

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

**Monday July 18 – 7:00 p.m.  
7217 - 4th Street, City Hall**

	<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1.	<b><u>CALL TO ORDER</u></b>		
2.	<b><u>ADOPTION OF AGENDA</u></b>		
	a) Adopt agenda	July 18th, 2016, Regular Meeting agenda	THAT Council adopts the July 18th, 2016, Regular Meeting agenda as presented.
3.	<b><u>MINUTES</u></b>		
	a) Adopt minutes <a href="#"><u>June-13-2016-Committee-of-the-Whole-Meeting-Minutes-Not Yet Adopted</u></a>	June 13th, 2016, Committee of the Whole minutes	THAT Council adopts the June 13th, 2016, Committee of the Whole Meeting minutes as amended.
	b) Adopt minutes <a href="#"><u>June-27-2016-Special-Meeting-to-go-In-Camera-Meeting-Minutes-Not Yet Adopted</u></a>	June 27th, 2016, Special Meeting to go In-Camera minutes	THAT Council adopts the June 27th, 2016, Special Meeting to go In-Camera minutes as presented.
	c) Adopt minutes <a href="#"><u>June-27-2016-Regular-Meeting-Minutes-Not Yet Adopted</u></a>	June 27th, 2016, Regular Meeting minutes	THAT Council adopts the June 27th, 2016, Regular Meeting minutes as presented.
4.	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
5.	<b><u>UNFINISHED BUSINESS</u></b>		
	a) Acting Corporate Officer <a href="#"><u>Memo - Acting Corp. Officer - Recreation and Culture Committee</u></a>	Memo regarding staff to provide a report on the past Recreation and Culture Committee	THAT Council receives the memo for information from the Acting Corporate Officer regarding that staff provide a report on the past Recreation and Culture Committee.
	b) Manager of Development and Engineering Services <a href="#"><u>Memo - Mgr. of Dev. &amp; Eng. - Withdrawal of DP for 7920 Donaldson Dr.</u></a>	Memo update regarding the application for a Development Permit application to subdivide industrial property located at 7920 Donaldson Drive	THAT Council receives the memo update from the Manager of Development and Engineering Services regarding the application for a Development Permit to subdivide industrial property located at 7920 Donaldson Drive.

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

- a) Corporate Officer's Report  
[RFD - Proc. Bylaw-CAO - Rpts.,  
Questions, & Inquiries from Council  
Councillor Tripp's Report  
Councillor Thompson's Report  
Councillor Butler's Report](#)

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) Chief Administrative Officer  
[RFD - CAO - Topics for Ministers  
Meetings at UBCM](#)

Topics for Ministers Meetings at UBCM

THAT Council directs staff to set up meetings at UBCM with Ministers to discuss four topics of importance as identified by Council; AND FURTHER THAT Council directs staff to prepare briefing notes for the appropriate Minister in advance of UBCM.

- b) Fire Chief  
[RFD - Fire Chief - Protective Services  
- Policy No. 901](#)

Protective Services - Fire Service Operations Level, Policy No. 901

THAT Council adopts Policy No. 901 'Fire Service Operations Level'.

- c) Manager of Development and Engineering Services  
[RFD - Mgr. Dev. & Eng. - Slag  
Remediation Fund](#)

Slag Remediation Fund

THAT Council establishes a Slag Remediation Fund in the name of the City and held in trust for the benefit of the City and Granby River Mining Company Inc. Authorized signatories on the fund to be the Chief Administrative Officer, Chief Financial Officer, Corporate Officer and Mayor.

9. **REQUESTS ARISING FROM  
CORRESPONDENCE**

10. **INFORMATION ITEMS**

- |  |   |  |
|--|---|--|
| a) Manager of Development and Engineering Services<br><a href="#">Memo - Mgr. of Dev. &amp; Eng. - Grand Forks Slag Pile Mineral Reserve</a>                   | Memo regarding the Grand Forks Slag Pile Mineral Reserve  | THAT Council receives the memo from the Manager of Development and Engineering Services regarding the Grand Forks Slag Pile Mineral Reserve for information.   |
| b) Nathan Vogel<br><a href="#">Vogel, Nathan re Tourism Idea</a>   | Tourism idea of downtown street pianos  | THAT Council receives the correspondence from Nathan Vogel regarding a tourism idea of downtown street pianos for discussion.  |
| c) Royal Canadian Legion Branch 59<br><a href="#">SOII - Royal Can. Legion re Grant Applic. Request for Letter of Support</a>                                  | Request for Letter of Support for grant application to replace the roof on the building   | THAT Council receives the request from the Royal Canadian Legion Branch 59 for a letter of support regarding a grant application to replace the roof on the building for decision.   |
| d) Cannafest - Chuck Varabioff   | Requesting permission for a Special Occasion Liquor Licence on Friday, August 5th, and Saturday, August 6th at James Donaldson Park for the Cannafest Event | THAT Council approves the issuing of a Special Occasion Liquor Licence to Chuck Varabioff for the Cannafest Event on August 5 and 6, 2016, at James Donaldson Park, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all Cannafest Event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed. |
| e) Manager of Building Inspection & Bylaw Services<br><a href="#">Information Item - Mgr. of Bldg. Insp. &amp; Bylaw Serv. - 7645 McCallum View Drive FIRE</a> | Letter regarding motor home parking on property, that has recently sustained fire damage, at 7645 McCallum View Drive during home reconstruction            | THAT Council receives for information the letter from the Manager of Building Inspection & Bylaw Services regarding motor home parking on property, that has recently sustained fire damage, at 7645 McCallum View Drive during home reconstruction.   |

11. **BYLAWS**

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|--|--|--|
| a) Manager of Development and Engineering Services<br><a href="#">Bylaw - RFD - Mgr. Dev. &amp; Eng. - SCP Bylaw 1919-A1 Amend for Temporary Use</a> | To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits | THAT Council gives final reading to the 'City of Grand Forks Sustainable Community Plan Amendment Bylaw No. 1919-A1, 2016'.  |
| b) Acting Corporate Officer<br><a href="#">Bylaw - RFD - Acting Corp. Officer - Ext. to Noise Control Bylaw No. 1963 Drive-In Theatre</a>            | Extension to the Noise Control Bylaw No. 1963 for the Drive-In Theatre Event Series                          | THAT Council determines to approve the request to extend the Noise Control Bylaw No. 1963 to 12:30 am, on July 23, 30 and August 6, 13, 20, 27, 2016, for the Drive-In Theatre Event Series. |
| c) Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - 2016-2020 Financial Plan Amend Adoption Bylaw 2021</a>                                 | 2016-2020 Financial Plan Bylaw Amendment No. 1   | THAT Council gives final reading to 2016-2020 Financial Plan Bylaw 2021 - Amendment No. 1.   |

12. **LATE ITEMS**

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

14. **ADJOURNMENT**

# THE CORPORATION OF THE CITY OF GRAND FORKS

NOT ADOPTED  
SUBJECT TO CHANGE

## COMMITTEE OF THE WHOLE MEETING

Monday, June 13, 2016

### PRESENT:

Mayor Frank Konrad  
Councillor Julia Butler  
Councillor Chris Hammett  
Councillor Colleen Ross  
Councillor Christine Thompson (participation via  
telephone speakerphone)  
Councillor Beverley Tripp

Chief Administrative Officer  
Acting Corporate Officer  
Chief Financial Officer  
Manager of Development & Engineering  
Acting Deputy Corporate Officer  
Manager of Operations  
Fire Chief  
Corporate Administrative Assistant

D. Allin  
S. Winton  
R. Shepherd  
D. Sheets  
D. Drexler  
D. Reid  
D. Heriot  
D. Popoff

Gallery

### ABSENT:

Councillor Neil Krog

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## 1. CALL TO ORDER

- a) Mayor Konrad called the Committee of the Whole Meeting to order at 9:08 am.

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## 2. COMMITTEE OF THE WHOLE AGENDA

- a) Adopt agenda  
June 13th, 2016, COTW

MOTION: ROSS

**RESOLVED THAT the COTW adopts the June 13th, 2016, COTW agenda as presented.**  
CARRIED.

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## 3. REGISTERED PETITIONS AND DELEGATIONS

- a) Alex Love, Electrical Consultant, Nelson, BC  
Solar Garden and how the City of Nelson set up the program and its incentives

Overview:

- Community and customer benefits
- Utility benefits
- Community interest
- Opinion poll results
- Next steps
- Cost breakdown

Discussion:

- Councillor Hammett inquired that if the City of Nelson did the project on their own, what would the cost be?

Alex Love replied: \$275,000 majority paid by customers buying in for 240 panels reducing energy bills for roughly 200 homes

- Councillor Butler inquired as to the life expectancy?

Alex Love replied: 35 plus years with a 10-20 year warranty

- Councillor Tripp inquired as to the upkeep costs and the population of Nelson?

Alex Love replied: \$2000 per year on an average, population is approx. 10,000

- Councillor Thompson inquired as to how many people have bought in and how many solar panels do they have?

Alex Love replied: 240 panels are available, 236 sold

- Councillor Ross inquired if a micro fit program and wind as an alternative was looked into?

Alex Love replied: no, an electric utility did look into wind and small hydro, but solar was found to be better

- Councillor Butler inquired what the minimum number was to buy in?

Alex Love replied: 150, but 236 panels were sold, variable according to each city

- Les Johnson inquired into the procedures for people moving on or passing, transfer of ownership?

Alex Love replied: ownership could be sold, could move panels around

- Fred Marshall from Midway inquired as to the carbon credits from this and if considered presenting to Christy Clark?

Alex Love replied: not a large amount, low carbon hydro and did make presentation to MLA

- James Hamilton inquired as to the cost of a panel and the watts?

Alex Love replied: not higher than \$923 for a 245 watt panel, no batteries

- James Hamilton inquired if the household owner owns the energy produced by solar panels, done on an annual basis, would there be a tax?

Alex Love replied: no, but an energy credit is provided approximately \$28 per panel for the first year, and as electricity rates rise, credit will rise

- James Hamilton inquired why if someone installed solar on their own roof?

Alex Love replied: no there would be no tax

- Claudia Basher inquired as to what would be the basis for the credit, how does the financial model work?

Alex Love replied: for 25 years a person would receive energy credit as per current hydro rates

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the presentation from Alex Love, Electrical Consultant from Nelson, BC, regarding the Solar Garden program and its incentives for information.**

CARRIED.

- b) John Dooley, Brian Simpson, & Ken Kalesnikoff on behalf of Interior Lumber Manufacturers' Association (ILMA)  
Inform local government & the public who ILMA is, background knowledge, value of contribution to local communities, and distribution of 'Right Log to the Right Mill'; as well as, establish a resolution

Overview:

- Local economy context
- Historical context
- Future context
- Request for support and encourage government

Discussion:

- Councillor Hammett inquired if this is looking into have provincial AAC increased and how does this help?

Brian Simpson replied: no, there will be much less AAC in the province, important to do something different to increase jobs

- Councillor Ross stated that there are no members of ILMA in the Boundary. How are mills impacted in the Boundary and is 19% tenure to all of your members of what is allocated in total?

Brian Simpson replied: Economic Development, services and other value has a much wider influence (regional hospitals, taxation). If a solution is found, this will create other businesses to take advantage of this with a better opportunity, growth. Members hold 19% of tenure, which provides security

- Councillor Butler stated that Council requires a resting period before passing a resolution and appreciated learning more about the presentation

- Councillor Thompson inquired as to who will make the "Right Log" determination?

Brian Simpson replied: the holder of the tenure's discretion, working with the Minister and staff, challenge to optimize flow

- Councillor Thompson inquired if Interfor and like companies have been invited to the table to discuss this?

Brian Simpson replied: this is just in the beginning stages, have been in contact with COFI

- Councillor Thompson stated that she would like public input and agrees with Councillor Butler that she is not prepared to make a decision at this time

- Councillor Hammett stated that we are one of many municipalities and what has the reception been?

Brian Simpson replied: so far well received and are just presenting at this point

- Margaret Steele stated that BCTS was setup to provide fibre to smaller mills, why is this not working?

Brian Simpson replied: not structured for value added facilities, difficult to compete for smaller mills, focus is on mainstream

- Donald Pharand reminded of how many more jobs are created to 'value added' ways of doing things

- Councillor Tripp inquired that asking Council to support your efforts to work with the

Provincial Government for products you need to get to the ILMA members, what would this support look like?

Brian Simpson replied: every local government has an influence and would like to ensure this conversation continue forward, support to change the status quo, tell government that this needs to be taken seriously

- Fred Marshall commented that this is a complex situation, local control over local resources, family-owned

- Les Johnson inquired what is the relationship ILMA has with provincial Chamber of Commerce?

Ken Kalesnikoff replied: ILMA are independent mills, were encouraged by the Minister to continue and make presentations, spoke to Rotary, and growing to include the Chamber

- John Dooley - thank you to Councillor Ross for conversations at the AKBLG and resolutions brought forward, and encourages a fair consideration and resolution

MOTION: ROSS

**RESOLVED THAT the COTW receives the presentation from Interior Lumber Manufacturers' Association (ILMA) for discussion regarding the request for Council to pass a resolution stating that ILMA High Value Product producers represent a critical component of the local economy in the City of Grand Forks and whose future is seriously at risk because of unintended consequences associated with historical forest policy decisions combined with environmental outcomes resulting dramatic reductions in provincial AAC from the Mountain Pine Beetle or other environmental constraints;** *SS*  
**AND BE IT FURTHER RESOLVED THAT the COTW fully supports the ILMA request for the provincial government to take action immediately to encourage and incent the distribution of existing provincial timber supply to optimize the "Right Log To The Right Mill" ensuring maximum opportunity for economic growth and the creation of jobs.** *SS*

CARRIED.

c) Mayor Konrad called a recess of the COTW Meeting at 10:48 am.

Mayor Konrad reconvened the COTW Meeting at 11:04 am.

Mayor Konrad thanked the firefighters for their services with the recent events and commended the Public Works department for a wonderful job on Public Works Day.

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#### 4. PRESENTATIONS FROM STAFF

a) Mayor / Chief Administrative Officer  
Policy 308 - Council Code of Conduct

Discussion:

- Mayor Konrad spoke in regards to this policy and stated that he collaborated with many Mayors and will meet with Minister Fassbender and bring this forth at the UBCM



- to become a generic code across the province. He stated that the only intention this policy is for is to show the public that we are running things properly with good governance
- Councillor Thompson thanked Mayor Konrad for all of his efforts and had two minor changes: under Policy, to remove 'some of' and under Compliance and Enforcement, change 'Deputy Mayor' to 'Acting Mayor', and recommends that this policy be taken to the UBCM to amend the Community Charter for all communities in BC
  - Mayor Konrad replied that the wording should read only 'Mayor' and not 'Acting Mayor', and he was reluctant to remove 'some of'. Councillor Thompson accepted these changes
  - Councillor Butler felt that this policy was similar to the Respectful Workplace Policy and covered in the Harassment Policy, and felt it would be valuable for Council to have a workshop on Roberts Rules of Order. She inquired as to who makes the decision on 'subjective language used as derogatory or subjective'? The policy does not address communication with staff and staff's issues, the policy has not been tested in a court of law and feels that the policy is very scary. To use this as a political tool is not proper procedure to have a Councillor removed from In-Camera Meetings
  - Mayor Konrad stated that this policy is not redundant and is not based on our Council, it has been tested and Grand Forks is not unique to this, it shows good governance
  - Councillor Butler quoted a phrase from the Respectful Workplace Policy
  - Councillor Thompson stated that a Code of Conduct for Council is no different than other Codes of Conduct for Municipal employees and many other organizations. She feels this policy is very important so that all are working under the same parameters
  - Councillor Ross feels that this should be a natural part of elected officials' demeanor and behavior, intentional comments of embarrassing staff should be forbidden, struggles with this policy because it has become necessary, minority views need to be heard without silencing them. She wonders if the policy could be revisited in a month and why the policy has to come to the floor for tonight's Regular Meeting?
  - Councillor Tripp feels the policy is excessive, under Compliance and Enforcement, she does not feel that it is right to have to 'rat' on other members, and that Council should be able to discuss points of view, respect others, and come to a conclusion for what is best, there is nothing in the policy for defense
  - Mayor Konrad commented on Councillor Tripp's comments and explained more on the wording of the policy
  - Councillor Hammett is not interpreting this as a 'gag order', perhaps this policy's intent is being misinterpreted, the policy will not restrict debate or dialogue, but give protection to staff
  - Councillor Butler stated that she completely disagrees, Council members are not considered employees and are at a loss of what to do if harassed by staff, read part of BC Civil Liberties Association's excerpts
  - Councillor Thompson stated that the policy indicates the appropriate way that Council needs to conduct themselves, dealing with respect, professionalism, for protection of Council and employees
  - Mayor Konrad stated that BC Civil Liberties Association would not be able to help municipalities for bad Council conduct, that they will not be dealing with the staff members that leave because they cannot handle negative comments and abuse
  - Councillor Butler stated that court cases will perhaps increase because of this policy. Inquired as to clarify the definition of 'sensor and sanctions'? She inquired if the Mayor intends to ban Council members from In-Camera meetings?
  - Mayor Konrad replied that these terms are referred to in the Community Charter
  - Councillor Tripp spoke in regards to an infraction by an elected official and that the

policy speaks to an enforcement, but not having an opportunity to address the infraction against them, there is nothing in the 'Compliance and Enforcement' section referring to this, there has to be some change to this policy for a method for the accused to be able to defend themselves

- CAO responded that procedures defined could be worked out, the policy would allow for Council to have a discussion and then go through a 'Due Process'
- Councillor Hammett commented that under 'Meetings', ...question and comments 'intentionally' should be included
- Councillor Ross felt that Councillor Tripp's comments regarding the agendas not being ready on time are an example of an irrelevant comment towards staff
- Councillor Butler stated that Council has agreed to follow Roberts Rules or Order; therefore, is Council now going to follow policy instead?
- Councillor Tripp responded to Councillor Ross' comments regarding the agendas not being printed on time and spoke on suspicion *the perception of* *80*
- Councillor Thompson inquired to what benefit and what purpose did it serve to comment on the agendas not being ready at 9 am, but to bring this out publicly and not knowing what the circumstances were is just an embarrassment to our staff and that is why she supports this policy, having a workshop on Roberts Rule of Order would just be an additional expense
- Mayor Konrad felt appalled that such a statement came out from Councillor Tripp considering that it is her first seating as Councillor and that such a derogatory comment was made towards staff
- Councillor Butler felt that Mayor Konrad was out of order with his comment according to Roberts Rules of Order
- Donald Pharand stated that there is concentration of power in the office of the CAO, basically asking Councillors to 'muzzle' their role as councillors, and is manifested through City staff's work. He asked what the CAO's academic qualifications were?
- Mayor Konrad cautioned Mr. Pharand not to be disrespectful with his comments or he will be removed from Chambers
- Councillor Hammett stated that she does not see the relevance of credentials, as long as the person can perform the duties
- Mayor Konrad stated that he assures that Mr. Allin has all the credentials required to do the job and is doing an amicable job for this community
- Les Johnson stated that politics is the one area how, where, and why they say it matters. He feels that Council should be able to express their opinions in an open public meeting and that this policy will not make it better. Does Council actually have the power with the province to set up a universal policy? What power does this policy actually have?
- Mayor Konrad stated that this policy is a foundation, City of Grand Forks Council is not unique, it is the loss of staff and personnel and new staff coming in to be trained, polite debate

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the Council Code of Conduct Policy and refers it to the June 13, 2016, Regular Meeting for decision.**

CARRIED.

Councillor Butler and Councillor Tripp opposed.

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- b) Deputy Corporate Officer  
Committee of the Whole Meetings to include Area D Director

Discussion:

- Councillor Butler inquired as to how this is different? Does this give the Area D Director voting rights?
- CAO replied that no, this does not give the Area D Director voting power, explained procedure and sharing of regional matters for discussion
- Mayor Konrad stated that this is more of a formal invitation, the Area D Director will not have to fill out a form for delegation
- CAO stated that it would be simply to discuss services paid for and shared by Area D and the City
- Councillor Thompson stated that there are also issues regarding Area D that come up and Director Russell's comments would be important

MOTION: ROSS

**RESOLVED THAT the COTW receives the request to include the Area D Director in the COTW meetings;**  
**AND BE IT FURTHER RESOLVED THAT the COTW directs staff to refer the request to the June 27, 2016, Regular Meeting of Council.**

CARRIED.

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- c) Deputy Corporate Officer  
Electrical Upgrade for James Donaldson Park

Discussion:

- Councillor Butler inquired that Cannafest gives \$9,000 per year to the City, if the event does not return, will they still have to pay back this money?
- CAO replied that it would be challenging for the City, economic development as to the services the City offers, other groups may bring in events, provides more opportunity
- Councillor Tripp inquired if a contract could be entered into with the Cannafest group to ensure the money will be brought in?
- CAO replied no, the City will not be entering into a contract, and that this is voluntary payback to the City

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the request for an Electrical Upgrade for James Donaldson Park;**  
**AND BE IT FURTHER RESOLVED THAT the COTW directs staff to refer the request to the June 27, 2016 Regular Meeting of Council for decision.**

CARRIED.

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- d) Chief Financial Officer, Manager of Operations, Deputy Manager of Operations,  
Manager of Development & Engineering

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20 year Capital Plan

- CAO gave an overview of the 20 year Capital Plan

Discussion:

- Councillor Tripp inquired as to where the money comes from for special projects funding?
- CAO clarified that the \$200,000 is allocated each year and is reported to Council and explained the procedure for this allocation
- Councillor Ross commented on the incredible amount of work spent on this plan and that the future cannot be predicted
- Councillor Butler inquired as to why the Whispers of Hope roof was so expensive, Engineering report costs, and why 22nd Street multi utility project was priority #3?
- Councillor Thompson stated that the Engineering report costs are not just for one year, but for the whole plan
- CAO explained that Engineering reports are necessary by professional Engineers
- Manager of Operations explained that the paving on 22nd Street was a higher priority and done first, and the Whispers of Hope roof required more work
- Councillor Hammett congratulated staff for the work done on this plan
- Councillor Butler - Water Conservation Plan Update, and Well 3A pump and motor replacement (\$405k in budget)
- CAO responded that the criteria for Well 3A has already been before Council
- Manager of Operations spoke in regards to the Well 3A pump and motor

MOTION: BUTLER

**RESOLVED THAT the COTW table the proposed motion to receive the 20-year Capital Plan for discussion until the next COTW Meeting of July 18, 2016.**

DEFEATED.

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the 20-year Capital Plan;  
AND BE IT FURTHER RESOLVED THAT the COTW directs staff to present to Council the first three readings of the proposed amendment of the Financial Plan to include the 20 year plan at the June 27, 2016, Regular Meeting of Council.**

CARRIED.

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- e) Manager of Development & Engineering Services  
Application for a Development Variance Permit to reduce the rear side parcel line setback in order to build an in ground pool on property located at 125 Victoria Way

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the report and recommends to Council to approve the Development Variance Permit application by allowing a rear yard setback variance from 5 feet to 0 feet behind the existing residence, legally described as Lot 22, District Lot 493, SDYD, Plan KAP 28728 and refers the report to the June 27, 2016,**

Regular Meeting of Council for decision.

CARRIED.

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- f) Manager of Development & Engineering Services  
Application for a Development Variance Permit to reduce interior side parcel line setbacks in order to construct a new single family dwelling with an attached open carport on a vacant piece of property located in the 7900 block of Riverside Drive

Councillor Butler recused herself at 12:50 pm because of the property being close to her house.

- Councillor Thompson inquired whether or not the Fire Department approves the application?
- Manager of Development and Engineering replied that the Fire Department was concerned with the type of materials
- Fire Chief replied that the Fire Department is not giving approval on this variance
- Mayor inquired as to why this motion is brought forth if the Fire Dept. does not approve the variance?
- CAO stated that this was a consideration of condition to the fact that non-combustible materials be used

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the report and recommends to Council to determine to approve the Development Variance Permit application by allowing an interior side setback variance from 5 feet to 4 feet on the north parcel side and setback variance from 5 feet to 3 feet on the south parcel side and refers report to the June 27, 2016, Regular Meeting of Council for decision.**

CARRIED.

Councillor Butler returned to the COTW Meeting at 12:58 pm.

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- g) Manager of Development & Engineering Services  
Development Permit application to subdivide industrial property located at 7920 Donaldson Drive

- Councillor Hammett inquired if this property is being split into four?
- Manager of Development and Engineering replied that this property is being split into three and that the development was not for strata conversion, only subdivision

MOTION: HAMMETT

**RESOLVED THAT the COTW recommends to Council that they receive the report and approve the Development Permit applications for property legally described as Lot 1, Block 14, DL 520, Plan KAP1339, located at 7920 Donaldson Drive subject to compliance with City bylaws and in substantial compliance with plans presented in the application and refer the report to the June 27, 2016, Regular Meeting of Council for decision.**

CARRIED.

h) Manager of Development & Engineering Services  
Strategic Community Energy and Emissions Plan (SCEEP)

- Patricia Dehnel, Community Energy Association and Carol Suhan, Fortis BC gave an overview of Community Input, data, Action Plan, results, collaboration, transportation, SCEEP implementation, and FortisBC programs

Discussion:

- Councillor Hammett inquired if the application forms were online?

Carol Suhan replied: yes they are

- Councillor Butler inquired as to how much staff time and money this project would take?

Patricia Dehnel replied: 35 hours of implementation time from herself and not a lot of staff time

- Carol Suhan spoke in regards to Energy Star efficient appliances

- Councillor Ross spoke on alternatives to hang clothes outside to dry

Carol Suhan replied that she will be distributing many clotheslines to the public

- CAO stated that SCEEP planning will be taken out to the public

- Councillor Butler spoke in regards to FortisBC & sales to the US

- Gloria Koch commented on water to water heat pumps

MOTION: HAMMETT

**RESOLVED THAT the COTW recommends that Council accepts the presentation from Community Energy Association and Fortis BC for information; endorses the Strategic Community Energy and Emissions Plan (SCEEP) and incorporates SCEEP actions into the City policy framework to support the community in reducing emissions; directs staff to proceed with implementation of high priority actions through planning processes (Sustainable Community Plan and Zoning Bylaw) and community partnerships; and refers the report to the June 13, 2016, Regular Meeting for decision.**

CARRIED.

i) Manager of Development & Engineering Services  
Sustainable Community Plan and Zoning Bylaw Update

MOTION: HAMMETT

**RESOLVED THAT the COTW recommends to Council to direct staff to undertake a 5-year review of the Sustainable Community Plan (SCP) and authorizes staff to proceed with a public and stakeholder engagement program as per the statutory requirements and best management practices, and refers the report to the June 13, 2016, Regular Meeting for decision.**

CARRIED.

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- j) Manager of Development & Engineering Services  
Approval to proceed with applying for grant funding

- Councillor Butler stated that the Recreation Commission will also be applying for this grant and would prefer to have Council support this application for them
- CAO commented on projects such as the cemetery, Dog Park, and Johnson Flats and that funding is not guaranteed, but would be great to have
- Councillor Ross feels that other grant possibilities are more suited to the Recreation Commission projects
- Councillor Thompson stated that this could become a huge Economic Development project and would support the City application for this grant
- Councillor Tripp spoke in regards to the funding for the Johnson Flats Wetlands
- Councillor Ross stated that both projects could qualify and suggests that both proposals go forward

MOTION: ROSS

**RESOLVED THAT the COTW recommends to Council to support staff proceeding with preparing and submitting an application for the Canada 150 Community Infrastructure Program with the 50% portion of funds (\$40,000 of \$80,000) required of the City for Phase 1 of the project, coming from Capital Reserves and Donations, and refers the report to the June 13, 2016, Regular Meeting for decision.**

CARRIED.

Councillor Butler is opposed.

- 
- k) Manager of Development & Engineering Services  
Memo regarding Sustainable Community Plan Open House Format on June 16th, 2016

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the memorandum from the Manager of Development and Engineering Services regarding the Sustainable Community Plan Open House Format for June 16, 2016, for information.**

CARRIED.

- 
- l) Monthly Highlight Reports from Department Managers

- Councillor Butler thanked the CFO for including financial information and would like to see more detailed information, and inquired as to the Tot Lot design ranking by users
- Manager of Operations explained the process of how schools responded and interacted in the Tot Lot design decision
- Councillor Butler inquired to the EOC and Natural Asset Inventory training?
- Manager of Development and Engineering responded that she attended along with the Deputy Corporate Officer the EOC training in Nelson and the Engineering

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Technologist attended the Natural Asset Inventory training put on by Selkirk College in Castlegar

MOTION: HAMMETT

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

CARRIED

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5. REPORTS AND DISCUSSION

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6. PROPOSED BYLAWS FOR DISCUSSION

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7. INFORMATION ITEMS

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8. CORRESPONDENCE ITEMS

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9. LATE ITEMS

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

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11. QUESTION PERIOD FROM THE PUBLIC

- a) - Roma Hamilton commented that she values each of the elected members even when not in agreement and would not like to restrict any Councillor in reference to the Council Code of Conduct Policy. She posed a question to Mayor Konrad, if he had any legal right from restricting an elected official from attending a meeting?  
Mayor Konrad responded that it is not a matter of legality, but procedure. He does not act upon opinion, but on collaboration. There is no restriction by a Councillor. He stated that he does not make any decision alone, but acts as a group.
- Roma Hamilton inquired if it is usual to sign off policies, are they more legally binding?  
Mayor Konrad replied: no, it is not necessary, but a formality of agreement
- Councillor Tripp apologized to staff for her comment earlier regarding the agenda packages being late and did not mean to offend anyone
- Dave Lehn stated that he enjoys observing people's reactions, and that towards the end of the COTW Meeting, most of Council was dealing on a different basis and trying to solve problems. He stated that it would be good if Council can work well together



and try to think of the people who they are working for and working with. He thanked all of Council

- James Hamilton stated that he understands Councillor Tripp's comments to have time to read the agendas and that the new policy should be put on hold because it could be perceived as abusive, believes lawyers are in Conflict of Interest

- Gloria Koch inquired as to why there is a charge for a hard copy of the Financial Statements and objects to this yearly statement being charged for?

CAO replied that this is a part of the Fees and Charges Bylaw and that the statements may be obtained on the City website

- Les Johnson commented on property tax and the amount of properties with values and improvements

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**12. ADJOURNMENT**

**a)** Mayor Konrad adjourned the Committee of the Whole Meeting at 2:11 pm.

MOTION: ROSS

**RESOLVED THAT the COTW Meeting be adjourned at 2:11 pm.**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF



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

**SPECIAL MEETING TO GO IN-CAMERA**  
**MONDAY, JUNE 27, 2016**

NOT ADOPTED  
SUBJECT TO CHANGE

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

CHIEF ADMINISTRATIVE OFFICER  
ACTING CORPORATE OFFICER

D. Allin  
S. Winton

**ABSENT:** COUNCILLOR COLLEEN ROSS

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1. **CALL TO ORDER**

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2. **IN-CAMERA RESOLUTION**

Resolution required to go into an In-Camera meeting

a) Adopt resolution as per section 90 as follows:

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE SUBJECT TO SECTION 90 (1) (a), PERSONAL INFORMATION ABOUT AN IDENTIFIABLE INDIVIDUAL WHO HOLDS OR IS BEING CONSIDERED FOR A POSITION AS AN OFFICER , EMPLOYEE, OR AGENT OF THE MUNICIPALITY OR ANOTHER POSITION APPOINTED BY THE MUNICIPALITY; AND 90 (2) (c), A MATTER THAT IS BEING INVESTIGATED UNDER THE OMBUDSPERSON ACT OF WHICH THE MUNICIPALITY HAS BEEN NOTIFIED UNDER SECTION 14**

**[ombudsperson to notify authority] OF THAT ACT;**

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

CARRIED.

COUNCILLOR BUTLER OPPOSED THE MOTION.

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3. **LATE ITEMS**

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4. ADJOURNMENT

MOTION: THOMPSON

RESOLVED THAT THE SPECIAL MEETING TO GO IN-CAMERA WAS ADJOURNED AT  
6:06pm.

NOT ADOPTED  
SUBJECT TO CHANGE

CARRIED.

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CERTIFIED CORRECT:

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

\_\_\_\_\_  
ACTING CORPORATE OFFICER –  
SARAH WINTON

# THE CORPORATION OF THE CITY OF GRAND FORKS

NOT ADOPTED  
SUBJECT TO CHANGE

## REGULAR MEETING OF COUNCIL

Monday, June 27, 2016

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

CHIEF ADMINISTRATIVE OFFICER	D. Allin
ACTING CORPORATE OFFICER	S. Winton
CHIEF FINANCIAL OFFICER	R. Shepherd
MANAGER OF DEVELOPMENT & ENGINEERING	D. Sheets
CORPORATE ADMINISTRATIVE ASSISTANT	D. Popoff

GALLERY

**ABSENT:** COUNCILLOR COLLEEN ROSS

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### 1. CALL TO ORDER

- a) Mayor Konrad called the Regular Meeting to order at 7:03 pm.
- 

### 2. ANNUAL REPORT

- a) Corporate Officer's Report - Annual Report 2015  
2015 Annual Report, consideration of report and submissions and questions from the public

- section clarifications of the Annual Report were discussed

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council receives the 2015 Annual Report and considers questions and submissions from the public.**

CARRIED.

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### 3. ADOPTION OF AGENDA

a) Amend agenda

Mayor Konrad advised that he will be including two late items: the 2015 Statement Of Financial Information (SOFI) Report and the Council Code of Conduct Policy 308.

MOTION: THOMPSON / KROG

**RESOLVED THAT Council amends the June 27, 2016, Regular Meeting agenda to reconsider the Council Code of Conduct Policy 308 at the request of Mayor Konrad as per the Community Charter section 131.**

CARRIED.

Councillor Butler opposed the motion.

---

b) Adopt amended agenda

June 27th, 2016, Regular Meeting amended agenda

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council adopts the June 27, 2016, Regular Meeting agenda as amended.**

CARRIED.

Councillor Butler opposed the motion.

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### 4. MINUTES

a) Adopt minutes

June 13th, 2016, Special Meeting minutes

MOTION: HAMMETT / KROG

**RESOLVED THAT Council adopts the June 13th, 2016, Special Meeting minutes as presented.**

CARRIED.

---

b) Adopt minutes

June 13th, 2016, Committee of the Whole Meeting minutes

- two items will be double checked from the recorded minutes of June 13, 2016 before final adoption: p.96 ILMA resolution - 'to receive the report' only and p.98 Councillor Tripp 'spoke on the perception of suspicion'

MOTION: KROG / HAMMETT

**RESOLVED THAT Council adopts the June 13th, 2016, Committee of the Whole Meeting minutes as presented.**

This motion was not carried.

MOTION: THOMPSON / BUTLER

**RESOLVED THAT Council table the June 13, 2016, Committee of the Whole Meeting minutes, in order for the proposed amendments to be reviewed by staff for accuracy; AND FURTHER THAT Council reconsiders the minutes at the July 18, 2016, Regular Meeting for adoption.**

CARRIED.

- 
- c) Adopt minutes  
June 13th, 2016, Regular Meeting minutes

MOTION: BUTLER / KROG

**RESOLVED THAT Council adopts the June 13th, 2016, Regular Meeting minutes as presented.**

CARRIED.

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## **5. REGISTERED PETITIONS AND DELEGATIONS**

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## **6. UNFINISHED BUSINESS**

- a) Manager of Development and Engineering Services  
Memo update regarding the application for a Development Variance Permit for a vacant property located in the 7900 block of Riverside Drive

Councillor Butler recused herself from the Regular Meeting at 7:21 pm.

MOTION: KROG / THOMPSON

**RESOLVED THAT Council receives the memo from the Manager of Development and Engineering Services regarding the application for a Development Variance Permit for a vacant property located in the 7900 block of Riverside Drive.**

CARRIED.

Councillor Butler returned to the Regular Meeting at 7:22 pm.

- 
- b) Manager of Development and Engineering Services  
Memo update regarding the amendment of the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits

MOTION: HAMMETT / TRIPP

**RESOLVED THAT Council receives the memo from the Manager of Development and Engineering Services regarding the update on the amendment of the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits.**

CARRIED.

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

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

MOTION: TRIPP / HAMMETT

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

CARRIED.

- 
- b) Councillor Butler  
Proposed Motion

- discussion took place regarding attaining these reports, length of time to put together, staff time, monthly reports

MOTION: BUTLER / TRIPP

**WHEREAS a Treasurer's Report should be part of every regular board meeting; THEREFORE BE IT RESOLVED THAT Council receives detailed financial reports from the CFO at every COTW Meeting that show, not only department expenditures, but also the type of expenditure, which project the expenditure falls within, and the source of funding.**

DEFEATED.

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**8. 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

Prior to Mayor Konrad's verbal report, he wanted to speak in regards to the Good Sam Samboree members recently visiting Grand Forks. The Club members stated that all of the staff, from City Hall, Fire Dept. and Public Works, were very hospitable and gave them all a warm welcome. They thought that all of the merchants were very



helpful and overall were very happy and enjoyed Grand Forks and its wonderful location.

- June 14th attended Water Suppliers Working Group at Selkirk College, Grand Forks, Councillor Ross is allocated to attend any future meetings
- June 15th attended a Committee of the Whole meeting in Trail, BC, focus was on the RDKB Emergency Management Program
- June 16th attended a meeting at the RDKB in Grand Forks
- June 22nd attended the West Kootenay Boundary Regional Hospital District meeting in Castlegar, BC

MOTION: KROG / HAMMETT

**RESOLVED THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.**

CARRIED.

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

- a) Acting Corporate Officer  
Electrical Upgrade for James Donaldson Park
- explanation of amount allocations were discussed

MOTION: KROG / THOMPSON

**RESOLVED THAT Council determines to approve the request for an electrical upgrade at James Donaldson Park;  
AND FURTHER RESOLVED THAT Council approves a budget amendment in the amount of \$36,000 to come from electrical surplus.**

CARRIED.

- 
- b) Acting Corporate Officer  
Committee of the Whole Meetings to include Area D Director

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council determines to include the Area D Director in the Committee of the Whole Meetings.**

CARRIED.

- 
- c) Manager of Development & Engineering Services  
Application for a Development Variance Permit to reduce the rear side parcel line setback in order to build an in-ground pool on property located at 125 Victoria Way

MOTION: HAMMETT / BUTLER

**RESOLVED THAT Council considers the following and approves the Development Variance Permit application by allowing a rear yard setback variance from 5 feet to 0 feet behind the existing residence at 125 Victoria Way, legally described as Lot 22, District Lot 493, S.D.Y.D., Plan KAP28728.**

CARRIED.

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**10. REQUESTS ARISING FROM CORRESPONDENCE**

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**11. INFORMATION ITEMS**

- a) Manager of Development & Engineering Services  
Memo regarding the Sustainable Community Plan Open House No. 1

MOTION: HAMMETT / TRIPP

**RESOLVED THAT Council receives the memo from the Manager of Development and Engineering Services regarding the Sustainable Community Open House No. 1.**

CARRIED.

- 
- b) Slow Pitch Tournament  
Requesting permission for a Special Occasion Liquor Licence on Friday, July 15th from 5:00-10:00 pm, Saturday, July 16th and Sunday, July 17th from 11:00 am-10:00 pm at Dick Bartlett Park for a slow pitch tournament

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council approves the issuing of a Special Occasion Liquor Licence to the Slow Pitch Tournament on July 15, 16, and 17, 2016, at Dick Bartlett Park, subject to the Slow Pitch Tournament obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all Slow Pitch Tournament liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.**

CARRIED.

- 
- c) Gallery 2  
Requesting permission for a Special Occasion Liquor Licence on Saturday, August 20 at the Gallery Gardens for a fundraiser called Taps, Tunes & Tapas.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council approves the issuing of a Special Occasion Liquor Licence to Gallery 2 on August 20, 2016, at the Gallery Gardens, subject to Gallery 2 obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all Gallery 2 liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.**

CARRIED.

- 
- d) South Okanagan-Boundary Labour Council  
Letter regarding poverty reduction coalition and request for resolution at the UBCM

MOTION: TRIPP / THOMPSON

**RESOLVED THAT Council receives the letter from the South Okanagan-Boundary Labour Council regarding poverty reduction coalition.**

CARRIED.

- 
- e) Canadian Union of Postal Workers  
Letter and correspondence regarding the Federal Government reviewing public postal service

MOTION: KROG / BUTLER

**RESOLVED THAT Council receives the letter and correspondence from the Canadian Union of Postal Workers regarding the Federal Government reviewing public postal service.**

CARRIED.

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## 12. BYLAWS

- a) Acting Corporate Officer  
Extension to Noise Control Bylaw No. 1963 for Cannafest Event
- discussion took place regarding the decibel levels, communication with neighbours, hospital
  - park at the end of the event in the previous year was left in excellent condition

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT Council determines to approve the request to extend the Noise Control Bylaw No. 1963 to 12:30 am on August 5 and 6, 2016, for the Cannafest Event.**

CARRIED.

- 
- b) Chief Financial Officer  
2016-2020 Financial Plan Bylaw Amendment No. 1

- questions and discussion took place in regards to the 2016-2020 Financial Plan

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to the 2016-2020 Financial Plan Bylaw 2021 - Amendment No. 1.**

CARRIED.

Councillor Butler opposed the motion.

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### 13. LATE ITEMS

- a) Chief Financial Officer  
Statement of Financial Information (SOFI)

MOTION: THOMPSON / HAMMETT

**THAT Council receives the Chief Financial Officer's Statement of Financial Information (SOFI) Report;**

**AND FURTHER THAT Council approves the statements and schedules included in the Statement of Financial Information for the City of Grand Forks as at December 31st, 2015, as presented.**

CARRIED.

- 
- b) Mayor Konrad recessed the Regular Meeting at 8:31 pm.  
Mayor Konrad reconvened the Regular Meeting at 8:38 pm.

- 
- c) Mayor Konrad  
Council Code of Conduct Policy

- discussion took place regarding City's legal team, concerns of City staff contact of Council about City issues, complaints brought about a member of Council, Policy signing, Due Process, Freedom of Speech, speaking to CAO through Mayor, sanctions and sensor meanings  
- one change: 'Deputy Mayor' should be changed to 'Mayor', as discussed previously

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT the motion for Council to refer the Council Code of Conduct Policy #308 to the July 18, 2016, Regular Meeting, adopted at the June 13, 2016, Regular Meeting, be amended to be referred to the June 27, 2016, Regular Meeting for consideration.**

CARRIED.

Councillor Butler and Councillor Tripp opposed the motion.

NOT ADOPTED  
SUBJECT TO CHANGE

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

- a) - Derek from Juice FM inquired as to what is Area D? Commented that Council did an awesome job of approving the Cannafest Noise Bylaw extension and the JD Electrical upgrade.
- Kate from the Gazette inquired as to the Code of Conduct Policy and why it was brought forth this evening? Mayor Konrad replied that it was best to give the policy to the legal team and felt no reason to delay.
- Les Johnson commented on the financial report, Code of Conduct, and inquired if a microphone could be setup for the public to be heard more clearly.
- Kate from the Gazette inquired if the City has a policy in place for a Councillor to bring forth a legitimate concern to the media? Mayor Konrad responded and stated, who ascertains the term 'legitimate'? That is why the concern is brought in front of Council first.
- Tom Tripp commented that Council worked well as a team tonight.

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**15. ADJOURNMENT**

- a) Mayor Konrad adjourned the June 27, 2016, Regular Meeting at 9:16 pm.

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT the June 27, 2016, Regular Meeting be adjourned at 9:16 pm.**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF



# MEMORANDUM



**DATE : July 07, 2016**

**TO : Council**

**FROM : Sarah Winton, Acting Corporate Officer**

**SUBJECT : Recreation and Culture Committee**

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**Re: Recreation and Culture Committee**

At the June 13<sup>th</sup>, 2016, Regular Meeting of Council it was requested that staff provide a report regarding the past Recreation and Culture Committee.

Staff reviewed electronic files, past agendas and minutes, and council committee documents both digital and hard copy and found no reference to a Recreation and Culture committee.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Sarah Winton", is written over the typed name.

Sarah Winton  
Acting Corporate Officer





# MEMORANDUM



**DATE :** July 18, 2016

**TO :** Mayor and Council

**FROM:** Manager of Development and Engineering

**SUBJECT:** Unfinished business: Development Permit application to subdivide industrial property located at 7920 Donaldson Drive

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On June 13 Committee of the Whole received a Request for Decision regarding a Development Permit application to subdivide industrial property located at 7920 Donaldson Drive.

The resolution stated:

**RESOLVED THAT** the Committee of the Whole recommends to Council that they receive the report and approve the Development Permit application for property legally described as Lot 1, Block 14, D.L. 520, Plan KAP1339, located at 7920 Donaldson Drive subject to compliance with City bylaws and in substantial compliance with plans presented in the application and refer the report to the June 27, 2016 Regular Meeting of Council, for decision.

The application was not included in the agenda for the June 27, 2016 RMC and at this time the proponent has withdrawn the application.





# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** July 18<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.**

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**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.

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**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.

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**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

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- 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 for July 18, 2016 Regular Meeting

Beverley Tripp

Saturday, June 25<sup>th</sup> I attended the Field Day event held by the Grand Forks Amateur Radio Club at City Park. This is an international event which has over 30,000 participants around the globe. This year, the GFARC held the event in memory of a long-time member, Ivan Tetlock, who died in 2010. His call letters (VE7CRV) were used in communications from the City Park station throughout the 24 hour exercise that went from 11 a.m. Saturday to 11 a.m. Sunday. Communications were sent and received from several thousand miles away during the event. Ham radio is a first line of communication in the event of a disaster or emergency situation, and the important role of amateur radio operators in emergency preparedness cannot be overestimated. Laurie Tetlock, Ivan's surviving granddaughter was presented with a commemorative picture of her grandfather at the potluck BBQ dinner that followed on Saturday evening.

Wednesday, June 29<sup>th</sup> Opening Ceremonies of the GFI; it's hard not to be proud of all the hard work and effort put in by so many volunteers to ensure the great success of this event. Job well done, Grand Forks!

Friday, July 1<sup>st</sup> Canada Day Celebrations at City Park, with the parade, pancake breakfast, community booths, festivities and cake-cutting (in reality it was quite messy cupcake distribution) with Councillors Thompson and Butler - this was a lot of fun for everyone who came down to enjoy a great Canada Day in the park. Anna Lactin of Community Futures gets a great big shout-out for organizing this outstanding event.



## MEMORANDUM

TO: Mayor and Council  
FROM: Councillor Christine Thompson  
DATE: July 18, 2016  
SUBJECT: Report to Council

It was my pleasure to attend the Canada Day Celebrations in City Park on July 1<sup>st</sup>. I must commend our Mayor, Frank Konrad, for bringing greetings in both of Canada's official languages. It is the first time in my memory that a Mayor has done so. Along with Councillors Butler, Hammett and Tripp, I helped distribute some 300 cupcakes to our citizens in less than 15 minutes. Kudo's to event organizer, Anna Lactin, for not having us cut the cakes and for reducing waste by not using plates and forks.

I have been made aware that the medical community is extremely disappointed that the upgrade to 22<sup>nd</sup> Street has been deferred yet again. It is now slated in the 2017 capital budget. The poor condition of this road has been on record since at least 2009 and I am requesting that our Chief Administrative Officer look into the possibility of bringing the upgrade forward into this calendar year capital budget. Accordingly, I put forward the following resolution for Council's consideration:

RESOLVED THAT the Chief Administrative Officer be requested to review the requirements for the upgrade to 22<sup>nd</sup> Street with a view of bringing it forward into the 2016 Capital Expenditure Budget and to provide a report to Council at the August 15, 2016 Meeting.

Respectfully submitted,

Christine Thompson





## **Councillor's Report**

**July 18, 2016**

**Julia Butler**

I would like to begin by sending out a huge thanks to the board and volunteers of the GFI this year, especially Gerry Foster. What a wonderful event for Grand Forks. I spent five days helping at the front gate and taking in some great quality games. I look forward to helping out more with this event in the years to come.

I also have a question for council regarding our new council conduct policy 308. As council does not have access to the full list of bylaws on the I-drive, I ventured down to the archives this month to look something up. I went upstairs to photocopy the bylaw but half way through, the photocopier died. Because of policy 308 I wasn't able to talk with the IT personnel to help me get it fixed. On my way down to the front desk I realized I probably wasn't allowed to ask staff for photocopies either, so I went back to the archives to try and get the copier down there up and running. I was soon met by the CAO who asked me how I got down there. I had asked staff to buzz me in. Apparently this was also not allowed and was told that in order to access the bylaws I would need to contact the Corporate Officer. This appointment I would need to make through the Mayor to the CAO who would then make the appointment with the CO. And this, only after receiving a motion of council to do so! So my question to council is: Is this the intention of policy 308, to make a simple task like accessing the bylaws so cumbersome? If not, then how can we amend it to help it be applied more efficiently?



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** July 18<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.**

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**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.

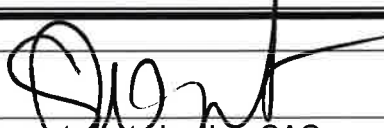
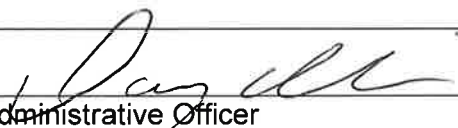
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**Recommendation:** **RESOLVED THAT MAYOR KONRAD'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

**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



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** July 18, 2016  
**Subject:** Topics for Ministers Meetings at UBCM

**Recommendation:** **RESOLVED THAT COUNCIL DIRECT STAFF TO SET UP MEETINGS AT UBCM WITH MINISTERS TO DISCUSS FOUR TOPICS OF IMPORTANCE AS IDENTIFIED BY COUNCIL; AND FURTHER, TO DIRECT STAFF TO PREPARE BRIEFING NOTES FOR THE APPROPRIATE MINISTER IN ADVANCE OF UBCM.**

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**BACKGROUND:** The CAO will be drafting letters for Ministers meetings at UBCM and is requesting direction from Council in order to determine topics of discussion and relevance. Topic recommendations:

Asset Management – Minister of Community, Sport and Cultural Development

Code of Conduct – Minister of Community, Sport and Cultural Development

Granby River Mining Co Slag Pile Taxation – Premier Clark

Homelessness and Housing – Minister of Natural Gas Development & Responsible for Housing

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**Benefits or Impacts of the Recommendation:**

**General:** Generating awareness around issues of importance to the City of Grand Forks

**Strategic Impact:** The topics chosen support the strategic priorities of Council: Community Liveability - Homelessness and Housing; Economic Growth – Granby River Mining Co Slag Pile Taxation; Fiscal Accountability – Asset Management; Community Engagement – Code of Conduct.

**Financial:** None

**Policy/Legislation:** None

**Attachments:** None

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**Recommendation:** **RESOLVED THAT COUNCIL DIRECT STAFF TO SET UP MEETINGS AT UBCM WITH MINISTERS TO DISCUSS FOUR TOPICS OF**



# REQUEST FOR DECISION

— REGULAR MEETING —



IMPORTANCE AS IDENTIFIED BY COUNCIL; AND FURTHER, TO DIRECT STAFF TO PREPARE BRIEFING NOTES FOR THE APPROPRIATE MINISTER IN ADVANCE OF UBCM.

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

	
Department Head or CAO	Chief Administrative Officer

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Fire Chief  
**Date:** July 18, 2016  
**Subject:** Protective Services – Fire Service Operations Level, Policy #901  
**Recommendation:** **RESOLVED THAT COUNCIL** adopt Policy #901 "Fire Service Operations Level"

---

## BACKGROUND:

In late 2014, the BC Office of the Fire Commissioner released the *Structural Firefighters Competency and Training Playbook* ("The Playbook") which sets provincial standards for the training expected of all career and volunteer fire departments. The Playbook has been approved by the Minister of Justice under paragraph 3(3)(b) of the *Fire Services Act* (B.C.), and is binding on all fire services personnel in the province.

"[The Playbook] establishes a number of new, formal requirements for [Community]s and fire departments, which will involve some consideration and take time to implement. It is the responsibility of each [Community] immediately to take steps to establish a **Service Level** policy for each fire service for which it is responsible, and to ensure implementation of the related training requirements."

The three service levels, as defined in The Playbook, are:

**Exterior Operations:** Where a fire department does not undertake interior fire suppression or rescue operations, or operate in an environment that is "immediately dangerous to life and health".

**Interior Operations:** Where a fire department, in appropriate circumstances, will enter a fire-involved structure or object to undertake fire suppression activities or conduct rescue operations. At this level, operations are generally limited to smaller structures, such as single-family dwellings and vehicles, except where specific hazard assessments and planning have been undertaken in respect of more complex risks.

**Full Service:** Where a fire department is equipped, staffed, and trained to provide a full-spectrum of fire suppression services, including entry into buildings for extinguishment and rescue, and hazardous materials operation-level services including protection of persons, the environment, and property from the effects of a hazardous material release.

The Full Service level is the recommended level for communities with complex structures such as apartment buildings, hotels, large assembly occupancies, and industry.

The training program at Grand Forks Fire/Rescue over the last 10+ years has been at a level largely consistent with the new Full Service level as defined by The Playbook. Adoption of Policy 901 formalizes the City's commitment to this level as required under The Playbook and the *Fire Services Act*. Grand Forks Fire/Rescue strives to operate at the Full Service level, but will deliver a level of response appropriate to the manpower and resources available at the time of an incident.

# REQUEST FOR DECISION

— REGULAR MEETING —



The Playbook does not set specific levels of service for Emergency Medical or Technical Rescue (Auto Extrication, Water/Ice Rescue, High/Low Angle Rope Rescue, or Confined Space Rescue) services, or Wildland/Urban Interface Firefighting; it is specifically focused on structural firefighting. Grand Forks Fire/Rescue provides these other services, but the level to which these services are provided is outside the scope of this Policy.

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

<b>General:</b>	Formalizing the training level that Grand Forks Fire/Rescue will operate under sets a consistent and measurable standard for the training provided to all firefighters.
<b>Strategic Impact:</b>	Qualifies the level of protective service available in Grand Forks for developers.
<b>Financial:</b>	Operating and training to "Full Service" Level can be accomplished within the current operating budget; no additional costs will be required to meet this level.
<b>Policy/Legislation:</b>	Meets the City's requirement to declare under the Fire Services Act (B.C.), Structural Firefighters Competency and Training Playbook.
<b>Attachments:</b>	Policy #901 – Protective Services – Fire Service Operations Level

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<b>Recommendation:</b>	<b>RESOLVED THAT COUNCIL</b> adopt Policy #901 "Protective Services – Fire Service Operations Level"
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**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



**CITY OF GRAND FORKS**

**POLICY TITLE:** Fire Service Operations Level **POLICY NO:** 901

**EFFECTIVE DATE:** July 20, 2016

**SUPERSEDES:**

**APPROVAL:** Council

**PAGE:** 1 of 1

**PURPOSE:**

To define the operational level to which members of Grand Forks Fire/Rescue shall be trained, in accordance with the requirements of the mandatory minimum training standards set by the Office of the Fire Commissioner under paragraph 3(3)(b) of the *Fire Services Act (B.C.)*, published as *British Columbia Fire Service Minimum Training Standards: Structure Firefighters Competency and Training Playbook* ("The Playbook") (2<sup>nd</sup> Edition, Amended May 2015).

**POLICY:**

Grand Forks Fire/Rescue is designated as a *Full Service* fire department.

1. Grand Forks Fire/Rescue shall provide Full Service operations as defined in The Playbook.
2. Fire department members shall be trained to at least the minimum level prescribed by The Playbook for Full Service departments.
3. The Fire Chief may limit fire suppression activities on a per-call basis dependant on the level of experience of responding members and resources available at the time of an incident.
4. This policy shall be reviewed by the City of Grand Forks with the Fire Chief as required, and shall be amended as determined by the City or as required to conform with changes to The Playbook or other applicable legislation or regulations.



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council  
**From:** Manager of Development & Engineering  
**Date:** July 18, 2016  
**Subject:** Slag Remediation Fund  
**Recommendation:** RESOLVED THAT Council establish a Slag Remediation Fund in the name of the City and held in trust for the benefit of the City and Granby River Mining Company, Inc. Authorized signatories on the fund to be the Chief Administrative Officer, Chief Financial Officer, Corporate Officer and Mayor.

---

### **BACKGROUND:**

On May 31<sup>st</sup>, 2016, the City entered into an agreement with Granby River Mining Company, Inc. to establish a trust fund for the purpose of assisting with future reclamation and remediation of the properties legally described as Lots 1, 2, 3 and 4, DL 494 and 495, Similkameen Division Yale District, Plan 27381 (the Property).

Under a Consolidated Lease dated January 1, 2002 between Pacific Abrasives and Supply, Inc. and the City, which Consolidated Lease was subsequently assigned by Pacific Abrasives and Supply, Inc. to Granby under an Assignment of Lease dated January 1, 2004, Granby leases the Property from the City and removes materials from the Slag Piles all on the terms and conditions set out in the lease.

Under the lease, Granby is required to carry out reclamation and remediation of the property, to Ministry of Energy & Mines standards for reclamation as per 2002 specifications. The City requested the fund to assist with investigations to ensure future reclamation and remediation is completed to the required standard.

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

**General:** Provide efficient accounting of funds received, interest earned and any expenditures as well as simplify annual reporting of fund activities.

**Strategic Impact:** Funds will be clearly identified and directed to applicable activities as needed to ensure future fiscal accountability and environmental protection.

**Policy/Legislation:** N/A

**Attachments:** Fund Agreement

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Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# REQUEST FOR DECISION

— REGULAR MEETING —





**Recommendation:**

RESOLVED THAT Council establish a Slag Remediation Fund in the name of the City and held in trust for the benefit of the City and Granby River Mining Company, Inc. Authorized signatories on the fund to be the Chief Administrative Officer, Chief Financial Officer, Corporate Officer and Mayor..

**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



## **FUND AGREEMENT**

This Agreement made effective this 3<sup>rd</sup> day of May, 2016

**BETWEEN:**

The Corporation of the City of Grand Forks  
7217 – 4<sup>th</sup> Street, Box 220  
Grand Forks, B.C. V0H 1H0  
  
(the "City")

**AND:**

Granby River Mining Company, Inc.  
B.C. Extra Provincial Registration Number A0062976  
  
("Granby")

**WHEREAS:**

- A. The City owns property legally described as Lots 1, 2, 3 and 4, DL 494 and 495, Similkameen Division Yale District, Plan 27381 (the "Property") on which granulated slag, ladle slag, blended, granulated and crushed ladle slag, waste materials and fines are deposited all of which originated from a copper mine smelter (the "Slag Piles");
- B. Under a Consolidated Lease dated January 1, 2002 between Pacific Abrasives and Supply, Inc. and the City, which Consolidated Lease was subsequently assigned by Pacific Abrasives and Supply, Inc. to Granby under an Assignment of Lease dated January 1, 2004 (collectively the "Lease"), Granby leases the Property from the City and removes materials from the Slag Piles all on the terms and conditions set out in the Lease;
- C. Under the Lease, Granby is required to carry out reclamation and remediation of the Property;
- D. Under the Lease, Granby is required to make payments to the City accompanied by monthly statements as set out under the Lease; and
- E. The City wishes to establish a fund to assist with future reclamation and remediation of the Property.

**NOW THEREFORE** in consideration of the mutual premises herein contained, the parties agree as follows:

### **Creation of Fund**

1. The City shall establish a fund, herein called the "Slag Remediation Fund", which fund shall be in the name of the City and shall be held in trust for the benefit of the City and Granby at the Grand Forks and District Savings Credit Union, P.O. Box 2500, 447 Market Avenue, Grand Forks, BC, V0H 1H0 or at such other financial institution designated by the City (with the approval of Granby, such approval not to be unreasonably withheld) from time to time.

### **Purpose of Fund**

2. The Slag Remediation Fund will be used for purposes directly connected with the reclamation and remediation of the Property and immediately surrounding area to the extent such reclamation and remediation is required under the Lease, including:
  - a. to assess possible remediation of the Property, including to fund studies or surveys of the Property and immediately surrounding area;
  - b. to fund remediation of the Property and immediately surrounding area to the extent such remediation is required under the Lease; or
  - c. such other purposes as the City and Granby may determine are necessary in connection with the remediation of the Property and immediately surrounding area to the extent such remediation is required under the Lease.

### **Contributions**

3. Subject to Sections 6 and 7 hereof, commencing on June 1, 2016, the City shall invoice Granby monthly and Granby shall pay to the City, within 30 days of receipt of each invoice, \$0.10 per ton of slag removed by Granby from the Slag Piles (the "Per Ton Contribution Amount"). Such invoices shall be based on the monthly statements required to be provided by Granby under the Lease, and Granby confirms its obligations to provide such statements.
4. The City shall deposit funds received from Granby pursuant to paragraph 3 of this Agreement to the Slag Remediation Fund.
5. The City shall match funds received from Granby pursuant to paragraph 3 of this Agreement on a dollar-for-dollar basis, which funds shall be deposited to the Slag Remediation Fund contemporaneously with the deposit of the corresponding funds from Granby.

### **Contribution Limit**

6. Notwithstanding anything else contained herein, the obligation of Granby to contribute to the Slag Remediation Fund pursuant to Section 3 shall only be applicable for so long as the aggregate amount of funds, including any earned interest, held in the Slag Remediation Fund (the "Aggregate Funds") are less than \$20,000 (representing \$10,000 (less accrued interest) in contributions from Granby and \$10,000 (less accrued interest) in matching

contributions from the City pursuant to Section 3 hereof) (the "Threshold"). If, and for so long as, the Aggregate Funds exceed the Threshold (any such period is herein referred to as a "Contribution Suspension Period"), the obligation of Granby to contribute to the Slag Remediation Fund pursuant to Section 3 hereof shall cease and at no time will Granby be obligated to pay any amounts in respect of any Contribution Suspension Period. For greater certainty, if a Contribution Suspension Period occurs and the Aggregate Funds are subsequently reduced below the Threshold through the use of such funds in accordance with the terms hereof, Granby's obligations to contribute to the fund (and the City's obligations to match such contributions) in accordance with Section 3 shall resume, but only for such period of time as the Aggregate Funds remain below the Threshold.

7. Granby shall, at all times, have access to the Slag Remediation Fund account information to enable it to determine the amount of the Aggregate Funds outstanding at any time and whether the Threshold has been exceeded. If Granby determines at any time that the Threshold has been exceeded, Granby shall provide written notice to the City that a Contribution Suspension Period has been triggered and, in accordance with the terms of Section 6 hereof, shall have no obligation to make any contribution payments to the Slag Remediation Fund for as long as such Contribution Suspension Period persists.

#### **Ownership of Fund**

8. The Slag Remediation Fund shall be held in trust for the benefit of the City and Granby and used only for the purposes set out herein and as agreed to by the City and Granby.
9. The City shall provide Granby with annual accounting records related to the Slag Remediation Fund within two (2) months of January 1 of each year and within two (2) months of termination of this agreement, and such accounting records shall be accompanied by a description of how any funds from the Slag Remediation Fund were used during the period to which they relate.
10. If, at any time, no further work is required to reclaim and remediate the Property in accordance with the Lease or the City determines that it will not proceed with any further work related to the reclamation or remediation of the Property, 50% of the balance of the Slag Remediation Fund at that time (including 50% of any interest earned on the deposited funds) shall forthwith be paid to Granby and 50% (including 50% of any interest earned on the deposited funds) shall be paid to the City.
11. If, at any time, the funds comprising the Slag Remediation Fund are deemed by the City and Granby (each acting reasonably) to be greater than the cost of the remaining work required to reclaim and remediate the Property in accordance with the requirements of the Lease, the obligation of Granby to contribute to the Slag Remediation Fund shall immediately cease, and 50% of the excess balance of the Slag Remediation Fund (including 50% of any interest earned on the deposited funds) shall forthwith be paid to Granby and 50% of the excess balance (including 50% of any interest earned on the deposited funds) shall be paid to the City.

### **Remediation Study and other uses**

12. The City may, with the approval of Granby, such approval not to be unreasonably withheld, use funds from the Slag Remediation Fund to commission a study of the Property and surrounding area in order to determine the extent of remediation that may be required.
13. The City may, with the approval of Granby, such approval not to be unreasonably withheld, use funds from the Slag Remediation Fund for any other purpose listed in section 2 of this Agreement.
14. Forthwith after the payment of any funds from the Slag Remediation Fund in connection with any such approved study or other uses, the City shall provide Granby with written notice confirming such payment and the amount thereof.
15. If the City undertakes such a study, the City and Granby may, based on the results of the study, engage in discussions regarding an adjustment to the Per Ton Contribution Amount payable by Granby on a going forward basis; provided that, for greater certainty, any increase to the Per Ton Contribution Amount shall be matched by a corresponding increase in the amount payable by the City pursuant to section 5 hereof, such that the City shall continue to match funds received from Granby on a dollar-for-dollar basis.

### **Dispute Resolution**

16. If the City and Granby are unable to resolve any dispute with respect to this Agreement, including with respect to an adjustment to the Per Ton Contribution Amount pursuant to section 12 hereof, within **[60]** days of the commencement of discussions related thereto, the City and Granby agree to submit to mediation and, if necessary, arbitration in accordance with the following:
  - (a) The City and Granby will jointly appoint a mutually acceptable mediator, seeking assistance from the British Columbia International Commercial Arbitration Centre if they have been unable to agree upon such appointment within 20 calendar days following the conclusion of the negotiation period.
  - (b) The City and Granby agree to participate in good faith in the mediation and negotiations related thereto for a period of 30 calendar days following appointment of the mediator, or for such longer period as the City and Granby may agree. If the City and Granby are not successful in resolving the dispute through mediation, then the City and Granby agree that the dispute will be settled by a single arbitrator in accordance with the *Arbitration Act*, R.S.B.C. 1996, c. 55, as amended. The decision of the arbitrator will be final and binding and will not be subject to appeal on a question of fact, law, or mixed fact and law.



- (c) The costs of mediation and arbitration will be shared equally between the City as to 50% and Granby as to 50%. Costs will not include costs incurred for representation by counsel.
- (d) All proceedings pursuant to this Section 16 shall be held in Vancouver, British Columbia or such other locations as agreed to by the parties.

#### **General**

- 17. Nothing in this Agreement shall affect the rights and obligations of the parties under the Lease, including the obligation of Granby to reclaim and remediate the Property, and the Lease shall continue in full force and effect.
- 18. Nothing in this Agreement shall be construed as an admission of liability on the part of Granby or as imposing any additional obligations on Granby other than those expressly set out herein. The City shall make available to Granby copies of all studies and other documents in connection with the Slag Remediation Fund and the reclamation and remediation of the Property.
- 19. Any notice, demand, approval, consent, information, agreement, offer, request or other communication (hereinafter referred to as a "Notice") to be given under or in connection with this Agreement shall be in writing and shall be given by personal delivery or by email or other electronic communication which results in a written or printed notice being given, addressed or sent as set out below or to such other address or electronic number as may from time to time be the subject of a Notice.

To the City:

The Corporation of the City of Grand Forks  
7217 – 4th Street, Box 220  
Grand Forks, B.C. V0H 1H0

Attention: City Administrator  
Electronic Mail: ●

To Granby:

Granby River Mining Company, Inc.  
50 Oak CT 210  
Danville, CA, 94526

Attention: President  
Electronic Mail: ●

Any Notice, if personally delivered, shall be deemed to have been validly and effectively given and received on the date of such delivery and if sent by email or other electronic communication with confirmation of transmission, shall be deemed to have been validly and effectively given and received on the business day next following the day it was received.



20. This Agreement shall continue in full force and effect until termination of the Lease in accordance with its terms, until terminated by the City, or until the Property has been remediated and reclaimed in satisfaction of Granby's obligations under the Lease.
21. This Agreement shall be construed in accordance with the laws of the Province of British Columbia and the laws of Canada applicable therein.
22. If any term or provision of this Agreement or the application thereof to any person or circumstances is to any extent invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, will not be affected thereby, and each term and provision of this Agreement will be valid and will be enforced to the extent permitted by law.
23. The failure of a party to insist on strict performance of any provisions of this Agreement or to exercise any right, power or remedy upon a breach hereof will not constitute a waiver of any provision of this Agreement or limit that party's rights thereafter to enforce any provision or exercise any right, power or remedy.
24. This Agreement may be executed by each party in separate counterparts, each of which after so executed and delivered, shall be deemed to constitute an original and all of which together shall constitute one and the same agreement.

In witness whereof the parties hereto have executed this agreement as of this 31<sup>st</sup> day of March, 2016.

MA4


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

by its authorized signatories:

**GRANBY RIVER MINING COMPANY, INC.**

by its authorized signatories:

  
1-52-

# MEMORANDUM



**DATE :** July 18, 2016

**TO:** Mayor and Council

**FROM:** Manager of Development and Engineering

**SUBJECT:** Grand Forks Slag Pile Mineral Reserve

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In 2002, the City entered into a long term lease agreement with Pacific Abrasives and Supply, Inc. (the tenant), permitting the removal, processing and selling of slag for certain commercial applications. The tenant was issued a Quarry Permit pursuant to the Mines Act for extraction of the slag material. The lease was subsequently assigned by that party to Granby River Mining Company in 2004.

In the following years, the City determined that any new mineral tenure registrations and associated mining activity on the lands would negatively impact the tenant's quarry operations and thus also hinder the important objective of reclaiming and remediating the area. To mitigate this risk, the City, through a legal firm and affiliated company, acquired mineral claims covering the lands in 2007. These claims were being held solely for the purpose of ensuring there were no competing uses of the lands that would be detrimental to the tenant's operations. However, given that the current term of the lease would not expire for over 20 years, it would be costly for the City to continue with this arrangement which, in effect seeks to achieve the same purpose as a Mineral Reserve.

Upon notification by the legal firm in 2015 that the cost for maintaining the mineral claims would be increasing substantially in the coming years, the City determined that it would be worthwhile to pursue obtaining Mineral Reserve status for the lands. The City, through its legal firm, submitted a request for Mineral Reserve to Tracy Martin, Ministry of Energy of Mines, on April 18, 2016.

On July 7, 2016, staff received confirmation that the application was successful in establishing a Mineral Reserve over the lands. Now established, the reserve will cost nothing to maintain (for 5 years and subsequent renewals granted) whereas the annual Mineral Tenure fees associated with maintaining mineral claims for the 20 year duration of the Pacific Abrasives lease would have been as follows:






# MEMORANDUM



Year	Price per Hectare (ha)	Total (at 232.92 ha)
July 6, 2015 to July 6, 2016	\$20	\$4,658.40
July 6, 2016 to July 6, 2017	\$20	\$4,658.40
July 6, 2017 to July 6, 2018	\$30	\$6,987.60
July 6, 2018 to July 6, 2019	\$30	\$6,987.60
July 6, 2019 to July 6, 2020	\$30	\$6,987.60
Thereafter	\$40	\$9,316.80

## Strategic Impact

-  Minimum savings of \$170,000 over the next 20 years
-  Protecting the City land base so a local business can continue to provide jobs and revenue to the City
-  Mitigation of environmental risks, improved views for local residents, and opportunity for new uses of riverfront lands





Date: July 7, 2016  
File No.:14280-03-1441

Robin Longe - Partner  
Bull, Houser & Tupper LLP  
1800 – 510 West Georgia Street  
Vancouver, BC V6B 0M3

**RE: Grand Forks Slag Pile – Mineral Land Reserve**

Enclosed for your information is a copy of **B.C. Regulation 168/2016**, deposited and effective on **July 6, 2016**.

This regulation establishes a mineral land reserve in the Greenwood Mining Division and the Similkameen Division of Yale Land District.

As requested, the purpose of this mineral land reserve prohibits the registration of mineral claims in the site referred to as: **Grand Forks Slag Pile (Site Number: 1006616)**

This regulation is established under Section 22 of the *Mineral Tenure Act*.

Mineral and coal reserves are legal instruments used to manage the mineral land base until such time that the lands are permanently protected under a specific *Act* or until such time that the Chief Gold Commissioner feels the site(s) no longer warrant such protection, prohibition or conditions. All mineral and coal reserves are reviewed for status updates by the Mineral Titles Branch.

These sites now appear on the Mineral Titles Online (MTO) mineral map.  
**Also enclosed is a sketch of the site.**

Thank you,

**Tracy Martin**

**Mineral Lands Administrator**

Ministry of Energy and Mines - Mineral Titles Branch

Cc: Mark Messmer – MEM  
Rick Conte – AMEBC

PROVINCE OF BRITISH COLUMBIA

REGULATION OF THE CHIEF GOLD COMMISSIONER

*Mineral Tenure Act*

I, Mark Messmer, Chief Gold Commissioner, Ministry of Energy and Mines, order that the Mineral Land Reserve (No Mineral Claim Registrations) Regulation, B.C. Reg. 71/2010, is amended as set out in the attached Schedule.

DEPOSITED

July 6, 2016

B.C. REG. 168/2016

Date

July 5, 2016

Chief Gold Commissioner  
Ministry of Energy and Mines

*(This part is for administrative purposes only and is not part of the Order.)*

Authority under which Order is made:

Act and section: Mineral Tenure Act, R.S.B.C. 1996, c. 292, s. 22

Other:

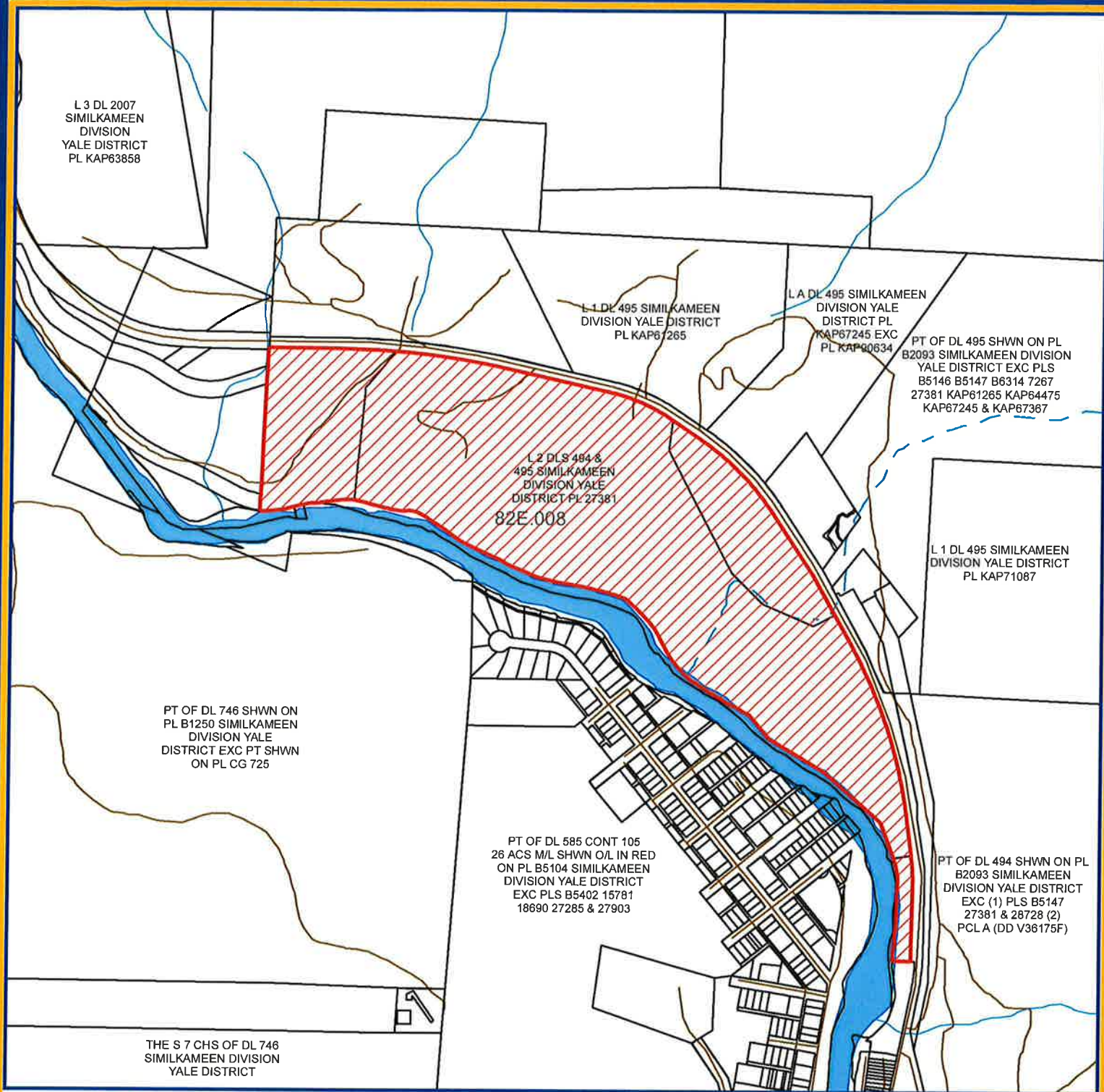
July 5, 2016

## SCHEDULE

- 1 The Mineral Land Reserve (No Mineral Claim Registrations) Regulation, B.C. Reg. 71/2010, is amended by adding the following sites to the Table:

COLUMN 1 Site Number and Site Name		COLUMN 2 Mining Division and Land District
1006597	Kleanza Creek Park Addition	Omineca Mining Division Range 5 Coast Land District
1006604	Tatogga Substation	Liard Mining Division Cassiar Land District
1006605	Spiers Road	Vernon Mining Division Osoyoos Division of Yale Land District
1006606	Starlite Road	Slocan Mining Division Kootenay Land District
1006607	Hereron Road	Vernon Mining Division Osoyoos Division of Yale Land District
1006608	Jack Creek	Osoyoos Mining Division Osoyoos Division of Yale Land District
1006609	BCTFA	Osoyoos Mining Division Osoyoos Division of Yale Land District
1006611	Winsor Substation	Fort Steele Mining Division Kootenay Land District
1006616	Grand Forks Slag Pile	Greenwood Mining Division Simikameen Division of Yale Land District
1006620	Fort Babine Lodge	Omineca Mining Division Cassiar Land District
1006621	McKendrick Island	Omineca Mining Division Cassiar Land District
1006622	Michell Pierre	Omineca Mining Division Cassiar Land District
1006623	John Dennis Landing	Omineca Mining Division Range 5 Coast Land District
1006627	Smithers Landing	Omineca Mining Division Cassiar Land District
1006628	Tachet and Topley Landing	Omineca Mining Division Range 5 Coast Land District
1006630	Devon Road	Vernon Mining Division Osoyoos Division of Yale Land District





Ministry of Forests, Lands and  
Natural Resource Operations  
Ministry of Energy and Mines

## SITE 1006616 GRAND FORKS SLAG FILE

FOR INFORMATIONAL PURPOSES ONLY

This is a summary sketch of the area shown in Mineral Titles Online

-  Reserve Boundary
-  Indian Reserves
-  Parks and Protected Areas
-  Mineral Tenure
-  Placer Claims
-  Coal Tenures
-  Mapsheet Grid

<b>Restriction</b>	No Registration Reserve - Mineral		
<b>Mining Division</b>	GREENWOOD	<b>Land District</b>	S.D.Y.D.
<b>Map Scale</b>	1:10,000	<b>File Number</b>	14280-03-1441
<b>Date</b>	April 19, 2016	<b>Hectares</b>	40.4
<b>BCGS Maps</b>	082E008		





Hi my name is Nathan Vogel long time Grand Forks resident/ musician and entertainer here, and I have a wonderful tourism idea I was wondering to discuss to the council about. My original idea was to promote tourism with the idea of music! Aka my idea of at least one of two street pianos. These have been proven huge hits and very successful in tons of small and larger community's. My original intent of a idea was to have a piano installed one in city park and another, near gyro or another popular area in town. These pianos would be donated by several musician friends or even can be funded, although often times I find incredible pianos for free. These so called upright pianos then can be decreased with a small commission art from, locals. With the intent of them being covered at night and locked by the city and then in the winter (a very possibility of them being in storage)

Just a thought.

Nathan Vogel !

**FILE CODE**

WEB  
9  
Vogel, Nathan  
C10 - re Tourism Idea  
(Comments...)



ROYAL CANADIAN LEGION BR.59  
Box 836  
Grand Forks, B. C. V0H 1H0  
Phone 250-442-8400  
June 24, 2016

RECEIVED

JUN 27 2016

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Mayor F. Konrad  
Corporation of the City of Grand Forks  
Grand Forks, B. C.  
(Hand Delivered)

Dear Mayor Konrad:

Further to our phone conversation of this morning attached please find an information package concerning our Grant Application to the New Horizons for Seniors Program. As explained in our conversation our Branch is applying for a grant to replace the roof on our building. To complete our application we need community support for this Project. (please refer to the highlighted Question 47 on Page 34 of the Information Package.) The short narrative we include in the package re the history of Branch 59 – explains the significant contributions our Branch has made to our community.

We respectfully request the City of Grand Forks write a Letter of Support for our project.

Yours truly

*Joe Tatangelo*

for. Joe Tatangelo, President  
Royal Canadian Legion Br. 59  
Grand Forks, B. C.

FILE CODE

WE3  
R5 - re Grant Application  
Request for Letter of Support

## **Some Background on the Royal Canadian Legion Br.59**

**The Royal Canadian Legion Br. 59** will celebrate its 90<sup>th</sup> Anniversary on November 16, 2016... Our main building was built in 1895 as a Presbyterian Church. It was purchased by the British Empire Service League and became Royal Canadian Legion Br. 59 when we received our charter on November 16, 1926. Later renovations were completed to move Assembly Room/Games Room and Lounge into the lower floor.

**From the beginnings this organization was built on volunteerism and this spirit continues today.**

### **The Poppy Campaign**

Conducted each year for about 2 weeks prior to November 11<sup>th</sup> in order to raise funds for needy Canadian veteran, ex-service members and their dependants as well as Commonwealth veterans. The intention of the Poppy Campaign is to remind Canadians of the sacrifice of the 117,000 Canadians who died during two world wars, the Korean War and other theatres.

Donations received from the Poppy Campaign are put into trust accounts. Activities supported by the Poppy Trust Funds include: - Assisting needy veterans, ex-service members and their families; purchasing medical appliances, We have a supply of wheel chairs and walkers available for use by members of the community at no charge. Funding medical research and training, providing bursaries to the children and grandchildren of veterans and ex-service members and funding accommodation, care facilities. - "Lest We Forget"

### **Fund Raising**

Our members have spent decades fund raising for our community and our province..

From 1980-1999 we held the Community Christmas Dinner in our hall – it was so successful it was necessary to move to a larger venue to provide adequate seating.

We host the annual "Breakfast with Santa" the proceeds go to the Community Christmas Hamper for toys for the kids. We have supported the local Boy Scout and Girl Guide Movement for over 55 years. We are sponsors of Grand Forks Squadron #841 Royal Canadian Air Cadets The list of recipients of Legion Donations includes a complete cross section of Community Organizations.

We support sports groups, youth groups, senior games, medical research.

Legion Bingo and the Saturday Meat Draw provide most of our donation funds.

Over the last 25 years we have donated in excess of **\$400,000.00** to our community

We have a remarkable record of supporting community organizations. Our members are working very hard to keep up this record of community service. The majority of the funds we raise through Legion Bingo and Meat Draws are donated to the community as constituted by the Gaming Commission.

We participate in the parades and celebrations within the community with our colour party. Many organizations borrow our flags and holsters. In the event of a community disaster our Legion Hall is always available.

Attached is a list of our Current Executive who are hard working and dedicated. The Executive is supported by many hard working members and as well as the Royal Canadian Legion Br. 59 Ladies Auxiliary.

Thank you for considering the Royal Canadian Legion for the 7<sup>th</sup> Annual Community Volunteer Recognition.

# Your donations at work

- **Affordable housing for veterans.**
- **Legion Veterans Transition Program** (at UBC): a relief & recovery program for trauma-related stress from military service.
- **Legion Military Skills Conversion Program** (at BCIT): enabling veterans to successfully transition to new employment & entrepreneurial opportunities.
- **Cockrell House for homeless veterans.**
- **Legion Service Dog Program:** specially trained to assist Veterans with clinically diagnosed PTSD.
- **Chair of Family Practice** (at UBC): recruitment & training of BC Family Practitioners, particularly in rural communities where the need is greatest.

## Did you know The Legion...

- Has **60,000** members who contribute **over 600,000** volunteer hours each year.
- Supports **over 400 youth groups** including Boy Scouts, Girl Guides & Cadets.
- Donates **\$7 million/year** to a community, health, education & sports programs.
- Offers **bursaries & scholarships.**
- Funds **medical research & specialized medical equipment.**
- Raises **over \$21 million** through gaming for academic & youth programs.

To donate \$5 to Legion charitable projects  
text the word "LEGION" to 20222

Find out more about one-of-a-kind  
Programs created by the Legion at  
[legionbcyukon.ca](http://legionbcyukon.ca)



**REMEMBER. JOIN. GIVE.**

## 2016 Board of Directors

### Br. # 59 The Royal Canadian Legion

President	Joe Tatangelo	447-9345	bcjoey68@gmail.com
Past President	John LePage	442-0486	johnanhelen@yahoo.ca
Vice-President	Ken Gresley-Jones	447-6197 or cell 666-0911	kenbgj@hotmail.com
Secretary	John LePage	442-0486	
Treasurer	Ralph White	442-3038	ralphwhite7@hotmail.com

#### Directors

Joni Griffin	447-9390 or cell 666-0507	2 <sup>nd</sup> year	<a href="mailto:jonigriffin@rogers.ca">jonigriffin@rogers.ca</a>
Patrick O'Doherty	442-3081 or cell 666-0323		two year term.
Dan Marcoux	447-9373 or cell 442-7915		danmarcoux@shaw.ca

#### Appointed and other Positions

Sgt-at-Arms	Mick Hanlon	447-9388	dm2@shaw.ca
Service Officer	Joni Griffin	447-9390	
Chaplain	Ken Gresley-Jones	447-6197	
Bookkeeper	Flora Theroux	442-2214	
Air Cadet Liaison	Dan Marcoux	447-9373	
Sick and Visiting	John LePage	442-0486	
Ways and Means	Cindy Pearman	442-0370	
Honours and Awards	Joni Griffin	447-9390	
Meat Draw	Elsie Fredericks	442-3379	elsie55@telus.net
Membership	Elsie Fredericks	442-337	
Janitor	Norm Iverson	442-3163	
Poppy Chairman	Dan Marcoux	447-9373 or cell 442-7915	
Photographer	Ralph White	442-3038	

Hall Rentals	Ken Gresley-Jones	447-6197	
Public Relations	Ken Gresley-Jones	447-6197	
Ladies Aux. Liaison	Ken Gresley-Jones	447-6197	
Donations	Joni Griffin	447-9390	
House and Grounds	Patrick O'Doherty	442-3081	
Bar Chairman	Steve McGibbon	442-1249	<a href="mailto:bmcgibbon@xplornrt.ca">bmcgibbon@xplornrt.ca</a>
Texas-Hold-Em	Frاند Konrad	443-2370	<a href="mailto:fkonrad@grandforks.ca">fkonrad@grandforks.ca</a>
<b>Sports - Darts</b>	John LePage	442-0486	
Horseshoes	Steve McGibbon	442-1249	
Sister Post	Chewelah, Wash. USA -	Liaison	
	Joe Tatangelo	447-9345	

**Ladies Auxiliary**

President	Cecile Reed	442-3218	
Past President	Bernice Marshal	442-8637	
Vice President	Megin Baine	442-8131	
Secretary	Chris Burt	442-2866	<a href="mailto:phoenixinferno@hotmail.com">phoenixinferno@hotmail.com</a>
Treasurer	Mable Tamlin	442-5125	

**Lounge Bar Staff**

Bar Manager	Joyce Subotin	442-3205	
	Bonnie Bullock	442-8959	
	Wendy Lodder	442-2740	

**Interior Roofing (2011) Ltd.**

466 Dawson Ave. Penticton BC V2A 3N7

Phone: 250-492-7985 Fax: 250-492-7761

email: interiorroofing@shaw.ca

To:	Joe Tatangelo	Quote Date:	2016-05-10
Title:		Quote No:	
Company:	Legion	Phone No:	447-9345
Address	6th street	Fax No:	
City, Prov, Post Code	Grandforks	E-Mail	

Dear Sir:

Interior Roofing is pleased to submit the following bid in response to your request for Quotation:

**Bid Price\*** **\$ 26,600.00** \* GST is Extra.

Job Name:	GF Legion	Job Site:	6th Street
Customer Name:	Joe	City:	Grandforks

**INCLUSIONS: THE FOLLOWING ITEMS ARE INCLUDED IN THIS BID:**

- 1 Supply and Install a 2ply Torch on (SBS) roof system. Approx 3144 Sqft
- 2 Remove and Dispose of existing roofing and metal flashings
- 3 Inspect tounge and groove decking for any defficiencies.
- 4 Install a 180gram Base Membrane,mechanically fastened with torch sealed laps and stripping membrane at perimeters.
- 5 Install a 250 gram granular cap sheet membrane, fully torch applied to base sheet with stripping membrane at perimeters to match.
- 6 Install all new copper drains, alluminum plumbing stacks.
- 7 Install all new 26gauge pre-painted metal flashings to perimeters and around pertrusions.(Standard Colors)
- 8 All work preformed meets the Roofing Contractors Association of British Columbia Standards and Practices.
- 9 10 year Total System Warranty included.

**EXCLUSIONS: THE FOLLOWING ITEMS ARE NOT INCLUDED IN THIS BID:**

1. This bid does not include any cost to repair any structural, rot or mold problems.
2. Quote is based on clear and uninterrupted access to all areas.
- 4.
- 5.

**TERMS & CONDITIONS:**

1. This quote is good for thirty (30) days from the quote date outlined above.
3. Balance of payment is due when the work is completed on a Net 30 day basis.
4. For projects extending more than one month, progress payments will be submitted at each months end.
5. Permit by Owner

**Acceptance of Quote**Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Submitted By: Aaron Notte

Date: \_\_\_\_\_





## Customer Info & Estimate

P.O. Box 219, 375 Industrial Dr.  
Grand Forks B.C., V0H 1H0

Tel (250) 442-5507 Fax (250) 442-5030

File #	AP16-44
Date	April 14/16

Name: Legion Phone # Quote  
 Address: Attention Joe Fax # \_\_\_\_\_  
 City: Grand Forks Jobsite Grand Forks  
 Postal: \_\_\_\_\_ Tag Name re-roof

### Truss Information

Snow Load	53	Rain Load	2.1	Design Type	Commercial		
Slope	2.5/12	Span	30'	OH	12"	Cant	
Qty	see plan	Spacing	24"	Gable end	hip		

### Description

### Cost

Engineered re-roof truss package for 2700 sq. ft.

\$4,350.00

Metal roofing package for same incl. Flashings

\$3,350.00

*plus 5 or 6 thousand for installation labour*

### Building Sketch or General Notes:-

subject to engineering review

Regards Bob

Freight	incl.
Sub Total	\$7,700.00
PST 7%	\$539.00
GST 5%	\$385.00
<b>TOTAL</b>	<b>\$8,624.00</b>

A deposit may be required when ordering.  
2% Interest charged on overdue accounts

balance due on receipt of goods.

Unless other terms have been pre-arranged

Price valid for delivery of product within 3 weeks of date noted

A charge for engineering may be applied

I understand and agree to the terms and conditions herein **X**

Delivery Date :- \_\_\_\_\_

Thank You!



## New Horizons for Seniors Program

Engaging Seniors, Strengthening Communities

# **New Horizons for Seniors Program Community-Based Projects**

## **Applicant Guide 2016-2017 Standard Grant Application for Funding**

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## NOTICE

The Standard Grant Application for Funding (Application for Funding) is now being used for several funding programs, including New Horizons for Seniors Program (NHSP). Therefore, we want to stress the importance of **using the Applicant Guide 2016-2017 to complete your NSHP Application for Funding**, as it provides detailed explanations to help you complete every section of your application, including required information about your project's budget and contributors.

If you do not use the standard form your application cannot be considered complete and will be screened out.

Applicants in Quebec must also use the Standard Grant Application for Funding.

***Notice to organizations in Quebec:*** The contractual clauses set out in the Articles of Agreement, with respect to grant agreements to be signed in 2016-2017 for projects that will be approved, remain subject to discussions to be completed with the government of Quebec in order to ensure the validity of those agreements under Quebec law. Should adjustments be required, they will be communicated in due time to applicants whose projects will have been approved.

## Introduction

The New Horizons for Seniors Program (NHSP) helps to ensure that seniors can benefit from, and contribute to, the quality of life in their communities through active living and participation in social activities.

NHSP's community-based projects support local initiatives across Canada. They are inspired or led by seniors, volunteer-based and supported by their communities. NHSP reinforces that seniors are valuable assets to communities. By empowering seniors and encouraging them to share their knowledge, skills and experience with others, NHSP enhances seniors' social well-being and community vitality.

The Program provides funding for projects that encourage seniors to play an important role in their communities by volunteering, participating in and leading community activities. The program also provides funds to help organizations make necessary modifications or repairs to their existing facilities, or to purchase/replace equipment and furnishings to enable programs and activities for seniors.

The age of a "senior" has been defined for various purposes from age 50 (e.g. Canadian Association of Retired Persons) to age 60 (the United Nations definition of older persons) to age 65 (Eligibility for Old Age Security and the Guaranteed Income Supplement). The understanding of the term "senior" is therefore contextual.

The program objectives are the following:

1. promoting volunteerism among seniors and other generations;
2. engaging seniors in the community through mentoring of others;
3. expanding awareness of elder abuse, including financial abuse;
4. supporting social participation and inclusion of seniors;
5. providing capital assistance for new and existing community projects and/or programs for seniors.

## Before You Apply

### 1. Eligible Applicants

- not-for-profit organizations<sup>1</sup>;
- coalitions, networks and ad hoc committees;
- municipal governments;
- research organizations and institutes;
- educational institutions (e.g. universities, colleges, CEGEPs, school boards/school districts)<sup>2</sup>;
- public health and social service institutions<sup>2</sup>;
- Aboriginal organizations (including band councils, tribal councils and self-government entities);
- for-profit enterprises<sup>3</sup>.

<sup>1</sup> Examples of not-for-profit organizations can be: charities, activity clubs, volunteer organizations, professional associations, museums, churches or church associations, or in some cases sports associations.

<sup>2</sup> Provincially/territorially funded institutions are eligible with the agreement of the provincial/territorial government. This approval will be sought as part of the assessment of your application..

<sup>3</sup> For-profit enterprises may be eligible for funding provided that the nature and intent of the proposed activity is non-commercial, not intended to generate profit, and supports program objectives.

Organizations of the same name are eligible to submit applications in different communities, provinces and territories provided they have a separate board of directors and operate independently of one another. These organizations are considered separate organizations under the funding.

Organizations are allowed to submit multiple applications; however, **the total of all applications combined must not exceed \$25,000** including applicable taxes per year, per organization. Otherwise, the organization will have to withdraw an application to respect the funding limit.

*Notice to organizations in Quebec:* This Call for Proposals was discussed with Quebec's Secrétariat aux aînés, consistent with the Protocol of Agreement which establishes the terms and conditions of cooperation between the government of Canada and the government of Quebec for implementation of the NHSP.

## 2. Ineligible Applicants

- individuals
- provincial/territorial departments and agencies

**Note:** Post-secondary institutions, as well as social service and public health institutions, are ineligible without the agreement of the provincial or territorial government.

## 3. Eligible Projects and Activities

### General project eligibility

Applicants are encouraged to work with other partners in their community to identify local needs and to design projects that respond to these needs. The NHSP seeks to fund programs or projects that:

- are led or inspired by seniors;
- benefit a broad clientele;
- present an innovative and creative approach to address a community concern;
- strive to have a lasting impact on communities;
- involve collaboration and partnerships; and
- use resources efficiently and effectively.

Funding is available for a project only once and cannot be renewed. **Each year, communities must propose project activities different from those previously funded.** If your project will be ongoing, you should consider what resources you will need in order to continue after NHSP funding ends.

Projects **must**:

- **be led or inspired by seniors.** If inspired by seniors, they must be involved in the project's development and/or implementation in a meaningful way
- occur within a 12-month (52-week) period. NHSP only funds projects that will be completed within this time frame.

The **role of seniors** is a key element when NHSP projects are being considered for funding:

- It is not enough that an organization proposes to carry out an activity and then recruits seniors to take part in it.
- Consulting with seniors to develop a project of benefit to them is also not sufficient.
- Projects must **be led or inspired by seniors.**

For those projects that primarily meet one of the first four program objectives (see Introduction on page 3 of this guide), projects must:

- involve programs or activities not already carried out by your organization<sup>4</sup>.

For those projects that primarily meet the fifth objective (see Introduction of this guide), projects must:

- involve programs or activities not already carried out by your organization<sup>4</sup>. These new programs or activities must also meet one of the first four program objectives; and/or
- involve current programs or activities that are at risk of not continuing should the renovation and/or equipment purchase not be funded. These current programs or activities must also meet one of the first four program objectives.

<sup>4</sup> This could include adding different activities to attract new seniors to contribute/volunteer, reaching out to a new client base such as isolated seniors, youth or recent immigrants, or adapting activities to meet the needs of a new community.

### **Eligible projects**

In order to be eligible, project activities must be led by seniors, or seniors must play a meaningful role in the project (planning and/or delivery). Activities eligible for funding can include, but are not limited to, the following:

- seniors developing approaches to encourage new and emerging cohorts of seniors to be more actively involved in community activities;
- adopting approaches (policies and tools) to more effectively attract, recruit and retain diverse cohorts of volunteers, including other generations;
- expanding and/or adapting successful approaches (programs and activities) to reach new group of seniors (e.g. a specific population of seniors, such as Aboriginal seniors or seniors from a different geographical location, that do not currently have access to the approach). A project could include identifying target group(s); adapting programs and activities to meet needs, and/or overcoming barriers to participation and undertaking outreach to these seniors.
- seniors sharing their knowledge, skills and experience with others;
- involving programs or activities not already carried out by your organization;
- promoting awareness of elder abuse, including financial abuse;
- seniors reaching out to vulnerable seniors such as those who are socially or geographically isolated;
- volunteering, mentoring, leadership training and skill matching for seniors;
- seniors' intergenerational and intercultural learning and relationship building programs and activities;
- seniors involved in developing / sharing tools and resource materials;
- seniors sharing best practices;
- equipment purchase or replacement for programs and activities for seniors; and
- renovations and repairs to facilities for programs and activities for seniors.

**Remember:** When planning your project activities, your organization should look into whether or not they will need any special permits, insurance, waivers, or support from governing bodies, such as a Band Council Resolution, or any other permissions required.



## 4. Ineligible Projects and Activities

The following activities are **not** eligible for community-based funding:

- core or ongoing activities (activities regularly/normally carried out by the organization). This includes the expansion of existing activities being offered by an organization to the same population of seniors currently participating in these activities. The exception, which would be eligible, is the expansion of successful existing activities to reach an identified, new population of seniors (e.g. a specific population of seniors, such as socially isolated seniors, or seniors from a different geographical location that have not participated in these activities);
- activities where the role of seniors is minimal or not clearly described;
- projects to develop or deliver accredited primary, secondary, or post-secondary curricula;
- fundraising activities, door prizes or gifts;
- projects seeking recurring funding for ongoing activities;
- projects which provide a core health or social service to individuals (e.g. one-on-one service or training, projects that deal primarily with health<sup>5</sup> interventions, the creation or continuance of a meal delivery service to individuals); and
- programs or services that fall within the responsibility of other levels of government.

**Projects are funded on a one-time basis (i.e. each year, communities must propose project activities different from those previously funded). If you wish to continue the same activities beyond the year of funding that is available through this program, the resources must be sought from other sources.**

<sup>5</sup> NHSP is not intended to fund projects which provide a core health or social service to individuals. Providing a service means offering activities which are designed to meet basic needs in areas such as health care, food or nutrition (including meal delivery types of services, and soup kitchen, etc.), shelter, personal transportation or income support which are generally the responsibility of other levels of government. Meal delivery programs are considered under social service to individuals as it is about delivering nutritious meals to individuals helping them maintain their health and independence at home. However, these organizations could be eligible for a special project, such as the development of a program to raise awareness for elder abuse or to develop a new way to recruit volunteers.

## 5. Eligible Project Costs

Project costs must relate to the project and could include:

- salaries, wages and mandatory employment-related costs (MERCs) for project staff (including administrative costs)<sup>6</sup>;
- professional services (e.g. presenters, trainers, facilitators, researchers, etc.);
- trades/construction contractors, installers, technicians, etc.;
- evaluation costs (e.g. surveys to be distributed to seniors at events);
- honoraria and hospitality costs;
- security checks for volunteers;

- travel expenses within Canada (rates prescribed in the Travel Directive) including transportation costs to assist seniors in participating in project activities<sup>7</sup>;
- purchase of materials and supplies;
- printing and distributing project materials;
- rental and maintenance of equipment;
- rental of space or other facilities;
- utilities;
- delivery/shipping costs for material and equipment;
- dumping and disposal fees;
- renovations or repairs;
- capital costs required to undertake the project (e.g. equipment for seniors, furnishings and fixtures); and
- any applicable taxes.

**Note:** Capital assets are non-consumable single items or (a) grouping(s) of similar items that cost \$1,000 (before applicable taxes) or more. For example, a group of similar items could be a public address system for seniors events, comprised of an amplifier (\$600), two speakers (\$150 a piece), a microphone (\$150), stand and cables (\$100), which equal \$1,150 since they are a collection of items that are designed to function together. Non-consumable items are those that will continue to exist after the funding period ends, such as equipment, electronics, furniture and fixtures.

<sup>6</sup> Salaries, wages and mandatory employment-related costs for project staff must account for 25 percent or less of the total amount requested from the NHSP. This reflects the Program's focus on volunteerism.

<sup>7</sup> Day trips could be eligible. Use general estimates; however, if providing a detailed account by mileage please use the Treasury Board rates prescribed in the Travel Directive: <http://www.njc-cnm.gc.ca/directive/index.php?did=10&dlabel=travel-voyage&lang=eng&merge=2&sid=97&slabel=td-dv-a2>.

These costs are reviewed on a case by case basis depending on the leadership of seniors, the purpose of the 'visit' and its impact on the community. The trip needs to clearly respond to one of the first four program objectives such as:

- Volunteerism
- Mentoring
- Elder abuse awareness
- Social participation and inclusion

Here are examples of projects that could be acceptable:

- Visit a Heritage Village where seniors mentor a youth group.
- Seniors travel to another community to present a theater performance on elder abuse.

Project costs will be assessed and certain items may not be accepted in funding applications.

### Costs Limit:

- A computer (including monitor), or a laptop, will be considered up to a maximum value of \$750 (before applicable taxes). If your funding request exceeds this value, it will be reduced accordingly. For example, a laptop, and a computer with a monitor (i.e. two new computers) will be considered up to a maximum of \$1,500 (before taxes). This does not include peripheral equipment such as scanners, printers, or computer software.

The current HST, GST and PST table rates for 2016 is available at this address: <http://www.calculconversion.com/reverse-sales-tax-calculator-hst-gst.html>.

## 6. Ineligible Costs

The following costs are **not** eligible for funding:

- general operating costs of your organization that are not related to this project (i.e. regular telephone and heating costs, rent, utilities, property taxes, insurance, equipment for staff<sup>8</sup>, audit costs, etc.);
- costs incurred to prepare the Application for Funding;
- items of a personal/medical nature such as wheelchairs/scooters, CPR/First Aid equipment, automated blood pressure monitor, defibrillator, Snoezelen room, hearing aids;
- feasibility studies needed for physical work, including environmental assessments
- transportation to provide a personal service to seniors (e.g. that is not directly related to increasing the social inclusion of seniors, training senior drivers and implementing a senior's transportation program, projects that focus on transporting seniors to personal appointments);
- project costs incurred before the agreement is signed by the Department;
- purchase of land or buildings, including new construction;
- repairs or renovations to a building that your organization does not yet occupy;
- decorating/beautification costs (i.e. painting or landscaping for esthetics);
- cost over-runs (project costs that are higher in implementation than anticipated)<sup>9</sup>; and
- unexpected costs or contingency costs which are costs added to a project over and above the actual estimated project value to cover unexpected costs.

<sup>8</sup> Equipment for staff is not eligible under for-profit organizations. However, these costs could be considered eligible under not-for-profit organizations depending on the rationale provided for this need in the Application for Funding (i.e. demonstrates a benefit to the organization and the community with a direct link to project activities).

<sup>9</sup>The value of an NHSP community-based grant cannot be increased once it has been approved and signed by the Department. If costs are higher in implementation of the project than budgeted, it is the responsibility of the applicant organization to procure the missing funding to complete the project.

**Note:** The maximum funding available is \$25,000 including applicable taxes per year, per organization. Projects cannot exceed one year, and funding cannot be renewed. Funding requests that exceed \$25,000 **will be screened-out**.

## How to Apply

Before you get started, if you have any questions or would like to discuss your project idea with us, you can call 1-800-277-9914 and **press “0” to speak with an agent**.

### 7. Steps to Apply:

- Review the eligibility criteria for NHSP funding as listed in this document;
- Know your application deadline. This information is available when a Call for Proposals (CFP) is open on the NHSP website at [www.esdc.gc.ca/seniors](http://www.esdc.gc.ca/seniors);
- Review this guide under the “How to fill out your Application for Funding” section;
- Review and follow the Application Checklist under Section 8;
- Complete and sign the Application for Funding form. When a CFP is open, the form is available on the NHSP website at [www.esdc.gc.ca/seniors](http://www.esdc.gc.ca/seniors); and
- Retain a copy of your completed application for your records.
- Mail your completed and signed form to your province or territory’s Service Canada Centre. The address for your center is listed in the Contact Us section in the back of this guide.

## 8. Application Checklist

In order for your Application for Funding to be eligible, you are required to submit your application in one complete package by the closing date of the Call for Proposals (postmarked), including the required additional documents.

You are required to include:

- ☐ A list of your Board of Directors (BoD) members under Section B - Part 4 - Additional Information:
  - provide the names and phone numbers of your organization's board of directors or governing body; or
  - if your organization is an **ad-hoc committee**, provide the names, phone numbers and addresses of all the committee members.
- ☐ Also provide the names and titles of persons authorized to sign a legal agreement on behalf of your organization, as well as the number of people required to sign an agreement. These are the persons who are responsible for signing legal documents (e.g. cheques) for your organization (under Section B - Part 4 – Additional Information).
  - Ensure those same people sign Section B – Part 5 - Signatures of the Application for Funding, while respecting the number of signatures required by your organization.
- ☐ Proof of your organizations type, legal status and governance structure: Provide a document that clearly shows that your organization falls into the **Organization Type** that you have identified under **Question 5** of the Application for Funding:
  - If your organization is incorporated, send a copy of one of the following: letters of patent, articles of incorporation, certificate of incorporation or memorandum of association, your rules, by-laws or constitution;
  - A document from the Canada Revenue Agency (CRA) that includes your organization's business or registration number with the CRA (tax related document that includes your organization's business or registration number with the CRA);
  - If your organization is not incorporated, send a copy of your rules, by-laws, council resolutions or constitution;
  - Aboriginal organizations that are part of a band must include a copy of a Band Council Resolution (BCR) or any other permission required. Note that the BCR must reflect knowledge and approval of the activities in your proposal.
- ☐ a minimum of one letter showing **community support** for your project (see Question 47);
- ☐ a letter from your project partner(s) confirming their involvement, required if applicable (e.g. a school supporting tutoring program, support in completing the Application for Funding) (see Question 47).

**For activities which include renovation or retrofit of facilities:**

- ☐ Provide copy of your lease agreement, letter of understanding, etc., with at least a five-year lease period remaining, including details of the maintenance and upkeep agreement.
  - The lease needs to be between the applicant and the property owner. (If the lease improvements are not the responsibility of the applicant, they will not be eligible.)
  - If you are the owner of the premises, **please provide proof of building ownership** (i.e. property tax bill, property assessment notice, purchase agreement). Note that construction work for a private home or dwelling is not eligible.
- ☐ If you are not the owner of the premises, a letter of consent is **required for every application requesting capital improvement**: you must provide a letter of consent from the landlord/lease provider confirming they agree with the proposed renovation or repair (see Question 45);
- ☐ External cost estimates for renovations or repairs to your facility are optional; however, they are helpful in understanding the scope of your project. In addition, discussing your project with vendors can also identify possible permits that may be required for your project and avoid possible cost over-runs. These quotes can be attached with your Application for Funding.
- ☐ **Guidance:** Ensure you are in compliance with laws and regulations. For example, does the building code require a permit or certified tradesperson to renovate the plumbing? If the work is completed by a plumber whose certification has expired, will insurance cover damages caused if a pipe bursts during the renovation?

**Note:** Should your organization be using the facility which is rented by another entity, the **entity renting the facility must submit the Application for Funding**. In this case, a partnership letter will be required to demonstrate how the entity is working with the seniors' group to offer activities to seniors.

For example:

- The Seniors Club is renting the community centre, which is owned by the municipality and also used by the Lions Club on occasion.
- The Seniors Club asked the Lions Club to complete the Application for Funding on their behalf since the Lions Club has more experience to complete applications from funding programs.
- In this case, the Application for Funding must be submitted in the name of the Seniors Club since they have the lease in their name and the proposed activities are mainly for their own benefit.

**Important:** All letters of support and partnership should include the name, position title, organization name, signature of the writer, address, phone number and date, as well as the organization's letterhead, if applicable.

Before submitting your Application for Funding, we ask you to review Fact Sheet 8 Application Checklist to ensure that your application is complete. It is also important to retain a copy of your completed application for your records.

Once you submit your Application for Funding, it is not possible to make any changes such as changing the project activities.

## **After You Apply**

### **9. Application Review Process**

**Note:** Let us know immediately by communicating with the NHSP representative identified in the acknowledgement letter of any changes that occur in your organization or your Application for Funding, after you apply (e.g. mailing or email address, phone number, name of contact person, or sources of funding). However, no changes can be made to the project activities in the application itself once the Call is closed.

There are three phases in the Application Review Process:

- screening
- assessment
- final decision

#### **Screening**

Applications postmarked by the application deadline are reviewed for eligibility by the Department to ensure they meet the Program's eligibility criteria. Applications will be rejected at the screening phase for any of the following reasons:

- The application is late (i.e. postmarked after the deadline);
- The Application for Funding is incomplete and/or not signed by the authorized representatives of the organization;
- The required attachments are missing – for instance, you are missing:
  - at least one letter demonstrating community support for your project; or
  - documents that confirm your organization's legitimacy and governance (e.g. a tax related document that includes your organization's business or registration number with the Canada Revenue Agency (CRA));
- The project does not meet any of the program objectives;
- Proposed activities are your organization's core, existing or ongoing activities;
- Proposed activities do not include a strong role for seniors in their planning and/or delivery; or
- Budget costs exceed funding limits (i.e. single funding application that exceeds the \$25,000 limit).

#### **Assessment**

After the screening process is complete, eligible applications are reviewed and assessed in collaboration with the Regional Committee in your province or territory. Committee members include people active in seniors' and community issues. The

committees also normally include representation from federal and provincial or territorial governments. In Quebec, a Joint Management Committee, made up of representatives from the Quebec government and Employment and Social Development Canada (ESDC), review and assess applications in accordance with the Canada-Quebec Protocol of Agreement concerning delivery of the New Horizons for Seniors Program.

If irregularities have been found in relation to projects previously funded by the department, ESDC reserves the right to reject your Application for Funding without assessing it until the irregularities have been remedied.

Applications are assessed on a number of criteria, including:

- the importance of the **seniors role** in the implementation or development of the project (projects are led or inspired by seniors; active volunteerism)
- the project's cost-effectiveness - includes in-kind and/or cash contributions with community partners;
- the anticipated positive impact on seniors and/or their communities (such as the increase of senior volunteers involved in strong leadership roles within their communities; communities impacted by a state of emergency such as wildfires in Fort McMurray);
- the strength of the community support for the project and partnerships;
- the potential for the activities to continue after the funding ends, if applicable;
- the results of any of your organization's projects that were previously funded by ESDC; and
- other New Horizons for Seniors funded projects in the same community.

There is a considerable demand for funding for capital assistance, and as a result, more applications are received than can be funded. Therefore, funding is more likely to be awarded to organizations that clearly demonstrate a strong link between the proposed renovations or equipment replacement and activities that clearly meet at least one of the Program's other four objectives. Additional criteria may be considered during the assessment of proposals, such as the security or overall safety of the facilities, or equipment that could compromise the welfare of seniors.

In order to achieve the maximum possible impact for seniors and their communities, Regional Committees will consider the following types of elements when reviewing applications:

- the degree to which projects engage seniors, including Aboriginal seniors, in project design and delivery. Consulting with seniors to develop a project that will benefit them is not sufficient;
- the degree to which projects capitalize on seniors' leadership and abilities, and facilitate seniors' contributions to their communities;
- the location of proposed activities and in particular those that target seniors living in rural and remote areas;
- the number of seniors to be impacted as well as their diversity. For example, projects that include seniors of all ages and sexual orientations, as well as seniors who are:
  - Newcomers or from ethno-cultural communities;
  - Aboriginal;



- Living with a physical or mental disability;
- Providing caregiving;
- Living with a low-income;
- Homeless or near homeless;
- Living in an official language minority community; or
- Living in rural and remote areas, including Northern regions.
- the degree to which the projects reflect the cultural and linguistic sensitivities of the province or territory;
- the degree to which the projects reflect community needs and use an evidence based approach to address these needs;
- community groups that previously have not previously received grant funding from the New Horizons for Seniors Program. Communities could be geographic, cultural, linguistic, religious or could focus on new immigrants;
- the degree to which community partnerships are fostered and used to meet project objectives; and
- a project's lasting impact on, or enduring contribution to, a community.

## **Final Decision**

The regional committees make recommendations to ESDC; the Department makes the final decision.

You will be advised of the final decision by letter. You will receive a written decision from the Department in early 2017 (normally before the end of March).

If your Application for Funding is approved, Section C - Schedule A signed by the Department will be sent to you for your consent and signature. Once it has been signed by both parties (ESDC and authorized signatories for the organization), it becomes the Grant Agreement. You are expected to use the grant funds expressly for the project as described in Section C - Schedule A, and to abide by the Articles of Agreement.

Please note that funding decisions are final and there is no appeal process.

Direct deposit is the preferred payment method by the Department, and will become the only payment option in the future. If your Application for Funding is approved, the Department will provide you with the necessary information to proceed with the direct deposit.

## **10. Follow-up**

### **Acknowledgment letter**

You will be notified by email or by mail (only if you do not have an email address) that we have received your Application for Funding.

At the top of the acknowledgment letter, you will be provided with a **project number which you need to use as reference in any future communication** with the Department regarding this application.

Acknowledgment letters will be sent within 21 calendar days of the closing date of the Call. If you have not received an acknowledgement letter 5 weeks after the closing date of the Call, please Contact us. We will put you in touch with the appropriate NHSP representative who can discuss your application.

The submission of an application does not in itself constitute any commitment on the part of ESDC. The Department will notify you in writing of the outcome of the review of your application.

### **Progress Calls**

For any changes that occur in your organization or your project after its approval, contact the NHSP representative indicated in your acknowledgement letter immediately (e.g. mailing or email address, phone number, name of contact person, activities or delays).

### **How do recipients acknowledge Government funding?**

Recipients must contact their NHSP representative before the recipient goes ahead with public announcements, press releases, ads or bulletins in order to respect the articles to announce an acknowledgement of funding under the Articles of Agreement (Clause 19.0).

It is important to advise the department should you face delays in the implementation of your project. In such cases, you must advise your representative **at least two months before the end of your project**.

## **11. Final Report**

Funded organizations must submit a final report **within 30 days of the project completion date**, as specified in the Schedule A (Grant Agreement) and send it to the New Horizons for Seniors Program office in their province or territory. The final report template will be provided in the approval package notifying funded organizations of the Department's decision.

Reporting on time shows good project management. Should your organization fail to submit a final report on time it may impact your organization's ability to obtain funding from the Department in the future.

## **12. Disposal of Capital Assets**

When the project ends, organizations may either keep the capital items that were bought with NHSP's funding and use them for other community-related activities or donate them to other not-for-profit organizations in the community, provided that the Department agrees. Organizations **may not** keep these items for personal use. Should

your project be approved, organizations will be asked to inform the Department of their plan for the disposal of capital assets.

In cases where the purchase of capital assets is only partially funded by NHSP, the various funders will need to agree on the method of disposal.

### **13. Financial Records and Audit Requirements**

During the course of the agreement and for a period of three (3) years thereafter, the Recipient shall make available the books of accounts and records at all times, for inspection and audit by representatives of Canada, in order to ensure compliance with the Articles of Agreement and verify eligible expenditures. The Recipient shall permit representatives of Canada to take copies and extracts from said books and records, and shall provide them with any additional information as representatives may require.

## **How to fill out your Application for Funding**

If you do not use the new Standard Grant Application for Funding, your application cannot be considered complete and will be screened out.

The Application for Funding has five sections:

### **Section A – Notice to Applicants**

### **Section B – Application**

Part 1 – Organization

Part 2 – Project

Part 3 – Funding

Part 4 – Additional Information (Optional)

Part 5 - Signatures

### **Section C - Articles of Agreement**

### **Section C - Schedule A- Project Description and Signatures**

Read this section carefully before completing your Application for Funding. Write your answers on the application form template and attach only the documents requested.

All of the questions in the Application for Funding must be answered and are subject to assessment. All required documents must be attached; otherwise your application will be considered incomplete and be screened out. You are required to submit your Application for Funding in one complete package by the closing date (postmarked) of the Call for Proposals.

If you need additional space to answer any of the questions, please use the space provided in Section B – Part 4 - Additional Information.

## **Section A – Notice to Applicants**

Please read this section carefully.

This section states that:

- the application is a combined Application for Funding and Articles of Agreement;
- the information collected in this Application for Funding will be used, and may be disclosed, for the purposes of assessing the merits of your application;
- personal information will be administered in accordance with the Privacy Act and the provisions governing the protection of personal information; and
- the Application for Funding is also subject to the Access to Information Act ("ATIA").

## **Section B – Part 1 - Organization**

It is important to note that an asterisk (\*) before a question denotes that it is a mandatory field.

### **A. Organization Identification**

ESDC uses the information you provide in this section to establish your organization's identity.

**Important: Make sure the right entity is submitting the Application for Funding.** If this application is for a capital assistance project (renovation or retrofit), the applicant must be the owner of the building or responsible for this kind of change/renovation, according to the lease with the owner.

#### **\*Question 1 - Legal Name**

Please provide the legal name of your organization. Usually, this is the name associated with your registration with the Canada Revenue Agency (CRA), or the name that would appear on funding instalment. It may differ from the name you commonly used for your organization. In the event that your Application for Funding is approved for funding, the instalment will be addressed to the legal name of your organization.

**Note: The organization must have an active bank account under its legal name when submitting its Application for Funding.**

#### **\*Question 2 - Operating (Common) Name (if different from legal name)**

Please provide the operating (or common) name of your organization if it is different from the legal name.

### **\*Question 3 - CRA Business Number**

Please provide your 15-digit CRA business number or, for registered charities and not-for-profit organizations, your registration number (e.g. 123456789RP0001). If you have a CRA business number, you **must** provide a document that includes your business or registration number (e.g. tax related documents, CRA correspondence, etc.).

For more information, please visit the [CRA website](#).

Not-for-profit organizations are not required to have a Business Number to be eligible for NHSP funding.

As per the Canada Business Network, a sole proprietorship **needs to register a business name provincially**, except in Newfoundland and Labrador: [www.canadabusiness.ca/eng/page/2853/](http://www.canadabusiness.ca/eng/page/2853/). If the applicant is unable to produce paperwork demonstrating any registration or legitimacy as a private organization, the applicant will be considered as an individual; therefore, the applicant will be deemed ineligible.

### **\*Question 4 – Other Registration Number (specify from where)**

This could be your provincial/territorial corporation number (e.g. number found on your Letters Patent) or your federal corporation number with Industry Canada.

Your organization is not required to be incorporated for New Horizons for Seniors Program funding. If it is, please tell us.

### **\*Question 5 - Organization Type**

Your organization should fall under one of the following types:

- Not-For-Profit Sector
- Private Sector
- Public Sector

### **\*Question 6 - Organization Category**

Not-For-Profit Sector:

- Local community, charitable, or voluntary
- Provincial Non-Governmental Organizations
- National Non-Governmental Organizations
- Not-for-profit Band Councils
- Non-Governmental Organizations (NGO) with a focus on encouraging employment
- Unions
- Associations of workers and/or of employers
- Aboriginal not-for-profit groups
- International NGOs
- Sector Councils

Private Sector:

- Businesses, bodies incorporated or unincorporated
- Banks
- Private universities or colleges
- Indian Band Corporations (profit basis)
- International Sector
- Private Band Councils

Public Sector<sup>10</sup> and <sup>11</sup>;

- School Boards / School Districts
- Public Health
- Municipal governments and agencies
- Provincial governments and agencies
- Territorial governments
- International governmental organizations
- Public community colleges and vocational schools
- Public degree-granting universities
- Public degree-granting colleges

<sup>10</sup> Post-secondary institutions, as well as social service and public health institutions, are eligible with the agreement of the provincial or territorial government.

<sup>11</sup> For-profit organizations may be eligible for funding provided that the nature and intent of the activity is non-commercial, not intended to generate profit, and supports program objectives.

**\*Question 7 - Year Established**

Please indicate the year your organization was established.

**\*Question 8 to 12 - Organization address**

Please indicate the physical address of your organization - Applicants must provide a complete address in a format recognized by Canada Post (not just the postal box number). Information is available on the [Canada Post website](#).

**\*Questions 13 - Telephone**

Please indicate the telephone number of the organization (**mandatory**).

**Questions 14 - Fax**

Please indicate the fax number of the organization.

### **\*Question 15 - Email Address**

It is **mandatory** to include an email address **if one exists**. The inbox of this email address should be checked regularly as it will be used to send you information about your Application for Funding such as a request for clarifications and funding decision for your project.

### **\*Question 16 to 20 - Mailing address (if different from Organization Address)**

Please indicate the mailing address if different from your organization's address.

### **\*Questions 21 – Telephone Number**

If more than one telephone number exists for your organization, please include it (**mandatory**). Otherwise, repeat the organization's telephone number from question 13.

### **Questions 22 – Fax Number**

Optional.

### **\*Question 23 - Organization's Mandate**

Please describe your mandate as it appears on your website, brochures, terms of reference, etc.:

- If you have a website, please include it here.
- Include your Mission Statement, Vision and Objective.
- Identify how your organization is directed at serving seniors.

**If there are any specific groups that use the same facility, please identify them (e.g. seniors club, Royal Canadian Legion, FADOC Club, etc.). Please also identify if your organization offers, for example, the only meeting place, and/or accessible communication/information technology in your community. Please also indicate whether there are other organizations using the facility regularly. This helps to demonstrate the impact of your proposed project within your community.**



## **B. Organization Contact**

You will need to identify a main contact for your organization. The contact person should be someone with whom Service Canada can easily communicate regarding your Application for Funding, or any consequent agreement. This individual should be fully informed on both the application and the proposed activities.

We also require the name and coordinates of the Executive Director or President. Please provide this information under Section B – Part 4 - Additional Information.

### **\*Question 24 - Given Name and Surname**

Please provide the name of the person in your organization who will be ESDC's main contact for the project.

### **\*Question 25 - Position Title**

Please provide the title of the organization contact identified in Question 24.

Example: President, Executive Director.

### **\*Question 26 - Preferred Language of Communication**

Please indicate the preferred language of the organization's main contact for both written and spoken communication.

### **\*Question 27 - Organization Contact – Address (this is a mandatory field)**

Please indicate whether the address for the Organization Contact is the same address as the Organization Address or the Organization Mailing Address given Question 16. If different, please indicate in the box.

### **Questions 28 to 32 - Contact Address (this is a mandatory field)**

If you have selected "Different" in Question 27, please provide the address for the Organization's Contact Person here.

### **Questions 33 - Telephone Number (this is a mandatory field)**

Please indicate the telephone number of the Organization Contact Person, if different from the Organization's telephone number (**mandatory**).

### **Questions 34 – Fax Number**

Please indicate the fax number of the Organization Contact Person, if different from the Organization's fax number.

### Question 35 - Email Address (this is a mandatory field)

It is **mandatory** to include an email address **if one exists**. If a different email address exists for your Organization Contact, please include (mandatory). However, please note that the email address identified in Question 15 will have priority.

Please indicate if the email address of the Organization Contact is the main email address for your organization. Should this be the case, the inbox should be monitored regularly, as this is where all correspondence will be sent.

**Important:** Service Canada must be able to communicate with the Executive Director, President or the contact person at any time via telephone or the email addresses provided. Should there be changes during the course of the application process, you must inform Service Canada immediately. Only the names identified in the Application for Funding can be contacted, or are authorized to follow up with Service Canada.

### C. Organizational Capacity

ESDC uses the information provided in this section to help assess the organization's capacity to manage a project.

#### Question 36 – How many employees does your organization currently have?

Not applicable for this call for proposals.

#### \*Question 37 - Does your organization owe any amounts to the Government of Canada?

If 'Yes', please complete the fields for **each amounts owing** in the spaces provided. See the following example:

Amount owing	Nature of amount owing	Department or agency to which money is owed
\$10,000	Overpayment	Employment and Social Development Canada

#### Question 38 - If an amount is owing, is a payment plan in place?

Please indicate whether or not payment arrangements have been made.

Answering 'Yes' to this question will not invalidate/discredit your Application for Funding. However, you must provide details as to the type of debt owed and the arrangements that have been made for repayment. Please provide this information in Section B – Part 4 – Additional Information.

## **Section B - Part 2 - Project**

### **A. Project Identification**

#### **\*Question 39 - Project Title**

Please provide a brief, descriptive project title.

Your project title should **relate to your project activity**. It may reflect the group or community that would benefit from your project, such as "Footprints of Okanagan Elders" or "Sharing Ideas Between Seniors and Youth". **Do not use** "New Horizons for Seniors", or your organization's name as your project title, or include the year of the project. Otherwise, the title will be revised by Service Canada.

#### **\*Questions 40 and 41 - Planned Project Start Date and Planned Project End Date**

Please indicate the planned start and end dates of your project.

Your project must start in the current fiscal year between **mid-January and March 31**. However, please note that proposed **activities including any purchases cannot begin before the NHSP funding decisions have been made, typically in early 2017**.

Project activities can only be funded if they occur **within a 12-month period**. For the purposes of the CFP, the activities of the project should begin in early 2017 (normally before the end of March). Ensure that your dates are within the maximum period of one-year (52-week).

### **B. Project Description**

#### **\*Question 42 - Project Summary (Please provide a short description of the proposed project including its main objective).**

Describe what should be accomplished and provide a context in which progress can be monitored and success can be measured. Describe what you aim to accomplish with this funding. For example, if bridging the gap between seniors and youth is a concern in your community, your project objective might be to promote social interaction between seniors and students. Senior volunteers could share their life experiences, wisdom and knowledge with students. Specifically, your project might include interaction between seniors and youth through activities such as reading, tutoring and crafts. Be sure you explain how the goal of your project meets the main NHSP objective that applies to your project.

If you are proposing a large-scale project, where the total cost of the project is more than \$25,000, please specify for which part of the project NHSP funding is requested. NHSP funding requests must not exceed \$25,000 per project, including applicable taxes.

**Note:** If the goal of your project is to **maintain** programs and activities for seniors (by doing renovations, repairs and equipment purchase/replacement), you must specify by describing in detail **how** your regular activities for seniors will be at risk of not continuing should the funding Application for Funding not be approved. In addition, please make sure you explain how the goal of your project meets one of the first four NHSP objectives that apply to your project (see the Introduction of the Applicant Guide).

For example: Your organization is requesting funding to replace the furnace in the building. You have been told by an inspector that it needs to be replaced because it is not safe for use. As a result, your current programs and activities for seniors are **at risk** of not continuing due to safety issues until a new furnace can be purchased and installed. A new furnace would allow you to continue your existing workshops and social activities for seniors.

**\*Question 43 - Project Activities (Please provide details on the activities that will be taking place).**

For this question you must describe each of the following aspects of your project, in detail:

- a) The primary activities of your project;
  - b) The role of seniors in, and their contribution to, your project;
  - c) How many people are volunteering or actively involved in the planning or execution of the project
- a) Provide details about your project's primary activities, including the main activities (i.e. steps to complete your project, timeframes, people involved, etc.).**

Project activities are the steps that will be taken to meet your project activities. Activities should be specific, measurable, realistic and relevant to the project activities and demonstrate how the project outcome(s) will be achieved. In this section, you should answer the following questions:

- What specific actions will you take?
- How long will each step/action take? (See examples below)
- How will your actions and steps address the issue/need?
- Who will be involved at each step?
- How do the project activities come together in an effective solution?

Applicants must:

- Include a description of each activity and an explanation of how each relates to the goals of the project;
- Include a list of activities in a logical sequence, including milestones, timelines and/or duration of the various activities. Your project should be broken down into various milestones (significant events or points of progress in the project) that show your expected progress and plans to complete the project on time and within budget, and specific series of measurable events that will lead you to meet your objectives (see examples provided below).

- Clearly link the project activities and the project objectives (Question 44) (e.g. demonstrate how the project activities increase social participation and inclusion of seniors); and
- Clearly link the project activities and the project costs outlined in the project budget (Questions 53 to 63).

Example of project steps: Showcasing the local history and heritage of the area

- First month – Community consultation meetings with input from seniors, community members, local schools and students, including project staff.
- Second to fifth month – Meeting with seniors to collect the local history and heritage of the area.
- Sixth month and ongoing:
  - Talks at local schools - Seniors would give either formal or informal talks to students.
  - Workshops - Skills workshops for youth in particular and the general public, such as craft traditions like knitting and quilting, baking local and historical recipes, with seniors as the workshop leaders teaching their skills.
  - Storytelling nights - Informal and formal nights, arranged at local places where seniors tell stories to eager audiences, real and created, and life experiences too.
- Eleventh month - Heritage Fair: Showcasing and displaying artefacts, photos and interview excerpts, as well as local foods and recipes. Seniors would give speeches, tell stories and talk about their past or the area's past.
- Send final report to the respective Service Canada Center (see Contact Us section in the guide) no more than **30 days** after the end of the project.

**b) The role of seniors in, and their contributions to, your project;**

For example, in the seniors' co-operative community garden project;

- A seniors advisory committee will be created to manage the project ( estimated 7 seniors);
- A volunteer building crew to build the 5 large raised garden beds – (estimated 3 seniors and 3 youth helpers)
- Senior gardeners leading knowledge sharing workshops (15 estimated seniors 5 others)
- Senior photographers and writing team to develop the garden book (7 seniors)
- Volunteer drivers to deliver produce to food banks ( 3 seniors estimated and 5 others)

**c) Please give an estimate as to how many people (seniors and non-seniors) are volunteering or are actively involved in the planning or execution of the project.**

- Provide number of seniors contributing to project \_\_\_\_\_
- Provide number of non-seniors contributing to project \_\_\_\_\_

**From the example above the estimates would then be:**

- Provide number of seniors contributing to project: 35
- Provide number of non-seniors contributing to project: 13

**\*Question 44 – Please describe how the proposed project addresses the program objectives, and please identify the Call for Proposals’ priority under which you are applying (if applicable).**

You must describe clearly and in detail how your project objectives are linked to the NHSP program objective for which you are applying. To complete this section, please answer the following three questions:

- Identify the main NHSP objective;
- If you have selected the fifth NHSP objective, select a secondary objective from one of the first four NHSP objectives;
- Describe how your project meets the main program objective selected.

## **A. Objective**

### **a) Identify the main NHSP objective.**

The complete descriptions of the NHSP objectives are listed in the Introduction section of this guide:

- Volunteerism
- Mentoring
- Elder abuse awareness
- Social participation and inclusion
- Capital assistance

ESDC will consider your project eligible for funding only if it is clearly linked to a NHSP program objective.

If your project meets more than one of the first four objectives, indicate **only** the primary objective.

Examples:

- If your application is for a project which is primarily to offer new activities of computer training to seniors for seniors; therefore, requiring the purchase of new technology equipment, indicate “Supporting social participation and inclusion of seniors” as your project objective.
- If your application is for a project which primarily involves seniors providing peer support and counselling, indicate “Engaging seniors in the community through mentoring of others”.
- If your application is for a project which is primarily to offer new elder abuse awareness sessions, including the purchase of new equipment, indicate “Expanding awareness of elder abuse, including financial abuse.”

- If your application is for a project which primarily engages seniors from the organization in planning, organizing and hosting a monthly educational seminar for seniors, baby boomers and others focusing on aging and living well later in life, indicate "Supporting social participation and inclusion of seniors".

**b) If you have selected the fifth NHSP objective, select a secondary objective**

Projects with new and existing community programs and activities for seniors for which capital assistance funding is required are eligible, but they must also meet one of the first four program objectives. It is mandatory that you select **one** (and only one) of the first four program objectives listed if your project primarily meets the capital assistance objective.

Therefore, is your project for:

- new and existing activities/programs in the same application = capital assistance + one of the first four program objectives;
- existing activities/programs at risk if not receiving funding = capital assistance + one of the first four program objectives;
- only new activities, new equipment and no renovation/retrofit (with purchase under \$1,000 per unit is not a capital asset project) = You must select one of the first four program objectives.

Examples:

- If your application is for a project which is primarily to renovate a room into a training classroom so that your organization can offer new intergenerational activities, indicate "Providing capital assistance for new and existing community projects and/or programs for seniors." (In the end the following two objectives could be selected: Capital Assistance / mentoring).
- If your application is for a project which is primarily to replace old furniture and equipment that are putting your regular activities at risk of being discontinued, so that your organization can continue to offer its programs and activities to seniors, indicate "Providing capital assistance for new and existing community projects and/or programs for seniors." (In the end the following two objectives would be selected: Capital Assistance / Social Participation and Inclusion of seniors).

**c) Describe how your project meets the main program objective selected.**

Your project objective should be described in terms of quantifiable and measurable goals to be achieved. Your response to this question should also demonstrate the need for your proposed project and how it is linked to the program objective you have selected.

## **B. Expected Results**

### **a) Describe the expected results of your project.**

For this question you must describe each of the following aspects of your project, in detail:

- a) The expected results of your project;
- b) Who will benefit from this project and how?
- c) Beneficiaries: How many people will benefit from the activities of the project?

The expected results of the project must be clearly linked to at least one of the program objectives and be specific, concrete, and measurable. Also, the expected results must be linked to the main objective you chose in Question 44 a).

For more information, we invite you to read Fact Sheet 4 Developing, Measuring and Reporting Project Results.

#### **Definitions:**

- **Outcomes** are the short-term and intermediate changes that are expected to occur as the result of the project (more than one outcome could be directly related to an objective). They answer the questions “How do we know the project is successful?” and “How do the activities lead to improvements for the beneficiaries?”
- **Outputs** are direct products or services that will be produced to generate the desired outcomes; several activities could contribute to one output. They answer the question “What will the project produce or help change in the short-term?”

Results are any improvements or changes that your project will make in the community, to an organization, or to the lives of members of the community. It is important to set measurable results, qualitative or quantitative, so that you can track the success of your project. A good project proposal will clearly define project activities and expected results. List the results you want to achieve, and then determine how you will measure them. This will also assist you in defining your project Results Measurement Indicators, which should be concrete and measurable (e.g. number of seniors and number of new members).



Here are some examples of expected results and how your organization would measure them:

Expected results	How would you measure these results?
Greater interaction and understanding between seniors and youth	Interview seniors and youth at the completion of the project and summarize the findings in your project's final report.
Greater social involvement of isolated seniors	Survey the seniors at the beginning and end of the project, asking the same set of questions and noting any changes or improvements in their social activities. Provide a summary of the survey findings in your project's final report.
Improved networking of seniors by organizing a conference or workshop	Count the number of seniors, record their impressions throughout the workshop, and summarize their main conclusions from the event in your project's final report.
Renovations permitted continuation of activities	For example, if your project is to renovate the kitchen, you could: <ul style="list-style-type: none"> <li>• gather feedback from users of the kitchen;</li> <li>• host kitchen activities (luncheons, community dinners), then count the number of people benefiting from these renovations.</li> </ul>

Please describe how you will meet and track the expected results of the project. Provide a description of how the overall success of the project will be measured, monitored and reported after the project.

Proposals must include qualitative and quantitative Results Measurement Indicators. At least one Result Measurement Indicator must be provided for each of the project's expected results identified under Question 44. The results must be measurable and clearly linked to the program's objectives, and project activities.

Measuring results is a way to ensure that you know how your project is progressing towards meeting the expected results. It helps connect a project's activities and outputs to its intended outcomes as well as the Program's overall outcomes. ESDC uses the information you provide in this section to assess the quality of your Application for Funding and your capacity to demonstrate results.

Here are examples of Results Measurement Indicators (refer to examples of results measurement indicators under Question 44 of this guide for more information):

- The number of seniors using your facility, program and/or services before and after your project;
- The number of programs and/or activities provided at your facility before and after your project; and
- How many people have benefited from the programs and/or activities of the project in your community?

**\*Question 45 – If the proposed project involves construction or renovation activities, does your organization own the building?**

If 'Yes', please provide proof of building ownership (i.e. property tax bill, property assessment notice, purchase agreement).

If 'No', please provide a copy of your lease, indicating that you are responsible for capital improvements as well as a letter from the landlord stating that he/she is agreeable to these improvements.

**Make sure the right entity is submitting the Application for Funding.** According to the lease with the owner, if this application is for a capital assistance (project for renovation or retrofit) the applicant must be the owner of the building or responsible for this kind of modification/renovation.

For projects with renovations/repairs and/or purchase/replacement of equipment:

- Please provide a brief list of your current and proposed programs and activities for seniors that require the renovation/repair and/or equipment.
- Indicate if your organization owns the building or if you rent.

If your project involves renovation or repair work, and your organization is renting the space for which you are proposing renovations or repairs, you must submit:

- a copy of your lease agreement (with at least a five-year lease period remaining), including details of the maintenance and upkeep agreement if it is not specified in the lease; and
- a letter from the property owner confirming that they agree with the proposed renovation or repair.

These documents are not required for the purchase/replacement of equipment.

**\*Question 46 – Approximately, how many individuals will benefit from the proposed project activities, and how?**

**a) Who will this project benefit, and how will it benefit them?**

Your project should benefit your community, or communities in the area. For example, seniors can mobilize community members to clean up a local park and organize community activities. This will not only result in a more inviting park for social gatherings, but will also lead to increased cooperation to further improve the community through the partnerships that are developed.

If a specific group will benefit from this funding, please include this information. Remember that, although this program focuses on seniors helping their communities, the people who benefit most from the project can include people in the community who are not seniors.

**b) How many people will benefit from the activities of the project?**

This includes information such as the anticipated number of users of a renovated facility, or the projected number of people who will read a new publication. These are not the project leaders or volunteers (identified in Question 43, if applicable).

For example:

- The number of people attending an informative play on seniors issues could be the number of people benefiting from the activities of that project (see example above in Question 43); or
- In the case of a seniors group that is proposing to replace their furnace in order to do new activities, or to be able to continue their current activities, would list the approximate number of people that use that facility as the number of people benefiting from the activities of the project.

Please give an estimate of how many people (seniors and non-seniors) will benefit from the activities of the project.

- Provide number of seniors who will benefit. \_\_\_\_\_
  - How will they benefit? \_\_\_\_\_
- Provide number of non-seniors who will benefit. \_\_\_\_\_
  - How will they benefit? \_\_\_\_\_

For capital assistance projects, clearly demonstrate the role of seniors for activities that are at risk.

**Remember:** The project must be led and/or inspired by seniors.

**\*Question 47 – Please describe the community support for this project.**

Applicants must demonstrate community support for the proposed project through the existence of a partnership whereby their proposed project is supported by at least one of the following organizations:

- an organization whose mandate is dedicated to breaking isolation and relieving depression of seniors, and that encourages seniors to share their knowledge, skills and resources with each other and the community;
- an organization that provides a meeting locale, promotes the quality of life of its senior members, offers social, recreational and cultural programs and establishes partnerships in the community;
- a community-based organization with whom the applicant organization is collaborating or to whom it is referring clients/patrons for programs/services;
- a municipal, provincial or government agency.

NHSP encourages partnerships among all kinds of groups, including those who are not generally associated with seniors' issues. Having partnerships will be considered as an asset when your Application for Funding is assessed. Remember that partners can provide resources other than funding, such as advice, volunteers and free meeting



## New Horizons for Seniors Program

## Fact Sheet Series 6

Engaging Seniors, Strengthening Communities

### New Horizons for Seniors Program Letter of Community Support

Community support is an important element of a New Horizons for Seniors Program project. When you apply for funding from the New Horizons for Seniors Program, you are required to provide at least one letter or document from another organization or group showing support from your community for your project. A good letter of community support from a respected organization can make the difference when your application is assessed.

When you ask a group for a letter of support, remind them that the letters must be current and include **all** of the following:

- the name and a description of **their** organization or group sending the letter;
- the name, position title, signature of the letter writer, and the date; and
- where possible, the organization's letterhead.

Letters must clearly endorse the project and clearly demonstrate the following:

- knowledge and support of **your organization**;
- knowledge and support of the **proposed project**;
- the **need** for the proposed project in your community; and include
- a sentence or two on the project's likely **benefits** to the community.

For information on the New Horizons for Seniors Program, visit [www.esdc.gc.ca/seniors](http://www.esdc.gc.ca/seniors) or call **1-800-277-9914** and select "0" to speak with an agent.

### Example of a Community Support Letter

May 30, 2014

To whom it may concern:

The Wild Rose Region Social Planning Council, which has just celebrated its twenty-fifth year of promoting social service planning and solution development, is pleased to submit this letter of support to the Seniors Outreach project proposed by the MacNeil Seniors Centre.

The MacNeil Seniors Centre provides a place for seniors to meet in a social environment and offers valuable resources, such as information on the support and services available for seniors in the community.

The Seniors Outreach project will extend the reach of the MacNeil Seniors Centre to isolated seniors who would otherwise not be able to access the social activities and networking information offered by the Centre. Our Planning Council has long documented the need for such a program and will be pleased to assist the MacNeil Seniors Centre in making it a success.

We feel this will benefit the community as those isolated seniors join the activities and share their knowledge and experience. It provides a way for the community to work together and teach what it has to offer.

Sincerely,

Rhona McQuade  
Executive Director, WRRSPC

space. In addition to providing a general community support letter, partners should also provide a letter indicating how they are supporting the project activities.

For more information, we invite you to read Fact Sheet 5 Tips for Gaining Community Support.

In order to demonstrate community support in your Application for Funding, you must:

- a) **Provide one or more letters from organizations or groups in your community that support your project.**

**It is mandatory that you submit at least one community support letter.** For more information on the requirements for the community support letter, we invite you to read Fact Sheet 6 NHSP Letter of Community Support.

Letters could be from a local church, your financial institution, a local golden-age club, etc. **Do not use form/template letters.**

Letters must be current and include:

- the name and description of the organization offering support;
- address and phone number of the organization offering support;
- the name, position title, and signature of the writer, and the date; and
- where possible:
  - be written on the organization's letterhead;
  - include the website address and email address.

Letters must clearly endorse the project and clearly demonstrate the following:

- knowledge and support of your organization;
- knowledge and support of the proposed project;
- the need for the proposed project in your community; and
- a sentence or two on the project's likely benefits to the community.

**Note:** Letters from project partners or members of your group are helpful; however, they are not considered letters of community support.

- b) **Will any other organizations, networks or partners be involved in carrying out the project? Please clearly identify the role(s) and expertise they will bring to the project..**

If your project involves other organizations, networks or partners, please explain their role in the project and describe the nature of the partnership with the organization(s) that support the proposed project.

Describe the involvement and contributions (either in-kind or in cash, including the contributions of volunteers) of other organizations, networks, partners or community members to your project.

If the focus of your activities involves other organizations (e.g. school, youth group), and the participation of a partner is essential to your project's success, a letter from the other organization confirming their participation in your project is **also** required. If the participation of a partner is not essential to your project's success, you are not required to submit a letter.

For more information, we invite you to read Fact Sheet 2 Tips for Building a Project Team and Fact Sheet 3 Tips for Building a Partnership.

Letters should always include the partner's name, position title, organization, signature, date and organization's letterhead if applicable.

For example, if your project involves seniors tutoring school-aged children in a school program, you would need a letter from the school explaining their support of this initiative.

**\*Question 48 – Please indicate how the proposed project will increase opportunities for the target group (Seniors for New Horizons for Seniors Program, persons with disabilities for Enabling Accessibility Fund) to participate in and contribute to community events and programs.**

Not applicable for this call for proposals.

**\*Question 49 – If applicable, please indicate how the target group (seniors for New Horizons for Seniors Program, persons with disabilities for Enabling Accessibility Fund) will be involved in the design and/or realization of the project.**

These numbers help us to understand your project. Please give an estimate of how many people (seniors and non-seniors) are volunteering, participating or actively involved in planning or executing the project. This number should not include the number of project beneficiaries, nor people being paid or compensated to deliver or participate in the project.

For example:

- A group of 75 people are writing, planning and performing an informative play on seniors' issues for the public. The listed number of 75 should indicate the overall number of people involved in all aspects of the play, from its creation to its performance, **excluding** project beneficiaries or people being paid to deliver or participate in the project. Their application lists a breakdown of both seniors and non-seniors contributing in the project (i.e. 15 senior actors, 50 senior volunteers, 8 non-senior volunteers, 2 non-senior stage hands and 1 paid coordinator). In this case, the number of seniors contributing would be 65; the number of non-seniors involved would be 10; the co-ordinator is paid staff and therefore cannot be included, thus confirming the overall number of 75 individuals involved in the project; or
- A seniors group comprised of 55 members is proposing to replace their unsafe furnace in order to be able to continue their current seniors' activities. A paid staff person is coordinating the replacement; therefore, they may not have listed any senior or non-senior contributors for this project on their application; or



- A seniors group is proposing to replace their furnace and purchase computer equipment in order to offer new computer classes. A paid staff person is coordinating the replacement of the furnace; however, seniors are involved in selecting the new computer equipment, and the planning and delivering of the new computer classes. Their application lists a breakdown of both seniors and non-seniors contributing in the project (i.e. 5 senior facilitators/trainers, zero non-seniors) **excluding** project beneficiaries (other senior members) and people being paid (1 paid coordinator) to deliver or participate in the project.

### **How will seniors contribute to the project?**

Seniors must be involved in, and contribute to, the project in a meaningful way. Clearly demonstrate the role of seniors and their contribution as volunteers. Describe how seniors will be actively involved in the planning and/or running of the project. Provide clear and specific examples.

Please give an estimate of how many people (seniors and non-seniors) will be volunteering, participating or actively involved in planning or running the project:

- Provide number of seniors who will contribute. \_\_\_\_\_
  - How will they contribute?
- Provide number of non-seniors who will contribute. \_\_\_\_\_
  - How will they contribute?

For capital assistance projects, clearly demonstrate the role of seniors for those activities at risk.

### **\*Question 50 – Will this project allow your organization to offer/introduce new activities and/or programs? If so, please explain how.**

If 'Yes', explain what aspect(s) of your project is (are) new activities in relation to your current activities, and explain how your proposed project fits with your organization's other activities. This could include adding new or different activities, reaching out to a new client base such as isolated seniors, youth or recent immigrants, or adapting activities to meet the needs of a new community.

Services to individuals are not eligible under the NHSP.

**Important:** For projects that meet one of the first four program objectives, you **must** clearly demonstrate how these activities are new compared to your current activities. Otherwise, your Application for Funding will be screened out.

For example:

<b>Strong</b>	<b>Weak or Ineligible</b>
<ul style="list-style-type: none"> <li>• Addresses seniors related issues that your organization has not addressed before</li> </ul>	<ul style="list-style-type: none"> <li>• Projects where the activities are not focussed on seniors</li> <li>• Ineligible projects such as:</li> </ul>

<ul style="list-style-type: none"> <li>• Applies a strong approach used in other communities</li> <li>• Clearly demonstrate the difference between the existing activities and the new ones</li> <li>• Clearly demonstrate the role seniors will be playing (i.e. how the project is lead or inspired by seniors)</li> <li>• Seniors' involvement is new to your organization and its programs/activities</li> </ul>	<ul style="list-style-type: none"> <li>○ Implementation of a meal delivery program or other services for individuals</li> <li>○ Health interventions or services</li> <li>○ Expenditures that are not project specific and will only benefit the running of the organization (e.g. buying cash registers, accounting, utilities)</li> <li>○ Training of existing staff related to core work/activities within your organization</li> <li>○ Seniors walking groups asking for lighting on municipal trails</li> </ul>
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**If your Application for Funding proposes project activities that primarily meet one of the following program objectives:**

1. promoting volunteerism among seniors and other generations;
2. engaging seniors in the community through mentoring of others;
3. expanding awareness of elder abuse, including financial abuse; or
4. supporting social participation and inclusion of seniors.

Your proposed project activities must go beyond your organization's usual activities, as NHSP will not fund your organization's core, existing or ongoing activities.

**If your Application for Funding proposes project activities that primarily meet the following objective:**

- providing capital assistance for new and existing community projects and/or programs for seniors.

Your proposed project activities (replacing equipment, doing renovations or repair work) must support either *new* or *existing* programs/activities for seniors. If the proposed activities are in fact to support *existing* seniors programs/activities in that would otherwise be at risk of being discontinued (i.e. without funding to replace equipment, or renovate or repair existing facilities), you must indicate this clearly with a detailed description. To be under the fifth objective, the replacement of equipment should be combined with costs for activities at risk; otherwise, if the purchase of equipment is for completely new activities, this is not a capital assistance project but one of the first four program objectives.

NHSP does not support capital projects that maintain or increase your organization's core administration (activities regularly/normally carried out by your organization).

**If you plan to continue your activities after the NHSP funding ends, please explain how you will fund the continuing activities (such as through partnerships, volunteerism, or fund raising).**



You are encouraged to develop a viable sustainability plan after NHSP funding ends. Please note that NHSP does not provide ongoing funding and does not provide funding for the same previously funded activities.

You should have a strategy, and not depend on government funding that has not been pre-arranged.

**\*Question 51 – Will the proposed project or any of its activities involve or benefit to people in English or French-language minority communities?**

If 'Yes', please provide an explanation and any details on the measures taken to communicate with the targeted audience of your proposed project.

ESDC is committed to enhancing the vitality of the English and French linguistic minorities in Canada by supporting and assisting their development and fostering the full recognition and use of both English and French in Canadian society. Official language minority communities are English-speaking communities established within the province of Quebec and French-speaking communities established outside the province of Quebec.

If your project will involve official language minority communities, you should answer "Yes" to this question and ensure that this is listed and described in your answer to Question 44 - Project Objectives. Please also identify the linguistic profile of the beneficiaries targeted by the project, document any special needs of the official language minority communities and indicate whether or not they were consulted. The related budgetary items can be identified in Part 3 of the Application for Funding.

**If your project is designed to benefit or involve people in other minority communities or will target a specific group, please indicate this.**

Examples include, but are not limited to:

- English or French-language minority communities
- Aboriginal persons, including First Nations, Métis and Inuit
- Low income persons
- Homeless or near homeless
- Members of visible minority groups
- Persons with physical or mental disabilities
- Newcomers or ethno-cultural communities
- Isolated men or women
- Rural and remote areas, including Northern regions
- Other (please specify)

Answering 'No' to this question will not invalidate your Application for Funding.

**\*Question 52 – Will any of the proposed project activities be delivered in a different location than where the head office of your organization is located?**

If 'Yes', please include your main address and an address for every other location where project activities will occur.

Please indicate "Yes" or "No". If "Yes", please list the main address first, followed by each additional location. If there is no main address, please specify this.

If there are more than five locations, please include in Section B- Part 4- Additional Information. Also, you must demonstrate that your organization either owns the facility in each location or has consent to undertake proposed activities from the owner if the location is leased.

Applications are assessed and funding is provided by location of activities. For example, if your organization's head office is located in Manitoba but the activities are to be delivered in Ontario then you must send your Application for Funding to the Processing Centre for Ontario applications. In this example, a supporting letter must be provided by an Ontario organization to demonstrate that the project meets the needs of the targeted community. A second supporting letter would be provided from an organization in the home province (in this example, Manitoba) to demonstrate knowledge of your organization.

**Note:** Please indicate the physical address for each location - Applicants must provide a complete address in a format recognized by Canada Post (not just the postal box number).

## **Section B - Part 3 - Funding**

### **A. Anticipated Sources of Funding**

Although having funds from another source is not a requirement to receive New Horizons for Seniors Program funding, it can help demonstrate community support for your project.

ESDC will use the information provided in this section to verify that your funding request conforms to the requirement for funding from other sources. "Other sources of funding" includes any source of funding (including from your organization) other than any federal government programs/sources.

#### **Definitions:**

**Anticipated funding** is the amount of money or in-kind contributions that your organization has requested, but which you are unsure of receiving.

**Confirmed funding** is the amount of money or other in-kind materials or services that an individual or organization guarantees for your project.

#### **\*Question 53 - Source Name**

Please include the name of the organization(s) that will contribute funds and/or in-kind contributions to this project (including ESDC as listed in the table).

#### **\*Question 54 - Source Type**

Use the following list to identify the type of anticipated contributor:

- not-for-profit
- private sector
- chamber of commerce or business improvement association
- provincial/Territorial government
- regional or municipal government
- sponsor/organization/recipient
- other (please specify, if an individual, do not write the individual's name)

#### **Question 55 – Cash**

Please include the amount of funding that will be provided.

#### **Question 56 - In-kind (\$ value)**

In-kind contributions are non-monetary goods or services that may be contributed to the project by your organization or other organizations or partners for which your organization will not be requesting re-imbursement. In-kind support may include donated equipment, services or labour necessary for the proposed project that would otherwise have to be purchased. Indicate approximately how much you would have to

pay if you had to buy these items or pay for these services. Identify only those in-kind costs related to your proposed project.

Examples of in-kind contributions:

- A recreational centre provides its sports equipment free of charge for use for project activities.
- A local art store donates art supplies for the project activities.
- A town centre offers a piece of land for use to grow the project's garden.
- A financial consultant offers free sessions to seniors.

#### **\*Question 57 - Confirmed Cash and In-Kind**

Please check (x) if this has been confirmed and included with your Application for Funding, letters from each contributing partner confirming cash and in-kind contributions.

Confirmed funding is the amount of money or other in-kind materials or services that an individual or organization guarantees for your project. Indicate the amount of cash or in-kind funding you know to be confirmed that your organization will receive towards this project.

Any amount that has not been confirmed at the time of your application should still be listed as anticipated funding. For example, if you have asked an organization to donate office supplies for your project, but you are still waiting for their answer, this amount should be listed under Question 56. Or, if a local organization has promised you funding but only if you also receive funding from other sources (such as the NSHP), this should also be listed under Question 55.

**Note:** If you have already, or if you are planning to submit an Application for Funding through The Enabling Accessibility Fund (EAF), please let us know and include it in the budget of your application ([www.esdc.gc.ca/eng/disability/eaf//index.shtml](http://www.esdc.gc.ca/eng/disability/eaf//index.shtml)).

## **B. Budget**

ESDC uses the information provided in this section to assess the overall cost of the proposed project, as well as the general nature of the expenditures to be covered by all anticipated sources of funding.

Applicants must provide an estimate of the project's costs.

#### **\*Questions 58 - Cost Category**

Please summarize your project budget according to the cost categories listed as follows:

- Capital Expenditures: (building renovations and/or repairs) (Explained at Questions 59 to 61)

- Capital Assets (equipment purchase and replacement) (Explained at Questions 59 to 61 and at Question 62)
- Professional Fees (Explained at Questions 59 to 61)
- Staff Wages & MERCs (Explained at Questions 59 to 61)
- General Project Costs (Explained at Questions 59 to 61)

Consider the most cost-effective ways to administer and run your project. If purchasing equipment, base your budget on the reasonable cost of the item in your community.

External cost estimates for renovations or repairs to your facility are optional; however, they are helpful in understanding the scope of your project. In addition, discussing your project with vendors can also identify possible permits that may be required for your project and avoid possible cost over-runs. These quotes can be attached with your Application for Funding.

Use the "Cost Category" column to identify the items you will need to carry out your project.

#### **Questions 59 to 61 - Planned Expenditures: ESDC/Other – Cash Contributions /Other - In-kind Contributions**

Please provide the total planned expenditures.

"Other" includes funding from another source (not ESDC).

**Important:** The total amount requested from NHSP must not exceed \$25,000, including applicable taxes; otherwise your Application for Funding will be screened out. For example, if the total costs for your project will be more than \$50,000 the maximum amount that can be request from the NHSP is \$25,000. Funds must be in Canadian dollars only.

**Capital expenditures (building renovation and repair):** These are all of the costs related to building renovation or building repair projects and include items such as lumber, building materials and supplies, windows, fixtures, and labour (contractors, trades people, etc.).

**Note:** Please ensure compliance with laws and regulations. For example, does the building code require a permit or certified tradesperson to renovate the plumbing? If the work is completed by a plumber whose certification has expired, will insurance cover damages caused if a pipe bursts during the renovation?

**Capital assets (equipment purchase and replacement):** Capital costs are non-consumable single items or a grouping of similar items which form one identifiable functional unit, that is not physically incorporated into another product or not fully consumed by the end of the project and has a purchase or lease value of more than \$1,000 before taxes, but does not include constructions or renovations by the recipient in connection with the implementation of the project. For example, a group of similar

items could be a public address system for seniors events, comprised of an amplifier (\$600), two speakers (\$150 apiece), a microphone (\$150), stand and cables (\$100), which equal \$1,150 in total since they are a collection of items designed to work together. Non-consumable items are those that will continue to exist after the funding period ends, such as equipment, electronics, furniture, kitchen appliances etc.

**Important:** A single computer (including monitor), or a laptop, will be considered up to a maximum value of \$750 (before applicable taxes). If your funding request exceeds this value, it will be reduced accordingly. For example, a laptop, and a computer with a monitor (i.e. two new computers) will be considered up to a maximum of \$1,500 (before taxes). This does not include peripheral equipment such as scanners, printers, or computer software.

**Professional fees:** Relates to services provided by someone who is not an employee of your organization, often associated with a service contract or external consultant. Some examples include fees paid to outside facilitators, presenters, trainers, researchers, etc. Do not include staff wages, mandatory employment related costs (MERCs) or honoraria costs<sup>12</sup> in this category, nor should you include under professional fees costs to administer the project.

**Note:** The purpose of NHSP's funding is to enable you to carry out the project with the sole purpose of paying the eligible expenditures. You **may not** have another entity take over the day-to-day management of the project for your organization; otherwise your application becomes ineligible. By signing this Application for Funding you declare that you have read, understood and agree with the Articles of Agreement. Therefore, should you be found at fault, after having received NHSP funding, as of the date that you (applicant organization/Recipient) no longer meet the eligibility requirements of the Program, the grant payment shall be considered a debt owed to Canada (and the grant payment will need to be reimbursed).

**Staff Wages & Mandatory Employment Related Costs (MERCs) – maximum of 25% of the funding request:** These are wages and mandatory employment-related costs for staff of your organization. For example, wages for a coordinator or project manager who is presently, or will be, employed by your organization to conduct the project activities. However, please note that the purpose of the program is not to create employment opportunities or wage subsidies.

Staff wages and MERCs must be less than 25% of the total amount requested from the NHSP which reflects the program's focus on volunteerism. For example, an application for \$25,000 can only include at most \$6,250 in staff wages.

You can use the following calculation:

Requested funding (\$) x 25% (0.25) = Maximum amount for staff wages

$$\$24,000 \times 0.25 = \$6,000$$

The department will verify that the staff wages and MERCs are within the 25% threshold and, where necessary, will adjust those requests that exceed it to bring them to the 25% maximum.

**General Project Costs:** Include items such as:

- materials and supplies such as chairs and tables (non-consumable single items or a grouping of similar items that cost less than \$1,000);
- transportation or travel (e.g. costs to transport seniors to activities, speaker's travel expenses, etc. Remember, costs to provide personal transportation services to seniors are ineligible.);
- equipment or facility rental necessary to conduct the new activity such as rental costs for premises for new music classes (not to include any portion of current rent);
- hospitality/honoraria<sup>12</sup> (monetary compensation) – must not include staff wages or professional fees;
- printing, publishing or advertising costs.

<sup>12</sup> **Note:** Honoraria are token payments made to express gratitude or to symbolize respect. Honoraria should not be used as an alternative to a service contract or agreement, professional fees, or as a replacement for salaries or wages.

Please see the chart below to guide you in completing your budget:

<b>B. BUDGET</b>			
*58. Cost Category	Planned Expenditures (\$)		
	*59. ESDC	*60. Other - Cash	*61. Other – In-kind
Capital Expenditures (building renovations and/or repairs)			
Capital Assets			\$1,500
Professional Fees			\$500
Staff Wages & MERCs	\$1,344		
General Project Costs	\$5,820	\$2,500	
<b>Total Planned Expenditures</b>	<b>\$7,164</b>	<b>\$2,500</b>	<b>\$2,000</b>

**Reminder:** Funds you spend on your project before the approved project start date will not be reimbursed. Therefore, activities which have started before approval, and all costs associated with those activities, are ineligible. Costs associated with ongoing operations or general operating costs are not eligible.

**\*Question 62 - Capital Assets: Will capital assets be among your planned expenditures with ESDC funding? If 'Yes', please explain how the purchases are necessary to carry out the project activities.**

If you have included capital assets in your budget, please explain how your project will benefit from the purchase of these capital assets. Please be sure you explain how these expenditures relate to the proposed project activities. There needs to be a direct link between the items purchased and the activities.

A disposal plan for the capital assets should also be included (see Section 12).

**\*Question 63 – Further Budget Details:**

Provide further budget details using the format described below. The budget details are a detailed breakdown of the costs by project activity. The NHSP will fund only those expenses and activities **directly related** to your project.

Please include the name of the organization(s) that will contribute funds and/or in-kind contributions to this project (including ESDC as listed in the table at Question 53).

Here is an example of a community garden project budget:

**Capital Assets:** The shed will be used to store the garden tools and equipment to keep them safe. Three estimates were submitted and we have chosen the one from the ABC Company because the size is adequate, it is of good quality and the price was guaranteed for the next year.

Storage shed (10'x8'): \$1,600

Anticipated in-kind contribution of \$1,100 from ABC Company and \$500 represents the organization's contribution.

**Professional Fees:**

Workshop Instructor: two workshops at \$200/each = \$400

In-kind contribution of \$400 confirmed from a retired gardener.

**Staff Wages & MERCs:** Project coordinator will have the responsibility to create the seniors committee; assist the seniors in planning the workshops; planning the work schedule and the advertising campaign, as well as manage the budget, etc.

Project Coordinator: (\$20/hour x 15 hours/month x 4 months = \$1,200 + MERC = \$1,344 requested from NHSP.

**General Project Costs:** Seniors will be involved in obtaining the estimates and choosing the best one. They will also purchase the necessary equipment.

Soil: \$435; Mats: \$775; Benches: \$800; Tables: \$400; Seeds: \$297; Hoses: \$113 = \$2,820 requested from NHSP

Gardening tools (10 spades, 40 trowels, 10 rakes, 10 garden forks): \$3,000 requested from NHSP.

Gravel: \$350; Advertising: \$260; Workshop supplies: \$1,890 = \$2,500 anticipated in-cash contribution from Club Y.



## Section B – Part 4 – Additional Information (Optional)

Please use this section if there is any additional information you would like to add to your Application for Funding. For each block of text you include (if any), please specify the section it is meant to continue (e.g. *Question 44: insert the rest/continuation of your answer*).

### How did you find out about this Call for Proposals? (Optional)

- |                                 |                                |
|---------------------------------|--------------------------------|
| • Word of mouth                 | • Previous grant experience    |
| • NHSP website                  | • Presentation by NHSP officer |
| • Info package received in mail |                                |
| • Member of Parliament          | • Brochure or poster           |
| • Public notice/newspaper       | • Fax, Internet, website       |
| • A partner orgs newsletter     | • Another org/ seniors org     |
| • Email                         | • Other: _____                 |

Please ensure that you have included all of the required documents, without which your funding request cannot be considered complete. Please see Section 8 for the Application Checklist.

## Section B – Part 5 – Signatures

Carefully read your Application for Funding before signing.

**Ensure you have reviewed all the clauses contained in the Articles of Agreement portion of the Application for Funding, as if approved they will become an integral part of your Grant Agreement.**

Please ensure that your Application for Funding is signed by an official, authorized representative of your organization. People with signing authority are normally one or more of the executive members of the board of directors (president, vice president, secretary or treasurer) and employees of the organization (chief executive officer, executive director, chiefs of finance or human resources).

The Application for Funding must be signed in accordance with the organization's statutes, by-laws or other constituting documents or as established at your financial institution. For example, the president and the chief financial officer may be required to sign all outgoing documents. Ad-hoc organizations will need to establish this prior to applying for funding.

Remember that you need to provide the names and titles of persons authorized to sign a legal agreement on behalf of your organization, as well as the number of people required to sign an agreement. These are the persons who are responsible for signing legal documents (e.g. cheques) for your organization.

Consult the Application checklist under Section 8 of this guide, to make sure you have included all of the required attachments. Applications for funding cannot be considered without them.

## **Section C - Articles of Agreement**

Please ensure you have reviewed all the clauses contained in the Articles of Agreement portion of the document.

## **Section C – Schedule A - Project Description and Signatures**

**Do not complete this section when filling out your Application for Funding.**

The submission of an Application for Funding does not in itself constitute any commitment on the part of ESDC. The Department will notify you in writing of the outcome of the review of your Application for Funding.

Should modifications be made to your Application for Funding after NHSP's review (i.e. reduction of requested amount because of ineligible costs), you will be advised of the changes when receiving departmental decision.

If your Application for Funding is approved, Section C - Schedule A signed by the Department and will be sent to you for your consent and signature. Once it has been signed by both parties (authorized signatories for the organization and Service Canada), it becomes the Grant Agreement. You are expected to use the grant funds expressly for the project as described in Section C - Schedule A, and to abide by the Articles of Agreement.

## Contact Us – If You Have a Question

If you need help, call our toll-free number **1-800-277-9914** and select "0" to speak with an agent. For people using a teletypewriter device (TTY) call **1-800-255-4786**. We will put you in touch with the appropriate NHSP representative who can discuss your application.

**IMPORTANT: Applications MUST NOT be sent by email with respect to the *Privacy Act*. There are security risks associated with sending a completed NHSP Application for Funding by email.**

For the following provinces: **New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island**, you may submit your questions to the following General Delivery Email Box: [ATL-NHSP-PNHA-GD@servicecanada.gc.ca](mailto:ATL-NHSP-PNHA-GD@servicecanada.gc.ca).

### Quebec

General Delivery Email Box:  
[Qc-prog@servicecanada.gc.ca](mailto:Qc-prog@servicecanada.gc.ca)  
1 866 233-3194 (TTY: 1 800 255-4786)

### Ontario

General Delivery Email Box:  
[ON-TORONTO RHQ AR-NHSP NHPA@hrsdc-rhdcc.gc.ca](mailto:ON-TORONTO RHQ AR-NHSP NHPA@hrsdc-rhdcc.gc.ca)  
1-866-945-7342

For the following Western provinces and territories, you may submit your questions to the following General Delivery Box:

### Alberta

General Delivery Email Box:  
[W-T-CSPD-SCEP-NHSP-PNHA-ABT-GD@servicecanada.gc.ca](mailto:W-T-CSPD-SCEP-NHSP-PNHA-ABT-GD@servicecanada.gc.ca)

### British Columbia

General Delivery Email Box:  
[W-T-CSPD-SCEP-NHSP-PNHA-BC-GD@servicecanada.gc.ca](mailto:W-T-CSPD-SCEP-NHSP-PNHA-BC-GD@servicecanada.gc.ca)

### Manitoba

General Delivery Email Box:  
[W-T-CSPD-SCEP-NHSP-PNHA-MB-GD@servicecanada.gc.ca](mailto:W-T-CSPD-SCEP-NHSP-PNHA-MB-GD@servicecanada.gc.ca)

### Nunavut

General Delivery Email Box:  
[W-T-NUNHSP-PNHA-GD@servicecanada.gc.ca](mailto:W-T-NUNHSP-PNHA-GD@servicecanada.gc.ca)

### Saskatchewan

General Delivery Email Box:  
[W-T-CSPD-SCEP-NHSP-PNHA-SK-GD@servicecanada.gc.ca](mailto:W-T-CSPD-SCEP-NHSP-PNHA-SK-GD@servicecanada.gc.ca)

### Territoires du Nord-Ouest

General Delivery Email Box:  
[W-T-NWTNHSP-PNHA-GD@servicecanada.gc.ca](mailto:W-T-NWTNHSP-PNHA-GD@servicecanada.gc.ca)

### Yukon

General Delivery Email Box:  
[W-T-YKNHSP-PNHA-GD@servicecanada.gc.ca](mailto:W-T-YKNHSP-PNHA-GD@servicecanada.gc.ca)

## **Contact Us – Where to Mail Your Application**

Below is a list of addresses where you should mail your New Horizons for Seniors Program Application for Funding.

### **New Brunswick**

New Horizons for Seniors Program  
Government of Canada  
P.O. Box 12000  
633 Queen Street  
Fredericton NB E3B 5G4

### **Newfoundland and Labrador**

New Horizons for Seniors Program  
Government of Canada  
P.O. Box 12999, Station Main  
St. John's NL A1B 0S5

### **Nova Scotia**

New Horizons for Seniors Program  
Government of Canada  
P.O. Box 8000  
Charlottetown PE C1A 8K1

### **Prince Edward Island**

New Horizons for Seniors Program  
Government of Canada  
P.O. Box 8000  
Charlottetown PE C1A 8K1

### **Quebec**

New Horizons for Seniors Program  
Government of Canada - Service Canada  
4<sup>th</sup> floor, Suite 400  
1001 De Maisonneuve Boulevard E.  
Montreal QC H2L 4P9

### **Ontario**

New Horizons for Seniors Program  
Government of Canada  
2<sup>nd</sup> floor  
430 Courtneypark Drive E.  
Mississauga ON L5T 2S5

For the following provinces and territories: **Alberta, British Columbia, Manitoba, Northwest Territories, Nunavut, Saskatchewan and Yukon**, please submit your application to the following address:

New Horizons for Seniors Program  
Government of Canada  
Fisher Park II, First floor  
100-6712 Fisher Street SE  
Calgary AB T2H 2A7

July 11, 2016

To: whom it may concern

I had a house Fire at 7645 McCallum View Drive, which completely destroyed my home. I would like to request the ability to place an RV on the lot to reside until the insurance company is able to rebuild my home. The approximate time for this to be done would be 8-12 months, quoted by the insurance adjuster. I would have temporary sewer water and electrical hookups in place to ensure the functionality of the RV as a temporary dwelling for my son, myself and our pets.

Ron Walker  
Ron Walker



# THE CORPORATION OF THE CITY OF GRAND FORKS



## BUILDING INSPECTION OFFICE

7217 – 4TH STREET, BOX 220 · GRAND FORKS, BC V0H 1H0 · FAX 250-442-8000 · TELEPHONE 250-442-8266

July 11, 2016

### Re: 7645 McCallum View Drive House Fire

Due to a recent fire which destroyed a home located at 7645 McCallum View Drive, Mr. Ron Walker is requesting permission to place a motor home on his property to live in during the homes reconstruction. The request is being made because of the low rental vacancy and the fact that the home owner has three pets, making finding a rental property very difficult. Having the ability to have his pets remain on the property is a win-win for both the animals and the owner.

The R/V will be required to be connected directly to the City's water and sewer connections and a temporary electrical power supply is provided for the Unit. This is a cost saving measure for both the insurance company, and the home owner.

This type of arrangement has happened as recently as year and a half ago, when a fire devastated a home on 22<sup>nd</sup> Street near the Boundary Hospital. The end result worked out the best for everyone involved.



Wayne Kopan  
Manager of Building Inspection & Bylaw Services.

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Manager of Development & Engineering Services  
**Date:** July 18, 2016  
**Subject:** To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits.  
**Recommendation:** **RESOLVED THAT** Council give final reading to the "City of Grand Forks Sustainable Community Plan Amendment Bylaw No. 1919-A1, 2016".

---

**BACKGROUND:** City staff members identified the need to amend the Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits.

At the April 11, 2016 Committee of the Whole Meeting, the Committee recommended that Council direct Staff to draft the appropriate amendment bylaw and to proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

At the April 11, 2016 Regular Meeting, Council directed Staff to draft the appropriate amendment bylaw to amend the Sustainable Community Plan Bylaw No. 1919, 2011 by adding a policy statement for Temporary Use Permits and to proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

The statement read "Temporary Use Permit applications will be considered by Council on a case-by-case basis within all zone areas depicted on the City of Grand Forks Official Zoning Map."

At the May 9, 2016 Regular Meeting, Council gave first and second reading to Bylaw 1919-A1, cited as the Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1919-A1, 2016.

May 10, 2016 staff sent referral requests to the various agencies and departments for comments on the proposed amendment bylaw.

A Public Hearing was held on May 30, 2016 allowing any person present who believed that his or her interests were affected by the proposed bylaw and were given the opportunity to be heard on matters contained in the bylaw.

At the June 13, 2016 Regular Meeting, Council gave third reading to Bylaw 1919-A1 being the Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1919-A1, 2016 and the bylaw was sent to Ministry of Transportation & Infrastructure for signature of approval.

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# REQUEST FOR DECISION

— REGULAR MEETING —



## TIMELINE


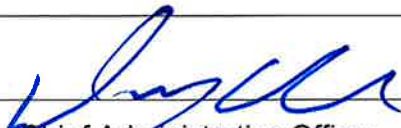
Date	Process
April 11, 2016	Introduce to COTW and RMC
April 12, 2016	Send Referral Requests
May 9, 2016	First and second readings of the Bylaw
May 18 & 25, 2016	Advertise Public Hearing in the newspaper
May 30, 2016	Hold Public Hearing
June 13, 2016	Third reading of the Bylaw.
June 14, 2016	Sent Bylaw to MOTI for signature
<b>July 18, 2016</b>	Final reading of the Bylaw
July 19, 2016	Amend the SCP

## Benefits or Impacts of the Recommendation:

- General:** Council has the authority to amend the Sustainable Community Plan in accordance with the Local Government Act.
- Policy/Legislation:** Council's authority to adopt, amend and repeal bylaws comes from the Local Government Act.
- Attachments:** Draft Bylaw No. 1919-A1

**Recommendation:** **RESOLVED THAT** Council give final reading to the "City of Grand Forks Sustainable Community Plan Amendment Bylaw No. 1919-A1, 2016".

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

	
Department Head or CAO	Chief Administrative Officer



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

**BYLAW NO. 1919-A1**

**A BYLAW TO AMEND THE CITY OF GRAND FORKS  
SUSTAINABLE COMMUNITY PLAN BYLAW NO. 1919, 2011**

=====

**WHEREAS** Council may, by bylaw, amend the provisions of a Sustainable Community Plan, pursuant to the provisions of the Local Government Act;

**AND WHEREAS** Council of the Corporation of the City of Grand Forks believes it is in the public interest to amend the provisions of the Sustainable Community Plan;

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

1. That Section 10.0 "Support a Diversified Economy" under Policies 10.3 be amended by adding the following policy statement:

Policy 10.3.9 Temporary use permit applications will be considered by Council on a case-by-case basis within all zone areas on the City of Grand Forks Official Zoning Map.

2. That this bylaw may be cited as the "**Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1919-A1, 2016**".

Read a **FIRST** time this 9<sup>th</sup> day of May, 2016.

Read a **SECOND** time this 9<sup>th</sup> day of May, 2016.

**PUBLIC HEARING NOTICE ADVERTISED** this 18<sup>th</sup> day of May, 2016 **AND** this 25<sup>th</sup> day of May, 2016.

**PUBLIC HEARING HELD** this 30<sup>th</sup> day of May, 2016.

**DRAFT**

Read a **THIRD** time this 13<sup>th</sup> day of June, 2016.

**APPROVED** by the Ministry of Transportation and Infrastructure, in accordance with the Highways Act this 23 day of June, 2016.

  
Approving Officer

**FINALLY ADOPTED** this      day of      , 2016.

\_\_\_\_\_  
Mayor Frank Konrad

\_\_\_\_\_  
Acting Corporate Officer Sarah Winton

**CERTIFIED**

I hereby certify that the foregoing to be a true copy of Bylaw No. 1919-A1  
as passed by the Municipal Council of the City of Grand Forks  
on the      day of      , 2016.

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

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

**NOTICE OF PUBLIC HEARING**

**WHEREAS** the Local Government Act requires that a **PUBLIC HEARING** be held prior to the adoption of a Sustainable Community Plan Amendment Bylaw;

**TAKE NOTICE THAT** a Public Hearing with respect to the City of Grand Forks Bylaw Number 1919-A1, cited as the "Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1919-A, 2016", will be held on:

**Monday, May 30, 2016  
at 6:00 p.m.  
In the Council Chambers of City Hall  
7217-4<sup>th</sup> Street  
Grand Forks, B. C.**

Bylaw Number 1919-A1 is intended to amend the City of Grand Forks Sustainable Community Plan Bylaw No. 1919, 2011 by adding a policy statement in Section 10.0 Support a Diversified Economy as follows:

"10.3.9 Temporary use permit applications will be considered by Council on a case-by-case basis within all land use designated areas on the City of Grand Forks Official Zoning Map".

The proposed Bylaw may be inspected between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday (excluding holidays), until May 27, 2016, at City Hall, 7217-4<sup>th</sup> Street, Grand Forks, B.C.

Dated this 16<sup>th</sup> day of May, 2016.

Dolores Sheets  
MANAGER OF DEVELOPMENT & ENGINEERING SERVICES



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Acting Corporate Officer

**Date:** July 18, 2016.

**Subject:** Extension to Noise Control Bylaw No. 1963 for Drive-in Theatre Event Series.

**Recommendation:** **RESOLVED THAT COUNCIL DETERMINES TO APPROVE THE REQUEST TO EXTEND THE NOISE CONTROL BYLAW NO. 1963 TO 12:30AM, ON JULY 23, 30 AND AUGUST 6, 13, 20, 27 2016, FOR THE DRIVE-IN THEATRE EVENT SERIES.**

---

**BACKGROUND:** A temporary Drive-in Theatre is being planned for the field adjacent to Angus MacDonald Park and will require a noise extension on a series of Saturday nights in July and August. Over 500 people have shown interest in supporting the summer event series.

The City's Noise Control Bylaw No. 1963, Section 4.4 (b), states "any amplified music or speech which is audible outside the property where it originates or is reproduced", should be kept between the hours of 7:00am and 11pm. Therefore staff is requesting that Council under Section 5 (h), of Bylaw 1963, grant an exemption for the Drive-in Theatre event series on July 23, 30 and August 6, 13, 20, 27 2016, to the Noise Control Bylaw NO. 1963. And further, extend the noise restrictions from 11pm to 12:30am on those days.

1. The movies end before 12:30am Saturday evenings, and the park will be cleared out immediately following.
2. The main source of sound will be individual car radios tuned into the movie sound being broadcast. The sound level is anticipated to be significantly lower than a live music event.
3. Cannafest has been held at James Donaldson Park and was granted a similar extension to the noise control bylaw. The Grand Forks International Baseball tournament is an annual event that runs over a six day period. The City has not typically received many noise complaints with regard to either of these events.

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

**General:** Supports a community event

**Strategic Impact:** Attraction to the community is increased

**Financial:** No financial impact with the granting of a noise extension

# REQUEST FOR DECISION

— REGULAR MEETING —





**Policy/Legislation:** Noise Control Bylaw No. 1963

**Attachments:** n/a

**Recommendation:** RESOLVED THAT COUNCIL DETERMINES TO APPROVE THE REQUEST TO EXTEND THE NOISE CONTROL BYLAW NO. 1963 TO 12:30AM, ON JULY 23, 30 AND AUGUST 6, 13, 20, 27 2016, FOR THE DRIVE-IN THEATRE EVENT SERIES.

**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

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** July 18, 2016  
**Subject:** 2016-2020 Financial Plan Bylaw Amendment No 1  
**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to 2016-2020 Financial Plan Bylaw 2021 – Amendment No 1

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### BACKGROUND:

Each year Council participates in an extensive process to develop the financial plan for the following five years. However, throughout the year there are unplanned events and updated information that require the plan to be amended.

Staff has now completed the initial draft of the 20 year Capital Plan. The Plan was presented to Council at the June 13, 2016 Committee of the Whole meeting. At that time, the Committee received the Plan and directed staff to include in the Financial Plan amendment at the June 27, 2016 Regular Meeting.

The Plan includes capital projects that were not included in the original 2016 financial plan.

1. Electrical Substation Engineering - \$50,000 – Capital Reserve
2. Annual Emergency Repair Fund - \$200,000 – Capital Reserve
3. Public Works Fuel Tanks - \$75,000 – Capital Reserve
4. Whispers of Hope Roof - \$50,000 – Capital Reserve
5. 5 tonne Dump Truck - \$250,000 - Equipment Reserve
6. T-Tech trailer - \$25,000 - Equipment Reserve
7. GIS Phase 2 - \$15,000 – Capital Reserve
8. DCC Bylaw Update – \$17,000 - operating, can be funded from DCCs when the bylaw is updated
9. Asset Management & Tech Support - \$20,000 operating - absorbed in the 2016 operating budget

Council has also approved financial plan amendments since passing the original financial plan Bylaw 2024 in May, 2016. These include:

1. March 29, 2016 resolution to increase Waste Water Treatment Plant UV disinfection capital project by \$40,000 to be funded from Land Sales Reserve.
2. May 9, 2016 resolution - Land Development Showcase Project for \$10,250 to be funded from surplus. Project funded 50% from grants, will not proceed unless the grant is approved.
3. May 9, 2016 resolution to include capital costs of \$34,556 for four pickleball courts at Barbara Ann Park funded by Slag Reserve \$7256 and Donations \$27,300.

# REQUEST FOR DECISION

## — REGULAR MEETING —



4. May 9, 2016 resolution to fund an additional \$15,000 for the purchase of a Might-E Truck to be funded from the Equipment Reserve. This is in addition to the \$30,000 currently in the plan to replace the 1995 Ford pick-up.
5. May 30, 2016 resolution to contracted Bylaw Services seasonal position for \$28,000 funded through surplus.
6. May 30, 2016 resolution to reduce Waste Water transfer to reserves from \$72,500 to \$30,000.
7. June 13, 2016 resolution for \$25,000 Water Rates Analysis funded from Water Surplus.
8. June 27, 2016 resolution for \$36,000 electrical upgrade for James Donaldson Park to be funded from Electrical Surplus.
9. Performance Measures operating project \$195,000 funded solely by Gas Tax grant
10. Boundary Emergency Transitional Housing (Community Support) - \$3500 funded by surplus
11. Also included is parcel tax on City properties - \$29,000 funded by surplus.

The above amendments result in an additional \$1,108,556 spending in the 2016 financial plan. These increases are funded by \$769,756 reserves and \$131,750 surplus (total \$901,507). The remainder, \$207,050 is funded from revenues (grants, donations, DCCs).

During the discussion of the above projects at the June 27, 2016 Regular meeting of Council, it was agreed that the Whispers of Hope Roof Capital Project would not be undertaken until Council was further consulted.

2016-2020 Bylaw 2021 Financial Plan Amendment 1 was given three readings at the June 27, 2016 Regular meeting of Council. This bylaw is now presented for final reading.

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

<b>General:</b>	The financial plan amendment updates the City's authority to operate with up to date information regarding the provision of services and sources of revenue to provide those services.
<b>Strategic Impact:</b>	The Financial Plan was developed using information from Council's Strategic Plan, Asset Management Financial Policy 808, and the 20 year Capital Plan presented to Council at June 13, 2016 COTW.
<b>Financial:</b>	Amending the financial plan ensures that the City remains in compliance with Community Charter requirements for financial planning.
<b>Policy/Legislation:</b>	Community Charter Section 165 (2) – For certainty, the financial plan may be amended by bylaw at any time.
<b>Attachments:</b>	DRAFT 2016-2020 Financial Plan Bylaw 2021 – Amendment No 1

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# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:**                      **RESOLVED THAT COUNCIL** give final reading to 2016-2020 Financial Plan Bylaw 2021 – Amendment No 1

**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. 2021**

### **A Bylaw to Revise the Five Year Financial Plan For the Years 2016 - 2020**

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**WHEREAS** the Community Charter requires that Council adopt a Five Year Financial Plan annually before the adoption of the annual property tax bylaw and that the financial plan may be amended by bylaw at any time;

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

1. Appendix "A" , Appendix "B" and Appendix "C" 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 2016 to 2020.
2. This bylaw may be cited, for all purposes, as the "**Year 2016–2020 Financial Plan Bylaw Amendment No 1**".

Read a **FIRST** time this 27th day of June, 2016.

Read a **SECOND** time this 27th day of June, 2016.

Read a **THIRD** time this 27th day of June, 2016.

**FINALLY ADOPTED** this 18<sup>th</sup> day of July, 2016.

---

Mayor Frank Konrad

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Acting Corporate Officer Sarah Winton

### 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. 2021, as adopted by the Municipal Council of the City of Grand Forks on the 18<sup>th</sup> day of July, 2016.

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Clerk of the Municipal Council of the  
City of Grand Forks

City of Grand Forks  
Appendix "A" to Bylaw 2021  
Year 2016 - 2020 Financial Plan Bylaw  
Amendment No 1

	2016	2017	2018	2019	2020
<b><u>Revenue</u></b>					
Property taxes , grants in lieu & franchise Fees	\$ 3,588,404	\$ 3,675,400	\$ 3,764,500	\$ 3,855,800	\$ 3,949,500
Parcel taxes	240,858	240,858	240,858	240,858	240,858
User levies	1,914,466	1,950,818	1,987,902	2,025,636	2,064,127
Fees and charges	5,182,466	5,326,885	5,475,454	5,628,412	5,785,788
Grants and other	1,939,915	1,646,632	1,660,110	1,673,784	1,687,554
<b>Total Revenues</b>	<b>12,866,109</b>	<b>12,840,593</b>	<b>13,128,824</b>	<b>13,424,490</b>	<b>13,727,827</b>
<b><u>Expenses</u></b>					
Purchases for resale	3,460,253	3,564,061	3,670,982	3,781,112	3,894,545
Operating	7,626,043	7,816,954	8,015,690	8,219,743	8,429,464
Debt interest	95,105	95,024	95,017	95,017	95,017
Amortization	1,656,491	1,669,615	1,681,883	1,695,298	1,708,863
<b>Total Operating Expenses</b>	<b>12,837,892</b>	<b>13,145,653</b>	<b>13,463,572</b>	<b>13,791,171</b>	<b>14,127,889</b>
<b>Net Revenue (loss)</b>	<b>\$28,217</b>	<b>(\$305,060)</b>	<b>(\$334,748)</b>	<b>(\$366,681)</b>	<b>(\$400,062)</b>
<b><u>Allocations</u></b>					
Debt proceeds	4,252,914	500,000	515,000	530,450	546,350
Capital expenditures	(7,226,576)	(3,605,503)	(3,608,890)	(3,612,345)	(3,615,870)
Debt principal repayment	(230,150)	(252,862)	(254,794)	(256,752)	(258,731)
Transfers from (to) reserves / surplus	1,519,104	1,993,811	2,001,550	2,010,030	2,019,450
Reserve fund in excess of amortization	1,656,491	1,669,615	1,681,883	1,695,298	1,708,863
<b>Financial Plan Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
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**Supporting Schedule A**

<b>General</b>	<b>2016 Plan</b>	<b>2017 Plan</b>	<b>2018 Plan</b>	<b>2019 Plan</b>	<b>2020 Plan</b>
<b>Revenue</b>					
Property Taxes	3,408,705	3,493,900	3,581,200	3,670,700	3,762,500
Parcel Taxes	234,817	234,817	234,817	234,817	234,817
Payments in Lieu of Taxes	179,699	181,500	183,300	185,100	187,000
Solid Waste Levies	197,000	199,000	201,000	203,000	205,000
Slag Sales	235,000	237,350	239,724	242,121	244,542
Fees and Charges	519,185	524,400	529,600	534,900	540,200
Government Grants - Operations	713,310	720,443	727,648	734,924	742,273
Government Grants - Capital	297,639	297,639	297,639	297,639	297,639
Other Sources	387,300	391,200	395,100	399,100	403,100
Restricted Investment Income	-	-	-	-	-
	<b>6,172,655</b>	<b>6,280,249</b>	<b>6,390,027</b>	<b>6,502,301</b>	<b>6,617,071</b>
<b>Expenses</b>					
Airport Cost of Sales	45,900	47,277	48,695	50,156	51,661
Operations Expense	5,125,033	5,278,784	5,437,147	5,600,262	5,768,270
Community Support	326,900	326,900	330,169	333,471	336,805
Debt Interest	23,347	23,268	23,261	23,261	23,261
Amortization	990,719	995,673	1,000,651	1,005,654	1,010,682
<b>Total Expenses</b>	<b>6,511,899</b>	<b>6,671,901</b>	<b>6,839,924</b>	<b>7,012,804</b>	<b>7,190,680</b>
<b>Net Income (Loss) before Other Income</b>	<b>(339,244)</b>	<b>(391,652)</b>	<b>(449,897)</b>	<b>(510,503)</b>	<b>(573,608)</b>
Other Income					
Contributions from Electrical	437,330	441,703	446,120	450,582	455,087
Gain (Loss) on Disposition of Assets					
<b>Net Income (Loss)</b>	<b>98,086</b>	<b>50,051</b>	<b>(3,776)</b>	<b>(59,922)</b>	<b>(118,521)</b>
<b>Allocations</b>					
Debt proceeds	1,108,043	500,000	515,000	530,450	546,350
Capital Expenditures	(2,188,254)	(1,000,000)	(1,030,000)	(1,060,900)	(1,092,700)
Debt principal repayment	(163,913)	(187,366)	(189,298)	(191,256)	(193,235)
Transfers from (to) reserves	155,319	(358,357)	-	-	-
Transfers from (to) surplus	(0)	(995,673)	(292,576)	(224,026)	(152,576)
Reserve fund in excess of amortization	990,719	995,673	1,000,651	1,005,654	1,010,682
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
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**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Equipment Recoveries</b>	<b>\$ 446,260</b>	<b>\$ 449,972</b>	<b>\$ 454,472</b>	<b>\$ 459,017</b>	<b>\$ 463,607</b>
Operations Expense	445,517	449,972	454,472	459,017	463,607
<b>Net Recoveries</b>	<b>743</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Debt Interest	2	-	-	-	-
Amortization	266,172	268,834	271,522	274,237	276,979
<b>Net Recoveries (Loss)</b>	<b>(265,431)</b>	<b>(268,834)</b>	<b>(271,522)</b>	<b>(274,237)</b>	<b>(276,979)</b>
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Recoveries (Loss)</b>	<b>(265,431)</b>	<b>(268,834)</b>	<b>(271,522)</b>	<b>(274,237)</b>	<b>(276,979)</b>
<b>Allocations</b>					
Debt proceeds	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Debt principal repayment	(741)	-	-	-	-
Transfers from (to) reserves	0	-	-	-	-
Transfers from (to) surplus	0	-	-	-	-
Reserve fund in excess of amortization	266,172	268,834	271,522	274,237	276,979
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
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**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Electrical</b>					
<b>Revenue</b>					
User Fees	\$ 4,602,243	\$ 4,740,310	\$ 4,882,520	\$ 5,028,995	\$ 5,179,865
Fees and Charges	52,757	53,812	54,888	55,986	57,106
	<b>4,655,000</b>	<b>4,794,123</b>	<b>4,937,408</b>	<b>5,084,982</b>	<b>5,236,971</b>
<b>Expenditure</b>					
Purchases for resale	3,414,353	3,516,784	3,622,287	3,730,956	3,842,884
Operations Expense	683,317	697,000	710,900	725,100	739,600
Amortization	42,000	42,000	41,000	41,000	41,000
	<b>4,139,670</b>	<b>4,255,784</b>	<b>4,374,187</b>	<b>4,497,056</b>	<b>4,623,484</b>
<b>Net Income (loss) before Contributions to General</b>	<b>515,330</b>	<b>538,339</b>	<b>563,221</b>	<b>587,926</b>	<b>613,487</b>
Contributions to General	437,330	441,703	446,120	450,582	455,087
<b>Net income (loss)</b>	<b>78,000</b>	<b>96,636</b>	<b>117,101</b>	<b>137,344</b>	<b>158,399</b>
<b>Allocations</b>					
Capital Expenditures	(166,043)	(169,364)	(172,751)	(176,206)	(179,730)
Transfers from (to) reserves	46,043	29,364	12,751	16,206	19,730
Transfers from (to) surplus	(0)	1,364	1,899	(18,344)	(39,399)
Reserve fund in excess of amortization	42,000	42,000	41,000	41,000	41,000
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
**Operations Summary**  
**Supporting Schedule A**

	2016	2017	2018	2019	2020
	Plan	Plan	Plan	Plan	Plan
<b>Water</b>					
<b>Revenue</b>					
Parcel Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
User Levies	860,390	877,600	895,200	913,100	931,400
Fees and Charges	4,200	4,200	4,200	4,200	4,200
Government Grants - Capital	-	-	-	-	-
<b>Operations Expense</b>	<b>864,590</b>	<b>881,800</b>	<b>899,400</b>	<b>917,300</b>	<b>935,600</b>
Preventative Maintenance Program	708,090	718,700	729,500	740,400	751,506
Debt Interest	83,500	85,170	86,873	88,611	90,383
Amortization	193,200	197,064	201,005	205,025	209,126
<b>Total Expenses</b>	<b>984,790</b>	<b>1,000,934</b>	<b>1,017,379</b>	<b>1,034,036</b>	<b>1,051,015</b>
<b>Net Income (Loss)</b>	<b>(120,200)</b>	<b>(119,134)</b>	<b>(117,979)</b>	<b>(116,736)</b>	<b>(115,415)</b>
<b>Allocations</b>					
Debt proceeds	2,036,827	-	-	-	-
Capital Expenditures	(3,112,314)	(1,556,157)	(1,556,157)	(1,556,157)	(1,556,157)
Debt principal repayment	-	-	-	-	-
Transfers from (to) reserves	1,002,487	1,556,157	1,556,157	1,556,157	1,556,157
Transfers from (to) surplus	(0)	(77,930)	(83,027)	(88,289)	(93,711)
Reserve fund in excess of amortization	193,200	197,064	201,005	205,025	209,126
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
**Operations Summary**  
**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Wastewater</b>					
<b>Revenue</b>					
Parcel Taxes	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041
User Levies	\$ 857,076	874,218	891,702	909,536	927,727
Fees and Charges	4,081	4,163	4,246	4,331	4,417
Government Grants - Capital	306,666				
	<b>1,173,864</b>	<b>884,421</b>	<b>901,989</b>	<b>919,908</b>	<b>938,185</b>
Operations Expense	699,946	710,400	721,100	731,900	742,900
Preventative Maintenance Program		-	-	-	-
Debt Interest	71,756	71,756	71,756	71,756	71,756
Amortization	164,400	166,044	167,704	169,381	171,075
<b>Total Expenses</b>	<b>936,102</b>	<b>948,200</b>	<b>960,561</b>	<b>973,038</b>	<b>985,732</b>
<b>Net Income (Loss)</b>	<b>237,762</b>	<b>(63,779)</b>	<b>(58,572)</b>	<b>(53,130)</b>	<b>(47,547)</b>
<b>Allocations</b>					
Debt proceeds	1,108,043				
Capital Expenditures	(1,759,964)	(879,982)	(439,991)	(219,996)	(109,998)
Debt principal repayment	(65,496)	(65,496)	(65,496)	(65,496)	(65,496)
Transfers from (to) reserves	315,255	879,982	439,991	219,996	109,998
Transfers from (to) surplus	(0)	(36,769)	(43,637)	(50,756)	(58,033)
Reserve fund in excess of amortization	164,400	166,044	167,704	169,381	171,075
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**City of Grand Forks**  
**Appendix B to Bylaw 2021**  
**Year 2016 - 2020 Financial Plan**  
**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 2016 Revenue
Property taxes , grants in lieu & franchise Fees	27.89%
Parcel taxes	1.87%
User levies	14.88%
Fees and charges	40.28%
Grants and other	15.08%

*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 2021**  
**Year 2016 - 2020 Financial Plan**  
**Revenues, Property Taxes and Exemptions**

The City will receive the Revised Assessment Roll for 2016 in April and will set the property tax rates based on the assessment before May 15, 2016. The 2016 distribution of property tax rates amongst all the property classifications will not be known until then.

The distribution for 2015 were as follows:

Property Class	% of General Revenue Taxation
Residential	49.9593%
Utility	1.4968%
Major Industry	27.1390%
Light Industry	1.3574%
Business and Other	20.0228%
Recreation / Non-profit	0.0091%
Farm	0.0156%

*Objective*

To ensure equity among property classes by reviewing the ratios of property class allocations annually. In 2015, the industry conversion ratio was 10.52, the business conversion ratio was 2.39, and the light industry ratio was 2.93. In 2015, the ratios remained similar to 2014 except the utilities rate, as it is at the maximum set by BC Reg 329/96. For 2016, consideration for class conversion ratios will be considered in April when tax rates are set.

*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 all members of the public.

City of Grand Forks  
Bylaw 2021 - Financial Plan 2016-2020 Amendment No 1  
Schedule C

CAPITAL PROJECT	GL	2016 Budget	RESERVES					Debt	DCC	DONATIONS	Surplus
			Capital	Electrical	Waste	Equip	Slag				
2016 transfers - Asset Management Financial Plan											
from surplus			\$ 1,000,000	\$ (500,000)	\$ (500,000)						
from slag reserve			\$ 1,000,000				\$ (1,000,000)				
from land sales reserve			\$ 200,000								
from tax sale land reserve			\$ 63,184								
<b>2015 CARRY FORWARD PROJECTS</b>											
<b>GENERAL OPERATIONS</b>											
1 Works Yard Fuel Pump Replacement	10-2-6328-478	\$ 1,190									
2 Spray Park	10-2-6164-???	\$ 53,976					\$ (1,190)				
3 Generator 525 Central	10-2-6313-350	\$ 5,232					\$ (47,626)	\$ (6,250)			
4 Airport Beacons	10-2-6608-???	\$ 60,000						\$ (5,232)			
5 Playground Equipment	10-2-6753-???	\$ 45,000						\$ (15,000)			
6 1995 Ford Pick-up Replacement	10-2-6316-486	\$ 45,000						\$ (32,970)			
7 Silver Kettle Sidewalk	10-2-6532-???	\$ 212,500				\$ (45,000)			\$ (212,500)		
<b>ENGINEERING</b>											
8 West Side Fire Protection	11-2-6075-???	\$ 928,784									
9 Eastside Reservoir Structure Study	11-2-6105-???	\$ 1,210	\$ (1,210)					\$ (928,784)			
10 Wastewater Treatment Plant UV	13-2-6100-???	\$ 495,900									
11 Multi Utility - 3rd St & 22nd St		\$ 3,324,130						\$ (306,666)			
<b>ELECTRICAL</b>											
12 System & Voltage Conversion	12-2-6203-???	\$ 20,666		\$ (20,666)							
13 Electrical - Reducer controls	12-2-6204-???	\$ 23,522		\$ (23,522)							
14 Electrical System Upgrades	12-2-6200-???	\$ 5,759		\$ (5,759)							
15 Riverside Reconnector	12-2-6206-???	\$ 30,096		\$ (30,096)					\$ (3,324,130)		
<b>WASTE WATER</b>											
16 Headworks Grinder	13-2-6103-???	\$ 50,446						\$ (50,446)			
17 Water/Sewer Scada	??-2-6564-???	\$ 11,150						\$ (11,150)			
<b>WATER</b>											
18 Residential Water Meter Project	11-2-6700-???	\$ 302,353						\$ (302,353)			
19 Water System Locates	11-2-6700-???	\$ 91,349						\$ (91,349)			
<b>2016 NEW CAPITAL PROJECTS</b>											
1 Well #3 Pump and Motor	11-2-6214-???	\$ 100,000	\$ (100,000)								
2 3rd Street Sewer Main Repair	13-2-6313-???	\$ 100,000									
3 5th Street Watermain Replacement	11-2-6102-???	\$ 575,000			\$ (100,000)						
4 Vadim Software E3 upgrade	10-2-6100-484	\$ 7,857						\$ (575,000)			\$ (7,857)
<b>2016 FINANCIAL PLAN AMENDMENT 1 - 20 YEAR CAPITAL PLAN</b>											
1 Electrical Substation Engineering		\$ 50,000	\$ (50,000)								
2 Annual Emergency Repair Fund		\$ 200,000	\$ (200,000)								
3 Public Works Fuel Tanks		\$ 75,000	\$ (75,000)								
4 Whispers of Hope Roof		\$ 50,000	\$ (50,000)								
5 5 tonne Dump Truck		\$ 250,000				\$ (250,000)					
6 T-Tech trailer		\$ 25,000				\$ (25,000)					
7 GIS Phase 2		\$ 15,000	\$ (15,000)								
8 Pickelball Courts - Barbara Ann Park		\$ 34,556					\$ (7,256)			\$ (27,300)	
9 Electrical Upgrade- JD Park		\$ 36,000									\$ (36,000)
<b>TOTAL CAPITAL</b>		<b>\$ 7,225,576</b>	<b>\$ (491,210)</b>	<b>\$ (80,043)</b>	<b>\$ (100,000)</b>	<b>\$ (320,000)</b>	<b>\$ (66,912)</b>	<b>\$ (272,252)</b>	<b>\$ (968,702)</b>	<b>\$ (4,262,914)</b>	<b>\$ (27,300)</b>
											<b>\$ (43,857)</b>