

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Tuesday, February 14, 2017, at 9:00 am
7217 - 4th Street, Council Chambers City Hall

| | <u>ITEM</u> | <u>SUBJECT MATTER</u> | <u>RECOMMENDATION</u> |
|----|--|--|---|
| 1. | <u>CALL TO ORDER</u> | | |
| 2. | <u>COMMITTEE OF THE WHOLE AGENDA</u> | | |
| | a) Adopt agenda | February 14, 2017, COTW | THAT the COTW adopts the February 14, 2017, agenda as presented. |
| | b) Reminder | In-Camera Meeting directly following COTW Meeting | |
| 3. | <u>REGISTERED PETITIONS AND DELEGATIONS</u> | | |
| | a) The Grand Forks International Baseball Tournament Delegation - Grand Forks International Baseball Tournament | Request to allow RV parking at Dick Bartlett Park during June 26-July 3, 2017, by charging a fee, with collection belonging to the GFI | THAT the COTW receives for information and discussion a request to allow RV parking at Dick Bartlett Park during June 26-July 3, 2017, by charging a fee, with collection belonging to the Grand Forks International. |
| | b) The Boundary Museum Society Delegation - The Boundary Museum Society | Presentation of quarterly financial report | THAT the COTW receives for information the quarterly report from the Boundary Museum Society and refers the Fee for Service request to the 2017 budgeting process. |
| | c) Local entrepreneurs Delegation - Local Entrepreneurs | Brief presentation regarding a potential technology lab in Grand Forks | THAT the COTW receives for information the presentation from local entrepreneurs regarding a potential technology lab in Grand Forks. |
| 4. | <u>REGIONAL TOPICS FOR DISCUSSION - WITH AREA D</u> | | |
| 5. | <u>PRESENTATIONS FROM STAFF</u> | | |
| | a) Manager of Development & Engineering Services | Application for a Development Variance Permit to vary the Subdivision, | THAT the COTW receives the report and recommends to Council to approve the |

[RFD - Mgr. Dev. & Eng. - 6565 - 25th St. DVP](#)

Development and Servicing Bylaw No. 1970, to relax Schedule A and Schedule 1 road specifications to a level appropriate to a rural standard

Development Variance Permit application to vary the Subdivision, Development and Servicing Bylaw No. 1970 for the property described as 6565 - 25th St., Lot 1, LD54, DL533, Plan KAP11391, and refers the report to the March 13, 2017, Regular Meeting of Council for decision.

- b) Manager of Development & Engineering Services
[RFD - Mgr. Dev. & Eng. - WildSafeBC 2017](#)

BC Conservation Foundation (BCCF) - WildSafeBC Program for 2017

THAT the COTW receives the report and further directs staff to present the report to the February 14, 2017, Regular Meeting of Council for their consideration to support staff submitting the grant application for a WildSafeBC Community Coordinator for the 2017 season and commit \$8,500 from the Wildlife Management budget to match and supplement grant funding.

- c) Corporate Services
[RFD - Corporate Services - AKBLG Final Resolutions for 2017](#)

AKBLG Final Resolutions for 2017

THAT the COTW recommends to Council to receive and discuss the attached resolution(s), as presented or modified thereof, and refers the resolution(s) to the February 14th Regular Meeting for consideration to adopt.

- d) Monthly Highlight Reports from Department Managers
[Corporate Services](#)
[Development & Engineering Services](#)
[Fire Department Operations](#)
[Building & Bylaw Services](#)
[Chief Financial Officer](#)

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

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

6. **REPORTS AND DISCUSSION**

7. **PROPOSED BYLAWS FOR DISCUSSION**

8. **INFORMATION ITEMS**

9. **CORRESPONDENCE ITEMS**

10. **LATE ITEMS**

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

12. **QUESTION PERIOD FROM THE PUBLIC**

13. **IN-CAMERA RESOLUTION**

a) Chief Administrative Officer

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

THAT the COTW
recommends Council
convene an In-Camera
Meeting as outlined under
Section 90 of the Community
Charter to discuss matters in
a closed meeting which are
subject to Section 90 (1)(a)
personal information about an
identifiable individual who
holds or is being considered
for a position as an officer,
employee or agent of the
municipality or another
position appointed by the
municipality;
BE IT FURTHER RESOLVED
THAT persons, other than
members, officers, or other
persons to whom Council
may deem necessary to
conduct City business, will be
excluded from the In-Camera
Meeting.

14. **ADJOURNMENT**

From:  Gerry Foster <jgfoster@telus.net> Jan 27, 2017 11:30:08 AM
Subject: New Online Delegation Form submission from Gerry Foster
To:  Info City of Grand Forks

RECEIVED

JAN 27 2017

THE CORPORATION OF
THE CITY OF GRAND FORKS

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

The Grand Forks International Baseball Tournament

To request that you consider:

Allowing the GFI to provide RV Parking at Dick Bartlett Park during the 2017 event, June 26-July 3 with permission to charge the campers a Fee; with the fees collected belonging to the Grand Forks International.

The reasons that I/We are requesting this action are:

It will provide fans coming to the event a place to stay close to the venue - James Donaldson Park. The revenue received from this will assist the GFI with its expenses.

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

This will also provide a positive benefit for our community in terms of hospitality and tourism.
Fans and visitors will hear about this in our advertising in advance of the event which gives them another reason to visit Grand Forks this summer and beyond for other events. That is, a positive experience brings people back and motivates them to tell others.

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

It would remove an opportunity of revenue for the GFI and perhaps, more importantly, an occasion of reflecting a positive tourism strategy for Grand Forks would be missed.

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating:

The Grand Forks International requests that Council adopt a resolution permitting the Grand Forks International Executive and Board of Directors to use Dick Bartlett Park as a camping opportunity for RVs during the 2017 GFI, dates June 27-July 2. We would request that the dates also include June 26 and July 3, allowing people to arrive the day before and leave the day after the event.

Note: We wish to work in concert with the City: Council, Staff and City Employees, in terms of the details. We are open to advice and suggestions to make this plan beneficial for all, including our guests coming to Grand Forks.

Thank You

Name

Gerry Foster

Organization

FILE CODE

Grand Forks
D2 - International Baseball
Tournament

Grand Forks International

Mailing Address



PO Box 2082
Grand Forks, British Columbia V0H 1H0
Canada
[Map It](#)

Telephone Number

250-442-5659

Email Address

jgfoster@telus.net

From:  "Cher Wyers, Manaer of Operations" <boundarymuse@shaw.ca>
Subject: New Online Delegation Form submission from Cher Wyers, Mana...
To:  Info City of Grand Forks

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

The Boundary Museum Society

To request that you consider:

Final Quarterly Report to the COTW

The reasons that I/We are requesting this action are:

To present the final Quarterly Report under the terms of the 2016
Fee-For-Service Agreement between the Corporation of the City of Grand
Forks and the Boundary Museum Society.

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

The continued enjoyment of historical artifacts at the Fructova Heritage
site and the development and preservation of our local history.

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

Not Applicable

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating:

The City of Grand Forks accept the Final Quarterly Report ending
December 31, 2016 and refer the Boundary Museum Society's 2017
Fee-For-Service request of \$70,000 to the 2017 City Budget progress.

Name

Cher Wyers, Manaer of Operations

Organization

Biunday Museum Society

Mailing Address

6145 Reservoir Road
Grand Forks, British Columbia V0H 1H5
Canada
[Map It](#)

Telephone Number

250-442-3737

Email Address

FILE CODE
D2- Boundary Museum
Society



From: Gary Smith <bugsylblues@gmail.com> 2017-02-06 11:04:35 ...
Subject: New Online Delegation Form submission from Gary Smith
To: Info City of Grand Forks



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

local entrepreneurs

To request that you consider:

a brief presentation on the potential for a technology lab in Grand Forks

The reasons that I/We are requesting this action are:

The Boundary Tech Café will address the major difficulty in retaining youth and young families in small, rural communities throughout our region. The Tech Café would essentially be a lab that provides access to leading-edge technology, such as 3D printers, 3D scanners, CNC machines, computers, electronics and digital equipment where the imagination is allowed to design and build to its capacity. It would be a place where youth and adults could explore new disruptive technologies (technologies that change the way things are done) and incubate business ideas based on them. Coupled with brand new fibre-optic infrastructure recently installed throughout our area, and a lower cost of living, we can make the entire region more appealing to young families and resident youth. The concept formed the basis of a grant application made to the Google Impact Challenge.

<https://impactchallenge.withgoogle.com/canada2017>

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

To draw those who would prefer the rural lifestyle but who need and want access to leading edge technologies.

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

Unrealized potential in a growing high tech marketplace

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating:

No resolution at this time

Name

Gary Smith

Organization

Phoenix Foundation of the Boundary Communities

Mailing Address

Box 1608
1332-66th Ave
Grand Forks, British Columbia V0H 1H0

FILE CODE
D2 - re Tech Lab Potential

Canada
[Map It](#)

Telephone Number

250 443-1256

Email Address

bugsyblues@gmail.com

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: February 14, 2017
Subject: Application for a Development Variance Permit to vary the Subdivision, Development and Servicing Bylaw No. 1970, to relax Schedule A and Schedule 1 road specifications to a level appropriate to a rural standard.
Recommendation: RESOLVED THAT the Committee of the Whole receives the report and recommends to Council to Approve the Development Variance Permit application to vary the Subdivision, Development and Servicing Bylaw no. 1970 for the property described as 6565 25th St, Lot 1, LD 54, DL 533, Plan KAP11391, and refers the report to the March 13, 2017 Regular Meeting of Council for decision.

-
- The owners of the subject property have applied for a development variance permit to vary the Subdivision and Development Servicing Bylaw No. 1970 (SDS) to a level appropriate to the 'rural standard' in the area.
 - The property 3.7 ac, zoned R-4 (Rural Residential), is in the Agricultural / Rural Land Use designation in the Sustainable Community Plan, and is in the Agricultural Land Reserve.
 - The parcel is located on the west side of the undeveloped portion of 25th St. Previously, Public Works established a 6 m wide by 45 m long crushed gravel surface as far as the south-east corner of the parcel.
 - The owners propose to extend this road with the same depth and width of gravel to the end of 25th St at the closed road (Plan KAP77581 on the parcel report). Only one additional lot opposite the subject property on the east side of 25th St would be serviceable with this road.
 - The proposed plan would require relief from Schedule A Works and Services Requirements for R-6 road cross-section and Schedule 1.16 Pavement Structure requirements. Table 1.5 of Schedule 1 specifies 50 mm of hot mix asphalt surface over 300 mm subbase and 100 mm base (see table and cross-section). The department recommends utilizing same or similar materials, road structure and methods as on the current road stub. Other services:
 - The property has an electrical pole on the east border but is not connected to or near community water, sewer, or drainage systems. The property will be serviced in compliance with the SDS with a domestic well, an on-site sewage disposal system, underground electrical and communication wiring within the property, and all drainage accommodated onsite.
 - No street lighting is required beyond intersections in R-4, and the servicing does not require sidewalks under the SDS for local rural cross-section



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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —







- The road surface is to be constructed at the expense of the owner and at the specification of the department, and will become the property of the City on issuance of Certificate of Acceptance. There are no recommended works or services in excess or extension of the requirements of the subject property, so no latecomer agreement will be applicable.
- Should Council approve the DVP the department will proceed through operational procedures specifying works and services and other applicable permitting.

Benefits or Impacts of the Recommendation:

Policy / Legislation: This application process complies with the Local Government Act requirements for development variance applications and follows the City's planning procedures

Strategic Impacts:

-  No impact on financial resources; DVP fees have been paid by the applicant; increase in tax assessment from completion of home on vacant lot
-  Increase in housing stock and short term economic activity of home building
-  Process follows procedures for neighbour and agency referrals
-  Relieves applicant's hardship of paving to a subdivision standard for an isolated no-exit rural road

Attachments:

- Excerpts from SDS regarding road profile and surfacing standards to be varied
- Development Variance Application
- Plot plan showing the proposed development of the property with dimensions and aerial view
- Parcel report, zoning map and land use map

Recommendation: RESOLVED THAT the Committee of the Whole receives the report and recommends to Council to Approve the Development Variance Permit application to vary the Subdivision, Development and Servicing Bylaw no. 1970 for the property described as 6565 25th St, Lot 1, LD 54, DL 533, Plan KAP11391 and refers the report to the March 13, 2017 Regular Meeting of Council for decision.

OPTIONS:

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



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— COMMITTEE OF THE WHOLE —



Schedule 1:

| Table 1.5 | | | |
|---------------------|---|--|---|
| Road Classification | Subbase ⁽¹⁾ 75mm (minus) | Base ⁽²⁾ 19mm (minus) | Hot Mix Asphalt Surface Course ⁽³⁾ (mm) |
| Arterial | 400 | 100 | 100 (2 lifts) |
| Collector | 400 | 100 | 75 (2 lifts) |
| Industrial | 400 | 100 | 100 (2 lifts) |
| Residential | 300 | 100 | 50 |
| Lanes | 200 | 100 | 50 |
| Multi-Use Pathways | 150 | 75 | 50 |

⁽¹⁾ MMCD Crushed Granular Sub-base

⁽²⁾ MMCD Granular Base

⁽³⁾ MMCD Upper Course #1



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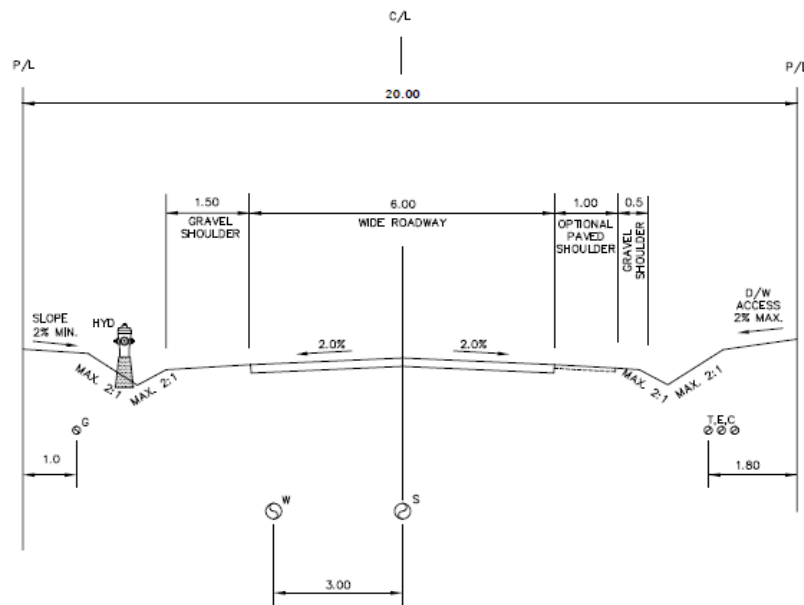
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— COMMITTEE OF THE WHOLE —



LEGEND

C - CABLEVISION
T - TELEPHONE
G - GAS
E - ELECTRICAL
W - WATER
S - SANITARY SEWER
D - STORM SEWER

HYD - HYDRANT
P/L - PROPERTY LINE
C/L - CENTER LINE
R/W - RIGHT-OF-WAY
SWK - SIDEWALK
C - CURB
FOC - FACE OF CURB
CB - CATCH BASIN
OSL - STREET LIGHT

NOTES

- 1) HYDRANT VALVES ON TEE.
- 2) WATER SERVICE VALVES 0.3 FROM P/L.
- 3) DRAINAGE TREATMENT VARIES DEPENDING ON SITE SPECIFIC GROUND CONDITIONS.
- 4) RIGHT OF WAY MAY BE REDUCED TO 15.0m DEPENDING ON GEOTECHNICAL CONSIDERATIONS, SLOPE ANALYSIS, OR CUL-DE-SAC DESIGN.



| | |
|----------------|-----------------------|
| NTS | |
| DATE DRAWN: | LATEST REVISION DATE: |
| | SEPT. 2014 |
| APPROVED BY: — | |

LOCAL CROSS-SECTION RURAL

| | | |
|------------|----------------|-------------------|
| SECTION: — | REVISION No. — | Drawn By: SE11-B6 |
|------------|----------------|-------------------|

| | |
|--|--|
| THE CORPORATION OF THE CITY OF GRAND FORKS | |
| 7217-4 th Street P.O. Box 220 Grand Forks, B.C. V0H 1H0 | Telephone: 250-442-8266 Fax: 250-442-5000 |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> PAID FEB 01 2017 </div> | |
| DEVELOPMENT VARIANCE PERMIT APPLICATION | |
| APPLICATION FEE \$350.00 | Receipt No. <u>202478</u> |

Registered Owner(s): FRANK & KELLEY SOROKA

Mailing Address:

Telephone:

Legal Description

Street Address: 6565 25th St.

DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

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

Kelley Soroka
(signature)

Feb 1, 2017
(date)

.OVER.....

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

*Vary SDS for rural standard
- gravel road, no street lighting - gw*

Attn: Delores Sheets

Development and Engineering

For development use "Rural Standard" for development servicing

* Approximately 6m crush surface, same or similar specs to existing 25th St stub

* We ask to waive lighting, sidewalk, drainage, other components of Subdivision and Development Servicing Bylaw

Submit the following information with the application:

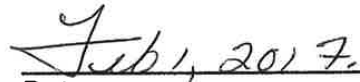
1. A legible site plan showing the following:

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

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

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


Signature of Owner


Date

AGENT'S AUTHORIZATION

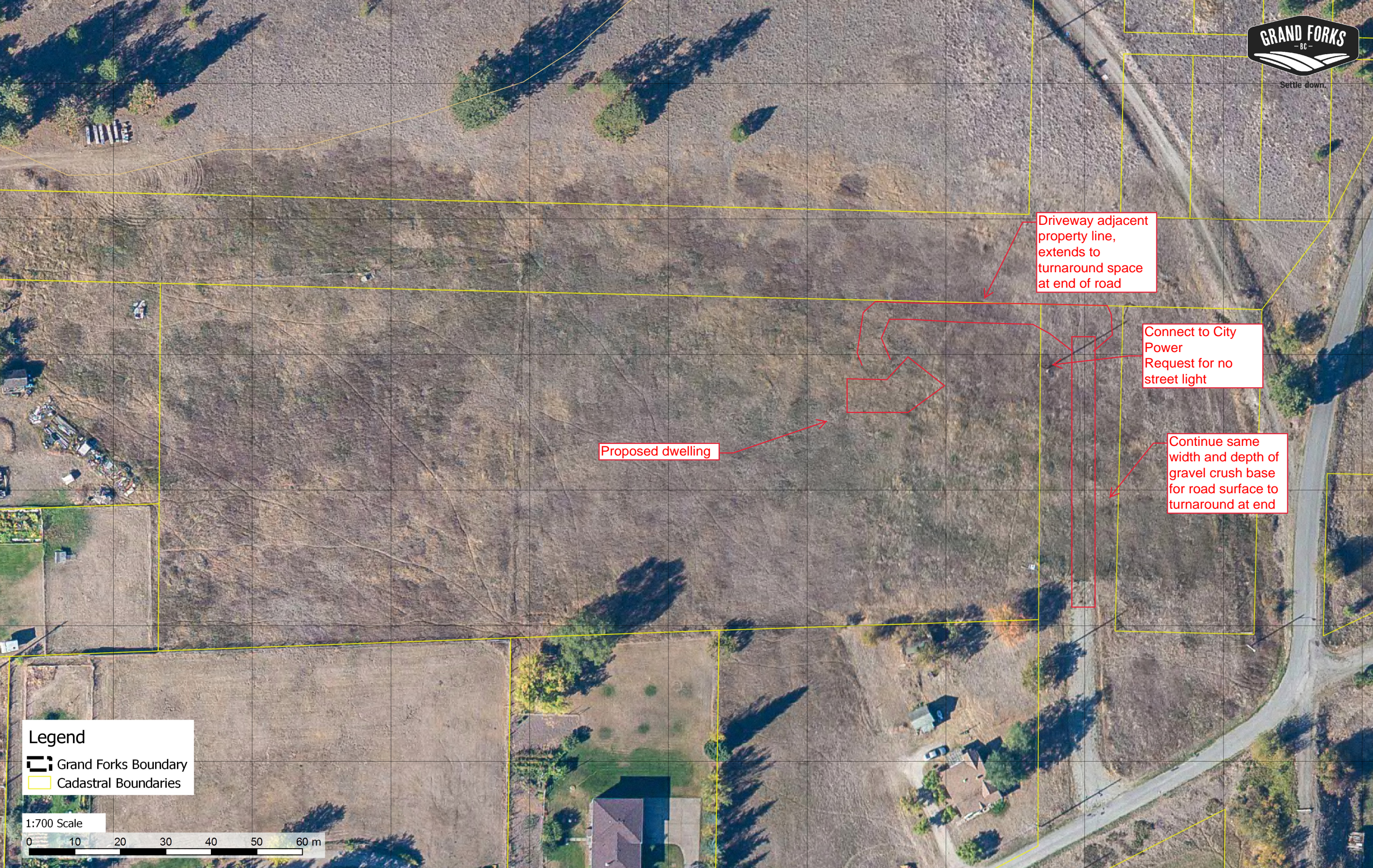
I hereby authorize the person/company listed below to act on my behalf with respect to this application:

Name of Authorized Agent: _____

Mailing Address: _____

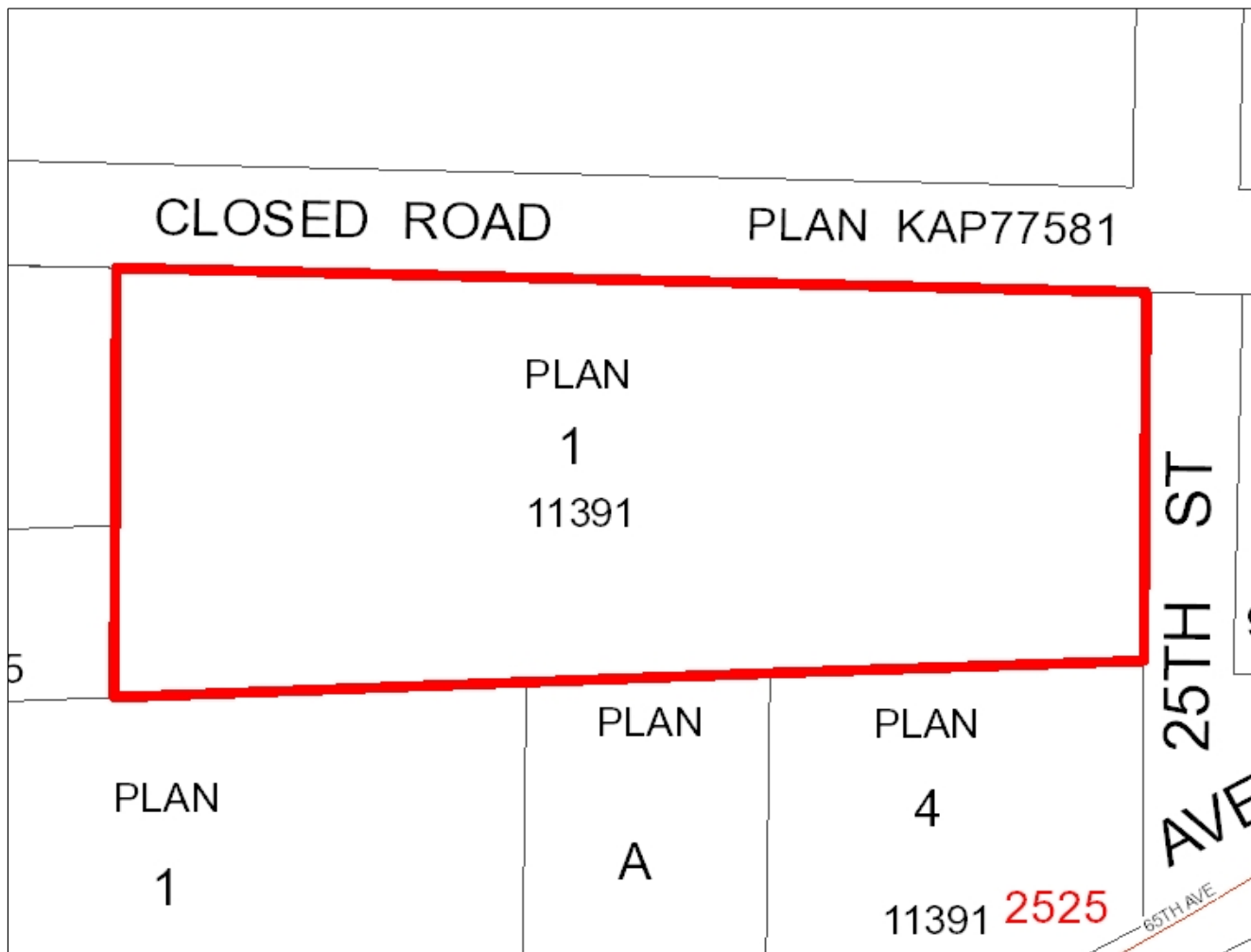
Telephone: _____


Owner(s) Signature of Authorization



Google Street View looking west across subject property (prior to 25th St surfacing)





Scale 1: 1,171

Legal Information

| | | | |
|--|-------------------|------------------|-----------------|
| Plan: KAP11391 | Section: | Jurs: 210 | Lot Area: 3.731 |
| Block: | Township: | Roll: 1169000 | Area Unit: acr |
| Lot: 1 | Land District: 54 | PID: 009-497-820 | Width (ft): 0 |
| District Lot: 533 | Electoral Area: | | Depth (ft): 0 |
| Street: 25TH ST | | | |
| Description: EX PT LYING W OF A LINE PARALLEL TO & PERP DIST 301' FROM THE WLY BNDY OF SAID L. | | | |

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

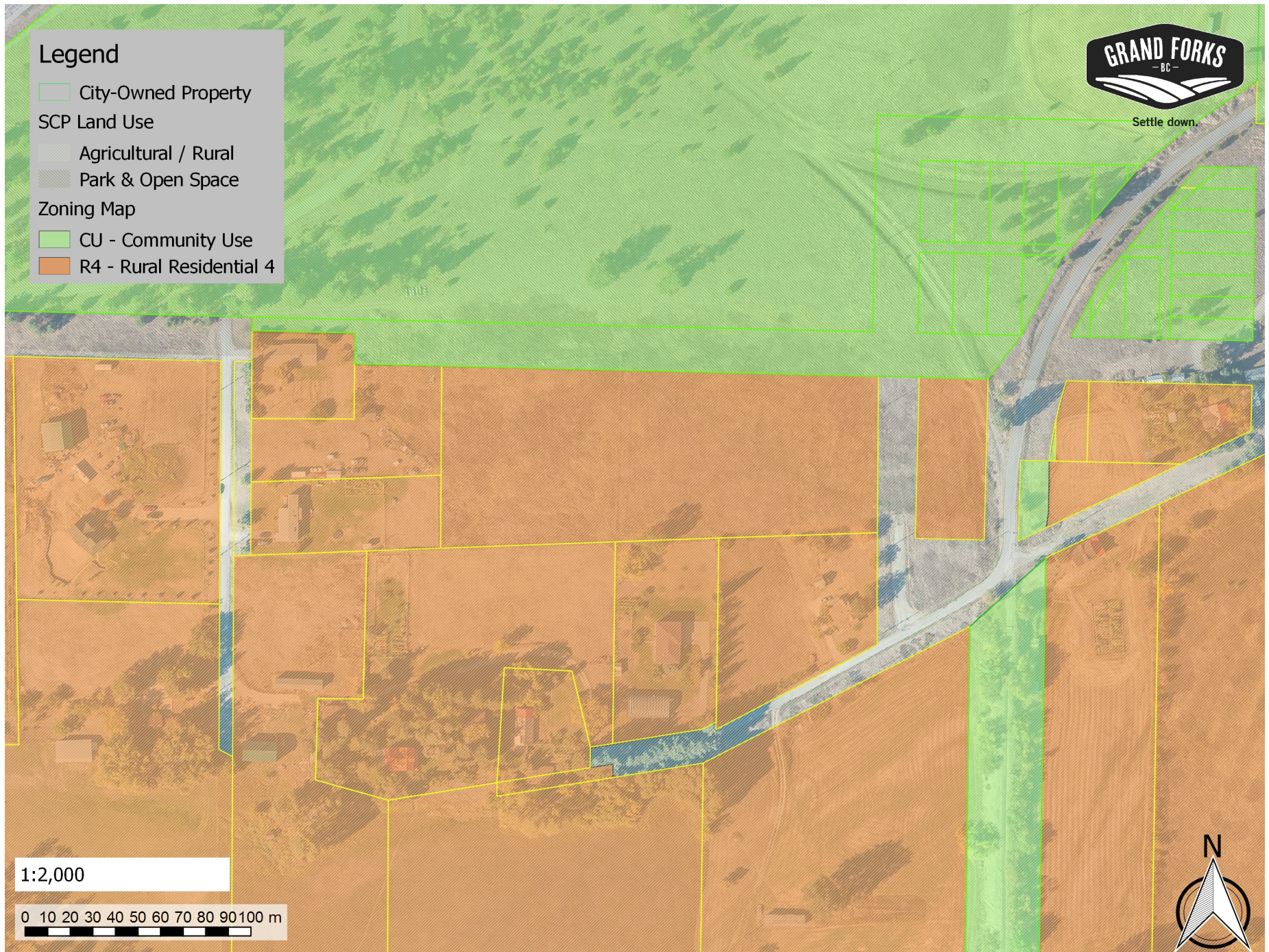
Page 1 of 1



Settle down.

Legend

- City-Owned Property
- SCP Land Use
 - Agricultural / Rural
 - Park & Open Space
- Zoning Map
 - CU - Community Use
 - R4 - Rural Residential 4



1:2,000





To: Committee of the Whole

From: Dolores Sheets, Manager of Development & Engineering Services

Date: February 14th, 2017

Subject: British Columbia Conservation Foundation (BCCF) - WildSafeBC Program for 2017

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and further directs staff to present the report to the February 14th, 2017 Regular meeting of Council for their consideration to support staff submitting the grant application for a WildSafeBC Community Coordinator for the 2017 season and commit \$8,500 from the Wildlife Management budget to match and supplement grant funding.

BACKGROUND: WildSafeBC has launched its fifth season and is again providing funding to assist with the hiring of a Community Coordinator for 2017. During 2013 - 2016 the coordinator engaged in activities aimed at reducing human-wildlife conflict through education, innovation and cooperation. Keeping WildSafeBC and its message of attractant management in the public eye was the focus for the 2013-2016 seasons as well as providing concrete solutions to human-wildlife conflict through educational displays, door-to-door visits, presentations with field experts, media releases, community Facebook page, etc.

In 2016, WildSafeBC was delivered in 30 communities and regional districts throughout BC. Looking forward to the 2017 season, WildSafeBC would like to continue to collaborate with community partners to make concrete solutions available for local wildlife attractant issues through education.

Partnering organizations, such as the City, contribute a minimum of \$3,000.00 towards the program delivery costs and the BCCF provides \$8,155.00 that is allocated towards wages for the Community Coordinator to work, part-time, in the community during the period May 1st to November 30th. The hiring, training and supervision of Human Resource aspects of the program are managed by the BCCF. Additionally, the BCCF provides all training and related expenses as well as a community toolkit containing resources for the delivery of the program including brochures, bookmarks, posters, door hangers, tattoos, Junior Ranger kits, display boards, banners and various props.

The application process and timeline for 2016 are as follows;

- 1) Jan. 6: Application forms sent out to prospective partners;
 - 2) Feb. 3: Application forms are due by 4:30 pm PST;
- Applications are ranked according to a matrix that considers items such as:
- Monetary support above the base \$8,155.00



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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- Whether an office is provided, along with support such as copying, phone, computer and printing
 - Whether the initiative is Conservation Officer Service led
 - Whether or not the community has had a program in previous years
- 3) Mar. 31: Successful applicants are notified;
 - 4) Apr. 30: Payments are due for partner's share of the program;
 - 5) May 1: Communities with returning coordinators start their program;
 - 6) May 28: Training of coordinators begins;
 - 7) May 24: New coordinators begin work in the community;
 - 8) Nov. 30: Program ends.

Communities have the opportunity for contributing additional funds including a wage top-up for the position to ensure that a quality individual can be hired into the Community Coordinator position. For the 2016 season, the City contributed a wage top-up of \$4.81 per hour plus extra funding to help cover expenses for a total commitment of \$8,500.

Benefits or Impacts of the Recommendation:

General: The objective is to continue with the initiative of the Grand Forks Deer Committee to hire a WildSafeBC Community Coordinator.

Strategic:



Deer management is an important issue to the citizens of the City and Council would be continuing a proactive educational campaign aimed at reducing human-wildlife conflicts.



Continuing to mitigate the impact of deer on the community.

Financial: The minimum financial commitment for the program is \$3,000.00. Wage top-up and extra expenses (including in-kind) have been committed in all previous years. The program would be funded through the Wildlife Management budget.

Policy/Legislation: The Sustainable Community Plan states that protecting the natural environment is an important sustainable principle to guide the community and one of the objectives is to promote city-wide environmental stewardship and education.

Attachments:

- 1) WildSafeBC Program: 2017 Application Form
- 2) WildSafeBC Financial Worksheet 2017
- 3) 2017 WildSafeBC Grant Options



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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



4) WildSafeBC 2016 Annual Report – Grand Forks

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and further directs staff to present the report to the February 14th, 2017 Regular meeting of Council for their consideration to support staff submitting the grant application for a WildSafeBC Community Coordinator for the 2017 season and commit \$8,500 from the Wildlife Management budget to match and supplement grant funding.

OPTIONS:

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



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WildSafeBC Program: 2017
Application Form
for Community Coordinator or Seed Grant



BRITISH COLUMBIA
CONSERVATION
FOUNDATION

1. Applying for: ☐ Community Coordinator Grant ☐ Training Grant ☐ Seed Grant*
**If applying for a Seed grant please attach a short description of your planned expenditures.*

2. Name of First Nation, Municipality or Regional District: _____

3. **If not approved for a Community Coordinator Grant would your community be interested in a modified grant program in order to get you some funding? Y/N_____**

4. Contact name and title _____

5. Contact mailing address _____

6. Telephone _____

7. Email _____

8. Please list all communities and the approximate population that would be serviced by this program:

| Community | Approximate population |
|-----------|------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |



WildSafeBC Program: 2017 Application Form for Community Coordinator or Seed Grant



BRITISH COLUMBIA
CONSERVATION
FOUNDATION

9. Please fill out the following form with regards to BearSmart initiatives undertaken within your community. Consult the Province's BearSmart guidelines at <http://www.env.gov.bc.ca/wld/bearsmart/#first>

| | Not started | In progress | Completed |
|--|-------------|-------------|-----------|
| 1. Prepare a bear hazard assessment of the community and surrounding area. | | | |
| 2. Prepare a human-bear conflict management plan that is designed to address the bear hazards and land-use conflict identified in the previous step. | | | |
| 3. Revise planning and decision-making documents to be consistent with the bear-human conflict management plan. | | | |
| 4. Implement a continuing education program directed at all sectors of the community. | | | |
| 5. Develop and maintain a bear-proof solid waste management system. | | | |
| 6. Implement "Bear Smart" bylaws prohibiting the provision of food to bears as a result of intent, neglect, and irresponsible management of attractants. | | | |

10. Amount of funding the applicant will provide in 2017: _____
Please note: For Seed Grants this is a minimum of \$500, for a Coordinator position the minimum is \$3,000 –please fill out and attach the provided spreadsheet.

11. Applicant can provide the following in-kind support (circle yes or no)

| Item | Yes | No |
|------------------------|-----|----|
| Office space | | |
| Office phone | | |
| Cell phone | | |
| Printing, fax, copying | | |

Other, describe: _____



**WildSafeBC Program: 2017
Application Form
for Community Coordinator or Seed Grant**



CONDITIONS OF APPLICATION

1. **The applicant acknowledges that submission of an application does not guarantee funding.** Should funding be awarded by BCCF to a successful applicant, it is only for the current year and does not guarantee success in subsequent years. BCCF is a non-profit organization and funding availability changes annually and therefore, so does the amount of funding allocations available.
2. The applicant agrees to all funding commitments made herein during the term of the program.
3. Upon acceptance partners will receive an invoice from BCCF for the balance indicated on your application, which will be due in 30 days of receipt.
4. The applicant acknowledges that funding is to be used towards the wages of a WildSafeBC Community Coordinator or as designated by BCCF.
5. WildSafeBC Community Coordinators are employees of BCCF.
6. The hiring, training, and supervision of WildSafeBC Community Coordinators are the responsibility of the BCCF.
7. If there are problems with the Community Coordinator, such as posts on Facebook that you do not agree with please contact the BCCF and we will speak with our employees.
8. The applicant agrees to work on becoming a Bear Smart Community and working at completing some or all of the Bear Smart criteria in due course.
9. A WildSafeBC final report for the 2017 program will be completed by the WildSafeBC Community Coordinators in the prescribed WildSafeBC format that will be made available to all interested parties.
10. The WildSafeBC Program is politically, socially, and culturally neutral with respect to wildlife management.
11. The base program is designed to run from May 1st, 2017 to November 30th, 2017.
12. Please note: Monies unspent during the program year will automatically be rolled over for use in subsequent years unless specified by our partner. Monies that are unspent and returned to the partner will be pro-rated based upon original contributions. Carried over funds will not be considered as part of the annual required contribution in subsequent years.

Upon program approval by BCCF, this signed application forms the contract between your community and the BCCF.

By signing below, I agree to the terms and conditions of the application and I acknowledge that the information contained herein is true and correct to the best of my knowledge:

Date: _____ at _____
(dd/mm/yyyy) (Place)

Name: _____

Signature: _____

WildSafeBC Financial Worksheet 2017

This form must accompany your application Part 1

Instructions for use: All cells are locked except the coloured ones - this is where you enter your numbers.

| |
|---|
| 1. Enter the amount of a wage top-up (per hour amount) that your community is willing to pay the coordinator over and above the base wage of \$14.50/hour into cell B16. For example, if you would like the coordinator to be paid \$18/hr type \$3.50 in B16.* |
| 2. Enter the number of extra hours beyond the 420 base hours of the program that your community is willing to support in cell B18 - note, this amount is limited to the list that appears.* |
| 3. Enter the amount over and above the base \$3,000 amount that your community will put forward to cover non-wage related expenses of the program in cell C20* |
| 4. The amount you, the Funding partner, will contribute is highlighted in cell C21.* |
| 5. Save this workbook as: 2016 WildafeBC Community Name.xls and attach it as a file with your application form. |

BCCF administration fees are added into every calculation

| | | | |
|--|---------|----|-----------------|
| Base program (420 hours @ \$14.50/hour base wage) supplied by BCCF | | \$ | 8,378.91 |
| Base program expenses supplied by community | | \$ | 3,000.00 |
| Wage top-up (communities can fund above the \$14.50/hour base) Refer to #1 above. This amount will be reflected for the total wages of the employee. | \$ 4.81 | \$ | 2,718.26 |
| Subtotal for community's contribution | | \$ | 5,718.26 |
| Extra hours the community will support: Refer to #2 above | 0 | | |
| Cost of extra hours | | \$ | - |
| Extra expenses that the community will cover: Refer to #3 above | | \$ | 2,506.07 |
| Total cost to community | | \$ | 8,500.00 |

6. This worksheet hereby forms a portion of your application and becomes part of the contract indicating your intent to contribute the above amount to the 2017 WildSafeBC program.

WildSafeBC (WSBC) Grant Options 2017

BCCF Community Coordinator Grant: Application Required

| Funding Partners | Cost | Description |
|---|-----------------|--|
| Community | \$3,000 min | Upon approved application, this option provides funds to pay a part-time BCCF employee to deliver a 420 hour base WSBC program (\$14.50 base wage) within the community/regional district/First Nation. The coordinator is hired, supervised, and an employee of the BCCF, attends a week-long training session at the end of May in Kamloops, receives a toolkit and is provided with ongoing support throughout the season. The coordinator position runs from May-Nov. If communities are able to commit additional funds above the \$3,000 minimum they could have a greater chance of their application being approved as it is one of the criteria in the decision-making matrix. |
| BCCF | \$8,155 | |
| BCCF In-Kind Large Toolkit & Training | \$2,900 | |
| Total | \$15,475 | |

Seed Grant: Application Required

| Funding Partners | Cost | Description |
|------------------|----------------|---|
| Community | \$500 | If approved, this grant will provide funds to acquire items such as signage and bear-resistant garbage bins. Communities apply and are awarded grants, dependent on funding, and on a first-come first-served basis. A short description of the planned purchases, including quotes for items where available, must be submitted with the application. *BCCF grants will be awarded up to a maximum of \$1,500 as funding allows. |
| BCCF | \$1,500* | |
| Total | \$2,000 | |

Training Grant Option A: Application required and approval based on funding

| Funding Partners | Cost | Description |
|-------------------------------|----------------|--|
| Community | \$1,000 | Communities are invited to apply for this grant, which provides funds for a community member, such as a resident or Bylaw Officer, to attend the week-long training session at the end of May in Kamloops. This grant includes accommodation, food, travel expenses as determined by BCCF, classroom training, a WSBC manual, a WildSafeBC toolkit, and on-going support from the WildSafeBC Provincial Coordinator. Communities must apply and are awarded grants, dependent on funding, on a first-come, first-served basis. |
| BCCF | \$1,000 | |
| BCCF In-Kind Small Toolkit | \$500 | |
| Total | \$2,500 | |

Training Grant Option B: Guaranteed placement in training program

| Funding Partners | Cost | Description |
|----------------------------|----------------|--|
| Community | \$2,000 | This option permits a community member, such as a resident or Bylaw Officer, to attend the week-long training session in Kamloops. This grant includes accommodation, food, travel expenses as determined by BCCF, classroom training and manual, a WildSafeBC toolkit, and on-going support from the WildSafeBC Provincial Coordinator. Communities request attendance to the training session and are guaranteed a space as they are contributing the full cost of training. |
| BCCF In-kind Small Toolkit | \$500 | |
| Total | \$2,500 | |

Canada Summer Jobs (CSJ) Ambassador Grant – Community Coordinator Program Augmentation

Application Deadline January 16, 2017*

| Funding Partners | Cost | Description |
|---|-------------------|--|
| Community | \$4,000 min | Canada Summer Jobs provides federal funding to help employers create summer job opportunities for students. This provides a full-time employee for 4-16 weeks during the summer. Canada Summer Jobs pays the base wage of \$10.85/hour and the community is required to pay the top up of \$3.75 to make it \$14/hour. The CSJ Ambassador is hired, supervised, and an employee of the BCCF. This CSJ option can be used to augment a coordinator position, allowing for the full-time CSJ to cover more ground with door-to-door campaigns, and events etc. The community is required to fund the wage top-up and some expenses such as mileage. BCCF will provide the training, and travel expenses, as determined by BCCF, to the training. If additional materials are needed due to increased coverage, BCCF will provide up to another half toolkit. |
| CSJ Federal Funds | ~ \$4,000 | |
| BCCF In-Kind Toolkit (if required) & Training | Up to \$2,500 | |
| Total | ~ \$10,500 | |

Canada Summer Jobs (CSJ) Ambassador Grant – Stand Alone Program * Must apply to BCCF for Funding

Application Deadline January 16, 2017*

| Funding Partners | Cost | Description |
|---------------------------------|-------------------|--|
| Community | \$4,000 | Canada Summer Jobs provides federal funding to help employers create summer job opportunities for students. This provides a full-time employee for 4-16 weeks during the summer. Canada Summer Jobs pays the base wage of \$10.25/hour and the community is required to pay the top up of \$3.75 to make it \$14/hour. The CSJ Ambassador is hired, supervised, and an employee of the BCCF. This CSJ option can be used as a stand-alone program if the community is not successful in their application for a WSBC community coordinator – due to lack of core funding. This option could also work if the community prefers to have a full-time position for the summer as opposed to a part-time coordinator over 6 months. The community is required to fund the wage top-up and some expenses such as mileage. BCCF will provide some funding, the training, travel expenses, as determined by BCCF, to the training, and a toolkit. * Submission of an application for the CSJ Grant does not guarantee funding will be available from BCCF |
| CSJ Federal Funds | ~ \$4,000 | |
| BCCF | \$2,000* | |
| BCCF In-Kind Toolkit & Training | Up to \$2,900 | |
| Total | ~ \$13,950 | |

***BCCF applies for the CSJ position on your behalf and manages the fund. If your community would like to take advantage of the federal funding, we must be made aware of your intention by Jan 16, 2017 as there is a deadline for us to apply for the funds.**

WildSafeBC 2016 Annual Report

Grand Forks

Prepared by Laurie Grant, WildSafeBC Community Coordinator



Ministry of
Environment



Executive Summary

WildSafeBC delivered its third year of programming in Grand Forks, BC, with Laurie Grant returning as the WildSafeBC Community Coordinator (WCC) in May, 2016. The WildSafeBC program aims to reduce human-wildlife conflict by providing residents with information and advice regarding bears, cougars, coyotes, deer, moose, raccoons, and rattlesnakes.

The early spring this year meant that many natural food crops dried up quickly or failed altogether, bringing wildlife into the valley bottom seeking alternate foods like unsecured compost, garbage and unpicked domestic fruit. The WCC started the season with the primary focus of reducing human-deer conflict throughout the community (Figure 1). The WCC's messaging focused on the negative outcomes of feeding deer within the community and included spreading awareness about the City's deer feeding bylaw (Bylaw #1967).



Figure 1 Urban deer in Grand Forks Photo Credit Laurie Grant

Although the season started off relatively quietly in terms of bear sightings, there was a sharp increase in reports in August, which continued through the fall. Human-bear conflict resulted in multiple habituated bears being destroyed in the city. Reports of other species were also up this year with cougars, coyotes and bobcats being drawn into residential areas by pets, livestock and animal feed.

The WCC worked to keep attractant management at the forefront of residents' minds through garbage tagging, educational displays, door-to-door visits, community presentations, media releases, and the community Facebook page. We worked closely with the City Bylaw Office and local Conservation Officers to educate the public about attractant management and human-wildlife conflict reduction

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Highlights from the 2016 Season

In its third year in Grand Forks, the WildSafeBC (WSBC) Program continues to be valued by the local residents, visitors, local educators, the City Bylaw Office, local Conservation Officers and other communities within the RDKB.

WSBC was able to become more established in the community this season and was more widely recognized by community members. Residents appreciated the availability of a designated coordinator to address wildlife-related questions and concerns and local venues requested educational materials for display (Figure 2).

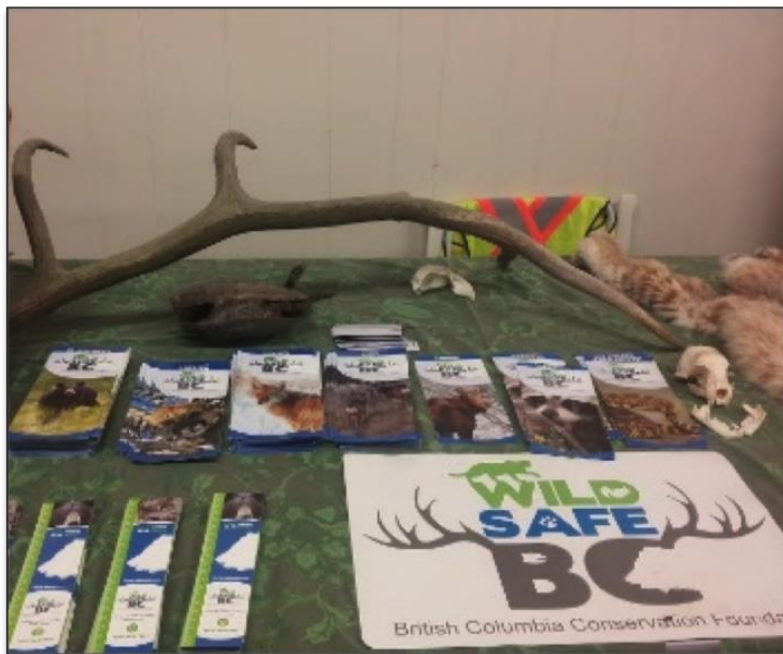


Figure 2 WildSafeBC Materials. Photo Credit Laurie Grant

Presentations

Hands-on displays, videos, power point presentations and local hikes were developed for a wide range of audiences this season to provide insight into the reasons human-wildlife conflict occurs and what we can do to reduce it (Figure 3). Presentations were offered to the following audiences this season:

- Grand Forks and District Public Library
 - Let's Talk About Deer (June)
 - Let's Talk About Rattlesnakes (July)

- Let's Talk About Bears (August)
- BFISS - New mom's group – staying safe in bear country
- Regional District of the Kootenay Boundary Board Meeting – WSBC expansion to RDKB
- Silver Kettle Village - Let's Talk About bears, deer and other local wildlife
- Junior Ranger Program:
 - Community Integration Summer Program Youth Group
 - Grand Forks Sparks/Brownies and Girl Guides Clubs
 - Hutton Elementary School
 - Perley Elementary School



Figure 3 Library Presentation. *Photo Credit Les Johnson, Grand Forks and District Public Library*

Displays

Educational displays at local events were once again a big hit with people of all ages. These displays offered a place to discuss local wildlife issues with residents and visitors and allow them an opportunity to get up close to wildlife skeletons and furs (Figure 4). As always, residents were able to access information and solutions for their own attractant challenges with take-home WSBC Bookmarks, wildlife tattoos, WSBC brochures, posters and species-specific reading materials. WildSafeBC set up displays at the following local events:

- Grand Forks Farmers Market (weekly)

- Grand Forks Fall Fair
- Rock Creek Fall Fair (2 days) (paid for by Rock Creek Fall Fair)
- Greenwood Founder's Day (Paid for by Greenwood Founder's Day)



Figure 4 Founder's Day WildSafeBC display *Photo Credit Founder's Day volunteer*

Media Coverage

WildSafeBC Grand Forks received great support from local media this season (Figure 5). WildSafeBC presentations were advertised through the Grand Forks Gazette, the Boundary Sentinel and also 102.3 Juice FM. In addition, the following WildSafeBC articles and photos appeared in print and online in the Grand Forks Gazette and the Boundary Sentinel:

- 2016-06-01 Appreciate deer fawns from a distance
- 2016-06-15 Let's Talk About Deer Presentation
- 2016-06-17 Laurie Grant Returns as WSBC Coordinator
- 2016-07-01 Let's Talk About Rattle Snakes Presentation
- 2016-07-01 You can live in Peace with Rattlesnakes
- 2016-07-27 photo re: Rattlesnake Presentation

WildSafeBC 2016 Annual Report

- 2016-08-25 Let's Talk About Bears Presentation
- 2016-08-25 Let's Talk About Bears Presentation
- 2016-08-25 Let's Talk About Bears Presentation
- 2016-09-01 Grand Forks Fall Fair Advertising
- 2016-09-01 Rock Creek Fall Fair Advertising
- 2016-10-15 Bear Activity is on the Rise



Figure 5 A sample of WildSafeBC coverage in the Grand Forks Gazette *Photo Credit Della Mallett*

The WildSafeBC Grand Forks facebook page has been a great platform for community discussion around local wildlife issues. The WCC was able to increase the reach of Grand Forks WildSafeBC Facebook page this season, achieving a total of 370 likes.

Popular posts often reached between 300-400 views and were frequently shared, initiating many online discussions informing the local community about attractant management and wildlife sightings (Figure 6).



Figure 6 WSBC Grand Forks Facebook reach, 2016.

Signage

In an effort to reduce wildlife-human conflict, signage was posted in public areas to alert citizens to wildlife sightings throughout town and also along roadways at frequent wildlife crossing locations.

“Bear in Area” signs were posted in 10 high-traffic pedestrian locations throughout the city as reminders of recent activity and moved as required (Figure 7). “Deer Crossing” signs were also posted, but disappeared and were not recovered. It is recommended that the City consider more permanent Deer Crossing signs for known high-traffic, high-collision locations in the city.



Figure 7 Bear in Area signage *Photo Credit Laurie Grant*

Door-to-Door Education

The WCC joined local Conservation Officers to respond to reports of human-wildlife conflicts. We visited numerous properties in Grand Forks to discuss site-specific attractant management strategies and to offer informational brochures and advice. Where unnatural attractants were observed, the occupants were advised of management solutions including complete attractant removal, attractant management or electric fencing. Residents were eager to discuss deer and bears in particular, but rattlesnakes, raccoons, and other wildlife were also discussed.

Garbage Tagging

The WCC conducted evening garbage tagging inspections throughout the season to remind residents that garbage and compost bins left on the curb overnight are a major wildlife attractant (Figure 8). During these evening inspections, the WCC placed yellow “Bear Attractant” stickers on garbage and compost bins that were put out too early. During the first inspection, over 40 garbage bins were tagged. These numbers dropped dramatically in subsequent inspections. Repeat offenders were visited to discuss the issue.



Figure 8 A compost bin, overturned by a bear. *Photo Credit Laurie Grant*

Deer Counts

Despite the Grand Forks Deer Committee folding this year, the semi-annual deer count continued. The WCC participated in both Deer Counts in April and October.

The 194 observed deer represents the largest spring count to date (Figure 9).

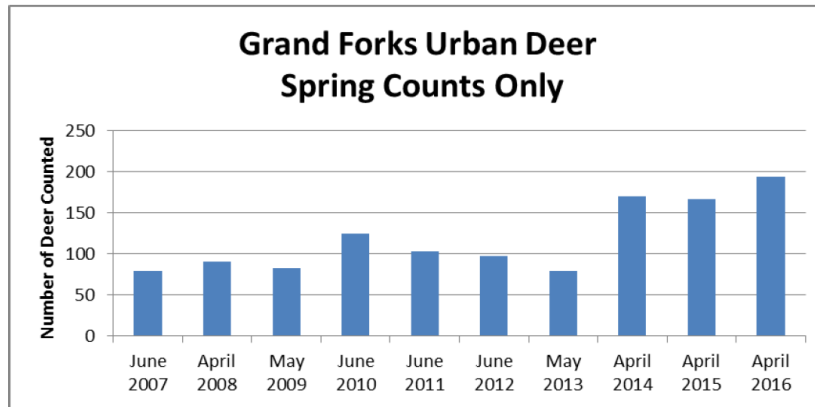


Figure 9: Grand Forks Spring Urban Deer counts to April 2016. Credit: Craig McLean, FLNR:EX

The 199 observed deer in 2016 represents a slight decrease from the 2015 largest fall count to date (Figure 10).

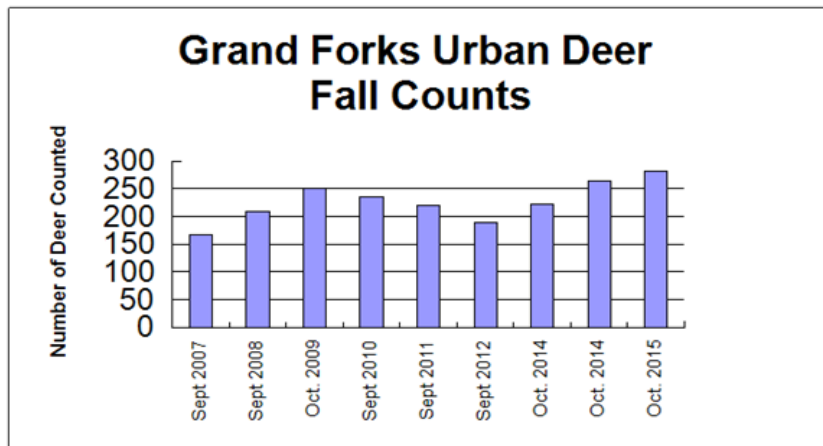


Figure 10: Grand Forks Fall Urban Deer counts to Oct 2015. Credit: Aaron Reid, FLNR:EX

Challenges in the 2016 WSBC Season

Deer-related Challenges

The abundance of natural vegetation, unfenced gardens and landscaped yards attract deer into backyards and create an unnatural concentration of the animals in the community. The lack of deterrents in use lead to a sense of security for deer within city limits, adding to the problem. There was an increase in aggressive deer reports this year and deer-vehicular collisions remain high in Grand Forks. Frequent collisions with deer cause thousands of dollars of property damage, high insurance rates and the unnecessary death of animals. The main highway through town is under the jurisdiction of the provincial government.

Interestingly, as more and more homeowners fence their yards, some urban deer are struggling to access adequate nutrition in the community. While this may lead to short-term challenges, it is this sort of attractant management that will reduce human-deer conflict in the long run.

The implementation of the deer feeding bylaw and the presence of a bylaw enforcement officer on duty this season seems to have deterred feeders. No issues of feeding were reported to the WCC this season.

Bear-related Challenges

Unsecured garbage, compost, bird feeders and unpicked fruit were again the largest attractant problems for bears in 2016. WildSafeBC assisted by offering suggestions to help residents to reduce the attractants available to wildlife.

Some residents are reluctant to report bear sightings for fear of the bear being shot. However, reporting wildlife to the RAPP line actually helps initiate proactive efforts to prevent conflict from escalating and also notifies residents when wildlife is active in the community (through the WildSafeBC WARP map: <https://wildsafebc.com/warp/>). Residents are encouraged to report all wildlife conflicts and sightings.

Cougar-related Challenges

There was an increase in local cougar activity over the summer, with 11 cougar sightings and conflicts reported to the RAPP line. Cougars can pose a risk to local children and pets.

Goals for 2017

Looking forward to the 2017 season, WildSafeBC hopes to continue to collaborate with community partners to reduce human-wildlife conflict and has set the following goals:

- Liaise with the local community regarding the potential for an urban deer cull in Grand Forks. This is likely to be a contentious issue in the community and the WCC will play a key role in providing neutral and evidence-based information to local residents.
- Increase the efficacy of the deer feeding bylaw with increased signage and increased enforcement. Also, suggest amending the bylaw to include all wildlife.
- Expand the WildSafeBC Program to include the Regional District of the Kootenay Boundary Areas C, D, and E. This would allow outreach to the rural areas of Grand Forks as well as Christina Lake, Greenwood, Midway, and Rock Creek where the presence of a WCC has been in high demand.
- Continue to offer outreach and education to a wide range of audiences, offering presentations that target wildlife species that cause concern locally.
- Assist the City of Grand Forks to achieve Bear Smart Status.

Acknowledgements

Grand Forks WildSafeBC is grateful for the generous support the program receives from its sponsors, partners and volunteers.

Thanks to our sponsors: City of Grand Forks, the Ministry of Environment, and the British Columbia Conservation Foundation.

Our community partners have provided invaluable support and guidance. Thank you to: Staff at City Hall, Mayor Frank Konrad and City of Grand Forks Councilors, Bylaw Officer Bud Alcock and local Conservation Officers Dave Webster and Logan Proulx.

Thanks also to:

- ❖ Vicky Gee, Area E Director.
- ❖ Grand Forks Gazette (Della Mallette, Jenny, Kathleen Saylor and Craig Lindsay).
- ❖ The Grand Forks and District Public Library Staff for your generous presentation support (Lizanne Eastwood, Les Johnson)
- ❖ Granby Wilderness Society biologist Jenny Coleshill
- ❖ Boundary Neighborhood Watch (Lorraine Dick).
- ❖ Hutton Elementary School (Principal Marcie Butler), Perley Elementary School (Principal Bob Chapman).
- ❖ Marty Thomas (Alpine Taxidermy) and Boundary Museum and Interpretive Centre for lending out amazing display materials.
- ❖ Boundary Family and Individual Services Society, Grand Forks Sparks, and Silver Kettle Village for offering space for presentations.
- ❖ Grand Forks Visitor Centre and Service BC Grand Forks for displaying brochures.
- ❖ BCCF Staff (WSBC Provincial Coordinator Frank Ritcey, Jen Bellhouse, Trina Radford, Shelley Nohels);
- ❖ Rock Creek Fall Fair's Mary Lautard who requested WildSafeBC to attend their annual event.
- ❖ Janet Matsalla Founder's Day Vender Coordinator who requested and arranged funding for WildSafeBC to attend their annual event.
- ❖ West Kootenay Bear Conflict Working Group and other WSBC Community Coordinators across the province for your support and insight as well as sharing photos and materials.

Finally, thank you to all those residents and business owners who refrained from feeding wildlife and those who made an effort this season to remove wildlife attractants from their properties.

Together, we can keep wildlife wild and communities safe!

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Mayor and Council
From: Corporate Services
Date: February 7th, 2017
Subject: AKBLG Final Resolutions for 2017
Recommendation: **RESOLVED THAT Committee of the Whole recommends to Council to receive and discuss the attached resolution(s), as presented or modified thereof, and refers the resolution(s) to the February 14th Regular Meeting of Council for consideration to adopt.**

BACKGROUND: Annually, the Association of Kootenay and Boundary Local Governments (AKBLG) submits to their perspective municipalities, the opportunity to put forward resolutions that address issues of a broader spectrum for the Kootenay-Boundary region for the membership's consideration. Each motion is brought forward to the membership at their Annual General Meeting and voted upon. Those resolutions that are passed by the membership, are forwarded onto the UBCM (Union of British Columbia Municipalities), in the fall, for that membership consideration at a province wide vote.

Over the last couple Council meetings, members of Council have discussed issues that Council could consider to forward as resolutions to the AKBLG. The attached documentation depicts the proposed resolution(s) and background data that Council would consider as submissions to the 2017 AKBLG Annual General Meeting.

Benefits or Impacts of the Recommendation:

General: Council's adopted resolutions would be considered and voted upon at the Annual General Meeting of the AKBLG

Strategic Impact: The attached resolution(s) are in alignment with Council's strategic plan.

Financial: The presented resolution(s) could have a direct or indirect financial impact.

Policy/Legislation: Council's prerogative to adopt resolutions

Attachments: 1. Notice of Third/Final Call for Resolutions instructions from the AKBLG;
2. Proposed Resolution(s) from Council members.

Recommendation: **RESOLVED THAT Committee of the Whole recommends to Council to receive and discuss the attached resolution(s), as presented or modified thereof, and refers the resolution(s) to the February 14th Regular Meeting of Council for consideration to adopt.**



c/o 4979 Falcon Drive, Fairmont Hot Springs, BC V0B 1L1
Cell: 250-688-0650 | Email: akblg@shaw.ca

**NOTICE FOR SUBMITTING RESOLUTIONS
FOR THE
2017 AKBLG ANNUAL GENERAL MEETING**

Ordinary Resolutions:

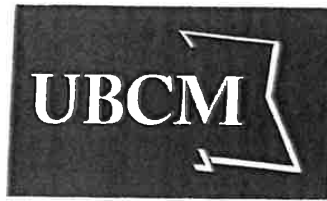
- Each resolution shall be prepared on a separate sheet of 8 1/2" by 11" paper under the name of the sponsoring Member and shall bear a short descriptive title.
- Each resolution shall be endorsed by the sponsoring Member.
- All resolutions, along with supportive background information, shall be sent to the AKBLG office by FEBRUARY 24, 2017.
- Resolutions are to be sent by email to akblg@shaw.ca and the AKBLG Resolutions Committee Chair at rrussell@rdkb.com
- Receipt of resolutions will be confirmed by return email.
- Hard copies *may* be forwarded to:
AKBLG
c/o 4979 Falcon Drive
Fairmont Hot Springs, BC
V0B 1L1

If choosing to send hard copies by mail, be sure to send by *registered mail* and confirm receipt.

Resolution Preparation Assistance:

If you have any questions regarding preparation of resolution language, please contact the AKBLG Resolutions Chair, Roly Russell (RDKB) at rrussell@rdkb.com. The Resolutions Committee would be pleased to provide advice on strengthening the wording of resolutions, if requested.

For 2017 Resolution Submissions



Writing Guidelines for Resolutions

1. Structure of a Resolution

All resolutions consist of a preamble and an enactment. The preamble describes the issue and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

Preamble

The preamble begins with "WHEREAS", and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment

The enactment begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM.

Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

2. Writing Tips

(a) Address one subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is too complex for them to understand quickly.

(b) Use simple, action-oriented language and avoid ambiguous terms.

Explain the situation briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated wording or vague concepts.

(c) Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully.

Submit background information in one of the following two formats:

- i. **Supplementary Memo**
A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.
- ii. **Council/Board Report**
A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution.

Resolutions submitted without background information will not be considered until the sponsor has provided adequate background information.

(d) Construct a brief, descriptive title.

A title identifies the intent of the resolution and is usually drawn from the "enactment clause". For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.

(e) Check legislative references for accuracy.

Where necessary, identify:

- the correct legislation, including the title of the act or regulation
- the correct jurisdictional responsibility (responsible ministry or department, and whether it is provincial or federal)

(f) Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC regional districts and municipalities.

MEMORANDUM

TO: Mayor and Council
FROM: Councillor Christine Thompson
DATE: February 06, 2017
RE: 2017 AKBLG AGM Proposed Resolution re the Abolition of Daylight Savings Time

Research indicates that Benjamin Franklin proposed the idea of Daylight Savings Time (DST) in 1780's as a means of conserving energy. However, DST did not come into use until World War 1 when Germany began to use it as a way of conserving fuel.

In July 1908, Thunder Bay, Ontario was the first Canadian city to use DST. MP Robert Pearce introduced a bill to the House of Commons that would establish Daylight Savings time. The Daylight Saving Bill was presented to Parliament in 1909 and was the subject of several select committee reviews. There was much opposition to the bill, particularly by farmers, and the bill was never enacted. Nationally, the use of DST did not come into affect until World War 2, beginning on February 9, 1942 and ending on September 30, 1945. Since that time, it appears to have been left up to each province and in some cases to local governments, as in BC where Creston, for example remains on Pacific Standard Time year-round.

There has been considerable debate over the years as to which is the better, standard time or daylight time. Several research reports have been published. Below are some of the findings both in support and against DST.

- Swedish researchers studied 20 years of records and found that more heart attacks occurred in the first week after DST, particularly the first 3 days. The opposite occurred when time returned to standard time. A US study reached the same conclusion
- Research done at the Ludwig-Maximilians University in Germany tracked the sleeping patterns of Europeans and the effects of moving from standard time to daylight time. While both early and late risers adjusted to the time switch in the fall, night owls had a difficult time adjusting to daylight time in the spring, and are more likely to feel sleep-deprived for weeks after the change.
- Many of us grew up believing that farmers supported DST. However, this is proving to be untrue. In particular, dairy farmers find that cows' natural milking schedules do not easily adapt to DST.
- There are a number of religions with prayer times depending on sunrise or sunset who also object to DST as this interferes with their practices.
- On the positive side, a 2015 report by the Brookings Institution found that on the first day of DST robbery rates fell by an average of 7%.

- The retail sector tends to support DST because the extra daylight in the evening seems to spur summer spending.

Of interest is that the NDP government in Alberta is looking at abolishing DST; and seven Republican Senators from Washington State are proposing a bill that would implement Pacific Standard Time year round.

I am asking for Council's endorsement of the following resolution, and to forward it to the AKBLG for consideration at the Annual General Meeting in April.

WHEREAS research has shown the practice of changing to Pacific Daylight Savings Time each spring can have a negative impact on people's health and cognitive awareness; and

WHEREAS certain religious groups practice prayer times based on sunrise and sunset and the practice of Daylight Savings Time can interfere with their practices; and

WHEREAS there have been petitions and calls for the abolition of Daylight Savings Time,

THEREFORE BE IT RESOLVED that the Association of Kootenay Boundary Local Governments request the Union of British Columbia Municipalities petition the Provincial Government to consult with the people of BC with a view to abolishing Daylight Savings Time.

Respectfully submitted,

Councillor Christine Thompson

MONTHLY HIGHLIGHT REPORTS















DATE: February 6th, 2017
TO: Committee of the Whole
FROM: Corporate Officer
HIGHLIGHTS: For the Month of January, 2017

- ❖ Prepared and facilitated Council Meetings for the month of January
- ❖ Human Resources Duties for the months of January
- ❖ Preparation for the 2017 Operations Budget Presentation
- ❖ Attendance at a Records Management workshop in Nelson
- ❖ Attendance at a Performance Measurement workshop at City Hall
- ❖ Attendance at an Accessibility Forum at the Gospel Chapel
- ❖ Continual planning and organizing for Family Day activities
- ❖ Assistance with Capital Planning budget presentations with other departments (Deputy Manager of Operations assisting Admin Dept.)
- ❖ Generalized IT support for January (DMOO in assistance with the Admin Dept)

MONTHLY HIGHLIGHT REPORTS



DATE: February 14, 2017
TO: Committee of the Whole
FROM : Manager of Development & Engineering
HIGHLIGHTS: For the Month of January, 2017

-  Capital projects
 - Completed early capital project approval process
 - Continued the design options & reporting for the WWTP – UV Disinfection Project
-  Continued implementation of the asset management and GIS software, including integration of GIS data model to Worktech system
-  Interdepartmental meetings & collaboration: capital projects; communication, Natural Assets, Geographic Information Systems
-  Continued work on the Municipal Natural Assets Initiative
-  Development and implementation of application status forms for all developments and business licence applications
-  Continued reviewing and updating operations budget and presentations
-  Completed reporting and reimbursement claims for Canada 150 Grant (Tot-Lot)
-  Continued communications with the Ministry of Transportation and Infrastructure (MOTI) regarding access permit for one major commercial development
-  Continued sign bylaw research and development and wayfinding sign planning & meetings
-  Preliminary Layout Review for new Highway Commercial Subdivision*; initial review of two commercial development permits and one residential development variance permits
-  Business licence review and sign-off (>12 active files)
-  Received over 20 enquiries regarding zoning, setbacks, and land availability for development; 5 subdivision/development enquiries; 5 enquiries from new/future residents re: zoning/land use



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Economic Growth






Community Engagement



Community Liveability

MONTHLY HIGHLIGHT REPORTS



-  Updating of information packages and brochures regarding development, subdivision, planning and business licence approval processes
-  Continued research, technical review and stakeholder outreach for Official Community Plan update process and produced update reports & presentations
-  Completed Affordable Housing survey, continued planning for open house, workshop



Fiscal Accountability



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Community Liveability

MONTHLY HIGHLIGHT REPORTS



DATE : February 3, 2017
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the month of January

- ❖ Total calls for January: 35 (12 fire-related, 1 rescue, 22 first responder)
- ❖ Volunteers – Annual Banquet Feb 4
- ❖ Work on 2017 Budget process and associated presentations
- ❖ Performance Measurement with Urban Systems
- ❖ Annual service and inspection of RDKB-owned Fire Apparatus
- ❖ Kevin – Fire Chiefs Association of BC Zone 4 Conference - Creston
- ❖ Fire Inspections for new business license applications
- ❖ Preparation for hosting the 2017 BC Volunteer Firefighters' Spring Training weekend.

MONTHLY HIGHLIGHT REPORTS



DATE : February 14, 2017
TO : Committee of the Whole
FROM: Manager of Operations
HIGH LIGHTS: For the Month of January 2017

OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF MARCH 2017 RESPIRATORY PROTECTIVE EQUIPMENT, SUBSTANCE SPECIFIC REQUIREMENTS AND TOXIC PROCESS GASES.

Public Works

- ❖ Winter snow clearing and removal throughout town
- ❖ Public works building storage cleaning and organizing
- ❖ Gyro Light up take down /clean up
- ❖ Tree pruning and low limb removals for winter equipment
- ❖ City hall office set up as well as some maintenance
- ❖ Hauling of all piles throughout town where space or drainage issues

Water/Sewer

- ❖ Restoring services for frozen water and sewer lines
- ❖ Snow removal
- ❖ Hydrant repair from a motor vehicle incident
- ❖ Inventory
- ❖ Well maintenance clean – up and painting

MONTHLY HIGHLIGHT REPORTS



Electrical

- ❖ Street light repairs
- ❖ Gyro Light up take down /clean up
- ❖ Regulator malfunction and removal
- ❖ Tree trimming
- ❖ Inventory
- ❖ 1 – pole change
- ❖ Electrical department had 0 planned outages in January for repairs

Projects

- ❖ Fleet replacement (electric truck rebate, plow truck)
- ❖ Universal Water metering
- ❖ Electrical Substation Engineering

MONTHLY HIGHLIGHT REPORTS



DATE : February 7, 2017
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of January, 2017

Bylaw Services Review

- ❖ Follow up on complaints
- ❖ One unsightly property successfully resolved, 3 more making progress
- ❖ One Zoning Bylaw infraction resolved
- ❖ Concerns expressed regarding property owner's duty regarding falling ice and snow
- ❖ Focusing on Bylaw development and enforcement improvements
- ❖ A Policy and Procedures manual is being developed for Bylaw Services, striving for consistent enforcement procedures
- ❖ Continued attention to transient individuals and impact on municipality
- ❖ Public response to the Bylaw Enforcement Officer continues to be positive

Building Inspection Review

- ❖ Follow up on existing Building Permits, 14 inspections and 9 requests for assistance
 - ❖ 1 new residential reconstruction, 3 commercial and 2 institutional Building Permit applications received, total construction value in excess of \$180,000.00
 - ❖ 4 requests for municipal facility assistance received
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MONTHLY HIGHLIGHT REPORTS



DATE : February 14, 2017
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of January 2017

- ❖ Attended RDKB budget meeting Jan 3
- ❖ Continued work on 2017 Budget and 5 Year Financial Plan
- ❖ Supported managers with preparation of operational budgets
- ❖ Conducted 2 Budget workshops in January
- ❖ Continued preparation for year end and audit
- ❖ Completed initial auditor walkthrough
- ❖ Issued 2017 Business Licence invoices
- ❖ 2016 Year end statutory reporting (WCB, PST, GST)