

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

**MONDAY MARCH 10TH, 2014, 7p.m.
6641 INDUSTRIAL PARKWAY**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
2.	<u>ADOPTION OF AGENDA</u>		
	a) Adoption of the March 10th, 2014 Regular Meeting Agenda		
3.	<u>MINUTES</u>		
	a) February 24th, 2014 Minutes - COTW - Feb 24th, 2014.docx	COTW Meeting Minutes	Adopt the minutes
	b) February 24th, 2014 Minutes - Regular Meeting - Feb 24th, 2014.docx	Regular Meeting Minutes	Adopt the minutes
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
5.	<u>UNFINISHED BUSINESS</u>		
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u>		
	a) Corporate Officer's Report Council.pdf	Verbal reports of Council	That all reports of members of Council, given verbally at this meeting, be received.
7.	<u>REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u>		
	a) Corporate Officer's Report RDKB.pdf	RDKB representatives report	That the Mayor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- | | | |
|---|---|--|
| a) Manager of Development and Engineering - Fiber Optic Network Plan
RFD - Mgr. of Dev. & Eng. - Community Fiber Optic Network Plan.pdf | Community Fiber Optic network Plan | That Council approves the Community Fiber Optic Network Plan and authorizes staff to proceed with offering value added technology services to community organizations, local businesses and other local government entities. |
| b) Corporate Services - West Coast Amusements
RFD West Coast Amusements.pdf | West Coast Amusements Request for Lease of Property | That Council directs staff to enter into a Land Use Agreement with West Coast Amusements for City owned property located on 72nd Avenue west of Dick Bartlett Park, based on the terms and conditions as outlined in the attached agreement. |
| c) Manager of Development and Engineering - Happy Days 50's Diner
RFD Mgr of Dev & Eng Happy Days Liquor Licence Amendment.pdf | Happy Days 50's Diner Amendment to the Application for a Liquor Licence | Council support, by resolution, the Liquor Licence application, as submitted by Happy Days 50's Diner and resolve that Council support the Patron Participation entertainment endorsement to have 50's soc-hops four to five times a year ending at 10:00pm and to host banquets for parties which supply food form the menu, ending at 12:00am. |
| d) Manager of Development and Engineering - Dick Bartlett Park Electrical Upgrade
RFD Mgr of Dev & Eng Early Budget Approval Dick Bartlett Park.pdf | Early budget approval for Dick Bartlett Park electrical upgrade | Council provide early budget approval for the Dick Bartlett Park electrical upgrade to install a new electrical service estimated to cost \$10,000 to be funded from the Capital Reserve Funds. |
| e) Manager of Development and Engineering - Spragett Bridge Tubing Parking lot
RFD Mgr of Dev & Eng Early Budget Approval for Spragett Bridge Tubing Parking.pdf | Early budget approval for Spragett bridge Tubing Parking Lot | Council provide early budget approval for the development of a parking lot, a pathway leading to the Kettle River and signage on a City owned right of way north of Spragett Bridge (66th Avenue area) in the amount of \$42,000; \$17,000 to be funded from the Parking Reserve fund, and \$25,000 from a grant |

from the Ministry of Transportation.

- f) Manager of Development and Engineering - Well 3

[RFD Mgr of Dev & Eng Early Budget Approval Well 3.pdf](#)

Early budget approval for Well 3 - 200 HP Vertical Turbine Replacement

Council to provide early budget approval for the Well 3 removal and replacement of the vertical turbine pump estimated to cost \$40,000 to be funded from the Capital Reserve Fund.

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a) Solid Waste Management Plan Steering and Monitoring Committee (SMC)

[SMC ToR and Minutes.pdf](#)

Terms of Reference and Solid Waste Management Plan Steering and Monitoring Committee Minutes - Thursday February 13, 2014

Receive for Information

- b) Bylaw Enforcement Officer - 6401 Highway #3

[Memo - Bylaw Enforcement Officer - 6401 Hwy#3 Unsightly Update.pdf](#)

Unsightly Premises Update

Receive for Information

- c) Corporate Officer - Boundary District Arts Council

[Delegation - Corporate Officer - Boundary District Arts Council Request for Funding.pdf](#)

BDAC Request for funding for 2013 and 2014

Council determines to provide funds to the Boundary District Arts Council in the amount of \$4,500 with funds to come from the 2013 Operating Budget in order to meet the Grant requirements from the British Columbia Arts Council; And further that Council determines to provide funding in the amount of \$4,500 from the 2014 Operating Budget process to the Boundary District Arts Council, contingent on an agreement for a Fee For Service between the City of Grand Forks and the Boundary District Arts Council prior to the end of BDAC's fiscal year end on June 30th, 2014.

- d) Regional District of Kootenay Boundary - Chair, Grace McGregor
[Sum of Info. Item - Provincial Review of ALC & ALR.pdf](#)

Provincial review of the Agricultural Land Commission and Agricultural Land Reserve

Receive for discussion

- | | | | |
|----|---|---|-------------------------|
| e) | Lieutenant Governor
Sum of Info. Item - Lieutenant Governor of BC - Program to Promote Music & Comm. Spirit.pdf | Program to promote music and community spirit | Receive for Information |
| f) | Manager of Development and Engineering
Sum of Info Memo - Mgr. Dev. & Eng. - Phase Two Downtown Beautification Open House.pdf | Memorandum regarding Phase Two Downtown Beautification Open House | Receive for Information |
| g) | Manager of Development and Engineering - Decommissioning of septic and underground fuel tanks
Sum of Info Memo - Mgr. Dev. & Eng. - Decommissioning of Septic & Underground Fuel Tanks.pdf | Memorandum regarding decommissioning of septic and underground fuel tanks | Receive for Information |

11. **BYLAWS**

- | | | | |
|----|--|---|---|
| a) | Chief Financial Officer - 2014-2018 Financial Plan Bylaw 1996
RFD - CFO - 2014-2018 Financial Plan Bylaw 1996.pdf | Council gives first two readings to 2014-2018 Financial Plan Bylaw 1996 | That Council gives first two readings to 2014-2018 Financial Plan Bylaw 1996. |
|----|--|---|---|

12. **LATE ITEMS**

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

14. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

COMMITTEE OF THE WHOLE MEETING

Tuesday, February 24th, 2014, 9:00 am

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

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER
CHIEF FINANCIAL OFFICER
DEPUTY CORPORATE OFFICER
MANAGER OF DEVELOPMENT AND
ENGINEERING
DEPUTY FIRE CHIEF
MANAGER OF BUILDING AND BYLAW
SERVICES
MANAGER OF OPERATIONS

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

PRESENTATION TO URBAN SYSTEMS BY THE MAYOR

The Mayor presented Mr. Scott Shepherd and Mr. Ken Oliver of Urban Systems with a letter of thanks to their organization in assisting the City throughout the years.

CALL TO ORDER

The Mayor called the meeting to order at 9:05am

COMMITTEE OF THE WHOLE AGENDA

Agenda for February 24th, 2014

MOTION: O'DOHERTY

RESOLVED THAT THE AGENDA FOR THE FEBRUARY 24TH COTW MEETING BE
ADOPTED AS PRESENTED

REGISTERED PETITIONS AND DELEGATIONS

Boundary Country Regional Chamber of Commerce - James Wilson presented the Chamber Budget as requested by Council.

James advised that funding from the City would go towards projects such as:

- Downtown core and upgrades to empty store fronts
- Signage plan and working with businesses

The Chief Administrative Officer spoke with regard to a proposal that could combine business license fees and chamber fees or the collection thereof and advised that at this time, Chamber memberships and business license fees are separate.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION BY JAMES WILSON OF THE BOUNDARY COUNTRY REGIONAL CHAMBER OF COMMERCE

CARRIED.

Urban Systems – presentation of the Final Draft of the Grand Forks Water Supply Plan.

Mr. Ken Oliver representative from Urban Systems provided an overview of the Grand Forks Water Supply Plan. He spoke with regard to:

- The purpose of the Water Supply Plan
- Maximum Day Demand or MDD
- Confirmed Supply
- Cubic meters per day versus Lps
- Storage
- Fire flows
- Treatment (not dealt with in this report as the assumption is that nothing will change)
- Scenarios that were considered with regard to the plan
- Conclusions and observations
- Well safety factors
- Well capacity
- Demand
- Reservoir recovery
- The current fire flow is running at less than the system can handle.

The Mayor advised that the Scada System maps the use of water within the City's system.

Mr. Oliver spoke with regard to the future:

- His prediction rate is a growth rate of 1% over a 20 year period and a

conservation rate of 20%

- He provided 2 solutions:
 1. Increase elevated storage, new well supply to meet MDD for a cost of \$1,248,000
 2. Use existing available storage, supplement flows and MDD from additional well supply for a cost of \$1,405,000
- He provided the pros and cons of each option
- He provided a recommended approach for the short term
- He provided an action plan for moving forward

The Chief Administrative Officer advised that once water metering is in place and with further water conservation efforts, the time line for this project could be stretched out to avoid having to borrow money. He spoke further to the Gas Tax Funding and the annual contribution received by municipalities.

The Mayor advised that the City will accomplish 20% conservation of water through the combination of water meters and education programming. He spoke with regard to the mock billing process and the ability of customers to follow and gauge their water usage.

Mr. Oliver advised that sand point wells could pose a problem if all residents utilized them as ground water would become an issue.

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL RECEIVE THE FINAL DRAFT REPORT REGARDING THE WATER SUPPLY PLAN FROM URBAN SYSTEMS.

CARRIED.

The Mayor recessed the meeting at 10:27am

The Mayor reconvened the meeting at 10:40am

Boundary Museum Society – Sue Adrian

Request that the City renew the Fee For Service Contract with the Boundary Museum.
Ms. Adrian spoke with regard to:

- Recent projects
- Grants
- Building projects
- Events
- Partnership with Venture Grand Forks
- Explained the relationship between the Union of Spiritual Communities of Christ and the Boundary Museum

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION BY SUE ADRIAN OF THE BOUNDARY MUSEUM SOCIETY.

CARRIED.

PRESENTATIONS FROM STAFF

Manager of Development and Engineering Services - RDKB request for land improvements

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL RECEIVE THE PRESENTATION AND DOES NOT PROCEED WITH THIS RECOMMENDATION UNTIL FURTHER KEY ELEMENTS SUCH AS PLANNING, RESEARCH, AND CONSULTATION ARE IN PLACE AND FURTHER THAT IT BE REFERRED TO THE FEBRUARY 24TH, 2014, REGULAR MEETING OF COUNCIL.

CARRIED.

Chief Financial Officer - 2014-2018 Financial Plan Review

The Chief Administrative Officer and Chief Financial Officer presented the financial plan.

Council prioritized the Capital requests.

The Chief Administrative Officer advised that it would be prudent to leave the amount allocated in the 2014 budget to library upgrades and further advised that staff would provide a comprehensive assessment of the library, done by an independent company, to Council for consideration.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL RECEIVE THE PRESENTATION AND REVIEW OF THE 2014-2018 FINANCIAL PLAN AND RECOMMEND THAT STAFF MOVE FORWARD IN PREPARATION OF THE FINAL FINANCIAL PLAN BYLAW.

CARRIED.

REPORTS AND DISCUSSION

INFORMATION ITEMS

CORRESPONDENCE ITEMS

LATE ITEMS

PROPOSED BYLAWS FOR DISCUSSION

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

QUESTION PERIOD FROM THE PUBLIC

Onya Soroka – Representative from the Boundary District Arts Council (BDAC)

Ms. Soroka spoke with regard to BDAC's request to Council to provide funding in the amount of \$4,500, in order for the organization to be eligible to receive matching grant funds from the province.

She advised:

- All funds received are distributed to smaller organizations, used for events, and provide scholarships to Grand Forks Secondary School students.
- BDAC receives \$500 from Area C.
- The fiscal year for the group ends in June.
- BDAC receives funding from the Phoenix Foundation but these funds are restricted to Capital expenditures.

The Chief Administrative Officer advised that Council would need to pass a resolution in support of providing funding to BDAC for 2013 and 2014. He further recommended that BDAC consider a fee for service agreement that would outline what Council can expect from the organization.

Mayor requested that a copy of the financial statements be brought to the City shortly.

Mayor recessed the meeting at 12:34pm

Mayor reconvened the meeting at 1:10pm

Mayor spoke with regard to:

- The provision of Regional funding for groups such as the Boundary District Arts Council.
- Council approaching Area D Director, Roly Russell, before making any decisions based on funding and gas tax dollars for community groups.

Council discussed the request for funding from the Boundary District Arts Council.

Mr. Les Johnson,

He spoke with regard to digital information systems.

The Chief Administrative Officer advised that McDonalds has applied for a development permit within the City limits.

ADJOURNMENT

MOTION: O'DOHERTY

RESOLVED THAT COUNCIL ADJOURN THE FEBRUARY 24TH COTW MEETING AT 2:12PM.

CARRIED.

CERTIFIED CORRECT:

MAYOR - BRIAN TAYLOR

DEPTUY CORPORATE OFFICER –
SARAH WINTON

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, FEBRUARY 24TH, 2014

PRESENT:

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

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER
DEPUTY CORPORATE OFFICER
MANAGER OF OPERATIONS

D. Allin
D. Heinrich
S. Winton
R. Huston

GALLERY

PRESENTATION TO JACOB NOSEWORTHY

The Mayor presented Jacob Noseworthy with a letter of congratulations for his participation in British Columbia Youth Parliament from the City of Grand Forks.

FAMILY DAY DRAW FOR BASKETS

The Mayor drew two names for the Family Day Baskets. The Winner of:

The Game / Movie night basket is: Precious

The Camping basket is: Vincent Lajoie

CALL TO ORDER

The Mayor called the meeting to order at 7:05pm

Additions to the Agenda to be included under Information Items:

- RDKB request for land improvements
- Letter from Council to staff regarding Family Day
- Boundary District Arts Council

ADOPTION OF AGENDA

a) Adoption of the February 24th, 2014, Regular Meeting agenda

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT THE AGENDA OF THE FEBRUARY 24TH, 2014, REGULAR MEETING
BE ADOPTED AS AMENDED.**

CARRIED.

MINUTES

- a) Adopt the February 11th, 2014 COTW Meeting minutes

MOTION: KROG / ODOHERTY

RESOLVED THAT THE MINUTES OF THE FEBRUARY 11TH, 2014, COMMITTEE OF THE WHOLE MEETING BE ADOPTED AS CIRCULATED.

CARRIED.

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- b) February 11th, 2014 – Special Meeting minutes

MOTION: WIRISCHAGIN / O'DOHERTY

RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING TO GO IN-CAMERA ON FEBRUARY 11TH, 2014, BE ADOPTED AS CIRCULATED.

CARRIED.

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- c) February 11th, 2014 – Regular Meeting minutes

MOTION: O'DOHERTY / WIRISCHAGIN

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING ON FEBRUARY 11TH, 2014, BE ADOPTED AS CIRCULATED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS

UNFINISHED BUSINESS

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

- a) Corporate Officer's Report - Verbal Reports of Council

Councillor Krog

He reported that:

- He attended the Board of Directors meeting at Gallery 2, where they are planning the Masquerade Ball, Canada Day, and anniversary of the Gallery. They are also working with the Chief Administrative Officer on the lease agreement that is coming due, and strategic planning for the coming year.
- He attended the Grand Forks Fall Fair Annual General Meeting.
- He advised that the province is developing legislation regarding off road vehicles.

Councillor Smith

He reported that:

- He attended the FCM Sustainable Communities Conference in Prince Edward Island from February 11th-15th, and will have a report ready for Council shortly.
- He attended the Phoenix Foundation Board meeting.
- He attended Phase 2 of the Downtown Beautification Open House at Gallery 2 on February 20th.

Councillor Wirischagin

He advised he had no report

Councillor O'Doherty

He reported that:

- He attended Phase 2 of the Downtown Beautification Open House at Gallery 2 on the February 20th.
- The Bruins had a wonderful season.
- He is working with the Grand Forks International board and they will be announcing the names of the teams that are participating in the tournament shortly.

Councillor Wyers

She reported that:

- She attended the Boundary Women in Business luncheon on February 12th.
- On February 13th -15th, Melissa Newitt visited from the FCM Young Women in Local Government Program. Both she and Melissa attended the Women's Resource Centre fundraiser - Girl Rising. The young women involved in the program have begun work on a project.
- She attended the Grand Forks and District Library board meeting on February 19th, and shared the statistics for the month. She spoke with the library board about having a kiosk at the library that would provide information regarding the City. The board passed a motion to discuss what an information kiosk could look like.
- AKBLG introduced a Community Engagement pilot project which the City of Grand Forks was asked to host. The project includes three communities Fruitvale, Grand Forks, Cranbrook. The evening will include dinner and an opportunity to discuss community issues, and what is known about local government in the community. The event is scheduled for March 12th from 6:30pm – 9:00pm at the Omega Banquet Room Restaurant.
- She attended the Partnership Building workshop at Community Futures on February 20th.
- She attended Phase 2 of the Downtown Beautification Open House at Gallery 2 on the February 20th.
- She attended Citizens on Patrol meeting on February 20th.

MOTION: WYERS / WIRISCHAGIN

RESOLVED THAT COUNCIL WRITE A LETTER OF RECOGNITION AND CONGRATULATIONS TO THE RUSSIAN EMBASSY THANKING THEM FOR A GREAT OLYMPIC EVENT.

CARRIED.

Mayor Taylor
He reported that:

- The Downtown business improvements look good, and the visuals and comments are positive, particularly regarding the trees.
- That McDonalds has applied for a development permit.
- He appreciates the leadership role that women play in the community.

MOTION: O'DOHERTY / WIRISCHAGIN

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

CARRIED.

REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

- a) Corporate Officer's Report – Verbal Report Regarding the Activities of the Regional District of Kootenay Boundary.

Mayor Taylor advised that:

- He intends to move to formalize a collaborative relationship with Area D Director Roly Russell.
- The Kettle River Water Shed Management plan is near completion, the next meeting is on March 6th in Greenwood. He advised that the recommendations in the plan are comprehensive and the committee is committed to ensuring the river is protected.

MOTION: O'DOHERTY / SMITH

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

CARRIED.

RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a) Manager of Development and Engineering - 81st Avenue Road Closure

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL APPROVE THE REQUEST TO CLOSE THAT PORTION OF 81ST AVENUE AND DIRECT STAFF TO PROCEED WITH THE STATUTORY REQUIREMENTS NECESSARY TO START AND COMPLETE THE ROAD CLOSURE AND CONSOLIDATION OF THAT PORTION OF 81ST AVENUE WITH LOT 18, PLAN 25445.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE

INFORMATION ITEMS

- a) Interior Health - Kerri Wall

MOTION: SMITH / KROG

RESOLVED THAT THE CITY OF GRAND FORKS AND INTERIOR HEALTH CONTINUE TO WORK TOGETHER TO PROMOTE HEALTH AND WELLNESS WITH AN INFORMAL PARTNERSHIP TO STRENGTHEN ACTIONS THAT WILL FURTHER IMPROVE THE HEALTH OF THE COMMUNITY AND REDUCE CHRONIC DISEASE RISK FACTORS.

CARRIED.

- b) Regional District of Kootenay Boundary request for land improvements

MOTION: O'DOHERTY / WYERS

RESOLVED THAT COUNCIL DOES NOT PROCEED WITH THIS RECOMMENDATION UNTIL FURTHER KEY ELEMENTS SUCH AS PLANNING, RESEARCH, AND CONSULTATION ARE IN PLACE.

CARRIED.

Councillor Wirischagin was opposed to this motion.

- c) Letter from Council to staff regarding Family Day

MOTION: WYERS / O'DOHERTY

RESOLVED THAT COUNCIL PREPARE A LETTER OF THANKS TO CITY STAFF AND THE GRAND FORKS FIRE DEPARTMENT FOR FAMILY DAY ON FEBRUARY 8TH, 2014.

CARRIED.

- d) Boundary and District Arts Council

MOTION: KROG / WYERS

RESOLVED THAT COUNCIL DEFER THE REQUEST FROM THE BOUNDARY DISTRICT ARTS COUNCIL (BDAC) FOR FUNDING IN THE AMOUNT OF \$4,500 FOR 2013 AND \$4,500 FOR 2014, TO THE MARCH 10TH COMMITTEE OF THE WHOLE MEETING FOR DISCUSSION;

AND FURTHER RESOLVED THAT BDAC APPEAR AS A DELEGATION ON MARCH 10TH SO THAT COUNCIL MAY ASK SOME QUESTIONS TO THE GROUP PRIOR TO PROCEEDING.

CARRIED.

BYLAWS

LATE ITEMS

QUESTIONS FROM THE PUBLIC AND THE MEDIA

The Mayor advised that Council will not limit discussion from the public to what is on the agenda, but discussion is limited to five minutes.

The Mayor Advised that Council is a democratic Council.

Nathan Bosnar spoke with regard to utilizing the Recreation Centre to provide services such as physiotherapy on the premises.

The Corporate Officer advised that the City does not have a bylaw that makes Petitions binding, but that staff will research this and provide further information to Council.

Mayor Advised that Council has already opposed CETA – Canadian European Trade Agreement and has sent out correspondence to this effect.

ADJOURNMENT

MOTION: O'DOHERTY

Council adjourned at 8:04 pm

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

DEPUTY CORPORATE OFFICER-
SARAH WINTON

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: March 10th, 2014
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

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

Benefits or Impacts of the Recommendation:

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

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

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

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

- OPTIONS:**
- 1. RESOLVED THAT ALL REPORTS OF MEMEBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMEBERS OF COUNCIL.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**
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 Department Head or CAO	 Chief Administrative Officer
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REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: March 10th, 2014

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

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

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

Benefits or Impacts of the Recommendation:

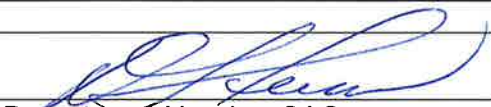

General: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

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

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

OPTIONS:

- 1. RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**
- 2. RECEIVE THE REPORT AND REFER ANY ISSUES FOR FURTHER DISCUSSION OR A REPORT: UNDER THIS OPTION, COUNCIL PROVIDED WITH THE INFORMATION GIVEN VERBALLY BY THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY DIRECTOR REPRESENTING COUNCIL AND REQUESTS FURTHER RESEARCH OR CLARIFICATION OF INFORMATION FROM STAFF ON A REGIONAL DISTRICT ISSUE**

 Department Head or CAO	 Chief Administrative Officer
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REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Development and Engineering

Date: February 20, 2014

Subject: Community Fiber Optic Network Plan

Recommendation: **RESOLVED THAT COUNCIL APPROVES THE COMMUNITY FIBER OPTIC NETWORK PLAN AND AUTHORIZES STAFF TO PROCEED WITH OFFERING VALUE ADDED TECHNOLOGY SERVICES TO COMMUNITY ORGANIZATIONS, LOCAL BUSINESSES AND OTHER LOCAL GOVERNMENT ENTITIES.**

BACKGROUND: The Community Fiber Optic Network is a joint effort of the City of Grand Forks and School District No. 51. The report and presentation outline the history of this project while also highlighting the current status and benefits of this network. Based on the current information and technology available, it is recommended that the City offer the services detailed in the report to community organizations, local businesses and other local government entities and gradually grow these services over time. The revenue generated by these services will off-set costs for future hardware upgrades and replacements.

In this technology oriented world, all future potential options in the report are valuable services to the community. They should all be researched and evaluated in detail so that our community can continue to be ahead of similar communities and attract younger families and businesses alike. The internet is transforming the way we work, learn, communicate, shop, find information and entertain ourselves and our families. Next generation networks build upon this transformation by opening access to a growing array of services and by removing bandwidth barriers.

Benefits or Impacts of the Recommendation:

General: By approving the Community Fiber Optic Network Plan, the City could offer the services detailed in the report to community organizations, local businesses and other local government entities and gradually grow these services over time.

Strategic Impact: The fiber optic network has the capability to enhance economic development and job creation opportunities by attracting businesses dependant on telecom services.

Financial: By not approving the proposed Community Fiber Optic Network Plan, the City will miss out on the opportunity to offer some value added technology services to community organizations, local businesses and other local government entities

REQUEST FOR DECISION

— REGULAR MEETING —



and will not be able to recover fiber equipment replacement costs. Any future network expansions would be a cost to the City and would need to be budgeted for regardless if we proceed with the plan or not.

Policy/Legislation: This project is a joint venture between the City of Grand Forks and School District No. 51.

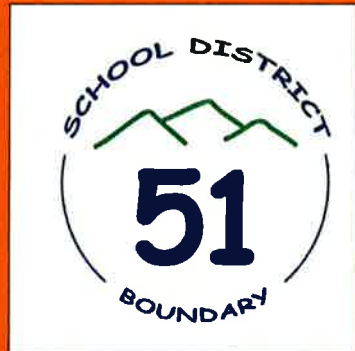
Attachments: Community Fiber Optic Network Report

Recommendation: **RESOLVED THAT COUNCIL APPROVES THE COMMUNITY FIBER OPTIC NETWORK PLAN AND AUTHORIZES STAFF TO PROCEED WITH OFFERING VALUE ADDED TECHNOLOGY SERVICES TO COMMUNITY ORGANIZATIONS, LOCAL BUSINESSES AND OTHER LOCAL GOVERNMENT ENTITIES.**

OPTIONS:

1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

	
Department Head or CAO	Chief Administrative Officer



THE COMMUNITY FIBER OPTIC NETWORK

Partnership between the City of Grand Forks and School District No. 51.

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EXECUTIVE SUMMARY

Over the last eight years the City of Grand Forks and School District No. 51 have partnered on a communications infrastructure upgrade project. The focus was mainly on creating a backbone fiber optics network connecting all City and School District sites with each other, as well as creating a joint data center to enable sharing of server and network infrastructure.

This report includes an overview of the Fiber Project providing a chronological view and detailing the positive outcome as well as other benefits that are possible thanks to the new infrastructure. The new infrastructure also provides the City with future in-house and community oriented options with a shared cost and savings that would not have been possible without a fiber network such as this.

The second part of this report details a business model that was created to provide Technology Services such as Virtual Storage, Web, Email & Spam Management, Voice-over-IP, fiber connectivity and other higher end services to local businesses and community organizations. It also outlines other potential options for partnerships with Internet Service Providers and internet access upgrades such as joining the Columbia Basin Broadband Corporation Network.

PROJECTED PLAN

Based on the current information and technology available, the City should offer the services detailed in this report to community organizations and businesses and gradually grow these services over time. The revenue generated by these services will off-set future hardware upgrades and replacements.

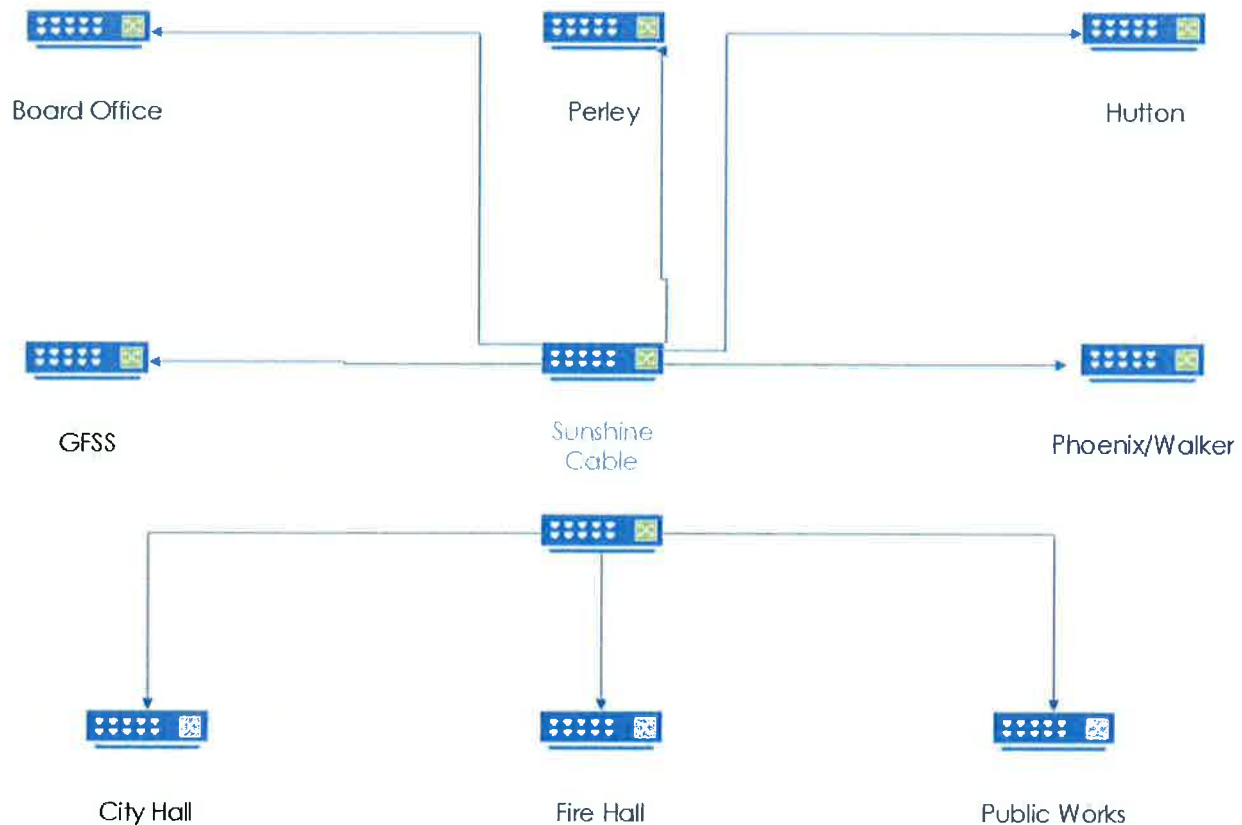
In this technology oriented world, all future potential options in this report are valuable services to the community. They should all be researched and evaluated in detail so that our community can continue to be ahead of similar communities and attract younger families and businesses alike.

History and Overview

PREVIOUS SITUATION

In the late 1990's the City's three main sites (City Hall, Public Works, Fire Hall) were interconnected first through wireless radios and then through 10 megabits per second fiber optic cable provided by Sunshine Cable (now Shaw). The School District sites in Grand Forks (Dr. D. A. Perley Elementary, John A. Hutton Elementary, Grand Forks Secondary, School Board Office) started with cable modems then were also converted to 10Mbps fiber. All fiber connections were terminated at the Sunshine Cable office which acted as the central point via a 10 megabits per second Hub in their server rack. Sunshine Cable charged the City for all fiber connections, cable modems, and email, a total of \$18,000.00 per year. (For a detailed explanation on network speeds and bandwidth, please see Appendix F)

Old Network Configuration



THE COMMUNITY FIBER OPTIC NETWORK

During the City Hall renovations in the early 2000's, a VoIP gateway system was installed removing the need for a phone system at Public Works but still utilizing the old phones and the old phone system at City Hall. The email system was also moved in-house.

The 10 megabits per second fiber link to Public Works quickly became saturated as file sizes increased, emails got bigger, VoIP was added, etc. As well, the heavy users for large documents were located at Public Works.

Old servers were installed at Public Works to act as on-site storage in order to decrease the need for a fiber link for large files and as such increase file access. However, issues with accessing files on the City Hall servers and phone call quality became increasingly difficult for staff at the Public Works location.

The School District faced similar issues of aging technology infrastructure and costs. It became increasingly more difficult to maintain both financially and technically. It became apparent to the City and the School District that it would be beneficial to consolidate all these resources for robustness and cost savings.

ORIGINAL FIBER PROPOSAL

In April of 2005 a business case was proposed to interconnect 3 main sites with each other through City owned fiber optic cable and to have one connection to the Internet from City Hall as well as centralized servers. This project was proposed with a budget of \$75,000.00 and would have increased the speed of the network to at least 100 megabits per second, if not 1000 megabits per second. The cost for the internet connection could have been reduced to between \$6,000.00-\$12,000.00 per year for ADSL or cable with anticipated payback in savings on internet costs and servers needed over 5-10 years.



SD51 PARTNERSHIP & GRANTS

School District 51 approached the City in the summer of 2005 to connect the SD51 Marlex Works Yard (just above Public Works) to the proposed fiber. This inquiry led to a proposal to connect other sites to the fiber network (Art Gallery, Library, Electrical Substation at Interfor, as well as all School District sites including Hutton, Perley, GFSS, Board Office, Walker, Phoenix/IT, and Marlex).

School District received an initial \$55,000 grant and was approved monies to explore this proposed project in more detail.

The City at that time suggested increasing the scope of the project to include all 12 Water and Sewer sites, as well as the 2 other electrical sites along with all school district sites. The plan also included a joint datacenter facility at 525 Central Ave inside the future home of the Walker Development Program, and an additional connection on Observation Mountain.

An application was made for funding through the Pine Beetle grant program through the Western Economic Diversification department of the Federal Government.

In 2006, Shaw bought out Sunshine Cable and was continuously approaching the City to change the fiber connection and wanting to increase costs. Shaw started charging for individual cable modems, as well. The costs for all City internet connections at that time approached \$28,000.00 per year and Shaw was further wanting to increase the price to between \$40,000.00 - \$48,000.00 per year in total.

CONSTRUCTION PHASE

After several reviews and changes throughout 2006 - 2008 funding was approved in 2009. The total cost of the project was estimated at \$1,050,000.00. The data center alone was priced at over \$400,000.00 for construction including cooling, power, switching, and fire protection.



Request for Proposals and Quotes were posted and the data center room construction was underway by the end of 2009. The Fiber network was installed by the end of 2010.



Due to budget constraints, the fiber run to the airport was eliminated. Instead, a 144 strand fiber loop was constructed to allow for extra redundancy between all sites in the event the main fiber trunk got damaged and to allow for extra expandability in the future.

The completed fiber network is currently running at a speed of 1000 megabits per second (or 1 gigabits per second) but has a capability, with the right equipment, to be increased to 10 gigabits per second and possibly more. However, the equipment

needed for this is currently very expensive, and should through the next 10 years cost substantially less as this technology becomes more common. (Please see Appendix F)



CONNECTIONS & PHONE SYSTEM

In November 2011, the City signed a 5 year contract to have Telus provide a 10 megabits per second fiber internet connection for \$20,000.00 per year. Telus was chosen over Shaw based on their previous excellent troubleshooting and support services.

Additional Cisco switches, routers, and firewalls were jointly purchased to upgrade the City's aging network gear to fiber and VoIP capable devices that would allow for 1 gigabits per second speeds on the internal network which is maintained by school district staff.

Additional fiber connections were installed at the Municipal Campground.

A Shaw cable connection was also installed to allow for future public internet access. This connection is now available for use in the Municipal Campground and the planned Rotary Wifi Network.

The City's and School District's aging and failing phone system was replaced with a new Cisco VoIP system in partnership with School District No. 51 in 2011/2012.

The Water and Sewer Scada sites were upgraded and converted to fiber in 2012 and continue to use the previous wireless radios as backup connections.

OPERATIONAL COSTS OF NETWORK

The Network Manager employed by the School District is funded through revenues received for the community network from Ministry of Labour, Citizens' Services, who is responsible for shared services in BC. Presently fees are collected for the School District facilities in Grand Forks, Selkirk College and the Ministry of Children and Families which operate on the Provincial Learning Network. These monies pay for half of the Network Manager's salary and give a yearly contingency to the community network of approximately \$15,000.

FUTURE OPTIONS AND OTHER BENEFITS

There are several options with regards to fiber optic network, data center, and infrastructure that the City now has in place.

INTERNET BANDWIDTH

In the future, the City will need to explore an increase in bandwidth to the internet from the current 10 megabits per second connection from Telus to possibly a 100 megabits per second connection or maybe even a 1 gigabits per second connection depending on the City's needs at that time. Currently, the 10 megabits per second connection is not fully utilized, so an increase to the network is not necessary at this point. The Columbia Basin Broadband Corporation has approached the City in regards to supplying this upgraded bandwidth and Internet connection. However, due to the Telus contract in place and associated buy out costs, it is not in the City's best interests to proceed with this at this time but rather re-evaluate the options available at the renewal time, unless the Columbia Basin Broadband Corporation wants to buy out or otherwise take over the Telus contract in place. (For a detailed explanation on network speeds and bandwidth, please see Appendix F)

FUTURE OPTIONS

The current infrastructure is capable of offering several services to other organizations including spam filtering, web and email hosting, storage space and backup, as well as access to phone system services like voicemail, conferencing, etc. Part of the fiber infrastructure can also be leased out to an ISP to provide Internet, TV and Telephone service to businesses and residences.

OTHER BENEFITS

As the network provides the City with connectivity from one end of town to the other, several other options are available.

Security Systems and/or Video systems can be centralized and managed from one central station, while reducing phone line needs at each site. Doors and entry access can be upgraded to a centrally controlled key-fob or key-card system.

Wireless Access Points can be installed easily at each fiber termination point which will provide wireless access to the City internal network for employees, as well as public access to the internet over separate secured networks as currently used by the School District.

Water and Electrical meter readings can potentially be undertaken through strategically placed radio towers that transmit the collected data through the fiber network back to City servers. There could be a potential to partner with other utility companies, such as Fortis BC, on this project; however, initially this could be a costly project.

CONCLUSION – THE PRESENT

With the initial phases of the fiber network completed, the City and School District have already realized several financial benefits in terms of internet connection and cost sharing, as well as, drastically improved network speeds, reliability, and redundancy.

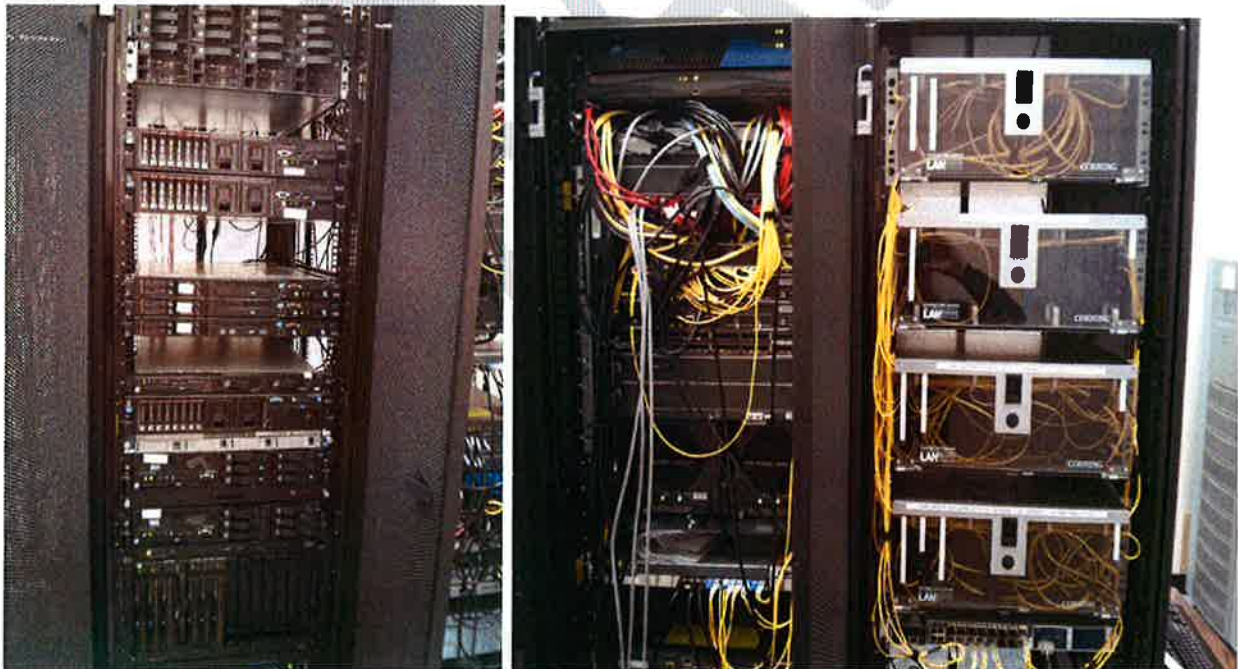
The City currently saves about \$24,000.00 per year on internet connection costs, compared to Shaw's previously proposed plan, for fiber alone. Shaw would have only connected 3 sites, while the City's own network provides services to 30+ sites.

The shared infrastructure in the data center provides good quality, reliable, redundant network gear to the City and School District and it makes it possible to offer this infrastructure to other organizations.

With the new Phone System in place, some phone lines will soon be able to be eliminated and fax lines will be reduced. Due to increased network speeds there is no more call quality issues on internal phone conversations.

The Water and Sewer Scada connectivity has greatly been improved and communication drop-off's are at an absolute minimum, while still using the old radio gear as a backup communication method.

The Electrical Scada connections have as well been upgraded to fiber and cable modems have been eliminated.



Future Options – In Detail

POTENTIAL SERVICES TO BE OFFERED

The Data Center, Fiber Optic Network, and Server Infrastructure are the key assets in generating revenue.

The Data Center currently hosts the following services on servers and appliances within an air conditioned, isolated room with redundant power and fire suppression system.

- Email Servers
- Spam Filter
- Web Servers
- iSCSI and Fiber Channel SAN Storage
- Virtual Servers
- Clustered Servers
- Database Servers
- Backup Storage
- VoIP Phone System
- Centralized Faxing
- Wireless Management and access
- Rackspace

Most of these services can be offered individually without installing any fiber connections, but an increase in internet connectivity speed might be needed once the current link is saturated.

For best results, a fiber connection to the City fiber network is advised especially when using database and backup storage, rack space, and VoIP.

A majority of services can be bundled together as they are more commonly used by the typical client or end-user, while some of these same services might only be needed individually depending on the end-users needs.

Typical, the required services are: Spam Filtering, Email, Website Hosting, Virtual Server, and Backup.

CALCULATIONS

For the following cost summaries these values were used to calculate a total cost per service offered:

- Costs were calculated based on average life-span of equipment with current values
- All licensing, warranties and support contracts were included based on an average yearly cost.
- Any storage was calculated on a per GB rate, with 300GB minimum per client
- Phone system costs were calculated on a per phone rate
- Spam Filtering and Website Hosting was calculated on a per domain rate
- The client is responsible for their own licenses and network or phone hardware.

SPAM FILTERING

Spam filtering is a simple process of scanning email and forwarding it to an on-premise email server. Viruses, spam, or other junk mail does not even make it to the email server and hence reduces the amount of storage needed for email.

The setup and maintenance is very simple and can be done with gear already in place. It does not require a fiber connection to the client.

A charge as seen in Appendix C per domain per year is suggested if used as an individual service.

Within 1 year up to 10 domains could be running through this system in total. Once 15 domains or more are connected on an individual service basis, all costs associated with the Spam Filter are covered.

WEB HOSTING AND DOMAIN NAME SYSTEM MANAGEMENT

Like Spam Filtering, web hosting is extremely easy to set up and does not require a lot of maintenance on the server end. Web hosting is the process to use one server to host multiple website domains such as www.GrandForks.ca.

Domain Name System Management goes hand-in-hand with Web Hosting, Spam Filtering, and email hosting as it translates IP addresses to server and domain names such as www.grandforks.ca points to the server that hosts the City's website.

A charge as seen in Appendix C per domain per year is suggested for this service as an individual service.

It is very common for businesses and organizations alike to already have websites. At the moment only two businesses are looking to relocate their websites, but over time

this service could potentially serve ten to twenty different domains with the current infrastructure. Once seven domains are hosted, all costs associated are covered.

HOSTED STORAGE

Hosted Servers and storage can be used for assorted items like Domain controllers, File and Print Servers, Email, backup, Virtual Servers, and Cloud Storage.

Hosted Servers are tricky to set up initially based on Virtual Networks and access rules, but once configured they work seamlessly as if the server is located on-site, while providing redundancy and backup through the infrastructure that's already in place. This is a very good scenario, when a fiber connection to the premise is used, as it then provides the high bandwidth required.

At minimum, the amount of storage should be based on 300GB for storage and backup of that server, the cost detailed in Appendix C does not including the cost of the fiber if required.

Besides the Gallery 2 and Library there are potentially two more organizations that are looking at this kind of option within Grand Forks without the need of fiber connectivity at this point.

VOIP PHONES

The initial installation for IP Telephony is fairly expensive for each individual business as it requires new phones, switches, servers, licensing, and routers. The City's and School District 51 phone system servers and licensing are already in place and would reduce the cost for each business to individually acquire their own system.

The initial installation takes time to prepare, configure, and install and can be very time consuming as users will have to be trained and the system has to be tested. Once the system is set, the regular maintenance on the system only requires patch installations on the server, and troubleshooting the occasional problem.

Larger installations, such as 10 phones or more, will require a fiber connection. Smaller installations need at least a Broadband Shaw connection.

A charges as seen in Appendix C per phone per year covers all hardware and software licensing on the server end.

The current system is easily capable of hosting 500 phones, 250 of those spots are already taken up by the City's own phones and those of School District 51.

The VoIP system can especially benefit community organizations like the Gallery 2 and the Library as they have very old analog gear in place and are looking to replace their systems within a few years.

There is a lot of smaller organizations in Grand Forks that have similar aging phone systems, so offering this kind of service to the business community could benefit the entire town as a whole, providing a good quality phone system at a reasonable rate.

RACKSPACE - COLOCATION

The joint data center has been described as, in many ways, "state-of-the-art". It has redundant air conditioning, dual power bus distribution system, a 30KVa UPS, Fiber and cable modem connectivity, power-bars with remote management, 32-port KVM with remote management, environment monitor, and an environmentally friendly gas fire suppression system.

Currently there are four 42U Rack's installed. One is used for the fiber cable management, one is used for switching and routing and internet facing devices, one is used for Servers and storage, and one is largely un-used. The room can have up to 5 more full size racks installed.

This is not very common in our area, but in Vancouver 2U of Rackspace with 100GB of data costs \$100.00 per month. Most organizations do not have the room for a big server room and often custodian closets are used instead. IT managers will quickly see the value of a well thought out server room as this, as they could be able to "move" some of their servers in without any construction on their own.

Even though this might not be top priority, this option needs to be available and further planned out as there are a few organizations in Grand Forks that could soon benefit from this.

INTERNET EXCHANGE

With the US Border so close, the City should continue to explore the feasibility of connecting to US fiber companies.

There are 2 Internet Exchanges to the West in Vancouver. The closest one to the East is in Winnipeg. Internet Exchanges are locations where internet data crosses borders to connect to other locations in the world.

To enable a community like Grand Forks to have a competitive market with such an exchange could potentially attract bigger companies to set up datacenters as space and energy are relatively inexpensive in this area versus, for example, Vancouver.

FIBER HOOKUP

INITIAL CONNECTION

Most organizations along the route of the fiber network can be connected for up to a maximum of \$10,000.00 depending on the distance to splice points, entrance to the building, and out of town expenses for the fiber installers. The initial connection costs will be higher if the organization is not along the fiber route.

DEDICATED HOOKUP

A dedicated hookup could be used for a single service provided, for example, a connection to the phone system. This would be a 50% cost savings compared to a Full Hookup. Charges would be increased when other services are required. The charges per year for a dedicated hookup are detailed in Appendix C and would commence once the initial install is complete. It is a requirement for larger organizations to use the data storage capabilities or phone systems servers at the data center efficiently.

FULL HOOKUP

The charges for a Full hookup for multiple services is detailed in Appendix C. It would allow access to all services through a fiber connection and effectively removing any potential bandwidth bottlenecks.

INTERNET SERVICE PROVIDER

The City is not in a position to pursue a role as an ISP (Internet Service Provider) to provide TV, Internet and/or Telephone Services. For the best end-user experience a partnership with an Internet Service Provider and the City should be considered. The City could lease part of the current dark fiber infrastructure to an already established ISP which has the technical crews and 24/7/365 support already available. This option should be explored more in detail in the spring of 2014 and possibly later on again in conjunction with the Columbia Basin Broadband Corporation options available to the region.

RECOMMENDATIONS - FIBER OPTIC NETWORK PLAN

1. As of January 2014 offer:
 - a. Spam Filtering
 - b. Email hosting
 - c. Web hosting
 - d. Virtual Servers
 - e. Storage
 - f. Backup

A lot of potential clients can obtain these services without the need for a fiber connection.

2. In spring 2014, offer fiber connections focusing on dedicated hookups for larger clients (10 plus computers/phones) to eliminate bandwidth issues from the premises to the server room.
3. In 2014, continue to expand the Fiber Optic and Wi-Fi Network to fortify economic development based on the Sustainable Community Plan via a contractor.
4. In the summer of 2014, investigate a partnership with an ISP to provide Internet, TV, and phone services as a package through the fiber optic network to businesses and potentially residential users. Seek expression of interest for leasing of fiber network to provide services through fiber.
5. In 2015/2016, Investigate the Internet Exchange option and offering rack space for co-locating server gear.

Appendix A

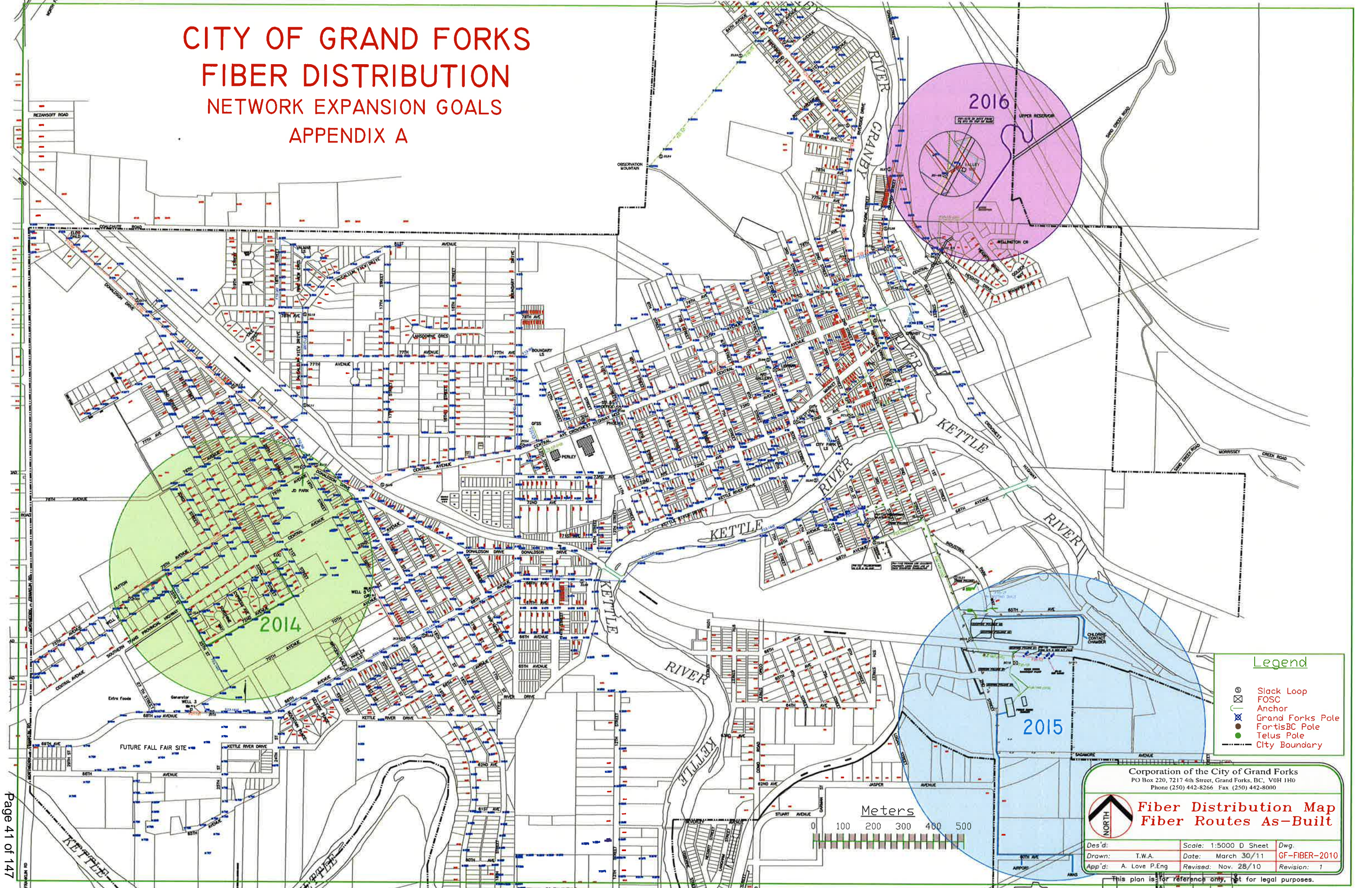
Map with Expansions

CITY OF GRAND FORKS

FIBER DISTRIBUTION

NETWORK EXPANSION GOALS

APPENDIX A



Legend

- ⊗ Slack Loop
- ⊗ FOSC
- Anchor
- ⊗ Grand Forks Pole
- ⊗ FortisBC Pole
- ⊗ Telus Pole
- City Boundary

Corporation of the City of Grand Forks
 PO Box 220, 7217 4th Street, Grand Forks, BC, V0H 1H0
 Phone (250) 442-8266 Fax (250) 442-8000

Fiber Distribution Map

Fiber Routes As-Built

Des'd:	Scale: 1:5000 D Sheet	Dwg.
Drawn: T.W.A.	Date: March 30/11	GF-FIBER-2010
App'd: A. Love P.Eng	Revised: Nov. 28/10	Revision: 1

This plan is for reference only. Not for legal purposes.

Appendix B

Timeline, Goals, and Expansion Costs

2014-2016

[illegible]

Appendix C
Financial Projections,
Network Replacement Plan
& Network Replacement Financial
Projections

Appendix C

Financial Projections

	yearly	2015	2015	2016	2016	2017	2017	2018	2018	2019	2019	2020	2020
Service	Amounts	# Clients	Total	# Clients	Total	# Clients	Total	# Clients	Total	# Clients	Total	# Clients	Total
Spam filtering	\$300	8	\$2,400	10	\$3,000	12	\$3,600	15	\$4,500	15	\$4,500	15	\$4,500
Web Hosting	\$200	2	\$400	3	\$600	3	\$600	4	\$800	4	\$800	5	\$1,000
Email Hosting (up to 10 accounts)	\$400	0	\$0	1	\$400	1	\$400	2	\$800	2	\$800	2	\$800
Virtual Server Bundle	\$1,800	2	\$3,600	3	\$5,400	4	\$7,200	5	\$9,000	6	\$10,800	7	\$12,600
Virtual Storage 300GB	\$1,600	1	\$1,600	1	\$1,600	2	\$3,200	2	\$3,200	3	\$4,800	3	\$4,800
Phone Systems 7 phones	\$250	0	\$0	2	\$500	2	\$500	3	\$750	3	\$750	3	\$750
Dedicated fiber	\$3,000	0	\$0	0	\$0	1	\$3,000	2	\$6,000	3	\$9,000	3	\$9,000
Phone Systems 20 phones	\$700	0	\$0	0	\$0	1	\$700	2	\$1,400	2	\$1,400	2	\$1,400
Phone Systems 50 phones	\$1,750	0	\$0	0	\$0	0	\$0	0	\$0	1	\$1,750	1	\$1,750
Virtual Rack Space 2U	\$1,200	0	\$0	0	\$0	1	\$1,200	1	\$1,200	2	\$2,400	2	\$2,400
Virtual Rack Space 21U	\$6,000	0	\$0	0	\$0	0	\$0	1	\$6,000	1	\$6,000	1	\$6,000
Total per year			\$8,000		\$11,500		\$20,400		\$33,650		\$43,000		\$45,000

Revision:

1

Date:

January 15, 2014

Appendix C

Projection for Equipment Replacement

	SD PLNet Contract	Accumulative Balance	Expenses	Possible City & SD Contribution	Running Total
As at June 30, 2013	20,961				
2014	15,000	35,961	5,000		30,961
2015	15,000	50,961	6,000		39,961
2016	15,000	65,961	52,000	20,000	22,961
2017	15,000	80,961	21,000		16,961
2018	15,000	95,961	150,000	130,000	11,961
2019	15,000	110,961			26,961
2020	15,000	125,961	10,000		31,961
2021	15,000	140,961	20,000		26,961
2022	15,000	155,961	128,000	100,000	13,961
2023	15,000	170,961			28,961
2024	15,000	185,961			43,961
2025	15,000	200,961	50,000	10,000	18,961
2026	15,000	215,961			33,961
2027	15,000	230,961			48,961
2028	15,000	245,961			63,961
2029	15,000	260,961			78,961
2030	15,000	275,961	35,000		58,961
Totals			477,000	260,000	

Unless we get additional revenue over the next 8 years we will have to contribute \$130,000 each

We each should budget 16,250 per year

Revision: 1
Date: January 15, 2014

Appendix C
Network Replacement Plan

Position	Device	Serial Number	Asset Number	Description	Owner	Cost	Purchased	PO Number	Replacement Date	Notes	2014	2015	2016	2017	2018	2019	2020	2021	2022	2025	2030	
Rack 2	Mergepoint Unit 2032			Datacenter server KVM device	SD51/CGF	7,243.00	22/11/2012	2812034	July 1, 2020								7,243					
Rack 2	Cyclades ALS5006			Datacenter serial KVM device	SD51/CGF	979.00	04/09/2008	288036	July 1, 2016				979									
Rack 2	Cisco Catalyst C6509 Chassis	SSMG1347N09P	1093	Main datacenter head end switch chassis	SD51/CGF	5,727.00	22/03/2010	IN57431	July 1, 2018						5,727							
	1) Blank																					
	3) Cisco WS-X6748-GE-TX			48 port Copper Cat6 10/100/1000	SD51/CGF	10,356.38	01/06/2011	2810080	July 1, 2018						10,356							
	3) Cisco WS-X6748-GE-TX	SSAL1407B3AX		48 port Copper Cat6 10/100/1000	SD51/CGF	10,177.00	22/03/2010	IN57431	July 1, 2018						10,177							
	4) Cisco WS-X6724-SFP	SSAL13506AD5		24 port SFP ports for fiber	SD51/CGF	10,177.00	22/03/2010	IN57431	July 1, 2018						10,177							
	5) Cisco VS-S720 Supervisor Card	SBUNDLE95018794		Supervisor card	SD51/CGF	22,908.00	22/03/2010	IN57431	July 1, 2018						22,908							
	6) Cisco VS-S720 Supervisor Card	SSAL1406AKYD		Supervisor card	SD51/CGF	22,908.00	22/03/2010	IN57431	July 1, 2018						22,908							
	7) Cisco WS-X6748-SFP			48 port SFP ports for copper/fiber	SD51/CGF	18,650.00	01/06/2011	2810080	July 1, 2018						18,650							
	8) Blank																					
	9) Blank																					
	10) Cisco 2 x 6000W power supply			Power Supplies for main switch	SD51/CGF	6,030.00	22/03/2010	IN57431	July 1, 2018						6,030							
Rack 2	Cisco 5500 Wireless Controller			Radius server authentication kit	SD51/CGF	40,507.00	22/03/2010	IN57431	July 1, 2018						40,507							
Rack 2	Cisco 2960G 24 port switch			SWSSD5101 - Datacenter Network Traffic Control	SD51/CGF	2,345.00	30/06/2011	2810096	July 1, 2021									2,345				
Rack 3	IBM 2498 SAN Controller	109252T		VM Cluster Fiber Channel SAN Controller	SD51/CGF	4,191.00	02/10/2009	289034	TBD													
Rack 3	IBM 1726 SAN	13K0KYC		VM Cluster SAN storage	SD51/CGF	13,894.00	02/10/2009	289034	TBD													
Rack 3	IBM 1726 SAN expansion			VM Cluster SAN storage expansion	SD51/CGF	6,886.00	02/10/2009	289034	TBD													
	IBM 600GB SAS 15K hot swap drives			Addon expansion drives	SD51/CGF	2,052.00	19/07/2011	2811005	TBD													
Rack 3	IBM x3550 M3 - 7944E3U	KQ22Y75		SVR-VM2 VM Cluster server	SD51/CGF	6,738.00	22/03/2011	2810050	July 1, 2017					6,738								
Rack 3	IBM x3550 M3 - 7944E3U	KQ22Y76		SVR-VM3 VM Cluster server	SD51/CGF	6,738.00	22/03/2011	2810050	July 1, 2017					6,738								
Rack 3	IBM x3550 M3 - 7944E3U	KQ46L2R		SVR-VM4 VM Cluster server	SD51/CGF	6,620.00	30/06/2011	2810095	July 1, 2017					6,620								
Rack 3	Cisco UCS C200 M2	QC11514A531		Enterprise UCS Phone server 1 of 2	SD51/CGF	7,893.16	30/03/2011	2810060	July 1, 2021									7,893				
City Hall	Cisco UCS C200 M2	QC11514A531		Enterprise UCS Phone server 1 of 2	SD51/CGF	7,893.16	30/03/2011	2810060	July 1, 2021									7,893				
Rack 3	Avocent ECS17PWRSCS-001	460001936		Datacenter KVM console	SD51/CGF	1,037.00	12/03/2010	IN57333														
Rack 3	IBM x3650 - 7979EHU	KQGKLHT		SVR-RHVM - Red Hat VM server for Web services	SD51/CGF	5,150.00	07/01/2009	288076	July 1, 2015			5,150										
Rack 4	IBM 2498 SAN Controller			VM Cluster Fiber Channel SAN Controller	SD51/CGF	3,561.23	18/03/2011	2810057	TBD													
525 Datacenter	Liebert NX 30kVA UPS	38-6456		Datacenter UPS	SD51/CGF	27,450.00	22/03/2010	INV31307	July 1, 2025	batteries - 01/07/2014	4,500									27,450		
525 Datacenter	Cisco GLC-LH-SM GBIC SFP x 30			Fiber transceiver modules for datacenter	SD51/CGF	18,000.00	22/03/2010	INV31307	N/A													
525 Datacenter	IBM 93074RX-42U standard rack	S23X7336		Datacenter server rack	SD51/CGF	1,390.00	22/03/2010	INV31307	N/A													
525 Datacenter	IBM 93074XX-42U standard rack	S23AA893		Datacenter server rack	SD51/CGF	1,230.00	22/03/2010	INV31307	N/A													
525 Datacenter	IBM 93074XX-42U standard rack	S23AA967		Datacenter server rack	SD51/CGF	1,230.00	22/03/2010	INV31307	N/A													
525 Datacenter	Liebert 3 ton A/C units			Datacenter Environment support	SD51/CGF	29,150.00	22/03/2010	IN57434	July 1, 2030												29,150	
525 Datacenter	Busway B100A			Datacenter rack power distribution tracks	SD51/CGF	6,459.00	22/03/2010	INV31306	N/A													
525 Datacenter	Fire suppression system			Non Halon gas system	SD51/CGF	19,869.00	22/03/2010	4347	July 1, 2025											19,869		
525 Datacenter	Avocent PM3002V 42U power	0270148862		Rack power distribution	SD51\CGF	1,371.00	10/03/2010	IN57283	July 1, 2030												1,371	
525 Datacenter	Avocent PM3002V 42U power	0270146352		Rack power distribution	SD51\CGF	1,371.00	10/03/2010	IN57283	July 1, 2030												1,371	
525 Datacenter	Avocent PM3002V 42U power	0270148863		Rack power distribution	SD51\CGF	1,371.00	10/03/2010	IN57283	July 1, 2030												1,371.00	
GFSS	Nimble CS240 24TB SAN			i-SCSI SAN	SD51	63,342.00	18/10/2012	2812028	July 1, 2022	25,000 addition 2016			25000						63,342			
Rack 4	Nimble CS240 24TB SAN			i-SCSI SAN	CGF	63,342.00	04/12/2012	2812042	July 1, 2022	25,000 addition 2016			25000						63,342			
TOTALS											4,500	5,150	50,979	20,096	147,440		7,243	18,131	126,684	47,319	33,263	460,806
50/50 Cost Share											2,250	2,575	25,490	10,048	73,720	-	3,622	9,066	63,342	23,660	16,632	230,403

Revision: 1
Date: January 15, 2014

Appendix D

Overview of Technology Services

Appendix D - Overview of Technology Services

Service Suite #1 (No Fiber Needed)

- Spam Filtering
- Web Hosting
- Email Hosting
- DNS Hosting/Management

These solutions can be made available for everyone at once as no fiber connectivity is required

Service Suite #2 (No Fiber Needed)

- Same as Suite #1
- Small Phone systems (up to 10 phones)
- Virtual Servers
- Virtual Remote Desktops
- Storage Space
- Backup

More planning is needed for implementations, however for small networks no fiber should be needed

Service Suite #3 (With Dedicated Fiber)

- Same as Suite #1
- Large phone systems (10+ phones)
- Server/Domain Hosting (10+ computers)
- More storage space
- More virtual servers and desktops
- Higher backup volume

For larger organizations with 10 or more devices a dedicated fiber trunk to the server room should be installed.

Typical Internet Service Provider Offerings

- Internet
- Telephony
- TV

Usually requires large corporation to support Service Level Agreements for Tech Support and Line Maintenance Crews, most with 24/7/365 availability

—Contract out / lease fiber to



ISP

- Telus
- Shaw
- Bell
- Rogers
- CBBC partner
- Others

Primary issues to resolve would be the "last mile connectivity" and Service Level Agreements with Provider

Phone Services (Detailed)

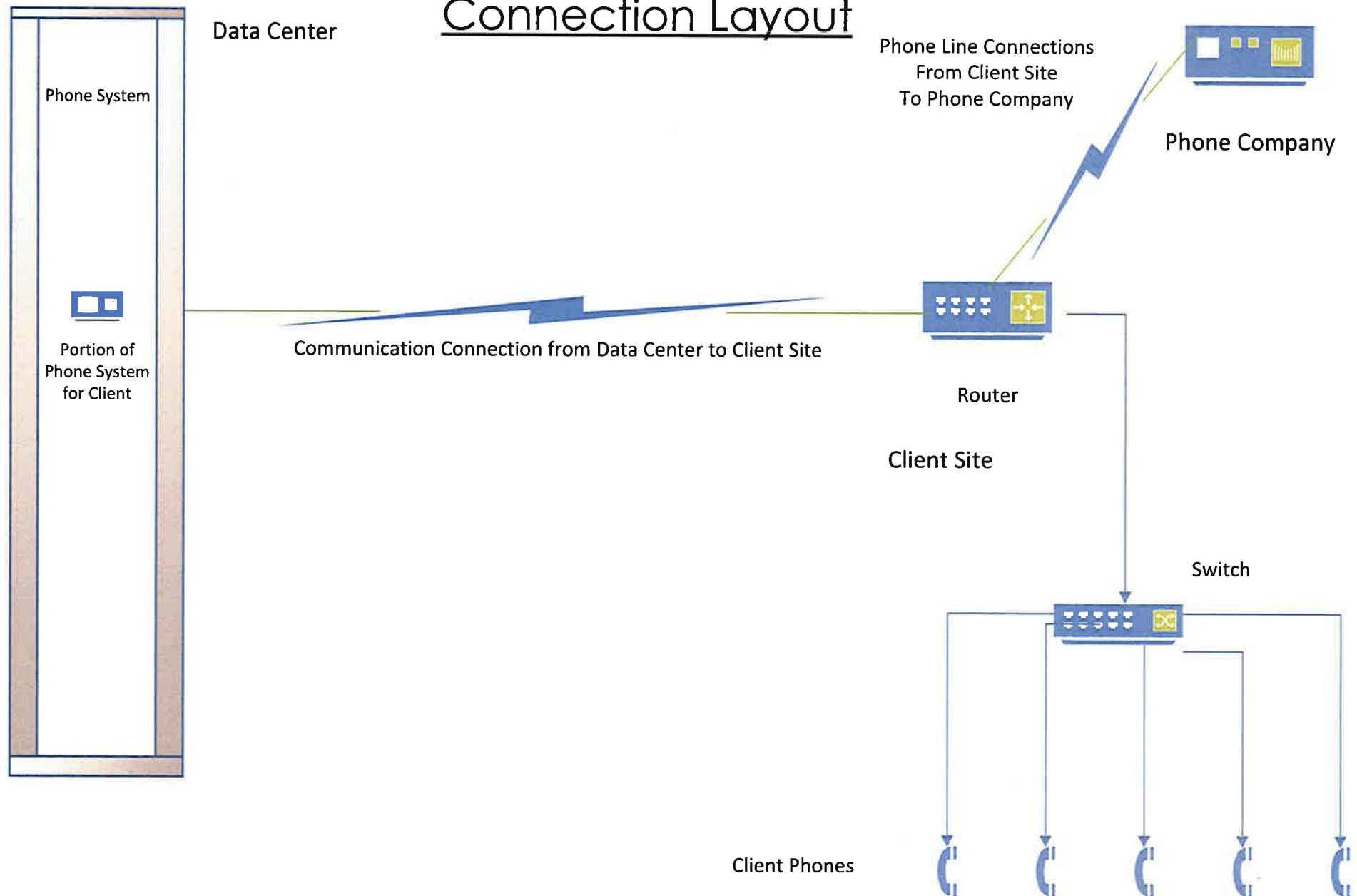
- Voicemail
- Conferencing
- Call Routing
- Dial Pool Management
- Web conferencing
- Phone System Server upgrade
- Software upgrades
- Firmware upgrades
- etc

The City will not provide connectivity to a telephone company, only management services of the system in general

Appendix E

Typical Phone System Connection Layout

Appendix E Typical Phone System Connection Layout



Appendix F

Network Speeds / Bandwidth

Appendix F

Network Speeds / Bandwidth

Unit	Abbreviation	Equivalent	Typical Connection
Bits per second	bps	Basic Unit of bandwidth	
Kilobits per second	kbps	1,000 bps	Dial up modem uses 28.8kbps -56kbps
Megabits per second	Mbps	1,000 kbps / 1,000,000 bps	ADSL and Cable internet 1.5Mbps - 250Mbps
Gigabits per second	Gbps	1,000 Mbps / 1,000,000 kbps / 1,000,000,000 bps	Internal Networks 1Gbps - 10Gbps

In the 1990's a 56K Modem was the normal connection for a home user for basic web browsing and email. However, since then the demand by users has exponentially increased. A High Speed ADSL or Cable internet connection is a necessity for services such as Skype, Netflix, Hulu, YouTube and even simple web browsing requires these several Mbps connections as it would otherwise take hours to download a simple YouTube video clip.

For Businesses an internal network of 1Gbps is the norm these days. This network speed adequately allows for centralized storage, Voice over IP phones, Video calling, Cloud Storage, large file downloads, database access

Appendix G

Agreements

FIBRE OPTIC CABLE NETWORK

JOINT USE AGREEMENT

(this "Agreement") dated for reference the 4 day of July, 2013,

BETWEEN: THE CITY OF GRAND FORKS

7217 4th Street

Box 220

Grand Forks, B.C.

VOH 1H0

(the "City")

AND: THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 51 (BOUNDARY)

1021 Central Avenue

Box 640

Grand Forks, BC

VOH 1H0

(the "School District")

WHEREAS:

- A. The City is a local government established pursuant to the *Community Charter* SBC 2003 c.26 having jurisdiction and authority over governance within its geographic area; and

AGK Joint Use Agreement 8255-3

- B. The School District is a school board established pursuant to the *School Act* RSBC 1996 c. 412 with responsibility for matters as set out in the *School Act* within its jurisdiction; and
- C. Section 98(2) of the School Act authorizes a school board to enter into an agreement with a local government for the purposes of constructing, maintaining, operating or using jointly, or contributing to the cost of construction, maintenance or operation of facilities for joint school board and community use; and
- D. In August 2009 the City entered into an agreement (the "WED Contract") with Her Majesty the Queen in right of Canada, as represented by Western Economic Diversification ("WED"), for WED Network No.: 6981, pursuant to which funding was obtained for development of a community fibre optic cable network to serve the City, the School District and potentially other users along the main distribution system in Grand Forks and in other regional jurisdictions (the "Network"); and
- E. The City and the School District (collectively, the "Parties" and individually a "Party") entered into a Memorandum of Understanding dated December 15, 2010 (the "MOU") regarding the planning and development of the Network; and
- F. The Network has been developed and is operational, funded in part by a grant pursuant to the WED Contract, grants received by the School District, plus each of the City and the School District contributing additional funds;

NOW THEREFORE, in consideration of the foregoing and the mutual promises in this Agreement, the Parties hereto agree as follows:

PART A
OPERATION OF THE PROJECT

1.0 Purposes

- 1.1 The purpose of this Agreement is to provide for the Parties to share their available resources and expertise to efficiently and economically develop and operate a fibre optic cable network for joint school board and community use, to leverage capacity and improve internet speed, access and internal communication services.
- 1.2 The Parties confirm that they have each contributed to the capital costs of the Network as previously agreed, that they will make future contributions to capital costs of the Network as may be agreed pursuant to this Agreement, and that they will each contribute to the operating costs of the Network on a fair and reasonable basis determined as provided in this Agreement.
- 1.3 The Parties intend to offer Network access to third party users to generate revenue to offset Network costs and eventually cover operating expenses and create a capital replacement fund. The Parties do not intend to profit from each other's use of the Network.

- 1.4 The Parties intend that the Network be jointly managed and operated by the Parties on a consensus basis.
- 2.0 **Governance of Relationship**
- 2.1 Pursuant to the MOU, the Parties established a Steering Committee for the Network (the "Steering Committee"), comprised of the Superintendent of Schools and Secretary Treasurer or designates representing the School District, and the Chief Administrative Officer and Chief Financial Officer or designates representing the City. The Steering Committee shall continue to operate on a consensus model to oversee and resolve issues associated with day to day operations and mutual long term plans for the Network. As those mutual plans may change over time, this Agreement may either be amended or replaced with a new agreement. The Steering Committee may from time to time by consensus determine and document its own governing rules and procedures, subject always to the provisions of this Agreement.
- 2.2 If an issue relating to the Network or this Agreement remains unresolved for more than 90 days after one of the Parties has notified the Steering Committee of the issue in writing, then either Party may refer the issue in writing (the "Executive Referral") to the Chair of trustees of the School District and the Mayor of the City, or their designates, for resolution by agreement. If either Party requests mediation of the issue at that stage, then the Parties shall participate in mediation in good faith. It is the mutual intention of the Parties to resolve any issues without recourse to adverse publicity or court proceedings. If an issue is still not resolved within 60 days after an Executive Referral, then either Party may refer the issue to arbitration under the B.C. *Arbitration Act*, the appointing authority will be the British Columbia International Commercial Arbitration Centre (the "BCICAC"), the process will be governed by the Shorter Rules for Domestic Commercial Arbitration of the BCICAC, and both Parties will be bound by the arbitration decision.
- 3.0 **Future Governance**
- 3.1 Either Party may request that the Network be governed by a separate legal entity to be created by the Parties, by mutual agreement and at their joint cost, in order to allow the Network to be operated at arm's length from the Parties. In that event, the Parties will work co-operatively in good faith to determine whether it would be in their mutual benefit to create a separate legal entity to govern the Network, and the terms on which the Network would be governed.
- 3.2 If the Parties agree to establish a separate legal entity to govern the Network, then each of the Parties shall have the right to appoint an equal number of governors, directors or trustees, as the case may be, to manage, operate and maintain the Network.

4.0 Ownership, Repair and Maintenance of the Network Components

4.1 The Parties agree that:

- (a) the Network is comprised of fibre optic cable and equipment that is located on or about lands owned by the City, and equipment located on or about lands owned by the School District, all of which will be used jointly by the Parties while this Agreement is in effect;
- (b) the City owns and will retain ownership of the fibre optic cable, any equipment used jointly by the Parties for the Network that is located on or about City lands, and any equipment used jointly by the Parties for the Network that is located on or about School District lands and that the School District has acknowledged in writing is exclusively owned by the City (collectively, the "Fibre and Joint Equipment");
- (c) the City owns and will retain ownership of any equipment used exclusively by the City that is located on or about School District lands and that the School District has acknowledged in writing is exclusively owned by the City (the "City Equipment");
- (d) the School District owns and will retain ownership of all other equipment located on or about School District lands that is used jointly by the Parties for the Network (collectively, the "School District Joint Equipment"), or that is used exclusively by the School District; and
- (e) the School District further acknowledges that the WED Contract imposes ownership requirements on the City and agrees that to the extent anything set out in this Section 4.1 is inconsistent with the WED Contract, the WED Contract shall apply, provided that:
 - (i) the School District shall not be required to transfer ownership of any property to the City unless the property is listed on Schedule A attached hereto and the transfer is specifically requested by WED to comply with the WED Contract;
 - (ii) any requirement to transfer property listed on Schedule A shall apply only to the original property acquired prior to the date of this Agreement, and shall not apply to any replacement property acquired after the date of this Agreement; and
 - (ii) notwithstanding any such transfer of ownership, while this Agreement is in effect, the City shall not transfer or otherwise dispose of any such transferred property and each of the City and the School District shall continue to be entitled to access and use all components comprising the Network including, without limitation, such transferred property, and all provisions of this Agreement other than the ownership provisions shall continue to apply in respect of such transferred property as if it had not been transferred.

- 4.2 The City will be responsible for insuring the Fibre and Joint Equipment and the City Equipment to its full replacement value. The School District will be responsible for insuring the School District Joint Equipment to its full replacement value.
- 4.3 The City will be responsible for the proper and timely repair and maintenance of the Fibre and Joint Equipment. The School District will be responsible for the proper and timely maintenance and repair of the School District Joint Equipment. Each of the Parties will prepare and forward to the Steering Committee an annual budget for repairs and maintenance of its Network components.
- 4.4 The Parties will contribute to each other's costs to insure, repair and maintain shared components of the Network on such fair and reasonable basis as may be determined by the Steering Committee in advance from time to time, having regard to the relative needs and resources of the Parties.
- 4.5 The Parties will each provide to the other and their staff, contractors and consultants access to all portions of their lands and buildings at all reasonable times to carry out such inspections, repairs and maintenance as may be necessary or advisable in connection with the Network, subject always to such reasonable rules regarding safety, security and insurance coverage as each Party may set and communicate from time to time regarding access to its lands and buildings.
- 4.6 The Steering Committee will establish a contingency fund for Network repairs and maintenance to reduce the risk of Network service interruptions. The Parties will determine annually by agreement what contributions they will each make to the contingency fund. Contributions will also be made from any available Network revenue. Withdrawals from the contingency fund will require approval of the Steering Committee.
- 5.0 **Capital Contributions and Network Expansion**
- 5.1 The Parties agree that, except as may be expressly agreed in writing, neither Party is obligated to contribute to future capital costs for expansion of the Network.
- 5.2 The Parties will work co-operatively towards exploring, to their mutual benefit and to further the objectives of the Network, seeking future additional capital grants from senior governments, their agencies and other analogous entities.
- 5.3 The Parties will consider opportunities for the Network to provide service to other analogous users, such as other local governments in the region or other Institutional users, to generate additional revenue to offset Network operating costs and contribute to a capital replacement fund. Except as may otherwise be agreed in writing, all revenue from users other than the Parties will be considered joint revenue to be applied to joint expenses or divided equally between the Parties.

- 5.4 The Parties will also through the Steering Committee work cooperatively with respect to future Network equipment needs such as VOIP, backup software, firewalls, spam filters, email software and servers, and web servers, to determine if working together as part of the Network is to their mutual advantage in connection with such items, with costs to be shared on a formula to be determined by the Steering Committee, on a case by case basis.
- 5.5 If either Party has a new site that it wishes to bring online to the Network, and the needs are exclusive or specific to that Party, then that Party shall be responsible for all costs of that expansion of the Network, unless otherwise agreed in writing.
- 6.0 **Staffing and IT Support**
- 6.1 The School District will through its IT department provide technical support to the Network, subject to the Steering Committee determining a fair and reasonable basis for the School District to be compensated for that support.
- 6.2 The Steering Committee will have the authority, subject to ensuring appropriate funding is in place, to retain consultants for technical, workload needs or other purposes in connection with the Network.
- 7.0 **Utilization of School District's Back-Up Server Room**
- 7.1 The back-up server room for the Network is located in the School District's office at Grand Forks Secondary School. Equipment owned by the School District and located in the back-up server room that is not jointly used by the Parties in the Network shall not be considered part of the Network, and any revenue or costs associated therewith shall not be subject to sharing under this Agreement.
- 7.2 If any additional back-up rooms are required for the Network, then the Parties will consider locating them in School District buildings. The costs associated with any additional back-up rooms will be shared equally by the Parties, unless agreed otherwise.
- 8.0 **Utilization of City Infrastructure**
- 8.1 As the City is the owner of an electrical utility, including existing power poles, transmission lines and pole networks, the Network has been completed using existing City power poles for the fibre optic network. The City power poles, transmission lines and ancillary equipment not directly required for fibre optic signal transmission shall not be considered part of the Network, and any revenue or costs associated therewith shall not be subject to sharing under this Agreement.
- 9.0 **Licensing**

9.1 To the extent that any license is required, from the CRTC or any other regulatory authority, for the lawful operation of the Network, the City shall obtain such licensing in its name, on behalf of the Network.

10.0 Termination of Joint Use of the Network

10.1 Either Party may terminate these arrangements for joint use of the Network, on at least two years' prior written notice, or such longer period as is reasonably required to allow each Party to make transitional arrangements and replace necessary services.

10.2 Upon any termination of the Parties' joint use of the Network:

- (a) the City will retain ownership and exclusive use of the fibre optic cable strung on City poles and of any equipment located on or about School District lands that the School District has acknowledged in writing is exclusively owned and used by the City; and
- (b) the School District will retain ownership and exclusive use of any other equipment on or about lands owned by the School District;

in either case without any compensation or adjusting payment between the Parties. Prior to such termination, the City shall at its own risk and expense remove from School District lands any of its equipment referenced in subsection 10.2(a) above and make good any damage caused thereby.

10.3 The City represents and warrants that it is not in default of its obligations under the WED Contract, including those relating to ownership and use of capital assets. If any provision of this Agreement conflicts with any obligation of the City under the WED Contract, then the City shall at its own expense obtain such consent from WED, or procure replacement equipment for the School District at the City's expense, to the extent required to give effect to this Agreement without violating the requirements of the WED Contract.

PART B
GENERAL MATTERS

11.0 General

11.1 Term

This Agreement shall commence on the date first written above and shall terminate as provided herein or as may be agreed to by the Parties in writing by way of addendum hereto.

11.2 Costs

Each Party shall be responsible for their respective costs incurred in fulfilling their obligations under this Agreement, except that the Parties shall share equally the legal costs incurred for the preparation of this Agreement.

11.3 Community Involvement

The Parties believe that it is important that the community be involved in the development and operation of the Network, to maximize the benefits to all residents, businesses and government bodies or agencies of the region, who could utilize or benefit from the Network.

11.4 No Joint Venture, Partnership or Trust

Nothing contained in this Agreement shall be construed to place the Parties in the role of partners or joint venturers or agents or trustee and beneficiary, and neither Party shall have the power to obligate or bind the other Party in any manner whatsoever.

11.5 Assignment

Either Party (the "Assignor") may assign all but not less than all of its interest in this Agreement to a successor by statutory reorganization or amalgamation or a wholly owned corporate subsidiary of the Assignor, upon that successor or subsidiary agreeing with the other Party in writing to be bound by the terms of this Agreement, provided that the successor or subsidiary owns or has the right to use all the assets required to fulfil the obligations of the Assignor hereunder. Neither Party may otherwise assign any or all of its interest in this Agreement except with the prior written consent of the other Party, not to be unreasonably withheld.

11.6 Further Assurances

The Parties agree to execute and deliver such additional documents and shall provide such additional information as may be required to carry out the terms of this Agreement.

11.7 Governing Law

The Parties agree that this Agreement shall be governed by and construed in accordance with the laws of the Province of British Columbia and the laws of Canada.

11.8 Notices

Any notices or other communication which may be or is required to be given or made pursuant to this Agreement shall, unless otherwise expressly provided herein, be in writing and personally delivered to or sent by facsimile to either Party at its address set forth below:

(a) If to:

THE CITY OF GRAND FORKS

7217 4th Street

Box 220

Grand Forks, B.C. V0H 1H0

Attention: Chief Administrative Officer

(b) If to:

**THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 51 (BOUNDARY)**

1021 Central Avenue

Box 640

Grand Forks, B.C. V0H 1H0

Attention: Superintendent of Schools

119 Entire Agreement

This Agreement is the entire agreement and understanding between the Parties with regard to the Network and to the extent possible by law supersedes all prior discussions, understandings and agreements or expressions of opinion.

THE CITY OF GRAND FORKS)

by its authorized signatories:)

)

Signature)

C/S

)

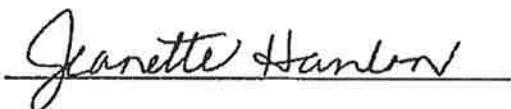
Name and Title:)

THE BOARD OF EDUCATION)

OF SCHOOL DISTRICT NO. 51)

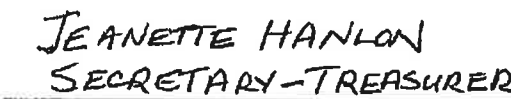
(BOUNDARY))

by its authorized signatories:)

)

Signature:)

C/S

)

Name and Title:)

SCHEDULE A

**Property Owned by School District, Jointly Used with City
and Subject to Transfer if Required by WED**

Summary of Community Network Fibre Optic Project

Schedule A

Professional Services Relating to the Project	\$	98,773
Fiber and Install		520,008
Miscellaneous Items		31,748
Wages Relating to Fibre Install		50,381
Server Room Construction		119,178
Equipment		
UPS		30,126
Switch		184,210
Racks		12,263
Total Project	\$	1,046,689

Contributions to the Project

WED Grant	\$	405,000
Community Connections Grant		125,000
City of Grand Forks Contribution		258,345
School District No. 51 Contribution		258,345
Total Funding	\$	1,046,689

Professional Services	Amount	Total	Description
Ken McKinnon - PO 4499	\$ 8,677.50		Site representative services
DAK Labour: extra hrs from Jan. - March 2010	\$ 1,500.00		extra hour from Jan. - Mar. 2010
School District #51 - PO 4486 Inv 3500C	\$ 16,451.74		PMG Engineering-fibre distribution design
School District #51 - PO 4486 Inv 3500C	\$ 1,540.38		School district technician time on project
A2B Fiber Inc. - PO 4299	\$ 1,200.00		Outside Plant Designer
Outside Plant Designer	\$ 340.00		Fibre Mgmt specialist
Fibre management specialist	\$ 150.00		Project coordinator
Project coordinator	\$ 330.00		Senior GIS Tech
Detmold Consulting - PO 4378	\$ 1,250.00		Engineering svcs for Feb. 2010
Detmold Consulting - PO 4454	\$ 10,000.00		Engineering & design for project
Detmold Consulting - PO 4544	\$ 635.96		Eng Services for part of August
McElhanney Assoc. - PO 4453	\$ 10,811.23		Engineering survey
Terry Andreychuk - PO 4466	\$ 12,041.51		Consulting, liason, quality assurance
759817 ALBERTA LTD. - PO 4485	\$ 15,000.00		Design & project management
Fraser Milner - PO 4476	\$ 4,349.91		Tender & contract advise
Tender Lunch - Sasha's card	\$ 105.50		Lunch for 2nd tender meeting
Black Press 309966738	\$ 301.34		Advertising
Zimmer 10007 - PO 4445	\$ 327.93		Environmental site visits
Credit Union - Diane	\$ 67.15		lunch on Diane's card
D. Kemprud - Nov. 8/10 - PO 4598	\$ 1,935.00		Consulting
Telus - PO 4618	\$ 846.14		Investigate pole space
Omega	\$ 254.37		Food
Ken McKinnon - PO 4639	\$ 3,022.50		Site representative services
Murdy McAllister Inv 14181	\$ 85.47		Professional Services
Murdy McAllister Inv 14061	\$ 534.19		Professional Services
Hoefsloot Land Surveying - PO 4676	\$ 2,543.75		Surveying
Terry Andreychuk - PO 4704	\$ 2,696.36		Consulting
C/U Cuets - Diane	\$ 195.06		Diane's card
Drexler Consulting (2009 expense)	\$ 1,200.00		consulting
School Dist #51 - accrued inv 3500D	\$ 380.20		Technician time on server room
		\$ 98,773.19	

Fiber & Install	Amount	Total	Description
Boundary Lift Station	\$1,413.00		Svc Drops - Boundary Lift Station
Phoenix	\$4,146.00		Svc Drops Duct - Phoenix
Perley School	\$4,130.00		Svc Drops Duct - Perley
Lower Reservoir	\$7,803.00		Svc Drops Duct - Lower Reservoir
Tension stringing	\$83,953.40		Chg Order #2 - Tension Stringing
M/ ready work - add work relocate Shaw cable	\$12,320.00		Chg Order #2 - relocate Shaw Cable
Tension Tagging - supply and install fiber tage	\$5,664.00		Chg Order #3 - Tension Tagging
Service Drop Overhead - RNC	\$5,500.00		Chg Order #4 - Svc Drop Overhead RNC
Service Drop Overhead - Granby Lift Station	\$2,830.00		Chg Order #4 - Svc Drop O/head Granby Lift
Confined space duct pulling - GFSS - Perley	\$1,503.46		Chg Order #4 - confined space duct pull Schools
Duct Installation	\$39,634.40		Chg Order #5 - Duct installation
Pull Fiber in Duct	\$6,747.38		Chg Order #5 - Pull fiber In duct
Pull Boxes	\$1,716.00		Chg Order #5 - pull boxes
EWO#20262	\$2,021.54		Chg Order #6 - EWO 20262
EWO# 20273	\$800.00		Chg Order #6 - EWO 20273
EWO # 20272	\$3,351.15		Chg Order #6 - EWO 20272
EWO# 18720 & 18717	\$1,500.00		Chg Order #6 - EWO 18720 & 18717
EWO# 18716	\$948.83		Chg Order #6 - EWO 18716
EWO# 18714	\$996.80		Chg Order #6 - EWO 18714
EWO# 18713	\$6,141.58		Chg Order #6 - EWO 18713
EWO# 18709	\$506.12		Chg Order #6 - EWO 18709
Marlech non ref HST from cel N93	\$ 7,628.59		non refundable HST
Messenger Wire - Install c/w down hauls guys	\$41,949.34		messenger Wire
Anchors - supply and install	\$10,106.00		Anchors - supply and install
Aerial Fiber - Install	\$57,814.06		Aerial Fiber - Install
Direct Buried Fiber - install	\$1,225.84		Direct Buried Fiber - install
FOSC - supply and install	\$19,242.00		FOSC - supply and install
Fiber Splicing	\$6,208.00		Fiber Splicing
Testing & Commissioning	\$12,500.00		Testing & Commissioning
Mobilization/Demobilization	\$12,534.00		Mobilization/Demobilization
School District Office	\$2,262.00		Svc Drops - School District Office
Grand Forks Secondary School	\$3,462.00		Svc Drops - GF Secondary School
Well #2	\$1,329.00		Svc Drops - Well 2
Well #3	\$1,605.00		Svc Drops - Well 3
Well #4	\$1,407.00		Svc Drops - Well 4
MRLX Marlex Lift Station	\$1,467.00		Svc Drops - Marlex Lift Station
Hutton School	\$6,116.00		Svc Drops - Hutton School
525 Central Ave	\$8,629.00		Svc Drops - 525 Central Ave
Art Gallery	\$1,976.00		Svc Drops - Art Gallery
Library	\$1,132.00		Svc Drops - Library
City Hall	\$1,030.00		Svc Drops - City Hall
Fire Hall	\$1,467.00		Svc Drops - Fire Hall
Wastewater Treatment Plant	\$2,318.00		Svc Drops - WWTP
Public Works	\$3,485.00		Svc Drops - Public Works
School District Bus Garage	\$3,267.00		Svc Drops - School Bus Garage
Industrial Lift Station	\$1,704.00		Svc Drops - Industrial Lift Station
Valley Heights Booster Station	\$2,033.00		Svc Drops - VH Booster Station
Val Mar Lift Station	\$4,459.00		Svc Drops - Val Mar Lift Station
Donaldson Electrical	\$1,522.00		Svc Drops - Donaldson Electric
City Park Lift Station	\$3,369.00		Svc Drops Duct - City Park Lift Station
Ruckles Substation	\$997.00		Svc Drops Duct - Ruckles Substation
Fiber LC Terminations	\$21,060.00		Fiber LC Terminations
Anixter - PO 4351	\$ 36,637.89		372 Cor8.3 LTD 144 Sgl Mode Aerial
372 Cor8.3 LTD 144 Sgl Mode Aerial	\$ 2,782.50		372 Cor8.3 LTD 144 Sgl Mode Aerial
372 Cor8.3 LTD 36, Sgl Mode Aerial	\$ 4,850.48		372 Cor8.3 LTD 36, Sgl Mode Aerial
372 Cor8.3 LTD 12, Sgl Mode Aerial	\$ 2,007.70		372 Cor8.3 LTD 12, Sgl Mode Aerial
372 Cor8.3 LTA 12 Sgl Mode Armored	\$ 944.88		372 Cor8.3 LTA 12 Sgl Mode Armored
372 CorB 3 LTD 144 Sgl Mode Aerial	\$ 8,819.20		372 CorB 3 LTD 144 Sgl Mode Aerial
Anixter - PO 4368	\$ 22,935.19		5/16 Messenger wire
Anixter - PO 4546	\$ 2,300.02		single mode aerial fiber for project
		\$ 520,008.35	

Miscellaneous	Amount	Total	Description
AXIS Technical Services - PO 4659	\$ 2,338.21		Cables & patch cords
DAK Computer Services	\$ 620.68		cables for fibre project- firehall
K2 Electric - PO 4370	\$ 1,616.05		335 Class 3 - 35 ft poles
Y&R Water	\$ 163.11		hose, clamp, nipple
DG MacLachlan 405006	\$ 137.77		Adapter knob
ACE Courier 1842230	\$ 15.53		Courier services
Boundary Electric	\$ 203.50		Delivery of electrical pull boxes
Lime Creek Logging Inv 104995 - PO 4614	\$ 1,790.79		Concrete for roadway crossings
Inventory used: poles & anchors	\$ 2,327.84		4 poles, 4 anchors School Bus Garage
Inventory used: poles & anchors	\$ 153.22		2 anchors - River Crossing City Park
Mid Nytes Towing	\$ 130.24		moving of cars
Boundary Electric #74182	\$ 46.26		conduit
Boundary Electric # 74213	\$ 19.70		plate low voltage metal
Boundary Security Services	\$ 61.05		moving security system
HD Supply - PO 4705	\$ 5,443.63		Synartech boxes
Lime Creek Logging Inv 206809	\$ 648.66		Concrete
Boundary Electric 75391	\$ 41.65		conduit
Boundary Electric 75408	\$ 18.43		copper junction box
Guillevin Int'l 418500783	\$ 234.01		ty rap prom
Power Paving Inv 2278 - PO 4793	\$ 15,847.44		Asphalt work at various locations
		\$ 31,747.77	
Wages			
Wages	\$ 24,270.94		Wages
Fringe	\$ 10,303.66		Fringe
Payroll Equipment	\$ 12,315.00		Payroll Equipment
City of GF (2009 expenses)	\$ 540.00		Payroll Equip
WCB - 4th Quarter 2010	\$ 163.59		WCB - 4th Quarter
1044162839-WCB 1st Quarter	\$ 58.33		WCB - First Quarter
City of GF (2009 expenses)	\$ 2,050.36		Wages
City of GF (2009 expenses)	\$ 689.31		Fringe
		\$ 50,381.19	

Server Room	Amount	Total	Description
CAT 6509E Chassis fan tray	\$ 2,136.00		B100A Busway 100 a 4P 40ft
Voda Computer Systems - PO 4365	\$ 100.00		shipping crate
	\$ 534.00		end feed power supply
Voda Inv 63577, - PO 4660	\$ 28.00		endcap for B100-B225 systems
B100/B160/B225 1/2 rod mount	\$ 136.00		1/2 rod mount
Busway closure strip	\$ 320.00		busway closure strip
Busway housing coupler	\$ 124.00		busway housing coupler
Circuit breaker unit	\$ 2,863.38		circuit breaker unit
Circuit breaker plug	\$ 488.00		circuit breaker plug
Voda Computer Systems - PO 4358	\$ 3,745.00		room layout and design
Voda Computer Systems - PO 4359	\$ 15,595.25		Air conditioning for project office
Voda Computer Systems - PO 4359	\$ 15,595.25		Air conditioning for project office
School District #51 - PO 4486 Inv 3500C	\$ 16,413.06		GF Const-construction @ Fred Walker
School District #51 - PO 4486 Inv 3500C	\$ 11,896.43		Redl Elec -bldg wiring, fibre rough in
School District #51 - PO 4582 Inv 3501C	\$ 7,867.45		GF Construction/Boundary Security work
Okanagan Fire Protection - PO 4347	\$ 19,869.00		gas suppression system
Boundary Home Building 582	\$ 159.99		spruce 2x4, screws
Boundary Home Building 903	\$ 18.00		Barrel bolts
Grand Forks Home Hardware 57306	\$ 72.17		paint roller
Boundary Home Building 796	\$ 193.55		plywood hinges
Boundary Home Building 763	\$ 46.68		deck screws
Morrissey Creek B07015	\$ 278.27		Plywood & drywall
AXIS Technical Services - PO 4586	\$ 11,290.21		install cable tray/innerduct at 525 Central
Grand Forks Home Hardware # 57452	\$ 23.90		paint
Grand Forks Home Hardware #58233	\$ 18.80		caulkinghood vent
Boundary Home Building # 2462	\$ 35.69		duct tape hole
Boundary Home Building # 2433	\$ 32.93		Roxul insulation
School Dist #51 - Inv 3502C - PO4593	\$ 8,121.46		Wiring for data centre @Fred Walker Bldg
CSI Code Systems - PO 4603	\$ 1,061.63		Programmming for data room
Boundary Home Building Inv# 3787	\$ 62.03		concrete post haste 55 lb
Home Hardware	\$ 10.50		lag bolt housing
Boundary Electric 75320	\$ 41.62		insulator
		\$ 119,178.25	

Equipment

UPS	Amount	Total	Description
	\$ 180.00		installation tool
Voda Inv. IN63679	\$ 29,371.50		30KVA Liebert 3 phase UPS system
	\$ 574.89		Cable manager, wall mt enclosure, UPS
		\$ 30,126.39	
Switch	Amount	Total	Description
Voda Computer Systems - PO4353	\$ 9,793.71		Cisco 1 year service
Voda Computer Systems- PO 4354	\$ 944.00		Server interface module
Server interface module	\$ 5,727.00		Cisco catalyst 6509 switch
Voda Computer Systems - PO 4355	\$ 22,908.00		Catalyst 6500 supervisor 720 w/2 ports
Temp & Humidity Sensor	\$ 49,603.57		Radius server authentication kit
Voda Computer Systems - PO 4356	\$ 10,177.00		Catalyst 6000 IOS advanced enterpr svcs
Voda Computer Systems - UPS (PO 4357)	\$ 10,177.00		Catalyst 6500 24 port GIGI mod
Voda Computer Systems - PO 4360	\$ 10,177.00		CAT6500 48 Port 10/100/100 GE MOD
Catalyst 6500 enhanced 9 slot chassis	\$ 6,030.00		CAT6500 6000W Power supply
Catalyst 6500 supervisor 720 w/2 ports	\$ 18,000.00		Cisco Transceiver Module
Radius server authentication kit	\$ 1,083.00		Cisco 8 port switch-Art Gallery
Catalyst 6000 IOS advanced enterpr svcs	\$ 1,083.00		Cisco 8 port switch-Firehall
Catalyst 6500 24 port GIGI mod	\$ 1,083.00		Cisco 8 port switch-Electrical
CAT6500 48 Port 10/100/100 GE MOD	\$ 299.00		CAT 6509E Chassis fan tray
CAT6500 6000W Power supply	\$ 2,700.00		Power Injector
GE SFP LC Con LX/LH Transceiver	\$ 24,511.56		Catalyst 6500 supervisor 720 w/2 ports
GE SFP LC Con LX/LH Transceiver	\$ 3,056.20		Server controller
GE SFP LC Con LX/LH Transceiver	\$ 263.54		ACP memory GLC cisco compatible
CAT 3560 8/10/100 Lan Lite Image	\$ 6,593.82		Cisco Gem Switch 48 Ports
		\$ 184,210.40	
Racks	Amount	Total	Description
Voda Computer Systems - PO 4352	\$ 6,121.02		PM3000 OU Vertical 3PH 24A
Shipping Crate	\$ 227.00		Temp & Humidity Sensor
End feed power supply	\$ 1,150.48		17" LDC Console
Endcap for B100-B225 Systems	\$ 4,404.50		Racking equipment
Installation Tool	\$ 360.19		Rackmount
		\$ 12,263.19	

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Corporate Services

Date: March 3rd, 2014

Subject: West Coast Amusements Request for Lease of property
West of Dick Bartlett Park

Recommendation: **RESOLVED THAT COUNCIL DIRECTS STAFF TO ENTER INTO A LAND USE AGREEMENT WITH WEST COAST AMUSEMENTS FOR CITY OWNED PROPERTY LOCATED ON 72ND AVENUE WEST OF DICK BARTLETT PARK, BASED ON THE TERMS AND CONDITIONS AS OUTLINED IN THE ATTACHED AGREEMENT.**

BACKGROUND:

For a number of years now, West Coast Amusements have traditionally used property next to Dick Bartlett Park for their carnival. This year, the event intends to run from April 10th – 14th, 2014 which includes their setting up and tear down process. We propose to charge, as we have in the past, for the use of the property on a daily basis, which is \$252.00, as well as collected a clean-up deposit. They have always left the property in an acceptable state and we have never had to use the clean-up deposit.

Benefits or Impacts of the Recommendation:

General: This Carnival is typically enjoyed by citizens in our community.

Strategic Impact: N/A

Financial: The City will receive \$252. per day for the use of their property in addition to the Business License revenue

Policy/Legislation: Council has the authority to allow the City to enter into Land Use Agreements

Attachments: Proposed Land Use Agreement



Recommendation: **RESOLVED THAT COUNCIL DIRECTS STAFF TO ENTER INTO A LAND USE AGREEMENT WITH WEST COAST AMUSEMENTS FOR CITY OWNED PROPERTY LOCATED ON 72ND AVENUE WEST OF DICK BARTLETT PARK, BASED ON THE TERMS AND CONDITIONS AS OUTLINED IN THE ATTACHED AGREEMENT.**

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

**AGREEMENT FOR
THE USE OF CITY OWNED LAND**

This Agreement made and dated for reference into this 10th day of March, 2014.

BETWEEN: THE CORPORATION OF THE CITY OF GRAND FORKS
7217 4th Street
P. O. Box 220
Grand Forks, B. C.
V0H 1H0

(hereinafter called the "Municipality")

AND: West Coast Amusements Ltd.
6982 - 206th Street
Langley, B. C.
V2Y 1R2

(hereinafter called the "Event Manager")

WHEREAS the Municipality owns the land commonly known as Dick Bartlett Field, which is used primarily by recreational groups (the "facility");

AND WHEREAS the Event Manager wishes to use Dick Bartlett Field for the purpose of operating:

"Amusement Park / Carnival"

NOW THEREFORE, in consideration of mutual covenants contained in this Agreement, the Municipality, approves the Application to use the Facility, known as Dick Bartlett Field, as submitted by the Event Manager, on the form attached hereto and identified as "Schedule A", undertake and agree as follows:

1. The Municipality will grant the Event Manager the use of that **Portion of the Dick Bartlett Field, consisting of Land west of Dick Bartlett Park located between 70th Avenue and 72nd Avenue**, for five days, being ***April 10th thru April 14th, 2014***, for the purpose of operating an Amusement Park / Carnival.

2. The Event Manager agrees to pay to the Municipality, rent in the amount of **\$252.00 plus GST/PST per day**, for the use of the property.
3. The Event Manager will be responsible for advising all attendee's and will ensure that all attendee's adhere strictly to all regulations attached hereto as Schedule "B", and other regulations that may be posted on or about the Facility. Failure to adhere to said regulations may result in this permit being revoked.
4. The Event Manager will provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of regulations governing the Facility.
5. The Event Manager agrees to exercise the greatest care in use of the grounds.
6. The Event Manager will report in writing all damage immediately to:
Director of Operations
City of Grand Forks
Phone: 250-443-4457
7. The Event Manager will be responsible for any damages incurred. Said damages to be paid firstly by the Event Manager and/or their insurer.
8. The Event Manager agrees to only use the portion of city owned lands named in this Agreement.
9. The Event Manager will not permit any other Group or Organization not named on this Agreement to use the Facility without prior written authorization of the Municipality.
10. The Event Manager will leave the Facility clean. Failure to do so may result in a fee levied for maintenance.
11. The Event Manager agrees to not place objects in or on grass fields without first consulting with the Manager of Works and Services.
12. The Event Manager will not permit liquor or beer on any Premises unless a liquor permit is in effect.
13. The Event Manager agrees that no campfires will be lit or permitted on the property.
14. The Event Manager accepts and will use the Dick Bartlett Field at their own risk and agrees that neither the Municipality nor its officers, employees, servants, agents, heirs, successors and assigns have made any warranties or

representations respecting the suitability or condition of the premises. The Event Manager further agrees that it will indemnify and save harmless the Municipality and their officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action or proceeding brought thereon arising directly or indirectly, including projectiles leaving the park, in connection with the granting of this Agreement and use of the Dick Bartlett Field.

15. The Event Manager will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be included as an additional named insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$5,000,000 per occurrence including \$5,000,000 for bodily injury and/or death or any one or more persons including voluntary medical payments and property damage or such higher limits as the Municipality may require from time to time. The policy will contain a clause providing that the insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. The Event Manager will provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality's Insurance Carrier.

16. The Event Manager shall provide evidence of current liability insurance coverage, which includes the following minimum liability insurance requirements:

1. **\$10,000,000** comprehensive general liability policy with inclusive limits for bodily injury and property damage liability including coverage for participants.
2. Cross-liability clause.
3. The City of Grand Forks named as an additional named insured.

The Event Manager shall provide an executed copy of Certificate of Insurance, 10 days prior to the event.

15. The Event Manager shall agree to deal with any neighborhood complaints.

Signed this _____ day of _____, 2014.

Signing Officer for:

Witness

West Coast Amusements Ltd.
Name of Organization
(Event Manager)

Name

Address

Signed, Sealed & Delivered
on behalf of the Corporation of
the City of Grand Forks

Corporate Officer

Witness

APPLICATION TO HOLD A SPECIAL EVENT

Date: March 10th, 2014

TO: THE CORPORATION OF THE CITY OF GRAND FORKS

THE: West Coast Amusements Ltd.
(Name of Sponsoring Organization)

6982 – 206th Street, Langley, B.C. V2Y 1R2 (604) 534-3358
(Address) (Phone No.)

Request Permission to Operate Amusement Park/Carnival
as indicated below:

Description of Event and Participating Sponsors:

The Operation of an Amusement Park / Carnival on a designated area
commonly known as Dick Bartlett Field. The use of which will be permitted for
five days, April 10,11,12,13 and 14th, 2014 subject to this Agreement.

Principal Contact Person (Manager for this Event)

Kathy Anderson
West Coast Amusements Ltd. (604) 308-9719
(Organization) (Phone No.)

Date(s) April 10 – 14, 2014 Time(s) _____

Anticipated Attendance: _____

=====

INCLUDED IN THIS EVENT WILL BE:	YES	NO
Alcoholic Beverages	_____	<u>x</u> _____
Food Preparation	_____	_____
Merchandise or Food Selling	<u>x</u> _____	_____
Temporary Structures (Stages, tents, etc.)	<u>x</u> _____	_____

Amplified Music/Speeches

 x

Fireworks

 x

Other (explain) _____

 x

=====

**INDEMNIFICATION IN THE FORM OF INSURANCE MUST BE PROVIDED AND A
COPY OF THE INSURANCE CERTIFICATE ATTACHED.**

Title: Corporate Officer Signature _____

**DICK BARTLETT PARK GROUNDS
Regulations / Requirements**

1. In addition to the insurance coverage required by the City of Grand Forks the Event Manager should determine their own additional insurance coverage that they may require, if any, including Workers Compensation, that is necessary and advisable for their own protection and/or to fulfill their obligations in organizing the event.
2. During the summer season, the City of Grand Forks will provide a 3 cubic yard garbage bin at the arena site. The bin will be picked up on a weekly basis. Should the event require the bin to be emptied more often, the Event Manager must contact Kettle Valley Waste Ltd. and make arrangements for additional pick-ups.
3. The Event Manager is to ensure that cars parked on side streets do not block access to the park for emergency vehicles or private driveways along adjacent streets.
4. The Event Manager is to ensure that the attendance numbers in the park seating do not exceed the occupancy numbers posted by the Local Fire Commissioner.
5. If food is being prepared and sold from the concession facilities, the Public Health Inspector is to be notified and the required health permit is to be posted in plain view in the concession area.
6. It is the responsibility of the Event Manager to see that the park facilities are left in a clean and tidy manner.
7. It is the responsibility of the Event Manager to address any complaints of noise, etc. received by the City from the surrounding property owners.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Development & Engineering Services

Date: March 4, 2014

Subject: Happy Days 50's Diner Amendment to the Application for a Liquor License

Recommendation: **RESOLVED THAT COUNCIL** support, by resolution, the Liquor License application, as submitted by Happy Days 50's Diner and resolve that Council support the Patron Participation entertainment endorsement to have 50's soc-hops four to five times a year ending at 10:00p.m. and to host banquets for parties which supply food from the menu, ending at 12:00am.

BACKGROUND: At the Regular meeting of February 11, 2014, Council adopted and supported, by resolution, the liquor license application, as submitted by Happy Day's 50's Diner and further directed Staff to forward the required resolution of support to the Liquor Control & Licensing Branch.

On February 18, 2014, Staff completed the application and sent the application and Council's resolution of support to the Liquor Control & Licensing Branch, as requested.

On March 4, 2014, the City received an email from the Liquor Control Branch stating that while Council's resolution speaks to the proposed food primary liquor license at the establishment, it does not reference the patron participation endorsement that was requested in the application.

The Liquor Branch requires a resolution of Council further supporting the Patron Participation Endorsement to allow for a dance floor, sing'alongs and banquets for parties, in order to complete the application and issue the license.

Benefits or Impacts of the Recommendation:

General: By further supporting the application for Patron Participation - Council will be supporting a local business and the business can receive their liquor licence to operate the Happy Days 50's Diner, which would enable the business to cater to the Community by holding parties, dances and banquets at their establishment.

REQUEST FOR DECISION

— REGULAR MEETING —



Denying to further support the Patron Participation Endorsement - Staff will advise the Liquor Control and Licensing Branch accordingly. The disadvantage is that Council may be seen as non-supportive to the entire application and the licence would not be issued.

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 news publication.

Policy/Legislation: The City does not have a policy for a Council resolution of support or non-support of a liquor license application.

Attachments: Liquor Control & Licensing Form Item 4(B) for support of Patron Participation Endorsement of the Liquor Licence application;

Plan showing the location of the Happy Days 50's Diner located at 131 Central Avenue;

Picture showing the Diner building and parking lot.

Recommendation: **RESOLVED THAT COUNCIL** support, by resolution, the Happy Days 50's Diner application request for a Patron Participation Endorsement for a liquor license, forward the required resolution to the Liquor Control & Licensing Branch so they can issue the licence.

- OPTIONS:**
1. COUNCIL CHOOSE TO ACCEPT.
 2. COUNCIL CHOOSE TO NOT ACCEPT.
 3. COUNCIL CHOOSE TO DEFER.
-

	
Department Head or CAO	Chief Administrative Officer

☒ (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 x 20 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)

x 20% (or x 0.20) =

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

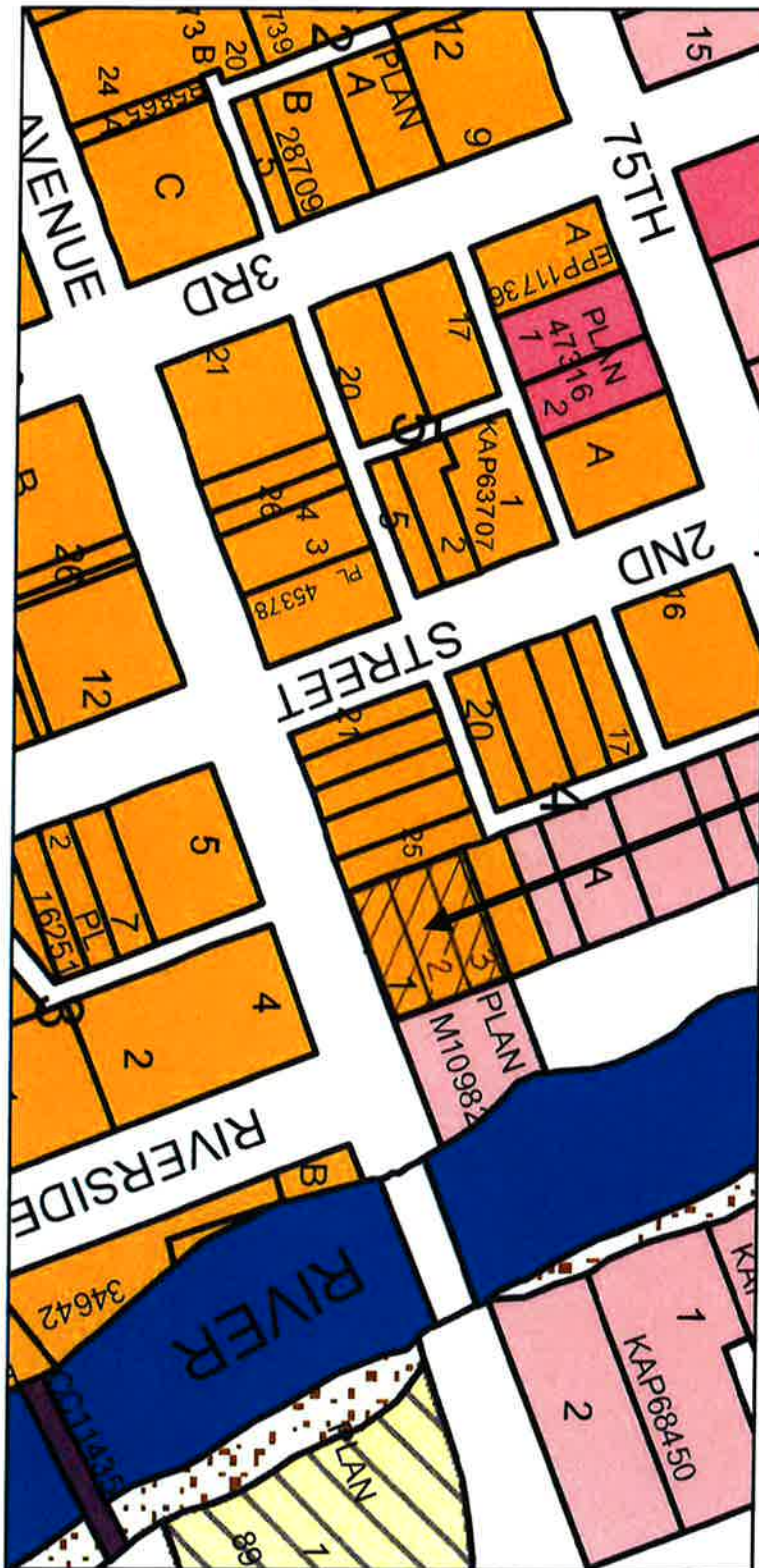
Patio Lounge:

☐ 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.):

RECEIVED
NOV 13 2013



**SUBJECT
PROPERTY**



HAPPY DAYS 50'S DINER AND PARKING LOT

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Manager of Development and Engineering
Date: March 4, 2014
Subject: Early Budget Approval for Dick Bartlett Park Electrical Upgrade
Recommendation: **RESOLVED THAT COUNCIL provide early budget approval for the Dick Bartlett Park Electrical Upgrade to install a new electrical service estimated to cost \$10,000.00 to be funded from the Capital Reserve Fund.**

BACKGROUND: The Dick Bartlett Park Electrical Upgrade project involves the installation of a new permanent 200 amp metered service for Community events. The existing service is undersized and is not adequate to support past Community events. Generators have been brought in to provide the required power supply for these events thereby adding to the green house gas emissions.

Benefits or Impacts of the Recommendation:

General:

- This project would provide for better utilization of Dick Bartlett Park for future Community events.
- This upgrade will provide a safer installation than what has been used in the past.
- This would reduce the noise levels previously generated by the portable generators and would not increase green house gas emissions.

Strategic Impact:

- This installation will provide a more efficient, safe and reliable electrical supply for Dick Bartlett Park.
- The electrical upgrade would also provide the City with the ability to track power usage during all Community events.
- The completed project will allow residents with certain disabilities to have better access to a dependable power source.

Financial: The estimated cost of installing a new electrical service at Dick Bartlett Park is \$10,000.00 and could be funded by the Capital Reserve Fund.

Policy/Legislation: Council has the authorization to approve early budget approvals.


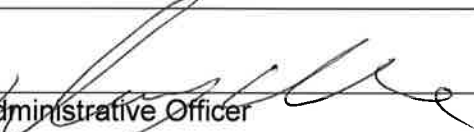
REQUEST FOR DECISION

— REGULAR MEETING —



Recommendation: RESOLVED THAT COUNCIL provide early budget approval for the Dick Bartlett Park Electrical Upgrade to install a new electrical service estimated to cost \$10,000.00 to be funded from the Capital Reserve Fund.

- OPTIONS:**
- 1. COUNCIL CHOOSE TO ACCEPT.**
 - 2. COUNCIL CHOOSE TO NOT ACCEPT.**
 - 3. COUNCIL CHOOSE TO DEFER.**

 Department Head or CAO	 Chief Administrative Officer
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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_____

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Development and Engineering

Date: March 4, 2014

Subject: Early Budget Approval for Spragett Bridge Tubing Parking Lot

Recommendation: RESOLVED THAT Council provide early budget approval for the development of a parking lot, a pathway leading to the Kettle river and signage on a City owned right of way north of Spragett Bridge (66th Avenue area) in the amount of \$42,000.00. \$17,000.00 to be funded from the Parking Reserve fund, and \$25,000.00 from a grant from the Ministry of Transportation.

BACKGROUND: Under the City's Sustainable Community Plan, Grand Forks is recognized as a self-sufficient community that incorporates sustainable principals into its decision making process. One of the guiding principles is to provide a variety of linked recreational opportunities afforded to its residents and visitors. A healthy Community is defined by the amount of recreational opportunities afforded to its residents and visitors. The main objective of the SCP is to provide recreational access along the Kettle and Granby rivers. Many residents and visitors access the Kettle River at the Spragett Bridge for tubing. At present, there is no dedicated parking or off-street access.

The Municipality owns a 20 meter right of way (66th Avenue) just north of the bridge. The right of way is currently undeveloped and 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.

Benefits or Impacts of the Recommendation:

General:

- This project would be in line with the guiding principles, vision and policies of the Sustainable Community Plan.
- Development of the parking area and pathway will provide for a safe linked recreational opportunity for residents and visitors and safer off-street access to the Kettle River.

Strategic Impact:

- This action encourages healthier, less costly and a more sustainable Community and secures long term well-being.
- This project will provide increased safety for pedestrians and reduced liability for the City.

REQUEST FOR DECISION

— REGULAR MEETING —

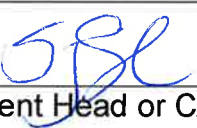



Financial: The estimated cost of constructing a parking area, signage and a pathway down to the Kettle River is \$42,000.00. \$17,000.00 could be funded from the Parking Reserve and \$25,000.00 from the Ministry the Transportation by way of a grant.

Policy/Legislation: Council has the authorization to approve early budget approvals.

Recommendation: RESOLVED THAT Council provide early budget approval for the development of a parking lot, a pathway leading to the Kettle River and signage on a City owned right of way north of Spragett Bridge (66th Avenue area) in the amount of \$42,000.00. \$17,000.00 to be funded from the Parking Reserve fund and \$25,000.00 from a grant from the Ministry of Transportation.

- OPTIONS:**
1. COUNCIL CHOOSE TO ACCEPT.
 2. COUNCIL CHOOSE TO NOT ACCEPT.
 3. COUNCIL CHOOSE TO DEFER.
-

	
Department Head or CAO	Chief Administrative Officer



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 (\$17,000) and a grant from Ministry of Transportation (\$25,000).

Options

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

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Development and Engineering

Date: March 4, 2014

Subject: Early Budget Approval for Well 3 – 200 HP Vertical Turbine Replacement

Recommendation: **RESOLVED THAT COUNCIL** provide early budget approval for the Well 3 removal and replacement of the vertical turbine pump estimated to cost \$40,000.00 to be funded from the Capital Reserve Fund”.

BACKGROUND: During an inspection of Well 3, it was discovered that there is excessive run out (wobble) of the drive shaft from the motor to the pump. This is an indication of 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.

Benefits or Impacts of the Recommendation:

General:

- This project would ensure reliable water source to meet water demand with increased efficiency.

Strategic Impact:

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

Financial:

- The estimated cost of replacement of the casing for the vertical turbine pump at Well 3 is \$40,000.00 and could be funded from the Capital Reserve Fund. The importance of early budget approval is to have Well 3 operational for the peak season water demands.

Policy/Legislation:

- Council has the authorization to approve early budget approvals.
-

REQUEST FOR DECISION

— REGULAR MEETING —



Recommendation:

RESOLVED THAT COUNCIL provide early budget approval for the Well 3 removal and replacement of the vertical turbine pump estimated to cost \$40,000.00 to be funded from the Capital Reserve Fund.

- OPTIONS:**
- 1. COUNCIL CHOOSE TO ACCEPT.**
 - 2. COUNCIL CHOOSE TO NOT ACCEPT.**
 - 3. COUNCIL CHOOSE TO DEFER.**
-

 Department Head or CAO	 Chief Administrative Officer
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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.

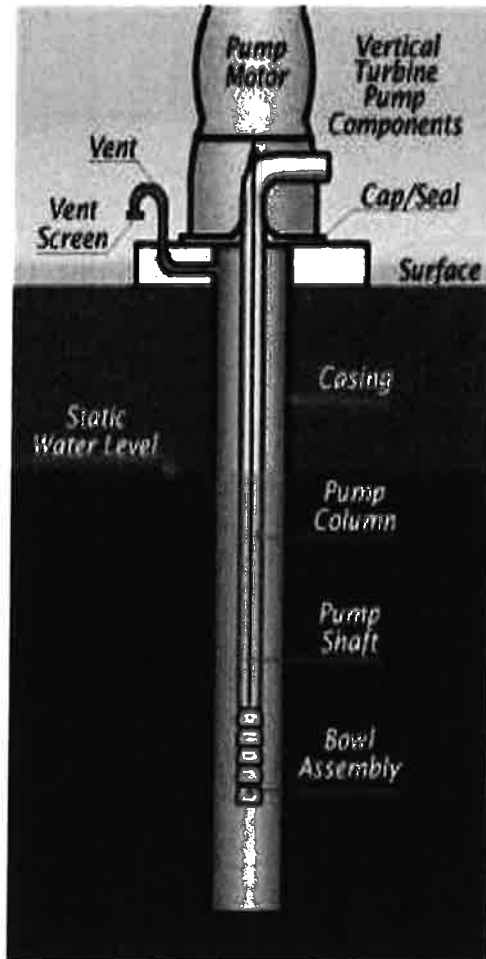
Organizational

- 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.

VERTICAL TURBINE PUMP



Options

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

Report / Document

Attached ____

Available ____

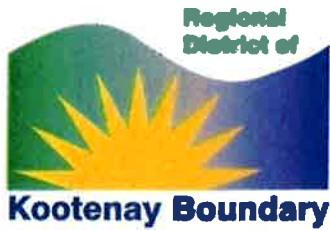
NIL ☒ ____



Solid Waste Management Plan Steering and Monitoring Committee (SMC) - Terms of Reference

Effective Date	February 13, 2014 (Ministry approval received XXXXXXXXX)
Review	After 2014 SWMP revision, in parallel with the next SWMP update, projected to be 2019
Created	January 28, 2014
Members	The SWMPSC will include at least six members of the Environmental Services Committee including the Chair and five other RDKB Directors; with the result being at least three each from the Boundary Region and the Kootenay (East Sub Region)
Staff:	The GM of Environmental Services shall be responsible for providing policy advice and recommendations, together with necessary background information for the SMC's consideration.
Scheduling	The committee will endeavor to hold in-person meetings at least twice, with additional meetings to be summoned as required. The General Manager of Environmental Services, in consultation with the SMC Chair, will summon meetings. Comments, feedback and input on working documents may also be sought from committee members throughout the SWMP revision process. The Continued role after adoption of revised SWMP will be an <u>annual review</u> meeting to determine whether plan objectives are being adequately achieved.
Objectives	<ul style="list-style-type: none"> • Ensure that the RDKB Board is kept informed of the progress of the work of Staff and the contractor in the updating of the SWMP. • Review and comment on reports, studies, policies, legislation, and other forms of information relevant to Plan implementation; • Review potential disputes relating to implementation of the Plan and refer those disputes to other RDKB committees or the RDKB Board of Directors, as appropriate; • Participate in Plan review processes; • Provide recommendations on waste management strategies, landfill closure planning, waste diversion opportunities, service provision, facility operation, and other matters of Plan implementation; and • Ensure adequate public consultation in relevant Plan implementation matters. • Ensure that the Work is progressing according to the schedule laid out in the SWMP contract. • Appoint a Chair and support the work of the SWMP Joint Advisory Committee. • Advise on all matters involving monitoring the implementation of the Plan and evaluating its effectiveness.
Responsibilities	<ul style="list-style-type: none"> • At the first meeting, the SMC shall elect a Chair and Vice-Chair. • The Chair will generally conduct meetings in accordance with Roberts Rules of Order.

	<ul style="list-style-type: none"> • Quorum will be deemed to have been achieved with the attendance of 50 percent of members or more. • All SMC members are equal and will have equal opportunity to contribute to discussions at meetings. • SMC will be a consensus committee and members will respect the contributions of other members and make all efforts to understand alternative viewpoints. • SMC members will endeavor to work collaboratively, and to engage in open, honest dialogue. • SMC meetings will generally be open to the public. Non-members will be granted speaking privileges at the discretion of the Chair. • The SMC committee may invite members of the public or the Consultant to advise the committee. • SMC committee members will communicate with other Electoral Areas and all member municipalities on the issues and progress of the SWMP. • The Chair may close meetings to the public as required to safeguard the confidentiality of sensitive information or issues. • RDKB staff will attend meetings to act as a resource to the SMC. • Any SMC member perceived to be in a conflict of interest for an issue before the SMC shall excuse themselves from proceedings unless specifically requested to speak through a majority vote of the remaining SMC members. • The RDKB will provide administrative support for facilitation, meeting logistics, minute taking, and agenda preparation. • Committee members will be compensated as per the RDKB's Director's Remuneration Policy.
Communications	<p>Minutes of SMC meetings will be provided as an information item to the RDKB Board of Directors. Specific actionable recommendations arising out of the Minutes, and approved by the Board, will be routed through RDKB staff to the appropriate organization or individual.</p> <p>That the Minutes of the SMC be sent to each APC and Administrator of each member municipality for distribution to council and appropriate staff and posted on the www.rdkb.com SWMP page.</p> <p>SMC members may choose to express their personal views about non-confidential SMC issues to others outside the SMC but may not speak on behalf of or in any way create the impression that they are speaking for the SMC as a whole. SMC members should not discuss comments or opinions expressed by other committee members without their knowledge and consent.</p>



**Solid Waste Management Plan
Steering and Monitoring Committee**

MINUTES

Thursday, February 13, 2014

3:30 p.m.

Regional District Office

2140 Central Avenue, Grand Forks, BC

RDKB Board Room

1. Call to Order

GM of Environmental Services Alan Stanley called the meeting to order at 3:25

Directors Present:

Director R. Cacchioni

Director G. McGregor

Director K. Wallace

Director R. Russell

Director M. Rotvold

Director L. Worley

Staff Present:

GM of Environmental Services Alan Stanley

Solid Waste Program Coordinator Tim Dueck (recording secretary)

2. Selection of Committee Chair

GM Stanley called for nominations for the position of Committee Chair.

Director McGregor nominated Director Cacchioni.

Director Cacchioni accepted the nomination.

GM Stanley called for nominations a second time.

GM Stanley called for nominations a third time.

There were no further nominations.

Director Cacchioni was declared Chair of the Steering and Monitoring Committee

3. Selection of Committee Vice-Chair

Chair Cacchioni called for nominations for the position of Committee Vice Chair

Director Wallace nominated Director McGregor

Director McGregor accepted the nomination

Chair Cacchioni called for nominations a second time

Chair Cacchioni called for nominations a third time.

There were no further nominations
Director McGregor was declared Vice-Chair of the Steering and Monitoring Committee.

4. Terms of Reference of the Steering and Monitoring Committee

The Committee agreed on some changes that were incorporated into the final ToR. – See Final Version of the SMC ToR.

Also of note is that the Committee agreed that the Minutes of the Steering Committee be circulated to each member municipality and Area Director... and that each municipality will inform their staff and officials as they see fit.

The Committee also agrees that the GM of Environmental Services enter into discussions with member municipalities regarding organics/green bin collection contracts.

5. Joint Technical and Public Advisory Committee

a. Terms of Reference

The Committee adopted the ToR with minor modifications.

b. Membership

The committee acknowledged the concept of the committee having three different types of members: Technical-industry, Technical-local government, and Public.

Steering committee members indicated a willingness to nominate members of committee.

The committee also discussed that the Joint Committee will be engaged mostly through direct conversations with the consultant SNC Lavalin. They may or may not actually sit in a room together at the same time.

That RDKB staff request member municipalities and Area APC's identify a participant for the Joint Advisory Committee. (Added prior to adoption of the Minutes on Feb. 20)

Staff will compile update the list of potential Joint Committee members as per the direction of the Steering committee.

(see attached)

The following Agenda items were tabled until the next Steering Committee meeting scheduled for February 20, 2014:

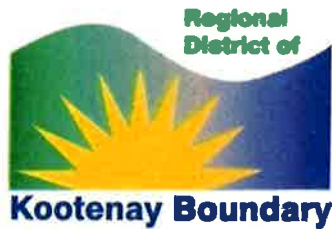
6. Public Consultation Strategy

- a. Review document
- b. Discuss municipal consultation

7. New Landfill Operations Regulations

It was decided that the Committee would meet again on Feb. 20th at 3pm in Grand Forks to complete the Agenda and any other emerging issues pertaining to the Solid Waste Management Plan update.

Director Russell moved that the meeting Adjourn @ 4:30



**Solid Waste Management Plan
Steering and Monitoring Committee
(SMC)**

MINUTES

**Thursday, February 20, 2014
3:00 p.m.**

**RDKB Board Room
2140 Central Ave, Grand Forks BC**

1. Call to Order

Chair Cacchioni called the SMC meeting to order at 3pm

Directors Present:

Director R. Cacchioni (SMC Committee Chair)
Director G. McGregor (SMC Committee Vice-Chair)
Director K. Wallace
Director R. Russell
Director M. Rotvold
Director L. Worley

Staff Present:

GM of Environmental Services Alan Stanley
Solid Waste Program Coordinator Tim Dueck (recording secretary)

2. MINUTES of Feb. 13 SMC.

Moved: Director McGregor; Seconded: Director Wallace

That the Minutes of the February 13 SMC Meeting were accepted with the following addition in Section 5.b. Membership:

"That RDKB staff request member municipalities and Area APC's identify a participant for the Joint Advisory Committee."

Carried.

3. Reworked Terms of Reference

a. Steering and Monitoring Committee

Moved: Director Rotvold; Seconded: Director Russell

That the ToR of the Steering and Monitoring Committee be adopted with the following modification:

"That the Minutes of the SMC be sent to each APC and Administrator of each member municipality for distribution to council and appropriate staff and posted on the www.rdkb.com SWMP page."

Carried

b. Joint Technical and Public Advisory Committee

That the ToR of the Joint Technical and Public Advisory Committee be adopted with the following modification:

"The Committee may hold regional or sub-regional SWMPJC meetings at the discretion of the General Manager of Environmental Services/SWMJPC Chair."

4. Joint Technical and Public Advisory Committee

a. Contact list

Names Added:

Doug McMynn – Midway

David Durand – Christina Lake

Don Nutini - Trail

It was also agreed that large grocery stores, haulers, and larger institutions will receive specific information when the Plan is finalized. At present, all these larger sectors have the ability to participate and receive the benefit of differential tipping fees: \$40 – Source Separated Organic Material, v. Garbage - \$95. The SWMP may suggest that the next step may be to ban organic material.

A 'Final' list of the Joint committee will be made by March 20th. The list will separate public members from technical members.

Staff will make a request of member municipalities C.A.O.'s to recommend lead municipal staff to participate in the planning process.

5. Public Consultation Strategy

It was suggested that Open House meetings be considered in Beaver Valley and Rossland and that a meeting be held in Midway instead of Greenwood to ensure better attendance from West Boundary residents.

Staff was instructed to consider adequate geographic coverage in creating the meeting schedule.

6. Issues to be addressed in the SWMP Process

Committee recommended that the word 'closure' be added to make the second section read:
"Research, analyze and evaluate financial implications of longer term (50 plus years) disposal options, including but not limited to a full commitment to zero waste, new regional landfill/expansion/closure, composting, waste to energy, exporting, mechanical recovery and other relevant strategies."

The Committee also wanted to ensure that there would be an analysis of the costs of landfill operations done in-house vs. contracted out.

7. McKelvey Creek Design Operations and Construction Plan Draft

GM Stanley noted that the draft plan indicates that the realignment of the McKelvey Creek access road may delay the final closure of the landfill for 5 years to 2098. The committee discussed the cost/benefit of this project. Stanley also noted that there are many other reasons for pursuing this project beyond the landfill space issue which remain, including maintenance costs, highway turning safety, location of recycling bins, and congestion management.

8. New Landfill Operations Regulations

GM Stanley noted that updated SWMP will contain language that will allow us to move forward on planning and implementing the SWMP knowing that the process will conclude before the new regulations take effect. The Plan will include language such as: "We commit to be in full compliance with the regulations when they come into effect".

9. Being no further business, Director Russell moved that the meeting adjourn @4:45



THE CORPORATION OF THE CITY OF GRAND FORKS

MEMORANDUM

TO: Corporate Officer

FROM: Bylaw Enforcement Officer

DATE: February 27, 2014

SUBJECT: 6401 Highway # 3 – Unsightly Premises Update

This memorandum is to update for City Council on the progress of the unsightly conditions that existed at 6401 Highway # 3. In mid December of 2013 the landlord and the tenant have made considerable efforts to clean up this property to the satisfaction of the Bylaw Enforcement Officer.

- All of the additional recreational vehicles and occupiers of them have been removed from this property.
- All of the derelict vehicles and parts of vehicles have also been removed
- Some of the remaining materials that are still on the property will be contained by a solid fence so that these materials are not intrusive to the neighboring properties.

The landlord and the tenant have also agreed to complete the fenced enclosure first thing in the spring as soon as the ground thaws. Once this has been completed the city will revisit the site to ensure compliance with the Unsightly Premises Bylaw. The landlord and the tenant have also signed an agreement with the City stating that, should any further recreational vehicles, unlicensed vehicle or materials be brought onto the property, this file will resume at the stage 3 notice level, which would then allow the City to employ a contractor to remove any and all materials from the property so that it conforms to the Unsightly Premises Bylaw. This would also allow the City to invoice the property owner to recover any and all expenses incurred for the cleanup of this property.

Respectfully submitted


Wayne Kopan, Bylaw Enforcement Officer

DELEGATION



To: Committee of the Whole
From: Corporate Officer
Date: February 27th, 2014
Subject: Boundary District Arts Council Request for Funding
Recommendation: **RESOLVED THAT THE COTW RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY THE BOUNDARY DISTRICTS ARTS COUNCIL WITH REGARD TO THEIR REQUESTS FOR FUNDING AND REFERS THE PROPOSED RESOLUTION TO THE MARCH 10TH EVENING MEETING.**

PROPOSED RESOLUTION FOR COUNCIL'S CONSIDERATION AT TONIGHT'S MEETING:

RESOLVED THAT COUNCIL DETERMINES TO PROVIDE FUNDS TO THE BOUNDARY DISTRICT ARTS COUNCIL IN THE AMOUNT OF \$4,500 WITH FUNDS TO COME FROM THE 2013 OPERATING BUDGETING PROCESS IN ORDER TO MEET THE GRANT REQUIREMENTS FROM THE BRITISH COLUMBIA ARTS COUNCIL.

BE IT FURTHER RESOLVED THAT COUNCIL DETERMINES TO PROVIDE FUNDING IN THE AMOUNT OF \$4,500 FROM THE 2014 OPERATING BUDGETING PROCESS TO THE BOUNDARY DISTRICT ARTS COUNCIL, CONTINGENT ON AN AGREEMENT FOR A FEE FOR SERVICE BETWEEN THE CITY OF GRAND FORKS AND THE BOUNDARY DISTRICT ARTS COUNCIL PRIOR TO THE END OF THE BDAC'S FISCAL YEAR ENDED JUNE 30, 2014.

BACKGROUND: In spring of 2013, the Boundary District Arts Council (BDAC) approached the City with regard to their request for funding. Council had subsequently rescinded their Grant in Aid policy and no resolution granting funds for the organization was made, although the funds were allocated within the 2013 budget pending approval.

A representative of the BDAC approached Council at the COTW Meeting on February 24th, 2014, and advised that a grant was applied for from the British Columbia Arts Council (BCAC) contingent on the receipt of said funds from the City, and that if no City funding was considered, the organization would have no choice but to return the funds to the BCAC and they would have to fold the group. The organization further advised that they submit funding amounts to the smaller organizations and groups within the community that used to traditionally approach the City as grant in aid requests.

Council took the issue to the Regular Meeting on February 24th and tabled a proposed motion until March 10th, so that the BDAC would have an opportunity to present to Council at the COTW that day, and that Council could ask the organization questions with regard to their financial and funding aspects.

DELEGATION



Benefits or Impacts of the Recommendation:

General:	A Fee for Service falls within the current criteria of the Community and Organization Support Policy
Strategic Impact:	N/A
Financial:	A total of \$9,000 would be paid out to the organization for 2013 and 2014 contingent upon an agreed upon Fee for Service for 2014
Policy/Legislation:	Procedure Bylaw makes provisions for delegations to make presentations. Policy No. 503 allows provisions for agreed upon Fees for Service as adopted by resolution of Council. (Excerpt attached)
Attachments:	1) BC Arts Council correspondence-Jan 15, 2014; 2) Boundary District Arts Council correspondence – Feb 24, 2014; 3) BDAC Financial Statement; and 4) Excerpt from Policy No. 502 with regard to a Fee for Service

Recommendation: **RESOLVED THAT THE COTW RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY THE BOUNDARY DISTRICTS ARTS COUNCIL WITH REGARD TO THEIR REQUESTS FOR FUNDING AND REFERS THE PROPOSED RESOLUTION TO THE MARCH 10TH EVENING MEETING.**

OPTIONS: **1. RESOLVED THAT THE COTW REFERS BACK TO STAFF FOR FURTHER INFORMATION**
2. RESOLVED THAT THE COTW RECEIVES THE PRESENTATION FOR INFORMATION PURPOSES

 Department Head or CAO	 Chief Administrative Officer
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**BRITISH COLUMBIA
ARTS COUNCIL**

An agency of the Province of British Columbia

January 15, 2014

Michele Garrison
President
BOUNDARY DISTRICT ARTS COUNCIL
Box 2636
Grand Forks BC V0H 1H0

Dear Michele Garrison:

Re: Application 2014/1518

The British Columbia Arts Council met recently to consider applications for assistance from arts and cultural organizations. Your application was reviewed at that time.

On behalf of the Council I am pleased to advise you that an award of up to \$6,296.00 was approved to assist with your operational costs over the coming year. Your organization has demonstrated its continued contribution to our community. We trust that this funding will enable your organization's future success.

Payment of this award is being processed and a letter outlining the details of the award will be provided in the coming weeks.

Each year, the Council presides over the distribution of funding in a critically important arm's length relationship with government. While Council allocates the funds, it is important to acknowledge that all of Council's funding, including grants such as yours, is made possible by the financial support of the provincial government.

Please accept my best wishes for the coming year.

Sincere regards,

Stanley Hamilton
Chair



Boundary District Arts Council
P.O Box 2636 Grand Forks, BC V0H 1H0
boundaryarts@yahoo.ca
www.boundaryarts.org

February 24, 2014

Grand Forks City Council
P.O. Box 220
Grand Forks, B.C. V0H 1H0

Boundary District Arts Council – Funding Request (continued from original requests of January 20, 2012 and March 15, 2013):

Honorable Mayor Taylor and Councilors:

Attached is a copy of a letter from the British Columbia Arts Council informing us of their award of \$6,296.00 to Boundary District Arts Council (BDAC) to assist with our operational costs for the coming year.

In September 2014, before we submitted our grant application to BC Arts Council, I spoke to Ms. Diane Heinrich about the status of our then pending application to Grand Forks City Council for “matching” funding (please see attachments from January 20, 2012 and March 15, 2013). At that time, Ms. Heinrich informed me that the Council was still deliberating the matter. BC Arts Council advised that we include that information from Ms. Heinrich with our application to BC Arts Council by their September 2013 deadline.

Now that we have been awarded the grant by BC Arts Council we find ourselves in the position that we may have to forfeit these funds because we have no answer from City Council regarding our request for funds. It is a requirement of the BC Arts Council that their grant be “matched” by local funds.



We do understand that City Council can now only consider our request as a \$4,500 “fee for service,” and by submission of this letter we now do so in the context of the Council’s new guidelines and language.

BDAC has served our City for over thirty years, bringing (as described in greater detail in attachments of January 20, 2012 and March 15, 2013) a vibrant scheduling of arts events to the residents of our community and the tourists who come to Grand Forks for our spring, summer, fall and winter offerings: these events notably consist of “The Performance Series,” “Arts Week,” and in 2011 and 2013, “The Kettle River Festival for the Performing Arts.” Additionally we provide annual production grants to approximately 20 artists groups (the majority of whom are from Grand Forks) and two annual scholarships to graduating Secondary School students who have excelled in the arts.

If Grand Forks City Council votes down BDAC’s requested \$4,500 “fee for service” amount, our thirty year old organization is in imminent danger of folding due to having to return the majority

of our operating funds to BC Arts Council. If BDAC has to forfeit the BC Arts Council Grant monies, BDAC can no longer produce our regular events and provide our regular funding for community arts' groups. Grand Forks will lose its "Performance Series," "Arts Week," a future "Kettle River Festival for the Arts," funding for local arts groups events, and two Secondary School student scholarships. This at a time when it is important for the City to foster BDAC's financial and cultural contributions to Grand Forks' and our community sustainability.

Thank you for your consideration.



Anya Soroka, BDAC Performance Series Coordinator
Michele Garrison, Past- President
Boundary District Arts Council
P.O. Box 2636
Grand Forks, B.C. V0H 1H0

(250) 442-2415

COPY

Excerpt from Policy No. 503

3. CITY SUPPORT FUNDING OPTIONS

Council may determine to provide support funding at its discretion and subject to the requirements of the Community Charter and provided Council has an annual allocation of funds in the City's Financial Plan for some or all of the following funding components:

a) Umbrella Organizations

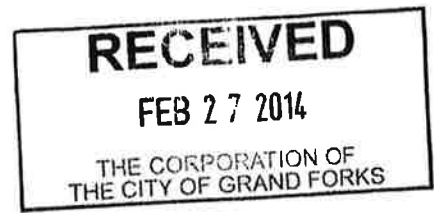
Council may choose to appoint a qualified umbrella organization in compliance with the Canada Revenue Agency's Policy Statement CPS-026, "Guidelines for the Registration of Umbrella Organizations" and in compliance with Subsection 149.1(1) of the Income Tax Act, to act as a funding distributor for determined budgeted allocated funds intending to support other registered charitable community organizations. By law, qualified beneficiaries are regarded as registered charities and the umbrella organization must demonstrate that at least 90 percent of the beneficiaries of its service are registered charities.

Council may determine that yearly allocated funds be directed to the care of the Umbrella Organization with consideration of a set of guidelines that would outline specific requirements geared to benefit the City. It would be Council's discretion whether they wish to provide funding to an umbrella organization within any given year.

b) Fees for Services

Council may determine to provide funding to an organization contingent on a community service agreement between the two parties. The organization entering into the agreement would be obligated to provide determined community services in lieu of funding.

Fees for service requests are required to make their presentations to Council on an annual basis during the City's budgeting process (to allow Council to consider allocating funds for the following year), by presenting their business case for the requested funding amount, in addition to in-kind requirements of the City, in any, and outlining the "community as a whole" services that they intend to provide to the City. If an existing funding agreement is already in place, those agreements would remain in effect until their expiry date. Business cases and correspondence should be submitted in writing to the City by October 31st in order to be presented to Council during the budgeting process for the following year. It is Council's prerogative to accept or reject any proposals.



BOUNDARY DISTRICT ARTS COUNCIL SOCIETY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2013

(unaudited)

CONTENTS:

NOTES TO READER

FINANCIAL STATEMENTS

Statement of Income

Balance Sheet

Notes to Financial Statements

Barbara Cornelius
Bookkeeping & Office Services

Barbara Cornelius
Bookkeeping & Office Services

NOTES TO READER
July 24, 2013

In compiling the accounts and financial statements of the **Boundary District Arts Council Society** for the fiscal year ending June 30, 2013 I have obtained all the information and explanations I required. In my opinion the current financial statements are properly drawn up so as to exhibit a true and correct view of the state of the Association's affairs according to the best of my information and the explanations given to me by the Treasurer of the Society. I have not performed an audit or a review engagement in respect of these financial statements.

Barbara A. Cornelius
Bookkeeper

**BOUNDARY DISTRICT ARTS COUNCIL SOCIETY
STATEMENT OF INCOME
FOR THE YEAR ENDED JUNE 30, 2013**

	2013		2012		2011	
	Operations	Performance Concert	Arts Week	Festival 2013	Total	Total
RECEIPTS						
Ticket Sales and other revenue						
Grants	586	7,951	248	1,225	10,010	9,360
Donations	18,916	2,981	300		22,197	31,996
In-Kind Donations					-	-
Transfer to deferred revenue	19,502	10,932	548	1,225	32,207	43,464
	(6,918)	(360)		(1,225)	(8,503)	(12,478)
	12,584	10,572	548	-	23,704	30,986
						12,112
EXPENSES						
Accounting	372	372	30	30	804	910
Artists' fees		10,152			10,152	10,964
Costs for performers (Hosp. & Acc.)		781			781	1,024
Contractors' fees					-	192
Facilities		702			702	642
Fees, dues, and licenses		163			496	375
Grant distribution & Scholarships	333				8,150	9,300
Insurance	8,150				425	425
Travel, Meeting, Volunteers	213	212			3,008	2,398
Bank Charges	2,161	788	59		141	102
Office and telephone	88	53			1,371	714
Printing and advertising	1,123	248			4,051	4,994
Repairs and maintenance	1,069	1,183	94	1,705	110	110
Stage and Sound	110				680	475
Transfer to deferred expenses	13,619	15,054	463	1,735	30,871	32,625
	-		-	(1,735)	(1,735)	(620)
	13,619	15,054	463	-	29,136	32,005
	(1,035)	(4,482)	85	-	(5,432)	(1,019)
						565
OPERATING SURPLUS (LOSS) FOR THE YEAR						

Boundary District Arts Council Society
Balance Sheet As At June 30, 2013

ASSETS

Current Assets

Cash Float	100
Arts Council Acct #000 Chq'g	14,639
Performance Committee #002 Chq'g	612
Gaming Account	-3
Piano Fund Plan 24	1,335
GFSCU 9791-5 Shares	25
Reserve Fund: C/U Term Deposit	4,055
Total Cash	20,763

Total Current Assets

20,763

Capital Assets

Net - Furniture & Equipment

0

Total Capital Assets

0

TOTAL ASSETS

20,763

LIABILITIES

Total Current Liabilities

0

Total Long Term liabilities

0

TOTAL LIABILITIES

0

EQUITY

Deferred Revenue

Deferred Revenue	8,503
Deferred Expenses	-1,736
Total Deferred Revenue	<u>6,767</u>

Retained Earnings

Retained Earnings - Previous Year	19,428
Current Earnings	-5,432
Total Retained Earnings	<u>13,996</u>

TOTAL EQUITY

20,763

LIABILITIES AND EQUITY

20,763

APPROVED BY THE DIRECTORS:

Michael Harrison Director
Anja Juhl Director

President 2013
Vice-President 2013

BOUNDARY DISTRICT ARTS COUNCIL SOCIETY

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2013

(unaudited)

1. PURPOSE OF ORGANIZATION

The Boundary District Arts Council Society is a local not-for-profit organization, whose Purpose is to co-ordinate and support local projects, cultural activities and community organizations.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- (a) The Boundary District Arts Council Society follows the fund accounting method of recording its transactions for the various projects and services it provides to the community.
- (b) Revenue and expense recognition
Restricted contributions to operations are recognized as revenue in the year in which related expenses are incurred. All unexpended funds to be applied to a subsequent period are reflected as deferred revenue. Expenditures incurred during the current year, which relate to a subsequent period in which the deferred revenue is recognized, are reflected as deferred expenses.

3. FINANCIAL INSTRUMENTS

The organization's financial instruments consist of cash and deferred revenues. The carrying amounts reflected in the balance sheet approximate their fair values.

BOUNDARY DISTRICT ARTS COUNCIL SOCIETY
NOTES TO THE FINANCIAL STATEMENTS (cont'd)
FOR THE YEAR ENDED JUNE 30, 2013

(unaudited)

4. INTERNALLY RESTRICTED FUNDS

The internally restricted funds are surplus funds of the Society that have been allocated for specific purposes. The restrictions can be changed by approval of the Board of Directors.

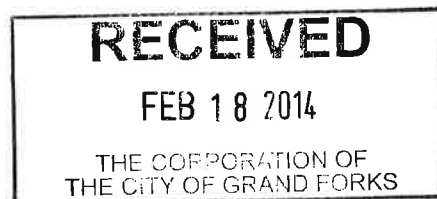
	2013	Additions	Reductions	2012
Piano Fund	1,335	1,335	-1,553	1,553
Performance Series Fund	612	612	-2,769	2,769
Grants & Awards	8,500	8,500	-10,000	10,000
Emergency Fund	<u>4,055</u>	<u>4,055</u>	<u>-4,021</u>	<u>4,021</u>
	14,502	14,502	-18,343	18,343

Boundary District Arts Council Society
Calculation of Unstricted Funds for CAC Grant
June 30, 2013

**This sheet is important to refer to
when doing your CAC grant
application.
It is not part of the official annual
financials.**

Cash Balance at June 30, 2013		20,763
* Less Restricted funds:		
Piano Fund	-1,335	
Performance	-612	
Grants & Awards	-8,500	
Emergency Fund	-4,055	
		<u>-14,502</u>
		6,261
Less Deferred Revenue / Expense Net		<u>-6,767</u>
Unrestricted Funds		-506
Annual Gross Revenue	23,704	
50% of Gross Revenue allowable as Unrestricted Funds		11,852
Surplus (Deficit)		<u>-12,358</u>

*** Internally Restricted Funds do not appear on the Balance Sheet,
but are documented in the "Notes to the Financials" section of the
year end Financial Statements**



February 13, 2014

Mayor and Council
City of Grand Forks
P.O. Box 220
Grand Forks, BC V0H 1H0

Dear Mayor Taylor and Council,

Re: Provincial Review of the Agricultural Land Commission and Agricultural Land Reserve

Recent media reports indicate that the British Columbia government, as part of its core review process, is considering some significant changes to the structure and mandate of the Agricultural Land Commission (ALC) and Agricultural Land Reserve (ALR). The Board of Directors and residents of the Regional District of Kootenay Boundary have long recognized the important role that the ALC and the ALR play in protecting the long term food security for BC's future generations. With this in mind, the Board of Directors of the Regional District of Kootenay Boundary recently considered the future of the ALC and the ALR at its January 30th regular meeting. At that meeting, the Board adopted the following resolution:

That the Regional District of Kootenay Boundary Board of Directors send a letter to the Minister of Agriculture (Honourable Pat Pimm), Premier Christy Clark, the Minister Responsible for Core Review (Honourable Bill Bennett), and the Parliamentary Secretary to the Minister of Forests, Lands and Natural Resource Operations for Rural Development (Donna Barnett) to recommend: Retention of the Agricultural Land Reserve (ALR) as one province-wide zone; Retention of the Agricultural Land Commission (ALC) as a province-wide, independent administrative body with judicial powers, and; Provision of an opportunity for local governments to discuss any proposed changes to the ALR with the Province and ALC.

On behalf of the Board, I am requesting that the City of Grand Forks support this resolution and that letters be sent to those identified in the resolution recommending retention of the ALR, retention of the ALC, and a commitment to consult with local governments if any changes are proposed relating to the ALR and/or ALC. Thank-you for your consideration of this matter.

Sincerely,



Grace McGregor, Chair
Regional District of Kootenay Boundary

FILE CODE

WES
Provincial Review of
R2-ALC & ALR



Private Secretary to the Lieutenant Governor

RECEIVED

FEB 18 2014

THE CORPORATION OF
THE CITY OF GRAND FORKS

February 14, 2014

His Worship Brian Taylor
Mayor of the City of Grand Forks
Box 220
Grand Forks, British Columbia
V0H 1H0

Dear Mayor:

The Honourable Judith Guichon, Lieutenant Governor of British Columbia, is pleased to present a new program to promote music and community spirit across the province. "Sing Me A Song" is an opportunity for musical groups of all ages and genres to write and sing an original song in the lead up to Canada's 150th birthday celebrations in 2017. Groups are encouraged to write a song about what Canada's 150th birthday means to them or their community. Each entry will be reviewed by a panel of musicians from around the province and an award of \$1,000 will be granted annually in each of three age categories. Entries will be posted on the Lieutenant Governor's website and YouTube channel, *Sing Me A Song BC*, to be viewed by all British Columbians.

Her Honour has asked that I write this letter of introduction to her new program with the hopes you will forward this information on to relevant individuals and groups and encourage your community's participation. A copy of the entry form containing the song submission criteria is attached. A digital copy of the form and further information is available online at the Lieutenant Governor's website at www.ltgov.bc.ca.

Whether it is a school or community choir or other amateur musical group, Her Honour looks forward to showcasing your community's musical spirit across British Columbia.

Yours sincerely,

James W. Hammond, OMM, CD
Private Secretary

Enclosure

FILE CODE

WES: G4- of BC - Program to
Lieutenant Governor
Promote Music & Comm. Spirit



ENTRY FORM

The Lieutenant Governor of British Columbia invites groups to write and sing an original song in the lead up to Canada's 150th birthday celebrations in 2017.

Name of Group: _____
Contact Name: _____
School/Organization: _____
Address: _____ City: _____ Postal Code: _____
Telephone: _____ Email: _____

Criteria:

- Original song written and performed by a British Columbia based amateur or community group with a minimum of 15 voices;
- Songs should be inspired by:
 - What our country, province, or community means to the participants; or
 - How their community, place or group reflects the values, accomplishments and spirit of Canada on its 150th birthday.
- Musical accompaniment is welcome to supplement the 15 voices;
- The song must not exceed 5 minutes in length;
- The video or audio file of the song must be submitted in a YouTube compatible format along with a copy of the written lyrics to www.ltgov.bc.ca by May 7, 2014. Audio files must be accompanied by a photo of the group and video files must include at least one visual of the group;
- By submitting the song you grant permission for Government House to post songs and images online and in the media. It is the responsibility of the submitting group to ensure all members of the group have agreed to the terms and conditions in the submission waiver;
- One song submission per group.

Judging Criteria: The songs will be judged on originality, musicality and spirit.

Award Category: (An award of \$1,000 will be presented in person by the Lieutenant Governor in each of the following categories)

- ☐ Members of the group are under the age of 11
☐ Members of the group are under the age of 16
☐ Open Category – no age restrictions

**Please submit your entry form as soon as possible to enroll in the program.
Songs must be submitted by May 7, 2014**

1401 Rockland Avenue, Victoria, British Columbia V8S 1V9
Website: www.ltgov.bc.ca Email: ghinfo@gov.bc.ca Tel: 250-356-0927

MEMORANDUM



DATE : February 28, 2014

TO: Mayor and Council

FROM: Manager of Development & Engineering

SUBJECT: Phase Two Downtown Beautification Open House

Approximately 60 people attended the recent Phase Two Downtown Beautification open house on February 20, 2014 at Gallery 2. Attendees were encouraged to comment directly on the display panels with 'sticky notes' as well as fill in more detailed comments and suggestions on a feedback form. The 'sticky note' comments and suggestions were positive with the most popular being the addition of trees and plants, improved lighting and the use of slag to restore tree wells. The feedback form comments were also mostly positive with areas of importance identified as signage, plants, parking, benches, graffiti removal, landscape maintenance and garbage collection. Examples of comments and suggestions are included below:

- Love the trees!
- More gathering places are great!
- Use of slag in this manner is awesome!
- Very proud of our newly revised downtown core! Good job.
- The brick work really cleans up the sidewalks.
- I love my town!
- Changing storefronts with the seasons.
- Fill empty storefront windows with local history displays.
- Signage to downtown, improved signage.
- Business retention and growth
- Parking for large trucks and trailers.
- Drawing traffic, directional signage is needed from Highway 3.
- City Park – a picnic shelter in campground would encourage larger groups/events.

And lastly, "Continue the practice of these open houses. Even if attendance is low you give people the opportunity to have their input and provide feedback."

MEMORANDUM



DATE : February 28, 2014

TO: Mayor and Council

FROM: Manager of Development & Engineering

SUBJECT: Decommissioning of septic and underground fuel tanks.

As per concerns raised by the local environmental committee regarding the potential for impacts from sewage effluent and old fuel storage tanks, the City contacted Piteau Associates, Geotechnical and Hydrogeological Consultants. Senior Hydrogeologist and Associate Remi J.P. Allard commented that the work required to more accurately determine the risk from these potential sources is straight forward. A summary of his response is included below and the complete response is attached.

With regards to risk from septic fields, the extent of the capture zones for the municipal water supply wells are located in areas that are predominantly serviced by community sewer, with few exceptions. In summary, septic fields are not likely a big issue – certainly not anything that needs to be addressed in the short term.

With regards to old fuel storage tanks, the understanding is that Grand Forks was probably connected to natural gas in the mid 1970's. Homes built after approximately 1990 would most likely have been immediately connected to gas so areas where newer homes exist are therefore not considered a threat to groundwater contamination. Focusing on those areas that fall within the capture zones, there may be some merit to a survey of land owners to determine if they have knowledge of existing or old fuel tanks. The written survey would be followed up with data analysis, a worker (a summer student) completing a field survey with a metal detector and for Piteau to put together a decommissioning plan for the City.

Looking at the number of lots within capture zones, most of the work will be required within the capture zone for Well 4/5 and a small amount for the Well 2 capture zone. A reasonable estimate for the maximum number of lots requiring attention is 150 within the Well 4/5 and 50 within the Well 2 capture zones.

In summary, the City needs to think carefully about any program relating to the identification and decommissioning of old fuel tanks. There would be a fixed cost to complete a survey, analyze the data, for a student to do the field survey with a metal detector and for Piteau to put together a decommissioning plan for the City. The total cost for the above would likely be less than \$25,000, with approximately \$15,000 of this used by the City for a summer student, postage, a metal detector, etc. Some land owners may not see the value in undertaking the work and it is suggested that the

effectiveness of the survey would be enhanced if the City infers that the cost of decommissioning old fuel tanks would be partially subsidized by the City.

The fuel tank decommissioning plan should call for the removal of tanks in close proximity to wells first and then for tanks progressively further away. Most tanks are expected to be no problem, however, there is no information regarding how many tanks have leaked and if localized soil and groundwater impacts will require clean up.

In closing, there doesn't seem to be a pressing need to look at septic fields, unless the understanding of the sewered versus un-sewered areas in relation to the capture zones is incorrect. There is merit, however, in completing the initial information survey and field survey (using a metal detector) for old fuel tanks. Once that program is completed, the City should be in a better position to determine whether to proceed with elimination of the old tanks as a potential source of contamination to the public water wells.

From:  **Sasha Bird** Feb-27-14 11:31:38 AM 
Remi Allard <RAIard@piteau.com>
Subject: Fwd: Grand Forks GWPP -sewage lines, disposal fields and old un...
To:  **Dolores Sheets**

DD,

FYI below.

Regards,

Sasha

Sasha Bird, ASCT

Manager of Development and Engineering
City of Grand Forks
Box 220, 130 Industrial Drive
Grand Forks, BC V0H 1H0
Tel: 250.442.8266 EXT 60246
Direct Line: 250.442.4146
Cell: 250.443.4172
Fax: 250.442.8263
Email: sbird@grandforks.ca
Website: www.GrandForks.ca



Settle down.

DISCLAIMER: This message is intended for the addressee (s) named and is confidential. The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation or the Corporation's F.O.I Officer

----- Original Message -----

Hi Sasha

Further to our discussions in December regarding the concerns raised by the local environmental committee regarding the potential for impacts from sewage effluent and old fuel storage tanks, I think that the work required to more accurately determine the risk from these potential sources is straight forward.

With regards to risk from septic fields, the extent of the capture zones for the municipal water supply wells are located in areas that are predominantly serviced by community sewer. The exception to this is the furthest extremities of the capture zones for Well 3 and Well 3A (capture zone areas to the south of 70th Avenue) and for Well 2 to the southwest of the junction of Highway 3 and Northfork Franklin Road. The area to the south of 70th Avenue is in the Agricultural Land Reserve (ALR) where large parcel holdings exist and a limited number of sewage disposal fields are present. So long as this area is not removed from the ALR, the potential for impacts from sewage disposal fields is not significant. I should note that I have assumed that the small subdivisions located immediately northeast of Well3/3A are connected to community sewer. If not, these areas should be a high priority for connection. For that matter, any new development within any capture zone should be connected to City sewer.

A portion of the capture zone for well 2 extends to the west of the City Boundary, ie, southwest of the junction of the Highway and Northfork Franklin Road. Not sure how you would be able to do anything outside of the City limits, but this area is the only place where septic fields are of high enough density to be an issue. Could the City eventually annex that area, or would you be able to at least connect that area to community sewer? I am guessing not, so there is probably nothing you can do about disposal fields in the capture zone for Well 2.

In summary, I don't see septic fields as being a big issue – certainly not anything that you need to address in the short term.

With regards to old fuel storage tanks, my understanding is that Grand Forks was probably connected to natural gas in the mid 1970's. I have no idea which areas are presently serviced by gas and when they were connected, but there will always be a low level threat from old fuel tanks. I would also argue that any homes built after say 1990 would have been immediately connected to gas. Areas where newer homes exist are therefore not considered a threat to groundwater contamination. Again, focusing on those areas that fall within the capture zones, there may be some merit to a survey of land owners to determine if they have knowledge of existing or old fuel tanks. As discussed, you could send details regarding the survey along with your upcoming questionnaire regarding universal water metering, or along with other civic notices that you send to individual land owners.

I would suggest providing an option to participate either via mail-in survey or via a web-hosted survey (not sure how high the internet literacy and connectivity is in Grand Forks). I don't think a door-to-door survey will work, but if no other option seems feasible, you could have a summer student do the door-to-door survey. We could help with the design of the survey. I think that the City could easily have someone internally identify the land parcels that fall within each capture zone and then send out the survey. We could review the responses and analyze the data. The survey would ask such things as do you now have or do you have knowledge of a fuel storage tank on site. If so, we would ask for a sketch of the location and details regarding when removed.

Certainly, we expect that the degree of response will be moderate to low, but we will be looking for clusters of locations where tanks have been reported. Once the areas have been identified, a summer student could go around with a metal detector and verify tank locations. I should think the tank locations would be easy to determine on older homes (probably at end of the driveway and adjacent to the side of the house where the furnace is).

In some jurisdictions (ie, the Regional District of Nanaimo) local government has provided a subsidy to decommission old wells and I should think that the effectiveness of the survey will be enhanced if the City infers that the cost of decommissioning old fuel tanks would be partially subsidized by the City. I envisage the subsidy could be funded by a small (general) tax levied on all residents and that the City could engage a single contractor to do all of the decommissioning work in a consistent manner and at a unit fixed cost. Some land owners may not see the value in undertaking the work – certainly not reflected in an increase in the value of their property. Furthermore, the City needs to decide if they want the headache of administering the decommissioning program.


Looking at the number of lots within capture zones, most of the work will be required within the capture zone for Well 4/5 and a small amount for the Well 2 capture zone. A reasonable estimate for the maximum number of lots requiring attention is 150 within the Well 4/5 and 50 within the Well 2 capture zones.

In summary, I think the City needs to think carefully about any program relating to the identification and decommissioning of old fuel tanks. There would be a fixed cost to complete the survey, analyze the data, for a student to do the field survey with a metal detector and for Piteau to put together a decommissioning plan for the City. I am guessing the total cost would be less than \$25,000, with say \$15,000 of this used by the City for a summer student, postage, a metal detector, etc. I see the fuel tank decommissioning plan calling for the removal of tanks in close proximity to wells first and then for tanks progressively further away. The uncertainty would come with the costs to subsidize the decommissioning. Most tanks are expected to be no problem. We have no idea however regarding how many tanks have leaked and if localized soil and groundwater impacts will require clean up.

In closing, I don't see any pressing need to look at septic fields, unless my understanding of the sewered versus un-sewered areas in relation to the capture zones is incorrect. I do see merit in completing the initial information survey and field survey (using a metal detector) for old fuel tanks. Once that program is completed, the City should be in a better position to determine if they want to proceed with elimination of the old tanks as a potential source of contamination to the public water wells.

I trust this is all in order. Feel free to phone to discuss.

Regards,

	PITEAU ASSOCIATES	Remi J.P. Allard, M. Eng., P. Eng. <i>Senior Hydrogeologist and Associate, Kelowna Branch Office Manager</i> Email: rallard@piteau.com Tel: +1.778.484.1777 Fax: +1.778.484.3901 Mobile: +1.250.212.7511
	GEOTECHNICAL AND HYDROGEOLOGICAL CONSULTANTS	Piteau Associates Engineering Ltd. Suite 304 – 1912 Enterprise Way Kelowna, BC, Canada, V1Y 9S9 www.piteau.com

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REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Roxanne Shepherd, Chief Financial Officer

Date: February 27th, 2014

Subject: 2014-2018 Financial Plan Bylaw 1996

Recommendation: **RESOLVED THAT COUNCIL GIVE FIRST TWO READINGS TO 2014-2018 FINANCIAL PLAN BYLAW 1996**

BACKGROUND:

In the fall of 2013, City staff began working on the 2014-2018 Financial Plan. Department Heads as well as the Coordinators for each department had direct input into the plan. Staff began with the operating budget, and operating presentations for each department were made to Council at the January 27, 2014 Committee of the Whole. The capital plan was presented to Committee of the Whole on February 11, 2014 for input from Council and the public. At the February 27, 2014 Committee of the Whole, the entire financial plan was presented for public consultation.

Benefits or Impacts of the Recommendation:

General: The benefit of a balanced budget is that it allows Council to undertake the services that are required to run the municipality.

Strategic Impact: The financial plan was developed using information from Council's Strategic Plan.

Financial: The plan includes all expenses of the municipality and all sources of revenues that will be required to undertake the services included in the plan.

Policy/Legislation: Section 165 of the Community Charter requires that a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted. Section 197 of the Community Charter requires that each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property values taxes for the year by establishing tax rates.

Attachments: 2014-2018 Financial Plan Bylaw 1996

Recommendation: **RESOLVED THAT COUNCIL GIVE FIRST TWO READINGS TO 2014-2018 FINANCIAL PLAN BYLAW 1996**

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:
1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

 Department Head or CAO	 Chief Administrative Officer
---	--

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1996

A Bylaw to Establish the Five Year Financial Plan For the Years 2014 - 2018

WHEREAS the Community Charter requires that Council adopt a Five Year Financial Plan annually before the adoption of the annual property tax bylaw;

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

1. Appendix "A" and Appendix "B" attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the Corporation of the City of Grand Forks for the Years 2014 to 2018.
2. This Bylaw may be cited, for all purposes, as the "**Year 2014 – 2018 Financial Plan Bylaw**".

Read a **FIRST** time this 10th day of March, 2014

Read a **SECOND** time this 10th day of March, 2014

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

FINALLY ADOPTED on this ____ day of _____, 2014

Mayor Brian Taylor

Corporate Officer Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1996, as adopted by the Municipal Council of the City of Grand Forks on this ____ day of _____, 2014.

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

City of Grand Forks
Appendix "A" to Bylaw 1996
Consolidated 5 Year Financial Plan 2014 - 2018

	2014	2015	2016	2017	2018
<u>Revenue</u>					
Property taxes , grants in lieu & franchise Fees	\$ 2,942,062	\$ 2,999,900	\$ 3,058,900	\$ 3,119,000	\$ 3,180,300
Parcel taxes	6,041	6,041	6,041	6,041	6,041
User levies	1,808,210	1,842,500	1,877,400	1,913,000	1,949,200
Fees and charges	4,972,787	5,203,052	5,444,468	5,697,528	5,862,300
Grants and other	3,781,734	706,586	711,811	717,161	722,537
Total Revenues	13,510,834	10,758,079	11,098,620	11,452,730	11,720,378
<u>Expenses</u>					
Purchases for resale	3,294,066	3,390,619	3,559,125	3,736,082	3,848,200
Operating	6,887,585	6,990,018	7,093,899	7,199,426	7,306,437
Debt interest	100,961	86,477	81,477	76,477	71,477
Amortization	1,539,874	1,556,513	1,573,366	1,590,434	1,607,722
Total Operating Expenses	11,822,486	12,023,628	12,307,867	12,602,419	12,833,835
Net Revenue (loss)	\$1,688,347	(\$1,265,549)	(\$1,209,248)	(\$1,149,689)	(\$1,113,457)
<u>Allocations</u>					
Debt proceeds	3,551,978	577,500	577,500	577,500	367,500
Capital expenditures	(8,856,179)	(1,139,000)	(1,014,000)	(830,000)	(619,500)
Debt principal repayment	(197,886)	(183,001)	(171,092)	(161,566)	(153,945)
Transfers from (to) reserves / surplus	2,273,866	453,536	243,474	(26,679)	(88,319)
Reserve fund in excess of amortization	1,539,874	1,556,513	1,573,366	1,590,434	1,607,722
Financial Plan Balance	\$0	\$0	\$0	\$0	\$0

**City of Grand Forks
Five Year Plan 2014 to 2018
Operations Summary
Supporting Schedule A**

General	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Revenue						
Property Taxes	\$ 2,768,320	\$ 2,837,537	\$ 2,894,300	\$ 2,952,200	\$ 3,011,200	\$ 3,071,400
Parcel Taxes						
Payments in Lieu & Franchise Fees	104,479	104,525	105,600	106,700	107,800	108,900
Solid Waste Levies	185,000	195,000	197,000	199,000	201,000	203,000
Slag Sales	255,000	250,000	252,500	255,025	257,575	260,151
Fees and Charges	593,043	576,588	588,100	599,900	611,900	624,100
Government Grants - Operations	352,846	317,286	317,286	317,286	317,286	317,286
Government Grants - Capital	491,844	1,587,889				
Other Sources	159,940	134,114	136,800	139,500	142,300	145,100
Restricted Investment Income		-	-	-	-	-
	4,910,472	6,002,939	4,491,586	4,569,611	4,649,061	4,729,937
Expenses						
Airport Cost of Sales	52,734	49,000	50,500	52,000	53,600	55,200
Operations Expense	4,288,867	4,356,749	4,422,100	4,488,400	4,555,700	4,624,000
Community Support	246,794	284,920	289,194	293,532	297,935	302,404
Preventative Maintenance Program	105,036	141,258	143,377	145,528	147,710	149,926
Studies & Planning		-	-	-	-	-
Debt Interest	67,937	44,484	30,000	25,000	20,000	15,000
Amortization	760,000	900,000	909,000	918,090	927,271	936,544
Total Expenses	5,521,368	5,776,411	5,844,171	5,922,549	6,002,216	6,083,073
Net Income (Loss) before Other Income	(610,896)	226,528	(1,352,585)	(1,352,938)	(1,353,155)	(1,353,136)
Other Income						
Contributions from Electrical	410,000	420,000	432,600	445,578	458,945	465,830
Gain (Loss) on Disposition of Assets		-	-	-	-	-
Net Income (Loss)	(200,896)	646,528	(919,985)	(907,360)	(894,209)	(887,307)
Allocations						
Debt proceeds	663,511	1,639,778	-	-	-	-
Capital Expenditures	(2,340,257)	(3,766,666)	-	-	-	-
Capital Planning	(71,667)		-	-	-	-
Debt principal repayment	(94,657)	(74,484)	(74,484)	(74,484)	(74,484)	(74,484)
Transfers from (to) reserves	871,570	539,000	(252,500)	(255,025)	(257,575)	(265,300)
Transfers from (to) surplus	412,396	115,845	337,969	318,780	298,998	290,548
Reserve fund in excess of amortization	760,000	900,000	909,000	918,090	927,271	936,544
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Grand Forks
Five Year Plan 2014 to 2018
Operations Summary
Supporting Schedule A

	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Equipment Recoveries						
Operations Expense	\$ 491,742	\$ 471,443	\$ 477,100	\$ 482,800	\$ 488,600	\$ 494,500
	371,764	461,518	468,400	475,400	482,500	489,700
Net Recoveries	119,978	9,925	8,700	7,400	6,100	4,800
Debt Interest	3,203	1,603	1,603	1,603	1,603	1,603
Amortization	245,568	232,874	234,038	235,209	236,385	237,567
Net Recoveries (Loss)	(128,793)	(224,552)	(226,941)	(229,412)	(231,888)	(234,370)
Gain (Loss) on Disposition of Assets	-	-	-	-	-	-
Net Recoveries (Loss)	(128,793)	(224,552)	(226,941)	(229,412)	(231,888)	(234,370)
Allocations						
Debt proceeds	-	-	-	-	-	-
Capital Expenditures	(210,000)	-	(50,000)	(50,000)	(50,000)	(50,000)
Debt principal repayment	(79,416)	(74,426)	(59,541)	(47,633)	(38,106)	(30,485)
Transfers from (to) reserves	210,000	-	(40,000)	(40,800)	(41,616)	(42,448)
Transfers from (to) surplus	(37,359)	66,104	226,941	229,412	231,888	234,370
Reserve fund in excess of amortization	245,568	232,874	149,541	138,433	129,722	122,933
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Grand Forks
Five Year Plan 2014 to 2018
Operations Summary
Supporting Schedule A

	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Electrical						
Revenue						
User Fees	\$ 4,216,000	\$ 4,324,609	\$ 4,540,839	\$ 4,767,881	\$ 5,006,275	\$ 5,156,500
Fees and Charges	40,000	63,226	65,512	67,886	70,352	72,500
	4,256,000	4,387,835	4,606,352	4,835,768	5,076,628	5,229,000
Expenditure						
Purchases for resale	3,109,400	3,245,066	3,340,119	3,507,125	3,682,482	3,793,000
Operations Expense	607,400	578,604	584,400	590,200	596,100	602,100
Amortization	34,000	42,000	42,000	42,000	42,000	42,000
	3,750,800	3,865,670	3,966,519	4,139,325	4,320,582	4,437,100
Net income (loss) before Contributions to General	505,200	522,165	639,832	696,443	756,046	791,900
Contributions to General	410,000	420,000	432,600	445,578	458,945	465,830
	95,200	102,165	207,232	250,865	297,101	326,070
Net income (loss)						
Allocations						
Capital Expenditures	(235,000)	(255,000)	(375,000)	(250,000)	(70,000)	(100,000)
Transfers from (to) reserves	(10,000)	255,000	175,000	50,000	(130,000)	(100,000)
Transfers from (to) surplus	115,800	(144,165)	(49,232)	(92,865)	(139,101)	(168,070)
Reserve fund in excess of amortization	34,000	42,000	42,000	42,000	42,000	42,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Surplus (Deficit)						

**City of Grand Forks
Five Year Plan 2014 to 2018
Operations Summary
Supporting Schedule A**

	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Water						
Revenue						
Parcel Taxes	\$ 752,700	\$ 793,650	\$ 809,500	\$ 825,700	\$ 842,200	\$ 859,000
User Levies	4,200	4,284	4,400	4,500	4,600	4,700
Fees and Charges	716,844	879,556				
Government Grants - Capital	1,473,744	1,677,490	813,900	830,200	846,800	863,700
Operations Expense	738,968	716,332	727,100	738,000	749,100	760,337
Preventative Maintenance Program	80,000	81,601	83,233	84,898	86,596	88,328
Studies & Planning	-	-	-	-	-	-
Debt Interest	-	-	-	-	-	-
Amortization	186,100	200,000	204,000	208,080	212,242	216,486
Total Expenses	1,005,068	997,933	1,014,333	1,030,978	1,047,937	1,065,150
Net Income (Loss)	468,676	679,557	(200,433)	(200,778)	(201,137)	(201,450)
Allocations						
Debt proceeds	2,046,006	1,572,423	367,500	367,500	367,500	367,500
Capital Expenditures	(2,691,182)	(3,857,846)	(469,500)	(469,500)	(469,500)	(469,500)
Capital Planning	(131,667)	-	-	-	-	-
Debt principal repayment	-	-	-	-	-	-
Transfers from (to) reserves	-	1,405,866	-	-	-	-
Transfers from (to) surplus	122,067	-	98,433	94,698	90,896	86,964
Reserve fund in excess of amortization	186,100	200,000	204,000	208,080	212,242	216,486
Surplus (Deficit)	-	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Grand Forks
Five Year Plan 2014 to 2018
Operations Summary
Supporting Schedule A**

Sewer	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Revenue						
Parcel Taxes	\$ 38,295	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041
User Levies	745,000	819,560	836,000	852,700	869,800	887,200
Fees and Charges	9,000	4,080	4,200	4,300	4,400	4,500
Government Grants - Capital	491,844	612,889				
	1,284,139	1,442,570	846,241	863,041	880,241	897,741
Operations Expense	692,362	702,346	712,900	723,600	734,500	745,500
Preventative Maintenance Program	35,000	35,700	36,414	37,142	37,885	38,643
Studies & Planning						
Debt Interest	25,758	54,874	54,874	54,874	54,874	54,874
Amortization	130,000	165,000	167,475	169,987	172,537	175,125
Total Expenses	883,120	957,920	971,663	985,604	999,796	1,014,142
Net Income (Loss)	401,019	484,650	(125,422)	(122,563)	(119,555)	(116,401)
Allocations						
Debt proceeds	563,511	339,777	210,000	210,000	210,000	
Capital Expenditures	(983,687)	(976,667)	(244,500)	(244,500)	(240,500)	
Capital Planning	(71,667)					
Debt principal repayment	(6,495)	(48,975)	(48,975)	(48,975)	(48,975)	(48,975)
Transfers from (to) reserves		24,000				
Transfers from (to) surplus	(32,681)	12,216	41,423	36,051	26,494	(9,749)
Reserve fund in excess of amortization	130,000	165,000	167,475	169,987	172,537	175,125
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Grand Forks
Appendix B to Bylaw 1996
Consolidated 5 Year Financial Plan 2014 - 2018
Revenues, Property Taxes and Exemptions

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the five year financial plan bylaw, objectives and policies regarding each of the following:

- the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
- the distribution of property taxes among the property classes; and
- the use of permissive tax exemptions.

Sources of Revenue

Revenue source	% of Total 2014 Revenue
Property taxes , grants in lieu & franchise Fees	21.8%
Parcel taxes	0.0%
User levies	13.4%
Fees and charges	36.8%
Grants and other	28.0%

Objective

For operations, to maintain annual increases to a level that approximates the annual increase in inflation unless a specific program or project is identified that requires tax revenue funding. For capital and fiscal, to review and address annually the long term needs for capital infrastructure.

Policies

- The City will review the fees/charges annually to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue resources instead of property taxes.
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

Distribution of Property Tax Rates

In establishing property tax rates, Council will take into consideration:

- The amount of property taxes levied as compared to other municipalities.
- The property class conversion ratio as compared to other municipalities.
- The tax share borne by each property class
- The tax ratios of each property classification

City of Grand Forks
Appendix B to Bylaw 1996
Consolidated 5 Year Financial Plan 2014 - 2018
Revenues, Property Taxes and Exemptions

The City will receive the Revised Assessment Roll for 2014 in April and will set the property tax rates based on the assessment before May 15, 2014. The 2014 distribution of property tax rates amongst all the property classifications will not be known until then.

The distribution for 2013 were as follows:

Property Class	% of General Revenue Taxation
Residential	51.9347%
Utility	1.6893%
Major Industry	26.0002%
Light Industry	19.0238%
Business and Other	1.3242%
Recreation / Non-profit	0.0097%
Farm	0.0181%

Objective

To ensure equity among property classes by reviewing the ratios of property class allocations annually. In 2009 the industry tax ratio was lowered to 17.06 from 20.52. In 2013, the industry ratio was lowered to 9.92 from 10.55 in 2012. As well, in 2013, the business conversion ratio was lowered from 2.52 in 2012 to 2.39. In 2013 the light industry class was lowered from 2.96 to 2.93. For 2014, consideration for class conversion ratios will be considered in April.

Policies

- The City will review and set tax rates and shift each property classification's tax share annually until such time as Council deems the property classifications' share to be equitable.

Permissive Tax Exemptions

In guiding and approving permissive tax exemptions, Council will take into consideration:

- Not-for-profit occupiers of City property for the duration of their occupancy.
- Land and improvements surrounding a statutorily exempt building for public worship.

Objective

To optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents, to provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner, to restrict provision of exemption to those providing an extension to city services and to reduce the impact to city revenues.

Policies

Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to the public.