

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Tuesday, February 11th, 2014, 9:00 am
6641 Industrial Parkway, Meeting Room

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1	<u>CALL TO ORDER</u>		
	Call meeting to order at 9 am		Call meeting to order at 9 am
2	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	Agenda for February 11th, 2014	Adopt the agenda for February 11th, 2014	Adoption of Agenda
3	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	RCMP - Staff Sergeant Jim Harrison presentation Delegation - Sgt. Harrison - RCMP.pdf	2013 Annual Report on Policing Boundary Regional Detachment	The Committee of the Whole receives the RCMP Annual Report for 2013 by Staff Sergeant Harrison
	Habitat for Humanity - Rick Friesen presentation Delegation - Rick Friesen - Habitat for Humanity.pdf	Update on current status of the Multi Agency Accommodation Project (MAAP) and proposed changes. Request City reconfirm willingness to complete work approved earlier and consider early budget approval	The Committee of the Whole receives the presentation by Rick Friesen of Habitat for Humanity and that the matter has been referred to the 2014 budget process.
	Rotary - Lynne Burch presentation Delegation - Lynne Burch - Rotary.pdf	Proposed construction of a Children's Spray Park in City Park	The Committee of the Whole receives the presentation by Lynne Burch on behalf of Rotary for discussion.
	Boundary Country Regional Chamber of Commerce (BCRCC) - James Wilson presentation Delegation - James Wilson - BCRCC.pdf	Proposed collaboration that would result in a funding from Grand Forks business licenses revenues in an ongoing contract to provide fees for services	The Committee of the Whole receives the presentation by James Wilson of the BCRCC and refers the request to the 2014 Budget process.

PRESENTATIONS FROM STAFF

Monthly highlight reports from
Department Managers

[Building & Bylaw Services.doc](#)

[Chief Financial Officer.doc](#)

[Development & Engineering.doc](#)

[Fire Chief.doc](#)

[Operations.doc](#)

[Corporate & Community Services.doc](#)

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

That the Committee of the
Whole receives the monthly
activity reports

Manager of Development and
Engineering Services

[Residential Water Meter Project -
Update #3.pdf](#)

Residential Water Meter
Project - Update #3

Council receive the
Residential Water Meter -
Update #3

Manager of Development and
Engineering Services - Happy Days
liquor licence application

[RFD - Manager of Development and
Engineering Services - Happy Days
Liquor Lic. Applic..pdf](#)

Happy Days 50's Diner liquor
licence application

That the Committee of the
Whole recommends that
Council support the
application for a liquor licence
for Happy Days 50's Diner
and refers to the February
11th, Regular Council
meeting for decision.

Manager of Development and
Engineering Services - 81st Avenue
closure

[RFD - Manager of Development and
Engineering Services - 81st Ave.
Road Closure.pdf](#)

To close a portion of 81st
Avenue and to consolidate
that portion with Lot 18, Plan
25445 located north of 8091
Pineview Crescent

That the Committee of the
Whole recommends that
Council approve the request
to close that portion of 81st
Avenue and direct staff to
proceed with statutory
requirements necessary to
start and complete the road
closure and consolidation of
that portion of 81st Avenue
with lot 18, Plan 25445 and
refer to the February 24th
Regular Meeting of Council.

Manager of Development and
Engineering Services

[Memo - Manager of Development and
Engineering Services - GF Fall
Fair.pdf](#)

Memo regarding the Grand
Forks and District 2014 Fall
Fair and a letter of requests
from President, Jason McIver

The Committee of the Whole
receives the staff memo and
additional information from
the Grand Forks Fall Fair
Society and refers the
request to the February 11th
Summary of Information for
further discussion and
decision.

Chief Financial Officer - Capital
Budget presentation
[2014 Capital Budget Presentation.pdf](#)

Memo regarding the Financial
Plan 2014-2018 Capital
Requests presentation

The Committee of the Whole
recommends that Council
receive the presentation of
the Financial Plan 2014-2018
Capital Requests

- 5 **REPORTS AND DISCUSSION**
- 6 **PROPOSED BYLAWS FOR DISCUSSION**
- 7 **INFORMATION ITEMS**
- 8 **CORRESPONDENCE ITEMS**
- 9 **LATE ITEMS**
- 10 **REPORTS, QUESTIONS AND INQUIRIES**
FROM MEMBERS OF THE COUNCIL
(VERBAL)
- 11 **QUESTION PERIOD FROM THE PUBLIC**
- 12 **ADJOURNMENT**

***Annual Report to Mayors, Councils and
Regional District of Kootenay Boundary***

***Policing the Boundary Region
Boundary Regional Detachment
Royal Canadian Mounted Police***



**Staff Sergeant Jim Harrison
January 2014**



*2014 Report on Policing
Boundary Regional Detachment*

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- 8Detailed Crime Statistics for each Community in the Boundary Region 2010 to 2013



2014 Report on Policing
Boundary Regional Detachment

Executive Summary

In 2010 several Crime Reduction and community strategies were introduced at Boundary Regional RCMP. Most of the changes in our strategies occurred in late 2010. We continue to adjust and apply new strategies as risks and opportunities arise. Over the past 3 years the results of initiating and practicing these strategies has become apparent. In 2013 there were again significant decreases in the occurrence of Crime throughout the Boundary area. Overall Criminal offences were **down 23%** from 2012 to 2013.

Throughout the Country and Province of BC there is a trend of dropping Crime rates. However Boundary has exceeded National and Provincial average reductions in crime by a significant amount. Demographics which include the maturing of the Baby Boomer generation as well as Crime Reduction efforts in Canada have contributed to the decline in reported crime. In the Boundary:

- We have seen Property Crime reduced in 2013 by a further 31.2%.
- Crimes against Persons (violent crimes or threats of violence or harassment) are up 11.76% (after a 37.3% decrease the previous year). Common Assaults and Uttering Threats of Death or bodily harm are the incidents that increased most notably in this category.
- Other Criminal Code Offences are down 17.6%.

With the reductions that were realized in 2011 of 19%, 11% in 2012 and a further reduction in 2013 of 23% we have now seen crime **reduced by 48%** since 2010.

We will be continuing our Crime Reduction, Crime Prevention and Community Policing activities in 2014. In 2013 we concentrated enforcement on Breach of Probation, Conditional Sentence Orders and Bail Orders. This approach was directed towards known criminal offenders to ensure compliance with their court orders.

In 2013 Staff Sergeant Jim Harrison was called upon by E Division Headquarters to prepare and instruct workshops on Crime Reduction strategies, throughout the South East District. He presented a one day workshop to most Detachments at central locations of Revelstoke, Osoyoos and Cranbrook. On January 15th has been invited to a round table discussion with a Ministry of Justice and



*2014 Report on Policing
Boundary Regional Detachment*

Attorney General of BC's Blue Ribbon Panel to discuss Crime Reduction.

In 2013 we teamed with the Grand Forks Fire Dept. and BC Ambulance Service to hold a mini bicycle safety display and course during the Downtown Merchants Street fair. Unfortunately this was not well received and participation was negligible. Some further efforts are needed in this area of public safety.

Mayors, Councils and Regional District Directors are encouraged to have input into priorities for policing of their respective areas. Each year an Annual Performance Plan is prepared for Kootenay Boundary Regional Detachment. I also encourage open dialogue throughout the year as priorities can change when and where needed. I invite discussion on Policing priorities **at any time**.

In 2013 we saw a complete change of Constables at Midway Detachment. Cpl. Christensen stayed on however he is slated to rotate out this coming year. Cst. Kevin Pierotti, Cst. Ron Sipos and Cst. James Charles have all joined our Midway office. Cst. Odermatt was transferred from Grand Forks to Kelowna and his replacement is Cst. Adrian Griffith. We are currently at full strength in both locations.

Changes at Kootenay Boundary Regional Detachment this year saw Inspector Nick Romanchuk, the Officer in Charge of the Regional Detachment, promoted to Superintendent and transferred to take over Kelowna Detachment. S/Sgt. Dan Siebel, Regional Operations NCO was transferred to Richmond Detachment.

Inspector **Tom Roy** will be taking over as **the Officer in Charge** of Kootenay Boundary Regional Detachment in January of 2014 and S/Sgt. Leanne Tuscherer has assumed the role of Ops. NCO as of December 2012.

We continue to support major functions, celebrations and parades within our communities by attending and marching in Red Serge. We hope that this demonstration of our unique Canadian heritage adds value to these events.

We are proud to serve the citizens of the Boundary Region and we look forward to continuing to do so 2014. We also wish to thank the communities of the Boundary Region for your support in making our region one of the safest in B.C..

Jim Harrison, Staff Sergeant
NCO i/c Boundary Regional Detachment
Kootenay Boundary Regional Detachment



*2014 Report on Policing
Boundary Regional Detachment*

Major Factors Contributing to Crime Reduction:

1. Detachment is at full established strength of 1 S/Sgt., 2 Cpls. and 11 Constables. 2 full time Public Service Employees (PSEs), 2 half time PSEs and a Seasonal part time PSE from April to December of 2012.
2. Concentrated efforts have been made to target known prolific offenders and this has led to successful prosecution and detention of several known offenders. (Crime Reduction initiatives) *80% of our crime is committed by 20% of our criminals.*
3. Community programs such as Citizens on Patrol (Midway, Greenwood, Grand Forks, Christina Lake), City Watch and Restorative Justice have proven very effective. ***Our Communities are engaged in Crime Prevention.***
4. The adoption of Intelligence led policing methods has allowed us to continue to concentrate our resources on crime issues.
5. Enforcement of Bail, Probation and Conditional Sentence Orders has led to apprehensions and incarceration of prolific offenders.
6. A concentrated effort has been made to consult and to team with other Service Providers throughout the Community, including but not limited to; Mental Health, Medical staff at Boundary Regional Hospital, Ministry for Children and Families, BETHS, Community Health Nurse Unit, Regional and local Government. ***We are engaged with our Communities.***
7. With the assistance and funding granted from Regional District of Kootenay Boundary a Reserve Constable was once again, deployed to Christina Lake for the months of July and August. Area C Director, Grace McGregor continues to work with RCMP to make this partnership occur.



*2014 Report on Policing
Boundary Regional Detachment*

This initiative continues to assist us in having a presence on the water at Christina Lake. There were 144 files generated for vessel checks. Ten charges under the Small Vessels Regulations were issued. Our presence and visibility is having a significant impact on boating safety and incidents related to the Lake. Reserve Constable Chris Cotrill will be returning this coming summer.

(See report on Christina Lake Reserve Constable Program 2013)

Significant Incidents/Changes in 2013:

Grand Forks City Hall Fire – suspect arrested on scene by attending member and charged. Trial is by Jury in Rossland this January.

Bylaw Enforcement City of Grand Forks – in the Fall of 2013 our Detachment agreed to perform enforcement of City bylaws covering Noise and City Parks. To date no tickets have been issued.

Missing Persons Files – a review of all outstanding Missing Persons files at Boundary Reg. Detachment was conducted by the BC Missing Persons Centre (they have conducted a review of every such case in B.C.) this has led to files dating back as far as 1984 being re-opened in PRIME and new investigative techniques being applied. Unfortunately 2013 did not see the resolution of the 2010 Owen Rooney Missing Person case, however this investigation remains active.

The advent of DNA databases for Missing Persons and unidentified remains with the BC Coroners Service is a powerful new tool that has already helped in solving several cases around the province. New internet based info sites are being utilized to seek tips on these cold cases in hopes of locating people and or solving the cases of their disappearance.



2014 Report on Policing
Boundary Regional Detachment

BOUNDARY REGIONAL RCMP

Boundary Regional RCMP is responsible for policing throughout a vast geographical area. Stretching from east of the Anarchist(Hwy 3 east of Rock Creek) to Polsen Pass(Hwy 3 East of Christina Lake) the United States/Canada Border to well North of Beaverdell on Hwy 33. The unit area includes the communities of Beaverdell, Westbridge, Rock Creek, Midway, Greenwood, Grand Forks Rural, Grand Forks City and Christina Lake within the Kootenay Boundary Regional District. We operate two offices in the Region. Grand Forks and Midway. In 2008 Boundary Regional was amalgamated with Trail, Castlegar and Central Kootenay Detachments to form Kootenay Boundary Regional Detachment. Centralization of administrative functions such as budgeting, training coordination, and planning has been accomplished and is now performed at our Regional Headquarters.

Resource sharing between the units occurs as we shift people from area to area for Community special events such as Shambala, Nakusp Music Festival, Grand Forks International and Rock Creek Fall Fair, to name a few.

Currently our established Full Time Employee Strength and distribution is the following:

Grand Forks

- 1 S/Sgt. Detachment Commander (Staff Sergeant Jim Harrison)
- 1 Cpl. Operations NCO (Corporal Richard Lanz)
- 8 Csts. General Duty Investigators
- 1 Public Service Full time Employee/Unit Clerk
- 2 Public Service Half time Employees/Unit Clerk

Midway

- 1 Cpl. Operations NCO / Unit Commander (Cpl. Kevin Christensen)
- 3 Csts. General Duty Investigators
- 1 Public Service Full Time Employee/Unit Clerk

Boundary Regional is a Provincial Contract RCMP Unit.



2014 Report on Policing
Boundary Regional Detachment

All funding for police operations is supplied through the Provincial and Federal Government. Municipalities who do not have Policing contracts now pay a portion of policing costs to the Provincial Government who in turn, contract with the Royal Canadian Mounted Police to supply Policing services in the Boundary area.

We provide 24 hour emergency response.

Continuous learning and development of our personnel is an organizational priority. During the course of any given year we invest in training by sending our members on training courses to better their abilities to serve the communities we police. Although training does take members out of the community for brief periods of time the return in improved policing effectiveness is obvious. During the past year our members have participated in training for Investigative interviewing, Sexual assault investigation, Child interviewing, Alco Sensor, Intoximeter, PRIME computer training, as well as mandatory training and re-certifications in Police weapons, Critical Incident Intervention management, Firearms and First Aid.. Members are required to attend Pacific Regional Training Centre every 3 years for a week long Police Skills training course. Recently Cst. Menno Van Agteren has been trained and certified as an Arson Investigator. This will allow us to investigate these crimes without having to bring in outside resources that specialize in this field of investigation.



2014 Report on Policing
Boundary Regional Detachment

Planning for 2014

We will be continuing our Crime Reduction, Crime Prevention and Community Policing activities in 2014. In 2013 we concentrated enforcement on Breach of Probation, Conditional Sentence Orders and Bail Orders. This approach was directed towards known criminal offenders to ensure compliance with their court orders.

We continue to expand our efforts to liaise and partner with agencies in our communities such as Interior Health, Ministry of Children and Families, Mental Health and many others.

The lack of easily accessible services for addictions, substance abuse and mental health treatment remains a concern in our communities. In many cases we see people dealt with in the Criminal Justice System that would be better served in the Health system. We will work with and support agencies working toward bringing better services to our area.

Homelessness in the community is a concern. We will continue to support BETHS, Whispers of Hope, Habitat for Humanity and other agencies striving towards a goal of unified service and assistance for this disenfranchised segment of our society.

We invite consultation regarding policing priorities for the communities we serve in the Boundary Region. We recognize that each community is unique and will have differing needs. We are prepared to work with communities to address those needs and priorities.

Areas that require additional Police engagement:

- School Liaison at Elementary and High Schools
- Traffic Safety Education – Bicycle Safety
- Continue talks with City of Greenwood on Bylaw enforcement.
- Participation in emergency planning for all communities.



CRIME STATISTICS AND CALLS FOR SERVICE

Boundary Regional RCMP Totals

Calls for Service decreased by 1.5 % in 2013 from 4386 files to 4318 files

Of these calls for service:

249 were false/abandoned 911 calls

256 were False Alarms

159 were animal calls

147 were self-generated Small Vessels checks

Total Criminal Code offences were down by 23% in 2013

Persons crimes **up** by 11.7 % (102 up to 114)

Property Crime down 31.2 % (529 down to 364)

Other Crimes down 17.6 % (142 down to 117)

Crime is down 47.68 % from 2010 to 2013 in the Boundary Detachment area.

Comparative Crime Rates Provincial Crime Rates 2012

Crime Rate expressed in crimes per 1000 population

Highest: Takla Landing: 867.1

Lowest: Nelson Provincial: 22.5

Provincial Average: 77

Trail Municipal: 124.3

Castlegar Municipal: 88.1

Boundary Regional 2010: 89.4 2011: 76.6 2012: 65.7 2013: 50.7

from BC Ministry of Attorney General, Police Services

** from local statistical analysis APRIME@*

BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE 2008 to 2012

Criminal Code

OFFENCES AGAINST PERSONS

OFFENCE DESCRIPTION	2008	2009	2010	2011	2012	2013	
MURDER 2 ND DEGREE	0	1	0	0	0	0	
SEXUAL ASSAULT	5	12	14	7	2	4	
SEXUAL INTERFERENCE	0	2	0	1	1	0	
INVITATION TO SEXUAL TOUCHING	1	0	0	1	0	0	
ASSAULT – AGGRAVATED	0	2	0	1	2	0	
ASSAULT – WEAPON OR CAUSE BODILY HARM	16	14	23	7	6	7	
ASSAULT - COMMON	68	83	77	71	27	46	
FIREARMS OR IMITATION USING	0	0	1	0	0	0	
FIREARMS – POINTING	0	0	1	0	1	0	
ASSAULT POLICE-COMMON	0	2	0	3	0	1	
ASSAULT OTHER P/O COMMON	0	0	0	1	0	0	
ASSAULT POLICE W/WEAPON OR CHB	0	0	0	1	0	1	
CRIMINAL NEGLIGENCE CAUSING BODILY HARM	0	0	1	0	0	0	
ASSAULTS OTHER	15	3	1	0	0	0	
KIDNAP-FORCIBLE CONFINEMENT	0	1	0	0	0	0	
KIDNAPPING	0	0	0	1	0	0	
FORCIBLE CONFINEMENT	0	0	0	1	3	1	
ROBBERY W/OTHER OFFENSIVE WEAPON	0	1	0	0	0	0	
ROBBERY OTHER	0	0	1	1	1	0	
EXTORTION	0	0	0	1	3	0	
CRIMINAL HARASSMENT	7	5	8	7	5	6	
HARASS/OBSCENE PHONE CALL	10	8	27	27	20	12	
UTTER THREATS AGAINST PERSON	25	51	52	35	28	37	
ARSON-DISREGARD HUMAN LIFE	0	0	0	1	2	0	
							% CHANGE BETWEEN 2012 & 2013
CRIMES AGAINST PERSONS 1000s	147	185	206	166	104	114	+11.7 %

BOUNDARY REGIONAL RCMP - 2008 to 2012 Criminal Code

OFFENCES AGAINST PROPERTY

OFFENCE DESCRIPTION	2008	2009	2010	2011	2012	2013	
ARSON – PROPERTY	4	4	3	0	2	6	
BREAK AND ENTER – BUSINESS	61	60	47	22	30	12	
BREAK AND ENTER – RESIDENCE	46	43	59	22	21	25	
BREAK AND ENTER – OTHER	35	21	26	37	26	18	
BREAK AND ENTER – SEASONAL RESIDENCE	18	11	10	14	0	13	
THEFT OTHER – OVER \$5000	10	3	8	7	3	3	
THEFT OF AUTO – OVER \$5000	10	7	2	1	2	0	
THEFT OF TRUCK – OVER \$5000	11	7	4	2	2	0	
THEFT OF MOTORCYCLE OVER \$5000	0	1	0	0	0	0	
THEFT OTHER VEHICLE – OVER \$5000	1	6	7	1	1	0	
TAKE AUTO WITHOUT CONSENT – OVER \$5000	4	10	5	6	0	2	
THEFT FROM MOTOR VEHICLE – OVER \$5000	2	0	3	1	1	3	
TAKE AUTO WITHOUT CONSENT – UNDER \$5000	2	1	1	0	0	1	
THEFT OF AUTO – UNDER \$5000	4	10	6	5	1	0	
THEFT OF TRUCK – UNDER \$5000	3	4	3	1	1	0	
THEFT OF MOTORCYCLE – UNDER \$5000	3	6	6	7	3	0	
THEFT OTHER VEHICLE – UNDER \$5000	4	13	8	3	9	3	
THEFT BICYCLE – UNDER \$5000	33	25	25	21	23	12	
THEFT OTHER – UNDER \$5000	143	106	119	91	83	76	
THEFT ELECTRICITY/GAS/TELEPHONE	1	0	1	0	1	0	
THEFT FROM MOTOR VEHICLE – UNDER \$5000	82	57	58	57	81	43	
SHOPLIFTING – UNDER \$5000	7	27	8	10	8	4	
POSSESS STOLEN PROPERTY – OVER \$5000	3	4	7	1	0	0	
POSSESS STOLEN PROPERTY – UNDER \$5000	8	17	20	13	11	9	
FRAUD – CHEQUE	4	3	3	3	1	0	
FRAUD – CREDIT/DEBIT CARD	8	5	5	6	1	0	

FRAUD – TELEMARKETING	1	0	0	0	0	0	
FRAUD – REAL ESTATE	0	0	1	0	0	0	
FRAUD – PERSONATION	1	2	1	1	0	0	
FRAUD – UTTER FORGED DOCUMENT	1	0	0	0	0	0	
FRAUD – FALSE CLAIMS	1	0	2	0	0	0	
FRAUD – COMPUTER OR DEVICE	0	0	1	1	0	0	
FRAUD – MONEY/PROPERTY/SECURITY >\$5000	1	0	0	1	3	3	
FRAUD – FRAUDULENT CONCEALMENT	0	1	0	0	0	0	
FRAUD – MONEY/PROPERTY/SECURITY <\$5000	0	0	0	2	3	5	
FRAUD – OTHER	4	9	4	1	10	3	
FRAUD – IDENTITY	0	0	1	2	0	1	
MISCHIEF – CAUSED BY ACT OR OMISSION	2	3	6	5	1	0	
MISCHIEF – OVER \$5000	4	3	4	1	0	0	
MISCHIEF – UNDER \$5000	198	227	196	194	195	110	% CHANGE BETWEEN 2012 & 2013
CRIMES AGAINST PROPERTY	2000s	720	688	677	534	528	364
							-31.2%

* Mischief includes Noisy parties and is not just property damage. Sec. 430(1)(c) Criminal Code

BOUNDARY REGIONAL RCMP - 2008 to 2012 Other Criminal Code Offences

OTHER CRIMINAL CODE							
OFFENCE DESCRIPTION	2008	2009	2010	2011	2012	2013	
EXPLOSIVES – POSSESSION	1	1	2	1	0	1	
WEAPONS POSSESSION – CONTRARY TO ORDER	0	0	0	1	0	1	
WEAPONS POSSESSION	1	0	3	8	2	3	
WEAPONS – UNAUTHORIZED IMPORT/EXPORT	0	1	0	0	0	0	
FIREARMS – UNSAFE STORAGE	0	3	4	1	1	2	
BREACH/BAIL VIOLATIONS	26	27	38	42	23	19	
COUNTERFEITING CURRENCY	51	7	19	2	0	5	
CAUSE A DISTURBANCE	72	53	100	71	51	48	
ESCAPE CUSTODY	0	0	0	1	1	0	
INDECENT ACTS/EXPOSING	1	2	4	3	7	3	
CHILD PORN – PRODUCTION/POSSESSION/DISTRIBUTE	1	0	1	1	1	1	
OBSTRUCT PEACE OFFICER/PUBLIC OFFICER	5	3	4	2	10	8	
PRISONER UNLAWFULLY AT LARGE	0	0	0	1	0	0	
TRESPASS BY NIGHT	1	3	3	2	9	0	
FAIL TO APPEAR	8	6	7	10	9	6	
BREACH OF PROBATION – ADULT	11	7	11	9	18	13	
UTTER THREATS – PROPERTY OR ANIMAL	3	4	3	6	8	3	
FIREARM – CARELESS USE OF	2	0	1	0	2	1	
OBSTRUCT JUSTICE	0	1	0	0	0	0	
PUBLIC MISCHIEF	2	1	4	0	1	3	
IMPERSONATE PEACE OFFICE	0	1	0	0	0	0	
VAGRANCY	1	0	2	0	2	0	
LIBEL	0	0	0	1	0	0	
POSSESS BREAK IN INSTRUMENTS	0	1	1	3	0	1	
CAUSE ANIMAL TO SUFFER	0	0	2	3	0	0	
OTHER CRIMINAL CODE OFFENCES	2	1	2	1	1	0	% CHANGE BETWEEN 2012 & 2013
OTHER CRIMINAL CODE 3000s	188	122	241	169	141	117	-17.6 %



**BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE
CHRISTINA LAKE**

OFFENCE DESCRIPTION	2010	2011	2012	2013
MURDER 2 ND DEGREE	0	0	0	0
SEXUAL ASSAULT	0	0	0	0
SEXUAL INTERFERENCE	0	0	0	0
BREAK AND ENTER BUSINESS	4	2	2	1
BREAK AND ENTER RESIDENCE	6	1	0	0
BREAK AND ENTER TOTAL	16	9	9	1
ASSAULT - COMMON	0	4	4	2
ASSAULT – AGGRAVATED	0	0	0	0
ASSAULT – WEAPON OR CAUSE BODILY HARM	1	1	1	0
ASSAULT POLICE-COMMON	0	0	0	0
ASSAULTS OTHER	0	0	0	0
THEFT OVER \$5000	0	1	1	1
THEFT UNDER \$5000	12	12	10	8
THEFT FROM VEHICLE	6	6	8	6
THEFT OF VEHICLE	2	1	3	0
MISCHIEF – DAMAGE AND NOISE *	19	20	32	22
FORCIBLE CONFINEMENT	0	0	0	0
ROBBERY OTHER	0	0	0	0
EXTORTION	0	0	0	0
CRIMINAL HARASSMENT	0	0	1	0
HARASS/OBSCENE PHONE CALL	4	3	2	0
UTTER THREATS AGAINST PERSON	2	0	2	4
ARSON-DISREGARD HUMAN LIFE	0	0	0	0
CALLS FOR SERVICE BOUNDARY REGIONAL - TOTAL	4702	4417	4386	4318
CALLS FOR SERVICE – CHRISTINA LAKE	481	585	573	553



**BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE
GRAND FORKS**

OFFENCE DESCRIPTION	2010	2011	2012	2013
MURDER 2 ND DEGREE	0	0	0	0
SEXUAL ASSAULT	4	4	1	2
SEXUAL INTERFERENCE	0	0	0	0
BREAK AND ENTER BUSINESS	17	11	21	3
BREAK AND ENTER RESIDENCE	26	10	14	6
BREAK AND ENTER TOTAL	53	41	48	21
ASSAULT - COMMON	44	38	21	27
ASSAULT – AGGRAVATED	0	0	1	0
ASSAULT – WEAPON OR CAUSE BODILY HARM	10	4	3	6
ASSAULT POLICE-COMMON	0	2	0	1
ASSAULTS OTHER	0	0	0	0
THEFT OVER \$5000	1	3	1	0
THEFT UNDER \$5000	57	47	55	39
THEFT FROM VEHICLE	34	35	60	31
THEFT OF VEHICLE	4	1	4	0
MISCHIEF – DAMAGE AND NOISE	128	106	91	39
FORCIBLE CONFINEMENT	1	0	1	0
ROBBERY OTHER	0	1	0	0
EXTORTION	0	1	1	0
CRIMINAL HARASSMENT	3	5	1	2
HARASS/OBSCENE PHONE CALL	12	17	10	6
UTTER THREATS AGAINST PERSON	34	26	13	18
ARSON-DISREGARD HUMAN LIFE	0	1	2	0
ARSON - PROPERTY	0	0	0	1
CALLS FOR SERVICE BOUNDARY REGIONAL - TOTAL	4702	4404	4386	4318
CALLS FOR SERVICE – GRAND FORKS	2080	1984	2003	1507



**BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE
GRAND FORKS RURAL – AREA D**

OFFENCE DESCRIPTION	2010	2011	2012	2013
MURDER 2 ND DEGREE	0	0	0	0
SEXUAL ASSAULT	2	0	0	0
SEXUAL INTERFERENCE	0	0	0	0
BREAK AND ENTER BUSINESS	4	3	1	2
BREAK AND ENTER RESIDENCE	5	4	4	5
BREAK AND ENTER TOTAL	13	18	9	10
ASSAULT - COMMON	10	12	7	9
ASSAULT – AGGRAVATED	0	0	0	0
ASSAULT – WEAPON OR CAUSE BODILY HARM	5	1	2	1
ASSAULT POLICE-COMMON	0	1	0	0
ASSAULTS OTHER	0	0	0	0
THEFT OVER \$5000	2	3	0	2
THEFT UNDER \$5000	23	12	17	15
THEFT FROM VEHICLE	9	8	6	4
THEFT OF VEHICLE	15	2	4	0
MISCHIEF – DAMAGE AND NOISE	30	19	34	18
FORCIBLE CONFINEMENT	0	1	0	0
ROBBERY OTHER	0	0	0	0
EXTORTION	0	0	0	0
CRIMINAL HARASSMENT	1	1	3	2
HARASS/OBSCENE PHONE CALL	5	5	2	5
UTTER THREATS AGAINST PERSON	8	3	7	10
ARSON-DISREGARD HUMAN LIFE	0	0	0	0
ARSON - PROPERTY	0	0	0	5
CALLS FOR SERVICE BOUNDARY REGIONAL - TOTAL	4702	4417	4386	4318
CALLS FOR SERVICE – GRAND FORKS RURAL - AREA D	709	625	752	580



**BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE
GREENWOOD**

OFFENCE DESCRIPTION	2010	2011	2012	2013
MURDER 2ND DEGREE	0	0	0	0
SEXUAL ASSAULT	0	1	0	0
SEXUAL INTERFERENCE	0	0	0	0
BREAK AND ENTER BUSINESS	6	1	1	0
BREAK AND ENTER RESIDENCE	9	4	3	4
BREAK AND ENTER TOTAL	26	13	7	8
ASSAULT - COMMON	4	6	1	3
ASSAULT – AGGRAVATED	0	0	1	0
ASSAULT – WEAPON OR CAUSE BODILY HARM	2	0	1	0
ASSAULT POLICE-COMMON	0	0	0	0
ASSAULTS OTHER	0	0	0	0
THEFT OVER \$5000	5	0	1	0
THEFT UNDER \$5000	13	16	3	3
THEFT FROM VEHICLE	5	4	1	0
THEFT OF VEHICLE	4	2	0	0
MISCHIEF – DAMAGE AND NOISE	22	21	15	11
FORCIBLE CONFINEMENT	0	0	1	0
ROBBERY OTHER	1	0	2	0
EXTORTION	0	0	2	0
CRIMINAL HARASSMENT	1	0	0	2
HARASS/OBSCENE PHONE CALL	2	0	2	0
UTTER THREATS AGAINST PERSON	4	4	1	2
ARSON-DISREGARD HUMAN LIFE	0	0	0	0
CALLS FOR SERVICE BOUNDARY REGIONAL - TOTAL	4702	4417	4386	4318
CALLS FOR SERVICE – GREENWOOD	350	329	254	218



**BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE
MIDWAY**

OFFENCE DESCRIPTION	2010	2011	2012	2013
MURDER 2ND DEGREE	0	0	0	0
SEXUAL ASSAULT	0	0	0	0
SEXUAL INTERFERENCE	0	0	0	0
BREAK AND ENTER BUSINESS	7	1	0	0
BREAK AND ENTER RESIDENCE	3	1	1	2
BREAK AND ENTER TOTAL	13	2	3	2
ASSAULT - COMMON	7	7	3	1
ASSAULT – AGGRAVATED	0	0	0	0
ASSAULT – WEAPON OR CAUSE BODILY HARM	0	0	0	0
ASSAULT POLICE-COMMON	0	1	0	0
ASSAULTS OTHER	0	0	0	0
THEFT FROM VEHICLE	2	3	2	2
THEFT OF VEHICLE	1	1	0	0
THEFT OVER \$5000	1	0	0	0
THEFT UNDER \$5000	8	7	4	3
MISCHIEF – DAMAGE AND NOISE	22	13	17	6
FORCIBLE CONFINEMENT	0	0	0	0
ROBBERY OTHER	0	0	0	0
EXTORTION	0	0	0	0
CRIMINAL HARASSMENT	2	0	0	0
HARASS/OBSCENE PHONE CALL	2	2	2	0
UTTER THREATS AGAINST PERSON	7	1	1	0
ARSON-DISREGARD HUMAN LIFE	0	0	0	0
CALLS FOR SERVICE BOUNDARY REGIONAL - TOTAL	4702	4417	4386	4318
CALLS FOR SERVICE – MIDWAY	422	398	286	241



**BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE
ROCK CREEK**

OFFENCE DESCRIPTION	2010	2011	2012	2013
MURDER 2ND DEGREE	0	0	0	0
SEXUAL ASSAULT	1	0	0	1
SEXUAL INTERFERENCE	0	0	0	0
BREAK AND ENTER BUSINESS	4	3	2	5
BREAK AND ENTER RESIDENCE	4	2	0	2
BREAK AND ENTER TOTAL	13	8	4	7
ASSAULT - COMMON	6	2	2	2
ASSAULT – AGGRAVATED	0	1	0	0
ASSAULT – WEAPON OR CAUSE BODILY HARM	1	0	0	0
ASSAULT POLICE-COMMON	0	0	0	0
ASSAULTS OTHER	0	0	0	0
THEFT OVER \$5000	0	0	0	0
THEFT UNDER \$5000	11	2	7	2
THEFT FROM VEHICLE	4	2	3	2
THEFT OF VEHICLE	6	0	0	0
MISCHIEF – DAMAGE AND NOISE	11	14	4	8
FORCIBLE CONFINEMENT	0	0	0	0
ROBBERY OTHER	0	0	0	0
EXTORTION	0	0	0	0
CRIMINAL HARASSMENT	1	0	0	0
HARASS/OBSCENE PHONE CALL	0	0	0	1
UTTER THREATS AGAINST PERSON	2	2	1	3
ARSON-DISREGARD HUMAN LIFE	0	0	0	0
CALLS FOR SERVICE BOUNDARY REGIONAL - TOTAL	4702	4417	4386	4318
CALLS FOR SERVICE – ROCK CREEK	262	208	226	229



**BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE
WESTBRIDGE**

OFFENCE DESCRIPTION	2010	2011	2012	2013
MURDER 2ND DEGREE	0	0	0	0
SEXUAL ASSAULT	0	0	0	0
SEXUAL INTERFERENCE	0	0	0	0
BREAK AND ENTER BUSINESS	0	0	0	0
BREAK AND ENTER RESIDENCE	0	0	0	0
BREAK AND ENTER TOTAL	0	0	0	0
ASSAULT - COMMON	0	0	0	0
ASSAULT – AGGRAVATED	0	0	0	0
ASSAULT – WEAPON OR CAUSE BODILY HARM	0	0	0	0
ASSAULT POLICE-COMMON	0	0	0	0
ASSAULTS OTHER	0	0	0	0
THEFT OVER \$5000	0	0	0	0
THEFT UNDER \$5000	0	0	0	0
THEFT FROM VEHICLE	0	0	0	0
THEFT OF VEHICLE	0	0	0	0
MISCHIEF – DAMAGE AND NOISE	0	0	0	0
FORCIBLE CONFINEMENT	0	0	0	0
ROBBERY OTHER	0	0	0	0
EXTORTION	0	0	0	0
CRIMINAL HARASSMENT	0	0	0	0
HARASS/OBSCENE PHONE CALL	0	0	0	0
UTTER THREATS AGAINST PERSON	0	0	0	0
ARSON-DISREGARD HUMAN LIFE	0	0	0	0
CALLS FOR SERVICE BOUNDARY REGIONAL - TOTAL	4702	4417	4386	4318
CALLS FOR SERVICE – WESTBRIDGE	0	2	4	16



**BOUNDARY REGIONAL ROYAL CANADIAN MOUNTED POLICE
BEAVERDELL**

OFFENCE DESCRIPTION	2010	2011	2012	2013
MURDER 2 ND DEGREE	0	0	0	0
SEXUAL ASSAULT	0	0	0	1
SEXUAL INTERFERENCE	0	0	0	0
BREAK AND ENTER BUSINESS	0	1	1	0
BREAK AND ENTER RESIDENCE	2	0	0	1
BREAK AND ENTER TOTAL	5	3	2	2
ASSAULT - COMMON	3	1	0	1
ASSAULT – AGGRAVATED	0	0	0	0
ASSAULT – WEAPON OR CAUSE BODILY HARM	2	1	0	0
ASSAULT POLICE-COMMON	0	0	0	0
ASSAULTS OTHER	0	0	0	0
THEFT OVER \$5000	0	0	0	0
THEFT UNDER \$5000	2	1	3	2
THEFT FROM VEHICLE	1	2	2	1
THEFT OF VEHICLE	2	1	0	0
MISCHIEF – DAMAGE AND NOISE	3	2	0	3
FORCIBLE CONFINEMENT	0	0	0	0
ROBBERY OTHER	0	0	0	0
EXTORTION	0	0	0	0
CRIMINAL HARASSMENT	0	0	0	0
HARASS/OBSCENE PHONE CALL	0	0	0	0
UTTER THREATS AGAINST PERSON	3	2	0	0
ARSON-DISREGARD HUMAN LIFE	0	0	0	0
CALLS FOR SERVICE BOUNDARY REGIONAL - TOTAL	4702	4417	4386	4318
CALLS FOR SERVICE – BEAVERDELL	86	125	61	73



The City of Grand Forks
Council of the Whole – February 11, 2014

RE: CURRENT STATUS OF MAAP PROJECT & PROPOSED CHANGES

Your worship Mayor Brian Taylor, and members of Council,

On behalf of the Multi Agency Accommodation Project (MAAP), Habitat for Humanity Boundary (HFHB) is pleased to provide you with this report of the current status of the project.

Whispers of Hope and BETHS have been operating their programs in the facility since November 1, 2013, and are very grateful for their new home. Public concerns have been addressed, are no longer evident. In fact they have been replaced with an incredible level of support for the project.

Renovations to the existing facility at 7212 Riverside Drive are mostly complete. There are a few outstanding items that require attention, and will be addressed in the very near future. Repairs are required on the roof (leaking over BETHS area), and the kitchen make-up air system needs to be installed.

Leasehold improvements to date include the following;

- Electrical – all wiring has been brought up to current code
- New emergency lighting and EXIT signs have been installed
- A new kitchen has been built
- Heat Recovery Ventilation system has been installed and we trust is reducing the heating bills.
- The rear wall of the facility has been rebuilt (was water damaged and moldy).
- Exterior doors on BETHS side have been replaced with fire code compliant doors and hardware.
- A shower unit has been installed in BETHS.
- New flooring throughout BETHS as well as Whispers dining room.
- Interior walls have been renovated to address current use needs.
- Interior and exterior of the building has been painted and cosmetic repairs done.
- The unsightly chain-link fence and assorted debris have been removed from the parking lot side of the building, and replaced with low maintenance, xeric landscaping material.

To date, MAAP has invested \$68,193 in materials (excluding donated materials), and 2,250 man hours (valued at \$20 per hour) which is the equivalent of \$45,000. These investments, totaling \$113,193 are now assets of the City of Grand Forks.

With BETHS and Whispers of Hope comfortably settled in their new home, Habitat for Humanity Boundary is turning their focus on the ReStore, which will be constructed adjacent to the existing facility. At the outset of the MAAP project, the City of Grand Forks graciously agreed to take financial responsibility for addressing the required 72nd Ave. road closure, relocation of the power pole and overhead lines, relocation of the existing water main, removal of the concrete slab on site, and waiver of DCC's related to the construction of the ReStore. The original estimated cost of this service was \$31,000, subsequently re-evaluated to \$45,950 by City Staff. At the time that this agreement took place, the costs to be borne by the City were not allocated to a specific budget category. I have been informed that future work will require such allocation.



Items which have been completed include:

- Closure of 72nd Ave from Riverside Drive to the river.
- Property survey, consolidation into 7212, and designation of the 6 meter access.
- Relocation of the power pole and overhead lines
- Relocation of the underground power supply to the lamp post
- Removal of the concrete slab

The presence of a storm drain under the proposed ReStore building site was not identified until later. Due to the fragile nature of the storm drain (asbestos & concrete) and uncertainty about how it was originally installed (soil materials and compaction methods) our structural engineer recommends removal of the storm drain. The logical place to relocate it to is in the center of the access lane. City Staff has determined a cost of \$35,000 for this work. The relocation of the existing water line can happen at the same time, and the same trench can be used for both.

Another significant development in this project is the use of the donated Roxul Building. Upon closer examination, and based on the recommendations of our architect and structural engineer, HFH Boundary has decided not to use the Roxul building as the second floor above the ReStore. Instead, we will construct a new second story. Elevation and floor plans attached. We expect to have construction drawings shortly, and will be ready to commence construction as soon as weather permits.

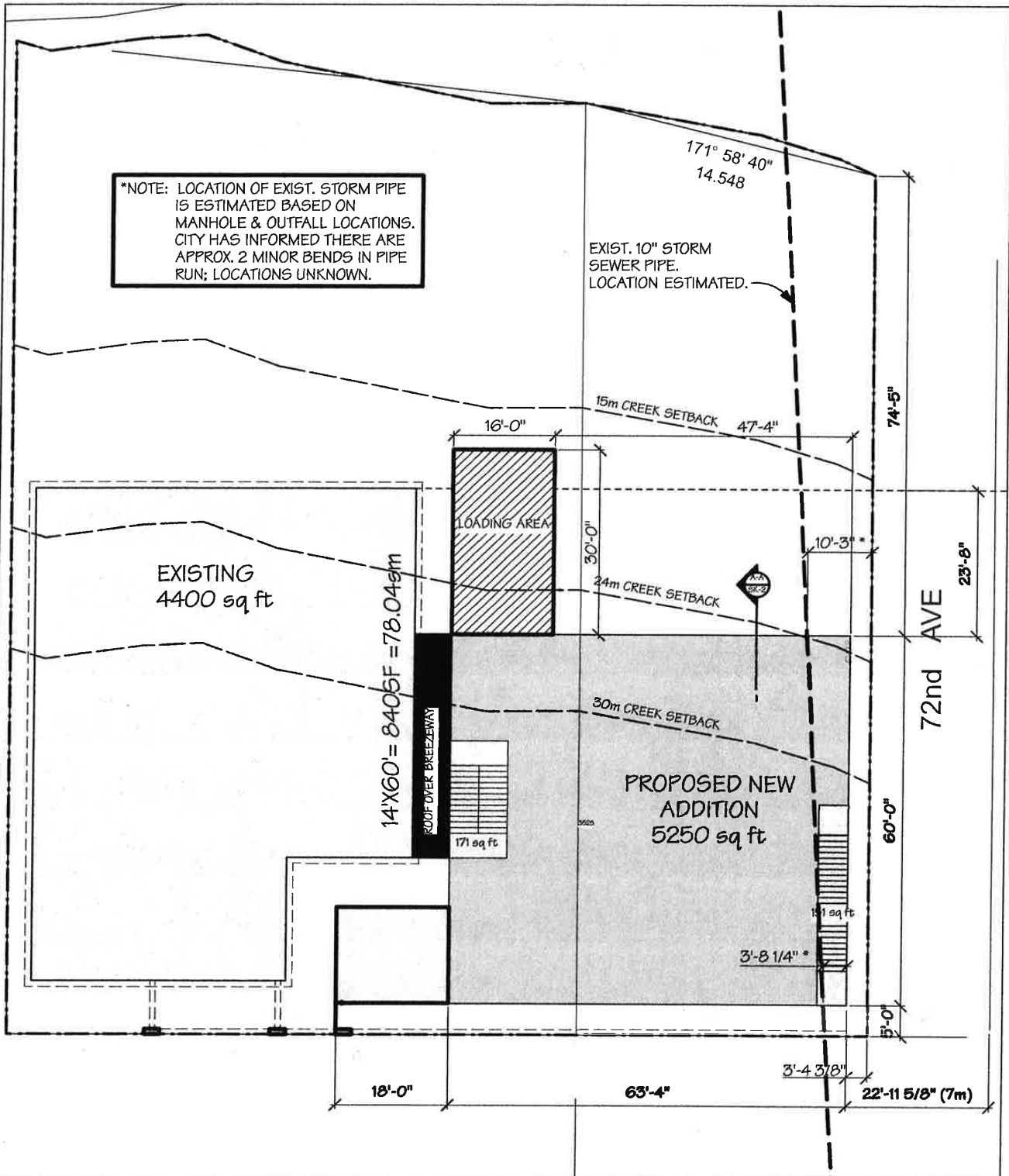
Our specific request of the City at this time is to reconfirm their willingness to complete the work approved earlier, place it high on the priority list and consider early budget approval. The following table provides a description of costs and benefits associated with the entire MAAP project to date.

Thank you for your continued support and encouragement of our efforts to address the needs in our community.

Rick Friesen, executive director
Habitat for Humanity Boundary
hfhboundary@hughes.net
office: (250) 442-2722 ext. 255



*NOTE: LOCATION OF EXIST. STORM PIPE IS ESTIMATED BASED ON MANHOLE & OUTFALL LOCATIONS. CITY HAS INFORMED THERE ARE APPROX. 2 MINOR BENDS IN PIPE RUN; LOCATIONS UNKNOWN.



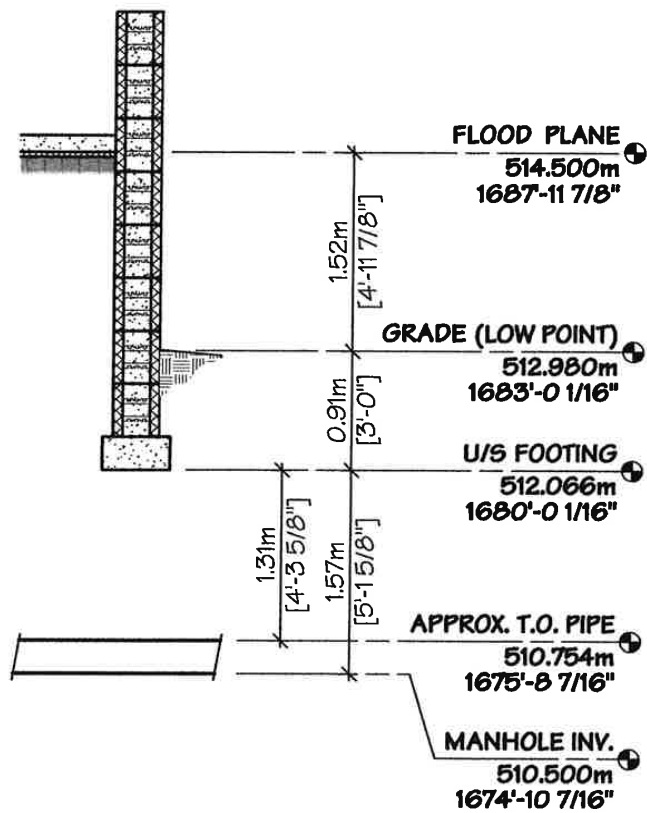
**BLUEGREEN
ARCHITECTURE INC.**
#202 - 110 Highway 33 West, Kelowna, BC V1X 1X7
□ Kamloops ■ Kelowna www.bluegreenarch.com

**HABITAT FOR HUMANITY
ReSTORE ADDITION**

Sheet
**PRELIMINARY
SITE PLAN (SHOWING STORM PIPE)**

Date: 2013.11.12
Scale: 1" = 20'
Drawn: WR/GV
Checked: WR
Project #: 13.328

Sheet no.
SK-1 r2



**BLUEGREEN
ARCHITECTURE INC.**
#202 - 110 Highway 33 West, Kelowna, BC V1Y 1X7
□ Kamloops ■ Kelowna www.bluegreennorth.com

**HABITAT FOR HUMANITY
RESTORE ADDITION**

Sheet

**SECTION DETAIL
EXIST. 10" STORM SEWER PIPE**

Date: 2013/11/08
Scale: 1/4"=1'-0"
Drawn: GV
Checked: XXX
Project #: 13.328

Sheet no.

SK-01

Costs previously approved by the City of Grand Forks

Original cost estimate total	\$ 45,950.00
Power pole and overhead line relocation	\$ 5,100.00
Road closure and survey	\$ 2,500.00
Concrete slab removal	\$ 550.00
Totals expenses to date:	\$ 8,150.00
Balance of funds remaining	\$ 37,800.00
Outstanding work to be done	
Storm drain and water main relocation	\$ 35,000.00
Waiver of DCC's	\$ 2,800.00
Sewer and Water hook-ups in lieu of -	\$ 10,000.00
Withdrawal of MAAP Grant in Aid request	-\$ 10,000.00
Total new expenses	\$ 37,800.00
Funds that need to be budgeted for:	\$ 47,800.00
(removes grant in aid request)	

(actual withdrawal of \$15,000)



The Rotary Club of Grand Forks
Proposal to Construct a Children's Spray Park
In City Park

Background:

In July 2013, the new executive of the Rotary Club of Grand Forks proposed a new Rotary Community Project, the construction of a Children's Spray Park in Grand Forks. Members, Jim and Lynne Burch, were tasked with investigating the feasibility of the project. During the summer it was determined that Rotary Clubs in Osoyoos, Creston, and Invermere have either built or are in the process of spearheading the construction of a spray park in their communities. A Meeting was set up with a member of the Creston Rotary Club at the Creston Rotary Spray Park. In September the Club requested the project feasibility continue. Rotary members met with CAO Doug Allin as to possibilities.

In the fall of 2013, presentations were made to Community Futures and the Grand Forks Credit Union. Response to the project was positive. A meeting was held with a representative of Rec Tec Industries, the company that designs and installs the spray park equipment. A basic concept was developed.

A conversation was also had with the City's consulting engineering firm, Urban Systems Ltd. Scott Shepard has indicated to our Rotary Club, that should the project proceed, USL will do the design and site selection of the project, on an in-kind basis at no cost to the Rotary Club or the City of Grand Forks.

In January, 2014, the Rotary Club of Grand Forks, overwhelmingly voted in favour of pursuing the project. Our Club has formed a Rotary Spray Park Committee which is chaired by Lynne Burch. A letter of intent, requesting a grant in the amount of \$95,000 has been submitted to the Vancouver Foundation as their deadline was January 24th. As the Rotary Club does not have charitable status, the City of Grand Forks, through a letter from Mayor Taylor, agreed to sponsor the grant, and should the letter of intent meet the criteria and the club be instructed to file a formal Vancouver Foundation grant application, we are hopeful that the City would agree to become the "Qualifying Donee" and receive grant funding for the project on behalf of the Rotary Club.

Why is Rotary Looking at this Spray Park Project:

Many communities our size have these spray parks and many were spearheaded by Rotary Clubs. We believe that this project fits with the City's Sustainable Community Plan as it is a healthy play facility for children. We also believe that it has economic value as it encourages young families to take a second look at Grand Forks when looking for a nice community to raise a family.

The facility is a "barrier free" facility as it will accommodate disabled children as well as underprivileged children as there is no user fee.

Should the facility be designed and built with the retain/re-use grey water system it will accommodate the City's water conservation plan and be an example of sustainable facilities for other communities.

The facility will become the property of the City of Grand Forks at the end of construction.

Three Spray Park Concepts for Council to Choose From:

Concept #1 – Based on \$57,000 of spray park equipment, and estimated to cost \$175,000 to construct, this is a basic spray park. Including the overspray zones, would be about 1300 square feet.



Concept #2 – Based on \$80,000 of spray park equipment, and estimated to cost \$255,000 to construct, this is a moderate spray park. It is unknown at this point if the retain/re-use grey water system could be accommodated in the \$255,000 budget.



Concept #3 – Based on \$105,000 of spray park equipment, and estimated to cost \$300,000+ to construct, this is an elaborate spray park, surely to attract children from near and far. It is unknown at this point if the retain/re-use grey water system could be accommodated in the roughly \$300,000 budget.



Funding:

Would come from proceeds of Rotary fundraisers, including our kettle corn sales, and a new fundraiser, a lobster dinner scheduled for early September. Rotarians are excited to start fund raising activities, but we must realize that Rotary alone cannot raise the estimated costs. Rotary will need community partners.

While other Rotary Clubs have built spray parks with the assistance of lottery funds and some were eligible for other funds such as the Columbia Basin Trust, our club has learned that the lottery corporation is not funding capital projects at this time, as it did the Creston Rotary Park, and of course we are not eligible for CBT funding. We will have to count on foundations, such as the Vancouver Foundation, the Phoenix Foundation, the Telus Foundation, the Nestle Foundation and the Canada Post Foundation to support our efforts.

We will also have to have the support of community partners, such as the Credit Union, the City of Grand Forks, perhaps Electoral Area D, and Boundary Community Futures. We will also have to have the support of business partners, local businesses that can

donate materials and supplies which will lower the overall cost. We already have the donation of the design fees, a most generous offer by Urban Systems.

In order to proceed we need to get Rec Tec Industries to do a detailed costing for the project, working with USL, to include the retain/re-use grey water system. But we need Council to choose which concept they would prefer the Club to pursue.

City's Partnership Role

The City of Grand Forks and the Rotary Club of Grand Forks have a unique history of partnering on projects for the good of our community. Most recently the WI FI project in downtown Grand Forks.

It is envisioned that Council will authorize the facility to be constructed in City Park, and depending upon which Concept Council prefers, a cash contribution.

Rotary would further require Council's support in assisting the Club to apply for funding from foundations that require the donee to be a registered charity or a body able to provide tax receipts under the Canada Revenue Agency rules, which the City can do. This way all funds would have to flow through the City. At the end of the day, the facility will become the property of the City of Grand Forks.

Summary:

Without Council's support, the project will not proceed. We are respectfully requesting that Council:

1. Determine to support the project, and identify which Concept the Club should proceed with.
2. Authorize the construction of the park to be in City Park.
3. Include appropriate funding in the City's budget.
4. Support Rotary by sponsoring foundation grants and allowing these funds to be deposited and expensed by the City.

In the past the City has provided the youth of our community with a skateboard park, numerous ball parks, a rugby/soccer field, and Council's of the past have built the "Jack Goddard" Arena, and the Aquatic Centre.

Let's Build A Spray Park!



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Regional Chamber of Commerce

boundarychamber.com

Submitted to: Mayor Taylor and Grand Forks City Council

February 3rd, 2014

Submitted by:
James Wilson
Executive Director
Boundary Country Regional Chamber of Commerce
250-442-2722
Info@BoundaryChamber.com

BACKGROUND AND INTRODUCTION

Incorporated in 2012, the Boundary Country Regional Chamber of Commerce (BCRCC) is a non-profit organization representing small business throughout the Boundary Region. The organization is directed by a volunteer Board of Directors, with day to day operations carried out by the Executive Director.

The Vision of the BCRCC is that all businesses, from Beaverdell to Christina Lake, become BCRCC members. We envision that the BCRCC serve as a beacon/shining star for businesses across the Boundary.

Our mission, or "*reason for being*", is threefold:

1. Advocating

- Serving as the voice for Boundary businesses
- Helping identify emerging issues of concern for various sectors
- Collaborating to influence change

2. Facilitate healthy, thriving relationships

- Between communities across the region
- Between business members
- Between business sectors

3. Provide measureable benefits for our members

- Decide through screen criteria

The BCRCC is concerned with building a strong business network that promotes the Boundary Country, encourages business and community development, and enriches our vibrant, healthy region in a sustainable way. The BCRCC promotes local business and the communities we serve through publications, events, advertising and publicity. We create opportunities for members to promote their businesses and organizations collectively, organize networking opportunities, and support community events.

Specific activities coordinated by BCRCC in 2013 include:

- **Biz after Biz events**

- Midway - May 7th
 - Board Room Bistro hosted the event. They had just recently opened for business and were excited to have the Boundary Chamber host a Biz after Biz event. We had 5 local businesses attend as well as the media.

- Grand Forks - June 17th
 - The Grand Forks Gazette hosted the event in order to draw attention to their move to their new location. We had over 50 individuals representing different businesses and media attend. The Group Insurance agent shared about the insurance benefits attached to joining the Chamber.
- Grand Forks - September 25th
 - Jogas hosted the event. Mayor Taylor spoke about the fire at City Hall and next steps. Doug Allin elaborated on the RFP bid process. We had over 50 individuals representing different businesses and media attend.
- **Business Excellence & Community Awards**
 - BCRCC and Community Futures Boundary co-hosted the Business Excellence & Community Awards in Grand Forks BC. We had over 150 individuals representing different businesses and media attend.
- **Community Ambassador Program**
 - Development of a local volunteer network of credible and highly visible community leaders, business people, and residents working together to support and promote the community locally and abroad
 - Reach into networks that would not be possible for any one organization or individual to achieve, resulting in greater visibility for Grand Forks
 - Goals will be to provide info about the area to visitors and to promote the Community Ambassador Program to residents
 - Hope that other communities in the Boundary will also give this a try
 - Two individuals are now signed up and are out in the community
- **Boundary Country Community Calendar**
 - This initiative connects organizations'/stakeholders' online calendars, thus providing the opportunity for visitors and citizens to access information on all events that have been submitted. Organizations, including the City of Grand Forks, can feed their calendars into the one hosted on the BCRCC
- **Family Friendly Business Initiative** in partnership with the Boundary Success by 6.
- **Social Media presence** – ONGOING strategy – in development
- **Business listings** of all Chamber members on the BCRCC website.
- **PST workshops**
 - Midway March 13
 - 50+ West Boundary attending
 - Grand Forks March 14
 - 200+ Grand Forks and Christina Lake attending

- **Coordination and hosting of 2 All Candidates Forum**
 - Grand Forks April 23
 - Midway April 24
- **Monthly Newsletter** - electronic
- **Partnership with the Downtown Business Association**
- **BCRCC working in conjunction with Thompson Okanagan Tourism Association** to update the Boundary Country BC tourism website
- **Partnership with Canada Day Committee**
- **Assisted Dr. Terri Macdonald (RDI)** with updated Community Profiles for Grand Forks, Greenwood and Midway

Plans for 2014 include:

- **Host Biz after Biz functions** monthly, with six in Grand Forks.
- **Continuing and strengthening a number of the initiatives** already underway such as the Community Ambassador Program, Boundary Country Community Calendar, etc.
- **Identifying workshops** requested and/or required by our local business owners and their employees and finding ways to present them.
- **Expand social media** presence working with other local partners such as the Community Futures Boundary, City of Grand Forks and local businesses.
- **Strengthening Partnerships for Community Development**, organizing February 20, 2014 event in partnership with Community Futures Boundary to increase collaboration with other community groups.
- **Working with Thompson Okanagan Tourism Association** local community stakeholders to clarify roles and responsibilities in regard to the broader tourism mandate for Grand Forks and the Boundary area
- **Continued support to the City through social media and other forms of information sharing**
- **Provision of a quarterly report at COTW**
- **Collaborate with the City (and in partnership with Community Futures) in the organization and management of the Volunteer Appreciation awards at the Small Business Awards event**
- **Support the business community in:**
 - Signage maintenance throughout the community (Friendly reminders of conditions of signs asking if they have plans to improve or replace - These signs often fall outside our boundaries and still require attention from someone)
 - Maintaining a high standard visually in store frontage appearances (specifically empty store fronts)
 - Encouraging business participation at City and Community events

PROPOSAL

Currently the BCRCC consists of approximately 150 members, representing a cross section of businesses from the Boundary Region. To date, funding to support activities have been provided first by monetary contributions from the City of Grand Forks, Village of Midway, Area C, Community Futures Boundary, and Grand Forks Credit Union and, subsequently, by chamber memberships. In addition to monetary contributions, Community Futures Boundary contributes wages for the Executive Director, in-kind office space, equipment, and additional administrative assistance.

We believe that it is the best interests of the businesses of Grand Forks and the City of Grand Forks to have a strong, thriving Chamber. In an effort to continue to strengthen the Chamber and working towards a sustainable future, the BCRCC proposes a collaboration that would result in a funding from Grand Forks business licenses be used to fund services provided.

We would like this proposal to provide us with ongoing annual funding of \$20,000 with room for increase should the number of business licenses purchased increase. This would be realized by providing the BCRCC with a percentage of the business licenses revenues in an ongoing contract to provide fees for services.

This arrangement would:

- Encourage and promote business licenses to local businesses, identifying and encouraging business that would normally may not consider the value of obtaining a business license and assist in the collecting unpaid business licenses.
- Allow the BCRCC access to the business license holders in order to increase our membership base, thereby providing more services, support and access to benefits to local businesses.
- Strengthen our partnership with the City of Grand Forks to increase communication between the business community and the City.
- Work in cooperation with the City to identify ways to support local businesses.
- Providing visible acknowledgement and support of the BCRCC and its benefits to the local business community.
- Continue to support and build a sustainable local business community including a partnership with the Downtown Business Association.
- Providing a forum for local business to engage and network between sectors and individual businesses.

FAQ's:

1. What will the money being used for?

The money will be spent to further the aims of the BCRCC by providing support to local businesses.

2. Where will the money be spent i.e. will it go to Greenwood?

The funding received through the business licenses will not be used for travel expenses or to fund events or projects specific to communities outside of the Grand Forks area.

3. What is the long term goal for the business plan for the Chamber? IE will the chamber using this as their model to become self-funding?

The long term goal for the BCRCC is exactly as you have stated - to become self-sustaining. We have had some excellent assistance and partnerships through organizations such as the City of Grand Forks, the Grand Forks and District Credit Union and Community Futures. The Board of Directors realizes that these funds need to be considered "seed" money, and we must look for creative ideas to continue as a viable organization. The Business License proposal is an example how we can receive ongoing funding in exchange for important service to the City of Grand Forks.

4. When will this take place?

Starting in the 2014 fiscal year.

MONTHLY HIGHLIGHT REPORTS



DATE : February 6, 2014
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS : For the Month of January, 2014

- ❖ Continue with the development of the City's Bylaws
 - ❖ Following on Complaints
 - ❖ Following up on Unlicensed Vehicles on the City's Boulevards
 - ❖ Processing new Building Permits
 - ❖ Following up on Existing Permits
 - ❖ Continue with Building Inspection Training Course
-

MONTHLY HIGHLIGHT REPORTS



DATE : February 3, 2014
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS : For the Month of January, 2014

- ❖ Report to Council for funding sources, financing of ladder truck
 - ❖ Jan 22nd – Water Meter Open House
 - ❖ Jan 27th Committee of the Whole – operating presentations
 - ❖ Submission – financial plan calendar for newsletter
 - ❖ Fire – met w/adjuster, researched leased assets, compiled list of replacements to date
 - ❖ RDKB financial plan discussions
 - ❖ Arrangements for interim audit Feb 5th, audit Mar 18-21
 - ❖ Working on details of operating and capital budgets
-

MONTHLY HIGHLIGHT REPORTS



DATE : February 3, 2014
TO : Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS : For the Month of January, 2014

- ❖ Planned and Hosted the Water Meter Open House
 - ❖ Continued Planning and Implementation of Presentation for Phase II Downtown Beautification Open House
 - ❖ Operations Budget Planning and Presentation to Council
 - ❖ Capital Budget Planning and Preparation for Council Presentation
 - ❖ Subdivision, Development and Servicing Bylaw Revisions
 - ❖ Worked on Various Planning and Development Initiatives
 - ❖ Received Subdivision Application for Tastie Treat
 - ❖ Expression of Interest out for Pre-Qualification of Qualified Contractors for the Universal Water Metering Program
-

MONTHLY HIGHLIGHT REPORTS



DATE : February 3, 2014
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of January, 2014

- ❖ Total calls for January: 30 -- 7 fire, 4 rescue, 19 first responder (medical)
 - ❖ Completed analysis of aerial platform bids, selected vendor, made recommendation to council.
 - ❖ Preparation for court appearance re: City Hall fire (postponed UFN)
 - ❖ 2014 Operating and Capital Budget preparation
 - ❖ Volunteers spent two consecutive weekends doing First Responder 3 training – 6 new certifications and 2 re-certifications.
 - ❖ Dale: Zone 4 Fire Chiefs Conference - Creston
 - ❖ Kevin: All-hands OH&S presentation
-

MONTHLY HIGHLIGHT REPORTS



DATE : February 3, 2014
TO : Committee of the Whole
FROM: Manager of Operations
HIGHLIGHTS : For the Month of January, 2014

- ❖ Planning and Presentation of 2014 Operating Budget Briefings – All Departments
 - ❖ Planning and Preparation for 2014 Capital Budget Briefings Presentation – All Departments
 - ❖ Painting of Bleachers
 - ❖ Painting of Indoors of Various Park Facility Buildings
 - ❖ Drywell Installation at City Park Near Bottom of 5th Street
 - ❖ Boulevard Tree Assessments and Tree Pruning
 - ❖ General Operations and Maintenance
 - ❖ Built Water Meter Display for the Open House
 - ❖ Snow Plowing, Sanding and Clean-Up of the Downtown Core
 - ❖ Held Group Safety Meeting
 - ❖ 2014 Operations Work Plans
-

MONTHLY HIGHLIGHT REPORTS



DATE : January 31st, 2014
TO : Committee of the Whole
FROM: Corporate & Community Services
HIGHLIGHTS : For the Month of January, 2014

- ❖ Corporate budget report and presentation to Council for January 27th
COTW meeting
- ❖ Human Resources – Researching options for City's Employee Family Assistance Plan
- ❖ Compilation of yearly Statements of Disclosure as legislative obligation
- ❖ January 13th and January 27th Agendas, Meetings and tasks associated with the meetings
- ❖ Department worked with Development and Engineering with regard to the Water Meter Open House on January 22nd
- ❖ Continued planning for Family Day event
- ❖ City Hall Restoration
 - consultant hired to provide second opinion regarding Repair Cost Estimate
 - ongoing consultation with Insurance company regarding costs for repair
 - RFD's for structural engineered drawings and mechanical engineered drawings underway

MONTHLY HIGHLIGHT REPORTS



MEMORANDUM



DATE : February 4, 2014

TO : Committee of the Whole

FROM : Manager of Development and Engineering

SUBJECT : Residential Water Meter Project – Update #3

Update on Open House #1

On January 22, 2014, the City hosted an informational open house for residents to learn more about the residential water meter project. More than 100 people attended. The open house was an opportunity for people to learn more about residential water meters, the installation process, comparative costs and how the community and customers can use them to their benefit. It was the first open house held to launch the program and more are planned in the future to ensure the community is informed as the program unfolds. The most common questions were around the rate structure and the costs involved. Some also questioned the process and to what degree the public was made aware of water meters prior to Council approving the project.

As a result of some of the questions heard, the following background document has been prepared to provide more detailed information on the process and the decision to expand water meters to residential customers.

Background on decision to expand water meter program

November 12, 2013 Grand Forks city council approved a plan to expand the water meter program to include residential customers. Water meters were installed in all industrial, commercial, institutional and most multi-family properties in Grand Forks over the past 10 years.

In Grand Forks, the community faces drought and water supply issues during the hot summer months and very high energy costs for pumping water during high demand. Water meters have been identified in several engineering studies (see below) as a valuable tool to help save water and prevent issues such as drought and supply. Using less water will also save on energy costs.

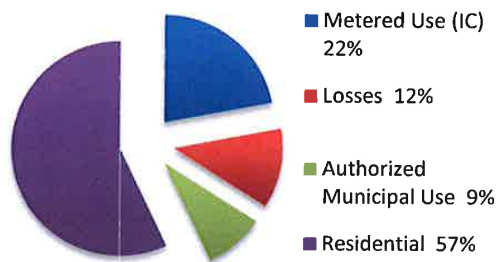
The engineering studies referenced for the residential water meter project are:

- *Grand Forks Water Demand Management: An Action Plan*, Urban Systems, 2011
- *Water Conservation Plan*, Kerr Wood Leidal, 2010 – completed as per the requirements of the Municipal Rural Infrastructure grant funding.
- *Universal Water Metering Feasibility Assessment*, Urban Systems, 2000
- *Drought Management and Conservation Plan*, Dobson Engineering, 2005

According to the Urban Systems study [*Grand Forks Water Demand Management: An Action Plan*, Urban Systems, 2011], average daily residential water use (indoor and outdoor) in Grand Forks is 723 litres per person. This is well above the BC residential average (426 litres per person per day) and more than double the Canadian residential average (329 litres per person per day).

In the City's Sustainable Community Plan, a water metering program for all residential users is recommended to ensure the long-term sustainability of Grand Forks' infrastructure and to maximize the potential of the City's water supply. This Plan went through public consultation between 2007 and 2011 and included presentations, open houses, newsletters and feedback forms.

2009 Water Use Summary



[Source - *Grand Forks Water Demand Management: An Action Plan*, Urban Systems, 2011]

Many communities in BC and across Canada already use water meters as a proven way to increase water conservation. For example, during the 12 months that the District of Peachland used mock billing, water use dropped by 17% over the previous year. As of 2009 in Canada, about 72% of single family residential homes have a water meter. In BC, close to 120 communities have implemented water meters or are at some stage of implementing. Some of those communities already using residential water meters include West Kelowna, Oliver, Penticton, Summerland, Peachland, Lumby, Chase and Enderby. All City of Vernon residents and those supplied by the City of Kelowna water utility are on water meters, and Kamloops is in the process of installing them.

Costs

Installation

The installation of the residential water meters will be funded by the Federal Gas Tax Fund, meaning there should be little or no impact on local property taxes for the installation phase. The funding is expected to cover the \$1.3M cost to install and implement water meters, and as a result, a borrowing referendum is not required in order to proceed.

Installing residential water meters will save tax dollars by deferring significant infrastructure costs, including the following:

- West End Reservoir valued at \$6.1 Million;
- Pipe sizing for future water mains (could be the same size or smaller and allow for growth with a reduction in demand)
- Developing alternate water source (100% of our drinking water currently comes from groundwater sources).

In addition, sewer flows are expected to drop, which means lower costs to treat wastewater and energy consumption.

An example of a community that successfully installed water meters and deferred capital costs is the town of Port Elgin, Ontario (pop. 6,500). The town avoided a \$5.5 million expansion of its water treatment plant by installing 2,400 water meters in 1991 at a cost of \$550,000. This reduced summer water use by 50% and use for all of 1993 by 25% and dropped the water flow by 30%. The town also saved \$12,000 in sewage treatment operating costs. [http://www.ccme.ca/assets/pdf/pn_1168_e.pdf]

Future Utility Rates

As part of the installation and introduction to water meters, installation will take place in 2014 and mock billing will begin in 2015. During this period, residents will receive mock bills that will indicate their actual water usage. No changes to water rates will be made at this time; residents will continue to pay the same for their water use as they do now, regardless of how much they conserve or how much they use. The purpose at this stage is to gather the information that can be used to identify options for setting water rates. This information will also help residents see how much water they're using. This information will be presented to the community for discussion at a future open house prior to consideration by Council.

Process to Date

The expansion of the water meter program to residential customers has been the subject of many reports and discussion at open Council meetings over the years. The following provides an overview of the key reports and recommendations.

1999 – City completed a review of its water and sewer utility rates. The review included a number of recommendations with respect to the long-term operation and upgrading of water and sewer infrastructure. One of the review's key recommendations was that the City assesses universal water metering as a means to reduce water consumption and delay costly infrastructure upgrades.

2000 – The *Universal Water Metering Feasibility Assessment* report [Urban Systems] determined that Grand Forks would derive a number of economic, social and environmental benefits from a universal water metering program. Among the recommendations was that the City move forward with the residential portion of a universal water metering program.

2005 – The *Drought Management and Conservation Plan* [Dobson Engineering] recommends that a universal water metering program be established with appropriate water pricing that provides an incentive for water conservation.

2010 – The City is awarded funding from the BC government's Municipal Rural Infrastructure Fund to replace the City Park Lift Station. As part of the funding agreement, the City must complete and Council must endorse a water conservation plan. The *Water Conservation Plan* [Kerr Wood Leidal] recommends a universal water meter program to achieve water conservation targets.

2011 – The *Water Demand Management: An Action Plan* [Urban Systems] recommends that the City complete a Meter Implementation Strategy.

2011 – The *Universal Water Meter Program Implementation Framework* [Urban Systems] report outlines cost estimates and timelines for implementing a residential water meter program. This report is used as part of the City's application for federal government grant funding to cover the installation costs. The City's application was not successful.

2011 – The City adopted its *Sustainable Community Plan*. A water metering program for all residential users is recommended to ensure the long-term sustainability of Grand Forks' infrastructure and to maximize the potential of the City's water supply.

February 2012 – At the regular Council meeting of February 20, 2012, Council adopts its Corporate Strategic Plan 2012-2014. The report outlines six goals and several actions to accomplish these goals. One of the goals was that staff prepares a report including data and costing for council to consider in making a decision on whether to move forward on water meter installation.

May 2012 – Through a Council resolution, City staff submitted another application for federal Gas Tax Funding for \$1.3 million to cover the cost of a water meter installation program.

September 2012 – Council receives the staff report including data and costing to move forward on water meter installation and agrees to wait until the grant application has been responded to in December 2012.

December 2012 – The City is not successful in its application for federal Gas Tax Funding of \$1.3 million to cover the cost of a water meter installation program.

February 27, 2013 – 2013 5-Year Financial Plan Open House – The 5-Year Financial Plan was given public consultation in accordance with Section 166 of the Community Charter.

May 2013 – City hosts an open house during Drinking Water Week to raise awareness about the need to conserve water and to provide informative and simple steps that area residents can take to conserve water. The open house is the kick-off for a summer water conservation education campaign that includes inserts in utility bills, posters, news releases and a brochure.

May – September 2013 – Water conservation measures were provided to the public via newsletters, the City's website and through the media.

September 9, 2013 – Council approved staff to proceed with water system locates, excavation repairs and data management/mapping. This project was to be funded from the gas tax reserves.

September 2013 – City places an ad in the Grand Forks Gazette notifying residents that City water staff are locating water system infrastructure throughout the city to capture precise mapping for emergency water shut-offs. The ad notes that “the mapping information will also be important should city council consider a residential water metering project in 2014.”

November 12, 2013 – Council recommends to approve early budget approval for the Comprehensive Water Metering Program to include residential customers.

November 26, 2013 – News release announces Council decision and planned open house for January 22, 2014, providing more information about water meters, the process for installing, comparative costs and how the community and customers can use them to their benefit.

December 2013 – Utility bill insert reminds residents of planned January open house, as well as why water meters are necessary in Grand Forks, benefits of water meters, costs and the timeline. An error in the bill insert shows a paragraph with the timeline of water meter installations as incorrect. It states that both water meter installation and mock billing will begin in 2015. It should have been two paragraphs – one that states installations will start in 2014 and another that states mock billing will begin in 2015. All the rest of the utility bill insert dates are correct.

January 7, 2014 – A second news release reminds residents of the open house. Newspaper ads in the Grand Forks Gazette (Jan 15 and 22) also remind residents of the open house.

January 17, 2014 – The City has issued an *Expression of Interest* for pre-qualified contractors and, once a list of qualified contractors is determined, will issue a *Request For Proposals* to choose the company that will install the meters.

January 22, 2014 – City hosts an informational open house about the upcoming expansion of water meters to all residential homes. More than 100 people attend. Materials developed to support the open house include display panels and handouts at the open house and information posted to the City’s website, including Frequently Asked Questions and a feedback form.

January 27, 2014 – A third news release advises of the attendance at the open house, common questions and next steps. Feedback form is available on at www.grandforks.ca until February 14, 2014.

Next Steps and Timelines

The City plans to provide more information in utility bills on an ongoing basis on the City’s website and host further open houses as the process unfolds. This includes a “meet and greet” once the contractor is selected and future ones to explain the mock billing process and possible rates structures. Through these materials and open houses, the City will also help residents better understand just how much water they’re using. The City will also continue to provide water conservation tips. Questions such as how much does an average swimming pool use and how much water is used on lawns also arose at the open house and the City will provide more information via the media, advertising, posters and on the website.

Residents can still view the display panels, read the newsletter and the Frequently Asked Questions www.grandforks.ca. The feedback form is also available on the website for comments until Feb. 14th. 2014.

Spring 2014 – Contract awarded to install water meters

Spring/Summer 2014 – Water meter installation begins

Spring 2015 – Mock billing slated to start

Fall 2015 – Information from mock billing period will help identify **possible** rate structure

2016 – Once Council approves the rates, real billing begins

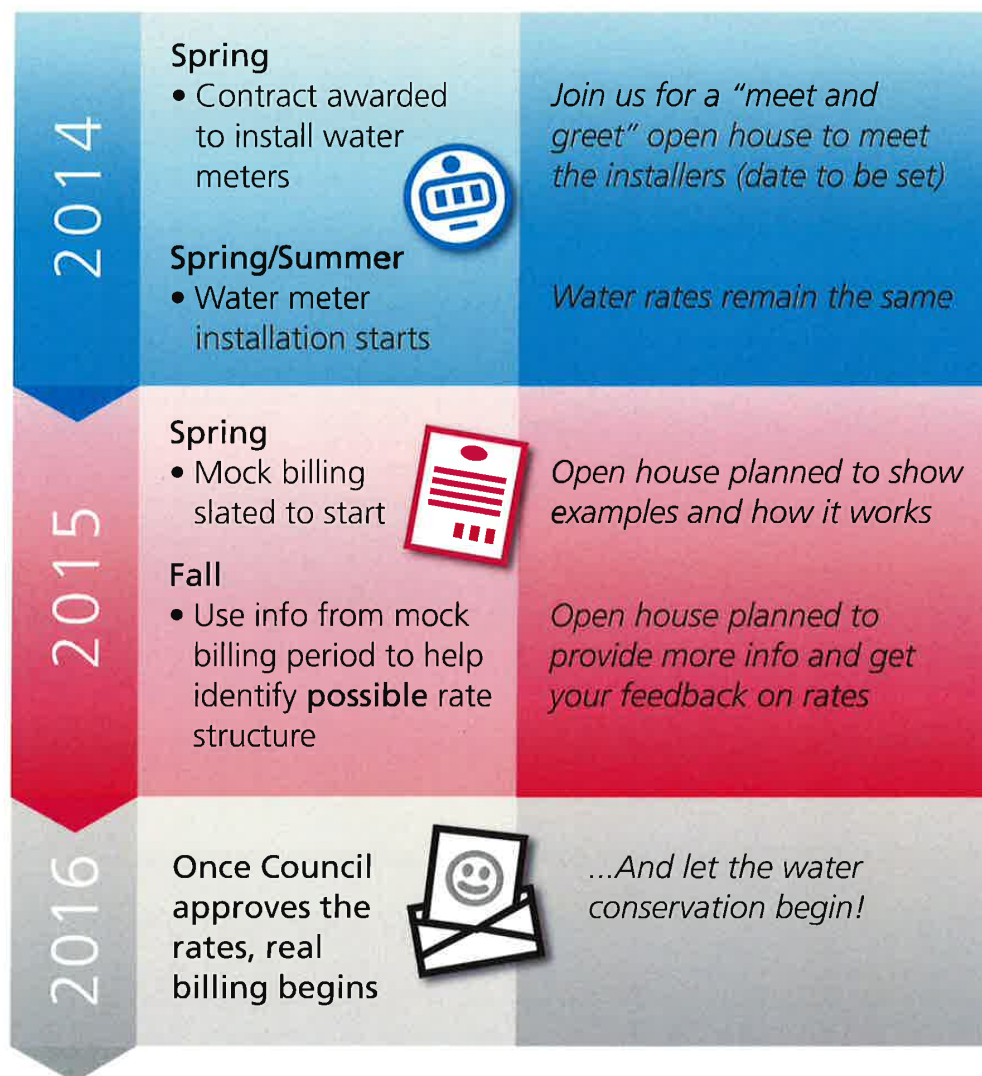
Respectfully Submitted,



Sasha J. Bird, ASCT
Manager of Development and Engineering



Introducing Water Meters: Timeline for Rollout



Settle down.

www.grandforks.ca



REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Sasha Bird, Manager of Development & Engineering Services
Date: January 10, 2014
Subject: Happy Days 50's Diner Liquor Licence Application
Recommendation: **THAT the COTW recommends that Council support the application for a liquor licence for Happy Days 50's Diner**

BACKGROUND: attached is a copy of an application filed by Happy Days 50's Diner located at 131 Central Avenue for a new liquor license for the 139 square meters of the dining and dancing area of the restaurant. The Grand Forks Fire/Rescue and the Building Inspections office have submitted a letter citing that the maximum occupancy load, as determined by the B.C. Fire Code and the B.C. Building Code for Group A, Division 2 (Restaurant), occupant load, dining, beverage and catering space equals 1.2 square meters, per person and water closets for an Assembly Occupancy. The occupancy load for the Happy Days 50's Diner will be 50 persons and the required number of water closets (restrooms) is one male and one female closet. Happy Days 50's Diner has the required water closets already in existence.

The Liquor Control and Licensing Branch requires that the City send the neighboring property owners around the Happy Days 50's Diner, advising them of the application and inviting them to a Committee of the Whole meeting, should they have any concerns or wish to comment on the application prior to Council's decision. The letters have been sent inviting anyone with comments or concerns to the February 11, 2014 Committee of the Whole meeting scheduled to start at 9:00 a.m., in the City Council Chambers, located at 6641 Industrial Park Way.

Prior to considering the application for a liquor license permit, the Liquor Control and Licensing Branch require Council's resolution, commenting on the application but more specifically, requires that the resolution outline the following points:

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

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

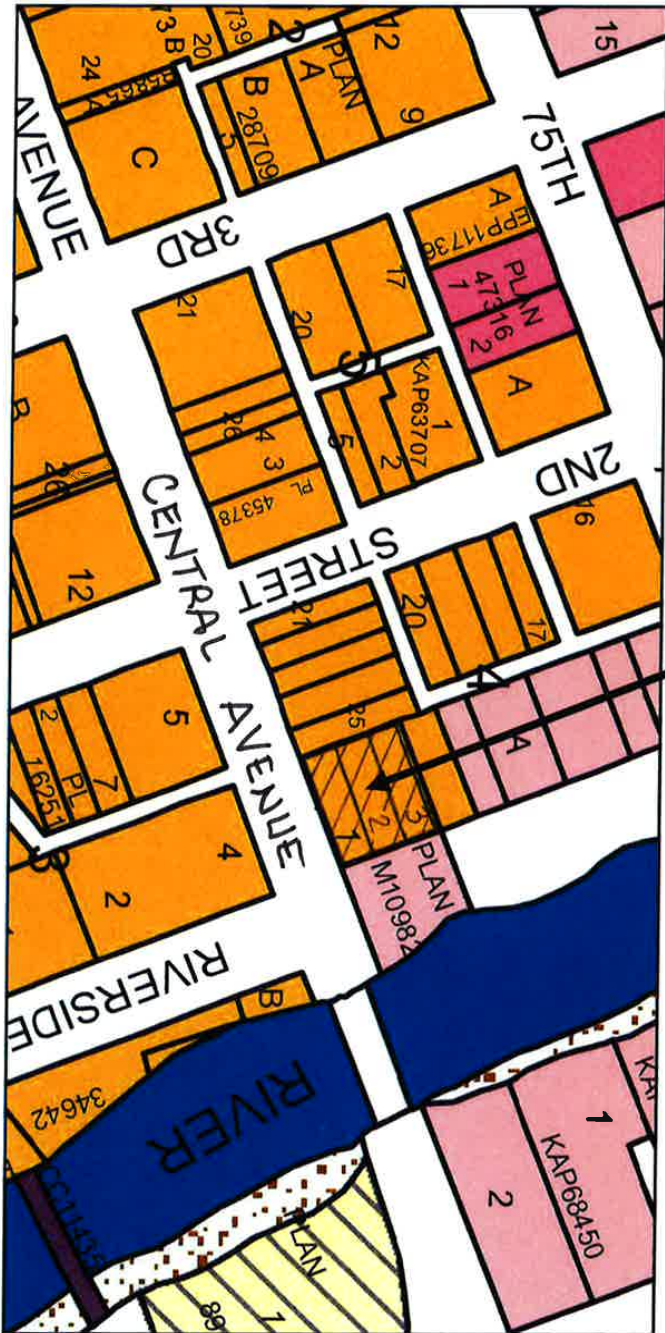


Benefits or Impacts of the Recommendation:

General:	<p>Supporting the application, Council will be supporting a local business. The City has performed due diligence, by notifying the surrounding property owners and inviting them to be heard at a Committee of the Whole meeting to voice their concerns or to comment, prior to final decision at a Regular Council meeting.</p> <p>Not supporting the application, Staff will advise the Liquor Control and Licensing Branch accordingly. The disadvantage is that Council may be seen as non-supportive to the application.</p>
Strategic Impact:	n/a
Financial:	There are no costs to the City for a liquor license application, in that we are not legislated to publish notice of the application in a local publication.
Policy:	The City does not have a policy for a Council resolution of support or non-support of a liquor license application as requested by the Liquor Control and Licensing Branch.

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

SUBJECT
PROPERTY





HAPPY DAYS 50'S DINER AND PARKING LOT



FOOD PRIMARY (Restaurant) Licence Application

Liquor Control and Licensing Form LCLB001b

INSTRUCTIONS: Complete all applicable fields, attach required documents and submit with payment as outlined in Part 10. You may complete this form one of three ways: 1) at your computer, then print; 2) by hand - print clearly using dark ink; or 3) online through the OneStop business registry at: <http://onestop.gov.bc.ca>

- If you have any questions about completing this application, call the Branch toll-free at: 1-866-209-2111
- Allow 4 to 6 weeks for LCLB to review and process your application
- LCLB forms and supporting materials which may be referred to in this document can be found at: www.pssg.gov.bc.ca/lclb

PART 1: Application Contact Information

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Leanna Byrd Phone number: 250-666-1965
 Fax number: 250-442-5586 E-mail address: lm_byrd@hotmail.com

PART 2: Applicant Information (Legal Entity)

Office use only

Job No (new) 22414345-1

Name: Happy Days 50's Diner Business Number: 250-442-5585

Mailing address: PO Box 1260 Grand Forks BC V0H 1H0
(All correspondence will go to this address) Street City Province Postal Code

Phone number: 250-442-5585

Fax: 250-442-5586 E-mail: lm_byrd@hotmail.com

The applicant authorizes its shareholder, director or partner below to be the primary contact for the licence, if approved.

Contact Name: _____ Phone: _____

***NOTE:** Prior to licensing applicants must have a Canada Revenue Agency issued Business Number in place in the legal name of the applicant for the liquor licence. This is the first 9 digits of your 15 digit GST/HST registration number. If you don't have a GST/HST registration number, you can apply for one through the Canada Revenue Agency at <http://www.cra-arc.gc.ca>

Do you or any of your shareholders currently hold, have held, or have previously applied for a British Columbia liquor licence? Please check (☑) one:

☒ No, I do not currently hold - and have never held or applied for - a British Columbia liquor licence

☐ Yes, I currently hold a British Columbia liquor licence, or I have held or applied for one in the past. If Yes, provide details of current or previous licence(s) or previous applications (date held, licence #(s), location, type of licence and name of establishment(s))

Do you hold a Rural Agency Store Appointment? Please check (☑) one:

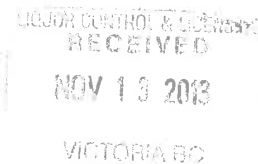
☒ No, I do not currently hold a Rural Agency Store Appointment.

☐ Yes, I currently hold a Rural Agency Store Appointment

Do you, or any of your shareholders, have any connection, financial or otherwise, direct or indirect, with a UBrew/Uvin, distillery, brewery or winery? Please check (☑) one:

☒ No, I do not have any connection, financial or otherwise, directly or indirectly, with a UBrew/Uvin, distillery, brewery or winery

☐ Yes, I acknowledge a connection, financial or otherwise, directly or indirectly, with a UBrew/Uvin, distillery, brewery or winery
 If Yes, provide details:



PART 3: Type of Business

There are six types of businesses identified here. Choose (☒) the type of business used to operate your restaurant. Beneath the type of business you indicate are a list of documents to submit with this application.

☐ Society

The society's annual membership fee is: \$ The society has members.

The following documents are required and must be attached to this application:

- ☐ Certificate of Incorporation under the Society Act,
- ☐ current list of officers and directors,

Plus the top four executive officers must submit:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form, and
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form

☐ Partnership

Please check (☒) if you are a ☐ Registered Partnership or a ☐ Non-Registered Partnership

List Partners in the space provided below:

PARTNER 1: Percentage of Ownership:	<input type="text"/>	Legal Name:	<input type="text"/>
PARTNER 2: Percentage of Ownership:	<input type="text"/>	Legal Name:	<input type="text"/>
PARTNER 3: Percentage of Ownership:	<input type="text"/>	Legal Name:	<input type="text"/>
PARTNER 4: Percentage of Ownership:	<input type="text"/>	Legal Name:	<input type="text"/>

If there are more than four partners, provide same information for other partners on separate sheet and attach. If one or more of the partners are a private corporation, a public corporation or a society, submit all the documents listed under that business type with this application.

Plus, each partner (individual) must submit:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

For a registered partnership the following documents are required and must be submitted with this application:

- ☐ Statement of Registration of General Partnership, OR
- ☐ Partnership Agreement or Joint Venture Agreement.

☐ Private Corporation

The following documents are required for this type of business and must be submitted with this application:

- ☐ Certificate of Incorporation,
- ☐ Extra-provincial registration, if your business is located outside British Columbia,
- ☐ Central Securities Register,
- ☐ Notice of Articles, and
- ☐ Special Rights and Restrictions within the articles of incorporation that detail the class and types of shares and whether or not each class or type of share has voting privileges (if the information is not already included in the Notice of Articles)

And, if one of the shareholders is a private corporation, a public corporation, a society or a partnership, submit all the documents listed under that business type.

Plus, all shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit all the documents listed:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

Note: Shareholders (individuals) holding less than 10% interest in the applicant corporation must provide their full legal name and date of birth in the space provided below or on a separate sheet of paper.

☐ **Public Corporation**Check box (M) if your shares are publicly traded: ☐

The following documents are required for this type of business and must be submitted with this application:

- ☐ Certificate of Incorporation.
- ☐ Extra-provincial registration, if your business is located outside British Columbia, and
- ☐ List of Directors and Officers.

Plus, for the four top executive officers in your public corporation, attach:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

☒ **Sole Proprietorship**

The sole proprietor must submit the following documents with this application:

- ☒ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☒ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

☐ **Other**

This includes entities incorporated through Federal or Provincial legislation. Examples: Local Government, First Nations, colleges, universities, etc. Contact the branch to discuss documentation requirements

PART 4: Establishment Proposal

NOTE: Signs should not be ordered prior to approval of the establishment's name by the Liquor Control and Licensing Branch

Proposed establishment name:

Happy Days 50's Diner

Establishment physical address:

131 central Ave

Grand Forks

BC

V0H1H0

Legal description of site:

PLAN 23 Lot 1-3 Block 4 DL# 108

(Legal description and parcel identifier (PID) or Strata Plan number of the establishment site, found on property tax notice or from Land Titles office)

Establishment Phone:

250-442-5585

Establishment Fax:

250-442-5586

Business e-mail:

lm_b_yrd@hotmail.com

Hours of Liquor Service:

Hours of liquor service are permitted between 9:00 am and 4:00 am on the same business day. For hours of liquor service past midnight, you will require local government / First Nations approval. See Part 8 and 9 of this application form for more details.

Indicate your requested hours of liquor service below (must be between 9:00 am to 4:00 am of the same business day):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OPEN	6 AM	6 AM	6 AM	6 AM	6 AM	6 AM	6 AM
CLOSE	6 pm	6 pm	6 pm	6 pm	6 pm	6 pm	6 pm
	12 pm	12 pm	12 pm	12 pm	12 pm	12 pm	12 pm

Entertainment Endorsement:

If you are applying for an entertainment endorsement, please check (A) below or (B) on the next page and complete the appropriate section.

☐ (A) Patron Non-Participation entertainment endorsement (musicians, etc.) Note: All forms of entertainment must end by 1:00 AM.☐ Describe in detail what kind of entertainment you propose and where it will take place within your restaurant.LIQUOR CONTROL & LICENSING
RECEIVED

NOV 13 2013

☒ (B) Patron Participation entertainment endorsement (dance floor, sing-alongs) Note: All forms of entertainment must end by 12 midnight.

☐ Describe in detail what kind of entertainment you propose and where it will take place within your restaurant.

Note: Patron participation requires local government/First Nations approval (See Part 8 and Part 9).

We are a 1950's Restaurant and have soc hops 4-5 times per year ending by 10:00pm we also host banquets for parties ending by 12:00pm at the latest. These all involve food (menu items).

Restaurant Lounge Endorsement:

Only food primary establishments with an occupant load of 50 persons or greater may apply for a restaurant lounge endorsement. A restaurant lounge is a separate area within the food primary establishment that is visually distinct from the main dining area and where patrons may order a drink without the intent of ordering a meal. Minors must be accompanied by an adult in the lounge area and signage at the entrance of the lounge must explain this requirement.

The maximum seating capacity of the restaurant lounge is 20 percent of the primary interior dining occupant load or 40 seats, whichever is less. Two areas may comprise the lounge, each equal to the total approved restaurant lounge capacity, and one area must be on a patio.

Example: Occupant load is $100 \times 20 \text{ percent} = 20$. 20 is less than 40, therefore 20 seats may be assigned to an interior or patio lounge, or both (20 interior and 20 patio), but no more than 20 people can occupy the two lounge areas at one time.

Are you applying for a Restaurant Lounge Endorsement? Yes ☐ No ☒

☐ Calculate the maximum permitted restaurant lounge capacity below:

Occupant load of the primary dining indoor area of the restaurant as shown on your floor plan: (not including banquet rooms or patios)

$\times 20\% \text{ (or } \times 0.20) =$

☐ Proposed restaurant lounge capacities, if planning to create two areas: Interior Lounge:

Patio Lounge:

☐ Indicate on the floor plan you submit with this application where the lounge area(s) will be.

☐ Describe the location of the lounge area(s) as well as the proposed number of seats:

☐ Describe how the lounge area(s) is/are visibly distinct from the main dining area? (i.e., different flooring, different styles of furniture, seating only at bar, etc.):

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Patios:

The licensing of an outdoor patio must be approved by the Liquor Control and Licensing Branch. The applicant is responsible for complying with any local bylaws relating to a licensed establishment patio.

Are you applying for a patio to be part of the licensed area? Yes ☐ No ☒

☐ The patio occupancy load must be marked on the floor plan by provincial (or designate) fire or building authorities as a separate occupant load or clearly stated that the occupancy load for the patio will be "taken from inside".

☐ Occupant Load from floor plan Patio 1: Patio 2:

☐ Indicate on the floor plan you submit with this application where the patio area will be. The floor plans must have sufficient detail to be acceptable to the branch.

Provide the following information:

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

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

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

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

5. Will the patio have a fixed or portable liquor service bar? ☐ Yes ☐ No

6. If "No", will liquor be served from the interior service bar? ☐ Yes ☐ No

Catering Endorsement

A food primary applicant may apply for a catering endorsement if they wish to be licensed to transport and sell liquor at catered events where they have been hired to provide food service. The catered events must be hosted by other people and must take place outside the "red-lined area" (the area where liquor is sold, served and consumed) and generally away from the establishment. The caterer must be present for the duration of a catered event. Licences with a catering endorsement are subject to an annual licensing fee of \$100 in addition to the annual renewal fees.

To qualify for an endorsement the applicant must demonstrate at the time of inspection:

- Catering service is focused on the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

Are you applying for a catering endorsement? ☐ Yes ☒ No

If "Yes", please provide the following information:

1. Your kitchen should be equipped with commercial appliances including a range, oven, refrigerator and dishwasher and also have food storage and food preparation areas. Describe the kitchen equipment you have at your establishment for catering services.

2. Equipment must also be available to transport and serve food to catered events away from your establishment (off-site). Describe the equipment you have to provide catering services off-site.

3. Who are the target clients for your catering service? Provide examples.

4. What types of events do you plan on providing catering services for? Provide examples.

5. Catered events cannot be held within the licensed areas of the establishment. What type of locations (venues) do you anticipate providing catering services at? Provide examples.

NOTE: If a licence is approved with a catering endorsement, the licensee must notify LCLB of all catered events (except in private residences) using OneStop (www.bcbusinessregistry.ca). Some events may require approval from LCLB before the catered event can take place. Further information about how to notify LCLB will be provided by your local liquor inspector when they complete their final inspection.

PART 5: Resident Manager

A licensee who does not reside in BC or who will not be present to manage the day to day business must hire an individual to manage the establishment. The resident manager must be an employee of the licensee, a resident of BC, a Canadian citizen or lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) for permanent residence, and must be 19 years of age or over.

Will you employ a resident manager to operate your licence? Please check (X) one:

☒ No. I will not employ a resident manager to operate my licence.

☐ Yes. I will employ a resident manager to operate my licence. If Yes, provide details.

Legal Name of Resident Manager

(Last)

(Given Names)

Submit the following documents for the resident manager with this application:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form.
- ☐ a completed Personal History Summary and Consent for Criminal Record Search (LCLB004) form and required documents noted on form

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PART 6: Additional Requirements and Information

- ☒ **Floor Plans:** Provide one legible reduced 8.5" x 11" copy of the floor layout plan detailing furniture and equipment layout of the entire establishment. The occupant load on the establishment must be clearly marked/stamped ON the plans by provincial (or designate) fire or building authorities. An alternate qualified architect or design professional may be used in locations where building and fire authorities do not have jurisdiction to provide an occupant load and written acknowledgement by local government/First Nations is provided.

Floor plans should meet the following requirements:

- ☒ **OCCUPANT LOAD(S) MUST BE CLEARLY MARKED/STAMPED ON THE PLAN**
- ☒ provide dimensions of room sizes, partial height walls, planters, etc.
 - ☒ main entrance/exits, access points
 - ☒ indicate the proposed unlicensed areas
 - ☐ stairs showing direction of travel
 - ☒ all rooms labelled for intended use including washrooms, kitchen, storage, bars, restaurant lounges, patios, furniture layout of tables, chairs, bar stools, dance floors and stairs clearly marked, plus kitchen equipment and large appliances clearly labelled.
- ☒ **Signage:** provide a sketch of the proposed establishment signage. Signs and establishment name are subject to LCLB approval

☐ **Gaming Facilities:**

If your liquor licence is located at a commercial casino, community gaming centre or bingo hall you must provide in addition to the above.

- ☐ a letter of support from the British Columbia Lottery Corporation (BCLC)

☐ **Motor Vessels:**

If your liquor licence is located on a motor vessel you must provide in addition to the above:

- ☐ a legible copy of the captain's accreditation certificate.
- ☐ a legible copy of registration and safety certificates.
- ☐ floor plan, which must show public access areas, kitchen/food services area and washroom facilities

The valid interest declaration signed on Part 7 of the application indicates you have a moorage contract in place for a period of at least 12 months from the date the liquor licence is issued

☐ **Aircraft and Trains:**

If your liquor licence is located on an aircraft or a train you must provide in addition to the above:

- ☐ floor plans submitted must show public access areas, kitchen/food services area and washroom facilities

☐ **Third party operator:**

If you are intending to have a third party operator run your business on your behalf, complete *Third Party Operator Application* (LCLB026) and submit completed application with your application for a new food primary licence

Note: At the time of final inspection, the liquor inspector will confirm that your establishment meets the requirements of a food primary licence by verifying the following:

- Menus have a varied selection of food items, including both appetizers and main course, or their equivalent and are available at all times liquor is being served
- Kitchen equipment is sufficient to prepare the food items listed on the menu.
- Flatware, china and other table accessories are sufficient to accommodate the number of patrons in your establishment (disposable dishes and flatware do not meet this requirement).
- Furnishing and lighting is suitable for dining and table service.

If you have applied for a catering endorsement, at the time of final inspection, the liquor inspector will confirm that your business location meets the requirements of a catering licence by verifying the following eligibility requirements:

- Catering service is focused on the preparation and serving of food
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

If at the time of final inspection the liquor inspector is not satisfied with the above requirements, you may be required to make changes and schedule a second (2nd) inspection to confirm you meet the licensing requirements. **A fee of \$200 will be charged if a second (2nd) inspection is required.**

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PART 7: Declaration of Signing Authority Including Valid Interest

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

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

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

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

Name of Official: Byrd Leanna May Position: owner Date: 18/11/13
(last / first / middle) (Day/Month/Year)

Signature: Leanna Byrd
Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: _____
Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

Signature: _____
Name of Official: _____ Position: _____ Date: _____
(last / first / middle) (Day/Month/Year)

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

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

PART 8: Local Government / First Nation Resolutions: Information for the Applicant

The following require a resolution from your local government or First Nation, commenting on the application.

- Patron participation entertainment endorsement.
- Liquor service past midnight.

NOTE: If you are applying for patron participation or liquor service past midnight, your application will take longer to process. You may wish to move forward with your new food primary application and apply for these changes at a later date by completing an *Application for a Permanent Change to a Liquor Licence* (LCLB005b) and submit the required fees.

Licensee responsibilities:

- ☐ Complete this application form.
 - ☐ Request your local government/First Nation sign and date Part 9 of this form.
 - ☐ Provide a legible photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office
 - ☐ Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the branch within 90 days of the local government's receipt of your request

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

For more information on resolutions regarding B.C. liquor licenses, please visit the LCLB Web site publication index to consult the guide Role of Local Government and First Nation at <http://www.pssg.gov.bc.ca/lclb/publications/index.htm>

PART 9: Local Government/First Nation Confirmation of Receipt of Application

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for a new food primary licence is being made within your community that is requesting hours of liquor service past midnight and/or patron participation. Please provide the following information:

Name of Municipality/
Regional District/First Nation: CITY OF GRAND FORKS

Name of authorized
representative: DIANE HEINRICH

Position: CORPORATE OFFICER

Phone # with area
code and extension: 250-442-8266

Important Note:

The resolution must comment on whether the late hours or patron-participation entertainment may result in the restaurant being operated in a manner that is contrary to its primary purpose (serving food)

Signature: 

Date: Jan 6, 2014
Month/Day/Year

The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt.

To comply with section 53 of the Liquor Control and Licensing Regulation, this resolution must:

- Comment on the following regulatory criteria:
 - the potential for noise if the application is approved;
 - the impact on the community if the application is approved; and
 - whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose (provide comments only if the application is from a food-primary licence for an extension of hours of liquor service past midnight or the addition of patron participation entertainment)
- Indicate whether or not the views of residents were gathered, and if not, provide reasons why they were not gathered (residents include residents and business owners).
- If the views of residents were gathered explain:
 - the views of the residents;
 - the method used to gather the views of the residents; and
 - comments and recommendations with respect to the views of residents.
- Provide recommendation as to whether the amendment should be approved.

You may refer to and attach any report presented by an advisory body or sub-committee to the council or board.

If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension within 90 days, the general manager is authorized to review the application without a resolution and make a decision about the application.

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

PART 10: Application Fee - \$475.00 (non refundable)Payment is by (check ☒ one):☐ cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)☐ money order, payable to Minister of Finance☒ VISA ☐ MasterCard ☐ AMEX

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

Credit card Number: 4500 [REDACTED] 1241 Expiry Date 05 / 14

Name of cardholder (as it appears on card): Leanna Byrd

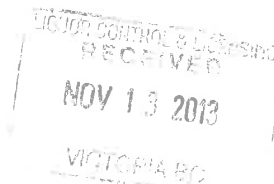
Signature: Leanna Byrd

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

☐ I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 to provide credit card information and understand that no action can proceed with my application until the application fee is paid in full.**Note:** At the conclusion of your inspection, a \$475 licence fee is required for the first year of licensing. This fee must be received prior to issuing final licence approval.**Liquor Control and Licensing Branch**

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

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

Phone: 250 952-5787 Fax: 250 952-7066 Web www.pssg.gov.bc.ca/lclb E-mail: liquor.licensing@gov.bc.ca**IMPORTANT NOTE:** Your COMPLETE application package must contain this application form with responses in all the applicable fields, all the required documentation AND the full fee. If your application is submitted incomplete, it will cause a delay in processing your application and, therefore, your ability to sell liquor

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

PART 11: Is your Application Package Complete?

Note: An application must be complete before it can be processed

Please ensure you have enclosed the following:

- ☒ Completed signed new food primary application.
- ☐ Application fee for new food primary application (see Part 10).
- ☐ Completed *Consent for Disclosure of Criminal Record Information* (RCMP GRC3584) for all required individuals. (Please note, you must complete Part 1, 4 and 5 of the *Consent for Disclosure* form and all category boxes must be initialled in section 5.) Refer to the LCLB web page for information on criminal record searches.
http://www.pssg.gov.bc.ca/lclb/LinBC/criminal_record_search.htm
- ☐ Completed *Personal History Summary and Consent to Criminal Record Search* (LCLB004) forms for all required individuals.
- ☐ Statutory Declaration must be completed by all individuals that answered "Yes" to 2, 3 or 10 in the *Personal History Summary and Consent to Criminal Record Search* form (LCLB004).
- ☐ Driver's abstract (driving record) by all individuals that answer "Yes" to 9 or 10 in the *Personal History Summary and Consent to Criminal Record Search* form (LCLB004).
- ☐ A legible copy of primary proof of identity for each of the above individuals. Acceptable photo identification includes a driver's licence from a Canadian jurisdiction, passport or BCID card.
- ☐ Relevant business documents as identified in Part 3 of this application form. These documents will vary according to applicant type: public corporation, private corporation, partnership, sole proprietorship, society or other.
- ☒ Legible copy of floor plan with occupant load stamped/marked on the floor plan.
- ☒ A sketch of proposed establishment signage. Signs and establishment name are subject to LCLB approval.
- ☐ A letter of support from BCLC if your liquor licence is located inside a gaming facility.
- ☐ Captain's accreditation, registration and safety certificates if your liquor licence is located on a motor vessel.

In addition have you:

- ☐ Applied for or provided a CRA (Federal) Business number (9 digits).
- ☐ Obtained required Serving it Right certification.

PART 12: What Happens Next?

1. You must submit a complete application package and fee to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise you of any information/documentation required before the application can be considered complete.
3. If the application is incomplete it will be returned to you by mail with a letter identifying the missing document(s). You will be asked to resubmit a completed application within 45 days or the new food primary application will be terminated and you will have to re-apply and pay the application fees.
4. If the branch is waiting for a resolution from your local government or First Nation, commenting on a request for late hours of liquor service or patron participation entertainment, your application package will be held for up to 90 days or until the Local government responds.
5. When all documents are received, LCLB staff will review the resolution (if applicable) and the application for eligibility. If application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection once construction is fully completed. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter and a legible copy of the floor plan.

NOTE: The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.

6. At your final inspection, the inspector will verify that your establishment meets the requirements for a food primary licence and, if applicable, a catering endorsement, by reviewing the menu, the kitchen equipment and the general layout of your establishment. If the inspector is not satisfied your establishment meets the requirements of a food primary licence and, if applicable, a catering endorsement, you may be asked to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a food primary licence and, if applicable, a catering endorsement. **A fee of \$200 will be charged if a second (2nd) inspection is required.**
7. At the conclusion of your inspection, you will be asked to submit a licence fee to the Victoria Branch of \$475 for your first year of licensing.
8. When Victoria LCLB receives your licence fee and the final inspection report, LCLB will review the information and ensure any outstanding issues are addressed (i.e. does applicant have a valid Business Number (BN9)).
9. When all outstanding issues are addressed, a new licence and a copy of the approved red lined floor plan will be issued from Victoria LCLB and sent by mail to the applicant.

NOV-12-2013 17:35 from:





Grand Forks Fire/Rescue
& the Building Inspections Office
P.O. Box 220
Grand Forks, B.C.
VOH 1H0



November 7, 2013

Happy Days 50's Diner
Box 1268
131 Central Ave.
Grand Forks, B.C.
VOH 1H0

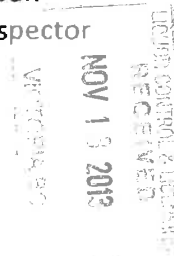
Dear Leanna,

The maximum occupant load, as determined by the BC Fire Code and the BC Building Code, Division B, Appendix A – Group A, Division 2 (Restaurants), Part 3, Table 3.1.17.1 Occupant Load, dining, beverage and catering space equals 1.2 meters square per person, Part 3, Table 3.7.2.2.A, Water Closets for an Assembly Occupancy.

The Occupancy Load for the Happy Days 50's Diner will be 50 persons.

Sincerely,

Dale Heriot
Fire Chief
LAFC # 1361

Wayne Kopan
Building Inspector

Division B – Part 3**British Columbia Building Code 2012**

Table 3.7.2.2.A
Water Closets for an Assembly Occupancy
 Forming part of Sentence 3.7.2.2.(6)

Number of Persons of Each Sex	Minimum Number of Water Closets	
	Male	Female
1 - 25	1	1
26 - 50	1	2
51 - 75	2	3
76 - 100	2	4
101 - 125	3	5
126 - 150	3	6
151 - 175	4	7
176 - 200	4	8
201 - 250	5	9
251 - 300	5	10
301 - 350	6	11
351 - 400	6	12
Over 400	7, plus 1 for each additional increment of 200 males in excess of 400	13, plus 1 for each additional increment of 100 females in excess of 400

7) The number of water closets required for primary schools and daycare centres shall be at least one for each 30 males and one for each 25 females.

8) The number of water closets required for places of worship and undertaking premises shall be at least one for each 150 persons of each sex.

9) The number of water closets required for a < *treatment or detention occupancy* > shall be determined on the basis of the special needs of the *occupancy*.

10) Except as permitted by Sentences (4) < and (7) >, the number of water closets required for a < *care* > or *residential occupancy* shall be at least one for each 10 persons of each sex.

11) At least one water closet shall be provided for each *dwelling unit*.

12) Except as permitted by Sentence (4), the number of water closets required for a *business and personal services occupancy* shall conform to Table 3.7.2.2.B

Table 3.7.2.2.B
Water Closets for a Business and Personal Services Occupancy
 Forming part of Sentences 3.7.2.2.(12) and (16)

Number of Persons of Each Sex	Minimum Number of Water Closets for Each Sex
1 - 25	1
26 - 50	2
Over 50	3, plus 1 for each additional increment of 50 persons of each sex in excess of 50

13) Except as permitted by Sentences (4) and (16), the number of water closets required for a *mercantile occupancy* shall be at least one for each 300 males and one for each 150 females.

British Columbia Building Code 2012**Division B – Part 3****3.1.16. Fabrics****3.1.16.1. Fabric Canopies and Marquees**

1) Fabrics used as part of an awning, canopy or marquee that is located within or attached to a *building* of any type of construction shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films."

3.1.17. Occupant Load**3.1.17.1. Occupant Load Determination**

- 1) The *occupant load* of a *floor area* or part of a *floor area* shall be based on
 - a) the number of seats in an *assembly occupancy* having fixed seats,
 - b) 2 persons per sleeping room in a *dwelling unit*, or
 - c) the number of persons for which the area is designed, but not less than that determined from Table 3.1.17.1. for *occupancies* other than those described in Clauses (a) and (b), unless it can be shown that the area will be occupied by fewer persons.
- 2) If a *floor area* or part thereof has been designed for an *occupant load* other than that determined from Table 3.1.17.1., a permanent sign indicating that *occupant load* shall be posted in a conspicuous location.

**Table 3.1.17.1.
Occupant Load**
Forming part of Article 3.1.17.1.

Type of Use of Floor Area or Part Thereof	Area per person, m ²
Assembly uses	
space with fixed seats	0.75
space with non-fixed seats	0.75
stages for theatrical performances	0.95
space with non-fixed seats and tables	0.40
standing space	0.60
stadia and grandstands	9.30
bowling alleys, pool and billiard rooms	1.85
classrooms	9.30
school shops and vocational rooms	1.85
reading or writing rooms or lounges	1.20
dining, beverage and cafeteria space	4.60
laboratories in schools	
<Care, treatment or detention uses>	
<suites>	<(2)>
<care> treatment and sleeping room areas	10.00
detention quarters	11.60
Residential uses	
dwelling units	(2)
dormitories	4.60
Business and personal services uses	
personal services shops	4.60
offices	9.30

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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole

From: Sasha Bird, Manager of Development and Engineering Services

Date: January 14, 2014

Subject: To close a portion of 81st Avenue and to consolidate that portion with Lot 18, Plan 25445 located north of 8091 Pineview Crescent.

Recommendation: **THAT the COTW recommends that Council approve the request to close that portion of 81st Avenue and direct Staff to proceed with statutory requirements necessary to start and complete the road closure and consolidation of that portion of 81st Avenue.**

BACKGROUND: City Staff have received a request to close a portion of 81st Avenue, located north of Lot 18, Plan 25445 and at 8091 Pineview Crescent, which has never been developed or used as a roadway. The property owners are requesting to close approximately an 825 square meter portion of 81st Avenue and consolidate it with their property (Lot 18). A 7.93 meter portion of 81st Avenue will remain as road for future development of the 81st Avenue and the City owned former railway right of way, for a vehicular bypass route into the City's downtown.

Referrals were sent to the various agencies for their comments or concerns, requesting a response no later than December 20, 2013. No concerns or comments regarding the 81st Avenue Road closure were submitted by that date.

In 2006, the surrounding property owners from 17th Street to 18th Street, made the same request and were granted approval from Council to close and consolidate their bordering portions of 81st Avenue. The sales and consolidations were completed between the City and the property owners, during that year. If the applicant's purchase and consolidate that portion of 81st Avenue, behind Lot 18, the partial closure of 81st Avenue would be completed from 17th Street to 18th Street.

In 2006, the other property owners in the block that had a similar size lot paid approximately \$5.60/square meter. The price for this 825 square meter portion of closed road would have been \$4,620.00, had it been purchased in 2006. The assessed value of the applicant's property (land only) has gone from \$46,600.00 in 2006 to \$72,900.00 in 2014. According to the 2014 land assessment, the 825 square meter portion of road equates a cost of ~\$7,500.00.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



This consolidation would increase the lot size from 1,141 square meters to 1,967 square meters. The minimum parcel size in the R-1 zone (when both services are available) is 697 square meters.

Benefits or Impacts of the Recommendation:

General:	The benefit of the closure of that portion of 81 st Avenue would be that the 81 st Avenue road closure would be completed from 17 th to 18 th Street.
Strategic Impact:	n/a
Financial:	The City of Grand Forks would see no cost to the taxpayers for the closure and there would be a benefit from a potential increased tax base for the City.
Policy/Legislation:	<p>The requirements to close a portion of road are legislated in the Section 40 of the Community Charter which states that notice must be given of its intention in accordance with Section 94 and must provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council. Section 94 of the Community Charter - Requirement for Public Notice states that notice must be posted in the public notice posting places and published in accordance with this section. Publication must be in a newspaper that is distributed at least weekly in the area affected by the subject matter of the notice must be once each week for 2 consecutive weeks.</p> <p>The City's Road Closure Policy outlines the steps that proponents must follow in order that Council would consider closing the road and disposing of it.</p>
Attachments:	<p>Letter of interest from the property owners to purchase a portion of 81st Avenue and consolidate with their property located at 8091 Pineview Crescent;</p> <ul style="list-style-type: none">- Site plan showing the location of the property;- The City of Grand Forks Road Closure policy and procedures.

Recommendation:	THAT the COTW recommends to Council that they approve the request to close that portion of 81st Avenue and direct Staff to proceed with statutory requirements necessary to start and complete the road closure and consolidation of that portion of 81st Avenue with Lot 18, Plan 25445 and refer to the February 24th Regular Council meeting.
------------------------	--

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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

OCT 31 /13

ATT: KATHY,

WE JUST BOUGHT A HOUSE AT 8091 PINEVIEW CRES, GRAND FORKS -VHO1H2-- WE HAVE BEEN TOLD THAT THE CITY OWNS THE SMALL PIECE OF PROPERTY THAT RUNS ALONG BEHIND OURS & THAT WE CAN PURCHASE IT FROM THE CITY FOR A SMALL AMOUNT OF MONEY. THEY SAID THAT A SURVEY WAS DONE ON IT & THAT THE NIEGHBOURS TO OUR LEFT HAVE BOUGHT THEIRS BACK IN 2006-- IF THIS IS A POSSIBILITY HOW WOULD WE GO ABOUT BUYING THE LAND? WHAT WOULD BE INVOLVED & HOW MUCH WOULD IT COST US?

ALSO WE HAVE A TREE IN THE FRONT THAT WE WOULD LIKE TO HAVE REMOVED SO WE CAN PAVE OUR DRIVEWAY IN THE NEAR FUTURE.

Sincerely.

Caryn Barkowski

250-442-2322

005.498.767

KETTLE RIVER VALLEY RAILWAY R/W

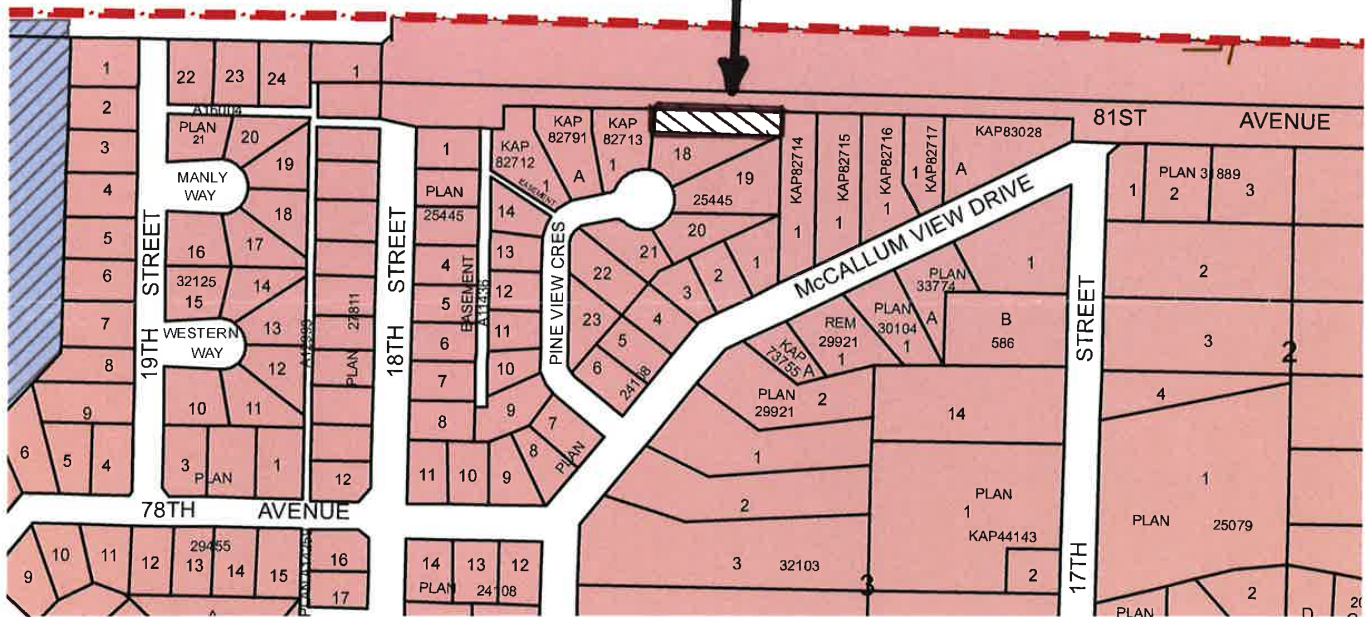
81st AVENUE

LOT 4 BLK. 7
PLAN 586

4 BLK. 7
LAN 586
The Callum View

A
PLAN 22172

ROAD TO BE CLOSED



Residence + 81st Avenue Location



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.

Temporary traffic restriction and traffic control

38. (1) A council may temporarily restrict or prohibit all or some types of traffic on a highway.
- (2) In addition to the authority under section 154 [*delegation of council authority*], a council may, by bylaw, authorize a municipal employee or any other person to control traffic on a highway, or to temporarily restrict or prohibit all or some types of traffic on a highway, in relation to matters specified in the bylaw.

2003-26-38.

Additional powers in relation to highways

39. A council may, by bylaw, do one or more of the following:
- (a) assign a name or number to a highway;
 - (b) assign numbers to buildings and other structures;
 - (c) require owners or occupiers of real property to place assigned numbers in a conspicuous place on or near the property;
 - (d) require owners of private highways to maintain them in a clean, fit and safe state and to post suitable private thoroughfare signs;
 - (e) require persons to take specified actions for the purposes of maintaining the cleanliness or safety of a highway that is next to property that they own or occupy, or that is affected by property that they own or occupy;
 - (f) require owners or occupiers of land to fence any part of it abutting on a highway.

2003-26-39.

Permanent closure and removal of highway dedication

40. (1) A council may, by bylaw,
- (a) close all or part of a highway that is vested in the municipality to all or some types of traffic, or
 - (b) reopen all or part of such a highway that has been closed.
- (2) A council may, by bylaw, remove the dedication of a highway
- (a) that has been closed by a bylaw under subsection (1) (a), or
 - (b) that is to be closed by the same bylaw, or by a bylaw adopted by the council at the same time.
- (3) Before adopting a bylaw under this section, the council must
- (a) give notice of its intention in accordance with section 94 [*public notice*], and
 - (b) provide an opportunity for persons who consider they are affected by the bylaw to make representations to council.
- (4) In addition to the requirement under subsection (3), before adopting a bylaw under subsection (1) (a), the council must deliver notice of its intention to the operators of utilities whose transmission or distribution facilities or works the council considers will be affected by the closure.
- (5) A bylaw under subsection (2) must be filed in accordance with section 120 of the *Land Title Act* and, on filing, the property subject to the bylaw ceases to be a highway, its dedication as a highway is cancelled and title to the property may be registered in the name of the municipality in accordance with section 120 of the *Land Title Act*.
- (6) As a limit on subsection (2), a council may not remove the dedication of a highway that was dedicated by the deposit of a subdivision or reference plan in the land title office if
- (a) the highway has not been developed for its intended purpose, and
 - (b) the owner of the land at the time the plan was deposited is the owner of all of the parcels created by the plan,
- unless the owner of the parcels consents.
- (7) This section, and not section 30 [*reservation and dedication of municipal property*], applies to cancelling the dedication of a highway.
- (8) For certainty, this section applies to public highways under section 42 of the *Transportation Act*.

2003-26-40; 2003-52-534; 2004-44-97.

(Am) Dec 31/04

**Other persons attending
closed meetings**

- 91.** (1) If all or part of a meeting is closed to the public, the council may allow one or more municipal officers and employees to attend or exclude them from attending, as it considers appropriate.
- (2) If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,
- (a) in the case of a meeting that must be closed under section 90 (2), if the council considers this necessary and the person
 - (i) already has knowledge of the confidential information, or
 - (ii) is a lawyer attending to provide legal advice in relation to the matter, and
 - (b) in other cases, if the council considers this necessary.
- (3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

2003-26-91; 2003-52-538.

**Requirements before
meeting is closed**

- 92.** Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,
- (a) the fact that the meeting or part is to be closed, and
 - (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.

2003-26-92.

**Application of rules
to other bodies**

- 93.** In addition to its application to council meetings, this Division and section 133 [*expulsion from meetings*] also applies to meetings of the following:
- (a) council committees;
 - (b) a municipal commission established under section 143;
 - (c) a parcel tax roll review panel established under section 204;
 - (d) a board of variance established under section 899 of the *Local Government Act*;
 - (e) an advisory body established by a council;
 - (f) a body that under this or another Act may exercise the powers of a municipality or council;
 - (g) a body prescribed by regulation.

2003-26-93.

Division 4 – Public Notice and Access to Records

**Requirements for
public notice**

- 94.** (1) If this section applies, the applicable notice must be
- (a) posted in the public notice posting places, and
 - (b) published in accordance with this section.
- (2) Subject to subsection (4), publication under subsection (1) (b)
- (a) must be in a newspaper that is distributed at least weekly
 - (i) in the area affected by the subject matter of the notice, and
 - (ii) if the area affected is not in the municipality, also in the municipality, and
 - (b) unless otherwise provided, must be once each week for 2 consecutive weeks.
- (3) The obligation under subsection (2) may be met by publication of the notice in more than one newspaper, if this is in accordance with that subsection when the publications are considered together.

MEMORANDUM



DATE : January 28, 2014

TO : Mayor and Council

FROM : Manager of Development and Engineering

SUBJECT : Grand Forks & District Fall Fair 2014

At the Committee of the Whole meeting held on December 16, 2013, the Grand Forks & District Fall Fair Society provided a presentation to Council requesting the participation of the Buckin' Hens Entertainment at the annual Fall Fair being held August 22 – 24, 2014. Council's resolution at the regular meeting was to receive the information presented and to further discuss Council's consideration to endorse the proposal.

In order for staff to offer more information for Council's consideration to endorse the Fall Fair's proposal, some matters needed to be addressed by the Fall Fair Society. A letter was written to the Society on December 20, 2013 requesting the Society to address the following concerns:

1. The property is not presently set up for livestock containment. What is the Society's plan to prepare the property to contain and maintain livestock on this site, for the duration of the event?
2. What is the Society's mitigation plan for odour, dust, feces and noise during the event?
3. How is the Society going to manage the livestock with regard to safety and security of the livestock and the public? Will there be fencing installed?
4. What are the animal welfare requirements for this type of event (SPCA, animal rights and welfare code of conduct, etc.)?
5. What is the Society's plan for cleanup and restoration of the site after the conclusion of the event?
6. What are the Society's requirements for water and electrical services at the proposed location?

7. Please confirm whether or not both the rodeo and the Alberta Mini Chuck Wagon events will be held during the event.

The Fall Fair Society responded by submitting a letter to the City on January 15, 2014 and has provided the following information with regards to the City's concerns:

1. Livestock will be contained in self-contained pens that will be provided by the stock contractor.
2. The Society plans to do daily cleaning of the area during the event and will be watering to keep the dust down.
3. Fencing will be in place to manage the livestock for safety and security.
4. During the events, a vet will be on site for animal welfare.
5. The Society plans to ensure clean up and restoration is done on the site at the conclusion of the event.
6. Water is located within a reasonable distance from the proposed site. At this time we are considering our options for electrical services.
7. To date, we do not have confirmation from the Alberta Mini Chuck Wagons if they will be at the 2014 fair.

Currently, the property is designated as Community Use under the Land Use plan, thus permitting a rodeo/fall fair in this zone.

As the Society has addressed all the City's concerns, I see no reason for Council to not accept their proposal on the condition that the Fall Fair Society provide the proper communications and notifications to the surrounding property owners well in advance of the event taking place.

Any such communications and notifications should go through the Deputy Corporate Secretary, Sarah Winton, for approval and to ensure compliance with the City's processes.

Respectfully Submitted,



Sasha J. Bird, ASCT
Manager of Development and Engineering



Grand Forks & District Fall Fair

Box 704, Grand Forks, BC V0H 1H0 Email: fallFair2012@yahoo.ca

January 30, 2014

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

ATTENTION: Sarah Winton, Event Coordinator

Dear Sarah:

RE: 2014 Annual Fall Fair – August 22 thru August 24

The Buckin Hens Entertainment from the Rock Creek area has asked to work with the Grand Forks Fall Fair Society in holding a rodeo in conjunction with the Fall Fair on August 22 thru August 24, 2014. While it was hoped to rent the arena for this purpose, it will be unavailable as ice will be made during that time.

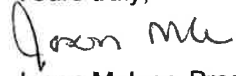
Accordingly, and with the City's permission, we would like to host the rodeo immediately west of Dick Bartlett Park in the area where the mini chuck wagon races were held. The rodeo animal owners and volunteers would like to be able to camp in the south-west corner of Dick Bartlett Park to be close to and care for their animals. We have already secured access to the shower rooms in the arena for these volunteers.

In addition to the assistance requested in our event request form dated November 19, 2013, we ask for the following:

- ✓ A 100 amp electrical service (location to be determined in consultation with the CAO and the electrical department)
- ✓ 2 lights on the east side of the park
- ✓ 2 lights on the west side of the park
- ✓ 2 lights on the south side of the park
- ✓ 2 lights in the designated camping area
- ✓ 8 additional garbage cans (along with recycling containers if available)
- ✓ Enough bleachers that will hold from 2000 to 3000 spectators watching the rodeo

We look forward to another banner year for the Fall Fair and look forward to working with the City to achieve this goal.

Yours truly,

A handwritten signature in black ink, appearing to read "Jason McIver". The signature is written in a cursive, flowing style.

Jason McIver, President

MEMORANDUM



DATE : January 31, 2014

TO : Mayor and Council

FROM : Roxanne Shepherd, Chief Financial Officer

SUBJECT : Financial Plan Capital Requests Presentation

Please find attached the Financial Plan 2014-2018 Capital Requests presentations.

Immediately following the agenda is a 'Capital Priority Worksheet', an example of the grading criteria used to evaluate each project.

The spreadsheet following is a summary of all capital requests received and the corresponding grades. Projects were given a maximum of 10 points for each of the three criteria – essential, opportunity, and strategic. It has been sized to fit in the agenda but larger paper copies with identical information will be available at the meeting for ease of viewing.

The projects on the summary sheet have been ranked according to total score and show the grade received as well as the proposed funding source for each project. Along the top of the spreadsheet is the DRAFT closing balances for the 2013 Reserve Funds. It is important to note that we have not yet completed and closed the 2013 fiscal year so there may be some adjustments to the reserve balances.

Following the summary sheet is the Capital Requests from each manager, presented by ranking.

2014-2018 FINANCIAL PLAN REVIEW AGENDA

February 11, 2014
Committee of the Whole Meeting
Council Chambers

CAO Introduction

CFO summary of information provided, considerations in upcoming capital budget

Summary of capital presentations, introduction of managers

Capital Request presentations

1. Development & Engineering Services – Well 3 Vertical Turbine Replacement
2. Development & Engineering Services – Wastewater Treatment Plant Headwork's Grinder
3. Electrical – Transformer PCB Management Plan
4. Electrical – Riverside Drive Re-conductor
5. Electrical – System & Voltage Conversion
6. Chief Administrative Officer – Multi Utility projects
7. Development & Engineering Services – Spragett Bridge Tube Parking Lot
8. Development & Engineering Services – Boulevard Tree Replacement
9. Chief Financial Officer – IT SMART board, Conferencing -Council Chambers
10. Development & Engineering Services – Downtown Beautification Phase II
11. Development & Engineering Services – Airport Upgrades
12. Development & Engineering Services – Building Improvements
13. Development & Engineering Services – GIS software, purchase, mapping



14. Chief Financial Officer – IT Council laptops
15. Development & Engineering Services – Silver Kettle Sidewalk
16. Development & Engineering Services – Dump Box for Unit 807
17. Development & Engineering Services – City Park Campground Irrigation & Beautification
18. Development & Engineering Services – Dry Wells
19. Development & Engineering Services – Dick Bartlett Electrical Upgrade



Settle down.

CAPITAL PRIORITY WORKSHEET

Project Name: _____

SCORE (1-10)

1. ESSENTIAL (10 points maximum)

- Public Safety Imperative (ie. Interior Health)
- Legislated Obligation (ie. Community Charter)

2. OPPORTUNITY (10 points maximum)

- Timing of Favourable Conditions (ie. Interest rates, exchange)
- External Resources opportunity (ie. Grants)

3. STRATEGIC (10 points maximum)

- Liability Exposure
- Strategic Importance
- Public & Cost Benefit

TOTAL SCORE:

NOTES:

City of Grand Forks
Capital Requests ranked by grade



Rank	Fund	Manager	Description	Opt	Costs	Score	Library Trust	Gas Tax	Grant/Borrowing	Insurance	Parking Reserve	Equipment	Capital/Land Sales	Slag Reserve	Carbon Reserve	
OPENING BALANCES							\$ 61,698.90	\$ 1,447,251.48			\$ 17,125.04	\$ 438,481.22	\$ 619,321.65	\$ 1,289,447.32	Reserves Only	\$ 2,364,375.23
PROPOSED TRANSFER - Equip Fund to Cap Fund												\$ (200,000.00)	\$ 200,000.00			\$ 3,873,323.61
CARRY FORWARDS/PRE-APPROVALS																
	Water	Engineering	5th Street Watermain Replacement	1	\$ 172,000.00											
			*assuming the \$400K	2	\$ 400,000.00				\$ 400,000.00							
	Water	Engineering	Water Meters		\$ 1,300,000.00			\$ 1,300,000.00								
	General	CFO/Fire Chief	Fire Truck		\$ 1,300,000.00				\$ 1,300,000.00							
	Water	Engineering	Water System Locates		\$ 65,866.15			\$ 65,866.15								
	Water	Engineering	West End Fire Protection		\$ 1,099,313.00				\$ 1,099,313.00							
1	Water	Engineering	Well 3 - 200 HP Vertical Turbine Replacement		\$ 40,000.00	30							\$ 40,000.00			
1	Sewer	Engineering	Wastewater Treatment Plant Headwork's Grinder		\$ 24,000.00	30							\$ 24,000.00			
1	Electrical	Electrical	2014 Transformer PCB Mgmt Plan		\$ 75,000.00	30							\$ 75,000.00			
1	Electrical	Electrical	2014 Riverside Drive Re-conductor		\$ 100,000.00	30							\$ 100,000.00			
1	Electrical	Electrical	2014 System & Voltage Conversion		\$ 20,000.00	30							\$ 20,000.00			
1	Multi Utility	CAO	22nd Street (Hwy 3 to 78th Ave)		\$ 1,026,000.00	30			\$ 1,026,000.00							
			68th Ave (Kettle River Dr to 19th St)		\$ 1,032,000.00	30			\$ 1,032,000.00							
			3rd St (Hwy 3 to Market Ave)		\$ 700,000.00	30			\$ 700,000.00							
2	General	Engineering	Spragett Bridge Tubing Parking Lot		\$ 42,000.00	28			\$ 25,000.00		\$ 17,000.00					
3	Electrical	Electrical	Boulevard Tree Replacement		\$ 20,000.00	27							\$ 20,000.00			
4	General	CFO	IT Smart Board, Speakers & Conferencing for Council Chambers		\$ 20,000.00	26				\$ 12,500.00		\$ 7,500.00				
SUB TOTALS					\$ 3,099,000.00		\$ -	\$ -	\$ 2,783,000.00	\$ 12,500.00	\$ 17,000.00	\$ 7,500.00	\$ 279,000.00	\$ -	Reserve Only	\$ 303,500.00
																\$ 3,099,000.00
5	General	Engineering	Downtown Beautification Phase II		\$ 300,000.00	25							\$ 100,000.00	\$ 200,000.00		
5	General	Engineering	Fence remote beacon sites (Airport Upgrades)		\$ 4,000.00	25							\$ 4,000.00			
5	General	Engineering	MAAPS relocate storm sewer & water main beneath Habitat Restore (Building Improvements)		\$ 45,000.00	25							\$ 45,000.00			
5	General	Engineering	City Hall Clock Tower (Building Improvements) clean, re-solder, new copper skirt		\$ 55,000.00	25							\$ 55,000.00			
5	General	Engineering	7212 Riverside Dr. Roof repair (Building Improvements)		\$ 15,000.00	25							\$ 15,000.00			

[illegible]



Staff Score: **30**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Well 3 – 200 HP Vertical Turbine Replacement

PROJECT DESCRIPTION:

The project involves the removal and replacement of the vertical turbine pump at Well 3. During inspection of Well 3, it was discovered that there is excessive run out (wobble) of the drive shaft from motor to the pump. This indicates obvious mechanical issues with the pump column. Well 3 produces over 300 cubic meters per hour and is therefore essential to satisfying water demand and fire flows.

IMPLICATIONS OF RECOMMENDATION:

General

- Ensure reliable water source to meet water demand with increased efficiency.

Organizational

- This project is part of the asset renewal, repair, and replacement program within the asset management program for the municipality.

Financial

- The estimated cost for replacement of the casing for the vertical turbine pump at Well 3 is \$40,000. This could be funded from the capital reserves.
- The importance of early budget approval is to have Well 3 operational for the peak season water demands.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



Staff Score: **30**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Wastewater Treatment Plant Headwork's Grinder

PROJECT DESCRIPTION:

This project involves the replacement of the 16 year old grinder at the Wastewater Treatment Plant. The grinder is showing a sign of wear and tear as it has run continuously 24 hrs a day since the Plant was commissioned in 1998. The purpose of the grinder is to macerate any solids introduced to the sewer stream before it enters the treatment process eliminating plugged pipes and pumps.

IMPLICATIONS OF RECOMMENDATION:

General

- Ensure reliable wastewater stream flow through the treatment plant.

Organizational

- This project is part of the asset renewal, repair, and replacement program within the asset management program for the municipality.
- The grinder is an essential and integral part of the wastewater treatment stream.

Financial

- The estimated cost for exchange of the macerator end of the grinder is \$ 24,000. This could be funded from the capital reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



Staff Score: **30**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council

FROM: Electric Utility Consultant

SUBJECT: 2014 Transformer PCB Management Plan

PROJECT DESCRIPTION:

A project to safely and effectively manage and dispose of transformer oils containing PCBs;

- Ordering replacement transformers,
- Setting up a storage facility for transformers with PCB oils,
- Hiring and approved contractor to remove all PCB units from the storage facility,
- Retaining the storage facility for scrap (< 50 ppm PCB) transformers as needed

Benefits of the project include;

- Will remove all materials with >50 ppm PCB from the electric utility
- Place the utility in a solid position to show regulatory compliance and due diligence if an audit were to occur,

IMPLICATIONS OF RECOMMENDATION:

General

This project is part of maintaining and operating the electric utility albeit a one time expense.

Organizational

The project will be completed partially with the Grand Forks Line Department and partially with a external consultants and a hazardous material disposal contractor.

Financial

- \$55,000 was budgeted and expended in 2013 to complete the transformer oil inventory,
- **\$30,000 was budgeted in 2013 and will expended in 2014 for the new transformers,**
- **\$15,000 capital in 2014 is needed for installation of the new transformers and setting up the storage facility at the works yard,**
- \$30,000 Operating in 2014 is needed for the Regulatory reporting, setting up the operational plan and disposing of the PCB contaminated units.
- Ongoing costs after 2014 are expected to be virtually nill.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



MEMORANDUM

DATE: November 14, 2013
Updated January 22, 2014

TO:

FROM: Alex Love

SUBJECT: Transformer PCB Management Plan

Overview:

PCB's were used in transformer insulating oils for many years due to their beneficial properties in the oils. Overtime it was discovered that these compounds present an environmental hazard and so regulations came into force regulating the sale and use of PCB's.

Much heritage equipment with PCB remains in service in many industries including electric utilities. Electric utilities primarily have PCB's in electrical transformers and capacitors.

PCB Regulations:

PCB's are federally regulated. The current regulations deem oils with <50 ppm PCB as non hazardous materials. Therefore our concerns are focused on units with > 50 ppm PCB. Relevant high-lites of the current regulations;

- Permit an electric utility to keep pole mounted transformers with PCB oils in service until 2025 unless they are located in close proximity to certain sensitive areas,
- Permit an electric utility to transport PCB containing equipment up to 3km without a special license,
- Require a storage facility for storing PCB containing equipment. A storage facility is exempt from needing approval if it for passive storage only (the case with Grand Forks Electric).

Grand Forks PCB Inventory

In order primarily to assess PCB content Grand Forks recently conducted a transformer audit. The audit visited every distribution transformer and if the nameplate did not identify the PCB content then an oil sample was taken and analyzed in a lab. We now have a complete catalog of the PCB content of transformers in the Grand Forks inventory. The catalog should be able to be kept current since any new transformers brought into the system will be less than 2 ppm PCB.

MEMORANDUM

There are 21 transformers with PCB content > 50 ppm of which 17 are in active service.

There are three banks of power factor capacitors in the Grand Forks system and by site inspection have been confirmed to be PCB free.

Recommendations:

While the utility could continue to operate the PCB containing transformers for another 12 years a problem will present each time one of these units is removed from service as it will have to be moved to a storage facility. Operating an approved storage facility incurs annual audit and verification costs.

I am recommending that the Grand Forks electric utility remove all PCB containing equipment (e.g with content > 50 ppm) in one campaign. This would provide the following benefits;

- It would allow the utility to declare itself “PCB free” – at least having nothing over 50 ppm,
- It reduces the risk of a reportable PCB oil spill,
- Eliminates the need for maintaining an approved PCB storage site with attendant costs,
- Replaces 17 mid to end of life transformers with new higher efficiency units.

Action Plan:

1. Order replacement transformers as a supplement to the normal inventory order in 2013,
2. Register with Ministry of Environment for a BCG (BC Generator number),
3. Develop an Scrap transformer storage and disposal plan (the Operational Plan)
4. Setup a transformer storage facility at the works yard (this might be a sea can with secondary containment added),
5. Replace all the PCB containing transformers as soon as the new units arrive (Feb – Mar, 2014),
6. Contract disposal of the PCB containing units to an approved contractor (Spring 2014),
7. Decommission storage facility approval for > 50 ppm PCB, but keep the facility as a due diligence storage facility for the remaining scrap transformers produced during the normal course of business.
8. File a final report with the regulator to confirm Grand Forks Electric PCB status,

MEMORANDUM

Budget:

		Estimate	2013 Budget	2014 Budget	Status
Transformer Oil Sampling		\$30,000	\$55,000 capital		Complete
Oil Analysis		\$22,300			Complete
Replacement Transformers	17 @ \$1,800 •	\$30,600	\$30,000 capital		In Tender stage - budget roll over to 2014
Replacement Capacitors					Not Req'd
Installation Costs	17 @ \$250	\$5,000		\$5,000 capital	By GF PLTs
PCB Storage Facility		\$10,000		\$10,000 capital	Equip and GF PLTs
Waste Disposal Contractor		\$15,000		\$15,000 O&M	External Contractor
Regulatory Reporting		\$15,000		\$15,000 O&M	External Consultant
		\$127,900			
			\$85,000	\$15,000	Capital
				\$30,000	O&M



Staff Score: **30**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Electric Utility Consultant
SUBJECT: 2014 Riverside Drive Re-Conductor

PROJECT DESCRIPTION:

A distribution project on 16 wood pole structures to;

- Replace wood poles that are at end of life,
- Remove copper overhead conductor that is stressed and poses a safety risk to utility workers,
- Install new higher capacity ACSR conductor

Benefits of the project include;

- Maintaining good system reliability,
- Improve ability to move load from feeder to feeder thereby improving ability to conduct system maintenance and emergency operations,
- Make this section of line ready for the future voltage conversion,
- Go part ways to making the downstream sections of line (Riverside and Valley Heights) ready for future voltage conversion

IMPLICATIONS OF RECOMMENDATION:

General

This project is part of maintaining the electrical distribution assets. The equipment installed would be expected to have a useful service life of 28 years for the poles and 50 years for the conductors.

Organizational

The project will be completed partially with the Grand Forks Line Department and partially with an external contractor.

Financial

The project is expected to cost about \$100,000 all of which is capital.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



MEMORANDUM

DATE: January 22, 2014
TO: Note to File
FROM: Alex Love
SUBJECT: Riverside Drive Re-conductor

Overview:

Grand Forks Electric is part way through a voltage conversion program to convert from 5 kv to 13 kV. The Riverside drive project area is part of the existing 5 kV that will eventually be converted. Furthermore Riverside drive is a geographically key location because it also is the location of a river crossing and the location for tying Feeders 1 and 2 together if needed for system maintenance and/or emergency purposes.

Now is the right time for this upgrade project because the River crossing pole has been assessed as at end of life – replace and an adjacent pole, again a complex structure, is near due for replacing. Furthermore the copper conductor on some of the spans is clearly stressed as it is sagging and copper conductor has come to be recognized as a safety hazard due to its tendency to become brittle and the resulting risk of breakage.

Benefits:

This project will address:

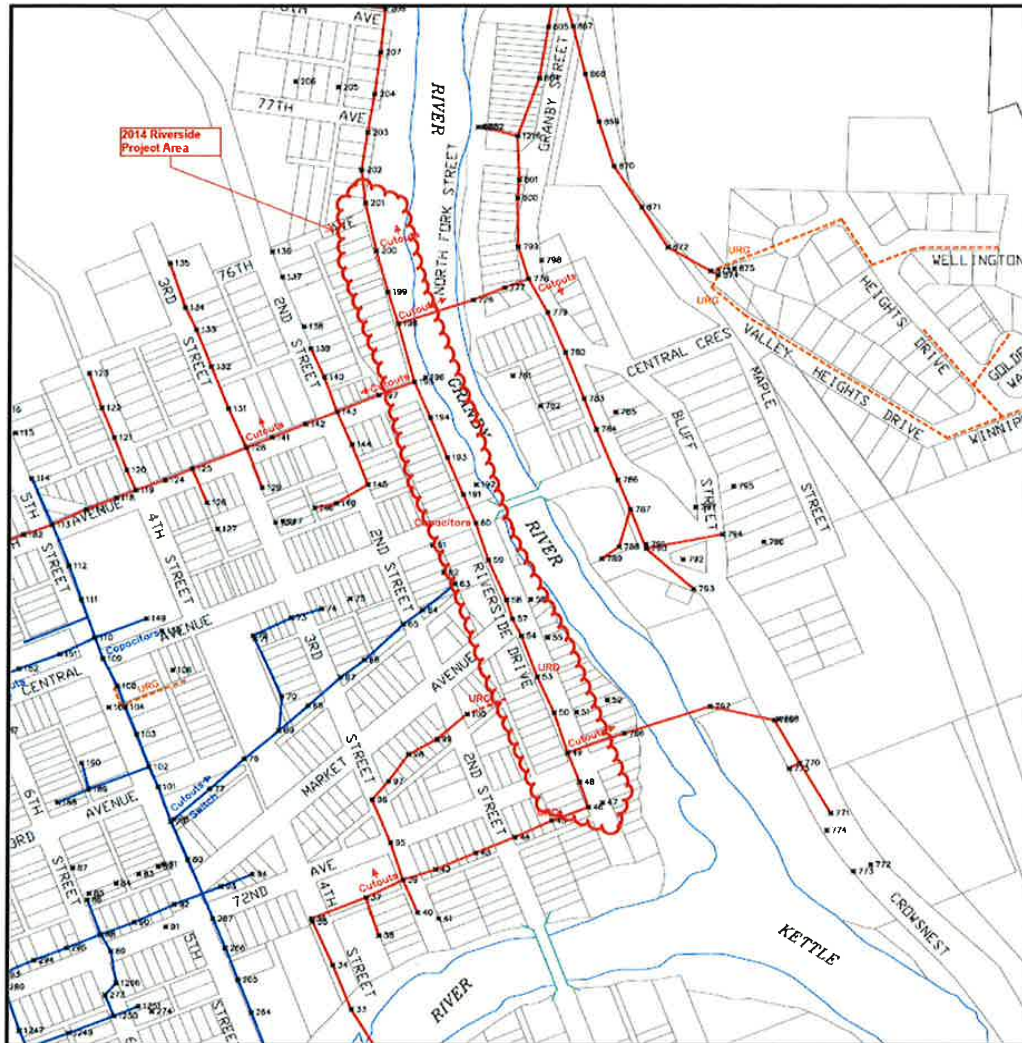
- Replacing end of life wooden poles,
- Eliminate copper conductor,
- Install ACSR conductor with uprated load carrying capacity,
- Make this section of line ready for voltage conversion,
- Partially make ready for voltage conversion on both sides of the Granby river (Riverside and Valley Heights)

Budget:

As per attached project budget sheet – rounded up to \$100,000 to allow for new 9' cross arms.

MEMORANDUM

Project Area:



RIVERSIDE RECONDUCTOR PROJECT ESTIMATE (11/4/2013)

ITEM No.	STRUCTURE No.	DISTANCE BTWN. STRUCTURES (M's)	WORK DESCRIPTION	COST
1	46	↓	Tie-In/D.E. New Phase & Neutral Conductors, Replace Center Ø DE Insulator with New DE Insulator, D.E./Tie In new conductor as required.	\$887
2	48	25	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors, Install Stirrup & Connect existing 1Ø TX.	\$2,053
3	49	30	Install Temp. Offset Arms & Fan out existing supply conductors. Remove DDE & Install/Re-use Single Arm for Tangent Construction, Install Pole Top and X-Arm Pins, Re-use Existing Insulators. Install Stirrup & Connect existing 1Ø Pri. Tap, Salvage DE Insulators for Re-use at Structure No. 200.	\$2,053
4	50	40	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors, install Stirrups & connect existing 3Ø TX Bank.	\$2,053
5	53	37	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors, install Stirrups & connect existing 3Ø Primary U/G Tap.	\$2,053
6	54	41	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors, install Stirrup & Connect existing 1Ø TX.	\$2,053
7	58-OPTION 1	36	Kick & Set new 3/45' Pole c/w 7' Arm, New Pole Top and X-Arm Pins & Insulators. String/Tie in new conductor.	\$0
	58-OPTION 2		Remove DDE & Install/Re-use Single Arm w V-Brace for Tangent Construction, Install New Pole Top and X-Arm Pins, Install Temp. Offset Arms & Fan out existing supply conductors.	\$2,053
8	59	41	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors, install Stirrups & connect existing 3Ø TX Bank.	\$2,053
9	60	37	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors, install Stirrups & connect existing 3Ø Capacitor Bank.	\$2,053
10	191	29	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors.	\$2,053
11	193	38	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors, install Stirrups & connect existing 3Ø TX Bank.	\$2,053
12	194	41	Replace X-Arm Flat Braces w V-Brace, Install Temp. Offset Arms & Fan out existing conductors, Install Stirrup & Connect existing 1Ø TX.	\$2,053
13	195	37	Install new 2/50' Pole, Arms, Pins, Insulators etc. for Tangent on South to North conductors, Re-install DE for Conductor from West c/w with Line Cutouts as existing. Re-Use exiting Anchoring	\$9,131
14	198	57	Install new 2/50' Pole, Arms, Pins, Insulators etc. for Tangent on South to North conductors, Re-install DE for River Xing Conductor from West to East using 9' Heavy Dbles c/w with Line Cutouts as existing. Re-Use exiting Anchor(s) and install a 2nd Pri. Anchor 1m West of existing Primary Anchor.	\$9,606
15	199	31	Install New 7' Arm w V-Brace for Tangent Construction, Install New Pole Top and X-Arm Pins, Install Temp. Offset Arms & Fan out existing supply conductors. Install Stirrup & Connect existing 1Ø TX.	\$2,053
16	200	40	Install new 3/45' Pole 1-2 M's North of Existing with Pri. Anchor at 6M's, Install new 7' Double Arms to DE New/Old Conductors. Re-use DE Insulators from Structure 49. Install 7' C/O Arm & Cutouts Fused @ ???, D.E. new conductor, DE existing ??? Copper.	\$7,200
17	201		Wait to hear from Grand Forks.	\$0
Neutral Conductor Cost		561	WIRE, ACSR BARE, 3/0, (PIGEON) (Price-\$1.84 Per Metre, 10-30-2013)	\$1,033
Phase Conductor Cost		1683	WIRE, ACSR BARE, 3/0, (PIGEON) (Price-\$1.84 Per Metre, 10-30-2013)	\$3,098
Conductor Installation x Number of Structures		16	\$859 Per Structure - String, Tension Tie-In	\$13,747
Project Contingency		10%		\$6,933
			Project Management, Work Details, Tender Document etc. at 10%	\$7,627
			Living Out Allowance for Contractor Crews is based on 2 x 3 Man Crews plus a Foreman for 10 Days (2 Weeks) at \$150 per day for per Man	\$10,500
			Project Total	\$94,395



Staff Score: **30**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council

FROM: Electric Utility Consultant

SUBJECT: 2014 System and Voltage Conversion Upgrades

PROJECT DESCRIPTION:

Project budget to fund ongoing system upgrades required during the year. Larger projects, e.g. Riverside Drive, have been budgeted separately. This budget is for smaller projects as identified throughout the year.

As the Line department works with the system infrastructure they will identify various items needing repair or upgrade to maintain reliability, safety or improve operating efficiency. Some of these are maintenance items which are included in the operating budget. The items that are true system upgrades are properly accounted for as a capital improvement which includes items such as;

- Increasing insulation levels on lines,
- Upgrading conductor to higher ampacity,
- Replacing copper conductor with ACSR,
- Upgrading lines from single to three phase,
- Voltage conversion (transformer replacements and line re-configuring),
- Transformer upgrades for capacity, efficiency and / or reliability purposes,

See attachment indicating current status of Voltage Conversion. The old (5 kV) system is indicated in orange and the new (12.5 kV) system is indicated in green. Upon completion of the voltage conversion the entire system will be indicated in green and Grand Forks can retire at least one of the Points of Delivery with FortisBC.

Completion of the voltage conversion will result in reduced monthly costs by eliminating one POD (currently costing \$2,300 / month and will experience reduced system losses for an as yet un-quantified savings.

Two specific upgrade projects for 2014 have been identified;

- Voltage Conversion – continuation of voltage conversion on Central Avenue at approximately \$10,000 in 2014.
- System Upgrades – Install a capacitor bank on a 12.5 kV feeder. This installation is required to improve system power factor at the point of delivery with FortisBC as per new regulations implemented by BCUC. The project is not scoped or cost estimated yet but expected to be in the \$10,000 range.

Benefits of this budget include;

- Expedient upgrades of electrical system as identified
- Improved system reliability over waiting a year to budget and implement upgrades,

IMPLICATIONS OF RECOMMENDATION:

General

Maintaining and Operating and Electrical utility requires on going (sustaining) capital investments.

Organizational

This budget is for system upgrades that will be primarily be undertaken by the Grand Forks Line crew.

Financial

- \$25,000 annually for System Capital Upgrades, and
- \$25,000 annually for Voltage Conversion Capital Upgrades.

Options

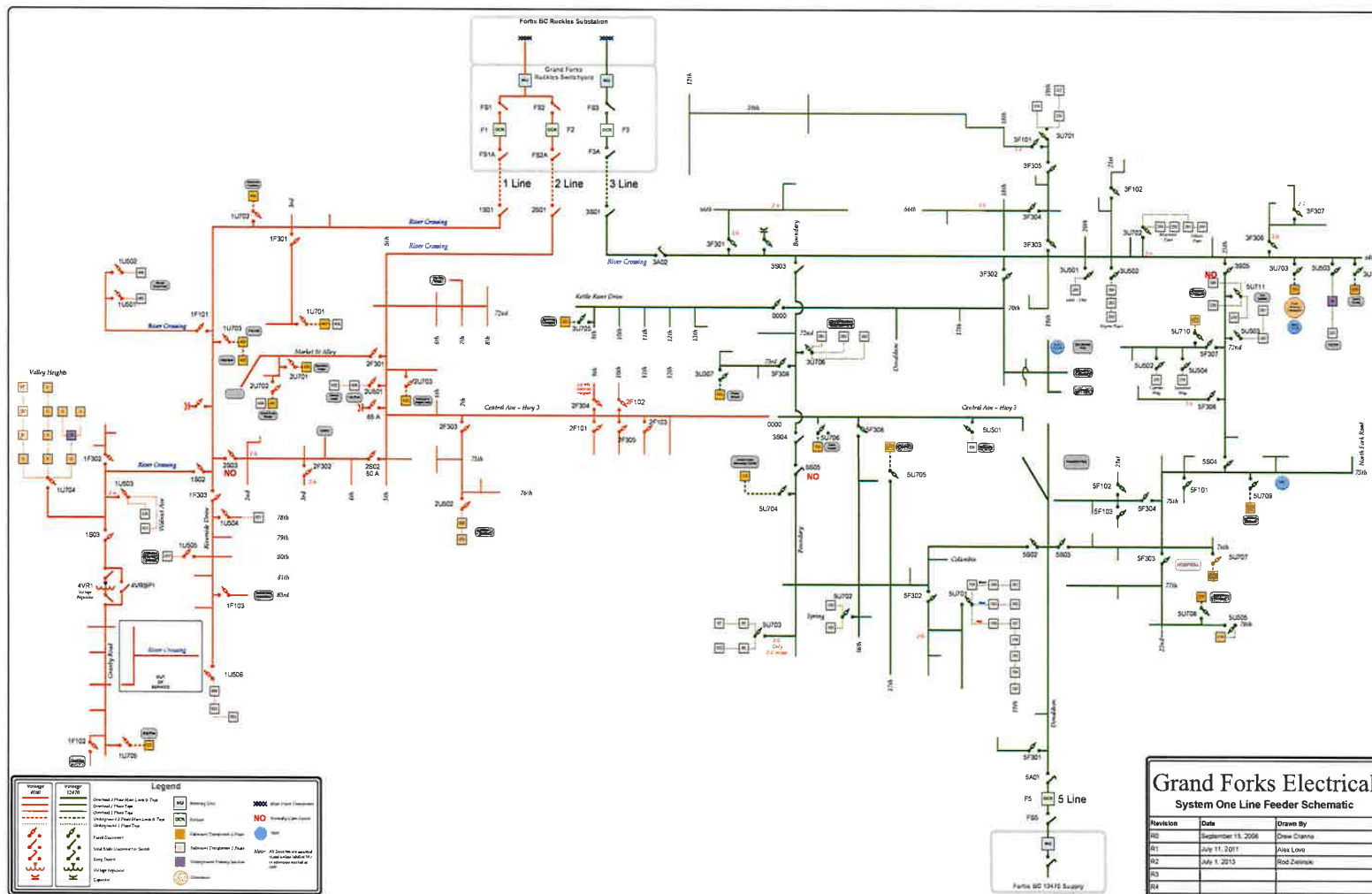
1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached ____

Available ____

NIL x ____





Staff Score: **30**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council

FROM: Manager of Development and Engineering

SUBJECT: Multi-Utility - **22nd Street (Highway 3 to 78th Avenue)**
68th Avenue (Kettle River Drive to 19th Street)
3rd Street (Highway 3 to Market Avenue)

PROJECT DESCRIPTION:

The City's asset management plan identified (at a high level) key priority areas totalling \$5.5 million over the next 5 years – \$1.3 million for emergency water supply for fire protection; and \$4.2 million for the capital renewal of roads, water and sewer infrastructure. The City successfully conducted a referendum to borrow the \$1.3 million for emergency water supply and \$4.2 million for infrastructure renewal (multi-utility projects).

The City completed a Road Condition Assessment (RCA) in 2012, from which road renewal and improvement needs and priorities have been identified according to asphalt condition only. The City's asset management plan (AMIP-2010), the RCA (2012), the Utilities Capital Planning Report (2009), and the anecdotal knowledge of City staff has been used to inform the selection of 22nd Street (Highway 3 to 78th Avenue) and 68th Avenue (Kettle River Drive to 19th Street) as the two highest priority multi-utility projects.

Recently, the City has become aware of some capacity issue with the sanitary sewer main along 3rd Street (Highway 3 to Market Avenue) and some renewed interest by the downtown business owners regarding a rejuvenation of the streetscaping downtown.

22nd Street (Highway 3 to 78th Avenue)

22nd Street is a significant collector road within the City of Grand Forks. This road corridor services the medical services area and a large portion of the northwest quadrant of municipality, and provides the major feeder spine from Highway 3 to the Grand Forks Hospital. The City's Road Condition Assessment report identified 22nd Street, from Highway 3 to 78th Ave (approximately 700 metres), as requiring full depth reconstruction. In addition, the City's Utilities Capital Planning report identified sections of both the water and sewer mains as high priority for replacement.

Due to the increasing level of demand for medical services in our community and the expected increase in traffic that will utilize this corridor, the timing is appropriate to undertake the construction of the upgrades for this collector road which includes the installation of new water mains, sewer mains and full depth reconstruction of the road structure (new gravels and asphalt).

68th Avenue (Kettle River Drive to 19th Street)

68th Ave is a significant collector road within the City of Grand Forks. This road services much of the western portion of the municipality, and provides the major feeder spine from other Collector roads including 72nd Ave, 19th Ave, and Kettle River Drive to downtown. This road corridor services the extra foods commercial area, the new senior's facility and a significant portion of the residential areas of Grand Forks.

The City's Road Condition Assessment report identified 68th Ave, from 19th Street to Kettle River Drive (approximately 700 metres), as requiring full depth reconstruction. In addition, the City's Utilities Capital Planning report identified sections of both the water and sewer mains as high priority for replacement.

Due to the increasing level of development in recent years (current and proposed applications) and the expected increase in commercial traffic that will utilize the 68th Ave corridor, the timing is appropriate to undertake a phased approach to the construction of the upgrades for this collector road beginning with this section. The upgrades include the installation of new water mains, sewer mains and full depth reconstruction of the road structure (new gravels and asphalt).

3rd Street (Highway 3 to Market Avenue)

3rd Street is a significant roadway link to connecting Highway 3 and the northern areas of Grand Forks to the downtown commercial area. This road corridor contains numerous business, on-street parking and provides pedestrian connectivity from Market Avenue to the Highway.

The City's Road Condition Assessment report identified 3rd Street, from Highway 3 to Market Avenue (approximately 170 metres), as being in fair condition requiring only maintenance activities in the immediate term. However, the City's Utilities Capital Planning report also identified sections of both the water and sewer mains as high priority for replacement as recently noted by staff.

Due to the increasing interest in economic development and a downtown rejuvenation in recent weeks and the expected failure in the sewer collection main, the timing is appropriate to undertake a the replacement of the utilities and some streetscaping enhancements. The upgrades include the installation of new water mains, sewer mains, full depth reconstruction of the road structure (new gravels and asphalt) and new street trees, decorative surfacing for the sidewalk areas, bollards, benches and receptacles.

IMPLICATIONS OF RECOMMENDATION:

General

- Based on the previous planning work completed by the City, it is readily apparent that there are complementary upgrading needs for pavement replacement and underground utility replacement. It is therefore proposed that these proposed road corridors have the utilities replaced at the time of road reconstruction since there would be minimal risk of digging up a road that has been recently renewed to repair the underground utilities.

- In addition, with renewed interest in interest in economic development and a downtown rejuvenation, there may be opportunities for partnerships with the local business owners to complete the upgrades on 3rd Street.

Organizational

- The City may wish to phase the implementation of these projects in order to leverage additional funding from senior levels of government for asset renewal type projects. The City completed the necessary designs in 2013 in order to have these projects shelf ready for inclusion in future asset renewal grant applications. Based on recent discussions with FCM and the CCA, it appears that the federal government will be likely issuing an asset renewal grant program in 2014 with a requirement of having shelf ready projects and a completed asset management plan.

Financial

- The budgetary estimate for 22nd Street (Highway 3 to 78th Ave) Upgrades is \$1,026,000. The budgetary estimate for 68th Avenue (Kettle River Drive to 19th Street) Upgrades is \$1,032,000. The budgetary estimate for 3rd Street (Highway 3 to Market Avenue) Upgrades is \$700,000.
- Funding for completing these projects could come from borrowing (Borrowing Bylaw No. 1923), the City has completed the designs in order to have shelf ready projects for the anticipated senior government grants programs geared towards infrastructure renewal in 2014.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached ____

Available ____

NIL x ____



Settle down.

Staff Score: **28**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Spragett Bridge Tubing Parking Lot

PROJECT DESCRIPTION:

Under the SCP, Grand forks is recognized as a self-sufficient community that incorporates sustainable principles – social, economic, environmental and cultural – into its decision making process. The guiding principles form the vision for all land uses within the SCP. One of these guiding principles is to provide a variety of linked recreational opportunities. A healthy community is defined, in part, by the amount of recreational opportunities afforded to its residents and visitors. One of the main objectives is to provide recreational access along the Kettle and Granby rivers.

There are many residents and visitors that access the Kettle River at the Spragett Bridge for tubing. Currently there is no dedicated parking or off-street access. The municipality owns a 20 meter right-of-way (66th Ave.) just north of the bridge. The right-of-way is currently undeveloped raw land. The objective is to create safe off-street parking within this right-of-way complete with a pathway leading down to the river and signage.

IMPLICATIONS OF RECOMMENDATION:

General

- Keeps in line with the guiding principles, vision and policies of the SCP.
- Provides for a linked recreational opportunity for residents and visitors.
- Provides a safe off-street access to the Kettle River.

Organizational

- Encourages the development of healthier, less costly and a more sustainable community thereby securing a long term well-being.
- Increase safety for pedestrians and reduced liability for the City.

Financial

- The estimated cost of constructing a parking area and pathway down to the river is \$42,000. This could be funded through the parking reserve or grants if available.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

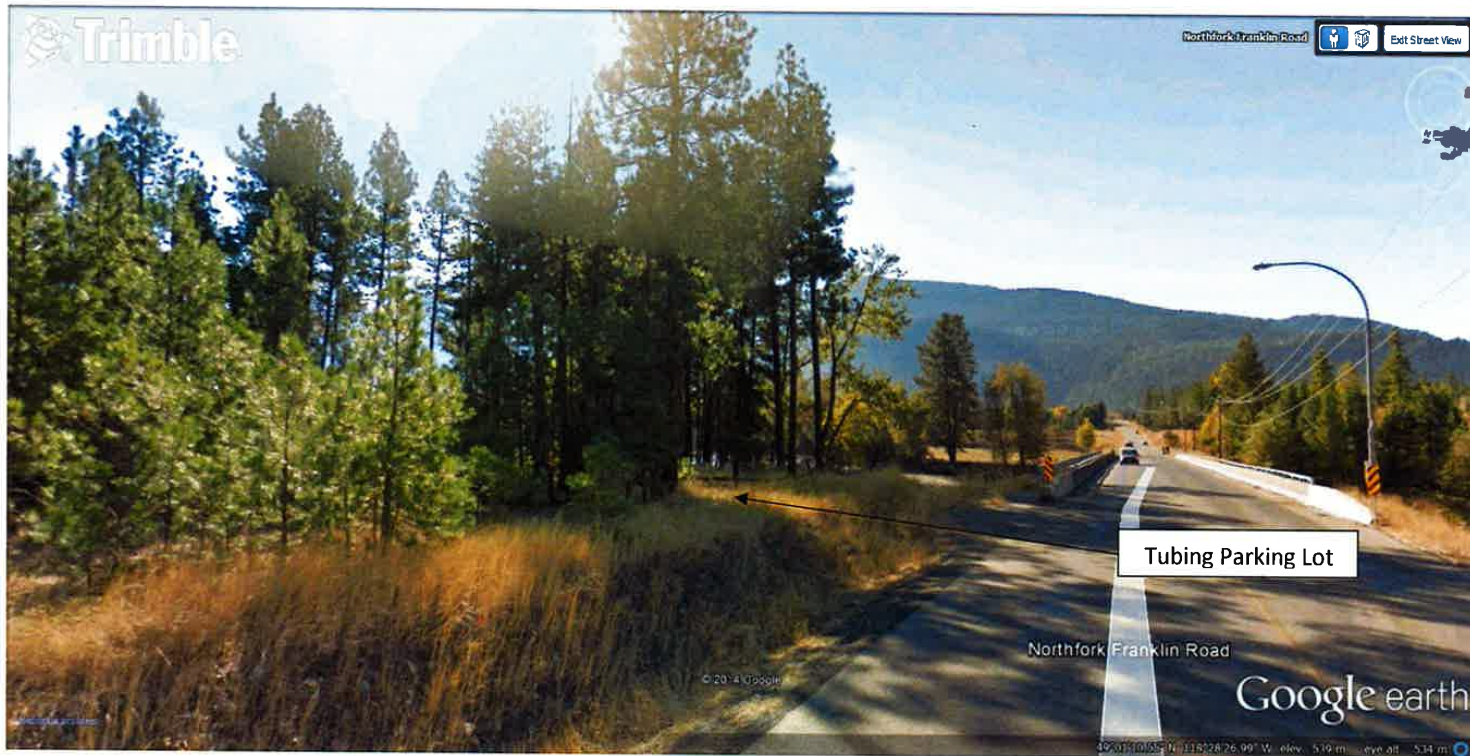
Report / Document

Attached _____

Available _____

NIL x_____

Spragett Bridge Tubing Parking Lot





Staff Score: **27**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: **Boulevard Tree Replacement**

PROJECT DESCRIPTION:

The City of Grand Forks has the asset of many tree lined streets. With the beauty of this type of landscape come maintenance issues. There are many different types of trees with various life expectancies. The City's Arborist carries out an assessment when a tree becomes a danger to traffic or pedestrians due to its condition. The Arborist makes a recommendation on how to best deal with the tree and the location of the tree, which sometimes involves a full removal. If the decision to remove the tree is made, City staff would plant trees in its replacement or in other appropriate locations.

IMPLICATIONS OF RECOMMENDATION:

General

- To replace a tree that has been recommended for full removal due to its condition.

Organizational

- To replant trees in a suitable location in accordance with the tree replacement plan.
- To replant trees away from overhead wires and utility services so they are not future problems.
- Identify trees on Central Ave. that may require removal in the near future.
- Tree replanting will assist with the City's goal of reducing its carbon foot print.

Financial

- The estimated cost of new tree installation is \$20,000 and could be funded from the capital reserve.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



Staff Score: **26**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Chief Financial Officer
SUBJECT: Information Technology – SMART board, Speakers & Conferencing Upgrade for Council Chambers

PROJECT DESCRIPTION:

To replace the current projector, screen, and audio system in Council Chambers with a SMART board & built in projector and a new audio and conferencing system, including webcam, speakers and conferencing phone.

IMPLICATIONS OF RECOMMENDATION:

General

SMART boards allow for interaction with the displayed item to more efficiently collaborate as a team during presentations. For example, a file could be opened on a computer and shown on the screen, adjustments could be made on the screen, and the screen could be saved back to the computer.

The audio and conferencing system updates would provide better call quality and the potential for web meetings, workshops, and presentation sharing.

Organizational

The main advantage to the Council Chambers audio/video upgrade would be increased efficiency through better communications. Being able to share computer files on a large screen will enable staff and Council to increase transparency and make more effective presentations.

Financial

The total cost of this upgrade would be \$20,000. However, as we will receive partial funding from fire proceeds from our smoke damaged equipment in City Hall Council chambers, we are requesting \$7,500 over and above insurance proceeds.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x _____



Staff Score: **25**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Downtown Beautification Upgrades – Phase II

PROJECT DESCRIPTION:

Downtown's are one of the largest mixed use developments and there is rarely a strategic plan for downtown, nor any formal management of it. Phase II of this project would be stage-setting for goals developed through a community visioning exercise. Staff has looked at various options to enhance and potentially revitalize elements of the downtown core.

Phase I Components were:

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

Phase II Components:

- Tree Installation, Lighting installation, Installation of Hanging Flower Baskets, Installation of Irrigation to the Hanging Flower Baskets, Installation of Underground Power for Lighting the Trees, Decorative Street Lighting, Bench Seating, Flower Beds and Wi-Fi expansion.

IMPLICATIONS OF RECOMMENDATION:

General

- Implementing the next steps of the Transition Study and the Sustainable Community Plan and walking the talk to gain community support for continuing to enhance the downtown core.

Organizational

- Manager of Development and Engineering will continue to manage staff and consultant resources to manage the project effectively and efficiently.
- The exact amount of staff and consultant resources will depend on the scope of work directed by Council.

Financial

- The proposed budget for the downtown core beautification = \$300,000. This project will utilize multiple funding sources such as capital reserves and slag reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document**Attached** ____**Available** ____**NIL** _x_



Settle down.

Staff Score:

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Airport Upgrades

PROJECT DESCRIPTION:

The City of Grand Forks installed a solar and regular A/C power lighting system in 1996 for night flight capabilities at the Airport. With electronics and technology rapidly changing, the parts have become almost obsolete and very difficult to locate. The standards have also changed substantially over this period of time with solar energy becoming more widely used with many different applications. This project would involve retaining an Energy Consultant to provide an assessment of our entire system and report their findings to the City of Grand Forks. Along with this assessment, the City would need to upgrade some of the current deficiencies to ensure that pilots could have the capability to turn on the night lighting system themselves in the case of an emergency therefore reducing overtime costs.

IMPLICATIONS OF RECOMMENDATION:

General

- To upgrade the current deficiencies to improve reliability of the lighting system.
- To ensure that the City of Grand Forks undertakes a professional assessment of the entire lighting system and receives recommendations for improvement.

Organizational

- To ensure that the night lighting is more reliable.
- To ensure that in an emergency situation, pilots have the ability to turn on the lighting system.
- To obtain a report that highlights the system's weaknesses so that the City can compile a plan in moving forward with development of the Airport.

Financial

- The estimated cost of performing an airport lighting system assessment is \$7,000.
- The estimated cost to fence the remote beacon site locations to prevent ongoing vandalism is \$4,000.
- The estimated cost to connect ARCAL for pilots to have the ability to turn on lights in emergency situations and sensors to communicate if lights are on is \$14,000. The airport upgrades could be funded from capital and equipment reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document**Attached** ____**Available** ____**NIL** _x_



Staff Score:

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Building Improvements

PROJECT DESCRIPTION:

In keeping with the recent "Open for Business" motto and providing a more attractive and inviting environment with some curb appeal by investing in our existing building stock, the City wishes to enhance the visual appearance of the interior and exterior of our park facility buildings, Public Works, Scout Hall, the Library and the MAAPS project so that we can take pride of our community and its beauty and all that it has to offer.

IMPLICATIONS OF RECOMMENDATION:

General

- Most of the facilities have not had any improvements for many years, if at all.
- Reduce consumption significantly.
- Reduce greenhouse gas emissions.
- Assist with carbon neutral targets.

Organizational

- Building improvements will provide a much more inviting and pleasant environment and increased usage.
- Building improvements will accomplish uniformity amongst the facilities and create a higher standard of visual appearance.

Financial

- Park Facility and Public Works Buildings \$25,000 - Upgrade of exterior of buildings and scheduled replacement of 2 bay doors and openers – this could be funded from capital/land sales reserves;
- Scout Hall \$50,000 - Renovations to floors, kitchen, stairs, bathrooms – this could be funded from capital/land sales reserves;
- Library \$35,000 - to replace 2 HVAC units – units are approximately 40 years old (repairing existing units starting at \$5000) – this could be funded from library trust reserves;
- MAAPS \$45,000 - relocate existing storm sewer and water main and remove existing storm sewer from beneath future Habitat Restore – this could be funded from capital/land sales reserves;
- City Hall Clock Tower \$55,000 - clean and re solder potential leak joints and skirt the bottom 2 levels with new copper – this could be funded from capital/land sales reserves;
- 7212 Riverside Dr. roof repair \$15,000 – this could be funded from capital/land sales reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached ____

Available ____

NIL x

Park Facility Buildings:



Public Works:



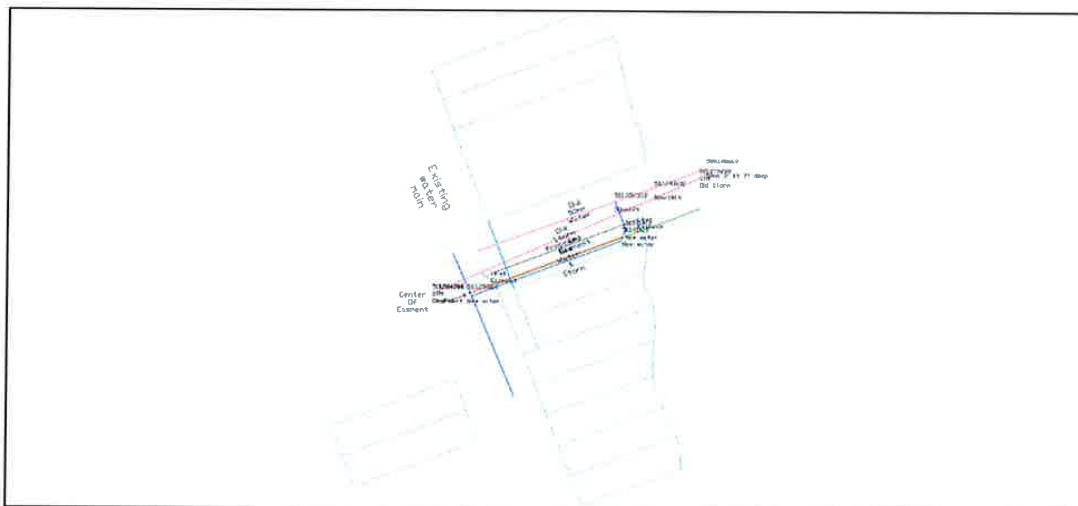
Scout Hall:



Library Roof Top HVAC Units:



MAPPS Project:



City Hall Clock Tower:





Staff Score: **25**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council

FROM: Manager of

SUBJECT: Geographic Information Systems (GIS) Software Purchase and Mapping

PROJECT DESCRIPTION:

A key goal for the City of Grand Forks is streamlining the day-to-day operations of the City by modernizing processes and standards for best practices using current technology. The City has taken a step in this direction by collecting accurate water infrastructure location data for the upcoming water meter installations in 2014. This data, along with a multitude of other data and information, can be used in GIS applications and can be displayed on a map in digital form. Once in the system it can be manipulated and analyzed in a GIS (or other program), and attributes (data & information) can be added at any time.

Although a significant investment, local governments around the world—from the largest cities to hundreds of smaller local governments—use GIS. It benefits public works and elections departments, 911, law enforcement, assessor's offices, and many more divisions. GIS consistently delivers a return on investment including cost avoidance; time savings; increased accuracy, productivity, and revenue; and better decision making.

IMPLICATIONS OF RECOMMENDATION:

General

- Streamlining of the day-to-day operations of the City as a GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts.
- A GIS helps you answer questions and solve problems by looking at your data in a way that is quickly understood and easily shared.
- GIS technology can be integrated into any enterprise information system framework.

Organizational

- Cost savings and increased efficiency, better decision-making, improved communication, better record-keeping, managing geographically.

Financial

- The estimated cost of researching, purchasing, training and implementing a GIS is \$100,000. This could be funded through asset management grant funding. City staff will monitor for availability.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



Staff Score: **23**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Chief Financial Officer
SUBJECT: Information Technology – Council laptops, software, licensing

PROJECT DESCRIPTION:

2014 is an election year and we will need to provide the new Mayor and Council with laptops to perform their duties.

IMPLICATIONS OF RECOMMENDATION:

General

Laptops have a useful life of approximately five years. After the previous election, some laptops were purchased but they were not high quality laptops and therefore will need to be replaced in most cases. If the old laptops are still functional, they could be used by staff members that use computers infrequently.

Organizational

Laptops are essential for Mayor and Council to be able to work at home, at Council meetings, or at meetings on behalf of the City.

Financial

The cost of seven laptops for the Mayor and each Councillor will be \$15,000. This will include the laptops, software, and licensing. This could be funded from the equipment reserve.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



Settle down.

Staff Score: **21**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council

FROM: Manager of Development and Engineering

SUBJECT: Silver Kettle Sidewalk along 72nd Avenue from 19th Street to 27th Street

PROJECT DESCRIPTION:

In 2013 the Sunshine Valley Women's Institute submitted a request for a sidewalk to be installed along 72nd Avenue from 19th Street to 27th Street. The reason cited for the request was a desperate need for a safe walkway along the public street in front of the village. The village houses 48 suites; some double occupancy, as well as a full care facility. Many of the residents are mobile and are interested in walking. The sidewalk would provide walking access to shopping (Extra Foods) and to recreation facilities (Curling Club, Aquatic Centre, and Arena), as well as connect to the sidewalk on 19th Street which leads to multiple facilities and locations.

The Grand Forks Sustainable Community Plan (SCP) Guiding Principles includes improving mobility by creating more opportunities for safe and convenient movement around the City by foot and cycle. Goals for Sustainability include the integration of health principles into all decisions including the development of a community-wide multi-use, non-motorized trail system linking neighbourhoods, institutional facilities, heritage facilities and commercial hubs together. The SCP objectives and policies strive to reinforce the application of Smart Growth principles (www.smartgrowth.bc.ca) that are consistent with City land use goals, which includes creating walkable neighbourhoods. Other goals of the SCP that are relevant to this project include:

- 1) Protecting the natural environment by supporting programs that encourage community-wide reductions in greenhouse gas emissions,
- 2) Promoting and providing alternative modes of transportation to single-occupant vehicles (SOVs) such as walking and cycling, to minimize the use of SOVs and encourage the development of alternate transportation choices in existing neighborhoods, and
- 3) Providing a variety of linked recreational opportunities and promoting the use of active modes of transportation via City trails, pathways and sidewalks to access recreational facilities

IMPLICATIONS OF RECOMMENDATION:

General

- Installation of strategically-placed sidewalks acts upon the objectives identified in the principles, goals and policies of the SCP.

Organizational

- Increased safety for pedestrians and reduced liability for the City.
- The location of this proposed sidewalk is strategically-located and links this area to nearby shopping and recreational facilities as well as the path system through the highway commercial zone to the downtown core.
- Increased walking traffic could lead to a reduction in emissions from SOVs.

Financial

- The estimated cost of constructing a standard 1.5 metre walkway for 850 metres:

<u>Asphalt Sidewalk</u>	Surface course (50mm) including base:	\$ 36,000
	Curb:	<u>\$ 23,000</u>
		\$ 59,000

<u>Concrete Sidewalk</u>	Concrete Sidewalk including base:	\$ 77,000
	Curb and Gutter:	<u>\$ 60,000</u>
		\$137,000

- Additional Costs for either option:

Reshape of Existing Subgrade:	\$ 2,000
Remove & reinstate existing chain-link fence (Dick Bartlett Park):	\$ 5,250
Driveway Tie-ins	\$ 8,000

- This project could be funded through capital reserves.

Options

- Council could choose to accept.
- Council could choose to not accept.
- Council could choose to defer.

Report / Document

Attached x

Available

NIL

Sunshine Valley Women's Institute

Request to have a sidewalk constructed along 72nd Avenue between 19th Street and 27th Street





Staff Score: **18**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Dump Box for Unit #807

PROJECT DESCRIPTION:

Unit #807 is a ¾ ton Ford pick-up that was purchased at the end of last year. This pick-up is used by the City's Parks department, mainly, and will be used for flower bed maintenance along with the other Parks' functions, such as, garbage collection and funeral services. The dump box with fold down sideboards will help the versatility of planting planters and garden beds. It will also help save time with garbage collection and delivery of material to the Parks because of the box's dump capability.

IMPLICATIONS OF RECOMMENDATION:

General

- To complete the outfitting of the truck that was purchased last fall so it can be used for its intended use.

Organizational

- To customize our fleet to assist with ergonomics and best use for the vehicle.
- The importance of early budget approval is to have the truck box installed and ready for the spring 2014 planting season.

Financial

- The estimated cost of the dump box and hydraulics is \$14,000. This could be funded from the equipment reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



Staff Score: **17**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: City Park Campground Irrigation and Beautification

PROJECT DESCRIPTION:

During the upgrade to the City Park campground in 2008, a new irrigation management system was installed in most of the park except for the campground. There were also various trees removed from the sites in order to accommodate the reconfiguration of the sites. Due to budget constraints, these portions of the project were deleted from the contract.

The areas between the camping stalls need to be replanted with grass, irrigation installed and new trees planted to complete the restoration of the campground to make it more aesthetically pleasing and inviting. The project will be completed by City crews.

IMPLICATIONS OF RECOMMENDATION:

General

- Based on the usage of the Camping area the work would be undertaken as soon as weather permits.

Organizational

- This is one more area that the City needs to complete in City Park to make a more pleasant and inviting environment.
- Planting grass and trees allows us to decrease our carbon footprint.
- Provides ability to remove trip hazards and uneven ground by restoring this area.

Financial

- The proposed budget to complete this work is \$20,000. This could be funded through the capital reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to refer to the 5 year financial plan.

Report / Document

Attached _____

Available _____

NIL x_____



Staff Score: **17**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Dry Wells

PROJECT DESCRIPTION:

One of the main goals of the City of Grand Forks is to be a leader in our asset management plan. A critical part of this plan is dealing with standing water that will affect the condition of roadways and cause premature deterioration therefore requiring replacement of the asphalt. With the installation of drywells, surface water can be better controlled to help keep from being an issue with ice during the winter months and help prevent premature asphalt deterioration.

IMPLICATIONS OF RECOMMENDATION:

General

- To control surface water and extend the life of the asphalt surface.

Organizational

- The engineering department for the City of Grand Forks would determine appropriate locations according to the asset management plan.
- The roads department would install the recommended water catchment and drainage system recommended by engineering department.
- This is part of the on-going maintenance program that is carried out by City staff every year.

Financial

- The estimated cost of this maintenance item is \$10,000 and could be funded through capital reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x_____



Settle down.

Staff Score: **16**

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: **Dick Bartlett Park Electrical Upgrade**

PROJECT DESCRIPTION:

This project involves the installation of a new permanent 200 amp metered service to Dick Bartlett Park for community events. The existing service is undersized and not adequate to support past community events. Past events used to bring in various generators in order to be able to provide the required power supply for the event which added to the green house gas emissions.

IMPLICATIONS OF RECOMMENDATION:

General

- This would provide better utilization of Dick Bartlett Park for community events.
- It would provide a safer installation than what has been used in the past.
- This would reduce noise levels previously generated by the portable generators.

Organizational

- This provides a more efficient, safe and reliable electrical supply.
- This will provide the City the ability to track power usage during all community events.
- This would allow residents with certain disabilities to have access to a dependable power source.

Financial

- The proposed budget to install a new electrical service at Dick Bartlett Park is \$10,000. This could be funded through capital reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x _____



Settle down.

Staff Score:

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Concrete Breaker

PROJECT DESCRIPTION:

The City of Grand Forks has a program in place to repair sidewalk panels that are damaged. When removing sidewalk panels that are damaged or in need of replacement, City staff are having issues not damaging the good part of the sidewalk without the use of a jack hammer. The jack hammer that staff currently uses is a hand held and weighs approximately 80lbs. It also requires the use of the trailer air compressor which adds to the time of the removal process.

IMPLICATIONS OF RECOMMENDATION:

General

- The concrete breaker is an attachment that you can either use on a skid steer or mini excavator

Organizational

- This winter staff rented a skid steer concrete breaker to help with the curb stop repair excavations in order to reduce the wear and tear on the backhoe trying to break through the frost. This worked very well however rental costs could add up quickly.
- The use of a skid steer mounted concrete breaker has reduced wear on equipment.
- Staff wouldn't have to put their bodies through the shaking and heavy lifting of the hand held breaker.

Financial

- The estimated cost of a new attachment and mounting bracket is \$8000. The concrete breaker could be funded from the equipment reserve.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



Staff Score:

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Coverall Building Tarp

PROJECT DESCRIPTION:

The coverall building tarp is for a storage shed at the Works Yard. The City of Grand Forks purchased a Coverall arched building for the storage of miscellaneous items that needed to be kept out of the weather over 15 years ago. The cover is now showing signs of light shining through it therefore allowing moisture to make its way inside of the structure.

IMPLICATIONS OF RECOMMENDATION:

General

- To return this structure to its original state before the current cover fails.

Organizational

- This is integral to the function of the Works Department with regards to staff time savings, so that staff are not having to spend time digging through the snow to find items used in winter months.
- Protects inventory from the weather.
- Shows that the City takes pride in maintaining the City's facilities.

Financial

- The estimated cost of the new fabric cover is \$11,000 including installation.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x _____



Staff Score:

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Lawn Mower Replacement

PROJECT DESCRIPTION:

The proposed Lawn Mower is to replace the existing 2001 Hustler lawn mower. This mower is 13 years old and is showing signs of its age with ongoing maintenance issues. The bagging system on this unit has proven over the years to be inadequate for grass pickup with any moisture in it.

IMPLICATIONS OF RECOMMENDATION:

General

- To ensure this piece of equipment is included in the replacement fund, as it is an important part of the upkeep of our green space areas.

Organizational

- To replace a piece of equipment that has a better turning radius for the smaller park areas that are harder to maneuver in.
- Along with our smaller park areas, this mower is used as a backup for another one of our aging mowers that does the majority of the mowing in the larger fields.
- This mower is one of the only mowers with suction capability for heavier grass pickup and leaf pickup in the fall.

Financial

- The estimated cost of the lawn mower is \$45,000 and could be funded from the equipment replacement fund.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached _____

Available _____

NIL x



Settle down.

Staff Score:

Staff Priority

Council Priority _____

2014 CAPITAL BUDGET BRIEFING

TO: Mayor and Council
FROM: Manager of Development and Engineering
SUBJECT: Replace Tot Lot Ages 2-5 Play Ground Equipment

PROJECT DESCRIPTION:

In 2006 the City adopted a risk management policy (Policy 1608) for its parks programs and facilities. Under this policy, the City is required to conduct yearly inspections on all playgrounds, playing fields, sports fields, city boulevards, the Skateboard Park and City Hall.

The Municipal Insurance Association of British Columbia (MIABC) regularly conducts risk management audits to ensure safety compliance. In 2011, a safety audit was conducted on our playground equipment and the Tot Lot was deemed to be unsafe and in need of replacement therefore reaching its life expectancy.

MIABC offers risk management insurance grants designed to assist members in the financing of risk management initiatives to reduce liability claims on any initiatives that have previously been identified as high risk.

The City received a grant in 2012 in the amount of \$10,000 for the replacement of the tot lot playground equipment.

IMPLICATIONS OF RECOMMENDATION:

General

- Based on the high usage of the playing area the replacement of equipment will be carried out as soon as weather permits.
- The play ground equipment will be installed by the supplier with the City's crews will remove the old unsafe play ground equipment.

Organizational

- This is one item that the City needs to replace in City Park to make a more pleasant and safe environment for children.
- Improve usage of our City Park and remove the safety hazards.

Financial

- The proposed budget to replace and complete this work is \$25,000. We only will require \$15,000, as we currently have \$10,000 from MIABC. The rest could be funded through borrowing, surplus, taxation or slag reserves.

Options

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.

Report / Document

Attached ____

Available ____

NIL x ____

Existing Tot Lot Structure:

