

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

**Tuesday February 11, 2014 – 3:00 p.m.
6641 Industrial Parkway (Old Canpar Office Building)**

| | <u>ITEM</u> | <u>SUBJECT MATTER</u> | <u>RECOMMENDATION</u> |
|----|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <u>CALL TO ORDER</u> | | |
| | a) | 3 pm Call to Order | Call Regular Meeting of Council to order at 3 pm |
| 2. | <u>ADOPTION OF AGENDA</u> | | |
| | a) | Adoption of the February 11th, 2014 Regular meeting agenda | |
| 3. | <u>MINUTES</u> | | |
| | a) | January 27th, 2014 Minutes - Special Meeting To Go In-Camera - 27 Jan 2014.pdf | Special Meeting Minutes to go In-Camera Adopt Minutes Adopt the Minutes |
| | b) | January 27th, 2014 Minutes - Committee of the Whole - 27 Jan 2014.pdf | Committee of the Whole Minutes Adopt the Minutes |
| | c) | January 27th, 2014 Minutes - Regular Meeting - 27 Jan 2014.pdf | Regular Meeting Minutes Adopt the Minutes |
| 4. | <u>REGISTERED PETITIONS AND DELEGATIONS</u> | | |
| | a) | Frank Triveri - Delegation and Petition 01-Delegation - Frank Triveri.pdf | Delegation from Frank Triveri, Organization The Committee for a more Democratic Process regarding water meters, along with a petition That Council receive the delegation from Frank Triveri for information and discussion |
| 5. | <u>UNFINISHED BUSINESS</u> | | |
| 6. | <u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u> | | |
| | a) | Corporat Officer's Report RFD - Council.pdf | Verbal Reports of Council That all reports of members of Council, given verbally at this meeting, be received. |

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

- a) Corporate Officer's Report
[RFD - RDKB.pdf](#)

RDKB Representative Report

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

8. **RECOMMENDATIONS FROM STAFF FOR
DECISIONS**

- a) Manager of Development and Engineering Services - Happy Days Liquor Licence Application
[RFD - Manager of Development and Engineering Services - Happy Days Liquor Lic. Applic..pdf](#)

Happy Days 50's Diner
Application for a liquor licence

That Council support, by resolution, the Liquor Licence application, as submitted by Happy Days 50's Diner and direct staff to forward the required resolution to the Liquor Control & Licensing Branch

- b) Grand Forks and District Fall Fair
[Grand Forks & District Fall Fair.pdf](#)

Letter of requests from Jason McIver, President of the Grand Forks and District Fall Fair

That Council receive the letter from Jason McIver of the Grand Forks and District Fall Fair for discussion and decision purposes

9. **REQUESTS ARISING FROM
CORRESPONDENCE**

10. **INFORMATION ITEMS**

11. **BYLAWS**

12. **LATE ITEMS**

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

14. **IN-CAMERA RESOLUTION**

- a) Request to go In-Camera

RESOLVED THAT COUNCIL
CONVENE AN IN-CAMERA
MEETING AS OUTLINED
UNDER SECTION 90 OF
THE COMMUNITY
CHARTER TO DISCUSS
MATTERS IN A CLOSED
MEETING WHICH ARE
SUBJECT TO SECTION 90
(1) (G) LITIGATION OR
POTENTIAL LITIGATION
AFFECTING THE
MUNICIPALITY IN
COMPLIANCE WITH THE
COMMUNITY CHARTER,
AND SECTION 90 (1) (k)
NEGOTIATIONS AND
RELATED DISCUSSIONS
RESPECTING THE
PROPOSED PROVISION OF
A MUNICIPAL SERVICE
THAT ARE AT THEIR
PRELIMINARY STAGES
AND THAT, IN THE VIEW OF
THE COUNCIL, COULD
REASONABLY BE
EXPECTED TO HARM THE
INTERESTS OF THE
MUNICIPALITY IF THEY
WERE HELD IN PUBLIC,
AND SECTION 90 (1) (e)
ACQUISITION, DISPOSITION
OF EXPROPRIATION OF
LAND OR IMPROVEMENTS
THAT COULD
REASONABLY BE
EXPECTED TO HARM THE
INTERESTS OF THE
MUNICIPALITY

15. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
MONDAY, JANUARY 27TH, 2014

PRESENT:

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

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER
CHIEF FINANCIAL OFFICER

D. Allin
D. Heinrich
R. Shepherd

GALLERY

CALL TO ORDER

- a) The Mayor called the meeting to order at 2:00pm

MOTION: KENDEL / O'DOHERTY

RESOLVED THAT THE SPECIAL MEETING OF COUNCIL WAS CALLED TO ORDER AT 2:00PM

CARRIED.

IN-CAMERA RESOLUTION

Resolution required to go into an In-Camera meeting

- a) Adopt resolution as per section 90 as follows:

MOVED: KENDEL / O'DOHERTY

RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE SUBJECT TO SECTION 90 (1) (G) LITIGATION OR POTENTIAL LITIGATION AFFECTING THE MUNICIPALITY IN COMPLIANCE WITH THE COMMUNITY CHARTER

CARRIED.

LATE ITEMS

JANUARY 27, 2014

SPECIAL MEETING TO GO IN-CAMERA
MEETING

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ADJOURNMENT

The meeting was adjourned 2:01pm

a) Adjourn

MOVED: KENDEL

**RESOLVED THAT THE SPECIAL MEETING TO GO IN CAMERA WAS ADJOURNED AT
2:01PM**

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER- DIANE
HEINRICH

THE CORPORATION OF THE CITY OF GRAND FORKS

COMMITTEE OF THE WHOLE MEETING OF COUNCIL
MONDAY JANUARY 27TH, 2014

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

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER
CHIEF FINANCIAL OFFICER
DEPUTY CORPORATE OFFICER
MANAGER OF DEVELOPMENT AND
ENGINEERING
FIRE CHIEF
DEPUTY FIRE CHIEF

D. Allin
D. Heinrich
R. Shepherd
S. Winton

S. Bird
D. Heriot
K. McKinnon

CALL TO ORDER

Call meeting to order at 9:08 AM.

The Mayor called the meeting to order at 9:08 AM.

COMMITTEE OF THE WHOLE AGENDA

Agenda for January 27th, 2014

Adoption of Agenda

MOTION: O'DOHERTY / WYERS

RESOLVED THAT THE JANUARY 27TH, 2014 COTW AGENDA IS ADOPTED AS PRESENTED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS

West Kootenay Boundary Regional Hospital Board - Jim Gustafson presentation

Mr. Gustafson spoke with regard to:

- The roles and responsibilities of the Interior Health Authority (IHA) Hospital Board
- Main function is the approval of capital projects, which are focused on acute care
- The changing role of capital works which now includes bricks and mortar
- The Kootenay Boundary Hospital board is not a wealthy one and unlike other wealthier boards cannot consider issues that are not acute care related
- Interior Health has “A” projects that are going to move forward and “B” projects that will move forward if there is provincial money available and upon approval one of these is a planning study which is what Mr. Gustafson is here to discuss.
- 1.5 million is identified by IHA as being allocated to a study for future planning for the Boundary Hospital
- An improvement in acute care will rely on the approval of the Province, the Treasury Board and Doctors.
- In order for the Strategic Plan to be valid it needs input from stakeholders; IHA advised that Councils need to be included and provide input in order to move forward. Thirty communities (representatives of each community sit on the Hospital Board) will participate by providing answers to three questions. The information will then be included in the strategic plan.

The strategic plan will provide the Hospital Board with some direction for planning in the future and Mr. Gustafson requested that the City provide a response to the three questions by March 15th, 2014.

Council advised that:

- The direction of the request to participate may be better received if it came from the Hospital Board as whole rather than one director on the board (Castlegar)
- Council would feel more comfortable if IHA provided feedback as they are the group on the ground
- The group Concerned Citizens for Health Care exists in the community and may be referred to for input.

Mr. Gustafson reiterated that Castlegar asked him to speak to the thirty involved communities on their behalf and to identify what the West Kootenay Boundary can afford, and other recommendations for the future of acute care in the region.

He further advised:

- That the Hospital Board includes both East Kootenay and the West Kootenay Boundary and is one of the only boards that combines regional districts into one Board.
- The process is legislated by the Treasury Board and the steps must be followed in order for a proposal to be considered.
- This is a controversial subject and this process is being considered

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL SUPPORT THE REQUEST WITH REGARD TO THE PRESENTATION MADE BY JIM GUSTAFSON AND THAT STAFF BE DIRECTED TO PROVIDE FEEDBACK FOR COUNCIL'S CONSIDERATION WITH REGARD TO THE STRATEGIC PLAN QUESTIONS WITH CONSULTATION FROM THE INTERIOR HEALTH AUTHORITY.

AND FURTHER REFERS THE MATTER TO THE JANUARY 27TH REGULAR MEETING.

CARRIED.

Interior Health - Cindy Crane presentation

Ms. Crane spoke with regard to:

- The challenges that are faced in the area with regard to health care.
- Emergency services in the Boundary sees 12,000-13,000 emergency patients annually
- Boomers will continue to be the largest demographic needing health care
- The target group in the Grand Forks area is 50-69 year olds
- There will be pressure on the health care system from this group
- Interior health is looking at fiscal challenges, balanced budget, quality, safety, access and sustainability.
- The Ministry is shifting from re-active care to pro-active care to reduce the high cost for hospital care
- 34% of population (Grand Forks) suffer from some form of chronic disease
- Emergency and Acute care services are main the focus of Boundary Hospital including short and long term care

The high number of chronic disease in Grand Forks is attributed to demographics and the high number seniors that relocate to the area. The area is attractive to this demographic because of the low cost of living and access to health care.

MOTION: KROG

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION BY CINDY CRANE OF INTERIOR HEALTH.

CARRIED.

Interior Health (IH) - Kerri Wall presentation

Ms. Wall spoke with regard to:

- The Healthy Communities initiative
- This project is focused on helping healthy people healthy as opposed to acute care
- Chronic disease is preventable and is the responsibility of all sectors

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- Chronic Disease is the present day concern as opposed to infectious diseases which was the focus in the past
 - Strategies by Local Government to encourage good health are in place
 - IH is committed to collaborating and partnering with local governments to build healthier communities.
 - The Government recognizes that health care costs are not sustainable.
 - Impacts on health come from the social, economic, and physical environments not health care.
 - Healthy Families BC Communities Program builds on the good work underway within Local Governments and the establishment of partnerships between IH and local governments.
 - The Healthy Communities Initiative is IH's project to support healthy communities.
 - Ms. Wall is here to provide information and clarity and access to data to community partners.
 - Requested that Council pass a motion to work in partnership with IH.

Mayor Taylor spoke with regard to the high demand for Mental Health Services in the Grand Forks Community. He advised that service providers are stretched thin and have capacity challenges. Treatment Centers in the area would be considered an acute care issue. Ms. Wall spoke with regard to mental health promotion and the data that contributes to mental health wellness.

The Chief Administrative Officer advised that Council is currently working on healthy community initiatives through the Environment Committee with carbon neutrality, water management and air quality, as well as trail improvement and signage.

Councillor Wyers acknowledged the partnerships that exist within the community already help promote and create a healthy community.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION BY KERRI WALL OF INTERIOR HEALTH AND REFER TO THE FEBRUARY 11TH REGULAR MEETING OF COUNCIL FOR FURTHER DISCUSSION.

CARRIED.

Regional District of Kootenay Boundary - Elaine Kumar presentation

Ms. Kumar spoke with regard the Animal Control Service that the RDKB provides to the community. Mr. Brian Garvey and Tom Huston of the Commissionaires were introduced to the COTW.

Mr. Brian Garvey spoke with regard to the dog control services in the RDKB and advised:

- 2 people are employed to provide animal control in the area and that this will increase in the summer months
- They work out of the facility on Donaldson Drive. The facility has been cleaned up and is maintained in good standards for the animals and residence of the area.
- Both employees are available 24 hours per day.

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- Residence can call the posted number and the officers will attend to any emergencies
 - The goal is to provide quality service and education before any action is taken
 - Can provide numbers of calls etc at a later date

Ms Kumar spoke with regard to the new Animal Control Bylaw. She advised that:

- The bylaw is currently in a draft form.
- It has been seen by stakeholders and will be brought to the board for first reading next week
- It will go for public consultation shortly

Mayor Taylor asked Mr. Garvey to provide the salary for the service providers and Mr. Garvey refrained from doing so. Mr. Garvey advised that the staff is selected based on ability and skill set. Administration costs are determined in conjunction with the RDKB.

MOTION: WYERS

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION BY ELAINE KUMAR OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY REGARDING THE ANIMAL CONTROL SERVICE.

CARRIED.

The Mayor recessed the meeting at 10:45am

The Mayor reconvened the meeting at 10:57am

PRESENTATIONS FROM STAFF

Monthly Highlight Reports from Dept. Managers

The Chief Administrative Officer provided an overview of the work completed by the management team for December.

Council spoke with regard to the Water Meter Open House, thanking staff for the good work and to the good questions that came from the public.

MOTION: WYERS

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

CARRIED.

Chief Financial Officer - 2014-2018 Financial Plan Review Agenda

The Chief Administrative Officer and Chief Financial Officer spoke with regard to the Operating Budget process and review.

- The City worked from a 2% increase, allowing funds to be allocated to a reserve and used for Capital Projects.

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- Overview of the budget plan process dates as well as the legislative requirements were presented

Managers from each department presented their budgets and an overview of operations of the department.

The Mayor recessed the meeting at 12:22pm

The Mayor reconvened the meeting at 12:51pm

The Chief Administrative Officer advised of the importance of using tax rate comparisons that are comparable to region and to Grand Forks.

He further discussed items referred to the 2014 budgeting Process.

These include:

Mountain Media – bill board

River Park Estates – landscaping

Grand Forks Park in the Park – event sponsorship

Boundary Museum – Fee for Service

Head Start for Girls and Young Women Program

Phoenix Mountain Alpine Ski Society

Environment Committee – purchase of a nephelometer

Feasibility of using carbon neutrality funds to support local initiatives

Phoenix Foundation – Healthy Communities, Vital Signs 2014

The Chief Administrative Officer advised that once Council approves the 2014 Budget it is then sent to the Ministry to be approved. The deadline for submission to the Ministry is by May 15th each year.

Capital Budget presentations at next COTW, February 11th, 2014.

The Chief Administrative Officer requested an extra COTW meeting on February 24th, 2014.

MOTION: WYERS

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL APPROVE STAFF REQUEST FOR AN ADDITIONAL COTW MEETING ON FEBRUARY 24TH, 2014, AT THE JANUARY 27TH REGULAR MEETING.

CARRIED.

REPORTS AND DISCUSSION

PROPOSED BYLAWS FOR DISCUSSION

INFORMATION ITEMS

CORRESPONDENCE ITEMS

LATE ITEMS

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

QUESTION PERIOD FROM THE PUBLIC

Christine Thompson: She spoke with regard to the first budget process of 2014 and thanked staff for a great presentation.

ADJOURNMENT

The meeting was adjourned at 1:31PM.

MOTION: O'DOHERTY

RESOLVED THAT THE COTW MEETING WAS ADJOURNED AT 1:31pm

CARRIED.

CERTIFIED CORRECT:

MAYOR – BRIAN TAYLOR

DEPUTY CORPORATE OFFICER –
SARAH WINTON

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, JANUARY 27TH, 2014.

PRESENT:

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

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER

D. Allin
D. Heinrich

GALLERY

CALL TO ORDER

The Mayor called the meeting to order at 7:00 pm

Amendments to the Agenda:

- Referred from the Committee of the Whole meeting of January 27th, 2014, with regard to the presentation made by Jim Gustafson regarding the West Kootenay Hospital Survey questions
- Approve staff's request for an additional COTW meeting on Monday, February 24th, 2014, at 9:00 am

ADOPTION OF AGENDA

- a) Adoption of the January 27th, 2014 Regular meeting agenda.

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT THE JANUARY 27TH, 2014 REGULAR MEETING AGENDA BE
ADOPTED AS AMENDED.**

CARRIED.

MINUTES

- a) Regular Meeting Minutes from January 13th, 2014

MOTION: KENDEL / O'DOHERTY

RESOLVED THAT THE JANUARY 13TH, 2014 REGULAR MEETING MINUTES BE ADOPTED AS CIRCULATED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS

UNFINISHED BUSINESS

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

Corporate Officer's Report • Verbal Reports of Council

- a) Members of Council may ask questions, seek clarification and report on issues.

Councillor O'Doherty

He reported that:

- He attended on January 22nd, a Water Meter Open House hosted by the City and advised that the event produced a great turn out
- He advised that the Border Bruins are still in the hockey playoffs to date
- He advised the GFI organization is getting ready for this year's GFI scheduled for the end of June

Councillor Wyers

She reported that:

- She provided information regarding her absenteeism from the December 16th Council meeting advising that her father had passed away; she further thanked City Staff for the beautiful flower arrangement and the kind words expressed at this difficult time.
- On January 12th & 13th, she reported her attendance at an AKBLG executive meeting in Cranbrook where the group met with Minister Coralee Oakes. She spoke with regard to the White Paper with regard to the upcoming Election and that local government feedback is welcomed until the end of January. She further advised that the next election term may be for four years, but that it has to go to the legislative table prior to the approval of the extended time line.
- She reported on her attendance on January 9th to a Boundary Restorative Justice Society meeting
- On January 11th, she reported her attendance to the Story of Food information session hosted by the Boundary Regional Agricultural Society.
- On January 15th, she advised of her participation at an air quality webinar hosted by the Ministry Of Environment. The stakeholders included the BC Lung association and the topic was "managing wood smoke in BC".

- On January 16th, Councillor Wyers reported on her attendance at a Kettle River Water Shed management Advisory Group, and further advised on her attendance to the Border Bruin fundraiser held at the Gem theatre
- On Jan 22nd, she reported her participation at the Water Meter open house and advised that she was pleased to see the amount of public who showed up
- She attended an overview of the Head Start program on December 12th regarding the asset needs assessment. Members of the group attended via skipe including the girls from our area. The girls had to go out in the community to conduct interviews and ask a set of specific questions. This group met again on January 10th to evaluate their responses from the interviews.
- She reported on her participation to the Dog Sled races at Jewel Lake this last weekend and that she was the MC for the event. She advised that there were 18 teams registered and 15 teams completed the course. She commented that the event was an outstanding success.

Councillor Kendel

He reported that:

- He reported on his attendance on January 14th to a monthly meeting of the Boundary Museum and Interpretive Center, and advised they are excited about their future contribution in assisting with some of the design elements of restoring City Hall
- On January 22nd he reported his attendance to the City's Water Meter Open House and advised that there were a lot of meaningful conversations that evolved.
- He asked if Staff could come up with a couple of items for swag packages for the Samboree participants such as City Pins or possibly camping coupons.

The Chief Administrative Officer advised that the city would work with the Boundary Regional Chamber of Commerce to develop something for the participants of the Samboree.

Councillor Krog

He reported that:

- On January 22nd, he reported on his attendance at the City's Water Meter Open house and advised that there were a lot of different questions with regard to water usage on lawns, yards and pools.
- He reported on his attendance on January 24th to a Family Literacy Day in conjunction with the Writer's Guild Society, where people stood up and told stories about their families

Mayor Taylor

He reported that:

- He advised that the Mayor's Hwy 3 Coalition Meeting last week was very interesting and that the Ministry of Transportation was in attendance. At the meeting, it was identified that highway from Princeton through to Manning park was one of the next big projects, in addition to lots of work at the Hwy 33 turnoff at Big White was been planned for.
- He advised that Marguerite Rotvold is the Chair of the West Kootenay Hospital Board.

- He spoke with regard to the Animal Control program and commented that it was nice to see the Regional representation today at the Committee of the Whole along with the commissioners. He advised that the City may need to consider taking the three dog limit out of our bylaws.

MOTION: KENDEL / WYERS

RESOLVED THAT THE VERBAL REPORTS GIVEN BY COUNCIL BE RECEIVED.

CARRIED.

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

- a) Corporate Officer's Report- Verbal Report from the Regional District of Kootenay Boundary
- The Mayor advised that the Regional District was doing some reorganization and that Mark Anderson is second in command at an administrative level.
 - The Mayor advised that budget meeting is ensuing tomorrow morning with regard to our shared services with the Regional District, and that Roxanne Shepherd will also be in attendance at that meeting.
 - The Mayor advised that there was a Rural Development Institute Meeting and that he wasn't able to attend, but advised that he does have the package of information with regard to the meeting

MOTION: KROG / O'DOHERTY

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

- a) Verbal Report and PowerPoint Presentation from the Chief Administrative Officer with regard to a short overview of the successes and changes in 2013.

MOTION: O'DOHERTY / KENDEL

RESOLVED THAT COUNCIL RECEIVE THE PRESENTATION FROM THE CHIEF ADMINISTRATIVE OFFICER WITH REGARD TO THE 2013 CITY OVERVIEW.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE

INFORMATION ITEMS

- a) Grand Forks International Baseball Tournament

MOTION: O'DOHERTY / KROG

RESOLVED THAT COUNCIL APPROVE THE ISSUING OF A SPECIAL OCCASION LIQUOR LICENSE TO THE GRAND FORKS INTERNATIONAL FOR THE SIX DAY EVENT FROM JUNE 25TH, 2014 - JUNE 30TH, 2014 AT THE JAMES DONALDSON PARK SUBJECT TO THE GFI OBTAINING THIRD PARTY (PARTY ALCOHOL) LIABILITY INSURANCE, NAMING THE CITY OF GRAND FORKS AS AN ADDITIONAL INSURED ON THAT POLICY FOR THE SIX DAY EVENT; ALL GFI LIQUOR PROVIDERS TO HOLD A SERVING IT RIGHT LICENSE CERTIFICATE; AND ICBC "DRINKING AND DRIVING" WARNING POSTERS TO BE DISPLAYED.

CARRIED.

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- b) Correspondence from the AKBLG – Last call for resolutions is February 10th, 2014. Councillor Krog advised that he had a couple of resolutions for consideration; Councillor Wyers advised that the deadline is February 10th, but that Council could ask the AKBLG for an extension to address and consider the resolutions at the February 11th Regular Meeting since February 10th is a Statutory Holiday. Councillor Krog advised that he would send out the proposed resolutions beforehand, for Council's consideration.

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- c) Correspondence from the District of Invermere – Correspondence to the Province with regard to a request for assistance to legal fees with regard to the Deer issue their community had. RECEIVE FOR INFORMATION.

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- d) From Michelle Caskey of the BC Lung Association - Thank you to the City. RECEIVE FOR INFORMATION

MOTION: O'DOHERTY / WYERS

RESOLVED THAT COUNCIL RECEIVE THE SUMMARY OF INFORMATION ITEMS AS PRESENTED.

CARRIED.

BYLAWS

- a) Chief Financial Officer - Bylaw No. 1993, Electrical Utility Regulatory Amendment Bylaw

MOTION: O'DOHERTY / KROG

RESOLVED THAT COUNCIL GIVE THE FINAL READING TO BYLAW NO. 1993 - ELECTRICAL UTILITY REGULATORY AMENDMENT BYLAW.

CARRIED.

- b) Chief Financial Officer - Bylaw No. 1994, Revenue Anticipation Borrowing Bylaw

MOTION: KENDEL / WYERS

RESOLVED THAT COUNCIL GIVE THE FINAL READING TO BYLAW NO. 1994 - THE CITY OF GRAND FORKS REVENUE ANTICIPATION BORROWING BYLAW - 2014.

CARRIED.

LATE ITEMS

MOTION: KENDEL / WYERS

RESOLVED THAT COUNCIL SUPPORT THE REQUEST WITH REGARD TO THE PRESENTATION MADE BY JIM GUSTAFSON AND THAT STAFF BE DIRECTED TO PROVIDE FEEDBACK FOR COUNCIL'S CONSIDERATION WITH REGARD TO THE STRATEGIC PLAN QUESTIONS WITH CONSULTATION FROM THE INTERIOR HEALTH AUTHORITY.

CARRIED.

MOTION: O'DOHERTY / KENDEL

RESOLVED THAT COUNCIL APPROVE STAFF REQUEST FOR AN ADDITIONAL COTW MEETING ON FEBRUARY 24TH, 2014 AT THE JANUARY 27TH REGULAR MEETING.

CARRIED.

QUESTIONS FROM THE PUBLIC AND THE MEDIA

FRANK TRIVERI – Advised that he has been a residence at Grand Forks since 1972. He advised that the school system does have discussions with regard to all levels of government in the education program.

He advised that he would like to impose some questions with regard to Water Meters:

- Is it Council's policy not to acknowledge correspondence from residents? He was advised that he was sent an invitation to the Water Meter Open House and responded that he did receive the invitation
- He asked what the cost was of the Water Meter installation. He was advised that the request for proposals will be going out to tender, and that funds are coming from Gas Tax funds and the total cost is yet undetermined.
- He asked why Council didn't go for a referendum to the Public on water meters? He was advised that the project is for the protection of the aquifer and that this is a process doesn't usually go as a referendum question.
- If it's desirable to have user pay, is it not desirable to have user pay for other services, for example, garbage services? The CAO spoke with regard to another local government who bases garbage collection on weight, but advised that this process comes at a cost.
- He asked if there will be any differentiation in water rates based on lot size? He was advised that the establishment of water rates will be a long process and that the information will be provided to the public in an ongoing basis. Mr. Triveri asked that Council considers these variables.

LARRY PODMOROFF – He advised that residents have three billings for water presently. The Mayor advised that residents will be able to measure their water usage during the mock billing.

DONNA SEMENOFF – She advised that she appreciates Council's efforts on conservation initiatives. Her concern is health and the radiation water meters can potentially give off. Second area of concern is gardens and concerns about food costs and food security. Thirdly, she has concerns about the potential increasing prices of water down the road and the international demand of water that could drive the price of our water up. She advised, in the USA, they charge equal for sewage as they charge their residents for the usage of water. She asked about the placement of small pipes when Grand Forks plans to increase its population and how smaller pipes relate to fire protection, and why does the City have larger pipes now.

She advised that she is asking for a motion to repeal the installation of water meters and that the water meters should be put on the ballot during the election.

The Mayor asked Council if they would entertain a motion to repeal the installation of water meters; hearing none – no motion was put on the table.

The CAO addressed some of her questions with regard to fire flow and radiation coming from meters.

CHRISTINE THOMPSON – She advised Council at the COTW meeting on how she was impressed with the budget process of this AM. She encouraged members of the public to attend all of these meetings.

JULIA BUTLER – Had concerns with water meters and her business of landscaping. She said that Council is being strong armed by the Province with regard to loss of grants if the City does not put in water meters. Concerns with the future imposed rates that would be afforded the residents.

LES JOHNSON – Advised that the people from the Province hear the concerns of the people.

ADJOURNMENT

MOTION: O'DOHERTY

RESOLVED THAT THE MEETING BE ADJOURNED AT 9:10 PM

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER- DIANE
HEINRICH

Not Adopted - Subject to Change

Council Delegations Background

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

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

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Taylor, and Members of Council, I am here this afternoon on behalf of The Committee For a More Democratic Process to present this petition signed by a significant number of Grand Forks citizens (significant, because these signatures were gathered in the short period between the last Council meeting and today). We are requesting that you consider:

Rescinding your motion to install residential water meters

Adhere to the time line that was mailed out with utility bills. Do not commence meter installation until 2015

Hold town hall meetings in 2014 focusing on open discussions as to the “pros” and “cons” of water meters

Make water meter installation a campaign issue for the 2014 election

Hold a referendum during the election allowing the citizens of Grand Forks to decide the issue.

We are requesting this action for the following reasons:

City Council has articulated that its decision to install water meters was based on advise from professional staff, consultants, and a request from senior government.

If so, Council has failed to fully apprise the citizens of Grand Forks as to the rationale for their decision. Consultant reports have not been shared with the public nor has anyone seen a written dictum from any level of government requesting Council to install water meters.

There has been little or no effort on the part of Council to provide an opportunity for discussion, reaction or input. The only public meeting dedicated solely to water meter installation was the Gallery 2 "open house" which was after the fact and not a forum for discussion.

There is a feeling within the community that the decision was a "closed door" decision made in the guise of protecting the aquifer. Many feel that it is a "hidden tax" or "money grab" to pay for a broken infrastructure that has suffered many years of indifference and neglect by this Council and previous councils!

We believe that in approving our request the community will benefit because local government is the level of government that can best engage our country's citizens in participatory democracy. Water meter installation has certainly "peeked" the interest of the citizens of our community. The 2014 election campaign would be the perfect venue for open, and honest discussion of the issue. More candidates might be attracted to run for office and there would certainly be a higher voter turn out. Having a say in a referendum vote undoubtedly would provide one with the satisfaction of being a full participant in the democratic process.

Council Delegations (cont.)

We believe that by not approving our request the result will be a growing cynicism in our community and a continued feeling that one's opinion doesn't count. It will further entrench the conception that once in office, elected officials have little regard for the views of ordinary citizens. Conversely elected officials will continue to perpetuate the myth that citizens are apathetic and really don't care.

In conclusion, we request that Council for the City of Grand Forks adopt a resolution to rescind the motion to install meters. Provide opportunity for us to become better informed on the issue. Show us that democracy is alive, well and living in Grand Forks by allowing us, the taxpayers, to make our own decision through a referendum vote.

Thank you very much.

Name: Frank Triveri

Organization The Committee for a more Democratic Process

Mailing Address: 275 75th Ave. Grand Forks, BC, V0H 1H2

(Including Postal Code)

Telephone Number: 204-412-8673

Email Address: [REDACTED]

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

N:Forms/Delegation form

MEMORANDUM



DATE : February 5th, 2014

TO : Mayor and Council

FROM : Corporate Officer

SUBJECT : Petition Regarding Residential Water Meter Installation

The City is in receipt of a petition delivered to the Corporate Officer on February 4th, 2014, at 2:25 pm and received by same in accordance with Section 82 of the Community Charter as it pertains to petitions.

Under the Privacy Protections Act, the City is not able to publicly display the actual names due to personal information which has been supplied on the petition (personal names and addresses); however, Council has been provided with a hard copy of the petition for their reference which is not publicly displayed.

The Corporate Officer verifies that full names and residential addresses of each petitioner were present in the petition, and that the number of petitioners totalled to one hundred and thirty one participants. (one disqualification for signing twice)

Further, a copy of the intent of the Petitioners as it appeared on the petition, has been attached to this memo for reference and forms the background to the registered delegation as submitted by Frank Triveri, a representative for the "Committee for a more Democratic Process".

As with petitions of this nature, Council may choose to receive for information purposes and/or for discussion purposes, and is not obligated to act on the requests contained within the petition.

Best regards,

A blue ink signature of Diane Heinrich, written in a cursive style.

Diane Heinrich
Corporate Officer

*Rec'd
Feb 4, 2014
DIANE HEINRICH
CORPORATE OFFICER*

Petition Regarding Residential Water Meter Installation

The Facts:

- **City Council has voted to install residential water meters**
- **1.3 million dollars has been budgeted for the installation**
- **Council is already in the process of tendering out the installation**
- **The majority of Council members will not have meters at their residence as they live outside city limits**
- **There have been no town hall meetings to discuss the pros and cons of meter installation**
- **The Gallery 2 “open house” was held after the fact and almost on the “ eve” of Council receiving quotes for the installation work**
- **This tight time line has provided insufficient time for citizens to fully grasp Council’s rationale, nor time or opportunity for citizen reaction and input.**
- **2014 is a municipal election year**

Therefore (for the sake of a more democratic process), we the undersigned citizens of Grand Forks petition Council to:

- 1. Rescind the motion to install residential water meters**
- 2. Follow the time line that was mailed out with utility bills that meter installation will not commence until 2015**
- 3. Hold town hall meetings throughout 2014 focusing on open discussions as to the pros and cons of water meters**
- 4. Debate the issue widely during the 2014 election campaign**
- 5. Hold a referendum during the election allowing the citizens of Grand Forks to decide the issue. Other BC municipalities have taken the same issue to referendum.**

| Name (Print) | Signature | Residential Address |
|--------------|-----------|---------------------|
|--------------|-----------|---------------------|

Shorter time limits in urgent circumstances

79. If the council considers that there is a significant risk to health or safety if action is not taken earlier, the resolution imposing the remedial action requirement may

- (a) set a time limit under section 76 [*time limit for compliance*] that is shorter than the minimum otherwise applicable under subsection (2) of that section, and
- (b) set a time limit for giving notice under section 78 [*persons affected may request reconsideration*] that is shorter than the limit otherwise applicable under subsection (2) of that section.

2003-26-79.

Recovery of municipal costs through sale of property

80. (1) This section applies to remedial action requirements in relation to the following:

- (a) matters or things referred to in section 73 (1) (a) [*unsafe and non-complying structures*];
- (b) matters or things referred to in section 74 (1) (a) [*nuisances in relation to structures*];
- (c) matters or things referred to in section 74 (1) (d) [*nuisances in relation to things in or near structures*] that are in or about a matter or thing referred to in section 74 (1) (a).

(2) Subject to this section, if a remedial action requirement has not been satisfied by the date specified for compliance, the municipality may sell the matter or thing in relation to which the requirement was imposed or any part or material of it.

(3) The earliest date on which the municipality may sell property referred to in subsection (2) is the later of

- (a) the date specified for compliance, and
 - (b) 60 days after the notice under section 77 (1) [*notice to affected persons*] is given.
- (4) If a municipality sells property under this section, it
- (a) may retain from the proceeds
 - (i) the costs incurred by the municipality in carrying out the sale, and
 - (ii) if applicable, the costs incurred by the municipality in exercising its power under section 17 [*municipal actions at defaulter's expense*] that have not yet been paid by the person subject to the requirement, and
 - (b) must pay the remainder of the proceeds to the owner or other person lawfully entitled.

(5) For certainty, the authority under this section is in addition to that provided by section 17 [*municipal action at defaulter's expense*].

2003-26-80.

PART 4 – Public Participation and Council Accountability

Division 1 – Elections, Petitions and Community Opinion

Election proceedings

81. (1) A general local election for the mayor and all councillors of each municipality must be held in the year 2005 and every 3 years after that.

(2) By-elections for office on municipal council must be held as required under section 37 [*by-elections*] of the *Local Government Act*.

(3) General local elections and by-elections must be held in accordance with Part 3 [*Electors and Elections*] of the *Local Government Act*.

2003-26-81.

Petitions to council

82. (1) A petition to a council is deemed to be presented to council when it is filed with the corporate officer.

(2) A petition to a council must include the full name and residential address of each petitioner.

2003-26-82.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: February 11th, 2014
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

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

Benefits or Impacts of the Recommendation:



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

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

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

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

- OPTIONS:**
- 1. RESOLVED THAT ALL REPORTS OF MEMEBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMEBERS OF COUNCIL.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**
-

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| Department Head or CAO | Chief Administrative Officer |

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: February 11th, 2014

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

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

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

Benefits or Impacts of the Recommendation:

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

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

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

OPTIONS:

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

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|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
|  Department Head or CAO |  Chief Administrative Officer |
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REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Development & Engineering Services

Date: January 10, 2014

Subject: Happy Days 50's Diner Application for a Liquor License

Recommendation: **RESOLVED THAT COUNCIL support, by resolution, the Liquor License application, as submitted by Happy Days 50's Diner and direct Staff to forward the required resolution to the Liquor Control & Licensing Branch.**

BACKGROUND: attached is a copy of an application filed by Happy Days 50's Diner located at 131 Central Avenue for a new liquor license for the 139 square meter of the dining and dancing area of the restaurant. The Grand Forks Fire/Rescue and the Building Inspections office have submitted a letter citing the maximum occupancy load, as determined by the B.C. Fire Code and the B.C. Building Code for Group A, Division 2 (Restaurant), occupant load, dining, beverage and catering space equals 1.2 meter square per person and water closets for an Assembly Occupancy. The occupancy load for the Happy Days 50's Diner will be 50 persons and the required number of water closets (restrooms) is one male and one female closet. Happy Days 50's Diner has the required water closets already in existence.

The Liquor Control and Licensing Branch requires that the City send the neighboring property owners around the Happy Days 50's Diner, advising them of the application and inviting them to a Committee of the Whole meeting should they have any concerns or wish to comment on the application, prior to Council decision. The letters have been sent inviting anyone with comments or concerns to the February 11, 2014 Committee of the Whole meeting scheduled to start at 9:00 a.m., in the City Council Chambers, located at 6641 Industrial Park Way.

Prior to considering the application for a liquor license permit, the Liquor Control and Licensing Branch require Council's resolution, commenting on the application but more specifically, requires that the resolution outline the following points:

- Council's comments on the potential for noise, if the application is supported;
- Council comments on the impact on the Community, if the application is supported;
- The views of the residents and the method used to gather the views of the residents, if the license may affect nearby residents and business owners;
- Recommendation, with respect to whether the license should be supported.

Staff prepared a package to the Committee of the Whole meeting on February 11th, 2014 where it was resolved that the Committee of the Whole recommends to Council to support, by resolution, the Liquor License application, as submitted by Happy Days 50's Diner and direct Staff to forward the required resolution to the Liquor Control & Licensing Branch and the

REQUEST FOR DECISION

— REGULAR MEETING —



Committee of the Whole referred the issue to the February 11th, 2014 Regular meeting of Council, scheduled to start at 7:00 p.m., for Council decision.

Benefits or Impacts of the Recommendation:

General: Supporting the application- Council will be supporting a local business. The City has performed due diligence, by notifying the surrounding property owners and inviting them to be heard at a Committee of the Whole meeting to voice their concerns or comments, prior to final decision at a Regular Council meeting.

Denying the application - Staff will advise the Liquor Control and Licensing Branch accordingly. The disadvantage is that Council may be seen as non-supportive to the application.

Strategic Impact: n/a

Financial: There are no costs to the City for a liquor license application, in that we are not legislated to publish notice of the application in a local news publication.

Policy/Legislation: The City does not have a policy for a Council resolution of support or non-support of a liquor license application, as requested by the Liquor Control and Licensing Branch.

Attachments: Liquor Control & Licensing Form for Food Primary (Restaurant) Licence application;
Plan showing the location of the Happy Days 50's Diner located at 131 Central Avenue;
Picture showing the Diner building and parking lot.


Recommendation: **RESOLVED THAT COUNCIL** support the Happy Days 50's Diner application for a liquor license, by resolution and direct Staff to forward the required resolution to the Liquor Control & Licensing Branch.

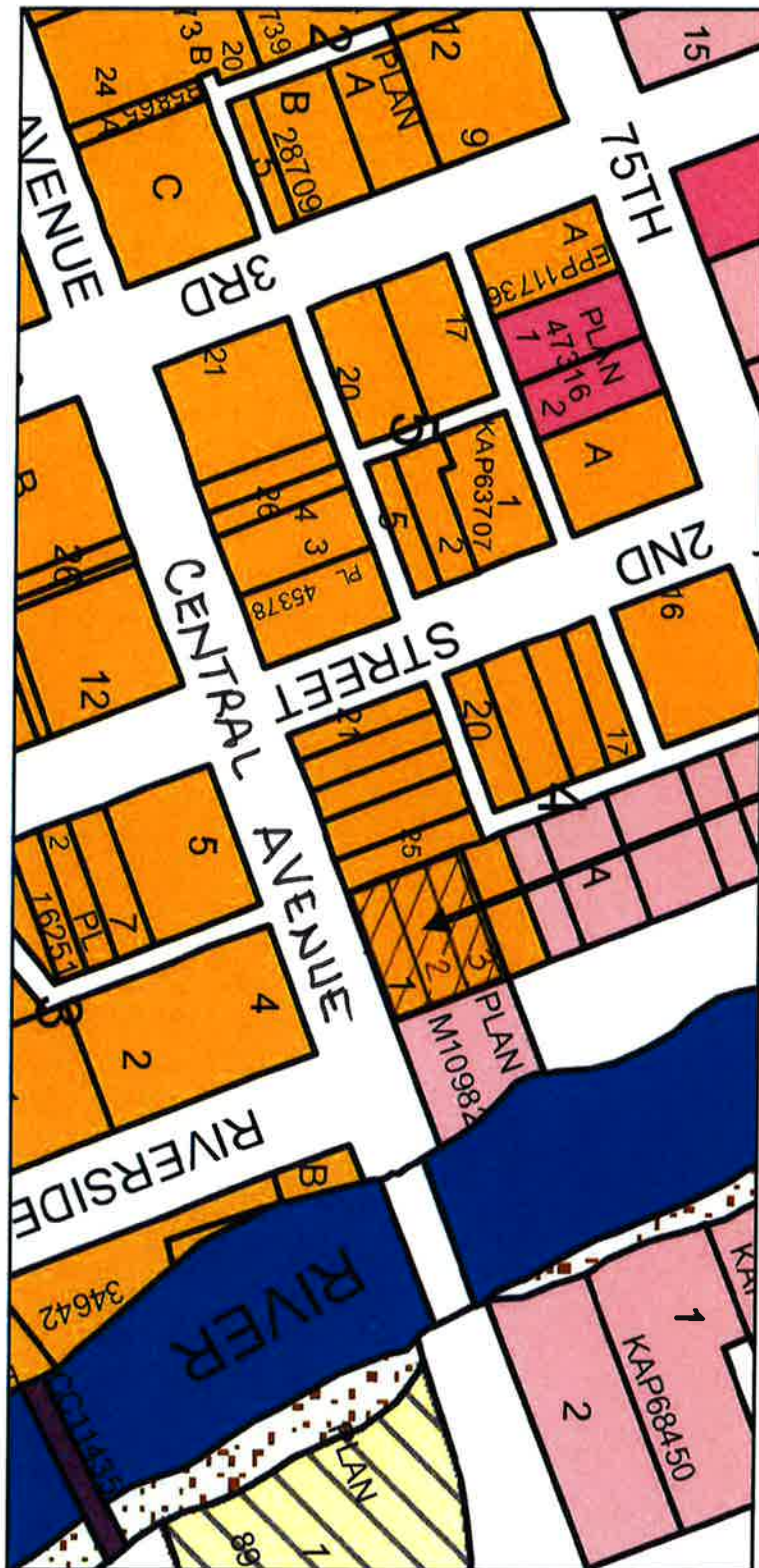
REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT and support the application, by resolution and direct Staff to forward the resolution to the Liquor Control & Licensing Branch.**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

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| Department Head or CAO | Chief Administrative Officer |



**SUBJECT
PROPERTY**



HAPPY DAYS 50'S DINER AND PARKING LOT



FOOD PRIMARY (Restaurant) Licence Application

Liquor Control and Licensing Form LCLB001b

INSTRUCTIONS: Complete all applicable fields, attach required documents and submit with payment as outlined in Part 10. You may complete this form one of three ways: 1) at your computer, then print; 2) by hand - print clearly using dark ink; or 3) online through the OneStop business registry at: <http://onestop.gov.bc.ca>

- If you have any questions about completing this application, call the Branch toll-free at: 1-866-209-2111
- Allow 4 to 6 weeks for LCLB to review and process your application.
- LCLB forms and supporting materials which may be referred to in this document can be found at: www.pssg.gov.bc.ca/lclb

PART 1: Application Contact Information

The applicant authorizes the person below to be the primary contact for the duration of the application process only.

Name: Leanna Byrd Phone number: 250-666-1965
Fax number: 250-442-5586 E-mail address: lm_byrd@hotmail.com

PART 2: Applicant Information (Legal Entity)

Office use only

Job No (new) 22414345-1

Name: Happy Days 50's Diner Business Number: 250-442-5585
Mailing address: PO BOX 1260 Grand Forks BC V0H 1H0
(All correspondence will go to this address) Street City Province Postal Code

Phone number: 250-442-5585
Fax: 250-442-5586 E-mail: lm_byrd@hotmail.com

The applicant authorizes its shareholder, director or partner below to be the primary contact for the licence, if approved.

Contact Name: _____ Phone: _____

***NOTE:** Prior to licensing applicants must have a Canada Revenue Agency issued Business Number in place in the legal name of the applicant for the liquor licence. This is the first 9 digits of your 15 digit GST/HST registration number. If you don't have a GST/HST registration number, you can apply for one through the Canada Revenue Agency at <http://www.cra-arc.gc.ca>

Do you or any of your shareholders currently hold, have held, or have previously applied for a British Columbia liquor licence? Please check (☑) one:

- ☒ No, I do not currently hold - and have never held or applied for - a British Columbia liquor licence
☐ Yes, I currently hold a British Columbia liquor licence, or I have held or applied for one in the past. If Yes, provide details of current or previous licence(s) or previous applications (date held, licence #(s), location, type of licence and name of establishment(s))

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VICTORIA BC

Do you hold a Rural Agency Store Appointment? Please check (☑) one:

- ☒ No, I do not currently hold a Rural Agency Store Appointment.
☐ Yes, I currently hold a Rural Agency Store Appointment

Do you, or any of your shareholders, have any connection, financial or otherwise, direct or indirect, with a UBrew/Uvin, distillery, brewery or winery? Please check (☑) one:

- ☒ No, I do not have any connection, financial or otherwise, directly or indirectly, with a UBrew/Uvin, distillery, brewery or winery
☐ Yes, I acknowledge a connection, financial or otherwise, directly or indirectly, with a UBrew/Uvin, distillery, brewery or winery
If Yes, provide details:

PART 3: Type of Business

There are six types of businesses identified here. Choose (X) the type of business used to operate your restaurant. Beneath the type of business you indicate are a list of documents to submit with this application.

☐ Society

The society's annual membership fee is: \$ _____ The society has _____ members.

The following documents are required and must be attached to this application:

- ☐ Certificate of Incorporation under the Society Act,
- ☐ current list of officers and directors,

Plus the top four executive officers must submit:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form, and
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form

☐ Partnership

Please check (X) if you are a ☐ Registered Partnership or a ☐ Non-Registered Partnership

List Partners in the space provided below:

PARTNER 1: Percentage of Ownership: _____ Legal Name: _____

PARTNER 2: Percentage of Ownership: _____ Legal Name: _____

PARTNER 3: Percentage of Ownership: _____ Legal Name: _____

PARTNER 4: Percentage of Ownership: _____ Legal Name: _____

If there are more than four partners, provide same information for other partners on separate sheet and attach. If one or more of the partners are a private corporation, a public corporation or a society, submit all the documents listed under that business type with this application.

Plus, each partner (individual) must submit:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

For a registered partnership the following documents are required and must be submitted with this application:

- ☐ Statement of Registration of General Partnership, OR
- ☐ Partnership Agreement or Joint Venture Agreement.

☐ Private Corporation

The following documents are required for this type of business and must be submitted with this application:

- ☐ Certificate of Incorporation,
- ☐ Extra-provincial registration, if your business is located outside British Columbia,
- ☐ Central Securities Register,
- ☐ Notice of Articles, and
- ☐ Special Rights and Restrictions within the articles of incorporation that detail the class and types of shares and whether or not each class or type of share has voting privileges (if the information is not already included in the Notice of Articles)

And, if one of the shareholders is a private corporation, a public corporation, a society or a partnership, submit all the documents listed under that business type.

Plus, all shareholders (individuals) holding 10% or greater interest in the applicant corporation must submit all the documents listed:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form,
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

Note: Shareholders (individuals) holding less than 10% interest in the applicant corporation must provide their full legal name and date of birth in the space provided below or on a separate sheet of paper.

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☐ **Public Corporation**Check box (M) if your shares are publicly traded: ☐

The following documents are required for this type of business and must be submitted with this application:

- ☐ Certificate of Incorporation.
- ☐ Extra-provincial registration, if your business is located outside British Columbia, and
- ☐ List of Directors and Officers.

Plus, for the four top executive officers in your public corporation, attach:

- ☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form.
- ☐ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

☒ **Sole Proprietorship**

The sole proprietor must submit the following documents with this application:

- ☒ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form.
- ☒ a completed Personal History Summary and Consent to Criminal Record Search (LCLB004) form and required documents noted on form.

☐ **Other**

This includes entities incorporated through Federal or Provincial legislation. Examples: Local Government, First Nations, colleges, universities, etc. Contact the branch to discuss documentation requirements

PART 4: Establishment Proposal

NOTE: Signs should not be ordered prior to approval of the establishment's name by the Liquor Control and Licensing Branch

Proposed establishment name:

Happy Days 50's Diner

Establishment physical address:

131 central Ave

Street

Grand Forks

City

BC

Province

V0H1H0

Postal Code

Legal description of site:

PLAN 23 Lot 1-3 Block 4 DL# 108

(Legal description and parcel identifier (PID) or Strata Plan number of the establishment site, found on property tax notice or from Land Titles office)

Establishment Phone:

250-442-5585

Establishment Fax:

250-442-5586

Business e-mail:

lm-bxrd@hotmail.com

Hours of Liquor Service:

Hours of liquor service are permitted between 9:00 am and 4:00 am on the same business day. For hours of liquor service past midnight, you will require local government / First Nations approval. See Part 8 and 9 of this application form for more details.

Indicate your requested hours of liquor service below (must be between 9:00 am to 4:00 am of the same business day):

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|-------|--------|---------|-----------|----------|--------|----------|--------|
| OPEN | 6 AM | 6 AM | 6 AM | 6 AM | 6 AM | 6 AM | 6 AM |
| CLOSE | 6 pm | 6 pm | 6 pm | 6 pm | 6 pm | 6 pm | 6 pm |
| | 12 pm | 12 pm | 12 pm | 12 pm | 12 pm | 12 pm | 12 pm |

Entertainment Endorsement:

If you are applying for an entertainment endorsement, please check (A) below or (B) on the next page and complete the appropriate section.

☐ (A) Patron Non-Participation entertainment endorsement (musicians, etc.) Note: All forms of entertainment must end by 1:00 AM.☐ Describe in detail what kind of entertainment you propose and where it will take place within your restaurant.

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☒ (B) Patron Participation entertainment endorsement (dance floor, sing-alongs) Note: All forms of entertainment must end by 12 midnight.

☐ Describe in detail what kind of entertainment you propose and where it will take place within your restaurant.
Note: Patron participation requires local government/First Nations approval (See Part 8 and Part 9).

We are a 1950's Restaurant and have
soccers 4-5 times per year ending by 10:00pm
we also host banquets for parties ending
by 12:00pm at the latest. These all involve
food (menu items).

Restaurant Lounge Endorsement:

Only food primary establishments with an occupant load of 50 persons or greater may apply for a restaurant lounge endorsement. A restaurant lounge is a separate area within the food primary establishment that is visually distinct from the main dining area and where patrons may order a drink without the intent of ordering a meal. Minors must be accompanied by an adult in the lounge area and signage at the entrance of the lounge must explain this requirement.

The maximum seating capacity of the restaurant lounge is 20 percent of the primary interior dining occupant load or 40 seats, whichever is less. Two areas may comprise the lounge, each equal to the total approved restaurant lounge capacity, and one area must be on a patio.

Example: Occupant load is 100 x 20 percent = 20. 20 is less than 40, therefore 20 seats may be assigned to an interior or patio lounge, or both (20 interior and 20 patio), but no more than 20 people can occupy the two lounge areas at one time.

Are you applying for a Restaurant Lounge Endorsement? Yes ☐ No ☒

☐ Calculate the maximum permitted restaurant lounge capacity below:

Occupant load of the primary dining indoor area
of the restaurant as shown on your floor plan:
(not including banquet rooms or patios)

x 20% (or x 0.20) =

☐ Proposed restaurant lounge capacities, if planning to create two areas: Interior Lounge:

Patio Lounge:

☐ Indicate on the floor plan you submit with this application where the lounge area(s) will be.

☐ Describe the location of the lounge area(s) as well as the proposed number of seats:

☐ Describe how the lounge area(s) is/are visibly distinct from the main dining area? (i.e., different flooring, different styles of furniture, seating only at bar, etc.):

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Patios:

The licensing of an outdoor patio must be approved by the Liquor Control and Licensing Branch. The applicant is responsible for complying with any local bylaws relating to a licensed establishment patio.

Are you applying for a patio to be part of the licensed area? Yes ☐ No ☒

☐ The patio occupancy load must be marked on the floor plan by provincial (or designate) fire or building authorities as a separate occupant load or clearly stated that the occupancy load for the patio will be "taken from inside".

☐ Occupant Load from floor plan Patio 1 Patio 2

☐ Indicate on the floor plan you submit with this application where the patio area will be. The floor plans must have sufficient detail to be acceptable to the branch.

Provide the following information:

1. Describe the patio perimeter that is designed to control entry/exits (i.e. railing, fencing, planters, hedges, etc.)

2. Will your servers have to carry liquor through unlicensed areas to get to the patio? ☐ Yes ☐ No If Yes, please explain:

3. Is the patio located immediately adjacent or contiguous to the interior licensed area? ☐ Yes ☐ No If No, please explain:

4. Describe how your staff will manage and control the patio from the interior licensed area:

5. Will the patio have a fixed or portable liquor service bar? ☐ Yes ☐ No

6. If "No", will liquor be served from the interior service bar? ☐ Yes ☐ No

Catering Endorsement

A food primary applicant may apply for a catering endorsement if they wish to be licensed to transport and sell liquor at catered events where they have been hired to provide food service. The catered events must be hosted by other people and must take place outside the "red-lined area" (the area where liquor is sold, served and consumed) and generally away from the establishment. The caterer must be present for the duration of a catered event. Licences with a catering endorsement are subject to an annual licensing fee of \$100 in addition to the annual renewal fees.

To qualify for an endorsement the applicant must demonstrate at the time of inspection:

- Catering service is focused on the preparation and serving of food.
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

Are you applying for a catering endorsement? ☐ Yes ☒ No

If "Yes", please provide the following information:

1. Your kitchen should be equipped with commercial appliances including a range, oven, refrigerator and dishwasher and also have food storage and food preparation areas. Describe the kitchen equipment you have at your establishment for catering services

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2. Equipment must also be available to transport and serve food to catered events away from your establishment (off-site). Describe the equipment you have to provide catering services off-site.

3. Who are the target clients for your catering service? Provide examples.

4. What types of events do you plan on providing catering services for? Provide examples.

5. Catered events cannot be held within the licensed areas of the establishment. What type of locations (venues) do you anticipate providing catering services at? Provide examples.

NOTE: If a licence is approved with a catering endorsement, the licensee must notify LCLB of all catered events (except in private residences) using OneStop (www.bcbusinessregistry.ca). Some events may require approval from LCLB before the catered event can take place. Further information about how to notify LCLB will be provided by your local liquor inspector when they complete their final inspection.

PART 5: Resident Manager

A licensee who does not reside in BC or who will not be present to manage the day to day business must hire an individual to manage the establishment. The resident manager must be an employee of the licensee, a resident of BC, a Canadian citizen or lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) for permanent residence, and must be 19 years of age or over.

Will you employ a resident manager to operate your licence? Please check (☐) one:

☒ No. I will not employ a resident manager to operate my licence.

☐ Yes. I will employ a resident manager to operate my licence. If Yes, provide details

Legal Name of Resident Manager

(Last)

(Given Names)

Submit the following documents for the resident manager with this application:

☐ a completed Consent for Disclosure of Criminal Record Information (RCMP GRC3584) form.

☐ a completed Personal History Summary and Consent for Criminal Record Search (LCLB004) form and required documents noted on form

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PART 6: Additional Requirements and Information

- ☒ **Floor Plans:** Provide one legible reduced 8.5" x 11" copy of the floor layout plan detailing furniture and equipment layout of the entire establishment. The **occupant load** on the establishment must be clearly marked/stamped ON the plans by provincial (or designate) fire or building authorities. An alternate qualified architect or design professional may be used in locations where building and fire authorities do not have jurisdiction to provide an occupant load and written acknowledgement by local government/First Nations is provided.

Floor plans should meet the following requirements:

- ☒ **OCCUPANT LOAD(S) MUST BE CLEARLY MARKED/STAMPED ON THE PLAN**
- ☒ provide dimensions of room sizes, partial height walls, planters, etc.
- ☒ main entrance/exits, access points
- ☒ indicate the proposed unlicensed areas
- ☐ stairs showing direction of travel
- ☒ all rooms labelled for intended use including washrooms, kitchen, storage, bars, restaurant lounges, patios, furniture layout of tables, chairs, barstools, dance floors and stairs clearly marked, plus kitchen equipment and large appliances clearly labelled.
- ☒ **Signage:** provide a sketch of the proposed establishment signage. Signs and establishment name are subject to LCLB approval

☐ **Gaming Facilities:**

If your liquor licence is located at a commercial casino, community gaming centre or bingo hall you must provide in addition to the above:

- ☐ a letter of support from the British Columbia Lottery Corporation (BCLC)

☐ **Motor Vessels:**

If your liquor licence is located on a motor vessel you must provide in addition to the above:

- ☐ a legible copy of the captain's accreditation certificate.
- ☐ a legible copy of registration and safety certificates.
- ☐ floor plan, which must show public access areas, kitchen/food services area and washroom facilities

The valid interest declaration signed on Part 7 of the application indicates you have a moorage contract in place for a period of at least 12 months from the date the liquor licence is issued

☐ **Aircraft and Trains:**

If your liquor licence is located on an aircraft or a train you must provide in addition to the above:

- ☐ floor plans submitted must show public access areas, kitchen/food services area and washroom facilities

☐ **Third party operator:**

If you are intending to have a third party operator run your business on your behalf, complete *Third Party Operator Application* (LCLB026) and submit completed application with your application for a new food primary licence

Note: At the time of final inspection, the liquor inspector will confirm that your establishment meets the requirements of a food primary licence by verifying the following

- Menus have a varied selection of food items, including both appetizers and main course, or their equivalent and are available at all times liquor is being served
- Kitchen equipment is sufficient to prepare the food items listed on the menu.
- Flatware, china and other table accessories are sufficient to accommodate the number of patrons in your establishment (disposable dishes and flatware do not meet this requirement).
- Furnishing and lighting is suitable for dining and table service.

If you have applied for a catering endorsement, at the time of final inspection, the liquor inspector will confirm that your business location meets the requirements of a catering licence by verifying the following eligibility requirements:

- Catering service is focused on the preparation and serving of food
- The applicant has the personnel and infrastructure necessary to prepare and serve food at events hosted by others. This includes a requirement to have a full commercial kitchen at the applicant's existing licensed establishment.

If at the time of final inspection the liquor inspector is not satisfied with the above requirements, you may be required to make changes and schedule a second (2nd) inspection to confirm you meet the licensing requirements. **A fee of \$200 will be charged if a second (2nd) inspection is required.**

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PART 7: Declaration of Signing Authority Including Valid Interest

My signature, as Applicant, indicates that, with respect to the establishment,

- I am the owner of the business to be carried on at the establishment or the portion of the establishment to be licensed.
- I am the owner or lessee of the establishment or portion of the establishment to be licensed. If I have an option/offer to lease the establishment, or portion of the establishment to be licensed, prior to a licence being issued, I will obtain a completed lease that will not expire for a minimum of 12 months after the date the licence is issued.
- I understand that the general manager has the right to request the following documentation supporting valid interest at any time and I agree to provide the requested documentation in a timely manner upon request:
 - o If the applicant owns the property, a Certificate of Title in the applicant's name.
 - o If the applicant is renting or leasing, a fully executed lease or assignment/offer of lease which does not expire for at least 12 months from the date the licence is issued. An offer for rent/lease must show rent paid, have a term and an expiry date and be signed by both the applicant and the property owner.
 - o If the applicant is buying the land and the building(s), a copy of the offer or option to purchase the property and building(s). An offer must show price paid, have a term and expiry date, and be signed by both the applicant and the property owner.
- I understand that loss of valid interest at any time while holding a licence is reason for the general manager to consider cancelling the licence.
- I understand that I must advise the branch immediately if at any time the potential exists to lose valid interest either during the licensing process or once a licence has been issued.
- I understand that the name(s) on documentation demonstrating valid interest must be identical to the applicant name(s).
- As the licensee, I will be accountable for the overall operation, for all activities within the establishment and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- For licensees with a catering endorsement, I will be accountable for the overall operation, for all activities at catered events and will not allow another person to use the licence without having first obtained a written approval from the general manager.
- I understand that a licence can only be renewed if I am the owner of the business carried on at the licensed establishment and I am the owner or lessee of the licensed portion of the establishment.
- I solemnly declare that the statements in this declaration and all the application documents are true and complete to the best of my knowledge.

Signature of any shareholder of a private corporation, signing officer of a public corporation or society, sole proprietor or all individuals in a partnership is required below.

Note: An agent, lawyer, resident manager or third party operator may not sign the declaration on behalf of the applicant.

Name of Official: Byrd Leanna May
(last / first / middle)

Position: Owner

Date: 18/11/13
(Day/Month/Year)

Signature: Leanna Byrd

Name of Official: _____
(last / first / middle)

Position: _____

Date: _____
(Day/Month/Year)

Signature: _____

Name of Official: _____
(last / first / middle)

Position: _____

Date: _____
(Day/Month/Year)

Signature: _____

Name of Official: _____
(last / first / middle)

Position: _____

Date: _____
(Day/Month/Year)

Signature: _____

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Section 15(2) of the Liquor Control and Licensing Act states: "A person applying for the issue, renewal, transfer, or amendment of a licence who fails to disclose a material fact required by the form of application or makes a false or misleading statement in the form of application commits an offence."

False declaration of valid interest is reason for the general manager to consider terminating the licence application and/or cancelling the licence.

PART 8: Local Government / First Nation Resolutions: Information for the Applicant

The following require a resolution from your local government or First Nation, commenting on the application.

- Patron participation entertainment endorsement.
- Liquor service past midnight.

NOTE: If you are applying for patron participation or liquor service past midnight, your application will take longer to process. You may wish to move forward with your new food primary application and apply for these changes at a later date by completing an *Application for a Permanent Change to a Liquor Licence* (LCLB005b) and submit the required fees.

Licensee responsibilities:

- ☐ Complete this application form.
 - ☐ Request your local government/First Nation sign and date Part 9 of this form.
 - ☐ Provide a legible photocopy of this form to the local government/First Nation and request that a resolution be provided within 90 days and sent directly to the Liquor Control and Licensing Branch, Victoria Head Office
 - ☐ Send the original form and application fees to the branch.
- The Liquor Control and Licensing Branch will follow up with the local government/First Nation if a resolution has not been received by the branch within 90 days of the local government's receipt of your request

Your local government/First Nation may decide that it does not wish to provide comment on your change request. However, they must still provide a resolution stating this decision and this resolution must be submitted to the Liquor Control and Licensing Branch.

For more information on resolutions regarding B.C. liquor licenses, please visit the LCLB Web site publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb/publications/index.htm>

PART 9: Local Government/First Nation Confirmation of Receipt of Application

This application serves as notice from the Liquor Control and Licensing Branch (LCLB) that an application for a new food primary licence is being made within your community that is requesting hours of liquor service past midnight and/or patron participation. Please provide the following information:

Name of Municipality/
Regional District/First Nation:

CITY OF GRAND FORKS

Name of authorized
representative:

DIANE HEINRICH

Important Note:

The resolution must comment on whether the late hours or patron-participation entertainment may result in the restaurant being operated in a manner that is contrary to its primary purpose (serving food)

Position:

CORPORATE OFFICER

Phone # with area
code and extension:

250-442-8268

Signature:



Date:

Jan 6, 2014
Month/Day/Year

The Liquor Control and Licensing Branch (LCLB) requests that a resolution commenting on the application be sent to the LCLB Victoria Head Office within 90 days of the above date of receipt.

To comply with section 53 of the Liquor Control and Licensing Regulation, this resolution must:

- Comment on the following regulatory criteria:
 - the potential for noise if the application is approved;
 - the impact on the community if the application is approved; and
 - whether the amendment may result in the establishment being operated in a manner that is contrary to the primary purpose (provide comments only if the application is from a food-primary licence for an extension of hours of liquor service past midnight or the addition of patron participation entertainment)
- Indicate whether or not the views of residents were gathered, and if not, provide reasons why they were not gathered (residents include residents and business owners).
- If the views of residents were gathered explain:
 - the views of the residents;
 - the method used to gather the views of the residents; and
 - comments and recommendations with respect to the views of residents.
- Provide recommendation as to whether the amendment should be approved.

You may refer to and attach any report presented by an advisory body or sub-committee to the council or board.

If more than 90 days is required to provide a resolution, please contact the branch to make a request to the general manager for an extension. If the local government/First Nation decides not to provide comment, a resolution indicating this decision must be provided to the branch. Please be advised that if the LCLB does not receive a resolution or a request for an extension within 90 days, the general manager is authorized to review the application without a resolution and make a decision about the application.


For more information on resolutions regarding B.C. liquor licences, please visit the LCLB website publication index to consult the guide *Role of Local Government and First Nation* at <http://www.pssg.gov.bc.ca/lclb/resources/>.

PART 10: Application Fee - \$475.00 (non refundable)Payment is by (check ☒ one):☐ cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)☐ money order, payable to Minister of Finance☒ VISA ☐ MasterCard ☐ AMEX

If paying by credit card, please provide credit card details below...

Credit card Number: 4500 [REDACTED] 1241 Expiry Date: 05 / 14

Name of cardholder (as it appears on card): Leanna Byrd

Signature: 

Or you may send in the application without credit card information, but you must telephone LCLB Head Office directly to provide the credit card number details. If so, please confirm by checking the box below:

☐ I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 to provide credit card information and understand that no action can proceed with my application until the application fee is paid in full.**Note:** At the conclusion of your inspection, a \$475 licence fee is required for the first year of licensing. This fee must be received prior to issuing final licence approval.**Liquor Control and Licensing Branch**

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

For Mail Only: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8

Phone: 250 952-5787 Fax: 250 952-7066 Web www.pssg.gov.bc.ca/lclb E-mail: liquor.licensing@gov.bc.ca**IMPORTANT NOTE:** Your COMPLETE application package must contain this application form with responses in all the applicable fields, all the required documentation AND the full fee. If your application is submitted incomplete, it will cause a delay in processing your application and, therefore, your ability to sell liquor

Freedom of Information and Privacy Act - The information requested on this form is collected for the purpose of obtaining or making changes to a liquor licence application. All personal information is collected under the authority of Section 15 of the Liquor Control and Licensing Act (RSBC 1996, c.267). Questions should be directed to: Liquor Control and Licensing Branch, Freedom of Information Officer, PO Box 9292 STN PROV GOVT, Victoria, BC V8W 9J8 Ph. In Victoria, 250 952-5787 Outside Victoria, 1 866 209-2111 Fax: 250 952-7066

PART 11: Is your Application Package Complete?

Note: An application must be complete before it can be processed

Please ensure you have enclosed the following:

- ☒ Completed signed new food primary application.
 - ☐ Application fee for new food primary application (see Part 10).
 - ☐ Completed *Consent for Disclosure of Criminal Record Information* (RCMP GRC3584) for all required individuals. (Please note, you must complete Part 1, 4 and 5 of the *Consent for Disclosure* form and all category boxes must be initialled in section 5.) Refer to the LCLB web page for information on criminal record searches.
http://www.pssg.gov.bc.ca/lclb/LinBC/criminal_record_search.htm
 - ☐ Completed *Personal History Summary and Consent to Criminal Record Search* (LCLB004) forms for all required individuals.
 - ☐ Statutory Declaration must be completed by all individuals that answered "Yes" to 2, 3 or 10 in the *Personal History Summary and Consent to Criminal Record Search* form (LCLB004).
 - ☐ Driver's abstract (driving record) by all individuals that answer "Yes" to 9 or 10 in the *Personal History Summary and Consent to Criminal Record Search* form (LCLB004).
 - ☐ A legible copy of primary proof of identity for each of the above individuals. Acceptable photo identification includes a driver's licence from a Canadian jurisdiction, passport or BCID card.
 - ☐ Relevant business documents as identified in Part 3 of this application form. These documents will vary according to applicant type: public corporation, private corporation, partnership, sole proprietorship, society or other.
 - ☒ Legible copy of floor plan with occupant load stamped/marked on the floor plan.
 - ☒ A sketch of proposed establishment signage. Signs and establishment name are subject to LCLB approval.
 - ☐ A letter of support from BCLC if your liquor licence is located inside a gaming facility.
 - ☐ Captain's accreditation, registration and safety certificates if your liquor licence is located on a motor vessel.
- In addition have you:**
- ☐ Applied for or provided a CRA (Federal) Business number (9 digits).
 - ☐ Obtained required Serving it Right certification.

PART 12: What Happens Next?

1. You must submit a complete application package and fee to Victoria Liquor Control and Licensing Branch Head Office.
2. The Liquor Control and Licensing Branch (LCLB) staff will review the application package for completeness and will advise you of any information/documentation required before the application can be considered complete.
3. If the application is incomplete it will be returned to you by mail with a letter identifying the missing document(s). You will be asked to resubmit a completed application within 45 days or the new food primary application will be terminated and you will have to re-apply and pay the application fees.
4. If the branch is waiting for a resolution from your local government or First Nation, commenting on a request for late hours of liquor service or patron participation entertainment, your application package will be held for up to 90 days or until the Local government responds.
5. When all documents are received, LCLB staff will review the resolution (if applicable) and the application for eligibility. If application requirements have been met, the applicant will be asked to contact the inspector for an interview/final inspection once construction is fully completed. Before contacting the inspector for the interview/final inspection, the applicant must have the inspector interview letter and a legible copy of the floor plan.

NOTE: The applicant must contact the local area inspector to arrange for a final inspection by the date noted on the letter (30 days from the date on the letter). If the inspector is not contacted to arrange for a final inspection or for an extended time, the application will be terminated.

6. At your final inspection, the inspector will verify that your establishment meets the requirements for a food primary licence and, if applicable, a catering endorsement, by reviewing the menu, the kitchen equipment and the general layout of your establishment. If the inspector is not satisfied your establishment meets the requirements of a food primary licence and, if applicable, a catering endorsement, you may be asked to make changes and schedule a second (2nd) inspection to confirm you meet the requirements of a food primary licence and, if applicable, a catering endorsement. **A fee of \$200 will be charged if a second (2nd) inspection is required.**
7. At the conclusion of your inspection, you will be asked to submit a licence fee to the Victoria Branch of \$475 for your first year of licensing.
8. When Victoria LCLB receives your licence fee and the final inspection report, LCLB will review the information and ensure any outstanding issues are addressed (i.e. does applicant have a valid Business Number (BN9)).
9. When all outstanding issues are addressed, a new licence and a copy of the approved red lined floor plan will be issued from Victoria LCLB and sent by mail to the applicant.

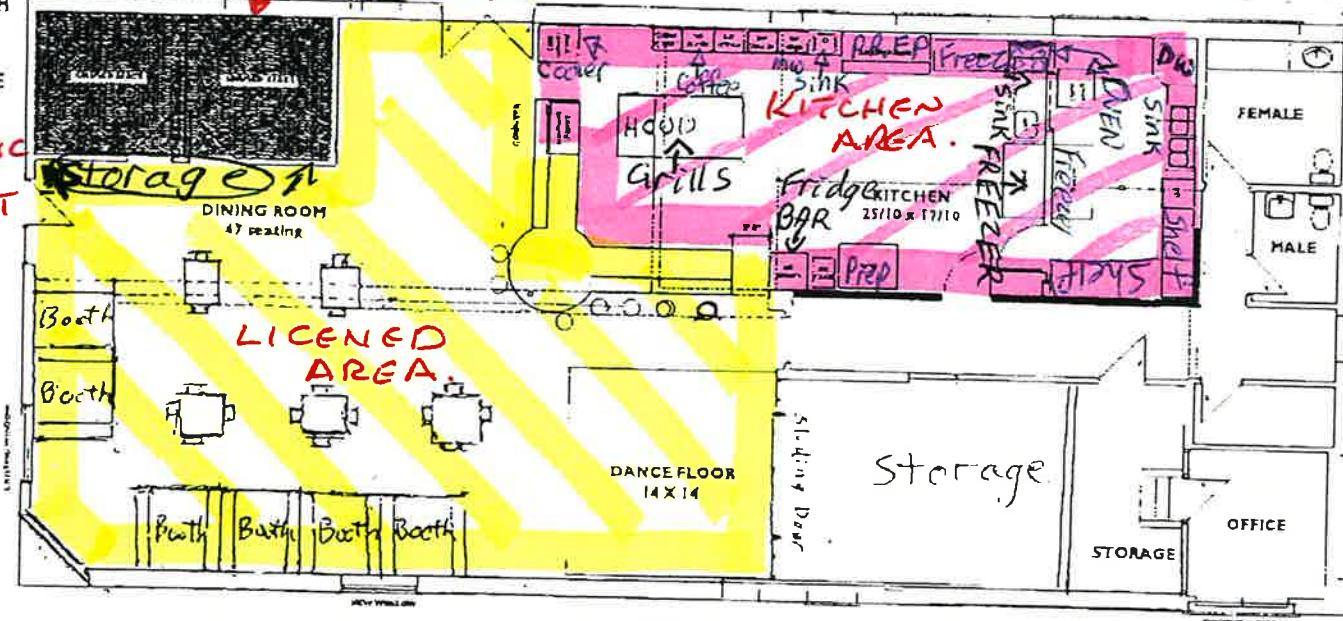
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PROJECT NORTH



MAIN ENTRANCE & EXIT

STORAGE AREA WITH LOCKED DOORS. EXIT



EXIT.

139 M² - area of licensed area

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DEC 20 2013
THE CORPORATION OF
THE CITY OF GRAND FORKS

THE OCCUPANCY LOAD
FOR HAPPY DAY'S 50'S
DINER WILL BE
50 PERSONS

| WALL LEGEND | |
|---------------|--|
| EXISTING WALL | |
| REMOVED WALL | |
| NEW WALL | |
| DOOR LEGEND | |
| EXISTING DOOR | |
| REMOVE DOOR | |
| NEW DOOR | |

11 X 17
REDUCED 50%

BUILDING INSPECTOR



PROJECT NAME
HAPPY DAYS DONUTS
GRAND FORKS, BC

PROJECT TYPE
CONSTRUCTION DOCUMENTS

SHEET TITLE
FLOOR PLAN

| NO. | DATE | BY | CHKD. | REVISION |
|-----|------|----|-------|----------|
| 1 | | | | |

FAIRBANK ARCHITECTS
1111 WILSON STREET
GRAND FORKS, BC V2H 1A1
TEL: 250-733-1111
WWW.FAIRBANKARCHITECTS.COM

A-1



Grand Forks Fire/Rescue
& the Building Inspections Office

P.O. Box 220
Grand Forks, B.C.
VOH 1H0



November 7, 2013

Happy Days 50's Diner
Box 1268
131 Central Ave.
Grand Forks, B.C.
VOH 1H0

Dear Leanna,

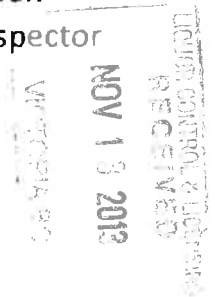
The maximum occupant load, as determined by the BC Fire Code and the BC Building Code, Division B, Appendix A – Group A, Division 2 (Restaurants), Part 3, Table 3.1.17.1 Occupant Load, dining, beverage and catering space equals 1.2 meters square per person, Part 3, Table 3.7.2.2.A, Water Closets for an Assembly Occupancy.

The Occupancy Load for the Happy Days 50's Diner will be 50 persons.

Sincerely,

Dale Heriot
Fire Chief
LAFC # 1361

Wayne Kopan
Building Inspector



Division B – Part 3**British Columbia Building Code 2012**

Table 3.7.2.2.A
Water Closets for an Assembly Occupancy
 Forming part of Sentence 3.7.2.2.(6)

| Number of Persons of Each Sex | Minimum Number of Water Closets | |
|-------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------|
| | Male | Female |
| 1 - 25 | 1 | 1 |
| 26 - 50 | 1 | 2 |
| 51 - 75 | 2 | 3 |
| 76 - 100 | 2 | 4 |
| 101 - 125 | 3 | 5 |
| 126 - 150 | 3 | 6 |
| 151 - 175 | 4 | 7 |
| 176 - 200 | 4 | 8 |
| 201 - 250 | 5 | 9 |
| 251 - 300 | 5 | 10 |
| 301 - 350 | 6 | 11 |
| 351 - 400 | 6 | 12 |
| Over 400 | 7, plus 1 for each additional increment of 200 males in excess of 400 | 13, plus 1 for each additional increment of 100 females in excess of 400 |

7) The number of water closets required for primary schools and daycare centres shall be at least one for each 30 males and one for each 25 females.

8) The number of water closets required for places of worship and undertaking premises shall be at least one for each 150 persons of each sex.

9) The number of water closets required for a < *treatment or detention occupancy* > shall be determined on the basis of the special needs of the *occupancy*.

10) Except as permitted by Sentences (4) < and (7) >, the number of water closets required for a < *care* > or *residential occupancy* shall be at least one for each 10 persons of each sex.

11) At least one water closet shall be provided for each *dwelling unit*.

12) Except as permitted by Sentence (4), the number of water closets required for a *business and personal services occupancy* shall conform to Table 3.7.2.2.B

Table 3.7.2.2.B
Water Closets for a Business and Personal Services Occupancy
 Forming part of Sentences 3.7.2.2.(12) and (16)

| Number of Persons of Each Sex | Minimum Number of Water Closets for Each Sex |
|-------------------------------|-----------------------------------------------------------------------------------|
| 1 - 25 | 1 |
| 26 - 50 | 2 |
| Over 50 | 3, plus 1 for each additional increment of 50 persons of each sex in excess of 50 |

13) Except as permitted by Sentences (4) and (16), the number of water closets required for a *mercantile occupancy* shall be at least one for each 300 males and one for each 150 females.

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British Columbia Building Code 2012**Division B – Part 3****3.1.16. Fabrics****3.1.16.1. Fabric Canopies and Marquees**

1) Fabrics used as part of an awning, canopy or marquee that is located within or attached to a *building* of any type of construction shall conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films."

3.1.17. Occupant Load**3.1.17.1. Occupant Load Determination**

- 1) The *occupant load* of a *floor area* or part of a *floor area* shall be based on
 - a) the number of seats in an *assembly occupancy* having fixed seats,
 - b) 2 persons per sleeping room in a *dwelling unit*, or
 - c) the number of persons for which the area is designed, but not less than that determined from Table 3.1.17.1. for *occupancies* other than those described in Clauses (a) and (b), unless it can be shown that the area will be occupied by fewer persons.
- 2) If a *floor area* or part thereof has been designed for an *occupant load* other than that determined from Table 3.1.17.1., a permanent sign indicating that *occupant load* shall be posted in a conspicuous location.

Table 3.1.17.1.
Occupant Load
Forming part of Article 3.1.17.1.

| Type of Use of Floor Area or Part Thereof | Area per person, m ² |
|--------------------------------------------------|---------------------------------|
| Assembly uses | |
| space with fixed seats | (1) |
| space with non-fixed seats | 0.75 |
| stages for theatrical performances | 0.75 |
| space with non-fixed seats and tables | 0.95 |
| standing space | 0.40 |
| stadia and grandstands | 0.60 |
| bowling alleys, pool and billiard rooms | 9.30 |
| classrooms | 1.85 |
| school shops and vocational rooms | 9.30 |
| reading or writing rooms or lounges | 1.85 |
| dining, beverage and cafeteria space | 1.20 |
| laboratories in schools | 4.60 |
| <Care, treatment or detention uses> | |
| <suities> | <(2)> |
| <care> treatment and sleeping room areas | 10.00 |
| detention quarters | 11.60 |
| Residential uses | |
| dwelling units | (2) |
| dormitories | 4.60 |
| Business and personal services uses | |
| personal services shops | 4.60 |
| offices | 9.30 |

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Grand Forks & District Fall Fair

Box 704, Grand Forks, BC V0H 1H0 Email: fallfair2012@yahoo.ca

January 30, 2014

The City of Grand Forks
PO Box 220
Grand Forks, B.C.
V0H 1H0

ATTENTION: Sarah Winton, Event Coordinator

Dear Sarah:

RE: 2014 Annual Fall Fair – August 22 thru August 24

The Buckin Hens Entertainment from the Rock Creek area has asked to work with the Grand Forks Fall Fair Society in holding a rodeo in conjunction with the Fall Fair on August 22 thru August 24, 2014. While it was hoped to rent the arena for this purpose, it will be unavailable as ice will be made during that time.

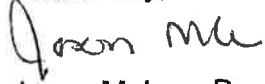
Accordingly, and with the City's permission, we would like to host the rodeo immediately west of Dick Bartlett Park in the area where the mini chuck wagon races were held. The rodeo animal owners and volunteers would like to be able to camp in the south-west corner of Dick Bartlett Park to be close to and care for their animals. We have already secured access to the shower rooms in the arena for these volunteers.

In addition to the assistance requested in our event request form dated November 19, 2013, we ask for the following:

- ✓ A 100 amp electrical service (location to be determined in consultation with the CAO and the electrical department)
- ✓ 2 lights on the east side of the park
- ✓ 2 lights on the west side of the park
- ✓ 2 lights on the south side of the park
- ✓ 2 lights in the designated camping area
- ✓ 8 additional garbage cans (along with recycling containers if available)
- ✓ Enough bleachers that will hold from 2000 to 3000 spectators watching the rodeo

We look forward to another banner year for the Fall Fair and look forward to working with the City to achieve this goal.

Yours truly,

A handwritten signature in black ink, appearing to read "Jason McIver". The signature is written in a cursive, flowing style.

Jason McIver, President