

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

**Monday October 28 – 7:00 p.m.
6641 Industrial Parkway (Old Canpar Building)**

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>	
2.	<u>ADOPTION OF AGENDA</u>	
	a) Adoption of October 28th, 2013 Regular meeting agenda	
3.	<u>MINUTES</u>	
	a) October 15th, 2013 COTW Meeting minutes October 15th COTW Meeting Minutes.doc	Adopt minutes
	b) October 15th, 2013 Special Meeting minutes to go In-Camera Oct 15th Special Meeting Minutes to go In-Camera.doc	Adopt minutes
	c) October 15th, 2013 Public Hearing Meeting minutes October 15th Public Hearing Minutes.doc	Adopt minutes
	d) October 15th, 2013 Regular Meeting minutes October 15th Regular Meeting Minutes.doc	Adopt minutes
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>	
5.	<u>UNFINISHED BUSINESS</u>	
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u>	
	a) Corporate Officer's Report Council report.pdf	Members of Council may ask questions, seek clarification and report on issues Issues seeking information on operations be referred to the Chief Administrative Officer prior to the meeting.

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

- | | |
|--|--------------------|
| a) Corporate Officer's Report
RDKB Report.pdf | Receive the report |
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8. **RECOMMENDATIONS FROM STAFF FOR
DECISIONS**

- | | | |
|---|--|--|
| a) City Staff - Tangible Asset Policy
Request for Decision - TCA Policy resolution.pdf | Adoption of the proposed new Tangible Capital Asset Policy | Council adopts Policy 804, Tangible Capital Asset Policy, as presented. |
| b) Manager of Development & Engineering Services
Temporary use church.pdf | The Church of Jesus Christ of Latter-Day Saints temporary use permit application | To allow the Church of Jesus Christ of Latter-Day Saints to hold Sunday services at 7255 Riverside Drive. |
| c) Manager of Development & Engineering Services - Section 57, Building Bylaw Infraction
Kopan Removal of Section 57.pdf | Request to remove the building bylaw infraction from the title of the property owned by Shirley Kopan and located at 6929-19th Street. | That Council direct staff to complete the necessary paperwork to remove the building bylaw infraction for the title of the property. |

9. **REQUESTS ARISING FROM
CORRESPONDENCE**

10. **INFORMATION ITEMS**

- | | | |
|--|---------------------------|---|
| a) Grand Forks Ministerial
Grand Forks Ministerial - Welcome Sign.pdf | Interchurch Welcome Sign | Receive for discussion purposes and refer to staff for further information. |
| b) Grand Forks Seniors Center Br.68
Grand Forks Sr's Centre Br. 68 - Removal of Trees.pdf | Removal of hazardous tree | Receive for discussion purposes and refer to staff for further information and research. |

11. **BYLAWS**

- | | | |
|---|---------------|---|
| a) Manager of Development & Engineering - Bylaw No. 1990 - Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999
Boizeau rezone third reading.pdf | Third Reading | Give Third Reading to Bylaw No. 1990 - Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999 |
|---|---------------|---|

12. **LATE ITEMS**

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. ADJOURNMENT

THE CORPORATION OF THE CITY OF GRAND FORKS

**COMMITTEE OF THE WHOLE MEETING OF COUNCIL
TUESDAY OCTOBER 15TH, 2013**

PRESENT:

MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR MICHAEL WIRISCHAGIN
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER	D. ALLIN
CORPORATE OFFICER	D. HEINRICH
CHIEF FINANCIAL OFFICER	R. SHEPHERD
DEPUTY CORPORATE SECRETARY	S. WINTON
MANAGER OF OPERATIONS	H. WRIGHT
MANAGER OF DEVELOPMENT & ENGINEERING SERVICES	S. BIRD
MANAGER OF BUILDING INSPECTION & BYLAW SERVICES	W. KOPAN

GALLERY

The Mayor called the meeting to order at 9:03 a.m.

ADOPTION OF THE AGENDA:

MOTION: O'DOHERTY

RESOLVED THAT THE AGENDA OF THE COMMITTEE OF THE WHOLE MEETING OF COUNCIL HELD TUESDAY OCTOBER 15TH, 2013, BE ADOPTED AS CIRCULATED.
CARRIED.

DELEGATIONS:

PRESENTATIONS BY STAFF:

a) Chief Financial Officer – Tangible Capital Asset Policy

To introduce the policy on Tangible Capital Assets

The Chief Administrative Officer spoke with regard to Tangible Capital assets and the plan developed by the Chief Financial Officer that will ensure the city meets all legislative obligations.

The Chief Financial Officer advised:

- The plan provides a framework to follow and presented a report based on the plan to council.
- She further advised that the Tangible Assets Standard requires municipalities to record, report and amortize physical assets and further that the Tangible Capital Asset Policy will ensure consistent treatment of capital assets by providing guidelines on capitalized thresholds, useful life expectancies and accounting that can be followed.

MOTION: KENDEL

RESOLVED THAT COMMITTEE OF THE WHOLE RECEIVES THE REPORT AND RECOMMENDS TO COUNCIL TO REFER THE MATTER TO THE REGULAR MEETING OF COUNCIL ON OCTOBER 28TH FOR CONSIDERATION AND ADOPTION AS PRESENTED.

CARRIED.

There was discussion with regard to:

- Related policies not included in the agenda package
- The thresholds that identify/define operational or capital assets

b) Canada Calgary PM Office, agents for property owners, Crem Holdings Ltd.
Church of Jesus Christ of Latter-day Saints Temporary Use Permit Application

MOTION: O'DOHERTY

RESOLVED THAT COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO SUPPORT THE TEMPORARY USE PERMIT APPLICATION, AFTER HEARING FROM ANY CONCERNED RESIDENTS, AND TO REFER THE MATTER TO THE OCTOBER 28TH REGULAR MEETING, FOR COUNCIL'S RESOLUTION TO ALLOW THE PERMIT FOR THE ABOVE MENTIONED LOCATION TO BE USED BY THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, FOR THEIR SUNDAY SERVICES.

CARRIED.

REPORTS AND DISCUSSION:

a) Chief Administrative Officer – Head Start for Girls and Young Women Program
The Chief Administrative Officer provided an overview of Staff Activities for the month.

Councillor Wyers advised that:

- At UBCM Aaron Hogan facilitated a forum on the challenges that young women face in local government.
- The program Head Start for Girls and Young Women received funding from the Women's Institute of Canada to run a pilot project to introduce young women and girls, between 16-24, to local government.
- Grand Forks was one of the 6 communities chosen to participate in the program.

- Councillor Wyers advised that there is a small amount of funding available for the program; however the community would be required to provide additional dollars in order to host the program.

MOTION: WYERS

RESOLVED THAT COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT AND REFER TO THE OCTOBER 15TH REGULAR MEETING AND REFER TO THE 2014 BUDGETING PROCESS.

CARRIED.

b) Chief Administrative Officer - Monthly Highlight Reports from Department Managers

The Chief Administrative Officer provided an overview of Staff Activities for the month.

He further advised that:

- He and Mayor Taylor attended the Asset Management Association Conference.
- Mayor Taylor spoke at the conference around asset management.
- The community is considered a front runner in asset management.
- It was made very clear that communities are expected to support water meters in order for infrastructure funding to be made available.
- He advised it will be essential for Council to approve water meters when the time comes.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE MONTHLY ACTIVITY REPORTS, AS PRESENTED.

CARRIED.

PROPOSED BYLAWS FOR DISCUSSION:

INFORMATION ITEMS:

NONE

LATE ITEMS:

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

QUESTION PERIOD FROM THE PUBLIC:

Mayor Taylor stated that City Council is interested in hearing from the public on the issues it is dealing with or on any other issue that is of interest to the general public. To ensure that this process is open and does not feel uncomfortable to anyone, he advised that Council has set up some parameters to follow, and the normal rules apply.

Mr. Nigel James: He spoke with regard to:

- The open house for City Hall and thought it was a nice gesture to the public.
- The Multi Material BC project and his concerns regarding the project.
- 68th Avenue as being one of the first to be repaired and some of the strategies that might be utilized to slow the traffic down.

Mr. Les Johnson: He spoke with regard to:

- The kitchen waste program
-

ADJOURNMENT:

MOTION: O'DOHERTY

RESOLVED THAT THIS COMMITTEE OF THE WHOLE MEETING BE ADJOURNED AT 10:00A.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

DEPUTY CORPORATE SECRETARY –
SARAH WINTON

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
TUESDAY, OCTOBER 15TH, 2013

PRESENT:

MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR MICHAEL WIRISCHAGIN
COUNCILLOR CHER WYERS

CORPORATE OFFICER
CHIEF FINANCIAL OFFICER

D. HEINRICH
R. SHEPHERD

The Chair called this Special Meeting to order at 10:10 am

IN-CAMERA RESOLUTION:

MOTION: O'DOHERTY / KENDEL

RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE THE SUBJECT OF 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.

CARRIED.

ADJOURNMENT:

MOTION: WYERS

RESOLVED THAT THIS SPECIAL MEETING OF COUNCIL BE ADJOURNED AT 10:10 A.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER –DIANE HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS
At the Regional District of Kootenay Boundary-Boardroom
6:00 PM

PUBLIC HEARING
Tuesday, October 15th, 2013

PRESENT: MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR CHER WYERS

Chief Administrative Officer – Doug Allin
Manager of Development and Engineering – Sasha Bird
Corporate Officer – Diane Heinrich
Deputy Corporate Secretary – Sarah Winton

Gallery

The Chair called the Public Hearing to order at 6:00 p.m.

Bylaw No. 1990 Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999

The Chair stated that this Public Hearing is being convened pursuant to Section 890 of the Local Government Act and is intended to consider Bylaw No. 1947, *"Amendment To The City of Grand Forks Zoning Bylaw No. 1990, 2013"*. **The bylaw is intended to amend the City of Grand Forks Zoning Bylaw No. 1606, 1999 to rezone the property located at 2675 Central Avenue, from the current R-1 Single and Two Family Residential, to HT (Highway & Tourist Commercial), and legally described as Lot 2, District Lot 520, SDYD, Plan EPP31267.**

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

He stated that any person present who wished to speak concerning this proposed bylaw should, at the appropriate time, commence their address to the

Council and the meeting by clearly stating their name and address. Then they may give Council the benefit of their views concerning the proposed bylaw.

The Chair advised that Members of Council may ask questions of them following their presentation and advised that the main function of Council members this evening is to listen to the views of the public and 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 Chair advised that everyone who deems his or her interest in the property to be affected by this bylaw shall be given the opportunity to be heard at this Hearing that no one will be, or should feel discouraged or prevented from making their views known.

The Chair advised that 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 Chair spoke with regard to the fact that during the course of a Public Hearing people sometimes tend to become too enthusiastic or emotional. He asked that the public please refrain from applause or other expressions of emotion as restraint enables others 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 Chair then thanked everyone for their patience and cooperation and directed the Hearing to proceed.

THE MAYOR ASKED IF ANYONE WISHED TO SPEAK.

Public comments:

There were no comments or presentations from the public.

Council held the public hearing open for fifteen minutes.

THE MAYOR DECLARED THE PUBLIC HEARING CLOSED.

MOTION TO ADJOURN:

There being no further presentations to Council, the public hearing was closed at 6:15 p.m.

CERTIFIED CORRECT:

Mayor Brian Taylor, Chair

Deputy Corporate Secretary, Sarah Winton

THE CORPORATION OF THE CITY OF GRAND FORKS
REGIONAL DISTRICT OF KOOTENAY BOUNDARY BOARDROOM

REGULAR MEETING OF COUNCIL
TUESDAY OCTOBER 15TH, 2013

PRESENT:

MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER	D. Allin
CORPORATE OFFICER	D. Heinrich
CHIEF FINANCIAL OFFICER	R. Shepherd
MANAGER OF DEVELOPMENT & ENGINEERING	S. Bird
DEPUTY CORPORATE OFFICER	S. Winton

GALLERY

CALL TO ORDER:

The Mayor called the Meeting to order at 7:00 p.m.

ADOPTION OF AGENDA:

MOTION: O'DOHERTY / KENDEL

RESOLVED THAT THE AGENDA OF THE REGULAR MEETING OF COUNCIL HELD ON TUESDAY OCTOBER 15TH, 2013, BE ADOPTED AS CIRCULATED.

CARRIED.

MINUTES:

MOTION: KROG / O'DOHERTY

RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON MONDAY, SEPTEMBER 23RD, 2013, BE ADOPTED AS CIRCULATED.

CARRIED.

MOTION: WYERS / KENDEL

RESOLVED THAT THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON MONDAY, SEPTEMBER 30TH, 2013, BE ADOPTED AS CIRCULATED.

CARRIED.

MOTION: SMITH / KROG

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY, SEPTEMBER 30TH, 2013, BE ADOPTED AS CIRCULATED.

CARRIED.

DELEGATIONS:

None

UNFINISHED BUSINESS

None

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

Councillor O'Doherty:

Councillor O'Doherty reported on the following items:

- He reported on his attendance at the 100th birthday party at Hardy View Lodge
 - He reported on his participation in the Multi Agency Accommodation Project
 - He reported on his participation in the staff and council golf tournament
-

Councillor Smith:

Councillor Smith reported on the following items:

- He reported that he attended the staff and council golf tournament and it was a lot of fun.
 - He reported that he attended a meeting with Councillor Wyers regarding Genetically Modified Organisms.
 - He reported that there is downtown business association meeting which is an open meeting for the larger business community.
-

Councillor Wyers:

Councillor Wyers reported on the following items:

- She reported on her attendance at a Kettle River Water Shed meeting in Midway.
- She reported on her attendance at the annual fund raiser for the Boundary Dog Sled association – a fowl supper at the senior's hall on October 6th. They announced the date and format of the upcoming dog sled event.
- She reported on her attendance at the Regional District of Kootenay Boundary policy and personnel meeting in Trail.
- She reported that she celebrated the year of the girl child and she further discussed the Young Women in Leadership program.
 - This is a pilot program
 - For girls between 16 and 24
 - Project based on perceptions of what local government is
 - Introduced at UBCM
 - Funded through the Women's Institute of Canada through FCM

MOTION: WYERS / O'DOHERTY

RESOLVED THAT COUNCIL SUPPORT THE HEADSTART FOR YOUNG WOMEN IN LEADERSHIP PROGRAM AND TAKE THE INITIATIVE TO THE 2014 BUDGETING PROCESS FOR CONSIDERATION.

CARRIED.

Councillor Kendel:

Councillor Kendel reported on the following items:

- He reported that he attended the golf tournament for council and staff
 - He reported on his attendance at the monthly meeting of the Boundary Museum society and he congratulated the society for the good work done this year
 - He reported that he attended discussions with Alex Atamanenko
 - He reported that he participated in the Raise a Reader Campaign
-

Councillor Krog:

Councillor Krog reported on the following items:

- He reported that he participated in the raise a Reader campaign and that there was a good community response. He further advised that Ms Dobie is meeting with Linda Larson to discuss future funding for the program
- He reported that he attended the Seniors dinner that was hosted by Daniel Chiu
- He reported that he attended the Council and staff golf tournament

Mayor Taylor:

The Mayor reported on the following items:

- He spoke with regard to the asset management conference where he made a presentation and advised that Glen Brown from the ministry and representatives the federal government were in attendance.

MOTION: SMITH / WYERS

RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.

CARRIED.

REPORT FROM THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY (VERBAL):

- The Mayor advised that the October 24th workshop with the regional District board is approaching and he hopes to see Council there.
- He asked if there were any questions on the regional front.

MOTION: O'DOHERTY / KROG

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

CARRIED.

RECOMMENDATIONS FROM STAFF FOR DECISIONS:

REQUESTS ARISING FROM CORRESPONDENCE:

None

INFORMATION ITEMS:

MOTION: SMITH / O'DOHERTY

RESOLVED THAT INFORMATION ITEMS NUMBERED 10(a) TO 10(c) BE RECEIVED AND ACTED UPON AS RECOMMENDED AND/OR AS AMENDED.

CARRIED.

- a) FCM – Head Start for Young Women Program. **Council to receive for discussion and consideration of participation in the program. This item was previously discussed within Councillor Wyers' report**
- b) Auditor General for Local Government – Annual report for the period of April 25th, 2012 to March 31, 2013 to be released October 7th, on www.aglg.ca . **Council receives the information.**
- c) Gerry Henke, Church of Jesus Christ of Latter Day Saints – assistance offered for digitizing files for archives. **Council to receive for information**

BYLAWS:

a) Chief Financial Officer – Bylaw No. 1976 – 2014 Annual Tax Exemption Bylaw
Council to consider giving final reading to Bylaw No. 1976 – 2014 Annual Tax Exemption Bylaw

MOTION: O'DOHERTY / KROG

RESOLVED THAT COUNCIL TO CONSIDER GIVING FINAL READING TO BYLAW NO. 1976 – 2014 ANNUAL TAX EXEMPTION BYLAW.

CARRIED.

-
- a) Manager of Development and Engineering Services – Bylaw 1987 – Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999

Council to consider giving final reading to Bylaw 1987 – to rezone the property located at 7850 – 2nd Street, legally described as Lot 1, District Lot 585, SYD, Plan 27903, from the current R-4 (Rural Residential) zone to the R-3 (Multi-family Residential Zone)

MOTION: KROG / O'DOHERTY

RESOLVED THAT COUNCIL GIVES FINAL READING TO BYLAW 1987 – AMENDMENT TO THE CITY OF GRAND FORKS ZONING BYLAW NO. 1606,1999.

CARRIED.

LATE ITEMS:

QUESTIONS FROM THE PUBLIC:

ROY RONAGAN – He spoke with regard to the process of setting speed limits and what the process is to change them. He referred to 72nd Avenue and 2nd Avenue and 68th Avenue.

The Chief Administrative Officer advised that speed limits are set by the province on the main highways. The City has the power to control speed limits to a certain extent within the municipality.

Mr. Ronagan spoke with regard to the process the Auditor General goes through to identify needs of local governments.

The Chief Administrative Officer advised on the process the Auditor General is undertaking.

ADJOURNMENT:

MOTION: O'DOHERTY

RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOURNED AT 7:30 P.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

DEPUTY CORPORATE SECRETARY -
SARAH WINTON

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : October 28th, 2013
TOPIC : Reports, Questions and Inquiries from the Members of Council
PROPOSAL : Members of Council May Ask Questions, Seek Clarification and Report on Issues
PROPOSED BY : Procedure Bylaw / Chief Administrative Officer

SUMMARY:

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.

STAFF SUGGESTION FOR HANDLING QUESTIONS AND INQUIRIES: (no motion is required for this)

Option 2: Issues which seek information on City Operations or have been brought to the attention of the Members of Council prior to the meeting of Council should be referred to the Chief Administrative Officer so that Staff can provide background and any additional information in support of the issues and the member can report at the meeting on the issue including the information provided by Staff. Further the member may make motions on issues that require actions. It is in the interest of fiscal responsibility members may wish to avoid committing funding without receiving a report on its impact on the operations and property taxation.

OPTIONS AND ALTERNATIVES:

Option 1: Submit a motion for Approval: Under this option, a member might wish to submit an immediate motion for expediency to resolve an issue or problem brought forward by a constituent. This approach might catch other members by surprise, result in conflict and might not resolve the problem.

Option 2: Issues, Questions and Inquiries should be made with the intent to resolve problems, seek clarification and take actions on behalf of constituents. Everyone is well served when research has been carried out on the issue and all relevant information has been made available prior to the meeting. It is recognized that at times this may not be possible and the request may have to be referred to another meeting of Council.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: 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.

Option 2: The main advantage is that there is a genuine interest to resolve issues and seek clarifications without spending too much resources of the City. The disadvantage is that there may be issues brought forward which have no direct municipal jurisdiction, however, due to the motion of Council arising from the issue, resources are directed and priorities are altered without due process.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Both options could result in expenditures being incurred as a result of a motion on an issue without supporting documentation and report on its implications.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : October 28th, 2013
TOPIC : Report - from the Council's Representative to the Regional District of Kootenay Boundary
PROPOSAL : Regional District of Kootenay Director representing Council Will report on actions and issues being dealt with by the Regional District of Kootenay Boundary
PROPOSED BY : Procedure Bylaw / Council

SUMMARY:

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.

STAFF RECOMMENDATION:

Option 1: Receive the Report.

OPTIONS AND ALTERNATIVES:

Option 1: Receive the Report: Under this option, Council is provided with the information provided verbally by the Regional District Director representing Council.

Option 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

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

Option 2: The main advantage to this option is the same as Option 1.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no direct financial impact on the provision of information.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : October 17, 2013
TOPIC : Tangible Capital Asset Policy
PROPOSAL : Adoption of the proposed new Tangible Capital Asset Policy
PROPOSED BY : City Staff

SUMMARY:

In 2010 the Public Sector Accounting Board passed Section PSAB 3150, Tangible Capital Asset standard. This standard requires municipalities to record, report and amortize their physical assets. This Tangible Capital Asset Policy will ensure consistent treatment of capital assets by providing guidelines on capitalization thresholds, useful life expectancies, and accounting that can be followed.

There have been two housekeeping items since presentation to Committee of the Whole. Electrical assets category was added to primary and secondary classifications and effective date has changed from November 30th, 2013 to November 1st, 2013.

STAFF RECOMMENDATIONS:

Option 1: Council adopts Policy 804, Tangible Capital Asset Policy, as presented.

OPTIONS AND ALTERNATIVES:

1. **Council adopts Policy 804 – Tangible Capital Asset Policy.** This option will allow the policy, as drafted and as attached, to be implemented.
2. **Council declines to adopt the proposed new Tangible Capital Asset Policy:** This option will see the status quo of no written Tangible Capital Asset Policy in place.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this policy is that it brings the City into compliance with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150, provides guidelines for consistent treatment of assets and guidance for financial reporting of assets while meeting our auditor's request for such policy.

Option 2: The disadvantage of not having this policy in place is greater likelihood of inconsistent financial reporting and treatment of assets. Also more staff time would be needed at year end to ensure assets are PSAB compliant.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

No impacts.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

In order to properly follow the guidelines of PSAB 3150, a policy is required to ensure the consistent treatment of assets.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS			
POLICY TITLE: Tangible Capital Assets		POLICY NO:	804
EFFECTIVE DATE: November 1, 2013		SUPERSEDES:	New
APPROVAL: Council		PAGE:	1 of 12

POLICY:

The City of Grand Forks will record, account and disclose of its capital assets in accordance with the Public Sector Accounting Board (PSAB) requirements and this policy.

POLICY OBJECTIVE:

Under the *Community Charter*, the municipality is required to comply with the financial reporting requirements of the Public Sector Accounting Board (PSAB).

The objective of this policy is to promote sound asset management and accounting for tangible capital assets ("TCA") by establishing a framework for the accounting of the municipality's TCAs in accordance with PSAB 3150 Tangible Capital Assets. Accordingly, this policy should be considered within the overall context, constraints and requirements of PS3150, which remains the senior authoritative document.

DEFINITIONS

All definitions are taken from PSAB 3150 (as at June 24, 2009) and are included here for ease of reference only; the reader should refer to section 3150 to ensure the definitions remain current.

Tangible Capital Assets: Are non-financial assets having physical substance that:

- Are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets
- Have useful economic lives extending beyond an accounting period
- Are to be used on a continuing basis, and
- Are not for sale in the ordinary course of operations

Cost: The gross amount of consideration given up, and directly attributable to, the acquisition, construction, development or betterment of a TCA. Capital grants would not be netted against the cost of the related TCA.

Betterments: A cost incurred to enhance the service potential of a TCA. Service potential is the output or service capacity of the TCA. Service potential may be enhanced when:

- There is an increase in the previously assessed physical output or service capacity
- Where associated operating costs are lowered
- The useful life of the property is extended, or
- The quality of the output is improved

Fair Value: The amount of the consideration that would be agreed upon in an arms length transaction between knowledgeable, willing parties who are under no compulsion to act.

Useful Life: An estimate of either the period over which a TCA is expected to be used, or the number of production or similar units that can be obtained from the TCA. The life of a TCA can extend beyond an asset's useful life to the government. In general the life of a TCA, other than land, is finite, and is normally the shortest of the physical, technological, commercial or legal life.

Amortization: A charge to expenditures for the use of a capital asset.

PRINCIPLES

Overarching principles that guide development, interpretation and implementation of the policy.

- The purpose of this policy is for the benefit of the City as a whole; for the users of the City's financial statements and managers of the City's tangible capital assets.
- The cost associated with data collection and storage is balanced with the benefits achieved by users of the data and reports. Materiality and costs vs. benefits is considered.
- The City's capital budget items comply with PSAB 3150 and criteria in this policy.
- All legislation applicable to municipalities will be complied with.
- Financial, operational and information limitations are considered.
- Reporting requirements and deadlines will be met.

POLICY FRAMEWORK

Included in this framework are policies for

- financial accountability
- valuation and measurement
- classification
- recognition

- capitalization thresholds
- segregation and pooling
- work in progress
- write-downs, write-offs, betterments
- amortization
- trade-ins and
- disposal
- presentation and disclosure.

Additional guidelines relating to the purchase and disposal of assets are contained in the City's Contracting Authority and Purchasing Policy 802 and Asset Disposal 804/805.

Financial Accountability

1. Departments are responsible for maintaining tangible capital asset information as provided through the application of these policies.
2. Departments are required to record and report periodic changes in tangible capital assets to the Finance Department consistent with the application of these policies.
3. Departments are required to verify tangible capital assets under their control through the completion of periodic physical counts. A reconciliation of each physical count to the Finance Department's accounting records should be completed as a part of this process.
4. It is policy that physical counts on moveable tangible capital assets be conducted at least annually and verification of non-moveable tangible capital assets be conducted at least every three years.
5. Departments are required to maintain tangible capital information such as location, usage, condition and maintenance records and ensure that proper control of tangible capital assets is maintained.
6. Departments are required to submit periodic tangible capital asset information in the designated format as requested by the Finance Department.
7. The Finance Department is responsible for monitoring the application of this policy and updating the policy on a regular basis.
8. The Finance Department is responsible for facilitating the approval of the capital budget and accounting for tangible capital assets in accordance with this policy, including the application of proper capitalization, categorization and amortization policies of the tangible capital assets.
9. The Finance Department is responsible for the accurate recording and reporting

of tangible capital assets in the financial statements of the Corporation of the City of Grand Forks.

Valuation and Measurement

Purchased and constructed TCAs are valued and recorded at cost.

1. Costs for a purchase would include all direct purchase costs such as: purchase price, cost of installation, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties.
2. Cost for constructed assets would include all direct construction costs (equipment, material and labour charges) and directly related overhead.
3. Direct costs DO NOT include:
 - General studies not related to a specific capital works (such as Service Master Plans that detail how to maintain an asset or asset category, or future capital works planning).
 - Carrying costs, such as interest charges on debt incurred to finance the construction, during the period of active construction to the date of substantial completion.
 - Costs for staff (and related operating costs) that perform administrative and managerial functions with respect to the capital works. This would include the management of the overall capital works program including the planning and tendering of works, grant application completion and development and management of related funding structures such as development cost charges.
- Direct costs DO include:
 - Third party costs incurred in anticipation of specific projects such as grant applications (whether approved or not), preliminary design or engineering works, appraisal costs, applications fees, handling and storage costs, advertising, public open houses etc.. These costs may be incurred a number of years prior to the works being approved and started. These costs are capitalized as Work In Progress until such time as the works are completed, or the costs are written off.
 - Costs for City staff who work directly on the construction of the capital works, such as installing a new watermain. Costs would include salary, benefits and an allocation of directly related overhead (public works cost center costs for management, building & equipment, training etc.).
 - Costs for City equipment used directly on the construction of the capital works. Such costs are allocated through the use of equipment charge out rates times actual time spent on the capital work.
4. Costs of betterments are considered to be part of the cost of a TCA and are added to the recorded cost of the related asset.

5. Leased TCAs are valued and recorded in accordance with Public Sector Guidelines PSG-2 -Leased Tangible Capital Assets.
6. Contributed or donated TCAs are
 - Valued and recorded at **fair value** at the date of contribution. Where an estimate of fair value cannot be made, the TCA is valued and recorded at \$1.
 - TCAs contributed in lieu of a developer charge or as part of the normal development process (contribution of infrastructure upon development of a subdivision)

Classification

The level of detail of capital assets maintained by the City is dependent on costs of data collection and storage vs benefit.

1. Primary Asset Classification:

The primary classification breaks down the assets into the various government functions as follows:

- General Government
- Protective Services – Fire
- Protective Services - Other
- Transportation
- Sanitary Sewer System
- Storm Sewer System
- Water System
- Electrical System
- Recreation & Culture
- Development Services
- Cemetery
- Other

2. Secondary Asset Classification:

The secondary classification breaks down each asset function into various asset types. The asset types and the assets included in each type, are the same* as that detailed in the Ministry of Municipal Affairs, Local Government Infrastructure and Finance Division, May 2008, *Guide to the Amortization of Tangible Capital Assets*.

The asset types are summarized below (see Attachment A for more details).

- Land
- Land Improvements
- Buildings & Other Structures

- Furniture, Equipment and Technology
- Vehicles
- Transportation Infrastructure.
- Water Infrastructure
- Sanitary Sewer Infrastructure
- Electrical Infrastructure
- Storm Sewer Infrastructure.
- Other.

Recognition and Capitalization Thresholds

1. Tangible capital assets are recognized on the date of receipt of the capital goods, or when the asset is put into use for capital construction projects referred to as the “in-service date”. During construction capital work is classified as Work in Progress.
2. Capitalization Thresholds – Thresholds apply to the total cost of the purchased or constructed asset put into use. Future refinement to threshold levels may be necessary

<u>Asset Classification</u>	<u>Threshold</u>
Land	All
Land Improvements	>= \$5,000
Buildings & Other Structures	>= \$5,000
Furniture, Equipment and Technology	>= \$5,000
Vehicles	>= \$5,000
Infrastructure Assets	>=\$10,000
Other	>= \$5,000
Work-in-Progress	All

3. TCAs not meeting the above thresholds are expensed.

Segmentation and Pooling

The total aggregate cost of a capital asset is segmented into components based on useful life. See following table for asset segmentation.

<u>Asset Classification</u>	<u>Level of Segmentation and/or Pooling</u>
Land	Segment by each legal parcel held.
Land Improvements	Segment by individual asset.
Buildings & Other Structures	<p><u>Generally</u> pooled by envelope, roof cover, interior finishes, and services (see Attachment A for a summary of what is included in each pool). May elect to further segment material, distinct components (eg.: electrical, flooring, interior finish etc.) to partially or fully replace the respective pool.</p> <p>The degree of segmentation for each building should be based on the value of the building (net book value) and variances in the useful lives of the various components. In general, a higher value and significant variances in useful lives would lead to greater segmentation.</p> <p>Older buildings owned prior to Jan/1/2009 will be initially accounted for on a single asset basis and converted to a component basis (pooled components or individual material components) as the components are replaced in future years.</p>
Furniture, Equipment and Technology	<p>Individual assets with a value greater than \$15,000 would <u>generally</u> be recorded as single asset.</p> <p>Other assets with individual values less than \$15,000, but where more than one unit exists and the total of the units exceeds \$5,000, will <u>generally</u> be accounted for on a pooled asset basis, utilizing the deemed disposition approach.</p>
Motor Vehicles	<p>Segment by individual asset.</p> <p>Apparatus and equipment added to a vehicle will be accounted for as part of the Vehicle (single asset) if it is expected to have a useful life similar to that of the Vehicle. If it's useful life is significantly different it may be recorded as a separate asset and classified under Furniture, Equipment and Technology.</p>
Infrastructure Assets	<p>Vertical Assets – segment by individual asset and further break into components as deemed appropriate by the Finance Officer.</p> <p>Linear Assets – segment by:</p> <ul style="list-style-type: none"> • Major type as defined in terms of the assets specifications (ex. collector road, rural road etc.) • Then breakdown by length (typically road name measured from center line to centerline)

Work in Progress

1. Work-in-progress includes all current construction or development in progress on all tangible capital assets. These are costs incurred to construct a tangible capital asset before it is available for use. Accumulation of these costs cease when the asset is put into service.
2. All work-in-progress costs are to be reported separately under the work-in-progress asset category. As assets or significant portions of assets become available for service, they must be transferred to the regular asset categories for similar assets.
3. Where an asset has been constructed or developed, the estimated cost of the asset to final completion should be compared with the threshold for the asset category, to determine whether the asset would meet the minimum requirements to be considered a tangible capital asset.
4. Interest costs, incurred during the construction or development of tangible capital assets until the asset is ready for use and the asset is transferred to a regular asset category, may be added to the capitalized asset cost base.
5. Where a tangible capital asset is being constructed the department will clearly identify all costs related to the work and communicate these costs to the Finance Department.

Write-Downs

1. Where it can be objectively estimated that a reduction in a tangible capital asset's useful life or service potential has occurred, and the reduction is expected to be permanent, then the tangible capital asset should be written down to the revised estimate.
2. A write-down shall not be reversed.
3. All write-downs must be approved by Council, with a copy of the approval forwarded to the Finance Department.

Write-Offs

1. When an asset is no longer useful or it is obsolete then it may be written off. When a write-off occurs, the historic cost of the asset and the related accumulated amortization are reduced to zero. Any remaining net book value of the asset becomes an expense in the accounting period.
2. Costs of projects that have been abandoned or indefinitely postponed should be written off in the period of abandonment or indefinite postponement.

3. All write-downs must be approved by Council, with a copy of the approval forwarded to the Finance Department.

Betterments

1. Betterments, which extend the useful life or improve the efficiency of the asset and meet the capitalization threshold of the asset class to which it relates, must be added to the historical cost and amortized.

Amortization

1. Amortization is a non cash expense for the use of the capital asset and is allocated based on its useful life. See Attachment A for Useful Life Estimates.
2. All assets, except land and work in progress assets, are amortized.
3. The amortization basis is straight line basis over the assets useful life, less salvage value if material.
4. Amortization begins on the first day of the month following purchase or construction completion.

Trade-Ins

1. Capital assets may be disposed of by trading them in.

Disposals

1. On disposal of a tangible capital asset, the asset and its associated accumulated amortization are reduced to zero, and any gain or loss on disposal is recorded as a revenue or expense for the period.

Presentation and Disclosure

1. The City will present in accordance with PSAB
 - a. Cost of the asset
 - b. Additions to the assets
 - c. Disposals of the asset
 - d. Write downs
 - e. Amortization
 - f. Net book value
2. The City's annual audited financial statements will disclose

- a. Method used to determine asset costs
- b. Amortization
- c. Estimated useful life of asset

RELATED POLICIES

Policy No#	Policy Name
802	Contracting Authority & Purchasing
805	Asset Disposal

APPROVED BY:	DATE:
---------------------	--------------

ATTACHMENT A

SECONDARY ASSET CLASSIFICATION DETAILS

- Land - All land, except held for resale. Includes parkland, land for City facilities and land under roads and sidewalks.
- Land Improvements - All land improvements which will generally decay or break-down over time. Includes: landscaping, lighting (not street-lights), park infrastructure (tennis courts, outdoor pool, playing fields, playground equipment, fencing etc.), etc.
- Buildings & Other Structures - All buildings, arenas, stadiums etc. Includes the envelope/structure (including all studies, architectural and engineering services etc.), roof cover, services (plumbing, HVAC electrical etc.), and interiors (fittings and fixtures, elevators, ceiling/floor/wall finishes, doors etc.). Other structures include: retaining walls and parking structures (parkades).
- Furniture, Equipment and Technology - Includes tools, apparatus, computer equipment, office equipment, furniture and fixtures, vehicle attachments, library books, phone system, etc. May be installed in a building but can be moved and re-installed in another location.
- Vehicles – Insured, means of transportation.
- Transportation Infrastructure – Includes roads (roadway, sidewalks, meridians, signage and curb and gutter), street lights, parking lots (but not parkades), alleys, bike and jogging paths, tunnels, bridges, and noise reduction berms.
- Water Infrastructure – Includes supply, distribution and treatment infrastructure.
- Sanitary Sewer Infrastructure – Includes collection, treatment and discharge infrastructure.
- Storm Sewer Infrastructure – Includes culverts and storm drains.
- Other – Includes assets not included in the other categories.

<u>Secondary Asset Classification</u>	<u>Useful Life</u>
Land Improvements	
Playground Equipment	15-20
Fencing	40-50
Artificial Turf Field	10-12
Washrooms	40-50
Building Structure	40-75
Building Improvements	
Exterior envelope	30-40
Services - HVAC systems, Electric/Plumbing/Fire	10-20
Roofs	15-20
Furniture, Equipment and Technology	
Public Works and Parks Equipment	7-10
Fire Services Equipment	15-20
Office Furniture, Fixtures & Equipment	5-20
Information Systems - Hardware	4-5
Information Systems - Software	5-10
Telephone System	7-10
Motor Vehicles	
Cars and Trucks	5-10
Fire Trucks	15-20
Infrastructure Assets	
Transportation	10-100
Water	10-100
Sewer	10-100
Storm Sewer	10-100

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE: October 16, 2013

TOPIC: The Church of Jesus Christ of Latter-Day Saints Temporary Use Permit Application

PROPOSAL: To allow the Church to hold Sunday services at 7255 Riverside Drive

PROPOSED BY: Manager of Development & Engineering Services

SUMMARY:

The City received an application from the Jesus Christ of Latter-Day Saints, requesting a temporary use permit for commercial property located at 7255 Riverside Drive, legally described as Lot A, D.L. 108, Plan KAP82116, to allow the group to hold Sunday services in the building. The application was presented to Council, along with a PowerPoint presentation, at their Regular meeting of September 30th, 2013.

October 1st, letters went out to the surrounding property owners advising them of the application and inviting them to attend the October 15th Committee of the Whole meeting, where they would be afforded the opportunity to voice their concerns or ask questions. The application was advertised in the October 9th edition of the Gazeete. At the October 15th Committee of Whole meeting, there were no questions or comments from the public, with regard to the application.

Council is now in a position to approve or deny the Temporary Use Permit for the Church of Jesus Christ of Latter-Day Saints, to hold their Sunday services at 7255 Riverside Drive, for a three year term, with the opportunity of a one time, three year renewal of the Temporary Use Permit.

Section 921(11) of the Local Government Act, gives Council the authority to issue the temporary use permit for a 3 year period with another three year renewal, if requested, after the date of the initial permit expires.

STAFF RECOMMENDATIONS:

Option 1: That Council approve the temporary use permit for the Church of Jesus Christ of Latter-Day Saints, to use the commercial building located at 7255 Riverside Drive as a place to hold their Sunday services, for a three year period of time, as allowed in the Temporary Use Permit.

OPTIONS AND ALTERNATIVES:

Option 1: That Council direct Staff to proceed with the issuance of a Temporary Use Permit for the Church of Jesus Christ of Latter-Day Saints. This option will allow the Church of Jesus Christ of Latter-Day Saints, to hold Sunday services in a commercial building, located at 7255 Riverside Drive, for a term of three years.

Option 2: Council declines the application for a temporary use permit, to proceed as requested. This option will allow for the status quo, with no option for the Church of Jesus Christ of Latter-Day Saints to lease the building or to hold their services 7255 Riverside Drive and the property would continue its commercial status.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: This option allows for the property located at 7255 Riverside Drive to be leased to the Church of Jesus Christ of Latter-Day Saints and the Church would be allowed to hold their services in the commercial building, for a three year period of time.

Option 2: This option will allow for the status quo to remain and no potential for the building to be used for the Church of Jesus of Latter-Day Saints services.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

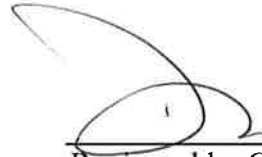
The costs to the City are covered by the application fees, payable at the time of application.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The ability to issue a temporary use permits comes from the Local Government Act. The Act stipulates the length of the temporary use permit and a one-time renewal of another 3 years and then the building would be considered, once again, as a commercial use and the Church would need to find other accommodations for their Church services.



Department Head or Chief
Administrative Officer



Reviewed by Chief
Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

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

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

TEMPORARY USE PERMIT APPLICATION

APPLICATION FEE \$750.00

Receipt No. 160464

Registered Owner(s): CREM HOLDINGS LTD.

BOX 6036 STATION MAIN

EDSON, AB T7E 1T6

ATTN: EUGENE BACHAND

Mailing Address: AS ABOVE

Telephone: Home: Work 780-723-2297

Legal Description:

LOT: A

DISTRICT LOT: 108

PLAN: KAP 82116

Street Address: 7261 OR
7255 RIVERSIDE DRIVE

.OVER.....

Description of proposed use and reason for application:

PROPOSED USE IS FOR SUNDAY WORSHIP SERVICES, AND
CLASSES. THE APPLICATION IS BEING MADE FOR THIS
SPACE BECAUSE IT IS THE MOST SUITABLE OF ANY
IDENTIFIED IN GRAND FORKS FOR THIS USE.

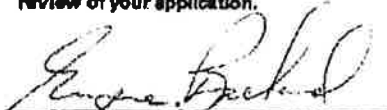
Submit the following information with the application:

1. A legible site plan showing the following:

- (a) The boundaries and dimensions of the subject property.
- (b) The location of any proposed or present buildings.
- (c) The location of off-street parking facilities.
- (d) The location of off-street loading facilities.
- (e) The location of any proposed access roads, screening, landscaping or fencing.
- (f) The location of refuse containers and parking area lighting.

2. Professionally drawn site elevations, facade applications for proposed or present buildings, identifying colours, canopies, window trim and sign specifications.

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


Signature of Owner

4 AUG 2023
Date


AGENT'S AUTHORIZATION

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

Name of Authorized Agent: JIM KYLE, CANADA CALGARY PM OFFICE

Mailing Address: 109, 7040 FARRELL ROAD SE
CALGARY AB
T2H 0T2

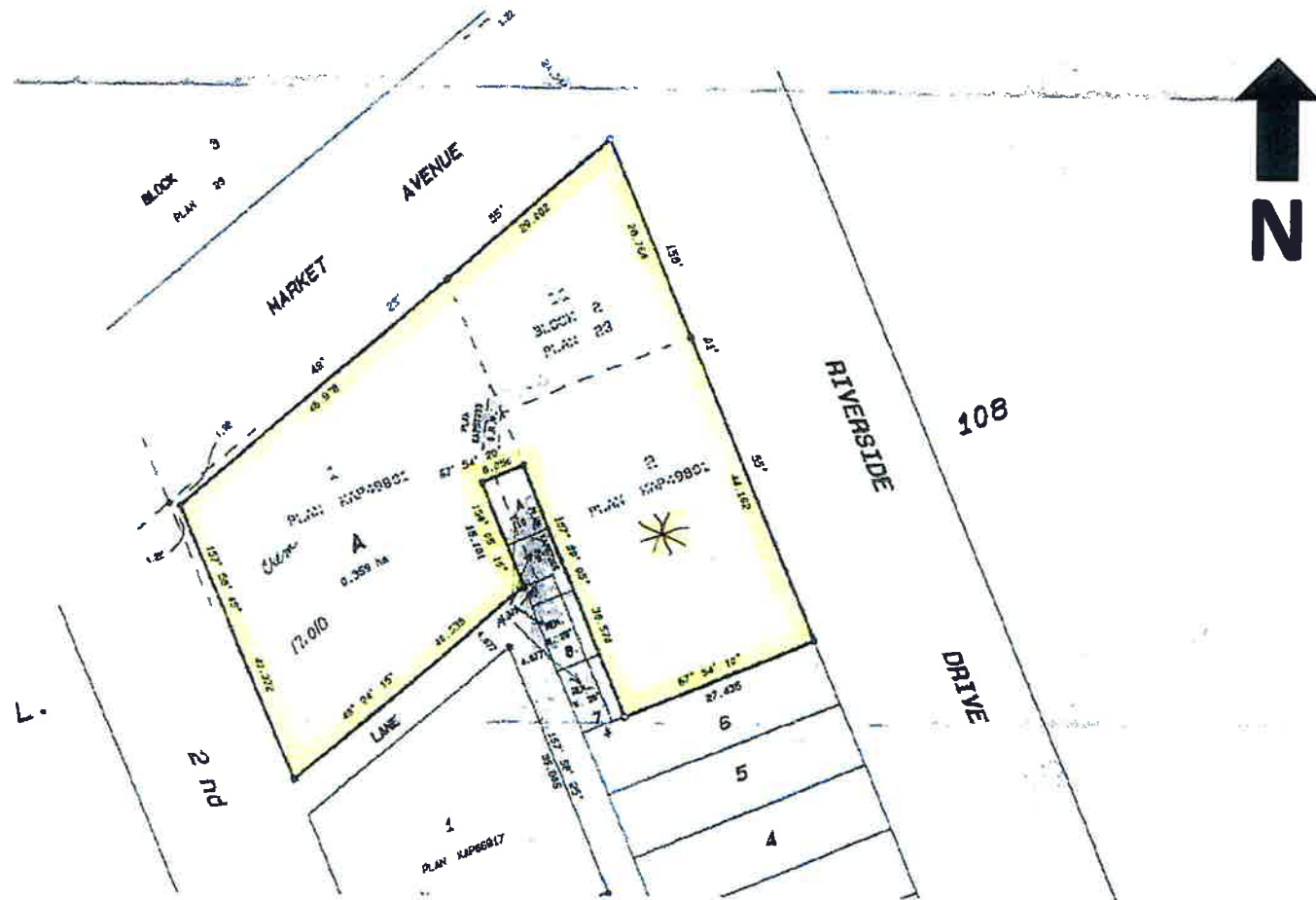
Telephone: 403 669 1521


Owner(s) Signature of Authorization

Location of Property



Page 44 of 67



Front of building looking South



Front of building looking West



Front of building looking Northwest



**THE CITY OF GRAND FORKS
REQUEST FOR COUNCIL DECISION**

DATE: October 15, 2013

TOPIC: Section 57, Building Bylaw Infraction

PROPOSAL: Request to remove the building bylaw infraction from the title of property owned by Shirley Kopan and located at 6929-19th Street

PROPOSED BY: Manager of Development & Engineering Services

SUMMARY:

In the summer/fall of 2009, an accessory building structure was constructed to cover a motor home, by the property owners Matthew & Shirley Kopan, legally described as Lot 2, DL 380, Plan 10223, located at 6929-19th Street, without first acquiring the necessary building permit. September 9, 2009, the Building Inspector wrote to the home owner, notifying them that on July 24, 2008, a stop work order was posted on the accessory building. After numerous requests from the Inspector, to acquire a building permit, a letter was sent to the City from the Building Inspector, requesting that the City register a Section 57 notice on title, noting the building and zoning bylaw infraction.

The aforementioned accessory building has now been removed and the property owner has sent a letter requesting that the Section 57 notation on title, be removed. Attached are photos of the building in question and recent photos showing that the accessory building has now been removed.

STAFF RECOMMENDATIONS:

Option 1: Council direct Staff to do the necessary paperwork and send notice to Land Titles, to remove the Section 57 notice on title. This option will bring the subject property into compliance with City's Building and Zoning bylaws and leaves the title free of any legal notations with respect to any infractions.

OPTIONS AND ALTERNATIVES:

Option 1: Council directs Staff to remove the Section 57 from the title of property located at 6929-19th Street, legally described as Lot 2, District Lot 380, SDYD, Plan 10223 except Plan KAP85777. This option removes any legal notations against the property in question and brings the property into conformance with the City bylaws.

Option 2: Council determines to leave the legal notation of a building infraction, on the title. This option will leave the legal notation on title and the legal notation will remain against the property, as the status quo.

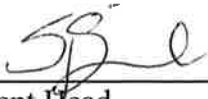
BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: This option will allow the property to be free and clear of any legal notations on the title of the property located at 6929-19th Street.

Option 2: This option would leave the property to remain, as status quo, with the legal notation of the infraction to remain on the title.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter provides the authority for Council to put a Section 57 Building Infraction on title and the authority to remove the infraction, once the infraction is rectified and the property meets all the requirements of the City bylaws.



Department Head
or CAO



Reviewed by CAO

RECEIVED
1/3/10/03

Grand Forks B.C.
Box 1378
Oct 2-2013

To whom it may concern
attn Kathy
Lot 2, District Lot 380 5010 Plon 10223
6929-19 St.

The carport structure that
covered the motor home in the
back of the lot has been removed.

I'd like to request the
removal of the notice on the title.
Your attention to this matter
would be greatly appreciated
Thank - you

yours truly
Shirley Kopan

FILE CODE

C/O
KI- Kopan, Shirley -
Removal of Notice
of Title

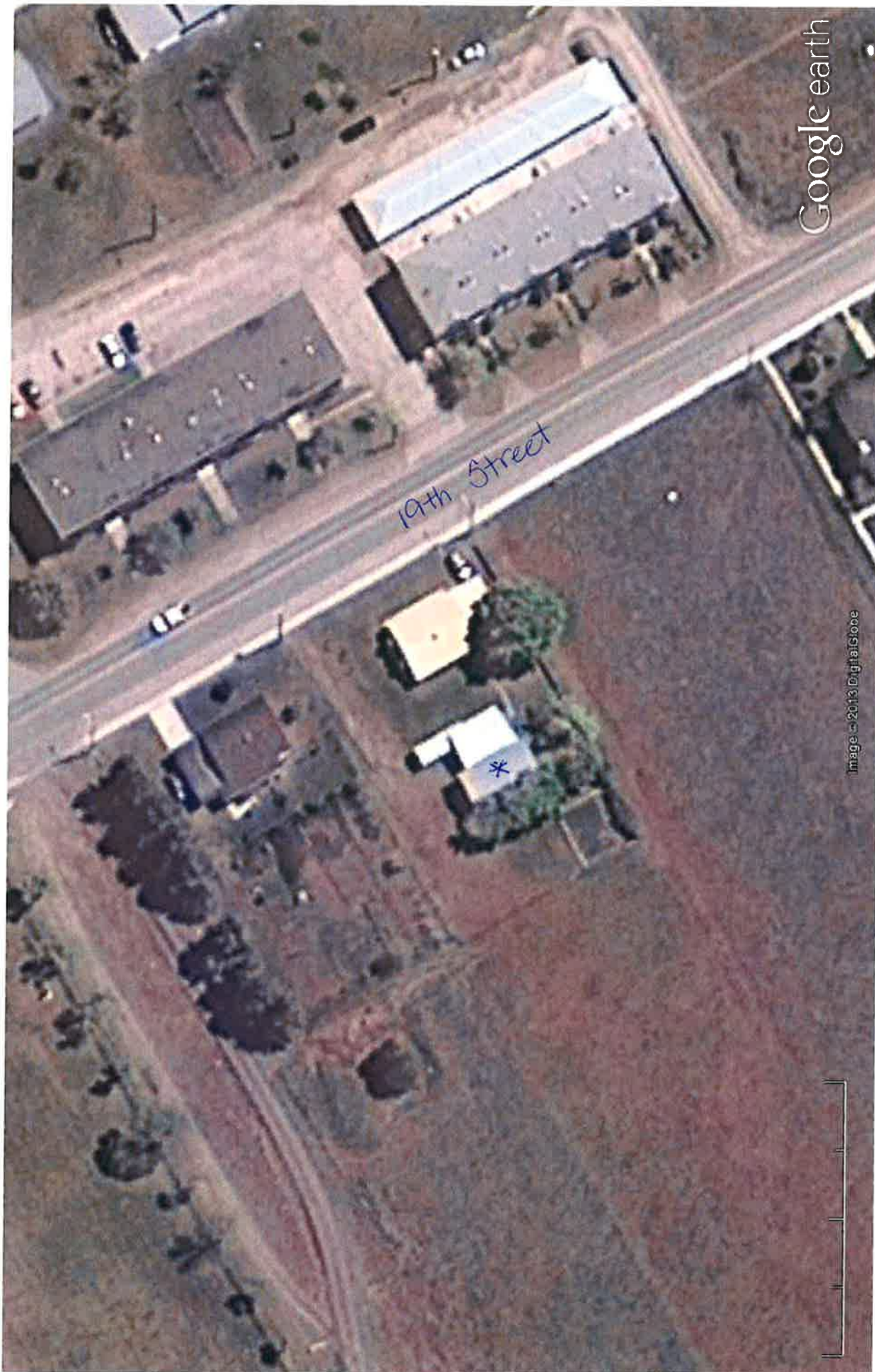


Image © 2013 DigitalGlobe

Google earth

Google earth

feet
meters

400
100







MINUTES:

AMENDMENTS TO THE MINUTES:

- NONE

MOTION: THOMPSON / WIRISCHAGIN

RESOLVED THAT THE MINUTES OF THE REGULAR MEETING OF COUNCIL, HELD ON MONDAY OCTOBER 5, 2009, BE ADOPTED, AS CIRCULATED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS:

NONE.

UNFINISHED BUSINESS

- a) *City Clerk's Report – Deferred Motion from October 5th, on a Building Bylaw Contravention 6929 19th Street*

MOTION: DAVIES / MOSLIN

RESOLVED THAT THE CITY CLERK'S REPORT, DATED OCTOBER 9, 2009, REGARDING A BUILDING BYLAW CONTRAVENTION AT 6929 19TH STREET, BE RECEIVED FOR DISCUSSION.

CARRIED.

MOTION: THOMPSON / DAVIES

RESOLVED THAT AFTER PROVIDING THE PROPERTY OWNERS AN OPPORTUNITY TO BE HEARD, COUNCIL DIRECTS STAFF TO PROCEED WITH FILING A NOTICE IN THE LAND TITLES OFFICE, IN ACCORDANCE WITH SECTION 57 OF THE COMMUNITY CHARTER, AGAINST THE PROPERTY LEGALLY DESCRIBED AS LOT 2, D.L. 380, SDYD, PLAN 10223, STATING THAT AN ACCESSORY STRUCTURE HAS BEEN CONSTRUCTED ON THE PROPERTY WHICH IS CONTRAVENTING THE CITY'S BUILDING BYLAW.

CARRIED.

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

Councillor Wirischagin:

Councillor Wirischagin advised that he has no report this evening.

LN.

LAND TITLE NOTICE

TAKE NOTICE THAT the Corporation of the City of Grand Forks, at a Regular Meeting of Council, held on Monday, October 19, 2009, adopted a resolution under Section 57 of the Community Charter relating to land described as

**Lot 2, District Lot 380, Similkameen Division Yale District Plan 10223 except
Plan KAP85777
Parcel Identifier: 009-600-281**

Further information respecting the resolution may be inspected at the offices of the Corporation of the City of Grand Forks, located at 7217-4th Street, Grand Forks, B.C., Monday to Friday, excluding holidays, from 9:00 a.m. to 4:00 p.m.

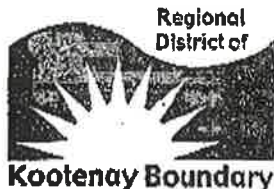
Dated at Grand Forks, British Columbia this 20th day of October, 2009.

RLB 11/9/2009 11:31:27 AM 1 3
Doc File 1 \$23.75


Lynne Burch, City Clerk
for the City of Grand Forks

n:planning/section 700/Kopan LTO

-END OF DOCUMENT-

**REGISTERED**

September 3, 2009

Matthew and Shirley Kopan
PO Box 1378
Grand Forks, B.C. V0H 1H0

Re: STOP WORK ORDER
6929 19th Street, Grand Forks, B.C.
Lot 2, D.L. 380, Plan 10223 Except Plan KAP85777

A review of the above referenced file indicates that we have not received the documentation requested in our letters dated July 24, 2008, August 12, 2008, August 25, 2008, August 28, 2008 and September 2, 2008. A Stop Work Order was posted on July 24, 2008 for construction of an accessory building.

An extension was granted until September 2, 2009. To date, no response has been received by this office as requested.

We will now be recommending to the City of Grand Forks Council that a notice be registered on title pursuant to Section 695 of the Local Government Act and Section 57 of the Community Charter (copies attached). This notice will refer to a building bylaw contravention and City of Grand Forks Zoning Bylaw contravention on the above referenced property and does not limit further action being taken.

If you have any questions or wish to discuss this notice, please contact the undersigned by October 5, 2009.

The above action does not preclude the City of Grand Forks from taking such steps as may be further authorized by Bylaw, Local Government Act and Community Charter to enforce compliance with regulations. Your attention to this matter is appreciated.

Yours truly,

A handwritten signature in black ink, appearing to read "K. Wagner", is written over a horizontal line.

Ken Wagner, RBO
Building and Plumbing Official

KW:lp
attachment

cc: Kathy Labossiere, Planning Technician, City of Grand Forks
Sig Dreher, RBO, Chief Building and Plumbing Official

FILE CODE
R4- STOP WORK ORDER
6929- 19TH ST.



TITLE SEARCH PRINT

2013-10-04, 12:52:31

Requestor: PD71343

Folio/File Reference:

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN******Land Title District**

Land Title Office

KAMLOOPS

KAMLOOPS

Title Number

From Title Number

LB508083

LB156644

Application Received

2012-07-23

Application Entered

2012-07-27

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

SHIRLEY BETH KOPAN, RETIRED
PO BOX 1378
GRAND FORKS, BC
V0H 1H0**Taxation Authority**

CITY OF GRAND FORKS

Description of Land

Parcel Identifier:

009-600-281

Legal Description:

LOT 2 DISTRICT LOT 380 SIMILKAMEEN DIVISION YALE DISTRICT PLAN 10223
EXCEPT PLAN KAP85777**Legal Notations**BYLAW CONTRAVENTION NOTICE, COMMUNITY CHARTER, SECTION 57
SEE LB350790**Charges, Liens and Interests**

NONE

Duplicate Indefeasible Title

NONE OUTSTANDING

Transfers

NONE

Pending Applications

NONE

RECEIVED
12/10/01

City of Grand Forks,
7217 - 4th Street
Box 220
Grand Forks, B.C. V0H 1H4

October 1, 2013

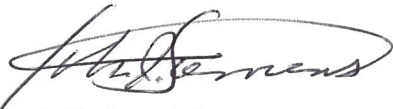
His Worship Mr. Taylor
City Counselors of Grand Forks

On behalf of the Grand Forks Ministerial comprised of all the present churches of Grand Forks we request the interchurch Welcome Sign to be put up again that was taken down to make room for the sidewalk in front of Extra Foods. We understand the sign was taken down by the city works department to make room for the sidewalk. I understand from Mr. Wayne Kopan that there is still a designated area owned by the city that is not in use.

We are grateful for our city government with whom we enjoy this beautiful Valley. We desire to welcome people to this area with you.

Sincerely,

John Siemens



For Grand Forks Ministerial:

Christ Lutheran Church

First Baptist Church

Gospel Chapel

Grand Forks Baptist Church

Grand Forks Christian Centre

Holy Trinity Anglican Church

River Valley Community Church

St. John's United Church

Sacred Heart Catholic Church

Seventh Day Adventist Church

Union of Spiritual Communities of Christ

FILE CODE

DZ - GRAND FORKS MINISTERIAL
- WELCOME SIGN

WE 3

Oct.7, 2013

RECEIVED
13/10/07

Grand Forks Seniors' Center Br.68
565 – 71st. Street
Grand Forks, BC

Grand Forks City Council
Grand Forks, BC

Gentlemen,

The Seniors would like to request the removal of the trees adjacent to the Senior's building in City Park.

The reason for this request is twofold.

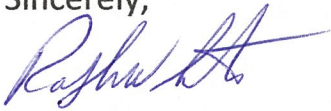
First, it would remove a hazard of the trees falling in a wind storm and damaging the building, and possibly damaging the adjacent power lines.

Second, it would allow more parking space at the Senior's building when large functions are held there and the vehicles would not encroach as much into the park space..

Also one of the trees has died and needs removal.

We would greatly appreciate your consideration in this matter.

Sincerely,



Ralph White

Maintenance Supervisor

Grand Forks Seniors' Center Br.68
(home) 250-442-3038

FILE CODE

WE3, D2 - Grand Forks Sr's Centre Br. 68
- REMOVAL OF TREES

THE CITY OF GRAND FORKS

REQUEST FOR COUNCIL DECISION

DATE : **October 15, 2013, 2013**

TOPIC : **Bylaw No. 1990 – Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999**

PROPOSAL : **Third Reading**

PROPOSED BY : **Manager of Development & Engineering Services**

SUMMARY:

A Public Hearing was held on October 15, 2013, regarding Bylaw No. 1990, cited as the “Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999”, to rezone the property located at 2675 Central Avenue, legally described as Lot 2, District Lot 520, SDYD, Plan EPP31267 from R-1 (Single and Two Family Residential) zone to HT (Highway & Tourist Commercial) zone.

In this regard, Bylaw No. 1990 is presented to Council, for third reading. The bylaw has been advertised in the local paper on October 2nd and 9th, 2013, as required by the Local Government Act. The surrounding property owners and the Ministry of Transportation and Infrastructure have been sent a letter informing them of the Public Hearing. The Public Hearing was held on October 15, 2013, where Council had an opportunity to hear from the public and the Ministry, with respect to this rezoning application.

STAFF RECOMMENDATIONS:

Option 1: Council consider giving third reading to Bylaw No. 1990, cited as the “Amendment to the City of Grand Forks Zoning Bylaw No. 1990, 2013”.

OPTIONS AND ALTERNATIVES:

Option 1: Council gives Bylaw No. 1990 third reading. This option will allow staff to proceed with the bylaw by sending it to the Ministry of Transportation & Infrastructure for their signature and then Bylaw 1990 can be given final reading at the November 12th, 2013 Regular meeting.

Option 2: Council determines not to give the Bylaw third reading. This option intends that the status quo will remain and the zoning of property located at 2675 Central Avenue, will remain R-1 (Single and Two Family Residential).

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: This option will allow the application to rezone the property located at 2675 Central Avenue from R-1 (Single and Two Family Residential) to HT (Highway & Tourist Commercial) and receive Ministerial approval thereby the bylaw can be presented to Council for final reading and adoption.

Option 2: This option will allow for the status quo to remain and the property will remain zoned as R-1 (Single and Two Family Residential).

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There are the advertising costs, as well as the notifications to surrounding property owners. These costs are covered by the application fees charged, at the time of the application.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Local Government Act allows for amendments to a zoning bylaw to be undertaken by bylaw and the proposal supports the land use guidelines, as part of the Sustainable Community Plan.



Department Head or Chief Administrative
Officer



Reviewed by Chief Administrative
Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1990

**A Bylaw to Amend the City of Grand Forks
Zoning Bylaw No. 1606, 1999**

=====

WHEREAS Council may, by bylaw, amend the provisions of the Zoning Bylaw, pursuant to the Local Government Act;

AND WHEREAS Council has received an application to rezone property located 2675 Central Avenue;

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

1. That the City of Grand Forks Zoning Bylaw No. 1606, 1999 be amended to rezone the property located at 2675 Central Avenue, legally described as Lot 2, District Lot 520, S.D.Y.D., Plan EPP31267 from the current R-1 (Single & Two Family Residential) zone, to the HT (Highway & Tourist Commercial) zone, as shown outlined in bold on the attached map identified as Schedule "X".
2. That this Bylaw may be cited as the "**Amendment to the City of Grand Forks Zoning Bylaw No. 1990, 2013**".

Read a **FIRST** time this 30th day of September, 2013.

Read a **SECOND** time this 30th day of September, 2013.

PUBLIC HEARING NOTICE ADVERTISED, pursuant to the Local Government Act this 2nd day of October and also this 9th day of October, 2013.

PUBLIC HEARING HELD this 15th day of October, 2013.

Read a **THIRD** time this 28th day of October, 2013.

APPROVED by the Ministry of Transportation on this ____ day of _____, 2013.

Approving Officer

FINALLY ADOPTED this 12th day of November, 2013.

Brian Taylor - Mayor

Diane Heinrich – Corporate Officer

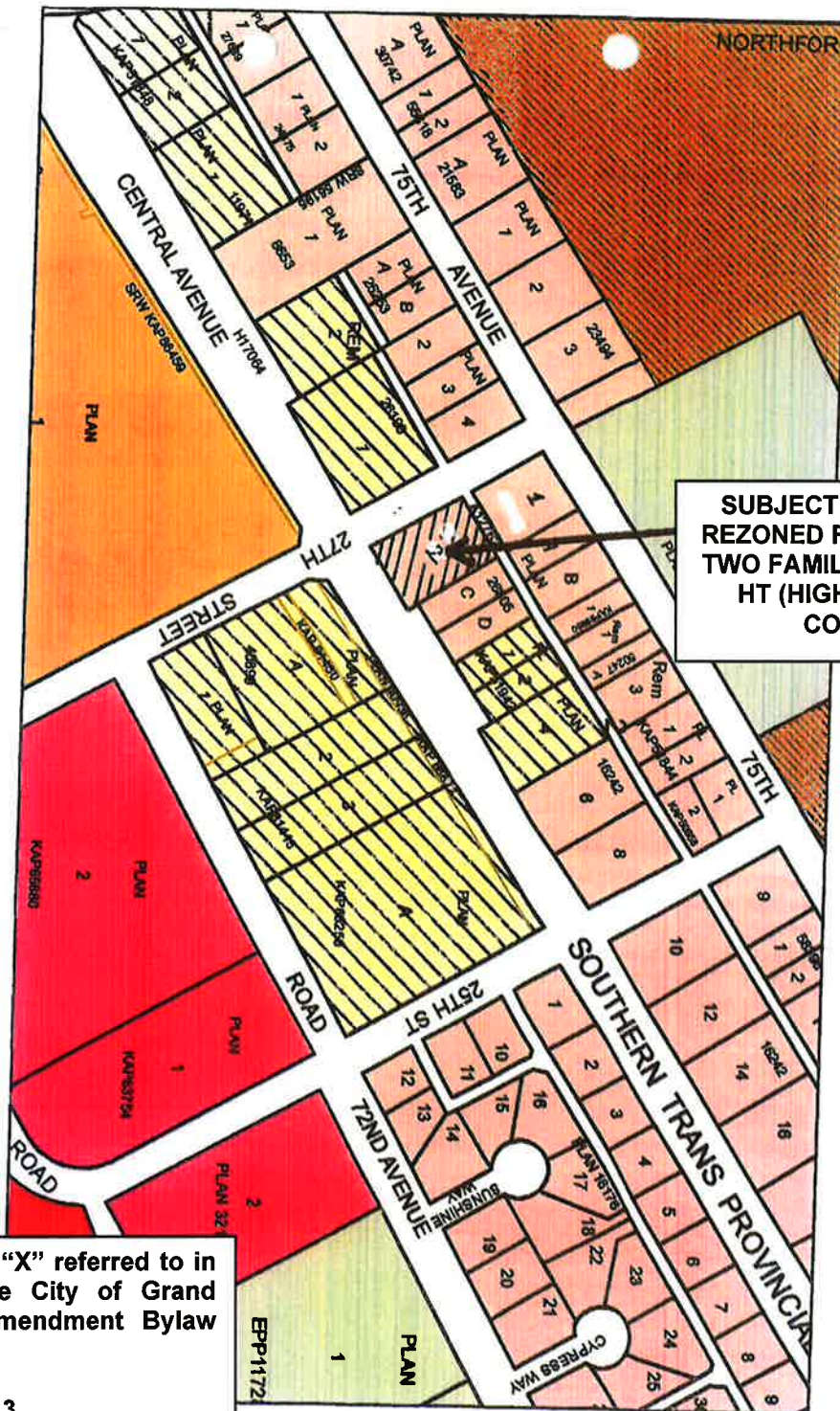
CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1990 as passed by the Municipal Council of the City of Grand Forks on the 12th day of November, 2013.

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

CITY OF GRAND ForkS ZONING MAP

SCHEDULE "X"



SUBJECT PROPERTY TO BE
REZONED FROM R-1 (SINGLE &
TWO FAMILY RESIDENTIAL) TO
HT (HIGHWAY & TOURIST
COMMERCIAL)

This is Schedule "X" referred to in
Section 1 of the City of Grand
Forks Zoning Amendment Bylaw
No. 1990, 2013.

November 12, 2013

Date of Adoption

Diane Heinrich

Corporate Officer