts of the Recommendation:

- General:** The objective is to secure grant funding for essential infrastructure and capacity-building projects for the City.
- Strategic Impact:** These projects are in line with the City's Asset Management Plan and Water & Wastewater Strategies.
- Financial:** Securing grant funding would significantly improve upon the ability of the City to upgrade failing infrastructure and assist in long term financial planning, policies and annual reporting.
- Policy/Legislation:** N/A
- Attachments:** 1) New Building Canada Fund – Small Communities Fund – Program Guide
2) Program Guidelines for the Federal Gas Tax Fund Strategies Priorities Fund

Recommendation: **RESOLVED THAT** Council supports staff proceeding with preparing applications for the Small Communities Fund (SCF) and Strategic Priorities Fund (SPF) grants.

- OPTIONS:**
1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
 2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.
 3. COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.
-

	
Department Head or CAO	Chief Administrative Officer



Canada-British Columbia
NEW BUILDING CANADA FUND -
SMALL COMMUNITIES FUND

Provincial Program Guide

Foreword

The British Columbia Provincial Program Guide provides an overview of the New Building Canada Fund - Small Communities Fund (NBCF-SCF) program requirements. This Guide will walk you through the application process, and provide helpful information to assist in preparing and submitting an application under the NBCF-SCF Program.

The Appendix A contains Category Specific Supplements for each project category:

- Brownfield Redevelopment
- Connectivity and Broadband
- Disaster Mitigation Infrastructure
- Drinking Water
- Green Energy
- Highways and Major Roads
- Innovation
- Local and Regional Airports
- Public Transit
- Short Sea Shipping
- Shortline Rail
- Solid Waste Management
- Wastewater

The Category Specific Supplements have been created to identify pertinent information that must be reviewed during the application process. This additional information will be required to ensure a comprehensive application is submitted.

The following project categories are required to submit a Project Justification/Business Case as part of their application (see Appendix B): Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail.

The following green project categories are required to submit a category specific Supplementary Form as part of their application (go to www.gov.bc.ca/smallcommunitiesfund for supplementary forms): Drinking Water, Green Energy, Solid Waste Management, and Wastewater.

The Program Guide contains the significant references to the NBCF-SCF Program Agreement which can be found at www.gov.bc.ca/smallcommunitiesfund.

In the event of a conflict between the Program Guide and the NBCF-SCF Agreement, the Agreement prevails.

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1. INTRODUCTION

1.1 ABOUT THE PROGRAM

Canada and British Columbia governments are investing up to \$218 million under the New Building Canada Fund - Small Communities Fund (NBCF-SCF) Program to support infrastructure projects in communities with a population of less than 100,000 people. The federal and provincial governments will each contribute up to \$109 million of the total program funds.

Applications for funding will be evaluated on the extent to which the project meets the following program objectives:

- economic growth;
- a clean environment; and
- building stronger communities.

It is expected that there will be more projects that qualify for funding than there are program funds available. Consequently, eligible projects will be ranked according to the extent to which they meet the program's objectives and the eligibility criteria.

An Oversight Committee consisting of two representatives each from the federal and provincial governments is responsible for managing the NBCF-SCF Agreement.

1.2 PURPOSE

The NBCF-SCF will help communities with populations of less than 100,000*, address their infrastructure needs to help develop economic growth, cleaner environment and stronger communities for all British Columbians.

**as determined by Statistics Canada's Final 2011 census*

1.3 APPLICATION DEADLINE

The deadline for the first application intake is **February 18, 2015.**

1.4 LIMIT ON NUMBER OF APPLICATIONS

Eligible applicants may submit **one** application per intake.

Regional districts may submit **one** application per intake for each community in their area*.

** A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.*

Private sector bodies, including for profit and non-profit organizations may submit one application per intake, supported by a municipal or regional government by way of a resolution from the municipal or regional government council or board.

If a local government is applying on behalf of a non-governmental organization, the limit on number of applications (one for a municipality) still applies. **

*** A local government is defined as the council of a municipality or the board of a regional district.*

If a private sector body is applying on behalf of a local government, the limit on number of applications (one for a municipality) still applies.

Applications from improvement districts or water utilities must be made by the local government in which the project is located. If the application is successful in obtaining program funding, the ownership of the infrastructure and associated assets must be transferred to the sponsoring local government.

1.5 COST-SHARING, STACKING AND LIMITS TO FUNDING AWARD

This program offers funding up to a maximum of two-thirds of the total eligible project costs. One-third is contributed by the Government of Canada and one-third by the Province of British Columbia. The remaining eligible project costs, plus all ineligible projects costs are the responsibility of the applicant. Where applicants plan to use or have applied for funds from other federal or provincial programs, the source of these funds must be indicated on the application form. The disclosure of other funding sources must be provided by the successful recipient up to the completion of the project.

Through cost-sharing, the funding provided by the federal government towards infrastructure projects is matched by other partners, such as provinces, municipalities or the private sector.

The maximum federal or provincial contribution from all sources will be one-third (33.3 per cent) of the total eligible costs of a project, with the following exceptions:

- For all traditionally-procured projects in the Highways and Major Roads category where the asset is **provincially-owned**, and those in the Public Transit category, the maximum federal or provincial contribution **from all sources** will be fifty percent (50%) of the total eligible costs; and
- For all projects that are delivered as public-private partnerships or where the applicant is from the for-profit private sector, the maximum federal or provincial contribution from **all sources** will be twenty-five percent (25%) of the total eligible costs.

- The provincial contribution will be equal to the federal contribution.

For projects advanced by a First Nation applicant, with regard to financial support that the First Nation receives from Aboriginal Affairs and Northern Development Canada (AANDC), only funding received from the First Nations Infrastructure Fund (FNIF) would be counted towards the federal stacking limits for NBCF-SCF. All other sources of funds the First Nation receives from AANDC would not count towards the stacking limits.

2. APPLICANTS

2.1 ELIGIBLE APPLICANTS

- A municipal or regional government established by or under British Columbia legislation;
- A provincial entity or public sector body (e.g., a department, corporation or agency) that provides municipal-type infrastructure services to communities, established under British Columbia legislation;
- A band council within the meaning of section 2 of the *Indian Act*; or a government or authority established pursuant to a Self-Government Agreement or a Comprehensive Land Claim Agreement between Her Majesty the Queen in right of Canada and an Aboriginal people of Canada, that has been approved, given effect and declared valid by federal legislation.
- A private sector body, including for-profit organizations and not-for-profit organizations, whose application is supported by a municipal or regional government referred to above by way of a resolution from the municipal council or regional government board.

2.2 INELIGIBLE APPLICANTS

- Municipalities having a population in excess of 100,000 as determined by Statistics Canada's Final 2011 census.
- Federal entities, including federal Crown Corporations.
- Applicants not defined in section 2.1.

3. PROJECTS

3.1 ELIGIBLE PROJECTS

Infrastructure is defined as “publicly or privately owned tangible assets in British Columbia primarily for public use or benefit”. To be eligible for funding, a Project must:

- a) demonstrate that it will be able to operate and maintain the resulting infrastructure over the long term;
- b) fall within one of the applicable project categories (see 3.3), be consistent with the objectives of the category and directly related to one of its subcategories (see Appendix A), meet one or more of the project outcomes of the category and meet the specific project criteria of the category;
- c) be for the acquisition, construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- d) be supported by:
 - a project justification/business case(see Appendix B) for project categories: Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail; or
 - a project specific supplementary form for project categories: Drinking Water, Green Energy, Solid Waste Management, and Wastewater;
- e) the application and supporting documents should be comprehensive, credible, and feasible;
- f) stipulate a construction completion date of no later than March 31, 2023;
- g) be implemented in communities served by Local Governments with a population of less than 100,000 people, as set out in the Statistics Canada Final 2011 Census;
- h) be duly authorized or endorsed by, as applicable:
 - in the case of a local government applicant, a resolution of its council/board; or
 - in the case of a private sector body, including for-profit and not-for-profit organizations, a resolution of its board of directors and a resolution of the local government where the proposed project to be located;
- i) meet all the program criteria identified in this Guide;
- j) contributions to for-profit, private sector bodies through the NBCF-SCF will be considered only when these projects will be for public use or benefit. In these cases, applicants will be required to demonstrate the broader public benefits of the project;
- k) First Nations projects, located partially or entirely on reserve, that are aligned with the parameters of the program are eligible if they can demonstrate benefits extending beyond the reserve community, in addition to meeting the above conditions (a-i).

3.2 INELIGIBLE PROJECTS

A project will be deemed ineligible if:

- a) the tender has been awarded or construction has already begun or project is completed prior to approval;
- b) the project will be completed after March 31, 2023;
- c) the project deals with assets owned by the Government of Canada including federal Crown Corporations;
- d) it does not meet the conditions outlined in Section 3.1.

3.3 ELIGIBLE PROJECT CATEGORIES

The following are eligible project categories:

- Brownfield Redevelopment
- Connectivity and Broadband
- Disaster Mitigation Infrastructure
- Drinking Water
- Green Energy
- Highways and Major Roads
- Innovation
- Local and Regional Airports
- Public Transit
- Short Sea Shipping
- Shortline Rail
- Solid Waste Management
- Wastewater

3.4 PHASING PROJECTS

For large, long-term improvements to infrastructure projects that require significant funding support, proponents may consider implementing the project in distinct stand-alone phases. While applicants can apply for a larger project, they also may instead focus on a single component of the phased project that best meets program objectives.

If applying for a phase of a larger project, identify how the project will be phased. This should be demonstrated in the accompanying cost estimates, and the project descriptions should be organized to easily understand each of the distinct phases of the project and which phase is the subject of the funding request.

It is important to note that the approval of one phase of a project does not guarantee that other phases will receive NBCF-SCF funding.

4. COSTS

See Appendix C for examples of eligible and ineligible costs.

4.1 ELIGIBLE COSTS

Eligible costs are limited to the following:

- a) the capital costs of acquiring, constructing or renovating a tangible asset, as defined and determined according to generally accepted accounting principles in Canada;
- b) the costs directly associated with joint federal and provincial communication activities (press releases, press conferences, translation, etc.) and with federal and provincial project signage;
- c) all planning (including plans and specifications) and assessment costs specified in the agreement such as the costs of environmental planning, surveying, engineering, architectural supervision, testing and management consulting services, to a maximum of 15% of total funding award;
- d) the costs of engineering and environmental reviews, including environmental assessments and follow-up programs as defined in the *Canadian Environmental Assessment Act 2012* and the costs of remedial activities, mitigation measures and follow-up identified in any environmental assessment;
- e) the expenditures for project-related signage, lighting, project markings and utility adjustments;
- f) the costs of Aboriginal consultation;
- g) the incremental costs of the eligible recipient's employees or leasing of equipment related to construction of the project may be included as eligible costs under the following conditions:
 - i. The recipient is able to demonstrate that it is not economically feasible to tender a contract;
 - ii. The employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
 - iii. The arrangement is approved in advance and in writing by the Province.
- h) other costs that, in the opinion of Canada and British Columbia, are considered to be direct and necessary for the successful implementation of the project and have been approved in writing prior to being incurred.

4.2 INELIGIBLE COSTS

The following are deemed ineligible costs:

- a) costs incurred prior to the approval of the project;
- b) costs incurred after the project completion date with the exception of expenditures related to audit and evaluation requirements pursuant to the agreement;

- c) costs related to developing a funding application, business case or supporting documentation;
- d) costs related to purchasing land, buildings and associated real estate and other fees;
- e) financing charges and interest payments on loans;
- f) leasing land, buildings and other facilities;
- g) leasing of equipment, except those noted under 4.1 g);
- h) furnishing and non-fixed assets which are not essential for the operation of the asset/project;
- i) general repairs and maintenance of a project and related structures, unless they are part of a larger capital expansion project;
- j) services or works normally provided by the recipient, incurred in the course of implementation of the project, except those specified as eligible expenditures;
- k) costs related to any goods and services which are received through donations or in kind;
- l) any overhead costs, including salaries and other employment benefits of any employees of the recipient, its direct or indirect operating or administrative costs of ultimate recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with b) and g) of the list of eligible expenditures above;
- m) taxes for which the ultimate recipient is eligible for a tax rebate and all other costs eligible for rebates; and
- n) legal fees.

5. GENERAL REQUIREMENTS

5.1 FUNDING

Applicants must demonstrate that their share of funding has been, or is being secured. Further, they must demonstrate, where applicable, that funds have been committed to operate, maintain and plan for replacement of the capital assets resulting from the project during its life cycle. The evidence necessary to demonstrate these

commitments may include:

- A council/board resolution or by-law, committing the proponent to contribute its share of the eligible project costs and all the ineligible costs. The resolution/bylaw must identify the source of the proponent's share of the projects costs.
- A council/board resolution committing to complete an Alternative Approval Process (AAP) and by-law to authorize the borrowing of funds or a resolution committing to hold a referendum to borrow the necessary funds. The AAP and by-law or referendum must be completed within 6 months of receiving NBCF-SCF approval for the project unless an extension has been approved by the Province.

5.2 SELECTION PROCESS AND CRITERIA

Please ensure that your application addresses the required criteria, the category specific criteria, as well as outcomes and benefits.

5.2.1 Required Criteria

- Application form and mandatory documents have been filled out in full and submitted.
- Application must be submitted by an "eligible applicant" (defined in Section 2).
- Application must be for an "eligible project" (defined in Section 3).
- Application includes an authorization to proceed with the project from all appropriate approval authorities.
- Application includes a commitment to pay the applicant share of the eligible costs and ongoing (operating and other) costs associated with the project.
- Project is consistent with applicable provincial, regional or municipal plans (e.g., land-use, integrated watershed management plan, municipal official plans, Integrated Community Sustainability Plans).
- Major risks related to extreme natural events and/or climate change risks with a potential impact on the project during construction or once completed have been considered, and, where applicable, a mitigation plan developed.
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project must provide appropriate access for persons with disabilities, including meeting the requirements of the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CAS B651-04) or any acceptable or similar provincial or territorial standards (describe the variances and plans to achieve compliance).
- For newly constructed or materially rehabilitated infrastructure intended for use by the public, the project must meet or exceed the energy efficiency requirements of the Model National Energy Code for Buildings, where applicable (describe the variances and plans to achieve compliance).
- Successful applicants must meet all applicable legislative or regulatory requirements. This includes requirements for a federal Environmental Assessment (FEA) process, provincial Environmental Assessment process and requirements for

Aboriginal Consultation. Where a project is excluded from a review under the Canadian Environmental Assessment Act, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

For project categories under the responsibility of the Ministry of Community, Sport and Cultural Development there will be a **financial analysis** of each application. This will contain a review of the periodic financial information submitted to the Ministry of Community, Sport and Cultural Development (the Ministry).

This required financial reporting is available on Ministry files, and thus does not need to be submitted with an application. However, local government applicants should recognize that the ranking of applications may reflect the extent to which applicants have met financial criteria such as:

- Met the deadlines for legislated financial reporting, including the financial plan, audited financial statements, Local Government Data Entry (LGDE) forms and Statement of Financial Information (SOFI).
- Submitted the financial plan to the Ministry to meet requirements of s 165 of the Community Charter found in Financial Circulars 08:10 (Financial Plan: New Revenue Policy Disclosure Requirements) and 08:15 (Guide to the Amortization of Tangible Capital Assets).
- Measures of financial stability and sustainability which include property tax structures and development costs charge structure.

5.2.2. Individual Category Specific Criteria

Individual category specific criteria and documentation is outlined in the Appendix A - Category Specific Supplements.

5.3 PROJECT OUTCOMES AND BENEFITS

It is vital that all projects demonstrate that they will achieve measurable project benefits as outlined in Appendix A – Category Specific Supplement.

5.4 PROJECT RANKING

Project applications will be evaluated based on how well the project meets the federal and provincial program objectives of economic growth; a cleaner environment; and, stronger communities. In addition, projects will be assessed based on the degree to which they meet the following:

- represents good value for money;
- enhances and protects public health;
- enhances and protects environmental health;

- supports sustainability principles;
- consistent with integrated long-term planning and management;
- utilizes best technologies and practices;
- demonstrates efficient use of resources;
- uses new and innovative approaches;
- supports sustainable long-term economic growth;
- is situated within, and advances, the sponsoring local government's development and financial plans;
- exhibits long-term sustainability, including operational viability, asset management (maintenance), and environmental sensitivity;
- contributes to environmental, economic, community and innovation objectives;
- requires the federal and provincial governments' financial support to enable the proposed project to be implemented, its scope enhanced (increase in size - expressed in the form of a percentage) or its timing accelerated (by number of years);
- the best available economically feasible technology, if applicable.

5.5 PROJECT JUSTIFICATION/BUSINESS CASE GUIDELINES (SEE APPENDIX B)

This is a requirement for the following project categories:

Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail.

6. APPLICATION PROCESS

All proposed projects must complete and submit an on-line application form. In addition, a signed certification form and supporting documentation are to be emailed or mailed to the lead ministry by the application deadline.

The following mandatory documents must be included with your application:

- Certification Form
- Detailed Cost Estimates
- Project Justification/Business Case or Supplementary Form
- Site Plan / Map
- Council/Board Resolution
- List and status of required licenses, permits and approvals

The following documents may be used to support the application:

- Options Assessment
- Feasibility Assessment
- Business Plan

- Cost Benefit Analysis or Other Study

Applicants are responsible for ensuring full and accurate information is submitted. Applications will not be considered for funding until all necessary information has been submitted.

6.1 OPTIONS ASSESSMENT

It is vital that applicants conduct an assessment to ensure that they have considered the options and chosen the best engineering solution for a particular issue. This assessment should identify what the solution is and why it is being recommended and should address capital and life cycle expenditures; annual operating costs, emerging technologies, environmental considerations and societal impacts.

6.2 LIST OF REQUIRED LICENSES, PERMITS AND APPROVALS

All applicants are required to investigate and submit a list of licenses, permits and approvals which are required for their project to proceed and they must advise on the status of any that have been applied for. This is important as it demonstrates that a project is on track or that the proponent has considered and commenced applications for these required items.

6.3 DETAILED COST ESTIMATES

Detailed costs estimates must include but not limited to: an itemized description, cost per unit of measure, number of units, as well as design, engineering, contingency costs, and tax rebate breakdowns. Applicants are to identify which costs are eligible and which are ineligible and to state what class or confidence level the estimates are (e.g., class B or the level of confidence of the proposed cost). If a project can be broken into phases, each phase must be clearly identified separately in the detailed cost estimate.

If the project is part of a larger project, the detailed cost estimates should only include the costs for the project.

It is important to note that projects will be reviewed in the context of the *Canadian Environmental Assessment Act* (CEAA) 2012 and regulations as discussed in Section 7. Where applicable, project cost estimates should include costs to conduct a CEAA study.

IMPORTANT: It is necessary to provide **up-to-date cost estimates** and identify and account for inflation, increasing construction costs and possible delays in start and completion dates. Factors that may delay construction include: the timing of the grant announcement date, fisheries window, public consent, weather and construction seasons, delays in the CEAA process, right of way negotiations, regulatory applications, etc.

6.4 CONTACT INFORMATION

For the following project categories:

Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail.

Ministry of Transportation and Infrastructure

PO Box 9850 Stn Prov Govt

5C - 940 Blanshard St.

Victoria, BC V8W 9T5

Phone: 250-952-0675

Fax: 250-356-0897

Email: infrastructure@gov.bc.ca

For the following project categories:

Drinking Water, Green Energy, Solid Waste Management, and Wastewater.

Ministry of Community, Sport and Cultural Development

PO Box 9838 Stn Prov Govt

4th Floor 800 Johnson St.

Victoria, BC V8W 9T1

Phone: 250-387-4060

Fax: 250-356-1873

Email: infra@gov.bc.ca

7. **CANADIAN ENVIRONMENTAL ASSESSMENT ACT, 2012 REQUIREMENTS**

The *Canadian Environmental Assessment Act 2012* (the Act) and its regulations are the legislative basis for the federal practice of environmental assessment. A Federal Environmental Assessment (FEA) is a process to evaluate the environmental effects and identify measures to mitigate potential adverse effects of a proposed project. The Act ensures that the environmental effects of a project are carefully reviewed before a federal department/agency makes a decision to allow the proposed project to proceed.

Detailed information on the *Canadian Environmental Assessment Act* and regulations can be found at the Canadian Environmental Assessment Agency's website:

www.ceaa-acee.gc.ca/.

All projects that receive funding through the NBCF-SCF Agreement have to comply with the Act. However, since not all projects are on federal lands or affect the environment in a significant way, many projects may not require an environmental assessment under

the Act. It is the responsibility of the Proponent to determine the FEA requirements and contact the relevant Federal departments, as indicated below.

7.1 HOW TO DETERMINE IF A FEDERAL ENVIRONMENTAL ASSESSMENT (FEA) IS REQUIRED

An FEA will be required under CEAA 2012 if the project meets the definition of a designated project and or it is located on federal lands.

Is it a designated project?

Designated projects can be found on the *Regulations Designating Physical Activities*:
<http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-147/page-1.html#docCont>

Only projects on the designated project list require FEA or projects designated by the Minister due to potential for environmental effects or public concerns. Should the Project meet the definition of a designated project, proponents must provide to the Canadian Environmental Assessment Agency a description of their proposed project to initiate the process.

Is the project on federal lands?

Projects on federal lands are subject to an assessment of environmental effects. Information must be provided to NBCF-SCF program staff on whether or not the project will be located on federal lands. Proponents must engage with the federal lands' owner to establish the process and requirements to meet CEAA, 2012.

For more information refer to the Operation Policy Statement:

<http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=22CA364E-1>

7.2 TIME AND COST CONSIDERATIONS

Time and Costs involved in completing the FEA and associated studies will depend on site accessibility and the availability of local expertise, the nature and complexity of the project, potential environmental implications and the level of public/First Nations interest. When developing the project cost estimates, please consider the potential expenses involved in preparing a FEA.

7.3 DIALOGUE WITH ENVIRONMENTAL AGENCIES

For projects that require a FEA, proponents are encouraged to contact relevant federal departments or provincial ministries (e.g., Fisheries & Oceans Canada, Environment Canada - Canadian Wildlife Service or BC Ministry of Environment). A proactive discussion with such agencies during the project-planning phase will assist in identifying potential environmental impacts and necessary mitigation measures.

IMPORTANT NOTE:

- NBCF-SCF funding is conditional upon completion of an environmental assessment review of the project under the Act with a satisfactory outcome.
- Starting BC and Canada environmental assessments early in the planning of a project will assist the British Columbia and the Government of Canada in discharging the legal duty to consult and, if appropriate, accommodate Aboriginal peoples when the Crown contemplates conduct that might adversely impact established or potential Aboriginal or Treaty rights.
- Successful applicants must agree to adhere to mitigation requirements as may be specified in the FEA and/or recommended by federal departments and agencies participating in the review process.
- Any changes to the scope of the project while it is underway could re-open the FEA review and cause the project to have construction delays. In addition, project scope changes need to be brought to the NBCF-SCF program staff immediately as they need the Province's approval prior to going forward with any changes to the original approved scope.

7.4 OTHER REGULATORY CONSIDERATIONS

Projects must meet all applicable federal and provincial environmental legislation and standards. Even though a project is excluded from a review under the *Canadian Environmental Assessment Act*, it may require permits or approvals from local, regional or provincial government agencies. It is the applicant's responsibility to ensure that any additional approvals and permits are obtained.

7.5 B.C. ENVIRONMENTAL ASSESSMENT PROCESS

Proposed projects that are subject to the *British Columbia Environmental Assessment Act* (BCEAA) are specified in the Environmental Assessment Reviewable Project Regulations by both category and minimum-size threshold. All applicants should review a copy of the regulations for information on projects that may be subject to the BCEAA. Information must be provided to NBCF-SCF program staff on whether or not the project will be subject to BC Environmental Assessment.

Refer to BC Environmental Assessment Office's website at www.eao.gov.bc.ca or contact their office at:

**1st Floor 836 Yates Street
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1
Phone: 250-356-7441**

8. ABORIGINAL CONSULTATION

Proponents may be required to consult with Aboriginal groups if the project is located in an area where Aboriginal communities have potential or established Aboriginal or Treaty rights. It is the responsibility of the Proponent to determine whether or not the project requires consultation with Aboriginal groups. Information must be provided to NBCF-SCF program staff on whether or not the project will be subject to Aboriginal Consultation.

For more information on British Columbia's consultation policy:

<http://www2.gov.bc.ca/gov/topic.page?id=8CF98F756A984198AFD80AEA0E472F05>

For more information on Aboriginal Consultation in Federal Environmental Assessment:

<http://www.ceaa-acee.gc.ca/default.asp?lang=En&n=ED06FC83-1>

9. APPROVED APPLICATIONS

Successful recipients will be notified in writing if their application is approved.

Funding is conditional upon the recipient signing a contribution agreement with the Province.

The Province of British Columbia will advise applicants in writing of the terms and conditions of their award through a contribution agreement.

The Province will provide a contribution agreement to those proponents approved for funding outlining the terms and conditions associated with the funding.

Note: If a signed contribution agreement between the recipient and the Province is not in place two years from the approval date, the Province may withdraw the offer to fund the project.

9.1 CONTRIBUTION AGREEMENT

“Contribution Agreement” means an agreement between the Province of British Columbia and a Recipient whereby the Province agrees to contribute financially to an approved project.

9.2 CONTRACT PROCEDURES AND PROVISIONS

“Contract” means a Contract between a Recipient and a Third Party whereby the latter agrees to contribute a product or service to a project in return for financial consideration which may be claimed as an Eligible Cost.

All contracts will be awarded in a way that is transparent, competitive and consistent with value for money principles.

The following objectives for procurement activity for goods, services and construction are based on the principles of fair and open public sector procurement: competition, demand aggregation, value for money, transparency and accountability:

- acquisitions are managed consistent with the policy of the Province of British Columbia (The Province of British Columbia Policies can be accessed at: www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/06_Procurement.htm);
- proponents receive the best value for money spent on contracts;
- vendors have fair access to information on procurement opportunities, processes and results;
- acquisition opportunities are competed, wherever practical;
- proponents only engage in a competitive process with the full intent to award a contract at the end of that process;
- proponents are accountable for the results of their procurement decisions and the appropriateness of the processes followed; and
- the cost of the procurement process, to both vendors and proponents, is appropriate in relation to the value and complexity of each procurement.

Proponents are responsible for:

- planning, managing and fully documenting the process to acquire goods, services and construction;
- managing solicitation and contract award processes in a prudent and unbiased manner that fairly treats all potential vendors and bidders;
- ensuring that contracts for goods, services and construction are designed to provide the best value; and
- ensuring that all acquisitions are consistent with policy and applicable legislation.

It is expected that all contracts for works associated with projects that are approved for NBCF-SCF funding will be publicly tendered. Where this is not feasible or practicable, recipients must inform, in writing, the appropriate Ministry for approval before proceeding with the project.

The Province reserves the right to review a Recipient's procurement and tendering policies relating to contracts for works associated with projects funded through this program at any time from project approval to a date three years after project completion.

Two resources are available to help applicants to achieve excellence in the awarding of contracts in a way that is transparent, competitive, and consistent with value for money principles:

- The Master Municipal Construction Documents Association (MMCD) provides its members with standardized contract documents and training programs to maximize the benefits of the documents. The Province of British Columbia encourages British Columbia Municipalities to use the Master Municipal Construction Documents for the construction of municipal services. Many B.C. local governments have been, and continue to, subscribe to the MMCD documents, certification, training and procedures. For further information about MMCD access its website at: www.mmcd.net/.
- BC Bid, the e-Procurement site of the Province of British Columbia can be accessed at: www.bcbid.gov.bc.ca/open.dll/welcome.

9.3 CHANGES OR VARIATIONS TO AN APPROVED PROJECT

Applicants need to advise the lead provincial Ministry, **in writing**, of any variation from the approved project (e.g. changes to financial forecast, milestones, project title, completion dates) before such changes are implemented.

Changes of 25% or greater in the total eligible project costs or any changes in the project scope must be approved **in advance** by the appropriate ministry.

Program staff will adjust future claims and/or require the provincial government to be reimbursed if any costs that have been reimbursed are subsequently found to be ineligible.

9.4 PROGRESS REPORTS

A Progress Report and Budget Forecast Report will be required quarterly or upon request by the Province. This is a summary report that updates the federal and lead provincial agencies regarding timelines, percentage completion, milestones, forecasting and other information regarding the project. Progress reports are required quarterly whether or not a claim is made, or whether or not construction has begun. The reports are required for the period between project approval and project completion.

9.5 CLAIMS

To receive both the federal and provincial governments' contributions for approved projects, claims must be submitted for eligible costs to the lead provincial Ministry. Only costs incurred, paid and consistent with and comparable to those identified in the signed contribution agreement are eligible for reimbursement. Where multiple projects are ongoing (e.g. through different grant funding programs or through a phased approach), please ensure that claims are specific to the approved project only.

A detailed summary of expenditures is required for each claim, including: name of payee, date paid, work rendered start/end dates, invoice number, invoice date, etc. An up-to-date progress report is also required with each claim. All projects are subject to site visits and audit at any time during the project and up to three years after the final settlement of accounts.

9.6 ACCOUNTING RECORDS

Applicants must maintain acceptable accounting records that clearly disclose the nature and amounts of the different items of cost pertaining to the project. These records should include both the records of original entry and supporting documents of the applicant, divisions or related parties, and any third party, named in the application or contract, as appropriate to the project. Applicants must retain accounting records for a minimum of six years after the final settlement of accounts.

Failure to keep acceptable accounting records and tender documents may result in a cessation or interruption in funding.

The Province can require applicants to provide details of the types and amounts of all fees for consultants and contractors.

9.7 COMMUNICATIONS

Procedures for Communications

An important aspect of the program is to communicate the program's impact in helping improve the quality of life in British Columbia communities. The purpose of joint communications activities is to provide information on the NBCF-SCF Program to the public in a well-planned, appropriate, timely and consistent manner that recognizes the benefits of the initiative and the contribution of all parties.

Timeline for Public Events

Please contact the lead provincial Ministry for your project at least **20 working days** prior to any scheduled public events. The federal and provincial Ministers, or their designated representatives, regularly participate in the events, thus need time to schedule for such an occasion.

APPENDIX A - Category Specific Supplement

BROWNFIELD REDEVELOPMENT

I. Objective

To invest in the remediation and redevelopment of public infrastructure and associated properties that contribute to economic growth, a clean environment and stronger communities.

II. Subcategories

Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:

- The construction of public infrastructure as identified in the context of any category under the NBCF-SCF; and
- The construction of municipal use public parks and affordable housing.

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Removing or neutralizing the negative effects of brownfields on communities and the environment by remediating and redeveloping these properties in a sustainable manner;
- Reducing the environmental and health risks posed by contaminated sites within municipal boundaries;
- Increasing local or regional economic development and competitiveness;
- Increasing the supply of affordable housing; and
- Increasing the sustainability of municipal development and encouragement of more efficient and the intensification of land use.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- The eligible costs in respect of the remediation/decontamination shall be prorated based on the land use share of the eligible public infrastructure component (as described in the subcategories).

- Must be undertaken on properties that are contaminated, as determined using remediation criteria as established by the relevant jurisdiction for the proposed redeveloped land uses, as confirmed by a Phase II Environmental Site Assessment (ESA), which shall include a detailed historical description of the site's previous uses and owners.
- Must identify relationships, if any, to the originator(s) of the pollution source, as identified in the Phase I or II ESA, if known.
- Must have a remediation action plan, that includes the following:
 - description of contamination, including types of contaminants and potential for offsite contamination;
 - mediums and extent of contamination to be addressed (soil, sediment, groundwater, surface water, air, etc.);
 - remediation criteria to be used for addressing the contamination;
 - whether in-situ or ex-situ treatment, or removal and disposal of contaminated soils or materials will be the method of remediation, and the provision of an alternatives assessment to support the remedial action plan;
 - if excavation of contaminated material will be undertaken, final disposal location must be identified; and
 - method for addressing off-site contamination, where there is a potential risk, including implementation of appropriate monitoring systems.
- Must identify potential regulatory or civil liability risks and provide a risk management plan (including confirmation of pollution legal liability insurance).

V. Sources for Best Practices

- BC Brownfield Renewal Strategy:
www.agf.gov.bc.ca/clad/ccs/brownfields/renewal_strategy.html.

APPENDIX A - Category Specific Supplement

CONNECTIVITY AND BROADBAND

I. Objectives

To invest in broadband infrastructure that contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

- High-speed backbone
- Point of presence
- Local distribution within communities
- Satellite capacity

Notes:

- *In Canada, broadband service refers to download speeds of 1.5 Mbps or greater. In Telecom Regulatory Policy 2011-291, the CRTC established a universal broadband Internet access target download speed of 5 Mbps.*

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Increasing in geographical area, to account for industrial/resource development investments, with access to broadband speeds of 1.5 Mbps or higher, contributing to improved economic development in remote areas; or
- Increasing in number of British Columbians with access to broadband speeds of 1.5 Mbps or higher, contributing to improving the quality, accessibility and effectiveness of public services.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Uses technological solutions that are appropriate, reasonable and available.
- Must promote competitiveness by conducting a commercially and technologically neutral Request for Proposal.
- Must provide for third party open access.
- Must be based on a practical needs assessment and is scalable to realistically meet future needs.

APPENDIX A - Category Specific Supplement

DISASTER MITIGATION INFRASTRUCTURE

I. Objectives

To invest in disaster mitigation infrastructure that contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

- Construction, modification, reinforcement or relocation of public infrastructure that protects from, prevents, reduces the impact and/or likelihood of, or mitigates the potential damage resulting from natural hazards, including impacts or events related to climate change.

Notes: *Construction, modification or reinforcement of public infrastructure excludes normal routine, maintenance and operational work (e.g., dredging of sediment, gravel removal, debris traps, etc.). The relocation of entire communities is also excluded.*

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Reducing the social, physical and/or economic risks associated with natural hazards and/or adverse effects related to climate change;
- Improving the resiliency of public infrastructure to natural hazards and/or adverse effects related to climate change; or
- Supporting an all-hazard risk assessment and related mitigation plan to address disaster risks.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Must have conducted a risk assessment that supports the proposed mitigation project. The risk assessment shall include: the likelihood of a natural hazard occurring and the potential impacts of such an event (including social, economic and environmental impacts).
- Must demonstrate that the project is the most-effective mitigation approach, including other structural and non-structural mitigation options.
- Must demonstrate that project design has taken into consideration the increasing magnitude of natural hazards and any “down-stream” negative consequences of the structural mitigation project.

APPENDIX A - Category Specific Supplement

DRINKING WATER

I. Objective

To invest in water infrastructure that contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

- Drinking water treatment infrastructure.
- Drinking water distribution systems (may include metering as part of a larger project).

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Improving the quality of drinking water, and where possible, alignment with the Guidelines for Canadian Drinking Water Quality;
- Increasing the number of households, industries, commercial establishments, and institutions provided with access to safe drinking water;
- Improving the efficiency and service reliability of water treatment facilities and/or distribution systems, as demonstrated by a reduction in water leakage or loss, use of treatment chemicals, energy use and/or number of boil water advisories;
- Improving water conservation (i.e. increased number of households equipped with residential metering, and decreased daily per capita water use);
- Improving the protection and/or management of drinking water sources.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Where the project involves the new construction of or material rehabilitation of a drinking water treatment plant, the drinking water quality following completion of the project must meet or exceed provincial/territorial standards.
- A multi-barrier approach to safe drinking water including, where possible, source water protection.
- For non-commercial ventures, the proponent must indicate whether full cost pricing supported by universal metering for water is in place, and if not, how cost recovery will be pursued and how capital and operating and maintenance shortfalls will be addressed.

V. Sources for Best Practices

- British Columbia Water and Waste Association (BCWWA): This non-profit association is dedicated to the safeguarding of public health and the environment through the sharing of skills, knowledge and experience in the water and wastewater industries. BCWWA's website provides several resources including best management practices. <http://www.bcwwa.org/>
- Canada Mortgage & Housing Corporation Healthy Housing – Water Conservation: Provides highlights of recent Canadian and international research and efforts in the field of water conservation. <http://www.cmhc-schl.gc.ca/en/inpr/su/waho/index.cfm>
- Greater Vancouver Regional District Water Conservation Initiatives: Provides information on a range of water conservation initiatives such as conducting water use audits for businesses. <http://www.metrovancouver.org/services/water/conservation/Pages/default.aspx>
- InfraGuide Best Practices for Potable Water: Provides technical solutions to challenges municipalities commonly face with potable water. <http://www.fcm.ca/home/programs/past-programs/infraguide.htm>
- Living Water Smart: B.C.'s Water Plan: Living Water Smart is the provincial government's vision and plan to keep our water healthy and secure for the future. Through this plan, the Province commits to new actions and targets, and builds on existing efforts to protect and keep our water safe. <http://www.livingwatersmart.ca/>
- Ministry of Health Services – Drinking Water Program: This program works to ensure safe, reliable and accessible drinking water for all British Columbians. http://www.health.gov.bc.ca/protect/dw_index.html
- Water Conservation Strategy for BC: The Strategy promotes water as a highly valuable resource and provides a framework to guide and encourage efficient and cost-effective water use throughout the province. http://www.env.gov.bc.ca/wsd/plan_protect_sustain/water_conservation/wtr_cons_strategy/toc.html
- Water Conservation Plan Guidelines – US Environmental Protection Agency: These guidelines are intended to supplement federal, provincial or local policies and programs in the area of water conservation. <http://www.epa.gov/WaterSense/pubs/guide.html>
- Water Use Efficiency Catalogue for B.C.: Written as a companion piece to the Water Conservation Strategy for B.C., the Catalogue encourages cooperation and information sharing, and promotes a proactive approach to water conservation. http://www.env.gov.bc.ca/wsd/plan_protect_sustain/water_conservation/wtr_use_eff_cat_bc/toc.html

APPENDIX A - Category Specific Supplement

GREEN ENERGY

I. Objectives

To invest in green energy infrastructure that contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

- Reinforcement, expansion of existing and construction of new transmission grids to transmit clean electricity, including smart grid technologies.
- Renewable Electricity Generation facilities (e.g., wind energy, solar energy, small scale hydro).
- Thermal heat/cooling delivery system (i.e. district energy systems) using renewable or combined heat/power plants.
- Projects for new or material rehabilitation or expansion of carbon transmission and storage infrastructure;
- Electric vehicle infrastructure.
- Clean coal facilities.

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Increasing the security of British Columbia's clean electricity supply;
- Increasing installation of clean energy technologies that improve air quality and/or reduce greenhouse gases;
- Increasing the number of private sector and public sector installations and/or use of clean-energy technologies;
- Providing open-access to a large number of carbon capture facilities; or
- Increasing electricity trade connections between provinces, and/or between Canada and the United States that facilitate the transfer of clean electricity.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- For Transmission grid projects, the project must:
 - Support the development or transfer of clean electricity, especially to displace more carbon-intensive electricity; and
 - Support the security of electricity supplies, allowing for more efficient electricity markets/electricity use.
- For carbon transmission and storage project, the project must address:
 - Pipeline networks, or parts thereof, for transporting CO₂ that has been captured from large industrial emitters; or
 - Centralized hubs for injecting, monitoring, and permanently storing CO₂ in a geological formation.
- For clean coal facilities, the proponent must deploy technology to reduce air pollutants and GHG emissions at least as low as natural gas combined cycle technology such that it will satisfy the Canadian regulations for the coal-fired electricity sector, set to come into force on July 1, 2015.

V. Sources for Best Practices

- A Vision and Implementation Plan for Growing a Sustainable Energy Cluster in British Columbia: Provides a framework that promotes building smart, sustainable energy systems that leverage innovations to enhance how the province generates, delivers and uses energy.
http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs/402789/aept_report.pdf
- BC Hydro Power Smart: Provides tips, tools, programs and products that are designed to enhance energy management expertise, so you can improve energy efficiency.
<http://www.bchydro.com/powersmart.html>
- BC Sustainable Energy Association: This non-profit association of citizens, professionals and practitioners is committed to promoting understanding, development and adoption of sustainable energy, energy efficiency and conservation in British Columbia. <http://www.bcsea.org/>
- Canada Green Building Council: The Council is a broad-based inclusive coalition of representatives from different segments of the design and building industry that work to accelerate the design and construction of Green Buildings across Canada.
<http://www.cagbc.org/>

- Community Energy Association: This charitable, non-profit society is taking action on climate change and energy sustainability by assisting communities to develop and implement energy efficiency and green energy initiatives.
<http://communityenergy.bc.ca/>
- BC Energy Plan: Provides updates on the 55 policy actions outlined in the BC Energy Plan, which focus on the province's key natural strengths and competitive advantages of clean and renewable sources of energy.
<http://www.energyplan.gov.bc.ca/default.htm>
- The BC Climate Action Plan: Provides summary of BC's actions to date and highlights new and future initiatives to reduce BC's carbon footprint.
http://www.livesmartbc.ca/attachments/climateaction_plan_web.pdf
- BC Climate Action Charter: Details on how BC communities can commit to the goals of being carbon neutral.
http://www.cscd.gov.bc.ca/lgd/greencommunities/climate_action_charter.htm
- Weather, Climate and the Future: Links to articles and information on BC air Quality.
www.env.gov.bc.ca/air/climate/cc_plan/pdfs/bc_climatechange_plan.pdf
- Greening the Building Code: Provides information on how green building supports sustainable communities. www.housing.gov.bc.ca/building/green/index.htm
- Air Action Plan: Sets out actions to reduce air pollution, complementing the government's plan to reduce greenhouse gas emissions.
<http://www.bcairsmart.ca/docs/bcairactionplan.pdf>
- BC Bioenergy Strategy: Provides information on how to reduce greenhouse gas emissions and strengthen BC's electricity self-sufficiency.
www.energyplan.gov.bc.ca/bioenergy

APPENDIX A - Category Specific Supplement

HIGHWAYS AND MAJOR ROADS

I. Objective

To invest in highways and major roads, including bridges that have broad public benefits, and that contribute to economic growth, to a clean environment, and stronger communities.

II. Subcategories

New construction, additional capacity, or rehabilitation of highways and major roads, including bridges and tunnels that are:

- High capacity roads such as freeways, expressways or major arterials with an Annual Average Daily Traffic count greater than 3,000 vehicles.
- Highways and roads related to natural resource development opportunities; or,
- Road/rail grade separations on one of the above highways or major roads.

Notes:

- *Project under this category could include: Intelligent Transportation Systems (ITS), and/or active transportation infrastructure (e.g. sidewalks, bicycle lanes, pedestrian/bike/multi-use pathways) components as a part of the overall project.*

III. Outcomes and Benefits

These benefits support one or more of the following outcomes:

- Increasing efficiency and mobility by supporting efforts to reduce congestion, effectively manage traffic volume, and reduce travel time;
- Improving safety;
- Improving access for remote areas affected by resource development-related activity, and/or improved social and economic outcomes in affected communities; or
- Extending the life of the existing asset.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Must be compatible with official transportation plans or other transportation strategies, where appropriate.

- Must demonstrate that the proposal is based on current demand (e.g., significant volumes of traffic and/or trucks), and if the project is intended to expand existing asset or build new asset, the intended results must be substantiated.
- For projects with Intelligent Transportation Systems (ITS) components, such components or system must be compliant with the ITS Architecture for Canada and/or the Border information Flow Architecture where applicable.

APPENDIX A - Category Specific Supplement

INNOVATION

I. Objectives

To invest in infrastructure at post-secondary institutions that contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

- Post-secondary research and development laboratories and centres, and related teaching facilities.
- Office space for the purpose of conducting research and development.
- Research libraries associated with the research laboratories and centres.

Notes: *Eligible investments under each sub-category could include installation of underlying connective infrastructure as necessary (e.g. water/sewer connections, electricity connections, new technologies and implementation of approaches for improved energy efficiency in laboratories, telecommunications infrastructure).*

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Enhancing capacity of post-secondary institutions to develop and transfer new knowledge through leading-edge basic and applied research and teaching;
- Increasing opportunities for collaboration between public institutions and the private sector supporting the transfer of innovative technologies and research to market; and,
- Developing a highly-skilled workforce driving innovation in sectors that support increased diversification or competitiveness of the national, regional, or local economy and contribute to sustained long-term growth.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Demonstrates that there is an existing or new research or teaching program and committed funding associated with it.
- Demonstrates that the project will primarily support basic or applied research and development, and teaching programs in one or more of the following disciplines: natural sciences; health sciences; engineering; computer science, technology and mathematics; or demonstrates that the project will primarily support development in the area of industrial innovation.

APPENDIX A - Category Specific Supplement

LOCAL AND REGIONAL AIRPORTS

I. Objective

To invest in airport infrastructure that has broad public benefits, and contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

Construction projects that enhance airports that are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure:

- Aeronautical infrastructure includes, but is not limited to: runways, taxiways, aprons, hangars, lighting, aids to navigation (Nav aids), maintenance sheds, airside mobile equipment and associated shelters, air terminal buildings, and groundside safety-related infrastructure;
- Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities.

Notes:

- Local and regional airports are defined as those sites having scheduled passenger traffic, not located in the national capital or a provincial/territorial capital and not classified by Transport Canada as an Arctic or remote airport.*
- Federally-owned airports and federal assets are not eligible for funding.*
- Safety and security projects that are eligible for funding under Priorities 1 and 2 of Transport Canada's Airports Capital Assistance Program (ACAP) are funded under that program, and are not eligible for funding unless they are part of a larger project.*

ACAP priorities 1 and 2 may be described as:

Priority 1: Safety-related airside projects required to accommodate the aircraft providing year-round, regularly scheduled passenger service such as rehabilitation of runways, taxiways, aprons, associated lighting, visual aids, sand storage sheds, utilities to service eligible items, related site preparation costs including directly associated environmental costs, aircraft firefighting equipment and equipment shelters which are necessary to maintain the airport's level of protection as required by regulation.

Priority 2: Heavy airside mobile equipment (safety-related) such as runway snow blowers, runway snowplows, runway sweepers, spreaders, winter friction testing devices, and heavy airside mobile equipment shelters.

III. Outcomes and Benefits

Proponents must demonstrate the economic advantages and the broader public benefits of the project.

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Improving efficiency (e.g., increased traffic volumes, passenger volume, cargo etc.);
- Increasing regional or local economic development (e.g., number of new carriers, new businesses operating at the airport, increased volume of interprovincial/territorial and international trade such as in the resource sector);
- Improving safety; or

Increasing accessibility of local and regional airports (e.g., to remote and northern communities, to larger population centres).

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Local and Regional Airport projects must demonstrate financial support from provincial and/or regional/local governments by meeting the following criteria:
 - For all projects, the provincial government contribution must be no less than the federal government contribution;
 - For local and/or regional assets, local/regional government interests must furnish at least one-third (33.33 percent) of the total project costs.
- For non-provincial assets, a municipal council resolution in support of Local and Regional Airport projects must be submitted.
- Must demonstrate that projects are consistent with long-term regional development plans and provide significant economic benefits across the region.
- Must demonstrate that projects do not negatively impact other airports in their vicinity and the overall provision of airport and air transportation services in the region, and demonstrate broad public benefits.
- If the project includes an ITS component or system, that the ITS component or system is compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

APPENDIX A - Category Specific Supplement

PUBLIC TRANSIT

I. Objectives

To invest in public transit infrastructure that contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

- Transit infrastructure and rolling stock, including but not limited to bus rapid transit (BRT), light rail transit (LRT), subways, buses, urban passenger ferries and regional commuter rail.
- Transit facilities and supporting infrastructure including but not limited to transit queue-jump lanes, reserved bus lanes, turning lanes or other related enhancements in support of public transit, streetcar/trolley infrastructure, storage and maintenance facilities, security enhancements, and transit passenger terminals.
- Intelligent Transportation Systems (ITS) in support of public transit services.

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Supporting efforts to reduce urban congestion;
- Increasing transit ridership;
- Improving safety; or
- Improving mobility (e.g., improved access, reduced travel times).

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Must be part of an official, integrated land-use and transportation development plan or strategy. Where applicable, projects must be consistent with the approved plans of regional transportation bodies.
- Must demonstrate the economic advantages and the broader public benefits of the project.
- For project with Intelligent Transportation Systems (ITS) components, such components or system must be compliant with the ITS Architecture for Canada.

APPENDIX A - Category Specific Supplement

SHORT SEA SHIPPING

I. Objective

To invest in improvements to short sea shipping infrastructure that contribute to economic growth, a clean environment and stronger communities.

II. Subcategories

New construction, additional capacity, and rehabilitation of the following capitalized and fixed port infrastructure that increases short sea shipping capacity:

- Wharves and associated infrastructure;
- Intermodal facilities, multi-modal, or transfer facilities; or
- Capitalized and fixed equipment for loading/unloading required for expansion of short sea shipping.

Notes:

- Short sea shipping is defined as the movement of cargo by water over relatively short distances, excluding trans-oceanic voyages.*
- Projects under this category could include Intelligent Transportation Systems (ITS) components as part of the overall project.*
- The purchase of vessels, infrastructure that supports passenger-only ferry services, maintenance of existing facilities, as well as maintenance activities including dredging, are not eligible for funding.*

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Improving efficiency (e.g., reduced traffic congestion, increased freight capacity and speed, results in new shippers and trade movements);
- Improving safety;
- Reducing the environmental footprint and providing environmental benefits such as air quality improvement; or
- Improving integration between transportation modes.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Demonstration that the project improves access to at least one of the following:
 - Multi-modal transportation corridors, and/or intermodal transfer facilities;
 - Commercial and/or industrial sites; or
 - Regions with significant natural resource potential.
- Confirmation that the project will be built on or adjacent to port lands.

APPENDIX A - Category Specific Supplement

SHORTLINE RAIL

I. Objective

To invest in improvements to existing shortline rail infrastructure that contribute to economic growth, a clean environment and stronger communities.

II. Subcategories

New construction, additional capacity or rehabilitation of rail infrastructure including:

- Industrial branch lines to allow a railway to serve a group of companies, an industrial park, a logistic park, an intermodal yard, a multimodal facility, a port, a transfer facility, or a marine terminal;
- Tracks and structures, excluding regular or deferred maintenance, to ensure safe travel at speeds deemed acceptable for safe and efficient operations;
- Facilities to improve the interchange of goods between modes; or
- Capitalized equipment for loading/unloading required for expansion of shortline rail.

Notes:

- a. Shortline rail is typically defined as a Class III railway that provides regional service to a small number of towns or industries and/or serves as a feeder line for one or more larger railroads.*
- b. Projects under this category could include Intelligent Transportation Systems (ITS) components as part of the overall project.*

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Improving efficiency (e.g., increased traffic volumes, new shippers, increased speed, etc.);
- Increasing freight capacity of short-line railways (e.g., heavier traffic loads and volume, etc.); or
- Improving safety.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Must demonstrate that their proposal is based on current demand (e.g., significant volumes of rail traffic), and if projects are intended to expand existing assets or build new assets, the intended results must be substantiated.
- If the project includes an ITS component or system, that the ITS component or system is compliant with the ITS Architecture for Canada and the Border Information Flow Architecture, or expand in new areas of national interest.

APPENDIX A - Category Specific Supplement

SOLID WASTE MANAGEMENT

I. Objective

To invest in solid waste infrastructure that contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

- Waste diversion infrastructure (e.g., recycling, composting, anaerobic digestion, eco centers).
- Waste disposal infrastructure (e.g., thermal processes, landfill gas recovery).

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Increasing the quantity (kg/capita) of solid waste diverted from disposal;
- Reducing environmental impacts from landfills (e.g. greenhouse gas emissions, leaching of liquid waste, soil contamination); or
- Increasing energy recovery from solid waste management activities.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Solid waste diversion projects must result in a measurable increase in the quantity (kg/capita) of material diverted from disposal as measured against a baseline using the Generally Accepted Principles for Calculating Municipal Solid Waste System Flow.
- Disposal projects must be complemented by the implementation of a municipal waste management plan.

APPENDIX A - Category Specific Supplement

WASTEWATER

I. Objective

To invest in wastewater infrastructure that contributes to economic growth, a clean environment and stronger communities.

II. Subcategories

- Wastewater treatment facilities or systems
- Wastewater collection systems
- Separation of combined sewers and/or combined sewer overflow control, including real-time control and system optimization
- Separate storm water collection systems and/or storm water treatment facilities or systems
- Wastewater sludge treatment and management systems

III. Outcomes and Benefits

The project must demonstrate how it provides benefits to British Columbians in support of one or more of the following outcomes:

- Measurably and quantifiably reducing the volume and/or improvement in the level of treatment of wastewater effluent;
- Increasing the number of households, industries, commercial establishments, and institutions with untreated wastewater connected to sanitary wastewater systems;
- Reducing the volume and incidents of discharge of untreated wastewater effluent as a result of sanitary sewer and combined sewer overflow events;
- Improving quality of treated stormwater effluent;
- Improving the reliability or performance of the wastewater collection; and/or treatment system;
- Improving wastewater sludge treatment and management.

IV. Project Specific Criteria

- Must demonstrate the economic advantages and the broader public benefits of the project.
- Projects for the construction of new or material rehabilitation or expansion of existing wastewater treatment facilities must result in wastewater effluent that meets the Wastewater Systems Effluent Regulations (WSER), where applicable.
 - In jurisdictions where the WSER does not yet apply, the afore-mentioned projects must meet provincial/territorial equivalency.

- Projects for the construction of new or material rehabilitation or expansion of existing wastewater sludge treatment and management facilities must meet applicable provincial/territorial and federal regulations and licensing requirements.

V. Sources for Best Practices

- British Columbia Water and Waste Association (BCWWA): This non-profit association is dedicated to safeguarding of public health and the environment through the sharing of skills, knowledge and experience in the water and wastewater industries.
<http://www.bcwwa.org/>
- Canadian Council of Ministers of the Environment: Canada-wide Strategy for the Management of Municipal Wastewater Effluent: The strategy will provide specific measures to improve management of municipal wastewater in a consistent manner that will better protect the environment and human health.
http://www.ccme.ca/en/resources/water/municipal_wastewater_effluent.html
- Environmental Operators Certification Program: The Program's objective is to protect human health, the environment, and the investment in facilities through increased knowledge, skill and proficiency of the members of the Program. <http://www.eocp.org/>
- InfraGuide Best Practices for Wastewater: Technical solutions to challenges municipalities commonly face with storm and wastewater.
<https://www.fcm.ca/home/programs/past-programs/infraguide.htm>
- Ministry of Health Services – Land Use Program (Sewerage): Provides expert advice to Health Authorities and develops legislation and guidelines regarding all aspects of sewerage systems. https://www.health.gov.bc.ca/protect/lup_index.html
- Municipal Sewage Regulation – Highlights Regarding Use of Reclaimed Water: This fact sheet describes the production and use of reclaimed water.
<https://www2.gov.bc.ca/gov/theme.page?id=1D1E3C96BFEE11B9960E8FFEC5AF406A>

APPENDIX B – PROJECT JUSTIFICATION/BUSINESS CASE GUIDELINES

INTRODUCTION

The project justification/business case is an essential document that complements your application for funding. Its purpose is to elaborate on elements contained in the application and to provide any further details or relevant information that was not captured on the application form. The information contained in this document is intended to help you develop a sound rationale which may help you in obtaining funding under the NBCF-SCF program.

*Note: This is a requirement for the following project categories:
Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation
Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports,
Public Transit, Short Sea Shipping, and Shortline Rail.*

ASSESSMENT

The assessment of proposals is a criteria-based process for evaluating proposals submitted by applicants for funding. The assessment determines the merits of the proposal and informs the decision for recommending proposals to the appropriate decision-making bodies and parties.

Below are a few examples of factors that impact the assessment of your proposal and will be considered in determining if it is eligible for funding.

- How your project responds to an identified Infrastructure need within the community?
- How realistic are the objectives and are the expected results achievable? Will the activities identified be completed within your proposed timeframe?
- How does your proposed project fit with local, regional and national priorities?
- How you, as the applicant have the capacity to see the project through from beginning to end?
- How do you plan to mitigate the risks associated with your project?
- How realistic is the budget and breakdown of costs?
- How will you manage the asset over its life cycle? Do you have operating funds?

ELEMENTS OF A GOOD BUSINESS CASE

A good business should give the reader a clear understanding of the “Who, What, Where, Why, When and How” of the project. The business case should be able to be

extracted as a stand-alone document for the purposes of describing the entire project. Additionally, it should not depend on future funding in order to achieve its desired project outcomes.

The business case should include, but not be limited to, the following:

- Problem statement
- Identification and analysis of options (relevance, feasibility)
- Rationale for chosen option
- Project objective
- Description of activities
- Timelines and milestones
- Expected benefits
- Performance and progress measures
- Project risks
- Rationale
- Budget

WRITING THE BUSINESS CASE

Project Objective
This is one of the most important sections of the business case. The objective should respond to your problem statement and be clear, concise and easy for you to achieve. The objective must also be measurable. A clear statement of your project objective makes the assessment easier.
Proposed activities
Provide a description of proposed activities that addresses: <ul style="list-style-type: none"> • The scope of the project (local, regional, national) • The location • How the project responds to the goals, objectives and priorities of the program • Who will most benefit and how.
Project Rationale
This section should: <ul style="list-style-type: none"> • Provide a synopsis of what is happening currently within the municipality or region and what might happen if no action is taken at this time, if your project is not approved. It should also give the reader a sense that your project is important and thus demonstrate the need for funding. • Make sure you clearly define the project. If statistical information is available to support your project make sure you include the data and state where it can be found.
Expected Benefits
Expected benefits must: <ul style="list-style-type: none"> • Identify the project outcomes according to the program (sub) categories that apply to the project being proposed. • Indicate all the project benefits and how the benefits were obtained.

Timelines and Milestones
It is important to indicate the duration of your project, how long you expect it to take from start to finish. In addition, you should highlight how your project is broken down by project activities, phases and/or stages. This should be done on a quarterly basis. (i.e. 1st quarter - list of activities to be accomplished (planning, studies, etc.); 2nd quarter – additional activities (construction to commence).
Performance and Progress Measures
In this section, you should clearly identify how the project will meet expected benefits; and, how these will be measured and monitored throughout the course of your project duration. (i.e. phase development, planning phase, regular site visits, construction start/end-dates, etc.
Project Risks
<p>What are the significant project risks and what is your strategy to mitigate those risks? Risks are uncertainties or constraints that may prevent the project from being completed on time, on budget, or in its original scope. Few projects are completely without risk; however, most successful projects manage or mitigate their risks through good planning and ongoing management.</p> <p>This section should indicate any known risks (such as short construction season, possible uncertainties in building site that might influence cost, etc.) and specify how those uncertainties may impact the performance of the project (either in duration, cost, or meeting the requirements). Then, indicate what actions could possibly be taken in advance, or during the project lifecycle, to reduce the effect of the risk (mitigation).</p>
Project Budget
<p>A comprehensive budget must include:</p> <ul style="list-style-type: none"> • An anticipated start and end date of expenditures (funding period). No expenditures can be incurred outside the start and end dates of the contribution agreement. • A detailed breakdown of expenses such as overhead operating costs, salaries, capital costs, phases of construction etc. if applicable. • A listing of other funding sources and those amounts. • Cash flow projections throughout project lifecycle. • A capital cost estimate for the infrastructure that includes an amount for contingency costs, and an amount for inflation. • A comprehensive budget summary indicating the sources of financing for the construction, operation and replacement of the infrastructure. • The sources should include, as applicable, grants, property taxes, fees, debt, Integrated Resource Management (IRM)* strategies and other sources. • The financing should be matched by expenditures for the construction and subsequent operation and maintenance of the infrastructure <u>as well as a contribution to a reserve fund for the replacement of the infrastructure.</u> • A description of how rate structures (if applicable) will encourage

conservation of resources, reduce operating costs, and defer the need to expand infrastructure.

- Where the potential for revenue from IRM exists, a brief description of the proposed strategy.
- A discussion of the method by which the infrastructure will be amortized to meet the new requirements for financial reporting under Generally Accepted Accounting Principles.
- An indication that information in the five year budget provided is or will be incorporated into the financial plan required under s.165 of the *Community Charter* or s.815 of the *Local Government Act*.
- Grant per person served: the total Federal/Provincial request divided by the number of individuals served by the infrastructure.
- For Regional Districts, the number, type and assessed value of properties served by the infrastructure and a description of the area that will be served by the infrastructure and how the costs of the service will be allocated among participants in the service.

*Revenue from Integrated Resource Management (IRM) –utilizes solid and liquid waste to create energy, reduce greenhouse gas emissions, conserve and re-use water, and recover nutrients.

Project Justification/Business Case Checklist

To ensure that you have addressed all aspects of the project justification/business case, see the below checklist.

- | | |
|--|--------------------------|
| • Is there a Problem Statement | <input type="checkbox"/> |
| • Does your business case include a rationale for decision on chosen option | <input type="checkbox"/> |
| • Did you state your project's objective | <input type="checkbox"/> |
| • Is there a description of activities included | <input type="checkbox"/> |
| • Have timelines and milestones been addressed | <input type="checkbox"/> |
| • Did you list the expected benefits of your project | <input type="checkbox"/> |
| • Performance and progress measures | <input type="checkbox"/> |
| • Have you indicated the risks associated with the project | <input type="checkbox"/> |
| • Is there a rationale on file | <input type="checkbox"/> |
| • Has the budget been included | <input type="checkbox"/> |
| • Is there a breakdown of expenses | <input type="checkbox"/> |
| • Location | <input type="checkbox"/> |
| • Who will benefit | <input type="checkbox"/> |
| • Any statistical information to include | <input type="checkbox"/> |
| • Is there any relevant documentation that details the issues addressed by the project, i.e. copies of studies, reports, letters from agencies, etc. | <input type="checkbox"/> |

APPENDIX C – Examples of Eligible Costs and Ineligible Costs

Please note: If a cost is not listed below, contact program staff prior to undertaking the cost. (See Section 6.4 for contact information)

General

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Costs paid under contract for goods or services necessary to implement the project 	<ul style="list-style-type: none"> Any unpaid costs including invoices or holdbacks Accrued costs
<ul style="list-style-type: none"> Costs paid by the Recipient only after project approved by the Province and Canada, and deemed properly and reasonably incurred 	<ul style="list-style-type: none"> Costs incurred prior to the Province and Canada approving the project and/or after the project completion date
<ul style="list-style-type: none"> Capital costs as defined by Generally Accepted Accounting Principles (except capital costs included in INELIGIBLE COSTS) 	<ul style="list-style-type: none"> Services or works normally provided by the Recipient, including: <ul style="list-style-type: none"> overhead costs salaries and other employment benefits of any employees of the Recipient leasing of equipment except those noted under section 4.1 g) purchasing equipment accounting fees incurred in the normal course of operation auditing fees incurred in the normal course of operation
	<ul style="list-style-type: none"> Taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates

Environmental Assessment/Aboriginal Consultation Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Environmental reviews Environmental costs Remedial activities Mitigation measures Aboriginal consultation 	<ul style="list-style-type: none"> Costs incurred prior to the Province and Canada approving the project and/or after the project completion date.

Design / Engineering Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Fees paid to professionals, technical personnel, consultants and contractors specifically engaged to undertake the surveying, design, and engineering of a project. Accommodation costs included in consulting fees or disbursement for out of town/province professionals 	<ul style="list-style-type: none"> Costs incurred prior to the Province and Canada approving the project and/or after the project completion date Any legal fees including those for land transfers (easements, Right of Way) Feasibility studies, planning costs, and/or costs related to preparing an application and accompanying documents.

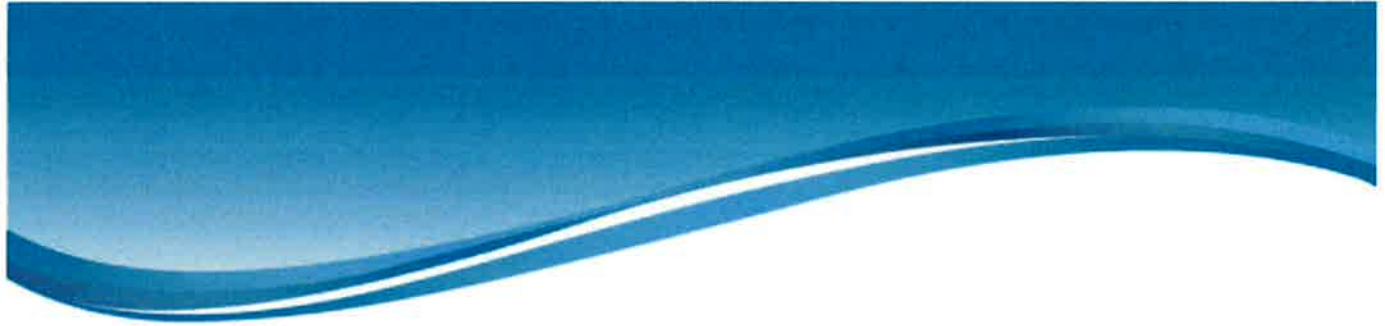
Construction/Materials Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Tenure fee – Ministry of Agriculture and Lands & Plan of Statutory Right of Way. 	<ul style="list-style-type: none"> Cost of purchasing land and associated real estate and other fees Value of donated land Interim financing and interest costs Appraisal fees Land title fees Leasing of land or facilities
<ul style="list-style-type: none"> Permit fees 	<ul style="list-style-type: none"> Building permit charged by proponent to itself Development cost charges
<ul style="list-style-type: none"> Insurance related to construction 	<ul style="list-style-type: none"> Liability insurance for directors
<ul style="list-style-type: none"> Project management fees 	
<ul style="list-style-type: none"> Material testing necessary to prove suitability of soils and specified structural elements 	
<ul style="list-style-type: none"> Fencing for the construction site Permanent fencing 	
<ul style="list-style-type: none"> Towing heavy equipment to and from the construction site 	<ul style="list-style-type: none"> Towing vehicles
<ul style="list-style-type: none"> Security guard & First Aid attendant (contracted for construction project) 	<ul style="list-style-type: none"> Ambulance for workplace accidents First aid courses
<ul style="list-style-type: none"> Furniture and/or equipment essential for operation of the project 	<ul style="list-style-type: none"> Tools (e.g. hammer, broom, shovel, rakes, hoses, hose nozzles, measuring tapes, leather gloves)
<ul style="list-style-type: none"> Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to the site property line 	<ul style="list-style-type: none"> General repairs and maintenance of a project and related structures

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Safety equipment to be kept at the project site (e.g. safety goggles, beakers, eye wash bottles, latex gloves, UV lamp, vacuum hand pump, forceps, etc.) 	
<ul style="list-style-type: none"> Fire protection equipment as required by the fire department 	
<ul style="list-style-type: none"> Third party (contractor) rental of a trailer/site office 	
<ul style="list-style-type: none"> Permanently installed 2 way radios, phone system for facility 	<ul style="list-style-type: none"> Monthly bills for utilities and phone/internet
	<ul style="list-style-type: none"> Contributions in kind
<ul style="list-style-type: none"> Fuel costs for rental equipment 	<ul style="list-style-type: none"> Vehicle maintenance and fuel costs
<ul style="list-style-type: none"> Temporary construction or permanent signage, specific to the project Street signage (during construction) if specific to the project (e.g. 1st Street Closed) 	<ul style="list-style-type: none"> General construction signs (e.g. detour, street closed)
<ul style="list-style-type: none"> Relocation/renovation kiosk signs for public information 	<ul style="list-style-type: none"> Temporary "Hours of Business" signs
<ul style="list-style-type: none"> Surveys necessary to determine the site's suitability for the intended purpose 	<ul style="list-style-type: none"> Any other surveys except to determine the site's suitability
<ul style="list-style-type: none"> Demolition of unwanted structures from the site 	
<ul style="list-style-type: none"> Landscaping to restore construction site to original state following construction Installation of landscaping 	<ul style="list-style-type: none"> Maintaining landscaping
<ul style="list-style-type: none"> Newspaper/radio ads related to contract tenders and contract award notifications; or public safety, road closure or service interruption notices related to the project 	
<ul style="list-style-type: none"> Printing and distribution costs for public information materials regarding the project 	
<ul style="list-style-type: none"> Printing costs for preparing contract documents or tenders, blue prints, plans/drawings 	
<ul style="list-style-type: none"> Courier services, specific to project e.g. delivering drawings/designs 	
<ul style="list-style-type: none"> Paving of access and curb cuts 	

Communication Activities Costs

ELIGIBLE	INELIGIBLE
<ul style="list-style-type: none"> Any costs reasonably incurred to undertake communication activities, such as, but not limited to: <ul style="list-style-type: none"> - federal or provincial funding recognition signage - permanent commemorative plaques - A/V rental and set up costs - event equipment rental and set up costs, such as stage and podium for joint events - event photography 	<ul style="list-style-type: none"> Media consultant Event planners Gifts Hospitality costs, such as, but not limited to: <ul style="list-style-type: none"> - food/beverages - liquor - entertainment



STRATEGIC PRIORITIES FUND APPLICATION

Program Guidelines for the Federal Gas Tax Fund Strategic Priorities Fund

Capital Infrastructure Projects Stream and Capacity Building Stream

December 2014

ubcm.ca

Quick Facts

Strategic Priorities Fund	
Program Purpose	Provides funding for strategic investments that are large in scale, regional in impact or innovative.
Eligible Applicants	All local governments outside the Greater Vancouver Regional District.
Eligible Projects: Capital Infrastructure Projects Stream	Public Transit; Local Roads and Bridges; Community Energy Systems; Drinking Water; Solid Waste; Wastewater; Highways and Major Roads; Local and Regional Airports; Short-Line Rail; Short-Sea Shipping; Broadband Connectivity; Brownfield Redevelopment; Disaster Mitigation; and Cultural, Tourism, Sport and Recreation Infrastructure.
Eligible Projects: Capacity Building Stream	Capacity Building including Asset Management, Long-Term Infrastructure Planning, and ICSP.
Application Limit	Two (2) capital infrastructure projects stream applications One (1) capacity building stream application.
Available Funding	Up to 100% of net eligible costs of approved projects.

Contact UBCM Gas Tax Program Services:

For further questions on Strategic Priorities Fund, please contact us via e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Gas Tax Program Services
525 Government Street
Victoria, BC V8V 0A8

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1. Program Overview

In May 2014, Canada, BC and UBCM signed the renewed Gas Tax Agreement (GTA) which provides a ten-year commitment of federal funding for investments in Local Government infrastructure and capacity building projects in British Columbia.

One of the key funding programs established through the GTA is the Gas Tax Strategic Priorities Fund (SPF). The SPF is an application-based funding program, which pools approximately \$28 million of the \$253 million annual federal Gas Tax Fund for strategic investments that are considered larger in scale, regional in impact, or innovative.

The SPF replaces the General Strategic Priorities Fund and Innovations Fund programs from the First Gas Tax Agreement and is available for Local Governments outside of the Greater Vancouver region¹.

2. Goals and Objectives

The SPF program provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are larger in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities. The SPF program also provides grant funding for Local Government capacity building projects, including asset management, long term infrastructure planning and sustainability planning that support the national objectives and are large, regional or innovative.

3. Application Deadline

The deadline for submitting your SPF application is **April 15, 2015**.

4. Eligible Applicants

The SPF program is open to all Local Governments in British Columbia outside of the Greater Vancouver Regional District.

Local Governments may choose to apply either as an individual applicant, or as a co-applicant with another ultimate recipient. Ultimate Recipients are defined as: a local government; a non-municipal entity, including for-profit, non-governmental and not-for-profit organizations; and BC Transit.

¹ The SPF pools 25% of Local Government Gas Tax per capita allocation outside of the GVRD. Local Governments within the GVRD pool their per capita allocation towards the Greater Vancouver Regional Fund program.

5. Application Limits

Each eligible Local Government may submit two (2) applications under the SPF-Capital Infrastructure Projects Stream and one (1) application under the SPF-Capacity Building Stream for a total of three (3) applications.

If a Local Government has submitted an application under the New Building Canada Fund-Small Communities Fund and would like the application considered under the SPF it will constitute one of its two Capital Infrastructure Projects stream applications.

6. Project Categories

SPF Capital Infrastructure Projects Stream

Public Transit	Brownfield Redevelopment
Local Roads, Bridges and Active Transportation	Local and Regional Airports
Solid Waste	Short-sea Shipping
Community Energy Infrastructure	Short-line Rail
Drinking Water	Highways
Wastewater	Broadband Connectivity
Disaster Mitigation	Culture Infrastructure
Recreational Infrastructure	Sport Infrastructure
Tourism Infrastructure	

SPF Capacity Building Stream

Asset Management Planning*	Long-term Infrastructure Planning
Integrated Community Sustainability Planning	

Examples eligible projects under each category can be found in Annex A of this program guide.

*A requirement of a Local Government Gas Tax Community Works Fund agreement is to engage in asset management planning practices over the term of the agreement. The Gas Tax Partnership Committee has developed an [Asset Management Framework](#) to assist local governments in meeting this commitment. This framework will be found on the UBCM website (www.ubcm.ca) as well as Asset Management BC website (<http://www.assetmanagementbc.ca>).

UBCM will also be launching the Asset Management Planning Grant (AMP) program in December. For details on how to apply for an AMP grant, please visit the Local Government Management Services section of the UBCM website.

7. Eligible and Ineligible Costs

Eligible Costs for SPF Capital Infrastructure Projects Stream

Eligible Costs are the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset.

In addition, eligible costs also include expenditures directly related to the joint communication activities and with federal project signage for GTF funded projects.

The application will ask you to include the class of cost estimate for the project. For examples of classes of cost estimate, see the CCA Joint Federal Panel document (page 9) found online at:

[http://www.cca-acc.com/pdfs/en/CCA/Guide to Cost Predictability.pdf](http://www.cca-acc.com/pdfs/en/CCA/Guide%20to%20Cost%20Predictability.pdf)

Eligible Costs for SPF Capacity Building Stream

Expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle costs assessments, and Asset Management Plans.

Expenditures could include developing and implementing:

- i. Studies, strategies, or systems related to asset management, which may include software acquisition and implementation
- ii. Training directly related to asset management planning
- iii. Long-term infrastructure plans

Ineligible Costs for Capital Infrastructure and Capacity Building Projects

Ineligible Costs include:

- Leasing costs
- Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient
- Direct or indirect operating or administrative costs
- Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff
- Purchase of land or any interest therein, and related costs
- Legal fees
- Routine repair and maintenance costs.

Employee and equipment costs are **only** eligible if:

- a) The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract
- b) The employee or equipment is directly engaged in the work under the parameters of the contract

- c) And the arrangement has received prior approval in writing by UBCM.

If the use of own force employee or equipment costs is being considered, please provide in addition to the application, a letter addressing the conditions above.

Please note that while most eligible costs are eligible from the date of the application submission, own force employee and equipment costs are only eligible from date of UBCM approval.

8. Phasing of Projects

For large projects that require significant funding support, it is recommended that applicants submit “phased” approach. Applicants should apply for a component of the phased project or identify how the project could be phased. Each phase should be a stand-alone aspect of the project. It is important to note that successful grant awards for phased projects do not ensure subsequent funding for future phases of the project.

9. Ineligible Projects

Projects, which would otherwise be eligible, become ineligible if the project is started prior to the date the project is included in a SPF application. The project is deemed to have been started if a construction tender has been awarded or construction has commenced.

Under the Capacity Building stream, projects that have been submitted under the UBCM Asset Management Planning (AMP) grant program, are deemed ineligible projects under the SPF-Capacity Building Project Stream, unless they are identified as a distinct or phased component of the overall project.

10. How to Apply

Applications must be received through the UBCM online application form and must include the following:

- ✓ Completed online application form
- ✓ Attached feasibility study and/or detailed designs/ detailed cost estimates and other relevant supplemental documentation
- ✓ A Council/Board resolution indicating support for the application

Online application form can be found at: https://ubcm.formstack.com/forms/spf_application

11. Funding Amount Limit

A SPF grant can fund up to 100% of eligible costs of an eligible project.

12. Available Funding

Over the first five years of the Gas Tax Fund, there is approximately \$145 million in the SPF pool. It is anticipated that there will be a minimum of two intakes over the first five years.

Approximately 5% of SPF funding will be reserved for projects under the Capacity Building stream.

Funding allocations and decisions are made by the Gas Tax Management Committee.

13. Selection Process and Criteria

Applications will first be screened to ensure the applicant and the project meet eligibility requirements. Those meeting eligibility requirements will then be reviewed and scored against the selection criteria noted below. Funding decisions will be made primarily on the basis of the relative ranking of the applications in relation to these criteria. Applicants are responsible for ensuring that applications include full and accurate information to assess eligibility and to score the project on the stated selection criteria.

Screening Criteria

- Applications must be submitted by an eligible Local Government either individually or as a co-applicant with another Ultimate Recipient.
- Applications must be for a project that is an Eligible Project, as defined in the GTA and listed in Annex A.
- The project must not have started prior to the submission of the application.
- The project must be 'larger in scale' or 'regional in impact' or 'innovative'.

Selection and Scoring Criteria

SPF Capital Infrastructure Projects Stream

Selection criteria are based on the program purposes and objectives listed above. These selection criteria form the basis of the scoring and ranking of applications. Note the criteria listed below are not listed in order of priority; applicants should provide full information in relation to all of the criteria that are relevant to the project for which funding is requested.

- How much the project is expected to align with the objectives of productivity and the economic growth; a clean environment; and strong cities and communities
- The timing of the project and its outcomes
- The capacity of the community to undertake, evaluate and document the project, and to operate and maintain it
- The degree to which the project develops or supports strategic infrastructure investment decisions or links to sustainability or capital investment plans
- The degree to which asset management practices were considered
- The degree to which the project uses sustainability principles or leads to sustainable outcomes (e.g., demand management; resource management and construction practices)
- The degree the project benefits more than one community or is identified as regional in impact
- The size or scale of the project in relation to the size of the community

- The degree to which the project reflects inter-jurisdiction cooperation
- The degree to which the innovative plan, process, method or technology could be used in other jurisdictions
- The relative benefit of the innovative process, method or technology over existing processes, methods and technologies

SPF Capacity Building Stream

Scoring will be based primarily on:

- How the project is expected to align with the program objectives of productivity and economic growth, a clean environment or strong cities and communities
- The degree to which the project is identified as large in scale
- The degree to which the project is considered regional in impact
- Contribution to innovation
- Long term thinking
- Integration with other plans, planning or sustainability activities
- Collaborative elements, including engaging community members and other partners
- Implementation program
- Monitoring and evaluation component
- Linkage to capital investment plans
- Contribution to efficient use of infrastructure and other resources

14. Approved Applications

Successful applicants will be notified after funding decisions have been made.

Content of Funding Agreements

All grant approvals are subject to the execution of a funding agreement between the recipient and UBCM. The agreement will set out the roles and responsibilities of the parties, including a deadline for completion of the project and other recipient obligations.

Applicable Law

Recipients are responsible for ensuring that all projects are implemented in accordance with all laws applicable in British Columbia and for ensuring that any required permits, licenses, or approvals are obtained.

Payments

Payments will be made available to recipients in accordance with the terms and conditions of the funding agreement. Payments are also on condition of the following:

- That UBCM has received sufficient funds from Canada
- That a holdback of 15% be placed on the project until such time as it is deemed complete
- The Ultimate Recipient is in compliance with the terms and conditions of the funding agreement.

ANNEX A: Examples of Eligible SPF Projects

Project Category	Description	Examples
Public Transit	Infrastructure which supports a shared passenger transport system which is available for public use	<ul style="list-style-type: none"> • Transit infrastructure such as rail and bus rapid transit systems, and related facilities • Buses, rail cars, ferries, para-transit vehicles, and other rolling stock and associated infrastructure • Intelligent Transport Systems such as fare collection, fleet management, transit priority signaling, and real time traveler information system at stations and stops • Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance facilities, security enhancement, and transit passenger terminals
Local Roads, Bridges, and Active Transportation	Roads, bridges and active transportation (active transportation refers to investments that support active methods of travel)	<ul style="list-style-type: none"> • New and rehabilitation of roads • New and rehabilitation of bridges • Cycling lanes, paths, sidewalks and hiking trails • Intelligent Transportation systems • Additional capacity for high occupancy/ transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts
Regional and Local Airports	Airport related infrastructure (excludes National Airport System)	<ul style="list-style-type: none"> • Construction projects that enhance airports and are accessible all year-round, through the development, enhancement or rehabilitation of aeronautical and/or non-aeronautical infrastructure (includes runways, taxiways, aprons, hangars, terminal buildings etc.) • Non-aeronautical infrastructure such as groundside access, inland ports, parking facilities, and commercial and industrial activities

Project Category	Description	Examples
Short-line Rail	Railway related infrastructure for carriage of passengers or freight	<ul style="list-style-type: none"> • Construction of lines to allow a railway to serve an industrial park, an intermodal yard, a port or a marine terminal • Construction, rehabilitation, or upgrading of tracks and structures, excluding regular maintenance, to ensure safe travel • Construction, development or improvement of facilities to improve interchange of goods between modes • Procurement of technology and equipment used to improve the interchange of goods between modes • Short-line operators must offer year-round service
Short-sea Shipping	Infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean	<ul style="list-style-type: none"> • Specialized marine terminal intermodal facilities or transshipment (marine to marine) facilities • Capitalized equipment for loading/unloading required for expansion of short-sea shipping • Technology and equipment used to improve the interface between the marine mode and the rail/highways modes or to improve integration within the marine mode including Intelligent Transportation Systems (ITS) <p><i>Note: The purchase of vessels, infrastructure that supports passenger-only ferry services, rehabilitation and maintenance of existing facilities such as wharves and docks, and dredging are not eligible for funding</i></p>
Community Energy Systems	Infrastructure that generates or increases efficient use of energy	<ul style="list-style-type: none"> • Renewable electricity generators • Electric vehicle infrastructure/fleet vehicle conversion • Hydrogen infrastructure (generation, distribution, storage) • Wind/solar/thermal/geothermal energy systems • Alternative energy systems that serve local government infrastructure • Retrofit local government buildings and infrastructure

Project Category	Description	Examples
Drinking Water	Infrastructure that supports drinking water conservation, collection, treatment and distribution systems	<ul style="list-style-type: none"> • Drinking water treatment infrastructure • Drinking water distribution system (including metering)
Wastewater	Infrastructure that supports wastewater and storm water collection, treatment and management systems	<ul style="list-style-type: none"> • Wastewater collection systems and or wastewater treatment facilities or systems • Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization • Separate storm water collection systems and or storm water treatment facilities or systems • Wastewater sludge treatment and management systems
Solid Waste	Infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage	<ul style="list-style-type: none"> • Solid waste diversion projects including recycling, composting and anaerobic digestion • Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery • Solid waste disposal strategies that reduce resource use
Sport Infrastructure	Amateur sport infrastructure (excludes facilities, including arenas, which would be used as a home of professional sports teams or major junior hockey teams)	<ul style="list-style-type: none"> • Sport infrastructure for community public use • Sport infrastructure in support of major amateur athletic events
Recreation Infrastructure	Recreational facilities or networks	<ul style="list-style-type: none"> • Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, or other facilities that have sport and/or physical activity as a primary rationale • Community centers that offer programming to the community at large, including all segments of the population • Networks of parks, fitness trails and bike paths

Project Category	Description	Examples
Cultural Infrastructure	Infrastructure that supports arts, humanities, and heritage	<ul style="list-style-type: none"> • Museums • The preservation of designated heritage sites • Local government owned libraries and archives • Facilities for the creation, production, and presentation of the arts • Infrastructure in support of the creation of a cultural precinct within an urban core
Tourism Infrastructure	Infrastructure that attract travelers for recreation, leisure, business or other purposes	<ul style="list-style-type: none"> • Convention centers • Exhibition hall-type facilities • Visitor centres
Disaster Mitigation	Infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters	<ul style="list-style-type: none"> • Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change • Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme natural events and impacts or events related to climate change <p><i>Note: this category is related to disaster prevention (such as dykes, berms, seismic upgrades etc.) and <u>not</u> response (such as fire trucks, fire halls etc.)</i></p>
Broadband Connectivity	Infrastructure that provides internet access to residents, businesses, and/or institutions in British Columbia	<ul style="list-style-type: none"> • High-speed backbone • Point of presence • Local distribution within communities • Satellite capacity

Project Category	Description	Examples
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: the construction of public infrastructure as identified in the context of any other category under the GTF, and/or the construction of municipal use public parks and publicly-owned social housing.	<ul style="list-style-type: none"> • New construction of public infrastructure as per the categories listed under the Federal Gas Tax Agreement • New construction of municipal use public parks and affordable housing
Asset Management	Increase local government capacity to undertake asset management planning practices.	<ul style="list-style-type: none"> • Asset Management Practices Assessment • Current State of Assets Assessment • Asset Management Policy • Asset Management Strategy • Asset Management Plan • Long-Term Financial Plan • Asset Management Practices Implementation Plan • Asset Management Plan Annual Report
Integrated Community Sustainability Plans	Increase local government capacity to undertake integrated community sustainability plans	<ul style="list-style-type: none"> • Integrated community sustainability plans • Regional growth strategies • Community development plans • Community plans
Long-term Infrastructure Plans		<ul style="list-style-type: none"> • Transportation plans • Infrastructure development plans • Liquid waste management plans • Solid waste management plans • Long-term cross-modal transportation plans • Water conservation/demand management plans • Drought management contingency plans • Air quality plans • GHG reduction plans • Energy conservation plans

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Development and Engineering

Date: December 15, 2014

Subject: City Hall Rebuild Approval for Use of Contingency

Recommendation: **RESOLVED THAT COUNCIL** approve the use of \$15,000 of the contingency amount for the City Hall Rebuild which is included in the 2014 financial plan amendment and is to be funded from surplus at the Regular December 15, 2014 Meeting of Council

BACKGROUND:

At the September 2, 2014 Committee of the Whole, staff requested a financial plan amendment for a \$300,000 contingency for the City Hall Rebuild, to be funded by surplus. At the September 2, 2014 Regular Meeting, Council approved the financial plan amendment requested.

As our insurance provider has not been able to approve changes to the rebuild in a timely fashion, the City must ensure that the project proceeds according to the contracted schedule to avoid delay costs.

The contingency will be in place for changes in the rebuild that insurance will potentially not authorize. The City is working diligently to ensure that we are not spending anything that is not covered by our claim but there is a possibility that some of these changes may not be approved by our insurer.

Council previously approved \$30,000 in the 2014 Financial Plan for lighting upgrades at City Hall. The insurance company has approved all lighting upgrades to the main floor but the actual costs for lighting upgrades to the 2nd floor have come in at \$43,160. Insurance has stated that they will not cover these costs.

Staff will continue to update Council as the project progresses.

Benefits or Impacts of the Recommendation:

General: Timely authorization of changes in the rebuild will ensure the project is completed according to the contract schedule

REQUEST FOR DECISION

— REGULAR MEETING —



Financial:

A contingency budget will ensure all expenditures not covered by insurance are authorized in the financial plan

Recommendation:

RESOLVED THAT COUNCIL approve the use of \$15,000 of the contingency amount for the City Hall Rebuild which is included in the 2014 financial plan amendment and is to be funded from surplus at the Regular December 15, 2014 Meeting of Council

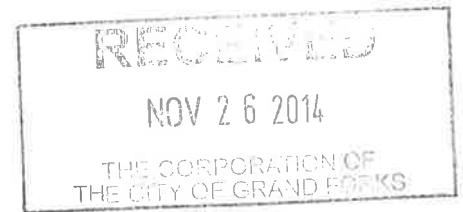
OPTIONS:

1. **RESOLVED THAT COUNCIL APPROVES THE RECOMMENDATION.**
2. **RESOLVED THAT COUNCIL DOES NOT ACCEPT THE RECOMMENDATION.**
3. **RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer



790 Shakespeare Street, Trail BC V1R 2B4
Cell 250-231-0404 | Email akblg@shaw.ca



TO: All AKBLG Members

FROM: Arlene Parkinson, Secretary/Treasurer

DATE: November 21, 2014

**RE: NOTICE OF ANNUAL GENERAL MEETING
and FIRST CALL FOR RESOLUTIONS 2015**

The 2015 Annual General Meeting (AGM) of the Association of Kootenay & Boundary Local Governments will be held **April 22, 23 and 24, 2015 and will be hosted by the Village of Nakusp.**

Pursuant to Section 10 of your Constitution, this is the **FIRST FORMAL CALL FOR RESOLUTIONS** for the Annual General Meeting. If there is an issue of concern to your Local Government, which cannot be resolved at the local level, please submit it to the Association in the form of a Resolution.

We will be circulating the resolution package for perusal by delegates prior to the convention. Please make note of the deadline date. ***All resolutions must be received at this office no later than Monday, February 23, 2015.*** Resolutions received after this date will be held over until the next Annual General Meeting.

The Executive will receive Special Resolutions no later than 10:00 a.m., Thursday, April 23, 2015, at the AGM provided that there are 100 copies of each resolution. A Special Resolution requires a two thirds vote in support of consideration prior to being introduced onto the floor of the AGM.

Background material and a brief statement of any previous action taken by the member should support each draft Resolution. Each Resolution may be submitted electronically to akblg@shaw.ca and should be on the letterhead of the Local Government submitting it with a short heading to designate the subject of the Resolution. **The Resolution may not contain more than two "Whereas" clauses.**

Please do not hesitate to contact me at the above email address if you have any questions or concerns.

FILE CODE
WES AS - First call for Resolutions for Debate



790 Shakespeare Street, Trail BC V1R 2B4
Cell 250-231-0404 | Email akblg@shaw.ca

I have included below the updated Constitution excerpts that were passed at the 2010 AKBLG Annual General Meeting.

Thank you

Arlene Parkinson
Secretary Treasurer

10.4 Ordinary Resolutions

- (1) Each resolution shall be prepared on a separate sheet of 8 1/2" by 11" paper under the name of the sponsoring Member and shall bear a short descriptive title;**
- (2) Each resolution shall be endorsed by the sponsoring Member.**
- (3) All resolutions of the Association shall be deemed to be of a local (regional) nature unless specifically indicated by the sponsor that the resolution is to be handled at the Provincial Government level.**

10.5 Late and Special Resolutions (April 2010)

(i) Resolutions that are not received in accordance with the deadline outlined in 10.7 below shall be categorized as follows;

- (a) Late Resolution**
- (b) Special Resolution**

(ii) A Late Resolution shall be held over until the next Annual Meeting

(iii) A Special Resolution shall be determined by the Resolutions Committee, as being any resolution pertaining to a new issue that has arisen between the deadline outlined in 10.7 below and the Annual General Meeting.

(iv) A Special Resolution requires a two thirds vote in support of consideration prior to being introduced onto the floor of the Annual General Meeting, and may only be introduced after all Ordinary Resolutions have been considered or if two thirds of the Delegates present determine to hear the resolution immediately.

10.6 The Executive will cause the resolutions to be printed and circulated to Members by way of the delegate packages.

10.7 All resolutions, along with supportive, background information, shall be sent to the Secretary-Treasurer sixty (60) days prior to the date of the Annual General Meeting.

BOUNDARY MUSEUM



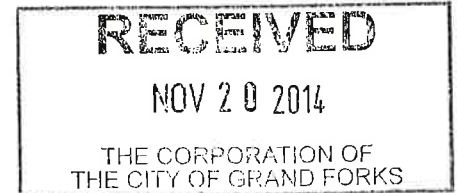
Boundary Museum Society

6145 Reservoir Road
Grand Forks, BC V0H 1H5
Phone/Fax: 250-442-3737
boundarymuse@shaw.ca

Website: <http://www.boundarymuseum.com>

November 21, 2014-

Mayor Frank Konrad
And Elected Councillors
City of Grand Forks
Box 220
Grand Forks, BC V0H 1H0



Dear Mayor & Council:

Re: 2015 Boundary Museum Service Agreement

On behalf of the Board of Directors, staff and volunteers of the Boundary Museum Society and Interpretative Centre, we congratulate you all on your recent election success and thank you for your leadership and service to community for the next four-years.

The Boundary Museum and the City of Grand Forks continue to work together in preserving, protecting and showcasing our local history through the archival services located at the historic City Hall location, restoration of priceless artefacts by volunteers from the Boundary Wood Workers' Guild and the preservation of these artifacts at the Fructova Heritage site located on picturesque Reservoir Road. This work and more can only continue with your support, and to this end, we attach the Boundary Museum's 2015 Budget for inclusion in the City's upcoming Strategic Planning and five-year financial plan in accordance with the Service Agreement that contributes annually to ensure our history can be preserved and shared for generations to come.

We extend an invitation to your newly elected team to contact our office at 250-442-3737 to arrange a tour of the museum location and witness the outstanding work accomplished by a dedicated group of volunteers and staff. Recent completed projects include the 'Red Barn' exhibit building, the blacksmith shop and the eight-panel solar system on the south slope that will reduce our operating costs and carbon footprint.

We would be pleased to send a delegation before City Council to discuss the upcoming operating year and contribute to the City's Strategic Planning for the coming term. Please contact the undersigned at your convenience to outline the procedure to carry forward.

With our continued appreciation and thanks for your recognition of the importance of preserving history.

Sincerely,

Cliff Schuh, Treasurer 250-442-2895

Attachment: 2015_Museum Budget

FILE CODE

WE3- B2- 2015 Boundary
Museum Service
Contract

BOUNDARY MUSEUM AND INTERPRETIVE CENTRE
YEARLY BUDGET

	2014 EXPENSES BUDGET	ACTUAL	2015 EXPENSES BUDGET	ACTUAL
Monthly reoccurring charges, phone, bank, Internet, web-site, securities, utilities	\$5,000.00	\$5,537.00	\$6,000.00	
Advertising	\$2,000.00	\$1,940.96	\$2,500.00	
Archival Material	\$500.00	\$211.74	\$500.00	
Bookkeeping & Accounting	\$1,600.00	\$1,635.00	\$1,600.00	
Insurance	\$4,500.00	\$3,585.00	\$4,500.00	
Custodial Supplies	\$500.00	\$318.05	\$500.00	
Misc.	\$500.00	\$219.40	\$200.00	
Office Supplies	\$1,000.00	\$1,145.72	\$1,000.00	
Postage/Courier	\$200.00	\$204.19	\$300.00	
Repairs, maintenance, including grounds And garbage fees	\$2,000.00	\$2,184.98	\$2,500.00	
Subscriptions & Dues	\$500.00	\$521.00	\$500.00	
Summer supplies, educational programing & exhibit supplies	\$4,000.00	\$1,619.78	\$4,500.00	
Travel expenses	\$500.00	\$192.00	\$500.00	
Book purchases	\$400.00	\$150.00	\$450.00	
Artifact minor repair & purchases	\$200.00	\$203.72	\$700.00	
Training and Education costs	\$200.00	\$130.00	\$200.00	
Staff Uniforms	\$200.00		\$200.00	
Woodworks Shop—Restoration Supplies	\$2,000.00	\$1,558.66	\$3,100.00	
Artifact minor repairs	\$500.00	\$277.23	\$500.00	
Development of Major Exhibits	\$3,500.00	\$523.51	\$3,000.00	
Educational supplies and development	\$1,000.00	\$744.89	\$1,500.00	
Consulting fees	\$1,000.00		\$1,000.00	
Training & development—Staff & Board	\$1,500.00	\$130.00	\$1,500.00	
Storage upgrades	\$500.00	\$718.42	\$500.00	
Marketing	\$1,500.00	\$366.60	\$1,500.00	
Signage upgrades	\$5,000.00	\$5,040.72	\$2,000.00	
Security upgrades	\$250.00	\$1,057.27	\$300.00	
Gifts/Donations	\$200.00	\$158.00	\$200.00	
Mileage	\$500.00	\$174.40	\$500.00	
Tax—GST/PST	\$500.00	\$769.49	\$500.00	
Wages	\$70,750.00	\$50,186.62	\$70,750.00	
Balance carried fwd. to cover labour And expenses to May 2015		\$30,995.65		
Total	\$112,500.00	\$112,500.00	\$113,500.00	

REVENUE

	2014		2015
	INCOME		INCOME
	BUDGET	ACTUAL	BUDGET
RDKB C	\$5,000.00	\$5,000.00	\$5,000.00
RDKB D	\$20,000.00	\$20,000.00	\$20,000.00
CITY OF GRAND FORKS	\$70,000.00	\$70,000.00	\$70,000.00
YCW & SERVICE CANADA REBATE	\$12,500.00	\$7,918.00	\$12,500.00
MEMBERSHIP, DONATIONS, BOOK SALES	\$2,000.00	\$2,188.94	\$2,500.00
ARCHIVAL INCOME	\$500.00	\$240.25	\$500.00
MISC. OTHER INCOME, VENUE RENTALS, ADMISSIONS, EVENTS, ETC.	\$2,500.00	\$3,517.16	\$3,000.00
BC ARTS COUNCIL	\$000.00	\$000.00	\$000.00
BC GAMING	\$000.00	\$000.00	\$000.00
	\$112,500.00	\$108,864.10	\$113,500.00

*January, February, March, April May wages	\$20,000.00
Expenses To May—insurance, dues, monthly bills. (with two new buildings and Solar System, Insurance has increased)	\$5,000.00
Projects started and not completed in 2014 (due to delays with the building inspector, Engineer, and electrical inspector.)	\$6,000.00
Total carried forward from 2014 budget	\$31,000.00

NOTE WAGES:

As the Archives were closed, the Museum was able to offset some of the wages to supplement staff at the welcome centre, located at the Flour Mill. The Boundary Museum felt it was imperative that the Heritage Welcome Centre be open to the public and tourism to promote the Pride of the Valley Flour, the Museum, City of Grand Forks and Boundary area.

Total hours by the summer students, at the Flour Mill, were 108 for the months of July and August.



Dear Mayor and Members of Council:

On behalf of all of us here at BC Transit, congratulations on your recent elections.



BC Transit is a Crown corporation established by the provincial government to support local investment in transit services across the province (excluding the Metro Vancouver area served by TransLink). To do this, we work in partnership with 59 local governments, like yours, across British Columbia.

As a result of this partnership, 130 communities around the province are able to provide a public transportation system for their residents. In addition to the mobility benefits, transit service also reduces environmental impacts and infrastructure costs for your community. Your local government and the Province, through BC Transit, share funding for transit services in your community.

We would very much appreciate the opportunity to share more information and discuss the benefits of our partnership with you. We are writing to offer a presentation to your Council or a committee of Council.

If you are interested in receiving a presentation, please contact me personally by phone, 250-995-5680 or email, manuel_achadinha@bctransit.com, and I will arrange for a Regional Transit Manager to follow up with you.

I also want to inform you of an exciting opportunity for you to get to know BC Transit better. Each year, BC Transit hosts an Annual Workshop and invites representatives from our local governments and operating partners to meet with us to share ideas, consult on major transit initiatives and develop solutions to address challenges facing public transit. This year's event is April 27-29, 2015 in Agassiz-Harrison. We will send you an invitation soon and hope you will consider joining us.

For general information, I have enclosed a copy of the BC Transit Advantage which summarizes the many benefits of public transit. You can also visit our website at www.bctransit.com

Thank you for your consideration of this request and for your service to your community.

Sincerely,

Manuel Achadinha
President and Chief Executive Officer



BC Transit Advantage

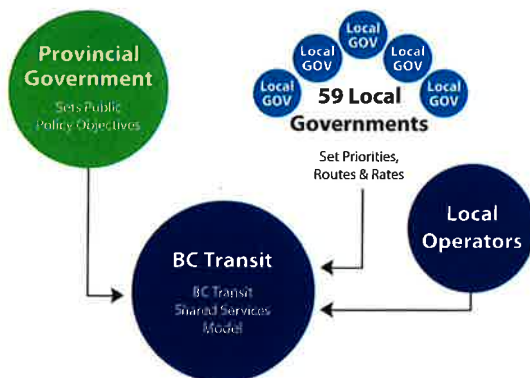
BC Transit's shared services model allows us to achieve operational and financial efficiencies through economies of scale, while delivering affordable quality transportation to the people of British Columbia. Efficiencies gained through the shared services model deliver value for money, positioning BC Transit as a leader of safe, effective and efficient customer-focused transit services.

BC Transit Scope

BC Transit connects people, communities, and businesses across the province through cost-effective, sustainable public transit. The scope of BC Transit's programs as of March 31, 2014:

- Provides services to over 130 communities across B.C. in collaboration with 59 local government partners, including the Victoria Regional Transit Commission and regional health authorities
- Contracts with 18 private management companies, 6 public operating organizations and 13 non-profit agencies
- Provided 51 million passenger trips in 2013/14
- Serves more than 1.6 million people in B.C.
- Owns a fleet of 1,052 conventional and double-deck buses and minibuses
- Total operating expenditures in 2013/14 of \$222.3 million
- Total capital expenditures in 2013/14 of \$79.4 million

Shared Services Model



BC Transit provides a wide range of management services that benefit all of the transit systems in the province. The shared services model:

- Pool expertise in areas such as planning, scheduling, operations, safety programs, marketing, communications, IT, financial management and fleet support;
- Provides an opportunity to lower costs through bulk purchases of supplies and assets, such as fuel and vehicles;
- Provides a framework to oversee and invest in transit on a provincial scale;
- Provides efficiencies in contract management for public transit operators and,
- Manages the distribution of provincial government funding.

BC Transit Legislated Mandate

The *British Columbia Transit Act* requires us to:

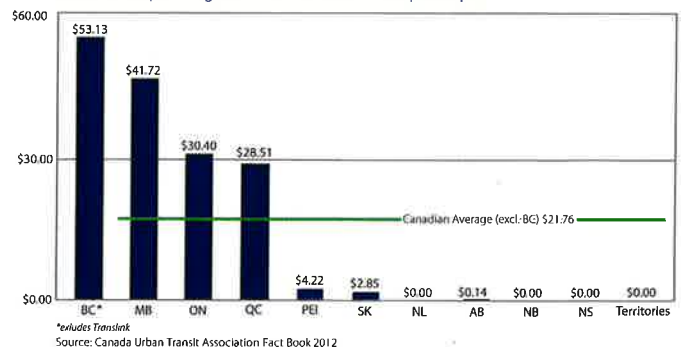
- Plan, acquire, construct or cause to be constructed public passenger transportation systems and rail systems that support regional growth strategies, official community plans, and the economic development of transit service areas.
- To provide for the maintenance and operation of those systems and,
- To enter into commercial revenue opportunities in respect of the authority's assets and resources.



BC Transit Independent Review

In 2012, BC Transit's operations, governance, communications and funding relationship with local government partners was reviewed by an independent panel. The report confirmed BC Transit compares very favourably to peer transit systems across the country, "particularly in terms of ridership, supply of service, and efficiency of service provided" and that "the level of provincial support for public transit in British Columbia is unmatched in the rest of Canada"¹. These advantages keep the contributions from local governments in B.C. comparatively low.

Provincial Operating Contributions for Transit per Capita



Performance Advantage

BC Transit carries more passengers, using less service hours, at a lower cost than comparable transit systems across Canada. Our performance is benchmarked against transit statistics of similar size population groups, collected by the Canadian Urban Transit Association (CUTA)². The measures compare overall service effectiveness and efficiency and are the statistics most universally used by the North American transit industry to track performance.

CUTA Performance Benchmark	Victoria vs CUTA (150,000 - 540,000)	Regional Systems vs CUTA (50,000 - 150,000)
Passengers / Capita	66.26 (29% higher) ✓	29.46 (10% higher) ✓
Passengers / Hour	30.59 (4% higher) ✓	27.30 (13% higher) ✓
Operating Cost /Service Hour	\$103.48 (6% lower) ✓	\$94.86 (6% lower) ✓
Operating Cost /Passenger	\$3.38 (9% lower) ✓	\$3.47 (19% lower) ✓

Even though labour rates are similar across the CUTA comparators, the BC Transit Advantage drives economies through bulk procurement, fleet and fixed asset management, and administrative efficiencies.

Customer & Partner Satisfaction



When asked to rate their transit experience, BC Transit customers consistently rate their overall satisfaction level above average³. BC Transit satisfaction levels are surveyed annually by a contracted research company.

CivicInfo BC⁴ surveys BC Transit partners each year to measure the performance of BC Transit. The local government & operating company surveys show strong results and improvements year over year. This marks a favourable trend and reflects on BC Transit's commitment to collaboration and cultivation of strong partnerships.

The Funding Partner Survey included in the Report of the Independent Review Panel¹ also returned positive results for BC Transit. It rated overall relationships, communication and value for money as good or fair by 90%, 86% and 73% of respondents respectively.

Purchasing Advantage - Discount & Bulk Procurement

BC Transit achieves economies of scale in fuel and capital purchasing that result in an overall financial benefit to all of our transit systems and our funding partners. For example BC Transit saves approximately 20 per cent on fuel costs through bulk purchases, and 8 per cent on vehicle purchases due to volume discounts.

Cost management of fuel is fundamental to achieving financial efficiencies in transit operations as fuel accounts for approximately 11 per cent of the total expenditures. As the shared service model allows fuel to be purchased centrally, BC Transit is able to enter into targeted fixed price supply agreements on a portion of fuel consumption to contain cost volatility and mitigate fuel price risk.



Contracted Service

BC Transit's approach to contracting transit operations enables systems to take advantage of a wide range of transit operating expertise, including those provided by world-class transit management companies. Leveraging the experience of private transit operating companies contributes to BC Transit's favourable performance.



Environmental Sustainability

Today, the provision of transit service is central to enabling more sustainable communities: optimizing land use and facilitating people's mobility by walking, cycling and transit. All of these actions reduce traffic, smog and GHG emissions by reducing the use of single-occupancy vehicles.



The benefits of transit to our regional economies is demonstrated by increased personal connections to employment, school, shopping, healthcare and recreation; by reduced pressure on traffic congestion and transportation infrastructure; by cleaner, more efficient energy use; and through the stable local employment opportunities offered in the transit industry.

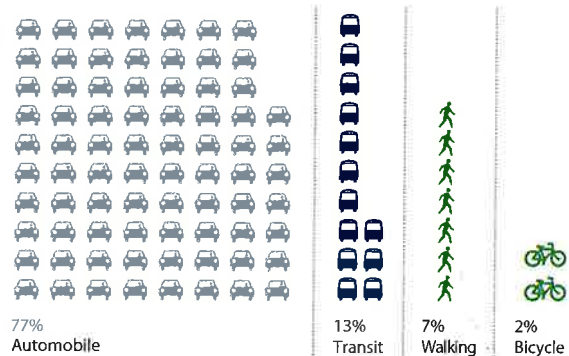
Since 2008, all public sector organizations, including BC Transit must provide Carbon Neutral Action Reports to outline actions taken to reduce energy use and greenhouse gas (GHG) emissions. Read online at www.bctransit.com



Shaping Livable Communities

Transit Future looks at how you can work with BC Transit to meet the needs of your community now and for future generations. Planning that future can come in a number of forms: a 25 year plan; a service review; or, infrastructure or major projects.

British Columbia Commuter Modes



Source: Statistics Canada 2011, National Household Survey, Profile British Columbia, Modes of Transportation

Fleet Innovation

The centralized shared services model of fleet acquisition fosters innovation. We are proud of our history and our leadership role in testing and implementing new lower-carbon vehicles and technologies.

- **1992** – First low-floor buses in North America
- **2000** – First low-floor double-decker buses in North America
- **2005** – First production hybrid buses in Canada
- **2010** – Largest demonstration hydrogen fuel-cell fleet globally
- **2011** – First hybrid double-deck bus in North America
- **2014** – Introduced CNG (Compressed Natural Gas) buses

In support of the opportunities and benefits of the natural gas industries abundant in British Columbia, BC Transit has introduced CNG buses in revenue service in the Regional District of Nanaimo and plans to launch a new CNG fleet of buses in Kamloops in early 2015.

BC Transit is also the first company in North America to test and purchase medium-duty buses which offer substantial advances in fuel efficiency and long-term cost savings in comparison to conventional buses.

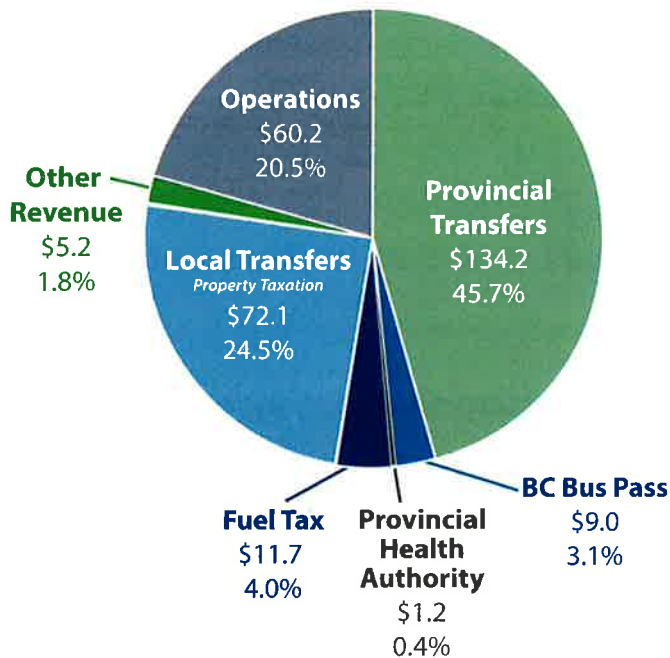


Compressed Natural Gas (CNG) Bus

Funding

Funding for transit services is generated from three main sources. Provincial contributions through various forms for the most recent year accounted for 53.2 per cent of total funding; local government transfers from property taxation accounted for 24.5 per cent; and, the remaining 22.3 per cent was generated through operations (customer fares, advertising and investments).

BC Transit 2013/14
(Millions)



Governance

The corporation is governed by a seven-member Board of Directors appointed by the Province according to the *British Columbia Transit Act*. The Act requires four board members to be locally-elected representatives. The Board of Directors, through the Chair, reports to the Minister of Transportation and Infrastructure.

References

1. http://www.th.gov.bc.ca/BC_Transit_Review/documents/Report_BCTransit_Independent_Review_Panel_Aug2012.pdf
2. Canadian Urban Transit Association (CUTA) Fact Book 2012
3. <http://www.bctransit.com/corporate/resources/pdf/res-perf-86.pdf>
4. http://www.civicinfo.bc.ca/81_ver2.asp

The BC Transit Advantage

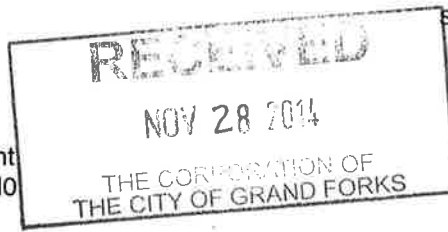
- ✓ **Administrative Advantage**
 - Shared Services Model
 - Economies of Scale
- ✓ **Operational Advantage**
 - Bulk Purchasing
 - Volume Discounts
 - Cost Control Management
- ✓ **Entrepreneurial Advantage**
 - Lower Operating Costs
 - Customer & Stakeholder Commitment
 - Fleet Innovation
 - Revenue Opportunities

Jurisdictions from across Canada look to the BC Transit model as a best practice for the provision of transit services. Delegations from Alberta, Ontario, Quebec, and most recently Sweden, have investigated opportunities to leverage the BC Transit Advantage.





Royal Canadian Mounted Police
Gendarmerie royale du Canada



Security Classification/Designation

NCO i/c Boundary Regional Detachment
PO Box 170 Grand Forks, B.C. V0H 1H0

Your File

His Worship, the Mayor and Council
City of Grand Forks, B.C.

Our File

2014-11-20

Dear Brian and Councillors

Request for donation of Laptop computer to Citizens on Patrol

I am requesting that Council give consideration to donating an older Mac Laptop computer that Councillor Wyers currently has, to the Citizens on Patrol. Cher in her role as City liaison and Secretary for the COP program has used this computer to prepare meeting minutes, patrol schedules, Agendas and training information.

My understanding is that this computer is in excess of 10 years old, however it will provide excellent service to our program for years to come, as our computing needs are very basic.

If this is at all possible, I would appreciate your positive consideration.

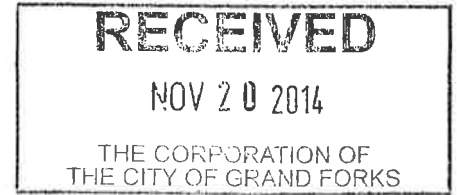
Yours Sincerely

Jim Harrison, S/Sgt.
NCO i/c Boundary Regional Detachment.

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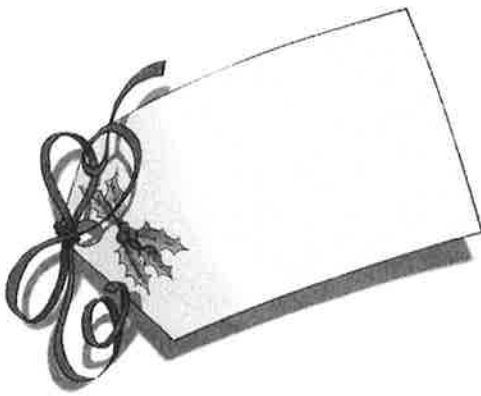
WE3
or B10 - Citizens on Patrol
Request of Laptop
Donation

Page 1 of 1



**33rd Annual
Grand Forks
Community Christmas Dinner**

**C/O Box 1046
Grand Forks, BC V0H 1H0**



It's that time of year again! Volunteers for the 33rd Annual Community Christmas Dinner are busy making plans for this important community event. Every year we see a great number of citizens, of all ages, take advantage of this wonderful opportunity to share a beautiful meal in the true spirit of the season on Christmas Day.

This year we anticipate close to 400 sit-down guests and take-out dinners, which are prepared and delivered entirely by volunteers. We provide transportation to and from the event for those who need it. A visit from Santa, bearing a small gift for the children, is also included.

There is no charge for the meal, however, a donation box is inconspicuously provided for those who feel they can contribute. All left over food is collected by a local agency for distribution for those in need. The churches in our community participate by supplying desserts and resources needed for the dinner.

However, our principal funding is obtained through thoughtful individuals and businesses such as yours, in the form of cash, gift certificates, store discounts and food or product donations.

At this time of year it is extremely satisfying to see the warmth and generosity of our community showered upon those who need it most. Your contribution to this worthwhile community event would be greatly appreciated and acknowledged both at the dinner and in the media.


Please contact one of our Donations Coordinators, Sharon Fausten (250-442-4050) or Joyce Swanson (250-442-3111), if you wish to contribute or have any questions. Thank you for your support. May your holidays be filled with the true spirit of the season.

Sincerely,

Paula Wolkosky/George Longden
Co-Coordiators, Community Christmas Dinner

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C1- Community Christmas
Dinner 33rd Annual
Request for Donation
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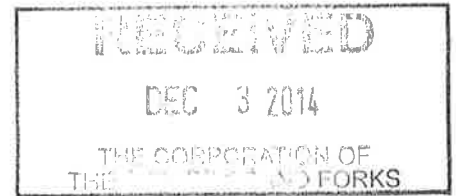
From: ■ Rob Botterell <botterell@lidstone.info> Dec-03-14 6:14:03 AM 

Subject: District of Hudson's Hope Letter Regarding Proposed Site C Dam Pr...

To: ■ Info City of Grand Forks

Cc: ■ Gwen Johansson <mayor@hudsonshope.ca>
■ Tom Matus <cao@hudsonshope.ca>

Attachments: ■ Dec 2 2014 Letter to Mayors Final.pdf / Uploaded File (214K)
■ Site C Article Vaughn Palmer.pdf / Uploaded File (751K)
■ 4931_001-10.pdf / Uploaded File (468K)



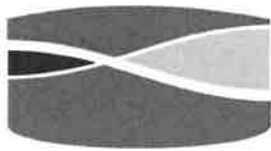
Please find enclosed a December 2nd 2014 letter including 2 attachments from the District of Hudson's Hope for consideration by Mayor and Council. It would be appreciated if you could confirm receipt.

Rob Botterell
Associate Counsel
LIDSTONE & COMPANY
Barristers and Solicitors
Suite 1300 - Sun Tower
128 Pender Street West
Vancouver, BC V6B 1R8
604.899.2269 P
604.899.2281 F
1.877.339.2199 TF
www.lidstone.info

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District of Hudson's
Hope re Proposed
Site C Dam Project
WE3
q HI-
Page 1 of 192



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

Via E-mail

December 2, 2014

Mayor Frank Konrad and Council
City of Grand Forks

Dear Mayor and Council Members

Re: Referral of Proposed Site C Dam Project to BC Utilities Commission

Now that the November 2014 local government elections are complete, I am pleased to forward you a copy of our letter dated November 18th, 2014 regarding the proposed Site C Dam Project.

Site C would add about \$8 billion dollars to the provincial debt leaving the province with much less ability to contribute to important local government infrastructure projects in areas such as transit, water, sewer, and housing. Finance Minister Mike De Jong is quoted in the attached article as saying, "It [Site C] will likely crowd out many other projects."

The District of Hudson's Hope and the Peace River Regional District are calling on the BC government to place a one year moratorium on deciding whether to proceed with Site C. This will allow time to refer Site C to the BC Utilities Commission (BCUC) for an inquiry and public hearing into its economic effects, including potentially less costly alternatives. Adoption of a less costly alternative would free up provincial borrowing capacity to support important local government infrastructure priorities.

We ask you to review our November 18th, 2014 letter and to consider resolving to support our request for a one year moratorium and BCUC consideration of less expensive alternatives to Site C.

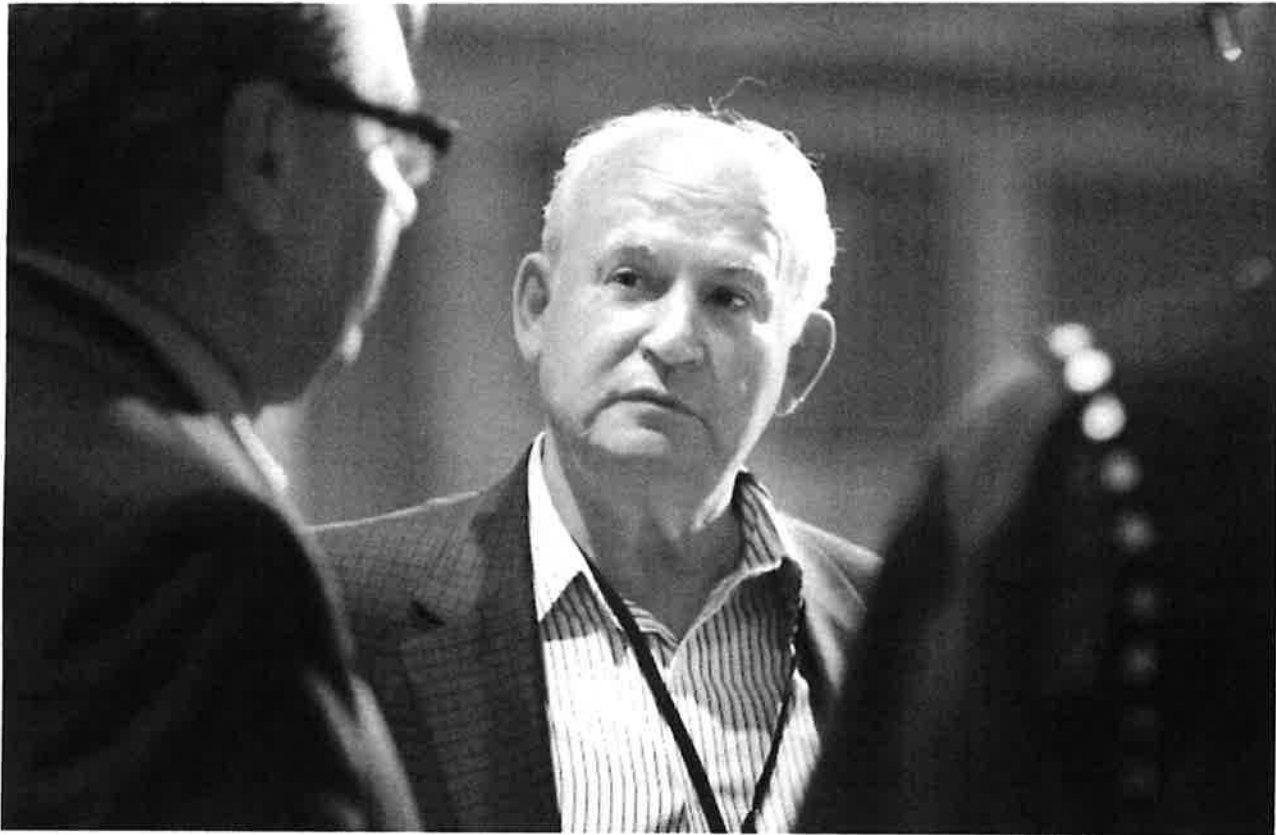
Yours truly,

Mayor Gwen Johansson

Vaughn Palmer: On power, fork in the road is a dam dilemma

Site C vs. independent power producers, debt vs. multi-year contractual obligations

BY VAUGHN PALMER, VANCOUVER SUN COLUMNIST NOVEMBER 28, 2014



Energy Minister Bill Bennett chats with First Nations representatives at the All Chiefs Summit held at the Hotel Vancouver a year ago. First Nations considerations are one of the many factors the B.C. Liberals consider as they ponder green-lighting Site C.

Photograph by: Kim Stalknecht, Vancouver Sun

VICTORIA — As decision day approaches, the B.C. Liberals face two main choices to meet the province's future electricity needs, both controversial.

"I can tell you that we're down now to essentially two options, one of which is Site C and one of which is the independent power project option," Energy Minister Bill Bennett told reporters recently.

The first option would see BC Hydro construct a last-of-its-kind hydroelectric dam at Site C on the Peace River.

The second would entail Hydro contracting with private operators to build smaller-scale power projects — wind, run of river, perhaps biomass and geothermal — that would be scattered around the province.

In disclosing the final two options, Bennett tacitly confirmed that the Liberals have dropped

consideration of building either a new gas-fired generating plant or refurbishing the little-used thermal plant on Burrard Inlet.

Each of the two remaining options has its proponents and — no surprise, this being British Columbia — each also raises ferocious objections. Anything one might say on this file is debatable, including this statement.

The pluses for Site C, as the government sees them, are that hydro is the proven method of electrical generation in this province and it provides some of the cheapest rates on the continent. Once the construction cost has been paid out, hydro dams are reliable for the long-term and there's no need to estimate the future cost of fuel, as with a gas-fired plant.

For the Liberals, independent power projects have their good points too. "I don't think there's any issue around the reliability of the independent power industry," Bennett told reporters. "It's a good industry. We're actually very proud to have it. We get 25 per cent of our electricity today in the province from the IPP industry."

The industry, in a recent analysis (the one prepared, then withdrawn by KPMG), cited some other advantages of smaller-scale projects over the all-or-nothing aspect of Site C. IPPs could be phased in over time and spread around the province. Hydro could contract for range of power sources, including unproven-for-B.C. options such as geothermal.

Bennett, for his part, insists that the deciding factor between the two options should be the impact of each on future electricity rates. "We have to make a decision here that will have implications for many, many decades to the people who live in the province, to the businesses that operate here. We have to try to do everything we can to keep rates down, and that's the basis upon which we'll make this choice."

But having seen competing analyses on that score over the years, I doubt there's an indisputable answer to the question raised by Bennett. It all depends on the assumptions one makes going in and going forward.

Besides, other considerations have to be weighed, including the veto-in-all-but-name that First Nations exercise over resource development in this province.

One advantage for independent power involves the emerging role in such projects for First Nations as partners, developers and suppliers of services. By comparison, natives in the Peace River region have mounted a strong legal case that Site C would cause irreparable damage to aboriginal rights, title and interests.

Another factor is the impact on the provincial debt. IPPs don't entail a lot of provincial borrowing. They are underwritten in large measure by long-term contracts, which by verdict of the independent auditor general (applying generally accepted accounting principles) are listed in the public accounts as \$56 billion-and-counting worth of multi-year contractual obligations but not as debt.

Not so with BC Hydro. Because of the corporation's already hefty debt load, and the government's practice of raiding its accounts for dividends, the giant utility will have to borrow much of what it estimates to be the cost of Site C, namely \$8 billion.

The province is already constrained in how much more it can borrow, according to Finance Minister Mike de Jong. "I don't think we have a lot of room to move at this point," he told me during an interview Thursday on Voice of B.C. on Shaw TV.

"Those rating agencies that assess us increasingly look at other variables and other measures ... The distinction that has historically been made by these agencies between taxpayer-supported debt and the debt incurred by agencies like BC Hydro, which is self-supporting, is beginning to blur in the minds of some of these bodies. So I'm saying we have to be cautious."

Plus if Hydro is green-lighted to borrow billions for Site C, there will be that much less borrowing room for everything else. "It will likely crowd out many other projects," de Jong continued.

Not to say that debt-loading or First Nations will trump all other considerations. Only that when the Liberals say this is one of the toughest and most expensive decisions they've faced, they mean it.

As to timing, Premier Christy Clark told reporters Thursday that BC Hydro, as proponent for Site C, is pressing for a "yes" by the end of the year in order to take full advantage of the 2015 construction season.

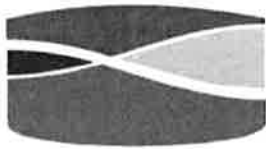
But she also left open the possibility that the decision, being contentious, could spill over into next year.

vpalmer@vancouversun.com

[Click here to report a typo](#) or visit vancouversun.com/typo.

Is there more to this story? We'd like to hear from you about this or any other stories you think we should know about. [**CLICK HERE**](#) or go to vancouversun.com/moretothestory

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HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

Box 330
9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

Open Letter to BC Minister of Energy and Mines Bill Bennett

Via E-mail

November 18, 2014

The Honourable Bill Bennett
Minister of Energy and Mines and
Minister Responsible for Core Review
Government of British Columbia
PO Box 9041 Stn. Prov. Govt.
Victoria, BC V8W 9E1

Dear Minister Bennett:

Re: Referral of Proposed Site C Dam Project to BC Utilities Commission

I am writing in response to your letter dated October 31, 2014 received on November 12, 2014.

The District of Hudson's Hope, a community of 1,100 people in the heart of the Peace River Valley, will be more adversely impacted than any other municipality by the proposed Site C dam.

We have reviewed your letter and respectfully remain firmly of the view that the BC Utilities Commission should hold an inquiry and public hearing on the economic effects of the proposed Site C Dam Project ("Site C") prior to Executive Council making a final decision on Site C, especially in view of key recommendations #46 to #49 of the Joint Review Panel.

The Joint Review Panel noted in its report that it did not have the information and analysis to fully, properly and transparently assess the economic effects of Site C:

The Panel cannot conclude on the likely accuracy of Project cost estimates because it does not have the information, time or resources. This affects all further calculations of unit costs, revenue requirements, and rates. [Page 280]

The Panel concludes that, basing a \$7.9 billion Project on a 20-year demand forecast without an explicit 20-year scenario of prices is not good practice. Electricity prices will strongly affect demand, including Liquefied Natural Gas facility demand. [Page 287]

The Panel concludes that demand management does not appear to command the same degree of analytic effort as does new supply. [Page 291]

The Panel concludes that **methodological problems in the weighing and comparison of alternatives** render unitized energy costs only generally reliable as a guide to investment...Uncosted attributes such as the ability to follow load, geographical diversity, or the ability to assist with the integration of intermittent sources need more analytic attention. [Page 298]

The Panel concludes that a **failure to pursue research over the last 30 years into B.C's geothermal resources** has left BC Hydro without information about a resource that BC Hydro thinks may offer up to 700 megawatts of firm, economic power with low environmental costs. [Page 299]

The Panel concludes that the Proponent has **not fully demonstrated the need for the Project on the timetable set forth**. [Page 306] *[emphasis added]*

As a result, Hudson's Hope, along with other participants in the Joint Review Panel public hearing, did not have an opportunity to review key information and analysis on Site C's economic effects.

The federal/provincial agreement governing the environmental assessment of Site C and the Panel's terms of reference highlight the importance of:

- (a) thorough review, and
- (b) meaningful participation of the public and interested groups through a public hearing,

to achieve a full, proper and transparent assessment of Site C.

Since the Joint Review Panel's release of its report on May 1st, 2014, interested parties including BC Hydro, the Ministry of Energy and Mines, other provincial government ministries and agencies, KPMG, the District of Hudson's Hope, and Clean Energy BC have prepared, or are preparing new information, analysis, reports, studies, forecasts and research ("New Material") in an effort to address the above concerns and recommendations of the Joint Review Panel. This New Material includes further examination of potentially less costly alternatives to Site C and the implications of Site C for the province's triple-A rating which has been given a negative outlook by Moody's.

However, unlike previous information and analysis on the environmental, economic, social, health and heritage effects of Site C, this New Material has been largely kept confidential. Most importantly, the New Material has not been the subject of independent and expert assessment and a public hearing as the terms of reference of the Joint Review Panel would have required. It is clear that further analysis of Site C is needed before Executive Council makes a final decision. As recently as November 13th, 2014, the Select Standing Committee on Finance and Government Services unanimously agreed that further fiscal and environmental review of Site C was needed. The issue is whether that additional analysis should include independent and expert review and a public hearing.

We continue to believe that the BC Utilities Commission (“BCUC”) offers the best avenue for further independent, expert review and a public hearing regarding the economic effects of Site C. A review under section 5 of the *Utilities Commission Act* could be structured in a way that addresses all of your stated concerns with a BCUC review.

The Task Force conducting the independent review of the BC Utilities Commission highlighted the efficacy of the section 5 review approach¹ in their October 2014 interim report:

This [section 5] provides the **benefit of a public process and independent verification of projects and plans** but reserves the final decision on plans and projects that have broader public interest criteria to be decided by elected officials. [page 37] *[emphasis added]*

We are enclosing draft section 5 terms of reference to illustrate how a BCUC review could be structured. Please note:

- The final decision on Site C still rests with Executive Council,
- BCUC is given a deadline of November 30, 2015 to complete its work²,
- The BCUC review is focused on new information and analysis regarding the economic effects of Site C to minimize duplication of previous assessment work, and
- Funding could be set aside by BC Hydro³ or the BC Government in 2015/2016 to ensure BCUC has the necessary resourcing to complete this work in a timely manner.

Site C is estimated to cost \$7.9 billion which would make it the largest provincial public expenditure of the next 20 years. It is essential to public confidence in Executive Council’s final decision on Site C, that a full, proper and transparent assessment of New Material on the economic effects of Site C is conducted. Further, that the assessment and analysis should come through an inquiry and public hearing, just as there was for previous information and analysis on Site C.

¹ As the Task Force noted –

Section 5 requires the BCUC, on Cabinet’s request, to provide advice on any matter regardless of whether it is in the Commission’s jurisdiction. Section 5 also allows Cabinet to issue Terms of Reference for the inquiry. Government, rather than exempting projects and/or plans through direction and legislation, could direct these projects be subject to a section 5 review and recommendation to Cabinet. This provides the benefit of a public process and independent verification of projects and plans but reserves the final decision on plans and projects that have broader public interest criteria to be decided by elected officials.

Broader use of section 5 is similar to the approach taken by the Federal government in its recent amendments to the National Energy Board Act. These amendments redefined the role of the Board, which is now mandated not to decide on applications for pipeline certificates, but to instead make a recommendation to the Federal Cabinet.

² There is time for this additional work: “The Panel concludes that, under the Low Liquefied Natural Gas Case, available resources could provide adequate energy and capacity until at least 2028” [Page 304 Joint Review Panel Report]

³ The funding required to support a BCUC inquiry and public hearing would be modest in comparison to the over \$300 million expended by BC Hydro to date on Site C.

For a project of this size and importance, we agree with the independent Joint Review Panel – the proper course of action is to refer Site C to the BC Utilities Commission.

In closing, we formally request that Executive Council

1. Place a one year moratorium on deciding whether to proceed with Site C, and
2. Refer the economic effects of Site C to the BC Utilities Commission for an inquiry and public hearing.

I request an opportunity to meet with you to discuss this letter before Executive Council decides whether or not to proceed with Site C.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Gwen Johansson', with a horizontal line underneath.

Gwen Johansson
Mayor

Cc: BC Government Executive Council Members
BC Opposition Party Leaders
UBCM Membership

Encl.

DRAFT TERMS OF REFERENCE

IN THE MATTER OF the *Utilities Commission Act* (the *Act*)

and

IN THE MATTER OF an Inquiry under Section 5 of the *Act* relating to the Site C Clean Energy Project

BACKGROUND

1. British Columbia Hydro and Power Authority (the “Proponent”) proposes to develop and operate a third dam and hydroelectric generating station on the Peace River in northern British Columbia which would provide up to 1,100 MW of capacity and about 5,100 gigawatt (GWh) of energy each year (the “Project”).
2. The Project is estimated to cost \$7.9 billion which would make it the largest provincial public expenditure of the next 20 years.
3. In August 2013, the federal and provincial governments named a Joint Review Panel (the “Panel”) to conduct an independent and expert assessment of the environmental, economic, social, health, and heritage effects of the Project.
4. The federal/provincial agreement governing environmental assessment of the Project and the terms of reference for the Panel (the “Panel Terms of Reference”) required the Panel to hold a public hearing in order to provide opportunities for timely and meaningful participation of aboriginal groups, the public, governments, the Proponent and other interested groups (the “Participants”) in the assessment of the Project.
5. The Panel Terms of Reference provide that the objective of the public hearing is to provide the Panel with relevant information from Participants, in a fair manner, to enable the Panel to conduct a thorough and timely review of the Project.
6. A public hearing conducted in accordance with the principles of procedural fairness inherently contributes to a full, proper and transparent assessment of the Project.
7. The Panel Terms of Reference require the Panel to consider the economic effects of the Project including:
 - (a) the need for the Project,
 - (b) alternatives to the Project,
 - (c) the economic effects of the Project,
 - (d) the significance of the economic effects of the Project,
 - (e) the value of electricity generated by the Project,
 - (f) initial capital construction cost and operating cost estimates,
 - (g) impacts on government revenue, and

(h) impacts on gross domestic product.

(the “Economic Effects”)

8. The Panel Terms of Reference require the Panel to prepare and deliver a Joint Review Panel Report on the Project (the “Report”) to the federal and provincial government who in turn are required to publish the Report.
9. On May 1st, 2014, the Panel delivered its Report to the federal and provincial government and the Report was published.
10. The Panel did not have the information, analysis, reports, studies, forecasts, and research to fully, properly and transparently assess the Economic Effects of the Project. In its Report the Panel notes:

“The Panel cannot conclude on the likely accuracy of Project cost estimates because it does not have the information, time or resources. This affects all further calculations of unit costs, revenue requirements, and rates.” [Page 280]

“The Panel concludes that, basing a \$7.9 billion Project on a 20-year demand forecast without an explicit 20-year scenario of prices is not good practice. Electricity prices will strongly affect demand, including Liquefied Natural Gas facility demand.” [Page 287]

“The Panel concludes that demand management does not appear to command the same degree of analytic effort as does new supply.” [Page 291]

“The Panel concludes that methodological problems in the weighing and comparison of alternatives render unitized energy costs only generally reliable as a guide to investment...Uncosted attributes such as the ability to follow load, geographical diversity, or the ability to assist with the integration of intermittent sources need more analytic attention.” [Page 298]

“The Panel concludes that a failure to pursue research over the last 30 years into B.C.’s geothermal resources has left BC Hydro without information about a resource that BC Hydro thinks may offer up to 700 megawatts of firm, economic power with low environmental costs.” [Page 299]

“The Panel concludes that the Proponent has not fully demonstrated the need for the Project on the timetable set forth.” [Page 306]
11. As a result, Participants in the Joint Review Panel Public Hearing did not have an opportunity to review key information, analysis, reports, studies, forecasts, and research necessary to a full, proper and transparent assessment of the Economic Effects of the Project.
12. The Panel made several recommendations to address the lack of a full, proper and transparent assessment of the Economic Effects of the Project:

RECOMMENDATION 46

“If it is decided that the Project should proceed, a first step should be the referral of the Project costs and hence unit energy costs and revenue requirements to the BC Utilities Commission for detailed examination.”

RECOMMENDATION 47

“The Panel recommends that BC Hydro construct a reasonable long-term pricing scenario for electricity and its substitutes and update the associated load forecast, including Liquified Natural Gas demand, and that this be exposed for public and Commission comment in a BC Utilities Commission hearing, before construction begins.”

RECOMMENDATION 48

“The Panel recommends, regardless of the decision taken on Site C, that BC Hydro establish and research and development budget for the resource and engineering characterization of geographically diverse renewable resources, conservation techniques, the optimal integration of intermittent and firm sources, and climate-induced changes to hydrology, and that an appropriate allowance in its revenue requirements be approved by the BC Utilities Commission.”

RECOMMENDATION 49

“The Panel recommends that, if Ministers are inclined to proceed, they may wish to consider referring the load forecast and demand side management plan details to the BC Utilities Commission.”

13. Since the Joint Review Panel Report was released on May 1, 2014, Participants including BC Hydro, the BC Ministry of Energy and Mines, other provincial government ministries and agencies, the District of Hudson’s Hope, and Clean Energy BC have prepared, are preparing, or could prepare new information, analysis, reports, studies, forecasts, and research on the Economic Effects of the Project (the “New Material”) in an effort to address the concerns and recommendations of the Joint Review Panel set out in paragraphs 10 and 12 above.
14. However, unlike previous information and analysis on the environmental, economic, social, health, and heritage effects of the Project, this New Material is largely confidential and has not been the subject of independent and expert assessment and a public hearing as the Panel Terms of Reference would have required.
15. On October 14, 2014, the Minister of Environment and the Minister of Forests, Lands and Natural Resource Operations issued an environmental assessment certificate to BC Hydro allowing the Project to proceed, subject to remaining authorizations including that of Executive Council, without addressing how to ensure a full, proper and transparent assessment of the Economic Effects of the project, and without addressing Panel recommendations #46 to #49.

16. Before Executive Council makes a final decision on whether or not to proceed with this \$7.9 billion Project, Executive Council wishes to ensure that New Material is the subject of an independent and expert assessment and a public hearing, and by doing so seeks to ensure that there is a full, proper and transparent assessment of the Economic Effects of the Project, including the matters referenced in Panel recommendations #46 to #49.
17. Section 5 of the *Act* provides that the Lieutenant Governor in Council may ask the BC Utilities Commission (the "Commission") for advice on any matter, and further that the Lieutenant Governor in Council may specify terms of reference requiring and empowering the Commission to inquire into the matter.

REQUEST FOR ADVICE ON THE PROJECT AND TERMS OF REFERENCE

NOW THEREFORE the Lieutenant Governor in Council requests the advice of the Commission on the Economic Effects of the Project pursuant to subsection 5(1) of the *Act* and specifies the following Terms of Reference for the Commission's inquiry into the Project pursuant to subsection 5(2) of the *Act*:

1. The purpose of this inquiry is for the Commission to make an assessment of the Economic Effects of the Project, including the matters referenced in Panel recommendations #46 to #49.
2. The Commission must hold a public hearing in accordance with standard Commission policy and practice on the Economic Effects of the Project, including the matters referenced in Panel recommendations #46 to #49.
3. For the purpose of conducting this inquiry and public hearing, the Commission:
 - (a) must invite and consider submissions, evidence and presentations on the Economic Effects of the Project including the New Materias from any interested person, including without limitation, aboriginal groups, the public, governments, the Proponent, other utilities, power producers, ratepayer groups and other interested groups;
 - (b) must hold the public hearing in accordance with the Commission's Public Hearing Guidelines, except that the Commission will make recommendations to the Lieutenant Governor in Council rather than making determinations; and
 - (c) may use all of the powers provided to it under the *Act*.
4. The Commission must prepare a report and recommendations on its assessment of the Economic Effects of the Project, including the results of the public hearing and any implications of its assessment for the Project, BC Hydro ratepayers and BC taxpayers. The report must be provided to the Minister of Energy and Mines by November 30, 2015.
5. The Minister of Energy and Mines must publish the report within 10 days of receipt.

November 18, 2014

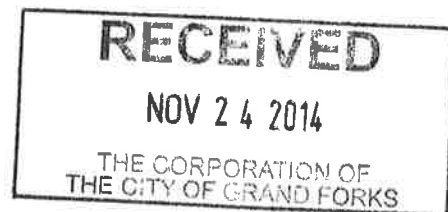
Hi Diane,

Could you please add this brief letter from the Trails Society to the new Council's Information Summary.

Thank-you

Chris

Chris Moslin, President
Grand Forks Community Trails Society
9125 North Fork Road
Grand Forks, BC
V0H 1H2
h: 250 442 2620
c: 250 666 1262
Chris.Moslin@gmail.com
www.gftrails.ca



FILE CODE
WES + G.F. Trails Society
+ G1 - Greeting to New Council



Grand Forks Community Trails Society

Box 2921, Grand Forks, BC

V0H 1H0

November 18, 2014

Mayor and Council,

Congratulations on your election to city council. We wish you well during your term of office and thank you for offering your service.

Grand Forks Community Trails Society develops and promotes a network of trails throughout and around our city. We have partnered with the city on numerous trails projects. We consult and advise both city staff and Council with the planning of city trails and have a current Stewardship Agreement with our municipality.

Grand Forks Community Trails has a proud history of trail advocacy in our area. We look forward to our future relations with you and welcome the opportunity to exchange our visions. To learn more about our organization, please refer to our website: www.gftrails.ca

We look forward to continuing our role, in partnership with our newly elected Council, in making Grand Forks a great place to live.

With sincere respect,

Chris Moslin, President
Grand Forks Community Trails Society

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Sasha Bird, Manager of Development & Engineering Services

Date: December 15, 2014

Subject: Road Closure Bylaw No. 2003, being the Riverside Drive Road Closure Bylaw

Recommendation: **RESOLVED THAT COUNCIL** give final reading to Bylaw No. 2003, being the Riverside Drive Road Closure Bylaw.

BACKGROUND: Staff received a request to close a portion of Riverside Drive adjacent to 7330 Riverside Drive and to consolidate that portion of closed road with the applicant's property, in order to alleviate an air encroachment of the building's canopy and the applicant could then proceed with the strata conversion of the building.

Referral requests were sent to the various agencies and the only comment received was from the Ministry of Transportation and Infrastructure, stating that they had no objection with the closing of that portion of Riverside Drive, under the condition that the closure would not affect traffic flow of ingress/egress off of Highway #3. The proposed closure will not affect vehicular ingress or egress from Highway #3 onto Riverside Drive.

At the July 21, 2014 Regular meeting, Council approved the request to close a 3.162 meter width portion of Riverside Drive (portion containing part of the building and the sidewalk), by the length of the building, located in front of 7330 Riverside Drive and directed Staff to proceed with the statutory requirements necessary to start and complete the road closure and the consolidation of that portion of road measuring 75 square meters with property legally described as Lot 1, District Lot 108 & 339"S", S.D.Y.D., Plan 34642 and to sell that portion of closed road to the applicant for \$1,526.40.

At the October 20, 2014 Regular meeting, Council gave first and second reading to Bylaw 2003 and directed Staff to advertise the bylaw and send letters to surrounding property owners, inviting them to attend the November 3, 2014 Committee of the Whole meeting to address the Committee with any comments or concerns (written or in person), regarding the proposed road closure bylaw.

Bylaw 2003 was sent to the Ministry of Transportation & Infrastructure for their signature, which had been signed and returned and the Bylaw is now ready for third reading.

At the November 3, 2014 Regular meeting, Council heard from the public regarding the road closure Bylaw No. 2003, being the Riverside Drive Road Closure Bylaw and hearing no comments or concerns, gave Bylaw No. 2003 third reading.

REQUEST FOR DECISION

— REGULAR MEETING —



Benefits or Impacts of the Recommendation:

- General:** The benefit of the closure of that portion of road would be to alleviate the encroachment and thereby allowing the developer to proceed with the strata conversion of his building and Council would be seen as following their Road Closure Policy.
- Strategic Impact:** N/A
- Financial:** The City would see no cost to the taxpayers for the closure and the consolidation of that portion of Riverside Drive, in that the developer is required to pay the City a \$2,500.00 deposit to cover costs incurred with the closure plans. The applicant has paid the City the required deposit. There would also be a benefit to the City from the potential increased tax base once the building is stratified and the residential and commercial units are sold.
- Policy/Legislation:** The requirements to close a portion of road and to advertise the closure are legislated by the Community Charter.
- Attachments:**
- a copy of the site plan showing the footprint of the building and the canopy overhang;
 - a copy of the Zoning Map showing the location and zoning of the property in question;
 - a street view photo of the building and the landscaping of the property after the renovations;
 - a copy of the Road Closure Policy #1501; and
 - a copy of Bylaw 2003, being the Riverside Drive Road Closure bylaw, as at third reading.


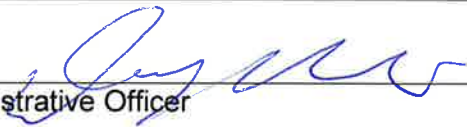
Recommendation: **RESOLVED THAT COUNCIL** give final reading to Bylaw No. 2003, being the Riverside Drive Road Closure Bylaw.

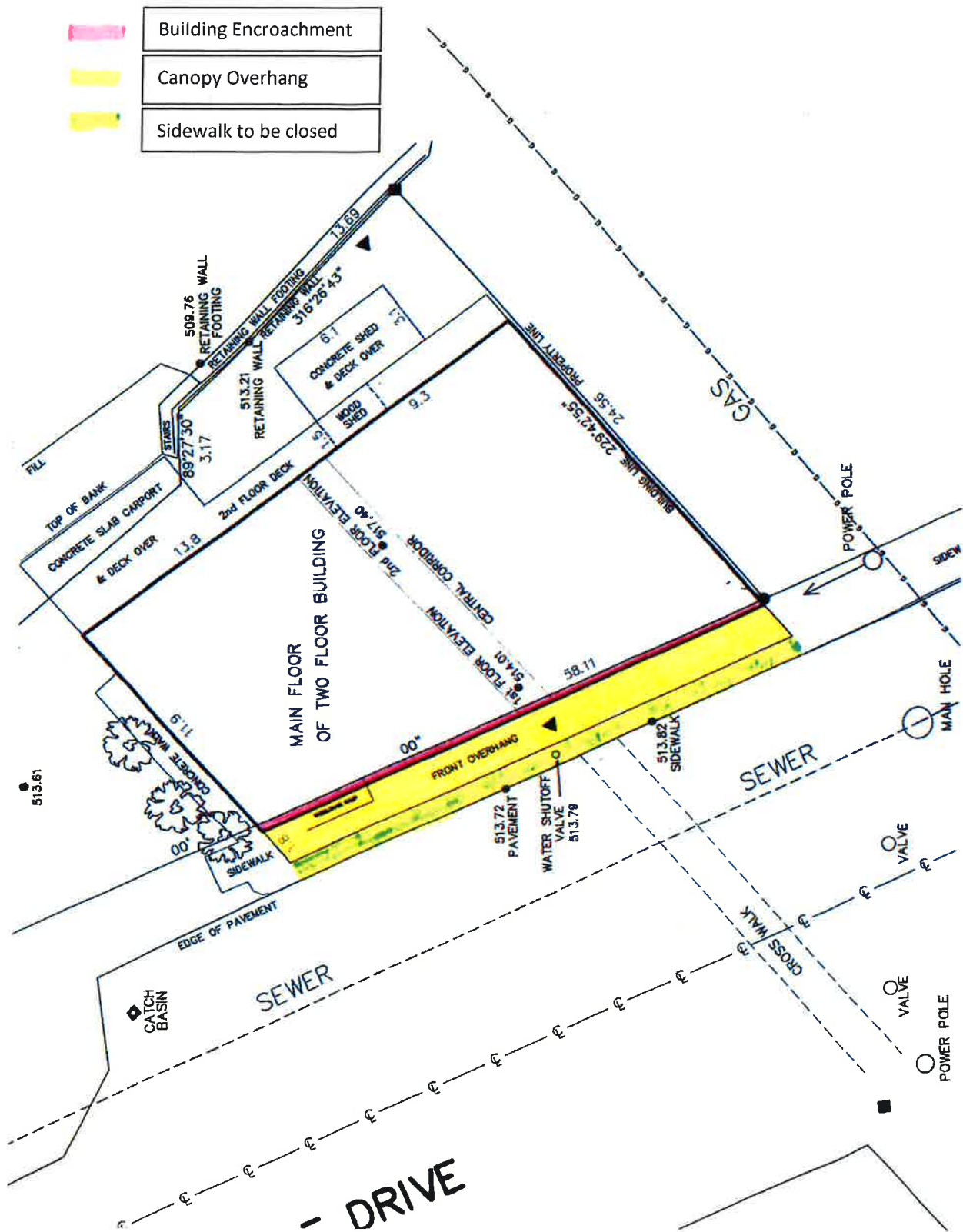
REQUEST FOR DECISION

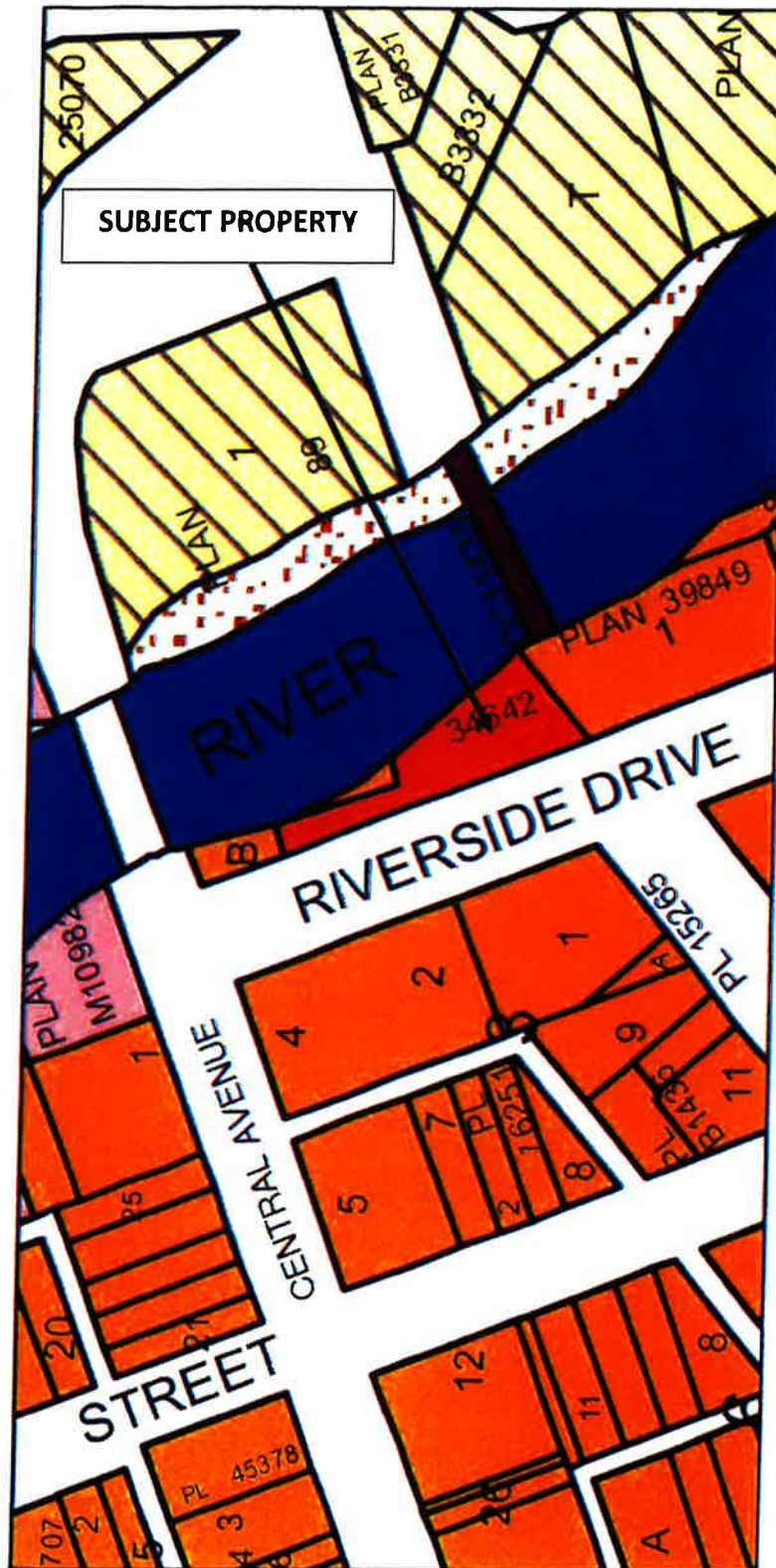
— REGULAR MEETING —



- OPTIONS:**
- 1. COUNCIL CHOOSES TO SUPPORT THE RECOMMENDATION.**
 - 2. COUNCIL CHOOSES TO NOT SUPPORT THE RECOMMENDATION.**
 - 3. COUNCIL CHOOSES TO REFER THE REPORT BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer







CITY OF GRAND FORKS

POLICY TITLE:	Road Closure Policy	POLICY NO:	1501
EFFECTIVE DATE:	July 20, 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

Purpose:

To have money on hand for the recovery of costs for expenses involved in a permanent road closure and ensure that the City does not incur any costs relative to another party's request for road closure.

Policy:

It is Council's policy that all applications for permanent road closures from applicants wishing to take title to the property in question shall be accompanied by a deposit of \$2,500.00. All costs relative to the road closure and payment of market value for any property transferred will be at the sole cost of the purchaser. The City will establish the market value price for the property.

Policy Procedure:

1. \$2,500.00 deposit and a fair market value appraisal, agreed to by the applicant, will be required prior to the City taking any action to initiate road closure.
2. Should the Applicant decide not to proceed with the road closure, at any time during the process, the deposit will be refunded to the applicant, less any related costs incurred by the City. Should the City decide not to proceed with the Road Closure, at any time during the process, the deposit will be refunded to the Applicant.
3. Where the costs of the road closure exceed the amount of the deposit, the applicant will be required to pay such excess costs, as calculated by the City and will include all legal, survey, appraisal, advertising and land title fees.
4. Where the total final costs of the road closure are less than the deposited amount, the overpayment will be refunded to the applicant.
5. As a condition of the road closure, the closed portion of road must either be consolidated with the adjoining property, or another road must be constructed to replace the closed road.
6. The process for the road closure must follow the Provincial Government regulations.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2003

**A Bylaw to Close and Remove the Dedication of that portion of Road
Shown on Plan 23, D.L. 108 & 366"S", S.D.Y.D.**

=====

WHEREAS in accordance with the Community Charter, Council may, by bylaw, close and remove the dedication of a highway or a 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 that portion of road measuring 75 square meters, as outlined on reference plan prepared by A.F. Hoefslot, B.C.L.S. and dated September 18, 2014, identified as "Schedule A" and attached to this bylaw;
2. That title to the above-described portion of closed road 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 "**Riverside Drive Road Closure Bylaw No. 2003, 2014**".


Read a **FIRST** time this 20th day of October, 2014.

Read a **SECOND** time this 20th day of October, 2014.

Read a **THIRD** time this 3rd day of November, 2014.

PUBLIC NOTICE posted at City Hall and advertised in the Grand Forks Gazette on the 22nd day of October, 2014 and the 29th day of October, 2014.

APPROVED BY the Ministry of Transportation and Infrastructure, pursuant to the Transportation Act, this 22nd day of October, 2014.



Approving Officer

FINALLY ADOPTED this _____ day of _____, 2014.

Brian Taylor, Mayor

Diane Heinrich, Corporate Officer

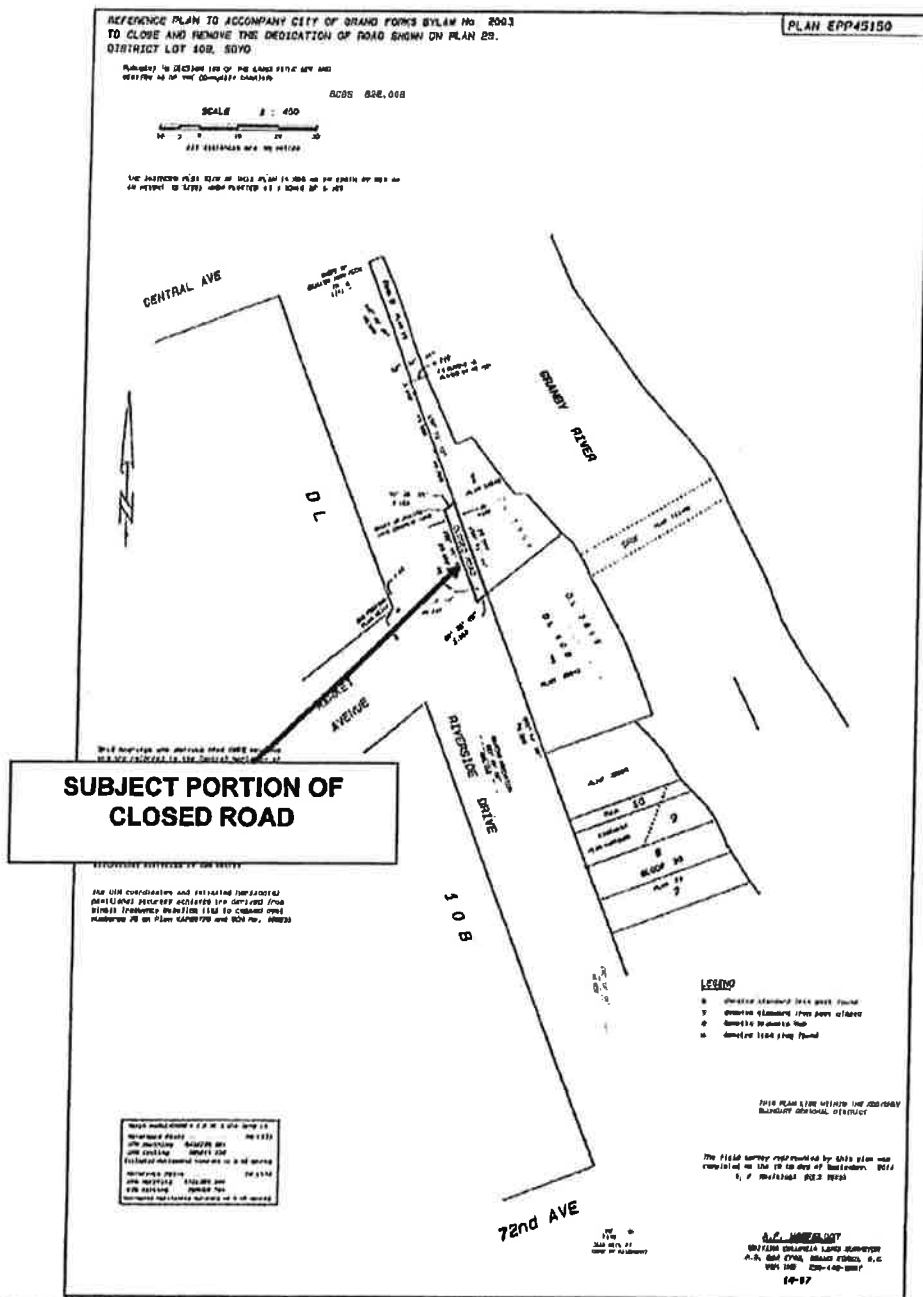
CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2003, as passed by the Municipal Council of the City of Grand Forks on the _____ day of _____, 2014.

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

Dated this _____ day of _____, 2014.

SCHEDULE "A"



This is Schedule "A" referred to in Section 1 of the Riverside Drive Road Closure Bylaw No. 2003, 2014.

Date of adoption

Corporate Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Roger Huston, Manager of Operations
Date: December 15, 2014
Subject: Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014
Recommendation: **RESOLVED THAT** Council approve Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014 and give the bylaw third reading.

BACKGROUND: The City of Grand Forks Electrical Utility Regulatory Bylaw No. 1543 was adopted in 1998 and requires updating to meet the current requirements for management and maintenance of the electrical utility of Grand Forks. The proposal is to have City Council repeal the existing bylaw and adopt a new bylaw that is similar to bylaws currently in use by other municipalities and cities in the Province, but structured to meet our community's needs.

At the September 15, 2014 Regular Meeting, Council resolved to receive the introduction of the new Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014 and refer the Bylaw to the Regular Meeting of Council scheduled for October 6th, 2014 for first, second, and third readings.

After further consideration, Staff recommended that Council give first and second readings to Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014, to allow for public consultation with respect to the proposed Electrical Utility Regulatory Bylaw No. 1975, 2014, prior to giving the repeal bylaw third reading.

At the October 6th, 2014 Regular meeting, Council received Electrical Utility Regulatory Repeal Bylaw No. 1975, 2014 and gave first and second readings to the bylaw.

Benefits or Impacts of the Recommendation:

General: The objective is to rescind Electrical Utility Regulatory Bylaw No. 1543, 1998 and all amendments thereto.

Strategic Impact: To allow for adoption of an updated bylaw that reflects current requirements and allows for better management of City infrastructure.

Financial: The City will have the ability to better manage the supply and distribution of electricity in the City and forecast financial requirements more accurately.

REQUEST FOR DECISION

— REGULAR MEETING —





Policy/Legislation: Council's authority to amend or repeal bylaws comes from the Community Charter.

Attachments: 1) Draft - Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014
2) October 6, 2014 Regular Meeting resolution

Recommendation: **RESOLVED THAT** Council approve Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014 and give the bylaw third reading.

OPTIONS:

1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.
3. COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1543-R

**A BYLAW TO REPEAL ELECTRICAL UTILITY REGULATORY
BYLAW NO. 1543, 1998**

=====

WHEREAS it is deemed necessary and expedient to repeal Bylaw No. 1543 in its entirety;

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

1. That Bylaw No. 1543, cited for all purposes as the City of Grand Forks "Electrical Utility Regulatory Bylaw No. 1543, 1998" and all amendments thereto, be hereby repealed.
2. This bylaw may be cited as the "**City of Grand Forks Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014**".

Read a **FIRST** time this 6th day of October, 2014.

Read a **SECOND** time this 6th day of October, 2014.

Read a **THIRD** time this 15th day of December, 2014.

FINALLY ADOPTED this _____ day of _____, 2014.

Mayor Frank Konrad

Acting Corporate Officer – Sarah Winton

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1543-R as adopted
by the Municipal Council of the City of Grand Forks on the _____ day of
_____, 2014.

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

Date

Road Closure Bylaw, third reading.

CARRIED.

-
- d) Manager of Operations
Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014

MOTION: O'DOHERTY / SMITH

RESOLVED THAT Council approve Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014 and give the bylaw first and second readings.

CARRIED.

-
- e) Manager of Operations
Electrical Utility Regulatory Repeal Bylaw No. 1975, 2014

Alex Love, Electrical Engineer for the City, spoke with regard to the proposed bylaw. He advised that:

- Commercial is kept out of the bylaw
- 10KvA systems are in excess of what a residential system would typically use
- 10KvA would be excessive for a house to hold in terms of solar panels
- this type of a system would be used to offset an electrical system
- There is potential for there to be an impact to the City's system if a proposed system was too large

He discussed the Solar Community Garden that is underway on Nelson.

The Chief Administrative Officer advised that the City can take this bylaw out to the public for further input.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT Council the Electrical Utility Regulatory Bylaw No. 1975, 2014 first and second readings.

CARRIED.

LATE ITEMS

QUESTIONS FROM THE PUBLIC AND THE MEDIA

- a) Ms. Donna Semenoff
She spoke with regard to:
- electrical meters

Mr. Love advised that the City does not use smart meters, and that standard and or higher power meters used because standard meters do not have enough power to get

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Roger Huston, Manager of Operations
Date: December 15, 2014
Subject: Electrical Utility Regulatory Bylaw No. 1975, 2014
Recommendation: **RESOLVED THAT** Council approve Electrical Utility Regulatory Bylaw No. 1975, 2014 and give the bylaw third reading.

BACKGROUND: The City of Grand Forks Electrical Utility Regulatory Bylaw No. 1543 was adopted in 1998 and requires updating to meet the current requirements for management and maintenance of the electrical utility of Grand Forks. The proposal is to have City Council adopt a new Electrical Utility Regulatory Bylaw which is similar to bylaws currently in use by other municipalities and cities in the Province, but structured to meet our community's needs.

The areas of significant change between the current bylaw and the proposed bylaw are:

- Updated definitions section to stay current with the manner in which the utility operates.
- Added clarity for meter locations and supply voltages offered. This will help to improve customer understanding on what is and is not available.
- Added a Residential Photo-Voltaic (PV) service to accommodate residents wanting to install solar PV systems and both purchase and sell energy to the electrical grid. Provisions have been made to limit the size of system and amount of energy that the utility may need to purchase to strike a balance between encouraging renewable energy without exposing the utility to undue amounts of high cost energy purchase.
- Defined rates for common service connections to provide clarity to customers around service fees. These fees are based on Nelson Hydro fee structure which in turn was based on an analysis of many actual connections. Individual services may be higher or lower cost but should on average work out to the base rate.
- Various wording revisions to reflect the current practices of most electric utilities.

At the September 15, 2014 Regular Meeting, Council resolved to receive the introduction of the new Electrical Utility Regulatory Bylaw No. 1975, 2014 and refer the Bylaw to the Regular Meeting of Council scheduled for October 6th, 2014, for first, second and third readings.

After further consideration, Staff recommended that Council give first and second readings to Electrical Utility Regulatory Bylaw No. 1975, 2014, to allow for public consultation with respect to the changes, prior to giving the Bylaw third reading.

REQUEST FOR DECISION

— REGULAR MEETING —



At the October 6th, 2014 Regular meeting, Council received Electrical Utility Regulatory Bylaw No. 1975, 2014 and gave first and second readings to the Bylaw.

Staff advertised the proposed adoption of the new bylaw in the Grand Forks Gazette for two consecutive weeks, on October 29, 2014 and November 4, 2014, for inspection and comment by the public. Copies of the existing and proposed bylaws were made available both on the City's website and, in a hard copy format, at the two office locations. Two comments were received by email from the public (attached).

The City's electrical consultant recommended revisions to the bylaw, which included comments from the public, as follows:

- 1) SCHEDULE A: Replaced the Service Area map with a cleaner version.
- 2) SCHEDULE B, Section 11.1: Added a note of clarity on how to convert from kVA to kWAC.
- 3) SCHEDULE B, Section 11.3: Added the provision for other Independent Power Producer projects at the discretion of the electric utility.

Staff applied the recommended revisions to the attached draft bylaw.

Benefits or Impacts of the Recommendation:

General:	The objective is to rescind Electrical Utility Regulatory Bylaw No. 1543, 1998 and all amendments thereto and to adopt an updated, legislated bylaw that is workable and enforceable by City staff.
Strategic Impact:	To update the Bylaw to reflect current requirements and allow for better management of City infrastructure.
Financial:	The City will have the ability to better manage the supply and distribution of electricity in the City and forecast financial requirements more accurately.
Policy/Legislation:	The Community Charter governs bylaws and amendments thereto.
Attachments:	<ol style="list-style-type: none">1) Draft - Electrical Utility Regulatory Bylaw No. 1975, 20142) October 6, 2014 Regular Meeting resolution3) Customer Feedback #14) Customer Feedback #2

REQUEST FOR DECISION



— REGULAR MEETING —



Recommendation: **RESOLVED THAT** Council approve Electrical Utility Regulatory Bylaw No. 1975, 2014 and give the bylaw third reading.

OPTIONS:

1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.
3. COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

ELECTRICAL UTILITY REGULATORY BYLAW NO. 1975

A bylaw to provide for the regulation and control of the Electrical Utility of the Corporation of the City of Grand Forks and impose rates, terms and conditions for supply of electricity service.

WHEREAS the Council of the Corporation of the City of Grand Forks considers it desirable and expedient to maintain an Electrical Department for the Grand Forks community and to make regulations for the supply of this service;

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

1. TITLE

- 1.1 This bylaw may be cited for all purposes as the **“City of Grand Forks Electrical Utility Regulatory Bylaw No. 1975, 2014.”**

2. DEFINITIONS

- 2.1 In this Bylaw, unless the content otherwise requires, the following definitions will apply:

“Bi-Monthly” means every two-month period;

“City” means the Corporation of the City of Grand Forks:

“Chief Financial Officer” means the Chief Financial Officer appointed by the City or his/her authorized deputy;

“Customer” means an Owner of real property to which electrical energy is supplied by the City;

“Council” means the elected Council of the Corporation of the City of Grand Forks;

“Electrical Department” is as defined in Section 3.3 of this bylaw;

“Electrical Utility” means the City’s electrical distribution system and includes all the structures, switchgear, transformers, poles, wires, cables, meters and related apparatus and facilities used in the receiving, distribution and measuring of electrical power and energy and which comprise the electrical distribution system. It also includes all land, easements, rights-of-way, buildings, vehicles,

tools, or other things, which, by their necessity and usage, form an essential part of the electrical distribution system;

“Manager of Operations” means the person appointed from time to time by the City to supervise the operations of the Electrical Utility or his authorized deputy or assistant;

“Owner” means the same as in the Community Charter, as amended from time to time;

“Point of Delivery” means the first point of connection between the City’s electrical distribution and the Customers’ electrical facilities. This will be at the service mast on overhead services (not including the attachment point for the overhead wire) and at property line on underground secondary services;

“Power Factor” means the percentage determined by dividing the Customer’s demand measured in kilowatts by the same demand measured in kilovolt-amperes;

“Premises” means the land occupied by the Customer together with any buildings, works, or improvements, which have been erected or constructed thereon;

“Rate or Rates” includes every toll, rate, security deposit, and interest on arrears or any other lawfully collectible charges applicable under this Bylaw for the provision and delivery of electricity in any form or services which are in any way related to the delivery of electricity;

“Service” means the supply of electricity from the City to any premises, and where the context requires, the electrical utility necessary to and actually used for the purposes of the supply;

“Service Area” means the area within the boundaries of the City currently serviced by the City’s Electrical Utility, as outlined in “Schedule A”;

“Service Connection” means that portion of the distribution system facilities extending from the City’s circuits on a public highway to the point of delivery. They include but are not necessarily limited to the following types:

- a) **“Overhead Service”** - That portion of an overhead service connection extending not more than 30 meters onto the Customer’s property and not beyond the first intermediate support on such property.
- b) **“Dip Service”** - A service connection provided from the City’s overhead circuits that is underground where it crosses the Customer’s property line.

- c) **“Underground Service”** - A service connection provided from the City's underground circuits;

“Service Entrance” is the point on the Customer's premises at which the point of delivery is between the City's system and the Customer's system;

“Temporary Service” means a service provided to meet a temporary need (no longer than 270 days connected) not to exceed 30 meters in length from the City's distribution and does not include the supply of a periodical or seasonal service requirement that may occur at the same location.

3. ADMINISTRATION

- 3.1 The Electrical Utility shall be administered jointly by the Financial Administration Department and the Electrical Department, and the management of such departments shall be directly responsible to the Chief Administrative Officer.
- 3.2 The Financial Administration Department, under the control of the Chief Financial Officer, shall be totally responsible for the business management of the Electrical Utility. The department will be responsible for the control and management of all financial matters pertaining to the operation of the Utility and preparation of budgets, financial statements pertaining to the Electrical Utility operation, and for the preparation of all bills and accounts, and the collection of same, all in accordance with the rates and charges outlined in “Schedule C”, and the billing and collection regulations outlined in “Schedule D”, attached to this bylaw.
- 3.3 The Electrical Department, under the control of the Manager of Operations shall be responsible for the construction, maintenance and operation of all the properties and physical plant owned or controlled by the City, which are necessary for and pertinent to the proper operation of the Electrical Utility.

The Manager of Operations shall also be responsible for:

- a) all matters directly related to the supply of service to Customers of the Electrical Utility and the maintenance of good quality service to such Customers;
- b) determining that all works constructed by or for the Electrical Utility are in accordance with applicable requirements for electric utilities in the Province of British Columbia;
- c) ensuring, to the best of his/her ability, the safety of all employees of the Electrical Department and of the City who may be performing works related to the operation of the Electrical Utility;

- d) the enforcement of the "Electrical Service Regulations", as outlined in "Schedule B" of this bylaw. He/She shall also ensure that all policies, procedures and the works installed, constructed, altered, repaired or maintained for the Electrical Utility are done in such a manner as will cause minimal damage or danger to life or property of the employee or public at large. He/she shall be responsible at all times to the Chief Administrative Officer.

4. TERMS AND CONDITIONS

4.1 The City's Responsibilities:

- a) The City will endeavour to provide a regular and uninterrupted supply of electricity but it does not guarantee a constant supply of electricity or the maintenance of unvaried frequency or voltage and shall not be responsible or liable for any loss, injury, damage or expense caused by or resulting from any interruption, termination, failure or defect in the supply of electricity, whether caused by the negligence of the City, its servants or agents, or otherwise unless the loss, injury, damage or expense is directly resulting from the willful misconduct of the City, its servants or agents, provided, however, that the City, its servants and agents are not responsible for any loss of profit, loss of revenues or other economic loss even if the loss is directly resulting from the willful misconduct of the City, its servants or agents.

4.2 The Customer's Responsibilities:

- a) Every Customer shall comply with the terms and conditions set out in "Schedule B".
- b) Every Customer shall pay for the service in accordance with the rates and charges outlined in "Schedule C" of this bylaw.
- c) The Customer also agrees to pay for the service based on the Electrical Billing and Collection Regulations, outlined in "Schedule D" of this bylaw.
- d) If a Customer does not pay the fees and charges, outlined in all portions of this bylaw, on or before December 31st in the year that the rates or charges were due and payable, then those rates and charges will be added to and form part of the taxes payable on the property as taxes in arrears.
- e) The Customer is responsible for supplying all the information necessary to properly determine the service requirements.

- f) The Customer shall be responsible for the installation of the service entrance and the meter location, which shall be located at a point satisfactory to the City.

5. VIOLATIONS AND PENALTIES

- 5.1 Any person guilty of any violation or infraction of any of the provisions of this Bylaw (whether expressly declared or not), shall be liable, upon conviction, to a fine of not more than Two Thousand (\$2000.00) Dollars and costs of prosecution. The penalties imposed under this sub-Section supplement and are not a substitute for any other remedy to an infraction of this bylaw.

6. APPLICATION

- 6.1 This bylaw applies to all lands within the Service Area.

7. SEVERABILITY

- 7.1 If any Section, sub-Section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

8. REPEAL

- 8.1 The City of Grand Forks “**Electrical Utility Regulatory Bylaw No. 1543, 1998**” and all amendments thereto are hereby repealed.

9. ENACTMENT

- 9.1 This bylaw is to take effect upon adoption by the Council of the Corporation of the City of Grand Forks.

Read a **FIRST** time this 6th day of October, 2014.

Read a **SECOND** time this 6th day of October, 2014.

Read a **THIRD** time this 15th day of December, 2014.

FINALLY ADOPTED this _____ day of _____, 2014.

Mayor Frank Konrad

Acting Corporate Officer – Sarah Winton

CERTIFICATE

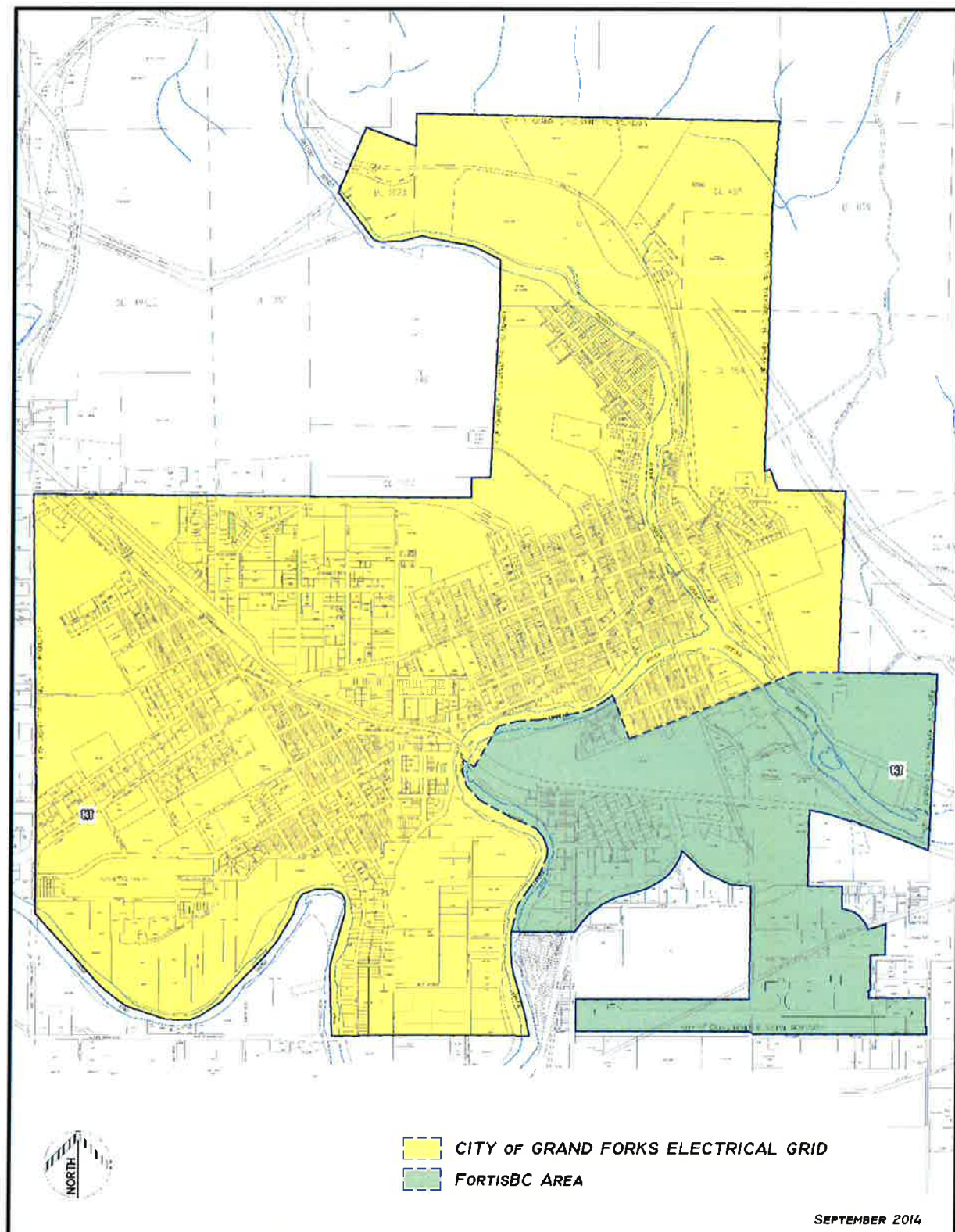
I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1975, as passed by the Municipal Council of the Corporation of the City of Grand Forks on the _____ day of _____, 2014.

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

Date Signed

SCHEDULE A

CITY OF GRAND FORKS ELECTRICAL SERVICE AREA



SCHEDULE B

CITY OF GRAND FORKS
ELECTRICAL SERVICE REGULATIONS

1. Terms and Conditions of Use and Supply of Electrical Energy:

- 1.1 Every Customer shall, in respect of any real property of that Customer to which electrical energy is supplied by the City:
- (a) pay to the City, in accordance with the rates and charges set out in "Schedule C" and in accordance with "Schedule D", for the electrical energy supplied by the City to that real property;
 - (b) ensure that electrical energy supplied by the City to that real property is not used for any purpose other than the purpose identified in the application for service relating to that real property;
 - (c) not damage, and shall ensure that occupiers of or invitees to that real property do not damage, any electrical equipment or facilities installed by the City on that real property. This is to include any seal or sign attached to that equipment;
 - (d) ensure that nothing is done on that real property, including without limitation an alteration of wiring, that will or may appreciably change the amount or nature of the load imposed on the Electrical Utility, without the prior consent of the Manager of Operations;
 - (e) ensure that officers, employees and agents of the City have safe and unobstructed access on that real property at all reasonable times for the purpose of ensuring that this Bylaw is being complied with, testing the Owner's electrical energy system, or carrying out any other activity that is necessary for the proper operation of the Electrical Utility;
 - (f) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of this Schedule, pay to the City the charge set out in Section 4.1 of Schedule "C" as a return visit charge;
 - (g) ensure that the power factor applicable to the delivery of electrical energy to that real property is not lower than 95%;

- (h) ensure that single phase motors rated larger than two (2) horsepower are not used on 120 volt circuits without the prior written consent of the Manager of Operations;
 - (i) ensure that motors of 20 horsepower or larger are equipped with reduced voltage starters or other devices approved in writing by the Manager of Operations, unless otherwise authorized in writing by the Manager of Operations;
 - (j) ensure that 120 volt circuits are connected so as to balance as nearly as possible the currents drawn from the circuits at the point of delivery;
 - (k) ensure that space heating units having a rating of 3 kw or larger are individually thermostatically controlled and that no single in-line thermostat is used to control more than 6 kw of rated capacity;
 - (l) ensure that the phase heating units controlled by one switch or thermostat have no more than 25 kw of rated capacity; and
 - (m) ensure that no facilities capable of generating electricity, except as otherwise permitted in this bylaw, are installed, unless those facilities are at all times electrically isolated from the Electrical Utility.
- 1.2 The City shall retain full title to all electrical equipment and facilities up to the point of delivery, including without limitation all electrical metering devices, installed by the City for the purpose of supplying and measuring electrical energy under this Bylaw.
- 1.3 The City may discontinue the supply of electrical energy to any real property where:
- (a) the Owner of that real property has failed to comply with any provision of this Bylaw;
 - (b) in the opinion of the Manager of Operations, the continued supply of electrical energy to that real property would or might be harmful to the Electrical Utility, create an unreasonable demand on that system, or create an abnormal or unacceptable fluctuation of the line voltages of that system;
 - (c) discontinuance is necessary to enable the City to repair or maintain the Electrical Utility;
 - (d) by reason of a shortage of supply or otherwise, the City considers that it cannot practically continue to supply electrical energy to that real property;

- e) a previously metered service has been disconnected for more than 1 year.
- 1.4 The City may, from time to time, conduct tests of any Customer's power factor, and where that power factor is found by the City to be lower than 95%, the Customer shall, within 30 days of a written request to do so from the City, install, at his or her expense, power factor corrective equipment acceptable to the Manager of Operations.
- 1.5 Every Customer is liable for, and shall pay to the City forthwith after receiving an invoice setting out those costs, any costs incurred by the City in repairing any damage caused to the Electrical Utility or to any equipment or facilities installed by the City on that Customer's real property, where the damage occurs as a result of the failure of the Customer to comply with any provision of this Bylaw.

2. New Service Connections

- 2.1 No person may request to connect any electrical energy lines or works to the Electrical Utility unless:
 - (a) the Owner of the real property to be supplied with electrical energy as a result of that connection has first:
 - i) submitted to the City a complete New Electrical Service Application in a form provided by the City;
 - ii) paid the New Electrical Service Application fee that is identified in "Schedule C" of this Bylaw as the fee applicable to the type of connection identified in the New Electrical Service Application; and
 - iii) provided evidence satisfactory to the Manager of Operations that he or she has obtained every permit and approval, including the approval of a provincial electrical inspector, that he or she is required under any enactment to obtain before requesting the connection,
 - (b) the person requesting the connection is the Owner of the real property to be supplied with electrical energy as a result of that connection or a person authorized in writing by that Owner to request the connection.
- 2.2 All Meters shall be installed by the City, in a location approved by the Manager of Operations. Meter location specifications shall be as follows:
 - (a) The meter socket shall be surface mounted, located on an outside wall and be within one Meter of the corner nearest to the point of supply, except in the case of Metering over 300 volts, the Meter shall be installed on the supply side of the Customer disconnect and Meter locations shall be approved by the Utility Department;

- (b) All meter sockets shall be installed between 1.5 meters and 2 meters above final ground level to the centre of the meter and located not more than 30 meters into the lot;
- (c) Meters shall not be installed in carports, breezeways or on decks or other similar areas;
- (d) Meters shall be installed in locations that permit safe and unfettered access by employees or agents of the City;
- (e) The Manager of Operations, at its sole discretion, may make exceptions to the general specifications for meter installations, where a standard location will cause design and installation difficulties, subject to the meter remaining accessible to the City at all times;
- (f) The Manager of Operations may require, at the Customer's expense, that the Customer relocate any meter that is located in an area that cannot be conveniently accessed by the City at all times, or is considered by the Manager of Operations to be unsafe;
- (g) For all electrical Services in excess of 200 amperes, the Customer shall supply and install an enclosure for current and potential transformers and the design of the enclosure shall first be approved by the Manager of Operations;
- (h) Primary voltage metering connections shall have metering installations paid for by the Customer;
- (i) The Manager of Operations may refuse connection of any electrical Service built in a location not approved by the Manager of Operations, or not built to accepted standards;
- (j) The City will not supply transformation from one secondary voltage to another secondary voltage;
- (k) The City reserves the right to determine the supply voltage of all electrical Service connections;

2.3 Nominal Secondary Supply Voltages are:

- (a) From pole mounted transformers:
 - i. Single Phase – 120/240 volts, 3 wire, maximum 400 amperes.
 - ii. Three Phase - 120/208 volts, 4 wire, maximum 400 amperes transformation capacity.

- iii. Three Phase - 347/600 volts, 4 wire, maximum 400 amperes transformation capacity.
 - (b) From pad mounted transformers:
 - i. Single Phase – 120/240 volts, 3 wire, maximum 800 amperes.
 - ii. Three Phase – 120/208 volts, 4 wire, maximum 500 kVA transformation capacity.
 - iii. Three Phase – 347/600 volts, 4 wire, maximum 2,500 kVA transformation capacity.
 - (c) Delta services are prohibited.
 - (d) For loads or supply voltages different from those listed in this Section (e.g. 277-480 volts), the Manager of Operations may require that a Customer supply their own transformation facilities and take service at the available primary voltage; or supply their own secondary voltage conversion transformation.
 - (e) All facilities and equipment to be connected to the City's facilities must be in a condition that is approved by the Manager of Operations. Installation must be carried out in a manner to ensure proper balancing of phases and circuits, and to ensure that the City's equipment is not endangered or that no abnormal voltage fluctuations are anticipated. All three-phase, four-wire facilities must be designed to prevent the load on the phase with the highest load exceeding that on the phase with the lowest load by more than ten (10%) percent.
- 2.4 Customer owned electrical facilities must not be extended across, under or over a street, lane, alley or other public or private space not owned by the Customer for the purpose of servicing more than one Premise through one meter.
- 2.5 It is the Customer's sole responsibility to obtain any easements or statutory rights of way required by the City or others, to permit the installation of an electrical Service.
- 3.0 Electrical Utility Extension**
- 3.1 The Manager of Operations is not required to approve any New Electrical Service Application in respect of any real property, where the connection cannot be made without an extension of the City's electrical service line, unless:
- (a) the City has first approved (and it is under no obligation to do so) the extension of that service line;

- (b) the Owner has first paid to the City the cost estimated by the City to extend that service line, which cost shall include, without limitation, the cost of installing any poles or other works or appurtenances related to that service line extension; and
- (c) the Owner has first granted to the City, or ensured that others have granted to the City, statutory rights-of-way, satisfactory to the City over any property on which the service line is to be located that is not under the possession and control of the City.

3.2 Where the cost incurred by the City in extending a Service line to any real property exceeds the amount paid by the Owner of that real property under Section 3.1(b) of this Schedule, the Owner shall forthwith upon receiving a bill from the City pay to the City the amount of that excess, and where the amount paid by the Owner to the City under Section 3.1(b) of this Schedule exceeds the cost incurred by the City in extending the service line, the City shall pay the amount of the excess to the Owner.

3.3 Subject to Section 3.5 of this Schedule, where a property Owner pays for the extension of a service line under Section 3.1(b) of this Schedule and the extension has the capacity to serve land other than land owned by that property Owner, each property Owner whose property is subsequently connected to that extension shall pay to the City for each electrical service connection made within that extension, in addition to any other charges applicable under this Bylaw, the following amount, and the original property Owner who paid for the service line extension will be reimbursed the following amount:

	$\frac{1}{\quad}$	
<i>Cost of service line extension paid by the original property owner</i>	\times	<i>Sum of the possible service connections which could be made within the service line extension based on the City's bylaws regulating the subdivision of land, plus one (for original service)</i>

3.4 For the purpose of Section 3.3 of this Schedule, the number of possible service connections referred to in the calculation described in that Section is the number estimated by the Manager of Operations at the time the original property Owner applies for the service line extension.

3.5 Section 3.3 of this Schedule ceases to apply to a service line extension on the earlier of:

- (a) the day on which the property Owner who paid the cost of the service line extension has been reimbursed that cost less the amount obtained as a result of the calculation referred to in Section 3.3 of this Schedule, and
- (b) the day which is five (5) years after the day on which the service line extension is completed.

4. Electrical Energy Accounts

- 4.1 No person shall use electrical energy supplied by the City unless an Owner of real property to which that electrical energy has an Electrical Utility account in his or her name.

5. New Accounts

- 5.1 An Owner of real property to which electrical energy is being, or is capable of being supplied, may apply to the City to have an Electrical Utility account opened in his or her name by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City, the existing service connection charge set out in Section 4.1 of "Schedule C".

6. Turning Off or On Existing Service

- 6.1 An Owner of real property may apply to have an existing electrical service turned off or on or a disconnected meter reconnected by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

7. Meter Reading

- 7.1 An Owner of real property or a person designated by the Owner as the agent, may apply to have an electrical meter read by submitting to the City a written request in the form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

8. Refusal to Connect or Serve

- 8.1 The City may refuse to provide service to any person who has an unpaid account at any dwelling within the Service Area or who has otherwise failed to comply with any provision of this Bylaw.

9. Point of Delivery and Metering

- 9.1 For overhead secondary service connections, the point of delivery shall be where the Customer's circuit connects to the City's overhead system at the service mast

(not including the attachment point or structure). For an underground secondary service the point of delivery shall be where the underground circuit enters the property owned or occupied by the Customer.

- 9.2 The metering of the Customer's load demand and energy consumption shall be done by facilities owned and provided by the City. The Customer shall, where required, make all necessary provisions for the installation of the City's facilities, including any necessary wiring and fittings and boxes, to the satisfaction of the City and in accordance with all the applicable electrical inspection rules and safety requirements.
- 9.3 The Customer shall take all reasonable care to protect all meters and related apparatus belonging to the City on the Customer's premises and shall reimburse the City for any loss or damage occurrence to same except to the extent that the Customer is able to show that loss or damage was due to defects in such facilities or to omission or negligence on the part of the City's employees.
- 9.4 Where separate points of delivery exist for the supply of electricity to a single Customer or more than one meter is required to properly measure the load demands, consumption and power factors of the Customer's loads as supplied under the applicable rates Schedules, the readings of such meters will be billed separately unless their combination is specifically authorized by the City.

10. Removal of Hazardous Trees from Private Property

- 10.1 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of inspecting any trees, shrubs and other growths or any other obstacles which may in the City's sole discretion constitute a danger or a hazard to the electrical distribution system.
- 10.2 The City may give notice ("the Notice") to a property Owner, which would require the property Owner to remove, cut, top, prune, move, or otherwise deal with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis that, in the City's sole discretion, may endanger or present a hazard, or become dangerous or hazardous to the electrical distribution system.
- 10.3 Unless the Notice expressly excludes the requirement to obtain approval in advance, a person will not undertake any works relating to any tree, shrub, or growth that is subject of the Notice, without the prior approval of the City, by filing a work plan, which is satisfactory to the City.
- 10.4 If the property Owner fails to comply with the requirements in the Notice within 20 days of the date of the Notice, or such other later date that may be specified in the Notice, to the satisfaction of the City, then the City may enter at any reasonable time upon the premises for the purpose of removing, cutting, topping,

pruning, moving or otherwise dealing with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis or otherwise as required by the Notice.

- 10.5 Notwithstanding the issuance of the Notice, the City may exercise its rights, powers and obligations under this Section to remove the trees, shrubs and other growths or other obstacles that are the subject of the Notice, and the property Owner will compensate and be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City.
- 10.6 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of cutting down any trees, shrubs and other growths or remove any other obstacles that, in the City's sole discretion present an immediate danger or hazard to the electrical distribution system.
- 10.7 The property Owner will be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City pursuant to this Section.
- 10.8 If the property Owner, fails to comply with any Notice issued under this Section, or obstructs, resists, interferes or otherwise fails to cooperate with the City when the City is exercising its rights, under this bylaw, then the property Owner will be responsible, liable or otherwise held accountable for any and all costs, expenses, damages or injuries which are suffered or incurred by the City, its employees, agents, contractors, either directly or indirectly, or which result in damage to the electrical distribution system.
- 10.9 When exercising its rights under this bylaw, the City is not responsible, liable or otherwise accountable, either directly or indirectly, for any costs, expenses, damages or injuries that are suffered or incurred by any property Owner or person which are a result of:
 - (a) its entry upon, occupation of or exit from any premises;
 - (b) its trespass on any premises or property;
 - (c) a nuisance created by it;
 - (d) an invasion of privacy committed by it; or
 - (e) its negligent actions or inactions .
- 10.10 Nothing in this Section or Bylaw shall be construed as imposing any additional duty, obligation or requirement on the City to remove, cut, top, prune, move, or otherwise maintain any trees, shrubs, growths or other obstacles that would not otherwise be imposed on the City and at all times, with or without notice, it is the customers responsibility to keep all the trees, shrubs and other growths or other obstacles clear of power lines or electrical infrastructure on the Customers private property.

11. Residential Photo-Voltaic Services

- 11.1 Available for residential usage with solar (PV) installations of not more than 10 kVA ($kVA = \frac{kWAC}{\text{Power Factor}}$).
- 11.2 Each residential photo-voltaic service requires a bi-directional meter which will be installed by the Grand Forks Manager of Operations at the owners cost. Energy in excess of the residence consumption will be purchased by the Electrical Utility at the residential sales rate subject to:
- (a) Energy surplus will be accumulated in each billing cycle and applied first to subsequent consumption.
 - (b) The first 4,000 kWh of annual excess energy will be purchased at the residential rate in effect at the year end. Any energy in excess of 4,000 kWh will be purchased at the prevailing avoided cost of energy purchase.
 - (c) Any surplus over \$50 at year end will be paid to the customer.
 - (d) Any surplus of \$50 or less will be applied as an energy credit to the account.
 - (e) Grid interconnection must be made in accordance with the City's "Interconnection Requirements for Residential Photo-Voltaic Power Producers Guidelines" document, provided by the City and amended from time to time.
- 11.3 Independent Power Producer (IPP) projects not covered in Section 11.1 require special considerations. Approval for the interconnection of power purchase rates will be at the sole discretion of the Grand Forks Electric Utility and structured to prevent negative operating and financial impacts to the electric utility and its rate payers.

SCHEDULE C
CITY OF GRAND FORKS
ELECTRICAL UTILITY RATES AND CONNECTION CHARGES

1. Residential Service

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

- | | | |
|-----|--|---------------------|
| (a) | Basic minimum service charge: | \$16.46/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.10344 per KWH |

2. Commercial/Industrial/Institutional Service

Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost.

- | | | |
|-----|---|---------------------|
| (a) | Basic minimum service charge: | \$17.81/month, plus |
| (b) | Electrical rate per consumption for the first
200,000 KWH or less in a two-month billing period: | \$0.11069 per KWH |
| (c) | Electrical rate per consumption for all usage above
200,000 KWH in a two-month billing period: | \$0.08214 per KWH |

3. Seasonal Loads (minimum period of service is three months)

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

- | | | |
|-----|--|---------------------|
| (a) | Basic minimum service charge: | \$17.04/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.11069 per KWH |

4. Service Charges

4.1 Existing Service Connection and Reconnection Charges:

A fee of **\$50.00** (plus applicable taxes) shall apply to all applications involving the following:

- (a) the owner of real property wishes to establish a new electrical utility account in their name;
- (b) the owner of real property wishes to have the electrical meter read;
- (c) the owner of real property wishes to have the existing electrical service turned off and/or turned on;
- (d) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw; and
- (e) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of "Schedule B."

This fee is designed to defray the costs involved with service calls, meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. The Customer will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Electrical Service or Upgraded Service. If an existing service has been disconnected or salvaged due to inactivity (9 months or more) it will be treated as a new installation.

4.2 New Service Installations or Upgrading of Existing Service:

- (a) Basic Single Phase Overhead Connection
 - i) 200 amp service \$ 700.00
 - ii) 400 amp service \$1,700.00

The City will provide up to 30 meters of appropriate sized wire, do the connection on the customers service entrance, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (b) Basic Single Phase Underground Connection (includes dip service)
 - i) 200 amp service \$ 1,230.00
 - ii) 400 amp service \$ 2,230.00

The City will provide up to 30 meters of appropriate sized wire, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (c) All other services greater than 400 amp At Cost
- (d) Three Phase - Overhead/Underground At Cost

New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

4.3 Temporary Construction Service

- (a) Temporary service - 100 amp or less \$250.00.

The City will make the connection to the City's distribution and install the appropriate meter. The Customer will supply and install all other required equipment

4.4 Meter Checking

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or a certified meter inspection facility, responsible for affixing government seals on meters. No seal shall be broken and if found so the account holder will be charged for any costs incurred by the City to rectify the issue.

If a customer doubts the accuracy of the meter serving his/her premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as follows:

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

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund the appropriate amount.

4.5 Estimation of Readings

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

SCHEDULE D

CITY OF GRAND FORKS **ELECTRICAL BILLING AND COLLECTION REGULATIONS**

1. Billings and Payment of Accounts

- 1.1 Bills will be rendered on a basis of actual consumption, in accordance with the rates set out in "Schedule C".
- 1.2 Bills will be rendered on a bi-monthly basis and, will be issued as early as practical in the billing period following that for which the Customer's bill has been determined.
- 1.3 Bills are due and payable upon presentation. Accounts not paid by the "Due Date" imprinted on the statement shall be deemed to be in arrears.
- 1.4 Except as otherwise provided in this Bylaw, or in any amendments thereto, no money received by the City in payment of rates or charges chargeable under this Bylaw or under any amendments thereto, shall be applied to the payment of the rates or charges for the then current month, until all rates and charges which became due in previous months have been fully paid.
- 1.5 Any rates or charges that have come into arrears by the thirty-first (31st) day of December in the year imposed are deemed to be taxes in arrears and bear interest from said date at the rate specified in Section 245 of the Community Charter, as amended from time to time.
- 1.6 **Equal Payment Plan**

Upon application, the City will permit qualifying Customers to make equal monthly payments. The payments will be calculated to yield during the period ending in December, the total estimated amount that would be payable by the Customer calculated by applying the applicable rate, to the Customer's estimated consumption during the period. Customers may make application at any time of the year. All accounts will be reconciled in December.

A Customer will qualify for the plan provided the account is not in arrears and the Customer expects to be on the plan for at least one year.

The equal payment plan may be terminated by the Customer or the City if the Customer has not maintained satisfactory credit. The City deems credit to be unsatisfactory if for any reason two payments fail to be honoured.

On the reconciliation date, the amount payable to the City for electricity will be determined by subtracting the sum of equal payments from the actual consumption charges during the equal payment period. Any resulting amount owing by the Customer will be paid to the City. Any excess of payments over charges will be carried forward and included in the calculation of the equal payments for the next period. On termination of account and after the final bill has been calculated, any credit balance will be refunded to the Customer.

1.7 Penalty

A penalty, as set out in the City's Fees & Charges Bylaw, will be added to outstanding balances of all accounts after the due date. This provision does not apply to equal payment plan Customers.

1.8 Back-Billing

For the purposes of this Bylaw, back billing shall mean the billing or re-billing for services to a Customer because original billings are discovered to be either too high (over-billed) or too low (under-billed). The discovery may be made by either the Customer or the City.

Where metering or billing errors occur, the consumption shall be based upon the records of the City for the Customer, the Customer's own records to the extent they are available and accurate, or reasonable and fair estimates made by the City. Such estimates shall be on a consistent basis within each rate class or according to a contract with the Customer, if applicable.

If there are reasonable grounds to believe that the Customer has tampered with or otherwise used the service in an unauthorized way, or evidence of fraud, theft or other criminal act exists, then the extent of back-billing shall be for the duration of unauthorized use as determined solely by the Manager of Operations, subject to the applicable limitation period provided by law.

In addition, the Customer shall be liable for the direct administrative costs incurred by the City in the investigation of any incident of tampering, including the direct costs of repair, or replacement of equipment.

In a case of over-billing, the City may refund to the Customer all money incorrectly collected for the duration of the error, subject to the applicable limitation period provided by law.

In cases of under billing, the City may offer the Customer reasonable terms of repayment. If requested by the Customer, the repayment term may be equivalent in length to the back-billing period. The repayment may be interest free and in equal installments corresponding to the Customer's normal billing cycle.

However, delinquency in payment of such installments shall be subject to the usual late payment charge.

Subject to the rest of Section 1 of this Schedule, all bills will be sent to the Owner of real property to which electrical energy is supplied by the City.

An Owner of real property to which electrical energy is or may be supplied under this Bylaw may deliver to the City a request in writing, signed by that Owner, requesting that the City send electrical energy Bills relating to that real property to an occupier of that real property and where that occupier consents in writing to receive those electrical energy bills, the City may send the electrical energy bills to that occupier until:

- (a) the City becomes aware that the occupier has ceased to occupy that real property;
- (b) electrical energy service to that real property is discontinued; or
- (c) the Owner of that real property requests in writing that bills relating to that real property be sent to that Owner. Where electrical energy bills are sent to an occupier of real property under Section 1 of this Schedule, the Owner of that real property remains the Customer for the purposes of this Bylaw

2. Term of Service

Unless otherwise specifically provided for in these terms and conditions, the terms of service shall:

- (a) commence on the day that the City's supply is connected to the Customer's service installation and is capable of supplying their electricity needs; and
- (b) continue thereafter until cancelled by written notice given in advance by at least two business days by either party. The amount of the account outstanding upon cancellation shall be deemed due and payable immediately.

3. Application of Rates

All electrical Energy supplied by the Electric Utility to its appropriate Customer classifications shall be billed in accordance with the applicable rates as set out in "Schedule C" of this Bylaw or by other superseding amendment schedules which Council may from time to time decide to make effective.

In addition to payments for electricity, the Customer shall pay to the City the amount of any sales taxes, goods and services taxes, or any other tax or assessment levied by any competent taxing authority on any electricity delivered to the Customer.

DRAFT

Road Closure Bylaw, third reading.

CARRIED.

-
- d) Manager of Operations
Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014

MOTION: O'DOHERTY / SMITH

RESOLVED THAT Council approve Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014 and give the bylaw first and second readings.

CARRIED.

-
- e) Manager of Operations
Electrical Utility Regulatory Repeal Bylaw No. 1975, 2014

Alex Love, Electrical Engineer for the City, spoke with regard to the proposed bylaw. He advised that:

- Commercial is kept out of the bylaw
- 10KvA systems are in excess of what a residential system would typically use
- 10KvA would be excessive for a house to hold in terms of solar panels
- this type of a system would be used to offset an electrical system
- There is potential for there to be an impact to the City's system if a proposed system was too large

He discussed the Solar Community Garden that is underway on Nelson.

The Chief Administrative Officer advised that the City can take this bylaw out to the public for further input.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT Council the Electrical Utility Regulatory Bylaw No. 1975, 2014 first and second readings.

CARRIED.

LATE ITEMS

QUESTIONS FROM THE PUBLIC AND THE MEDIA

- a) Ms. Donna Semenoff
She spoke with regard to:
- electrical meters

Mr. Love advised that the City does not use smart meters, and that standard and or higher power meters used because standard meters do not have enough power to get

Proposed Electrical Utility Regulatory Bylaw No. 1975, 2014

Customer Feedback #1

Hi Roger we met you at a council meeting early in Oct. We are in Greece at the moment and won't be home until early in the New year. We definitely will be making an application to install photovoltaic panels in the spring. We think you are on the right track and that the 10 kva limit is realistic as most roof systems could not support anymore. If I understood you correctly a reverse meeting system is what is being considered, which we also think is the way to approach installations. We live at [REDACTED] and have three meters. 1 residential and 2 commercial. We definitely would like to see the program include commercial. Most of our downtown businesses have optimal roof space, and no one would ever even see the panels. As we told you we lived for 30 years with only solar and we look forward to getting back to it. Our roof easily supports 32 panels with good exposure, giving us a 8.2 kva system which would cover our electrical needs.

We look forward to working forward with you on this and getting back to the sun.

Cheers [REDACTED] and [REDACTED]
Sent from my iPad

Proposed Electrical Utility Regulatory Bylaw No. 1975, 2014

Customer Feedback #2

Suggestions for Electrical Utility Regulations Bylaw #1975

#1 Amend Bylaw “Background” to read: “Solar Photovoltaic Facilities” has been added to the bylaw to allow and promote Solar Photovoltaic electricity generation by residential and commercial customers, while maintaining capacity restrictions and specific interconnection requirements to prevent risk to the utility. This section has been amended from the draft to include commercial properties and off-grid facilities, and clarify terms and capacities.

#2 Amend 1.1(m) to read:

1.1 (m) ensure that no facilities capable of generating electricity are installed on that real property unless those facilities are at all times electrically isolated from the Electric Utility and are incapable of being operated in parallel with the Electric utility, except as provided in Section 11 “Solar Photovoltaic Facilities”.

Notes - This section currently reads:

“unless those facilities are electrically isolated”, which would apply to off-grid solar PV systems. The off-grid PV system at the museum, for instance, did not meet CEC requirements and required subsequent inspections and alterations. If any customer wants to switch to an off-grid PV system, it might be wise to insist on code compliances for fire safety and shock hazard reasons, and that there are no means of interconnection. If it is important that off-grid systems be regulated by the City, they should be included as Solar section 11.3.

“and are incapable of being operated in parallel”, which applies to interconnected Solar PV systems that will now be permitted with approval and included in the Solar section 11.2.

Interconnected PV systems that can operate both in parallel and isolated modes have not been included in section 11 as there are only about 25 in Canada, and when necessary, they could likely be considered as part of Section 11.2

#3 Change the title of Section 11 from “Net Metering Services” to “Solar Photovoltaic Facilities”

#4 Change Section 11 to mirror Nelson’s respective bylaw section, combined with #1975 draft section 11, and with tailoring modifications, to read:

11. Solar Photovoltaic Facilities

11.1 For the purpose of this section, Solar Photovoltaic generating facilities are considered to have a power factor of 100%, and the kVA capacity is equivalent to kWAC capacity.

(Note, Nelson Hydro uses the kW term but Alex Love prefers the term kVA in our bylaw. That's fine, as long as it is clarified)

11.2 Interconnected Solar Photovoltaic Facilities - Residential and Commercial Customers may install Solar Photovoltaic distributed generation (DG) facilities and will be credited for energy received by the utility with the following provisions:

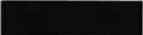
- a) The Customer is fully responsible for the project and all related costs,
- b) A bi-directional meter will be supplied and installed by the City, at the Customer's cost, to measure electrical energy delivered to the customer and received by the utility,
- c) Credits for energy received by the utility will be equivalent to the current delivered rate specified in "Schedule C" and as amended from time to time, and applied to the Customer's account in the current billing period (net billing),
- d) On each annual anniversary date of interconnection, any credit balance greater than \$50 will be refunded to the Customer,
- e) The intention of the DG facility approval is to allow Customers to offset part or all of their electrical energy requirements. If, on the anniversary date, the annual energy received by the utility exceeded the annual energy delivered to the Customer by more than 4,000 kWhrs, credits for energy exceeding the 4,000 kWhrs excess will be adjusted to the prevailing lowest cost the City pays for electrical energy,
- f) DG facilities are inverter-based and limited to single-phase 120/240 volt installations with rated capacities of 25kVA or less,
- g) Customers must apply for and receive Interconnection Approval prior to interconnection, as well as any building or development permits that may apply prior to construction.
- h) The "Interconnection Requirements for Small Distributed Generators" standards shall apply, and
- i) Independent Power Producer (IPP) projects larger than 25kVA single-phase facilities require special considerations and their interconnection approval and electricity rates are at the sole discretion of the City.

11.3 Isolated Solar Photovoltaic Facilities - Residential and Commercial Customers who wish to be completely self-reliant for their electrical energy may install non-interconnected (off-grid) Solar Photovoltaic generating facilities provided that:

- a) The facility is electrically isolated from Electric Utility at all times and is incapable of being operated in parallel with the Electric Utility,
- b) The facility satisfies electrical inspection and permitting requirements as required by the applicable local inspection authority,
- c) The facility meets all applicable national, provincial, and local, design, construction, and safety codes and regulations, including any construction and development permits and requirements that may apply, and
- d) The facility owner takes full responsibility and liability for the facility.

#5 Website - Inclusion of Solar Photovoltaics should be promoted on the City website's Electrical Utility page, something to the effect of:

“Further to our Sustainable Community Plan ([link](#)), the City of Grand Forks is pleased to allow for Solar Photovoltaic Facilities in our community by including it as Section 11 in our new Electrical Utility Regulatory Bylaw #1975 ([link](#)). We value the abundant solar resources in our sunny community, care about our climate, and promote a sustainable future of harvesting clean renewable energy!”

A photo of the Solar PV home at  would give this a visual, and perhaps this could evolve into a slide show of solar projects in our community. Also, anyone searching “grand forks & solar” will be led to this page, which would be a great promo for the city and helpful info for the searcher.

Other notes: Not included in the above is that Solar PV is PST exempt in BC and has a 50% CCA rate (perhaps your accountant can confirm the CCA rate), that the City should offer a local-level incentive, and that Grand Forks was named a “Solar City”, indicating its commitment to Solar.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Sasha Bird, Manager of Development & Engineering Services

Date: December 15, 2014

Subject: Subdivision & Development Repeal Bylaw No. 1424-R, 2014

Recommendation: **RESOLVED THAT** Council receive Subdivision and Development Repeal Bylaw No. 1424-R, 2014 and give the bylaw third reading.

BACKGROUND: The City of Grand Forks Subdivision and Development Bylaw No. 1424 was adopted in 1994 and requires updating to meet the current requirements for the regulation of subdivision, development and servicing of lands within the City of Grand Forks. The proposal is to have City Council repeal the existing bylaw and adopt a new bylaw which is similar to bylaws currently in use by other municipalities and cities in the Province, but structured to meet our community's needs.

At the October 6, 2014 Committee of the Whole meeting, the Committee recommended that Council receive Subdivision and Development Repeal Bylaw 1424-R, 2014 and refer the Bylaw to the Regular Meeting of Council, scheduled for October 20, 2014 for first, second and third readings.

After further consideration, Staff recommended that Council give first and second readings to Subdivision & Development Repeal Bylaw No. 1424-R, 2014, at this time, to allow for public consultation with respect to Subdivision, Development and Servicing Bylaw No. 1970, prior to giving this repeal Bylaw third and final readings.

At the October 20, 2014 Regular Meeting, Council received Subdivision & Development Repeal Bylaw No. 1424-R, 2014 and gave first and second readings to the bylaw.

Staff advertised the proposed adoption of Subdivision, Development and Servicing Bylaw No. 1970 in the Grand Forks Gazette for two consecutive weeks, on October 29, 2014 and November 4, 2014, for inspection and comment by the public. Copies of existing and proposed bylaws were made available both on the City's website and, in a hard copy format, at the two office locations. No comments were received from the public.

Benefits or Impacts of the Recommendation:

General: The objective is to rescind Subdivision and Development Bylaw No. 1424, 1994 and all amendments thereto.

REQUEST FOR DECISION

— REGULAR MEETING —



- Strategic Impact:** To allow for the adoption of an updated bylaw that reflects current requirements and facilitates efficient and up-to-date management of subdivision, development and servicing within the City.
- Financial:** The City will have the ability to better manage subdivision, development and servicing within the City and forecast financial requirements more accurately.
- Policy/Legislation:** Council's authority to amend or repeal bylaws comes from the Community Charter.
- Attachments:** Draft – Subdivision and Development Repeal Bylaw No. 1424-R

Recommendation: **RESOLVED THAT** Council receive Subdivision and Development Repeal Bylaw No. 1424-R, 2014 and give the bylaw third reading.

- OPTIONS:**
1. **COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.**
 2. **COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.**
 3. **COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR FURTHER INFORMATION.**
-

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1424-R

A BYLAW TO REPEAL THE SUBDIVISION AND DEVELOPMENT
BYLAW NO. 1424, 1994

=====

WHEREAS it is deemed necessary and expedient to repeal Bylaw No. 1424 in its entirety;

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

1. That Bylaw No. 1424, cited for all purposes as the "Subdivision and Development Bylaw No. 1424, 1994" and all amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Subdivision and Development Repeal Bylaw No. 1424-R, 2014**".

Read a **FIRST** time this 20th day of October, 2014.

Read a **SECOND** time this 20th day of October, 2014.

Read a **THIRD** time this ____ of _____, 2014.

FINALLY ADOPTED this ____ of _____, 2014.

Mayor Brian Taylor

Diane Heinrich – Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1424-R as adopted by the Municipal Council of the City of Grand Forks on the _____ day of _____, 2014.

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

Date

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Sasha Bird, Manager of Development & Engineering Services

Date: December 15, 2014

Subject: Subdivision, Development and Servicing Bylaw No. 1970

Recommendation: **RESOLVED THAT COUNCIL** give third reading to Subdivision, Development and Servicing Bylaw No. 1970, 2014.

BACKGROUND: The City of Grand Forks Subdivision and Development Bylaw No. 1424 was adopted in 1994 and requires updating to meet the current requirements for the regulation of subdivision, development and servicing of lands within the City of Grand Forks. The proposal is to have City Council repeal the existing bylaw and adopt a new bylaw which is similar to bylaws currently in use by other municipalities and cities in the Province, but structured to meet our community's needs.

At the October 6, 2014 Committee of the Whole, the Committee recommended that Council receive the Subdivision, Development and Servicing Bylaw No. 1970, 2014 and refer the Bylaw to the Regular meeting of Council scheduled for October 20, 2014 for first, second and third readings.

After further consideration, Staff recommended that Council give first and second readings to Subdivision, Development and Servicing Bylaw No. 1970, 2014, at this time, to allow for public consultation with respect to the Bylaw, prior to giving the Bylaw third reading.

At the October 20, 2014 Regular meeting, Council received the Subdivision, Development and Servicing Bylaw No. 1970, 2014 and gave first and second readings to the Bylaw.

Staff advertised the proposed adoption of the new bylaw in the Grand Forks Gazette for two consecutive weeks, on October 29, 2014 and November 4, 2014, for inspection and comment by the public. Copies of the existing and proposed bylaws were made available both on the City's website and, in a hard copy format, at the two office locations. No comments were received from the public.

Benefits or Impacts of the Recommendation:

General: The objective is to rescind the Subdivision and Development Bylaw No. 1424, 1994 and all amendments thereto and adopt the Subdivision, Development and Servicing Bylaw No. 1970, 2014.

REQUEST FOR DECISION

— REGULAR MEETING —



Strategic Impact: To allow for the adoption of an updated bylaw that reflects current requirements and facilitates efficient and up-to-date management of subdivision, development and servicing within the City.

Financial: The City will have the ability to better manage subdivision, development and servicing within the City and forecast financial requirements more accurately.

Policy/Legislation: Council's authority to adopt and administer this bylaw comes from the Community Charter and the Local Government Act, respectively.

Attachments: *Draft Subdivision, Development and Servicing Bylaw No. 1970, 2014, as at third reading.

*Current Subdivision and Development Bylaw No. 1424, 1994.

*Due to the sheer size of these bylaws, we have made them available for viewing on the Grand Forks website: www.grandforks.ca and hard copies are available at the City Hall locations: 7425-5th Street and 6641 Industrial Park Way.

Recommendation: **RESOLVED THAT COUNCIL** give third reading to Subdivision, Development and Servicing Bylaw No. 1970, 2014.

OPTIONS:

1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.
3. COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR FURTHER INFORMATION.

	
Department Head or CAO	Chief Administrative Officer

DRAFT

SUBDIVISION, DEVELOPMENT AND SERVICING BYLAW NO. 1970, 2014 (233 pgs.)

Available for viewing on the City of Grand Forks website:

www.grandforks.ca

OR

City Hall locations:

7425 – 5th Street

and

6641 Industrial Park Way

CURRENT

**CONSOLIDATED
SUBDIVISION AND
DEVELOPMENT BYLAW NO.
1424, 1994 (161 pgs)**

Available for viewing on the City of Grand Forks website:

www.grandforks.ca

OR

City Hall locations:

7425 – 5th Street

and

6641 Industrial Park Way