

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

**Monday, June 13, 2016, at 7:00 pm  
7217 - 4th Street, City Hall Council Chambers**

	<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1.	<b><u>CALL TO ORDER</u></b>		
2.	<b><u>ADOPTION OF AGENDA</u></b>		
	a) Adopt agenda	June 13th, 2016, Regular Meeting agenda	THAT Council adopts the June 13th, 2016, Regular Meeting agenda as presented.
3.	<b><u>MINUTES</u></b>		
	a) Adopt minutes <a href="#">May-30-2016-Public-Hearing-Meeting-Minutes-Not Yet Adopted</a>	May 30th, 2016, Public Hearing Meeting minutes	THAT Council adopts the May 30th, 2016, Public Hearing Meeting minutes as presented.
	b) Adopt minutes <a href="#">May-30-2016-Regular-Meeting-Minutes-Not Yet Adopted</a>	May 30th, 2016, Regular Meeting minutes	THAT Council adopts the May 30th, 2016, Regular Meeting minutes as presented.
4.	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
5.	<b><u>UNFINISHED BUSINESS</u></b>		
6.	<b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL</u></b>		
	a) Corporate Officer's Report <a href="#">RFD - Proc. Bylaw-CAO - Rpts., Questions, &amp; Inquiries from Council</a> <a href="#">Councillor Butler's Report</a> <a href="#">Councillor Hammett's Report</a>	Written reports of Council	THAT all written reports of Council be received.
7.	<b><u>REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u></b>		
	a) Corporate Officer's Report <a href="#">RFD - Proc. Bylaw-Council - RDKB Council's Rep.</a>	Verbal report from Council's representative to the Regional District of Kootenay Boundary	THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

a)	Chief Election Officer <a href="#">RFD - Chief Election Officer - 2016 Local Gov. By-Election Report</a>	2016 Local Government By-Election Report	THAT Council receives the attached report on the 2016 Local Government By-Election for the City of Grand Forks, as submitted by Chief Election Officer, Diane Heinrich.
b)	Mayor / Chief Administrative Officer <a href="#">RFD - Mayor &amp; CAO - Policy 308 Council Code of Conduct</a>	Policy 308 - Council Code of Conduct	THAT Council adopts the Council Code of Conduct Policy No. 308.
c)	Chief Financial Officer <a href="#">RFD - CFO - Fin. Plan Amend. for 2016 Water Rates Analysis</a>	Financial Plan Amendment for Water Rates Analysis	THAT Council amends the 2016 Financial Plan to include a comprehensive water rates analysis for \$25,000 to be funded by water surplus.
d)	Manager of Development & Engineering Services <a href="#">RFD - Mgr. of Dev. &amp; Eng. - Strategic Community Energy &amp; Emissions Plan (SCEEP)</a>	Strategic Community Energy and Emissions Plan (SCEEP)	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.
e)	Manager of Development & Engineering Services <a href="#">RFD - Mgr. of Dev. &amp; Eng. - Sustainable Community Plan &amp; Zoning Bylaw Update</a>	Sustainable Community Plan and Zoning Bylaw Update	THAT Council directs 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.
f)	Manager of Development & Engineering Services <a href="#">RFD - Mgr. of Dev. &amp; Eng. - Applic. for Canada 150 Grant Funding</a>	Approval to proceed with applying for grant funding	THAT Council supports staff in proceeding with preparing and submitting an application for the Canada 150 Community Infrastructure Program with the 50% portion of funds, ~\$40,000, required of the City coming from Capital Reserves and

Donations.

9. **REQUESTS ARISING FROM  
CORRESPONDENCE**

10. **INFORMATION ITEMS**

- |  |  |   |
|--|--|---|
| a) Chief Administrative Officer<br><a href="#">Memo - CAO - Appointment of Positions</a>   | Appointment of positions   | THAT Council receives for information the memorandum from the CAO regarding the Acting Corporate Officer and the Acting Deputy Corporate Officer for information.   |
| b) Chief Financial Officer<br><a href="#">Memo - CFO - Slag Fund Reserve activity 1977-2015</a>                                  | Memo on Slag Fund Reserve activity from 1977 to year end 2015  | THAT Council receives the memorandum from the Chief Financial Officer regarding the Slag Fund Reserve activity from 1977 to year end 2015 as requested by Council.  |
| c) Chief Financial Officer<br><a href="#">SOII - 2015 Climate Action Revenue Incentive Program Public Report (CARIP)</a>         | Climate Action Revenue Incentive Program (CARIP) Public Report for 2015  | THAT Council receives the Climate Action Revenue Incentives Program (CARIP) Public Report for 2015 for information.   |
| d) Community Energy Association<br><a href="#">SOII - Community Energy Assoc. - Electric Vehicle Strategy</a>                    | Information concerning 'Fueling the Kootenays', a comprehensive collaborative approach to a Kootenay-wide electric vehicle charging station network  | THAT Council receives the information from the Community Energy Association regarding 'Fueling the Kootenays', a comprehensive collaborative approach to a Kootenay-wide electric vehicle charging station network for information.   |
| e) Boundary Women's Fastball<br><a href="#">SOII - Boundary Women's Fastball Annual Year End Wind Up Tournament - June 24-26</a> | Requesting permission for a Special Occasion Liquor Licence on Saturday, June 25th and Sunday, June 26th at Angus McDonald Park for the Boundary Women's Fastball Annual Year End Wind Up Tournament | THAT Council approves the issuing of a Special Occasion Liquor Licence to the Boundary Women's Fastball Tournament on June 25th and June 26th, 2016, at Angus McDonald Park, subject to the Boundary Women's Fastball obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all Boundary Women's Fastball liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed. |

11. **BYLAWS**

- |  |  |  |
|--|--|--|
| a) Manager of Development & Engineering Services<br><a href="#">Bylaw - Mgr. of Dev. &amp; Eng. - RFD - Third Reading Sustainable Comm. Amend. Bylaw 1919-A1</a> | To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits | THAT Council gives third reading to the 'City of Grand Forks Sustainable Community Amendment Bylaw No. 1919-A1, 2016'. |
| b) Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - 2016 Water Rates Amend. - Bylaw 1973-A2</a>  | 2016 Water Rates Amendment   | THAT Council gives final reading to Bylaw 1973-A2 Water Regulation Amendment 2016.                                     |
| c) Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - 2016 Sewer Rates Amend. - Bylaw 1974-A1</a>  | 2016 Waste Water Rates Amendment   | THAT Council gives final reading to Bylaw 1974-A1 Sewer Regulations Amendment 2016.                                    |

12. **LATE ITEMS**

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

14. **ADJOURNMENT**



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**Monday, May 30, 2016 – 6:00 PM**  
**7217 - 4th Street, City Hall**

NOT ADOPTED  
SUBJECT TO CHANGE

**PUBLIC HEARING MEETING OF COUNCIL**

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER

D. Allin  
D. Heinrich

Dave Smith Consulting Services

D. Smith

GALLERY

---

---

**1.     PRESENTATIONS**

---

---

**2.     CALL TO ORDER**

- a)     The Mayor called the Public Hearing to order at 6:08 PM
- 
- 

**3.     ADOPTION OF AGENDA**

---

---

**4.     MINUTES**

---

---

**5.     REGISTERED PETITIONS AND DELEGATIONS**

---

---

**6.     UNFINISHED BUSINESS**

---

---

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

---

**8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

**a) Manager of Development & Engineering Services**

To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits

The Mayor declared the public hearing open at 6:00 PM, and advised that this Public Hearing was being convened pursuant to Section 464 of the Local Government Act to consider Bylaw No. 1919-A1, "City of Grand Forks Sustainable Community Plan Amendment Bylaw No. 1919-A1, 2016". He advised that the bylaw is intended to amend the City of Grand Forks' Sustainable Community Plan Bylaw No. 1919, 2011, by adding a policy statement for Temporary Use Permits.

He commented that at this Hearing, any person present who believes that his or her interest in properties within the boundaries of the City are affected by the proposed bylaw, shall be given the opportunity to be heard on matters contained in the bylaw. Further, he stated that it is important that all who speak at this Hearing restrict their remarks to matters contained in the bylaw and it is the Mayor's responsibility as Chair of the meeting, to ensure that all remarks are so restricted.

He advised that those persons who wish to speak concerning the proposed bylaw should, at the appropriate time, commence their address to the Council and the meeting by clearly stating their name and address, and then they may give Council the benefits of their views concerning the proposed bylaw.

Members of Council, may, if they so wish, ask questions of speakers following their presentation; but added that is it the main function of council members at this Hearing, to listen to the views of the public. Further the Mayor added that it is not the function of Council, at this hearing, to debate the merits of the proposed bylaw with individual citizens, or with each other.

The Mayor added that everyone who deems his or her interest in the property to be affected by the bylaw shall be given the opportunity to be heard at this Hearing, and that no one will be, or should feel discouraged or prevented from making their views known.

After this Hearing is concluded, the Council may, without further notice, give whatever effect council deems proper to the representations made at this Hearing.

The Mayor commented that during the course of a Public Hearing, people sometimes tend to become too enthusiastic or emotional. Regardless of whether they are in favour or oppose any particular application or argument, and to please refrain from applause or other expressions of emotion. Restraint enables other whose views may or may not coincide with your own, to exercise their right to express their views and enables all views expressed to be heard in as impartial a forum as possible.

The Mayor thanked those present, for their patience and cooperation, and advised that the Hearing would proceed.

NOT ADOPTED  
SUBJECT TO CHANGE

The Mayor asked if anyone here wished to speak; second call for anyone to speak, and third call for anyone wishing to speak;

After hearing from no one, the Mayor declared the Public Hearing Closed at 6:28 pm

---

---

9. REQUESTS ARISING FROM CORRESPONDENCE

---

---

10. INFORMATION ITEMS

---

---

11. BYLAWS

---

---

12. LATE ITEMS

---

---

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

---

---

14. ADJOURNMENT

- a) The Meeting was adjourned at 6:28 PM
- 
- 

CERTIFIED CORRECT:

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

\_\_\_\_\_  
CORPORATE OFFICER - DIANE HEINRICH



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

**REGULAR MEETING OF COUNCIL**  
**MONDAY, MAY 30, 2016**

NOT ADOPTED  
SUBJECT TO CHANGE

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
MANAGER OF BUILDING INSPECTION/  
BYLAW SERVICES

D. Allin  
D. Heinrich  
R. Shepherd  
W. Kopan

GALLERY

---

---

**1. CALL TO ORDER**

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

---

---

**2. ADOPTION OF AGENDA**

- a) Adopt agenda  
May 30th, 2016, Regular Meeting agenda

The Mayor advised that he was adding a late item to the agenda with regard to a Financial Plan update from the Chief Financial Officer.

MOTION: THOMPSON / ROSS

**RESOLVED THAT Council adopts the May 30th, 2016, Regular Meeting agenda as amended.**

CARRIED.

---

---

**3. MINUTES**

- a) Adopt minutes  
May 9th, 2016, Committee of the Whole Meeting minutes

MOTION: THOMPSON / KROG

**RESOLVED THAT Council adopts the May 9th, 2016, Committee of the Whole Meeting minutes as presented.**

CARRIED.

- 
- b) Adopt minutes  
May 9th, 2016, Special Meeting to go In-Camera minutes

MOTION: HAMMETT / KROG

**RESOLVED THAT Council adopts the May 9th, 2016, Special Meeting to go In-Camera minutes as presented.**

CARRIED.

- 
- c) Adopt minutes  
May 9th, 2016, Regular Meeting minutes

MOTION: ROSS / HAMMETT

**RESOLVED THAT Council adopts the May 9th, 2016, Regular Meeting minutes as presented.**

CARRIED.

- 
- d) Adopt minutes  
May 19th, 2016, Special Meeting to go In-Camera minutes

MOTION: ROSS / THOMPSON

**RESOLVED THAT Council adopts the May 19th, 2016, Special Meeting to go In-Camera minutes as presented.**

CARRIED.

---

4. **REGISTERED PETITIONS AND DELEGATIONS**

---

5. **UNFINISHED BUSINESS**

---

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

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

Councillor Butler spoke with regard to the Recreation Commission and a proposal for Council to consider to reactivate a Recreation and Culture Committee. She spoke further with regard to her notice of motion regarding the breakdown of sludge build-up in the sewer ponds, and advised that she would be putting the motion forward at the next Regular meeting.

Councillor Hammett spoke with regard to Council's support of the Grand Forks International Baseball Tournament by wearing GFI T-shirts, and further advised that these T-shirts will be on sale at downtown stores. She advised that any business owners interested in selling these T-shirts, they should contact her.

MOTION: ROSS / BUTLER

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

CARRIED.

---

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

- a) Corporate Officer's Report  
Verbal report from Council's representative to the Regional District of Kootenay Boundary

The Mayor reported on his attendance at a May 11th Regional District Committee of the Whole (COW), held in Trail. He advised that there was a discussion to appoint CIBC as the financial institution to represent the Regional District of Kootenay Boundary. He further reported that there was a conversation on the Reuse Centre. He further advised that there was conversation regarding the closure of a couple of oil drop off sites in the region.

He reported that at the June 15th Regional COW meeting in Trail, there will be a 2 hour training session on emergency disaster.

At a May 25th RDKB meeting, there was discussion with regard to the Agricultural Land Commission where information for developing bylaws would be provided for use for municipalities. The Mayor commented on an excellent PowerPoint presentation regarding Rural communities across BC.

On May 26th, he reported on his attendance at a Woodlot Tour in Westbridge and advised that they are practicing good, quality forestry management. George Delisle, who was in attendance, gave the Mayor a great book on the subject.

MOTION: THOMPSON / HAMMETT

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

CARRIED.

---

---

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Manager of Building Inspection & Bylaw Services  
Contracted Bylaw Enforcement Officer

Council questioned the timeline period, whereas the Bylaw Enforcement Manager advised that this amount is for services for a 5 month period. There was a discussion to perhaps using summer students as "water ambassadors", and the potential for possible unsafe situations. The Bylaw Enforcement officer spoke with regard to situations that are continuous problems. Council asked if a person hired for this job is required to have a Bylaw Enforcement certificate. The Chief Administrative Officer advised that the City would definitely encourage a person to have a certificate; however, it is not always the case to have certification, and further they would be working under the Bylaw Enforcement Manager. Council spoke about the service which would cover weekends when offences usually occur.

MOTION: KROG / THOMPSON

**RESOLVED THAT Council receives the report and approves the Contracted Bylaw Services seasonal position for 2016;  
AND FURTHER RESOLVED THAT Council amends the 2016 Financial Plan in the amount of \$28,000.00 funded through surplus.**

CARRIED.

Councillor Butler opposed the motion.

- 
- b) Manager of Development & Engineering Services  
Development Permit  
Proposed Highway Commercial Development Lot A, DL 520, SDYD  
Plan KAP 83258 PID 026-994-828  
(MAXX FX Land Developers Inc.) Property size - 1.12 ha / 2.77 acres

Mr. Dave Smith of Smith Consultants provided a presentation to Council with regard to the proposed development. He spoke with regard to Tim Horton's and the gas station/convenience store. He advised that he is on a contract basis with the City relating to matters such as these.

Councillor Ross expressed concerns on the lack of teeth of the City's Sustainable Community Plan. Councillor Hammett advised that she is excited about the development and the economic benefits it can bring to the community, and that Council can choose to modify its sustainable community plan at a later date. Councillor Butler advised that she would like to see a heritage mural on the building and that the developer could work with the community's historical society. The Mayor advised that this is a good development and that the tax payer's deserve this development. Councillor Thompson echoed that this is a great development for the City. Councillor Krog had concerns for the nearby neighbours and would like to ensure that the residents are not overly impacted by over lighting. He commented that he would like to see a brick exterior to match the community's heritage component.



MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council approves in principle and authorizes final sign-off by the Approving Officer of Development Permit #2016DPMFX, for a multi-building, highway commercial development for a service station, convenience store and restaurant located within the General Commercial Development Permit Area on Lot A, DL 520, SDYD, Plan KAP 83258, PID 026-994-828.**

CARRIED.

Councillor Ross opposed the motion.

- 
- c) Manager of Development & Engineering Services  
THPSC - Transition Housing Project Steering Committee

MOTION: THOMPSON / ROSS

**RESOLVED THAT Council dissolves the THPSC - Transition Housing Project Committee;**

**AND FURTHER RESOLVED THAT the Mayor's Office on behalf of Council extends its appreciation to those members who were participants on the Committee;**

**AND FURTHER RESOLVED THAT the City of Grand Forks, through staff representatives, provides positive, appropriate support to BETHS - the Boundary Emergency Transition Housing Society in moving forward with planning to develop transition housing for homeless individuals in Grand Forks.**

CARRIED.

---

## **9. REQUESTS ARISING FROM CORRESPONDENCE**

---

## **10. INFORMATION ITEMS**

- a) Grand Forks & District Fall Fair  
Requesting Special Occasion Liquor Licence for 2nd Annual Shuck & Cluck Gala, Saturday, June 18th, 2016, at Dick Bartlett Park

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks & District Fall Fair Society for the Shuck & Cluck Event on June 18th, 2016, at Dick Bartlett Park, subject to the Grand Forks & District Fall Fair obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all Grand Forks & District Fall Fair liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.**

CARRIED.

- 
- b) School District No. 51 (Boundary)  
Walker Development Centre, alternate learning site, an opportunity to participate in the establishment of a scholarship program

---

Councillor spoke with regard to scholarships for the School District.

MOTION: BUTLER / HAMMETT

**RESOLVED THAT Council receives for discussion regarding the decision to participate in the establishment of a scholarship program with the Walker Development Centre, alternate learning site, for School District No. 51 (Boundary).**

CARRIED.

Councillor Krog opposed the motion

- 
- c) Peter Matheson and the Learning Garden Team  
Request for support regarding the Xeriscape Landscaping Contest developed through the Learning Garden

Members of Council discussed the proposal and that it is for the public to enter a contest.

MOTION: THOMPSON / ROSS

**RESOLVED THAT Council determines to support the request from Peter Matheson and the Learning Garden Team to support the Xeriscape Landscaping Contest;  
AND FURTHER RESOLVED THAT Council determines to contribute a prize to one winner of the contest.**

CARRIED.

- 
- d) Canada Day Committee  
Invitation for July 1, 2016, City Park participation in the Canada Day Ceremonies. The Mayor advised that he plans to participate in emceeing and entertainment co-chair.

MOTION: ROSS / HAMMETT

**RESOLVED THAT Council discuss parade participation, cake serving, and Mayor advises on emceeing and entertainment Co-Chair.**

CARRIED.

---

## 11. BYLAWS

- a) Chief Financial Officer  
2016 Water Rates Amendment

MOTION: THOMPSON / KROG

**RESOLVED THAT Council gives first three readings to Bylaw 1973-A2 Water Regulation Amendment 2016.**

CARRIED.

Councillor Butler opposed the motion.

- b) Chief Financial Officer  
2016 Waste Water Rates Amendment

MOTION: THOMPSON / KROG

**RESOLVED THAT Council gives first three readings to Bylaw 1974-A1 Sewer Regulations Amendment 2016;  
AND FURTHER RESOLVED THAT Council amends the 2016 Financial Plan to reduce the 2016 Waste Water transfer to capital reserve from \$72,500 to \$30,000 to be funded from surplus.**

CARRIED.

Councillor Butler opposed the motion.

## 12. LATE ITEMS

- a) Chief Financial Officer  
Memorandum - Financial Plan update

The Chief Administrative Officer spoke with regard to the surplus and the great news story this is for the community. Council spoke about the slag fund being used for infrastructure projects in the past. Councillor Ross advised that she would like to see that funding remain as a line item in the slag fund column and Councillor Butler concurred with Councillor Ross.

MOTION: HAMMETT / ROSS

**RESOLVED THAT Council receives the memorandum from the Chief Financial Officer for the Financial Plan update as a Late Item.**

CARRIED.

## 13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

DERRICK MCDONNOUGH from the Juice Radio station asked when was the last time when something like the Tim Horton's/Gas Station was built in Grand Forks - He was advised that Extra Foods was completed in 2003.

KATE SAYLORS - New Reporter for the Grand Forks Gazette, asked how long the process takes for the Tim Horton's development, and was advised that the timeline will be based on the extent of the information that MOTI (Minister of Transportation and Infrastructure), requires - hopefully in coming weeks.

BRIAN THATE - When would the project be completed? The CAO advised the project should be completed before the snow flies.

GLORIA KOCH - Advised she was following along on the late item sheet and wanted clarification on the figures in the graph. She was advised that the late item showed an option and the information on the screen showed solutions.

NOT ADOPTED  
SUBJECT TO CHANGE

---

14. **ADJOURNMENT**

a) The Meeting was adjourned at 8:34 PM

MOTION: KROG

**RESOLVED THAT the meeting be adjourned at 8:34 PM**

CARRIED.

---

**CERTIFIED CORRECT:**

---

MAYOR FRANK KONRAD

---

CORPORATE OFFICER - DIANE HEINRICH

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** June 13<sup>th</sup>, 2016  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

---

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

---

**Benefits or Impacts of the Recommendation:**

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

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

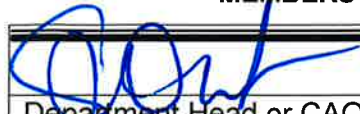

**Policy/Legislation:** The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

---

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

---

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

	
Department Head or CAO	Chief Administrative Officer



## **Councillor's Report**

**June 13, 2016**

**Julia Butler**

### **May 26, 2016 – Rural Dividend Initiative RDKB board room**

David Borth – FLNRO

A round table discussion with council and district reps to learn the program information for this grant opportunity. Details included eligibility, timing, funding, who can apply and how to apply.

### **May 28, 2016 – Bi election**

Congratulations to Beverly Tripp for attaining the role of councillor. I'm sure all her hard work in campaigning and organizational skill with her campaign team will transfer into her new role as councillor. I look forward to working with her and hearing the new perspective that she brings to the table.

### **May 30, 2016 – Lunch with MLA Linda Larson**

Broad discussion on a variety of topics affecting Grand Forks

### **May 31, 2016 – Webinar - From Controversy to Collaboration – Working Through Conflict in Public Engagement**

SFU Centre for Dialogue - Robin Prest, Sebastian Merz, Jenna Dunsby

Josie Osborn – Mayor, District of Tofino

Errin Morrison – LGLA

**Key Takeaways** - Conflict isn't always negative and something to be avoided. It is a normal part of human interaction and an opportunity to learn more. It requires a balance of assertiveness and cooperativeness to create a win/win. What are the interests of the two parties? Are they compatible? Find more info. Empathise with the other's position. Create a common fact base/ make info accessible.

*Hosting a respectful conversation* – create a neutral space, establish clear ground rules (ask other party if they have any to add), ground conversation in personal experience, competent chairperson.

*How to respond to detractors* – make sure all interests are heard, uphold ground rules, equal airtime for different voices, encourage participation from people in the middle ground, have breaks.

*Following through* – communicate results and be transparent.

There were many questions about creating a common fact base and issues of trust surrounding government based stats.

**June 2, 2016** – I attended a discussion at the library with Donna Macdonald who was promoting her new book, "Surviving City Hall". Donna was a councillor in Nelson for 19 years and has written a memoir of her experiences. Of particular interest to me was her concern of a potential conflict with the UBCM now administering funds for the provincial government.

**Motion #1**

WHEREAS the city will soon begin work on the budget for 2017 and

WHEREAS this budget will most likely include a costly remediation for the sewer ponds using geotextile tubes

THEREFORE BE IT RESOLVED that council strike a committee to look into environmentally friendly, cost effective alternatives for sludge remediation in the sewer ponds and further, as per policy 307, that staff bring back a report on the implications of the committee including membership, appointment methods, staff participation, financial resources, legislative and political authorities.

**Motion #2**

WHEREAS Councillor Butler is appointed to the Rec Commission as the representative of the Recreation and Culture Committee of Council and

WHEREAS the Rec Commission has asked for the reestablishment of this committee to facilitate other program opportunities for the city outside of the Rec Commission mandate

THEREFORE be it resolved that, as per policy 307, staff bring back a report on the implications of such committee including membership, appointment methods, staff participation, financial resources, legislative and political authorities.

**Notice of Motion #1**

At our next regular meeting I will be bring forward a motion to direct staff to prepare a workshop with council to revisit the SCP this August in order to provide more direction for form and character in development permits as well as to refine and provide specifics for other areas of the plan. It is council policy to revisit the plan each year and I believe that with our focus on land sales it is time sensitive to redefine our plan this summer.

**Notice of Motion #2**

As per the auditor's suggestion , I will be making a motion to request quarterly financial reports.



**Attended events listed below:**

May 5:      Regional Tourism Advisory committee meeting  
May 5:      gallery 2 Reception – “A Call for Justice. Fighting for the  
                Japanese Canadian Redress”  
May 12:     BCRCC board meeting  
May 12:     Biz after Biz – Kettle River Museum  
May 14:     Boundary Museum AGM  
May 18:     Downtown Business Association board meeting  
May 19:     Public Works Day  
May 25:     Downtown Business Association board meeting  
May 26:     BC Rural Dividend Fund meeting  
May 30:     Lunch with Linda Larson – information sharing session  
May 31:     Webinar - “Controversy to Collaboration”



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** June 13<sup>th</sup>, 2016

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

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

---

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

---

**Benefits or Impacts of the Recommendation:**

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


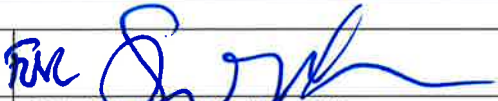
**Policy/Legislation:** The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

---

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

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

---

	
Department Head or CAO	Chief Administrative Officer



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Election Officer  
**Date:** May 30<sup>th</sup>, 2016  
**Subject:** 2016 Local Government By-Election Report  
**Recommendation:** **RESOLVED THAT COUNCIL RECEIVES THE ATTACHED REPORT, ON THE 2016 LOCAL GOVERNMENT BY-ELECTION FOR THE CITY OF GRAND FORKS, AS SUBMITTED BY CHIEF ELECTION OFFICER, DIANE HEINRICH.**

---

**BACKGROUND:** Attached, is the 2016 Local Government By-Election information for the City of Grand Forks, as submitted by the Chief Election Officer. It is appropriate that at the Regular Meeting shortly following the By-Election, to receive the report from the Chief Election Officer.

---

### Benefits or Impacts of the Recommendation:

**General:** Proceeding with the adoption of the report ensures that the report on the final outcome of the by-election is made part of the permanent public record for the City of Grand Forks.

**Strategic Impact:** N/A

**Financial:** Election expenses are budgeted for in the Five Year Financial Plan.

**Policy/Legislation:** Section 146 of the Local Government Act, requires that the Chief Election Officer declare the Election results prior to 4:00 pm on the fourth day following the close of general voting. The Declaration of Official Elections Results for Councillor, as per attached, were sent into BC Elections and displayed on the City's website Monday, May 30<sup>th</sup>, 2016, two days ahead of the legislative deadline.

**Attachments:** 1) Memorandum from the Chief Election Officer; 2) Declaration of Official Election Results for Councillor; 3) Summary of Ballots Cast; 4) Details of Ballot Accounts for each voting opportunity; and 5) Section 146 of the Local Government Act;

---

**Recommendation:** **RESOLVED THAT COUNCIL RECEIVES THE ATTACHED REPORT, ON THE 2016 LOCAL GOVERNMENT BY-ELECTION FOR THE CITY OF GRAND FORKS, AS SUBMITTED BY CHIEF ELECTION OFFICER, DIANE HEINRICH.**

# REQUEST FOR DECISION

— REGULAR MEETING —



**OPTIONS:**     **1. RESOLVED THAT COUNCIL NOT ACCEPT THE STAFF RECOMMENDATION.**  
There is no benefit in not receiving the report, as the result of the Election has already been declared by the Chief Election Officer.

	
Department Head or CAO	Chief Administrative Officer

# MEMORANDUM



**DATE :** May 30<sup>th</sup>, 2016

**TO :** Mayor and Council

**FROM:** Chief Election Officer

**SUBJECT:** Chief Election Officer's Report for the 2016 Local Government By-Election

---

The 2016 Local Government By-Election is now complete. As Chief Election Officer, I, along with the Deputy Chief Election Officer, Sarah Winton, worked closely with our selected Poll Clerks and Presiding Election Officials.

The Advance Poll on May 18<sup>th</sup>, 2016, saw 206 electorates cast ballots at the City Hall Council Chambers Room. On General Voting Day a crew of four Election Officials (driver inclusive), visited four care facilities venues: Phoenix Manor; Boundary Lodge, Silver Kettle Village and the Boundary Hospital/Hardyview and procured an additional 62 acceptable ballots. The main venue at City Hall Council Chambers saw a fairly steady stream of voters for most of the day and the ballots at the main venue totaled 621 votes. All accepted ballots totaled at 889 with approximately a 30% voter turnout (this number is based upon an estimated amount of eligible voters to be approximately 3,000). (There were only three ballots that were spoiled without objection).

The City used a standard paper ballot system for the voting event, and the unofficial results were downloaded to Elections BC, as well as posted on the City's website and Facebook page around the 9:30 PM mark. In accordance with the Local Government Act, the election was declared by the Chief Election Officer on May 30<sup>th</sup>, 2016, two days prior to the deadline of 4:00 pm on Wednesday, June 1<sup>st</sup>, 2016.

Attached are copies of the Ballot Paper Accounts for the sole position of Councillor.

I would like to take this opportunity to publicly thank the Deputy Chief Election Officer, Sarah Winton, for her hard work and support; Presiding Election Official, Daphne Popoff, who spent numerous hours putting Election material together, and for taking care of the nutritional needs of the poll clerks, as well as keeping all of us organized. I would like to further acknowledge all of our very professional Poll Clerks who worked diligently at the Advance Poll, the Mobile Vote and, of course, the General Voting Day. Their past experiences and attention to detail, made for a very efficient and well run election. Congratulations on a job well done!

---

Finally, I would like to extend our gratitude for our security detail: Dale Heriot, our Fire Chief, for ensuring the safety for all at the polling station upstairs, and to Lyle Burt who ensured safety and security outside of City Hall.

Respectfully submitted,



Diane Heinrich  
Chief Election Officer

---




THE CITY OF GRAND FORKS  
**DECLARATION OF OFFICIAL ELECTION RESULTS**  
**GENERAL LOCAL BY-ELECTION – 2016**  
**COUNCILLOR**

I, DIANE HEINRICH, Chief Election Officer, do hereby declare elected, the following candidate, who received the highest number of valid votes for the office of **COUNCILLOR**.

1. BEV TRIPP

Dated at GRAND FORKS, BC  
this 30TH day of MAY, 2016.

  
Chief Election Officer



Settle down.

## **CITY OF GRAND FORKS MEMORANDUM**

**DATE : May 30<sup>st</sup>, 2016**  
**FROM : Chief Election Officer**  
**SUBJECT: By-Election Results Declared**

---

The results for the 2016 Municipal By-Election are as follows:

### **For Councillor- One Seat**

Eburne Stoodley, Zak	70
Johnston, Ken H.F.	15
Korolek, Cathy	179
O'Doherty, Patrick J.	58
Piper, Kyle	76
Taylor, Brian	211
Tripp, Bev	280

My formal Election Report will be included on the agenda for the Regular Meeting of Council scheduled for Monday, June 13<sup>th</sup>, 2016.

Best Regards,

A handwritten signature in blue ink, appearing to read "Diane Heinrich", with a long, sweeping horizontal line extending to the right.

Diane Heinrich  
Chief Election Officer

## THE CORPORATION OF THE CITY OF GRAND FORKS

**BALLOT ACCOUNT FOR 2016 LOCAL GOVERNMENT ELECTION****THIS TALLY REPRESENTS A SNAPSHOT FOR  
ADVANCE, MOBILE AND GENERAL VOTING DAY**

## COUNCILLOR

Eburne-Stoodley, Zak	70
Johnston, Ken H.F.	15
Korolek, Cathy	179
O'Doherty, Patrick J.	58
Piper, Kyle	76
Taylor, Brian	211
Tripp, Bev	280

(1) Number of ballots received for use

-

3500

(2) Ballots submitted without objection

889

(3) Ballots accepted subject to objection under s.140

0

(4) Spoiled Ballots without objection

3

(5) Ballots rejected subject to objection under s.140

0

(6) Spoiled ballots that were replaced under s.128

0(7) **Number of ballots given to the electors** (2+3+4+5+6)892

(FULL BOOKS NOT HANDED OUT)

(8) Unused ballots (see Note 2) 208 + 2400

2608

(9) Number of ballots not accounted for

0(10) **TOTAL** (7+8+9) No. 1 & No. 10 must agree3500
  
 Presiding Election Official

## THE CORPORATION OF THE CITY OF GRAND FORKS

BALLOT ACCOUNTAdvance Voting – May 18<sup>th</sup>, 2016  
City Hall Council Chambers

## COUNCILLOR

Number of valid votes cast:  
(As per Ballots)

	<u>206</u> May 18 <sup>th</sup>	<u>206</u> Total
Eburne-Stoodley, Zak	14	
Johnston, Ken H.F.	2	
Korolek, Cathy	30	
O'Doherty, Patrick J.	12	
Piper, Kyle	7	
Taylor, Brian	68	
Tripp, Bev	73	

(1) Number of ballots received for use May 18th	<u>300</u>	<u>300</u>
(2) Ballots submitted without objection	<u>206</u>	
(3) Ballots accepted subject to objection under s.140	<u>0</u>	
(4) Spoiled Ballots without objection	<u>0</u>	
(5) Ballots rejected subject to objection under s.140	<u>0</u>	
(6) Spoiled ballots that were replaced under s.128	<u>0</u>	
(7) <b>Number of ballots given to the electors</b> (2+3+4+5+6)	<u>206</u>	
(8) Unused ballots (see Note 2)	<u>94</u>	
(9) Number of ballots not accounted for	<u>0</u>	
(10) <b>TOTAL</b> (7+8+9)    No. 1 & No. 10 must agree		<u>300</u>

  
 Presiding Election Official

**THIS FORM MUST BE COMPLETED IN DUPLICATE.**

**Place one copy in the ballot box and return one copy to the Chief Election Officer**

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137)

## THE CORPORATION OF THE CITY OF GRAND FORKS

BALLOT ACCOUNTMobile Voting – May 28<sup>th</sup>, 2016  
City Hall Council Chambers

## COUNCILLOR

Number of valid votes cast:  
(As per Ballots)62  
May 28<sup>th</sup>62  
Total

Eburne-Stoodley, Zak	<u>4</u>
Johnston, Ken H.F.	<u>1</u>
Korolek, Cathy	<u>8</u>
O'Doherty, Patrick J.	<u>10</u>
Piper, Kyle	<u>3</u>
Taylor, Brian	<u>18</u>
Tripp, Bev	<u>18</u>

(1) Number of ballots received for use May 28th

150150

(2) Ballots submitted without objection

62

(3) Ballots accepted subject to objection under s.140

0

(4) Spoiled Ballots without objection

3

(5) Ballots rejected subject to objection under s.140

0

(6) Spoiled ballots that were replaced under s.128

0(7) **Number of ballots given to the electors** (2+3+4+5+6)65

(8) Unused ballots (see Note 2)

85

(9) Number of ballots not accounted for

0(10) **TOTAL** (7+8+9) No. 1 & No. 10 must agree150
  
 Presiding Election Official

**THIS FORM MUST BE COMPLETED IN DUPLICATE.**

Place one copy in the ballot box and return one copy to the Chief Election Officer

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137)

## THE CORPORATION OF THE CITY OF GRAND FORKS

BALLOT ACCOUNTGeneral Voting – May 28<sup>th</sup>, 2016  
City Hall Council Chambers

## COUNCILLOR

Number of valid votes cast:  
(As per Ballots)621  
May 28<sup>th</sup>621  
Total

Eburne-Stoodley, Zak	52
Johnston, Ken H.F.	12
Korolek, Cathy	141
O'Doherty, Patrick J.	36
Piper, Kyle	66
Taylor, Brian	125
Tripp, Bev	189

(1) Number of ballots received for use May 28th

650650

(2) Ballots submitted without objection

621

(3) Ballots accepted subject to objection under s.140

0

(4) Spoiled Ballots without objection

0

(5) Ballots rejected subject to objection under s.140

0

(6) Spoiled ballots that were replaced under s.128

0(7) **Number of ballots given to the electors** (2+3+4+5+6)621

(8) Unused ballots (see Note 2)

29

(9) Number of ballots not accounted for

0(10) **TOTAL** (7+8+9) No. 1 & No. 10 must agree650
  
 Presiding Election Official



**THIS FORM MUST BE COMPLETED IN DUPLICATE.**

**Place one copy in the ballot box and return one copy to the Chief Election Officer**

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137)

(2) Preliminary results must be based on the ballot accounts prepared under section 141, determined by calculating the total number of valid votes for each candidate in the election as reported on the ballot accounts.

RS2015-1-144 (B.C. Reg. 257/2015).

#### **Determination of official election results**

- 145.** (1) As the final counting proceeding subject to a judicial recount, the chief election officer must determine the results of an election in accordance with this section.
- (2) The chief election officer must notify the candidates in an election of the date, time and place when the determination is to be made and the candidates are entitled to be present when those proceedings take place.
- (3) The chief election officer must begin the determination by reviewing the ballot accounts or by having them reviewed by election officials authorized by the chief election officer.
- (4) The chief election officer may verify the results indicated by a ballot account by counting the votes on all or some of the ballots for the election, including reviewing the decision of a presiding election official regarding the acceptance of some or all of the votes or the rejection of some or all of the ballots.
- (5) The chief election officer may be assisted in counting under subsection (4) by other election officials, but must personally make all decisions regarding the acceptance of votes or the rejection of ballots that were subject to objection under section 140.
- (6) The chief election officer may reverse a decision of another election official regarding the acceptance of a vote or the rejection of a ballot made at the original consideration of the ballot and, if this is done, the chief election officer must endorse the ballot with a note of the reversal.
- (7) The chief election officer or an election official authorized by the chief election officer must either mark on the original ballot accounts any changes made under this section or prepare a new ballot account of the results of the counting under subsection (4).
- (8) On the basis of the ballot accounts, as amended or prepared under subsection (7) if applicable, the chief election officer must prepare a statement of the total number of votes for each candidate in the election.
- (9) A decision of the chief election officer under this section may be changed only on a judicial recount.
- (10) If a ballot box or ballot package is opened for the purposes of subsection (4), the contents must be replaced and it must be resealed during any adjournment and at the end of the review of the contents.

RS2015-1-145 (B.C. Reg. 257/2015).

#### **Declaration of official election results** *June 1st by 4 pm*

- 146.** (1) Before 4 p.m. on the 4th day following the close of general voting, the chief election officer must declare the results of the election as determined under section 145.
- (2) The results must be declared as follows:
- (a) in the case of an election for an office to which one person is to be elected, the chief election officer must declare elected the candidate who received the highest number of valid votes for the office;
  - (b) in the case of an election for an office to which more than one person is to be elected, the chief election officer must declare elected the candidates who received the highest number of valid votes for the office, up to the number of candidates to be elected.
- (3) As an exception, if a candidate cannot be declared elected because there is an equality of valid votes for 2 or more candidates, the chief election officer must declare that the election is to be referred to a judicial recount.

RS2015-1-146 (B.C. Reg. 257/2015).

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Mayor / Chief Administrative Officer  
**Date:** June 13, 2016  
**Subject:** Policy No. 308 – Council Code of Conduct  
**Recommendation:** **RESOLVED THAT COUNCIL adopt the Council Code of Conduct Policy No. 308**

---

**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.

Policy No. 308 was introduced at the June 13, 2016 Committee of the Whole meeting.

Policy No. 308 is now presented for final adoption.

---

**Benefits or Impacts of the Recommendation:**

**General:** Policy 308 – DRAFT Council Code of Conduct

**Strategic Impact:**



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

**Financial:** N/A

**Policy/Legislation:** N/A

**Attachments:** DRAFT Policy 308 – Council Code of Conduct

---

**Recommendation:** **RESOLVED THAT COUNCIL adopt the Council Code of Conduct Policy No. 308**



**OPTIONS:** 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT.  
2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT.

# REQUEST FOR DECISION

— REGULAR MEETING —



**3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Acting Corporate Officer For Chief Administrative Officer

## 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 matter 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

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** June 13, 2016  
**Subject:** Financial Plan amendment for Water Rates Analysis  
**Recommendation:** **RESOLVED THAT** Council amend the 2016 Financial Plan to include a comprehensive water rates analysis for \$25,000 to be funded by water surplus

---

## BACKGROUND:

After completion of the installation of residential water meters, the City plans to undertake a water rates analysis to determine the water and waste water rates needed to fund operations in the future. The analysis will include collecting at least a year of consumption data and determining the revenue requirements for the City for operations and capital maintenance. As the completion of water meter installations has been delayed, the water rates analysis has also been delayed.

In order to complete the rates analysis in a timely fashion, staff is requesting a 2016 Financial Plan amendment to fund the Water Rates Analysis from water surplus.

Staff would like to have the analysis complete by the end of 2016 in order to have the new rate structure effective in 2017.

The attached quote from Urban Systems does not include any public consultations or Council meetings. Each meeting, whether it is for Council or the public, would add \$5,000 to the quote. The total cost could therefore be \$25,000 to \$45,000, depending on how much consultation the City wishes to complete.

---

## Benefits or Impacts of the Recommendation:

**General:** A rates analysis will ensure rates promote water conservation and are equitable.

**Strategic Impact:** Fiscal Accountability – a rates analysis will ensure revenues are sufficient to support appropriate levels of service.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Financial:** A rates analysis will ensure the rates generate sufficient revenues to operate the water and waste water systems.

**Policy/Legislation:** Community Charter S.194 – Council may impose fees in respect of a service of the municipality.

**Attachments:** Urban Systems Water and Sewer Rates Review Proposal

---

**Recommendation:** **RESOLVED THAT** Council amend the 2016 Financial Plan to include a comprehensive water rates analysis for \$25,000 to be funded by water surplus

---

**OPTIONS:**

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

---

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

# MEMORANDUM



Date: May 2, 2016  
To: Roxanne Shepherd, CFO  
cc:  
From: Scott Shepherd, BA, ASCT  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review

Urban Systems is pleased to provide the City of Grand Forks (the "City") with this work plan and budget to undertake a review of their current water and sewer rates.

## Project Understanding

It is our understanding that the City needs to revise its rates structure to reflect the outcomes of the 'road to financial sustainability' and the recent universal water metering installations. The revised water rate structure must; generate sufficient revenues, allocate costs in an equitable manner, and promote water conservation. Similarly the revised sewer rates must also generate sufficient revenues and allocate costs in an equitable manner.

### Generate Sufficient Revenues

The City needs to be confident that the water and sewer utilities have sufficient revenues to operate and maintain the water system on a financially sound and prudent basis. Urban Systems will rely on the City to provide input on what the forecast revenue requirements are over the next 5 years.

### Ensure that costs are allocated in an equitable manner

The City water and sewer utilities serve a variety of different customer types including residential, ICI, and agricultural. There is some concern that the current form of the rate structures may not be allocating costs in an equitable manner and that the rates structure should be updated. It is understood that this approach will likely yield rates that are different from what is currently in effect in the City so the results will need to be considered carefully by staff as to how to best implement and how to communicate to the consumers a new rate structure that reflects a more equitable allocation of costs.

### Promote Water Conservation

Water rates that send an accurate "price signal" to the customer are known to be effective at reducing water consumption. When developing the new rate structure it will be important to ensure that it effectively promotes water consumption.

The remainder of this memo describes the overall approach and work plan, proposed budget, schedule and project team.

## MEMORANDUM

Date: May 2, 2016  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review  
Page: 2 of 5



## Approach and Work Plan

### Approach

The figure below illustrates the key components of our overall approach, generally in the sequence that they will be conducted.



### Proposed Work Plan

The following methodology is consistent with the American Water Works Association (AWWA) Manual of Water Supply Practices – M1.

#### 1. Project Initiation

**Objective:** Meet with the City of Grand Forks project team to

- i) review and confirm the scope of work;
- ii) review the schedule and milestone dates;
- iii) discuss the project background, objectives, guiding principles and requirements;
- iv) clarify the roles and responsibilities of the project team members;
- v) provide the City with a formal request for the information required to complete the study and discuss/clarify as required.

The project initiation meeting will be conducted in the City of Grand Forks offices. The meeting will take approximately 2-3 hours and should be attended by the key representatives of both the City's project team and the Urban Systems' team.

#### Products/Outputs:

- ▶ Agenda for meeting;
- ▶ Formal request for information from the City of Grand Forks; and
- ▶ Minutes of meeting #1.

#### 2. Review of Existing System Characteristics

**Objective:** To gain a clear understanding of how the water system is configured, how the various customer groups are served, and how customer demand varies month to month and year to year.

## MEMORANDUM

Date: May 2, 2016  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review  
Page: 3 of 5



**Process:** The review will clarify water and sewer usage characteristics for each class of customer. The review will be based on information provided by the City of Grand Forks and will take approximately two weeks. The outputs, listed below, will be a series of tables that will form the basis for the remainder of the study.

### Products/Outputs:

- ▶ Inventory of water meters by size and customer type;
- ▶ History of total annual and monthly water use by customer type;
- ▶ History of system flow data for water by month (by day if available);
- ▶ Technical memo #1 summarizing the system characteristics.

## 3. Determination of Revenue Requirements

**Objective:** To determine the total revenue required such that the water and sewer systems can be maintained and operated in a financially sustainable manner over the long term.

**Process:** The determination of the water and sewer utilities revenue requirements will be conducted using the cash basis approach. The total revenue requirements will be the summation of capital costs and operating costs. Operating costs include general O&M expenses plus all principle and interest payments on debt. As part of this stage the level of system reinvestment will be reviewed.

As part of this stage any revenues that are not recovered through user rates will need to be identified. This would include connection fees, gross related revenues (such as DCC's), frontage taxes, investment income, inter-departmental transfers and any other non-rate revenues. These other revenues will also need to be forecast through the period 2016-2021.

The revenue requirements will be based on information provided by the City.

### Products/Outputs:

- ▶ Technical Memo #2 summarizing the revenue requirements for 2016-2021; and
- ▶ Meeting #2 to review technical memo's #1 and #2.

\* System renewal expenses can be comprised of either current capital works or contribution to renewal reserves.

## 4. Development of Suitable Rate Design

**Objective:** The final step of the rate study process is the design of the water and sewer rate structures to collect the desired levels of revenues, based on the results of the revenue requirement and customer use characteristics. In developing the rate design, consideration is given to the level of the rates and the structure of the rates.

## MEMORANDUM

Date: May 2, 2016  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review  
Page: 4 of 5



**Process:** Effective rate design requires that multiple criteria must be considered. Some of these criteria are listed below:

- ▶ Rates which are easy to understand from the customer's perspective;
- ▶ Rates which are easy for the utility to administer;
- ▶ Consider the customer's ability to pay;
- ▶ Provide revenue stability from month to month and year to year;
- ▶ Rates that are equitable and non-discriminatory; and
- ▶ Promote water conservation.

The effectiveness of the existing rate design will be reviewed to understand how costs are currently allocated to the various customer groups. Urban Systems will prepare up to three potential rate structure options for the water utility and two for the sewer utility. Possible options to consider would be an increasing block rate and/or possibly a seasonal type rate. Options to be developed will be confirmed with City staff.

The options developed will be evaluated with respect to their ability to meet the various criteria (revenue stability, conservation, simplicity, etc.). The rate will also be compared with other rates within the interior. Working closely with City staff a preferred option will be identified.

### Outputs:

- ▶ A list of criteria for the rate structure and the relative importance of each
- ▶ An analysis of the existing rate structure
- ▶ A review and comparison of rate structures within the Interior of BC
- ▶ Development of (3) water rate structure options and (2) sewer options
- ▶ Technical Memo #3 summarizing the rate structure design process, findings and recommendation
- ▶ Meeting #3 to review technical memo #3

## 5. Preparations of Summary Report

**Objective:** Prepare a summarizing report which clearly communicates the process and results from the entire water rates study.

**Process:** The content of the report will be based on Technical Memo's 1, 2 and 3. The report will expand on the context of the project and provide the required level background information such that the results of the study can be clearly understood by a broad audience.

### Products/Outputs:

- ▶ Draft report
- ▶ Meeting #4 to review the draft report
- ▶ Final report



MEMORANDUM

Date: May 2, 2016  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review  
Page: 5 of 5



## Budget and Schedule

The proposed budget for this project is \$25,000 as detailed in the table below. This includes disbursements and local travel. The project will take approximately 4 months to complete from the date of approval.

Description	Budget
Project Initiation	\$2,500
System Review	\$7,500
Revenue Requirements	\$5,000
Rate Structure Development	\$7,500
Final Report	\$2,500
<b>Total Budget</b>	<b>\$25,000</b>

If you have any questions regarding this proposal please do not hesitate to contact the undersigned.

Sincerely,

**URBAN SYSTEMS LTD.**

Scott Shepherd, BA, ASCT  
Principal

John Weninger, P.Eng., MBA  
Principal

U:\Projects\_KEL\0788\0000\2016-02-05- Water and Sewer Rate Study Workplan.docx





# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Development & Engineering Services

**Date:** June 13, 2016

**Subject:** Strategic Community Energy and Emissions Plan (SCEEP)

**Recommendation:** **RESOLVED 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; and directs staff to proceed with implementation of high priority actions through planning processes (Sustainable Community Plan and Zoning Bylaw) and community partnerships.

---

### 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).







# REQUEST FOR DECISION

— REGULAR MEETING —



**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** 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; and directs staff to proceed with implementation of high priority actions through planning processes (Sustainable Community Plan and Zoning Bylaw) and community partnerships.

---

**OPTIONS:**

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

---

	
Department Head or CAO	Chief Administrative Officer





## 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.

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;

### Climate Action Charter

*"Signatory Local Governments agree to develop strategies and take actions to achieve the following goals:*

- being carbon neutral in respect of their operations by 2012 (or working towards),*
- measuring and reporting on their community's GHG emissions profile; and*
- creating complete, compact, more energy efficient rural and urban communities..."***

- 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](mailto:pdehnel@communityenergy.bc.ca) Direct/Cell 250.505.3246 [www.communityenergy.bc.ca](http://www.communityenergy.bc.ca)



Table 1:  
Summary of  
CEA actions  
identified per  
SCEEP  
Community

	Castlegar	Creston	Kaslo	Salmo	Slocan	RDCK overall	RDCKB unincorporated	Grand Forks	Montrose	Rosland
<b>SCEEP Actions for CEA Support</b>										
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				
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 performance	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. orientation)	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		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	RDCKB unincorporated	Grand Forks	Montrose	Rosland
<b>SCEEP Actions for FortisBC Support</b>										
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 development	FBC							FBC		
6.10 Low carbon and electric vehicle fuelling / charging stations						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	RDCK unincorporated	Grand Forks	Montrose (Fruitvale)	Rossland
<b>Efficient &amp; Renewable Heat:</b> Promote DSM Programs District Energy Biomass Heating	2	2	1	2	1	1	1	2	2	1
<b>Energy Efficient Building Policy:</b> Building Code Compliance Sustainable Checklist Zoning Bylaw DPA Uniform Building Building Education	1	1	2	2	2	2	1	1	2	1
<b>Commercial/Institutional:</b> Business Energy Advisor LED Streetlights Water Conservation	1	1	1	1	1	1	1	1	1	1
<b>Urban Forum:</b> Land use Street design 30km speed OCP	1	1	1	1	1	1	1	1	1	3
<b>Transportation:</b> Active Transportation Infrastructure Transit Ride Share Electric Vehicle Infrastructure/Education	1	2	1	1	1	2	2	1	1	2
<b>Organics Diversion</b> <b>Food Production</b>	3	1	2	3	2	1	2	1	2	2
<b>Community Energy Management</b> Organizational Structure Identify Green Economy 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



**FORTIS BC™**



Natural Resources  
Canada

Ressources naturelles  
Canada

**Canada**

Table of Contents

List of Acronyms..... 2

Executive Summary ..... 3

Introduction..... 7

Action Plan ..... 11

Results of Actions ..... 39

Community Financial Savings..... 47

Appendix 1 – Community Energy & Emissions Inventory for City of Grand Forks ..... 49

Appendix 2 – Actions Descriptions ..... 57



## 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 <sub>2</sub>	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.

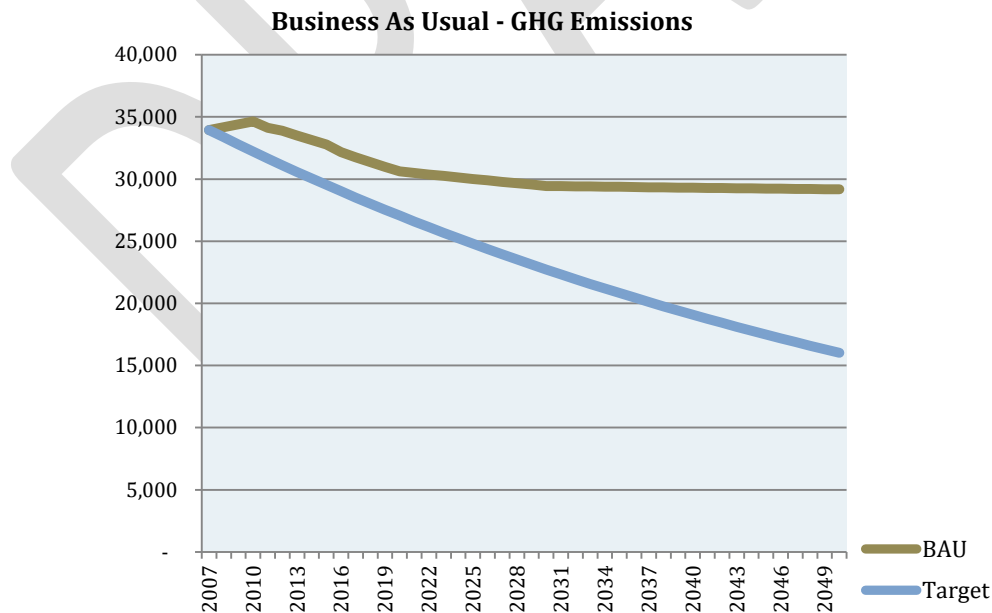
Many thanks to the workshop group who spent their day to look at energy, emissions, and energy expenditure data for the community as a whole and develop an action plan.

### 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 in					
Actions		Already done / ongoing	2016	2017	2018	2019	2020
<b>1 Buildings Basics</b>							
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	
<b>2 Buildings High-Growth Measures</b>							
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			
<b>3 Residential Buildings</b>							
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			
<b>4 Commercial / Institutional Buildings and Transportation</b>							
4.3 Convert City owned ornamental streetlights to LED			x				
<b>5 LDV Transportation Urban Form</b>							
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		
<b>6 LDV Transportation – Infrastructure &amp; Collaboration</b>							
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, School 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			
<b>7 Waste</b>							
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 abattoir governance					x		
NEW ACTION - investigate a soil retention bylaw with tree inventory & vegetation						x	
<b>8 Enabling Actions</b>							
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

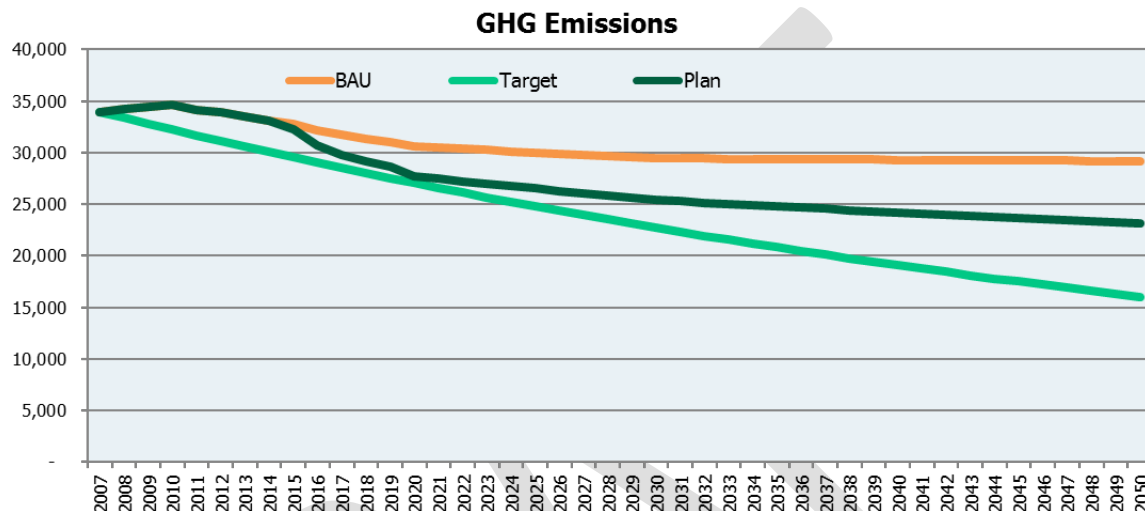
The actions marked with an 'M' were categorised as 'maybes'.

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

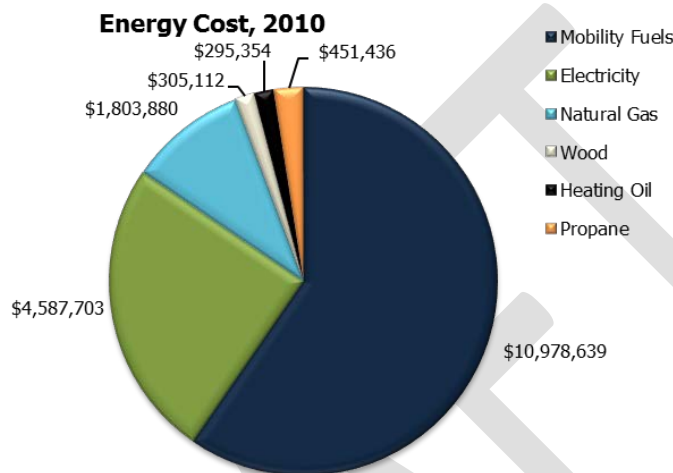
## Next Steps

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

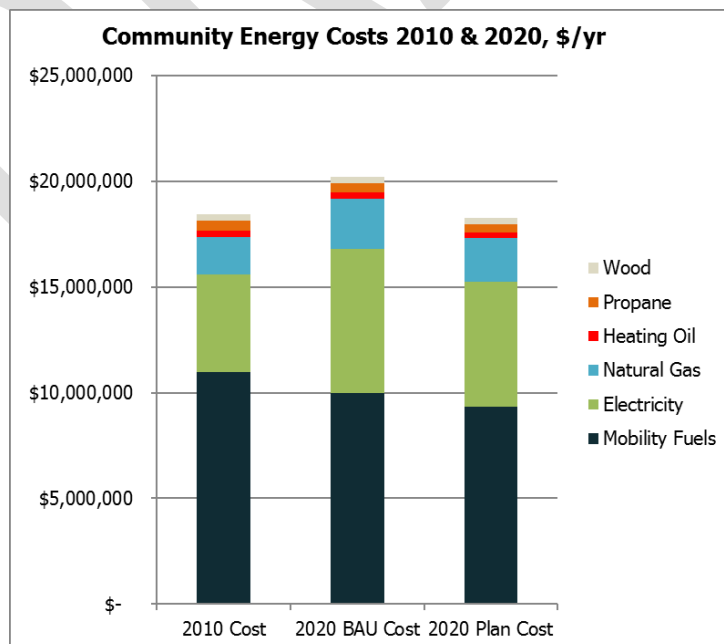
### Community Financial Savings

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***

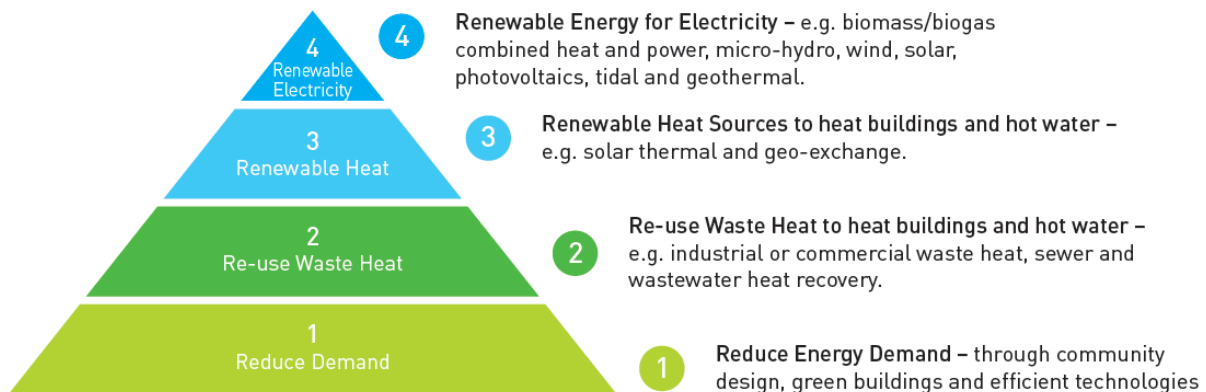
A Strategic Community Energy and Emissions Plan (SCEEP) evaluates a community's existing energy use and greenhouse gas (GHG) emissions with a view to improving efficiency, cutting emissions, enhancing community resilience, managing future risks, and driving economic development. A SCEEP usually encompasses 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.

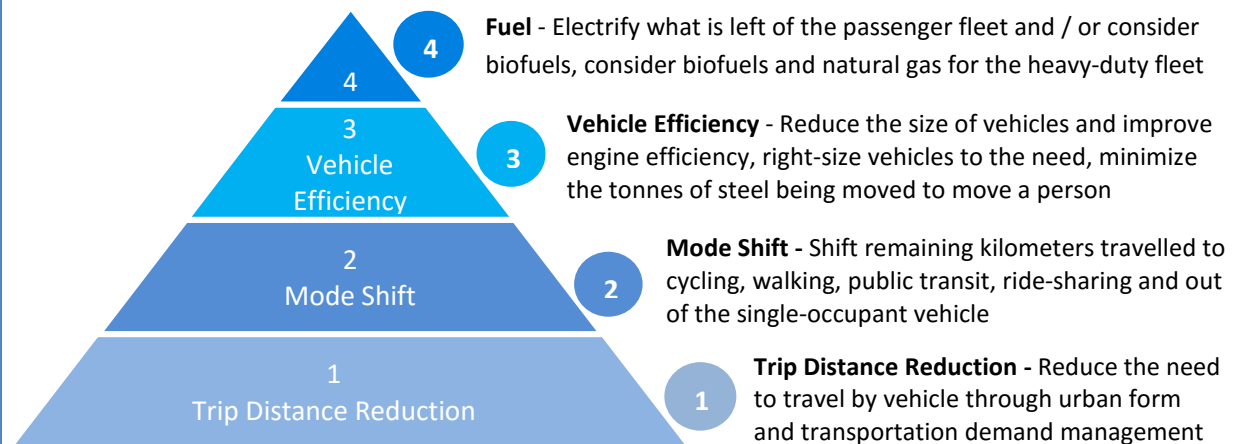
## 4 R's OF SUSTAINABLE COMMUNITY ENERGY PLANNING



Suggested steps in energy planning.

Concept source: Robyn Wark and Jorge Marques, BC Hydro

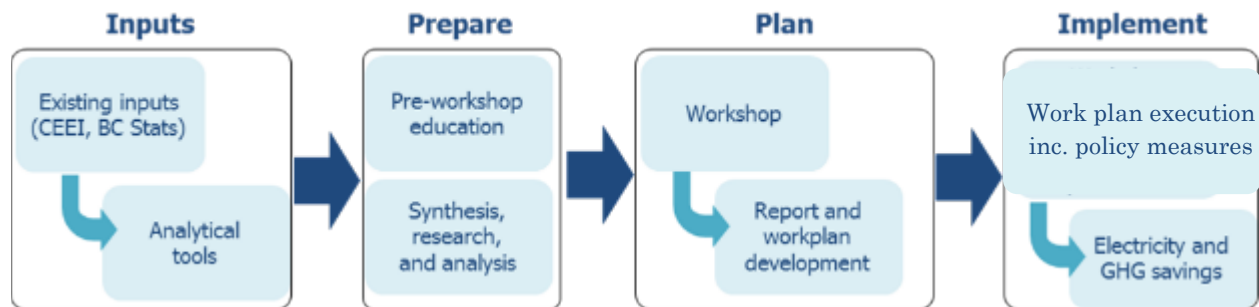
A similar hierarchy can be applied to the transportation sector. The easiest step to take is to reduce vehicular trip distances through appropriate urban form (planning) and transportation demand management.





## 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

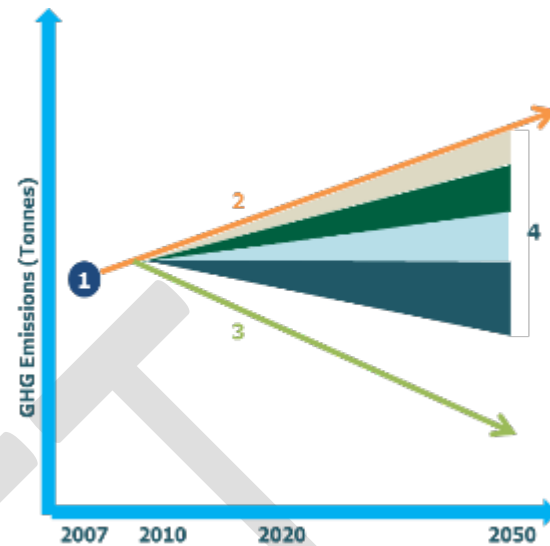
A Strategic Energy and Emissions Plan is a comprehensive, long-term plan to improve energy efficiency, reduce GHG emissions, and foster local green energy solutions in the community.

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***

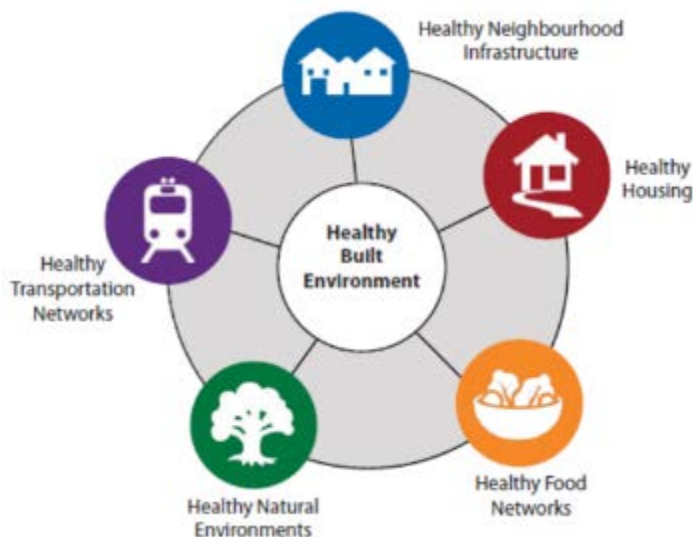
- Reduce GHG emissions: Energy planning helps local government effectively manage GHG emissions. This contributes to mitigating climate change, and helps manage costs associated with carbon taxes and offsetting.
- Reduction of energy costs: Energy planning improves budgeting and saves money.
- Creation 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	<b>8.66</b>

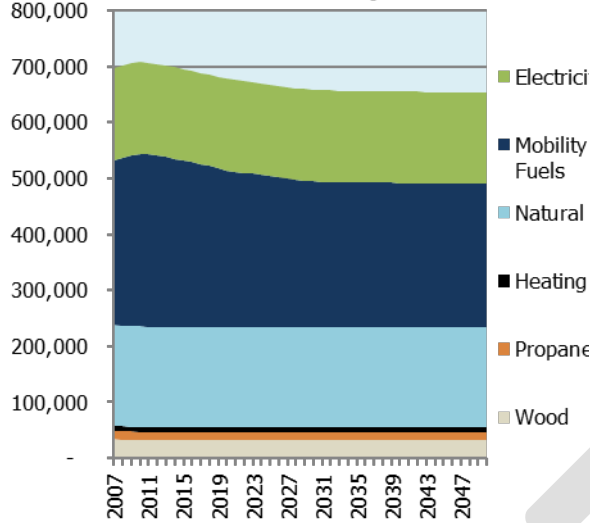
Targets Summary				
	2016	2020	2030	2050
Total reduction	-14.5%	-20%	-33%	<b>-53%</b>
Per-capita reduction	-12%	-18%	-31%	-52%
Total GHG	29,015	27,058	22,725	16,030
Per-Capita GHG	7.3	6.8	5.7	<b>4.0</b>

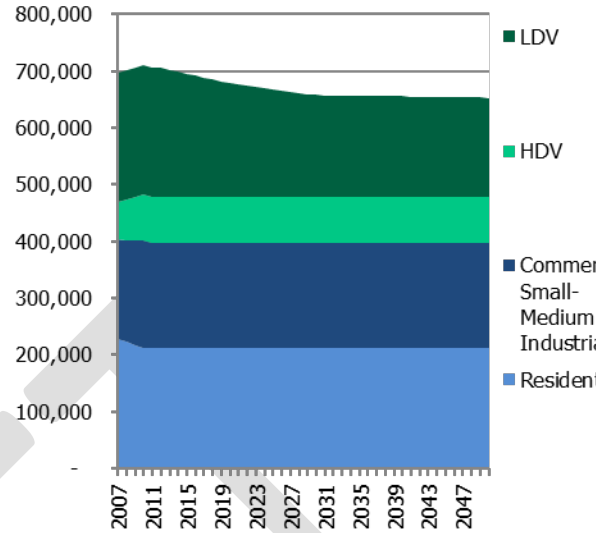
Business as Usual (BAU) Summary				
	2016	2020	2030	2050
GHG's	32,159	30,620	29,439	29,170
GHG growth	-5%	-10%	-13%	-14%
Population	3,998	3,998	3,998	3,998
Pop growth	(106)	(106)	(106)	(106)
Pop Grow %	-3%	-3%	-3%	-3%
Per capita emissions	8.04	7.66	7.36	7.30

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

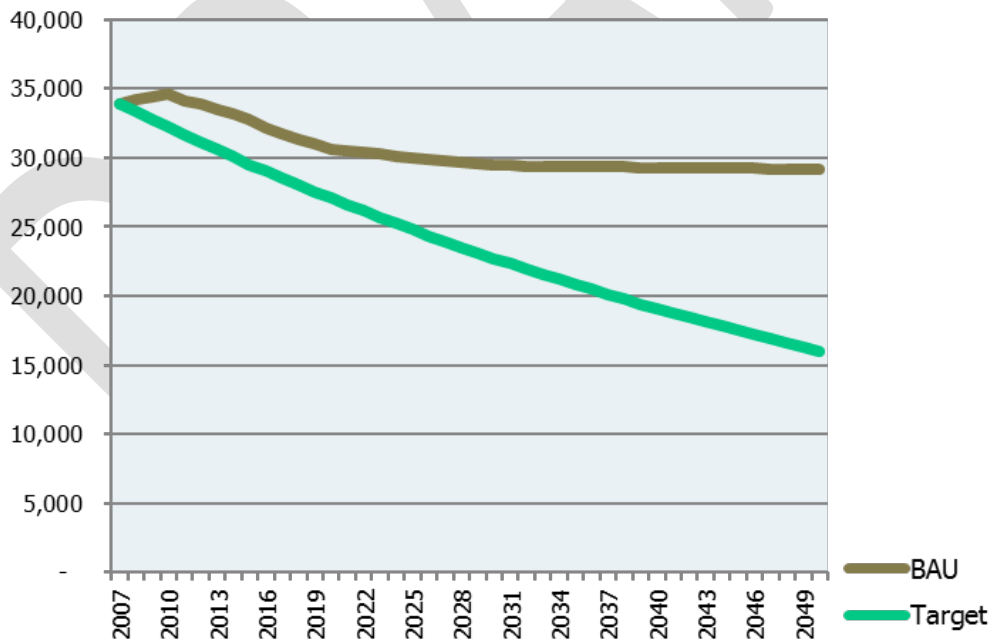
**Business as Usual GJ by Fuel**



**Energy Use (GJ) by Sector**



**Business As Usual - GHG Emissions**



## ***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	
<b>1 Buildings Basics</b>						
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		
<b>2 Buildings High-Growth Measures</b>						
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				
<b>3 Residential Buildings</b>						
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				
<b>4 Commercial / Institutional Buildings and Transportation</b>						
4.3 Convert City owned ornamental streetlights to LED	x					
<b>5 LDV Transportation Urban Form</b>						
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		
<b>6 LDV Transportation – Infrastructure &amp; Collaboration</b>						
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, School 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				
<b>7 Waste</b>						
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 abattoir governance			x			
NEW ACTION - investigate a soil retention bylaw with tree inventory & vegetation				x		
<b>8 Enabling Actions</b>						
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
<b>Buildings - Basics</b>			
1.1 Promote electricity, natural gas, and other energy efficiency programs	1	Low	<p>This action is low effort and high impact.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• City &amp; Chamber could have links to Fortis programs on websites</li> <li>• 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</li> <li>• Chamber newsletter could promote the free Business Energy Assessments (BEA) for small &amp; mid-sized businesses</li> <li>• City could promote the free BEA assessments through business licensing process</li> <li>• City could promote New Home program in permit packages for New Homes, and HERO in permit packages for renovations</li> <li>• City could also do utility bill inserts, Facebook, &amp; Twitter promotion</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• FortisBC</li> <li>• Chamber of Commerce</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Chamber of Commerce is looking for speakers. BEA, HERO, and New Home programs are good opportunities</li> <li>• Working with non-profit housing societies is great</li> </ul>



Action	Year	Effort	Comments
1.2 District energy / renewable energy systems	5	High	<p>Action is a maybe.</p> <p>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</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>City to pursue solar garden with community buy-in (e.g., Nelson)</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>FortisBC</li> <li>Nelson Hydro (from solar garden expertise)</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>FortisBC is interested in getting involved in any solar projects.</li> <li>Economies of scale help with the success of solar gardens.</li> <li>New solar products available: i.e., roof spray material and clear roof panels.</li> </ul>
1.3 Building code energy efficiency - educate & support compliance	2	Low	<p>Grand Forks building inspector recently attended a Kelowna seminar.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Add to building package for new part 9 buildings: "it is recommended to work with a Certified Energy Advisor"</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>Local Certified Energy Advisors</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>It also helps the local building inspector if a home builder uses a Certified Energy Advisor.</li> </ul>

Action	Year	Effort	Comments
1.4 Reduce local government barriers to building scale renewable energy	4	Low to medium	<p>Action is a maybe.</p> <p>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.</p> <p>It is not known if the City of Grand Forks has any barriers to renewable energy.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• If &amp; when barriers to renewable energy are identified, work to reduce those, where possible</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Community Energy Association could help with best practices and research</li> <li>• FortisBC may be able to help</li> </ul>
<b>Buildings – Growth Measures</b>			
2.1 Sustainability checklist for buildings	1	Low	<p>City could have a sustainability checklist. Voluntary at first, and later tie it to incentives (like low DCCs or a Revitalization Tax Exemption bylaw).</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Community Energy Association to help the City with crafting a sustainability checklist</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Community Energy Association</li> <li>• FortisBC</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Tying a checklist to incentive is the best way to ensure it is used.</li> <li>• A sustainability checklist is a great way to ensure that multiple Council priorities are considered in new buildings / developments</li> </ul>

Action	Year	Effort	Comments
2.3 Review zoning bylaw for opportunities to encourage energy performance	2	Medium	<p>Actions 2.3 &amp; 2.4 are combined, and reviewed with possible zoning consideration for eco homes and/or tiny homes.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• This must come from the public. With public interest, Council will consider referring to staff for review.</li> <li>• Prepare Development Permit workshop for Council.</li> <li>• Host Community Open House: outline economic develop opportunities, invite business community. Prepare package on doable/best practices for tiny homes.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Community Energy Association could assist with review</li> <li>• Tiny home builders and enthusiasts in Grand Forks and nearby communities would be essential</li> <li>• Interior Health could do a presentation to Council on healthy neighbourhood design</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• In current zoning, the smallest house that can be built in the City is 800 square feet</li> <li>• Zoning bylaw review needs public consultation</li> <li>• 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</li> <li>• Initially, consider a tiny home development on land owned by the City</li> <li>• 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.</li> </ul>
2.4 Density bonus for energy performance			

Action	Year	Effort	Comments
2.6 Fee rebates to encourage improved energy performance	3	Medium	<p>Action is a maybe.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>Community Energy Association can assist with best practices and what other communities have done</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
2.7 Revitalization tax exemption bylaw for buildings with improved energy performance	1	Medium	<p>Action is a maybe.</p> <p>Actions 2.7 &amp; 2.8 can be considered together.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>
2.8 Development Cost Charge (DCC) reductions or waivers, for GHG's	1	Medium	<p><b>Partners</b></p> <ul style="list-style-type: none"> <li>Community Energy Association can assist with best practices and what other communities have done</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>A sustainability checklist with these incentives can help meet multiple City priorities</li> </ul>

Action	Year	Effort	Comments
2.9 Development Permit Area (DPA) - to enhance energy performance (e.g. orientation, landscaping)	2	Medium	<p>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.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Community Energy Association could provide best practices, and examples of what other local governments have done</li> <li>City would want an engineering firm to ensure that no undue costs are being put on builders / developers</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>Community Energy Association</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>Would not want to put undue costs on builders / developers</li> </ul>
<b>Residential Buildings</b>			
3.2 Education for developers – energy efficiency & renewable energy	1	Low to Medium	<p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>FortisBC and/or Community Energy Association could help to lead this in the community</li> <li>Chamber would likely be interested</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>FortisBC</li> <li>Community Energy Association</li> <li>Chamber of Commerce</li> </ul>
3.3 Education for realtors - energy efficiency & renewable energy	1	Low to Medium	<p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>FortisBC and/or Community Energy Association could help to lead this in the community</li> <li>Chamber would likely be interested.</li> <li>A realtor education energy efficiency workshop was held in Nelson in March 2016.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>FortisBC</li> <li>Community Energy Association</li> <li>Chamber of Commerce</li> </ul>

Action	Year	Effort	Comments
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)	2	Medium	<p>Grand Forks participated in Kootenay Energy Diet, a campaign to encourage energy efficiency retrofits in the community.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• FortisBC to take the lead, with support from City of Grand Forks and other local governments</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• FortisBC</li> <li>• Local community groups</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

Action	Year	Effort	Comments
3.5 Voluntary or mandatory energy labelling of existing or new homes	2	Medium	<p>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.</p> <p>The City of Grand Forks could look at mandating or providing voluntary incentives for home energy labels.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Look at best practices and what other communities have done, and decide on the best path forward for the City</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>Community Energy Association can assist with best practices and what other communities have done</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Commercial/Institutional Buildings and Transportation</b>			
4.1 Promote the free Business Energy Advisor assessments	1	Low	<p>Combined with Action 1.1</p> <p>The Business Energy Advisor (BEA) program is now administered by the utilities with reduced Provincial involvement.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Fortis to provide information</li> </ul>

Action	Year	Effort	Comments
4.3 Convert local government owned streetlights to LED	1	Medium to High	<p>The City is pursuing this opportunity.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• The City will likely conduct a pilot later in 2016</li> <li>• There will be a greater roll out in later years, depending on funding</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• FortisBC, on rebates and expertise</li> </ul>
<b>Light Duty Vehicle Transportation – Urban Form</b>			
5.1 Land use suite lite	ongoing		<p>Combined Action 5.1 and 5.2</p> <p>Sustainable Community Plan encourages concentrated growth areas.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• In next OCP process, review enhancement of concentrated growth areas</li> <li>• Review small lot size.</li> </ul>
5.2 Land use suite enhanced			



Action	Year	Effort	Comments
5.3 Street design	ongoing		<p>“Sharrows” a share the road arrow sign was introduced in community. Although a great idea, they were not found to be well received.</p> <p>Street design is an opportunity to slow traffic in communities and encourage pedestrian friendly/walkable streets.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Note transportation linkages in SCP</li> <li>• When roads scheduled for repaving, consider street design in upgrades.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• MOTI</li> <li>• IH can provide health evidence to support more sustainable planning and active transportation.</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• IH example: <a href="#">Clearwater's Road-Cross Section Bylaw</a>, 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.</li> </ul>

Action	Year	Effort	Comments
5.4 Implement 30 km/hr speed limit in parts of the community	3	Medium	<p>Grand Forks has 30 km/hr speed limit in some school zones and at scout hall.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Reduce speeds on highway corridor for safety of pedestrians</li> <li>• Bring to AKBLG as a policy motion</li> <li>• Do not promote the bypass route for highway.</li> <li>• Allow low speed EVs and scooters on the road.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• MOTI to lower speed in high impact areas in municipality</li> <li>• IH provide examples</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Colville US noted that a slower traffic downtown livened the core and brings people into the centre.</li> </ul>
5.5 Variable Development Cost Charges (DCC's) to encourage infill development	1	Medium	<p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Variable DCCs under staff review</li> </ul>
<b>Vehicle Transportation – Infrastructure &amp; Collaboration</b>			
6.1 Active transportation planning	ongoing	Medium to High	<p>Grand Forks has a bicycle and trail network plan. RDKB Area D OCP notes the importance of trails.</p> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• RDKB recreation and trails</li> <li>• IH</li> <li>• Community trails groups</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• IH can support initiatives with resources, people, and health evidence</li> <li>• There are engaged active trails groups in the area.</li> </ul>

Action	Year	Effort	Comments
6.2 Improve active transportation infrastructure	ongoing	High	<p>There is now an improved commuter route in place and waterfront trail.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Some priorities and shovel ready projects could be identified to be ready for significant Federal infrastructure funding announcements.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>CPR</li> <li>BikeBC can be a funding partner.</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>Part of rail still owned by CPR with the trail going through neighbourhoods</li> </ul>
6.3 Anti-idling campaign / bylaw	ongoing	Low	<p>Anti-idling signage in place.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Enforcement needed</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>IdleFreeBC provides signage</li> <li>School District to partner with youth ambassadors</li> <li>IH</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>Interior Health may be able to support with health evidence</li> <li>School ambassadors in some communities provide friendly reminders/information to “idlers”.</li> </ul>
6.4 Special event planning	ongoing	Medium	<p>Grand Forks had 48 special events in 2015.</p> <p>Camping is supported at some events to reduce transportation demands.</p>

Action	Year	Effort	Comments
6.5 Collaborate with major employers on work-related transportation	1	Medium	<p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Discuss with employers</li> <li>• Promote carpooling for employees at hospitals and schools</li> <li>• Add bike racks at employment places</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Major employers including IH and SD</li> <li>• Chamber</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Midway used to have an employee shuttle bus</li> <li>• Encourage bike racks at employment places as the bike trails now go to the major employment places.</li> </ul>
6.6 Transit suite	1	Medium to high	<p>Actions 6.6 and 6.7 are combined.</p> <p>There is no public transit system in Grand Forks</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Open discussion with partners for transit collaboration</li> </ul>
6.7 Intercommunity transit services			<p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• School District</li> <li>• Interior Health</li> <li>• BC Transit</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Aging population needs transit options</li> <li>• Consider school bus for use by staff or public. This is being reviewed in other school districts.</li> <li>• BC Transit did online survey and does not feel enough ridership to justify.</li> </ul>

Action	Year	Effort	Comments
6.8 Support car share cooperatives	1	Medium	<p>Currently no carshare coop in the Boundary area. Rossland has a branch of the Kootenay Carshare Coop.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Change policy to allow non-staff to use vehicles</li> <li>• Review liability issues</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• City of Grand Forks</li> <li>• Kootenay Carshare Coop</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• The city has plans for fleet renewal</li> <li>• 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.</li> </ul>
6.9 Raising awareness of ride sharing and guaranteed ride home programs	1	Medium	<p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Promote ridesharing via newsletter/web tile</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• IH has lots of examples – volunteer drivers for medical appointments</li> <li>• Kootenay rideshare <a href="http://kootenayrideshare.com">http://kootenayrideshare.com</a></li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Salmo has partnered with IH for an age friendly survey to identify the barriers to ridesharing.</li> <li>• Use Community Based Social Marketing survey to determine what will make people rideshare.</li> <li>• On a small scale City staff use carpools</li> </ul>

Action	Year	Effort	Comments
6.10 Low carbon and electric vehicle fuelling / charging stations	Ongoing	Medium	<p>City looking to buy an electric pickup truck and car. There is 1 EV station at City Hall. Two more to be added.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Build awareness. Does the public know about the EV stations?</li> <li>• Determine where the best locations for EV charging stations would be</li> <li>• Note Level III charging stations situated in the Fortis communities of Keremeos and Penticton.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• PlugIn BC</li> <li>• Chamber: Note that RDKB is part of the Electric Highway 3B</li> <li>• CEA as part of a collaboration of EV policy and networks in the region</li> <li>• FortisBC for networks</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Idea to use solar panels at EV stations to supplement power</li> <li>• 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).</li> </ul>
6.11 Electric vehicle & e-bike awareness event	1	Low to Medium	<p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Review policy to allow electric scooters on paved trails; consider helmets and liability.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Mechanic/bike shop: R&amp;B – is an EV mechanic; promote local business with capacity</li> <li>• Chamber</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Aging population using scooters</li> </ul>
<b>Waste</b>			

Action	Year	Effort	Comments
7.1 Organics diversion	ongoing	Medium to High	<p>Organics Diversion is in place for Grand Forks and RDKB Areas C and D.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Look at restaurant, multifamily building, institutional and commercial organics diversion.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>RDKB</li> <li>IH – hospital and institutional buildings</li> <li>Restaurants</li> <li>Chamber</li> </ul>
7.2 Encourage water conservation	ongoing	Medium	<p>Water meters in place.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Learning garden xeriscape</li> <li>Continue promoting the importance of water conservation.</li> </ul>
<p>7.3 Support local food production, e.g. farmer's markets, community gardens, community greenhouse and</p> <p>NEW ACTION: Store Front Food Co-op and Abattoir Governance</p>	Ongoing and 2	Medium	<p>Grand Forks is a ranching community</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Establish storefront to promote/supply local products</li> <li>Develop abattoir governance and encourage mobile abattoir business to market the community and local foods and to remove cost of processing from ranchers.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>Chamber</li> <li>IH</li> <li>Farming/Ranching community</li> <li>Egg Society</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>Use community based social marketing to determine barriers.</li> <li>Restaurants can source local whole foods, but must abide by IH rules for any processed or meat products.</li> <li>There is opportunity for demonstration project and promotion of the sharing network.</li> </ul>

Action	Year	Effort	Comments
NEW ACTION: Investigate soil retention bylaw with tree inventory	3		<p>A soil retention bylaw to address related matters of eco asset management; storm water management and top soil qualities.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Report on soil conservation, carbon pool retention/increase through soil and vegetation bylaws</li> <li>• Develop soil conservation plan</li> <li>• Complete City Tree Inventory</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Planning Grant</li> <li>• Agriculture community</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Action is dependent on successful grants</li> <li>• Sequestering carbon in agricultural lands has both local and global benefits</li> <li>• The Kelowna landfill is developing Glenmore Grow soil from organic waste</li> <li>• Carbon sequestering in agriculture areas would help with food production and water conservation and keeping organic waste out of the dump.</li> <li>• See Washington State report: <i>Soil Organic Carbon Storage (Sequestration) Principles and Management: Potential Role for Recycled Organic Materials in Agricultural Soils of Washing State</i>, Department of Ecology, January 2015</li> </ul>
<b>Enabling Actions</b>			
8.1 Review land use & transportation plans / policies for SCEEP incorporation	2	Low to Medium	<p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• As part of next SCP review</li> <li>• Name SCEEP actions within planning documents</li> </ul>



Action	Year	Effort	Comments
8.2 Organizational structure for climate action	ongoing	Low to Medium	<p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Build environmental awareness: regional environmental service, corporate accounting, water conservation, climate change, riparian areas, etc.</li> <li>• Start to focus at city corporate level</li> <li>• Reinstate an environment committee</li> <li>• Develop climate leadership</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Active community groups</li> <li>• Regional District environmental services</li> <li>• FBC energy specialist coordinator program</li> <li>• CEA for example of the East Kootenay shared Regional Community Energy Manager approach</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Kelowna in 2015 has a FBC sponsored energy specialist as pilot: looks at GHG management plan and support rebate programs.</li> <li>• Water conservation is improving in the City</li> <li>• Climate change could become a theme for a working group</li> <li>• Washington State has more up to date information. BC should be in leadership role: note the BC Climate Leadership Plan under review.</li> </ul>
8.3 Establish a regional energy cooperative	4	High	<p>This Action is a maybe</p> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Chamber</li> <li>• RDKB</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Note that Salmo is working on this.</li> <li>• RDKB has an energy and sustainable committee open to ideas and able to provide advice and support</li> </ul>
8.4 Identify green economy opportunities	4	Medium	<p>This action is a maybe</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Review of Roxul waste heat for greenhouse and confirmation of capital infrastructure costs.</li> </ul>

Action	Year	Effort	Comments
8.5 Leverage local government assets to create expertise and community-wide change	ongoing	Low to High	<p>Grand Forks runs well and it is a great community with pride and livability.</p> <p>2008 Grand Forks Green City Award</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Be proud. Showcase achievements</li> <li>• Public awareness is important.</li> <li>• Grand Forks YouTube videos on what is being done in community.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• Chamber</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Note the Demonstration of using waste heat/wastewater in Christina Lake.</li> <li>• 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.</li> <li>• SCEEP is an opportunity to get things done, provide information to partners and residents, to promote success and actions</li> </ul>

Action	Year	Effort	Comments
8.6 Long-term, deep community engagement (culture change)	ongoing	Medium to High	<p>Culture change is an ongoing process that requires a multiple strategy plan. Continue to promote actions</p> <p>Grand Forks has a culture of environmental issues, is a passionate and engaged community.</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>• Identify community groups to support and promote actions</li> <li>• Find community champions to help the municipality and promote education of the deep culture change.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>• School district</li> <li>• Community groups</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>• Schools and youth effect change. Think of past campaigns that have had an impact like clic-clic to promote seatbelt use</li> <li>• Reduction of garbage to 1 bag/2 weeks has had a huge impact</li> <li>• High participation in organics diversion</li> <li>• 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</li> <li>• Products from other places impact the overall footprint on goods. All in one climate system. Consumption is guiding unsustainability</li> </ul>

Action	Year	Effort	Comments
NEW ACTION: Consider City regional governance options	4		<p>This action is a maybe</p> <p><b>Next Steps/Lead</b></p> <ul style="list-style-type: none"> <li>Consider governance options for City regional governance. i.e., District Municipality to include rural areas.</li> <li>Integrate SCP with future RDKB OCP</li> <li>Continue to develop cooperation</li> <li>Increase regional growth strategy integration.</li> </ul> <p><b>Partners</b></p> <ul style="list-style-type: none"> <li>RDKB to connect OCPs</li> </ul> <p><b>Barriers/Opportunities</b></p> <ul style="list-style-type: none"> <li>Grand Forks has a population of 4000 to service about 8000.</li> <li>Amalgamation/collaboration is an opportunity to work together to improve.</li> <li>District municipality provides a rural/urban integration</li> </ul>

## 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.

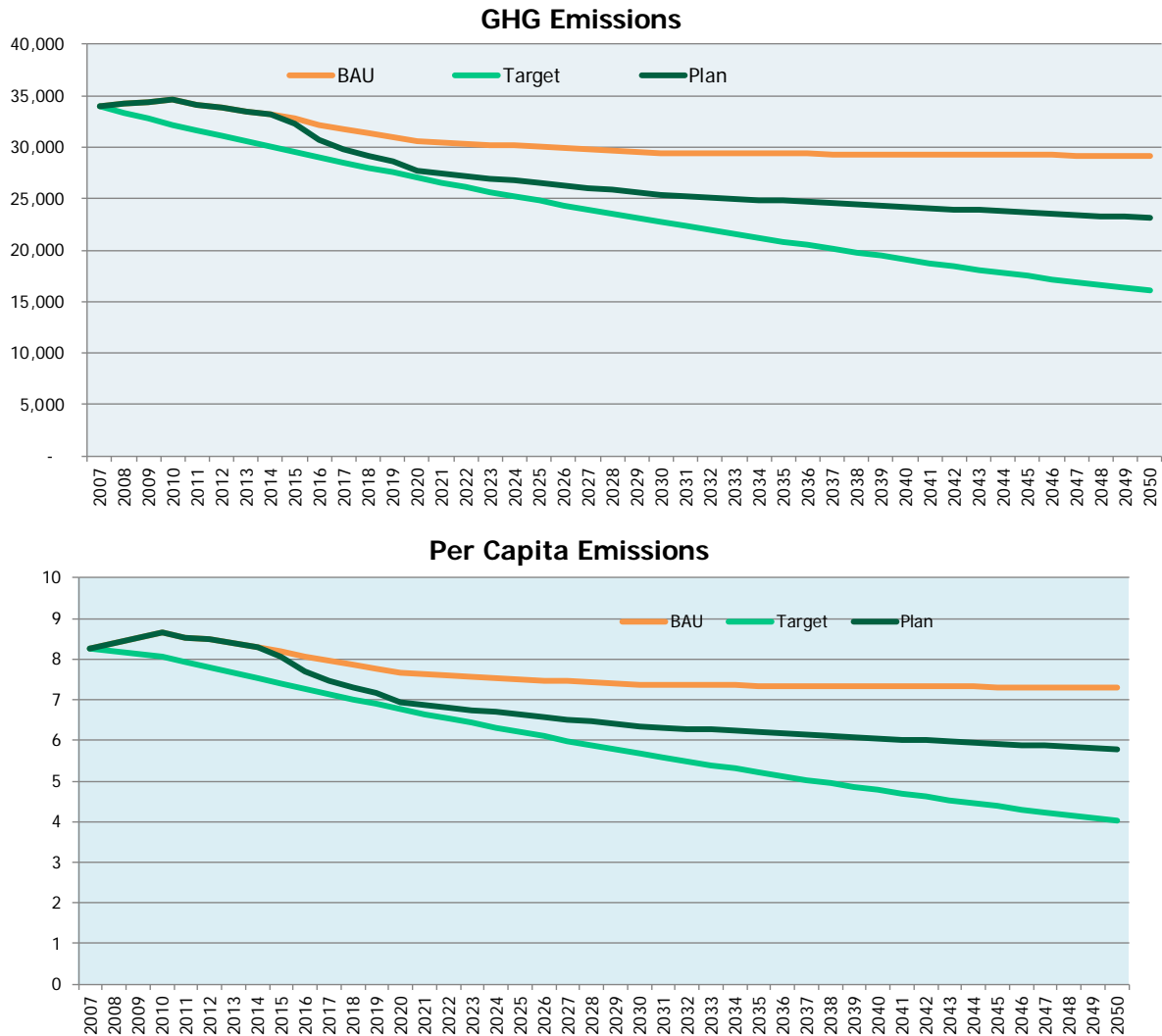
## Results of Actions

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.

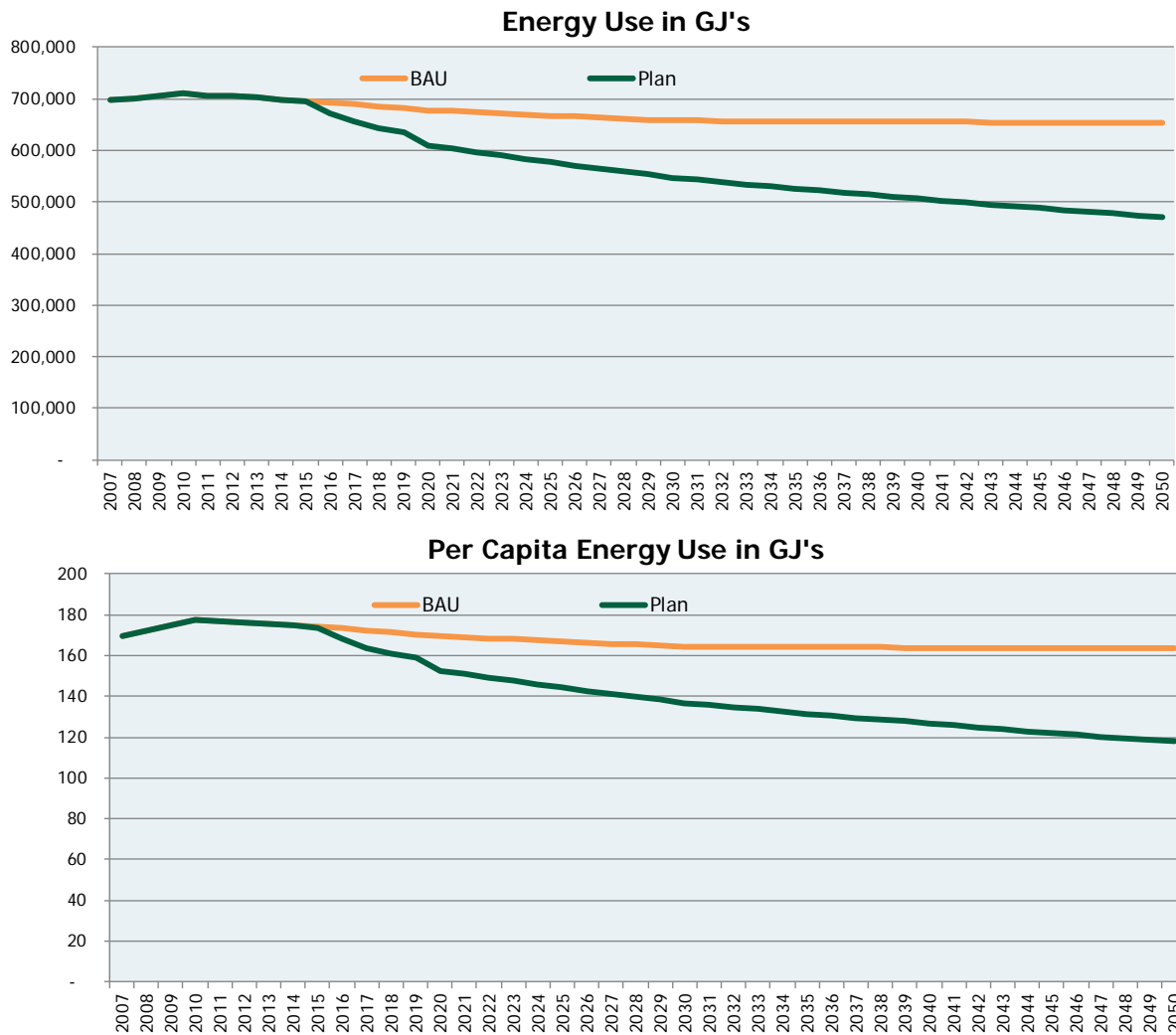
The City of Grand Forks has levers to reduce community energy and emissions and can move closer towards its target, but many things do remain outside of the City's control including Federal and Provincial actions, and technological changes. These may provide significant assistance towards meeting the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



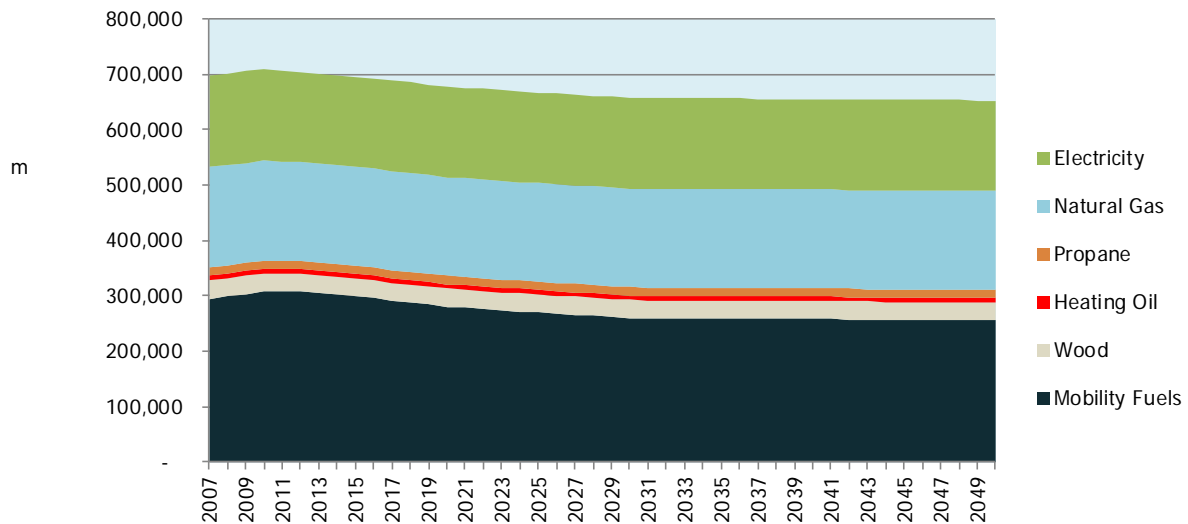
### Overview Energy Use (GJ)



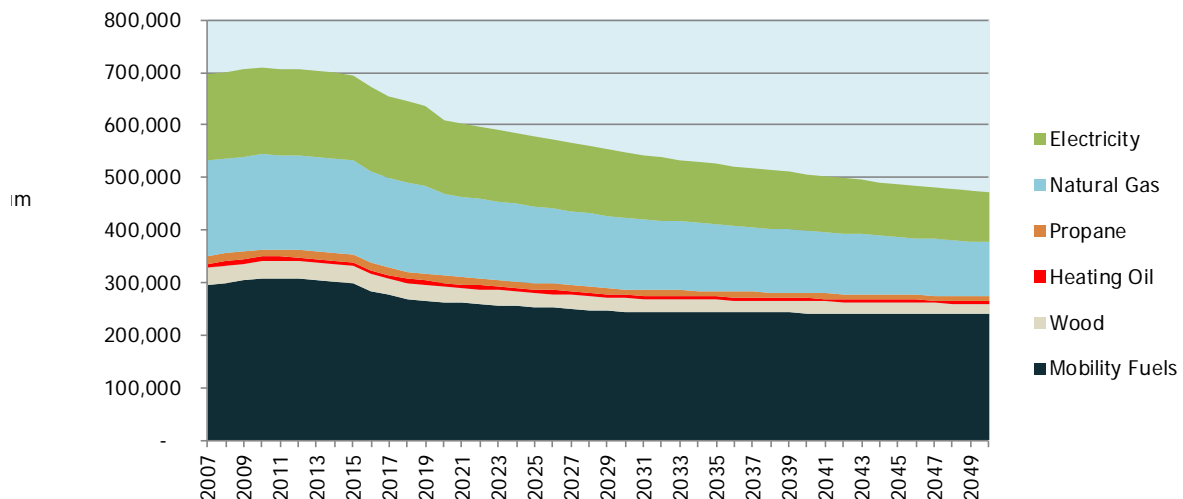


## Energy Use by Fuel

### BAU Energy Use by Fuel, GJ/year

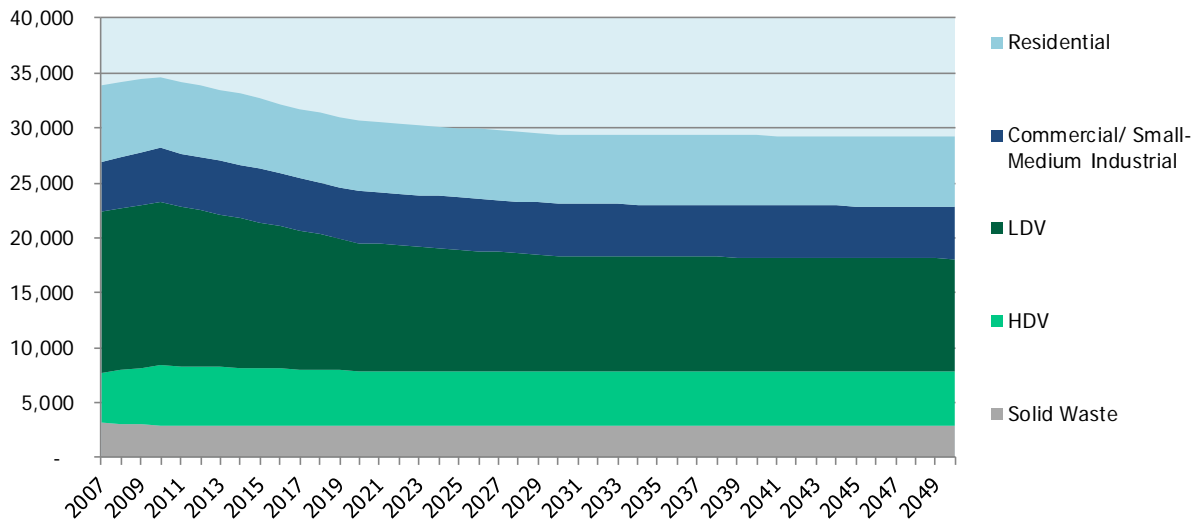


### Planned Energy Use by Fuel, GJ/year

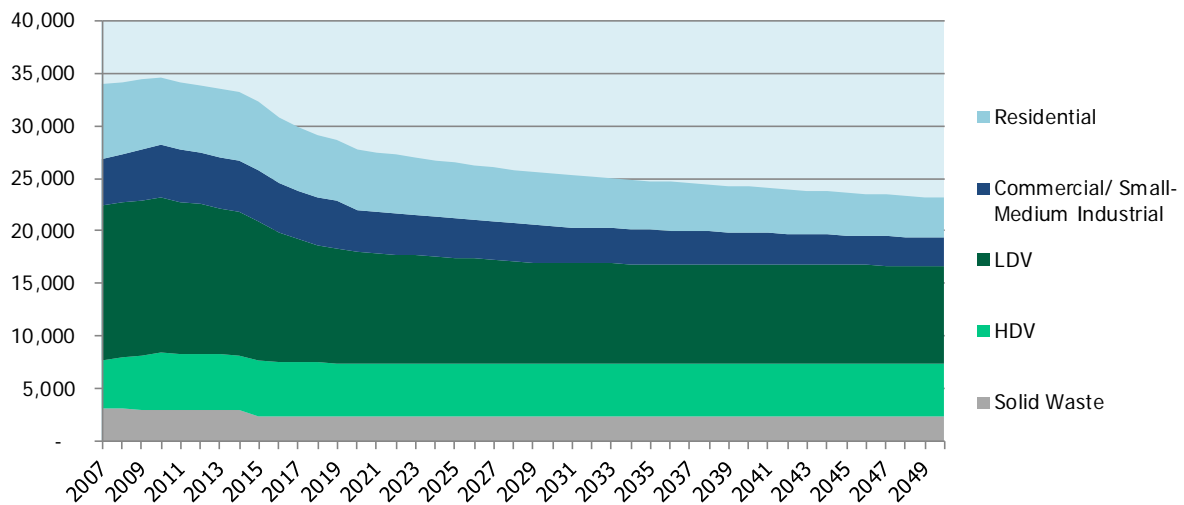


## GHGs by Sector

### BAU GHGs by Sector, tonnes/year

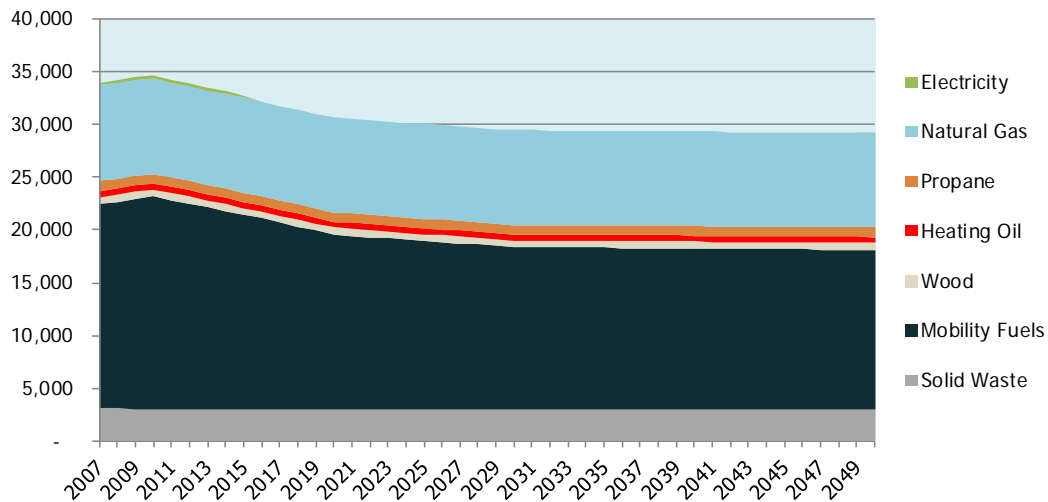


### Planned GHGs by Sector, tonnes/year

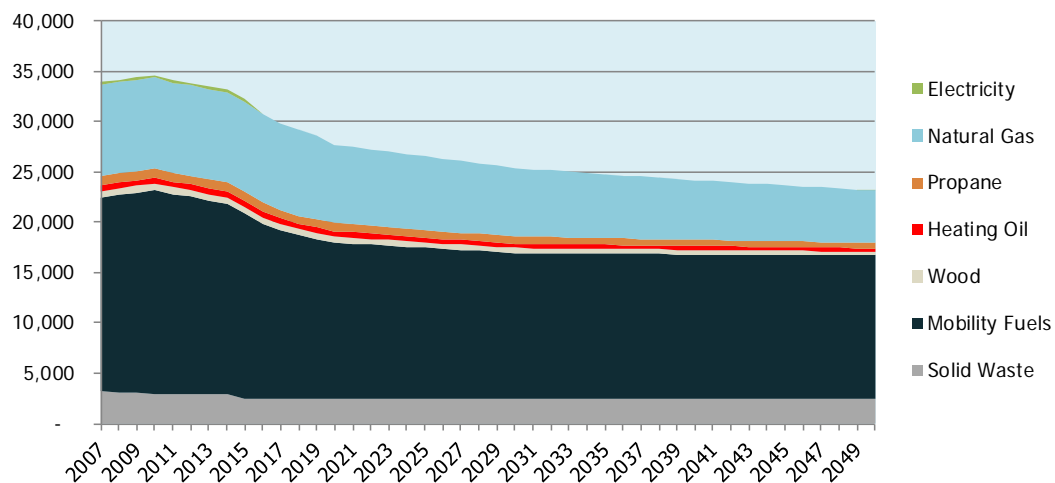


## GHGs by Fuels & Waste

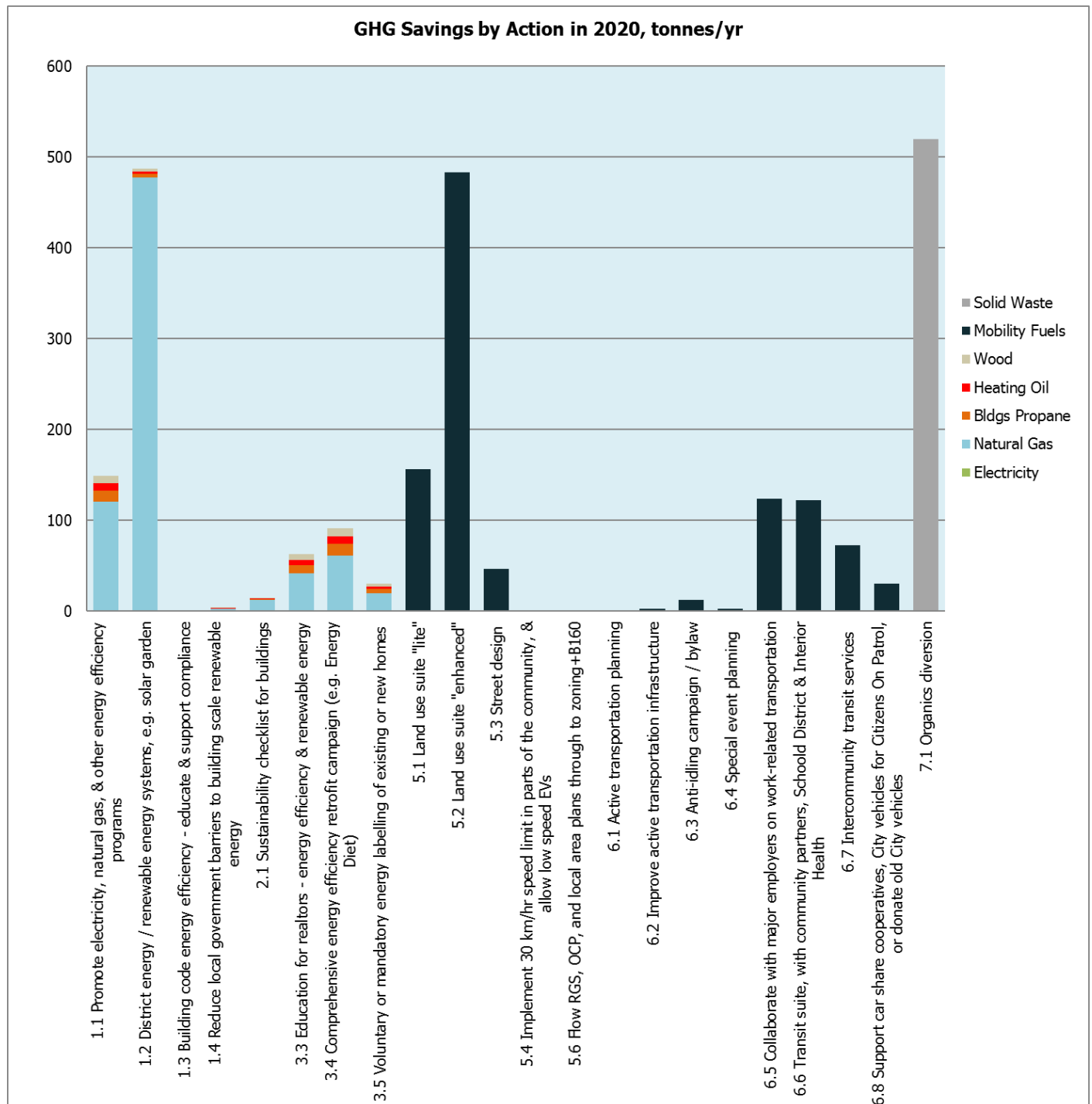
### BAU GHGs by Fuels & Waste, tonnes/year

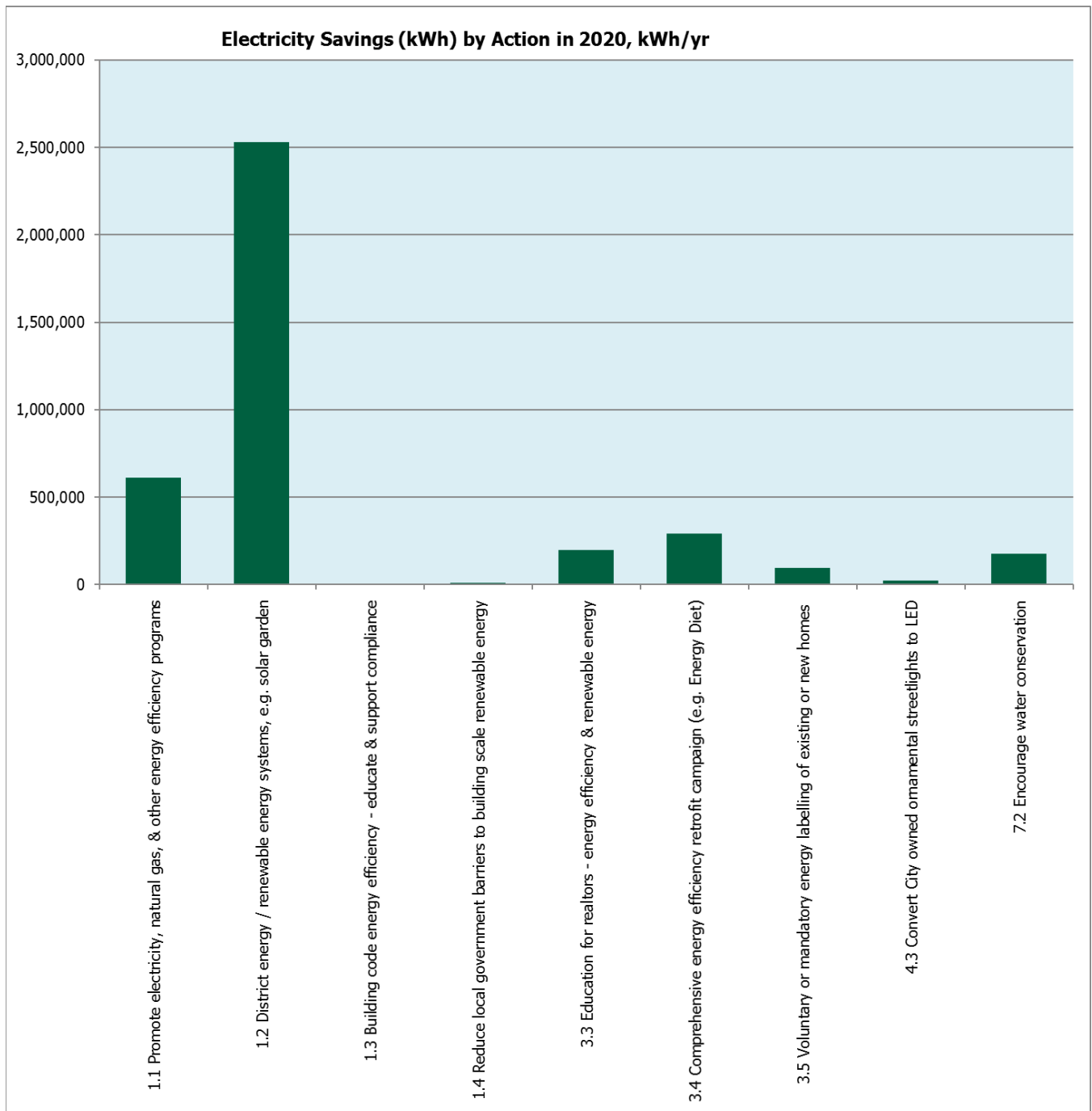


### Planned GHGs by Fuels & Waste, tonnes/year



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.

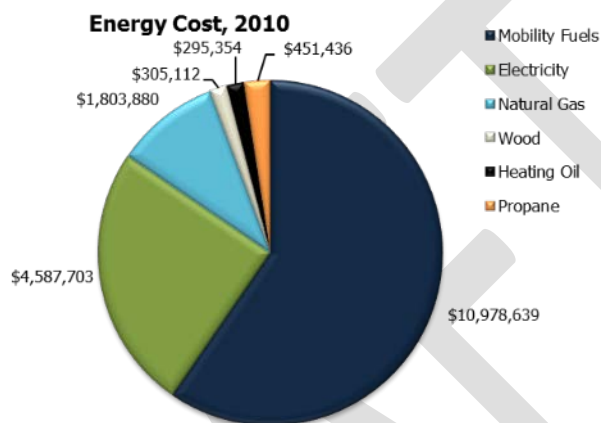




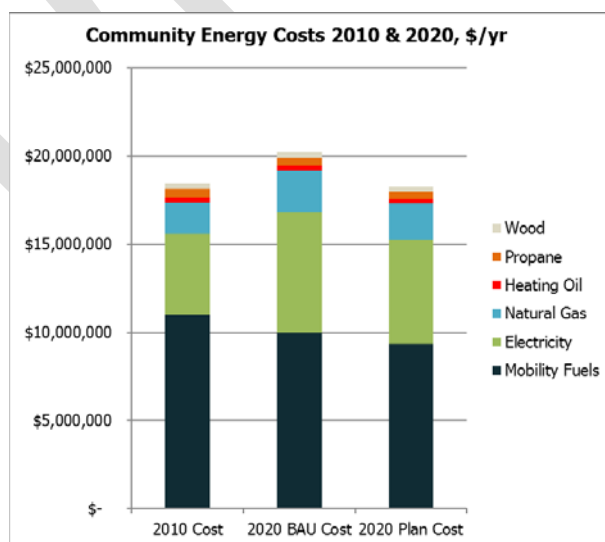
## Community Financial Savings

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.

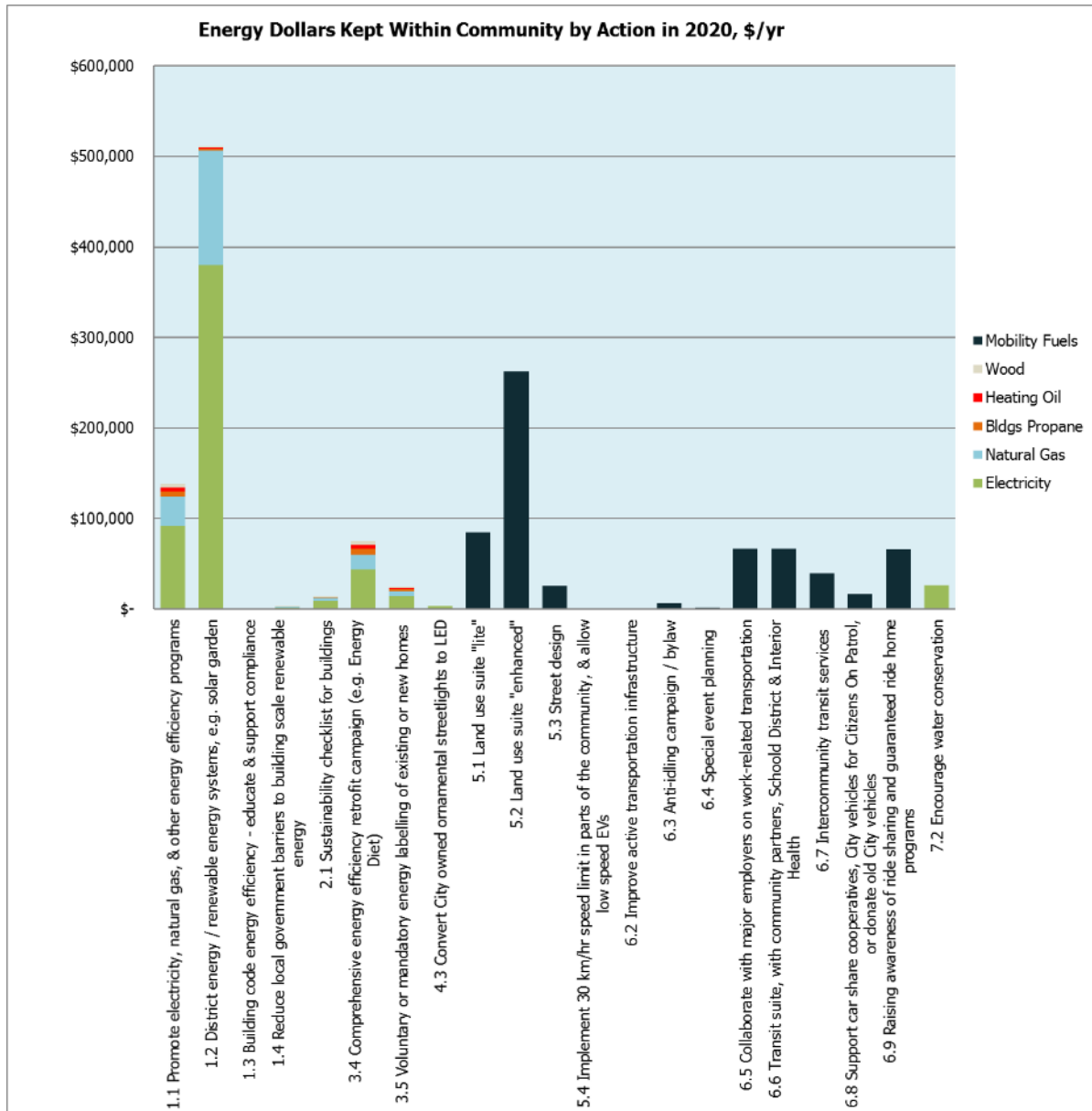
The following chart shows the approximately \$18.4 million (\$4,600 per capita) of Grand Forks community energy expenditures made in 2010, split by fuel type.



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).

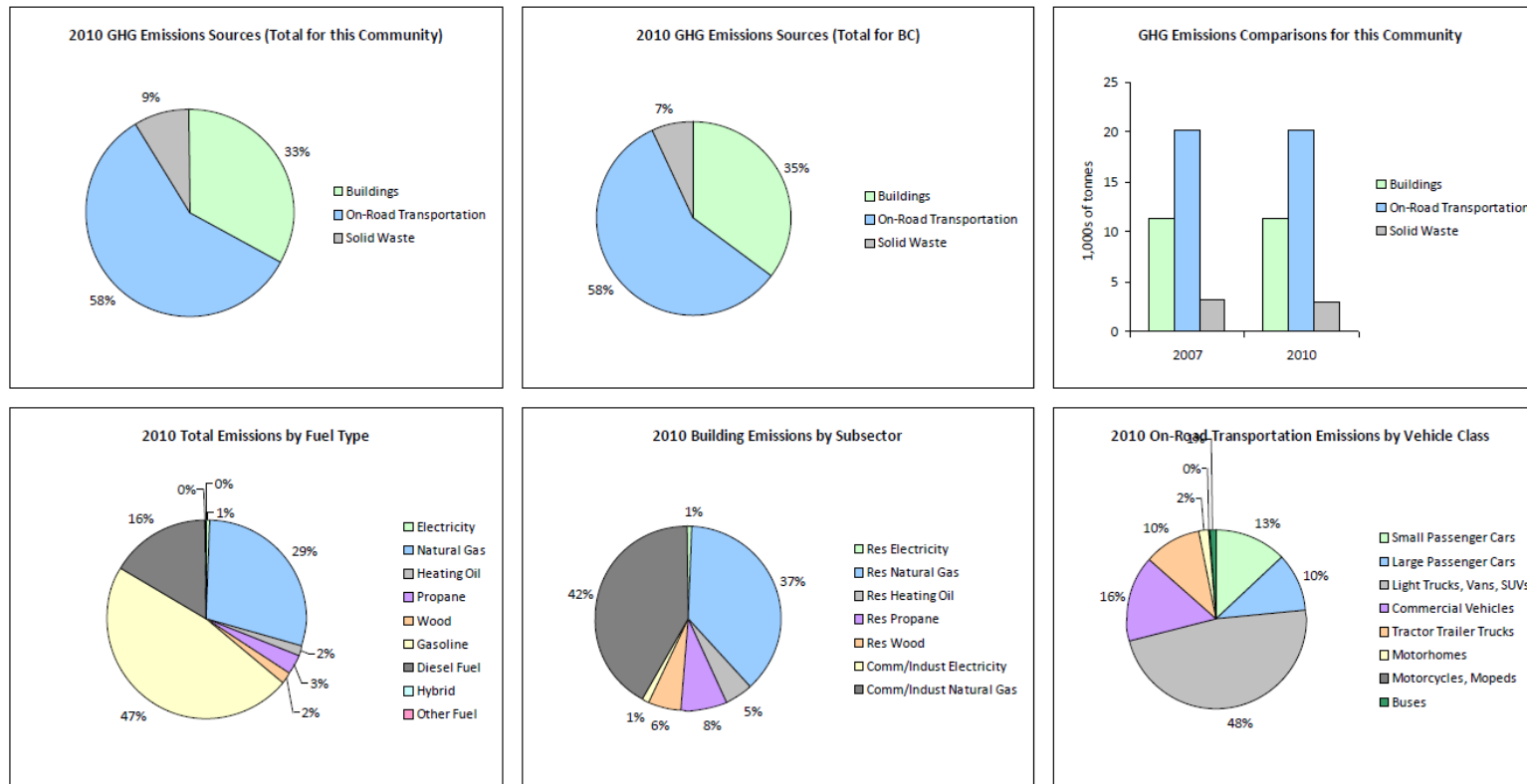


## Appendix 1 – 2010 Community Energy & Emissions Inventory for City of Grand Forks\*



**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*

Page 2 of 7  
February 20, 2014

**Core Items**

On-Road Transportation		2007					2010				
		Connections	Consumption	Avg VKT (km)	Energy (GJ)	CO2e (t)	Connections	Consumption	Avg VKT (km)	Energy (GJ)	CO2e (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			40,200	25,110	1,764			35,700	337	20
	Diesel Fuel	37	655,612 L	8,900	54	3	44	769,340 L	40,700	29,467	2,009
	Other Fuel								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					
<b>Totals</b>		<b>3,675</b>	<b>8,230,959 L</b>	<b>15,791</b>	<b>294,399</b>	<b>20,206</b>	<b>3,812</b>	<b>8,230,959 L</b>	<b>15,734</b>	<b>308,892</b>	<b>20,227</b>



**Grand Forks City**  
**2010 Community Energy and Emissions Inventory**  
*Monitoring and reporting on progress towards greenhouse gas emissions reduction targets*

Page 3 of 7  
 February 20, 2014

Buildings		2007				2010			
		Connections	Consumption	Energy (GJ)	CO2e (t)	Connections	Consumption	Energy (GJ)	CO2e (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)	CO2e (t)	Connections	Consumption	Energy (GJ)	CO2e (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)	CO2e (t)	Connections	Consumption	Energy (GJ)	CO2e (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*

Page 4 of 7  
 February 20, 2014

**Totals for Transportation, Buildings and Solid Waste**

Fuel Type	2007 (Population: 4,104)			2010 (Population: 3,998)		
	Consumption	Energy (GJ)	CO <sub>2</sub> e (t)	Consumption	Energy (GJ)	CO <sub>2</sub> e (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
<b>Grand Totals</b>		<b>697,262</b>	<b>34,797</b>		<b>709,659</b>	<b>34,637</b>

DRAFT

**Grand Forks City**  
**2010 Community Energy and Emissions Inventory**  
*Monitoring and reporting on progress towards greenhouse gas emissions reduction targets*

Page 5 of 7  
 February 20, 2014

### 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



**Grand Forks City**  
**2010 Community Energy and Emissions Inventory**  
*Monitoring and reporting on progress towards greenhouse gas emissions reduction targets*

Page 6 of 7  
 February 20, 2014

This page  
intentionally left  
blank

DRAFT





**Grand Forks City**  
**2010 Community Energy and Emissions Inventory**  
*Monitoring and reporting on progress towards greenhouse gas emissions reduction targets*

Page 7 of 7  
 February 20, 2014

### 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](mailto: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*

Page 8 of 7  
 February 20, 2014

## 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](mailto: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
<b>1.1 Promote electricity, natural gas, and other energy efficiency programs</b>	<p><b>Key Question:</b> This action is recommended unless there is a reason why it cannot be done.</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> Commercial = <math>a*b*c</math>, Residential = <math>d*e*f</math></p> <ul style="list-style-type: none"> <li>a. % of commercial customers reached</li> <li>b. % of reached commercial that implement</li> <li>c. average improvement from implementing</li> <li>d. % of residential customers reached</li> <li>e. % of those reached that implement</li> <li>f. average % improvement from implementing</li> </ul> <p>Example: <math>(a*b*c) = (90\% * 5\% * 30\%) = 1.4\%</math> (commercial buildings sector)  <math>(d*e*f) = (90\% * 5\% * 30\%) = 1.4\%</math> (residential buildings sector)</p>
<b>1.2 District energy / renewable energy systems</b>	<p><b>Key Question:</b> 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?</p> <p><b>Description:</b> 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.</p>
	<p><b>Calculation:</b> Existing Residential = <math>a*b*c</math>, New Residential = <math>a*d*c</math>  Existing Commercial = <math>c*f*g</math>, New Commercial = <math>e*f*h</math></p> <ul style="list-style-type: none"> <li>a. % of energy used for heating &amp; cooling for residential (77%)</li> <li>b. % of existing residential connected to DE</li> <li>c. % reduction of energy from DE for residential</li> <li>d. % of new residential connected to DE</li> <li>e. % of energy for heating and cooling in industrial/commercial/institutional (ICI)</li> <li>f. % reduction in heating / cooling from DE for ICI</li> <li>g. % of existing ICI connected to DE</li> <li>h. % of new ICI connected to DE</li> </ul> <p>Example: Energy improvements in indicated sectors:  <math>(a*b*c) = (77\% * 1\% * 66\%) = 0.3\%</math> (existing residential buildings sector)  <math>(a*d*c) = (77\% * 5\% * 66\%) = 2.5\%</math> (new residential buildings sector)  <math>(e*f*g) = (63\% * 66\% * 1\%) = 0.4\%</math> (existing commercial sector)  <math>(e*f*h) = (63\% * 66\% * 25\%) = 4.2\%</math> (new commercial sector)</p>



Action	Description
<b>1.3 Building code energy efficiency - educate &amp; support compliance</b>	<p><b>Key Question:</b> Would buildings be more energy efficient with enhanced building code enforcement and inspection, and if builders / developers have a better understanding of the code?</p> <p><b>Description:</b> Greening the Building Code is an ongoing provincial initiative, improving energy performance of new housing.</p> <p>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.</p> <p>Local governments can help fix this by:</p> <ul style="list-style-type: none"> <li>• Changing building inspection requirements or practices.</li> <li>• Increasing the number of Certified Energy Assessors.</li> <li>• Promoting educational sessions on the BC Building Code to builders / developers in their community. The Homeowner's Protection Office regularly runs such sessions.</li> </ul>
	<p><b>% Energy Savings Calculation:</b> New Residential = <math>a*b</math>, New Commercial = <math>c*d</math></p> <ul style="list-style-type: none"> <li>a. % new residential buildings captured by improved enforcement</li> <li>b. % improvement in new commercial buildings by energy type through better enforcement</li> <li>c. % new commercial buildings captured by improved enforcement</li> <li>d. % improvement in new residential buildings by energy type through better enforcement</li> </ul> <p>Example: <math>(a*b) = (80\% * 15\%) = 12\%</math> (new residential buildings)  <math>(c*d) = (80\% * 5\%) = 4\%</math> (new commercial buildings)</p>
<b>1.4 Reduce local government barriers to building scale renewable energy</b>	<p><b>Key Question:</b> What barriers are people aware of for building scale renewable energy systems?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> Residential = <math>a*b</math>, Commercial = <math>c*d</math></p> <ul style="list-style-type: none"> <li>a. % of homes that may install solar photovoltaics or other renewable energy systems per year</li> <li>b. % of annual electricity reduction for those properties that will be generated by those systems</li> <li>c. % of commercial buildings that may install solar photovoltaics or other renewable energy systems per year</li> <li>d. % of annual electricity reduction that will be generated by those systems</li> </ul> <p>Example: Energy improvements in indicated sectors:  <math>(a*b) = (0.1\% * 50\%) = 0.05\%</math> per year (residential buildings sector)  <math>(c*d) = (0.1\% * 10\%) = 0.01\%</math> per year (commercial sector)</p>

## 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
<b>2.1 Sustainability checklist for buildings</b>	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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.</p> <p>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.</p>
	<p><b>% Energy Savings Calculation:</b> New Buildings = <math>a*b*c</math>, Existing Buildings = <math>d*e*f</math></p> <ul style="list-style-type: none"> <li>a. % new buildings exposed to checklist</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> <li>d. % major renovations exposed to checklist</li> <li>e. % of existing buildings doing major renovations</li> <li>f. Average % impact by energy type for major renovations</li> </ul> <p>Example: <math>(a*b*c) = (90\%*10\%*15\%) = 1.4\%</math> new buildings  <math>(d*e*f) = (90\%*1\%*15\%) = 0.7\%</math> existing buildings</p>
<b>2.2 Create rezoning policy to achieve desired energy performance</b>	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new buildings covered by policy</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (30\% * 10\% * 30\%) = 0.9\%</math> for new buildings</p>

Action	Description
2.3 Review zoning bylaw for opportunities to encourage energy performance	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new homes covered by policy</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (100\% * 5\% * 20\%) = 1\%</math> for new homes</p>
2.4 Density bonus for energy performance	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new buildings covered by policy</li> <li>b. % of those in (a) that improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (25\% * 75\% * 25\%) = 4.7\%</math> for new buildings</p>
2.5 Expediting permit approvals to encourage energy performance	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new buildings covered by policy</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (25\% * 10\% * 25\%) = 0.6\%</math> for new buildings</p>

Action	Description
<b>2.6 Fee rebates to encourage improved energy performance</b>	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new houses covered by policy</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (100\% * 10\% * 20\%) = 2\%</math> for new homes</p>
<b>2.7 Revitalization tax exemption bylaw for buildings with improved energy performance</b>	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new buildings covered by policy</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (25\% * 10\% * 25\%) = 0.6\%</math> for new buildings</p>
<b>2.8 Development Cost Charge (DCC) reductions or waivers, for GHG's</b>	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new buildings covered by policy</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (5\% * 5\% * 25\%) = 0.1\%</math> for new buildings</p>
<b>2.9 Development Permit Area (DPA) - to enhance energy performance (e.g. orientation, landscaping)</b>	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new buildings covered by policy</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (10\% * 75\% * 20\%) = 1.5\%</math> for new buildings</p>

Action	Description
2.10 DPA - for on-site renewable energy	<p><b>Key Questions:</b> Is the community growing, and is the community interested in cutting edge policy?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new buildings covered by policy</li> <li>b. % of those in (a) who improve performance</li> <li>c. Average % impact in new buildings by energy type</li> </ul> <p>Example: <math>(a*b*c) = (10\% * 50\% * 66\%) = 3.3\%</math> for new buildings</p>

### 3. Residential Buildings

The following actions may be applicable to residential buildings.

Action	Description
<b>3.1 Sign on to solar-ready building code provision</b>	<p><b>Key Question:</b> This action should be considered.</p> <p><b>Description:</b> The Province of BC has developed a model solar-ready bylaw (<a href="http://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/the-codes/other-regulations/solar-hot-water-ready">link below</a>) 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.</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of new residential that is single family</li> <li>b. % of new residential that installs SHW</li> <li>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</li> </ul> <p>Example: <math>(a*b*c) = (60\% * 1\% * (30\% * 50\%)) = 0.1\%</math> for new residences</p>
<b>3.2 Education for developers – energy efficiency &amp; renewable energy</b>	<p><b>Key Question:</b> This action is recommended unless there is a compelling reason not to implement.</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of development community reached</li> <li>b. % of those in (a) who integrate energy improvements into their developments</li> <li>c. Average % impact by energy type of improvements</li> </ul> <p>Example: <math>(a*b*c) = (20\% * 10\% * 20\%) = 0.4\%</math> for new buildings</p>
<b>3.3 Education for realtors - energy efficiency &amp; renewable energy</b>	<p><b>Key Question:</b> This action should be considered.</p> <p><b>Description:</b> 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.</p>

Action	Description
	<p><b>% Energy Savings Calculation:</b> (a*b)</p> <p>a. % penetration into housing market b. Average % improvement in energy efficiency</p> <p>Example: (a*b) = (5% * 20%) = 1% for new &amp; existing homes</p>
<b>3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)</b>	<p><b>Key Questions:</b> 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?</p> <p><b>Description:</b> 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: <a href="http://communityenergy.bc.ca/download/947/">http://communityenergy.bc.ca/download/947/</a>. 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.</p>
	<p><b>% Energy Savings Calculation:</b> (a*b*c)</p> <p>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</p> <p>Example: (a*b*c) = (75% * 10% * 20%) = 1.5% for existing homes</p>

Action	Description
3.5 Voluntary or mandatory energy labelling of existing or new homes	<p><b>Key Questions:</b> 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?</p> <p><b>Description:</b> Local governments can encourage or mandate energy labelling of existing and/or new homes.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
	<p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of houses that will undergo assessments each year</li> <li>b. % of those in (a) that will improve energy efficiency</li> <li>c. Average % impact by energy type of improvements</li> </ul> <p>Example: <math>(a*b*c) = (5\% * 50\% * 20\%) = 0.5\%</math>, <i>per year</i></p>



Action	Description
3.6 Efficient wood stove program & bylaws	<p><b>Key Question:</b> Do many residents use inefficient wood fireplaces / stoves?</p> <p><b>Description:</b> 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.</p> <p>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.</p> <p>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.</p> <p>Many communities also hold workshops on clean &amp; safe operation of woodstoves.</p> <p>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).</p>
	<p><b>% Energy Savings Calculation:</b> (<i>for wood fuel only</i>) = (a*b)</p> <p>a. % of wood-stoves changed as a result of the program</p> <p>b. Average % improvement in efficiency per stove</p> <p>Example: (a*b) = (10% * 40%) = 4% for wood fuel for existing homes</p>
3.7 Helping people source wood fuel (e.g. from community forest)	<p><b>Key Question:</b> Do many residents struggle to source wood fuel for their stoves, at a reasonable price?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> (<i>all building energy types except wood fuel</i>)</p> <p>a. % of people who use the cheaper sourced wood fuel</p> <p>b. % decrease in use of other energy types</p> <p>Example: (a*b) = (5% * 10%) = 0.5% for existing buildings</p>

## 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	<p><b>Key Question:</b> Are there small and mid-sized businesses that are genuinely interested in conducting energy efficiency upgrades to help eliminate energy waste and improve profitability?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> for commercial sector buildings= (a*b)</p> <p>a. % of commercial sector that take up the offer</p> <p>b. % improvement in building energy efficiency as a result of participating in the program</p> <p>Example: (a*b) = (10% * 15%) = 1.5% for existing commercial buildings</p>
4.2 Encourage biomass heating through education or leading by example	<p><b>Key Question:</b> Is there a local or regional biomass supply that could be used for heating?</p> <p><b>Description:</b> 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.</p> <p>Local governments can encourage biomass heating through education or leading by example (biomass installations in local government buildings).</p> <p>Wood Waste 2 Rural Heat (<a href="http://www.woodwastetoruralheat.com">www.woodwastetoruralheat.com</a>) 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: <a href="http://communityenergy.bc.ca/?dln_download_category=heating">http://communityenergy.bc.ca/?dln_download_category=heating</a></p> <p>Further calculations available in "Option 1B: Project Profile Efficient Building Retrofits and Fuel Switching" at the 'how' tab of <a href="http://www.toolkit.bc.ca/carbon-neutral-government">www.toolkit.bc.ca/carbon-neutral-government</a>.</p>

Action	Description
	<p><b>% Emissions Savings Calculation</b> = <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of existing buildings that convert to biomass</li> <li>b. %of building GHG's associated with space heating</li> <li>c. %of heat load that biomass covers</li> </ul> <p>Example: <math>(a*b*c) = (10\%*70\%*80\%) = 5.6\%</math>, for commercial buildings</p>
<b>4.3 Convert local government owned streetlights to LED</b>	<p><b>Key Question:</b> This action is recommended unless there is a compelling reason not to implement.</p> <p><b>Description:</b> 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.</p>
	<p><b>% Emissions Savings Calculation</b> = <math>(a*b)</math> (<i>electricity only</i>)</p> <ul style="list-style-type: none"> <li>a. % of community commercial electricity consumption associated with local government owned streetlights</li> <li>b. % of reduction in electricity consumption</li> </ul> <p>Example: <math>(a*b) = (0.3\%*30\%) = 0.1\%</math>, for commercial electricity</p>

## 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
<b>5.1 Land use suite lite</b>	<p><b>Key Question:</b> Recommended for communities wherever politically practical.</p> <p><b>Description:</b> 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.</p> <p>Conservation covenants (such as through land trusts) may also be considered for agricultural lands or natural habitats.</p>
	<p><b>% Energy Savings Calculation:</b> for Light Duty Vehicle sector= <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of community in downtown</li> <li>b. Degree to which the area in (a) exhibits the full implementation of supportive land use</li> <li>c. % reduction in transportation emissions (see Background section for guidance on emissions reduction potential)</li> </ul> <p>Example: <math>(a*b*c) = (20\% * 20\% * 30\%) = 1.2\%</math> for LDV sector</p>
<b>5.2 Land use suite enhanced</b>	<p><b>Key Question:</b> Recommended for communities seeking significant GHG reductions</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of community covered by program</li> <li>b. Degree to which the area in (a) exhibits the full implementation of supportive land use</li> <li>c. % reduction in transportation emissions (see Background section for guidance on emissions reduction potential)</li> </ul> <p>Example: <math>(a*b*c) = (50\% * 25\% * 30\%) = 3.8\%</math> for LDV</p>

Action	Description
<b>5.3 Street design</b>	<p><b>Key Question:</b> This action is recommended for all communities unless there is a reason why it should not be implemented.</p> <p><b>Description:</b> 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.</p> <p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of community covered by program</li> <li>b. Degree to which the area in (a) exhibits the full implementation of supportive land use</li> <li>c. % reduction in transportation emissions (see Background section for guidance on emissions reduction potential)</li> </ul> <p>Example: <math>(a*b*c) = (5\% * 25\% * 30\%) = 0.4\%</math> for LDV</p>
<b>5.4 Implement 30 km/hr speed limit in parts of the community</b>	<p><b>Key Question:</b> Is a 30km/hr speed limit feasible in parts of the community?</p> <p><b>Description:</b> 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</p> <p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)/d</math></p> <ul style="list-style-type: none"> <li>a. Number of walking/cycling trips per year</li> <li>b. % of trips that would have been by car</li> <li>c. average walking/cycling trip length</li> <li>d. Total LDV vehicle kilometers travelled (VKT) (estimation can be derived from CEEI data)</li> </ul> <p>Example: <math>(a*b*c)/d = (36,500 * 20\% * 1.5) / 200,000,000 = 0.01\%</math> LDV emissions</p>
<b>5.5 Variable Development Cost Charges (DCC's) to encourage infill development</b>	<p><b>Key Question:</b> Is the community growing?</p> <p><b>Description:</b> 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.</p> <p><b>% Energy Savings Calculation:</b> <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % new developments covered by policy</li> <li>b. % of those in (a) who locate closer to existing infrastructure</li> <li>c. Average % reduction in trip distances achieved</li> </ul> <p>Example: <math>(a*b*c) = (100\% * 10\% * 25\%) = 2.5\%</math> reduction in vehicle emissions</p>

Action	Description
5.6 Flow RGS, OCP, and LAP through to zoning	<p><b>Key Question:</b> Recommended for all communities.</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> N/A – depends on OCP policies.</p>

## 6. Vehicle Transportation – Infrastructure & Collaboration

Action	Description
6.1 Active transportation planning	<p><b>Key Question:</b> This action is recommended for all communities considering transportation demand management.</p> <p><b>Description:</b> 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.</p>
	<p><b>Calculation:</b> N/A - this is a planning process which will not produce direct results itself, but may lead to projects that will produce savings.</p>
6.2 Improve active transportation infrastructure	<p><b>Key Question:</b> 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?</p> <p><b>Description:</b> 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).</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• % of non-recreational cyclists who would have driven, if they were not cycling: 50%.</li> <li>• Average BC cycling commuter distance: 5km each way, 10km return trip.</li> </ul>

Action	Description
	<p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)/d</math></p> <ul style="list-style-type: none"> <li>a. Number of active transportation trips/year</li> <li>b. % of trips that would have been by car</li> <li>c. average trip length</li> <li>d. Total LDV vehicle kilometers travelled (VKT) (estimation can be derived from CEEI data)</li> </ul> <p>Example: <math>(a*b*c)/d = (36,500 * 25\% * 4) / 200,000,000 = 0.02\%</math> LDV emissions</p>
<b>6.3 Anti-idling campaign / bylaw</b>	<p><b>Key Question:</b> Do a significant number of people idle vehicles in the community?</p> <p><b>Description:</b> Natural Resources Canada has the position that idling for over 10 seconds uses more fuel, costs more money, and produces more CO<sub>2</sub> emissions than restarting your engine. There can also be substantial air quality savings.</p> <p>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.</p> <p>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!".</p> <p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b)</math></p> <ul style="list-style-type: none"> <li>a. Estimated LDV fuel consumption from idling</li> <li>b. Estimated reduction from anti-idling activities</li> </ul> <p>Example: <math>(a*b) = (1\% * 10\%) = 0.1\%</math> LDV emissions</p> <p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)/d</math></p> <ul style="list-style-type: none"> <li>c. Number of cycling trips/year</li> <li>d. % of trips that would have been by car</li> <li>e. average cycling trip length</li> <li>f. Total LDV vehicle kilometers travelled</li> </ul> <p>Example: <math>(a*b*c)/d = (36,500 * 30\% * 5) / 200,000,000 = 0.03\%</math> LDV emissions</p> <p>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.</p>



Action	Description
6.4 Special event planning	<p><b>Key Question:</b> Are large special events planned?</p> <p><b>Description:</b> 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.</p>
	<p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of LDV travel associated with travel to/from event</li> <li>b. % of travel population in (b) affected by action</li> <li>c. Average % reduction in vehicle kilometers travelled by population in (c)</li> </ul> <p>Example: <math>(a*b*c) = (1\% * 20\% * 10\%) = 0.002\%</math> LDV sector</p>
6.5 Collaborate with major employers on work-related transportation	<p><b>Key Question:</b> Is there a major employer(s) in the community?</p> <p><b>Description:</b> Collaboration with major employers such as industries, schools and hospitals can uncover opportunities to reduce commuting-related transportation emissions.</p> <p>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.</p>
	<p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of LDV travel associated with travel to/from employer/institution</li> <li>b. % of travel population in (a) affected by action</li> <li>c. Average % reduction in vehicle kilometers travelled by population in (b)</li> </ul> <p>Example: <math>(a*b*c) = (10\% * 50\% * 20\%) = 1.0\%</math> LDV emissions</p>

Action	Description
6.6 Transit suite	<p><b>Key Question:</b> Are there major trip destinations beyond 8km that are not sufficiently served by transit?</p> <p><b>Description:</b> 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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Many factors affect transit deployment, key ones being residential density and form.</p> <p><b>% Energy Savings Calculation:</b> for LDV sector = (a*b)</p> <p>a. % of population affected by transit measures (within approx. 400 meters of stops)</p> <p>b. Average % reduction in vehicle kilometers traveled for population in (b)</p> <p>Example: = (20% * 5%) = 1% LDV emissions</p>
6.7 Intercommunity transit services	<p><b>Key Question:</b> Is there significant inter-community travel?</p> <p><b>Description:</b> 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.</p> <p>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.</p> <p>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.</p>

Action	Description
	<p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of population affected by inter-community transit</li> <li>b. % of VKT related to inter-community travel</li> <li>c. % of LDV trips avoided</li> </ul> <p>Example: = <math>(60\% * 10\% * 10\%) = 0.6\%</math> LDV emissions</p>
<b>6.8 Support car share cooperatives</b>	<p><b>Key Question:</b> Is there a sizeable population within walking distance of a potential shared vehicle?</p> <p><b>Description:</b> 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).</p>
	<p><b>% Energy Savings Calculation:</b> for LDV sector = <math>(a*b*c)</math></p> <ul style="list-style-type: none"> <li>a. % of population near potential car share co-op space</li> <li>b. % of (a) that would use the service</li> <li>c. % reduction in their LDV trips</li> </ul> <p>Example: = <math>(50\% * 5\% * 10\%) = 0.3\%</math> LDV emissions</p>
<b>6.9 Raising awareness of ride sharing and guaranteed ride home programs</b>	<p><b>Key Question:</b> Are there major trip destinations beyond 8km that are not sufficiently served by transit?</p> <p><b>Description:</b> Carpooling is a simple way for local governments to begin TDM while saving money, reducing congestion and conserving energy along the way.</p> <p>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 <a href="http://www.kootenayrideshare.com">www.kootenayrideshare.com</a>.</p> <p>"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.)</p> <p>Other ride sharing services exist, including Hitch Planet, Jack Bell, and people posting messages on websites such as Kijiji.</p> <p>Local governments can promote these services.</p>
	<p><b>% Energy Savings Calculation:</b> for LDV sector= <math>(a*b)</math></p> <ul style="list-style-type: none"> <li>a. % of population affected by ride-share</li> <li>b. Average % reduction in vehicle kilometers traveled for population in (b)</li> </ul> <p>Example: = <math>(10\% * 10\%) = 1\%</math> LDV emissions</p>

Action	Description
<b>6.10 Low carbon and electric vehicle fuelling / charging stations</b>	<p><b>Key Question:</b> Can adequate resources be allocated to implement these recommended actions?</p> <p><b>Description:</b> 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.</p> <p>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.</p> <p>There are several specific actions all local governments can take to prepare for low carbon and electric vehicles.</p> <ul style="list-style-type: none"> <li>• Sign on to provincial 'EV-Ready' bylaw if &amp; when it is available. Analysis indicates 80% of charging will be done at home.</li> <li>• Include EV charging infrastructure in sustainability guidelines</li> <li>• Ensure permitting processes (for renovations particularly) are set up to smoothly address electric vehicle charging infrastructure</li> <li>• Consider low carbon vehicles (see action 4.3) and electric vehicles for the local government fleet to demonstrate the viability of the technology</li> <li>• Set up charging stations at highly visible locations, preferably where there are many amenities (e.g. downtown)</li> </ul> <p>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.</p> <p><b>% Emissions Savings Calculation:</b> 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.</p>
<b>6.11 Electric vehicle &amp; e-bike awareness event</b>	<p><b>Key Question:</b> Are there electric vehicles in or near the local community, e.g. being sold by local businesses?</p> <p><b>Description:</b> 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.</p> <p><b>% Emissions Savings Calculation:</b> N/A – unqualifiable at this time</p>

Action	Description
6.12 Natural Gas Vehicle Collaboration	<p><b>Key Question:</b> Are there heavy-duty fleets that could refuel where local government fleets refuel?</p> <p><b>Description:</b> 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.</p> <p>Further calculations available in “Option 1A: Project Profile Low Emissions Vehicles” at the ‘how’ tab of <a href="http://www.toolkit.bc.ca/carbon-neutral-government">www.toolkit.bc.ca/carbon-neutral-government</a>.</p>
	<p><b>% Energy Savings Calculation</b> = <math>(a/b)*c</math>, where:</p> <ul style="list-style-type: none"> <li>a. Number of heavy duty vehicle-kilometers traveled from vehicles converting to natural gas</li> <li>b. Total number of heavy duty vehicle-kilometers traveled</li> <li>c. % difference in emissions from original configuration to natural gas configuration (efficiency and carbon intensity)</li> </ul> <p>Example: <math>(a/b)*c = (10,000/100,000) * 30\% = 3\%</math> of emissions from existing heavy duty commercial vehicles</p>

## 7. Waste

Action	Description
<b>7.1 Organics diversion</b>	<p><b>Key Question:</b> Is a significant amount of organics going to landfill that could be economically diverted?</p> <p><b>Description:</b> GHG emissions from landfills are primarily from the decomposition of buried organics. Create a comprehensive composting program:</p> <ul style="list-style-type: none"> <li>• Encourage grass swapping and back-yard composting.</li> <li>• Create a public compost pick-up site and program.</li> <li>• Support existing and new capacity for reusable resources, including Free Swaps, Share Sheds, free-store for unwanted goods, and building materials depot.</li> </ul> <p>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.</p> <p>Further calculations available in “Option 1D: Project Profile Household Organic Waste Composting” at the ‘how’ tab of <a href="http://www.toolkit.bc.ca/carbon-neutral-government">www.toolkit.bc.ca/carbon-neutral-government</a></p> <hr/> <p><b>% Energy Savings Calculation for municipal solid waste sector:</b> = (a – c) * b</p> <p>a. % of landfill GHG’s from organics  b. % of organics diverted annually  c. Average % of emissions over planning period (to 2050?) from organics currently in landfill under BAU scenario</p> <p>Example: (a – c) * b = (80% - 25%) * 10% = 35% waste emissions</p>
<b>7.2 Encourage water conservation</b>	<p><b>Key Question:</b> Could the community benefit if water consumption was reduced?</p> <p><b>Description:</b> 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.</p> <p>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.</p> <p>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.</p>

Action	Description
	<p><b>% Emissions Savings Calculation</b> = (a*b) (<i>electricity only</i>)</p> <p>a. % of community commercial electricity consumption associated with water and wastewater treatment and pumping (8% for Cache Creek, 6% for Lumby)</p> <p>b. % of reduction in electricity consumption</p> <p>Example: (a*b) = (7%*10%) = 0.7%, for commercial electricity</p>
<b>7.3 Support local food production, e.g. farmers markets, community gardens, community greenhouse</b>	<p><b>Key Question:</b> Is there local interest in growing your own food, and is it feasible locally?</p> <p><b>Description:</b> 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.</p> <p>Examples: community greenhouse in Invermere, food forest at a Regional District of Central Okanagan park.</p>
	<p><b>% Emissions Savings Calculation:</b> N/A – unqualifiable at this time. Will vary between communities.</p>

## 8. Enabling Actions

Action	Description
<b>8.1 Review land use &amp; transportation plans / policies for SCEEP incorporation</b>	<p><b>Key Question:</b> Recommended for all communities.</p> <p><b>Description:</b> It can be necessary or helpful to review land use &amp; 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.</p>
	<p><b>Calculation:</b> This enabling action does not have direct impacts itself, however it may help achieve results from other actions.</p>
<b>8.2 Organizational structure for climate action</b>	<p><b>Key Questions:</b> 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?</p> <p><b>Description:</b> 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:</p> <ul style="list-style-type: none"> <li>• Who makes which decisions regarding climate action?</li> <li>• Who is expected to do what and how are they held accountable?</li> <li>• What new / different communication / planning is required (sewer or road work and district energy)?</li> <li>• 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? ...)</li> <li>• How will capital, operating and human resource elements of the SCEEP be funded?</li> </ul>
	<p><b>Calculation:</b> This enabling action does not have direct impacts itself, however it may be critical to achieving results from other actions.</p>
<b>8.3 Establish a regional energy cooperative</b>	<p><b>Key Question:</b> Is there strong interest in clean energy in the community?</p> <p><b>Description:</b> 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.</p>
	<p><b>Calculation:</b> 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.</p>



Action	Description												
8.4 Identify green economy opportunities	<p><b>Key Question:</b> This enabling action is recommended to all local governments who want to achieve economic development / diversification benefits from climate action.</p> <p><b>Description:</b> 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.</p> <p>A guide to achieving economic development potential of climate action is <i>Clean Energy for a Green Economy</i> available at <a href="http://communityenergy.bc.ca/?dln_download_category=economics">http://communityenergy.bc.ca/?dln_download_category=economics</a></p>												
	<p><b>Calculation:</b> This enabling action will assist in moving other actions forward.</p>												
8.5 Leverage local government assets to create expertise and community-wide change	<p><b>Key Question:</b> Are actions being taken in local government (LG) operations that could be leveraged to support community-wide action?</p> <p><b>Description:</b></p> <table><tr><th></th><th>LG Action</th><th>Community Opportunities</th></tr><tr><td rowspan="3">Buildings</td><td><ul style="list-style-type: none"><li>- District energy systems</li><li>- Building energy efficiency retrofits</li><li>- New green buildings</li></ul></td><td><p><b>Awareness:</b> 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.</p><p><b>Association:</b> Visible actions that others are implementing clean energy and conservation.</p><p><b>Action:</b> 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.</p></td></tr><tr><td rowspan="2">Fleet</td><td><ul style="list-style-type: none"><li>- Biofuels</li><li>- Hybrids / EV's</li></ul></td><td><p><b>Agency:</b> Improved access to fuels and mechanics who can service biofuel, hybrid, or electric vehicles.</p></td></tr><tr><td>Other</td><td><ul style="list-style-type: none"><li>- Carbon neutral actions</li></ul></td><td><p><b>Awareness and Association:</b> 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.</p></td></tr></table>		LG Action	Community Opportunities	Buildings	<ul style="list-style-type: none"><li>- District energy systems</li><li>- Building energy efficiency retrofits</li><li>- New green buildings</li></ul>	<p><b>Awareness:</b> 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.</p> <p><b>Association:</b> Visible actions that others are implementing clean energy and conservation.</p> <p><b>Action:</b> 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.</p>	Fleet	<ul style="list-style-type: none"><li>- Biofuels</li><li>- Hybrids / EV's</li></ul>	<p><b>Agency:</b> Improved access to fuels and mechanics who can service biofuel, hybrid, or electric vehicles.</p>	Other	<ul style="list-style-type: none"><li>- Carbon neutral actions</li></ul>	<p><b>Awareness and Association:</b> 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.</p>
		LG Action	Community Opportunities										
	Buildings	<ul style="list-style-type: none"><li>- District energy systems</li><li>- Building energy efficiency retrofits</li><li>- New green buildings</li></ul>	<p><b>Awareness:</b> 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.</p> <p><b>Association:</b> Visible actions that others are implementing clean energy and conservation.</p> <p><b>Action:</b> 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.</p>										
		Fleet	<ul style="list-style-type: none"><li>- Biofuels</li><li>- Hybrids / EV's</li></ul>	<p><b>Agency:</b> Improved access to fuels and mechanics who can service biofuel, hybrid, or electric vehicles.</p>									
			Other	<ul style="list-style-type: none"><li>- Carbon neutral actions</li></ul>	<p><b>Awareness and Association:</b> 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.</p>								
	<p><b>Calculation:</b> Impacts of these enabling actions are highly dependent on specific actions planned for local government operations.</p>												

Action	Description
8.6 Long-term, deep community engagement (culture change)	<p><b>Key Question:</b> Do the other actions identified fall short of the desired change?</p> <p><b>Description:</b> Overall, the purpose of social mobilization for British Columbia climate action is to:</p> <ol style="list-style-type: none"> <li>1. Engage residents in developing and implementing climate solutions through collective, 'bottom-up', informal, organizational and institutional initiatives.</li> <li>2. Change collective behaviour to reduce carbon footprints.</li> <li>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.</li> <li>4. Build capacity and resilience to plan and respond to climate change adaptation and mitigation.</li> </ol> <p>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:</p> <p><i>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.</i></p> <p>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 marketing (Dietz, T., Gardner, G. T., Gilligan, J., Stern, P. C., Vandenberg, M. P.: Household actions can provide a behavioural wedge to rapidly reduce U.S. carbon emissions, in <i>Proceedings of the National Academy of Sciences</i>, 106: 44, 18452-18456, 2009).</p>
	<p><b>Calculation:</b> Impacts can be substantial but are highly dependent on the specific program implemented.</p>

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Development & Engineering Services

**Date:** June 13, 2016

**Subject:** Sustainable Community Plan and Zoning Bylaw Update

**Recommendation:** **RESOLVED THAT** Council directs 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.

---

## 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, 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



# REQUEST FOR DECISION

— REGULAR MEETING —



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



# REQUEST FOR DECISION

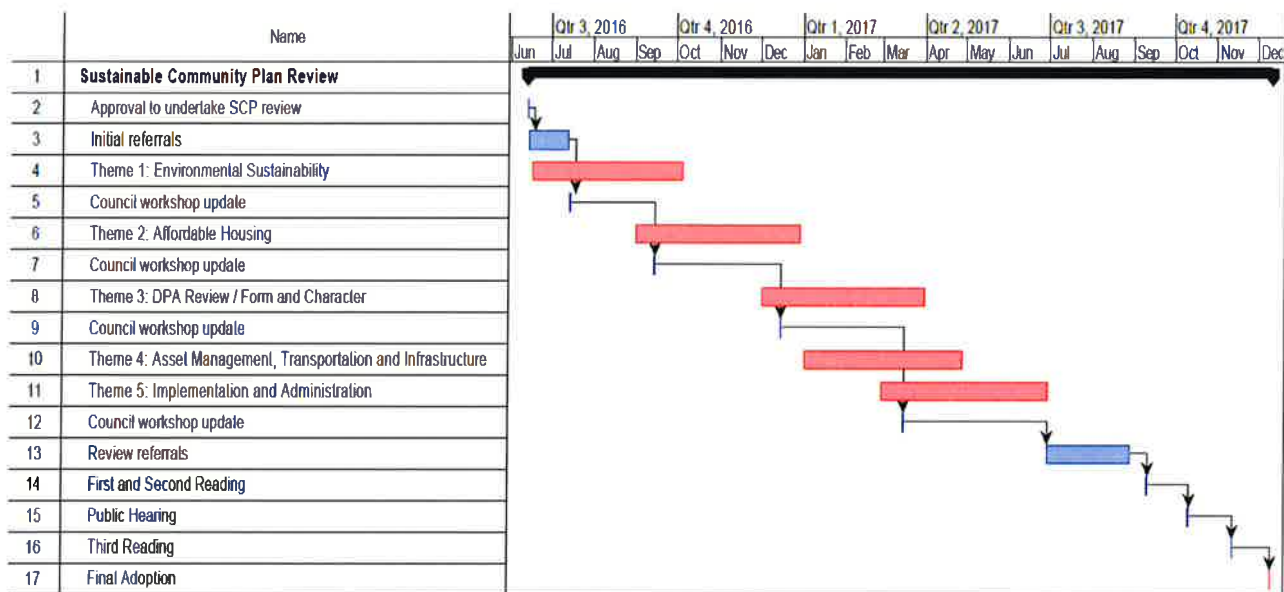
— REGULAR MEETING —



## 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

— REGULAR MEETING —



## 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** Council directs 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.

---

---

**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.

---

	
Department Head or CAO	Chief Administrative Officer





# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Development & Engineering Services

**Date:** June 13, 2016

**Subject:** Approval to proceed with applying for grant funding.

**Recommendation:** **RESOLVED THAT** Council support staff proceeding with preparing and submitting an application for the Canada 150 Community Infrastructure Program with the 50% portion of funds, ~\$40,000, required of the City coming from Capital Reserves and Donations.

---

**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 150<sup>th</sup> 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 150<sup>th</sup> 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.



# REQUEST FOR DECISION

— REGULAR MEETING —



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.





# REQUEST FOR DECISION

— REGULAR MEETING —



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

---



**Recommendation: RESOLVED THAT** Council support staff proceeding with preparing and submitting an application for the Canada 150 Community Infrastructure Program with the 50% portion of funds, ~\$40,000, required of the City coming from Capital Reserves and Donations.

---

**OPTIONS:**

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

---

	
Department Head or CAO	Chief Administrative Officer





## 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, gymnasias, 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 will 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);
- Gymnasiums;
- 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



**DATE :** June 13, 2016

**TO:** Mayor and Council

**FROM:** Chief Administrative Officer

**SUBJECT:** Appointment of Positions

---

During the absence of the Corporate Officer, as part of succession planning, the Chief Administrative Office is appointing the Deputy Corporate Officer, Sarah Winton, to the role of the Acting Corporate Officer.

To assist the Acting Corporate Officer Sarah Winton, again as part of succession planning, the Chief Administrative Office appoints Daniel Drexler to the role of Acting Deputy Corporate Officer.

These appointments are established as part of the City of Grand Forks Officers and Employees Bylaw No. 1623 and the Delegation Bylaw No. 1831.



# MEMORANDUM



**DATE : June 13, 2016**  
**TO : Mayor & Council**  
**FROM : Chief Financial Officer**  
**SUBJECT : Slag Fund Reserve**

---

Mayor & Council;

Please find attached the activity in the Slag Reserve Fund from 1977 to year end 2015 as requested by Council at the May 30<sup>th</sup> Regular Meeting.

The balance on the attached listing matches the balance in the Slag Reserve Fund as per the 2015 Audited Financial Statements, note 12.

Respectfully submitted,

Roxanne Shepherd  
Chief Financial Officer

City of Grand Forks			
Appropriations from Slag Sales Reserve Fund			
<b>PROJECTS</b>		Amount	
<b>1977 - 2002</b>			
	Fire pumper	\$ 30,369	
	Renovations to City Hall	\$ 550,000	
	Public Library	\$ 420,000	
	Knowledge Network	\$ 45,000	
	Roads, ball fields, Fire Hall	\$ 800,000	
	Fire Hall completion	\$ 70,000	
	Public Works facility	\$ 490,000	
	Aquatic Centre	\$ 900,000	
	Upgrade James Donaldson Park	\$ 180,000	
	Roads and sidewalks	\$ 500,000	
	68th Avenue Bridge	\$ 415,479	
	Economic Development Officer position (1 year)	\$ 15,000	
	Fire pumper	\$ 250,000	
	Street sweeper	\$ 154,000	
	Waterline extension into Johnson Flats	\$ 140,400	
	North Side Trunk Sewer extension	\$ 120,000	
	Waste Water Treatment Plan	\$ 758,054	
	Paving	\$ 168,618	
	Combination fire truck	\$ 260,693	
	Bradford Enercon property purchase	\$ 1,500,000	
	Paving	\$ 90,000	
	Sewer capital projects	\$ 526,478	
	Babe Ruth Baseball Training Facility	\$ 25,000	
	Standby electric generator	\$ 80,000	
	BMX Track	\$ 15,000	
	Airport upgrade	\$ 500,000	
	General Capital Projects	\$ 17,100	
	Granby Lift Station	\$ 90,424	
	Fire Truck/Rescue Vehicle	\$ 325,000	
	Bleachers, ground master, warning track (Donaldson)	\$ 59,245	
	Skateboard Park	\$ 9,000	
	<b>Total Projects to December 31, 2002</b>	\$ 9,504,860	
	<b>SLAG FUND BALANCE AT YEAR END 2002</b>		\$ 1,803,303
	2003 Projects		
	Provincial Courthouse	\$ (165,000)	
	Lease Equipment Buy out	\$ (151,036)	
	City Hall Renovations	\$ (215,000)	
	INTEREST	\$ 55,873	
	Contribution to reserve - Slag royalties	\$ 258,412	
	Adjustment - to reserve - projects under budget	\$ 102,801	\$ (113,950)
	<b>SLAG FUND BALANCE AT YEAR END 2003</b>		\$ 1,689,353
	2004 Projects		
	City Hall Renovations	\$ (86,303)	
	Council Furniture	\$ (16,821)	
	Skid Steere	\$ (34,604)	
	Valley Heights Drive	\$ (223,263)	

	Crack Sealing	\$ (18,907)	
	Sidewalks	\$ (12,826)	
	Parks	\$ (15,629)	
	Other	\$ (10,347)	
	INTEREST	\$ 39,804	
	Contribution to reserve - Slag royalties	\$ 234,939	
	Adjustment - to reserve - projects under budget	\$ 51,301	\$ (92,656)
<b>SLAG FUND BALANCE AT YEAR END 2004</b>			\$ 1,596,697
2005 Projects			
	Paving	\$ (247,207)	
	Bridge	\$ (8,574)	
	Sidewalks	\$ (82,665)	
	INTEREST	\$ 46,539	
	Contribution to reserve - Slag royalties	\$ 293,309	
	Adjustment - to reserve - projects under budget	\$ 18,333	\$ 19,735
<b>SLAG FUND BALANCE AT YEAR END 2005</b>			\$ 1,616,433
2006 Projects			
	Computer Network & Office Equipment	\$ (72,735)	
	Flat Deck W Sander Unit #18	\$ (57,899)	
	Stump Grinder	\$ (10,689)	
	Capital Paving	\$ (44,080)	
	City Park Irrigation Line	\$ (38,796)	
	INTEREST	\$ 71,577	
	Contribution to reserve - Slag royalties	\$ 277,511	\$ 124,890
<b>SLAG FUND BALANCE AT YEAR END 2006</b>			\$ 1,741,322
2007 Projects			
	Computer Network & Office Equipment	\$ (49,954)	
	Dump / Sander Unit 31	\$ (71,934)	
	Public Works Security & Equipment	\$ (10,994)	
	City Park Campground	\$ (135,909)	
	Stage, Info Centre and Arts Culture Design	\$ (24,853)	
	Town Square	\$ (100,685)	
	Downtown & Riverwalk Lighting	\$ (213,260)	
	Trails	\$ (4,800)	
	INTEREST	\$ 79,769	
	Contribution to reserve - Slag royalties	\$ 296,849	
	Adjustment - to reserve - projects under budget	\$ 16,240	\$ (219,532)
<b>SLAG FUND BALANCE AT YEAR END 2007</b>			\$ 1,521,790
2008 Projects			
	Town Square	\$ (223,082)	
	Historical Courthouse	\$ (443,354)	
	INTEREST	\$ 44,797	
	Contribution to reserve - Slag royalties	\$ 298,320	\$ (323,319)
<b>SLAG FUND BALANCE AT YEAR END 2008</b>			\$ 1,198,471
2009 Projects			
	no appropriations	\$ -	
	Grant received for Historical Courthouse (2008)	\$ 10,132	

	INTEREST	\$ 7,739	
	Contribution to reserve - Slag royalties	\$ 249,961	\$ 267,832
<b>SLAG FUND BALANCE AT YEAR END 2009</b>			\$ 1,466,303
2010 Projects			
	RinC and LocalMotion Multi-Use Pathways	\$ (712,000)	
	INTEREST	\$ 14,237	
	Contribution to reserve - Slag royalties	\$ 261,193	\$ (436,570)
<b>SLAG FUND BALANCE AT YEAR END 2010</b>			\$ 1,029,734
2011 Projects			
	no appropriations	\$ -	
	INTEREST	\$ 17,983	
	Contribution to reserve - Slag royalties	\$ 269,940	\$ 287,924
<b>SLAG FUND BALANCE AT YEAR END 2011</b>			\$ 1,317,657
2012 Projects			
	Slag Pile work	\$ (12,535)	
	INTEREST	\$ 19,397	
	Contribution to reserve - Slag royalties	\$ 271,121	\$ 277,982
<b>SLAG FUND BALANCE AT YEAR END 2012</b>			\$ 1,595,639
2013 Projects			
	City Signage	\$ (68,530)	
	Back up Server	\$ (64,931)	
	Crack Sealing Project	\$ (89,674)	
	Trans Canada Trail project	\$ (117,061)	
	Downtown Beautification	\$ (290,694)	
	Groundwater Protection Plan	\$ (39,286)	
	INTEREST	\$ 22,673	
	Contribution to reserve - Slag royalties	\$ 247,284	\$ (400,219)
<b>SLAG FUND BALANCE AT YEAR END 2013</b>			\$ 1,195,420
2014 Projects			
	Slag Remediation	\$ (54,908)	
	Downtown Beautification	\$ (164,549)	
	Adjust - add back 2013 Crack Sealing	\$ 89,674	
	Adjust - add back 2013 Groundwater Protection	\$ 39,286	
	INTEREST	\$ 19,188	
	Contribution to reserve - Slag royalties	\$ 235,063	\$ 163,755
<b>SLAG FUND BALANCE AT YEAR END 2014</b>			\$ 1,359,175
2015 Projects			
	JD Bleachers	\$ (25,000)	
	Spray Park	\$ (152,374)	
	INTEREST	\$ 16,289	
	Contribution to reserve - Slag royalties	\$ 246,721	\$ 85,636
<b>SLAG FUND BALANCE AT YEAR END 2015</b>			\$ 1,444,811
	as per note 12 of 2015 financial statements		

# Climate Action Revenue Incentive (CARIP) Public Report for 2015

**Local Government:**  
**CORPORATION OF THE CITY OF GRAND FORKS**

**Report Submitted by:**  
**Name:** R Shepherd  
**Role:** Chief Financial Officer  
**Email:** [rshepherd@grandforks.ca](mailto:rshepherd@grandforks.ca)  
**Phone:** 250-442-8266

**Date:** May 31, 2016



The Corporation of the City of Grand Forks has completed the 2015 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2015 and proposed for 2016 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality. There is also an opportunity to report on climate adaptation actions.

**FILE CODE**  
*2015 Climate Action  
C1- Revenue Incentive  
Program Public Report  
(CARIP)*

## 2015 BROAD PLANNING ACTIONS

### Broad Planning Actions

Broad planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2015	
	Continued implementing broad sustainability policies in the Sustainable Community Plan, including SCP target of reducing GHG emissions at 33% below 2007 levels by 2030.
Community-Wide Actions Proposed for 2016	
	Strategic Community Energy and Emissions Plan with Community Energy Association
	Engagement with community on smart growth, natural area protection, energy efficiency, and other sustainability issues being addressed in the Sustainable Community Plan and Zoning Bylaw update
	Begin developing sustainability checklists for developments in community

Corporate Actions Taken in 2015	
	Began researching options for supporting eco-homes and tiny homes for incorporation in the renewal of the Sustainable Community Plan and Zoning Bylaw
	Began identifying issues for renewal of Sustainable Community Plan, including Protected Natural Areas, Aquifer Protection, Natural Capital, small homes, urban agriculture / food security, and other issues
	2015-2019 Strategic Plan incorporating multiple sustainability components
Corporate Actions Proposed for 2016	
	Opening up the SCP and expanding the environment and sustainability policies and zoning bylaw (smart growth)
	Incorporate energy efficiency and sustainability criteria in all infrastructure and capital projects
	Continued implementation of Strategic Plan sustainability actions



Snapshot Questions	
Are GHG reduction targets are included in your local government's Official Community Plan or Regional Growth Strategy?	Yes
Are you familiar with the Community Energy and Emission Inventory (CEEI)?	Yes
Does your local government use the Community Energy and Emissions Inventory (CEEI) to measure progress?	Yes
Which of the following does your local government use to guide climate action implementation?	
• Community Energy and Emissions (CEE) Plan	Yes
• Climate Action Plan	No
• Integrated Community Sustainability Plan	No
• Official Community Plan (OCP)	Yes
• Regional Growth Strategy (RGS)	No
• Other:	No
Does your local government have a climate action reserve fund?	Yes
Does your local government have a Corporate Climate Action Plan?	No

## 2015 BUILDINGS AND LIGHTING ACTIONS

### Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2015	
	Ongoing: promoting electricity, natural gas and other energy efficiency programs
	Ongoing: educating and supporting compliance on building code energy efficiency
Community-Wide Actions Proposed for 2016	
	Planning to consider options for supporting tiny home, small house and eco-home developments in Sustainable Community Plan
	Ongoing: promoting electricity, natural gas and other energy efficiency programs and Business Energy Advisor assessments
	Ongoing: educating and supporting compliance on building code energy efficiency
	Planning to research Development Permit Areas for enhancing energy performance
	Planning to incorporate further measures for supporting density and infill development in SCP update

Corporate Actions Taken in 2015	
	Implement LED street lighting pilot project
	LED lighting for Grand Forks Library
	Initiate Airport Beacon Solar project
Corporate Actions Proposed for 2016	
	Developed plan for LED street lighting pilot project
	Implement Airport Beacon Solar project
	LED lighting for Airport Beacons

## 2015 ENERGY GENERATION ACTIONS

### Energy Generation

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2015	
Community-Wide Actions Proposed for 2016	

Corporate Actions Taken in 2015	

	<b>Corporate Actions Proposed for 2016</b>

Snapshot Questions	
Is your local government developing, or constructing a district energy project?	No
Is your local government operating a district energy system?	No
Is your local government developing or constructing a renewable energy project?	No
Is your local government operating a renewable energy project?	No
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ( <a href="http://www.toolkit.bc.ca/tool/integrated-resource-recovery-irr">http://www.toolkit.bc.ca/tool/integrated-resource-recovery-irr</a> )?	Yes

Is your local government developing, or constructing a district energy project?

No

Is your local government operating a district energy system?

No

Is your local government developing or constructing a renewable energy project?

No

Is your local government operating a renewable energy project?

No

Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit (<http://www.toolkit.bc.ca/tool/integrated-resource-recovery-irr>)?

Yes

## 2015 GREENSPACE/ NATURAL RESOURCE PROTECTION ACTIONS

## Greenspace

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2015	
Community-Wide Actions Proposed for 2016	
	Planned for sensitive ecosystem inventory / wetland inventory to initiate as part of identifying and inventory of natural / ecological assets
	Planned for moving forward with Environment Canada Ecological Gifts Program eligibility


**Community-Wide Actions Proposed for 2016**

	Planned for sensitive ecosystem inventory / wetland inventory to initiate as part of identifying and inventory of natural / ecological assets
--	---

Planned for moving forward with Environment Canada Ecological Gifts Program eligibility
---

Corporate Actions Taken in 2015	
	Began process of identifying City-owned properties potentially suitable for protection
	Adopted contaminated sites standard that recognizes the City's liability associated with contaminated sites that contain substances in concentrations that exceed environmental standards. City has inventoried active and inactive sites which may be subject to environmental contamination.
Corporate Actions Proposed for 2016	
	Planned for rezoning and protecting significant ecosystems as Protected Natural Areas, including the 22 acre Johnson Flats Wetland
	Planned for phase 1 of urban forest inventory using Lidar data and iTree software
	Planned for modeling of storm water and aquifer protection benefits of natural capital
	Planned for tree inventory and began researching tree policy
	Planned contaminated site evaluation review and classification according to their potential for environmental concern.

Snapshot Question	
Does your local government have urban forest policies, plans or programs?	No

## 2015 SOLID WASTE ACTIONS

### Solid Waste

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Community-Wide Actions Taken in 2015	
	Note: Solid waste is handled through the Regional District of Kootenay Boundary / Environmental Services. They have implemented City-wide (and now regional) household organics diversion and composting
	Support Agriculture Society's Learning Garden Project and Kettle River Community Garden in promoting composting and soil-building with food and yard waste

**Community-Wide Actions Proposed for 2016**

	Continue supporting Learning Garden and Community Garden projects promoting composting and soil-building with food and yard waste

**Corporate Actions Taken in 2015**


**Corporate Actions Proposed for 2016**

	Consider compost collection system for community garden initiatives

**Snapshot Questions**

Does your local government have construction and demolition waste reduction policies, plans or programs?	Through RDKB
Does your local government have organics reduction/diversion policies, plans or programs?	Through RDKB

**2015 TRANSPORTATION ACTIONS****Transportation**

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

**Community -Wide Actions Taken in 2015**

	Installed an electric vehicle charging station adjacent City Hall in downtown Grand Forks
	Continued compliance and enforcement of anti-idling bylaw
	Continued implementation of asset management plan to assess efficiencies of vehicles and equipment

<b>Community-Wide Actions Proposed for 2016</b>	
	Participate in "Fueling the Kootenays" Electric Vehicle (EV) Charging Station Infrastructure Strategy
	Planning to consider active transportation and bicycle network in Sustainable Community Plan
	Researching and implementing measures to improve active transportation infrastructure, including bicycle network upgrades and sidewalk and pathway systems associated with new development
	Continued implementation of asset management plan to assess efficiencies of vehicles and equipment

<b>Corporate Actions Taken in 2015</b>	
	Continued implementation of asset management plan to assess efficiencies of vehicles and equipment
<b>Corporate Actions Proposed for 2016</b>	
	Planning for purchase of electric Can-EV 'Might-e' work truck for public works to replace an aging gas-fueled ½ ton truck. ( <a href="http://www.canev.com/might_e_truck.php">http://www.canev.com/might_e_truck.php</a> )
	Additional public information kiosks to be installed in key pedestrian / green space / bicycle network sites

<b>Snapshot Questions</b>		
Does your local government have policies, plans or programs to support:		
•	Walking	Yes
•	Cycling	Yes
•	Transit Use	Yes
•	Electric Vehicle Use	Yes
•	Other	No
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?		No
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?		Yes

## 2015 WATER AND WASTEWATER ACTIONS

### Water and Wastewater

#### Climate Change Adaptation

For local governments, adaptation to a changing climate can take the form of changes in policy, management, technology and behaviour that minimize negative impacts or exploit opportunities. It can involve both “hard” and “soft” solutions, including: changes in infrastructure engineering, planning, zoning, bylaws, and public education.

Community-Wide Actions Taken in 2015	
Community-Wide Actions Proposed for 2016	
	Sustainable landscaping and permaculture demonstration at the Learning Garden in conjunction with Agricultural Society
	Continued support of Kettle River Watershed Management Plan including Drought Management Plan

Corporate Actions Taken in 2015	
Corporate Actions Proposed for 2016	
	Planning for updating floodplain mapping and dike monitoring and maintenance

Snapshot Questions	
Are you aware of the Plan2Adapt guidance page on the <a href="#">BC Climate Action Toolkit?</a>	Yes

Are you aware of the <i>Preparing for Climate Change, An Implementation Guide for Local Governments in BC</i> on the <u><a href="#">BC Climate Action Toolkit</a></u> ?	Yes
Have you visited the climate change adaptation guidance page on the <u><a href="#">BC Climate Action Toolkit</a></u> ?	Yes

## 2015 OTHER CLIMATE ACTIONS

### Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Community-Wide Actions Taken in 2015	
Community-Wide Actions Proposed for 2016	

Corporate Actions Taken in 2015	
	Electrical Voltage Conversion – increase in efficiency
Corporate Actions Proposed for 2016	
	Continued implementation of electric voltage conversion and system upgrades



## INNOVATION AND PEER-TO-PEER LEARNING

### Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide reduction or adaptation activity that your local government has undertaken and that has had a significant impact or has the potential to have a significant impact. Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

#### Community-Wide Innovative Action

#### Corporate Innovative Action

Planning to participate in Municipal Natural Capital Initiative as pilot community to inventory natural assets and model storm water benefits and associated ecosystem services (carbon, biodiversity, water storage) of wetlands, riparian areas, floodplains and landscape features

### Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the appropriate box below.

#### Programs and Funding

## 2015 CARBON NEUTRAL REPORTING

### Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2015? (Yes/No)	Yes
If your local government measured 2015 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	249
If your local government measured 2015 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	
<b>TOTAL A: CORPORATE GHG EMISSIONS FOR 2015</b>	<b>249 tCO<sub>2</sub>e</b>

### Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

- undertake Option 1 Projects (GCC-supported)
- undertake Option 2 Projects (alternative) community GHG emissions reduction projects that meet project eligibility requirements
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2015 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	
Solar Thermal	
Household Organic Waste Composting	
Low Emission Vehicles	
Avoided Forest Conversion	
<b>TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2015</b>	<b>tCO<sub>2</sub>e</b>

If applicable, please report the names and 2015 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
<b>TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2015</b>	<b>tCO<sub>2</sub>e</b>

If applicable, please report the number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) from an offset provider for the 2015 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER	REDUCTIONS
<b>TOTAL D: OFFSETS PURCHASED FOR 2015</b>	<b>tCO<sub>2</sub>e</b>

**TOTAL REDUCTION AND OFFSETS FOR 2015 (Total B+C+D) =** **tCO<sub>2</sub>e**

### Corporate GHG Emissions Balance for 2015

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

**CORPORATE GHG EMISSIONS BALANCE FOR 2015 = (A – (B+C+D)) = 249 tCO<sub>2</sub>e**

**If your Corporate GHG Emissions Balance is negative or zero,  
your local government is carbon neutral.**

**CONGRATULATIONS!**

## GCC CLIMATE ACTION RECOGNITION PROGRAM

### Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory. Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

**Level 1 - Progress on Charter Commitments:** for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

**Level 2 - Measurement:** for local governments who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI)

**Level 3 - Achievement of Carbon Neutrality:** for local governments who achieve carbon neutrality in the reporting year.

**Based on your local government's 2014 CARIP Public Report, please check the GCC Climate Action Recognition Program level that best applies:**

<input type="checkbox"/>	Level 1 - Progress on Charter Commitments	
<input type="checkbox"/>	Level 2 - Measurement	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Level 3 - Achievement of Carbon Neutrality	
<input type="checkbox"/>	Not Sure	

Dear Kootenay Local Government Corporate, Planning and Energy Staff:

Please find attached information concerning "Fueling the Kootenays" a comprehensive collaborative approach to a Kootenay wide electric vehicle charging station network.

- Letter to Mayor and Council
- Strategy Backgrounder.

We ask that this information be shared with your Council to help promote the initiative and to address some questions.

Note that if you are intending to install EV stations in the near future, please consider waiting for this collaborative (and cheaper!) initiative.

As always, I am available to provide follow up information or attend a future council meeting.

Thanks!

Trish

**Patricia (Trish) Dehnel**, CCEM RPP

Community Relations Manager

Community Energy Association

[pdehnel@communityenergy.bc.ca](mailto:pdehnel@communityenergy.bc.ca)

[www.communityenergy.bc.ca](http://www.communityenergy.bc.ca)

Direct/Cell 250.505.3246

*Connecting communities, energy and sustainability*



**FILE CODE**  
WE3 & CI - Community Energy  
Assoc - Electric  
Vehicle Strategy

May 25, 2016

Mayors and Councillors of the Kootenay Boundary and Central Kootenay Municipalities

Dear Mayor and Councillors:

**Re: "Fueling the Kootenays" Electric Vehicle (EV) Charging Station Infrastructure Strategy**

We write to announce and explain an exciting initiative endorsed by our three Kootenay Regional Districts. Each Regional District has committed funds for a cumulative total of \$90,000 towards this 2-year project and FCM funding application. This is truly a regional initiative and we ask for your support to work together.

The *Fueling Change in the Kootenays* initiative has three specific goals:

- **Create a robust EV network** through collaboration (strategic placement and joint procurement of universal level 2 and level 3 stations)
- **Accelerate EV adoption** in the Kootenays (incentives for purchase and social marketing to engage community)
- **Build capacity** for EV supply and servicing (engagement with local dealerships and training to electricians)

Through collaboration, we maximize co-benefits with careful regionally dispersed site selection. Tourists will find EV stations easily and car dealerships will supply the local market. EV charging stations will be standardized in the Kootenays and available for all brands of EVs. The location of the charging stations will be clear to EV drivers, and provide them a place and a little "charging time" to enjoy the local economy (i.e., recreation, coffee, retail). The collaboration will provide public Level 2 and Level 3 charging stations at a very reduced rate through joint procurement and grant funding. (Proposed cost: 40 Level 2 stations at \$1000 each and 12 Level 3 stations "free"). Please note that it may be counter-productive to install charging stations on an individual basis, as this may lead to market confusion, detract from the Kootenay wide approach, and be more costly.

The adoption of *Fueling Change in the Kootenays* sets the stage to collaboratively build a comprehensive and well planned network that will maximize benefits for the entire Kootenay region. The strategy intends to meet the short term goal of increasing tourism and economic development by filling a gap in the current network to move electric vehicle traffic between the Okanagan and Alberta. And, in the long-term, the strategy supports transition to low emission vehicles and a robust network for Kootenay residents. There are numerous environmental, social and economic benefits for transition to a cleaner transportation network.

Most of the municipalities in our region have worked incredibly hard on both their corporate (Carbon Neutral Action Plans - CNK) and their community (Community Energy and Emissions Plans – Fortis BC SCEEPs, BC Hydro CEEP and Nelson Low Carbon Path). *Fueling Change in the Kootenays*, supports implementation of these planning documents. Moving so quickly to implementation on a significant project like this is a powerful demonstration of regional leadership and partnership.

Please find attached "Fueling Change in the Kootenays", strategy background for your further information. If you have questions, please contact me. Thank you for your on-going support of this regional initiative.

Yours truly



Patricia Dehnel,  
Community Relations Manager

# Fueling Change in the Kootenays

*A comprehensive, collaborative approach to a Kootenay-wide electric vehicle charging station network*

Strategy Backgrounder  
April 8, 2016



Funded by:



Prepared by:





## Executive Summary

The *Fueling Change* initiative will accelerate the adoption of electric vehicles (plug-in hybrid and battery electric) in the Kootenay region of BC. This is a region of BC characterized by relatively small and dispersed communities, with some of the highest transportation-sector greenhouse gas emissions in the Province. **The initiative will pilot the effectiveness of a comprehensive, collaborative approach to the transition toward low and zero emission vehicles in a rural context.**

## Vision

To facilitate the travel of electric vehicles to and throughout the Kootenay in the near-term, and to support the transition to increased low-emission vehicle ownership locally in the long-term.

## Goals

Through the implementation of collaborative EV initiative, the following goals will be achieved:

- Increase tourism by electric vehicle drivers to the Kootenay region.
- Address the gap of charging stations in the Kootenays.
- Facilitate the transition to low-emission vehicle ownership locally.
- Support market transformation of vehicle purchases in the Kootenays.
- Reduce community-wide greenhouse gas emissions.
- Build capacity for EV station installation and EV servicing.

## Local Impact

The transportation sector in the Kootenays accounts for about **63% of total community-wide greenhouse gas emissions, and costs the community approximately \$384 Million annually.** The rural and dispersed nature of the population in the Kootenays demands solutions for the transportation sector that are innovative, collaborative and reflective of the local challenges and opportunities.

## Proposed Strategy

The comprehensive and collaborative nature of this initiative is an approach that could be replicated in other rural regions across Canada. The RDEK, RDCK and RDKB have had strong success in previous collaborative initiatives, and this is another opportunity to demonstrate the impact that is possible with strong leadership and cooperation. The Fueling Change initiative will accelerate the entire region from a state of low electric vehicle uptake and poor charging station connectivity, to a robust and comprehensive network that will accelerate the transition of the local fleet to electric vehicles. The following three components will form the core of the initiative. A detailed strategy and implementation plan will be developed to address each component.

1. **Create a Robust Network through Collaboration:** Strategic deployment of Level 2 and Level 3 EV charging stations in partnership with local governments, utilities and key partners (Columbia Basin Trust, Federation of Canadian Municipalities, Province of BC)
2. **Accelerate EV Adoption:** Community-wide marketing and education campaign
3. **Build Capacity for EV Supply and Servicing:** Engagement of local dealerships and electricians

The initiative is being led by the Community Energy Association in partnership with BC Hydro and FortisBC. Funding proposals are currently being developed for Columbia Basin Trust, the Province of BC and Federation of Canadian Municipalities.



# Fueling Change in the Kootenays

## How a comprehensive, collaborative approach can shift the transportation sector in rural BC

### Fueling Change Objective

The *Fueling Change* initiative will accelerate the adoption of electric vehicles (plug-in hybrid and battery electric) in the Kootenay region of BC. This is a region of BC characterized by relatively small and dispersed communities, with some of the highest transportation-sector greenhouse gas emissions in the Province. **The initiative will pilot the effectiveness of a comprehensive, collaborative approach to the transition toward low and zero emission vehicles in a rural context.**

### Need for Fueling Change

Within the Regional Districts of East Kootenay, Kootenay Boundary and Central Kootenay, there are 25 local governments and 23 electoral areas. The total population is 146,234 and the land area is 57,791 square kilometres. For comparison, Port Coquitlam, BC, has roughly the same population, but over a land area of just 29 square kilometres. The land area of the three Kootenay regional districts is approximately 5,000 times larger than that urban centre. The rural and dispersed nature of the population in the Kootenays demands solutions for the transportation sector that are innovative, collaborative and reflective of the local challenges and opportunities.

---

*The rural and dispersed nature of the population in the Kootenays demands solutions for the transportation sector that are innovative, collaborative and reflective of the local challenges and opportunities.*

---

Whereas in densely populated, high-growth regions of Canada, public transportation and urban design can be effective approaches GHG emission reduction, the opportunities for addressing transportation-sector emissions in the rural context is limited. The distance between communities and the limited inter-community public transit options contribute to the dependence on personal vehicles for transportation in the Kootenays. Fuel shifting is one of the few opportunities for significant GHG emission reductions in the transportation sector within the Kootenays.

While there is significant activity around electric vehicles in urban centres, there is a need to pilot a collaborative approach to rural area application. Part of a robust provincial or nation-wide EV network is ensuring adequate charging stations through even the lower density communities. Further, because of the travel distance between communities, there is potential to significantly impact local GHG emissions through the transition to electric vehicles. **Fueling Change will pilot a comprehensive and collaborative approach to closing the EV station gap in rural areas, and to accelerating uptake of electric vehicles.**

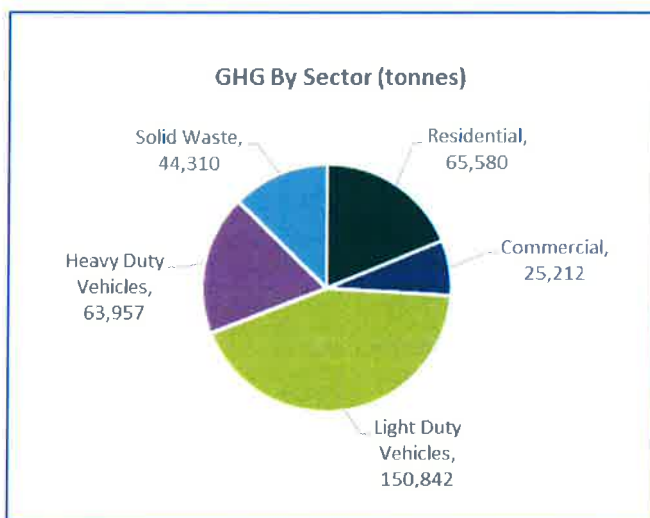
This need has been identified through corporate and community-wide energy and emission planning processes. 89% of local governments have completed corporate action plans, and 78% have completed community-wide plans, and all 3 Regional Districts have been engaged in energy and emissions initiatives over the past 5 years.

## GHG Emissions

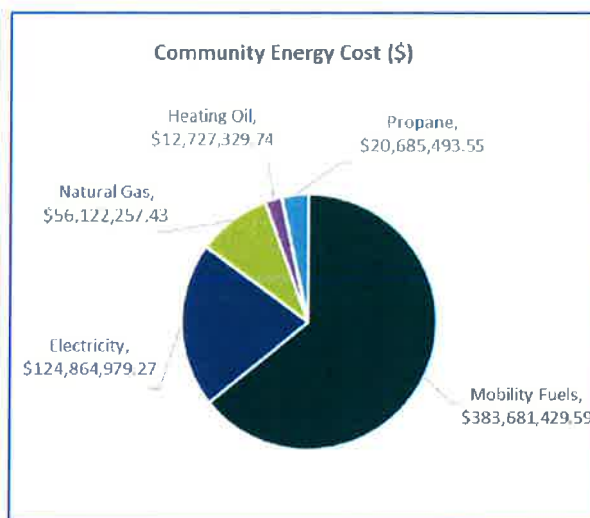
The Province of British Columbia compiles the Community Energy and Emissions Inventory (CEEI) report for every municipality and regional district across the province. This inventory serves as a baseline for most of the Community Energy and Emissions Plans (CEEP) and GHG emission reduction plans that are developed by BC communities.

The following pie charts summarize the breakdown of emissions for the municipalities and electoral areas within the Regional Districts of East Kootenay, Kootenay Boundary and Central Kootenay. Figure 1 shows the sectoral breakdown of greenhouse gas emissions, and Figure 2 shows the cost of energy. Data is from the 2014 CEEI Reports, which summarizes the most recent available energy and emissions data available (2010). Transportation accounts for about 63% of total community-wide greenhouse gas emissions, and costs the community approximately \$384 Million annually.

2 GHG (t) by Sector for RDEK, RDCK and RDKB



1 Community Energy Cost (\$) for RDEK, RDCK and RDKB



When considering the difference between the efficiency of electric vehicles versus internal combustion engine vehicles, \$80 of a \$100-dollar tank of fuel in a traditional vehicle is used to heat the space around the engine, \$20 to moving the vehicle forward. With EV's \$90 of the \$100 of electricity moves the car forward. Electricity is about ½ the cost of gas.

---

*Total expenditure on transportation fuels in the Kootenays is ~ \$384M/yr*

*Electric vehicles cost approximately \$360 a year to operate, compared to \$3600 for a gasoline vehicle. (The Beginners Guide to Electric Vehicles. Dave Carley. August 2014.)*

*Electric vehicles use 75% less energy than internal combustion engines.*

---

## Fueling Change in the Kootenays: Project Overview

There are three main components to the initiative:

1. **Creating a Robust Network through Collaboration:** *Strategic deployment of Level 2 and Level 3 EV charging stations in partnership with local governments, utilities and key partners (Columbia Basin Trust, Federation of Canadian Municipalities, Province of BC)*
  - Informed by the siting guidelines designed by University of British Columbia Transportation Infrastructure and Public Space lab (TIPS) and the Community Energy Association's 'Planning for Electric Vehicle Charging Infrastructure: A Toolkit'.
  - Modeled using the BC Institute of Technology's (BCIT) 'EV Infrastructure Planning Assistant'
  - Unique approach to the comprehensive design of the network, integrating the modeling to include both Level 2 and Level 3 siting, in order to maximize the opportunity for travel within and between rural communities.
  - Opportunity to design consistent and uniform signage across the region.
  - Integration of renewable energy (solar PV) with the Level 3 charging stations in order to enhance visibility of renewable energy potential in the Kootenays, the region with some of the best solar resource in British Columbia.
2. **Accelerating EV Adoption:** *Community-wide marketing and education campaign.*
  - Aims to introduce and mainstream the conversation about electric vehicles in the rural context. To date, there has been little to no marketing or communications around EV use in region.
  - Integrate elements of Community-Based Social Marketing to facilitate a region-wide campaign focused on education and awareness of electric vehicle use in the Kootenays, building on the research, collateral and experience of the Emotive Campaign (Fraser Basin Council). Content will be locally relevant and reflective of the unique Kootenay context.
  - Facilitate an incentive program, providing a free home-charger to the first 25 people to purchase an electric vehicle in the Kootenays.
  - Engage and work with local Chambers of Commerce, Tourism Associations and local governments to educate visitors to the region about the charging station network. Leverage Mayors and Chairs Committee to develop a consistent brand for tourism marketing, generating increased interest for EV tourists to travel to and within the Kootenay region.
3. **Capacity Building for EV Supply and Servicing:** *Engagement of local dealerships and electricians.*
  - As of 2013, there were 4 electric vehicles registered in the Kootenays. Currently, there are no dealerships with electric vehicles on their lot.
  - Early engagement with dealerships will focus on providing support for the certification process to sell and service EV. Promotional events will take place in each community, partnering with the dealerships to provide opportunity for test drives and education.
  - Local electricians will be engaged to ensure proper training is available for the installation and servicing of EV charging stations. This will help to position local trades to be ready for future expansion of EV installation locally and throughout the region.

The comprehensive and collaborative nature of this initiative is an approach that could be replicated in other rural regions across Canada. **The initiative will accelerate the entire region from a state of low electric vehicle uptake and poor charging station connectivity, to a robust and comprehensive network that will accelerate the transition of the local fleet to electric vehicles.**

## Leveraging Momentum

The Highway 3 Mayors and Chairs Committee is pursuing a Highway-3 electrification strategy to strengthen the charging network along that highway. This has, until now, proceeded based on the knowledge available at the local government staff and elected official level only, and without expert advice. The Regional Districts of East Kootenay, Kootenay Boundary and Central Kootenay have an opportunity to develop a robust network within the region that:

- Maximizes co-benefits through careful site selection (proximity to amenities);
- Reduces “range anxiety” for EV drivers looking to visit the Kootenays;
- Draws tourists into the region; and
- Develops the infrastructure required to support a shift toward electric vehicle use.

The Regional Districts and their member local governments are in the early stages of electric vehicle (EV) adoption with several local governments having installed Level 2 EV charging stations. Residents and tourists have already been accessing the charging stations that do exist, driving through the region and stopping to shop or eat while charging. Note that it is important that future charging infrastructure investments be made wisely and as part of a coherent network strategy to ensure best use of money and that the investment will have the desired effect.



*EV Charging Station in Invermere (Credit: Kicking Horse Coffee)*

**In order to accelerate the development of a robust network, and influence the adoption of electric vehicles across the region, a collaborative approach is required.** An effective electric vehicle network will ensure charging station sites provide local community benefit, are conveniently sited for both visitor and local resident use, and is part of a well-planned network that provides reliable travel to and within the region.

Fueling Change in the Kootenays is a collaborative initiative that will be seeking funding partners with the following organizations:

Organization	Status of support	Funding contribution
BC Hydro	Active support from Cranbrook office	Operations/maintenance of Level 3s
FortisBC	Confirmed/active	Ops/maintenance of L3's + L2 cash
Columbia Basin Trust	In discussions; submitting proposal	
FCM	In discussions; submitting proposal	50% of cost up to \$350,000
Province of BC	In discussions	Potential for L3 support
RDEK/CK/KB	RDEK confirmed/active; requesting CK/KB support	Requesting \$10,000 - \$15,000/RD/year for two years

The current ball-park figure for the full ‘Fueling Change’ initiative is approximately \$800,000.

## Current Status in the Kootenays

Within the RDEK, RDCK and RDKB, there are a number of communities that have installed Level 2 charging stations. Currently the stations are located in the following communities:

Community	Charging Station	Notes
Rock Creek	Sun Country EV40 30 amp	First charging station east of Osoyoos. Vulnerable if out of service (cuts off the Okanagan)
Midway	Sun Country EV40 w/ Tesla HPWC Model S port	Only station between Rock Creek and Greenwood. Route is vulnerable if that station is out of service.
Greenwood	Sun Country EV40; Tesla HPWC Model S	Visitors Centre location.
Grand Forks	EV Plug (J1772) adapter at private shop; Sun Country EV40	Private shop location requests donations, and must inquire inside about use.
Christina Lake	Wall outlet (120V) and Tesla HPWC Model S	Non-Tesla's are reporting usage of the wall socket. Located at Visitor's Centre.
Rossland	2 dual-head Chargepoint stations	One station reported to have not been working for several months. Located downtown.
Trail	Sun Country EV60 and Tesla HPWC Model S	Both located at the arena.
Salmo	2 Tesla HPWC Model S	Note that for pure electric vehicles, only Tesla can make it from Salmo to Creston, or Salmo to Trail.
Creston	2 Tesla HPWC Model S locations	Two separate locations.
Cranbrook	32 amp Level 2	Located at Curling Rink
Fernie	Sun Country	Only charger in the Elk Valley
Invermere	Sun Country x 2	Located at Kicking Horse and District Office. Last charger in the East Kootenay heading north to Golden.

Castlegar will have a Level 2 station installed in the near future, with plans to also include a Level 3 as part of the Fueling Change initiative. Further modeling is being completed to identify additional sites across the Kootenays.

Currently, all chargers located in the Kootenays are Level 2. Level 3 charging stations are used only for battery electric vehicles, meaning full network must be carefully designed to accommodate the limited range that these vehicles can travel.

It should be noted that although a number of charging stations, especially in the Kootenay Boundary (Rock Creek, Midway, Greenwood) are located within appropriate proximity to accommodate travel of pure battery electric vehicles, the network is vulnerable to outages or service disruptions. Should the station in Midway be down, for example, this would negate the ability for any battery electric vehicle (other than Tesla) to travel between the communities.

**The current modeling suggests that 10-12 Level 3 and approximately 40 Level 2 stations would be required to address 'range anxiety' and to create a network that is robust and reliable.** Rolled out in a collaborative way, this initiative will facilitate immediate travel of EV drivers to and within the Kootenays.

## EV Backgrounder

### Electric Vehicles

There are several kinds of electric vehicles. The focus of the Fueling Change in the Kootenays is on plug-in hybrid electric vehicles (PHEV's) and battery electric vehicles (BEV's). Table 1 below summarizes the different types of EV's.

*Table 1: Summary of Electric Vehicle Types*

Type	Description	Example
<b>Plug-in Hybrid Electric Vehicle (PHEV)</b>	PHEVs have the ability to travel for some distance in charge depleting (CD) mode using electrical energy from the grid. These vehicles also have an on-board fossil fuel engine which acts a generator for the electric motors in Charge Sustaining (CS) mode. The engine is also sometimes called a 'range extender'. This class of vehicle automatically engages the engine when the battery charge becomes low.	Chevrolet Volt
<b>Battery Electric Vehicle (BEV)</b>	BEVs are fully electric with no fossil fuel engine. Energy is received from the electrical grid and stored in a battery. Range on these vehicles can be limited due to battery capacity and weight.	Tesla Nissan Leaf BMW I3
<b>Light Electric Vehicles (LEV)</b>	A Light Electric Vehicle LEV is a land vehicle propelled by an electric motor that uses an energy storage device such as a battery or fuel cell, has two or three wheels and typically weighs less than 100kg.	Scooters, electric bicycles & Segways
<b>Hybrid Electric Vehicles (HEV)</b>	HEVs were first introduced to Metro Vancouver streets in 2000 and now number over 12,000. These vehicles do not receive energy from the electrical grid. Energy from an on-board gasoline engine is stored in a battery. Both an electrical motor and gasoline engine are used to move the vehicle.	Toyota Prius Honda Insight
<b>Limited Speed Vehicle (LSV)</b>	A LSV is a fully electric vehicle typically manufactured in low volumes and not crash-tested and is therefore limited to low speed roads (usually less than 50 km/hour).	Might-E truck
<b>Fuel Cell Vehicles</b>	A Fuel cell vehicle or Fuel Cell Electric Vehicle (FCEV) is a type of hydrogen vehicle which uses a fuel cell to produce electricity, powering its on-board electric motor. Fuel cells in vehicles create electricity to power an electric motor using hydrogen and oxygen from the air.	BC Transit's fuel cell buses.

The number of EV's across British Columbia and Alberta is growing significantly, in part due to the Provincial funding made available through the Clean Energy Vehicle Program (CEV). Funding includes a \$5000 incentive toward the purchase of an eligible electric vehicle (program has recently been renewed after being fully subscribed earlier than anticipated), infrastructure deployment (focus on the Lower Mainland and Coastal regions), and residential rebates for EV charging equipment. While there are few locally owned electric vehicles in the Kootenays, it is expected that with the deployment of a more robust charging station network, that the shift from traditional internal combustion engine vehicles to electric vehicles will occur.

A Gap Analysis was completed by Fraser Basin Council in which priority areas were identified based on a number of criteria. The Okanagan – Cranbrook corridor was "frequently cited" as part of the gap analysis, but was determined to not be of high priority. To date, the Kootenays has not received Provincial funding toward public EV charging infrastructure, and the region is currently not included as a priority location for allocation of funds. Funding has been prioritized to areas of higher population density, where there is a potential to incent mass conversion to electric vehicles. Given the current interest of Kootenay communities in electric vehicle charging stations, there is an opportunity to ensure a local network is planned thoughtfully, maximizing the co-benefits of tourism, economic development, fuel-cost reduction and local emission reductions.

## EV Charging Stations

There are several types of electric vehicles charging stations, each with a different range of cost, circuit, time for a full charge and typical application. Figure 2 provides a summary of charging stations.

Figure 2: Summary of EV Charging Stations

Level	Circuit	Cost Range	Time to fully charge	Use
Level 1	120v 20amp	\$1,000 or less	12-20 hrs	Level 1 will primarily be used by EV owners charging at home but commercial and public charging stations can also be Level 1.
Level 2	240v 40amp	\$2,000 - \$10,000 <sup>1</sup>	4-6 hrs	Most community based charging stations and some business and home stations will be Level 2.
Level 3 -DC Fast Charging	450V DC 200Amp	\$60,000 - \$100,000	Under 30 min 50% in 10-15 min	Commuters, long trip travellers

As the Kootenay strategy moves forward, consideration must be given as to the type of charging stations to be deployed in the region. Battery-electric vehicles (BEV's) with a longer range than those currently available are expected to be on market soon – this may affect the design of a charging network. Further, if the desire is to support the travel of plug-in hybrid electric vehicles (PHEV's), the network may again look different. A highway network designed for today's BEV's, would require a station at least every 70-80 km. The terrain will also have effect on the distance between stations.

A partnership has been established with BCIT in order to model the potential scenarios for the implementation of an electric vehicle charging station network in the Kootenays. This modeling exercise will allow for the consideration of a number of factors (terrain, temperature, commuter corridors, amenities, etc.) in order to design a network that best reflects the current and future needs of the Kootenay region. Funding has been provided by FortisBC to cover the costs of including the West Kootenay in a strategy that initiated in the East Kootenay, under the Community Energy Manager position.

---

<sup>1</sup> Average cost for installation of a Level 2 charger is around \$2,500 according to BIG Green Island Transportation ([www.BIGGreenIsland.com](http://www.BIGGreenIsland.com)). To cost \$10,000, an installation would require trenching through concrete or asphalt.



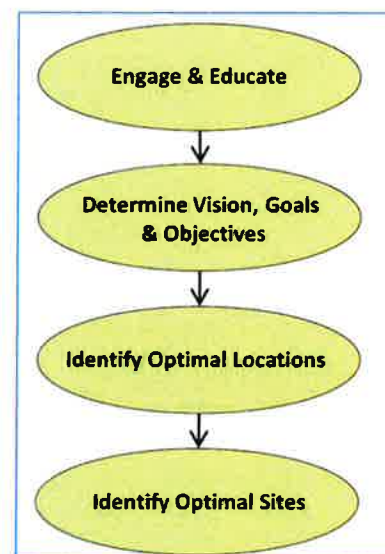
## EV Charging Station Strategy Development

This section provides an overview of the process involved in identifying optimal EV charging station locations.

### Process

The Community Energy Association published an EV infrastructure planning document in 2013 in order to assist communities establish their own charging network. With some adaptations, the recommended process for planning can be applied to the East Kootenay. Figure 3 summarizes the process recommended by the Community Energy Association. The University of BC Transportation Infrastructure and Public Space Lab created design guidelines for both Level 2 and Level 3 planning and deployment, which will be drawn on for the network design.

Figure 3 Planning for EV Charging Infrastructure (Community Energy Association, 2013)



### Identifying Optimal Locations

There are several core criteria that must be considered in the development of the EV charging infrastructure network, and these criteria have been taken into consideration in the preliminary scan of opportunities for the East Kootenay. Charging stations should be generally located somewhere that meets the following criteria:

- It is easy to see and find
- There are amenities nearby (for both economic co-benefit, and enjoyment of the driver)
- The demand for parking does not create conflict for a dedicated space
- Location supports an even distribution of chargers throughout the community
- Location supports residential and/or commercial areas with expected future growth
- May provide co-benefits (local economic development, green branding, etc.)
- Supports commuters, visitors, residents, businesses and/or institutions

For the Fueling Change collaborative project, additional consideration will be given to the efficient and cost-effective use of existing utility assets. Installation costs can be reduced by ensuring access to appropriate utility assets exist in close proximity to the selected sites.

Consideration should be given in identifying strategic locations to the type of amenities nearby and the type of charging station installed (acknowledging the time required for an 80% charge at a Level 3 station is much less than a Level 2). Additional signage or maps can be installed close by to direct residents and visitors to the nearest amenities, enhancing the co-benefits for the community.

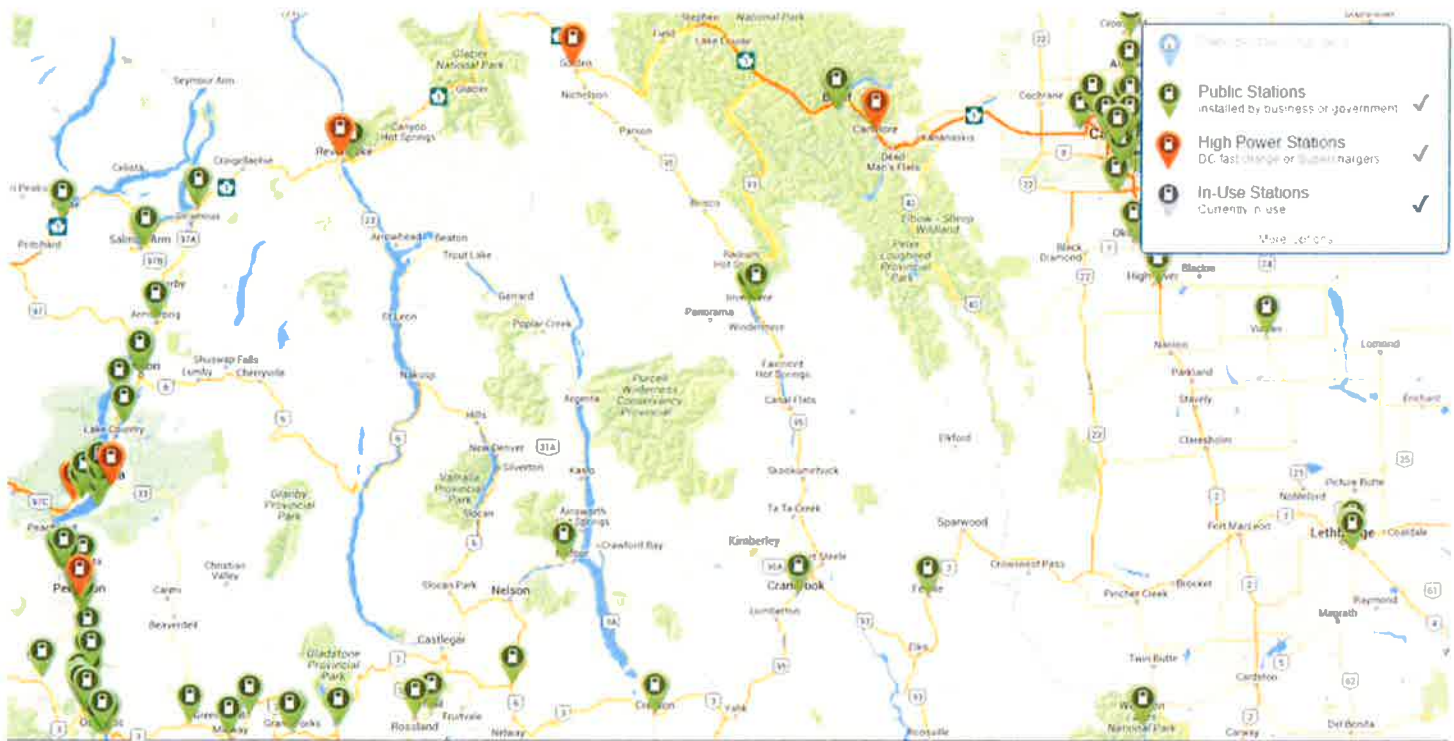
### Target Deployment

Preliminary design indicates that a network of 10-12 Level 3 charging stations, and approximately 40 Level 2 charging stations would yield a robust network to satisfy the needs of EV drivers to and within the Kootenay region. CEA is currently exploring partnership opportunities with charging station providers to determine whether a bulk purchase arrangement could be possible for the regional initiative.




Figure 4 summarizes the current location of EV charging stations in the Kootenays. It should be noted that although some communities have one Level 2 station, the vulnerability of the network is high should that station be out of service for one or more days. Modeling is being completed to identify optimal locations. This map has been produced from [www.plugshare.com](http://www.plugshare.com).

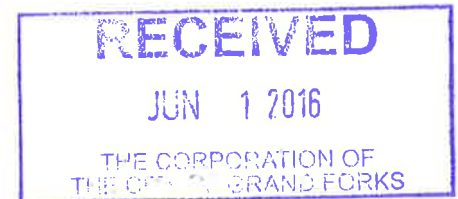
Figure 4: Summary Map of EV Charging Stations in the Kootenay region





From:  Sheryl McIver  
Subject: Ball field Application  
To:  Info City of Grand Forks

June-01-16 10:52:53 AM 



Attachments:  ball tournie.docx / Microsoft Word Document (16K)

Hello,  
Please find attached a letter for Mayor and council regarding considering ball field use for a tournament.  
The Event Request Form will follow in the next couple of days.

Thanks,

Sheryl McIver  
Administrative Assistant  
John A. Hutton Elementary School  
Box 1390 2575 75th Ave  
Grand Forks BC V0H 1H0  
ph. 250-442-8275

"It's not our job to toughen our children up to face a cruel and heartless world. It's our job to raise children who will make the world a little less cruel and heartless."

- L.R. Knost

FILE CODE  
WES  
& E3 - Boundary Women's  
Fastball Annual Year  
End Wind Up Tournament  
June 24-26

June 1, 2016



City of Grand Forks  
7217 – 4th Street  
Grand Forks BC V0H 1H0

Re: Angus McDonald Ball Field Use

Dear Mr. Mayor and City Council,

Grand Forks Women's three fastball teams are hosting this year's Boundary Women's Fastball Annual Year End Wind Up Tournament! We are requesting to use Angus McDonald Park for the event June 24-25-26 .

We are also requesting permission to have a beer garden on the Saturday and Sunday of that weekend. The Grand Forks ladies hockey team will be running the beer garden, with the proper safety and mandatory measures in place. The Wooden Spoon will be serving food Saturday and Sunday.

In the past, the city has dragged the field and cut the grass so it is fresh for the tournament along with bringing extra bleachers and garbage cans. We would appreciate the same care and involvement for this event. We were also wondering about camping in the field right beside the park for our 2 out of town teams, if needed.

The liquor license application is in the works so we are hoping to get an answer asap? Please connect via email at [sparkplug80@hotmail.com](mailto:sparkplug80@hotmail.com). We will be responsible for cleaning up the park each day and after the event !

Thank you for your time.

Angelina McIver for  
Grand Forks Merchants  
Lime Creek Ladies  
Yukon Stone Outfitters



## EVENT REQUEST FORM



Date of Request: June 1, 2016

Name of the Event: Boundary ladies Fastball tourney  
Type of Event: Fastball tourney  
Date of the Event: June 24, 25, 26, 2016  
Requested Location: Augus mcdonald park

Name of your contact people: (Main Coordinator & Area of Responsibility)

1. Name: Angelina McIver Phone # 442-8413 Email: sparkplug80@hotmail.com
2. Name: Daryle Funk Phone # 442-0175 Email: \_\_\_\_\_
3. Name: Sarah Winton Phone # 442-6161 Email: \_\_\_\_\_
4. Name: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

### 2 WEEKS MINIMUM NOTICE

Items and/or services requested to be provided by the City of Grand Forks. Please ensure that **ALL** items requested **ARE RETURNED** to the same place as delivery. If alternative return arrangements need to be made, please ensure that the contact persons have given prior approval.

If your event involves a Road Closure, do you require instruction on how to use road cones, barricades and traffic control vests? \_\_\_\_\_ If instruction is required, please contact Sarah Winton at 250-442-8266 at least two weeks in advance prior to your event.

ITEMS	QUANTITY	RETURNED	SERVICES	Yes	No	
Bleachers	<u>✓ 4-6</u>		Electrical Services	<u>✓</u>		
Barricades			Washroom Services	<u>✓</u>		
Picnic Tables	<u>✓ 4-6</u>		Grass Cutting	<u>✓</u>		
Garbage Cans	<u>✓ 4</u>		Irrigation OFF	<u>24, night,</u>		Time
Traffic Control Vests				<u>25, 26</u>		
Traffic Cones						

### OTHER COMMENTS OR REQUIREMENTS NOT LISTED ABOVE

IF, we could have, the picnic tables placed by the washrooms so we can move them from there, and 2/3 sets of bleachers behind left field, the corner closest to the washrooms, thank you.

Contact Person for the City of Grand Forks:

**Corporate Services / Public Works**

City of Grand Forks 250-442-8266

Requests will be handled on a 1<sup>st</sup> come 1<sup>st</sup> serve basis

All requests and or information shall go through the above contact person.

**Deliver or Fax (250-442-8000) this completed form to City Hall**

In a case where your event involves a road closure the coordinating person must contact all of the **EMERGENCY SERVICES** listed below and provide them with all of the **EVENT INFORMATION**.

Police 250-442-8288  
Fire 250-442-8266  
Ambulance 250-442-2022

Date Approved \_\_\_\_\_  
Approved By \_\_\_\_\_



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Development & Engineering Services

**Date:** June 13, 2016

**Subject:** To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits.

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

---

**BACKGROUND:** City staff members have deemed it desirable to amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits.

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

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

The statement to read "Temporary Use Permit applications will be considered by Council on a case-by-case basis within all zone areas depicted on Schedule A: Official Zoning Map.

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

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

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

---





# REQUEST FOR DECISION

— REGULAR MEETING —



## TIMELINE

Date	Process
April 11, 2016	Introduce to COTW and RM.
April 12, 2016	Send Referral Requests.
May 9, 2016	First and second readings of the Bylaw.
May 18 & 25, 2016	Advertise Public Hearing in the newspaper.
May 30, 2016	Hold Public Hearing.
<b>June 13, 2016</b>	Third reading of the Bylaw.
June 27, 2016	Final reading of the Bylaw.
June 28, 2016	Staff amend the SCP.

## Benefits or Impacts of the Recommendation:

<b>General:</b>	Council has the authority to amend the Sustainable Community Plan in accordance with the Local Government Act.
<b>Strategic Impact:</b>	N/A
<b>Financial:</b>	N/A
<b>Policy/Legislation:</b>	Council's authority to adopt, amend and repeal bylaws comes from the Local Government Act.
<b>Attachments:</b>	1) draft Bylaw No. 1919-A1;





# REQUEST FOR DECISION

— REGULAR MEETING —



---

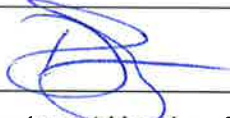

**Recommendation:**

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

---

**OPTIONS:**

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

	
Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1919-A1

A BYLAW TO AMEND THE CITY OF GRAND FORKS  
SUSTAINABLE COMMUNITY PLAN BYLAW NO. 1919, 2011

=====

**WHEREAS** Council may, by bylaw, amend the provisions of a Sustainable Community Plan, pursuant to the provisions of the Local Government Act;

**AND WHEREAS** Council of the Corporation of the City of Grand Forks believes it is in the public interest to amend the provisions of the Sustainable Community Plan;

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

1. That Section 10.0 "Support a Diversified Economy" under Policies 10.3 be amended by adding the following policy statement:

Policy 10.3.9 Temporary use permit applications will be considered by Council on a case-by-case basis within all zone areas on the City of Grand Forks Official Zoning Map.

2. That this bylaw may be cited as the "**Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1919-A1, 2016**".

Read a **FIRST** time this 9<sup>th</sup> day of May, 2016.

Read a **SECOND** time this 9<sup>th</sup> day of May, 2016.

**PUBLIC HEARING NOTICE ADVERTISED** this 18<sup>th</sup> day of May, 2016 **AND** this 25<sup>th</sup> day of May, 2016.

**PUBLIC HEARING HELD** this 30<sup>th</sup> day of May, 2016.

Read a **THIRD** time this \_\_\_\_ day of \_\_\_\_\_, 2016.

**APPROVED** by the Ministry of Transportation and Infrastructure, in accordance with the Highways Act this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Approving Officer

**FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor Frank Konrad

\_\_\_\_\_  
Corporate Officer Diane Heinrich

**CERTIFIED**

I hereby certify that the foregoing to be a true copy of Bylaw No. 1919-A1  
as passed by the Municipal Council of the City of Grand Forks  
on the \_\_\_\_ day of \_\_\_\_\_, 2016.

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



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** May 30, 2016  
**Subject:** 2016 Water Rates Amendment  
**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to Bylaw 1973-A2 Water Regulation Amendment 2016

---

### **BACKGROUND:**

At the April 11, 2016 Regular Meeting, Council adopted the 2016-2020 Financial Plan Bylaw 2024. Bylaw 2024 includes a water rate increase in order to meet revenue requirements for the Water Fund in 2016.

Bylaw 1973-A2 was presented to Committee of the Whole on May 9, 2016. It received three readings on May 30, 2016. The proposed bylaw would be effective July 1, 2016.

The Financial Plan requires an overall increase of \$29,590 in water utility revenues. The proposed bylaw increases rates for the monthly customer charge and the fixed and capital charge. The 'per cubic meter' rate has remained the same as last year. For residential customers, this increase equates to \$3.45 per bi-monthly billing or \$20.70 per year.

The increase in water rates will allow the City to put \$98,000 into the Capital Reserve in 2016 for infrastructure replacement. The transfer to the Capital Reserve aligns with the goals of the Asset Management Financial Policy passed by Council in January 2016.

Bylaw 1973-A2 is now presented for final reading.

---

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

**General:** The proposed fee increase is included in the 2016-2020 Financial Plan  
**Financial:** The fee increase will enable Council to cover the costs of running the water system.  
**Policy/Legislation:** In accordance with Section 194 of the Community Charter, Council may impose a fee payable in respect of all or part of a service of the municipality.  
**Attachments:** DRAFT Bylaw 1973-A2 Water Regulations Amendment 2016.

---

**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to Bylaw 1973-A2 Water Regulation Amendment 2016

# REQUEST FOR DECISION

— REGULAR MEETING —



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

---

---

	
Department Head or CAO	Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 1973-A2**

### **A BYLAW TO AMEND THE CITY OF GRAND FORKS WATER REGULATIONS BYLAW NO. 1973-A1**

---

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

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

1. This bylaw may be cited for all purposes as the “**City of Grand Forks Water Regulations Amendment Bylaw No. 1973-A2, 2016**”.
2. That Bylaw No. 1973-A1, cited as “City of Grand Forks Water Regulations Bylaw No. 1973-A1, 2015”, be amended by deleting “Schedule A” and replacing it with a new “Schedule A”, which is identified as “Appendix 1” and attached to this bylaw.
3. That this bylaw shall come into force and effect for all consumption billed for periods ended on or after July 1, 2016.

**INTRODUCED** this 9th day of May, 2016.

Read a **FIRST** time this 30<sup>th</sup> day of May, 2016.

Read a **SECOND** time this 30<sup>th</sup> day of May, 2016.

Read a **THIRD** time this 30<sup>th</sup> day of May, 2016.

**FINALLY ADOPTED** this 13<sup>th</sup> day of June, 2016.

---

Mayor Frank Konrad

---

Corporate Officer – Diane Heinrich

## **CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1973-A2, the "City of Grand Forks Water Regulations Amendment Bylaw No. 1973-A2, 2016", as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 13th day of June, 2016.

---

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



**SCHEDULE "A"**  
**SERVICE CHARGES**

**1. Charges for installation of water service:**

- (a) Residential: 19 mm diameter (3/4") & 24.5 mm diameter (1")  
**\*NOTE: Water Meter Mandatory**

**At Cost by Contractor**, including any additional service costs itemized in (d), plus 15%

- (b) Commercial, Industrial & Institutional  
**\*NOTE: Water Meter Mandatory**

**At Cost by Contractor**, including any additional service costs itemized in (d), plus 15%

- (c) Renewal (upgrading, including meter retrofit)

**At Cost by Contractor**, including any additional service costs itemized in (d), plus 15%

- d) Additional service costs not included in (a), (b), and (c) above:
- i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length)
  - ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping

**2. Charges for each time the water supply is turned on/off**

During normal working hours (Monday – Friday) \$ 50.00

**3. Charges for after-hours callout – evenings, weekends, statutory holidays**

Private property issue \$ 250.00

**4. Purchase of water from City Bulk Water Facility**

Rate per cubic meter or portion thereof                      \$4.00

**5. Water Meter Installation – subject to Sections 10.2, 10.7 & 11.1**

(a) Standard in-house installation

**At Cost by Contractor, plus 15%**

(b) In-house installation with modifications\*

**At Cost by Contractor, plus 15%**

(c) Pit meter

**At Cost by Contractor, plus 15%**

\*Any modifications to water meter installation that result in the requirement for a manual read of the meter will result in a reading charge.

**6. Additional Charges**

(a) Manual meter reading charge – per occurrence                      \$ 25.00

(b) Meter re-read at Customer's request – per occurrence \$ 25.00

(c) Meter testing at Customer's request – per occurrence At Cost

(d) Water meter tampering charge – per occurrence                      \$200.00

(e) Charge for damage due to tampering

**At Cost by Contractor** for installation of new water meter plus the water meter tampering charge.

**Schedule A**  
**Bylaw No. 1973-A2**  
**Page 3 of 3**

**7. User Rates – Effective July 1, 2016**

	Per Unit Bi-monthly Fixed & Capital Charge	Per Account (per meter) Bi-Monthly Fixed & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	31.29		7.35	0.116	
Commercial Office Properties (water use restricted to staff washroom)		29.10	7.35	0.116	
Commercial (Class 06) Properties not listed below		64.79	7.35	0.127	
Large Industrial (Class 04) Properties		64.79	7.35	0.127	
Commercial laundry, car wash Properties		64.79	7.35	0.127	
Hotels, Restaurants, Malls		64.79	7.35	0.127	
Institutions, schools, recreation facilities (arena, pools) irrigation systems		64.79	7.35	0.127	
Buildings not connected to Water System on lots where service is available		23.61	7.35		
Residential Properties	48.52		7.35		16.79



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** June 13, 2016  
**Subject:** 2016 Waste Water Rates Amendment  
**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to Bylaw 1974-A1 Sewer Regulations Amendment 2016.

---

## **BACKGROUND:**

At the April 11, 2016 Regular Meeting, Council adopted the 2016-2020 Financial Plan Bylaw 2024. Bylaw 2024 includes a waste water rate increase in order to meet revenue requirements for the Waste Water Fund in 2016.

Bylaw 1974-A1 Sewer Regulations Amendment 2016 was presented to Committee of the Whole on May 9, 2016. At that meeting, Council was presented with two options for sewer rate increases. Council chose to send option 2, which requires a financial plan amendment to reduce the 2016 sewer fund transfer to capital reserves from \$72,500 to \$30,000. First three readings were given to this bylaw on May 30, 2016.

The proposed rates bylaw would be effective July 1, 2016. The rates for each category and each type of charge (customer charge, fixed and capital, and metered/variable) have been increased equally. The increase would equate to a residential increase of \$4.36 per billing or \$26.16 per year.

Bylaw 1974-A1 Sewer Regulations Amendment 2016 is now presented for final reading.

---

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

**General:** The proposed fee increase is included in the 2016-2020 Financial Plan.

**Financial:** The fee increase will enable Council to cover the costs of running the waste water system.

**Policy/Legislation:** In accordance with Section 194 of the Community Charter, Council may impose a fee payable in respect of all or part of a service of the municipality.

**Attachments:** DRAFT Bylaw 1974-A1 Sewer Regulations Amendment 2016

---

**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to Bylaw 1974-A1 Sewer Regulations Amendment 2016.



# REQUEST FOR DECISION

— REGULAR MEETING —



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

---

	
Department Head or CAO	Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 1974-A1**

### **A BYLAW TO AMEND THE CITY OF GRAND FORKS SEWER REGULATION AND RATES BYLAW NO. 1974**

---

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

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

1. This Bylaw may be cited for all purposes as the “**City of Grand Forks Sewer Regulations Amendment Bylaw No. 1974-A1, 2016**”.
2. That Bylaw No. 1974, cited as “City of Grand Forks Sewer Regulation Bylaw No. 1974, 2013” be amended by deleting “Schedule A” and replacing it with a new “Schedule A”, which is identified as “Appendix 1” and attached to this bylaw.
3. That this bylaw shall come into force and effect for all consumption billed for periods ended on or after July 1, 2016.

**INTRODUCED** this 9th day of May, 2016.

Read a **FIRST** time this 30<sup>th</sup> day of May, 2016.

Read a **SECOND** time this 30<sup>th</sup> day of May, 2016.

Read a **THIRD** time this 30<sup>th</sup> day of May, 2016.

**FINALLY ADOPTED** this 13<sup>th</sup> day of June, 2016.

---

Mayor Frank Konrad

---

Corporate Officer – Diane Heinrich

## **CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1974-A1, the "City of Grand Forks Sewer Regulations Amendment Bylaw No. 1974-A1, 2016", as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 13<sup>th</sup> day of June, 2016.

---

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



**SERVICE CHARGES**

1. **Charges for installation of sewer service:**
- (a) **Residential:** 100 mm (4 inch) diameter  
  
**At Cost by Contractor**, including any additional service costs itemized in (c), plus 15%
  - (b) **Commercial, Industrial, Institutional, Multi-family:** 152 mm (6 inch) diameter  
  
**At Cost by Contractor**, including any additional service costs itemized in (c), plus 15%
  - (c) Additional service costs not included in (a) and (b) above:
    - i) Service or main extension (100 mm to 152 mm diameter and/or where the service length is greater than 15 m);
    - ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping
2. **Charges for after-hours callout – evenings, weekends, statutory holidays**
- |                        |                     |
|------------------------|---------------------|
| Private property issue | \$ 250.00 flat rate |
|------------------------|---------------------|

**3. User Rates – Effective July 1, 2016**

	Per Unit Bi-monthly Fixed & Capital Charge	Per Account Bi-Monthly Fixed & Capital Charge	Per Account Bi-monthly Customer Charge	Sewer Rates Charge per 1/3 cubic meter of metered water	Bi-Monthly Variable Sewer Charges, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	39.37		11.73	0.45	
Commercial Office Properties (water use restricted to staff washroom)		42.73	11.73	0.45	
Commercial (Class 06) Properties not listed below		67.30	11.73	0.45	
Large Industrial (Class 04) Properties		67.30	11.73	0.45	
Commercial laundry, car wash Properties		67.30	11.73	0.45	
Hotels, Restaurants, Malls		67.30	11.73	0.45	
Institutions, schools, recreation facilities (arena, pools) irrigation systems		67.30	11.73	0.45	
Buildings not connected to Water System on lots where service is available		39.37	11.73		
Residential Properties	49.15		11.73		17.42