THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Monday, June 13, 2016, at 9:00 am
(directly following the Special Meeting)
7217 - 4th Street, Council Chambers City Hall

ITEM	SUBJECT MATTER	RECOMMENDATION
1. **CALL TO ORDER**		
2. **COMMITTEE OF THE WHOLE AGENDA**		
a) Adopt agenda	June 13th, 2016, COTW	THAT the COTW adopts the agenda as presented.
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	THAT the COTW receives the presentation from Alex Love, Electrical Consultant from Nelson, BC, regarding the Solar Garden program and its incentives for information.
b) John Dooley, Brian Simpson, & Ken Kalesnikoff on behalf of Interior Lumber Manufacturers' Association (ILMA) Delegation - Interior Lumber Manufacturers Assoc. (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	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; AND FURTHER 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.

4. **PRESENTATIONS FROM STAFF**

a)	Mayor / Chief Administrative Officer RFD - Mayor & CAO - Policy 308 Council Code of Conduct	Policy 308 - Council Code of Conduct	THAT the COTW receives the Council Code of Conduct Policy and refers it to the June 13, 2016, Regular Meeting for decision.
b)	Deputy Corporate Officer RFD - Dep. Corp. Officer - COTW Mtgs. to Include Area D Director	Committee of the Whole Meetings to include Area D Director	THAT the COTW receives the request to include the Area D Director in the COTW meetings; AND FURTHER THAT the COTW directs staff to refer the request to the June 27, 2016, Regular Meeting of Council.
c)	Deputy Corporate Officer RFD - Dep. Corp. Officer - JD Park Electrical Upgrade	Electrical Upgrade for James Donaldson Park	THAT the COTW receives the request for an Electrical Upgrade for James Donaldson Park; AND FURTHER THAT the COTW directs staff to refer the request to the June 27, 2016 Regular Meeting of Council for decision.
d)	Chief Financial Officer, Manager of Operations, Deputy Manager of Operations, Manager of Development & Engineering RFD - Mgrs. - 20-year Capital Plan 20-year Capital Plan Spreadsheet	20 year Capital Plan	THAT the COTW receives the 20-year Capital Plan; AND FURTHER 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.
e)	Manager of Development & Engineering Services RFD - Mgr. of Dev. & Eng. - Applic. for DVP - Loewen - 125 Victoria Way	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	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.

f)	Manager of Development & Engineering Services RFD - Mgr. of Dev. & Eng. - Applic. for DVP - Federico - Riverside Dr.	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	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.
g)	Manager of Development & Engineering Services RFD - Mgr. of Dev. & Eng. - Applic. for DP - Colclough - 7920 Donaldson Drive	Development Permit application to subdivide industrial property located at 7920 Donaldson Drive	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.
h)	Manager of Development & Engineering Services RFD - Mgr. of Dev. & Eng. - Strategic Community Energy & Emissions Plan (SCEEP)	Strategic Community Energy and Emissions Plan (SCEEP)	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.

i)	Manager of Development & Engineering Services RFD - Mgr. of Dev. & Eng. - Sustainable Community Plan & Zoning Bylaw Update	Sustainable Community Plan and Zoning Bylaw Update	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.
j)	Manager of Development & Engineering Services RFD - Mgr. of Dev. & Eng. - Applic. for Canada 150 Grant Funding	Approval to proceed with applying for grant funding	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.
k)	Manager of Development & Engineering Services Memo - Mgr. of Dev. & Eng. - Sustainable Community Plan Open House Format, June 16th	Memo regarding Sustainable Community Plan Open House Format on June 16th, 2016	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.
l)	Monthly Highlight Reports from Department Managers Building & Bylaw Services Chief Financial Officer Chief Financial Officer - General Operating Expense Rec. DRAFT to June 9, 2016 Corporate Services Development & Engineering Services Operations Fire Chief	Staff request for Council to receive the monthly activity reports from department managers	THAT the COTW receives the monthly activity reports from department managers.

5. **REPORTS AND DISCUSSION**

6. **PROPOSED BYLAWS FOR DISCUSSION**

7. **INFORMATION ITEMS**

8. **CORRESPONDENCE ITEMS**

9. **LATE ITEMS**

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

11. **QUESTION PERIOD FROM THE PUBLIC**

12. **ADJOURNMENT**

Council Delegations

Background

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Konrad, and Members of Council, I/We are here on behalf of

John Dooley, Brian Simpson & Ken Kalesnikoff on behalf of Interior Lumber Manufacturers' Association (ILMA)

to request that you consider The right log to the right mill.

The reason(s) that I/We are requesting this action are:

Inform local government & the public on the ILMA specifically who we are and the value of our contribution to the local communities. Provide background knowledge on the challenge facing ILMA mills that seriously threaten their future. Seek their partnership and support to encourage government policy makers to optimize and incent the distribution of the "Right Log to the Right Mill"; place the highest priority on increasing "High Value" product production in our province. The community commitment to support our social license to operate assuming a high standard of environmental stewardship is maintained.

I/We believe that in approving our request the community will benefit by:

From a better understanding on how we can work together

Council Delegations (cont.)

I/We believe that by not approving our request the result will be:

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating: "Where as" the ILMA High Value Product producers represent a critical component of the local economy in the City of Grand Forks & who's future are seriously at risk because of unintended consequences associated with historical forest policy decisions combined with environmental outcomes resulting in dramatic reductions in provincial AAC from the Mountain Pine Beetle or other environmental constraints.

"Be it resolved" the City of Grand Forks 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 & the creation of jobs.

Name: John Dooley
Organization: ILMA
Address: 414 Azure Place Kamloops BC V3E 2R2
Telephone: 250-354-9615
Email: tojdooley@gmail.com

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS - BC -

To:	Committee of the Whole
From:	Mayor / Chief Administrative Officer
Date:	June 13, 2016
Subject:	Policy 308 - Council Code of Conduct
Recommendation:	RESOLVED THAT the Committee of the Whole receives the Council Code of Conduct policy and refers it to the June 13, 2016, Regular meeting for decision.

BACKGROUND: As part of Council's commitment to accountability, a Draft Council Code of Conduct policy has been developed.

This draft Council Code of Conduct policy is in keeping with best practices in good governance and is complimentary to several employee policy's such as Policy 601 – Employee Conduct. The Council Code of Conduct provides a framework for appropriate Council behavior in decision making, demeanor and impacts of failure comply.

Benefits or Impacts of the Recommendation:

General: Policy 308 – DRAFT Council Code of Conduct

Strategic Impact:

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Financial: N/A

Policy/Legislation: N/A

Attachments: DRAFT Policy 308 – Council Code of Conduct

Recommendation: RESOLVED THAT the Committee of the Whole receives the Council Code of Conduct policy and refers it to the June 13, 2016, Regular meeting for decision.

OPTIONS:

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

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CITY OF GRAND FORKS			
POLICY TITLE: Council Code of Conduct		POLICY NO:	308
EFFECTIVE DATE:	TBD	SUPERSEDES:	
APPROVAL:	Council	PAGE:	

POLICY:

Council Members of the City, have an obligation to provide to their residents a fair, ethical, and accountable level of governance, so as to maintain the highest level of integrity in the public eye, for the Corporation they represent. Some of the core values reflected in this Code are honesty, integrity, objectivity, and an expectation to perform their oath of office to the best of their ability and knowledge. This Code applies to all Members of City Council. ("Members")

PURPOSE:

To establish guidelines for the highest standards of professional and ethical conduct of the members of Council.

LAWS:

Members shall always be in compliance with all applicable Federal, Provincial, and Municipal laws, while performing their public duties, including but not limited to: the *Local Government Act*, the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, the *Financial Disclosure Act*, and all applicable City bylaws and policies.

CONDUCT:

Members, while in the performance in their duties with the City, shall always conduct themselves in a professional manner. Members shall refrain from Abusive conduct, verbal

attacks towards other members of Council, committees, City Staff, and the Public. Members shall refrain from undermining or criticizing other members of Council, City Staff and Management, in public or to the media.

MEETINGS:

All meetings of Council shall be conducted in an orderly and respectful manner. Behavior of Members prior to, during, and following a meeting or hearing shall always be courteous, professional, fair, and unbiased towards other Councilors and Members of the Administration. Members shall be prepared, courteous, and attentive to all discussions, and remain focused on subject manner on hand. Members shall not interrupt other speakers, make personal comments, refrain from abusive conduct, sarcasm, derogatory comments, or questions and comments designed to embarrass or undermine other Councilors, Administration and City staff, or the Public. Members shall base their decisions on the relevant merits and substance of the subject matter at hand, including input received from the City staff and the Public.

ROLE OF MEMBERS:

Members shall respect and adhere to the Council - CAO structure of Municipal government as per City protocol practiced in the City. Members shall not contact City staff directly to discuss official municipal business except to the CAO, through the Mayor. Members shall refrain from publicly criticizing individual Members of City staff so as not to cast aspersions on their professional competence and creditability. Comments about City staff performance shall only be made to the CAO through the Mayor in private correspondence or conversation. Members request for information from City staff shall be directed to the CAO through the Mayor. If the response constitutes more than a technical clarification, then the response shall be provided to all Members so that all Members have access to the same information.

ADVOCACY:

Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall explicitly state they do not represent Council of the City, nor shall they allow the inference that they do.

COMPLIANCE AND ENFORCEMENT:

Members, and or City staff are encouraged to report, in good faith, any known or suspected violation of this Code. No reprisals or threat of reprisals shall be made against such a complainant, or against anyone for providing relevant information in connection with a suspected violation of this Code. As such, any reports in regards to situations of actual or potential non-compliance shall be dealt with, by making prompt and full disclosure in writing to the Mayor or Deputy Mayor. This disclosure should include a detailed description of the actual or potential breach of this Code, including dates, times, locations and any other relevant information. The report shall be reported to Council at a closed meeting, as the issues are relative to labour relations under the *Community Charter*. At such time, advisement may be given to the Member in question that their behavior or activity maybe in contravention of the Code and encourage that Member to stop their behavior or activity.

City Council may impose sanctions on a Member whose conduct does not comply with this Code, including but not limited to a motion of censure.

A violation of this Code shall not be considered a basis for challenging the validity of a Council decision.

IMPLEMENTATION:

As an expression of the standards of conduct expected by the City, this Code is intended to be self-enforcing. This Code therefore becomes most effective when Members are thoroughly familiar with it and embrace its provisions. For this reason, this Code shall be

provided as information to candidates for Council. Members elected to Council shall be requested to sign a Member statement affirming they have read and understand this Code, and that they agree to conduct themselves in accordance with it.

Upon adoption of this Code of Conduct, and thereafter at the beginning of each term, Council Members will be required to sign two copies of the Code (one for the Member and one for the CAO's office, for Corporation Records) to convey to each other that they have read, understand and accept it.

SIGNATURES:

Members of Council:

_____	_____
Signature	**Date**

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS – BC –

To:	Committee of the Whole
From:	Deputy Corporate Officer
Date:	June 13, 2016
Subject:	COTW Meetings to Include Area D Director
Recommendation:	RESOLVED THAT the Committee of the Whole receives the Request to include the Area D Director in COTW meetings; And further directs staff to refer the request at the June 27th, 2016, Regular Meeting of Council.

BACKGROUND:

The City of Grand Forks is closely connected to rural Grand Forks. The City and surrounding area share information, services and resources and Council and the Area D Director have discussed the importance of collaborative decision making to facilitate alignment and leverage the voice of the area.

A process of partnership can encourage compromise, consultation, evaluation, strategic planning, and goal setting. Shared knowledge can eliminate duplication of initiatives and move us in the same direction.

Council identified "enhancing regional dialogue, advocacy and collaboration" as a strategic priority and would like to consider the benefits of including the Area D Director in their COTW meetings.

Benefits or Impacts of the Recommendation:

General: Inclusion of the Area D Director in COTW meetings

Strategic Impact:

Financial: N/A

Policy/Legislation: N/A

Attachments: N/A

Recommendation: RESOLVED THAT the Committee of the Whole receives the Request to include the Area D Director in COTW meetings;

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And further directs staff to refer the request at the June 27th, 2016, Regular Meeting of Council.

OPTIONS:

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

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

To:	Committee of the Whole
From:	Deputy Corporate Officer
Date:	June 13, 2016
Subject:	Electrical Upgrade for JD Park
Recommendation:	RESOLVED THAT the Committee of the Whole receives the request for an Electrical Upgrade for James Donaldson Park; And further directs staff to refer the request to the June 27th, 2016, Regular Meeting of Council for decision.

BACKGROUND: The Cannafest organizers have asked the City to upgrade the electrical system at JD Park to accommodate their various equipment for the stage and to reduce the need for generators.

The Cannafest event is a major economic driver for the City of Grand Forks. It draws over 1500 people from across the province to the community. Our restaurants and motels are filled to capacity over this weekend and a substantial amount of revenue is generated in local businesses throughout the area.

The proposal asks for the City to install the needed poles, transformers, and other material in the cost of up to $36,000. The estimate for the City's portion of the upgrade is in the amount of $17,800. The additional electrical expenses are estimated to be in the amount of $17,000. This expense would be funded from operations and from capital in 2016. In return, the BC Pain Society will donate $9,000 each year for the next three years to the City, covering $27,000 of the cost of the upgrade. The City would be the owners of the electrical upgrade.

The upgraded electrical will benefit other types of events that could potentially be held at JD Park supporting increased usage of the currently underutilized park.

Benefits or Impacts of the Recommendation:

General:	Upgrade Electrical Service at JD Park
Strategic Impact:	
Financial:	Up to $36,000 funded from operations and capital. Donations of $9000 each year for 3 years from the BC Pain Society towards the City.
Policy/Legislation:	Financial Plan

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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS BC

Attachments: Letter from Electrical Coordinator re: upgrade, photo of proposed location and cost breakdown.

Recommendation: RESOLVED THAT the Committee of the Whole receives the request for an Electrical Upgrade for James Donaldson Park;

And further directs staff to refer the request to the June 27th, 2016, Regular Meeting of Council for decision.

OPTIONS:

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


New pole location

City of Grand Forks
130 Industrial Ave.
Grand Forks, B.C.
V0H-1H0

www.GrandForks.ca

January 1, 2016

Dear Chuck
Re: Supply and install a 600 amp, 120/208 volt, 3 phase overhead service to J.D. park in the City of Grand Forks.

Please be advised that the estimate to supply and build your electrical service as per the attached conceptual plan would be approximately $17,005.20

This estimate does not include any taxes, easements or access conditions (if required).
It also does not include any secondary wire, piping, meter enclosures or other labor that would be completed by a qualified electrician.

This is an estimate only and the final bill would be based on actual costs.

If you are agreeable with these conditions, please sign this letter and forward it to David Reid at 130 Industrial Drive in Grand Forks so that the exact details can be worked on.

Sincerely,

Rod Zielinski

Rod Zielinski
Electrical Distribution Coordinator

CUSTOMER'S AUTHORIZATION

Accounts are due within 30 days of receipt. 1 1/2% per month interest shall be charged on overdue accounts. Overdue accounts as at December 31 shall be charges against real property taxes.

CUSTOM WORK ORDER PRELIMINARY COSTING SHEET G.S.T. NO. R-106984032	NUMBER

DEPARTMENT: Electrical	CUSTOMER: Chuck
LOCATION: J.D. Park	ADDRESS:
DATE:	
January 1, 2016	

DESCRIPTION:
Supply and install a 600 amp, 120/208 volt, 3 phase overhead service to J.D. park in the City of Grand Forks.

(WAGES) EMPLOYEE NAME	HOURS	PAY RATE	TOTAL	GRAND TOTAL
Coordinator	16	$ 70.00	$ 1,120.00	
Lineman	32	$ 65.00	$ 2,080.00	
Hydro Vac Operator	4	$ 50.00	$ 200.00	
				$ 3,400.00
(EQUIPMENT) UNIT NUMBER	**HOURS**	**RATE**	**TOTAL**	
Unit #29 Digger	8	$ 100.00	$ 800.00	
Unit #32 Bucket	16	$ 100.00	$ 1,600.00	
Service Truck	16	$ 25.00	$ 400.00	
Hydro Vac	4	$ 100.00	$ 400.00	
				$ 3,200.00
MATERIAL	**COST**	**AMOUNT**	**TOTAL**	(15% overhead)
Deadend off existing pole	$ 200.00	1	$ 200.00	$ 230.00
Deadend of primary	$ 1,633.00	1	$ 1,633.00	$ 1,877.95
Cluster mount w/ 3 - 75 Kva transformers	$ 6,175.00	1	$ 6,175.00	$ 7,101.25
wire	$ 2.00	120	$ 240.00	$ 276.00
metering	$ 800.00	1	$ 800.00	$ 920.00
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
			$ -	$ -
				$ 10,405.20

SERVICE PURCHASED

SERVICE PURCHASED	AMOUNT	COST	TOTAL	
			$ -	
			$ -	
				$ -

SUB-TOTAL		$ 17,005.20
OVERHEAD	0%	$ -
PLUS TAXES	5%	$ 850.26
GRAND TOTAL		$ 17,855.46

FOREMAN'S APPROVAL

SUPERVISORY APPROVAL

ADMINISTRATION APPROVAL

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS – BC –

To:	Committee of the Whole
From:	Chief Financial Officer / Manager of Operations / Deputy Manager of Operations / Manager of Development and Engineering
Date:	June 13, 2016
Subject:	20-year Capital Plan
Recommendation:	RESOLVED THAT the Committee of the Whole receives the 20-year Capital Plan and to further direct 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 27th, 2016, Regular Meeting of Council.

BACKGROUND: Please find attached a 20-year Capital plan in draft form.

This 20 year Capital plan will be a living and breathing document that will be reviewed and adjusted at least annually and will form an integral part of the City's Financial Plan to ensure a fiscally responsible approach to asset management and a foundation for the community's future.

Benefits or Impacts of the Recommendation:

General:	A 20-year plan will greatly improve strategic and fiscally responsible planning to enhance our community and to further economic growth.
Strategic Impact:	
Financial:	20 year Capital Plan – Financial Plan
Policy/Legislation:	Financial Plan
Attachments:	20 year Capital plan 2016.pdf

Recommendation: RESOLVED THAT the Committee of the Whole receives the 20- year Capital Plan and to further direct 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 27th, 2016, Regular Meeting of Council.

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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS
BC

OPTIONS:

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

Essential Projects	Year	Fund	Type	Priority Level	Funding Source	AMOUNT	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	3032	2033	2034	2035	2036
WATER					**Available Funds at YE**	$ -	$ 98,000	$ 34,000	$ 321,000	$ 513,000	$ 555,000	$ 597,000	$ 889,000	$ 1,193,000	-$ 615,000	-$ 473,000	-$ 331,000	-$ 189,000	-$ 47,000	$ 95,000	$ 237,000	$ 379,000	$ 521,000	$ 663,000	$ 805,000	$ 947,000	$ 339,000
					Estimated from Surplus	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
					Annual CAP increase	$ 98,000	$ 196,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000	$ 392,000
Well 3A Pump and Motor Replacement ($405k in budg	2016	WTR	Condition/Capacity	1	ALLOCATED	$ 150,000	$ 150,000																				
5th St. Watermain Replacement	2016	WTR	Condition/Capacity	1	ALLOCATED	$ 575,000	$ 575,000																				
West Side Fire Protection - Well #2a	2016	WTR	Capacity/Compliance	1	ALLOCATED	$ 929,282	$ 929,282																				
East Side Reservoir Replacement	2024	WTR	Compliance/Condition	**2**	Capital	$ 2,200,000									$ 2,200,000												
Water Rates Study	2016	WTR	Study	1	Capital	$ 25,000	$ 25,000																				
Water Conservation Plan - Update	2016	WTR	Compliance	1	Capital	$ 10,000		$ 10,000																			
Well rehabilitation and reduce output (#3, 4, 5)	2018	WTR	Compliance	1	Capital	$ -			TBD																		
Well Security	2018	WTR	Compliance	2	Capital	$ 30,000			$ 30,000																		
Well Chlorinator repairs/replacement	2019	WTR	Condition/Compliance	2	Capital	$ 100,000				$ 100,000																	
Water Main Airport	2021	WTR	Condition/Compliance	2	Capital	$ 250,000						$ 250,000															
Water Main Boundary Drive	2020	WTR	Condition/Compliance	2	Capital	$ 250,000					$ 250,000																
Well Decommsioning (#2, 3a)	2018	WTR	Condition/Compliance	1	Capital	$ 75,000			$ 75,000																		
Granby Water Crossing	2017	WTR	Compliance/Condition	1	Capital	$ 250,000		$ 250,000																			
Well#6	2036	WTR	Capacity	3	Capital	$ 750,000																					$ 750,000
Annual Infrastructure Renewal ($392,000/year)	Annual	WTR	Condition	1	Capital	$ 3,488,000				$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 88,000		$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000
					Totals	$ 8,932,282	$ 1,679,282	$ 260,000	$ 105,000	$ 200,000	$ 350,000	$ 350,000	$ 100,000	$ 88,000	$ 2,200,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 250,000	$ 1,000,000
SEWER					**Available Funds at YE**	$ -	$ 35,000	$ 35,000	-$ 445,000	-$ 510,000	-$ 125,000	-$ 690,000	-$ 305,000	$ 80,000	-$ 785,000	-$ 550,000	-$ 315,000	-$ 80,000	$ 155,000	$ 390,000	$ 625,000	$ 860,000	$ 860,000	$ 860,000	$ 860,000	$ 860,000	$ 860,000
					Estimated from Surplus	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
					Annual CAP increase	$ -	$ 30,000	$ 120,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000
WWTP UV Disinfection	2016	WWTR	Compliance	1	ALLOCATED	$ 460,000	$ 460,000																				
WWTP Lagoon Desludging - GeoTubes	2018	WWTR	Condition/Compliance	1	Capital	$ 500,000			$ 500,000																		
WWTP BioMix Reactor + Subsurface Diffusers	2021	WWTR	Capacity	3	DCC	$ 1,000,000						$ 1,000,000															
WWTP Conversion to 2 parallel trains	2024	WWTR	Capacity	3	DCC	$ 1,300,000									$ 1,300,000												
Bio-Solids Land Application Plan	2017	WWTR	Compliance	1	Capital	$ 15,000		$ 15,000																			
MWR Discharge Requirements	TBD	WWTR	Compliance	1	Capital	$ -																					
City Park Lift Station Pump	2017	WWTR	Parts	2	Capital	$ 15,000		$ 15,000																			
Sewer Lift Stations Electrical and Controls	2019	WWTR	Condition	1	Capital	$ 100,000			$ 100,000																		
Sewer Main Relining	2018	WWTR	Condition	1	Capital	$ -		TBD																			
Granby River Forcemain Crossing	2019	WWTR	Condition/Compliance	2	Capital	$ 500,000				$ 500,000																	
Annual Infrastructure Renewal ($435,000/year)	Annual	WWTR	Condition	1	Capital	$ 3,725,000					$ 50,000		$ 50,000	$ 50,000		$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000
					Totals	$ 7,615,000	$ 460,000	$ 30,000	$ 600,000	$ 500,000	$ 50,000	$ 1,000,000	$ 50,000	$ 50,000	$ 1,300,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000	$ 435,000
ELECTRICAL					**Available Funds at YE**	$ -	$ 81,000	-$ 309,000	-$ 4,699,000	-$ 4,589,000	-$ 4,379,000	-$ 4,169,000	-$ 3,959,000	-$ 3,749,000	-$ 3,539,000	-$ 3,329,000	-$ 3,119,000	-$ 2,909,000	-$ 2,699,000	-$ 2,489,000	-$ 2,279,000	-$ 2,069,000	-$ 1,859,000	-$ 1,649,000	-$ 1,439,000	-$ 1,229,000	-$ 1,019,000
					Estimated from Surplus	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000
					Annual CAP increase	$ -	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000
Substation - Engineering	1	EL	Revenue Generation	1		$ 50,000	$ 50,000																				
Substation - Transmission	2	EL	Revenue Generation	2		$ 4,000,000			$ 4,000,000																		
Voltage Conversion Program 10 year		EL		2		$ 1,000,000		$ 500,000	$ 500,000																		
Annual System Upgrades	Annual	EL		3		$ 600,000		$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Annual PCB Reduction to 2ppmil from 50ppmil	Annual	EL		2		$ 1,500,000		$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000
Annual Pole Replacement Program	Annual	EL		2		$ 1,600,000		$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000	$ 80,000
Annual Engineering	Annual	EL		1		$ 500,000		$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000
						$ -																					
					Totals	$ 9,250,000	$ 50,000	$ 710,000	$ 4,710,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000	$ 210,000
PUBLIC WORKS				**Funds include**	**Available Funds at YE**	$ -	$ 240,000	-$ 997,000	-$ 637,000	-$ 663,000	-$ 2,203,000	-$ 1,608,000	-$ 1,825,000	-$ 1,855,000	-$ 1,560,000	-$ 1,895,000	-$ 1,615,000	-$ 1,396,000	-$ 1,444,000	-$ 1,149,000	-$ 1,174,000	-$ 894,000	-$ 631,000	-$ 336,000	-$ 41,000	-$ 976,000	-$ 711,000
				Facilities, IT,	**Estimated from Surplus**	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000
				Engineering	**Annual CAP increase**	$ -	$ -	$ 885,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000	$ 970,000
					Transfer to Fleet	-$ 50,000	$ -	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000	-$ 50,000
19th Street (Hwy 3 to Coalshute Rd.)	2020	GEN	Condition	3	Capital	$ 1,000,000					$ 1,000,000																
Donaldson Drive (Boundary to Hwy 3)	2022	GEN	Condition	3	Capital	$ 750,000							$ 750,000														
2nd Street (Industrial to 65th Ave) Re-surfacing	2019	GEN	Condition	3	Capital	$ 250,000				$ 250,000																	
68th Ave (27th to Spraggett) Re-surfacing	2020	GEN	Condition	3	Capital	$ 625,000								$ 625,000													
22nd Street (Hwy 3 to 78th Ave.)	2017	GEN	Condition	2	Capital	$ 350,000		$ 350,000																			
AWOS	2019	GEN	Compliance/Condition	1	Capital	$ 25,000				$ 25,000																	
Airport Paving	2028	GEN	Condition	2	Capital	$ 300,000													$ 300,000								
Selkirk Place Drainage / Paving / Bioswales	2017	GEN		1	Capital	$ 200,000		$ 200,000																			
LED Street Lighing	2017/2018	GEN	Operating Cost Reduction		Capital	$ 250,000			$ 125,000	$ 125,000																	
7th Street Storm Sewer	2017	GEN	Condition	1	Capital	$ 200,000		$ 200,000																			
Annual Low Impact Development Plan	Annual	GEN			Capital	$ 2,300,000		$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000
Annual Infrastructure Renewal ($620,000/year)	Annual	GEN			Capital	$ 2,600,000									$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
Annual Emergency Repair Fund	Annual				Capital	$ 4,200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000
					Totals	$ 8,850,000	$ -	$ 1,000,000	$ 375,000	$ 650,000	$ 1,250,000	$ 250,000	$ 1,000,000	$ 875,000	$ 550,000	$ 550,000	$ 550,000	$ 550,000	$ 850,000	$ 550,000	$ 550,000	$ 550,000	$ 550,000	$ 550,000	$ 550,000	$ 550,000	$ 550,000
FACILITIES					**INCLUDED IN PW GEN**																						
Public Works - Fuel Tanks	2016	GEN		1	ALLOCATED	$ 75,000	$ 75,000																				
Airport - Fuel Controller	2016	GEN		1	Capital	$ 50,000		$ 50,000																			
Whispers - Roof	2016	GEN		1	Capital	$ 50,000	$ 50,000																				
Public Works - A/C	2017	GEN		2	Capital	$ 30,000		$ 30,000																			
Public Works - Roof	2020	GEN		3	Capital	$ 100,000					$ 100,000																
Library Roof + HRV	2028	GEN		2	Capital	$ 110,000		$ 12,000											$ 98,000								
Façade on G2 + City Hall	2018	GEN		1	Capital	$ 35,000			$ 35,000																		
City Hall Clock Tower		GEN		1	Capital	$ 100,000				$ 100,000																	
Gyro Park		GEN			Capital	$ 25,000		$ 25,000																			
Annual Roofing & HVAC Replacement Program		GEN			Capital	$ 600,000						$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000		$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
					Totals	$ 1,175,000	$ 125,000	$ 117,000	$ 35,000	$ 100,000	$ 100,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 98,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000
FLEET & EQUIPMENT					**Available Funds at YE**	$ 482,000	$ 482,000	$ 222,000	$ 222,000	$ 177,000	$ 102,000	$ 122,000	$ 322,000	$ 72,000	$ 22,000	$ 72,000	$ 47,000	$ 32,000	$ 32,000	-$ 83,000	-$ 218,000	-$ 233,000	-$ 243,000	-$ 93,000	$ 107,000	$ 257,000	$ 287,000
					Estimated from Surplus	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
					Transfer from PW CAP	$ 50,000	$ -	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
					Internal Charge to Equipment	$ 150,000	$ -	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000
1989 IHC 5 ton dump truck and snow rigout	2016	GEN				$ 250,000	$ 250,000																				
1988 John deere mower	remove	GEN				$ -	remove																				
1992 T-tech trailer	2016	GEN				$ 25,000	$ 25,000																				
1995 Ford	remove	GEN				$ -	remove																				
2006 Holder and change 1996 implements	2017	GEN				$ 200,000		$ 200,000																			
1996 GMC 3/4 ton service body	2017	GEN				$ 110,000		$ 60,000																		$ 50,000	
1989 IHC 5 ton dump truck and snow rigout	2018	GEN				$ 370,000			$ 200,000																		$ 170,000
2003 Windstar minivan	2018	GEN				$ -			REMOVE																		
1997 Dodge 3/4 dump box	2019	GEN				$ 60,000				$ 60,000																	
1998 Airport broom	2019	GEN				$ 75,000				$ 75,000																	
2000 Dodge 1/2 ton	2019	GEN				$ 50,000				$ 50,000																	
1998 GMC 3/4 ton service body	2019	GEN				$ 60,000				$ 60,000																	
1980 Cat loader	2020	GEN				$ 275,000					$ 275,000																
2001 GMC 3/4 ton	2021	GEN				$ 50,000						$ 50,000															
1999 Cat backhoe	2021	GEN				$ 100,000						$ 100,000															
1975 Gallion roller	2021	GEN				$ 30,000						$ 30,000															
2001 Vactor	2023	GEN				$ 450,000								$ 450,000													
2007 Sterling street sweeper	2024	GEN				$ 250,000									$ 250,000												
1973 Cat grader	2025	GEN				$ 150,000										$ 150,000											
2006 GMC 1 ton	2026	GEN				$ 100,000											$ 100,000										
1977 Ford flail mower	2026	GEN				$ 125,000											$ 125,000										
2015 Holder	2027	GEN				$ 125,000												$ 125,000									
1987 Trailer concrete form	2027	GEN				$ 10,000												$ 10,000									
1987 Trailer crack sealing	2027	GEN				$ 10,000												$ 10,000									
2004 Trail Blazer	remove	GEN				$ -																					
2009 Saturn	2027	GEN				$ 35,000												$ 35,000									
1974 snow blower	2028	GEN				$ 200,000													$ 200,000								
1998 Hiab, flat deck, dumpbox, dust control	2029	GEN				$ 275,000														$ 275,000							
2004 Skid steer	2029	GEN				$ 40,000														$ 40,000							
2001 Hustler lawn mower	2029	GEN				$ 35,000												$ 35,000									
1998 Dump truck	2029	GEN				$ 140,000															$ 140,000						
2005 Air compressor	2030	GEN				$ 25,000															$ 25,000						
2006 Turf vac	2030	GEN				$ 20,000															$ 20,000						
2007 GMC 3/4 ton	2030	GEN				$ 50,000															$ 50,000						
2007 GMC 1/2 ton	2030	GEN				$ 30,000															$ 30,000						
2007 Ford 1 ton, dump box, plow, sander	2030	GEN				$ 70,000															$ 70,000						
2008 Ranger	2031	GEN				$ 45,000																$ 45,000					
2008 IHC Dump truck	2031	GEN				$ 170,000																$ 170,000					
1995 Water truck	2032	GEN				$ 180,000																	$ 180,000				
2007 GMC 1/2 ton	2032	GEN				$ 30,000																	$ 30,000				
2000 Cemetery Tractor backhoe	2033	GEN				$ 50,000																		$ 50,000			
Generator 1		GEN																									
Generator 2		GEN																									
Generator 3		GEN																									
Generator 4		GEN																									
Generator 5		GEN																									
Generator 6		GEN																									
Generator 7		GEN																									
Generator 8		GEN																									
					Totals	$ 4,270,000	$ 275,000	$ 260,000	$ 200,000	$ 245,000	$ 275,000	$ 180,000	$ -	$ 450,000	$ 250,000	$ 150,000	$ 225,000	$ 215,000	$ 200,000	$ 315,000	$ 335,000	$ 215,000	$ 210,000	$ 50,000	$ -	$ 50,000	$ 170,000
IT					**INCLUDED IN PW GEN**																						
Copier FH	2016	GEN		2	Capital	$ 45,000				$ 15,000								$ 15,000									$ 15,000
Copier PW	2017	GEN		1	Capital	$ 45,000		$ 15,000							$ 15,000							$ 15,000					
Copiers City Hall	2028	GEN		3	Capital	$ 90,000					$ 15,000		$ 30,000					$ 15,000			$ 15,000				$ 15,000		
Servers	2020	GEN		2	Capital	$ 150,000		$ 15,000		$ 15,000		$ 15,000		$ 15,000		$ 15,000		$ 15,000		$ 15,000		$ 15,000		$ 15,000		$ 15,000	
Computers/Laptops		GEN		2	Capital	$ 172,000		$ 4,000	$ 4,000	$ 50,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 50,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000
Network Equipment		GEN		2	Capital	$ 154,000		$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 50,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 50,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Communications Equipment		GEN			Capital	$ 60,000		$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Other Equipment		GEN			Capital	$ 100,000		$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Asset Management and Technology Support					Capital	$ 420,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Fiber Optic Network Medium Replacement		GEN			Capital	$ 250,000															$ 250,000						
Annual Licensing (operations)					Operations	$ 2,520,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000
					Totals	$ 4,006,000	$ 20,000	$ 65,000	$ 35,000	$ 111,000	$ 50,000	$ 50,000	$ 112,000	$ 50,000	$ 50,000	$ 50,000	$ 35,000	$ 126,000	$ 35,000	$ 50,000	$ 300,000	$ 65,000	$ 82,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
ENGINEERING					**INCLUDED IN PW GEN**																						
GIS - Phase II	5 yr plan	GEN	Study	1	Capital	$ 95,000	$ 15,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000																
Silver Kettle Sidewalk - Phase I	2020	GEN	Study	3	Capital	$ 250,000					$ 250,000																
Zoning Bylaw / SCP Update	2017	GEN	Study	3	Capital	$ 25,000		$ 25,000																			
Flood Plain Mapping	2018	GEN	Study	2	Capital	$ 75,000			$ 75,000																		
Dike Operations, Maintenance, Vegetation	2017	GEN	Compliance/Study	2	Capital	$ 75,000		$ 75,000																			
DCC Bylaw Update	2016	GEN	Study	1	DCC	$ 17,000	$ 17,000																				
				1	Capital	$ -																					
Annual Engineering Reports and Studies	Annual				Capital	$ 830,000				$ 30,000		$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
					Totals	$ 1,272,000	$ 32,000	$ 120,000	$ 95,000	$ 50,000	$ 270,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000	$ 50,000
FIRE / EMERGENCY SERVICES					**INCLUDED IN PW GEN**																						
Platform Ladder Truck	2035			20 year	Capital	$ 1,200,000																				$ 1,200,000	
Pumper Truck 1	2020			20 year	Capital	$ 600,000					$ 600,000																
Pumper Truck 2	2025			20 year	Capital	$ 600,000										$ 600,000											
Rescue Truck 1-Ton	2019			20 year	Capital	$ 100,000				$ 100,000																	
Command Vehicle	2030			15 year	Capital	$ 70,000															$ 70,000						
SCBA (36 units)	2020			15 year	Capital	$ 255,000					$ 255,000																
Fire Hoses	2026			10 year	Capital	$ 60,000											$ 30,000										$ 30,000
SCBA Fill Station	2025			10 year	Capital	$ 60,000										$ 30,000										$ 30,000	
Contributions to RDKB for Cap purchases					Capital	$ 700,000		$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000
					Totals	$ 3,645,000	$ -	$ 35,000	$ 35,000	$ 135,000	$ 890,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 665,000	$ 65,000	$ 35,000	$ 35,000	$ 35,000	$ 105,000	$ 35,000	$ 35,000	$ 35,000	$ 35,000	$ 1,265,000	$ 65,000
MULTI-UTILITY					**Grant dependant**																						
					Funds not allocated																						
					Grant dependant																						
Beacon Solar Power Upgrade	2017	GEN	Condition/Capacity	3	Grants	$ 80,000			$ 80,000																		
Dike Upgrades and Restoration	2021	GEN/DCC/LAND	Condition/Capacity	2	Grants	$ 1,000,000						$ 500,000		$ 500,000													
22nd Street (Hwy 3 to 78th Ave.)	2026	WTR/WWTR	Condition/Capacity	3	Grants	$ 1,200,000											$ 1,200,000										
Boundary Drive (Hwy 3 to 77th Ave.)	2019	WTR/WWTR/ROADS	Condition	3	Grants	$ 700,000				$ 700,000																	
					Totals	$ 2,980,000	$ -	$ -	$ 20,000	$ 350,000	$ -	$ 250,000	$ -	$ 250,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
						20 year total	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
						$ 51,995,282	$ 2,641,282	$ 2,597,000	$ 6,210,000	$ 2,551,000	$ 3,445,000	$ 2,415,000	$ 1,597,000	$ 2,098,000	$ 4,685,000	$ 2,165,000	$ 1,625,000	$ 1,676,000	$ 1,928,000	$ 1,700,000	$ 2,040,000	$ 1,615,000	$ 1,862,000	$ 1,670,000	$ 1,620,000	$ 2,900,000	$ 2,570,000
									BCAAP grant at 25%cost																		
									includes Electrical Sub $4M																		
						Needed for 2016 from various funds	$ 727,000																				

20 year total without Grant dependent projects -$ 244,000
Grant depending projects at 50% cost share $ 870,000
Overall -$ 1,114,000

2016	Surplus	GEN	ELECTRICAL	WATER	WASTE	TOTAL	GRAND TOTAL
		$ 1,592,696	$ 1,628,194	$ 573,008	$ 1,146,584	$ 4,940,482	
			$ (500,000)		$ (500,000)	$ (1,000,000)	$ (1,000,000)
Extra surplus each year available for CAP		$ 100,000	$ 200,000				$ 300,000

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

To:	Committee of the Whole
From:	Manager of Development & Engineering Services
Date:	June 13, 2016
Subject:	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.
Recommendation:	**RESOLVED THAT** the Committee of the Whole 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, S.D.Y.D., Plan KAP28728 and refers the report to the June 27, 2016 Regular Meeting of Council for decision.

BACKGROUND: The City has received a Development Variance Permit application from the owners of property legally described as Lot 22, District Lot 493, S.D.Y.D, Plan KAP28728, located at 125 Victoria Way. The property in question is currently zoned R-1A (Single Family Residential) in the City's Zoning Bylaw and designated Low Density Residential in the Sustainable Community Plan.

The property is pie shaped with a frontage of ~50 feet, the rear side of the parcel is 115.20 feet long, the north side yard is 113.12 feet long and the south side yard is 152.29 feet long (~10,628.64 square feet in size or 0.244 acres).

The Zoning Bylaw setback requirements for front yard and rear yard setbacks are 20 feet for principal building and 5 feet for an accessory use (the pool would be considered accessory to the principal use), interior side setback is 5 feet. The applicants wish to decrease the rear yard setback so that they can build an in ground pool behind their residence. Section 540 of the Local Government Act states that a person may apply to the Board of Variance to permit a minor variance to allow an exemption to relieve hardship. At the present time, the City does not have a Board of Variance, so the approving body is Council.

The applicants wish to put an in ground pool behind their home and are requesting a variance to the rear yard setback in order to proceed with the project. The residence was constructed in 2005 and was set farther back on the property because of a City of Grand Forks utility right of way traversing the front of the property.

The adjacent property owners on either side would not be affected in that the applicants are not requesting a variance to the interior side parcel setback. The property directly behind the subject property is vacant hillside and is owned by the City.

The lot coverage for all buildings is 50% and the applicants are well below that ratio.

Section 541 of the Local Government Act states that notice must be given to all owners and/or tenants, indicating the land that is the subject of the application and the land that is

adjacent to the subject of the application. Staff would send letters to the affected property owners/tenants informing them of the variance application, the time and place where the application will be heard and invite them to submit written submissions by a specified date.

On May 30, 2016, Referral Request Packages were sent to various agencies, organizations and City departments asking them to provide the Development & Engineering Services department with their comments and requirements pertaining to the proposed Development Variance Permit application and setting the response time date as June 27, 2016.

Timeline:

Date	Process
May 27, 2016	DVP application received
May 30, 2016	Referral Packages sent out
June 13, 2016	Report to COTW (introduction)
June 14, 2016	Letters sent to adjacent property owners/tenants
June 27, 2016	Report to RMC (decision)
June 28, 2016	DV Permit prepared & signed
June 30, 2016	Copy of the DVP sent to the applicants & to LTO for registration on title

General: Approving the development variance request would alleviate the applicants' hardship issue in that they would be able to build a back yard in ground pool for their enjoyment.

Strategic Impact:

- The residential property would be enhanced by the installation of a pool which would increase the City's assessment base and in turn generate more taxes.
- Council's Strategic Plan states that we are open yet disciplined in land development decisions.
- Referral request packages were sent to various agencies and departments, and letters will be sent to adjacent property owners informing them of the application and inviting them to comment on the proposed development.
- The applicants would enjoy the recreational activity.

Financial: There is no cost to the taxpayers as the Development Variance Permit fees have been paid by the applicant.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

Policy/Legislation: The Local Government Act governs development variance applications and procedures.

Attachments:
- Development Variance Permit application complete with a site plan showing the proposed development;
- legal plan of property;
- parcel report;
- map showing the zoning of the area;
- Sustainable Community Plan Land Use designation;
- aerial and street view of the property;
- excerpts from the Local Government Act;
- excerpts from the Zoning Bylaw R-1A zone requirements and uses;

Recommendation: **RESOLVED THAT** the Committee of the Whole 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, S.D.Y.D., Plan KAP28728 and refers the report to the June 27, 2016 Regular Meeting of Council for decision.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

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

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

DEVELOPMENT VARIANCE PERMIT APPLICATION

APPLICATION FEE **$350.00** Receipt No. _____

Registered Owner(s): LINDA LOEWEN

Mailing Address: [redacted]

Telephone: Home: Work 30

Legal Description:

PLAN 28728, LOT 22, DL# 493

Street Address: 125 VICTORIA WAY
GRAND FORKS, B.C.

DECLARATION PURSUANT TO THE *WASTE MANAGEMENT ACT*

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

Linda Loewen
(signature)

MAY 25, 2016
(date)

.OVER.....

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

*PLEASE SEE EXPLANATION ON REVERSE SIDE OF THIS PAGE.

Submit the following information with the application:

1. A legible site plan showing the following:

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

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

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

Lyn Louwen
Signature of Owner

MAY 25, 2016
Date

AGENT'S AUTHORIZATION

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

Name of Authorized Agent:_____

Mailing Address: _____

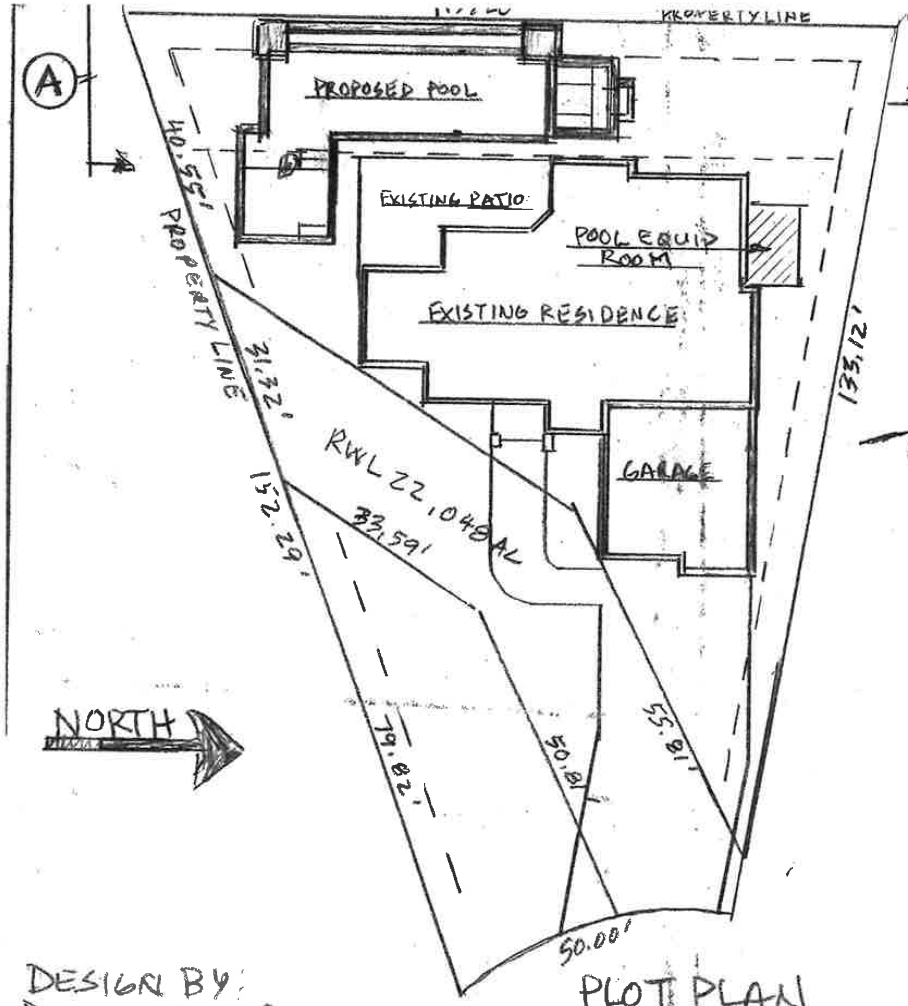
Telephone:_____

Owner(s) Signature of Authorization

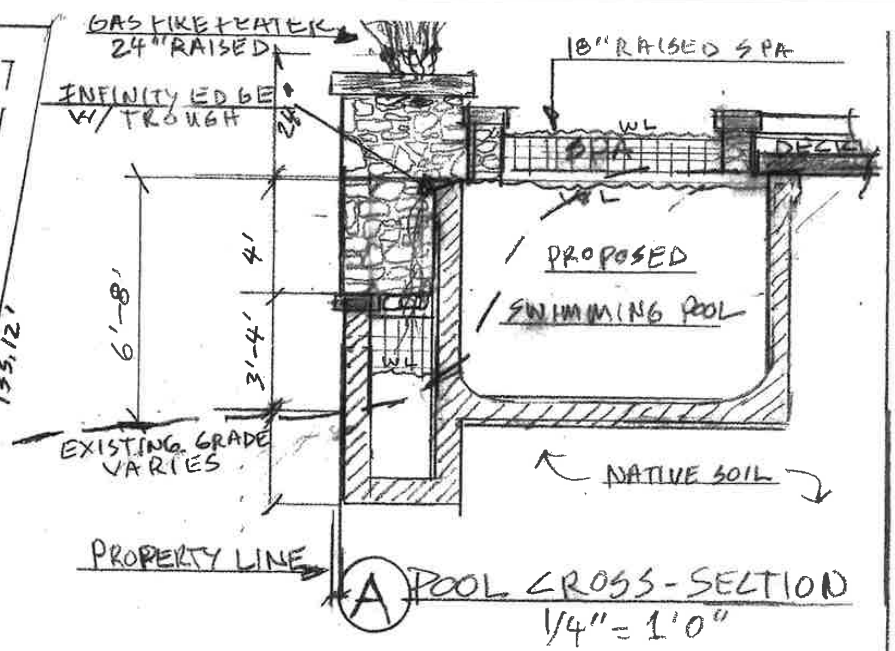
We would like to have a swimming pool installed in our backyard for our grandchildren to enjoy. As per the attached drawings we need to install the pool right on our back property line. Our back yard is on a hillside, and our back property line is adjacent to a vacant lot, which has a utility right-of-way through it, and there are no homes behind ours.

This variance is necessary for us because we had to site our house further back on our lot because of a City utility right-of-way going through the front of our lot, thus restricting the size of our back yard to accommodate a pool within the standard set backs.

Thank you for your consideration.



PLOT PLAN
1/4" = 4'0"

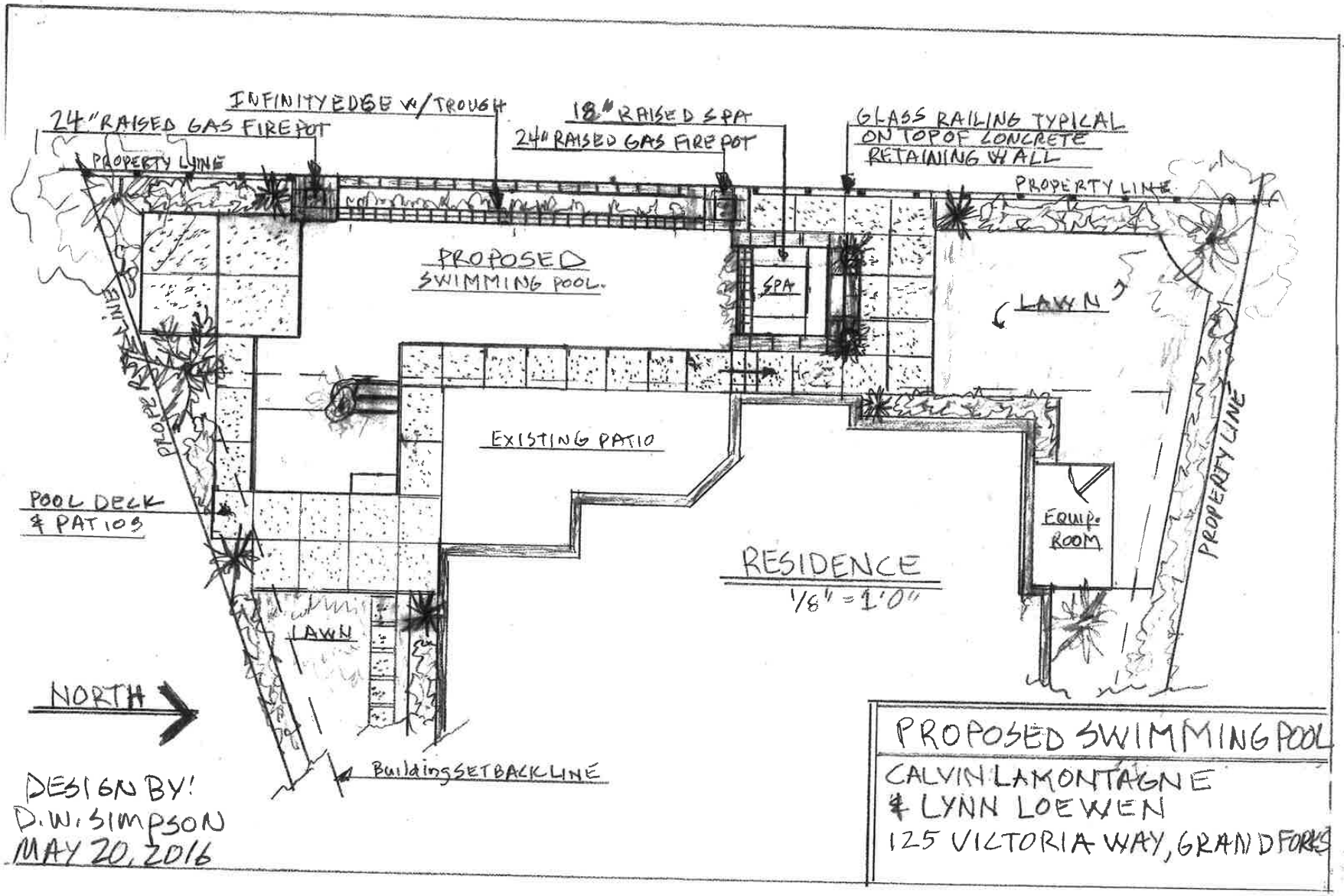


A POOL CROSS-SECTION
1/4" = 1'0"

DESIGN BY:
D.W. SIMPSON
May 20, 2016

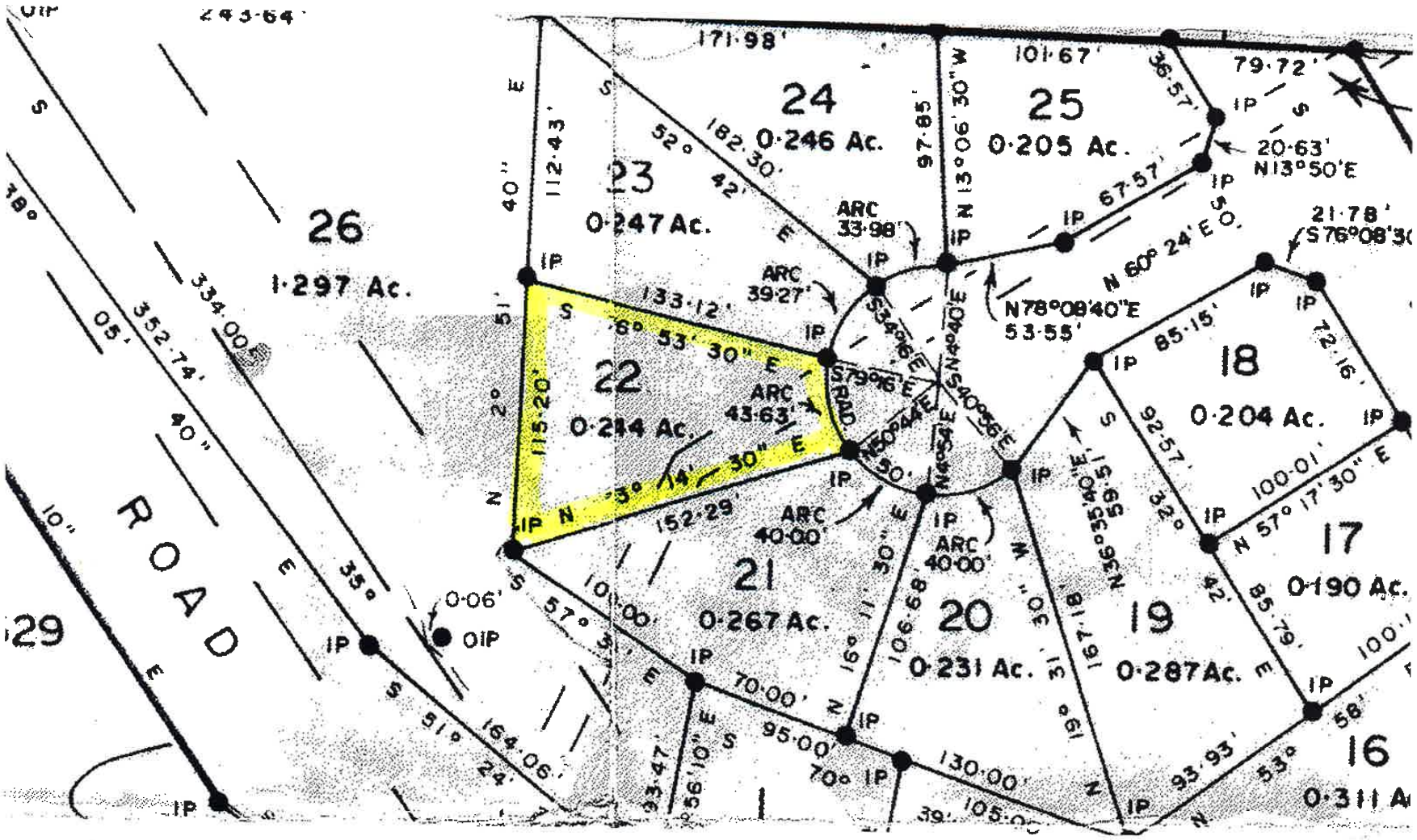
PROPOSED SWIMMING POOL

CALVIN LAMONTAGNE
& LYNN LOEWEN
125 VICTORIA WAY, GRANDFORKS



DESIGN BY:
D.W. SIMPSON
MAY 20, 2016

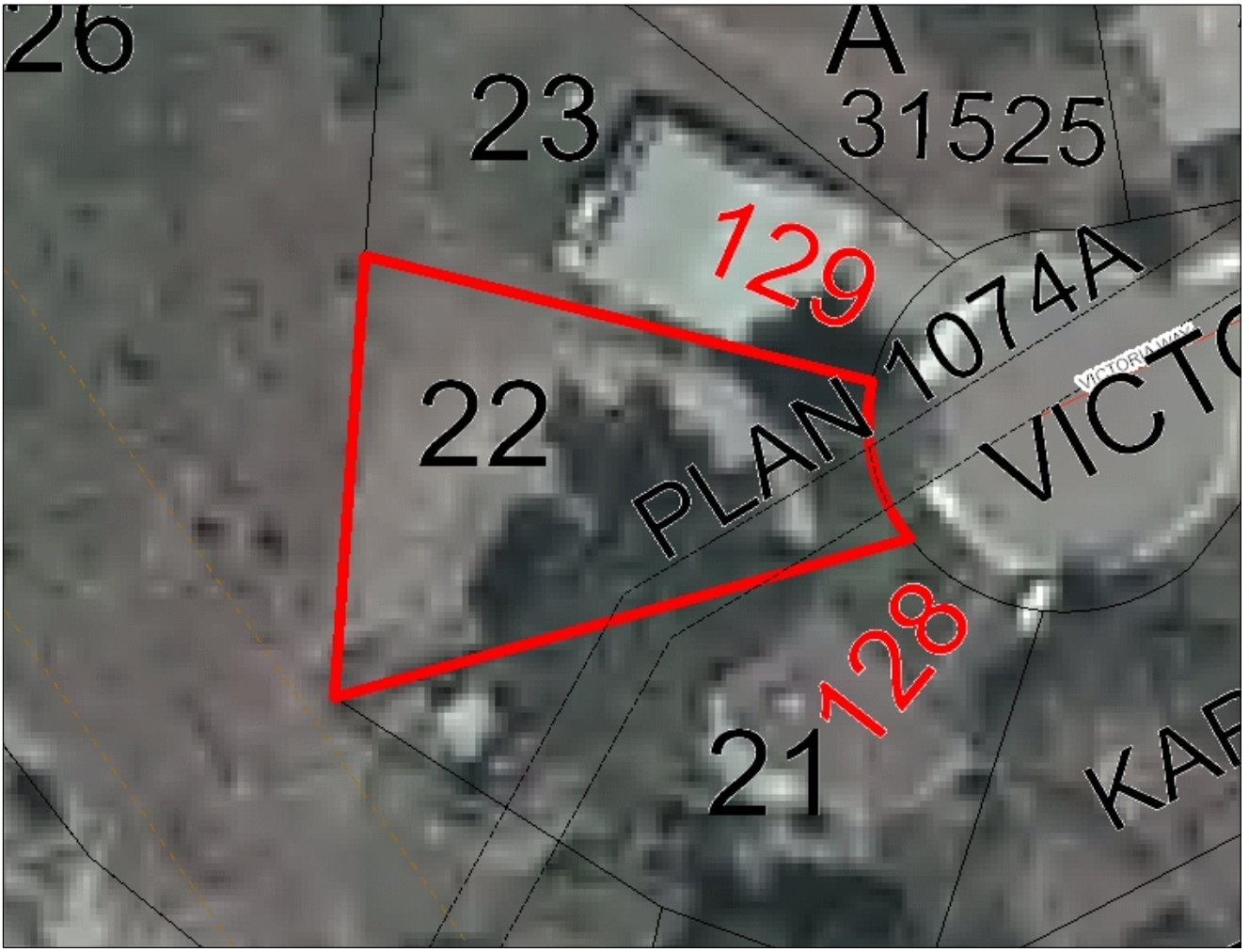
PROPOSED SWIMMING POOL
CALVIN LAMONTAGNE
& LYNN LOEWEN
125 VICTORIA WAY, GRAND FORKS


26
1·297 Ac.
23
0·247 Ac.
24
0·246 Ac.
25
0·205 Ac.
22
0·214 Ac.
21
0·267 Ac.
20
0·231 Ac.
19
0·287 Ac.
18
0·204 Ac.
17
0·190 Ac.
16
ROAD
171·98'
101·67'
79·72'
182·30'
133·12'
152·29'
334·00'
352·74'
164·06'
112·43'
115·20'
97·85'
67·57'
20·63'
N13°50'E
21·78'
N 60° 24' E
N78°08'40"E
53·55'
85·15'
72·16'
92·57'
100·01'
N 57° 17' 30" E
85·79'
93·93'
130·00'
105·00'
95·00'
70·00'
106·68'
167·18'
ARC 33·98'
ARC 39·27'
ARC 43·63'
ARC 40·00'
ARC 40·00'
0·06'
0IP
IP

Regional District of Kootenay Boundary
Interactive Mapping System

Parcel Report

Monday, June 6, 2016



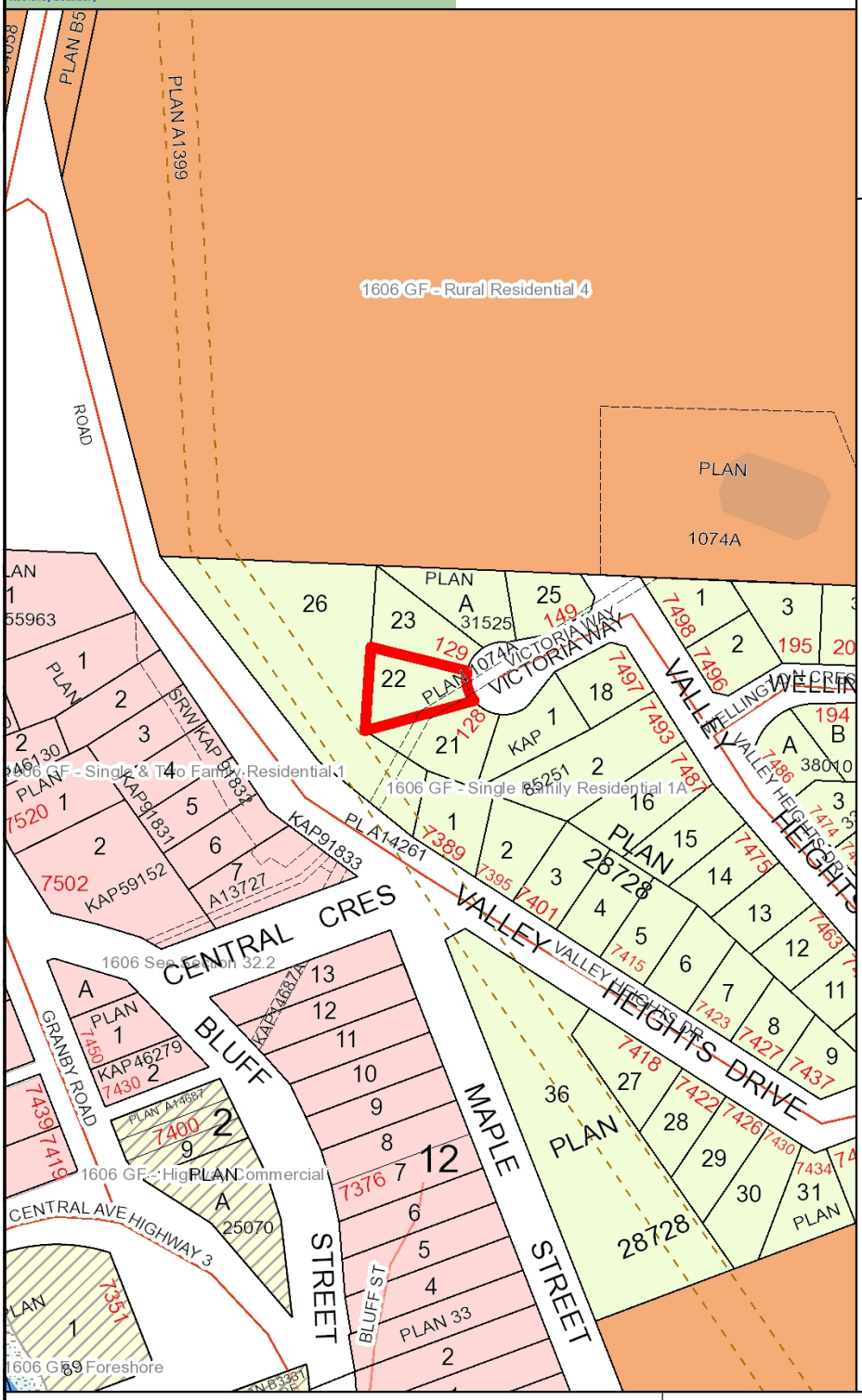
Scale 1: 481

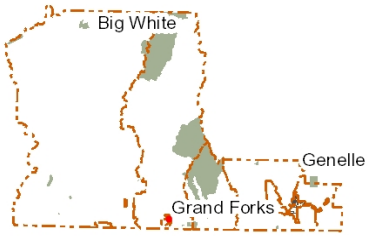
Legal Information

Plan:	KAP28728	Section:		Jurs:	210	Lot Area:	0.244
Block:		Township:		Roll:	1366110	Area Unit:	acr
Lot:	22	Land District:	54	PID:	003-963-721	Width (ft):	0
District Lot:	493					Depth (ft):	0
Street:	125 VICTORIA WAY						
Description:							

Regional District of Kootenay Boundary
Interactive Mapping System

Regional District of Kootenay Boundary





Legend

- Admin
- Cadastral Lines
  - CAD_DISTRICT_LOT
  - CAD_GAS
  - CAD_HIGHWAY
  - CAD_HYDRO
  - CAD_INTER_BDY
  - CAD_LOTLINE
  - CAD_LOTLINE_LICENSE
  - CAD_LOTLINE_WATER
  - CAD_RAILWAY
  - CAD_RAILWAY_ABAN
  - CAD_ROAD
  - CAD_TELEPHONE
  - CAD_TOWNSHIP
- Miscellaneous Cadastral Lines
  - CADM_AIRSTRIP
  - CADM_ARROW
  - CADM_BRIDGE
  - CADM_DEWDNEY_TRAIL
  - CADM_EASEMENT
  - CADM_HOOK
  - CADM_LEASE_LICENSE
  - CADM_MAP_RESERVE
  - CADM_MINERAL_CLAIM
  - CADM_MISC_RW
  - CADM_MTN_TOP_MARKER
  - CADM_SKI_LIFT
  - CADM_STAR
  - CADM_TRANSCANADA_TRAIL
  - CADM_UNSURVEYED_ROAD
- Parcels
- Provincial Park
- City of Grand Forks
  - Single & Two Family Residential 1 (R1)
  - Single Family Residential 1A (R1A)

Scale: 1: 2,500

1 cm represents 25 m

N

0 100 200 m

Datum: NAD 1983 Projection: UTM Zone 11N

Printed on 06-Jun-2016

Notes: CITY OF GRAND FORKS ZONING MAP BYLAW NO. 1606

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

Selkirk College


SUSTAINABLE COMMUNITY PLAN
Land Use Map
125 Victoria Way
RI
LR
Legend
Municipal Boundary
Agriculture/Rural (AR)
Airport (AA)
Commercial Core (CC)
Highway & Tourist Commercial
Light Industry (LI)
Heavy Industry (HI)
Hillside & Resource District (HR)
Environmental Resource Area (ER)
Institutional (IN)
Heritage Corridor (HC)
Low Density Residential (LR)
Medium Density Residential (MR)
Mixed Use Commercial/Residential (MU)
Residential Infill/Intensification (RI)
Park & Open Space (PK)


125 Victoria Way
Development Variance Permit Application
Valley

125 Victoria Way

Development Variance Permit Application

[notice of application for variance] or 543 (2) *[notice of application in relation to early termination of land use contract]* are to be given.

(4) A board of variance must maintain a record of all its decisions and must ensure that the record is available for public inspection during regular office hours.

RS2015-1-539 (B.C. Reg. 257/2015).

Application for variance or exemption to relieve hardship

540. A person may apply to a board of variance for an order under section 542 *[board powers on application]* if the person alleges that compliance with any of the following would cause the person hardship:

(a) a bylaw respecting
  (i) the siting, size or dimensions of a building or other structure, or
  (ii) the siting of a manufactured home in a manufactured home park;

(b) a subdivision servicing requirement under section 506 (1) (c) *[provision of water, sewer and other systems]* in an area zoned for agricultural or industrial use;

(c) the prohibition of a structural alteration or addition under section 531 (1) *[restrictions on alteration or addition while non-conforming use continued]*;

(d) a bylaw under section 8 (3) (c) *[fundamental powers – trees]* of the *Community Charter*, other than a bylaw that has an effect referred to in section 50 (2) *[restrictions on authority – preventing all uses]* of that Act if the council has taken action under subsection (3) of that section to compensate or mitigate the hardship that is caused to the person.

RS2015-1-540 (B.C. Reg. 257/2015).

Notice of application for variance

541. (1) If a person makes an application under section 540, the board of variance must notify all owners and tenants in occupation of

(a) the land that is the subject of the application, and

(b) the land that is adjacent to land that is the subject of the application.

(2) A notice under subsection (1) must state the subject matter of the application and the time and place where the application will be heard.

(3) The obligation to give notice under subsection (1) is satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.

RS2015-1-541 (B.C. Reg. 257/2015).

Board powers on application

542. (1) On an application under section 540, the board of variance may order that a minor variance be permitted from the requirements of the applicable bylaw, or that the applicant be exempted from section 531 (1) *[alteration or addition while non-conforming use continued]*, if the board of variance

(a) has heard the applicant and any person notified under section 541,

(b) finds that undue hardship would be caused to the applicant if the bylaw or section 531 (1) is complied with, and

(c) is of the opinion that the variance or exemption does not do any of the following:
  (i) result in inappropriate development of the site;
  (ii) adversely affect the natural environment;
  (iii) substantially affect the use and enjoyment of adjacent land;
  (iv) vary permitted uses and densities under the applicable bylaw;
  (v) defeat the intent of the bylaw.

(2) The board of variance must not make an order under subsection (1) that would do any of the following:

(a) be in conflict with a covenant registered under section 219 of the *Land Title Act* or section 24A of the *Land Registry Act*, R.S.B.C. 1960, c. 208;

SECTION 34 R-1A (Residential – Single Family) Zone

Permitted Uses

1. The following uses and no others are permitted in an R-1A zone:

   (a) dwelling units;
   (b) religious centres;
   (c) day care centres;
   (d) bed and breakfast accommodations;
   (e) home occupations.

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

   (f) any accessory buildings or structures to any of the above uses.

Regulations

2. On a parcel of land located in an R-1A zone:

   Minimum Parcel Size for Subdivision purposes

   (a) The minimum parcel size is 10,120 square metres (108,913 sq.ft. or 2.5 acres) where there is no community sewage or water system;

   (b) The minimum parcel size is ***1,393.5 square meters (15,000sq ft)*** when the parcel is either connected to a community sewage or water system, but not both; BYLAW 1800

   (c) The minimum parcel size is 697 square metres (7,500 sq.ft.) when the parcel is connected to both a community sewage and water system.

   Number and type of Dwelling Units allowed

   (d) The only type of dwelling unit allowed on a parcel of land in an R-1A zone is;

      (i) One single-family dwelling.

   Height

   (e) No principal building or structure shall exceed 9.75 metres (32 ft) in height. No accessory building or structure shall exceed 4.8 metres (16 ft) in height.

SECTION 34 **R-1A (Residential – Single Family) Zone** cont'd

Setbacks

(f) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:

(i) 6 metres (20 ft) of a front parcel line;
(ii) 1.5 metres (5 ft) of an interior side parcel line;
(iii) 4.6 metres (15 ft) of an exterior side parcel line; or
(iv) 6 metres (20 ft) of a rear parcel line.

Accessory Buildings

(g) The total of all the accessory buildings shall have a floor area not greater than 50% of the principal structure;

(h) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line and not closer to the front parcel line than the facing wall of the principal building to which it is accessory.

Lot Area Coverage

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

Principal building with all accessory buildings and structures 50%

Additional requirements

(j) ****deleted by Bylaw 1679***

(k) The minimum size for a single-family dwelling shall be 75 square metres (800 sq.ft.);

(l) See Sections 13 to 30A of this bylaw.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS – BC –

To:	Committee of the Whole
From:	Manager of Development & Engineering Services
Date:	June 13, 2016
Subject:	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.
Recommendation:	**RESOLVED THAT** the Committee of the Whole 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 a 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.

BACKGROUND: The City has received a Development Variance Permit application from the owners of property legally described as Lot 11, Block 9, District Lot 585, S.D.Y.D, Plan KAP52, located in the 7900 block of Riverside Drive. The property in question is currently zoned R-1 (Single and Two-family Residential) in the City's Zoning Bylaw and designated Low Density Residential in the Sustainable Community Plan.

The property is 42 feet wide by 108 feet long (4,536 square feet in size). The lot is existing non-conforming in that the minimum parcel size in the R-1 zone states the minimum parcel size for subdivision purposes is 7,500 square feet when the parcel is connected to both a community sewage and water system.

The Zoning Bylaw setback requirements for front yard and rear yard setbacks are 20 feet and interior side yard setbacks are 5 feet. The applicants wish to decrease the interior yard setbacks so that they can construct a single family residence with an attached open carport on the vacant property.

Section 540 of the Local Government Act states that a person may apply to the Board of Variance to permit a minor variance to allow an exemption to relieve hardship. At the present time, the City does not have a Board of Variance, so the approving body is Council.

The applicants wish to construct a 1,152 square foot single family residence with an attached 198 square foot open carport on the vacant property and are requesting a variance to this regulation in order to proceed with the project.

The buildings on the adjacent property to the north of Lot 11 are 5 feet from the property. The adjacent property to the south of Lot 11, the existing residence is ~50 feet from the property line (as shown on Map #1).

of principal and all accessory buildings not exceed 50%. 50% of 4,536 is 2,268 square feet and the proposed development is 1,350 square feet, which is well under the 50% area.

Section 541 of the Local Government Act states that notice must be given to all owners or tenants, indicating the land that is the subject of the application and the land that is adjacent to the subject of the application. Staff would send letters to the affected property owners/tenants informing them of the variance application, the time and place where the application will be heard and invite them to submit written submissions by a specified date.

On May 13, 2016, Referral Request Packages were sent to various agencies, organizations and City departments asking them to provide the Development & Engineering Services department with their comments and requirements pertaining to the proposed Development Variance Permit application and setting the response time date as June 1, 2016.

The Development & Engineering Services department received a referral response from the Grand Forks Fire & Rescue Services department stating that the fire department will not allow a variance that will compromise fire safety by reducing setbacks that will promote fire spread as well as hinder safety and fire suppression efforts of the fire department.

The Development & Engineering Services department also received a referral response from the Building Inspection Services stating that the proposed reduced setbacks were okay with his department.

Timeline:

Date	Process
May 11, 2016	DVP application received
May 13, 2016	Referral Packages sent out
June 13, 2016	Report to COTW (introduction)
June 14, 2016	Letters sent to adjacent property owners/tenants
June 27, 2016	Report to RMC (decision)
June 28, 2016	DV Permit prepared & signed
June 30, 2016	Copy of the DVP sent to the applicants & to LTO for registration on title

General: Approving the development variance request would alleviate the applicants' hardship issue in that they would be able to build the single family residence with an attached open carport on the subject property.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

Strategic Impact:

- Vacant residential property will be built on and will increase the City's assessment base and in turn generate more taxes.
- The Strategic Plan states that we are open yet disciplined in land development decisions which will initiate more people moving into Grand Forks.
- Referral request packages were sent to various agencies and departments and letters were sent to adjacent property owners informing them of the application and inviting them to comment on the proposed development.

Financial: There is no cost to the taxpayers as the Development Variance Permit fees have been paid by the applicant.

Policy/Legislation: The Local Government Act governs development variance applications and procedures.

Attachments:
- Development Variance Permit application complete with a site plan showing the proposed development;
- excerpts from the Local Government Act;
- excerpts from the Zoning Bylaw R-1 zone requirements and uses;
- Sustainable Community Plan Land Use designation map;
- Parcel Report of Lot 11;
- Zoning map;
- aerial and street view of the property;
- Grand Forks Fire & Rescue referral response; and
- Grand Forks Building Inspection referral response.

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and recommends to Council to determine if they wish 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 a setback variance from 5 feet to 3 feet on the south parcel side.

OPTIONS:

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

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000

DEVELOPMENT VARIANCE PERMIT APPLICATION

APPLICATION FEE **$350.00** Receipt No. 195228
LOCAL GOVERNMENT ACT, SECTION 498

Registered Owner(s): Egilio Federico and Laurie Anne Federico

Mailing Address: _____

Grand Forks, B.C. V0H 1H0

Telephone: Home: _____ Work_____

Legal Description: Lot 11, Block 9, District Lot 585, Plan 52

P.I.D. 012-703-940

Civic Address: Riverside Drive

DECLARATION PURSUANT TO THE *WASTE MANAGEMENT ACT*

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

_____ May 11, 2016

(signature) (date)

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000

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

Vary the Zoning Bylaw 1606, Section 33(f)(ii) Setbacks from 5 feet to 4 feet on the north parcel side and 3 feet on the south side of the parcel side in order to construct a single family dwelling with an attached carport.

Submit the following information with the application:

1. A legible site plan showing the following:

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

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

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

Signature of Owner

May 11, 2016
Date

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000

AGENT'S AUTHORIZATION

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

Name of Authorized Agent: Michael Kenessey

Mailing Address: _____

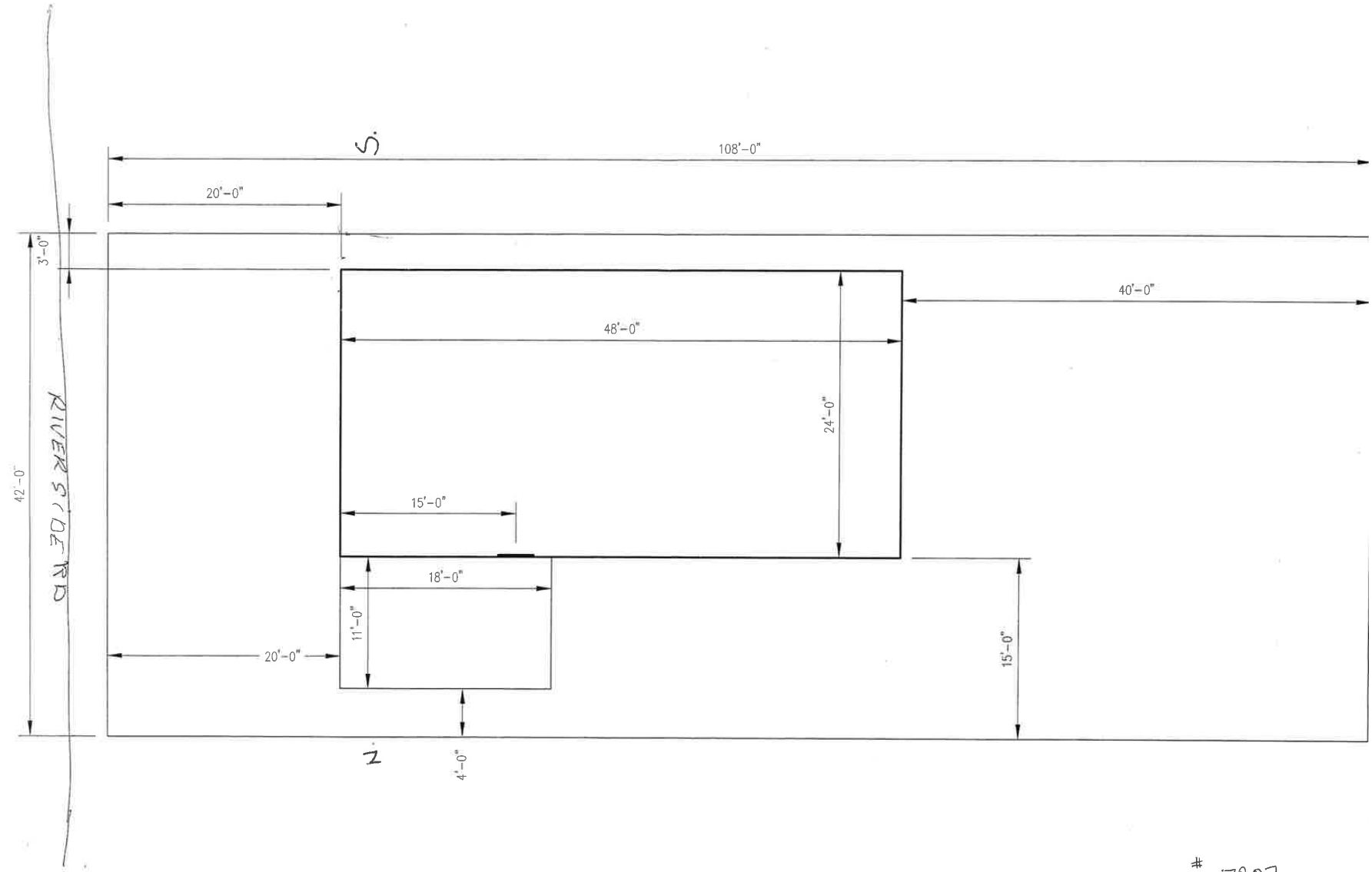
Grand Forks, B.C.

V0H 1H4

Telephone: _____

Email: _____

Owner(s) Signature of Authorization


S.
108'-0"
20'-0"
3'-0"
40'-0"
48'-0"
24'-0"
42'-0"
RIVERSIDE RD
15'-0"
18'-0"
11'-0"
20'-0"
15'-0"
N
4'-0"

7987

[notice of application for variance] or 543 (2) *[notice of application in relation to early termination of land use contract]* are to be given.

(4) A board of variance must maintain a record of all its decisions and must ensure that the record is available for public inspection during regular office hours.

RS2015-1-539 (B.C. Reg. 257/2015).

Application for variance or exemption to relieve hardship

540. A person may apply to a board of variance for an order under section 542 *[board powers on application]* if the person alleges that compliance with any of the following would cause the person hardship:

(a) a bylaw respecting
  (i) the siting, size or dimensions of a building or other structure, or
  (ii) the siting of a manufactured home in a manufactured home park;

(b) a subdivision servicing requirement under section 506 (1) (c) *[provision of water, sewer and other systems]* in an area zoned for agricultural or industrial use;

(c) the prohibition of a structural alteration or addition under section 531 (1) *[restrictions on alteration or addition while non-conforming use continued]*;

(d) a bylaw under section 8 (3) (c) *[fundamental powers – trees]* of the *Community Charter*, other than a bylaw that has an effect referred to in section 50 (2) *[restrictions on authority – preventing all uses]* of that Act if the council has taken action under subsection (3) of that section to compensate or mitigate the hardship that is caused to the person.

RS2015-1-540 (B.C. Reg. 257/2015).

Notice of application for variance

541. (1) If a person makes an application under section 540, the board of variance must notify all owners and tenants in occupation of

(a) the land that is the subject of the application, and

(b) the land that is adjacent to land that is the subject of the application.

(2) A notice under subsection (1) must state the subject matter of the application and the time and place where the application will be heard.

(3) The obligation to give notice under subsection (1) is satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.

RS2015-1-541 (B.C. Reg. 257/2015).

Board powers on application

542. (1) On an application under section 540, the board of variance may order that a minor variance be permitted from the requirements of the applicable bylaw, or that the applicant be exempted from section 531 (1) *[alteration or addition while non-conforming use continued]*, if the board of variance

(a) has heard the applicant and any person notified under section 541,

(b) finds that undue hardship would be caused to the applicant if the bylaw or section 531 (1) is complied with, and

(c) is of the opinion that the variance or exemption does not do any of the following:
  (i) result in inappropriate development of the site;
  (ii) adversely affect the natural environment;
  (iii) substantially affect the use and enjoyment of adjacent land;
  (iv) vary permitted uses and densities under the applicable bylaw;
  (v) defeat the intent of the bylaw.

(2) The board of variance must not make an order under subsection (1) that would do any of the following:

(a) be in conflict with a covenant registered under section 219 of the *Land Title Act* or section 24A of the *Land Registry Act*, R.S.B.C. 1960, c. 208;

PART VI ZONES

SECTION 33 **R-1 (Residential – Single & Two Family) Zone**

Permitted Uses

1. The following uses and no others are permitted in an R-1 zone:

   (a) dwelling units;
   (b) religious centres;
   (c) day care centres;
   (d) bed and breakfast accommodations;
   (e) home occupations.

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

   (f) any accessory buildings or structures to any of the above uses.

Regulations

2. On a parcel of land located in an R-1 zone:

   Minimum Parcel Size for Subdivision purposes

   (a) The minimum parcel size is 10,120 square metres (108,913 sq.ft. or 2.5 acres) where there is no community sewage or water system;

   (b) The minimum parcel size is ***1,393.5 square metres (15,000sq ft)*** when the parcel is either connected to a community sewage or water system, but not both; BYLAW 1800

   (c) The minimum parcel size is 697 square metres (7,500 sq.ft.) when the parcel is connected to both a community sewage and water system.

   Number and type of Dwelling Units allowed

   (d) One of the following types of dwelling units is allowed on a parcel of land in an R-1 zone;

      (i) One single-family dwelling; or
      (ii) One two-family dwelling.

   Height

   (e) No principal building or structure shall exceed 9.75 metres (32 ft) in height. No accessory building or structure shall exceed 4.8 metres (16 ft) in height.

SECTION 33 **R-1 (Residential – Single & Two Family) Zone** cont'd

Setbacks

(f) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:

(i) 6 metres (20 ft) of a front parcel line;
(ii) 1.5 metres (5 ft) of an interior side parcel line;
(iii) 4.6 metres (15 ft) of an exterior side parcel line; or
(iv) 6 metres (20 ft) of a rear parcel line.

Accessory Buildings

(g) The total of all the accessory buildings shall have a floor area not greater than 50% of the principal structure;

(h) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line and not closer to the front parcel line than the facing wall of the principal building, to which it is accessory.

Lot Area Coverage

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

Principal building with all accessory buildings and structures 50%

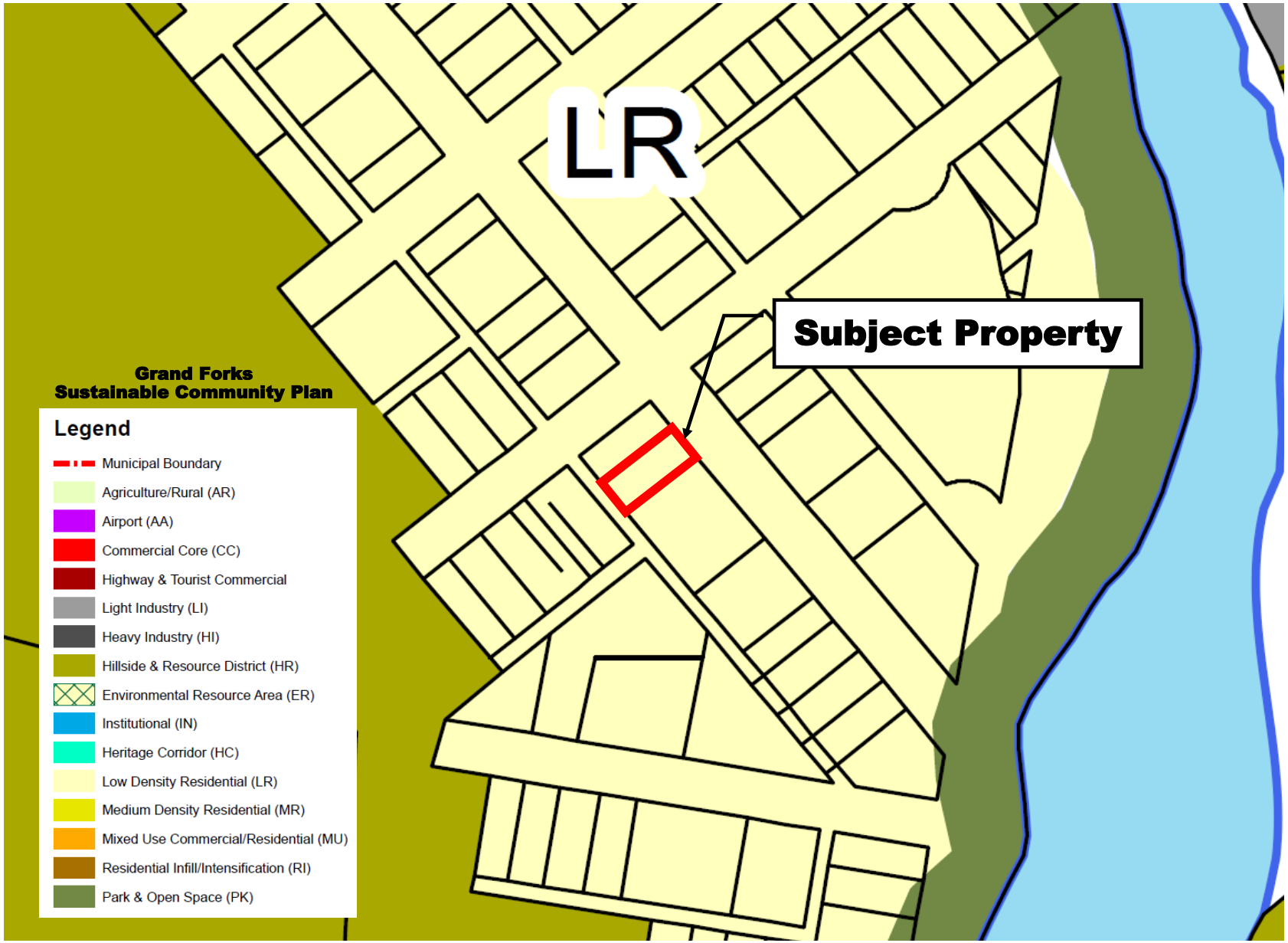
Additional requirements

(j) ****deleted by Bylaw 1888***

(k) ****deleted by Bylaw 1679***

(l) The minimum size for a single-family dwelling shall be 75 square metres (800 sq.ft.);

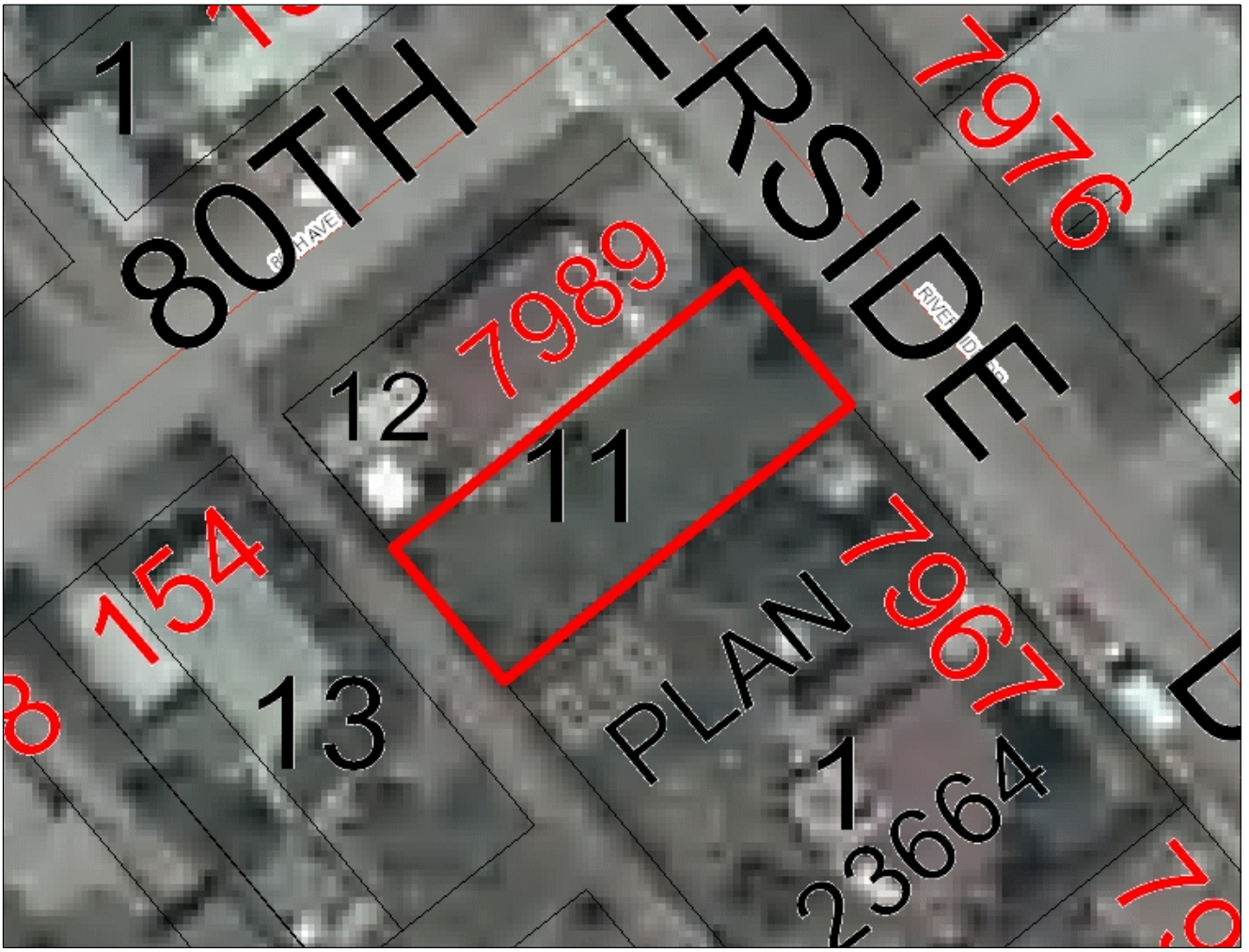
(m) See Sections 13 to 30A of this Bylaw.


LR
Subject Property
Grand Forks
Sustainable Community Plan
Legend
Municipal Boundary
Agriculture/Rural (AR)
Airport (AA)
Commercial Core (CC)
Highway & Tourist Commercial
Light Industry (LI)
Heavy Industry (HI)
Hillside & Resource District (HR)
Environmental Resource Area (ER)
Institutional (IN)
Heritage Corridor (HC)
Low Density Residential (LR)
Medium Density Residential (MR)
Mixed Use Commercial/Residential (MU)
Residential Infill/Intensification (RI)
Park & Open Space (PK)

Regional District of Kootenay Boundary
Interactive Mapping System

Parcel Report

Monday, June 6, 2016



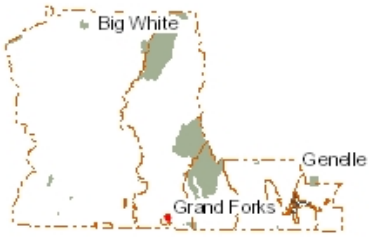
Scale 1: 451

Legal Information

Plan:	KAP52	Section:		Jurs:	210	Lot Area:	0.104
Block:	9	Township:		Roll:	511105	Area Unit:	acr
Lot:	11	Land District:	54	PID:	012-703-940	Width (ft):	0
District Lot:	585					Depth (ft):	0
Street:	RIVERSIDE DR						
Description:							

Regional District of Kootenay Boundary
Interactive Mapping System

Regional District of Kootenay Boundary



Legend

- Admin
- Cadastral Lines
  - CAD_DISTRICT_LOT
  - CAD_GAS
  - CAD_HIGHWAY
  - CAD_HYDRO
  - CAD_INTER_BDY
  - CAD_LOTLINE
  - CAD_LOTLINE_LICENSE
  - CAD_LOTLINE_WATER
  - CAD_RAILWAY
  - CAD_RAILWAY_ABAN
  - CAD_ROAD
  - CAD_TELEPHONE
  - CAD_TOWNSHIP
- Miscellaneous Cadastral Lines
  - CADM_AIRSTRIP
  - CADM_ARROW
  - CADM_BRIDGE
  - CADM_DEWDNEY_TRAIL
  - CADM_EASEMENT
  - CADM_HOOK
  - CADM_LEASE_LICENSE
  - CADM_MAP_RESERVE
  - CADM_MINERAL_CLAIM
  - CADM_MISC_RW
  - CADM_MTN_TOP_MARKER
  - CADM_SKI_LIFT
  - CADM_STAR
  - CADM_TRANSCANADA_TRAIL
  - CADM_UNSURVEYED_ROAD
- Parcels
- Provincial Park
- City of Grand Forks
  - Single & Two Family Residential 1 (R1)
  - Single Family Residential 1A (R1A)

Scale: 1: 2,500

1 cm represents 25 m

0 100 200 m

Datum: NAD 1983 Projection: UTM Zone 11N

Printed on 06-Jun-2016

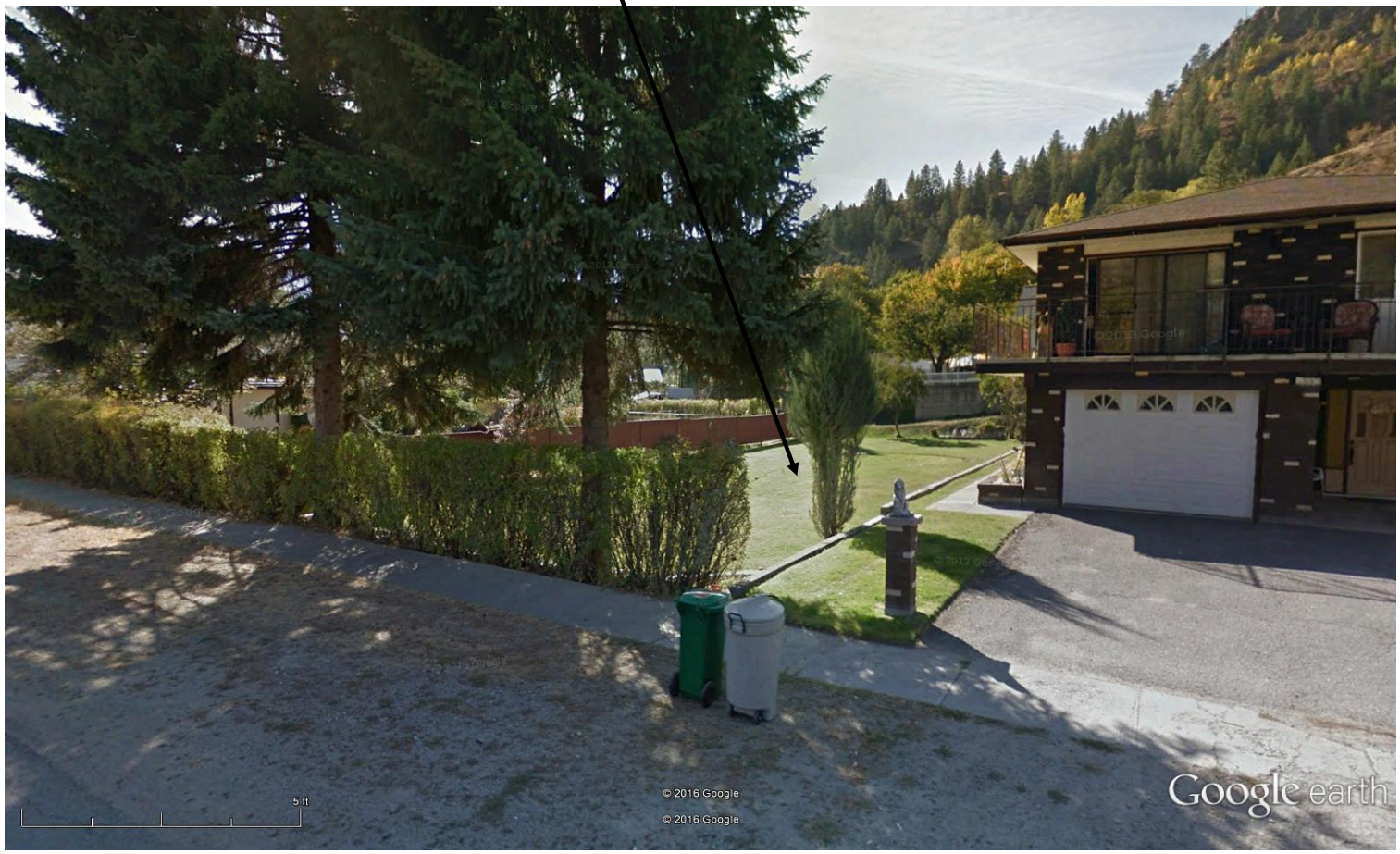
Notes: CITY OF GRAND FORKS ZONING MAP BYLAW NO. 1606

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

Selkirk College

Aerial View of Subject Property (Lot 11, Block 9, DL 585, Plan KAP52)

Street View of Subject Property (Lot 11, Block 9, DL 585, Plan KAP52)



The City of Grand Forks
REFERRAL REQUEST FORM

TO: Agencies/Departments Listed Below

FROM: Development & Engineering Services Department

DATE: May 13, 2016

SUBJECT: **Development Permit/Rezoning/Subdivision**
Purpose: Development Variance Permit application
Legal Description: Lot 11, Block 9, DL 585, Plan KAP52 (PID 012-703-940)
Address: Riverside Drive
Applicant: Michael Kenessey
Owner: Egilio & Laurie Federico

Please provide this department with your comments and requirements pertaining to the proposed Development Variance Permit application, as shown on the attached plan.

If convenient, please enter comments or tick the "No Comments" box below and **E-MAIL** this letter, together with any attachments to dsheets@grandforks.ca. Please feel free to contact the undersigned directly for further information regarding this Development Variance Permit application. Your cooperation in assisting us in evaluating and processing the attached application expeditiously is appreciated. If no reply is received within the stated time period, we will consider that you have no comments to provide.

- ☐ No Comments
- ☑ Comments include (attach separate letter, if required)

FIRE DEPT. WILL NOT ALLOW VARIANCE THAT WILL COMPROMISE FIRE SAFETY. REDUCING SET BACKS WILL PROMOTE FIRE SPREAD AS WELL AS HINDER SAFETY AND FIRE SUPPRESSION EFFORT OF THE FIRE DEPT.

Please **E-MAIL** your reply to Dolores Sheets on or before **Jun 1, 2016.**

Distribution List

- ☐ Agricultural Land Commission
- ☐ BC Assessment Authority (info only)
- ☐ Ministry of Agriculture
- ☐ BC Assessment Authority
- ☐ Fortis BC
- ☐ TELUS
- ☐ BC Transit, Operations Manager
- ☐ Canada Post Corp., Delivery Services Officer
- ☐ Interior Health (Nelson Health Centre)
- ☐ Ministry of Environment
- ☐ MOTI
- ☐ Shaw Cable
- ☐ RCMP
- ☐ Manager of Operations
- ☐ Manager of Development & Engineering
- ☐ School District No. 51
- ☑ Grand Forks Fire and Rescue Services
- ☐ Grand Forks Public Works **Water**
- ☐ Grand Forks Public Works **Roads**
- ☐ Grand Forks Public Works **Electrical**
- ☐ Building Inspection Services
- ☐ RDKB Waste Services
- ☐ First Nations
- ☐ RDKB – Manager of Infrastructure Services
- ☐ RDKB – Engineering
- ☐ Urban Systems Ltd. - Engineering
- ☐ Other (specify) _____

The City of Grand Forks
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- ☐ No Comments
- ☒ Comments include (attach separate letter, if required)

The setbacks would be OK twith the Building Inspection Office

Please **E-MAIL** your reply to Dolores Sheets on or before **Jun 1, 2016.**

Distribution List

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- ☐ RCMP
- ☐ Manager of Operations
- ☐ Manager of Development & Engineering
- ☐ School District No. 51
- ☐ Grand Forks Fire and Rescue Services
- ☐ Grand Forks Public Works **Water**
- ☐ Grand Forks Public Works **Roads**
- ☐ Grand Forks Public Works **Electrical**
- ☒ Building Inspection Services
- ☐ RDKB Waste Services
- ☐ First Nations
- ☐ RDKB – Manager of Infrastructure Services
- ☐ RDKB – Engineering
- ☐ Urban Systems Ltd. - Engineering
- ☐ Other (specify) _____

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS - BC -

To: Committee of the Whole

From: Manager of Development & Engineering Services

Date: June 13, 2016

Subject: Development Permit application to subdivide industrial property located at 7920 Donaldson Drive

Recommendation: **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.

BACKGROUND: The City has received an application for a Development Permit for property located at 7920 Donaldson Drive, legally described as Lot 1, Block 14, D.L. 520, S.D.Y.D., Plan KAP1339, to subdivide the property from one lot to three lots.

The subject property is located in the Light Industrial Development Permit Area, and prior to subdivision approval, a property located in a Development Permit Area must apply for and receive approval of a Development Permit.

The zoning of the property is I-2 (General Industrial) and there is no minimum parcel size requirement in the I-2 zone.

The property is 0.195 hectares (0.482 acres) in size and the applicants would like to subdivide the property into 3 separate lots. The proposed lots after subdivision would be 0.055 hectares (0.136 acres), 0.053 hectares (0.131 acres) and 0.087 hectares (0.215 acres). Access to the proposed lots would be from Donaldson Drive and parking would be accommodated on site as shown on the enclosed site plan.

The current property is connected to City water and has one septic system. If the applicants subdivide the property, each lot would require a water service and a septic system.

A Registered Onsite Wastewater Practitioner performed a site plan assessment of the property to ascertain if the proposed subdivided lots were able to supply a septic system dispersal field. The findings of the assessment indicated that there is enough area for the septic for all three lots.

March 30, 2016, Referral Request packages were sent to various agencies and departments with a response date of April 30, 2016. No responses or comments were received as of the deadline date.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS BC

Timeline:

Date	Process
March 30, 2016	Referral Packages sent out
May 20, 2016	Staff prepares RFD/DP Package
June 13, 2016	Report to COTW (introduction)
June 27, 2016	Report to RMC (decision)

Strategic Impact:

- The subdivided properties will increase the City's assessment base and in turn will generate more taxes.
- The vacant properties for sale may promote new industrial business to relocate to Grand Forks.
- The Sustainable Community Plan (SCP) is a public document and specifies Development Permit Areas and guidelines.
- New business starting up in to Grand Forks and possibly creating local job opportunities.

Financial: Financial benefits to the City after the property is subdivided, sold and development begins, will include:

- development and Building permit application fees,
- payment of Water Development Cost Charges,
- added tax assessment and taxes in the future,
- additional jobs in the community.

Policy/Legislation: The requirements for a Light Industrial Development Permit and the guidelines to be considered when approving a permit are contained in the Sustainable Community Plan and the Local Government Act.

Attachments:

- development permit and subdivision application;
- Site map showing parking spaces & septic areas;
- Parcel Report showing the location of existing buildings;
- Zoning map of the subject property;
- Land Use Map;
- Development Permit Area Map;
- Onsite Wastewater Site Plan Assessment report;
- completed Site Profile;
- excerpts from the SCP and I-2 zone regulations and uses; and
- excerpts from the Local Government Act.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS - BC -

Recommendation: **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.

OPTIONS:

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

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000

DEVELOPMENT PERMIT APPLICATION

APPLICATION FEE **$200.00** Receipt No. 195359

Requirement of the City of Grand Forks Sustainable Community Plan Bylaw No. 1919 for all multi-family, hillside development, commercial, light industrial and environmentally sensitive developments, alterations and subdivisions.
All new development where City services are available will be subject to Development Cost Charges.

Registered Owner(s): Donald & Sandra Colclough

Mailing Address: _____

Grand Forks, B.C. VOH 1H1

Telephone: Home: _____ Work: _____

Legal Description: Lot 1, Block 14, D.L. 520, SDYD, Plan KAP1339

P.I.D. 010-119-311

Street or Civic Address: 7920 Donaldson Drive

DECLARATION PURSUANT TO THE *WASTE MANAGEMENT ACT*

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

(signature) (date) May 31/16

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000

Description of Proposed Subdivision and or Development to be included in the Development Permit Area:

To subdivide Lot 1 into 3 separate lots of ~6,600 square feet in size.

Submit the following information with the application:

1. For Commercial or Industrial subdivision applications – plan showing new lots to be created.

2. For development purposes, a legible site plan drawn to scale, showing the following:
   (a) The boundaries and dimensions of the subject property.
   (b) The location of any proposed or present buildings.
   (c) Color rendition of proposed development.
   (d) The location of off-street parking facilities.
   (e) The location of off-street loading facilities.
   (f) The location of any proposed access roads, screening, landscaping or fencing.
   (g) The location of refuse containers and parking area lighting.

3. Professionally drawn site elevations, façade applications for proposed or present buildings, identifying colors, canopies, window trim and sign specifications.

4. Site Profile (if necessary in accordance with Section 557 of the Local Government Act).

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

Signature of Owner

May 31/16
Date

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000

AGENT'S AUTHORIZATION

I hereby authorize the person/company listed below to act on my behalf with respect to this application and that the information provided is full and complete and to the best of knowledge to be a true statement of the facts.

Name of Authorized Agent:_____

Mailing Address: _____

_____

Telephone:_____

Email: _____

_____

Owner(s) Signature of Authorization

THE CORPORATION OF THE CITY OF GRAND FORKS

APPLICATION FOR
PRELIMINARY ACCEPTANCE OF A SUBDIVISION
OR APPLICATION FOR STRATA CONVERSION

Receipt No. 194880 Date: MARCH 2 / 16

Applicant's Name: DONALD & SANDRA COLCLOUGH

Applicant's Address:

Agent for Applicant:

Agent's Address:

Legal Description of Property to be Subdivided or Strata Converted

LOT 1 BLOCK 14 D.L. 520 SDYD PLAN 1339 (010-119-311)

Civic or Street Address: 7920 DONALDSON DRIVE

Current Zoning of Property I2

I/We hereby apply for preliminary acceptance of a subdivision or strata conversion of the above-described property and as shown on the attached plan. The subdivision will be in accordance with Bylaw No. 1424 and any amendments thereto.

Examination Fee (first lot – non refundable)	$100.00
Additional Lots Created ($100.00 x 3 lots) (non refundable)	300.00
Total Subdivision Fees	$400.00
or	
Application for strata conversion	$100.00

S. Colclough
Applicant's/Agent's signature

NOTE TO APPLICANT:

- Applicant must provide a site profile to the Approving Officer when applying for subdivision of land that was used for industrial or commercial purposes or activities.
- Approval of preliminary application for subdivision is only valid for 3 months from date of acceptance.
- Form T approval of strata conversion is only valid for 6 months from date of acceptance.

DECLARATION PURSUANT TO *WASTE MANAGEMENT ACT*

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

City Office Use Only

Preliminary Subdivision/Strata Conversion Checklist

Lot size created 3 - 6600 SQ. FT. LOTS

Number of units to be converted _____

Existing Zoning I 2

Other Comments _____

Above checked by: _____

Development Cost Charges

Single Family (per lot created)	Sewer $2,377. x _____ = _____ Water $2,435. x _____ = _____
Two Family semi-detached (per lot created)	Sewer $3,803. x _____ = _____ Water $3,896. x _____ = _____

*Preliminary Subdivision or Strata Conversion approval is hereby granted based on the attached drawings. Should any services be required to be moved to accommodate the subdivision, the relocation shall be at the sole expense of the subdivider. All newly created lots, where City services are available, are subject to Development Cost charges as outlined in the City of Grand Forks Bylaw No. 1425 as listed above.

And any other requirements as listed: _____

Dated this _____ day of _____, _____

_____
Approving Officer for the City of Grand Forks

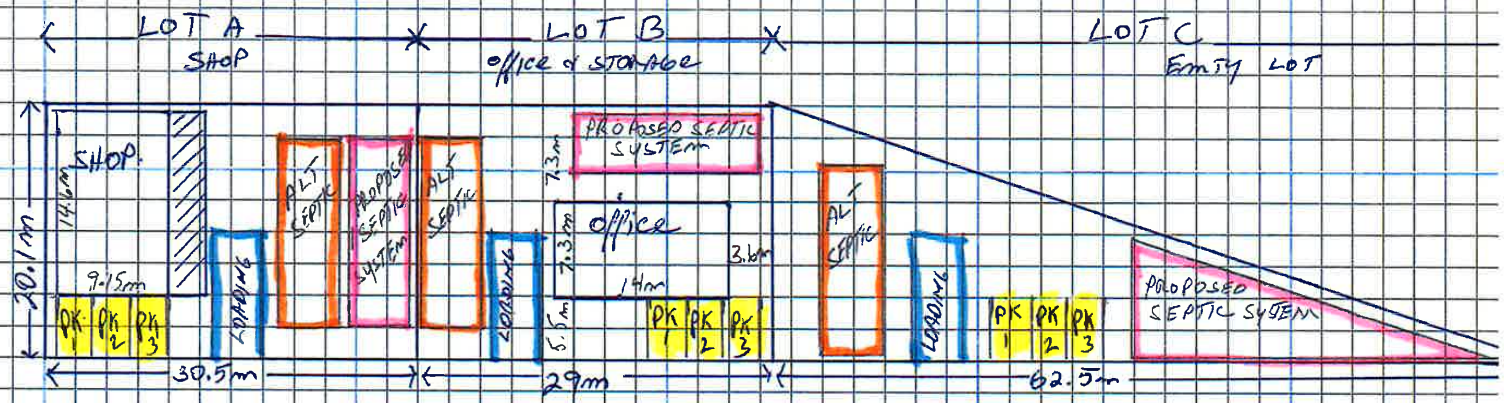
*Strata Conversion approval will be granted by the endorsement by Approving Authority Form T.

*Applicant is exempt from the duty to provide a site profile under Section 26.1 of the *Waste Management Act* with respect to industrial or commercial purposes and industrial and commercial activities, which are not described in Schedule 2 of the Site Profile package.

(N:forms/planning/preliminary approval of subdivision or strata conversions)

LOT 1 BLOCK 14 PLAN KAP 1339 DL 520 SDYD FOLIO 21000997.500
7920 DONALDSON DRIVE GRAND FORKS B.C. PID # 010-119-311

DONALD
SANDRA
25



PROPOSED SEPTIC SYSTEMS
ALT SEPTIC SYSTEMS
PARKING
LOADING

SCALE 1:400 m

Regional District of Kootenay Boundary
Interactive Mapping System

Parcel Report

Tuesday, June 7, 2016

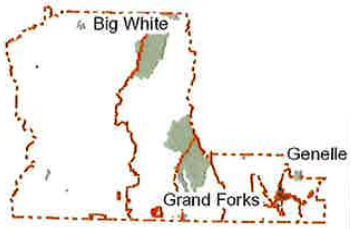
Scale 1: 884

Legal Information

Plan:	KAP1339	**Section:**		**Jurs:**	210	**Lot Area:**	0.482
Block:	14	**Township:**		**Roll:**	997500	**Area Unit:**	acr
Lot:	1	**Land District:**	54	**PID:**	010-119-311	**Width (ft):**	0
District Lot:	520					**Depth (ft):**	0
Street:	7920 DONALDSON DR						
Description:							

Regional District of Kootenay Boundary
Interactive Mapping System

Regional District of Kootenay Boundary



Legend

- Admin
- Cadastral Lines
  - CAD_DISTRICT_LOT
  - CAD_GAS
  - CAD_HIGHWAY
  - CAD_HYDRO
  - CAD_INTER_BDY
  - CAD_LOTLINE
  - CAD_LOTLINE_LICENSE
  - CAD_LOTLINE_WATER
  - CAD_RAILWAY
  - CAD_RAILWAY_ABAN
  - CAD_ROAD
  - CAD_TELEPHONE
  - CAD_TOWNSHIP
- Miscellaneous Cadastral Lines
  - CADM_AIRSTRIP
  - CADM_ARROW
  - CADM_BRIDGE
  - CADM_DEWDNEY_TRAIL
  - CADM_EASEMENT
  - CADM_HOOK
  - CADM_LEASE_LICENSE
  - CADM_MAP_RESERVE
  - CADM_MINERAL_CLAIM
  - CADM_MISC_RW
  - CADM_MTN_TOP_MARKER
  - CADM_SKI_LIFT
  - CADM_STAR
  - CADM_TRANSCANADA_TRAIL
  - CADM_UNSURVEYED_ROAD
- Parcels
- Provincial Park
- City of Grand Forks
  - Single & Two Family Residential 1 (R1)
  - Single Family Residential 1A (R1A)

Scale: 1: 2,676

1 cm represents 26.76 m

0 100 200 m

Datum: NAD 1983 Projection: UTM Zone 11N

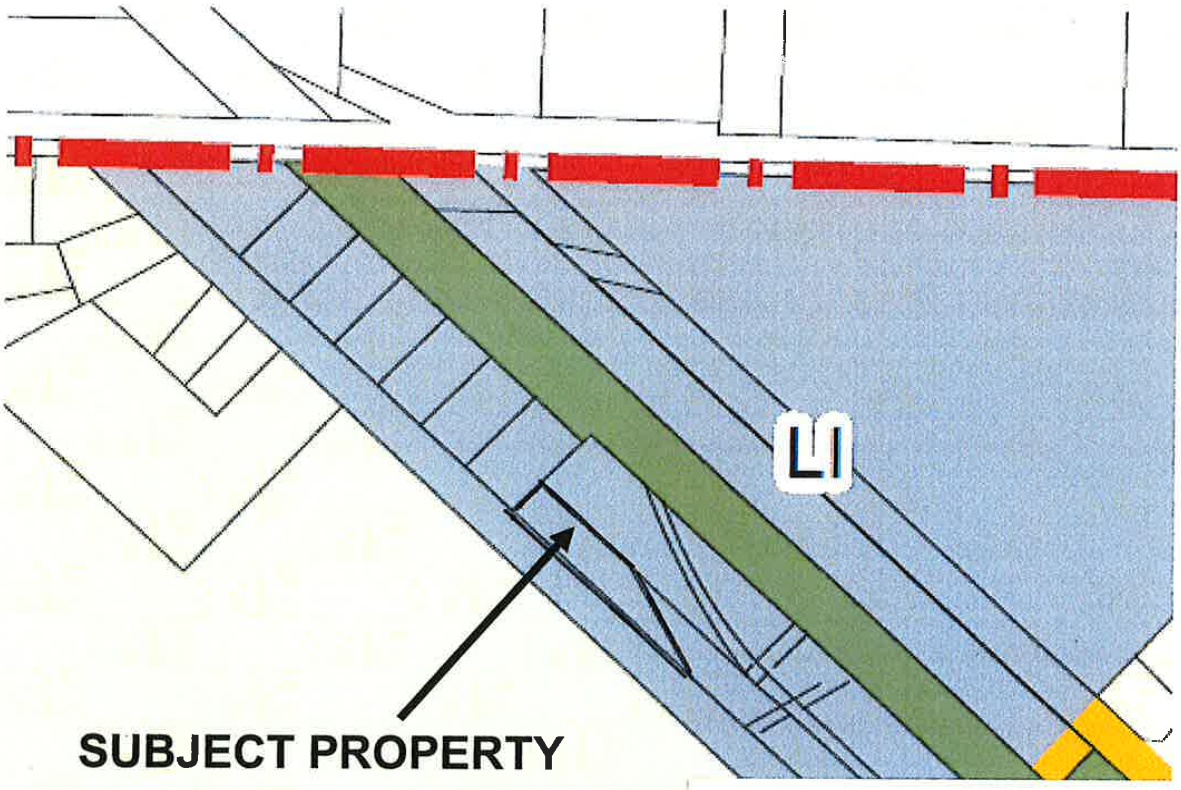
Printed on 07-Jun-2016

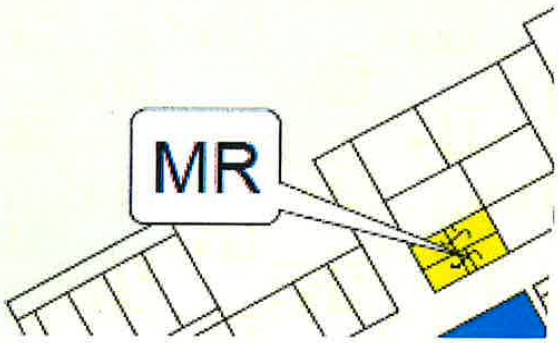
Notes:

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

Selkirk College

SCP LAND USE MAP

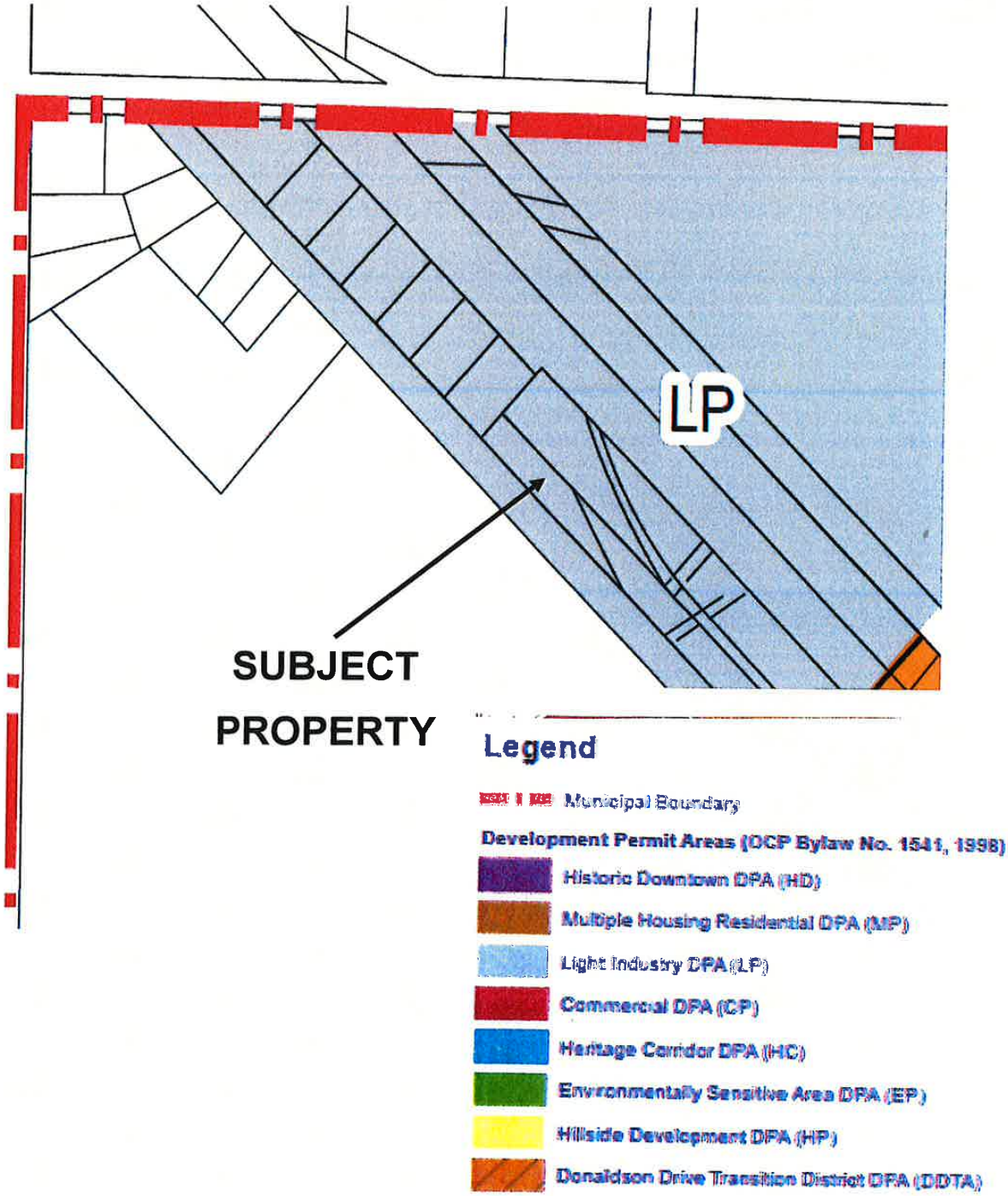




Legend

- Municipal Boundary
- Agriculture/Rural (AR)
- Airport (AA)
- Commercial Core (CC)
- Highway & Tourist Commercial
- Light Industry (LI)
- Heavy Industry (HI)
- Hillside & Resource District (HR)
- Environmental Resource Area (ER)
- Institutional (IN)
- Heritage Corridor (HC)
- Low Density Residential (LR)
- Medium Density Residential (MR)
- Mixed Use Commercial/Residential (MU)
- Residential Infill/Intensification (RI)
- Park & Open Space (PK)

DEVELOPMENT PERMIT AREA MAP



JIMMY BRYANT, ROWP
OW0587

COPY:
_IHA
_OWNER
_FILE

ONSITE WASTEWATER SITE PLAN ASSESSMENT FOR FOLIO NO. 21000997.500

P.I.D. #010-119-311 Plan 1, Block 12, Plan KAP 1339, DL 520, SDYD 7920 Donaldson Drive, Grand Forks, BC, V0H1H1
Donald E. Cloclough, Sandra J. Colclough
(250)442-2674

INTRODUCTION:

SITE INFORMATION AND DESIGN FLOW:

The property is 0.213 hectares in size, Owners are wanting to subdivide into 3 separate lots. Lot A would be 0.0613 hectares, Lot B would be 0.0583 Hectares, Lot C would be 0.0935

WATER SOURCE: Water is provided by the City of Grand Forks

SITE INVESTIGATION: **Soil Profile Log Pit #1**

Currently this area is part of the parking space

DEPTH	COLOUR	COMMENTS
0-15cm	Grey	Road crush imported material
15cm–120cm	Grey	Gravell, structure less, coble
120cm–140cm	Greyish Brown	Gravelly, structureless, some fine sand

REGISTERED ONSITE WASTEWATER PRACTITIONER
ASTTBC
JAMES BRYANT
PL IN
OW0587

Soil Profile Log Pit #2

Currently this area is part of the parking space

DEPTH	COLOUR	COMMENTS
0-15cm	Black Brown	Road crush imported material
15cm-95cm	Brown	Gravell, structure less, coble
95cm-145cm	Greyish Brown	Gravelly, structureless, some fine sand

Soil Profile Log Pit #3

This area is being used as storage area and there is a dry well for the current septic in place in the area

REGISTERED ONSITE WASTEWATER PRACTITIONER
ASTTBC
JAMES BRYANT
PL IN
OW0587

DEPTH	COLOUR	COMMENTS
0-30cm	Black Brown	Vegetative layer, Gravelly,
30cm-95cm	Brown	Gravelly, structure less, coble
95cm-145cm	Greyish Brown	Gravelly, structureless, some fine sand

Soil Profile Log Pit #4

This area is being used as storage area and there is a dry well for the current septic in place in the area

DEPTH	COLOUR	COMMENTS
0-15cm	Black Brown	Vegetative layer, Gravelly
15cm-95cm	Brown	Gravelly, structure less, coble
95cm-145cm	Greyish Brown	Gravelly, structureless, some fine sand, fine roots

Soil Profile Log Pit #5

Bare lot

DEPTH	COLOUR	COMMENTS
0-15cm	Black Brown	Vegetative Layer, Gravelly
15cm-95cm	Brown	Gravelly, structure less, coble, roots
95cm-145cm	Greyish Brown	Gravelly, structureless, some fine sand

REGISTERED ONSITE WASTEWATER PRACTITIONER
ASTTBC
JAMES BRYANT
PL IN
OW0587

Soil Profile Log Pit #6

Bare Lot

DEPTH	COLOUR	COMMENTS
0-15cm	Vegetative layer	Vegetative layer
15cm-95cm	Brown	Gravell, structure less, coble
95cm-145cm	Greyish Brown	Sandy layer struycture less small cobble some vedry fine roots

PERMEABILITY TEST PROCEDURE

I chose and used the permeameter method

PERMEAMETER TEST RESULTS

Auger Hole	k(fs)mm/day
Perm Hole #1	28mm/mins
Perm Hole#2	29mm/mins
PermHole#3	32mm/mins
Perm Hole#4	26mm/min
PermHole#5	30mm/mins
Perm Hole #6	22mm/mins

REGISTERED ONSITE WASTEWATER PRACTITIONER
ASTTBC
JAMES BRYANT
PL IN
OW0587

System Design Details:

Soils and permeameter assessment indicate that a dispersal field, based on a daily design flow of 700liters per day(Lot A Building is currently 140m2, Lot B building is currently 102m2). The Soils hydraulic loading rate of 40 liters/sq. meters/day for type 1 or HLR 65L/D/m2 using type 2. If desired to use a type 1 system 18m2 of area would be required. If type 2 is used you would need an area of 11m2. Due to the tight area of the of the lots, being used for commercial and people parking for business I would recommend a type 2 system on all the lots. There is enough area in the propsed locations to fit a reserved field, for all 3 proposed lots.

It is to be noted that should that the declaration indicates should bedrooms or square footage added to buildings be added that exceed the daily design flow used for this construction, it is the responsibility of the owners to be certain that they do not exceed the design of this system. They have been made aware of this circumstance.

A clean out shall be installed at the outside of the residence where the main sewer line exits the residence. In the event that the tank is moved from the proposed location or set out further from the dwelling, allowance and consideration for further cleanouts will have to be made.

Once the system has been installed and connected to the building, the property owner must ensure that painters to NOT introduce any paint or paint solvents, cleaners into the system or the tank will have to be pumped before occupancy.

REQUIREMENTS FOR INSTALLING A SEPTIC TANK AND DISPERSAL FIELD FOR TYPE 1 AND TYPE 2 TREATMENT SYSTEMS:

Definition: Sewerage Treatment System comprises of the sewerage treatment tank and/or the dispersal field.

Septic tank (if used): Shall be two compartments with an ***effluent filter installed*** on the outlet tee to meet SPM Standards such as watertight, accesses to finish grade, safety screens installed on all manways.

No perimeter or roof drains shall be connected to the sewerage treatment system and any drainage from the aforementioned lines must be directed away from the sewerage system.

No floor drains shall be connected to the sewerage treatment system.

The backwash of any water treatment device(s) **shall not be connected** to the sewerage treatment system.

Cleanout(s) shall be installed on the inlet line to the treatment tank between the building and the tank, plus any others where indicated, inlet pipe to the tank shall be of a SDR 28 grade or equivalent unless otherwise specified.

All pipes shall be of CSA standard, with all connections primed and glued (**no friction fitting**).

All manways, (cleanouts) on the sewerage treatment tank shall be brought up to finish grade, they shall be watertight and securely fastened in accordance with the Standards Practice Manual (SPM).

The dispersal field area shall be protected during the construction phase by not allowing any excavated soils, building materials, etc. to be stored on this area; no vehicles shall be driven over or parked on the dispersal area. All efforts to avoid compaction of this site are paramount.

Garburetors shall not be attached to the sewerage system. No allowance has been made.

Flow reduction devices shall be used where possible.

No allowance has been made for high volume bathtubs.

Lot 1, Block 14, Plan KAP 1339 D.L. 520 SDYD
7920 Donaldson Drive, Grand Forks, B.C. V0H 1H1

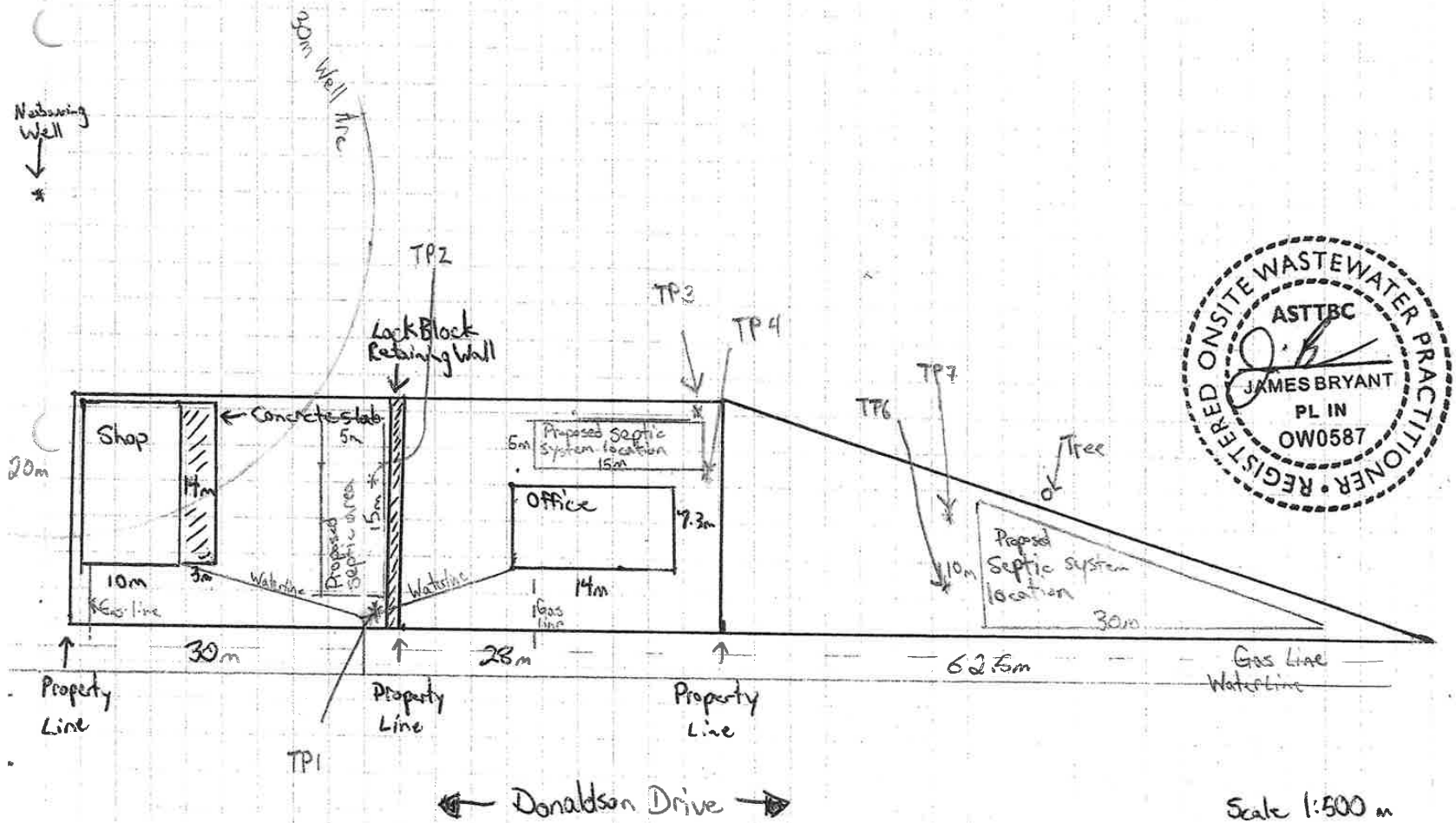
Folio # 21000997.500
PID # 010-119-311

Donald E. Colclough
Sandra J. Colclough

Lot A - Shop
2 test pits
2 perm.

Lot B Redi-Electric
office + Storage
2 Test pits
2 perms.

Lot C Empty Lot
2 test pits
2 perms



REGISTERED ONSITE WASTEWATER PRACTITIONER
ASTTBC
JAMES BRYANT
PL IN
OW0587

Scale 1:500 m

PROPERTY OWNER'S DECLARATION

Property Information

REGISTERED PROPERTY OWNER(S): DONALD E. COLCLOUGH, SANDRA J. COLCLOUGH

FOLIO NO. 21000997.500 **Legal Description: P.I.D.** 010-119-311 **described as:**
(FROM TAX or ASSESSMENT NOTICE)
LOT 1 BLOCK 14 PLAN KAP 1339 D.L. 520 SDYD

STREET ADDRESS: 7920 DONALDSON DRIVE, GRAND FORKS, B.C.
POSTAL CODE: V0H 1H2
(Street number/street name/ city,

OWNER INFORMATION:

Mailing Address of Owner: GRAND FORKS, B.C. V0H 1H1

Contact Information: Work: ___ Home: ___ Fax: (___) N/A

Cel: ___ Email: ___

Building Information:

Type of Facility (check one) ____**Residence** ✓ **Other, please describe:** AUTOMOTIVE GARAGE

SIZE OF BUILDING	RESIDENCE LIVING AREA IN EITHER SQ. FT / SQ. MT.	# OF BEDROOMS	Den/Office Or Other Please Describe:	OTHER USES;
Basement	—			
Main Floor	1440 SQ.FT.	0	0	SHOP
Second Floor	—			
Third Floor	—			
Other (specify)	—			
Total area:	1440 SQ. FT.			

Suite? ___Yes X No If yes: Size of suite: _____sq. ft. /sq. mt. Number of Bedrooms in the Suite:_____

Planned Uses:

1. If the basement is unfinished, what is its intended use?_____
2. Does **or will** the basement have plumbing or electrical provisions to add a separate living suite?
   _____Yes _____No
3. Do you plan on having a **Bed and Breakfast or in-law suite or suite**? ___YES X NO
4. Do you plan on having an in-sink garbage disposal unit? ___YES X NO
   Note: Total system will need to be increased accommodate a grinder.
5. Have or will the showers and faucets been replaced with low flow units? ___YES X NO
6. Will you be installing large volume bathtubs or multi-head, high volume shower fixtures? ___YES X NO
7. Will you have a: ***Swimming pool**: ___YES X NO ***Hot Tub** ___YES X NO ***Jacuzzi** ___YES X NO
8. Are there any other facilities, buildings or uses that will increase the properties daily design flow totals? ___YES X NO

Please describe: _____

9. Do you have or will you have any form of water treatment? ___YES _X_NO If yes, please describe:

_____

Other Information:

Do you, or will you, have a well? ____YES _X_NO If yes, where is its specific location: _____

Drilled well log tag number: _____

If No, source of domestic drinking water is: CITY WATER

Location of neighbouring wells: YES - SEE MAP

Size of property: _____ACRE(S) _____HECTARE(S) 6600 SQ. FT.

Is subject property in a floodplain? ____YES _X_NO

Are there any restrictive covenants, easements, rights-of-ways, etc., on this property that would affect the location of a sewerage system ? ___YES _X_NO

Please describe any covenants or easements, rights-of ways or any other legal notation that would affect the location of an onsite wastewater system: _____

_____

6. GPS co-ordinates: _____

7. Landscaping plans: NONE

Items to be provided by the Owner:

The following items are to be provided by the Owner prior to the start of a site assessment and the Owner agrees herein to supply them at their expense:

-*Plans and specifications of building, site access and landscaping plans;*
-Plot plan or lot survey, showing where the property lines, home site, waterline, driveway, easements, etc.,
-Cheque payable to Health Authority - $200.00 for Filing Fee.
-Signed engagement contract to authorize planner to begin work
-Copy of Land Title's search results
-Copy of Assessment or tax notice portion showing the **Folio Number**
-Reference plans and terms of any covenants, easements, rights-of-ways, in detail.
-Location of all existing services. (gas, hydro, phone, waterlines, etc.)
-Current property zoning information; I2 CITY OF GRAND FORKS

Declaration Statement:

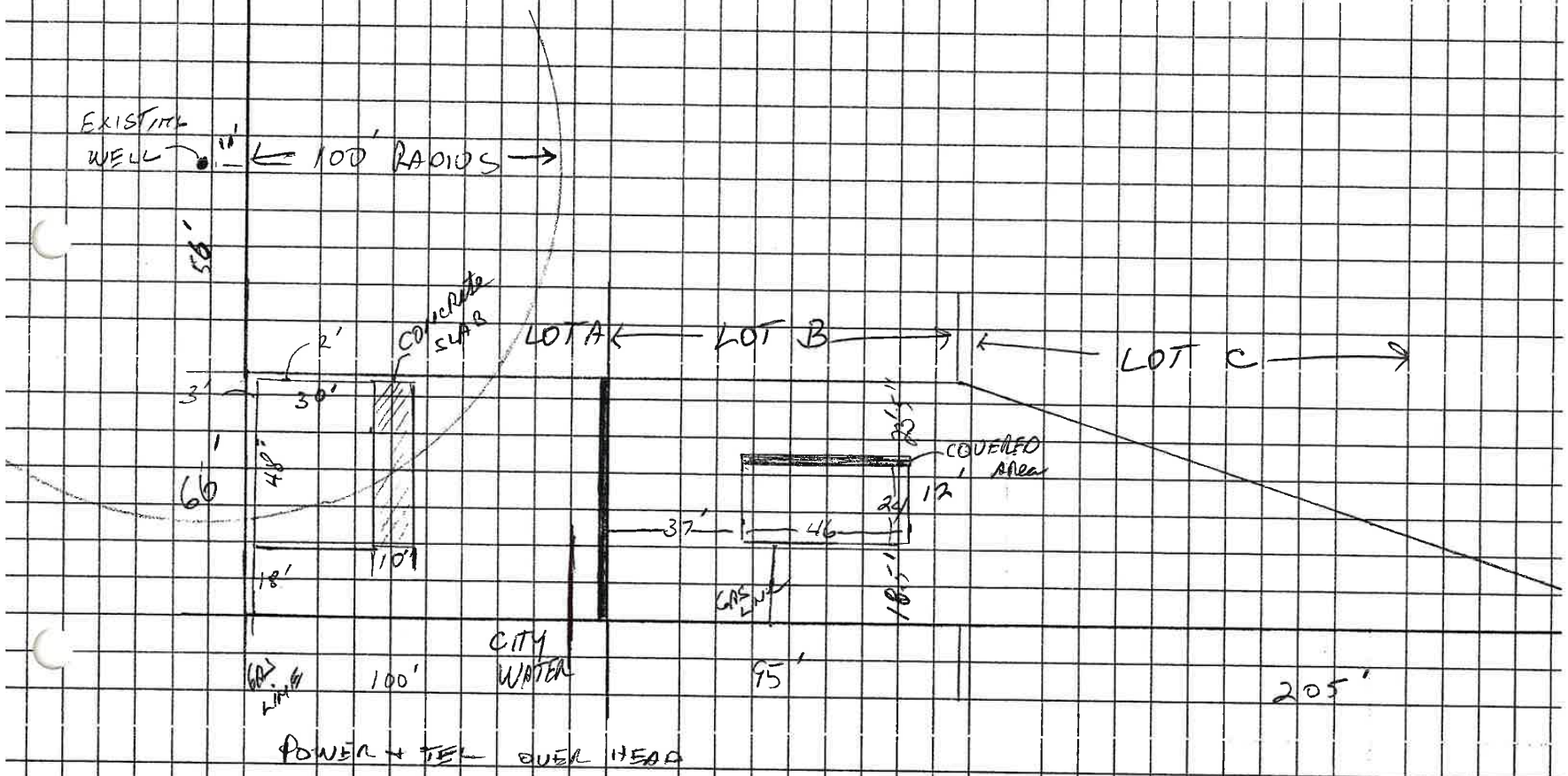
I/We, the undersigned, hereby declare that I/we are the legal owners of the above described property and the information given is true and accurate for the purpose of planning, designing, constructing and maintaining a Sewerage System for said property, and that any changes, alterations or amendments to this above information will be provided to the "*authorized person*" as defined in the *B.C. Health Act, Sewerage System Regulation 324/2004*, in writing immediately prior to any installation of a sewerage system.

Signature of Registered Property Owner(s):

AUTHORIZED SIGNATORY — PRINT NAME: DON COLCLOUGH

AUTHORIZED SIGNATORY — PRINT NAME: SANDRA COLCLOUGH

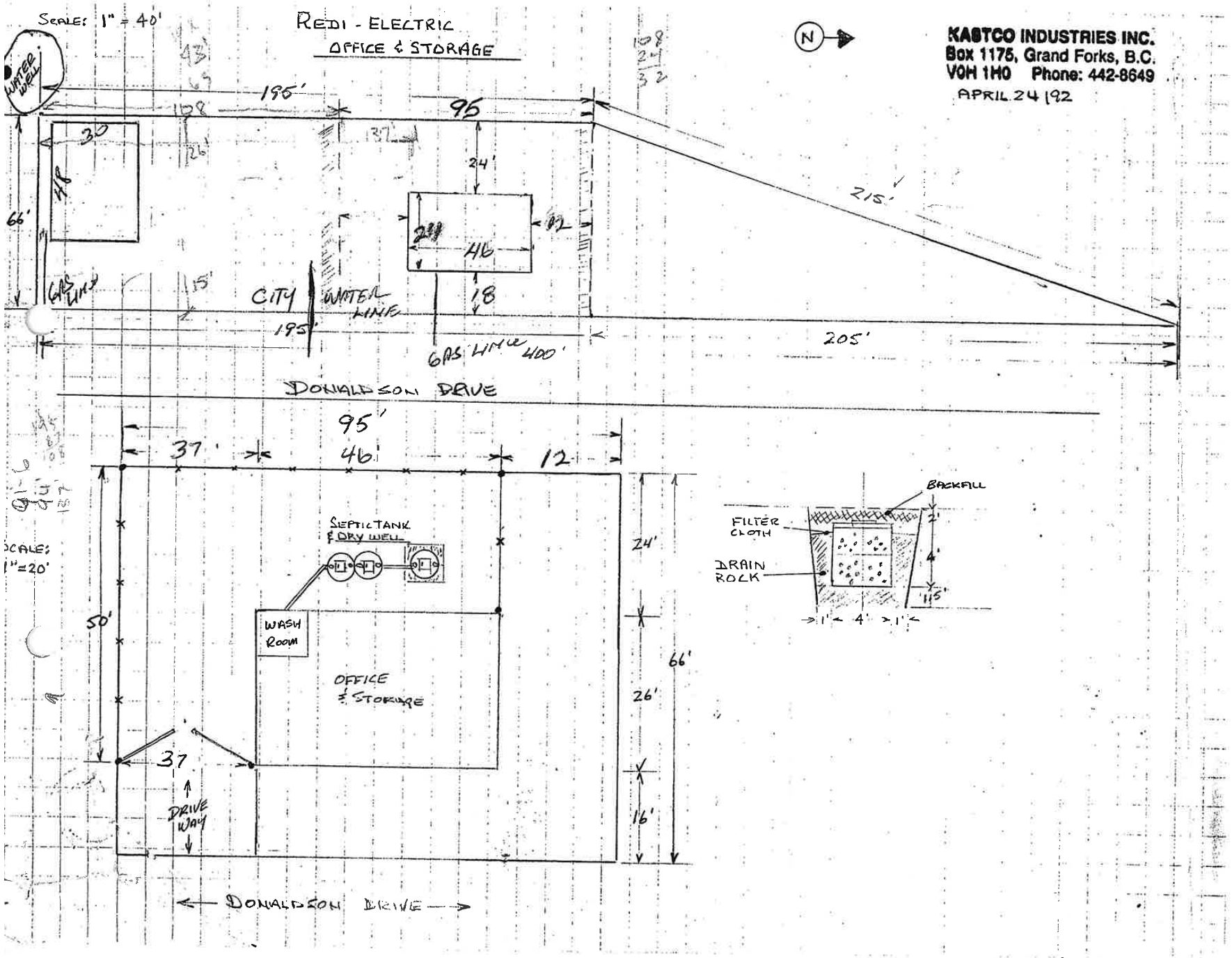
DATED: 03 (Month) 01 (Day) 2016 AT GRAND FORKS (City), B.C. (Province)



SCALE 1/4" = 10'

7920 DONALDSON DRIVE
LOT 1 BLOCK 14 D.L. 520 SDYD PLAN

KABTCO INDUSTRIES INC.
Box 1175, Grand Forks, B.C.
V0H 1H0 Phone: 442-8649
APRIL 24 1992



CONTACT IDENTIFICATION

A. Name of Site Owner

Last Name	First Name	Middle Initial(s)
Colclough	Donald	E

(and/or, if applicable)

Company

Owner's Civic Address

City	Province/State
Grand Forks	B.C.

Country	Postal/Zip Code
Canada	V0H 1H1

B. Person Completing Site Profile (Leave blank if same as above):

Last Name	First Name	Middle Initial(s)

(and/or, if applicable)

Company

C. Person to Contact Regarding the Site Profile:

Last Name	First Name	Middle Initial(s)
Colclough	Donald	E

(and/or, if applicable)

Company

Mailing Address

City	Province/State
Grand Forks	B.C.

Country	Postal/Zip Code
Canada	V0H 1H1

Telephone (###) ###-####	Fax (###) ###-####

II. SITE IDENTIFICATION

Please attach a site map with your application

All Property

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude	Degrees	49	Minutes	347	Seconds	9
Longitude	Degrees	118	Minutes	4705	Seconds	42

Please attach a map of appropriate scale showing the boundaries of the site.

For Legally Titled, Registered Property

Site Address (if applicable)

7920 Donaldson Drive

City

Grand Forks

Postal Code

V0H 1H2

PID numbers and associated legal descriptions.

PID	Legal Description	Add	Delete
010-119-311	Lot 1 block 14 plan kap 1339 D.L. 520 S.D.Y.D.	+	-

Total number of titled parcels represented by this site profile

1

For Untitled Crown Land

PIN numbers and associated Land Description (if applicable).

PIN	Land Description	Add	Delete
		+	-

Total number of untitled crown land parcels represented by this site profile

(and, if available)

Crown Land File Numbers (comma separated)

III. COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

Schedule 2 Reference	Description	Add	Delete
E1	Automotive Shop	+	-

IV. AREAS OF POTENTIAL CONCERN

Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):		**YES**	**NO**
A.	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?	☐	☑
B.	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?	☐	☑
C.	Discarded barrels, drums or tanks?	☐	☑
D.	Contamination resulting from migration of substances from other properties?	☐	☑

V. FILL MATERIALS

Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):		**YES**	**NO**
A.	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?	☐	☑
B.	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?	☐	☑
C.	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?	☐	☑

VI. WASTE DISPOSAL

	Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials (please mark the appropriate column opposite the question):	YES	NO
A.	Materials such as household garbage, mixed municipal refuse, or demolition debris?	☐	☑
B.	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?	☐	☑
C.	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?	☐	☑
D.	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?	☐	☑
E.	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings?	☐	☑

VII. TANKS OR CONTAINERS USED OR STORED, OTHER THAN TANKS USED FOR RESIDENTIAL HEATING FUEL

	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Underground fuel or chemical storage tanks other than storage tanks for compressed gases?	☐	☑
B.	Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?	☐	☑

VIII. HAZARDOUS WASTES OR HAZARDOUS SUBSTANCES

	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?	☐	☑
B.	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?	☐	☑
C.	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?	☐	☑

IX. LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS

	To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):	YES	NO
A.	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?	☐	☑
B.	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?	☐	☑
C.	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?	☐	☑

X. ADDITIONAL COMMENTS AND EXPLANATIONS

(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.

Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):

XI. SIGNATURES

The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.

Signature

→ **OR:** ☑ By checking this box, I declare that the information contained in this form is complete and accurate information.

Date Signed (MMM/DD/YY)

Mar/03/16

OFFICIAL USE

Reason for submission *(Please check one or more of the following)*

- ☐ Soil removal
- ☐ Subdivision application
- ☐ Zoning application
- ☐ Development permit
- ☐ Variance permit
- ☐ Demolition permit

Local Government contact:

Name

Agency

Address

Telephone (###) ###-####

Fax (###) ###-####

E-mail

Date Received (YYYY-MM-DD)

Date Submitted to Site Registrar (YYYY-MM-DD)

Date forwarded to Director of Waste Management: (YYYY-MM-DD)

Development within this designation may occur up to a maximum of 60 units per hectare.

Highway & Tourist Commercial (HT)

- Within this designation, automobile oriented tourist services areas for visitors and residents and encouraged and focused along Central Avenue/Highway #3. Development will consist primarily of commercial and institutional uses. Some residential development may occur where appropriate.

Heritage Corridor (HC)

- This designation is located along Central Ave/Highway #3, immediately west of the Core Commercial area of Grand Forks.

Light Industry (LI)

- This designation is located in strategic locations in Grand Forks, including in the northwest along Donaldson Drive, in the northeast along Granby Road and in the southeast along Sagamore Ave. This designation includes light industrial uses and service commercial uses that can be developed in a manner compatible with adjacent uses.

Heavy Industry (HI)

- Located in the northeast along Granby Road and south of the Kettle River, this designation supports the continued use and development of heavy industrial activities, such as lumber production, log storage and other associated industrial uses.

Institutional (IN)

- Institutional land uses within Grand Forks are located throughout the community. Over time, the types of institutional uses have evolved with the growth and maturation of the community and it is anticipated that the demand for these types of uses will continue to increase.

Hillside & Resource District (HR)

- Within Grand Forks, this designation is applied to those parts of the City which are largely undeveloped and lacking municipal services, or located on slopes greater than 20%. These areas are generally located along the eastern boundary of Grand Forks and are not to be urbanized until municipal services can be made available, once infilling and densification of other areas has occurred.

Environmental Resource District (ER)

- The Environmental Resource District designation applies to an area located in the northwestern area of the community. Although the ER designation generally allows for uses and densities within the Low Density Residential (LR) designation, this area acknowledges the groundwater and floodplain conditions associated with these lands. Any development in this area will require an Environmental Development Permit to should ensure that steps are taking to address the potential groundwater conditions and/or flood hazard.

Park & Open Space (PK)

- This designation encourages recreation and transportation opportunities for local residents and captures the beauty and setting of natural areas, parks and open spaces and trails throughout Grand Forks and along the Kettle and Granby Rivers.

In addition, the form and character of the community is guided by the objectives outlined in a number of Development Permit (DP) Areas. These DP areas are

14.7 Light Industrial Development Permit Area

The Light Industrial DPA is designated under Section 919.1(1)(f) (form and character of industrial development) of the *Local Government Act*.

Area

The principal designated area is shown as the Light Industrial DPA on Schedule 'C' on the Development Permit Area Map. In general, the lands that are designated Light Industry located in the northwest corner of the City of Grand Forks will be subject to the Light Industrial DPA guidelines.

Justification

The area designated as Light Industrial and Service Commercial in the northwest corner of Grand Forks is suitable for light industry and service commercial development. The objective of this designation is to ensure that development of light industrial sites is done in a manner sensitive to adjacent lands and environmental quality, as well as to guide the form and character of new and existing light industrial zoned properties.

14.7.1 - Conditions for which a Light Industrial Development Permit is not Required

The following may be undertaken without a Light Industrial Development Permit:

- internal alterations, which do not affect the outer appearance of the building;
- replacement, upgrading or repair of roofing; Painting the exterior of a building;
- replacement of windows;
- construction of a fence;
- the construction of an accessory building or addition to a light industrial building that does not alter patterns or requirements of parking, access, loading, or landscaping on the site; and
- replacement of an existing sign or canopy, where the size and design of the replacement sign or canopy are generally consistent with the sign or canopy being replaced.

14.7.2 - Guidelines

Development Permits issued in this area shall be in accordance with the following guidelines:

.1 All buildings, structures and additions thereto shall be designated in a manner which gives consideration to the relationship with adjacent buildings and open areas, the efficiency of the circulation system and the design and siting compatibility with surrounding development.

.2 Techniques to reduce impression of building size and bulk such as stepping back upper storeys, utilizing alcoves, bays, sub-roofs and ledges are encouraged.

.3 Architectural details and design elements, which enhance the visual appearance and articulate the facade are encouraged.

.4 Outdoor storage materials should be screened with walls, fencing, hedging, trees, planting, other screening materials or a combination of these materials.

.5 Areas of landscaping should be provided next to roadways.

.6 Development of lots adjacent to the ALR shall provide an ALC A.3 Airborne Particle and Visual Screen Buffer that is a minimum of 15m wide or designed and installed satisfactory to the ALC and the City. The ALC A.3 Airborne Particle and Visual Screen Buffer include deciduous or coniferous trees, shrubs and fencing.

.7 Light industrial buildings and office buildings associated with light industrial use should be treated with painted metal, stucco, wood or textured concrete or other suitable finishings. Untreated flat concrete blocks will not be allowed.

14.0 DEVELOPMENT PERMIT AREAS

14.1 Introduction

Pursuant to the *Local Government Act*, Council may designate certain areas of the City as Development Permit Areas (DPA). Special conditions in the form of development guidelines might be implemented. These designations and guidelines are generally used to:

- protect and enhance the natural environment;
- protect and safeguard development from hazardous conditions;
- revitalize an area in which a commercial use is permitted;
- establish definitive objectives to treat form and character of commercial and multiple housing residential development; and
- establish definitive objectives and to treat the form and character of light industrial and service commercial development in lands located in the northwest corner of the City.

A development permit area is required within a DPA before:

- subdivision;
- construction, addition or alteration of a building or structure is started;
- land in a designated environmentally sensitive area is altered; and
- land subject to hazardous conditions in a designated area is altered.

In accordance with the Agricultural Land Commission Act, a development permit is not required for the clearing of land within the ALR for agricultural purposes.

Zoning Bylaw 1606 (excerpts)

SECTION 45 **I-2 (General Industrial) Zone**

Permitted Uses

1. The following uses and no others are permitted in an I-2 zone:

(a) manufacturing facilities and storage areas for raw materials;
(b) auction market, excluding the sales of animals;
(c) storage, warehousing, cartage, express and freight facilities;
(d) salvage yards and recycling depots;
(e) gravel extraction activities such as processing and screening;
(f) machine, welding and woodworking shops, and the retail sale of these items;
(g) kennels;
(h) automotive repair shops;
(i) watchman's quarters;
(j)* ***bulk fuel sales;*** Bylaw 1717
(k) ***tool and equipment rental establishments.***

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

(k) accessory buildings for any of the above.

Regulations

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

Minimum Parcel Size for Subdivision purposes

(a) There is no minimum parcel size;

Number and type of Dwelling Units allowed

(b) A maximum of one single family detached dwelling or one mobile home is permitted, as a watchmen's quarters, but not all ***two***;

Height Bylaw 1679

(c) No building or structure shall exceed 12 metres (40 ft) in height;

Setbacks

(d) Except as otherwise specifically permitted in this bylaw, ***no building, structure or illuminated sign shall be located within 4.6 meters (15 ft) of a lot in a Residential zone***; Bylaw 1679

SECTION 45 **I-2 (General Industrial) Zone** cont'd

Accessory Buildings

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

Lot Area Coverage

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

Principal building with all accessory building and structures 70%

Additional requirements

Bylaw 1679

(g) ***All outdoor storage areas and/or manufacturing activities*** that are adjacent to either a residential area or a highway shall be screened by a solid fence or landscaped berm that shall be not less than 2.4 metres (8 ft) in height from the grade to the top of the berm or fence; and

(h) See Sections 13 to 30A of this bylaw.

(f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
(g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
(h) establishment of objectives to promote energy conservation;
(i) establishment of objectives to promote water conservation;
(j) establishment of objectives to promote the reduction of greenhouse gas emissions.

(2) With respect to areas designated under subsection (1), the official community plan must
(a) describe the special conditions or objectives that justify the designation, and
(b) specify guidelines respecting the manner by which the special conditions or objectives will be addressed.

(3) As an exception to subsection (2) (b), the guidelines referred to in that subsection may be specified by zoning bylaw but, in this case, the designation is not effective until the zoning bylaw has been adopted.

(4) If an official community plan designates areas under subsection (1), the plan or a zoning bylaw may, with respect to those areas, specify conditions under which a development permit under section 489 would not be required.

RS2015-1-488 (B.C. Reg. 257/2015).

Activities that require a development permit

489. If an official community plan designates areas under section 488 (1), the following prohibitions apply unless an exemption under section 488 (4) applies or the owner first obtains a development permit under this Division:
(a) land within the area must not be subdivided;
(b) construction of, addition to or alteration of a building or other structure must not be started;
(c) land within an area designated under section 488 (1) (a) or (b) *[natural environment, hazardous conditions]* must not be altered;
(d) land within an area designated under section 488 (1) (d), (h), (i) or (j) *[revitalization, energy conservation, water conservation, greenhouse gas reduction]*, or a building or other structure on that land, must not be altered.

RS2015-1-489 (B.C. Reg. 257/2015).

Development permits: general authority

490. (1) Subject to this section, a local government may, by resolution, issue a development permit that does one or more of the following:
(a) varies or supplements a land use regulation bylaw or a bylaw under Division 11 *[Subdivision and Development: Requirements and Related Matters]*;
(b) includes requirements and conditions or sets standards under section 491 *[development permits: specific authorities]*;
(c) imposes conditions respecting the sequence and timing of construction.

(2) The authority under subsection (1) must be exercised only in accordance with the applicable guidelines specified under section 488 in an official community plan or zoning bylaw.

(3) A development permit must not vary the use or density of the land from that permitted in the bylaw except as authorized by section 491 (3) *[protection from hazardous conditions]*.

(4) A development permit must not vary a flood plain specification under section 524 (3).

(5) If a local government delegates the power to issue a development permit under this section, the owner of land that is subject to the decision of the delegate is entitled to have the local government reconsider the matter.

RS2015-1-490 (B.C. Reg. 257/2015).

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS BC

To: Committee of the Whole

From: Manager of Development & Engineering Services

Date: June 13, 2016

Subject: Strategic Community Energy and Emissions Plan (SCEEP)

Recommendation: **RESOLVED THAT** Committee of the Whole 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 incorporate 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.

Background:

In March a workshop was held with Grand Forks staff and community representatives and facilitated by Community Energy Association and Fortis BC. Participants reviewed information on energy, emissions, and expenditure data for the community as a whole, and developed an action plan to reduce greenhouse gas emissions towards climate action targets and improving climate resiliency.

Community Energy Association staff circulated the draft SCEEP plan for review in March and April and presented the draft to Council on April 11, 2016, and have now finalized the draft plan for endorsement by Council and implementation by the City of Grand Forks and community.

Benefits and Impacts:

General: By incorporating SCEEP actions into the City policy framework and supporting the community in reducing emissions, the City will continue to deepen its leadership on climate action while enhancing community resilience, managing future risks, and driving economic development.

The SCEEP provides valuable guidance for long-term decision-making regarding land use and transportation planning, infrastructure, waste management, and renewable energy supply, which are important considerations in the planned update for the Sustainable Community Plan.

Financial: To varying degrees SCEEP actions may require additional resources, funding or partnerships to implement. High-priority actions either provide cost savings through efficiency or

emission reductions or have external support for implementation (i.e. through Fortis BC or BC Community Energy Association).

Legislative: BC Local Government (Green Communities) Statutes Amendment Act; Grand Forks SCP and Zoning Bylaw

Strategic:

- Supports fiscal accountability through reducing energy expenditures and implementing carbon neutrality
- Fosters appropriate land development decisions, compact development, active transportation and transportation alternatives and a healthy downtown core
- The SCEEP is a community-based process with the City having a leadership and collaborative role
- Addresses multiple aspects of community liveability, including active transportation, infill development, and sustainable development

Attachments:

- BC Community Energy Association Memo: Strategic Community Energy & Emissions Planning Local Government Implementation
- Sustainable Community Energy & Emissions Plan (84 pages)

Recommendation: RESOLVED THAT Committee of the Whole 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 incorporate 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.

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.

Funders and partners that have made this initiative possible:

Project delivered by:

Strategic Community Energy & Emissions Planning

To: Kootenay Local Governments in FortisBC electrical service area.
From: Trish Dehnel, Community Energy Association
Date: May 10, 2016
Re: Staff or Council Meeting to determine SCEEP Implementation Support

Overview

The Community Energy Association (CEA) delivered complete Strategic Community Energy & Emissions Planning processes (SCEEPs) to 10 communities situated in the Kootenay and Boundary FortisBC (FBC) Electric territory between September 1, 2015 and March 31, 2016.

During each SCEEP community workshops, FortisBC and CEA offered to assist communities with specific actions as part of the implementation component of the project. The support, as identified during each community workshop, is listed in Tables at the end of this document. The final Table summarises the project Community SCEEP Action Plans by category and provides an *average* Priority year the community assigned to the category. For example, Year 1 actions are noted in green and the category *average* is seen as a first priority by the community. Year 2 categories have been identified as a second priority, etc.

Climate Action Charter
"Signatory Local Governments agree to develop strategies and take actions to achieve the following goals:
i. *being carbon neutral in respect of their operations by 2012 (or working towards),*
ii. *measuring and reporting on their community's GHG emissions profile; and*
iii. ***creating complete, compact, more energy efficient rural and urban communities**…"*

In the spring of 2016, CEA will visit each SCEEP community, including those that were unable to participate in the SCEEP workshop, to discuss SCEEP adoption and specific community implementation action items. The visit could be with staff directly or as a Council presentation.

It is intended that this meeting will inform the Local Government's requirement for support in SCEEP implementation and in general the level of desire for an outside body to act in a Community Energy Manager type position within the region.

As agreed in the overall SCEEP project, CEA will develop template policies or briefs to support implementation of the Actions identified as priorities in all/most of the SCEEP communities. The templates will be made available to all Local Governments in the region:

- Action 2.1 Sustainability Checklist for buildings: draft a universal Kootenay checklist for use by all Local Government building/planning departments;
- Action 2.6/2.7 Fee rebate policy to encourage improved energy performance/revitalization tax exemption: draft best practice paper (and based on experience in the East Kootenay);
- Action 3.5 voluntary/mandatory energy labelling of existing or new homes: draft best practice and proposal especially for City of Nelson;

- Action 6.10 electric vehicle infrastructure implementation: discuss the *Fueling Change in the Kootenays* strategy, a holistic Kootenay approach to create a robust network through collaboration and strategic EV station deployment; accelerate EV adoption and build capacity for EV supply and service;
- Action 8.2 Organizational structure for climate action: discuss the need and support for a regional energy manager concept;
- Other: some communities have asked specifically for CEA support. These will or have been honoured. i.e., City of Rossland Corporate Carbon Neutral Action Plan; City of Nelson EnerGuide labelling at point of renovation brief; RDCK sustainability checklist; City of Grand Forks tiny homes brief; Village of Salmo grant application support.

Further, there were actions identified as priorities in all or most communities that require support from Fortis BC. CEA will coordinate this support, provide a link to the community and discuss opportunity to develop future projects:

- Actions 1.1/1.2 Promote FortisBC energy efficiency programs/Renewable Energy Systems: discussion of a Local Government "portal" opportunity
- Actions 3.2/3.3 Education for developers/builders/realtors: discuss education campaigns and pilot training programs (Nelson realtor training; Builder workshop series) and identify location for workshops and topics for discussion especially as required by building departments (i.e., air sealing)
- Action 3.4 Energy Diet campaign
- Action 4.1 Promote Business Energy Advisor assessments
- Action 4.3 Conversion to LED streetlights

Staff/Council Meeting Schedule (Delivered, scheduled and tentative presentations):

April 11: Grand Forks COTW SCEEP background	May 31: Creston COTW (4 pm) SCEEP adoption
April 20: RDCK Board EV Strategy/SCEEP background	June 6: Castlegar Council (7 pm) SCEEP adoption
April 20: RDKB Board EV Strategy/SCEEP background	June 13: Grand Forks (tentative) SCEEP adoption

Meetings with staff (or Council presentations) are offered to Midway, Greenwood, Rossland, Trail, Warfield, Montrose, Fruitvale, RDKB, RDCK, Nelson, Salmo, Kaslo, and Slocan. It is proposed to schedule 2 or 3 Local Government meetings per day when geographically possible and/or to coincide with Council meeting dates in May, June or July 2016.

Recommendation

That the Local Government set up a 60-minute staff meeting (or 15-minute Council presentation) with CEA to discuss Strategic Community Energy & Emissions Planning implementation in the context of the specific local government and to support commitments made as a signatory of the Climate Action Charter.

Patricia (Trish) Dehnel, CCEM RPP
Community Relations Manager, Community Energy Association
pdehnel@communityenergy.bc.ca Direct/Cell 250.505.3246 www.communityenergy.bc.ca

Table 1: Summary of CEA actions identified per SCEEP Community

	Castlegar	Creston	Kaslo	Salmo	Slocan	RDCK overall	RDKB unincorporated	Grand Forks	Montrose	Rossland
SCEEP Actions for CEA Support										
1.2 District energy / renewable energy systems					CEA		CEA			
1.3 Building code energy efficiency - educate & support compliance	CEA	CEA				CEA				
1.4 Reduce local government barriers to building scale renewable energy								CEA		
New Action: Subdivision Servicing Bylaw	CEA									
2.1 Sustainability checklist for buildings	CEA	CEA	CEA	CEA	CEA	CEA	CEA	CEA	CEA	
2.2 Create rezoning policy to achieve desired energy performance	CEA	CEA	CEA	CEA	CEA				CEA	
2.3 Review zoning bylaw for opportunities to encourage energy performance	CEA		CEA					CEA		CEA
2.4 Density bonus for energy performance	CEA	CEA				CEA		CEA		
2.6 Fee rebates to encourage improved energy performance	CEA	CEA		CEA	CEA	CEA	CEA	CEA		CEA
2.7 Revitalization tax exemption bylaw for buildings with improved energy perf	CEA	CEA	CEA	CEA		CEA		CEA		CEA
2.8 Development Cost Charge (DCC) reductions or waivers, for GHG's	CEA					CEA		CEA		
2.9 Development Permit Area (DPA) - to enhance energy performance (e.g. orientatio	CEA	CEA				CEA	CEA	CEA		
2.10 DPA - for on-site renewable energy	CEA	CEA	CEA				CEA			
3.2 Education for developers – energy efficiency & renewable energy	CEA		CEA			CEA		CEA		
3.3 Education for realtors - energy efficiency & renewable energy			CEA			CEA	CEA	CEA		
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)	CEA									
3.5 Voluntary or mandatory energy labelling of existing or new homes	CEA		CEA	CEA	CEA	CEA		CEA		CEA
4.1 Promote the free Business Energy Advisor assessments					CEA					
4.2 Encourage biomass heating through education or leading by example			CEA			CEA				
NEW ACTION Reduce recycling distances travelled for rural residents			CEA							
5.1 Land use suite lite		CEA								
5.4 Implement 30 km/hr speed limit in parts of the community		CEA					CEA			
6.5 Collaborate with major employers on work-related transportation			CEA							
6.6 Transit suite			CEA							
6.7 Intercommunity transit services			CEA							
6.10 Low carbon and electric vehicle fuelling / charging stations				CEA		CEA	CEA	CEA		
8.1 Review land use & transportation plans / policies for SCEEP incorporation			CEA							CEA
8.2 Organizational structure for climate action						CEA	CEA	CEA	CEA	
8.3 Establish a regional energy cooperative				CEA						
8.4 Identify green economy opportunities				CEA						
8.5 Leverage local government assets to create expertise and community-wide change				CEA						

Table 2: Summary of FortisBC actions identified per SCEEP Community

	Castlegar	Creston	Kaslo	Salmo	Slocan	RDCK overall	RDKB unincorporated	Grand Forks	Montrose	Rossland
SCEEP Actions for FortisBC Support										
1.1 Promote electricity, natural gas, and other energy efficiency programs	FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC
1.2 District energy / renewable energy systems	FBC		FBC	FBC	FBC	FBC		FBC		FBC
1.3 Building code energy efficiency - educate & support compliance	FBC	FBC								FBC
1.4 Reduce local government barriers to building scale renewable energy								FBC	FBC	
NEW ACTION Investigate frequent power outages			FBC							
2.1 Sustainability checklist for buildings		FBC				FBC	FBC	FBC	FBC	FBC
2.3 Review zoning bylaw for opportunities to encourage energy performance										FBC
2.6 Fee rebates to encourage improved energy performance					FBC					
3.1 Sign on to solar-ready building code provision				FBC						
3.2 Education for developers – energy efficiency & renewable energy	FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC
3.3 Education for realtors - energy efficiency & renewable energy	FBC			FBC	FBC	FBC	FBC	FBC	FBC	FBC
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)	FBC		FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC
3.5 Voluntary or mandatory energy labelling of existing or new homes	FBC				FBC					FBC
4.1 Promote the free Business Energy Advisor assessments	FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC	
4.3 Convert local government owned streetlights to LED			FBC	FBC	FBC	FBC	FBC	FBC	FBC	FBC
5.5 Variable Development Cost Charges (DCC's) to encourage infill developme	FBC									
6.10 Low carbon and electric vehicle fuelling / charging stations						FBC		FBC		
6.12 Natural Gas Vehicle Collaboration	FBC									
7.2 Encourage water conservation				FBC						
8.2 Organizational structure for climate action						FBC	FBC	FBC		
8.3 Establish a regional energy cooperative				FBC						
8.4 Identify green economy opportunities				FBC						
8.5 Leverage local government assets to create expertise and community-wide change							FBC			
8.6 Long-term, deep community engagement (culture change)				FBC						

Table 3: Categories of Priority Actions identified per SCEEP Community

Action & Priority	Castlegar	Creston	Kaslo	Salmo	Slocan	RDCK overall	RDKB unincorporated	Grand Forks	Montrose (Fruitvale)	Rossland
Efficient & Renewable Heat: Promote DSM Programs District Energy Biomass Heating	2	2	1	2	1	1	1	2	2	1
Energy Efficient Building Policy: Building Code Compliance Sustainable Checklist Zoning Bylaw DPA Uniform Buiilding Building Education	1	1	2	2	2	2	1	1	2	1
Commercial/Institutional: Business Energy Advisor LED Streetlights Water Conservation	1	1	1	1	1	1	1	1	1	1
Urban Forum: Land use Street design 30km speed OCP	1	1	1	1	1	1	1	1	1	3
Transportation: Active Transportation Infrastructure Transit Ride Share Electric Vehicle Infrastructure/Education	1	2	1	1	1	2	2	1	1	2
Organics Diversion **Food Production**	3	1	2	3	2	1	2	1	2	2
Community Energy Management Organizational Structure Identify Green Ecomony Leverage Local Government Assets Long term cultural change	1	3	1	2	1	2	1	2	1	3

City of Grand Forks

Strategic Community Energy & Emissions Plan

Spring 2016

GRAND FORKS — BC —

Settle down.

Community Energy Association

FORTIS BC™

Natural Resources Canada | Ressources naturelles Canada

Canada

Table of Contents

List of Acronyms

BAU	Business As Usual
BCH	BC Hydro
CEA	Community Energy Association
cea	a certified energy advisor (depending on context).
CEEI	Community Energy and Emissions Inventory (inventories created by the Province for each local government)
CO_2	Carbon Dioxide
DCC	Development Cost Charge
DSM	Demand Side Management (name for measures used to reduce energy consumption)
EEC	Energy efficiency and conservation
FBC	Fortis BC (electricity and gas) utility
GHG	Greenhouse Gas (there are several different anthropogenic GHGs and they have different relative impacts. When tonnes of GHGs are stated in the document the standard practice of stating this in equivalent of tonnes of carbon dioxide is followed. Carbon dioxide is the most important anthropogenic GHG.)
GJ	Gigajoules (one of the standard measures of energy)
HERO	Home Energy Rebate Offer, a program offered through FortisBC and BC Hydro to provide rebates to homeowners for energy efficient renovations.
HPO	Homeowners Protection Office
HDV	Heavy Duty Vehicles (i.e. commercial vehicles, like trucks)
ICSP	Integrated Community Sustainability Plan
kWh	kilowatt hours (standard measure of energy, typically used with electricity)
LAP	Local Area Plan
LDV	Light Duty Vehicles (i.e. the types of vehicles driven by ordinary people)
OCP	Official Community Plan
RGS	Regional Growth Strategy
SCEEP	Strategic Community Energy and Emissions Plan
SCP	Sustainable Community Plan

Executive Summary

On March 8 and 9, 2016, a workshop was held with Grand Forks staff and community representatives from Chamber of Commerce, School District, Interior Health, Grand Forks ATV club, Learning Garden, Active Transportation, and a certified energy advisor. The workshop was facilitated by Community Energy Association and Fortis BC. The project is funded by FortisBC and Natural Resources Canada.

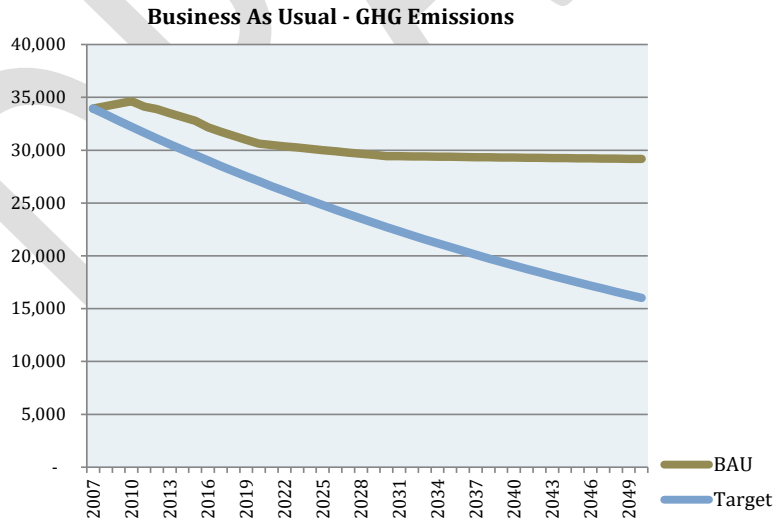
Many thanks to the workshop group who spent their day to look at energy, emissions, and energy expenditure data for the community as a whole and develop an action plan.

Community energy and emissions – current status and business as usual

For the modelling process, the workshop group used an annual community population growth rate of 0% and used the reduction target of the Grand Forks Sustainable Community Plan which is to reduce emissions 33% below 2007 levels by 2030.

In 2010 total community annual energy expenditure was approximately $18.4 million, and GHG emissions were approximately 34,600 tonnes. Further detail on the energy and emissions for the community can be found in the 2010 Community Energy and Emissions Inventory (CEEI) produced by the Province (see Appendix 1).*

With no action plan, but taking into account the GHG reducing impact of Provincial and Federal policies already in place, community emissions are predicted to change relative to the target trajectory according to the following chart:



The City of Grand Forks is a climate action leader and has already initiated a number of actions. The workshop group identified an action plan to further reduce community energy consumption & emissions:

* Note the 2012 CEEI data is expected to be released by the Province in the coming months.

Grand Forks City	Years reduction occurs i					
Actions	Already done / ongoing	2016	2017	2018	2019	2020
1 Buildings Basics						
1.1 Promote electricity, natural gas, & other energy efficiency programs		x				
1.2 District energy / renewable energy systems, e.g. solar garden						M
1.3 Building code energy efficiency - educate & support compliance			x			
1.4 Reduce local government barriers to building scale renewable energy					M	
2 Buildings High-Growth Measures						
2.1 Sustainability checklist for buildings		x				
2.3 Review zoning bylaw for opportunities to encourage energy performance, wiith tiny / eco home zoning			x			
2.4 Density bonus for energy performance			x			
2.6 Fee rebates to encourage improved energy performance				M		
2.7 Revitalization tax exemption bylaw for buildings with improved energy performance		M				
2.8 Development Cost Charge (DCC) reductions or waivers for GHG's		M				
2.9 Development Permit Area - to enhance energy performance (e.g. orientation, landscaping)			x			
3 Residential Buildings						
3.2 Education for developers - energy efficiency & renewable energy		x				
3.3 Education for realtors - energy efficiency & renewable energy		x				
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)			x			
3.5 Voluntary or mandatory energy labelling of existing or new homes			x			
4 Commercial / Institutional Buildings and Transportation						
4.3 Convert City owned ornamental streetlights to LED		x				
5 LDV Transportation Urban Form						
5.1 Land use suite "lite"	x					
5.2 Land use suite "enhanced"	x					
5.3 Street design	x					
5.4 Implement 30 km/hr speed limit in parts of the community, & allow low speed EVs				x		
6 LDV Transportation – Infrastructure & Collaboration						
6.1 Active transportation planning	x					
6.2 Improve active transportation infrastructure	x					
6.3 Anti-idling campaign / bylaw	x					
6.4 Special event planning	x					
6.5 Collaborate with major employers on work-related transportation		x				
6.6 Transit suite, with community partners, Schoold District & Interior Health			x			
6.7 Intercommunity transit services			x			
6.8 Support car share cooperatives, City vehicles for Citizens On Patrol, or donate old City vehicles		x				
6.9 Raising awareness of ride sharing and guaranteed ride home programs		x				
6.10 Low carbon and electric vehicle fuelling/charging stations	x					
6.11 Electric vehicle & e-bike awareness event		x				
7 Waste						
7.1 Organics diversion	x					
7.2 Encourage water conservation	x					
7.3 Support local food production, e.g. farmers markets, community gardens	x					
NEW ACTION - store front food coop and abatoir governance			x			
NEW ACTION - investigate a soil retention bylaw with tree inventory & vegetation				x		
8 Enabling Actions						
8.1 Review land use & transportation plans / policies for SCEEP incorporation			x			
8.2 Organizational structure for climate action	x					
8.3 Establish a regional energy co-operative					M	
8.4 Identify green economy opportunities					M	
8.5 Leverage local government assets into community change	x					
8.6 Long-term, deep community engagement (culture change)	x					
NEW ACTION - consider City regional governance options, inc. RGS integration					M	

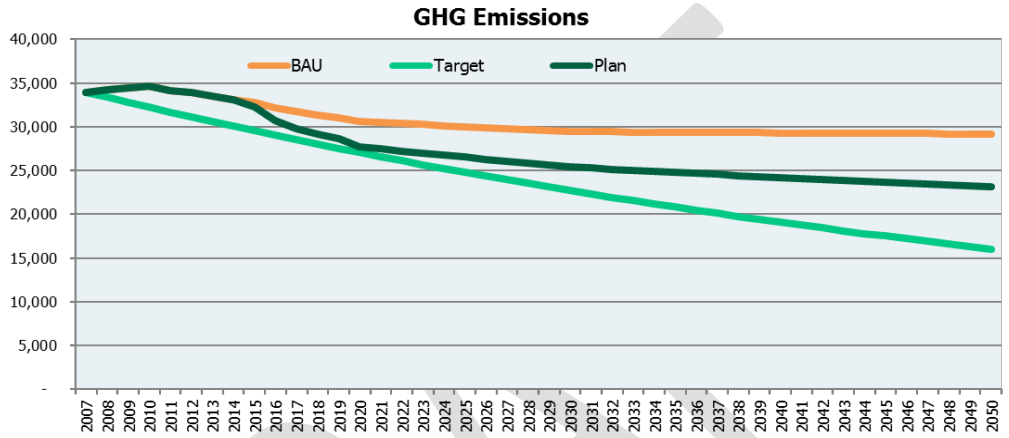
The actions marked with an 'M' were categorised as 'maybes'.

The numbers of the actions listed above correspond to their numbers in the SCEEP Actions Guide (see Appendix 2), which contains further detail about each of them. Some new actions were also created and not listed in the SCEEP Actions Guide (for further details on this see the "Unpacking Actions" sub-section). Information on FortisBC DSM program incentives found on the website: http://www.fortisbc.com/Rebates/RebatesOffers/. An in-depth discussion on all of the opportunities and most of the actions occurred at the workshop.

Results

The estimated impact of the plan on community greenhouse gas emissions (in tonnes of GHGs per year) is shown below. Significant emissions reductions will be achieved beyond Business As Usual, however there is still a considerable gap to the GHG target trajectory.

The City of Grand Forks has levers to reduce community energy and emissions and can move closer towards its target, but many things do remain outside of the City's control including Federal and Provincial actions, and technological changes. These may provide significant assistance towards meeting the target.



Note that actions to reduce electricity consumption will result in financial savings for the community, but will not result in significant savings in emissions. Electricity in BC has a very low greenhouse gas intensity, and should be carbon neutral for 2016.

The major actions for Grand Forks, listed by impacts in terms of annual GHG savings in the year 2020 are:

- 7.1 – Organics diversion – 520 tonnes / year
- 5.2 – Land use suite "enhanced" – 483 tonnes / year
- 1.2 – District energy / renewable energy systems, e.g., solar garden - 482 tonnes / year

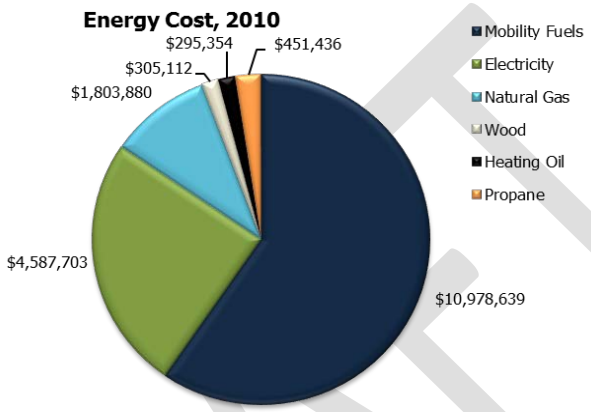
Next Steps

1. Circulate DRAFT report to workshop participants for feedback, recommendations and to identify additional stakeholders to contribute, e.g. Local Business Community; community groups
2. Submit final Strategic Community Energy and Emissions Plan (SCEEP) to the Council with goals, policies, and recommendations
3. Incorporate SCEEP into the City policy framework
4. Ongoing SCEEP implementation

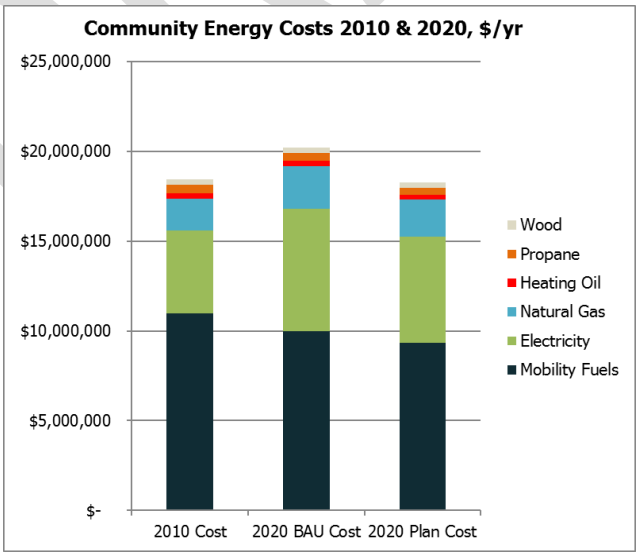
Community Financial Savings

For the City of Grand Forks, only a small percentage of the energy dollars spent within the community remain within the region. A significant co-benefit of implementing this plan to reduce energy consumption and emissions is that reducing energy dollars spent helps residents and businesses reduce expenses. In addition, locally generated energy helps to keep energy dollars local rather than exported.

The following chart shows the approximately $18.4 million ($4,600 per capita) of Grand Forks community energy expenditures made in 2010, split by fuel type.



The impacts of the plan are shown in the following chart, comparing 2010 and 2020. Grand Forks community energy costs are projected to be reduced by approximately 10% through plan implementation. The model assumes that energy prices will increase to 2020. So, the 10% plan cost reduction equates to about $2 million per year ($477 per capita). Although energy prices are very difficult to predict, there is confidence that the price of electricity will increase over the next few years.



Introduction

Through Bill 27, local governments in BC are required to make efforts towards reducing the greenhouse gas emissions of their communities. In addition, considering the energy and emissions from the community can give opportunities for increased efficiency and financial savings for the rural population of approximately 4000 people. The figures in this report are based on 2010 energy and emissions inventory data from the Province, and recent energy costing data.

Bill 27 background

Through the Local Government (Green Communities) Statutes Amendment Act, also known as Bill 27, municipalities and regional districts are required to include targets, policies, and actions towards reducing greenhouse gas emissions from their communities in their Official Community Plans and Regional Growth Strategies.

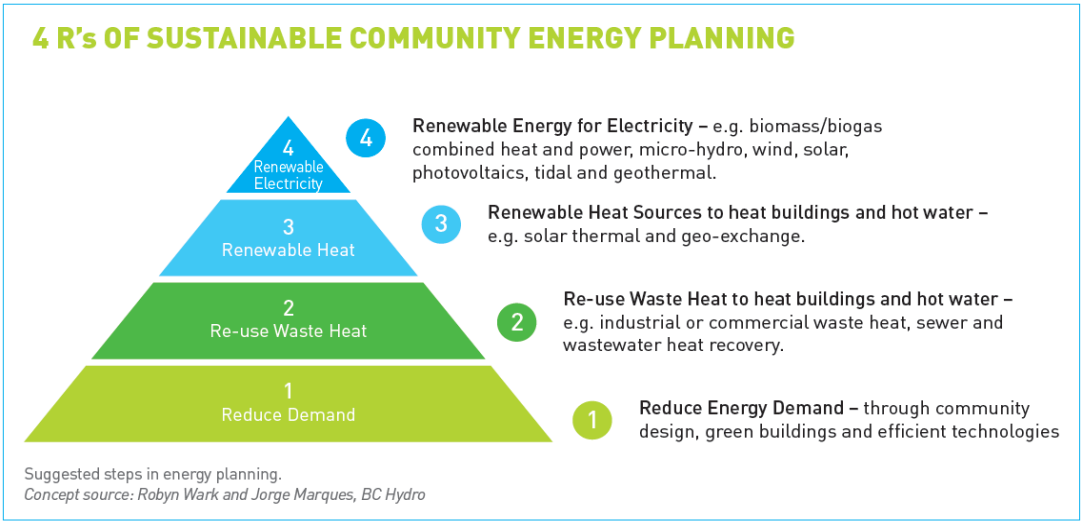
Strategic Community Energy and Emissions Planning

A Strategic Community Energy and Emissions Plan (SCEEP) evaluates a community's existing energy use and greenhouse gas (GHG) emissions with a view to improving efficiency, cutting emissions, enhancing community resilience, managing future risks, and driving economic development. A SCEEP usually encompasses building and site planning, renewable energy supply, land use and transportation planning, and infrastructure (including solid and liquid waste management). It provides guidance to a local government in long-term decision making processes.

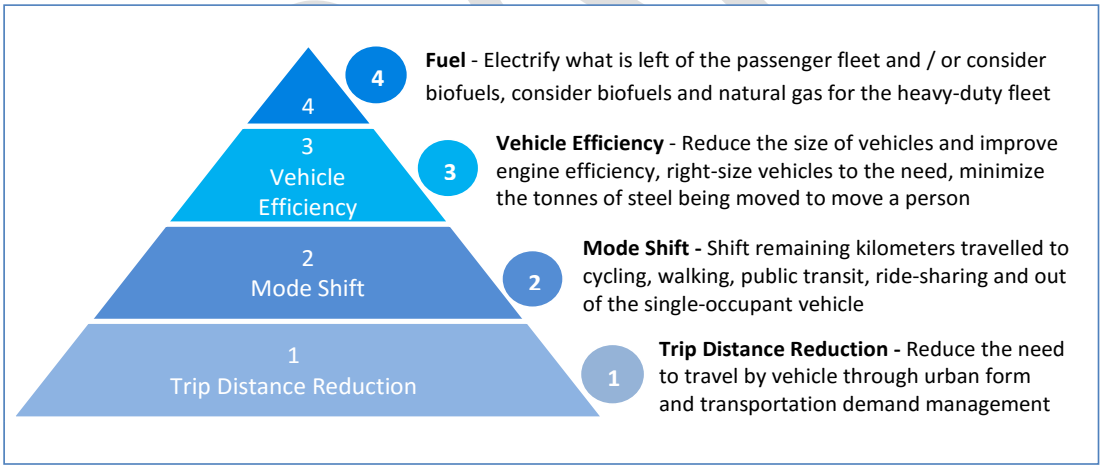
Most GHG emissions within a local government's jurisdiction result from energy consumption and the burning of fossil fuels. With this relationship it makes sense to combine GHG and energy planning into one integrated plan. While some communities have completed stand-alone energy or GHG action plans, the close linkages between energy and GHG emissions suggest that a combined plan is preferable. In this guide the term Strategic Community Energy and Emissions Plan (and the acronym SCEEP) is intended to incorporate both energy and GHG emissions, but not other emissions such as particulates or criteria air contaminants.

Energy Planning Hierarchy

Not all opportunities to influence energy and emissions across a community are created equally. It makes sense to reduce demand as much as possible first, since usually the best business cases are found through improving efficiency.

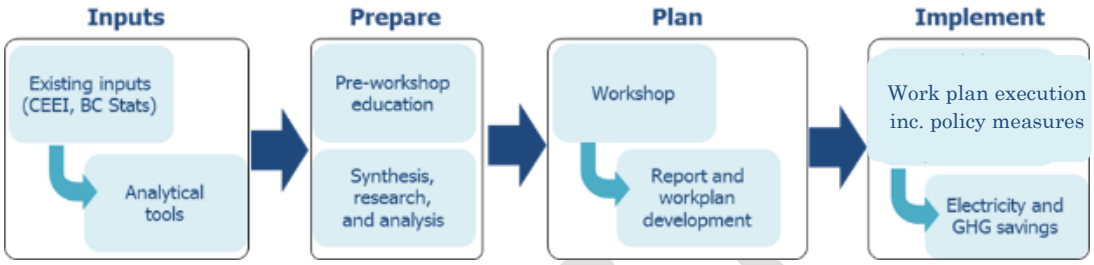


A similar hierarchy can be applied to the transportation sector. The easiest step to take is to reduce vehicular trip distances through appropriate urban form (planning) and transportation demand management.



SCEEP Actions Overview

Strategic Community Energy and Emissions Planning (SCEEP) is initiative assisting Kootenay communities within the Kootenay and Boundary FortisBC electrical service area to develop a cost effective and practical SCEEP including an implementation timeline. The SCEEP process is depicted in the graphic below:



REGISTRATION
- Initial call with key staff to determine comprehensive community information for analysis by CEA and select preferred SCEEP workshop dates

PREPARATION
- Engage in a 1 hour webinar approximately 1 week prior to your workshop to build on foundations from the pre-workshop reading

PLANNING
- Develop a SCEEP in your 1.5 day workshop, led by an expert in the field, funded by FortisBC and Natural Resources Canada

IMPLEMENTATION
- Complete report and gain Council approval, with up to 12 hours of support funded by FortisBC and Natural Resources Canada
- Work on implementing policy measures with up to 35 hours of funded coaching
- Keep CEA and FortisBC, informed of success stories
- Green your community and achieve electricity and GHG savings

Participant Commitments

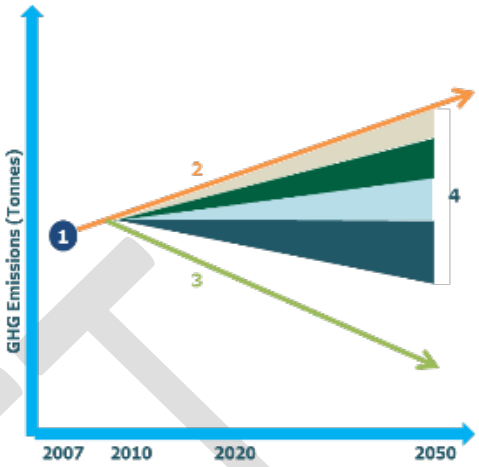
SCEEP participants commit to and are responsible for:
- Taking ownership and demonstrating leadership concerning the SCEEP
- Submitting SCEEP to Council for approval
- Implementing the SCEEP in their community

A Strategic Energy and Emissions Plan is a comprehensive, long-term plan to improve energy efficiency, reduce GHG emissions, and foster local green energy solutions in the community.

A Strategic Community Energy and Emissions Plan evaluates a community's existing energy use and GHG emissions in order to reduce energy consumption and emissions, improve efficiency, and increase the local renewable energy supply. A SCEEP encompasses buildings, land use and transportation planning, infrastructure (including solid and liquid waste management), and renewable energy supply. It provides guidance to a local government in planning future developments and in long-term decision making processes.

There are four elements of a SCEEP:

1. **BASELINE**: 2007 Energy and Emissions, from the Community Energy and Emissions Inventory (CEEI), provided by the Province
2. **BUSINESS-AS-USUAL FORECAST**
    a. Population forecast (BC Stats and local government)
    b. Impact of provincial commitments (tailpipe standards, fuel standards, building code)
3. **TARGET:** From OCP or RGS GHG reduction target (legally required), expressed as an annual percentage
4. **ACTION PLAN:** To be developed from the SCEEP menu of 50 actions plus locally specific opportunities; and including an approach to estimating impacts.



Benefits of Developing a SCEEP

- Reduce GHG emissions: Energy planning helps local government effectively manage GHG emissions. This contributes to mitigating climate change, and helps manage costs associated with carbon taxes and offsetting.
- Reduction of energy costs: Energy planning improves budgeting and saves money.
- Creation of jobs and stimulation of the local economy: a SCEEP can highlight opportunities for community development.
- An opportunity to demonstrate leadership: a SCEEP contributes to a smart community plan, more efficient infrastructure, more livable neighbourhoods, and protection of the environment; showing leadership on multiple fronts.

Action Plan

On March 8 and 9, 2016, a workshop was held with Grand Forks staff and community representatives from Chamber of Commerce, School District, Interior Health, Grand Forks ATV club, Learning Garden, Active Transportation, and a certified energy advisor. The workshop was facilitated by Community Energy Association and Fortis BC. The project is funded by FortisBC and Natural Resources Canada.

Community Stakeholders were invited to participate in the Strategic Community Energy and Emissions Plan development. The stakeholders provide their perspective on collaborative opportunities to develop a plan to reduce energy and emissions and to enhance community health and livability.

Diagram source: Healthy Built Environments, Interior Health

Message from Interior Health:
Healthy Communities in IH *is a set of complementary programs that work with local governments around the region to promote health and the creation of healthy public policy and planning. The rates of chronic diseases such as diabetes and cardiovascular disease are rising in Interior Health. Much of this increase is attributable to physical inactivity, tobacco use, and unhealthy diets, and is preventable. Community planning and design can influence the health of the population and reduce chronic disease. The IH healthy built environment (HBE) team, the community health facilitators, the tobacco reduction team, and the community food security team are available to collaborate with Local Government.*

The workshop group looked at energy, emissions, and energy expenditure data for the community as a whole and decided on an action plan. The workshop group also noted that SCP policies and actions identified in the CARIP (Climate Action Revenue Incentive Program) reporting are supportive of many of the actions being discussed. To assist with pre-workshop preparation, a one-hour preparatory webinar was held to provide background information on how energy planning initiatives can influence carbon emissions while also providing opportunities for financial savings within the community.

At the workshop a GHG reduction assessment tool was introduced. The tool has been provided to staff for use in further analysis, and is populated with data derived from calculations developed to assess the impact that various actions and strategies may have on GHG emissions into the future. The tool shows the final results in user friendly charts and graphs.

The workshop group was provided with a collection of actions. Each action was discussed within the group and placed in one of four categories: “yes”, “no”, “maybe”, and “done”.

The actions were placed on a chart to create a plan for the years from 2016-2020 The group was invited to provide input on timing and sequencing of actions. Ongoing actions are also reflected in the plan. Following this, key actions were discussed in more detail.

Current Emissions and 'Business As Usual' Projections

The Province of BC has calculated the total energy use and greenhouse gas emissions from the community for 2010 through the Community Energy and Emissions Inventory (CEEI). In 2010 total community annual energy expenditure was approximately $18.4 million ($4,600 per capita), and GHG emissions were approximately 34,600 tonnes (8.6 tonnes per capita). Further detail on the energy and emissions for the community can be found in the 2010 CEEI, which is in Appendix 1.*

For the modelling process, the workshop group used an annual community population growth rate of 0% and used the reduction target of the Grand Forks Sustainable Community Plan which is to reduce emissions 33% below 2007 levels by 2030. Without an action plan, and taking into account the population projection and Provincial policies, community emissions are predicted to change according to the tables and charts in the rest of this section as "Business as Usual".

"Business As Usual" Projections & Target Overview

Community	Grand Forks City
Annual % target change in ghg	-1.73%
Population growth	0.00%
Default population growth	-0.25%
2007 Population	4,104
Start-year for actions	2016

Emissions Summary

2007 Emissions		33,949
2010 Emissions		34,637
Total Energy Expenditure	$	18,422,125
Per-capita energy cost	$	4,608
2010 Per-capita emissions		**8.66**

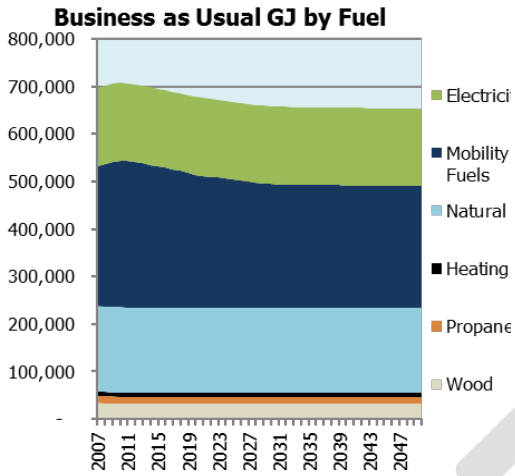
Targets Summary

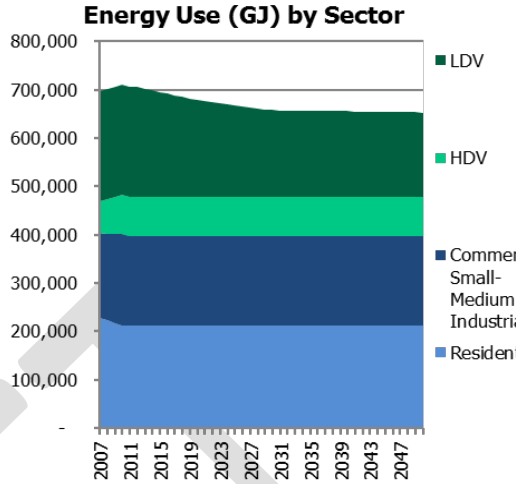
	2016	2020	2030	2050
Total reduction	-14.5%	-20%	-33%	-53 %
Per-capita reduction	-12%	-18%	-31%	-52%
Total GHG	29,015	27,058	22,725	16,030
Per-Capita GHG	7.3	6.8	5.7	4.0

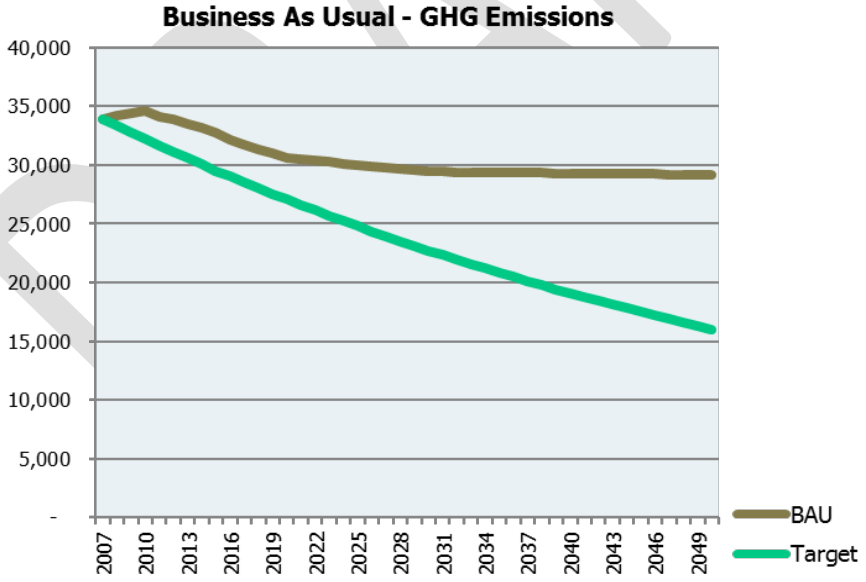
Business as Usual (BAU) Summary

	2016	2020	2030	2050
GHG's	32,159	30,620	29,439	29,170
GHG growth	-5%	-10%	-13%	-14%
Population	3,998	3,998	3,998	3,998
Pop growth	(106)	(106)	(106)	(106)
Pop Grow %	-3%	-3%	-3%	-3%
Per capita emissions	8.04	7.66	7.36	7.30

* Note the 2012 CEEI data is expected to be released by the Province in the coming months.


Business as Usual GJ by Fuel
800,000
700,000
600,000
500,000
400,000
300,000
200,000
100,000
-
2007
2011
2015
2019
2023
2027
2031
2035
2039
2043
2047
Electrici
Mobility Fuels
Natural
Heating
Propane
Wood


Energy Use (GJ) by Sector
800,000
700,000
600,000
500,000
400,000
300,000
200,000
100,000
-
2007
2011
2015
2019
2023
2027
2031
2035
2039
2043
2047
LDV
HDV
Commer
Small-Medium
Industri
Residen


Business As Usual - GHG Emissions
40,000
35,000
30,000
25,000
20,000
15,000
10,000
5,000
-
2007
2010
2013
2016
2019
2022
2025
2028
2031
2034
2037
2040
2043
2046
2049
BAU
Target

Actions Already Initiated

The City of Grand Forks is already a climate action leader, and for its size has undertaken an impressive array of actions relating to reductions in community energy and emissions. These are summarized in the following table.

Actions reported completed by the workshop team - this list is by no means exhaustive:

Action	Year	Comments
5.6 Flow RGS, OCP, and LAP through to zoning		Incorporated in Planning Process
Organics Collection		Began as pilot. Now underway and well used.
Carbon Neutral Kootenays	2009-2014	Participated in collaborative actions to reduce corporate carbon emissions.
Kootenay Energy Diet	2013	Support for Residential energy efficient upgrades in FortisBC program.
Active Community Groups		TransCanada trail, ATV club, Agriculture society, Trails group, Mountain bike group, Community Garden, air quality committee, Kettle Valley Watershed management plan, Food Co-op…
Corporate Policies		CARIP reports, Council strategic plan, asset management investment plan, consideration for sustainability, water conservation plan, green corporate purchasing policy...

Action Plan

The action plan developed by the workshop group is shown below. Actions that are in the SCEEP Actions Guide but considered inapplicable, are not included below. The actions in the plan were categorised according to which year it was believed that they will be implemented or investigated.

Actions	Already done / ongoing	2016	2017	2018	2019	2020
1 Buildings Basics						
1.1 Promote electricity, natural gas, & other energy efficiency programs		x				
1.2 District energy / renewable energy systems, e.g. solar garden						M
1.3 Building code energy efficiency - educate & support compliance			x			
1.4 Reduce local government barriers to building scale renewable energy					M	
2 Buildings High-Growth Measures						
2.1 Sustainability checklist for buildings		x				
2.3 Review zoning bylaw for opportunities to encourage energy performance, with tiny / eco home zoning			x			
2.4 Density bonus for energy performance			x			
2.6 Fee rebates to encourage improved energy performance				M		
2.7 Revitalization tax exemption bylaw for buildings with improved energy performance		M				
2.8 Development Cost Charge (DCC) reductions or waivers for GHG's		M				
2.9 Development Permit Area - to enhance energy performance (e.g. orientation, landscaping)			x			
3 Residential Buildings						
3.2 Education for developers - energy efficiency & renewable energy		x				
3.3 Education for realtors - energy efficiency & renewable energy		x				
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)			x			
3.5 Voluntary or mandatory energy labelling of existing or new homes			x			
4 Commercial / Institutional Buildings and Transportation						
4.3 Convert City owned ornamental streetlights to LED		x				
5 LDV Transportation Urban Form						
5.1 Land use suite "lite"	x					
5.2 Land use suite "enhanced"	x					
5.3 Street design	x					
5.4 Implement 30 km/hr speed limit in parts of the community, & allow low speed EVs				x		
6 LDV Transportation – Infrastructure & Collaboration						
6.1 Active transportation planning	x					
6.2 Improve active transportation infrastructure	x					
6.3 Anti-idling campaign / bylaw	x					
6.4 Special event planning	x					
6.5 Collaborate with major employers on work-related transportation		x				
6.6 Transit suite, with community partners, Schoold District & Interior Health			x			
6.7 Intercommunity transit services			x			
6.8 Support car share cooperatives, City vehicles for Citizens On Patrol, or donate old City vehicles		x				
6.9 Raising awareness of ride sharing and guaranteed ride home programs		x				
6.10 Low carbon and electric vehicle fuelling/charging stations	x					
6.11 Electric vehicle & e-bike awareness event		x				
7 Waste						
7.1 Organics diversion	x					
7.2 Encourage water conservation	x					
7.3 Support local food production, e.g. farmers markets, community gardens	x					
NEW ACTION - store front food coop and abatoir governance			x			
NEW ACTION - investigate a soil retention bylaw with tree inventory & vegetation				x		
8 Enabling Actions						
8.1 Review land use & transportation plans / policies for SCEEP incorporation			x			
8.2 Organizational structure for climate action	x					
8.3 Establish a regional energy co-operative					M	
8.4 Identify green economy opportunities					M	
8.5 Leverage local government assets into community change	x					
8.6 Long-term, deep community engagement (culture change)	x					
NEW ACTION - consider City regional governance options, inc. RGS integration					M	

The actions marked with an 'M' were categorised as 'maybes'.

The numbers of the actions listed above correspond to their numbers in the SCEEP Actions Guide (see Appendix 2), which contains further detail about each of them. Some new actions were also created and not listed in the SCEEP Actions Guide (for further details on this see the "Unpacking Actions" sub-section). Information on FortisBC DSM program incentives found on the website: http://www.fortisbc.com/Rebates/RebatesOffers/.

Unpacking Actions from the Action Plan

The main workshop day of March 8 included an in-depth discussion of all the opportunities and actions.

Ways to proceed with the actions were discussed and are outlined in the table. Some Action items are noted as “Ongoing” which are already in place or occur annually. Other “Action Items” will be worked upon within the next five years or “maybe” worked upon in the timeframe.

Action	Year	Effort	Comments
Buildings - Basics			
1.1 Promote electricity, natural gas, and other energy efficiency programs	1	Low	This action is low effort and high impact. **Next Steps/Lead** • City & Chamber could have links to Fortis programs on websites • City newsletter could promote programs, especially the Energy Conservation Assistance Program (ECAP) which provides free energy efficiency retrofits to people with incomes up to 30% above the Low Income Cut Off. City could also promote ECAP through the property tax process, when seniors claim their additional grant • Chamber newsletter could promote the free Business Energy Assessments (BEA) for small & mid-sized businesses • City could promote the free BEA assessments through business licensing process • City could promote New Home program in permit packages for New Homes, and HERO in permit packages for renovations • City could also do utility bill inserts, Facebook, & Twitter promotion **Partners** • FortisBC • Chamber of Commerce **Barriers/Opportunities** • FortisBC could pay for an event planner to set up some events on energy conservation. This could involve promoting the Home Energy Rebate Offer (HERO) program (e.g. at building supply stores), or be an energy efficiency tradeshow • Chamber of Commerce is looking for speakers. BEA, HERO, and New Home programs are good opportunities • Working with non-profit housing societies is great

Action	Year	Effort	Comments
1.2 District energy / renewable energy systems	5	High	Action is a maybe. A solar garden is the main opportunity. Other opportunities: 1. heat recovery from Roxul for nearby greenhouse or downtown buildings, 2. Geo-exchange system at RDKB recreation buildings **Next Steps/Lead** • City to pursue solar garden with community buy-in (e.g., Nelson) **Partners** • FortisBC • Nelson Hydro (from solar garden expertise) **Barriers/Opportunities** • FortisBC is interested in getting involved in any solar projects. • Economies of scale help with the success of solar gardens. • New solar products available: i.e., roof spray material and clear roof panels.
1.3 Building code energy efficiency - educate & support compliance	2	Low	Grand Forks building inspector recently attended a Kelowna seminar. **Next Steps/Lead** • Add to building package for new part 9 buildings: "it is recommended to work with a Certified Energy Advisor" **Partners** • Local Certified Energy Advisors **Barriers/Opportunities** • Working with a Certified Energy Advisor can save builders a significant amount of capital costs by noting energy efficient components into design and guiding diligence in the building process. • It also helps the local building inspector if a home builder uses a Certified Energy Advisor.

Action	Year	Effort	Comments
1.4 Reduce local government barriers to building scale renewable energy	4	Low to medium	Action is a maybe. Some communities have unintentionally put up significant barriers to renewable energy systems, like solar panel systems. Permitting costs are very high in some communities, and negligible in others. It is not known if the City of Grand Forks has any barriers to renewable energy. **Next Steps/Lead** • If & when barriers to renewable energy are identified, work to reduce those, where possible **Partners** • Community Energy Association could help with best practices and research • FortisBC may be able to help
Buildings – Growth Measures			
2.1 Sustainability checklist for buildings	1	Low	City could have a sustainability checklist. Voluntary at first, and later tie it to incentives (like low DCCs or a Revitalization Tax Exemption bylaw). **Next Steps/Lead** • Community Energy Association to help the City with crafting a sustainability checklist **Partners** • Community Energy Association • FortisBC **Barriers/Opportunities** • Tying a checklist to incentive is the best way to ensure it is used. • A sustainability checklist is a great way to ensure that multiple Council priorities are considered in new buildings / developments

Action	Year	Effort	Comments
2.3 Review zoning bylaw for opportunities to encourage energy performance	2	Medium	Actions 2.3 & 2.4 are combined, and reviewed with possible zoning consideration for eco homes and/or tiny homes. **Next Steps/Lead** • This must come from the public. With public interest, Council will consider referring to staff for review. • Prepare Development Permit workshop for Council. • Host Community Open House: outline economic develop opportunities, invite business community. Prepare package on doable/best practices for tiny homes. **Partners** • Community Energy Association could assist with review • Tiny home builders and enthusiasts in Grand Forks and nearby communities would be essential • Interior Health could do a presentation to Council on healthy neighbourhood design **Barriers/Opportunities** • In current zoning, the smallest house that can be built in the City is 800 square feet • Zoning bylaw review needs public consultation • Initial open houses and requests for expressions of interest in tiny homes in Grand Forks have shown high interest from people locally and around the world. Potential for economic development and community growth in Grand Forks • Initially, consider a tiny home development on land owned by the City • Important that a tiny house development/rezoning is done well; homes must be on foundation with hook up to sewer. Mobile tiny homes have composting toilets and rely on educated operators.
2.4 Density bonus for energy performance			

Action	Year	Effort	Comments
2.6 Fee rebates to encourage improved energy performance	3	Medium	Action is a maybe. **Next Steps/Lead** • In future, Council may consider providing fee rebates to encourage more energy efficient new construction. The City of Kimberley and District of Sparwood already do this. **Partners** • Community Energy Association can assist with best practices and what other communities have done **Barriers/Opportunities** • Sparwood funded building permit fee rebate through the savings made on a major energy efficiency retrofit of a local government owned building. Township of Langley funded a similar incentive through adding a small "Sustainable Community Levy" on all other building permits fees.
2.7 Revitalization tax exemption bylaw for buildings with improved energy performance	1	Medium	Action is a maybe. Actions 2.7 & 2.8 can be considered together. **Next Steps/Lead** • Revitalization tax exemption bylaw is currently being looked at and DCCs will be reviewed in 2016, but it may not be possible to include energy efficiency or sustainability criteria into the consideration. But if it is, then it may be best achieved with a sustainability checklist, as City of Penticton has done **Partners** • Community Energy Association can assist with best practices and what other communities have done **Barriers/Opportunities** • A sustainability checklist with these incentives can help meet multiple City priorities
2.8 Development Cost Charge (DCC) reductions or waivers, for GHG's	1	Medium	

Action	Year	Effort	Comments
2.9 Development Permit Area (DPA) - to enhance energy performance (e.g. orientation, landscaping)	2	Medium	A development permit area can be used to encourage or mandate features exterior to buildings. e.g., solar orientation, passive solar design, xeriscape or edible landscaping. **Next Steps/Lead** • Community Energy Association could provide best practices, and examples of what other local governments have done • City would want an engineering firm to ensure that no undue costs are being put on builders / developers **Partners** • Community Energy Association **Barriers/Opportunities** • Would not want to put undue costs on builders / developers
Residential Buildings			
3.2 Education for developers – energy efficiency & renewable energy	1	Low to Medium	**Next Steps/Lead** • FortisBC and/or Community Energy Association could help to lead this in the community • Chamber would likely be interested **Partners** • FortisBC • Community Energy Association • Chamber of Commerce
3.3 Education for realtors - energy efficiency & renewable energy	1	Low to Medium	**Next Steps/Lead** • FortisBC and/or Community Energy Association could help to lead this in the community • Chamber would likely be interested. • A realtor education energy efficiency workshop was help in Nelson in March 2016. **Partners** • FortisBC • Community Energy Association • Chamber of Commerce

Action	Year	Effort	Comments
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)	2	Medium	Grand Forks participated in Kootenay Energy Diet, a campaign to encourage energy efficiency retrofits in the community. **Next Steps/Lead** • FortisBC to take the lead, with support from City of Grand Forks and other local governments **Partners** • FortisBC • Local community groups **Barriers/Opportunities** • The Federal government may announce a refresh of the ecoENERGY for Homes energy retrofit program, which was very successful at encouraging home energy efficiency retrofits around Canada. The next "Energy Diet" should occur in conjunction with such a federal announcement.

Action	Year	Effort	Comments
3.5 Voluntary or mandatory energy labelling of existing or new homes	2	Medium	The City of Vancouver mandates home energy labelling (EnerGuide assessments) for all new homes and all renovations over a certain value. City of Victoria has received a legal opinion stating that any local government in BC can do the same. The City of Grand Forks could look at mandating or providing voluntary incentives for home energy labels. **Next Steps/Lead** • Look at best practices and what other communities have done, and decide on the best path forward for the City **Partners** • Community Energy Association can assist with best practices and what other communities have done **Barriers/Opportunities** • If a home builder receives an EnerGuide assessment when building a new house, thus pursuing the performance rather than the prescriptive pathway to comply with section 9.36 of the BC Building Code (the energy efficiency component for part 9 buildings), they can save money compared to following the prescriptive pathway of compliance with 9.36. This is because the prescriptive pathway must assume the worst case for the house, e.g. that a mountain to the south is blocking all solar gain. In addition, opportunities to build a smarter and more efficient house easily would be identified by the assessment.
Commercial/Institutional Buildings and Transportation			
4.1 Promote the free Business Energy Advisor assessments	1	Low	Combined with Action 1.1 The Business Energy Advisor (BEA) program is now administered by the utilities with reduced Provincial involvement. **Next Steps/Lead** • Fortis to provide information

Action	Year	Effort	Comments
4.3 Convert local government owned streetlights to LED	1	Medium to High	The City is pursuing this opportunity. **Next Steps/Lead** • The City will likely conduct a pilot later in 2016 • There will be a greater roll out in later years, depending on funding **Partners** • FortisBC, on rebates and expertise
Light Duty Vehicle Transportation – Urban Form			
5.1 Land use suite lite	ongoing		Combined Action 5.1 and 5.2 Sustainable Community Plan encourages concentrated growth areas. **Next Steps/Lead** • In next OCP process, review enhancement of concentrated growth areas • Review small lot size.
5.2 Land use suite enhanced			

Action	Year	Effort	Comments
5.3 Street design	ongoing		"Sharrows" a share the road arrow sign was introduced in community. Although a great idea, they were not found to be well received. Street design is an opportunity to slow traffic in communities and encourage pedestrian friendly/walkable streets. **Next Steps/Lead** • Note transportation linkages in SCP • When roads scheduled for repaving, consider street design in upgrades. **Partners** • MOTI • IH can provide health evidence to support more sustainable planning and active transportation. **Barriers/Opportunities** • IH example: Clearwater's Road-Cross Section Bylaw, where the District of Clearwater engaged stakeholders to address the risks to the economic sustainability and the health of its residents. This included developing a long-term road-networking plan to help increase economic activity and to improve connectivity so that residents would be inclined to choose active transportation over vehicle transportation.

Action	Year	Effort	Comments
5.4 Implement 30 km/hr speed limit in parts of the community	3	Medium	Grand Forks has 30 km/hr speed limit in some school zones and at scout hall. **Next Steps/Lead** • Reduce speeds on highway corridor for safety of pedestrians • Bring to AKBLG as a policy motion • Do not promote the bypass route for highway. • Allow low speed EVs and scooters on the road. **Partners** • MOTI to lower speed in high impact areas in municipality • IH provide examples **Barriers/Opportunities** • Colville US noted that a slower traffic downtown livened the core and brings people into the centre.
5.5 Variable Development Cost Charges (DCC's) to encourage infill development	1	Medium	**Next Steps/Lead** • Variable DCCs under staff review
Vehicle Transportation – Infrastructure & Collaboration			
6.1 Active transportation planning	ongoing	Medium to High	Grand Forks has a bicycle and trail network plan. RDKB Area D OCP notes the importance of trails. **Partners** • RDKB recreation and trails • IH • Community trails groups **Barriers/Opportunities** • IH can support initiatives with resources, people, and health evidence • There are engaged active trails groups in the area.

Action	Year	Effort	Comments
6.2 Improve active transportation infrastructure	ongoing	High	There is now an improved commuter route in place and waterfront trail. **Next Steps/Lead** • Some priorities and shovel ready projects could be identified to be ready for significant Federal infrastructure funding announcements. **Partners** • CPR • BikeBC can be a funding partner. **Barriers/Opportunities** • Part of rail still owned by CPR with the trail going through neighbourhoods
6.3 Anti-idling campaign / bylaw	ongoing	Low	Anti-idling signage in place. **Next Steps/Lead** • Enforcement needed **Partners** • IdleFreeBC provides signage • School District to partner with youth ambassadors • IH **Barriers/Opportunities** • Interior Health may be able to support with health evidence • School ambassadors in some communities provide friendly reminders/information to “idlers”.
6.4 Special event planning	ongoing	Medium	Grand Forks had 48 special events in 2015. Camping is supported at some events to reduce transportation demands.

Action	Year	Effort	Comments
6.5 Collaborate with major employers on work-related transportation	1	Medium	**Next Steps/Lead** • Discuss with employers • Promote carpooling for employees at hospitals and schools • Add bike racks at employment places **Partners** • Major employers including IH and SD • Chamber **Barriers/Opportunities** • Midway used to have an employee shuttle bus • Encourage bike racks at employment places as the bike trails now go to the major employment places.
6.6 Transit suite	1	Medium to high	Actions 6.6 and 6.7 are combined. There is no public transit system in Grand Forks **Next Steps/Lead** • Open discussion with partners for transit collaboration **Partners** • School District • Interior Health • BC Transit **Barriers/Opportunities** • Aging population needs transit options • Consider school bus for use by staff or public. This is being reviewed in other school districts. • BC Transit did online survey and does not feel enough ridership to justify.
6.7 Intercommunity transit services			

Action	Year	Effort	Comments
6.8 Support car share cooperatives	1	Medium	Currently no carshare coop in the Boundary area. Rossland has a branch of the Kootenay Carshare Coop. **Next Steps/Lead** • Change policy to allow non-staff to use vehicles • Review liability issues **Partners** • City of Grand Forks • Kootenay Carshare Coop **Barriers/Opportunities** • The city has plans for fleet renewal • Consider joining a car share. Note this is done in City of Kelowna. A fleet vehicle is used by the carshare during non working hours.
6.9 Raising awareness of ride sharing and guaranteed ride home programs	1	Medium	**Next Steps/Lead** • Promote ridesharing via newsletter/web tile **Partners** • IH has lots of examples – volunteer drivers for medical appointments • Kootenay rideshare http://kootenayrideshare.com **Barriers/Opportunities** • Salmo has partnered with IH for an age friendly survey to identify the barriers to ridesharing. • Use Community Based Social Marketing survey to determine what will make people rideshare. • On a small scale City staff use carpools

Action	Year	Effort	Comments
6.10 Low carbon and electric vehicle fuelling / charging stations	Ongoing	Medium	City looking to buy an electric pickup truck and car. There is 1 EV station at City Hall. Two more to be added. **Next Steps/Lead** • Build awareness. Does the public know about the EV stations? • Determine where the best locations for EV charging stations would be • Note Level III charging stations situated in the Fortis communities of Keremeos and Penticton. **Partners** • PlugIn BC • Chamber: Note that RDKB is part of the Electric Highway 3B • CEA as part of a collaboration of EV policy and networks in the region • FortisBC for networks **Barriers/Opportunities** • Idea to use solar panels at EV stations to supplement power • The existing electric vehicle charging network in the region could be improved, both with level II (i.e. slower chargers) and level III (i.e. DC Fast Chargers).
6.11 Electric vehicle & e-bike awareness event	1	Low to Medium	**Next Steps/Lead** • Review policy to allow electric scooters on paved trails; consider helmets and liability. **Partners** • Mechanic/bike shop: R&B – is an EV mechanic; promote local business with capacity • Chamber **Barriers/Opportunities** • Aging population using scooters
Waste			

Action	Year	Effort	Comments
7.1 Organics diversion	ongoing	Medium to High	Organics Diversion is in place for Grand Forks and RDKB Areas C and D. **Next Steps/Lead** • Look at restaurant, multifamily building, institutional and commercial organics diversion. **Partners** • RDKB • IH – hospital and institutional buildings • Restaurants • Chamber
7.2 Encourage water conservation	ongoing	Medium	Water meters in place. **Next Steps/Lead** • Learning garden xeriscape • Continue promoting the importance of water conservation.
7.3 Support local food production, e.g. farmer's markets, community gardens, community greenhouse and NEW ACTION: Store Front Food Co-op and Abattoir Governance	Ongoing and 2	Medium	Grand Forks is a ranching community **Next Steps/Lead** • Establish storefront to promote/supply local products • Develop abattoir governance and encourage mobile abattoir business to market the community and local foods and to remove cost of processing from ranchers. **Partners** • Chamber • IH • Farming/Ranching community • Egg Society **Barriers/Opportunities** • Use community based social marketing to determine barriers. • Restaurants can source local whole foods, but must abide by IH rules for any processed or meat products. • There is opportunity for demonstration project and promotion of the sharing network.

Action	Year	Effort	Comments
NEW ACTION: Investigate soil retention bylaw with tree inventory	3		A soil retention bylaw to address related matters of eco asset management; storm water management and top soil qualities. **Next Steps/Lead** • Report on soil conservation, carbon pool retention/increase through soil and vegetation bylaws • Develop soil conservation plan • Complete City Tree Inventory **Partners** • Planning Grant • Agriculture community **Barriers/Opportunities** • Action is dependent on successful grants • Sequestering carbon in agricultural lands has both local and global benefits • The Kelowna landfill is developing Glenmore Grow soil from organic waste • Carbon sequestering in agriculture areas would help with food production and water conservation and keeping organic waste out of the dump. • See Washington State report: *Soil Organic Carbon Storage (Sequestration) Principles and Management: Potential Role for Recycled Organic Materials in Agricultural Solis of Washing State*, Department of Ecology, January 2015
Enabling Actions			
8.1 Review land use & transportation plans / policies for SCEEP incorporation	2	Low to Medium	**Next Steps/Lead** • As part of next SCP review • Name SCEEP actions within planning documents

Action	Year	Effort	Comments
8.2 Organizational structure for climate action	ongoing	Low to Medium	**Next Steps/Lead** • Build environmental awareness: regional environmental service, corporate accounting, water conservation, climate change, riparian areas, etc. • Start to focus at city corporate level • Reinstate an environment committee • Develop climate leadership **Partners** • Active community groups • Regional District environmental services • FBC energy specialist coordinator program • CEA for example of the East Kootenay shared Regional Community Energy Manager approach **Barriers/Opportunities** • Kelowna in 2015 has a FBC sponsored energy specialist as pilot: looks at GHG management plan and support rebate programs. • Water conservation is improving in the City • Climate change could become a theme for a working group • Washington State has more up to date information. BC should be in leadership role: note the BC Climate Leadership Plan under review.
8.3 Establish a regional energy cooperative	4	High	This Action is a maybe **Partners** • Chamber • RDKB **Barriers/Opportunities** • Note that Salmo is working on this. • RDKB has an energy and sustainable committee open to ideas and able to provide advice and support
8.4 Identify green economy opportunities	4	Medium	This action is a maybe **Next Steps/Lead** • Review of Roxul waste heat for greenhouse and confirmation of capital infrastructure costs.

Action	Year	Effort	Comments
8.5 Leverage local government assets to create expertise and community-wide change	ongoing	Low to High	Grand Forks runs well and it is a great community with pride and livability. 2008 Grand Forks Green City Award **Next Steps/Lead** • Be proud. Showcase achievements • Public awareness is important. • Grand Forks YouTube videos on what is being done in community. **Partners** • Chamber **Barriers/Opportunities** • Note the Demonstration of using waste heat/wastewater in Christina Lake. • Education is key. Public needs to be informed on why money spent to upgrade buildings/infrastructure, etc. and how much energy and money is saved. • SCEEP is an opportunity to get things done, provide information to partners and residents, to promote success and actions

Action	Year	Effort	Comments
8.6 Long-term, deep community engagement (culture change)	ongoing	Medium to High	Culture change is an ongoing process that requires a multiple strategy plan. Continue to promote actions Grand Forks has a culture of environmental issues, is a passionate and engaged community. **Next Steps/Lead** • Identify community groups to support and promote actions • Find community champions to help the municipality and promote education of the deep culture change. **Partners** • School district • Community groups **Barriers/Opportunities** • Schools and youth effect change. Think of past campaigns that have had an impact like clic-clic to promote seatbelt use • Reduction of garbage to 1 bag/2 weeks has had a huge impact • High participation in organics diversion • There is capacity to build awareness to change behaviours and decrease our footprint. There is only 1 earth. We have the wealth to support carbon reductions • Products from other places impact the overall footprint on goods. All in one climate system. Consumption is guiding unsustainability

Action	Year	Effort	Comments
NEW ACTION: Consider City regional governance options	4		This action is a maybe **Next Steps/Lead** • Consider governance options for City regional governance. i.e., District Municipality to include rural areas. • Integrate SCP with future RDKB OCP • Continue to develop cooperation • Increase regional growth strategy integration. **Partners** • RDKB to connect OCPs **Barriers/Opportunities** • Grand Forks has a population of 4000 to service about 8000. • Amalgamation/collaboration is an opportunity to work together to improve. • District municipality provides a rural/urban integration

Potential Community Engagement Opportunities

Community engagement provides an opportunity for the local government to present the SCEEP, and to highlight some of the energy and emission reduction actions already in place. This demonstrates commitment and leadership, and sets a positive example for the community. i.e.

- Invite local experts or relevant businesses/organizations to set-up a booth at an event to share the services or products they offer that will support GHG emission reductions and energy efficiency
- Encourage input into the SCEEP through an interactive wall chart timeline of energy and emissions actions. Invite participants to add their own ideas or commitments to the timeline
- Invite FortisBC to share information about incentives or other programs that are available to encourage energy efficiency.

Next Steps

Suggested next steps for the SCEEP are:

1. COMPLETE Circulate DRAFT report to workshop participants for feedback, recommendations and to identify additional stakeholders to contribute, e.g. Local Business Community; community groups
2. CURRENT Submit final Strategic Community Energy and Emissions Plan (SCEEP) to the Council with goals, policies, and recommendations
3. Once SCEEP has been approved by Council, incorporate into Planning Documents and budgets.
4. Incorporate SCEEP into City's policy framework
5. Ongoing SCEEP Implementation
6. Renew by reviewing SCEEP in 3-5 years.

Incorporate	Budget	Monitor	Convene	Report	Renew
SCEEP into other planning documents: -SCP -Zoning Bylaw -Transportation Master Plan -Subdivision and Servicing Bylaw	SCEEP Actions into budgeting process. Potentially CARIP grant to sustainable development fund to help implement SCEEP action plan	SCEEP implementation Indicators for specific Actions, Webinars with updated 2012 CEEI data and to showcase indicators and Milestones i.e., -Number of woodstoves replaced; -Meters of cycling path or sidewalk added	Management Team Meetings Reinstate Environment Committee to discuss implementation Broad terms of Environment Committee enable SCEEP to be considered as regular agenda item	Regular reports to council Integrate at same time as CARIP is reported Provide statistics to Council and show community accomplishments.	Prepare for plan renewal every 3-5 years.

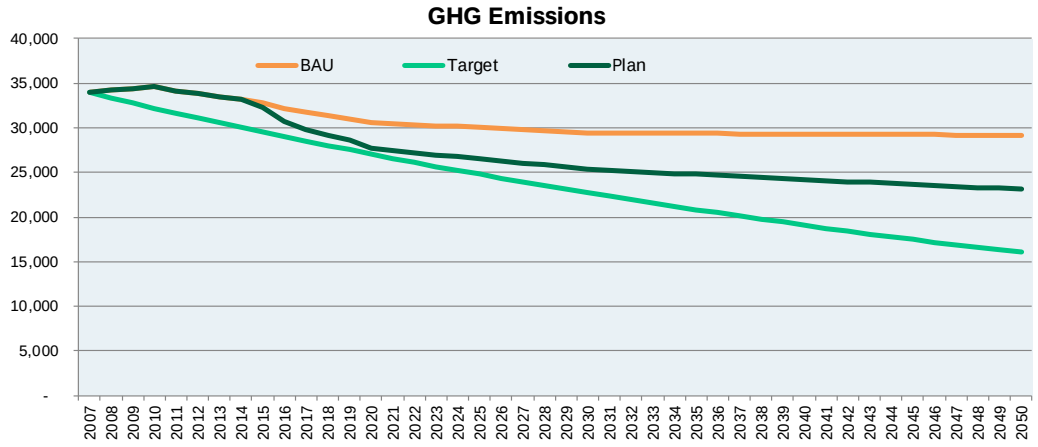
Results of Actions

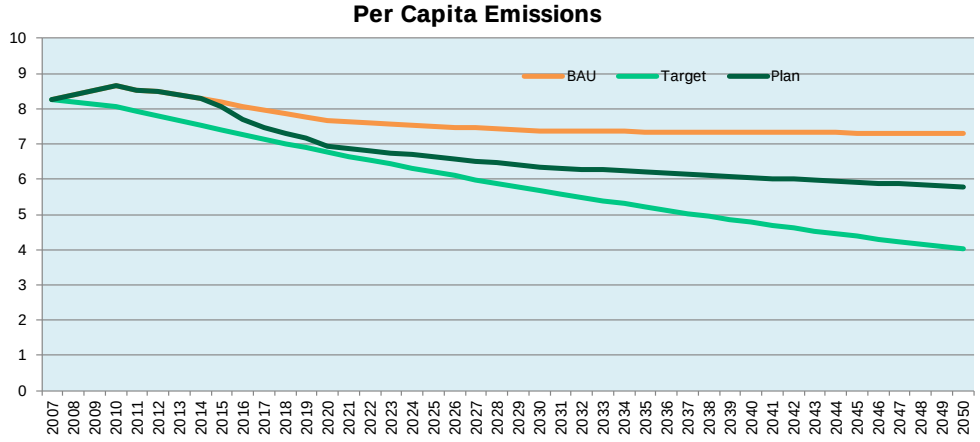
The estimated impact of the plan on community greenhouse gas emissions (in tonnes of GHGs per year) is shown below. Significant emissions reductions will be achieved beyond Business As Usual, however there is still a considerable gap to the GHG target trajectory.

The City of Grand Forks has levers to reduce community energy and emissions and can move closer towards its target, but many things do remain outside of the City's control including Federal and Provincial actions, and technological changes. These may provide significant assistance towards meeting the target.

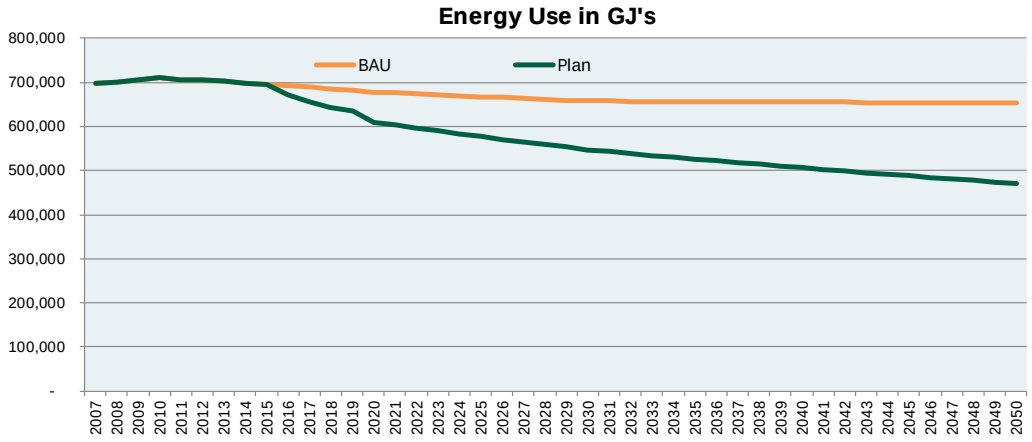
Note that actions to reduce electricity consumption will result in financial savings for the community, but will not result in significant savings in emissions. Electricity in BC has a very low greenhouse gas intensity, and should be carbon neutral from 2016.

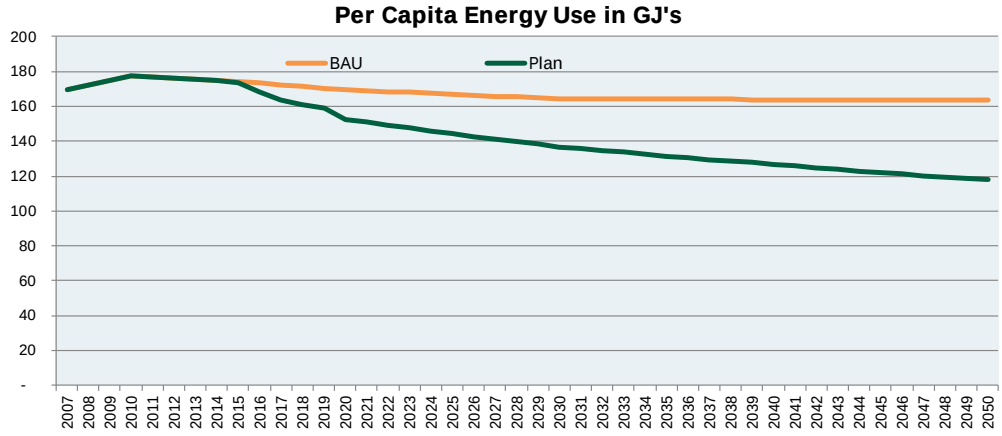
Overview GHG Emissions





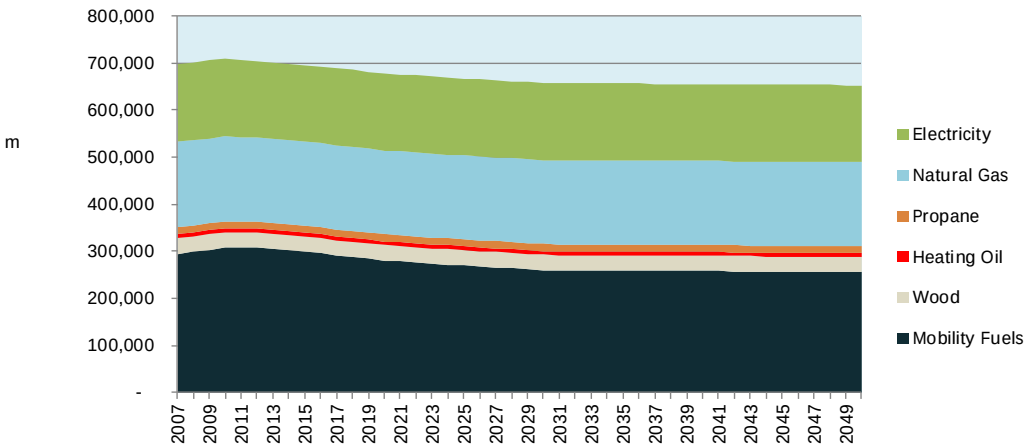
Overview Energy Use (GJ)



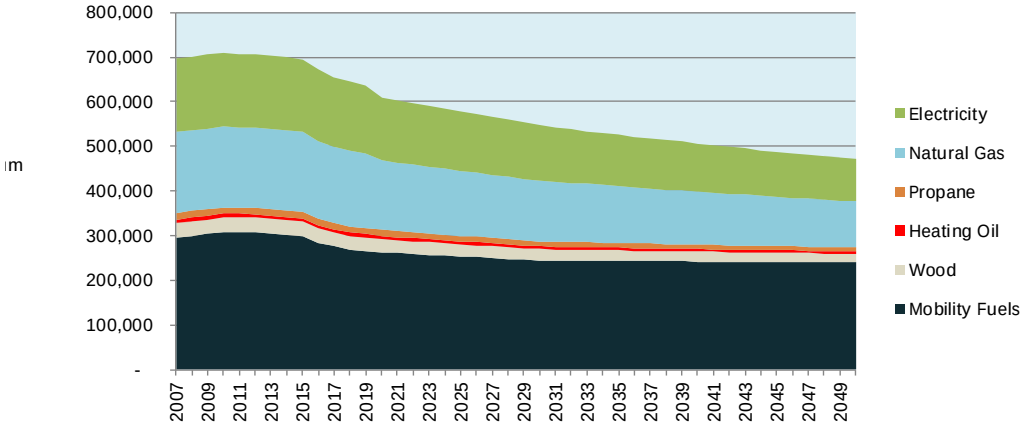


Energy Use by Fuel

BAU Energy Use by Fuel, GJ/year

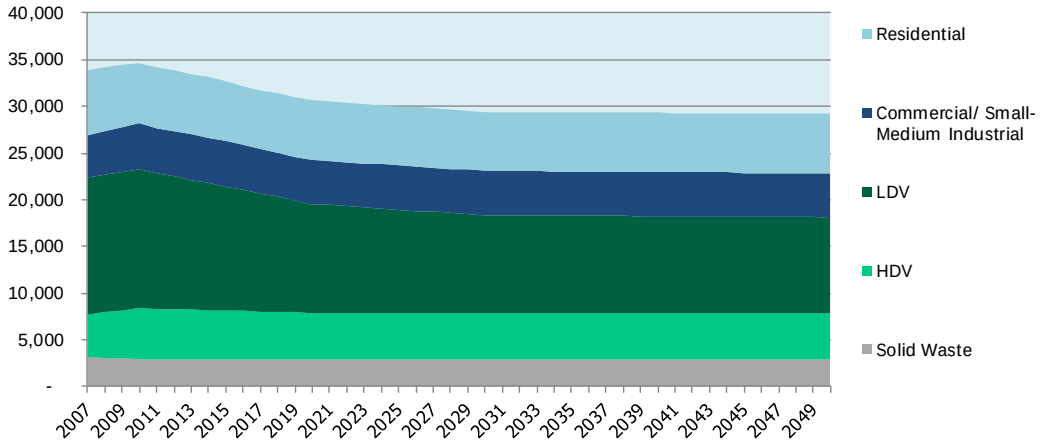


Planned Energy Use by Fuel, GJ/year

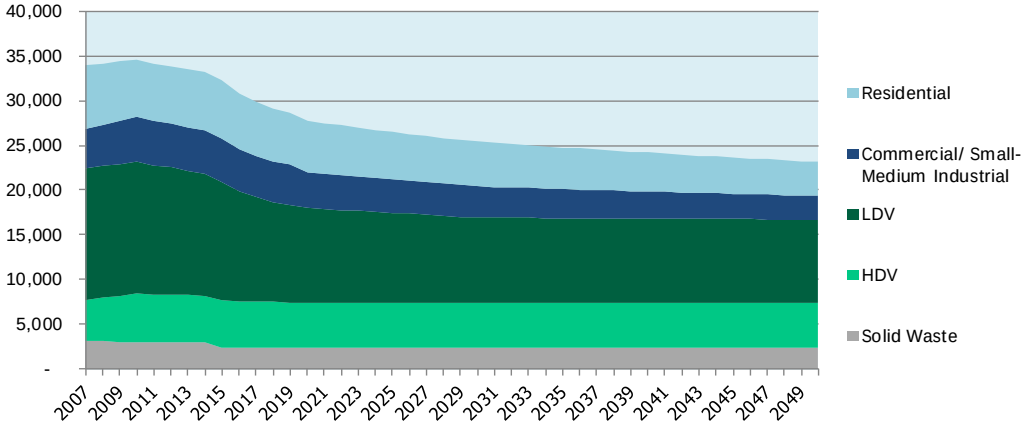


GHGs by Sector

BAU GHGs by Sector, tonnes/year

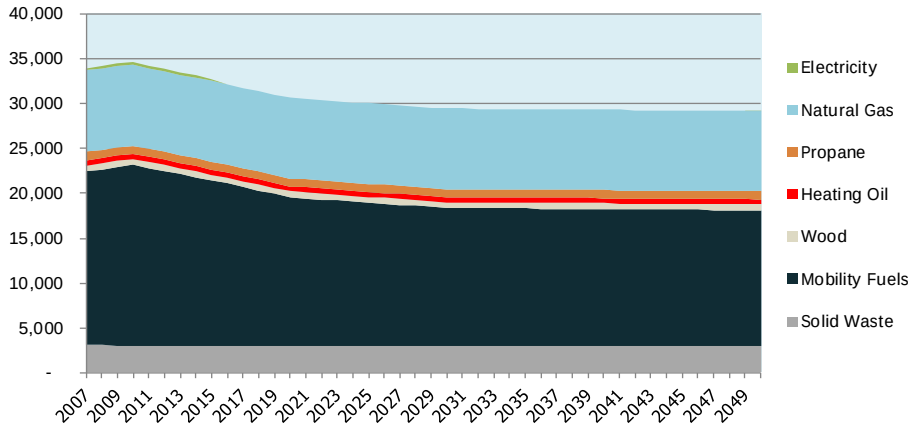


Planned GHGs by Sector, tonnes/year

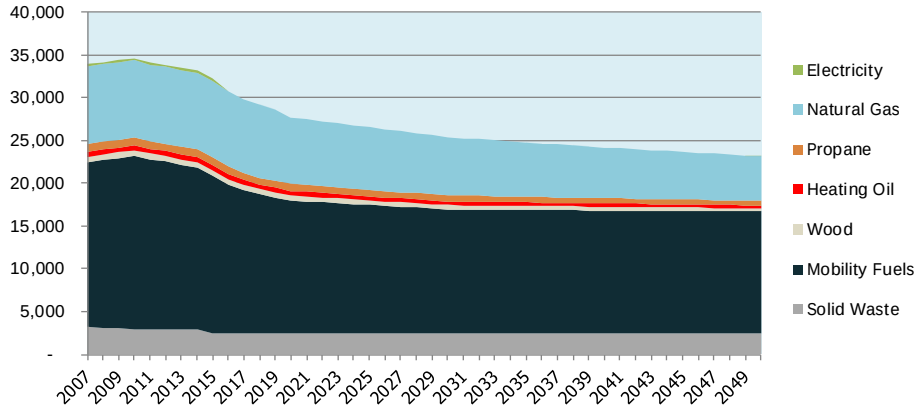


GHGs by Fuels & Waste

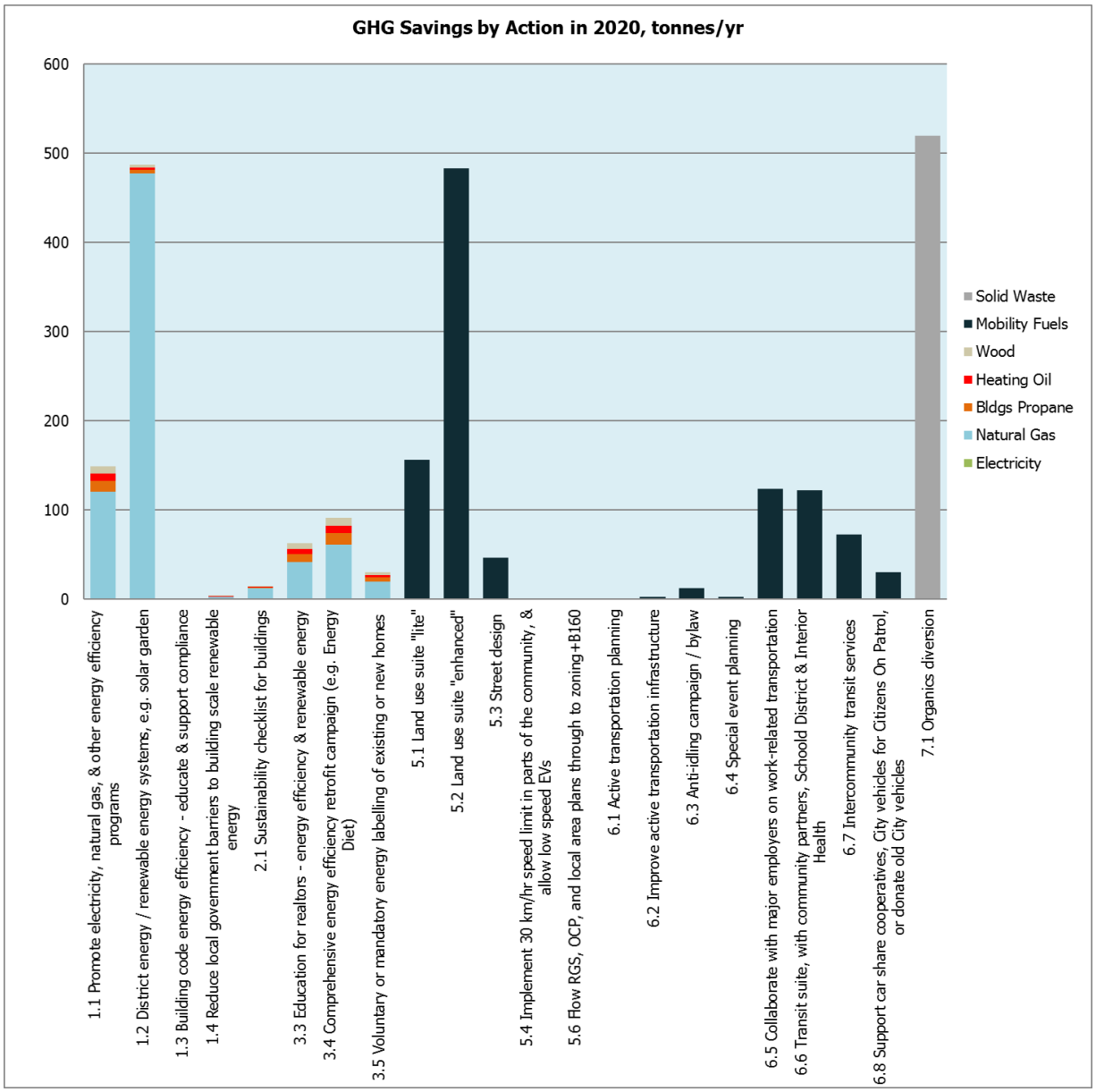
BAU GHGs by Fuels & Waste, tonnes/year

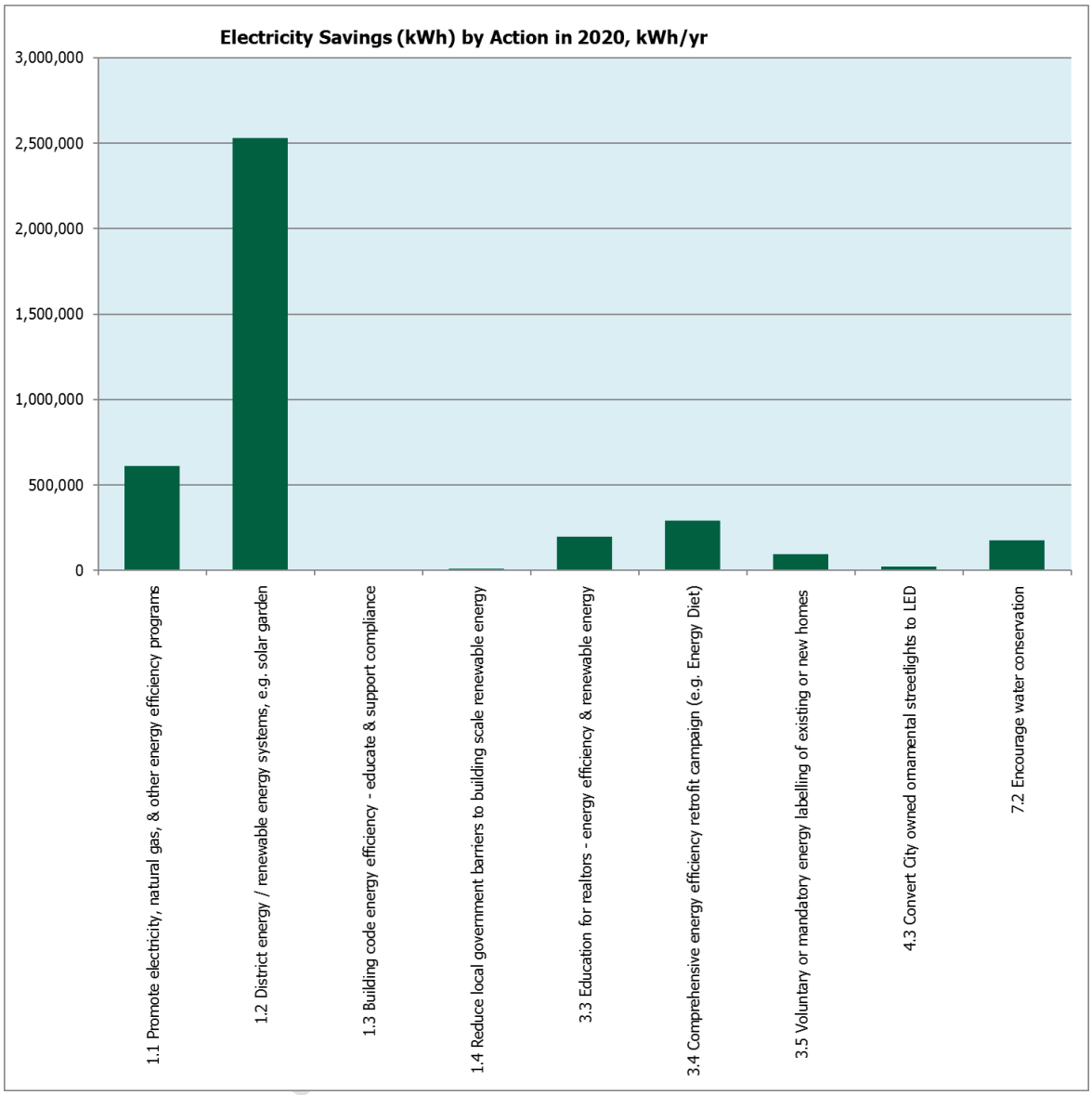


Planned GHGs by Fuels & Waste, tonnes/year



Note that the Province of BC has committed to a carbon-neutral electricity grid by 2016. In the model electricity emissions become zero from 2016 and remain there for the duration of the projected period.

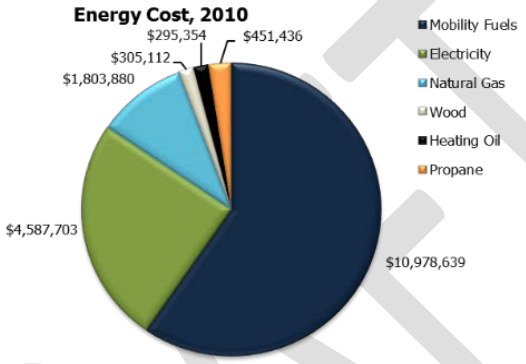



Electricity Savings (kWh) by Action in 2020, kWh/yr
3,000,000
2,500,000
2,000,000
1,500,000
1,000,000
500,000
0
1.1 Promote electricity, natural gas, & other energy efficiency programs
1.2 District energy / renewable energy systems, e.g. solar garden
1.3 Building code energy efficiency - educate & support compliance
1.4 Reduce local government barriers to building scale renewable energy
3.3 Education for realtors - energy efficiency & renewable energy
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)
3.5 Voluntary or mandatory energy labelling of existing or new homes
4.3 Convert City owned ornamental streetlights to LED
7.2 Encourage water conservation

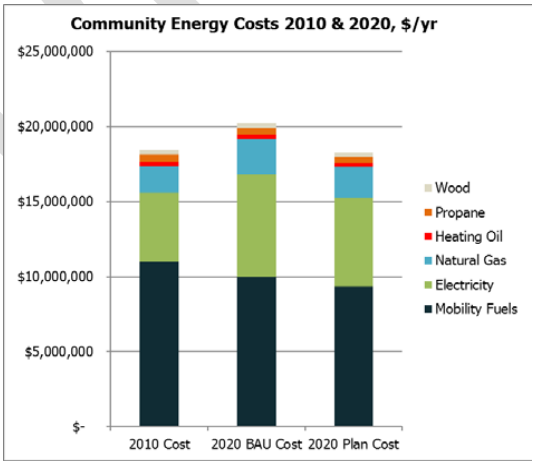
Community Financial Savings

For the City of Grand Forks, only a small percentage of the energy dollars spent within the community remain within the community. Therefore, a significant co-benefit of implementing this plan to reduce energy consumption and emissions is that reducing the energy dollars spent will help people, families, and businesses to reduce their expenses. In addition, using locally generated energy will help to keep energy dollars local rather than exporting them, just as consumption of local food helps the local economy.

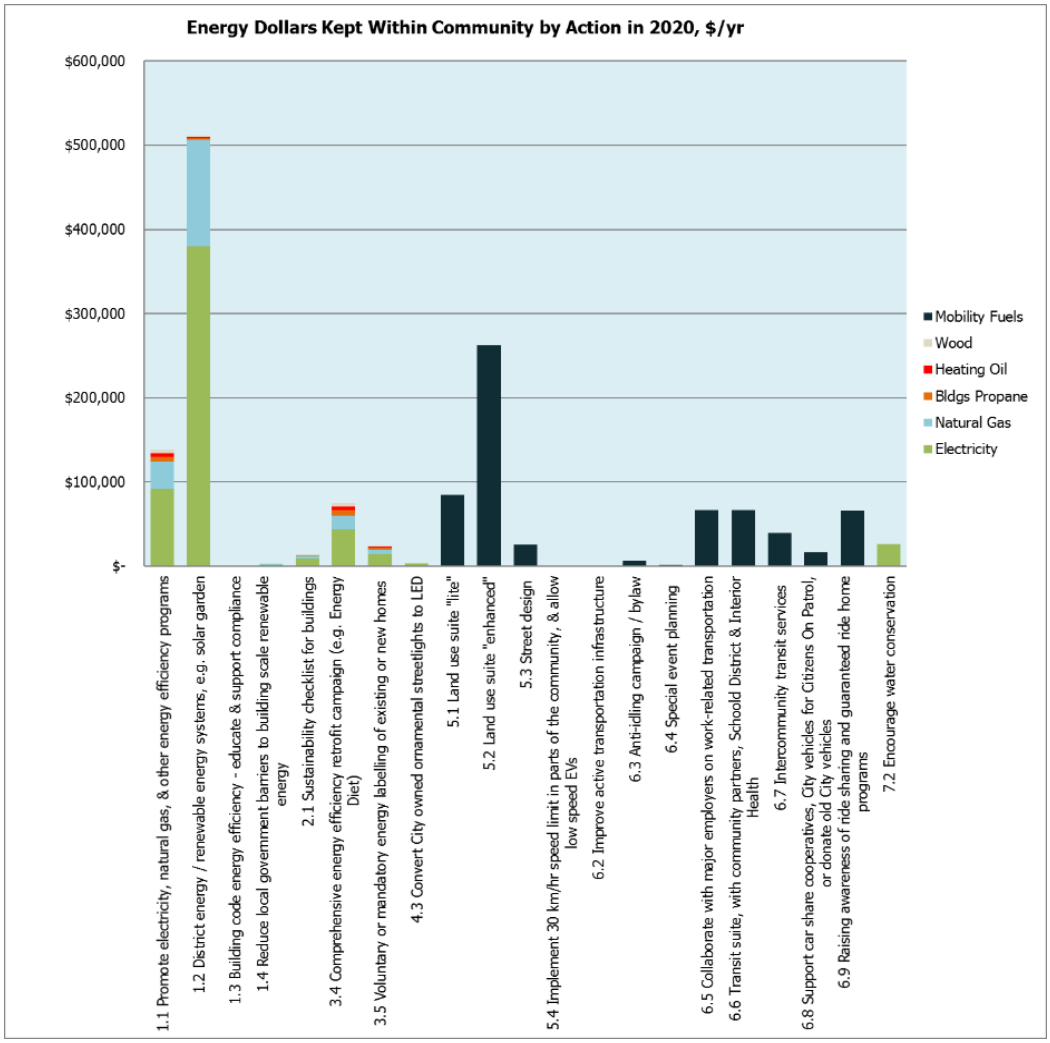
The following chart shows the approximately $18.4 million ($4,600 per capita) of Grand Forks community energy expenditures made in 2010, split by fuel type.



The impacts of the plan are shown in the following chart, comparing 2010 and 2020. Grand Forks community energy costs are projected to be reduced by approximately 10% through plan implementation. The model assumes that energy prices will increase to 2020. So, the 10% plan cost reduction equates to about $2 million per year ($477 per capita). Although energy prices are very difficult to predict, there is confidence that the price of electricity will increase over the next few years.



The following chart can be considered against estimates for the level of effort and resources needed to implement each action, for a cost benefit consideration. Note that several actions can have additional benefits, including financial benefits, that are not included in the calculation of "community energy dollars saved" (e.g. implementing land use suite "lite" and "enhanced" can reduce municipal infrastructure capital and operating costs.



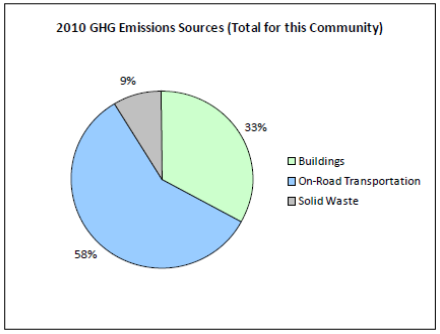
Appendix 1 – 2010 Community Energy & Emissions Inventory for City of Grand Forks*

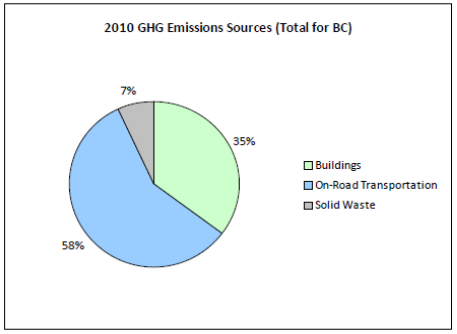
Grand Forks City

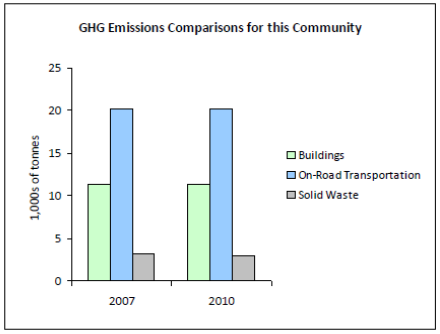
2010 Community Energy and Emissions Inventory

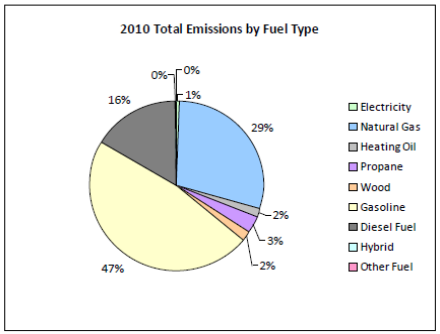
Monitoring and reporting on progress towards greenhouse gas emissions reduction targets

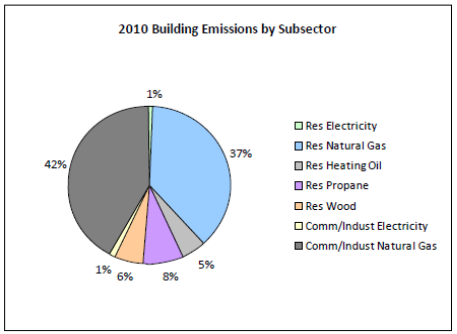
Page 1 of 7
February 20, 2014

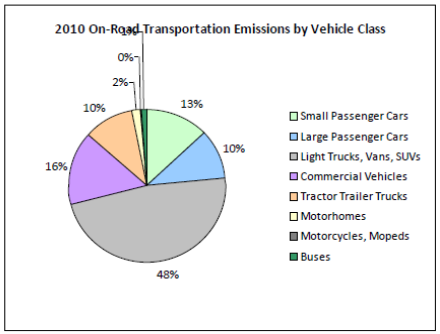












* Note the 2012 CEEI data is expected to be released by the Province in the next few months.

Grand Forks City

2010 Community Energy and Emissions Inventory

Monitoring and reporting on progress towards greenhouse gas emissions reduction targets

Core Items

On-Road Transportation		2007					2010				
		Connections	Consumption	Avg VKT (km)	Energy (GJ)	C02e (t)	Connections	Consumption	Avg VKT (km)	Energy (GJ)	C02e (t)
Small Passenger Cars	Hybrid			14,400	24	0			14,100	22	0
	Gasoline	807	1,148,752 L	15,000	40,206	2,736	798	1,113,946 L	14,700	38,988	2,507
	Diesel Fuel	28	46,743 L	24,100	1,790	127	33	49,297 L	21,600	1,888	131
Large Passenger Cars	Hybrid			8,900	39	2			21,800	240	15
	Gasoline	600	939,697 L	13,800	32,889	2,235	609	932,315 L	13,600	32,630	2,094
	Diesel Fuel			9,900	229	17			8,800	201	14
Light Trucks, Vans, SUVs	Hybrid			29,300	77	4			19,800	127	8
	Gasoline	1,606	3,887,225 L	16,500	136,053	9,315	1,688	3,977,376 L	16,100	139,208	9,036
	Diesel Fuel	123	243,060 L	11,000	9,308	661	88	190,507 L	12,400	7,296	503
	Other Fuel	12	22,434 L	11,100	568	35			9,900	330	20
Commercial Vehicles	Gasoline	146	450,207 L	18,200	15,758	1,057	172	496,555 L	17,200	17,379	1,111
	Diesel Fuel	179	602,284 L	18,700	23,067	1,620	232	802,315 L	19,500	30,729	2,095
	Other Fuel			11,800	352	21			11,500	231	15
Tractor Trailer Trucks	Gasoline								35,700	337	20
	Diesel Fuel	37	655,612 L	40,200	25,110	1,764	44	769,340 L	40,700	29,467	2,009
	Other Fuel			8,900	54	3			9,400	58	4
Motorhomes	Gasoline	26	71,596 L	18,700	2,505	168	33	91,292 L	19,000	3,196	202
	Diesel Fuel	22	65,821 L	16,300	2,521	176	21	66,980 L	16,300	2,566	174
	Other Fuel			18,300	125	7					
Motorcycles, Mopeds	Gasoline	76	17,319 L	4,900	606	40	80	21,353 L	5,800	747	47
Buses	Gasoline								15,300	177	12
	Diesel Fuel	13	80,209 L	21,300	3,072	215	14	80,276 L	19,900	3,075	210
	Other Fuel			8,600	46	3					
Totals		**3,675**	**8,230,959 L**	**15,791**	**294,399**	**20,206**	**3,812**	**8,230,959 L**	**15,734**	**308,892**	**20,227**

Grand Forks City

2010 Community Energy and Emissions Inventory

Monitoring and reporting on progress towards greenhouse gas emissions reduction targets

Buildings		2007				2010			
		Connections	Consumption	Energy (GJ)	C02e (t)	Connections	Consumption	Energy (GJ)	C02e (t)
Residential	Wood	N/A	33,544 GJ	33,544	680	N/A	32,287 GJ	32,287	654
	Heating Oil	N/A	8,633 GJ	8,633	609	N/A	8,310 GJ	8,310	568
	Propane	N/A	15,196 GJ	15,196	927	N/A	14,626 GJ	14,626	892
	Natural Gas	1,313	95,168 GJ	95,168	4,773	1,297	84,369 GJ	84,369	4,232
	Electricity	1,999	20,897,348 kWh	75,230	69	1,986	20,227,460 kWh	72,819	122
Commercial/Small-Medium Industrial	Natural Gas	261	85,343 GJ	85,343	4,281	256	96,019 GJ	96,019	4,816
	Electricity	363	24,930,435 kWh	89,749	83	369	25,649,084 kWh	92,337	154
Totals		**3,936**		**402,863**	**11,422**	**3,908**		**400,767**	**11,438**

Solid Waste		2007				2010			
		Connections	Consumption	Energy (GJ)	C02e (t)	Connections	Consumption	Energy (GJ)	C02e (t)
Community Solid Waste	Solid Waste	0	1,898 t	N/A	3,169	0	1,834 t	N/A	2,972
Totals		**0**			**3,169**	**0**			**2,972**

Memo Items

Buildings		2007				2010			
		Connections	Consumption	Energy (GJ)	C02e (t)	Connections	Consumption	Energy (GJ)	C02e (t)
Large Industrial	Natural Gas	3		0	0	2		0	0
	Electricity	3	92,372,320 kWh	332,540	554	2		0	0
Totals		**6**		**332,540**	**554**	**4**			**0**

Grand Forks City

2010 Community Energy and Emissions Inventory

Monitoring and reporting on progress towards greenhouse gas emissions reduction targets

Totals for Transportation, Buildings and Solid Waste

Fuel Type	2007 (Population: 4,104)			2010 (Population: 3,998)		
	Consumption	Energy (GJ)	C02e (t)	Consumption	Energy (GJ)	C02e (t)
Hybrid	0 L	140	6	0 L	389	23
Gasoline	6,514,796 L	228,017	15,551	6,632,837 L	232,662	15,029
Diesel Fuel	1,693,729 L	65,097	4,580	1,958,715 L	75,222	5,136
Other Fuel	22,434 L	1,145	69	0 L	619	39
Wood	33,544 GJ	33,544	680	32,287 GJ	32,287	654
Heating Oil	8,633 GJ	8,633	609	8,310 GJ	8,310	568
Propane	15,196 GJ	15,196	927	14,626 GJ	14,626	892
Natural Gas	180,511 GJ	180,511	9,054	180,388 GJ	180,388	9,048
Electricity	45,827,783 kWh	164,979	152	45,876,544 kWh	165,156	276
Solid Waste	1,898 t	0	3,169	1,834 t	0	2,972
Grand Totals		**697,262**	**34,797**		**709,659**	**34,637**

Grand Forks City

2010 Community Energy and Emissions Inventory

Monitoring and reporting on progress towards greenhouse gas emissions reduction targets

Supporting Indicators

No new supporting indicator data have been provided in the 2010 reports. Work is currently underway to produce a complete second round of data for the indicators below in the 2012 reports (available in 2014). In the interim, we are including the same supporting indicator data that was provided in the 2007 reports. Feedback is requested on all supporting indicators; please contact us directly at

Housing Type - Private dwellings by structural type

Housing type is important for reducing building-related GHG emissions and energy consumption. A trend toward fewer single family dwellings indicates an increase in residential density, which is known to reduce transportation-related GHG emissions.

	1996		2001		2006	
	Units	%	Units	%	Units	%
Single Detached House	1,315	44	1,390	77	1,375	77
Semi-Detached House	50	2	65	4	55	3
Row House	70	2	100	6	105	6
Apartment, Duplex	30	1	35	2	15	1
Apartment, 5 storeys or higher	0	0	0	0	0	0
Apartment, under 5 storeys	130	4	165	9	175	10
Other Single Attached House	50	2	10	1	10	1
Movable Dwelling	55	2	40	2	50	3

Commute to Work - Employed labour force - by mode of commute

An increase in the number of people choosing to walk, cycle and use transit reduces GHG emissions. More compact, complete, connected communities should see an increase in the use of these transportation modes.

	1996		2001		2006	
	Units	%	Units	%	Units	%
Car, Truck, Van as Driver	1,115	73	1,110	73	1,045	70
Car, Truck,Van as Passenger	90	6	80	5	175	12
Public Transit	0	0	0	0	0	0
Walked	245	16	230	15	205	14
Bicycle	75	5	85	6	50	3
Motorcycle	0	0	0	0	0	0
Taxicab	0	0	0	0	0	0
Other Method	10	1	10	1	10	1

Parks and Protected Greenspace

Parks and protected greenspaces are important for the protection and enhancement of community carbon sinks.

	2009	
	Units	%
National Parks	0	0
Provincial Parks / Protected Areas	0	0
Local Parks	15	1
Agricultural Land Reserve	194	18
Other land use	854	80
Total Parks and Protected Area	15	1
Total Land Area	1,064	100

* Total is net of Indian Reserves
** Quantity of parkland may be underestimated

Residential Density

Increasing residential densities is known to reduce vehicle use resulting in fewer transportation-related GHG emissions. There are many additional benefits from more compact development.

	2009	
	Units	%
National Parks	0	0
Provincial Parks / Protected Areas	0	0
Local Parks	15	1
Agricultural Land Reserve	194	18
Other land use	854	80
Total Parks and Protected Area	15	1
Total Land Area	1,064	100

* Net of Crown land, parks, Indian Reserves, water features, airports, ALR,waste disposal site

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Grand Forks City

2010 Community Energy and Emissions Inventory

Monitoring and reporting on progress towards greenhouse gas emissions reduction targets

Supporting Indicators Under Consideration

Work is currently underway to produce a complete second round of supporting indicators for the 2012 reports (available in 2014). These reports will new data for the five supporting indicators included in the 2007 and 2010 Reports:

- **Housing Type**: Private dwellings by structural type
- **Commute to Work**: Employed labour force - by mode of commute
- **Commute Distance**
- **Residential Density**
- **Parks and Protected Greenspace**

And in addition, the 2012 reports we are working to be able to include:

- **Proximity to Transit**
- **Building Energy Intensity**
- **Building Floor Space**
- **Waste Diversion**

We are continuing to work towards reporting on even more supporting indicators in the future including:

- **Proximity to Services** (e.g destinations such as grocery store, school, other retail etc.)
- **Transit Ridership**
- **Water Use**
- **Impervious Surface Cover**: % change in impervious surface cover
- **Tree Canopy Cover**: % change in tree canopy cover
- **District Energy**: # and energy output (e.g. buildings connected, energy consumed in GJ or kWh) of district energy systems by energy type e.g. renewable or non-renewable)
- **On-Site Renewable Energy**: # and energy output (in GJ or kWh) from households producing and/or consuming on-site renewable heat (e.g. biomass, solar thermal, geo-exchange) and/or electrical (e.g. solar photovoltaic, small wind, small scale hydro) energy
- **Energy Recovery** from waste energy (GJ or kWh) recovered from waste (e.g. from landfill gas, sewage treatment, industrial operations, farm)

Please give us feedback by contacting us directly at CEEIRPT@gov.bc.ca

Many local governments have been undertaking a significant amount of climate action in both the corporate and community-wide spheres, as demonstrated in both the public reports from the Climate Action Revenue Incentive Program (CARIP) http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm, and on the http://toolkit.bc.ca website. These two resources may be helpful to those who are interested in learning from other BC local governments. The toolkit also contains additional information and resources including decision-support/planning frameworks and tools for undertaking actions to reduce GHG emissions and energy consumption.

Grand Forks City

2010 Community Energy and Emissions Inventory

Monitoring and reporting on progress towards greenhouse gas emissions reduction targets

This is your local government's 2010 Community Energy and Emissions Inventory (CEEI) Report

What is a CEEI Report?
CEEI Reports are a result of a multi-agency effort to provide a province-wide solution to assist local governments in BC to track and report on community-wide energy consumption and greenhouse gas (GHG) emissions as well as supporting indicators every two years. CEEI Reports are one of the many resources available through the Climate Action Toolkit (http://www.toolkit.bc.ca), a web-based service provided through the ongoing collaboration between UBCM and the Province.

Why does my local government need a CEEI Report?
A community energy and GHG emissions inventory can be a valuable tool that helps local governments plan and implement GHG and energy management strategies, while at the same time strengthening broader sustainability planning at the local level. CEEI reports fulfill local governments' Climate Action Charter commitment to measure and report their community's GHG emissions profile, establish a base year inventory for local governments to consider as they develop targets, policies, and actions related to BC's Local Government Act requirements, fulfill Milestone One requirements for those local government members of the Federation of Canadian Municipalities' (FCM's) Partners in Climate Protection (PCP) program, as well as supporting local government efforts to monitor progress towards Regional Growth Strategy objectives.

A first in North America!
CEEI is a first in North America and a first step for BC communities. The 2010 CEEI Reports are based on best available province-wide data. The accuracy and detail of CEEI reports will continue to improve to meet increasing local and provincial government information needs. Improvements have been made from the original draft 2007 CEEI Reports posted in Spring 2009. These include estimates for residential heating oil, propane and wood use, breaking out small from large industrial buildings, including updated land-use change and new agricultural sectors as 'memo items'. Following the 2010 CEEI Reports, inventories will be generated every two years, and will continue to improve as government information needs, international protocols and new data sources emerge.

For More Information
The full list of all BC local government 2010 CEEI Reports, User Guide, Technical Methods and Guidance Document, and additional information on the Supporting Indicators are available at: http://www.env.gov.bc.ca/cas/mitigation/ceei/index.html For guidance on target setting and community actions, go to http://www.toolkit.bc.ca and http://www.cd.gov.bc.ca/lgd/greencommunities/targets.htm

We Need Your Feedback
To continue to guide us on CEEI, please take the time to contact us directly at CEEIRPT@gov.bc.ca

Notice to the Reader
This CEEI Report uses information from a variety of sources to estimate GHG emissions. While the methodologies, assumptions and data used are intended to provide reasonable estimates of greenhouse gas emissions, the information presented in this report may not be appropriate for all purposes. The Province of BC and the data providers do not provide any warranty to the user or guarantee the accuracy or reliability of the data contained in this report. The user accepts responsibility for the ultimate use of such data. We need your help to make these reports better,

Appendix 2 – Actions Descriptions

The descriptions below are taken from the SCEEP Actions Guide.

1. Buildings - Basics

These actions are recommended for all local governments unless there is a compelling reason that a particular measure should not be implemented.

Action	Description
1.1 Promote electricity, natural gas, and other energy efficiency programs	**Key Question**: This action is recommended unless there is a reason why it cannot be done. **Description:** FortisBC offers many electricity and natural gas conservation programs. At times, the Federal and Provincial governments also offer energy conservation programs. Local governments can assist in promotion of these programs, increasing awareness and encouraging local participation in residential and commercial sectors (e.g. communicating about PowerSense programs during building permit application processes), so residents and businesses can save electricity and money.
	% Energy Savings Calculation: Commercial = a*b*c, Residential = d*e*f a. % of commercial customers reached b. % of reached commercial that implement c. average improvement from implementing d. % of residential customers reached e. % of those reached that implement f. average % improvement from implementing Example: (a*b*c) = (90% * 5% * 30%) = 1.4% (commercial buildings sector) (d*e*f) = (90% * 5% * 30%) = 1.4% (residential buildings sector)
1.2 District energy / renewable energy systems	**Key Question**: Is there a source of waste heat (rink, industry, sewer pipes, wastewater treatment plant, ...) near to heat demand (pool, hospital, ...) OR are several public-sector (municipality, regional district, provincial ministry, health authority, school district, ...) facilities located close to each other? **Description:** Development permit area (DPA) guidelines can be used to require renewable energy systems external to buildings, such as a renewable district energy system. DPA's can enable the maximization of passive solar opportunities. District energy (DE) example: Revelstoke Community Energy Corporation.
	Calculation: Existing Residential = a*b*c, New Residential = a*d*c Existing Commercial = c*f*g, New Commercial = e*f*h a. % of energy used for heating & cooling for residential (77%) b. % of existing residential connected to DE c. % reduction of energy from DE for residential d. % of new residential connected to DE e. % of energy for heating and cooling in industrial/commercial/institutional (ICI) f. % reduction in heating / cooling from DE for ICI g. % of existing ICI connected to DE h. % of new ICI connected to DE Example: Energy improvements in indicated sectors: (a*b*c) = (77% * 1% * 66%) = 0.3% (existing residential buildings sector) (a*d*c) = (77% * 5% * 66%) = 2.5% (new residential buildings sector) (e*f*g) = (63% * 66% * 1%) = 0.4% (existing commercial sector) (e*f*h) = (63% * 66% * 25%) = 4.2% (new commercial sector)

Action	Description
1.3 Building code energy efficiency - educate & support compliance	**Key Question**: Would buildings be more energy efficient with enhanced building code enforcement and inspection, and if builders / developers have a better understanding of the code? **Description:** Greening the Building Code is an ongoing provincial initiative, improving energy performance of new housing. The energy efficiency requirements of the BC Building Code may not be reflected in some buildings due to a lack of knowledge by builders, and limited number of required inspection or enforcement practices. Local governments can help fix this by: • Changing building inspection requirements or practices. • Increasing the number of Certified Energy Assessors. • Promoting educational sessions on the BC Building Code to builders / developers in their community. The Homeowner's Protection Office regularly runs such sessions.
	% Energy Savings Calculation: New Residential = a*b, New Commercial = c*d a. % new residential buildings captured by improved enforcement b. % improvement in new commercial buildings by energy type through better enforcement c. % new commercial buildings captured by improved enforcement d. % improvement in new residential buildings by energy type through better enforcement Example: (a*b) = (80% * 15%) = 12% (new residential buildings) (c*d) = (80% * 5%) = 4% (new commercial buildings)
1.4 Reduce local government barriers to building scale renewable energy	**Key Question:** What barriers are people aware of for building scale renewable energy systems? **Description:** Some local governments have barriers in place for building scale renewable energy systems, e.g. exceedingly high fees and requirements for the installation of solar photovoltaic panels in some communities, while minimal fees and requirements in others. The fees and costs for meeting requirements in some communities for solar systems can comprise up to 20+% of the installation cost, acting as a considerable deterrent. Barriers like these can be reduced.
	% Energy Savings Calculation: Residential = a*b, Commercial = c*d a. % of homes that may install solar photovoltaics or other renewable energy systems per year b. % of annual electricity reduction for those properties that will be generated by those systems c. % of commercial buildings that may install solar photovoltaics or other renewable energy systems per year d. % of annual electricity reduction that will be generated by those systems Example: Energy improvements in indicated sectors: (a*b) = (0.1% * 50%) = 0.05% per year (residential buildings sector) (c*d) = (0.1% * 10%) = 0.01% per year (commercial sector)

2. Buildings - Growth Measures

These measures typically have the greatest applicability in communities that are growing or are land-constrained. Communities with a low/no growth rate may also find some measures useful.

Action	Description
2.1 Sustainability checklist for buildings	**Key Question**: Is the community growing? **Description:** Developers can be required to complete a sustainability or smart growth checklist as part of development permit or rezoning application processes. The checklist might include, for example, questions about sustainable energy features incorporated into new developments. Checklist measures are not compulsory; the aim of the checklist is to highlight local government sustainability and clean energy objectives, and to educate developers about the potential for including energy efficiency measures or renewable energy technologies in new buildings. A checklist can be combined with other policy tools in order to maximize effect.
	% Energy Savings Calculation: New Buildings = a*b*c, Existing Buildings = d*e*f a. % new buildings exposed to checklist b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type d. % major renovations exposed to checklist e. % of existing buildings doing major renovations f. Average % impact by energy type for major renovations Example: (a*b*c) = (90%*10%*15%) = 1.4 % new buildings (d*e*f) = (90%* 1%*15%) = 0.7% existing buildings
2.2 Create rezoning policy to achieve desired energy performance	**Key Question**: Is the community growing? **Description:** Council can adopt a rezoning policy that encourages developments that are more energy efficient and/or incorporate renewable energy. Any development that requires a rezoning must be approved by Council, which can consider benefits to the community as part of its decision. While the OCP lays out general expectations of the community, Council can also adopt a rezoning policy, which provides a clear statement of attributes that Council will seek in making rezoning decisions. It is important to note that a rezoning policy cannot set requirements for rezoning, because Councillors are required to approach rezoning hearings with an 'open mind.' However, if a development does not meet stated expectations of Council, it is unlikely to be recommended by staff or approved by Council. The rezoning policy must be designed carefully to be legal and effective. Example: Bowen Island Municipality.
	% Energy Savings Calculation: (a*b*c) a. % new buildings covered by policy b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (30% * 10% * 30%) = 0.9% for new buildings

Action	Description
2.3 Review zoning bylaw for opportunities to encourage energy performance	**Key Question:** Is the community growing? **Description:** Local governments can find opportunities to encourage energy performance through finding opportunities in the zoning bylaw. Example: City of North Vancouver reviewed their zoning bylaw and found a number of ways that better energy performance was unfairly penalized, such as homes that would install significantly greater insulation beyond the BC Building Code.
	% Energy Savings Calculation: (a*b*c) a. % new homes covered by policy b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (100% * 5% * 20%) = 1% for new homes
2.4 Density bonus for energy performance	**Key Question**: Is the community growing? **Description:** Density bonusing means that a developer may be allowed to build to a higher density than is normally permitted in the zone (in terms of floor space ratio, site coverage or buildings per parcel) in exchange for the provision of amenities. It is possible that this could be used to promote better energy performance, if GHG reduction, energy security, improved air quality and economic benefits from improved energy performance are considered community amenities. Example: the City of North Vancouver has a density bonus for single family homes, duplexes, mid-rise residential, and high rise / mixed use construction.
	% Energy Savings Calculation: (a*b*c) a. % new buildings covered by policy b. % of those in (a) that improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (25% * 75% * 25%) = 4.7% for new buildings
2.5 Expediting permit approvals to encourage energy performance	**Key Question**: Is the community growing? **Description:** Expedited approvals may provide an incentive for developers, depending on how long wait times currently are. Some local governments have found that rather than delay other applications, it is better to ask a developer to pay for staff overtime so that their application can be expedited. Example: District of Saanich
	% Energy Savings Calculation: (a*b*c) a. % new buildings covered by policy b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (25% * 10% * 25%) = 0.6% for new buildings

Action	Description
2.6 Fee rebates to encourage improved energy performance	**Key Question**: Is the community growing? **Description:** Fee rebates, e.g. on building permit fees, can help to encourage more energy efficient new housing. This incentive can be matched with utility incentives for new housing for improved effectiveness. Examples: District of Invermere, Township of Langley
	% Energy Savings Calculation: (a*b*c) a. % new houses covered by policy b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (100% * 10% * 20%) = 2% for new homes
2.7 Revitalization tax exemption bylaw for buildings with improved energy performance	**Key Question**: Is the community growing? **Description:** A Revitalization Tax Exemption (RVTE) program may be designed to encourage energy efficient development in a small area (e.g. downtown) or throughout a jurisdiction. This tool could allow property owners to make energy improvements to their property and apply for a tax exemption. The benefit of a RVTE is tied to the property. Example: District of Maple Ridge
	% Energy Savings Calculation: (a*b*c) a. % new buildings covered by policy b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (25% * 10% * 25%) = 0.6% for new buildings
2.8 Development Cost Charge (DCC) reductions or waivers, for GHG's	**Key Question**: Is the community growing? **Description:** A development cost charge (DCC) reduction or exemption provides financial incentive for developers, with costs directly borne by the local government. Example: City of Penticton
	% Energy Savings Calculation: (a*b*c) a. % new buildings covered by policy b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (5% * 5% * 25%) = 0.1% for new buildings
2.9 Development Permit Area (DPA) - to enhance energy performance (e.g. orientation, landscaping)	**Key Question**: Is the community growing? **Description:** Communities can use DPA guidelines so that buildings, e.g. in new areas to be developed, are oriented to be south-facing, considerably reducing building energy costs. In addition, DPA guidelines can encourage or mandate water efficient landscaping, helping to reduce water consumption and associated electricity costs.
	% Energy Savings Calculation: (a*b*c) a. % new buildings covered by policy b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (10% * 75% * 20%) = 1.5% for new buildings

Action	Description
2.10 DPA - for on-site renewable energy	**Key Questions**: Is the community growing, and is the community interested in cutting edge policy? **Description:** Communities can use DPA guidelines to encourage or mandate on-site renewable energy exterior to a building, e.g. district energy pipes, or geoexchange systems.
	% Energy Savings Calculation: (a*b*c) a. % new buildings covered by policy b. % of those in (a) who improve performance c. Average % impact in new buildings by energy type Example: (a*b*c) = (10% * 50% * 66%) = 3.3% for new buildings

3. Residential Buildings

The following actions may be applicable to residential buildings.

Action	Description
3.1 Sign on to solar-ready building code provision	**Key Question**: This action should be considered. **Description:** The Province of BC has developed a model solar-ready bylaw (link below) http://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/the-codes/other-regulations/solar-hot-water-ready that local governments can sign on to and implement in their jurisdictions. This bylaw reduces the cost of installing solar hot water (SHW) after construction at minimal cost at construction time. Domestic hot water is approximately 30% of building energy use. Solar hot water can provide up to 50% - 60% of domestic hot water use cost effectively. Applies to residential only.
	% Energy Savings Calculation: (a*b*c) a. % of new residential that is single family b. % of new residential that installs SHW c. Average % reduction on total household fuel use by fuel type from SHW (typically 30% of household energy use is hot water, typical SHW installations cover 50% of domestic hot water) improvements Example: (a*b*c) = (60% * 1% * (30% * 50%) = 0.1% for new residences
3.2 Education for developers – energy efficiency & renewable energy	**Key Question:** This action is recommended unless there is a compelling reason not to implement. **Description:** Developers make key decisions as projects are being developed, that affect the energy performance of buildings over their lifecycle. While some developers pursue high performance buildings and renewable heating/cooling systems, many lack awareness of these systems and view them as increasing cost and risk. Education and showcasing can build awareness that leads to action. Applies primarily to residential development.
	% Energy Savings Calculation: (a*b*c) a. % of development community reached b. % of those in (a) who integrate energy improvements into their developments c. Average % impact by energy type of improvements Example: (a*b*c) = (20% * 10% * 20%) = 0.4% for new buildings
3.3 Education for realtors - energy efficiency & renewable energy	**Key Question:** This action should be considered. **Description:** Realtors help homeowners with their purchasing decisions, but many lack knowledge of energy efficiency and what EnerGuide or ENERGY STAR® for New Homes ratings are. This is despite the fact that energy costs can be significant for a homeowner, and should be taken into account when considering affordability. This education helps to create consumer demand for energy efficiency, and can also help to set the stage for greater use of these rating systems by a local government. Example: Nanaimo.

Action	Description
	% Energy Savings Calculation: (a*b) a. % penetration into housing market b. Average % improvement in energy efficiency Example: (a*b) = (5% * 20%) = 1% for new & existing homes
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)	**Key Questions:** Are there a lot of existing older homes in the community (built prior to 2006)? Are utility or other incentives sufficient to proceed? And how much effort and resources is the local government, utility, and/or local non-profit able to put in to a campaign? **Description:** Energy efficiency retrofit campaigns in BC have been very successful in increasing the energy efficiency of the existing housing stock. The most successful campaigns take place at times of high rebate levels from utilities, Provincial or Federal government, and have local government participation as well. CEA has written a comprehensive publication on these campaigns, which can be found here: http://communityenergy.bc.ca/download/947/. It may be worthwhile to still conduct a campaign even when incentive levels are not particularly high, and/or when a local government, utility, or local non-profit cannot put in significant effort or resources towards a campaign. Examples: Rossland Energy Diet, Nelson EcoSave.
	% Energy Savings Calculation: (a*b*c) a. % of existing housing stock built before 2006 b. % of those in (a) who are reached through the campaign and incorporate energy improvements c. Average % impact by energy type of improvements Example: (a*b*c) = (75% * 10% * 20%) = 1.5% for existing homes

Action	Description
3.5 Voluntary or mandatory energy labelling of existing or new homes	**Key Questions:** Are there a lot of existing older homes in the community (built prior to 2006)? And/or could residents benefit from education on energy efficiency? **Description:** Local governments can encourage or mandate energy labelling of existing and/or new homes. Labelling of new homes can be encouraged or mandated at the point of sale, while for existing homes it can also take place at the point of renovation. Energy labelling can be conducted through EnerGuide ratings, which are the most widely used form of residential energy labelling in Canada, and was developed by Natural Resources Canada. EnerGuide ratings on homes can help a prospective homeowner compare different homes according to their energy efficiency, and thus allows the market to assign a value to this. It also provides encouragement to homeowners and builders to improve energy efficiency. Plus, EnerGuide ratings are educational, they come supplied with reports identifying ways homes can have their energy efficiency improved. The cost for existing homes is $325 + taxes and travel, and the cost for new homes ranges from $450-700. Local governments can choose to make this voluntary or mandatory. Voluntary applications should likely include incentives to reduce the cost of EnerGuide ratings in order to improve uptake. Both voluntary and mandatory applications should likely be coupled with education, e.g. for realtors. Example: the City of Vancouver has made EnerGuide ratings mandatory for all homes undergoing renovations with a value of $5,000 or greater (with some exemptions). Note that the City of Victoria has received a legal opinion which states that local governments have the authority to require energy audits as a condition of obtaining a building permit (existing or new homes), provided it is done by bylaw.
	% Energy Savings Calculation: (a*b*c) a. % of houses that will undergo assessments each year b. % of those in (a) that will improve energy efficiency c. Average % impact by energy type of improvements Example: (a*b*c) = (5% * 50% * 20%) = 0.5%, ***per year***

Action	Description
3.6 Efficient wood stove program & bylaws	**Key Question**: Do many residents use inefficient wood fireplaces / stoves? **Description:** The Provincial Wood Stove Exchange Program encourages residents to change out their older, smoky wood stoves for low-emission appliances — including new CSA-/EPA-certified clean-burning wood stoves. Offered at the community level, the program involves funding and incentives to promote the exchange and replacement of old wood stoves. It also delivers education to help people operate their wood-burning appliances efficiently. In the Skeena region, communities contributed between $7,000 and $15,000 to offer their residents extra incentives. In addition, permit fees for installation of new appliances were waived, and additional incentives were established in the form of bylaws requiring mandatory removal of old wood stoves. Also, the City of Duncan has put in place a bylaw whereby any property sold must have wood burning stoves removed if they are not CSA / EPA certified. Many communities also hold workshops on clean & safe operation of woodstoves. Note: assumes increased efficiency of burning, results in less wood being consumed, and has little impact on fossil fuels and GHGs (since wood-burning is considered low carbon).
	% Energy Savings Calculation: (*for wood fuel only*) = (a*b) a. % of wood-stoves changed as a result of the program b. Average % improvement in efficiency per stove Example: (a*b) = (10% * 40%) = 4% for wood fuel for existing homes
3.7 Helping people source wood fuel (e.g. from community forest)	**Key Question**: Do many residents struggle to source wood fuel for their stoves, at a reasonable price? **Description:** In some rural BC communities it can be difficult to source wood fuel for wood stoves, due to restrictions on the use of waste material from the forestry industry. A local government or local non-profit may be able to help people source wood fuel, e.g. if there is a community forest, and using the waste wood from its operations.
	% Energy Savings Calculation: *(all building energy types except wood fuel)* a. % of people who use the cheaper sourced wood fuel b. % decrease in use of other energy types Example: (a*b) = (5% * 10%) = 0.5% for existing buildings

4. Commercial / Institutional Buildings and Transportation

The following measures apply to the commercial / institutional sector. Note that there are likely other specific opportunities to engage this sector in specific communities.

Action	Description
4.1 Promote the free Business Energy Advisor assessments	**Key Question**: Are there small and mid-sized businesses that are genuinely interested in conducting energy efficiency upgrades to help eliminate energy waste and improve profitability? **Description:** Thanks to FortisBC and BC Hydro, free energy efficiency assessments are available for small and mid-sized businesses through the Business Energy Advisor (BEA) program. A BEA can help you understand what your energy-efficiency opportunities are, and show you how to take advantage of rebates and programs. Assessments are focussed on businesses that are genuinely interested in making upgrades. Local governments can promote the BEA program through its channels, e.g. Chamber of Commerce, information with business licence renewals, local newsletter, and website.
	% Energy Savings Calculation: for commercial sector buildings= (a*b) a. % of commercial sector that take up the offer b. % improvement in building energy efficiency as a result of participating in the program Example: (a*b) = (10% * 15%) = 1.5% for existing commercial buildings
4.2 Encourage biomass heating through education or leading by example	**Key Question**: Is there a local or regional biomass supply that could be used for heating? **Description:** Buildings heating primarily with propane, heating oil, or in some cases electricity may have a strong financial case for conversion to automated forms of bioenergy such as wood pellet and woodchip. The reasons that some buildings may have not yet converted to wood pellet, despite the substantial cost savings in energy include knowledge and capital costs. Commercial buildings can be excellent candidates. Biomass heating can also have good potential for local economic development, through developing local wood fuel supply chains. Note that modern biomass heating systems are extremely clean burning. Local governments can encourage biomass heating through education or leading by example (biomass installations in local government buildings). Wood Waste 2 Rural Heat (www.woodwastetoruralheat.com) is an unbiased non-profit resource that local governments can draw upon for assistance. In addition, the Community Energy Association has written two comprehensive publications on biomass heating, which can be found here: http://communityenergy.bc.ca/?dlm_download_category=heating Further calculations available in "Option 1B: Project Profile Efficient Building Retrofits and Fuel Switching" at the 'how' tab of www.toolkit.bc.ca/carbon-neutral-government.

Action	Description
	% Emissions Savings Calculation = (a*b*c) a. % of existing buildings that convert to biomass b. %of building GHG's associated with space heating c. %of heat load that biomass covers Example: (a*b*c) = (10%*70%*80%) = 5.6%, for commercial buildings
4.3 Convert local government owned streetlights to LED	**Key Question:** This action is recommended unless there is a compelling reason not to implement. **Description:** Although this is a corporate action, it is very popular among local governments, and can also be very visible to a community, providing a good example of leading by example. It could help to encourage privately owned outdoor lights to convert to LED as well. Note that in most communities, a portion of streetlights are owned by the utility, and another portion are owned by the local government. At present, it is easier to change local government owned streetlights to LED than utility owned streetlights.
	% Emissions Savings Calculation = (a*b) *(electricity only)* a. % of community commercial electricity consumption associated with local government owned streetlights b. % of reduction in electricity consumption Example: (a*b) = (0.3%*30%) = 0.1%, for commercial electricity

5. Light Duty Vehicle Transportation – Urban Form

Urban form including smart growth and street design offer the greatest single opportunity for many communities to reduce emissions.

Action	Description
5.1 Land use suite lite	**Key Question**: Recommended for communities wherever politically practical. **Description:** Designate growth areas and set minimum lot sizes outside growth area; apply mixed-use zoning for downtown. This can preserve the rural character outside of downtown while enabling more residents to live in proximity to services. This can reduce transportation needs while developing areas that are most economically maintained by the local government (rather than sprawling infrastructure). Specific zoning is required for primary and secondary growth areas as well as areas outside the designated growth areas. Conservation covenants (such as through land trusts) may also be considered for agricultural lands or natural habitats.
	% Energy Savings Calculation: for Light Duty Vehicle sector= (a*b*c) a. % of community in downtown b. Degree to which the area in (a) exhibits the full implementation of supportive land use c. % reduction in transportation emissions (see Background section for guidance on emissions reduction potential) Example: (a*b*c) = (20% * 20% * 30%) = 1.2% for LDV sector
5.2 Land use suite enhanced	**Key Question**: Recommended for communities seeking significant GHG reductions **Description:** This measure extends 'Land use suite lite'. Beyond designating growth areas, urban containment boundaries could be established to further enforce where growth occurs. Also, the type of growth could be further defined through establishing zones for transit-oriented development or pedestrian-oriented development. An industrial/commercial land strategy may also be required to facilitate eco-industrial networking, transit provisioning and mobility.
	% Energy Savings Calculation: for LDV sector = (a*b*c) a. % of community covered by program b. Degree to which the area in (a) exhibits the full implementation of supportive land use c. % reduction in transportation emissions (see Background section for guidance on emissions reduction potential) Example: (a*b*c) = (50% * 25% * 30%) = 3.8% for LDV

Action	Description
5.3 Street design	**Key Question**: This action is recommended for all communities unless there is a reason why it should not be implemented. **Description:** Reconfigure streets to be 'living streets' / 'complete streets' - including formalizing hierarchy (pedestrian - bike - transit - truck - car). Typically this is a policy decision, followed by street reconfiguration as streets are regularly scheduled for resurfacing / reconstruction for pavement maintenance or installation of utilities. If new streets are required, design to support a grid pattern.
	% Energy Savings Calculation: for LDV sector = (a*b*c) a. % of community covered by program b. Degree to which the area in (a) exhibits the full implementation of supportive land use c. % reduction in transportation emissions (see Background section for guidance on emissions reduction potential) Example: (a*b*c) = (5% * 25% * 30%) = 0.4% for LDV
5.4 Implement 30 km/hr speed limit in parts of the community	**Key Question**: Is a 30km/hr speed limit feasible in parts of the community? **Description:** A 30km/hr speed limit helps to make the community safer and more appealing for pedestrians and cyclists. It also improves accessibility around the community for people of all ages. Examples: Rossland, Wells, Summerland, Penticton
	% Energy Savings Calculation: for LDV sector= (a*b*c)/d a. Number of walking/cycling trips per year b. % of trips that would have been by car c. average walking/cycling trip length d. Total LDV vehicle kilometers travelled (VKT) (estimation can be derived from CEEI data) Example: (a*b*c)/d = (36,500 * 20% * 1.5) / 200,000,000 = 0.01% LDV emissions
5.5 Variable Development Cost Charges (DCC's) to encourage infill development	**Key Question**: Is the community growing? **Description:** Some communities have flat DCC's, however real infrastructure costs can vary based on where a new building or development is located. Infrastructure costs for infill development (e.g. using existing roads and streetlights) may be much lower than for development in an outlying area. This could help encourage development near existing infrastructure, and discourage sprawl, reducing vehicle emissions.
	% Energy Savings Calculation: (a*b*c) a. % new developments covered by policy b. % of those in (a) who locate closer to existing infrastructure c. Average % reduction in trip distances achieved Example: (a*b*c) = (100% * 10% * 25%) = 2.5% reduction in vehicle emissions

Action	Description
5.6 Flow RGS, OCP, and LAP through to zoning	**Key Question**: Recommended for all communities. **Description:** It is important to flow climate and energy-related statements from the RGS or OCP through to local area / neighbourhood plans and zoning. Often good statements in the RGS/OCP just need to be implemented all the way through in a rigorous way.
	% Energy Savings Calculation: N/A – depends on OCP policies.

6. Vehicle Transportation – Infrastructure & Collaboration

Action	Description
6.1 Active transportation planning	**Key Question**: This action is recommended for all communities considering transportation demand management. **Description:** Active transportation planning processes can lead to future policy and infrastructure changes. A number of communities have researched, developed and planned active transportation initiatives through funding grants offered by the Built Environment and Active Transportation (BEAT) initiative of the BC Recreation and Parks Association (BCRPA) and UBCM. Many of these communities are small yet have started ambitious active transportation plans. Such programs can kick-start a transportation demand management (TDM) program for small or mid-size communities, especially those with little or no public transit.
	Calculation: N/A - this is a planning process which will not produce direct results itself, but may lead to projects that will produce savings.
6.2 Improve active transportation infrastructure	**Key Question**: Are there major trip destinations (commercial services, schools, hospital, employers, etc.) less than 3km from a significant number of residences for walking, and within 5-8km for cycling? **Description:** Local governments can easily promote walking. Walking is suitable for trips in small and mid-size communities where distances in town are short. Most people can walk a kilometre in 10 minutes and can walk for 30 minutes, or approximately 3 km, during good-weather months. It is reasonable to target distances of 3 km or less for the promotion of active transportation (if combined with strategies to change people's perception of the time and effort it takes to walk). Cycling is perhaps the fastest way to make a trip of less than 5 km. It is reasonable to target distances of 5 to 8 km for cycling in an active transportation strategy. Cyclists travelling 8 km or more value shower facilities at their final destination, and all cyclists value safe, secure storage for their bikes. These facilities can be installed at various sites of employment in a community, such as public institutions, businesses and regional district or municipal offices. A major barrier to increasing the number of cycling trips to workplaces is lack of secure bike lock-ups and change-room facilities. Requiring these basic facilities can be made part of the development process through a community's planning bylaw. Online tools and guidance to estimate the demand for bike routes is available. In BC, it is estimated that 2% of all trips are by bike as a default. Other important parameters include percentage of cyclists using the bike route that would otherwise have driven, and average bike trip length. Where locally-specific data are not available, the following benchmarks may be used: • % of non-recreational cyclists who would have driven, if they were not cycling: 50%. • Average BC cycling commuter distance: 5km each way, 10km return trip.

Action	Description
	% Energy Savings Calculation: for LDV sector= (a*b*c)/d a. Number of active transportation trips/year b. % of trips that would have been by car c. average trip length d. Total LDV vehicle kilometers travelled (VKT) (estimation can be derived from CEEI data) Example: (a*b*c)/d = (36,500 * 25% * 4) / 200,000,000 = 0.02% LDV emissions
6.3 Anti-idling campaign / bylaw	**Key Question**: Do a significant number of people idle vehicles in the community? **Description:** Natural Resources Canada has the position that idling for over 10 seconds uses more fuel, costs more money, and produces more CO_2 emissions than restarting your engine. There can also be substantial air quality savings. Many communities in BC have bylaws in place that prohibit idling at certain times of the year in certain places. Good places to target may be at schools and nurseries, in order to help protect the health of children. Outside the municipal office can also help to set a good example, and can be an easy place to enforce. Northern Rockies Regional Municipality has an innovative approach, using a carrot rather than a stick to encourage people not to idle. The municipality runs a campaign called "Idle-less October" in Fort Nelson, with sweet treats left on the windshields of non-idling vehicles and labels saying "Thank you for not idling!".
	% Energy Savings Calculation: for LDV sector = (a*b) a. Estimated LDV fuel consumption from idling b. Estimated reduction from anti-idling activities Example: (a*b) = (1% * 10%) = 0.1% LDV emissions
	% Energy Savings Calculation: for LDV sector = (a*b*c)/d c. Number of cycling trips/year d. % of trips that would have been by car e. average cycling trip length f. Total LDV vehicle kilometers travelled Example: (a*b*c)/d = (36,500 * 30% * 5) / 200,000,000 = 0.03% LDV emissions This calculation methodology is only relevant where bicycle facilities are constructed on commuter routes, or to other major destinations to which people travel by car. Recreational bike paths will not lead to a reduction in emissions, and may even lead to an increase in emissions, since people may drive to them.

Action	Description
6.4 Special event planning	**Key Question**: Are large special events planned? **Description:** Local governments often promote transit for transportation to major community or sporting events in their area. There are direct benefits to having people try alternative modes of transportation during large events. Experience has shown that people will be more likely (at worst, less reluctant) to use transit after having a good experience at a special event. This was the case in Victoria in 1994 when a 12-day major sporting event saw record modal splits for transit (50% and up), which set the stage for an impressive five-year growth in ridership.
	% Energy Savings Calculation: for LDV sector = (a*b*c) a. % of LDV travel associated with travel to/from event b. % of travel population in (b) affected by action c. Average % reduction in vehicle kilometers travelled by population in (c) Example: (a*b*c) = (1% * 20% * 10%) = 0.002% LDV sector
6.5 Collaborate with major employers on work-related transportation	**Key Question:** Is there a major employer(s) in the community? **Description:** Collaboration with major employers such as industries, schools and hospitals can uncover opportunities to reduce commuting-related transportation emissions. UVic achieved a 27% reduction in campus parking during a 30% growth in student population and major new building activity in the past 16 years. Single-occupant vehicle traffic to campus plunged from 58% in 1992 to 37.5% in 2008, while parking rates soared from minimally priced to market-rate priced.
	% Energy Savings Calculation: for LDV sector = (a*b*c) a. % of LDV travel associated with travel to/from employer/institution b. % of travel population in (a) affected by action c. Average % reduction in vehicle kilometers travelled by population in (b) Example: (a*b*c) = (10% * 50% * 20%) = 1.0% LDV emissions

Action	Description
6.6 Transit suite	**Key Question**: Are there major trip destinations beyond 8km that are not sufficiently served by transit? **Description:** There are 82 transit systems serving 50 communities in BC. Three types of transit service are operated through BC Transit: conventional transit, paratransit and custom transit. • Conventional transit serves the general population using mid-size, large or double-decker buses with fixed routes and fixed schedules. Most buses are fully wheelchair accessible, with door ramps that lower. • Paratransit offers small-town, rural and suburban areas flexible routing and schedules for passengers using minibuses, taxis and vans. Many paratransit systems offer trips beyond their immediate community one or more days a week. • Custom transit serves those who cannot use conventional transit because of a disability. It operates vans and minibuses for dial-a-ride, door-to-door handyDART service. Service is also offered through contracted Taxi Supplement and Taxi Saver (discounted coupon) programs. Many factors affect transit deployment, key ones being residential density and form.
	% Energy Savings Calculation: for LDV sector = (a*b) a. % of population affected by transit measures (within approx. 400 meters of stops) b. Average % reduction in vehicle kilometers traveled for population in (b) Example: = (20% * 5%) = 1% LDV emissions
6.7 Intercommunity transit services	**Key Question**: Is there significant inter-community travel? **Description:** While trips between BC communities have typically relied on the private automobile, there are publicly funded transportation links between many communities, some covering distances of several hundred kilometres. These transportation links are usually established for a specific purpose and are not well known or publicized. The transit link between Vernon and UBC Okanagan in Kelowna is a key example, providing a long-distance transit link from one community to a post-secondary institution in another community. This practice is not common in small or mid-size communities and could be more widely implemented. Health Connections is a provincially funded program to address regional travel needs for rural residents who must travel long distances to access specialized nonemergency medical services. Regional health authorities have full discretion in how they seek to deliver this service. Service restrictions vary region to region, but many include intercommunity bus services. The Interior Health Authority provided an estimated 25,000 rides in 2008, with 35% of trips being medical in nature. Within the 200,000-square-kilometre Interior health region, encompassing the East Kootenay, Kootenay-Boundary, Okanagan and Thompson Cariboo Shuswap areas, these trips are a largely untapped resource for the area's 700,000-plus residents. Few people know about this service because it is not well advertised outside of doctors' offices and the medical community. Promoting these services is an opportunity for local governments.

Action	Description
	% Energy Savings Calculation: for LDV sector = (a*b*c) a. % of population affected by inter-community transit b. % of VKT related to inter-community travel c. % of LDV trips avoided Example: = (60% * 10% * 10%) = 0.6% LDV emissions
6.8 Support car share cooperatives	**Key Question:** Is there a sizeable population within walking distance of a potential shared vehicle? **Description:** Car cooperatives help people to become single car families, or even live in a community without owning a vehicle. This in turn can help to reduce the number of vehicle trips taken. Local governments can support car co-ops by providing them with free parking, and also enacting bylaws reducing the parking requirement for residential developments near a car share co-op space. Examples: Kootenay Carshare Coop, Okanagan Carshare Coop, Modo (Vancouver).
	% Energy Savings Calculation: for LDV sector = (a*b*c) a. % of population near potential car share co-op space b. % of (a) that would use the service c. % reduction in their LDV trips Example: = (50% * 5% * 10%) = 0.3% LDV emissions
6.9 Raising awareness of ride sharing and guaranteed ride home programs	**Key Question**: Are there major trip destinations beyond 8km that are not sufficiently served by transit? **Description:** Carpooling is a simple way for local governments to begin TDM while saving money, reducing congestion and conserving energy along the way. Founders of the Kootenay Carshare Coop set up a ride-sharing system for longer-distance intercommunity travel where rides could be offered or sought for travel between communities. This ride-matching service is now run by the Kootenay Rideshare and is undergoing expansion; details can be found at www.kootenayrideshare.com. "With car sharing as a choice, Car Co-op members drive much less (1400 km/year) than the average driver (6000-24,000 km/year) in the Lower Mainland." Source: Cooperative Auto Network. (75%-94% reduction but much of this cannot be directly attributed to a coop.) Other ride sharing services exist, including Hitch Planet, Jack Bell, and people posting messages on websites such as Kijiji. Local governments can promote these services.
	% Energy Savings Calculation: for LDV sector= (a*b) a. % of population affected by ride-share b. Average % reduction in vehicle kilometers traveled for population in (b) Example: = (10% * 10%) = 1% LDV emissions

Action	Description
6.10 Low carbon and electric vehicle fuelling / charging stations	**Key Question**: Can adequate resources be allocated to implement these recommended actions? **Description:** Low carbon and electric vehicles can play a significant role in reducing emissions from light duty (passenger) vehicles. Local governments can play an enabling role in this transition. Measurement may be difficult, but without this suite or a similar one, the local transition to low carbon and electric vehicles may be delayed by many years. Battery electric vehicles may be appropriate in some communities, with current models that travel on highways and can travel for over 100km. In other areas, plug-in-electric-hybrids (PHEV) may be a more practical option. With PHEVs, most travel within the community can be done on electricity and the gasoline engine can provide power to the batteries for extended highway driving. Some models have an option to heat the cabin up before unplugging. There are several specific actions all local governments can take to prepare for low carbon and electric vehicles. • Sign on to provincial 'EV-Ready' bylaw if & when it is available. Analysis indicates 80% of charging will be done at home. • Include EV charging infrastructure in sustainability guidelines • Ensure permitting processes (for renovations particularly) are set up to smoothly address electric vehicle charging infrastructure • Consider low carbon vehicles (see action 4.3) and electric vehicles for the local government fleet to demonstrate the viability of the technology • Set up charging stations at highly visible locations, preferably where there are many amenities (e.g. downtown) For higher growth communities, a requirement for alternative fuelling could be established for new gas stations. Surrey City Council passed an innovative new fuel initiative. All new service stations in Surrey will be required to provide at least one alternative fuel source, such as hydrogen, compressed natural gas, or electric vehicle recharging, in addition to conventional gasoline, diesel and propane energy.
	% Emissions Savings Calculation: N/A – unqualifiable at this time, however given national and international projections, with supportive measures as outlined above, electric vehicles (split between PHEV and battery electric vehicles) could comprise up to 2% of passenger vehicles on the road by 2020.
6.11 Electric vehicle & e-bike awareness event	**Key Question**: Are there electric vehicles in or near the local community, e.g. being sold by local businesses? **Description:** Public curiosity on electric vehicles can be very high. A recent event in Kelowna run by a volunteer organization attracted approximately 100 people. Many people are unfamiliar with electric vehicles, electric scooters, and electric bikes, and could benefit from learning more about them and how they could be applied to their life. Electric vehicles have much cheaper running costs than conventional gasoline vehicles, and can help people save money.
	% Emissions Savings Calculation: N/A – unqualifiable at this time

Action	Description
6.12 Natural Gas Vehicle Collaboration	**Key Question**: Are there heavy-duty fleets that could refuel where local government fleets refuel? **Description:** Gasoline and diesel have approximately 140% of the emissions per unit of energy as natural gas. Natural gas refuelling stations need a critical mass of return-to=base heavy duty vehicles (often ten or more) to be viable. The local government may have some fleet vehicles that could be converted to natural gas from diesel to meet its carbon-neutral operations commitments. Collaborating with other local return-to-base fleets (such as BC Transit, school board, waste haulers, and commercial operators) could provide the critical mass to make a refuelling station viable. This can lower the emissions from all of the participating entities. Example: BC Transit buses in Kamloops and Nanaimo, and School District 23 (Central Okanagan) school buses. Further calculations available in "Option 1A: Project Profile Low Emissions Vehicles" at the 'how' tab of www.toolkit.bc.ca/carbon-neutral-government.
	% Energy Savings Calculation = (a/b)*c, where: a. Number of heavy duty vehicle-kilometers traveled from vehicles converting to natural gas b. Total number of heavy duty vehicle-kilometers traveled c. % difference in emissions from original configuration to natural gas configuration (efficiency and carbon intensity) Example: (a/b)*c = (10,000/100,000) * 30% = 3% of emissions from existing heavy duty commercial vehicles

7. Waste

Action	Description
7.1 Organics diversion	**Key Question**: Is a significant amount of organics going to landfill that could be economically diverted? **Description:** GHG emissions from landfills are primarily from the decomposition of buried organics. Create a comprehensive composting program: • Encourage grass swapping and back-yard composting. • Create a public compost pick-up site and program. • Support existing and new capacity for reusable resources, including Free Swaps, Share Sheds, free-store for unwanted goods, and building materials depot. Organics make up approximately 43 percent of solid waste in Metro Vancouver according to the Recycling Council of BC, which also states that on average, each British Columbian generates over 600 kilograms of waste annually. By diverting organics, each of us has the opportunity to remove approximately 200 kilograms from the solid waste stream every year. Much of this "waste" can be turned into valuable compost that can be used on gardens and landscaping. Example: City of Kelowna landfill producing GlenGrow and OgoGrow. Further calculations available in "Option 1D: Project Profile Household Organic Waste Composting" at the 'how' tab of www.toolkit.bc.ca/carbon-neutral-government
	% Energy Savings Calculation for municipal solid waste sector: = (a – c)*b a. % of landfill GHG's from organics b. % of organics diverted annually c. Average % of emissions over planning period (to 2050?) form organics currently in landfill under BAU scenario Example: (a –c)*b = (80% - 25%) * 10% = 35% waste emissions
7.2 Encourage water conservation	**Key Question**: Could the community benefit if water consumption was reduced? **Description:** Many BC communities could benefit if water consumption was reduced. Reduced water consumption could reduce City operations costs (including energy costs) for treatment and pumping. Growing communities can defer the need for new capital investment. And communities in water challenged areas can greatly benefit through ensuring water supplies are more secure. Communities can encourage water conservation through many means, including restrictions on garden watering in summer, public education, water metering, and providing rebates. Regarding rebates, communities can partner with utilities in order to reduce the purchase cost of energy and water efficient appliances in their communities. Example: over a few years, the City of Fort St John ran a highly successful toilet rebate program, managing to exchange over 3,500 old toilets, saving 87 million litres of water over 2009. The City said this deferred the need for reservoir expansions, and saved millions of dollars.

Action	Description
	% Emissions Savings Calculation = (a*b) *(electricity only)* a. % of community commercial electricity consumption associated with water and wastewater treatment and pumping (8% for Cache Creek, 6% for Lumby) b. % of reduction in electricity consumption Example: (a*b) = (7%*10%) = 0.7%, for commercial electricity
7.3 Support local food production, e.g. farmers markets, community gardens, community greenhouse	**Key Question**: Is there local interest in growing your own food, and is it feasible locally? **Description:** Many communities support local food production through farmer's markets and community gardens. Some go further and have edible landscaping, or support community greenhouses. This reduces trips required to go to the grocery store, and "food miles" i.e. the number of miles food must travel to get from the producer to the plate. There can also be economic benefits by keeping food dollars local and not exporting them. Examples: community greenhouse in Invermere, food forest at a Regional District of Central Okanagan park.
	% Emissions Savings Calculation: N/A – unqualifiable at this time. Will vary between communities.

8. Enabling Actions

Action	Description
8.1 Review land use & transportation plans / policies for SCEEP incorporation	**Key Question**: Recommended for all communities. **Description:** It can be necessary or helpful to review land use & transportation plans / policies to ensure that the SCEEP is incorporated. This can help to ensure that the SCEEP is embedded into the local government's processes, and will not be forgotten.
	Calculation: This enabling action does not have direct impacts itself, however it may help achieve results from other actions.
8.2 Organizational structure for climate action	**Key Questions**: Are there questions about who is accountable within council / board as well as within staff for climate action? Can there be benefits from establishing a committee, or incorporating into an existing committee? **Description:** Climate action crosses all departments and levels within a local government. Establishing decision-making, communication, accountability, and resourcing structures that are appropriate for the size and culture of the local government has repeatedly been proven to be critical to implementing actions in a cost-effective manner and achieving results. Taking time up-front to establish such structures is a worthwhile investment in setting implementation up for success. Key questions to answer include: • Who makes which decisions regarding climate action? • Who is expected to do what and how are they held accountable? • What new / different communication / planning is required (sewer or road work and district energy)? • What organizational structure changes are required to operationalize this? (Council climate committee? cross-departmental working group? updated job descriptions / resource allocation to include climate action? new positions? ...) • How will capital, operating and human resource elements of the SCEEP be funded?
	Calculation: This enabling action does not have direct impacts itself, however it may be critical to achieving results from other actions.
8.3 Establish a regional energy cooperative	**Key Question**: Is there strong interest in clean energy in the community? **Description:** Energy cooperatives are companies owned by their members, rather than by shareholders, with each member having an equal vote. Community energy cooperatives have provided an important vehicle for development of local renewable energy in Denmark, the Netherlands and Germany. In Germany, 200,000 people own shares in local wind turbines. City of Dawson Creek played an important role in establishment of the Peace Energy Cooperative, providing advice and other forms of non-financial support.
	Calculation: Impacts from this enabling action will be dependent on actions and investments of the co-op. This can provide funding and a sense of community and buy-in to climate actions.

Action	Description
8.4 Identify green economy opportunities	**Key Question**: This enabling action is recommended to all local governments who want to achieve economic development / diversification benefits from climate action. **Description:** British Columbians pay on average $4200 per person annually for energy in their communities (i.e. electricity, natural gas and transportation fuels), not including energy consumed by industry, airlines, ferries, etc. For most communities, 70-80% of money spent on energy leaves town, going to utilities, oil companies, and provincial and federal taxes. Local clean energy development and energy efficiency can be drivers of economic diversification in rural BC, presenting opportunities for communities to transition to a green economy, thereby generating long-term economic and community development benefits. A "green economy" is characterized by low carbon (with renewable energies replacing fossil fuels), low resource depletion and low environmental degradation. A guide to achieving economic development potential of climate action is *Clean Energy for a Green Economy* available at http://communityenergy.bc.ca/?dlm_download_category=economics
	Calculation: This enabling action will assist in moving other actions forward.
8.5 Leverage local government assets to create expertise and community-wide change	**Key Question**: Are actions being taken in local government (LG) operations that could be leveraged to support community-wide action? **Description:**

	LG Action	Community Opportunities
Buildings	- District energy systems - Building energy efficiency retrofits - New green buildings	**Awareness:** Increasing public awareness of clean energy and conservation, leading to a greater willingness to explore clean energy and conservation, particularly if corporate actions are deployed in a way to maximize public visibility. **Association:** Visible actions that others are implementing clean energy and conservation. **Action:** Local governments across BC are exploring district energy systems with their own buildings as the first buildings that provide critical mass for the system. Many local governments are also connecting public sector organizations in BC which all have carbon neutral commitments. These systems then extend to the surrounding community.
Fleet	- Biofuels - Hybrids / EV's	**Agency:** Improved access to fuels and mechanics who can service biofuel, hybrid, or electric vehicles.
Other	- Carbon neutral actions	**Awareness and Association:** Provides local government leaders (staff and elected officials) an opportunity to gain knowledge of clean energy and conservation so they can more confidently demonstrate community leadership by implementing them where appropriate in their own business or residence.

Calculation: Impacts of these enabling actions are highly dependent on specific actions planned for local government operations.

Action	Description
8.6 Long-term, deep community engagement (culture change)	**Key Question**: Do the other actions identified fall short of the desired change? **Description:** Overall, the purpose of social mobilization for British Columbia climate action is to: 1. Engage residents in developing and implementing climate solutions through collective, 'bottom-up', informal, organizational and institutional initiatives. 2. Change collective behaviour to reduce carbon footprints. 3. Build public support for (and contributions to) low-carbon climate policies and actions focused on the green economy, ecological resilience and sustainable communities, in order to achieve GHG targets, short- and long-term, as well as other provincial climate change goals. 4. Build capacity and resilience to plan and respond to climate change adaptation and mitigation. Active mechanisms can be established to pilot, replicate and monitor successful social engagement techniques, such as the Columbia Basin Community Adaptation program, and the UK Rural Community Councils community-led planning, which writes: *People need … information, a realistic assessment of the threat or diagnosis, a sense of personal control over their circumstances, a clear goal, an understanding of the strategies to reach that goal, a sense of support, and frequent feedback that allows them to see that they are moving in the right direction.* A recent study found that reasonably achievable emissions reductions are approximately 20% in the US household sector in 10 years, if "most effective non-regulatory interventions are used," such as incentives and social marking (Dietz, T., Gardner, G. T., Gilligan, J., Stern, P. C., Vandenbergh, M. P.: Household actions can provide a behavioural wedge to rapidly reduce U.S. carbon emissions, in *Proceedings of the National Academy of Sciences, 106: 44,* 18452-18456, 2009).
	Calculation: Impacts can be substantial but are highly dependent on the specific program implemented.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS BC

To: Committee of the Whole

From: Manager of Development & Engineering Services

Date: June 13, 2016

Subject: Sustainable Community Plan and Zoning Bylaw Update

Recommendation: **RESOLVED THAT** the Committee of the Whole 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.

Background:

The SCP is a document stating the overall vision and broad objectives and policies of the local government respecting development both today and into the future. It provides Council with:

- A framework whereby a Council may be guided in making decisions.
- A key document describing factors relevant to land use and development.
- Identification of problems and opportunities concerning the development of land and its possible economic, environmental and social effects.
- A pathway that sets out desired timing, patterns and characteristics of future physical/environmental, economic and social development.

In order to plan responsibly in communities for the betterment of future generations, plans, policies and actions need to be undertaken in a sustainable manner. In that respect, three pillars of sustainability - economic, environmental and social, need to be acknowledged and addressed in the plan.

The SCP is intended to serve for up to 25 years. Best management practices suggest a review every five years to make any necessary adjustments to policies and directions. Reviews or updates to the plan can take place at any time deemed necessary.

The current SCP was adopted by Council in 2011 and is due for a review. Over the past five years, several topics have been identified for improvement or update. Recent

decisions and considerations regarding amendments to the SCP have included Temporary Use Permits, protected natural areas, and small/innovative housing. Rather than having multiple referral, review, and hearing periods, it would be advantageous to begin renewal of the SCP now.

Process:

The SCP update is envisioned to encompass a series of open houses providing for public participation in updating the SCP prior to formal bylaw approval processes (see proposed timeline). The sessions will be in-person (meetings, presentations) and online (web surveys, social media). It will result in the 'implementation' and alignment of multiple policies and bylaws and eventual establishment of regulations in the Zoning Bylaw supporting SCP objectives and policies.

Theme Topics:

At this point, five key themes with specific topics have been identified:

Theme 1 Environmental Sustainability

- Protected natural areas and environmental development permit areas
- Greenhouse gas reduction (including building energy efficiency and tiny homes)
- Food security and urban agriculture
- Energy conservation and the potential for alternative sources of energy
- Sustainability checklists

Theme 2 Affordable Housing

- Tiny homes and cluster development
- Secondary suites and laneway houses
- Other tools for the encouragement of affordable or attainable housing

Theme 3 Development Permit Area Review - Form and Character

- Building appearance (architectural features, colour, character)
- Site design (landscape requirements, lighting, access, parking/driveway size, utility and accessory buildings, open space)
- New Green Development Permit Areas for energy and water conservation and GHG Greenhouse Gas reduction.
- Grand Forks heritage guidelines and where and how they should be applied

Theme 4 Asset Management, Transportation and Infrastructure

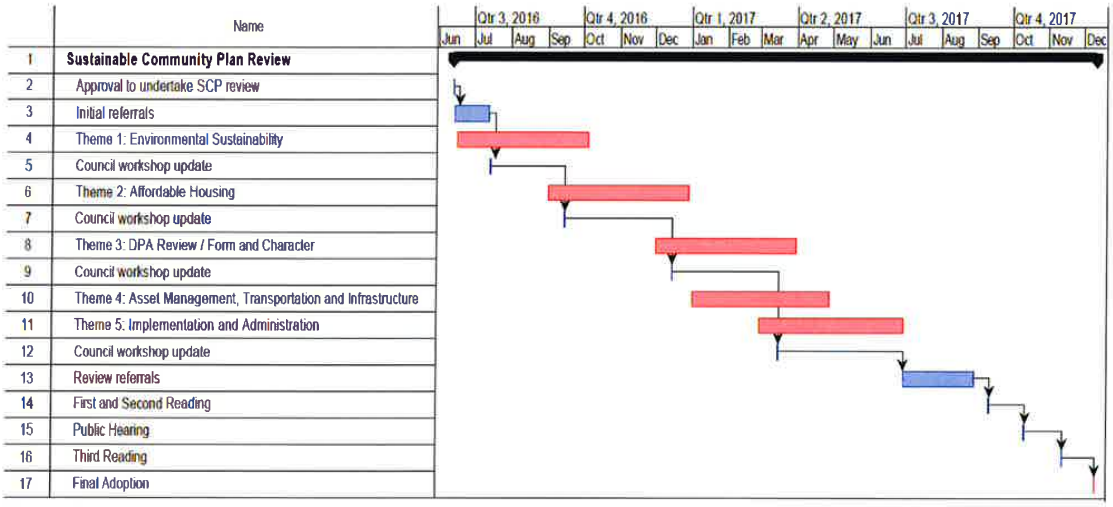
- Asset management
- Eco-assets and green infrastructure
- Aquifer protection and water conservation

- Economic development
- Active transportation and bicycle network planning

Theme 5 Implementation and Administration

- Zoning Bylaw
- Development Cost Charges
- Incentives
- Infrastructure Subdivision and Development Services Bylaw
- Area designations and mapping changes
- Other policy integration and minor SCP components

Proposed Timeline:



Benefits or Impacts of the Recommendation:

General: Best management practices for local government and planning suggest a review every 5 years to determine if the SCP is on-target and to make any necessary changes to policies and directions.

Financial: The SCP is intended to be developed 'in-house' with available capacity from the contract Planner and Development and Engineering Services staff, with funds that are already allocated for the project.

Policy/Legislation: Fulfills the Local Government Act requirements for community planning and best practices for long-term planning updates. Impacts multiple City policies and bylaws.

REQUEST FOR DECISION

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GRAND FORKS
BC

Strategic:

- Protects and sustains natural assets and infrastructure.
- Fosters a vibrant economic environment, appropriate land development decisions and healthy downtown core.
- Process enables extensive opportunities for community engagement in long-range planning.
- Themes and topics address multiple aspects of community liveability, including active transportation, infill development.

Attachments: N/A

Recommendation: **RESOLVED THAT** the Committee of the Whole 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.

OPTIONS:

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

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS BC

To: Committee of the Whole

From: Manager of Development & Engineering Services

Date: June 13, 2016

Subject: Approval to proceed with applying for grant funding.

Recommendation: **RESOLVED THAT** the Committee of the Whole 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.

BACKGROUND: A significant grant program is currently available from the Government of Canada for funding of investments in community infrastructure for projects that celebrate heritage, create jobs, and improve the quality of life for Canadians.

The Canada 150 Community Infrastructure Program is part of Canada 150 Celebrates, the Government of Canada's celebration of our country's 150th anniversary of Confederation. Through investments in community infrastructure, the Government of Canada will invest in projects that celebrate our heritage, create jobs, and improve the quality of life for Canadians. Budget 2016 provided an additional $150 million over two years to Canada's Regional Development Agencies to deliver further community funding across the country, starting in 2016-17, with Western Economic Diversification Canada being responsible for administering the program in the western provinces. Under the Canada 150 Community Infrastructure Program, the investments will support projects that seek to renovate, expand and improve existing community infrastructure, with a focus on recreational facilities, projects that advance a clean growth economy, and projects with a positive impact on Indigenous communities.

The 150th anniversary of Confederation in 2017 is a special occasion for Canadians to connect with our past, celebrate our achievements and build for the future. It is an opportunity to reflect on, and deepen, our sense of what it means to be Canadian, as well as to inspire a new era of optimism and hope across the country. Canadians have a deep and enduring sense of pride in their communities and the Canada 150

REQUEST FOR DECISION

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Community Infrastructure will support projects that celebrate our collective community spirit across the country.

Based on our assessment, the project best meeting the criteria of the Canada 150 grant program is to expand and improve the cemetery, dog park and Johnson Flats wetland area as Phase 1 of a multi-amenity recreation, culture and heritage project. Total costs from now through completion of this phase of the project are currently estimated at $80,000, so the grant request at 50% of total cost is approximately $40,000.

Phase 1 planned activities include: trail construction/enhancement, signage, kiosks, wayfinding (cemetery), interpretive documents, First Nations knowledge base, shelter, fencing, ground-penetrating radar, parking area improvements, clean-up/restoration, environmental impact study and design-work for viewing platform/boardwalk.

We require a Council resolution supporting application for the grant. The application is due on June 22, 2016.

Benefits or Impacts of the Recommendation:

General: The objective is to secure grant funding for a multi-amenity recreation, culture and heritage project at the cemetery, dog park & Johnson Flats wetland area.

Financial: The majority of the Phase 1 activities are planned to be funded from Capital Reserves and through donations. Securing 50% grant funding would free-up those funds to be allocated elsewhere.

Policy/Legislation: BC Environmental Assessment Act & Water Sustainability Act (Phase 2)

Strategic Impact:

- Contributes to continuing conservation and heritage education for the public
- Supports economic development in every capacity, including environmental, social and sustainability; and is consistent with deep regard for the natural environment.
- Promotion of activities that engage the public and recognition that our natural recreational amenities are valuable regional assets.
- Enhancement of our trail network as a key community and regional asset and continued investment in culture and heritage in the City.

Fiscal Accountability | Economic Growth | Community Engagement | Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —

GRAND FORKS BC

Attachments: 1) Canada 150 Community Infrastructure Program: Applicant Guide & Instructions for Western Canada

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Recommendation: **RESOLVED THAT** the Committee of the Whole 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.

OPTIONS:

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

1. OVERVIEW

1.1 CANADA 150 CELEBRATION

The Canada 150 Community Infrastructure Program is part of Canada 150 Celebrates, the Government of Canada's celebration of our country's 150th anniversary of Confederation. Through investments in community infrastructure, the Government of Canada will invest in projects that celebrate our heritage, create jobs, and improve the quality of life for Canadians. Budget 2016 provided an additional $150 million over two years to Canada's Regional Development Agencies to deliver further community funding across the country, starting in 2016-17, with Western Economic Diversification Canada being responsible for administering the program in the western provinces. Under the Canada 150 Community Infrastructure Program, the investments will support projects that seek to renovate, expand and improve existing community infrastructure, with a focus on recreational facilities, projects that advance a clean growth economy, and projects with a positive impact on Indigenous communities.

The 150th anniversary of Confederation in 2017 is a special occasion for Canadians to connect with our past, celebrate our achievements and build for the future. It is an opportunity to reflect on, and deepen, our sense of what it means to be Canadian, as well as to inspire a new era of optimism and hope across the country. Canadians have a deep and enduring sense of pride in their communities and the Canada 150 Community Infrastructure will support projects that celebrate our collective community spirit across the country.

2. ELIGIBILITY

2.1 ELIGIBLE APPLICANTS

Eligible applicants include:

- A local or regional government established under provincial or territorial statute;
- A public sector body that is wholly owned by an eligible applicant listed above;
- A not-for-profit entity;
- An entity that provides municipal-type services to communities, as defined by provincial or territorial statute (including school boards and Metis settlements); and
- A First Nation government, including a Band or Tribal Council or its agent (including wholly-owned corporation) on the condition that the First Nation has indicated support for the project and for the legally-designated representative to seek funding through a formal Band or Tribal Council resolution, or other documentation from Self-governing First Nations.

In addition, eligible applicants must directly own the infrastructure assets, facility or land which are being renovated or have a long-term lease in place with permission from the owner to undertake renovations. If you have a long-term lease in place, it is mandatory that you attach a copy of the lease and, where necessary, proof that you have permission from the owner to undertake renovations.

2.2 ELIGIBLE PROJECTS

Examples of the type of community infrastructure that can be supported include:

- Recreational facilities including local arenas, gymnasia, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts or other types of recreational facilities;
- Parks, recreational trails, such as fitness trails, bike paths and other types of trails;
- Community centres (including legions);

- Cultural centres and museums;
- Campgrounds;
- Tourism facilities;
- Docks
- Libraries;
- Cenotaphs; and
- Other existing community infrastructure for public benefit.

Eligible projects must meet the following criteria:

- The amount of funding being requested under the Canada 150 Community Infrastructure Program cannot exceed 50% of the total costs of a project, up to a maximum of $500,000.
- The maximum contribution from ALL Government of Canada sources (including the Canada 150 Community Infrastructure Program and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project;
- Be for the rehabilitation, renovation, or expansion of existing infrastructure for public use or benefit;
- Be community-oriented, non-commercial in nature and open for use to the public and not limited to a private membership;
- Be for facilities located in Western Canada (British Columbia, Alberta, Saskatchewan or Manitoba); and
- Be materially complete by **March 31, 2018**.
    - A project is considered to be materially complete when a substantial part of the improvement is ready for use or is being used for the purposes intended.

In addition, an applicant must:

- Submit a fully complete application form by **June 22, 2016** and include all mandatory attachments (Section 5.4); and
- Be available for follow-up from **June – August 2016**.

Applicants who applied under the first intake of the Canada 150 Community Infrastructure Program may apply again under the second intake. Please ensure that your funding application meets the updated eligibility criteria and responds to this intake's specific program priorities (Section 3).

2.3 INELIGIBLE PROJECTS

Examples of ineligible projects:

- Construction of new infrastructure;
- Expansion of existing infrastructure beyond 30%;
- Facilities primarily for use by professional sports teams;
- Facilities that are to be used primarily for commercial activities, that have private membership or are for-profit facilities in general; and
- Facilities owned and operated by provincial departments.

3. PRIORITIES

For this intake of applications, priority <u>will</u> be given to projects that address one or more of the following:

- Upgrades to recreational facilities (Section 3.1)
- Advance a clean growth economy (Section 3.2)
- Impact on Indigenous communities and peoples (Section 3.3)

In addition, funding from sources other than the Canada 150 Community Infrastructure Program must be confirmed at the time of application (written proof is required – see Section 5.5);

Other considerations may include:

- Projects that will leave a meaningful, lasting legacy resulting from Canada 150 (i.e., Upgrades that will provide long-term benefits to a community that are recognized as a lasting legacy from Canada 150);
- Projects that are seeking less than 50% of the total project costs from the Canada 150 Community Infrastructure Program;
- Projects will be completed by Fall 2017; and
- Ability to start the project quickly.

3.1 RECREATIONAL FACILITIES

Participation in sport and recreational activities contributes to the well-being of Canadians and communities in urban, rural and remote areas all across the country. As such, priority will be given to sport and recreation facilities, such as:

- Swimming pools;
- Parks, recreational trails such as fitness trails, bike paths and other types of trails;
- Sports fields;
- Arenas (indoor and outdoor arenas);
- Gymnasia;
- Tennis, basketball, volleyball or other sport-specific courts;
- Curling Rinks;
- Playgrounds;
- Waterpark/spray park; and
- Multi-purpose facilities (e.g., Community recreation or friendship centres).

Recognizing that non-recreational facilities, to meet their community's needs, could have recreational sections within its larger complex or offer space for recreational programming, WD will also prioritize applications from these facilities under the following two conditions:

- The specific space being renovated is available a minimum of 50% of its available time for recreational programming/use; and,
- The application is specifically for upgrades for the space used for recreational programming.

Examples of non-recreational facilities that meet these criteria are:

- Cultural centre that has an outdoor basketball court and is requesting to re-surface the court.
- Community centre that has an activity room that is used 50% for recreational programming (e.g., karate, exercise class and yoga) and is requesting to upgrade the floor.

Other non-recreational facilities identified as Eligible Projects (Section 2.2) will be given lower priority.

3.2 ADVANCING A CLEAN GROWTH ECONOMY

The development, demonstration and adoption of clean technologies are a key component of promoting sustainable economic growth and will play a critical role in advancing a clean growth economy.

Clean technology refers to any technology product/process that improves environmental performance relative to the standard/most commonplace technology in a given market. This includes technologies that reduce negative

impacts on the environment, provide superior performance at a lower cost, and/or an improved quality of life by optimizing resource use.

Infrastructure improvements can contribute to improved environmental performance by:

- Diversifying the sources of energy supply and distribution (e.g., installing solar panels as an energy supply option);
- Reducing the energy, water and other material inputs of a system (e.g., replacing a community pool liner to reduce water leakage);
- Increasing the productivity of energy and material inputs of a system (including improving the energy efficiency of existing infrastructure) (e.g., installing a new energy efficient furnace);
- Reducing or eliminating the emission of waste or contaminants that impair the environment (e.g., replacing an arena ice plant that reduces hazardous waste); and/or,
- Improving measurement or monitoring systems or processes that facilitate any of the above.

Priority will be given to projects that have a positive impact on the environment and advance a clean growth economy, for example where they involve the following:

- The development/demonstration of **new** clean technology products/processes (e.g., install/integrate a new power source, such as geothermal); or,
- The installation/adoption of **existing** clean technology products/processes (e.g., adoption of energy efficiency improvements to heating and cooling systems, windows and lighting).

Applicants will be required to clearly describe how their project would have a positive impact on the environment and advance a clean growth economy.

3.3 IMPACT ON INDIGENOUS COMMUNITIES AND PEOPLES

Projects that have a positive and significant impact on Indigenous communities and peoples (First Nation, Métis and Inuit) by increasing their participation and engagement in the community will also be given priority. A significant impact is described as:

- The applicant is an organization that is owned/operated by Indigenous peoples;
- The applicant has a mandate to assist and/or deliver services to Indigenous peoples and is actively engaged with the Indigenous community; and/or,
- Indigenous peoples are significant users of the facility.

For non-indigenous applicants whose projects may have a significant impact on Indigenous communities or peoples, it is strongly encouraged that letters of support from the relevant Indigenous communities be included in the application to support the claim. If available, applicants should submit evidence of significant impact, such as demographic analysis, usage data and/or geographic proximity.

4. FUNDING

4.1 FUNDING AVAILABLE

The Canada 150 Community Infrastructure Program will invest $150 million across Canada in community infrastructure, with $46.2 million allocated across Western Canada (British Columbia, Alberta, Saskatchewan and Manitoba).

The maximum contribution from ALL Government of Canada sources (including the Canada 150 Community

Infrastructure Program and other sources such as the Gas Tax Fund) cannot exceed 50% of the total costs of a project. There is no minimum contribution threshold (i.e., applicants can seek a contribution from the Canada 150 Community Infrastructure Program for a smaller, specific component of a project with large total project costs).

Eligible applicants can apply for funding under the Canada 150 Community Infrastructure Program up to a maximum of $500,000. Any funding request for a contribution over $500,000 will be considered ineligible.

4.2 ELIGIBLE COSTS

The Canada 150 Community Infrastructure Program will support eligible costs directly related to a project that have been incurred and paid by a successful applicant.

Examples of costs eligible for reimbursement under the Canada 150 Community Infrastructure Program include:

- Costs incurred and paid between **April 1, 2016 and March 31, 2018**;
- Costs to rehabilitate or improve fixed capital assets of community facilities, including minor expansions to existing infrastructure (i.e., less than 30% of the existing square footage/footprint);
- Fees paid to consultants/contractors or other professional or technical personnel directly related to the rehabilitation or expansion of the community facility (See Section 5.7 for details on competitive process requirements);
- Costs of environmental assessments, monitoring and follow-up programs as required by the Canadian Environmental Assessment Act 2012 or equivalent legislation;
- Costs related to signage, which are required for Canada 150 projects and need to be included in the project budget; and
- Other costs directly related to the success of the project and approved in advance.

The amount of funding requested under the Canada 150 Community Infrastructure Program cannot exceed 50% of the total costs of a project, up to a maximum of $500,000. The remaining 50% of the total project costs must be matched by the applicant directly or other funders.

Under the Canada 150 Community Infrastructure Program projects may **not** begin incurring any eligible costs (that can be included in the Total Project Costs) earlier than **April 1, 2016**.

Western Economic Diversification reserves the right to make the final determination on the value of contributions and to exclude expenditures deemed to be ineligible or outside the scope of the project.

4.3 INELIGIBLE COSTS

Costs that are deemed unreasonable, not incremental and/or not directly related to project activities will be ineligible for reimbursement. Costs and services normally covered by the applicant (e.g., maintenance and salaries) and related party transactions (e.g., hiring family of a board member and/or management or hiring a contracting company that is owned by a board member) are not eligible.

Costs not eligible for reimbursement under the Canada 150 Community Infrastructure Program include:

- Costs incurred before **April 1, 2016** or after **March 31, 2018**;
- Movable equipment (e.g., furniture, computers, sporting equipment, Zambonis, snow groomers, lawn mowers and ATVs, including costs for leasing equipment);
- Overhead costs, including direct and indirect operating and administrative costs (e.g., management, planning, engineering and other related costs) normally carried out by the applicant;
- Costs for salaries and benefits of existing employees and general administration costs unrelated to the

project;

- Costs for the purchase of land and/or buildings;
- Feasibility and planning studies;
- Legal fees;
- Routine maintenance costs; and
- Taxes, such as GST, for which the applicant is eligible for a tax rebate.

4.4 DISBURSEMENTS

If you are successful in obtaining funding through the Canada 150 Community Infrastructure Program, you will only be reimbursed by Western Economic Diversification for costs after you have incurred AND paid for them and submitted a claim. As such, you will need to plan your project cash flow accordingly. Furthermore, successful applicants must fully spend their projected funds requested under the Canada 150 Community Infrastructure Program each fiscal year as moving funds from one year to another will not be possible.

Successful applicants will also be required to complete claims and progress reports at key phases of the project, as well as a final project report (Section 8). Western Economic Diversification will provide detailed instructions on this process to those who are approved for funding. It is expected that claims for reimbursement will be submitted in a timely manner.

Successful applicants may begin to incur costs related to their project prior to **April 1, 2016**; however, only costs incurred and paid by the applicant between **April 1, 2016 and March 31, 2018** will be eligible for reimbursement under the Canada 150 Community Infrastructure Program. Invoices must be provided to Western Economic Diversification indicating that all costs (eligible for reimbursement under the Canada 150 Community Infrastructure Program) were incurred and paid between **April 1, 2016 and March 31, 2018**.

4.5 GUIDELINES FOR IN-KIND COSTS/CONTRIBUTIONS

In-kind contributions are **NOT** eligible for reimbursement under the Canada 150 Community Infrastructure Program and cannot be included in the total project costs. Costs must be incurred and paid directly by an applicant to be included as part of the total eligible project costs.

Examples of in-kind contributions:

- Volunteer labour;
- Equipment and material donations; and
- Financial discounts for equipment and materials.

4.6 EMPLOYEE AND OTHER INCREMENTAL COSTS

The incremental costs of the applicant's employees or direct costs will only be considered as an eligible cost on an exception basis and only under the following conditions:

- The applicant is a local, regional or First Nations government or not-for-profit organization; or,
- The applicant confirms and substantiates that it is not economically feasible to tender a contract; or,
- Employees or equipment are employed directly in respect of the work that would have been the subject of the contract; or,
- The costs were approved in advance and are included in the Contribution Agreement.

5. HOW TO APPLY

5.1 CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM IN WESTERN CANADA

The Canada 150 Community Infrastructure Program will be delivered by the Government of Canada via the Regional Development Agencies. Western Economic Diversification on behalf of the Government of Canada will deliver the Canada 150 Community Infrastructure Program in Western Canada.

5.2 CALL FOR PROPOSALS

In Western Canada the Canada 150 Community Infrastructure Program will be delivered through a Call for Proposals process where applicants will have 30 days from the beginning of the application period to submit their application.

Applicants are strongly encouraged to apply online at: https://www2.wd-deo.gc.ca/eng/c150/new.

No applications will be accepted outside the application period. Saved applications that have not been submitted prior to the end of a deadline period will not be accessible and cannot be assessed by Western Economic Diversification. Signing and submitting the application form does not constitute a commitment from Western Economic Diversification for financial assistance.

5.3 WHEN TO APPLY

Western Economic Diversification will be accepting applications to the Canada 150 Community Infrastructure Program from **Tuesday, May 24, 2016 until Wednesday, June 22, 2016.**

The online application portal will close at **1:00 p.m. Pacific Time/2:00 p.m. Mountain Time/3:00 p.m. Central Time on Wednesday, June 22, 2016.**

5.4 APPLICATION REQUIREMENTS

Western Economic Diversification requires the items below for assessment and may require additional documentation and information for more detailed assessment. Applicants must submit:

- A completed Canada 150 Community Infrastructure Program Application Form for western Canadian applicants;
- Your most recent annual financial statements that demonstrate your organization is financially self-sustaining;
- Evidence of confirmed sources of funding; and
- If relevant, a copy of your lease agreement and permission from the owner to undertake renovations.

Additional materials that an applicant may wish to provide to support their application include:

- For projects undertaking an expansion, proof (such as blueprints) that the expansion is less than 30% of the existing square footage/footprint;
- Copies of engineering studies that confirm the need for the upgrades;
- Letters of support;
- Detailed budget (by fiscal year that starts April 1 and ends March 31);
- Detailed project cash flow (provide a breakdown of costs by month, starting **April 1, 2016** and ending **March 31, 2018**.);
- Functional plans, timelines, Gantt charts, drawings and blueprints of the renovation being planned;
- Any permits required for the renovation;

MEMORANDUM

GRAND FORKS - BC -

DATE: June 13, 2016

TO: Mayor and Council

FROM: Manager of Development and Engineering Services

SUBJECT: Sustainable Community Plan Open House Format

As identified in the June 13 RFD on the Sustainable Community Plan Update, staff has summarized key issues for inclusion in the Update and proposed a series of public participation opportunities associated with the plan. The first of these opportunities is on June 16, which was already identified as an Open House for protected natural areas planning and small / innovative home engagement (May 9 RFDs). The City of Grand Forks has always placed emphasis on public consultation, particularly on matters related to future growth and development in the community in documents such as the SCP.

On June 16 from 4:00-7:00 the City will be hosting an Open House at the Wooden Spoon Bistro. The intent is to share information about the SCP Update and gather ideas from the public regarding environmental sustainability (Theme 1) topics including protected natural areas and environmental development permit areas; greenhouse gas reduction (including tiny homes) and alternative energy; and food security and urban agriculture.

The Open House will be set up as an informal arrangement of multiple stations where participants will view information on the topics above and discuss the specified topics with staff representatives. Information will be displayed in the form of poster layouts of maps, design ideas, planning documents, and a 'kiosk' PowerPoint presentation. There will be no formal presentations or set timeline so participants can attend and leave when convenient.

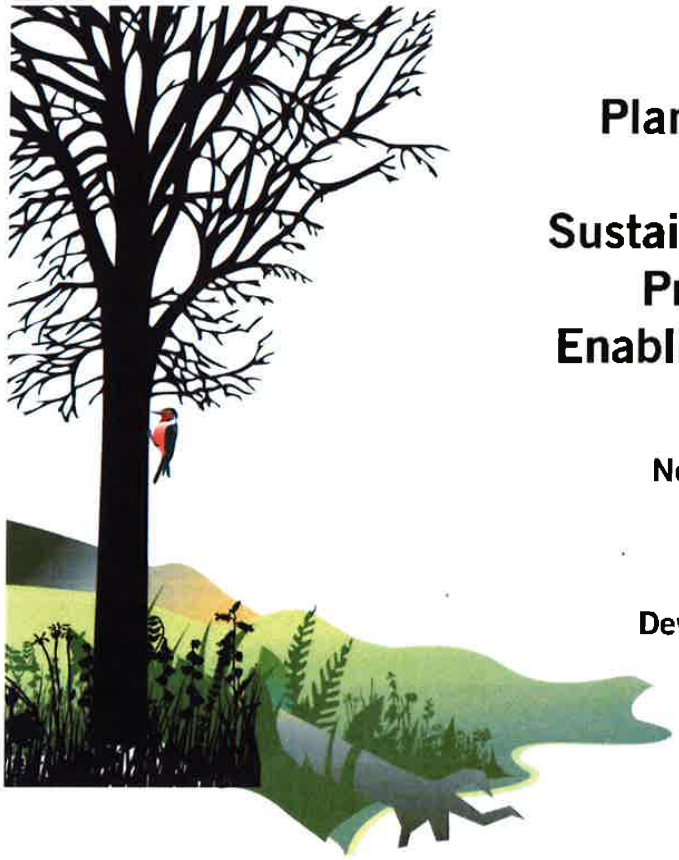
Participants will be specifically asked to provide their feedback on the forms provided and using stickers and notes for identifying the location of key values (biodiversity, food security, significant ecosystem sites) on maps and provide input on these issues or on other environmental management policy issues which may be pertinent to SCP policy. Staff also intends to perform a trial of using a tablet computer to gather participant feedback using a simple survey form, and the survey will also be made available online for the next six weeks. A welcome sign will also include 'ground rules' that help identify how we wish participants to engage in reviewing the information and providing their feedback.

Staff role will be to observe discussions and interactions, direct questions to staff from this department, help keep participants on topic, and direct participants to record their feedback on the established forms rather than verbally.

MEMORANDUM

The role of Council members attending will be to gain insight into public interest and perspectives regarding the topics presented and secondarily to share information on the strategic importance of the discussions, as identified in the RFD. Council will be provided with the opportunity to view display information and panels in City Hall by Wednesday, June 15.

The event is advertised in the Grand Forks Gazette and on the City website and Facebook page (advertisement shown below); specific invitations have also been sent to: Grand Forks Wildlife Association; Granby Wilderness Society; Grand Forks Community Trails Society; Area D Director Roly Russell; Boundary All Nations Aboriginal Council; Boundary Metis Association; Okanagan Nation Alliance; and participants in the March 2016 Strategic Community Energy and Emissions Plan workshop.



OPEN HOUSE

Planning for Sustainability in Grand Forks:
Sustainable Community Plan
Protecting Natural Areas
Enabling Innovative Housing

New Date: 4:00-7:00 P.M. June 16
The Wooden Spoon Bistro
(221-B Market Ave)
For more info call 250.442.8266
Development & Engineering Services

Settle down.

Fiscal Accountability | Economic Growth | Community Engagement | Community Liveability

MONTHLY HIGHLIGHT REPORTS

GRAND FORKS
BC

DATE : June 2, 2016

TO : Committee of the Whole

FROM: Manager of Building Inspection & Bylaw Services

HIGHLIGHTS: For the Month of May, 2016

- **Bylaw Office Review**
- Following up on complaints
- Removing several camps along the rivers
- Removal of an RV From the Fortis right of way
- Working on 2 abandoned properties
- Working on succession planning
- **Building Inspections Review**
- Following up on existing Building Permits
- 6 New permit this month – 2 Covered sundecks, 1 Commercial Re-roof, 1 Carport addition, 1 Interior renovation, 1 New Single family Dwelling
- 2 more permits being processed just awaiting some final documents from engineering for Single Family Dwellings
- Closed off 5 more building files this month

MONTHLY HIGHLIGHT REPORTS

GRAND FORKS
BC

DATE : **June 13, 2016**

TO : Committee of the Whole

FROM: Chief Financial Officer

HIGHLIGHTS: For the Month of May, 2016

- Processing insurance claims
- Training for Vadim software update ongoing
- Working on Statement of Financial Information (SOFI) reporting for June 27th Regular Meeting
- Reviewed, presented financial statements, sent to Province with LGDE reporting, onto website
- Communications regarding parcel taxes, services provided by taxes for newspaper, website, facebook
- Finance section of Annual Report
- Working on Purchasing Policy amendment to bring to Council
- Responded to taxpayer enquiries – parcel tax, property tax
- Updated Finance Department section of website
- Climate Action Survey complete – on City website

City of Grand Forks
2016 Budget
General Operating Expense Reconciliation
DRAFT TO June 9, 2016
50% **Year complete**

GENERAL					2016 BUDGET		DRAFT 2016 to June 9	% Budget Used	87% guideline as AP invoices follow
OPERATIONS									
	Legislative Committees	Economic Development	2099-008	N/A	0		0.00	0.00%	
		Environment	2099-705	N/A	0		0.00	0.00%	
		Deer	2099-007	N/A	0		0.00	0.00%	
		Head Start	2099-100	N/A	0		0.00	0.00%	
	Legislative		2100	233,700	233,700		100,457.22	42.99%	
	Administrative		2101	455,500			166,683.79	36.59%	
	Protective Services		2231-2234	38,760	494,260		20,677.91	53.35%	
	Finance		2102	312,143	312,143		84,790.96	27.16%	
	Elections		2103	8,200	8,200		7,331.65	89.41%	
	Grants in Aid-Community Support		2700	238,400	238,400		131,000.00	54.95%	
	City Events		2701	10,000	10,000		5,095.04	50.95%	
	Airport		2388-2398	159,496	159,496		39,471.04	24.75%	
	Slag Remediation		2150	0	0		2,852.66		
	Asset Management		2104	0	0		709.09		
	Bylaw Enforcement		2235	108,000	108,000		33,176.65	30.72%	
	Building Inspection Services		2110	109,000	109,000		28,010.41	25.70%	
	Communications		2105	33,390	33,390		11,172.70	33.46%	
	Zoning, Planning, Econ Devel		2161-2171	230,360	230,360		51,822.53	22.50%	
Protective Services									
	Fire		2640-2643	34,900	0		20,095.03	57.58%	
	Fire - Other		2200-2225	500,254	535,154		171,534.52	34.29%	
Public Works									
	Engineering		2160	178,000	178,000		55,613.57	31.24%	
	Cemetery		2500-2599	92,356	92,355		13,091.71	14.18%	
	Solid Waste		2180	N/A	0		69,563.52		
	Facilities		2600-2699	279,300	279,300		97,874.00	35.04%	
	Roads		2304-2399		832,120		267,081.00	32.10%	
	Parks				625,476		214,086.00	34.23%	
	Public Works Admin		2400-2499	228,816	228,816		148,480.00	64.89%	
TOTAL OPERATIONS							1,740,671.00		
TOTAL GENERAL FUND									
WATER	Asset Management		2104-	7044			0.00		
	Operations		2309-2490	759456	759,456		361,384.00	47.58%	
SEWER	Asset Management		2104	14244			0.00		
	Operations	x	2309-2490	685702	685,702		295,994.00	43.17%	
ELECTRICAL	Operations			4697000	4,697,000		1,410,766.40	30.04%	
EQUIPMENT	Operations			N/A	0		0.00		
	Recoveries			N/A	0		0.00		
	Interest			N/A	0		0.00		
	Amortization			N/A	0	0	0.00		

MONTHLY HIGHLIGHT REPORTS

DATE: June 2nd, 2016

TO: Committee of the Whole

FROM: Corporate & Legislative Services

HIGHLIGHTS: For the Month of May, 2016

- Prepared and facilitated Council Meetings for the month of May
- Election Process and Procedures Orientation for Poll Clerks – May 12th
- Local Government By-Election – Advance Polls at City Hall on May 18th from 8 am to 8 pm
- Local Government By-Election – General Voting Day and Mobile Special Voting Opportunity on May 28th from 8:00 am – 8:00 pm
- Human Resources Duties for the month of May
- Preparation of Annual report
- Attendance at IAP2 training
- Attended Emergency Operations Centre Training
-

MONTHLY HIGHLIGHT REPORTS

MONTHLY HIGHLIGHT REPORTS

GRAND FORKS
BC

DATE`: **June 13, 2016**
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of May, 2016

- UV environmental impact study in progress
- Supported CARIP reporting
- Continued the design options & reporting for the WWTP – UV Disinfection Project
- Received 12 enquiries regarding lot lines, zoning, setbacks, fencing
- Received 5 subdivision/development enquiries
- Received 4 enquiries from new/future residents re: zoning/land use
- Continued implementation of the asset management and GIS software
- Transition Housing Society Steering Committee meeting and recommendation for resolution
- Land sales contract negotiations regarding subjects
- Developed posters for Tot-Lot design ranking by users
- Pickle Ball contractor selected, budget amendment approved
- Municipal Natural Capital Initiative research & communications
- Participate in 20 year capital project planning
- IHA facility tour and spray park inspection
- Rotary spray park surfacing options/grand opening preparations
- Interdepartmental meetings & collaboration
- Protected Natural Areas planning
- EOC and Natural Asset Inventory training
- Regional trails meetings & collaboration
- Kiosk maps and public works day graphic design and printing

MONTHLY HIGHLIGHT REPORTS

GRAND FORKS
BC

DATE : **June 13th, 2016**

TO : Committee of the Whole

FROM: Manager of Operations

HIGH LIGHTS: For the Month of May 2016

Occupational Health and Safety Monthly Focus for the month of June 2016 New Worker Orientation and Working Alone program

Public Works

- Hanging Basket and Planter program completed
- Spray park concrete work, prep for opening day
- Tree assessments, danger tree removal on Industrial & 2nd St.
- Irrigation repairs throughout all city parks and grounds
- In ground beds cleaned out and fertilized for planting out
- Sidewalk panels replaced
- Pavement repairs
- Line painting completed

Water/Sewer

- Multiple water service repairs
- Sanitary sewer service repairs

- Well #3 preparations for replacement
- Met with the new IHA Drinking water officer Pouria Mojtahedi
- Sewer main condition assessment at Sunshine Way

Electrical

- Pole changes
- Retest meters exchanged
- Reroute line out of field – Angus MacDonald
- Helped with hanging baskets
- Helped with events - Public Works, etc

Capital

- Well #4 motor replacement complete

MONTHLY HIGHLIGHT REPORTS

GRAND FORKS
BC

DATE : May 31, 2016

TO : Committee of the Whole

FROM: Fire Chief

HIGHLIGHTS : For the Month of May, 2016

- May Calls: 35 total: 8 Fire, 5 Rescue, 22 First Responder
  Year-To-Date: 204
- Spring Freshet has concluded.
- Preparation for Wildfire season is well underway. Due to the dry fuels left over from last summer, this year wildfire season could start several months early (usually around 2nd week of August).
- Training: Four volunteer firefighters participated in the annual Volunteer Firefighters Spring Training seminar hosted by the Oliver Fire Department.
  - Grand Forks will be hosting the 2017 training weekend next year, with 300-400 attendees expected.
- Training: Two members (re)certified as Swiftwater Rescue Technicians.
- Kevin: Attended BC Fire Training Officers conference in Port Alberni.
- Public Education: Fire Extinguisher training for home care workers. Presentation to Perley Elementary grade 6 on safety in extreme environments.
- Dale/Kevin: Attended Emergency Management BC Regional Seasonal workshop for spring/summer in Castlegar.