

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

**Monday, February 29, 2016, at 7:00 pm  
7217 - 4th Street, City Hall Council Chambers**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		
2. <b><u>ADOPTION OF AGENDA</u></b>		
a) Adopt agenda	February 29th, 2016, Regular Meeting agenda	THAT Council adopts the February 29th, 2016, Regular Meeting agenda as presented.
3. <b><u>MINUTES</u></b>		
a) Adopt minutes <a href="#">February-15-2016-Committee-of-the-Whole-Minutes-Not Yet Adopted</a>	February 15th, 2016, Committee of the Whole Meeting minutes	THAT Council adopts the February 15th, 2016, Committee of the Whole minutes as presented.
b) Adopt minutes <a href="#">February-15-2016-Regular-Meeting-Minutes-Not Yet Adopted</a>	February 15th, 2016, Regular Meeting minutes	THAT Council adopts the February 15th, 2016, Regular Meeting minutes as presented.
c) Adopt minutes <a href="#">February-17-2016-Special-Meeting-Minutes-Not Yet Adopted</a>	February 17th, 2016, Special Meeting minutes	THAT Council adopts the February 17th, 2016, Special Meeting minutes as presented.
4. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
5. <b><u>UNFINISHED BUSINESS</u></b>		
6. <b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL</u></b>		
a) Corporate Officer's Report <a href="#">RFD - Proc. Bylaw-CAO - Rpts., Questions, &amp; Inquiries from Council</a> <a href="#">Councillor Butler's Report</a> <a href="#">Councillor Thompson's Report</a> <a href="#">Report from the Mayor</a>	Written reports of Council	THAT all written reports of Council be received.

7. **REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY**
  - a) Corporate Officer's Report  
[RFD - Proc. Bylaw-Council - RDKB Council's Rep.](#)

Verbal report from Council's representative to the Regional District of Kootenay Boundary

THAT Mayor Konrad'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 & Engineering Services  
[RFD - Mgr. Dev. & Eng. - Argosy DVP](#)

Application for a Development Variance Permit to vary the exterior side parcel line setback to allow for the placement of a portable temporary office trailer

THAT Council approve the application for a Development Variance Permit, for a maximum of 2 years, requesting an exterior side parcel line setback variance from 15 feet to a range of 2 feet on the south east corner of the office trailer and to 12 feet at the north east corner, as shown on the drawing attached with the application, and to direct staff to complete the necessary statutory requirements for the Development Variance Permit Application.
9. **REQUESTS ARISING FROM CORRESPONDENCE**
10. **INFORMATION ITEMS**
  - a) Deputy Manager of Operations  
[Memo - Dep. Mgr. of Operations - Chainsaw Course](#)

Chainsaw Course

THAT Council receive the memorandum from the Deputy Manager of Operations regarding the Chainsaw Course.
11. **BYLAWS**
  - a) Chief Financial Officer  
[Bylaw - RFD - CFO - Bylaw 2015-A1-Electrical Utility Regulatory Amendment](#)

Bylaw 2015-A1 - Electrical Utility Regulatory Amendment Bylaw

THAT Council give first three readings to Bylaw 2015-A1 - Electrical Utility Regulatory Amendment Bylaw at the February 19, 2016, Regular Meeting of Council.
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**

**Monday, February 15th, 2016**

**NOT ADOPTED  
SUBJECT TO CHANGE**

PRESENT: MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR CHRIS HAMMETT  
COUNCILLOR NEIL KROG  
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER	D. Allin
CHIEF FINANCIAL OFFICER	R. Shepherd
CORPORATE OFFICER	D. Heinrich
DEPUTY CORPORATE OFFICER/COMMUNICATIONS	S. Winton
MANAGER OF DEVELOPMENT AND ENGINEERING	D. Sheets
MANAGER OF OPERATIONS	D. Reid
DEPUTY MANAGER OF OPERATIONS	D. Drexler
CORPORATE ADMINISTRATIVE ASSISTANT	D. Popoff

GALLERY

ABSENT: COUNCILLOR COLLEEN ROSS

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**CALL TO ORDER**

The Mayor called the COTW Meeting to order at 9:01 am.

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**COMMITTEE OF THE WHOLE AGENDA**

Adopt agenda  
February 15th, 2016, COTW

MOTION: BUTLER

**Adopt agenda as presented.**

CARRIED.

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Reminder In-Camera Meeting directly following COTW Meeting.

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## **REGISTERED PETITIONS AND DELEGATIONS**

NOT ADOPTED  
SUBJECT TO CHANGE

Boundary Country Regional Chamber of Commerce  
Returning as per Mayor and Council request to answer question regarding 2016  
Budget Strategic Plan

Discussion:

- Alan Cooper, President, gave an overview of the Chamber's Strategic Plan and information on the current Directors. He announced that the AGM will be held March 10, 2016, at Gallery 2 at 6:00 pm. He is looking forward to being involved in events throughout the Boundary
- Kathy Wright, Executive Director, spoke on membership, 71 Grand Forks members in 2015 and more in surrounding areas, 111 Grand Forks invoiced in 2016 and others in surrounding areas. She expressed that the Family Day events were fantastic
- Sylvia Burch, Treasurer, gave an overview of the Chamber's finances and goals, Kathy's hours per week increase to 35 hrs, Chamber's website, spoke in regards to future thoughts of the Chamber wanting to move their office into the downtown core, Tradeshow for the region, revenue generation/fundraising - \$2,500 from each area for a total of \$7,500 in contributions
- Councillor Krog asked about possible electronic payment of membership fees

MOTION: BUTLER

**RESOLVED THAT the COTW receives the delegation from the Boundary Country Regional Chamber of Commerce.**

CARRIED.

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### Whispers of Hope

The impacts Whispers/BETHS has made through the partnership with the City of Grand Forks

Discussion:

- Andre Boruck, Director, gave an overview of Whispers of Hope, its operations, revenue generation, BETHS Emergency Shelter, future plans, investment, challenges, intent, invitation to visit facility
- Councillor Butler asked about the funds set aside, if they were going towards the roof repair? Mr. Boruck replied that it was more for lighting and kitchen cupboards, commented on the roof problems and repair and that the City Works crew were very helpful in the temporary roof repair
- Gallery members spoke positively regarding Whispers services and that it is a good facility
- Councillor Thompson inquired into the number of bed nights at BETHS? Steve McGibbon, Executive Director, replied that there are approximately 200 people a month, approximately 6 per night
- Councillor Krog asked if the facility has a program in place to try and transition some of the clients into paid positions? Mr. Boruck replied that yes they do attempt to give people the confidence, responsibility, routine, and skills
- Councillor Butler inquired about renewing their lease. Andre replied that the group would like to have a guarantee from the Mayor and Council that they will stay with a

- 
- long term agreement, would like to sign a new lease with the City.
  - CAO explained the lease arrangement
  - Ray Hansen, Vice Chair of Whispers, explained the original lease with MAAPS

NOT ADOPTED  
SUBJECT TO CHANGE

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the presentation from Andre Boruck of Whispers/BETHS.**

CARRIED.

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### **PRESENTATIONS FROM STAFF**

Deputy Corporate Officer/Communications  
Verbal update on Family Day 2016

Discussion:

- Sarah Winton, Deputy Corporate Officer/Communications, gave an overview of this year's Family Day celebrations, events, and thanked everyone who participated
- many positive comments were made from the Gallery and Mayor and Council

MOTION: THOMPSON

**RESOLVED THAT the COTW receives for information the verbal update from the Deputy Corporate Officer/Communications on Family Day 2016.**

CARRIED.

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Manager of Development & Engineering Services  
Application for a Development Variance Permit to vary the exterior side parcel line setback to allow for the placement of a portable temporary office trailer

MOTION: KROG

**RESOLVED THAT the COTW receives the report and recommends to Council to approve the Development Variance Permit Application requesting an exterior side parcel line setback variance from 15 feet to a range of 2 feet on the south east corner of the office trailer and to 12 feet at the north east corner, as shown on the drawing attached with the application, and to direct staff to complete the necessary statutory requirements for the Development Variance Permit Application.**

CARRIED.

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Manager of Operations  
Employees Health and Safety Policy

Discussion:

- Manager of Operations stated that the Policy was last reviewed on March 16, 2009, and that this was a housekeeping update

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- Manager of Operations recommended that the "Supervisor's" Responsibilities wording change to "Department Head" Responsibilities
  - Councillor Butler inquired into the monthly review process and if it has been done in the past or if these are new categories? Manager of Operations replied that yes it has been done in the past; however, want to make sure of the specific layout and timeframe
  - Councillor Thompson inquired if WorkSafe BC requires a Safety Committee? Manager of Operations replied that yes, there is a Joint Health & Safety Committee that gathers once a month

MOTION: HAMMETT

**RESOLVED THAT the COTW recommends that Council update the Employees - Health and Safety Policy 604.**

CARRIED.

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Monthly Highlight Reports from Department Managers

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

Discussion:

- Councillor Hammett inquired as to the unsightly properties. CAO explained that these property owners are working well with the Bylaw Officer
- Councillor Butler asked who the Labour Management Committee was comprised of and what the mandate was? CAO replied that as part of the Collective Agreement, the Committee is comprised of Union members and Management. The mandate is to address any issues that may arise from a Labour perspective
- Councillor Thompson asked if the Occupational Health & Safety Committee was comprised of the same members? CAO answered that they were two separate groups
- Councillor Butler inquired that there were going to be several new events this year? Deputy Corporate Officer listed some of the events, such as a Demolition Derby, Frisbee Tournament, Good Sam Club, GFI, and Easter Egg Hunt
- Councillor Butler inquired into revisiting City use facility procedures, where they are, and if there is a list? CAO explained the procedures process
- Councillor Butler asked about the Transitional Housing Society Steering Committee? Mayor Konrad explained that it is moving along, there is a meeting planned, and that they had a meeting with BC Housing
- Councillor Butler asked what SCEEP stood for? Manager of Development and Engineering replied that it stood for Sustainable Community Emissions and Energy Planning

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the monthly activity reports from department managers.**

CARRIED.

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## REPORTS AND DISCUSSION

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NOT ADOPTED  
SUBJECT TO CHANGE

### PROPOSED BYLAWS FOR DISCUSSION

Chief Financial Officer

Bylaw 2015-A1 - Electrical Utility Regulatory Amendment Bylaw

Discussion:

- CAO explained that when Fortis BC sets their rates, a BCMU (BC Memo of Understanding) impacts five electrical utilities in BC and they meet with Fortis and the Commissionaires to determine and challenge the increases, then the Utilities Commission makes the decision. Fortis also works on incentive programs
- Councillor Butler inquired that in 2016, capital reserves of \$120,000 into Electrical seems like the same amount was spent last year. Is this similar with what was done last year with setting money aside? The CFO and CAO explained that those funds all are established by bylaw

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to give first three readings to Bylaw 2015-A1 - Electrical Utility Regulatory Amendment Bylaw at the February 29, 2016, Regular Meeting of Council.**

CARRIED.

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### INFORMATION ITEMS

Deputy Manager of Operations

Business Licensing Bylaw, Fees and Charges Bylaw, Municipal Ticketing Bylaw, and Airport Regulations Bylaw proposed timeline

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the Business Licensing Bylaw, Fees and Charges Bylaw, Municipal Ticketing Bylaw, and Airport Regulations Bylaw Proposed Bylaw proposed timelines.**

CARRIED.

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Deputy Manager of Operations

Trees by the Gallery 2 facility

Discussion:

- Mayor Konrad inquired if the trees were there prior to the establishment? Manager of Operations replied that the trees were there prior and that he spoke with Gallery 2 regarding the impact of cooling the building from the tree removals
- Councillor Butler asked if there is a tree removal policy already in place? CAO

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replied yes, however if the tree is on public land and healthy, it is recommended to follow an Arborist report. If an individual requests removal, Council may vary the Policy; it would be Council's decision

- Councillor Hammett inquired as to what remedies from Gary Smith, Gaia Principles, would be suggested? Mayor Konrad explained that a precedence must be set for pest control. CAO expanded on the pest control, caution on spraying, and the eco system
- Councillor Krog asked as to the cost to remove two trees and suggested a method of water and dishsoap solution. Deputy Manager of Operations responded that the cost would be \$2,000 per tree, \$200-\$300 per tree for replanting.
- Councillor Thompson asked if Gallery 2 has complained about the Maple bug problem? Deputy Manager of Operations responded that he did not receive any reports or comments from them
- Bujor Tanasescu, owner of the establishment, spoke regarding the impact and problem he has to their house and business in regards to these trees

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the memo from the Deputy Manager of Operations regarding trees by the Gallery 2 facility.**

CARRIED.

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**CORRESPONDENCE ITEMS**

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**LATE ITEMS**

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

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**QUESTION PERIOD FROM THE PUBLIC**

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**IN-CAMERA RESOLUTION**

Chief Administrative Officer  
Immediately following the COTW Meeting, Council will hold an In-Camera Meeting

MOTION: HAMMETT

**RESOLVED THAT the COTW recommends Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;  
BE IT FURTHER RESOLVED THAT persons, other than members, officers, or other**



persons to whom Council may deem necessary to conduct City business, will be excluded from the In-Camera Meeting.

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

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**ADJOURNMENT**

The Mayor adjourned the COTW Meeting at 10:31 am.

MOTION: KROG

**RESOLVED THAT the COTW Meeting be adjourned at 10:31 am.**

CARRIED.

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**CERTIFIED CORRECT:**

\_\_\_\_\_  
MAYOR FRANK KONRAD

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CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF



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

**REGULAR MEETING OF COUNCIL**  
**MONDAY, FEBRUARY 15, 2016**

NOT ADOPTED  
SUBJECT TO CHANGE

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
(left at 7:30 pm)  
MANAGER OF DEVELOPMENT & ENGINEERING  
MANAGER OF OPERATIONS  
DEPUTY MANAGER OF OPERATIONS

D. Allin  
D. Heinrich  
R. Shepherd  
  
D. Sheets  
D. Reid  
D. Drexler

GALLERY

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**1. CALL TO ORDER**

- a) The Mayor called the Regular Meeting to order at 7:00 PM

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**2. ADOPTION OF AGENDA**

- a) Adopt agenda  
February 15th, 2016, Regular Meeting agenda

The Mayor advised that he was amending the agenda to include as late items:

1. A verbal report from Councillor Ross
2. A verbal report from the Chief Financial Officer with regard to the Regional District of Kootenay Boundary Stakeholder meetings which was held earlier today.

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council adopts the February 15th, 2016, Regular Meeting Agenda, as amended.**

CARRIED.

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3. **MINUTES**

- a) Adopt minutes  
January 25th, 2016, Special to go In-Camera Meeting minutes

MOTION: HAMMETT / KROG

**RESOLVED THAT Council adopts the January 25th, 2016, Special Meeting to go In-Camera minutes as presented.**

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

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- b) Adopt minutes  
January 25th, 2016, Regular Meeting minutes

Councillor Butler advised that on Item 9 (a), to remove "and bring back to Council for decision at the Regular Meeting on January 25th, 2016", from the resolution, and Item 11 (a), to remove "at the January 25th, 2016 Regular Meeting", from the resolution.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council adopts the January 25th, 2016, Regular Meeting minutes as amended.**

CARRIED.

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4. **REGISTERED PETITIONS AND DELEGATIONS**

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5. **UNFINISHED BUSINESS**

- a) Corporate Services  
AKBLG proposed resolutions for 2016 for Council's consideration

The Mayor advised that the unfinished business that pertained to the AKBLG resolutions would be referred to a Special Meeting to be held on Wednesday, February 17th, 2016, at 1:00 PM at City Hall

MOTION: THOMPSON / BUTLER

**RESOLVED THAT the 2016 AKBLG resolutions under item 5 (a), Unfinished Business, would be referred to a Special Meeting to be held on Wednesday, February 17th, 2016, at 1:00 pm at City Hall.**

CARRIED.

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6. **REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

NOT ADOPTED  
SUBJECT TO CHANGE

- a) Corporate Officer's Report  
Written reports of Council

Councillor Ross - verbal report

She advised that she attended the Sustainable Communities Conference in Ottawa, and that she would provide a full report to Council on the conference at a later date. Councillor Ross spoke about systemic problems and struggles that local governments face, and that a common theme for this was poor communication, and further that municipalities are plagued with short term thinking and reactive planning. She further commented that the City's sustainable community plan (SCP) should drive Council's decision making - not applications for rezoning, and that a simple one page document should be created that connects Council's Strategic plan with the SCP.

MOTION: BUTLER / THOMPSON

**RESOLVED THAT all written reports of Council be received.**

CARRIED.

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

- a) Corporate Officer's Report  
Verbal report from Council's representative to the Regional District of Kootenay Boundary  
The Mayor spoke with regard to a West Kootenay & Boundary Regional Hospital meeting of which Marguerite Rotvold was appointed the board chair. The Mayor advised that IHA (Interior Health Association), is planning to move the mental health office to a new site at the "Cash Store" on 2nd Street in Grand Forks. He reported on his attendance at a January 28th meeting involving the Tourism Society.  
The Mayor advised that on February 22nd, the Regional District of Kootenay Boundary will celebrate its 50th anniversary.  
The Mayor advised that he was the successful recipient in the draw at the Regional District table to attend the FCM (Federation of Canadian Municipalities) Conference, which is held in Winnipeg this year.  
He advised that on February 10th, 2016, at the Regional District's COTW meeting, that there were discussions regarding reuse centres, the 5 year financial plan, and the use of the proceeds from the sale of the Trail airport, to name a few.  
On February 6th, the Mayor reported that he and his wife attended the Fire and Rescue event, and that it was a great evening. He further commented on the years of dedicated service and the great work that the group performed.

Following the Mayor's Report, the Chief Financial Officer gave a verbal report regarding her attendance at the Regional District stakeholder's meetings held earlier today where all the different services that are provided to the City were discussed. She advised that some of the highlights were the: BEDC - 2015 surplus - plans for use in the next couple of years; Regional Transit - that they have been billing "actual" in

past years, and will begin billing based on budget for next year, and that the region will likely see an increase next year.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received, and further to the verbal report from the Chief Financial Officer with regard to her attendance at the Regional District stakeholder meetings held today.**

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

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## **8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Manager of Development and Engineering  
To amend the current Zoning Bylaw by rezoning property located at 6401 Highway #3 from the current TC (Tourist Commercial) zone to the HC (Highway Commercial) zone

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives third reading to the "City of Grand Forks Zoning Amendment Bylaw No. 1606-A4, 2016".**

CARRIED.

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- b) Manager of Development & Engineering Services  
Early budget approval for 5th Street Water Main Replacement

MOTION: THOMPSON / KROG

**RESOLVED THAT Council provides early budget approval for the 5th Street Water Main Replacement Project, Option #2, estimated to cost \$575,000 to be funded from the Community Works Gas Tax Fund.**

CARRIED.

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- c) Manager of Operations  
Early budget approval for 3rd Street Sewer Main Repair  
The Manager of Operations advised that there may be a cracked pipe and that there is a concern for water levels.

MOTION: THOMPSON / BUTLER

**RESOLVED THAT Council provides early budget approval for the 3rd Street Sewer Main Repair Project with an estimated cost of \$150,000 to be funded from Capital Reserves.**

CARRIED.

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- d) Manager of Operations  
Early budget approval for Well #3 Pump and Motor with VFD and Building Modifications

NOT ADOPTED  
SUBJECT TO CHANGE

MOTION: KROG / THOMPSON

**RESOLVED THAT Council provides early budget approval for the Well #3 Pump and Motor with VFD and Building Modifications Project with an estimated cost of \$100,000 to be funded from Capital Reserves.**

CARRIED.

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**9. REQUESTS ARISING FROM CORRESPONDENCE**

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**10. INFORMATION ITEMS**

- a) Tyra van Leur  
Letter of 'Thank You' from Tyra for receiving the City of Grand Forks Scholarship

MOTION: HAMMETT THOMPSON

**RESOLVED THAT Council receives the Letter from Tyra van Leur and notes Thank You for 2015 Scholarship Program.**

CARRIED.

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- b) Letter from the City of Port Coquitlam  
The City of Port Coquitlam is requesting that all BC Local Governments consider endorsing their 2016 FCM Resolution with regard to Build Canada Grant Funding

Councillor had discussion with regard to the change in percentage and the chance that there could be less grants provided as a whole. Council advised that the Mayor, as the City's representation, is attending the FCM, and that he should be delivering the vote on behalf of the City.

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council receives the information provided from the City of Port Coquitlam regarding 2016 FCM Resolution - Build Canada Grant Funding.**

CARRIED.

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- c) Deputy Manager of Operations  
Proposed draft correspondence with regard to requested financial support for the airport, from the Regional District of Kootenay Boundary

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The Deputy Manager of Operations spoke with regard to airport services and of the data collected for the services and advised that the City has a good business case to present to the Regional District for a request for financial assistance. Councillor Krog suggested to remove the page on events before submitting the proposal and that the night flight service needs to be on the forefront.

MOTION: KROG / THOMPSON

**RESOLVED THAT Council receives the draft correspondence from the Deputy Manager of Operations with regard to seeking financial support for the municipal airport, from the Regional District of Kootenay Boundary, for discussion purposes.**

CARRIED.

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**11. BYLAWS**

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**12. LATE ITEMS**

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

- a) DELLA MALLET - She asked if the Mayor could expand on the museum initiative from the RDKB. The Mayor advised that it's still in the discussion stage.  
FIL MAURO - He advised the Council meetings held today, have been very professional and polite.  
COUNCILLOR THOMPSON - She thanked the Union members in the gallery, for attending the Council meeting.

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**14. ADJOURNMENT**

- a) The meeting was adjourned at 8:05 pm

MOTION: ROSS

**RESOLVED THAT the meeting be adjourned at 8:05 PM**

CARRIED.



NOT ADOPTED  
SUBJECT TO CHANGE

**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE OFFICER - DIANE HEINRICH



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

**SPECIAL MEETING OF COUNCIL**  
**Wednesday, February 17, 2016**

NOT ADOPTED  
SUBJECT TO CHANGE

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
(during tax sale resolution)

D. Allin  
D. Heinrich  
R. Shepherd

GALLERY

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**1. CALL TO ORDER**

- a) The Mayor called the meeting to order at 1:17 PM

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**2. ADOPTION OF MEETING AGENDA**

- a) Adoption of the Special Meeting Agenda for February 17th, 2016

MOTION: BUTLER / THOMPSON

**RESOLVED THAT February 17th, 2016 Special Meeting be adopted as presented.**

CARRIED.

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**3. REGISTERED PETITIONS AND DELEGATIONS**

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**4. UNFINISHED BUSINESS**

- a) Corporate & Administrative Services - 2016 AKBLG Resolutions

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council receives, discusses and adopts the final resolutions, as presented or modified thereof, and further directs Staff to submit those resolutions, prior to the deadline of February 26th, 2016, as adopted by City Council, to the Association of Kootenay and Boundary Local Governments (AKBLG) for those members' consideration and vote at the AKBLG Annual General Meeting held in April 2016.**

CARRIED.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Mr. Barry Brandow, who is in the gallery, be allowed to speak with regard to the Gilpin Grassland resolution.**

CARRIED.

MOTION: HAMMETT / THOMPSON

**WHEREAS the Class A Gilpin Grasslands Provincial Park has two roles: the primary role being to protect a remnant grassland and ecosystem and an uncommon riparian area along the Kettle River; and, a secondary role being to maintain low impact recreation and interpretive opportunities within a scenic area of the Kettle River Valley; and**

**WHEREAS the BC Parks document titled Gilpin Grasslands Provincial Park: Management Direction Statement 2009 provides that ongoing consultation with the City of Grand Forks is required to ensure local community needs are considered, and where appropriate, addressed within the management of Gilpin Grasslands Provincial Park, and that such consultation has never occurred;**

**THEREFORE BE IT RESOLVED that the UBCM encourages BC Parks follow their own mandate and engage in consultations with the City of Grand Forks, and other communities throughout BC as needed, relative to community needs being considered and appropriately addressed within the management of Gilpin Grasslands Provincial Park and similar areas throughout the province that need protecting from livestock.**

CARRIED.

MOTION: THOMPSON / ROSS

**WHEREAS IN 1988, the Province surveyed Municipal Tax Collectors to obtain information on the effectiveness of Tax Sale and comments on the process, and**

**WHEREAS the Tax Sale process is both onerous and costly to municipalities;**

**BE IT RESOLVED that the Province of British Columbia be requested to conduct a survey of Municipal Tax Collectors in 2016 to obtain current information on the effectiveness of Tax Sale and their comments in the process.**

CARRIED.

Councillor Thompson asked if the Chief Financial Officer could provide a “fan-out” to BC Tax Collectors for them to provide comments with regard to her resolution and the tax sale process, and further if the Chief Financial Officer could provide information to Councillor Thompson on what the actual cost was to the City with regard to the Court case on the tax sale property that was located on Highway #3 a few years ago.

MOTION: BUTLER / ROSS

**WHEREAS the privatization of water resources and infrastructure is becoming commonplace worldwide and;**

**WHEREAS privatization can lead to decreased access for the public, increased prices and decreased product and service quality;**

**THEREFORE LET IT BE RESOLVED THAT the City of Grand Forks requests the Provincial and Federal Governments to take steps to protect the aquifers, surface water and public water/waste water infrastructure of BC from purchase by private corporate interests.**

CARRIED.

MOTION: ROSS / HAMMETT

**WHEREAS forestry activities surrounding our municipalities can have direct and deleterious impact on municipal watersheds by accelerating spring runoff, increasing erosion and sediment from forest service roads and clear cutting, increasing risk of flooding downstream, reducing summer water levels in lakes and rivers and directly impacting water supply and water quality in municipalities, and**

**WHEREAS communities and regional district citizens often are not aware of proposed logging plans in their watershed, and there is no legal requirement for forest licensees (including BC Timber Sales) to consult with or seek approval from local municipalities prior to implementing their annual road building and harvesting operations;**

**THEREFORE BE IT RESOLVED that the Ministry of Forest, Lands and Natural Resource Operations require all licensees to widely advertise in print and online, of all of their (Forest Stewardship Plan) FSP's, and actively solicit public and local government input so that all parties have an opportunity to bring forth their concerns, before specific forest harvesting planning and layout begin, and that no less than 60 days be given for the consultation process.**

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

MOTION: ROSS / BUTLER

**WHEREAS** the forestry industry provides important employment throughout the province, and long term employment stability is essential, and requires a long term plan for timber harvesting in order to create stable employment, and

**WHEREAS**, the allowable annual cut (AAC) may be too high over the long term, and at the current rate, forests are being logged too quickly;

**THEREFORE BE IT RESOLVED** that the methodology by which allowable annual cut is determined, and approved by the Chief Forester under the Forest Act, be re-evaluated so that stable, long term employment be assured and watershed and wildlife spaces be protected.

CARRIED.

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5. RECOMMENDATIONS FROM STAFF FOR DECISIONS

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6. REQUESTS ARISING FROM CORRESPONDENCE

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7. BYLAWS

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8. LATE ITEMS

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9. ADJOURNMENT

- a) The meeting was adjourned at 2:26 PM

MOTION: BUTLER

**RESOLVED THAT** meeting be adjourned at 2:26 PM

CARRIED.

---

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**CERTIFIED CORRECT:**

---

MAYOR FRANK KONRAD

---

CORPORATE OFFICER - DIANE HEINRICH

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** February 29<sup>th</sup>, 2016  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, 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 WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

---

- OPTIONS:**
- 1. RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED**
  - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.**

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





## **Councillor's Report**

**Feb 29, 2016**

**Julia Butler**

**Feb 10<sup>th</sup>** – I attended a Special Meeting of Council to pass AKBLG Resolutions.

**Feb 11<sup>th</sup>** – Monthly Rec Commission Meeting

**Feb 18<sup>th</sup>** – A Rec Commission Committee met to discuss pricing options – It will be recommended to the Rec Commission at the next regular meeting to consider \$2 Sundays and \$2 for the last hour of swimming Mon-Thurs. If passed the pricing would go into effect in early April.

**Feb 19<sup>th</sup>** – Webinar in council chambers – Mitigating the Risks of Conflict of Interest, Fraud & Corruption

**Sonia Le Bel** – Prosecutor, Charbonneau Commission

How to prevent collusion and corruption in awarding public funds in the construction industry. This is relevant now in light of increased funding for infrastructure.

Political party financing and “gifts”

Organized crime had infiltrated the construction industry

Bid rigging (mafia closed bidding so only their friends bid). Costs were 30% higher in Montreal than in Toronto.

Bought off engineers and civil servants. City estimated costs of project then collusion among bidders to raise all bids, paid for jobs not carried out. (Quebec has a low bid policy). Patterns emerge over time – red flags

Culture of your organization is very important. Newcomers become tainted by the “normal” corruption already present. Starts small then grows and by the time they are caught in the web it is too late to get out. Insidious

What is ok and normal in private sector is not ok in the public sector.

Revolving door between public and private sector jobs. The longer people are in place in a position of power the more at risk they are. They think they can do things their own way.

Lack of expertise in public sector, unable to oversee projects properly and detect red flags/collusion in bids.

Protection of whistle blowers is important.

Is BC on dangerous grounds with private companies doing trade shows and hospitality suites at UBCM?!

Keep talking about it and shedding light on the situation

**Maegen Gitrow** – Key Legal Definitions and Standards

*Community Charter* – section 100 conflict of interest for elected officials not staff (maintain confidence and trust in government) Campaign contributions don't count as a conflict in BC! They are considered not a current interest. There was no conflict when a decision benefitted the sons of a mayor. There was a conflict when directors of a society voted to give money to their society.

*Common Law Conflict of Interest Rules and Employment Laws* - affects staff and elected officials. Employee owes a duty of fidelity and loyalty to the employer that can be breached by conflict of interest

*Criminal Code* – sections 122,123 deal with municipal corruption - - broadly, vote buying (very difficult and intricate to prove)

*Equity* – Fiduciary duties of band councils

**Natalie Baker– Municipal Law**

She is a lawyer who represents clients against municipalities

“Illegality” can be cause to challenge a decision of council. Time limits are very short

Judicial Review Procedure Act can be used to challenge staff or council's decision. Is it legal, reasonable and fair? No time limit

*Jurisdiction* – does the decision maker have the power to do what they have done? Bylaw can be set aside if zoning isn't consistent with SCP.

*Procedure* – have they met requirements ie. Public hearing, advertising, in-camera meetings were misused to debate bylaws. At public hearings the public must have access to the same info as council.

*Reasonable* – powers of the charter have to be used in a reasonable way ie stipulations on developments (very difficult to prove)

**Jerry Berry – Principle Advisor, Jerry Berry Consultants Inc. – Ethical Behaviour from a Practitioners Perspective**

Municipal government is a mess – the public loses faith in democracy

Corruption is any use of authority that damages the public perception

**Nobody is responsible for enforcing ethical behaviour in local gov in BC!!** – based on shared and collective accountability. Needs to be respect for minority rights or there is a tyranny of the majority on council

“Nothing is more dangerous than a public servant who is technically fit but ethically flabby”

CAOs must quit or submit to will of council even if they aren't following best practices

Need a provincial code of conduct for local gov.

Who is responsible for determining conflict? – the councillor themselves

We need an Independent Local Gov Integrity Commissioner

FOI and privacy - Who do you call if the city contravenes the Act?

Steps to rebuilding trust in Government – centralization of media and shutting down local papers is a problem, public service ethics aren't taught, civics isn't taught in schools, establish a strong culture of ethics within the organization

**Jacklyn Davies – Investigator - Fraud Detection Methods for the Public Sector**

*Risk Management* – prevention (ethical environment), detection, response

*Environment* –complex internal and external pressures, pressure for results without support. If things are going well people make good decisions. Keeping up appearances and maintaining status, addictions, divorce, family illnesses, rationalization, lack of fear in being caught, passed over for promotion, taken for granted in their role, everyone else is doing it, “just this one time”, access, lack of controls, skill.

*Who does it?* – 20 (angels)-20 (evil)-60 (situational ethics)

*Types* – Misreporting of time/payroll (ghost employees, lack of performance, misreporting of time), financial statement fraud, asset misappropriation, procurement fraud (RFP competitive bid, tailoring RFP so only one contractor fits the requirement, bids that are extremely close, same vendor all the time, take a look at the vendor list, sole source, simplified acquisition), expense claims, providing cheaper quality materials than was agreed upon, change orders, cost mischarging, performance fraud ( too slow, high instance of product failure), false or ghost vendors (small invoices, segregate duties of who sets up vendors and who takes invoices, contact info is vague, program grant or benefit fraud/restricted funds ( no supporting documentation, unexplained variances), cash and cheque fraud (skimming, erase name on cheque), paperwork isn't random and has been falsely generated (especially dates)

*Methods to Identify/red flags* – secretive, significant changes in the organization, don't want to take vacation because someone else will uncover the fraud while they are away. **Tips from employees or third parties, management review, internal audit (not external audits)**

**Yvon Dandurand – Professor of Criminology – Mitigating the risks of Fraud**

UN document on Transnational organized crime

Corruption in major events ie Olympics

Fraud is not a rare event in municipal government. Usually it has been going on for a long time and signs have been ignored, whistle blowers have been ignored, reluctance to talk about it.

Explicit policy for risk management on Fraud. GET ONE! Test it. Go through a process to identify our risks.

Are leaders (political) and managers demonstrating a commitment to corruption prevention?

Who has access to info within the organization?

Vulnerabilities – consultants, agents, intermediaries, partners

### **Discussion Panel of Experts**

Ombudsperson role, RCMP criminal code section 118, AGLG Act (Auditor general local gov), Mayor of N Van has an internal auditor, AGLG makes recommendations for conflict re staff in the Rossland report.

### **Scaling Operations for Community Growth and Significant Projects**

Different stages of developing – OCP amendment, zoning amendment, development variance permit, dev area permit, subdivision application, building permit

Development approval can take too long if full paperwork isn't filled out and the developer doesn't understand the process. Maintain the integrity of the process.

Get budget approval from council after presenting a business case for the project then it goes to RFP. Make sure there is no management override.

Building relationships to help influence projects ( ie LNG up north) Grey areas, receiving invitations and gifts. Who is now influencing who? When do you cross the line of working for your community and getting too close to developers?

All costs to be covered by the city, not a developer or other organization.

BC Business magazine listed the 35 most influential women in BC and said that in doing the right thing and challenging the status quo you can be deemed disruptively influential.

Development causes a need for other facilities. DCCs only pay for basic infrastructure.

Major projects in small communities lack expertise so they hire consultants but you need someone to oversee the external group. Must have the scope of involvement up front so they don't go over their bid with scope changes. Professional project oversight is key.

**Feb 22<sup>nd</sup>** – Council held a budget workshop in council chambers

## MEMORANDUM

TO: Mayor and Council

FROM: Councillor Christine Thompson

DATE: February 29, 2016

SUBJECT: Report to Council

I attended a Special Meeting of Council on Wednesday, February 17<sup>th</sup> where Council reviewed, debated and made recommendations for amendments to resolutions prepared by Councillors that will be forwarded to the Association of Kootenay Boundary Local Governments (AKBLG) for their consideration at their Annual Convention in April. Should these resolutions be endorsed by the AKBLG, they will be forwarded to the Union of British Columbia Municipalities (UBCM) for consideration at their Annual Convention in September.

The monthly meeting of the Phoenix Foundation of the Boundary Communities was held on Wednesday, February 17<sup>th</sup>. Board Chair Gary Smith advised that the Foundation will be permitted to store their archival information in the basement of the Library. The Foundation is very grateful that working with the City administration has allowed all of these materials to be located in one place. Letters of Intent for the 2016 granting by the Foundation were due by February 28<sup>th</sup>.

At the invitation of the Sunshine Valley Women's Institute, I attended their meeting on Thursday, February 18<sup>th</sup>. They asked questions about local issues, and in particular, the status of their request to have a sidewalk constructed from the Silver Kettle west toward Extra Foods.

Friday, February 19<sup>th</sup>, along with other members of Council, I participated in a daylong webinar on Integrity in Local Governments: Mitigating the Risks of Conflict of Interest, Fraud and Corruption. This webinar was sponsored by The International Centre for Criminal Law Reform and Criminal Justice Policy. Topics included Conflict of Interest – Legal Standards and Issues; Ethical Behaviour from a practitioner's Perspective; Fraud Detection Methods for the Public Sector; Mitigating the Risks of Fraud – Due Diligence and Requirements; Tools and Mechanisms for responding to Conflict of Interest, Fraud and Corruption; and Scaling Operations for Community Growth and significant Project. The keynote speaker was Sonia Le Bel, Chief Prosecutor of the Charbonneau Commission. I found this a most interesting and informative program.

The final Public Budget Workshop was held Monday, February 22<sup>nd</sup>. I must commend our Chief Financial Officer and the Management Team for their work on preparing the

City's Financial Plan. The documents prepared are very clear, concise and understandable. In my 35 years of experience in local government, the presentations given by our Management Team are second to none. Congratulations to all of you on a job very well done.

The Transition Housing Project Steering Committee met Monday, February 22<sup>nd</sup> to receive an updated report from our Consultant and the Manager of Engineering and Development Services.

Respectfully,

Christine Thompson,  
Councillor



File No:

## **OFFICE OF THE MAYOR**

Mr. Doug Allin  
P.O. Box 220  
Grand Forks, BC V0H 1H0

Dear Doug

I want to thank you for the excellent presentation you made to Rossland's City Council on Asset Management. You were able to concisely present the material in an informative and comprehensible way. A number of my council members are new to local government and the concept of a comprehensive asset management plan was being presented to them for the first time. I am confident that everyone now understands the enormity of the task in front of us and the critical need to incorporate a robust asset management plan into our financial planning work every step of the way.

Your presentation was excellent and I greatly appreciate you donating your valuable time to us. You are a natural teacher and your passion for your subject was infectious. I will happily and enthusiastically recommend you to anyone who is interested in learning more about the importance of asset management and what it means to municipalities of all sizes.

I greatly appreciate your willingness to network with our staff in the future too. By working together we all become stronger.

Thank you so much.

Sincerely,

Mayor Kathy Moore

Phone 250 362 7396 Fax 250 362 5451  
Email [cityhall@rossland.ca](mailto:cityhall@rossland.ca) Web [rossland.ca](http://rossland.ca)

1899 Columbia Avenue, PO Box 1179, Rossland, BC V0G 1Y0, Canada





# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** February 29<sup>th</sup>, 2016

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

**Recommendation:** **RESOLVED THAT MAYOR KONRAD'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.

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

**OPTIONS:**

1. **RESOLVED THAT MAYOR KONRAD'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**

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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:** Dolores Sheets, Manager of Development & Engineering Services

**Date:** February 29, 2016

**Subject:** Application for a Development Variance Permit to vary the exterior side parcel line setback to allow for the placement of a portable temporary office trailer.

**Recommendation:** **RESOLVED THAT** Council approve the application for a development variance permit, for a maximum of 2 years, requesting an exterior side parcel line setback variance from 15 feet to a range of 2 feet on the south east corner of the office trailer and to 12 feet at the north east corner, as shown on the drawing attached with the application, and to direct staff to complete the necessary statutory requirements for the Development Variance Permit Application.

---

**BACKGROUND:** The City has received a Development Variance Permit application from Argosy Construction Group Inc., owners of property legally described as Lot 10, District Lot 534, S.D.Y.D, Plan KAP34656, located at 400 Industrial Drive. The property in question is currently zoned I-4 (Gravel/Mineral Processing Industrial) in the City's Zoning Bylaw.

Section 542 of the Local Government Act states that a person may apply to the Board of Variance to relieve or exempt, to relieve hardship. At the present time, the City does not have a Board of Variance, so the approving body is Council.

The applicant wishes to place a 770 square foot (14' x 55') portable temporary office trailer beside the existing shop. He has asked for an exterior side parcel line variance from 15 feet to a range of 2 feet setback on the south east corner of the office trailer to 12 feet at the north east corner of the trailer.

Section 499 of the Local Government Act states that notice must be given to all owners or tenants, indicating the land that is subject of the application and the land that is adjacent to the subject of the application. Staff will send letters to the affected property owners, informing them of the variance application and inviting them to submit written notice to City Hall, if they have any comments or concerns regarding the proposed variance. Submissions will be read at the February 29, 2016 Regular meeting of Council.

---

# REQUEST FOR DECISION

— REGULAR MEETING —



## Benefits or Impacts of the Recommendation:

- General:** Approving the development variance request would alleviate the applicant's hardship issue in that he could place a portable temporary office trailer beside the existing shop.
- Strategic Impact:** N/A
- Financial:** There is no cost to the taxpayers with regard to the development variance. The applicants have paid \$350.00 for the Development Variance application.
- Policy/Legislation:** Sections 498 and 499 of the Local Government Act govern development variance applications and procedures.
- Attachments:**
- Development Variance application complete with site plan showing the existing and proposed buildings on the property and a picture showing the proposed structure;
  - Excerpt from the City's Zoning Bylaw – I-4 Gravel/Mineral Processing Industrial Setbacks and Lot Coverage;
  - Aerial and Street view of the property;
  - Excerpt from the Local Government Act, Section 498 and 499.

---

**Recommendation:** **RESOLVED THAT** Council approve the application for a development variance permit, for a maximum of 2 years, requesting an exterior side parcel line setback variance from 15 feet to a range of 2 feet on the south east corner of the office trailer and to 12 feet at the north east corner, as shown on the drawing attached with the application, and to direct staff to complete the necessary statutory requirements for the Development Variance Permit Application.

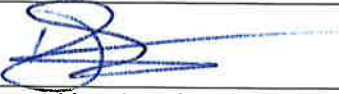
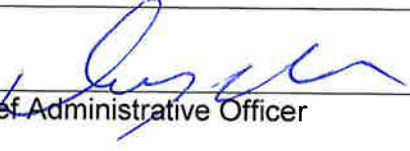
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# REQUEST FOR DECISION

— REGULAR MEETING —



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

	
Department Head or CAO	Chief Administrative Officer

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

7217-4<sup>th</sup> Street  
P.O. Box 220  
Grand Forks, B.C.  
V0H 1H0

Telephone: 250-442-8266  
Fax: 250-442-8000

**DEVELOPMENT VARIANCE PERMIT APPLICATION**

**APPLICATION FEE**      **\$350.00**

Receipt No. \_\_\_\_\_

Registered Owner(s): ARGOSY CONSTRUCTION GROUP INC.

Mailing Address: P.O. BOX 2860

GRAND FORKS, B.C. V0H 1H0

Telephone:      Home: \_\_\_\_\_ Work 250.442.5750

Legal Description:

LOT 10, PLAN KAP34656, DISTRICT LOT 534,  
SIMILKAMEEN DIV OF YALE LAND DISTRICT: PID: 002-940-S1

Street Address: 400 INDUSTRIAL DRIVE  
GRAND FORKS, B.C.

**DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT**

I, CALVIN LANDMONTAGNE, owner of the subject property described on this application form, hereby declare that the land which is the subject of this application has not, to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities" (Schedule 2) of the *Contaminated Sites Regulation* (B.C. Reg. 375/96). I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the *Waste Management Act*.

(signature)

FRS

(date)

January 27, 2016

.OVER.....

Outline the provisions of the respective Bylaw(s) that you wish to vary and give your reasons for making this request:

I WOULD LIKE TO PUT A PORTABLE  
TEMPORARY OFFICE TRAILER (SHOWN IN  
THE ATTACHED DRAWING) THAT IS WITHIN  
THE 15 FT. MANDATORY SET BACK NEXT  
TO THE CITY OWNED LANEWAY. ALL OTHER  
SET BACKS ARE WITHIN THE MANDATORY 15 FT  
SET BACKS AS PER ZONING.

Submit the following information with the application:

1. A legible site plan showing the following:

- (a) The boundaries and dimensions of the subject property.
- (b) The location of permanent or proposed buildings and structures existing on the property.
- (c) The location of any proposed access roads, parking, screening, landscaping or fencing.
- (d) The location and nature of any physical or topographic constraints on the property (stream, ravines, marshes, steep slopes, etc.)

Other information or more detailed information may be requested by the City of Grand Forks upon review of your application.

The information provided is full and complete and to the best of knowledge to be a true statement of the facts, relating to this application.

Signature of Owner

PRES

Date

January 27, 2016

#### AGENT'S AUTHORIZATION

I hereby authorize the person/company listed below to act on my behalf with respect to this application:

Name of Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner(s) Signature of Authorization



INDUSTRIAL DR

232 FT

ARGOSY

PORTABLE OFFICE

1 FT

EXISTING SHOP

LANEWAY

CANTEX

CANTEX

205 FT

RAILWAY GRADE

211 FT

75 FT

14 FT

12 FT

55 FT

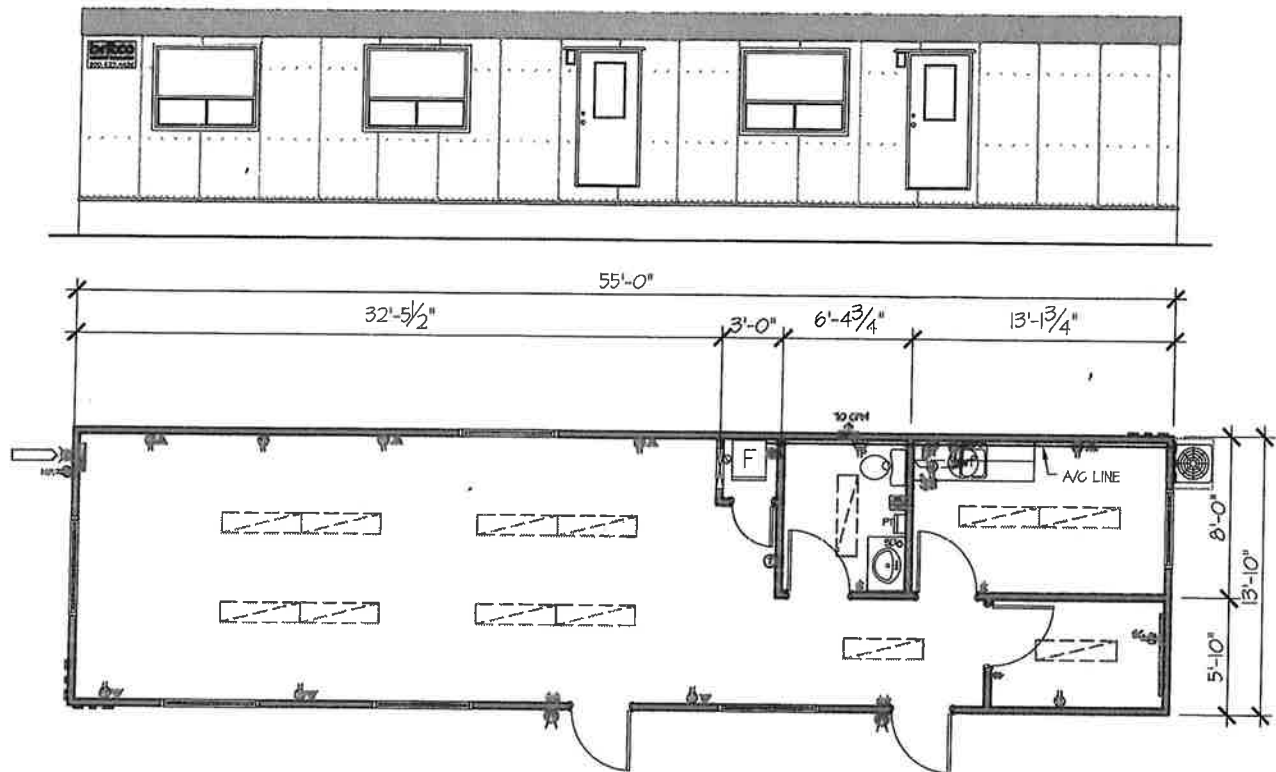
2 FT

21 FT

10 m



# 14' x 55' FIELD OFFICE - L2039



## GENERAL SPECIFICATIONS

### Roof

- 45 mil. EPDM roofing
- Ceiling: Vinyl clad gyproc (white)

### Walls

- Exterior: Metal siding & metal fascia
- Interior Finish: Vinyl clad gypsum (Norwich Pearl)

### Windows

- 5'-0" x 4'-0" O/XO c/w insect screens
- 4'-0" x 4'-0" XO c/w insect screens

### Washroom / Kitchen

- Toilet with toilet paper holder
- Sink with 30" counter & cabinet under
- Electric hot water tank, 2 gallons
- Single stainless steel sink

### Floor

- 2.0mm commercial sheet vinyl
- R31 fibreglass insulation

### Doors

- Exterior: Solid core, "Gienow" door with deadbolt, passage set & lockbox
- Interior: Hollow core prefinished wood w/ passage set

### HVAC

- Furnace, LPG
- Air conditioning

### Electrical

- 115/230 volt single phase, mast & weather head
- 60 Amp. Main breaker
- Electrical receptacles & tel/data conduits
- Exterior Light (one per exterior door)
- Fluorescent lights, 2 tube, surface mounted

**britco**  
BUILDING INNOVATION

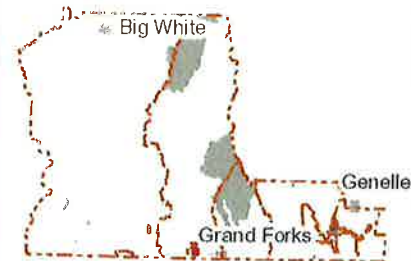
NEED SPACE FAST?  
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Nanaimo: 250.754.9970  
Kelowna: 250.766.0009  
Toll Free: 800.527.4826



Regional District of Kootenay Boundary  
Interactive Mapping System

## Regional District of Kootenay Boundary



### Legend

Admin

#### Cadastral Lines

- CAD\_DISTRICT\_LOT
- CAD\_GAS
- CAD\_HIGHWAY
- CAD\_HYDRO
- CAD\_INTER\_BDY
- CAD\_LOTLINE
- CAD\_LOTLINE\_LICENSE
- CAD\_LOTLINE\_WATER
- CAD\_RAILWAY
- CAD\_RAILWAY\_ABAN
- CAD\_ROAD
- CAD\_TELEPHONE
- CAD\_TOWNSHIP

#### Miscellaneous Cadastral Lines

- CADM\_AIRSTRIP
- CADM\_ARROW
- CADM\_BRIDGE
- CADM\_DEWDNEY\_TRAIL
- CADM\_EASEMENT
- CADM\_HOOK
- CADM\_LEASE\_LICENSE
- CADM\_MAP\_RESERVE
- CADM\_MINERAL\_CLAIM
- CADM\_MISC\_RW
- CADM\_MTN\_TOP\_MARKER
- CADM\_SKI\_LIFT
- CADM\_STAR
- CADM\_TRANSCANADA\_TRAIL
- CADM\_UNSURVEYED\_ROAD

Parcels

Provincial Park

City of Grand Forks

Single & Two Family Residential 1 (R1)

Single Family Residential 1A (R1A)

Scale: 1: 5,000

1 cm represents 50 m



0 100 200 m

Datum: NAD 1983 Projection: UTM Zone 11N

Printed on 03-Feb-2016

Notes: Lot 10, District Lot 534, Plan KAP34656 (002-940-515)  
400 Industrial Drive

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

Selkirk College

## **SECTION 47**

### **I-4 (Gravel/Mineral Processing) Zone**

#### Permitted Uses

1. The following uses and no others are permitted in an I-4 zone:
  - (a) gravel/mineral crushing or processing;
  - (b) gravel and mineral storage piles;
  - (c) watchman's quarters;
  - (d) storage of raw materials and finished products;
  - (e) manufacturing, including processing facilities and the retail sales of the products produced on-site;
  - (f) construction business operations;
  - (g) heavy equipment repair and maintenance operations.

Permitted accessory uses and buildings on any parcel includes the following:

- (h) accessory buildings for any of the above.

#### **Regulations**

2. On a parcel located in an I-4 zone:

##### Minimum Parcel Size for Subdivision purposes

- (a) There is no minimum parcel size;

##### Number and type of Dwelling Units allowed

- (b) A maximum of one single-family detached dwelling, one mobile home or private apartment is permitted, as a watchman's quarters but not all **three**;

Bylaw 1679

##### Height

- (c) No building or structure shall exceed 15 metres (50 ft) in height;

##### Setbacks

- (d) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within 4.6 metres (15 ft) of any lot line.

##### Accessory Buildings

- (e) No accessory building shall have a floor area greater than 50% of the principal structure;

**SECTION 47**      **I-4 (Gravel/Mineral Crushing) Zone** cont'd

Lot Area Coverage

- (f) The maximum permitted lot area coverage shall be as follows:

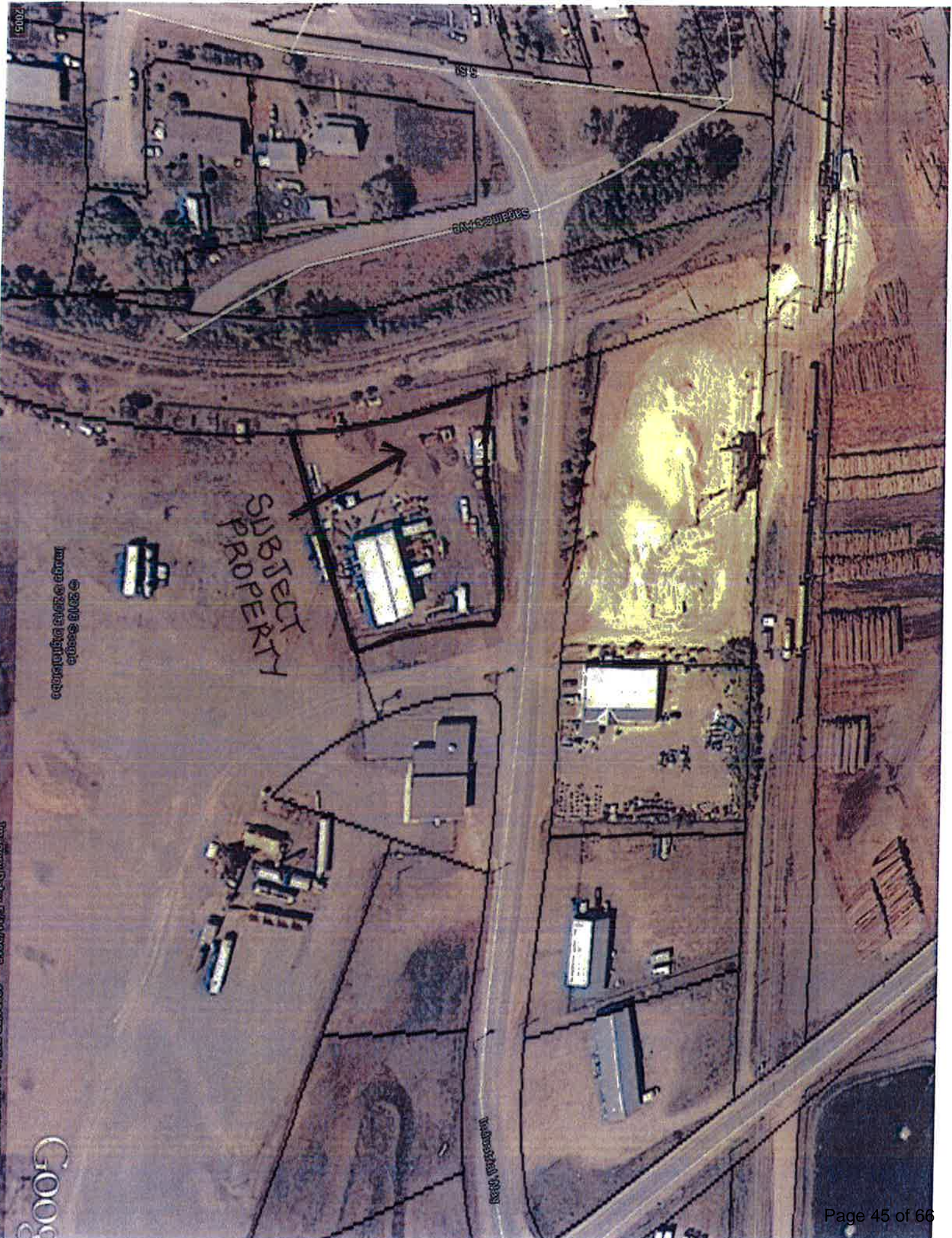
Principal building with all accessory building and structures    60%

Additional requirements

Bylaw 1679

- (g) ***All outdoor storage areas and/or manufacturing activities*** that are adjacent to either a residential area or a street shall be screened by a solid fence or landscaped berm that shall be not less than 2.4 metres (8 ft) in height from the grade to the top of the berm or fence; and
- (h) See Sections 13 to 30A of this bylaw.





2005

S. 200th St

S. 100th St

SUBJECT  
PROPERTY

© 2010 Google  
Image is for informational purposes only

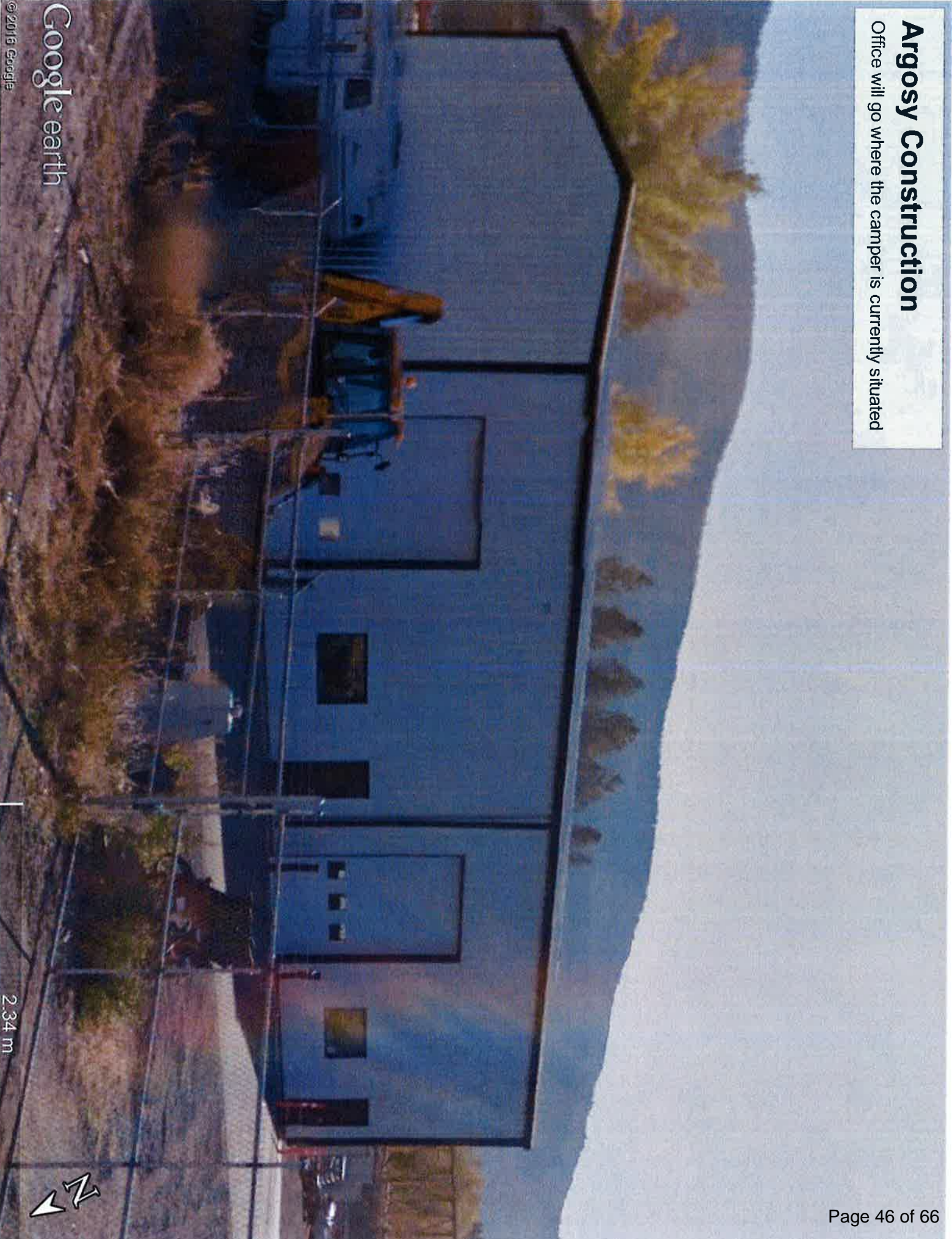
Image Date: 5/11/2010 49°01'23.59" N 110°26'02.97" W elev 5186

Google



# Argosy Construction

Office will go where the camper is currently situated



Google earth

© 2015 Google

## Division 9 – Development Variance Permits

### Development variance permits

- 498.** (1) On application by an owner of land, a local government may, by resolution, issue a development variance permit that varies, in respect of the land covered in the permit, the provisions of a bylaw under any of the following:
- (a) the following Divisions of this Part:
    - (i) Division 5 [*Zoning Bylaws*];
    - (ii) Division 11 [*Subdivision and Development: Requirements and Related Matters*];
    - (iii) Division 12 [*Phased Development Agreements*];
    - (iv) Division 13 [*Other Land Use Regulation Powers*];
    - (v) Division 17 [*Regulation of Farm Business in Farming Areas*];
  - (b) section 298 (1) (j) [*manufactured home parks and camping grounds*];
  - (c) section 8 (3) (g) [*fundamental powers – protection of persons and property*] of the *Community Charter* in relation to matters referred to in section 63 (e) [*manufactured home parks and camping grounds*] of that Act.
- (2) As restrictions on subsection (1), a development variance permit must not vary the following:
- (a) the use or density of land from that specified in the bylaw;
  - (b) a phased development agreement under section 516;
  - (c) a flood plain specification under section 524 (3) [*construction requirements in relation to flood plain areas*].
- (3) In the event of conflict, the provisions of a development variance permit prevail over any provision of the bylaw.
- (4) As a restriction on section 229 [*delegation of board authority*] of this Act and section 154 [*delegation of council authority*] of the *Community Charter*, a local government may not delegate the power to issue a development variance permit.

RS2015-1-498 (B.C. Reg. 257/2015).

### Notice to affected property owners and tenants

- 499.** (1) If a local government proposes to pass a resolution to issue a development variance permit, it must give notice in accordance with this section.
- (2) The notice must state the following:
- (a) in general terms, the purpose of the proposed permit;
  - (b) the land or lands that are the subject of the proposed permit;
  - (c) the place where and the times and dates when copies of the proposed permit may be inspected.
- (3) The notice must be mailed or otherwise delivered at least 10 days before adoption of the resolution to issue the permit
- (a) to the owners, as shown on the assessment roll as at the date of application for the permit, and
  - (b) to any tenants in occupation, as at the date of the mailing or delivery of the notice, of each parcel, any part of which is the subject of the permit or is within a distance specified by bylaw from that part of the land that is subject to the permit.
- (4) The obligation to give notice under this section is satisfied if the local government made a reasonable effort to mail or otherwise deliver the notice.

RS2015-1-499 (B.C. Reg. 257/2015).







# MEMORANDUM



**DATE :** February 29, 2016  
**TO:** Mayor & Council  
**FROM:** Deputy Manager of Operations  
**SUBJECT :** Chainsaw course

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## Strategic Priority:

-  Community Engagement - Regional Partnership with Selkirk College
-  Fiscally Responsible – Removal of danger trees at no cost to the City while enhancing the habitat

## Background:

In Mid-February, Selkirk College approached the City regarding a suitable location for a chainsaw course scheduled for February 24/25.

The North East corner of the airport beside the Wildfire Protection Base had previously been identified by City Staff as an area that needed attention regarding cleanup of danger trees and to enhance the growth of the healthy trees. The image below shows the location of the area inside the Airport grounds.



# MEMORANDUM



The left picture shows trees that are already on the ground from the last few windstorms.  
The Picture on the right shows the type of danger trees in the area. (Dead trees & leaning trees)

The removal of those danger trees will provide City crews safe access to maintain and enhance the natural habitat of this stand as well as access for any fence inspections and maintenance to protect the airport grounds from any deer and other larger animals.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



# MEMORANDUM



During the site preparation for the course on February 22, 2016, some of the danger trees had to be cut down to provide a safe training area for the students. Only the highest risk trees were removed in the process.

- 9 trees were green but extreme danger trees
- 10 trees were completely dead and either almost down or posing an extreme danger
- 6 saplings had to be removed

No trees were removed within the 40-50 foot buffer zone that protects the residences from any sort of natural noise pollution.

The picture below shows the dead trees in the foreground and a dead tree and sapling in the background.





# MEMORANDUM



The picture below shows the tree density remaining (in the background) and in the foreground dead trees and a previously leaning tree.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



# MEMORANDUM



## Issue:

During the site preparation, a concerned neighbour made the crew aware of an owl nest within the trees. The owl nest was successfully located in a tree. The tree was left untouched and marked. However, the owl nest tree itself is a leaning danger tree as well. (picture below)



Jenny Coleshill *BSc, MEdes, PBIOL* was contacted at once and provided a report regarding the owl habitat. Below is a modified summary from the report. (The full report is attached)

A summary of Ms. Coleshill's Recommendations for the Chainsaw Course were followed by the crew:

- A no activity buffer of at least 10 metres around the tree.
- Any extra activity besides the work that needs to be done should be avoided.
- At this time no other trees should be cut down.
- Only trees already on the ground should be bucked up at the course.
- Bucked up trees should be placed in mounded piles to enhance the habitat for the owl.
- Avoid activity during the crepuscular (dawn and dusk) and night time.



# MEMORANDUM



## Future plans:

The City endeavors to plant new trees in an area that is seen as most beneficial for the City with a tree species that is suitable for that particular area. The City will focus especially on the planting of trees to enhance the noise buffer zone and to enhance the natural habitat eco-system of that area.

## Communications:

City Staff spoke with 2 of the 4 neighbouring residents on Birch Road on February 24, 2016 regarding the chain saw course and the responses were positive in nature, primarily thanking and congratulating the City for cleaning up and enhancing the area and habitat, and for partnering with Selkirk College on this project. One of the other residences was fenced off and the gate was locked while the call to the other residence was left unanswered at the door.

Similar joint projects will have a better joint communications plan for projects such as this that will inform Council and residents beforehand.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dan Drexler", written in a cursive style.

Daniel Drexler



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# Report on Wooded Area and Presence of Owls at the City of Grand Forks Airport and Recommendations on Chainsaw Course

Prepared for the City of Grand Forks



*Photo of Great Horned Owl and nestlings retrieved from Flicker*

*By Granby Ecological  
Jenny Coleshill, BSc, MEdes, PBIOL*



**Introduction:** A forested area on City of Grand Forks property at the Airport is being used as the site for a course being conducted by Selkirk College on chainsaw safety. In preparation for the course the instructor noted an owl nest and made city staff aware of the situation. I was available to do a quick site visit to determine if the owl might be affected by the chainsaw course and to recommend best practices to mitigate any affects. Owls are a raptor species and have many values to both humans and society and ecologically. The Wildlife Act protecting nesting birds can be found [here](#). There are several measures local governments can take to protect raptors and their habitat (British Columbia Ministry of Environment, 2013).

**Location:**



**Figure 1.** Wooded area within Airport property of the City of Grand Forks showing area of concern for protection of owl habitat.



**Owl Presence:** At this time due to the limited amount of time available I was not able to determine the species that is nesting or confirm its presence. A neighbour had informed the course instructor of the presence of the owl and a nest was located. Certain owl species will nest in the old nests of other bird species. The nest detected is likely the occupied nest in the area. The only evidence seen at the site visit was an owl pellet seen underneath the proposed nest site. An evening or night survey would be needed to confirm the presence and species of the owl.



Figure 2. Picture of suspected nest occupied by unknown owl species.

**Site Conditions Considered:** Site conditions were considered when considering the impact of chainsaw work to be completed for the course. When determining the impacts of human activity on wildlife the surrounding environment must be considered. Wildlife within urban areas are more likely to be tolerant of human activity as opposed to wildlife in rural settings. The area is within an airport setting with both residential and industrial activity in the vicinity. There is a lot of noise in the area coming from such activity to which the owl might be habituated to already.

**Recommendations for chainsaw course:** The breeding season for owls has already begun for certain species such as great-horned owls. Extra caution needs to be taken during this time. I would recommend that the chainsaw course can proceed with caution. The instructor of the course is aware of the nest. Activity directly beneath the nest should be avoided. A no activity buffer of at least 10 metres should be respected around the nest and the nest tree. Any extra activity besides the work that needs to be done should be avoided. The owl is already use to industrial noise of which a chainsaw could be a similar noise. Other noises such as human voices could indeed be more of a disturbance than a chainsaw. Extra meeting time and presentation time should be conducted away from the site. At this time no other trees

should be cut down. Only trees already on the ground should be bucked up at the course. Bucked up trees could be placed in mounded piles rather than stacked piles. Small mammals would be attracted to these piles which would benefit the owl as they prey upon small mammals. Avoid activities during the crepuscular and night time when owls are active.

**Future recommendations:** Confirm species that is present. Some owl species will only use nests once and occupancy of the areas might be temporary. However, the habitat values for owls and other bird species should be considered in future management of the wooded area. Monitoring for the presence of owl and other bird species prior to any management should be done especially within the breeding season. Trees that need to be removed from the area should have both danger and wildlife attributes considered. Certain wildlife attributes can be retained while removing the danger parts of the tree. For example trees could be cut above cavities made by woodpeckers that are used by nesting birds.

Consider documents prepared by the Ministry of Environment:

[Best Management Practices for Raptor Conservation during Urban and Rural Land Development in British Columbia.](#)

[Develop with Care](#)

#### **Summary of Recommendations for Chainsaw Course:**

- A no activity buffer of at least 10 metres should be respected around the nest and the nest tree.
- Any extra activity besides the work that needs to be done should be avoided. The owl is already use to industrial noise similar to a chainsaw noise. Other noises such as human voices could indeed be more of a disturbance than a chainsaw. Extra meeting time and presentation time should be conducted away from the site if it's not necessary to be done at the site.
- At this time no other trees should be cut down. Only trees already on the ground should be bucked up at the course. Bucked up trees could be placed in mounded piles rather than stacked piles. Small mammals would be attracted to these piles which would benefit the owl as they prey upon small mammals.
- Avoid activity during the crepuscular (dawn and dusk) and night time when owls are active.

#### **References:**

British Columbia Ministry of Environment. (2013). *Guidelines for Raptor Conservation during Urban and Rural Land Development in British Columbia (2013)* (p. 151). Retrieved from [http://www.env.gov.bc.ca/wld/documents/bmp/raptor\\_conservation\\_guidelines\\_2013.pdf](http://www.env.gov.bc.ca/wld/documents/bmp/raptor_conservation_guidelines_2013.pdf)

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Chief Financial Officer

**Date:** February 29, 2016

**Subject:** Bylaw 2015-A1 – Electrical Utility Regulatory Amendment Bylaw

**Recommendation:** **RESOLVED THAT COUNCIL** give first three readings to Bylaw 2015-A1 – Electrical Utility Regulatory Amendment Bylaw at the February 29, 2016 Regular meeting of Council.

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### **BACKGROUND:**

Bylaw 2015-A1 – Electrical Utility Regulatory Amendment was introduced at the Committee of the Whole on February 15, 2016. This bylaw the electrical rates charged by the City of Grand Forks to its electrical customers, enabling the City to meet its annual revenue requirements.

Power purchases from Fortis constitute approximately 80% of the Electrical department budget each year. In 2015, the City spent \$3,150,000 in power purchases from Fortis (net of GST). This year, Fortis announced that there will be a 2.96% increase in electrical rates effective January 1, 2016. Taking the increase in power purchases into account, the 2016 revenue requirements for the Electrical Utility are \$4,697,000.

The 2016 electrical budget includes a contribution to the Electrical Capital Reserve of \$120,000. The contribution to Capital Reserves will be used for asset management and infrastructure renewal as per the Asset Management Financial Policy presented to Council and adopted on January 11, 2016.

The rate increase will result in an additional \$1.61 per month for the basic charge for residential customers. The cost per kilowatt hour will also increase from \$0.10667 to \$0.11679. The average residential consumption in 2015 was 710 kilowatts. Therefore, these increases translate to a total average increase of \$8.80 per month for residential customers.

Bylaw 2015-A1 is now presented for first three readings.

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### **Benefits or Impacts of the Recommendation:**

**General:** The proposed rates will enable the utility to meet its revenue requirement

**Strategic Impact:** The proposed rates will allow for a \$120,000 contribution to the Electrical Capital Reserve, as per discussions during the Asset Management Financial Policy

**Financial:** Power purchases from Fortis will increase 2.96% for 2016, which constitutes almost 80% of the Electrical operating budget.

**Policy/Legislation:** All electrical rate adjustments are within the scope of Council's legislative authority

# REQUEST FOR DECISION

— REGULAR MEETING —



**Attachments:** DRAFT Bylaw 2015-A1 – Electrical Utility Regulatory Amendment Bylaw


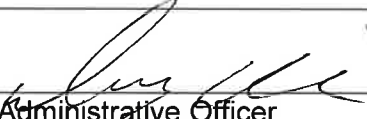
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**Recommendation:** **RESOLVED THAT COUNCIL** give first three readings to Bylaw 2015-A1 – Electrical Utility Regulatory Amendment Bylaw at the February 29, 2016 Regular meeting of Council.

**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.**

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Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 2015-A1**

**A Bylaw to Amend the  
Electrical Utility Regulatory Bylaw No. 2015**

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**WHEREAS** in accordance with the Community Charter, Council may, by bylaw, regulate and control the electrical service of the City of Grand Forks and amend rates, terms and conditions under which electricity service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This bylaw may be cited, for all purposes, as the **“Electrical Utility Regulatory Amendment Bylaw No. 2015-A1, 2016”**.
2. That Schedule “C” of Bylaw No. 2015, be deleted and replaced with a new Schedule “C”, which is identified as “Appendix 1”, and attached to this bylaw.
3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after March 14, 2016.

**INTRODUCED** this 15th day of February, 2016.

Read a **FIRST** time this 29th day of February, 2016.

Read a **SECOND** time this 29th day of February, 2016.

Read a **THIRD** time this 29th day of February, 2016.

**FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_.

---

Mayor Frank Konrad

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Corporate Officer Diane Heinrich

**CERTIFIED CORRECT**

I hereby certify the foregoing to be a true copy of Bylaw No. 2015-A1 as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

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

**Appendix 1**  
**SCHEDULE C**

**CITY OF GRAND FORKS**  
**ELECTRICAL UTILITY RATES AND CONNECTION CHARGES**

**1. Residential Service**

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

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:                    | \$18.58/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.11679 per KWH   |

**2. Commercial/Industrial/Institutional Service**

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

- |     |   |                     |
|-----|---|---------------------|
| (a) | Basic minimum service charge:   | \$20.11/month, plus |
| (b) | Electrical rate per consumption for the first<br>200,000 KWH or less in a two-month billing period: | \$0.12498 per KWH   |
| (c) | Electrical rate per consumption for all usage above<br>200,000 KWH in a two-month billing period:   | \$0.09275 per KWH   |

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

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

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:                    | \$19.24/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.12498 per KWH   |

**4. Service Charges**

**4.1 Existing Service Connection and Reconnection Charges:**

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



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

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

#### 4.2 New Service Installations or Upgrading of Existing Service:

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

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

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

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

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

New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the



sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

#### 4.3 Temporary Construction Service

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

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

#### 4.4 Meter Checking

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

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

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

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

#### 4.5 Estimation of Readings

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

Applicable to Residential Customers

An optional service will be offered to those customers who prefer not to have a radio read meter at their service entrance. A digital non-radio read meter will be installed as an alternate to the standard digital radio read meter.

The customer will be required to pay a onetime 'Setup Charge'. For each billing cycle thereafter the customer will be required to pay a 'Manual Read Charge' along with the regular residential service rates applicable under this bylaw.

This service may be discontinued if it is not compatible with the Technology, Practices, Procedures or Capacity of the Electrical Utility. In the event of program cancellation a refund of the setup fee will be made to any customer who subscribed to the service less than two years prior.

Rate: Setup Charge:       \$162.95

Manual Read Charge:     \$14.98