

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

**Monday, November 9, 2015, at 7:00 pm  
7217 - 4th Street, Council Chambers City Hall**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		
2. <b><u>ADOPTION OF AGENDA</u></b>		
a) Adopt agenda	November 9th, 2015, Regular Meeting agenda	THAT Council adopt the November 9th, 2015, Regular Meeting agenda as presented.
3. <b><u>MINUTES</u></b>		
a) Adopt minutes <a href="#">October 26, 2015, Special Meeting To Go In-Camera - Not Yet Adopted</a>	October 26th, 2015, Special Meeting To Go In-Camera minutes	THAT Council adopt the October 26th, 2015, Special Meeting To Go In-Camera minutes as presented.
b) Adopt minutes <a href="#">October 26, 2015, Regular Meeting - Not Yet Adopted</a>	October 26th, 2015, Regular Meeting minutes	THAT Council adopt the October 26th, 2015, Regular Meeting minutes as presented.
4. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
5. <b><u>UNFINISHED BUSINESS</u></b>		
6. <b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL</u></b>		
a) Corporate Officer's Report <a href="#">RFD - Proc. Bylaw-CAO - Rpts., Questions, &amp; Inquiries from Council Councillor Butler's Report</a>	Written reports of Council	THAT all written reports of Council be received.
b) Mayor Konrad - Discussion on appointments of Director and Alternate Directors for the Regional District of Kootenay Boundary	In Accordance with Sections 784, 785 and 786 of the Local Government Act, Council may wish to appoint a new Director and Alternate Director to represent the City at the Regional District of Kootenay Boundary Board of Directors to come into effect after the 1st Monday in December each year.	RESOLVED THAT Council appoints _____ as the Director of the Regional District of Kootenay Boundary Board of Director, and further appoints _____ as the alternate Director for the Regional District of Kootenay Boundary Board of Directors, as representation for the City of Grand Forks.

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

- a) Corporate Officer's Report  
[RFD - Proc. Bylaw-Council - RDKB  
Council's Rep.](#)

Verbal report from Council's  
representative to the  
Regional District of Kootenay  
Boundary

THAT Councillor Krog'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 &  
Engineering Services  
[RFD - Mgr. of Dev. & Eng. - Valley  
Heights DVP](#)
- b) Manager of Development &  
Engineering Services  
[RFD - Mgr. of Dev. & Eng. - THPSC  
Preliminary Needs Assessment  
Report](#)

Application for a  
Development Variance Permit  
to request an increase in the  
ratio of apartments to the  
principal building from 30% to  
50% to allow for the current  
four apartments upstairs to  
remain and be in compliance  
with the City's Zoning Bylaw

THAT Council approve the  
request for a Development  
Variance Permit for 7330  
Riverside Drive by increasing  
the ratio of apartments to the  
principal building to 50% in  
order to bring the building into  
compliance with the City's  
Zoning Bylaw.

Preliminary Needs  
Assessment Report - Housing  
needs for the homeless in  
Grand Forks, BC

THAT Council endorse the  
Preliminary Needs  
Assessment Report  
undertaken by the  
Transitional Housing Project  
Steering Committee (THPSC)  
and direct the THPSC to  
proceed to the next steps in  
formalizing a Business Plan  
and approaching Senior  
Government for funding  
assistance.

9. **REQUESTS ARISING FROM  
CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a) Community Futures Boundary  
[SOII - Thank You for Participation at  
Annual Small Business Awards Event](#)
- b) Transition Housing Project Steering  
Committee (THPSC)  
[SOII - Transition Housing Steering  
Committee Minutes for Sept. 16 &  
Oct. 20, 2015](#)

Letter of thank you for  
participation at Annual Small  
Business Awards Event

THAT Council receives for  
information.

Minutes from the September  
16th and October 20th, 2015,  
meetings

THAT Council receives for  
information.

c)	Phoenix Foundation of the Boundary Communities <a href="#">SOII - Phoenix Foundation Invite to Annual Community Social - Nov. 12th</a>	Invitation to the Annual Community Social on Thursday, November 12th	THAT Council receives for information and notes invitation to attend this event.
d)	Canadian Fallen Heroes Foundation <a href="#">SOII - Canadian Fallen Heroes Foundation</a>	Request from Project Manager for sponsorship towards the campaign that honours BC's fallen soldiers	THAT Council determine whether they would like to provide sponsorship for the Canadian Fallen Heroes Project; AND FURTHER advise staff of the level of sponsorship they would like to provide. The sponsorship funds will come from reserves.
e)	Manager of Development and Engineering <a href="#">SOII - Deer Collars Subscription Renewal</a>	Deer collaring memorandum	THAT Council receives for information.
f)	Building Inspector <a href="#">SOII - Memo - Bldg. Inspector - Water Meter Installations</a>	Water meter installations	THAT Council determines to waive the building permit fee of \$85.00 per water meter, for a period of six months (April 30th, 2016), to allow those residents who choose to install their own water meters within their homes the ability to do the install without the additional cost of the building permit fee.

## 11. **BYLAWS**

a)	Manager of Development & Engineering Services <a href="#">Bylaw - RFD - Mgr. of Dev. &amp; Eng. - Saini Rezoning</a>	To amend the current Zoning Bylaw by rezoning property located at 6401 Highway #3 from the current TC (Tourist Commercial) zone to the HC (Highway Commercial) zone	THAT Council direct staff to draft the appropriate bylaw and proceed with notification to surrounding property owners, publish notice in two consecutive issues of the Grand Forks Gazette and hold a public hearing in accordance with the Local Government Act.
b)	Manager of Operations <a href="#">Bylaw - Mgr. of Operations - Fees and Charges Amendment Bylaw No. 1958-A1</a>	Fees and Charges Amendment Bylaw No. 1958-A1	THAT Council give the first three readings to the Fees and Charges Amendment Bylaw No. 1958-A1.

## 12. **LATE ITEMS**

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. ADJOURNMENT

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

NOT ADOPTED  
SUBJECT TO CHANGE

**SPECIAL MEETING TO GO IN-CAMERA**

**MONDAY, OCTOBER 26, 2015**

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
DEPUTY CORPORATE OFFICER  
MANAGER OF DEVELOPMENT & ENGINEERING

D. Allin  
D. Heinrich  
S. Winton  
S. Bird

GALLERY – NO GALLERY PRESENT

ABSENT: COUNCILLOR COLLEEN ROSS

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**1. CALL TO ORDER**

- a) The Mayor called the meeting to order at 6:00 PM
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**2. IN-CAMERA RESOLUTION**

Resolution required to go into an In-Camera meeting

Councillor Butler advised that she would like to add Section 90 (1) (a) as it pertains to personnel to the In-Camera Resolution

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

MOTION: BUTLER / THOMPSON

**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) (e), THE ACQUISITION, DISPOSITION OR EXPROPRIATION OF LAND OR IMPROVEMENTS, IF THE COUNCIL CONSIDERS THAT DISCLOSURE COULD REASONABLY BE EXPECTED TO HARM THE INTERSETS OF THE MUNICIPALITY; AND TO SECTION 90 (2) (c), A MATTER THAT IS BEING INVESTIGATED UNDER THE OMBUDSPERSON ACT OF WHICH THE MUNICIPALITY HAS BEEN NOTIFIED UNDER SECTION 14 OF THAT ACT; AND TO SECTION 90 (1) (a) AS IT PERTAINS TO PERSONNEL.**

**BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHO COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.**

OCTOBER 26, 2015

SPECIAL MEETING TO GO IN-CAMERA  
MEETING

Page 1 of 2

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3. **LATE ITEMS**

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4. **ADJOURNMENT**

a) The meeting was adjourned at 6:02 pm

MOTION: THOMPSON

**RESOLVED THAT the meeting be adjourned at 6:02 pm**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE OFFICER - DIANE HEINRICH

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

NOT ADOPTED  
SUBJECT TO CHANGE

**REGULAR MEETING OF COUNCIL**  
**MONDAY, OCTOBER 26, 2015**

**PRESENT:** MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR CHRIS HAMMETT  
COUNCILLOR NEIL KROG  
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
MANAGER OF DEVELOPMENT & ENGINEERING  
DEPUTY CORPORATE OFFICER  
DEPUTY MANAGER OF OPERATIONS

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

GALLERY

ABSENT: COUNCILLOR COLLEEN ROSS

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**1. CALL TO ORDER**

- a) The Mayor called the meeting to order at 7:01 pm
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**2. ADOPTION OF AGENDA**

- a) Adopt agenda  
October 26th, 2015, Regular Meeting agenda

MOTION: BUTLER / KROG

**RESOLVED THAT Council adopt the October 26th, 2015, Regular Meeting agenda as presented.**

CARRIED.

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**3. MINUTES**

- a) Adopt minutes  
October 13th, 2015, Committee of the Whole Meeting minutes

Councillor Butler advised that there is a typo on one of her quotes with regard to the Asset Management Financial Plan discussion and that her quote should state that "unrealistic for a \$32 million deficit, and not \$3 million.

MOTION: THOMPSON / KROG

**RESOLVED THAT Council adopt the October 13th, 2015, Committee of the Whole Meeting minutes as amended.**

CARRIED.

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- b) Adopt minutes  
October 13th, 2015, Regular Meeting minutes

Councillor Thompson noted that "Councillor Michael Wirischagin" be removed from the Council list of attendees.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council adopt the October 13th, 2015, Regular Meeting minutes as amended.**

CARRIED.

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#### **4. REGISTERED PETITIONS AND DELEGATIONS**

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#### **5. UNFINISHED BUSINESS**

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

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

Councillor Butler questioned about the succession plan for the next Chief Administrative Officer and if that person is willing to take the Board of Examiners requirements. The Chief Administrative Officer advised that the City pays for the education of the employee and that the Board of Examiners gives the accreditation not the tests.

Councillor Hammett gave a verbal report:

On October 6th, she attended the Deer Committee annual fall deer count and reported that 221 deer were sited. She advised that last year's fall deer count last October was 212.

On October 21st, she attended the Regional District of Okanagan Similkameen ad hoc deer committee meeting and further advised that a discussion had taken place at the UBCM with all the communities. She advised that, at the UBCM, an announcement



for funding in the amount of \$100,000. would be coming from the province to address deer issues, but do not yet know how this funding will be allocated. She commented that the ad hoc deer committee made a motion, stating that the group would like to the province allocate the funds to provide tools for provision of deer culls where all communities effected could share the equipment.

On October 6th she reported her attendance at a Rails - Trails workshop, and on October 7th, Councillor Hammett attended a Tourism Okanagan Tourism Association (TOTA) workshop at the local Community Futures office.

MOTION: HAMMETT / BUTLER

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

CARRIED.

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT The City send a letter to the Provincial Government requesting that the funds regarding the Deer issue be used for tools intending to cull deer that could be used for all affected communities, and that the proposed letter be brought to Council at the COTW on November 9th, 2015 for consideration.**

CARRIED.

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- b) Mayor Konrad  
Mayor to verbally speak to an option to self-install their own water meter

He advised the logic behind the option for home owners to self-install their own water meters is to save costs to the City and provide savings to the tax payer. He commented that the work would not be done by a contractor and that the oneness would be with the homeowner regarding the self-installation. He further spoke about an possible cost savings to those residents who wish to have non-RF water meters, and perhaps that the City could combine the wand readings in one shot instead of multiple readings.

MOTION: THOMPSON / KROG

**RESOLVED THAT Council receive the verbal report from the Mayor and determines to proceed with an option that allows homeowners the ability to choose to self-install the water meters within their own homes.**

CARRIED.

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

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

Councillor Krog advised that the RDKB is meeting in Trail to perform an updated and a new Strategic Plan, which will be in place until 2018, and that the group are currently waiting for final results.

He further advised that he talked to Mr. Allan Stanley, of the RDKB, with regard to the recycle bins and advised that the RDKB didn't find a new location suitable within the City, and further that the RDKB is no longer funding unmanned sites and will be withdrawing the bins and will be using the ones at the Landfill. Councillor Krog advised that the cost to develop another bin location would be borne by the City, if the City wanted to go this route and that it's approximately \$10,000 to \$20,000 to prep a site and then the annual maintenance of a site would be on top of this. There is no definite date of removal as yet, for the current location by the Fire Hall.

The Chief Administrative Officer advised that to take the pressure off of Council's RDKB member to provide all the details information on the bin removals and timeframes that the Board direct that the Regional District of Kootenay Boundary manager to provide information to City Staff to bring forward a report to Council from the Regional District.

MOTION: HAMMETT / THOMPSON

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

CARRIED.

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## **8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

### **a) Manager of Development and Engineering**

Approval from Council to permit Granby River Mining Company Inc. to enter into a Mortgage of Lease Agreement with Community Futures Development Corporation in order to secure financial funding for plant upgrades at its operations in Grand Forks and approval for the City to enter into a Non-Disturbance Agreement with Community Futures

The Manager of Development & Engineering advised that she brought this to Council at the last meeting and that Granby River Mining Company has already received the funds. The signing of the document is the last part of the process. The City is asking the company to set up a fund from the province that would be dedicated to address the reclamation of the property in the future.

MOTION: THOMPSON / KROG

**RESOLVED THAT Council permit Granby River Mining Company Inc. to enter into a Mortgage of Lease Agreement with Community Futures Development Corporation in order to secure financial funding for plant upgrades at its operations in Grand Forks; and**

**FURTHER RESOLVED THAT Council approve the City entering into a Non-Disturbance Agreement with Community Futures.**

CARRIED.

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9. **REQUESTS ARISING FROM CORRESPONDENCE**

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10. **INFORMATION ITEMS**

- a) District of Oak Bay  
Letter of thank you for taking time to meet with representatives from municipalities during UBCM to discuss the challenges of Deer Management in our respective communities

MOTION: HAMMETT / KROG

**RESOLVED THAT Council receive for information. Copy of letter to be distributed to the Deer Committee.**

CARRIED.

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- b) FortisBC  
Free Strategic Community Energy & Emissions Planning opportunity

The Chief Administrative Officer advised that the City would look at an energy reduction audit intending to look at ways to reduce the City's electrical consumption.

MOTION: KROG / THOMPSON

**RESOLVED THAT Council receive for information. Council determines that the City of Grand Forks participates in the FortisBC offered Strategic Community Energy & Emissions Planning process in 2015 or 2016 to support commitments made as a signatory of the Climate Action Charter.**

CARRIED.

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- c) Ministry of Agriculture  
Regulating Agri-Tourism and Farm Retail Sales in the Agricultural Land Reserve discussion paper and proposed Minister's Bylaw Standards

Councillor Butler asked if there is anything different from what we are already doing. The CAO advised that it would have simple language added to the zoning bylaw through the legislative process. This would be a 2016 initiative.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council receive for information and consider directing staff, as part of the upcoming Zoning Bylaw update, to include Agri-Tourism, Agri-Tourism Accommodation and Farm Retail Sales as permitted accessory uses in the R4 and R4A zones, if the ALC implements Agri-Tourism, Agri-Tourism Accommodation and Farm Retail Sales as regulatory requirements.**

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- d) Federation of Canadian Municipalities (FCM)  
Sustainable Communities Conference in Ottawa, ON, from February 9-11th, 2016  
Councillor Krog advised that he attended the conference in the past and that it is quite targeted and focused. Councillor Butler wanted to know what the costs are for the conference. Councillor Krog advised that Council should be determining what they go to. Councillor Thompson advised she felt it would benefit the City if Councillor Ross attended the conference. Councillor Butler would like to see a planned approach to how Council determines what they should be attending and keeping within the budget.

MOTION: THOMPSON / KROG

**RESOLVED THAT Council receive for information and approve Councillor Ross to attend the Sustainable Communities Conference in Ottawa, ON, in February, 2016, and take advantage of the early registration discount.**

CARRIED.

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## 11. BYLAWS

- a) Manager of Building Inspections & Bylaw Services  
Amendment Bylaw No. 1957 A-3 to the Municipal Ticketing & Information Bylaw No. 1957

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives final reading to Bylaw No. 1957 A-3, a Bylaw Amendment to the Municipal Ticketing & Information Bylaw.**

CARRIED.

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- b) Chief Financial Officer  
2016 Annual Tax Exemption Bylaw No. 2018

MOTION: THOMPSON / BUTLER

**RESOLVED THAT Council give final reading to Bylaw No. 2018 - 2016 Permissive Tax Exemptions.**

CARRIED.

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## 12. LATE ITEMS

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## 13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

- a) DONALD PHARAND - Question regarding the self-installation of the water meter. Is the City having financial problem with the program? The Mayor advised that his suggestion was just another option for the residents to consider.

FIL MAURO - When is the City going to start installing the remaining water meters? The final proposal is just being finalized. The CAO advised that the Manager of Operations will check into Mr. Mauro's request.

DONNA SEMENOFF - Thanked Council for respecting residents' privacy. She spoke about the City Workers doing the installations of water meters. CAO advised that it is not part of the operation's budget.

DONALD PHARAND - If there is talk about applying for additional grants for water meters - is the current 1.3 million dedicated to the water meter program all spent? The Chief Administrative Officer advised that the City is not over budget on the water meter program, and that the City is exercising all its funding opportunities that it can.

JAMES HAMILTON - How many non- RF meters been installed in Grand Forks? The CAO advised that, to date, there are no non-RF meters installed.

GLORIA KOCH - Wondering if a person were to install their own meter, would the City do the shut off to the lines without cost. The Mayor advised that any installation inside the house, would be shut off inside the house at the main shut off and not at the curb that would involve City staff shut off.

DONNA SEMENOFF - Spoke about the tax exemption process.

GLORIA KOCH - Asked if residents can read their own non-RF meter and was advised that this wasn't an option.

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#### 14. ADJOURNMENT

- a) The meeting was adjourned at 8:26 pm

MOTION: THOMPSON

**RESOLVED THAT the meeting be adjourned at 8:26 pm**

CARRIED.

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#### CERTIFIED CORRECT:

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MAYOR FRANK KONRAD

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CORPORATE OFFICER - DIANE HEINRICH

OCTOBER 26, 2015

REGULAR MEETING



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** November 9<sup>th</sup>, 2015  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

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**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.

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**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.

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

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

 Department Head or CAO	 Chief Administrative Officer
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**Councillor's Report**  
**November 9, 2015**  
**Julia Butler**

October 28<sup>th</sup> I attended a strategic planning workshop with council. Council's strategic plan gives a broad overview of our goals for the next three years with some specific ideas included. One of the categories includes:

PROTECT AQUIFER AND INFRASTRUCTURE FROM CORPORATE INTERESTS (AT ALL COSTS).  
DEVELOP POLICIES AND GUIDING PRINCIPLES TO PROTECT THE CITY'S VALUABLE ASSETS

As council has taken a strong stand that we oppose privatization and because privatization is in full swing worldwide, I suggested that we research the steps to privatization being used in other countries so we don't fall into the same pitfalls. These red flags could then be incorporated into our policy in this area. A quick internet search of this topic turned up some interesting warnings.

The USA has seen its fair share of privatization. AFSCME (American Federation of State, County and Municipal Employees) reports similar steps to other experts. In their document entitled, "How to Prevent Privatization" they state:

"There are common early warning signs of privatization. For example:

- Watch out when public officials talk about the need to cut budgets or "restructure" government. Often this is intended to pave the way for privatization.
- A hostile labor-management relationship or bargaining climate may lead to privatization.
- Whenever new services are introduced, or existing services are cut or restructured, public officials may want to bring in private contractors.
- Outside consultants hired to review finances or service delivery could be the first step to privatization.
- A committee set up to study privatization often is just a vehicle to provide a rationale for the decision.
- Vendors visiting worksites or hobnobbing with public officials may be laying the groundwork to push privatization.
- New managers may be hired because of their record of privatizing elsewhere."

<http://www.afscme.org/news/publications/privatization/pdf/How-To-Prevent-Privatization.pdf>

Australia has also seen a huge move towards privatization. An article entitled:

**Privatization in Australia: How Much and What Impacts?**

ROGER WETTENHALL, University of Canberra Australia, gives a broad overview of the process as well as studying the winners and losers of the process in their country so far.

Simply put, "it is likely that the **finance industry** is the major winner. The sharebrokers take their winnings and the bankers their fees whenever shares are bought or exchanged. And others in and around

the industry — particularly the **big accounting, consulting, legal and advertising firms**, take their commissions and win their ongoing business (e.g., as share registrars) as the floats take place. They advise governments, they advise the public enterprises being prepared for sale, they advise potential buyers: there are immense possibilities for conflict-of-interest situations to develop. There is one other group of clear winners: **the senior staff and particularly the executives of the divested enterprises** who survive the transfer to private ownership. It is probable that those **top government bureaucrats** who, with **leading politicians**, have together developed the so-called New Public Management (NPM) doctrines which guide so much of today's administrative reform are also major beneficiaries; that privatizing what were once government businesses, along with the whole push towards contracting out and private provision of infrastructure, has brought them significant gains."

And who are the losers?

Privatization "has produced significantly higher unemployment levels, a weakening of trade unions which have long protected worker interests, and a dramatic widening of the gap between rich and poor working families in terms of earning power. Perhaps the ultimate tragedy is that many of the advocates of privatization find it necessary to proclaim the inability of the public sector to do practical things — which by extension soon becomes *anything* — well. The morale of so many people working capably and conscientiously within the public sector is weakened and often destroyed. And so many ways are discovered to entice the best of them to leave that sector. The inevitable outcome is drastic weakening of the public sector and of the collective social spirit its best efforts can stimulate; indeed, a drastic weakening of government itself." <http://unpan1.un.org/intradoc/groups/public/documents/EROPA/UNPAN001420.pdf>

Indeed, in a town like Grand Forks, we can't afford to lose good paying family jobs. By increasing the efficiency of the public sector we will be less likely to fall into the trap of:

- The private sector is cheaper
- We can't afford to own/maintain our infrastructure
- We don't have the expertise/equipment to do the job
- 50-75 year contracts with private companies
- Giving away our power of quality control

As part of council's training I would like to request that we be given a workshop at the public works yard to fully understand how it operates, the day to day responsibilities of staff, what type of training each position requires and how much money we have invested in training our staff. Are we fully utilizing the expertise of our staff and giving them meaningful work? Because the community charter disqualifies any councillor who uses their influence on a decision, recommendation or other action of staff and because the CAO is the only staff member council is permitted to communicate with, I have not been able to fully understand the operations of the city. Without such basic knowledge and hands on experience our decisions on policy could be missing the mark. I would like the workshop/orientation to be given by the staff themselves to show off their work, personally meet each employee and help foster good working relationships between staff and council. If a motion is required for staff to set up such a workshop, I'd like to make that motion now.

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** November 9<sup>th</sup>, 2015

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

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

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**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.

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**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.

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

**OPTIONS:**

- 1. RESOLVED THAT COUNCILLOR KROG'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:** Sasha Bird, Manager of Development & Engineering Services

**Date:** November 9, 2015

**Subject:** Application for a Development Variance Permit to request an increase in the ratio of apartments to the principal building from 30% to 50% to allow for the current 4 apartments upstairs to remain and be in compliance with the City's Zoning Bylaw.

**Recommendation:** **RESOLVED THAT** Council approve the request for a Development Variance Permit for 7330 Riverside Drive by increasing the ratio of apartments to the principal building to 50% in order to bring the building into compliance with the City's Zoning Bylaw.

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**BACKGROUND:** The City received a Development Variance Permit application from Valley Heights Developments Inc., owner of property legally described as Lot A, District Lot 108 & 339S, SDYD, Plan EPP49626, located at 7330 Riverside Drive. The property in question is currently zoned CC (Commercial Core) in the City's Zoning Bylaw and the zone allows for private apartments to be contained within a commercial permitted use, but that not more than 30% of the principal building shall be used for apartments. The applicant wishes to apply to vary Section 42(2)(b) Commercial Core Zone Regulations – Number and Type of Dwelling Units Allowed, to increase the ratio of apartments to the principal building from 30% to 50% to allow the current 4 apartments upstairs to remain and be in compliance with the Zoning Bylaw.

The building is considered "existing non-conforming" in that the apartments upstairs are 50% of the building and the current zoning bylaw for the Commercial Core states that not more than 30% of the principal building shall be used for apartments. If the building was to burn more than 75% of the footprint, at least 1 or 2 of the apartments would be jeopardized for rebuild unless the applicant applied for a variance to allow the apartments in the building to be 50% of the building space. This is a ratio change and not a density issue.

Section 901 of the Local Government Act states that a person may apply to the Board of Variance to permit a minor variance or allow an exemption to relieve hardship. At the present time, the City does not have a Board of Variance, so the approving body is Council.

Section 901(4) of the Local Government Act states that notice must be given to all owners or tenants, indicating the land that is the subject of the application and the land that is adjacent to the subject of the application.

# REQUEST FOR DECISION

— REGULAR MEETING —



At the October 13<sup>th</sup>, 2015 Committee of the Whole (COTW) meeting, the COTW was presented the following options for Council's consideration:

- 1) **Option 1:** That Council can choose to accept the request and direct Staff to proceed with the statutory requirements necessary for a Development Variance Permit application.
- 2) **Option 2:** That Council can choose to not accept the request and direct Staff to not proceed with the statutory requirements necessary for a Development Variance Permit application.

The COTW resolved to receive the report and recommended to Council to select one of the presented options at the October 13<sup>th</sup>, 2015 Regular Meeting of Council.

At the October 13<sup>th</sup>, 2015 Regular Meeting, Council chose Option 1 and authorized Staff to proceed with the statutory requirements necessary for a Development Variance Permit application.

Staff proceeded with the statutory requirements by sending referral letters to potential stakeholder agencies for comments, as well as notification to surrounding property owners/tenants informing them of the application and the opportunity to provide input. The notification also informed the surrounding property owners/tenants of the opportunity to speak regarding the application at the November 9<sup>th</sup>, 2015 Committee of the Whole Meeting.

At the November 9<sup>th</sup>, 2015 COTW no surrounding property owners/tenants or any stakeholder agencies contacted Staff regarding the application nor did anyone attend the November 9<sup>th</sup>, 2015 COTW Meeting to provide input regarding the application.

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

<b>General:</b>	Approving the development variance request would alleviate the applicant's hardship issue in that the apartments would comply with the Zoning Bylaw.
<b>Strategic Impact:</b>	N/A
<b>Financial:</b>	The costs to the City are covered by the application fees payable at the time of the Development Variance Permit application.
<b>Policy/Legislation:</b>	Section 901 of the Local Government Act governs development variance applications and procedures.
<b>Attachments:</b>	-Development Variance Permit application complete with site plan showing the existing building on the property and an artist's rendition



# REQUEST FOR DECISION

— REGULAR MEETING —



of the existing interior layout of the apartments and the commercial businesses;

-Excerpt from the City's Zoning Bylaw – CC – Commercial Core;

-Aerial and Street views of the property (prior to renovations) and a copy of the zoning map showing the zoning of area;

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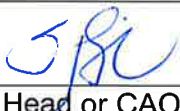

**Recommendation:** **RESOLVED THAT** Council approve the request for a Development Variance Permit for 7330 Riverside Drive by increasing the ratio of apartments to the principal building to 50% in order to bring the building into compliance with the City's Zoning Bylaw.

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**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

7217 - 4TH STREET, BOX 220 · GRAND FORKS, BC V0H 1H0 · FAX 250-442-8000 · TELEPHONE 250-442-8266



## DEVELOPMENT VARIANCE PERMIT APPLICATION

### LOCAL GOVERNMENT ACT, SECTION 922

APPLICATION FEE      \$350.00

Receipt No. 183683

Registered Owner(s): Valley Heights Developments Inc.

William L. Ling, Owner

Mailing Address: P.O. Box 717

Grand Forks, B.C. V0H 1H0

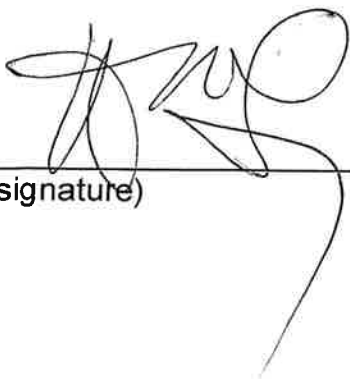
Telephone:      Home: \_\_\_\_\_ Work: 250-442-8812

Legal Description & P.I.D.: Lot A, District Lot 108 & 339S, S.D.Y.D., Plan EPP49626

Street Address: 7330 Riverside Drive

### DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

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

  
(signature)

September 10, 2015  
(date)



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

Section 42(2)(b) Commercial Core Zone Regulations - Number and type of Dwelling Units allowed, be varied by increasing the ratio of apartments to the principal building from 30% to 50% to allow the current apartments upstairs to remain and be in compliance with Zoning Bylaw No. 1606.


Submit the following information with the application:

1. A legible site plan showing the following:

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

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

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

  
\_\_\_\_\_  
Signature of Owner

September 10, 2015  
\_\_\_\_\_  
Date

#### AGENT'S AUTHORIZATION

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

Name of Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Owner(s) Signature of Authorization

Website: [www.grandforks.ca](http://www.grandforks.ca) Email: [info@grandforks.ca](mailto:info@grandforks.ca)

STRATA PLAN OF LOT A, DISTRICT LOTS 10B AND 339S,  
S.D.Y.D., PLAN EPP49626

SHEET 1 OF 2 SHEETS  
STRATA PLAN EPS3004

BCGS 82E.008

THIS PLAN LIES WITHIN THE CITY  
OF GRAND FORKS

SCALE 1:250

0 5 10 15 20  
All Dimensions shown are in Metres.

THE INTENDED PLOT SIZE OF THIS PLAN IS 550 mm IN WIDTH BY 864 mm  
IN HEIGHT (D SIZE) WHEN PLOTTED AT A SCALE OF 1:250

LEGEND

- denotes standard iron post found
- △ denotes traverse hub
- denotes lead plug found
- ⊙ denotes standard capped post found
- SL denotes strata lot
- CP denotes common property

Note: This plan shows one or more witness posts  
which are not set on the true corners.

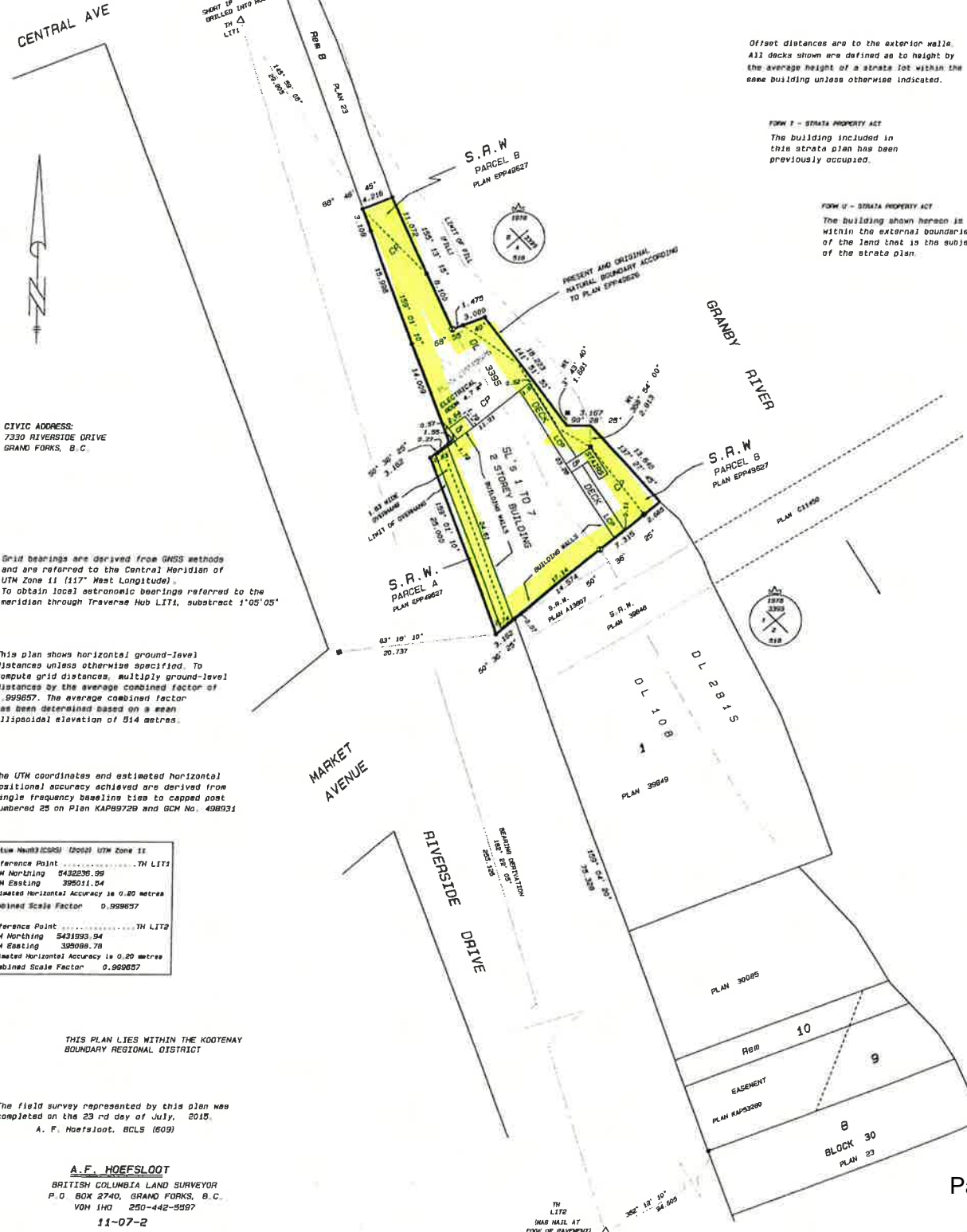
Offset distances are to the exterior walls.  
All docks shown are defined as to height by  
the average height of a strata lot within the  
same building unless otherwise indicated.

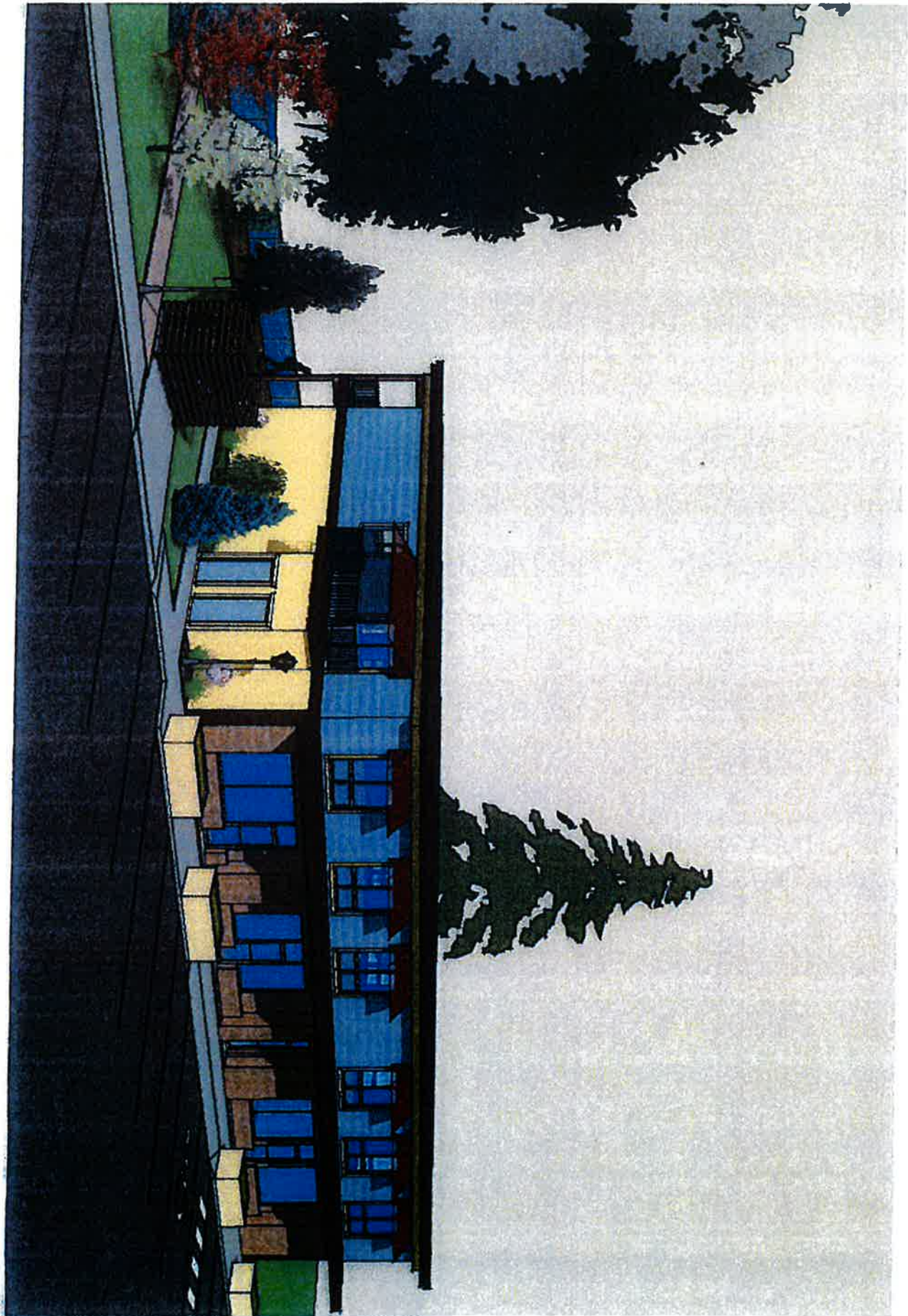
FORM 1 - STRATA PROPERTY ACT

The building included in  
this strata plan has been  
previously occupied.

FORM 12 - STRATA PROPERTY ACT

The building shown hereon is  
within the external boundaries  
of the land that is the subject  
of the strata plan.







Commercial main floor

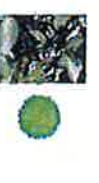
COLLEEN'S DESIGN CENTER HILLS  
 (ASPER PLANTINGS DESIGN CENTER)  
 IDENT 20 SPACING 5'



AND HILL'S DESIGN CENTER  
 IDENT 18-19 SPACING 2'



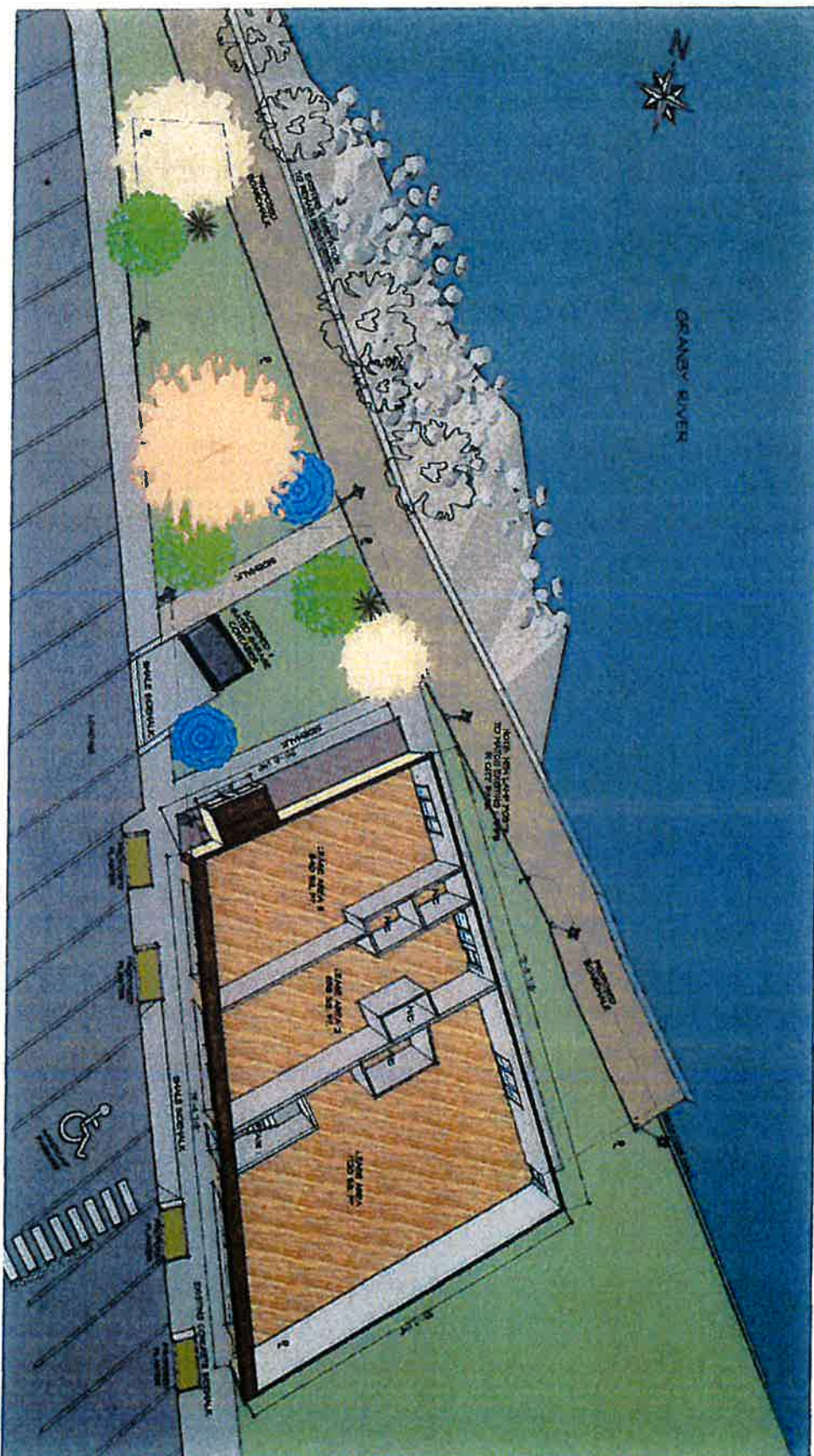
TRUSSON'S DESIGN CENTER  
 (HILL'S DESIGN CENTER)  
 IDENT 5' SPACING 5'



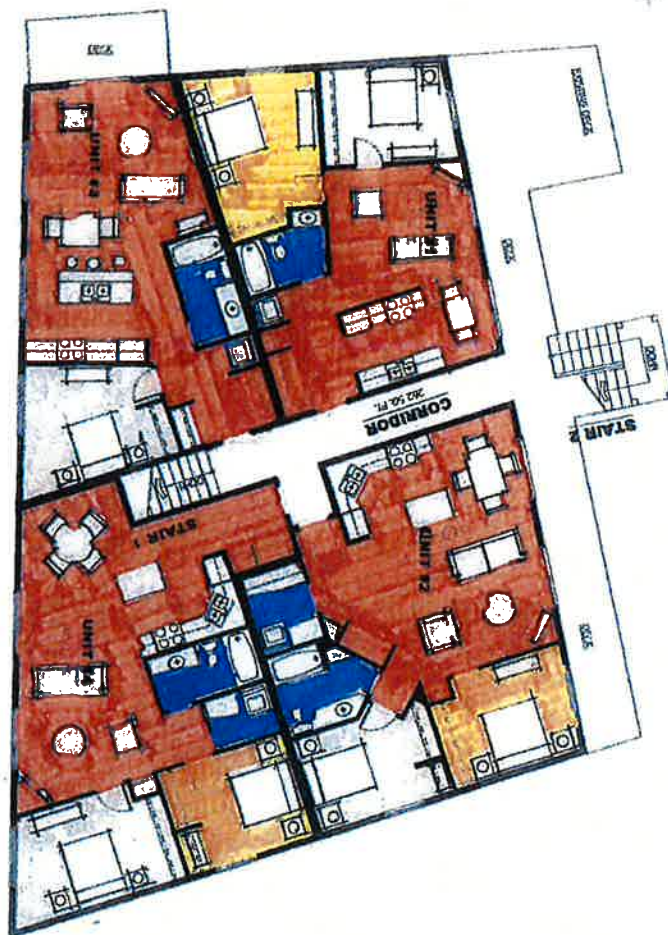
BLUE POINT DESIGN  
 (HILL'S DESIGN CENTER)  
 IDENT 5' SPACING 5'



VALLEY DESIGN CENTER  
 (HILL'S DESIGN CENTER)  
 IDENT 5' SPACING 5'



RIVERSIDE DRIVE



4 Apartments Upstairs





- A 6" ON 12" - HARDI TRIM BOARD FASCIA
- B EXISTING EXPOSED RAFTERS SAND AND PAINT
- C 4" HARDI TRIM BOARD, TYPICAL AROUND WINDOWS/CORNERS
- D 6" HARDI TRIM BOARD, TYPICAL AROUND WINDOWS/DOOR
- E EXISTING CAST IN PLACE CONCRETE LINTEL, CLEAN AND PAINT
- F EXISTING CAST IN PLACE CONCRETE CORNER COLUMNS
- G EXISTING ALUMINUM STORE FRONT WINDOWS/DOORS
- H 10" HARDI TRIM BOARD/FLASHING AS REQUIRED
- I 42" HIGH GUARDRAIL SYSTEM/36" HANDRAILS, EXTRUDED ALUMINUM RAILS/POSTS TO SUIT SYSTEM
- J EXISTING MASONRY BLOCK WALLS, REPAINT AS REQUIRED
- K 6" HARDI PLANK
- L EXISTING BRICK FASCIA
- M 4 PLY 2x10 BUILT UP BEAM
- N 4 PLY 2x6 BUILT UP POST



C	NOV 2016	READY FOR COMBINATION
B	OCT 2016	READY FOR COMBINATION
A	NOV 2017	READY FOR COMBINATION
NA	NOV 2014	READY FOR COMBINATION

DO NOT SCALE DOWNERS  
Written dimensions shall govern.

All dimensions to be verified on site by the contractor. The contractor shall be responsible for the accuracy of the dimensions. The contractor shall be responsible for the accuracy of the dimensions. The contractor shall be responsible for the accuracy of the dimensions.

**Dale Matthews Designer**  
1408 GARTNER ROAD, SUITE 100, L.L.C.  
VIRG 224 0209-494 9022

**WUSA**  
ENGINEERING (2012) LTD.  
1700 - Richmond - Vancouver, B.C. V6V 1C1

**Project**  
**GRANBY BUILDING UPGRADE**  
**RIVERSIDE DRIVE**  
**GRAND FORKS, B.C.**

**Drawing**  
**EAST & SOUTH**  
**ELEVATIONS**

Date	11/27/12	Project No.	CI2001-048
Designed	DS	Drawing File	
Drawn	JT	Scale	$1/4" = 1'-0"$
Checked	DS	Sheet No.	A4
Approved	DS	Issued/Rev	C

## **SECTION 42**

## **CC (Core Commercial) Zone**

### **Permitted Uses**

1. The following uses and no others are permitted in a CC zone:

Bylaw 1633

- (a) wholesale establishments;
- (b) retail establishments;
- (c) restaurants ***and/or liquor licenced premises;***
- (d) **professional offices and offices;**
- (e) medical and dental clinics;
- (f) personal service establishments;
- (g) clubs, lodges and similar fraternal organizations;
- (h) indoor entertainment facilities;
- (i) bus depots;
- (j) taxi stands;
- (k) financial institutions;
- (l) hotels and motels;
- (m) post office;
- (n) theatres;
- (o) animal hospitals with no outside runs or enclosures.

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

- (p) **dwelling units contained within the above permitted uses;**
- (q) any accessory building or structure for the above noted uses.

### **Regulations**

2. On a parcel located in a CC zone:

#### **Minimum Parcel Size for Subdivision purposes**

- (a) There is no minimum parcel size and the parcel must be connected to a community sewage and water system.

#### **Number and type of Dwelling Units allowed**

- (b) Private apartments contained within the above-mentioned commercial activities are permitted. Not more than 30% of the principal building shall be used for apartments.

#### **Height**

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

## **SECTION 42**

## **CC (Core Commercial) Zone** cont'd

### **Accessory Buildings**

- (d) No accessory building shall have a floor area greater than 10% of the principal structure.

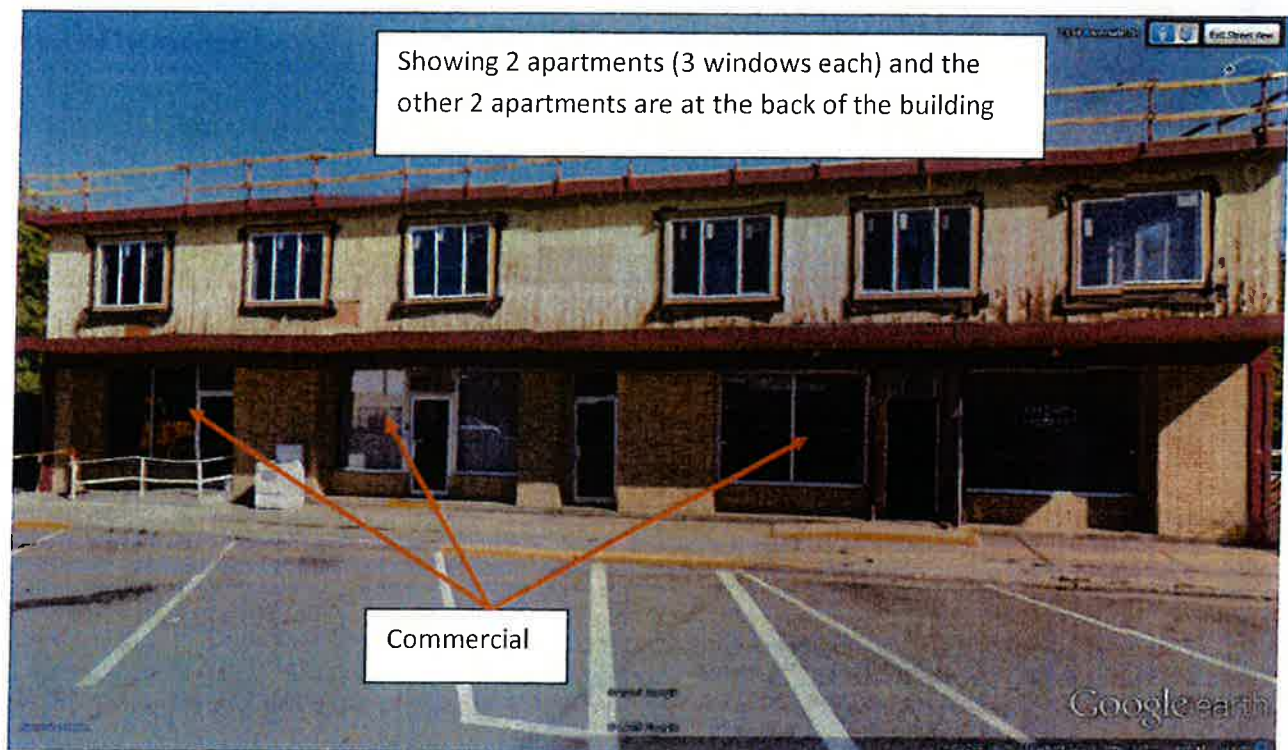
### **Lot Area Coverage**

- (e) The maximum permitted lot area coverage shall be as follows:
- Principal building with all accessory buildings and structures, with approved fire retardant walls 100%
  - Principal building with all accessory buildings and structures, without approved fire retardant walls 80%

### **Additional requirements**

- (f) The buildings or structures used for the commercial operation must be a minimum of 4.6 metres (15 ft) from any parcel lot line that is adjacent to a residential parcel of land;
- (g) If a fence is erected it shall not exceed a height of 2.4 metres (8 ft);
- (h) See Sections 13 to 30A of this Bylaw.





**STREET VIEW OF BUILDING BEFORE RENOVATIONS WERE DONE TO THE OUTSIDE**





# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Sasha Bird, Manager of Development & Engineering Services

**Date:** November 9, 2015

**Subject:** Preliminary Needs Assessment Report – Housing Needs for the Homeless: Grand Forks, BC

**Recommendation:** **RESOLVED THAT** Council endorse the Preliminary Needs Assessment Report undertaken by the Transitional Housing Project Steering Committee (THPSC) and direct the THPSC to proceed to the next steps in formalizing a Business Plan and approaching Senior Government for funding assistance.

---

### Background:

Homelessness is an issue of concern in Grand Forks and for many years, individuals have been observed to be sleeping under the bridge at Highway 3 and the Granby River and wandering through the City, particularly in the downtown area. A number of studies have been conducted over the past few years and agencies have been formed to assist in helping these individuals, such as Whispers of Hope, BETH's, the Boundary Women's Coalition and others. The Government has also assisted in many areas over time.

At the May 25, 2015 meeting of City Council the following resolution was adopted:

**THAT** Council authorize staff to proceed with setting up a Transition Housing Project Steering Committee (THPSC); and

**THAT** the THPSC provide assistance and recommendations to Council regarding steps necessary to facilitate the development of transition housing in the community.

Since that meeting, City staff and Dave Smith, of SmithPlan Consulting, have held several meetings with THPSC.

As indicated to Council previously, consideration of assistance from Senior Governments will require:

- A business case being made (likely including the bullets below);
- An asset contribution made towards the development – most likely the donation of land or a vacant building(s) to be used in development and as a leverage for a mortgage guaranteed by CMHC/BC Housing;
- A selected location for the project;
- A credible sponsor – a partnership to plan, develop and manage the project.

# REQUEST FOR DECISION

## — REGULAR MEETING —



The report looked at defining the homelessness issue, the types of housing needed (emergency shelter, transition, supportive), the senior government agencies and their roles, a summary of the reports which have already been completed, potential partnerships (for project sponsorship), the elements of a business case and the next steps.

It is suggested that Council consider endorsing this report so that it can be used as an element to enable BC Housing and/or CMHC to provide the necessary support and assistance for a potential project.

Key housing elements as identified in the preliminary needs assessment report include:

- Emergency shelter funding assistance (BETH's currently funded for 8 beds by BC Housing – ensure the support is maintained);
- 12 units of transition housing – justification is provided in the attached report;
- Supportive longer-term housing – to be determined.

The next steps will include:

- Selection of a preferred site;
- A business plan and determination of a City asset contribution (i.e. Mortgage down payment) to go towards a CMHC/BC Housing backed mortgage;
- Formation of a local partnership to sponsor the project.

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

<b>General:</b>	This will be an important first step in the due diligence by the THPSC and Council in identifying the nature and scope of the project to be developed with respect to the transition housing issue. This report will be forwarded to Senior Governments as an element of the business case needed to obtain their support and assistance for the development of a project.
<b>Strategic Impact:</b>	To implement the Sustainable Community Plan (SCP) and the principles and policies designed to “encourage diversity in housing stock including affordable housing for low income families and individuals, housing for the elderly, and housing for those with special needs”.
<b>Financial:</b>	Costs are not determined at this time, but it is anticipated that there will be financial/asset contributions by the City for the development of Transition Housing in the community as part of the business case if a project is to proceed.
<b>Policy/Legislation:</b>	The location of transition housing will need to comply with SCP and the Zoning Bylaw. A project has not yet been selected and if the preferred site is not zoned to accommodate the project, then re-zoning and/or a SCP amendment will be required.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Attachments:** Preliminary Needs Assessment Report – Housing Needs for the Homeless: Grand Forks, BC.

---



**Recommendation:** **RESOLVED THAT** Council endorse the Preliminary Needs Assessment Report undertaken by the Transitional Housing Project Steering Committee (THPSC) and direct the THPSC to proceed to the next steps in formalizing a Business Plan and approaching Senior Government for funding assistance..

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**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer

Preliminary Needs Assessment Report

# **Housing Needs for the Homeless:**

## **Grand Forks, BC**

**July, 2015**



(Revised July 15, 2015 – Version 2)

(Revised August 19, 2015 - Version 3)

(Revised September 10, 2015 - Version 4)

(Revised September 21, 2015 – Version 5)

(Adopted as Amended October 20, 2015 – Version 6)

## **Table of Contents**

- 1. Background: Homelessness in Grand Forks**
- 2. The Homelessness Issue**
- 3. Senior Government Assistance**
- 4. A Preliminary Housing Needs Assessment for Homelessness in Grand Forks**
- 5. Partnerships**
- 6. The Business Case**
- 7. Next Steps**



## **1. Background: Homelessness in Grand Forks**

Homelessness is an issue of concern in Grand Forks. For many years, individuals have been observed to be sleeping under the bridge at Highway #3 and the Granby River and wandering through the city, particularly in the downtown area. A number of studies have been conducted over the past few years on issues related to homelessness in the community. These include:

- Homeless Shelter in Hardy View Lodge – Feasibility Study [Margaret Steel: February 2010];
- Community First Agreement [between the City of Grand Forks and the Province of British Columbia: 2010];
- MAAP's – Multi Agency Accommodation Project Proposal [2012];
- Vital Signs [Phoenix Foundation: 2014];
- BC Non Profit Housing Association Rental Quality Index [2014];
- Need and Demand Study [Boundary Woman's Coalition: 2015].

Reports suggest that homelessness is apparent and that it is confirmed by Social Service agencies, the RCMP, churches, concerned citizens, politicians and other community organizations.

A proposal for expansion of Transition Housing under the name of MAAP's – Multi Agency Accommodation Project on the site of Whispers of Hope and BETHS – Boundary Emergency Transition Housing Society at 7212 Riverside Drive and an associated lease required for that project was not approved by Council in February 2015, as more data and information, including this needs assessment, were deemed necessary to ensure that a sound long-term decision is made.

At the May 25, 2015 Regular meeting of Council, a resolution was adopted to set up a Transition Housing Project Steering Committee (THPSC), and to provide assistance and recommendations to Council regarding steps necessary to facilitate the development of transition housing in the community, based on more complete information. The Terms of Reference for the Committee was approved at the July 20, 2015 Regular meeting of Council.



## 2. The Homelessness Issue

The circumstances of “homelessness” are not unique to Grand Forks. Scenes as depicted in the pictures below are commonplace in many centers across the country. Grand Forks has



Photo on Wikipedia



Photo on Wikipedia

experienced homelessness to the extent that agencies in the community have come together to provide assistance to homeless individuals and fill the gaps for these individuals, to the extent possible.

The causes of homelessness have been documented through a feasibility study (Margaret Steele - \$10,000 which was funded by the Provincial Government through the Community First Agreement) conducted in Grand Forks in 2010.<sup>1</sup>

- Insufficient affordable housing;
- Low income;
- Mental health and/or substance abuse issues;
- Family conflict;
- Violence;
- Job loss;
- Inadequate discharge planning (i.e. ex-offenders, people suffering from mental illness);
- Youth leaving the care of the child welfare system.

For the purpose of this report, homelessness is defined as:

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<sup>1</sup> Homeless Shelter In Hardy View Lodge; Feasibility Study; Final Report [Margaret Steele: March 2010]

“Any individuals or families who do not have a safe and stable residence”.

Homeless individuals are hard to track. They usually have no fixed address and are difficult to locate. This report will try to get a handle on the extent of homelessness, their numbers and needs.

With respect to the needs of the homeless accommodations, the Margaret Steele study acknowledged the spectrum of housing in the following area:

1. **Emergency Shelters** – these are for urgent / emergency housing shelter needs and requirements. Such shelters are managed in accordance with:

High Barrier Shelter – require clients to be sober.

Minimal or Low Barrier Shelter – accept people with mental illnesses or those under the influence of drugs or alcohol. Consuming alcohol or drugs on the premises is not permitted.

No Barrier Shelter – few requirements for entry to the shelter and allow clients to consume alcohol or drugs inside the shelter through a controlled program.

2. **Transitional Housing** – these are short or medium-term accommodations which support people with issues such as unemployment, substance use, mental health, educational needs, disabilities and domestic violence. For these shelters, residents are allowed to remain in transitional housing between six months and two years.
3. **Supportive Housing** – this is long-term housing that includes access to on-site medical support and other services for individuals with mental health issues, substance use or other health issues. These shelters help to maintain housing stability and encourage participation in social and economic pursuits.

### 3. Senior Government Assistance

The City of Grand Forks may wish to work with and obtain funding and other assistance from Senior Government Agencies including the BC Housing Corporation (Provincial) and CMHC – Canada Mortgage and Housing Corporation (Federal).

**BC Housing Corporation**<sup>2</sup> – the Provincial Homelessness Initiative - the Province works in partnership with local communities, the federal government, and non-profit providers to develop new housing options with integrated support services to help individuals who are homeless or at risk, move beyond temporary shelter to more secure housing and gain greater self-reliance.

BC Housing's outreach programs include:

**Homeless Outreach Program** – Connecting individuals living on the streets to housing and support services.

**Aboriginal Homeless Outreach Program** – Connecting Aboriginal people living on the streets to housing and support services.

BC Housing's shelter programs include:

**Emergency Shelter Program** – Providing funding to homeless shelters and drop-in centers to provide temporary shelters and access to support services.

**Extreme Weather Response Program** – Enables communities to temporarily increase the emergency shelter capacity during extreme weather.

**Women's Transition Housing & Supports** – Providing women at risk of violence with access to safe shelter / housing and support services.

**Supportive Housing** – Provides a range of supportive housing options for individuals with complex challenges or care needs.

Details of the Provincial funding are considered in relation to funds budgeted by the Province through BC Housing for projects deemed worthy and weighted per community needs across the Province. Amounts and details of funding are worked out between BC Housing Officials and local communities or the non-profit sponsor agencies. The City of Grand Forks has benefited from BC Housing funding in the past.

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<sup>2</sup> Discussion with and information provided from George Maniotakis, Senior Project Officer, [BC Housing Corporation: May 2015]

**CMHC – Canada Mortgage and Housing Corporation<sup>3</sup>** - CMHC Seed Funding provides financial assistance to carry out the initial activities required to develop a proposal for an “affordable housing project” that will result in increasing the stock of affordable housing in Canada. Seed Funding, which can be provided in advance of project development, is available for a maximum amount of \$20,000 per housing project;

- Up to \$10,000 is available as a grant (no repayment required).
- Up to \$10,000 may be available as an interest-free loan, which is repayable if the housing project proceeds (paid from project development funding budget once project is to proceed).

The chart below highlights possible Senior Government Housing assistance opportunities:

### Potential Housing Assistance

Potential Program Assistance	BC Housing Corp	CMHC
Housing Outreach	X	
Aboriginal Homeless Outreach	X	
Emergency Shelter	X	
Extreme Weather Response	X	
Women's Transition Housing & Supports	X	
Supportive Housing	X	
Transitional Housing to Support a Target Group	X	X
Permanent Support Housing for Homeless	X	X
Permanent Support Housing for Low Income Families		X

<sup>3</sup> Discussion with and information provided from Andrew Middleton of CMHC, May 2015

Permanent Support Housing for Low Income Seniors		<b>X</b>
Permanent Support Housing for Seniors Assisted Living, Intermediate or Extended Care and/or Participant Subsidies	<b>X</b>	<b>X</b>
Permanent support housing for First Nations		<b>X</b>

Other sources of Government funding might be explored – the Provincial Gas Tax funding is an option which may be applicable to a project such as this.

Although not in the category of Senior Government Agencies, there may be other non-profit or corporate, church groups, service clubs or foundations which may lend assistance or resources to programs or development funding for homeless related issues. These might be investigated further once the direction of the project is determined and the business case is completed.

#### **4. A Preliminary Housing Needs Assessment for Homelessness in Grand Forks**

As indicated earlier in this report, tracking the extent of homelessness in Grand Forks is a challenge because many of the individuals who are homeless do not reside at a fixed address and they are difficult to track. For this reason, an attempt was made to obtain the numbers of homeless individuals by examining previous studies which were undertaken and through discussions with agencies involved with homeless individuals as well as other individuals who have observed homeless activity.

##### **1. Homeless Shelter I Hardy View Lodge – Feasibility Study [Margaret Steele: 2010<sup>4</sup>]**

March 2010 – Whispers of Hope estimated there were up to 40 single men, 20 single women. It was indicated that several single parent families with children were at risk of becoming homeless. There was also a suggestion, without reference to specific

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<sup>4</sup> Homeless Shelter In Hardy View Lodge – Feasibility Study; [Margaret Steele: 2010]

figures that there were youth who were absolutely homeless or at risk of being homeless who were between the ages of 25 and 40.

2. Boundary Communities – Vital Signs [Phoenix Foundation :2014<sup>5</sup>]

The Extreme Weather Shelter provided for 548 bed night stays between November 1, 2013 and March 31, 2014.

As of March 2014 a total of 157 (up from 138 in 2009) households were either in subsidized housing or were receiving subsidies. Of these 66% were seniors, 25% were low income families, 4% those with special needs and 4% women fleeing domestic violence.

On average, 266 families accessed the Boundary and District Food Bank each month and of these, 28% were families with children.

CMHC baseline for affordability suggests that families / individuals should not pay greater than 30% of their income on housing. In the West Kootenay Boundary area, 47% of renters pay more than 30% of their income on housing.

3. Seventh Annual Report Card on Homelessness in Nelson, BC<sup>6</sup> – Nelson is a neighbouring community to Grand Forks, being about 120 kilometers east of the city. In 2015, Stepping Stones Emergency Shelter opened its doors providing shelter for 17 beds including 4 single occupancy residences (SOR's) under the Supported Housing Independence Program (SHIP) which is operated by IHA – Interior Health Authority. SHIP together with THP – Transition Housing Program, supports some of the most marginalized individuals in the community. Statistics show that:

- 21% of the stays were women
- 85% were IHA clients – mental health
- 51% were receiving Income Assistance or a Disability Benefit

They ranged in age from 19 to 79 years old.

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<sup>5</sup> Boundary Communities – Vital Signs [Phoenix Foundation: 2014]

<sup>6</sup> Seventh Annual Report Card on Homelessness in Nelson, BC; Nelson Committee on Homelessness [2015]

4. Observations and Statistics provided by Judith Lloyd, BETHS – Boundary Emergency and Transition Housing Society, Grand Forks , BC<sup>7</sup>

From November 1, 2014 to March 31, 2015 there were 750 stays in the facility. There was a ratio of about 6 men to 1 woman. There were no children and only one minor. Records indicate that 6 guests had stays of over 30 nights. Many of the guests stayed for one or 2 weeks – about 90% of the guest nights were repeats.

5. Community First Agreement (between the City of Grand Forks and the Province of British Columbia: [2010]

The agreement between the City and the Province of British Columbia highlighted 8 priorities which included downtown revitalization, infrastructure, renewable and clean development, tourism development and community development which included reference to the need for emergency and supportive housing. The agreement represents formalization of a partnership with the Province to enable the provision of future funding.

6. BC Non Profit Housing Association Rental Quality Index: [2014]

The rental housing index at [www.bcnpha.ca](http://www.bcnpha.ca) does not mention Grand Forks specifically but Kootenay Boundary Regional District figures show that 25% of all renter households earn less than \$20,000 per year and that 25% of all renter households spend more than 50% of their income on housing.

7. Observations of Jake Raven; Former Chair of Whispers of Hope and Advocate for the Homeless, Grand Forks, BC<sup>8</sup>

Between May and August 2015, Jake contacted knowledgeable individuals and also toured the downtown area at random times in Grand Forks. He suggested that although the homeless move around somewhat, the numbers were about 40 between Christina Lake and Greenwood.

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<sup>7</sup> Observations and Statistics provided by Judith Lloyd, BETHS - Boundary Emergency and Transition Housing Society, Grand Forks [Email sent June 28, 2015]

<sup>8</sup> Observations of Jake Raven; Former Chair of Whispers of Hope and Advocate for the Homeless, Grand Forks, BC [Email sent June 2015]



In Grand Forks, 13 people were observed and two (2) turned away from the Boundary Women's Transition Shelter, indicating a total of 15 people. Of the 13, five (5) were female and eight (8) were male. In conversations with other homeless people, the estimated ratio of male to female homeless is 30% to 35%. These numbers have been generally consistent.

8. Need and Demand Study: Transition and Second Stage Housing in the Boundary Area; Boundary Woman's Coalition, Grand Forks, BC<sup>9</sup>

There is currently no second stage housing in Grand Forks. There is existing transition housing accommodation available for up to 30 days – a transition house is staffed on a 24/7 basis and provides not only shelter for woman in crisis but also emotional supports, crisis intervention and safety planning. Figures show 53% of the women accessing the house had dependent children with them. The study concluded that at least 68 women who accessed the transition house last year would have benefited from Second Stage Housing. The numbers of stays are as follows:

- 2006/7 – 30 women
- 2012/13 – 37 women
- 2013/14 – 59 women
- 2014/15 – 68 women

The Housing Policy Branch of the BC Government provides funding for Transition Houses, Safe Homes and Second Stage Housing programs that support women (with or without dependent children) who have experienced violence or are at risk of experiencing violence by providing temporary shelter/housing and support services.

Women with addictions are not eligible for these accommodations. A 32 unit 2<sup>nd</sup> stage transition housing project is being planned.

9. Homeless Youth

It has been indicated there there are 7 youth that are homeless as observed by an outreach worker.

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<sup>9</sup> Needs and Demand Study: Transition and Second Stage Housing in the Boundary Area; Boundary Woman's Coalition, Grand Forks, BC<sup>9</sup> [May 2015]

## 5. Partnerships

A pre-requisite for the development of a homeless shelter in Grand Forks is that a mechanism for sponsorship needs to be established. That means a partnership with experience, skills and expertise in areas relevant to developing and running a transition facility, will need to be formed.

The THPSC committee involves participation from a number of agencies involved with the homelessness issue. These include BETH's, Habitat for Humanity, Whispers of Hope, Interior Health Authority (Mental Health), Sunshine Valley Community Services Society, Boundary Family and Individual Services Society, Boundary Women's Coalition, Boundary Country Regional Chamber of Commerce, Community Futures Boundary, the RCMP, City of Grand Forks and the Regional District of Kootenay Boundary.

Some of the groups have worked together on housing issues, such as MAAP's - Multi Agency Accommodation Project, which includes BETH's, Whispers of Hope, Habitat for Humanity, Boundary Community Futures and the RCMP. There is a history in Grand Forks where many groups interested in homelessness and other issues work together.

The THPSC is focused on building on the history and forging a project sponsorship, once the work of the Steering Committee is complete. Members of THPSC have expressed willingness to continue and develop a partnership framework for such a project.

## 6. The Business Case

Key elements of a business case need to be determined in order to proceed with a project. These include:

**Location** – a site for the project needs to be established. THPSC, as one of its primary tasks, will attempt to determine a project which will include:

- Where the project will be located?
- Whether the location will be on a vacant site or within an existing building?
- A downtown location appears preferable.

**Functioning Uses** -Whether the facility can contain a combination of emergency shelter, transition housing and supportive (more permanent) housing along with

second hand retail goods and Habitat for Humanity RESTORE or only some of these elements remains to be determined depending on further investigations by THPSC.

**Design Direction<sup>10</sup>** – suggested criteria (transition housing):

- Capsule apartments (150 sq. ft. to 450 sq. ft. or 4.3 sq. m. to 12.7 sq. m.) single (single room occupancy) or possible double occupancy for larger sized designs;
- Accessibility issues;
- Micro-wave, stove top, bed unit convertible to couch, bathroom;
- Common lounge space in facility – oven, tables and lounge and television;
- Design to budget.

**Gender** – The facility shall not be restricted by virtue of gender – open to all.

**Partnerships** – As discussed in Section 5, a partnership will be formalized upon adoption of this report, and acceptance by City Council – that formal partnership will include many of the stakeholders involved in the THPSC.

**Funding Request** – BC Housing has approved funding for 7 bed nights (BETH's) for the current fiscal year. It is recommended 12 units be developed for transition housing and an additional 6 units be developed for supportive housing for more permanent housing. The transition housing unit request is made based on the assessment of information on hand. The amount is justified in the following chart:

Source	Number Surveyed/Observed	Request Formula	Request
Whispers of Hope Outreach Average	15 Observed 20 Couch Surfers 35 Total	3:1 Ratio	12 Units
Homeless Shelter In Hardy View Lodge Feasibility Study 2010	40 Homeless	3:1 Ratio	13 Units

\* The numbers were observed from May to August 2015

<sup>10</sup> From research and tours of William Milne Place, Moose Jaw, Sask., Salvation Army Harbour Light, Vancouver, BC and Urban Singles Housing project, Port Alberni, BC undertaken by D. Smith, Smithplan Consulting between 1990 and 2006.

- \* A 3:1 ratio is a ratio is a rational “best guess” of what would constitute full utilization of the facility

**Municipal and Community Contribution** – paramount in the mission to develop a project for the homeless will be finding ways to leverage funding. Through local asset contributions (such as, donated land, buildings, public or private donations, exemptions granted from DCC’s (Development Cost Charges) or partnership guarantees) and Senior Governments as part of the project development.

## **7. Steps Being Formalized By THPSC**

- Completion of the Preliminary Needs Assessment Report Housing Needs for the Homeless: Grand Forks, BC.
- Acceptance of the report by City Council.

## **8. Next Steps**

Moving forward, the THPSC will complete the following:

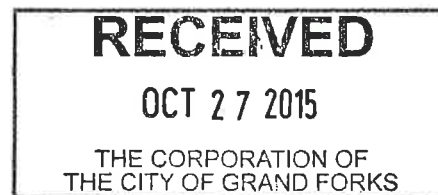
- Site analysis and selection.
- Formalization of partnerships.
- Completion of the Business Plan.





**GREENWOOD OFFICE**  
245 South Copper St., Box 459  
Greenwood, BC, V0H 1J0  
T 250-445-6618 F 250-445-6765

**GRAND FORKS OFFICE**  
1647 Central Ave., Box 2949  
Grand Forks, BC, V0H 1H0  
T 250-442-2722 F 250-442-5311



**City of Grand Forks**  
Box 220  
Grand Forks, BC  
V0H 1H0

Oct 22, 2015

Dear City of Grand Forks,

We would like to extend our thanks for your enthusiastic participation at our Annual Small Business Awards Event. We greatly appreciate our City Staff & Council's support as it is fundamental to making our event greatly recognized. Thank you again for helping to make our Awards Night a tremendous success.

Best Regards,

  
Wendy McCulloch  
Community Futures Boundary

**FILE CODE**

*WE3' C11- Thank You for Participation at Annual Small Business Awards Event*









## **City of Grand Forks: Transition Housing Project Steering Committee (THPSC)**

Meeting held on Wednesday September 16, 2015 from 9:00 am to 12:05 pm  
Council Chambers at City Hall, Grand Forks, B.C.

### **PRESENT:**

Neil Krog	Councillor, City of Grand Forks	<a href="mailto:nkrog@grandforks.ca">nkrog@grandforks.ca</a>
Christine Thompson	Councillor, City of Grand Forks	<a href="mailto:cthompson@grandforks.ca">cthompson@grandforks.ca</a>
Frank Konrad	Mayor, City of Grand Forks	<a href="mailto:fkonrad@grandforks.ca">fkonrad@grandforks.ca</a>
Bob Huff	Habitat for Humanity	<a href="mailto:bob.huff@hfhsebc.org">bob.huff@hfhsebc.org</a>
Gene Robert	Boundary Emergency Transitional Housing Society	<a href="mailto:crobert@telus.net">crobert@telus.net</a>
Jake Raven	Independent	<a href="mailto:i&amp;traven@telus.net">i&amp;traven@telus.net</a>
Connie Marchal	Boundary Women's Coalition	<a href="mailto:connie_bwcshelter@telus.net">connie_bwcshelter@telus.net</a>
Sandy Elzinga	Community Futures Boundary	<a href="mailto:sandy@boundarycf.com">sandy@boundarycf.com</a>
Sasha Bird	Manager of Development & Engineering	<a href="mailto:sbird@grandforks.ca">sbird@grandforks.ca</a>
Dolores Sheets	Engineering Technologist	<a href="mailto:dsheets@grandforks.ca">dsheets@grandforks.ca</a>
Dave Smith	Planning Consultant, Meeting Facilitator	<a href="mailto:dsmith51@shaw.ca">dsmith51@shaw.ca</a>

### **ABSENT:**

Wendy McCulloch	Community Futures Boundary	<a href="mailto:wendy@boundarycf.com">wendy@boundarycf.com</a>
Sher Poste (Zena Dorner)	Sunshine Valley Community Services Society	
Jim Harrison	RCMP	<a href="mailto:jim.harrison@rcmp-grc.gc.ca">jim.harrison@rcmp-grc.gc.ca</a>
Judith Lloyd	Boundary Emergency Transitional Housing Society	<a href="mailto:jujulo@shaw.ca">jujulo@shaw.ca</a>
James Wilson	Boundary Family & Individual Services Society	<a href="mailto:james.wilson@bfiss.com">james.wilson@bfiss.com</a>
Colleen Ross	Councillor, City of Grand Forks	<a href="mailto:cross@grandforks.ca">cross@grandforks.ca</a>
Roly Russell	RDKB Area D Director	<a href="mailto:rrussell@rdkb.com">rrussell@rdkb.com</a>

### **MINUTES:**

#### **1. Adopt minutes of September 15, 2015 meeting:**

MOTION: HUFF/THOMPSON

CARRIED

#### **2. Review of Site Options – PowerPoint on possible sites presented as a basis for discussion:**

Sites were reviewed and evaluated (i.e. pros vs. cons). To be summarized and distributed to committee members.



**3. Consideration of Action:**

- a) **Recommendation of a preferred site (not recommended at this stage) = matters involving property acquisition need to be handled confidentially.**
- b) **Referral to staff of investigation of one or more sites – further due diligence to pursue site options will be necessary before bringing this forward to Council in public = this is recommended.**

Committee members to review summarized pro/con evaluations and be prepared to narrow list at next meeting.

**4. Next Steps:**

Sasha to send revised copy of needs assessment out to committee members. Committee to review at next meeting.

Next meeting scheduled on October 20, 2015 at 1:00 pm to 3:00 pm.

**5. Adjournment:**

Dave Smith adjourned the meeting at 12:05 pm.

## City of Grand Forks: Transition Housing Project Steering Committee (THPSC)

Meeting held on Tuesday October 20<sup>th</sup>, 2015 from 1:00 pm to 2:30 pm  
Council Chambers at City Hall, Grand Forks, B.C.

### PRESENT:

Neil Krog	Councillor, City of Grand Forks	<a href="mailto:nkrog@grandforks.ca">nkrog@grandforks.ca</a>
Christine Thompson	Councillor, City of Grand Forks	<a href="mailto:cthompson@grandforks.ca">cthompson@grandforks.ca</a>
Frank Konrad	Mayor, City of Grand Forks	<a href="mailto:fkonrad@grandforks.ca">fkonrad@grandforks.ca</a>
Bob Huff	Habitat for Humanity	<a href="mailto:bob.huff@hfhsebc.org">bob.huff@hfhsebc.org</a>
Gene Robert	Boundary Emergency Transitional Housing Society	<a href="mailto:crobert@telus.net">crobert@telus.net</a>
Sandy Elzinga	Community Futures Boundary	<a href="mailto:sandy@boundarycf.com">sandy@boundarycf.com</a>
Roly Russell	RDKB Area D Director	<a href="mailto:rrussell@rdkb.com">rrussell@rdkb.com</a>
Sasha Bird	Manager of Development & Engineering	<a href="mailto:sbird@grandforks.ca">sbird@grandforks.ca</a>
Dolores Sheets	Engineering Technologist	<a href="mailto:dsheets@grandforks.ca">dsheets@grandforks.ca</a>
Dave Smith	Planning Consultant, Meeting Facilitator	<a href="mailto:dsmith51@shaw.ca">dsmith51@shaw.ca</a>

### ABSENT:

Wendy McCulloch	Community Futures Boundary	<a href="mailto:wendy@boundarycf.com">wendy@boundarycf.com</a>
Sher Poste (Zena Dorner)	Sunshine Valley Community Services Society	
Jim Harrison	RCMP	<a href="mailto:jim.harrison@rcmp-grc.gc.ca">jim.harrison@rcmp-grc.gc.ca</a>
Judith Lloyd	Boundary Emergency Transitional Housing Society	<a href="mailto:jujulo@shaw.ca">jujulo@shaw.ca</a>
James Wilson	Boundary Family & Individual Services Society	<a href="mailto:james.wilson@bfiss.com">james.wilson@bfiss.com</a>
Colleen Ross	Councillor, City of Grand Forks	<a href="mailto:cross@grandforks.ca">cross@grandforks.ca</a>
Jake Raven	Independent	<a href="mailto:j&amp;traven@telus.net">j&amp;traven@telus.net</a>
Connie Marchal	Boundary Women's Coalition	<a href="mailto:connie_bwcshelter@telus.net">connie_bwcshelter@telus.net</a>

### MINUTES:

#### **1. Adopt minutes of September 16, 2015 meeting:**

MOTION: THOMPSON/KONRAD

CARRIED

#### **2. Review of Revised Preliminary Needs Assessment Report – Brief Recap and Adoption:**

*Gene Robert* noted that he had been in contact with a youth outreach worker who is currently working with 7 youth. This information was added to the needs assessment.

*Christine Thompson* mentioned that she had heard of another town in B.C. that was working with the Canadian Association of Elizabeth Fry Societies addressing homeless issues for women and suggested that it is something the committee may want to look into.

MOTION: HUFF/RUSSELL

**The THPSC adopts the Preliminary Needs Assessment Report and recommends that Council receive and endorse the Preliminary Needs Assessment Report.**

CARRIED

**3. Review of Shortlisted Site Options:**

MOTION: KROG/THOMPSON

**The THPSC recommends that the Site Selection presentation be presented to Council at an in-camera meeting.**

CARRIED

**4. Other Business: N/A**

**5. Next Steps:**

Submit the Preliminary Needs Assessment Report to Council for the November 9, 2015 Committee of the Whole and Regular Meetings of Council.

Present the Site Selection presentation to Council at the November 9, 2015 In-Camera Meeting.

**6. Adjournment:**

Dave Smith adjourned the meeting at 2:30 pm.

The foregoing is the writer's interpretation of the proceedings. If there are any errors or omissions, please forward comments, in writing by email, by 12:00 pm on Friday, November 6<sup>th</sup>, 2015, to the attention of the writer:

Dolores Sheets  
Engineering Technologist  
City of Grand Forks  
Ph: 250-442-8266  
[dsheets@grandforks.ca](mailto:dsheets@grandforks.ca)

**Phoenix Foundation of the Boundary Communities  
invites you to our Annual Community Social  
THURSDAY, NOVEMBER 12, 2015**

Christina Lake Community Hall - 90 Park Road

**6 pm Appetizers, Beverages and Visiting**

**6:30 pm Foundation Directors and Staff present our Annual Report  
to Community and Fund Development Plan**

Meet our Youth coordinator and members of the Youth Group

This Year's grant recipients will have displays  
and three organizations will share their stories



***We are excited about the future and  
invite you to  
ride the wave with us***

*come ride our wave...*

**E CODE**

WEI I4 - Phoenix Foundation  
or I4 - Invite to Annual  
+84 - Community Social - Nov. 12





Dear Sarah:

Thanks for your time today. Please have a look at our [Online Memorial](#)

I wanted to thank you for your interest in the campaign to honour our fallen soldiers. British Columbia has a rich history of military service and among those who enlisted many soldiers never returned, often buried overseas, at or near the place of their final battle. Grand Forks and area was called home by many, they went to school here, and they enlisted here. These men and women would leave their homes and families, never to return. Lost was the opportunity to have children, grandchildren, to live a full life.

The Canadian Fallen Heroes Foundation will be reaching out to find pictures of and information about these fallen soldiers so that we may create Memorials in their honour and provide a glimpse into the lives and aspirations of these young men and women prior to enlistment. Work has already begun and we will leave no one behind. As a registered charitable organization, we hope to put a face to the 8,000 names engraved on cenotaphs throughout the province. Please take the time to see Grand Forks' fallen heroes at [www.canadianfallenheroes.com](http://www.canadianfallenheroes.com). Simply click on In Memoriam, set the province to British Columbia and type in Grand Forks.

There is still editing required on many of the Memorials and many more to add but we are getting there and as we work towards our goal of creating a memorial for all, sponsorship packages are as follows:

Platinum Sponsor - \$2500.00  
Gold Sponsor - \$1000.00  
Silver Sponsor - \$500.00  
Bronze Sponsor - \$250.00

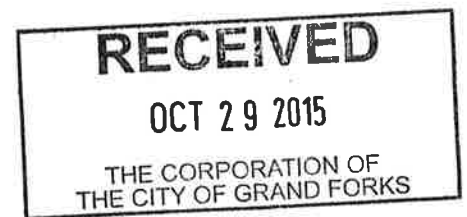
Sponsors are listed on the cenotaph located alongside each Memorial, without whom this project would not be possible. We also provide a federal tax receipt for any amount donated.

Trail's very own EZ Rock will be running a series of PSA's starting in September for Remembrance Day. Along with a tribute to our fallen heroes, the PSA's will include our website information, encouraging local citizens and businesses to access the memorials of the soldiers that the West Kootenays have lost. EZ Rock will also be running a special message called 'Tribute Tuesday' in which a local soldier from our list will be featured along with instructions on how to access our site. These tributes will be running 6 weeks prior to Remembrance Day each Tuesday. We encourage you to listen in!

Thanks very much for considering us. Should you require anything further, I can be reached by telephone at [778.456.4001](tel:778.456.4001) or by email at [sponsorship@canadianfallenheroes.com](mailto:sponsorship@canadianfallenheroes.com)

Regards,  
Peter Thomson  
[www.canadianfallenheroes.com](http://www.canadianfallenheroes.com)  
Canadian Fallen Heroes Foundation  
1252 Bay Avenue, Upper Suite  
Trail BC V1R 4A6  
Charity Tax No. 86563 9447 RR0001

[www.canadianfallenheroes.com](http://www.canadianfallenheroes.com)



FILE CODE  
WFB & CI - Canadian Fallen Heroes Foundation



# MEMORANDUM



**DATE :** November 9, 2015

**TO :** Mayor and Council

**FROM :** Manager of Development and Engineering

**SUBJECT :** Deer Collaring

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## Background

At the June 23, 2014 Regular Meeting, Council resolved to approve the purchase for deer tracking and monitoring equipment, as requested by the deer committee, in the maximum amount of \$10,000, to be funded from the 2014 Deer Committee budget and to be contingent on the province contributing half the amount. At the August 18, 2014 Regular Meeting, Councillor Smith explained the process for, and asked for Council's support to proceed with, the tagging program in October and November of 2014, and he advised Council that the Ministry of Environment would purchase the collars and that it would be a two-year project. Council resolved to support the deer collaring program and accept the budget as presented by Councillor Smith at the September 2, 2014 Regular Meeting.

## Summary

The collaring program includes a GPS monthly subscription fee, paid for annually in the previous year, which recently came up for renewal. City staff renewed the annual subscription as per Council's resolution to support the deer collaring program.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "SJB", is written over a faint, circular official stamp.

Sasha J. Bird, ASCT  
Manager of Development and Engineering



# MEMORANDUM



**DATE : November 3, 2015**

**TO : Mayor and Council**

**FROM : Building Inspector – Wayne Kopan**

**SUBJECT : Water Meter Installations**

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In accordance with the Building Code, a home owner is permitted to install their own Water Meter, although a building permit application must be filled out and a building permit issued prior to any installation. Once the installation is completed, a final follow up inspection will be done to ensure compliance with the Building Code.

The normal fee for a building permit to install any plumbing fixture is a \$75.00 flat fee plus \$10.00 per fixture unit. The total fee for the water meter installation permit would be \$85.00 per meter.

The Water Meters Program has seen water meters installed at no cost to the home owners. The recommendation of the Building Inspection Office would be that City Council, waive the building permit fee for a period of six months or until April 30, 2016.

Even if the building permit fee was to be waived, there is still the requirement that a building permit must be issued for each individual water meter installation.





# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Sasha Bird, Manager of Development & Engineering Services

**Date:** November 9, 2015

**Subject:** To amend the current Zoning Bylaw by rezoning property located at 6401 Highway #3 from the current TC (Tourist Commercial) zone to the HC (Highway Commercial) zone.

**Recommendation:** **RESOLVED THAT** Council direct staff to draft the appropriate bylaw and proceed with notification to surrounding property owners, publish notice in two consecutive issues of the Grand Forks Gazette and hold a public hearing in accordance with the Local Government Act.

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**BACKGROUND:** The City is in receipt of an application to rezone property located at 6401 Highway #3, legally described as Lot 3, District Lot 653, S.D.Y.D., Plan 3072 Except Plan H17066, from the TC (Tourist Commercial) zone to the HC (Highway Commercial) zone. The land use designation for this property in the Sustainable Community Plan (SCP) is HT (Highway & Tourist Commercial) and the property is located in the Commercial Development Permit area. Excerpts from the Zoning Bylaw and SCP detailing these designations are attached.

The property is 4.12 acres (~1.67 hectares) in size and the rear lot line abuts the Kettle River and is located in the floodplain. The adjacent property on the east side is zoned Highway Commercial and the adjacent property on the west side is zoned Tourist Commercial.

The proposed rezoning does not affect the SCP in that the designation allows for highway and tourist commercial uses, so an amendment to the SCP is not required.

The applicant wishes to fully utilize the property and the HC zoning would allow for restaurants, auto sales and parts supply, service stations, convenience stores including gas bars, car wash establishment and retail sales. There is an existing non-conforming residence on the property which has been there for many years.

The property is not serviced with City water or sewer, however, the property is serviced by a well and septic.

At the November 9, 2015 Committee of the Whole meeting, the Committee recommended that Council direct staff to draft the appropriate bylaw and proceed with notification to surrounding property owners, publish notice in two consecutive issues of the Grand Forks Gazette and hold a public hearing in accordance with the Local Government Act.

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# REQUEST FOR DECISION

— REGULAR MEETING —



## Benefits or Impacts of the Recommendation:

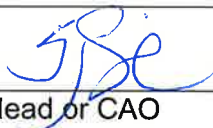

- General:** The request is consistent with the vision of the SCP and would allow the applicant the opportunity to use the property to its fullest potential.
- Strategic Impact:** N/A
- Financial:** There would be the cost of newspaper advertising in two consecutive issues of the newspaper and the notification to surrounding property owners. The costs to the City are covered by the application fees payable at the time of the application.
- Policy/Legislation:** Council's authority to adopt, amend and repeal bylaws comes from the Local Government Act.
- Attachments:**
- 1) Completed application form;
  - 2) Parcel report of subject property;
  - 3) Legal Plan of subject property;
  - 4) Zoning & SCP land use maps;
  - 5) Google maps – aerial and street views;
  - 6) Excerpts from the Zoning Bylaw and SCP.

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**Recommendation:** **RESOLVED THAT** Council direct staff to draft the appropriate bylaw and proceed with notification to surrounding property owners, publish notice in two consecutive issues of the Grand Forks Gazette and hold a public hearing in accordance with the Local Government Act.

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- OPTIONS:**
1. COUNCIL CHOOSES TO SUPPORT THE RECOMMENDATION.
  2. COUNCIL CHOOSES TO NOT SUPPORT THE RECOMMENDATION.
  3. COUNCIL CHOOSES TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.
- 

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

**The Corporation of the City of Grand Forks**

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

7217-4<sup>th</sup> Street  
Telephone (250) 442-8266  
Fax (250) 442-8000

**Zoning AND/OR Official Community Plan Amendment  
Application**

Application to amend the Zoning Bylaw AND/OR Official Community Plan Bylaw

**Zoning OR Official Community Plan Application Fee:**



**\$1,000.00**

Receipt No. 191/26

**Zoning AND Official Community Plan Application Fee:**



**\$1,200.00**

Receipt No. \_\_\_\_\_

The subject fee is applicable to each request for an amendment to the Zoning or Official Community Plan Bylaw, or to both. Should this request **not** proceed to Public Hearing, one-half (1/2) the fee (\$500.00 or \$600.00) shall be refunded.

Registered Owner of Property to be rezoned:

AMRITPAL SAINI (MRS.) AND BALBIR SAINI

Mailing Address:

P. Box #2525  
GRAND FORKS, B.C., VOH 1H0

Telephone:

250-442-2599 (RES.) 250-443-1599  
(CELL)

Full Legal Description of property to be rezoned:

LOT #3, PLAN 3072, DL # 653  
EXC PL H17066, ROLL 210 01384.000  
PID 009-716-891

Street Address of Property 6401 - HIGHWAY #3, GRAND FORKS, B.C.

**Please submit the following information with this application:**

- (i) the legal boundaries and dimensions of the subject property;
- (ii) the location of permanent buildings and structures existing on the property;
- (iii) the location of any proposed access roads, parking, driveways, and any screening, landscaping and fences;
- (iv) the location and nature of any physical or topographic constraints on the property (ie: streams, ravines, marshes, steep slopes etc)

=====

**Upon reviewing your application, the City of Grand Forks may request other, or more detailed information.**

=====

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

  
\_\_\_\_\_  
Signature of Owner

20<sup>TH</sup> OCT. 2015  
\_\_\_\_\_  
Date

=====

**AGENT'S AUTHORIZATION**

I hereby authorize : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(full name, address and telephone number of Agent)

to act on my behalf with regards to this application.

\_\_\_\_\_  
Owner's Signature

The personal information on this form is collected under the authority of the Local Government Act. The information collected will be used to process your application for a Rezoning or Official Community Plan amendment. If you have questions about the collection use and disclosure of this information, contact the "Coordinator City of Grand Forks.

Please outline the provisions of the respective Bylaw that you wish to vary or supplement and give your reasons for making this request:

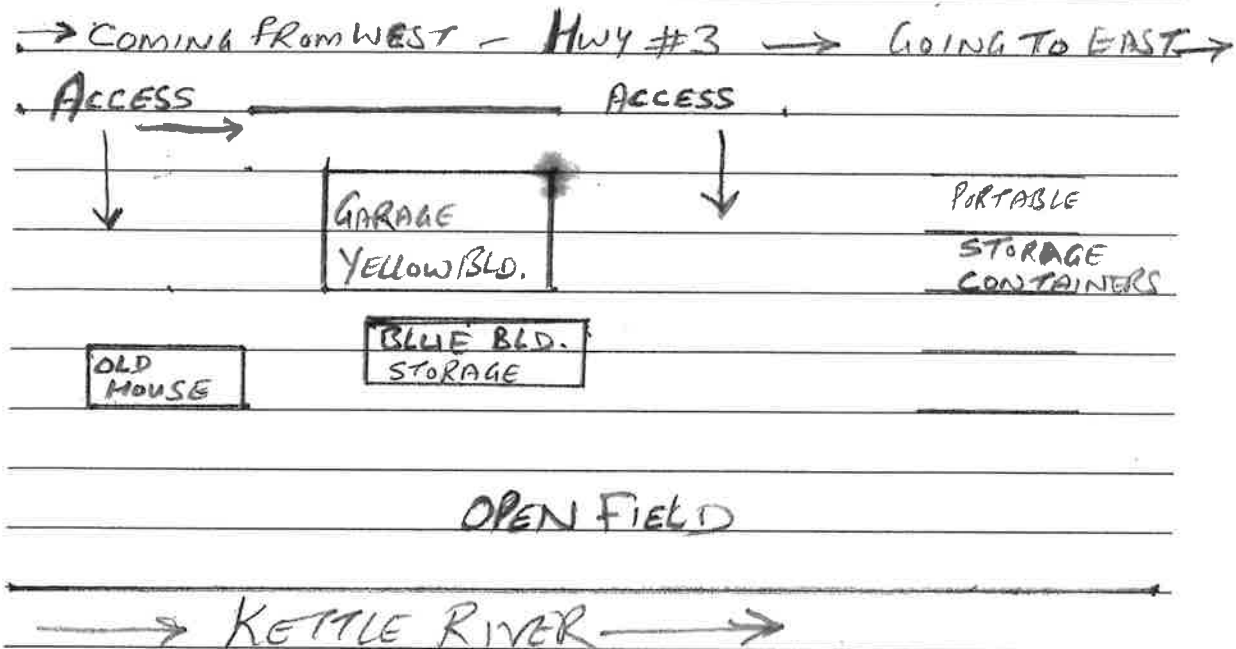
6401-Hwy. #3 (Lot #3, Plan 3072, DL #653)  
IS IN THE TC ZONE (TOURIST COMMERCIAL).

WE WISH TO USE THIS LAND TO BUILD:- RESTAURANTS, AUTOMOBILE SALES & PARTS SUPPLY, SERVICE STATIONS, CONVENIENCE STORES INCLUDING GAS-BARS, CAR WASH ESTABLISHMENTS & RETAIL SALES.

ALL OF THE ABOVE USES ARE PERMITTED IN A HC ZONE. SO WE REQUESTING CITY OF GRAND PRAIRIE TO RE-ZONE ABOVE PROPERTY.

PARCEL SIZE OF ABOVE LAND IS OVER 4 ACRES. THE LOCATION OF PERMANENT BUILDINGS & STRUCTURES EXISTING ON THE PROPERTY AS FOLLOW:-

APPROX - NO SCALE



#### DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

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

Balbir Saini  
(signature)

20TH OCT. 2015  
(date)



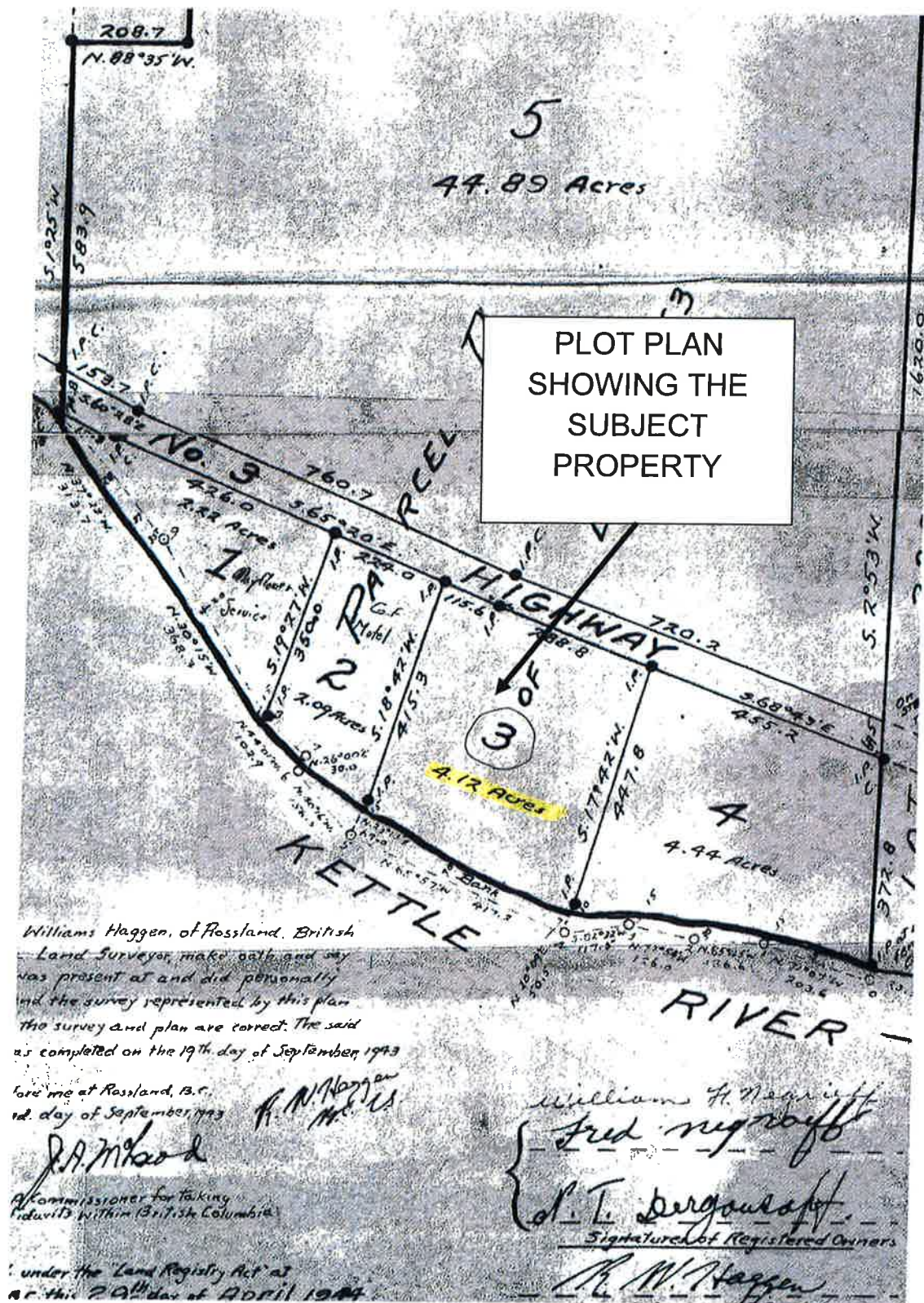


Scale 1: 1,486

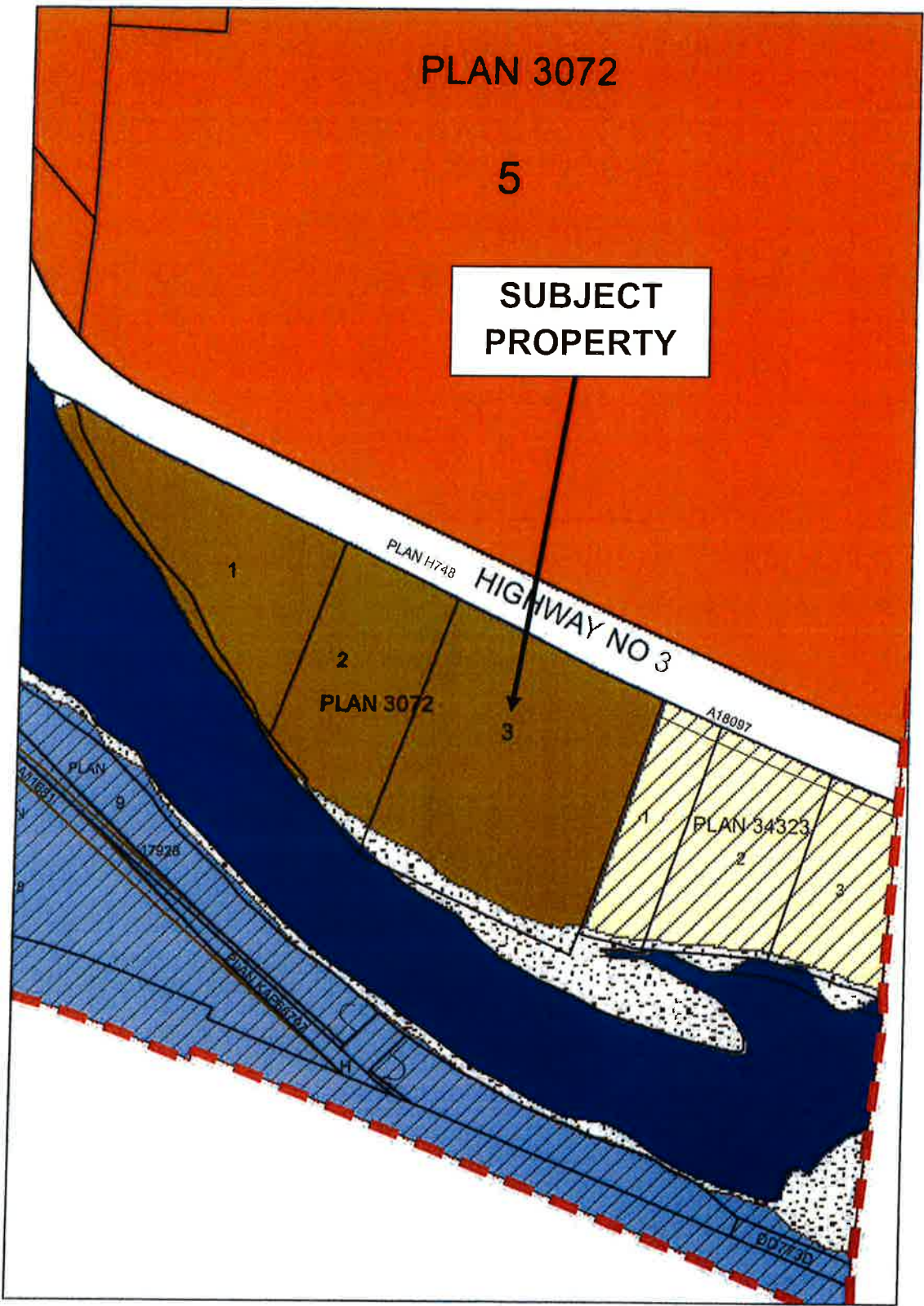
## Legal Information

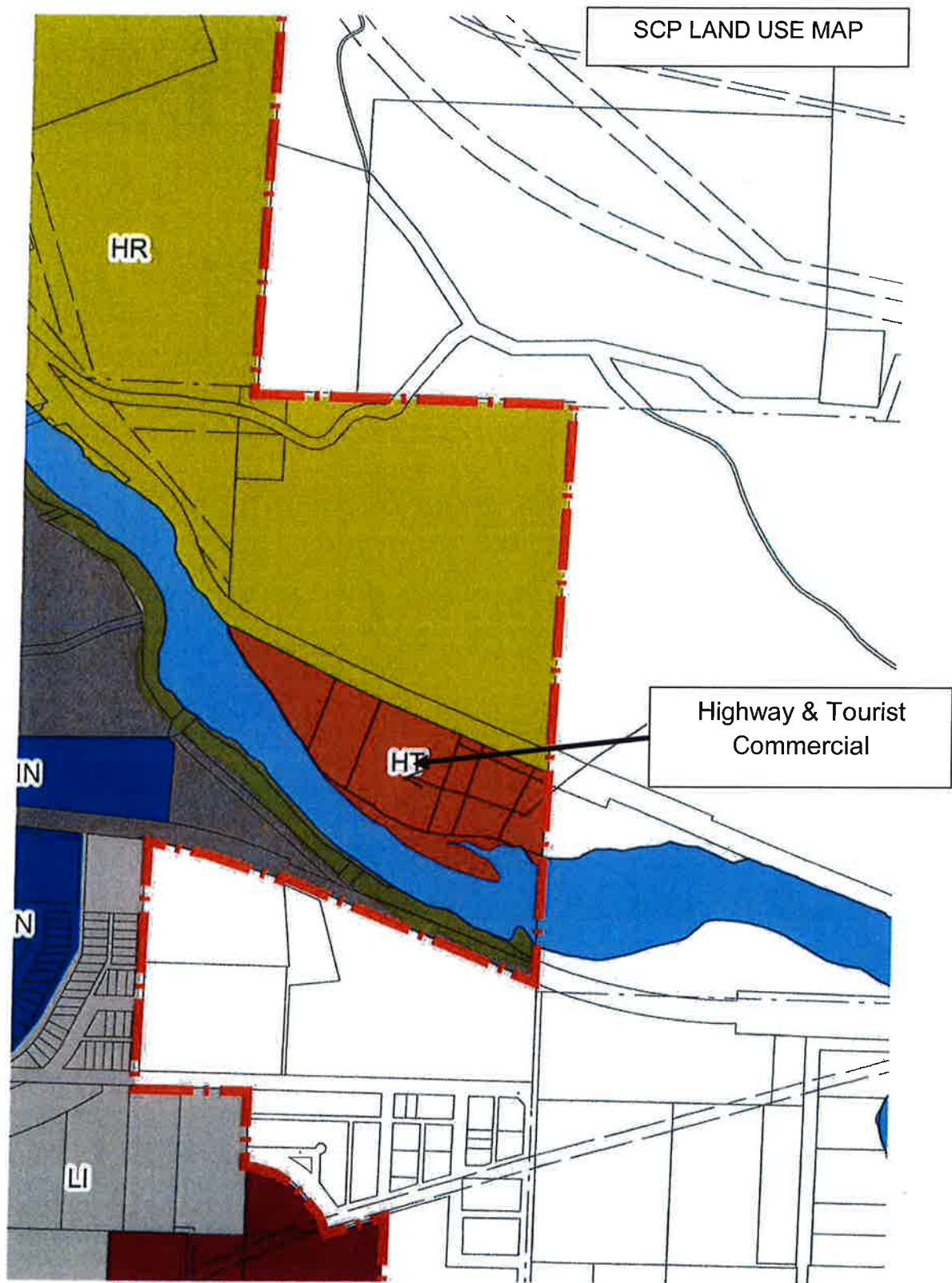
Plan: KAP3072	Section:	Jurs: 210	Lot Area: 4.05
Block:	Township:	Roll: 1384000	Area Unit: acr
Lot: 3	Land District: 54	PID: 009-716-891	Width (ft): 0
District Lot: 653			Depth (ft): 0
Street: 6401 HWY 3 W			
Description: Except Plan H17066.			



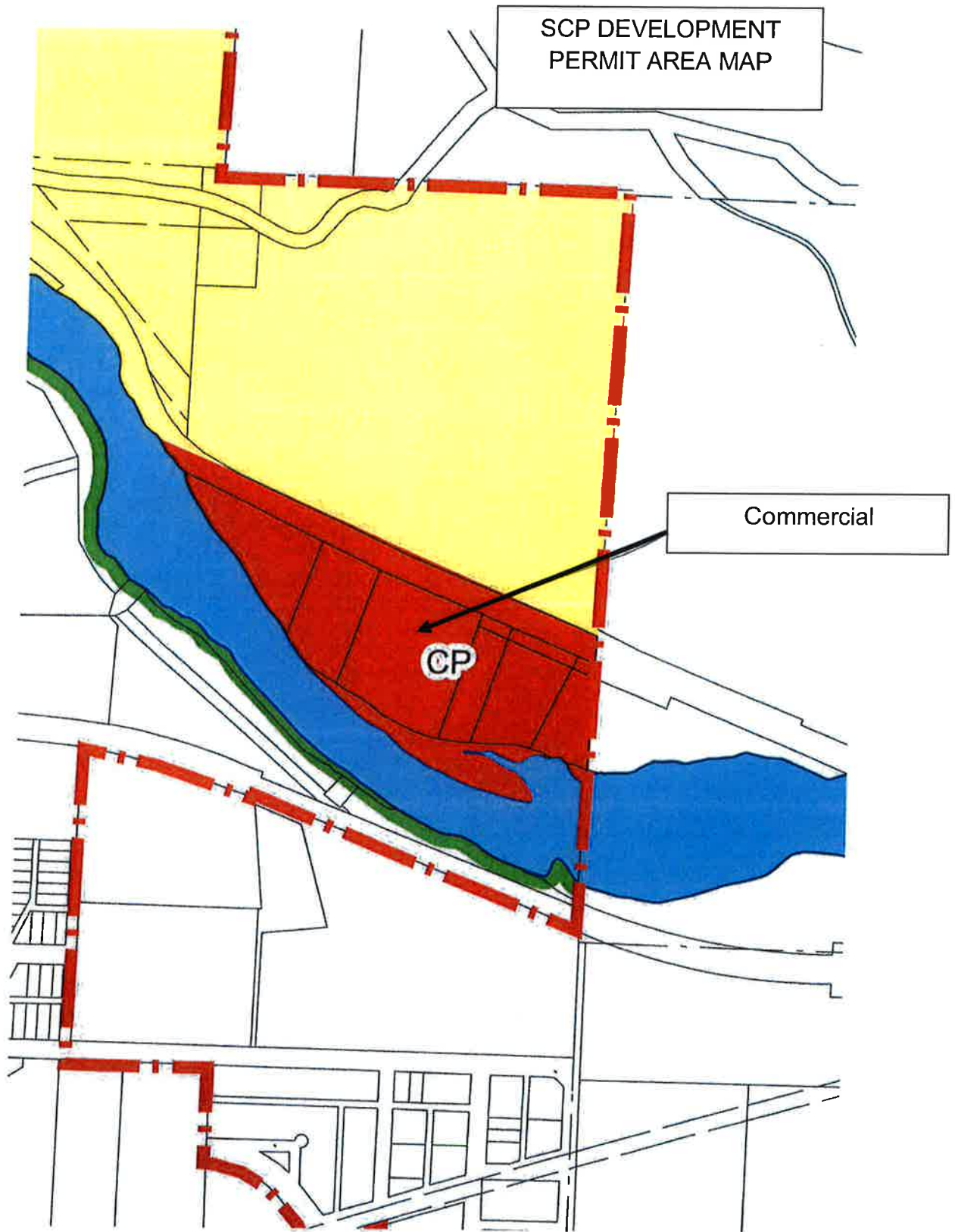






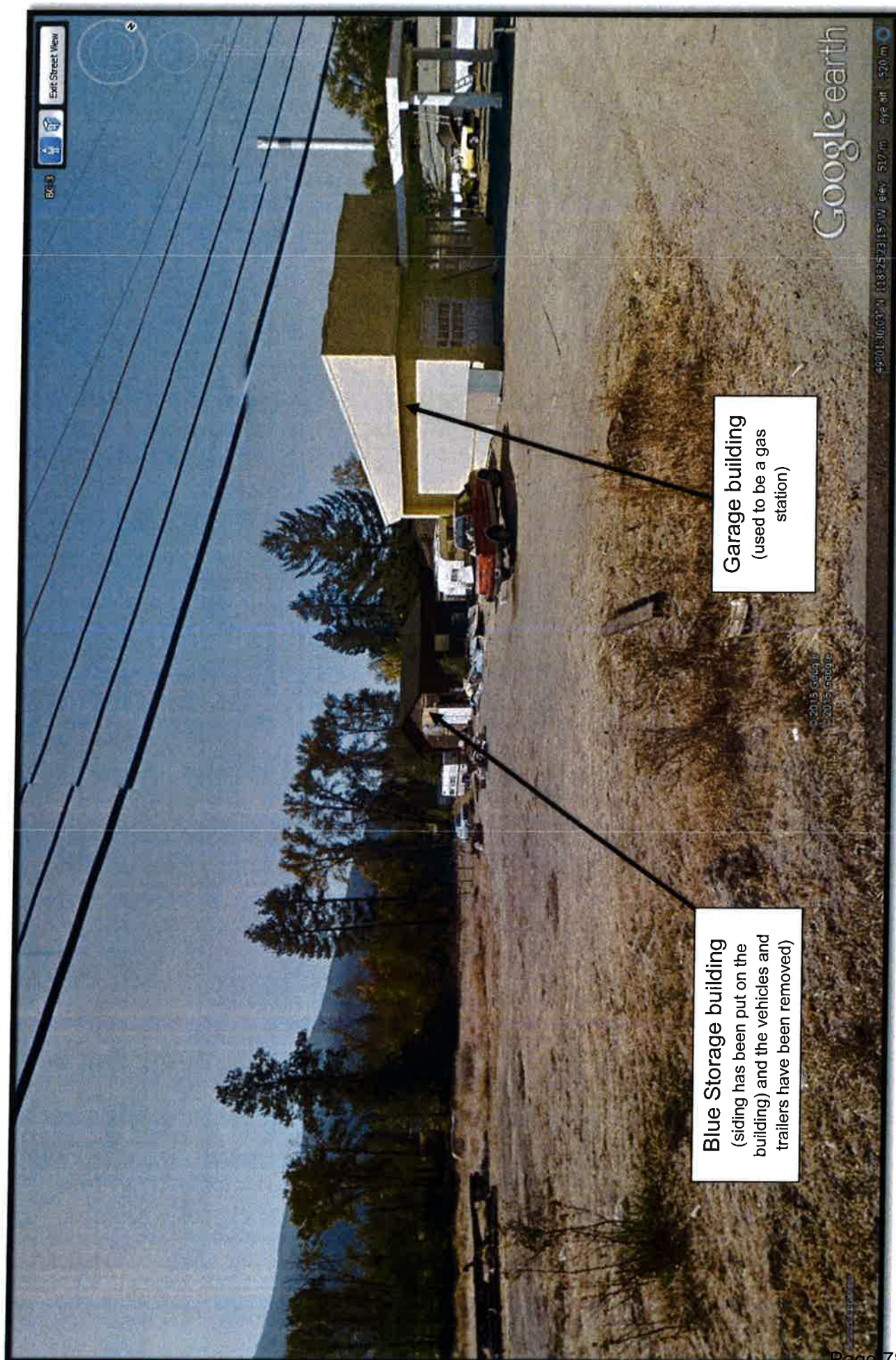












## **SECTION 41**

## **HC (Highway Commercial) Zone**

### **Permitted Uses**

1. The following uses and no others are permitted in a HC zone:

- (a) hotels or motels;
- (b) restaurants;
- (c) automobile sales and parts supply, service stations;
- (d) convenience stores including gas bars;
- (e) car wash establishments;
- (f) retail sales establishments;
- (g) personal service establishments;
- (h) liquor licensed premises;
- (i) animal hospitals;
- (j) building supply establishments;
- (k) offices;
- (l) tool and equipment rental establishments.

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

- (m) a dwelling unit contained within the above noted permitted uses;
- (n) any accessory building or structure for the above noted uses.

### **Regulations**

2. On a parcel located in a HC zone:

#### **Minimum Parcel Size for Subdivision purposes**

- (a) There is no minimum parcel size and the parcel shall be connected to a community sewage and water system;

#### **Number and type of Dwelling Units allowed**

- (b) Apartment units contained within the above-mentioned commercial activities are permitted. Not more than 30% of the principal building shall be used for apartments.

#### **Height**

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

#### **Setbacks**

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



## **SECTION 41**

## **HC (Highway Commercial) Zone** cont'd

### **Accessory Buildings**

- (e) No accessory building shall have a total floor area greater than 25% of the principal structure;
- (f) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line.

### **Lot Area Coverage**

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

Principal building with all accessory buildings and structure 60%

### **Additional Requirements**

- (h) ***deleted by Bylaw 1679***
- (i) If a fence is erected it shall not exceed a height of 2.4 metres (8 ft);
- (j) See Sections 13 to 30A of this Bylaw.



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

#### *Highway & Tourist Commercial (HT)*

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

#### *Heritage Corridor (HC)*

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

#### *Light Industry (LI)*

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

#### *Heavy Industry (HI)*

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

#### *Institutional (IN)*

- Institutional land uses within Grand Forks are located throughout the community. Over time, the types of institutional uses have evolved with the growth and maturation of the community and it is

anticipated that the demand for these types of uses will continue to increase.

#### *Hillside & Resource District (HR)*

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

#### *Environmental Resource District (ER)*

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

#### *Park & Open Space (PK)*

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

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



#### **14.4 General Commercial Development Permit Area**

The General Commercial Development Permit Area is designated under Section 919.1(1)(d) (revitalization of a commercial area) and Section 919.1(1)(f) (form and character of commercial development) of the *Local Government Act*.

##### Area

Within the City of Grand Forks, all lands designated Highway & Tourist Commercial are designated as a General Commercial Development Permit Area on the Development Permit Area Map (Schedule 'C').

Commercial Core areas, surrounding the Historic Downtown, are designated as a General Commercial Development Permit Area on the Development Permit Area Map (Schedule 'C').

##### Justification

##### ***Highway & Tourist Commercial***

Highway & Tourist Commercial areas are quite visible from Highway 3 and often are the first impression that tourists get of Grand Forks. For commercial development in the Highway & Tourist Commercial area, special considerations are required to address the following:

- the highway corridor is a high visibility area and therefore the visual image of the community must be presented in a positive way;
- access along a high volume controlled access route has implications on commercial development; and

- compatibility between the residential areas and the commercial development.

##### *Commercial Core*

The Commercial Core areas, surrounding the Historic Downtown, form a strong part of the community's identity. As development occurs, Council would like to ensure that the visual character of these areas improves in a way that compliments the Historic Downtown area.

An objective of this designation is to maintain and enhance the image of the Commercial Core areas, surrounding the Historic Downtown, by requiring a high standard of development. Development will meet a consistently high standard of visual quality to assure that the character of the commercial core will continue to improve over time.

#### **14.4.1 - Conditions for which a Commercial Development Permit is not Required**

The following may be undertaken without a Commercial Development Permit:

- internal alterations, which do not affect the outer appearance of the building;
- replacement, upgrading or repair of roofing;
- painting the exterior of a building;
- replacement of windows;
- construction of a fence;
- construction of an accessory building or addition to a commercial building that does not alter patterns or requirements of parking, access, loading or landscaping on the site; and
- replacement of an existing sign or canopy, where the size and design of the replacement



sign or canopy are generally consistent with the sign or canopy being replaced.

#### **14.4.2 - Guidelines**

Development permits issued in this designation shall be in accordance with the following guidelines:

##### Buildings and Structure

- .1 Buildings should be designed in a way that enhances the visual character of the commercial area.
- .2 The shape, scale and siting of buildings should be consistent with adjacent development.
- .3 The shape, siting, rooflines, architectural features and exterior finish should be sufficiently varied to create interest and avoid a monotonous appearance.
- .4 Monolithic structures and long expanses of straight walls should be avoided.
- .5 Large buildings should be designed in a way that creates the impression of smaller units and less bulk, by using building jogs and irregular faces.
- .7 Buildings should be designated in a way that relates positively to pedestrians at the street level.

##### Access and Parking

- .8 Parking areas with more than 20 stalls should be broken into smaller groups, divided by landscaping.
- .9 Off-street parking and loading should be encouraged where possible and designed to promote safe and efficient vehicle entrances and exits, and on-site circulation.
- .10 Sites should be designed in a way that accommodates alternative modes of transportation, with provisions made for features such as pedestrian sidewalks, bicycle and walking paths or lanes, and bicycle racks on the site. Pedestrian and bicycle networks on the site should link with networks off the site.

##### Screening, Landscaping and Amenities

- .11 Sites should be provided with screening in the form of walls, decorative fencing, hedging, planting, other screening materials or a combination of materials in the following areas:
  - around outdoor storage areas, waste containers, heating and cooling equipment, and other service areas; and
  - between the rear of commercial areas and any residential area.
- .12 The site should be provided with landscaping:
  - between parking areas and roadways; and
  - between buildings and parking areas.



- .13 Where setbacks are required between the building and the property line, the site should be provided with landscaping:
- along the property edge next to roadways;  
and
  - along the sides of buildings.

#### Lighting

- .14 Land uses or establishments should be designed to ensure that they do not produce a strong glaring light or reflection of that light beyond their lot lines. Shielded or controlled intensity lights are required.

#### Signage

- .15 Signage should complement the building design and finish.

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Operations

**Date:** November 9, 2015

**Subject:** Fees and Charges Amendment Bylaw No. 1958-A1

**Recommendation:** **RESOLVED THAT COUNCIL give the first three readings to the Fees and Charges Amendment Bylaw No. 1958-A1.**

**BACKGROUND:** The City is in the process to consolidating fees and charges from assorted bylaws into a single bylaw. This Amendment Bylaw would move the campground related Fees and Charges into Schedule F, while also adjusting the Schedules A & B (Please see attached Bylaw 1958-A1 Change Overview for details). Schedule D (Airport) has been removed from this amendment and will be re-introduced in Spring 2016.

Regarding Schedule F (Campground), a rate analysis comparing municipal campgrounds highlights the need to adjust our fees which have not been adjusted since 2012. The Province has also raised rates in 2015 by \$2 per night for Provincial Park campgrounds throughout the area to deal with rising expenses. The new rates would not take effect until the 2017 camping season as rates need to be adjusted before August 1 of the previous year for advertising purposes.

Location	Full Hookup	No Hookup	Tenting	Showers	Sanidump Campers	Sanidump Others
Kaslo	\$30	\$25	\$25	\$1	\$5	\$8
Golden	\$35	\$28	\$28	coin		
Nelson	\$35	\$25	\$25		\$7	\$7
Grand Cache	\$32	\$26	\$26			
Nakusp	\$27	\$23	\$19		free	\$5
Grand Forks						
Current Rates	\$33	\$23	\$18	free	free	free
Proposed Rates	\$36	\$26	\$20	free	free	free

This is the first three readings of the proposed Amendment Bylaw No. 1958-A1.

# REQUEST FOR DECISION

— REGULAR MEETING —



---

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

- General:** Consolidating the campground fees and charges into this bylaw and adjusting fees and charges for other services provided.
- Strategic Impact:** n/a
- Financial:** Increasing the Campground revenue by adjusting rates. This will offset expenses incurred. First increase since 2012.
- Policy/Legislation:** Council has the authority to amend bylaws.
- Attachments:** Draft Fees and Charges Amendment Bylaw No. 1958-A1 including any updated Schedules (changes in yellow)  
Bylaw No 1958-A1 Change Overview  
Schedule A and B from current Bylaw No 1958 – Fees and Charges (in red colour)  
Schedule A from current Bylaw No. 1940 – Campground (in red colour)
- 

**Recommendation:** **RESOLVED THAT COUNCIL give the first three readings to the Fees and Charges Amendment Bylaw No. 1958-A1.**

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

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Department Head or CAO	Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 1958-A1

### A BYLAW TO AMEND THE CITY OF GRAND FORKS FEES AND CHARGES BYLAW NO. 1958

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**WHEREAS** the Community Charter empowers Council to acquire, accept and hold any property in the Municipality for pleasure, recreation or Community uses of the public and to make regulations governing the management, maintenance, improvement, operation, control and use of such property;

**AND WHEREAS** Council deems it necessary and expedient to amend fees & charges;

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

1. This bylaw may be cited as the **“City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A1, 2015”**.
2. That Bylaw No. 1958, cited as “Fees and Charges Bylaw No. 1958, 2014” be amended by adding under Section 3.1 “Schedule F – Campground Fees” and adding “Schedule F” to the Bylaw, and furthermore by replacing “Schedule A” and “Schedule B” with a new “Schedule A” and “Schedule B”. All new and updated schedules are identified as “Appendix 1” and attached to this bylaw.
3. That this bylaw shall come into force and effect upon its adoption.

INTRODUCED this 13<sup>th</sup> day of October, 2015.

**READ A FIRST** time this 9<sup>th</sup> day of November, 2015.

**READ A SECOND** time this 9<sup>th</sup> day of November, 2015.

**READ A THIRD** time this 9<sup>th</sup> day of November, 2015.

**FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2015.

---

Mayor Frank Konrad

---

Corporate Officer – Diane Heinrich



**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1958-A1, as passed by the Municipal Council of the City of Grand Forks on this \_\_\_\_ day of \_\_\_\_\_, 2015.

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

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Date Signed

# APPENDIX 1

## SCHEDULE "A" GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
<b>For Freedom of Information Requests</b>		
For locating and retrieving a record	\$7.50	per 1/4 hour after first 3 hours
For producing a record manually	\$7.50	per quarter hour
For shipping copies	actual costs of shipping method chosen by applicant	
For photocopying, please see fees below		
<b>Administrative Fees</b>		
Copy of Council Minutes - per page	\$0.50	/page
Miscellaneous Copies/Reports	\$0.50	/page
Copy of the List of Electors	\$10.00	flat rate
Tax Demand Notice (other than to an owner)	\$5.00	flat rate
Certificate of Tax Status	\$25.00	flat rate
Mobile Home Tax Status Certificate	\$25.00	flat rate
Compliance Letter	\$25.00	flat rate
N.S.F. <b>Payment</b>	\$25.00	flat rate
Information requiring research (billable in 1/4 hour increments)	\$35.00	/hour
<b>Mortgage Roll Register</b>	\$5.00	flat rate
<b>Refund Overpayment (excluding sale and final)</b>	\$25.00	flat rate
<b>Payment Redistribution (change account, transfer credit)</b>	\$25.00	flat rate
<b>Property Tax Notice / Utility Bill Reprint</b>	\$10.00	flat rate
<b>Real Estate Board Data File</b>	\$200.00	flat rate
General Accounts Receivable	2%	/month*
*On overdue accounts		
<b>City of Grand Forks "Sustainable Community Plan" Bylaw</b>		
Current Bylaw - includes all amendments and maps	\$30.00	flat rate
<b>City of Grand Forks "Zoning" Bylaw</b>		
Current Bylaw - includes all amendments and maps	\$25.00	flat rate

**City of Grand Forks "Subdivision, Development and Servicing" Bylaw**

Current Bylaw - includes all amendments and design standards	\$30.00	flat rate
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All other Bylaws	\$0.50	/page
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**Maps - Plotter Printing Fees**

Tabloid Size Sheets (11" x 17") - B&W	\$3.00	/page
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Tabloid Size Sheets (11" x 17") - Colour	\$7.50	/page
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Arch D Size Sheets (24" x 36") - B&W	\$7.50	/page
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Arch D Size Sheets (24" x 36") - Colour	\$15.00	/page
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Arch E Size Sheets (36" x 48") - B&W	\$10.00	/page
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Arch E Size Sheets (36" x 48") - Colour	\$30.00	/page
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**Subdivision Application Fees**

\$100 non-refundable for physical examination of the first parcel of land  
\$100.00 for each new parcel of land

**\*\*fees do not include applicable taxes**

**SCHEDULE "B"**  
**INFORMATION TECHNOLOGY AND NETWORKING SERVICES**  
**FEES AND CHARGES**

	<u>Fee/Charge</u>	<u>Unit</u>
<b>Service</b>		
Spam Filtering	\$350.00	/year
Web Hosting	\$250.00	/year
Email Hosting (up to 10 accounts)	\$450.00	/year
Virtual Server Bundle	\$1,900.00	/year
Virtual Storage 300GB	\$1,700.00	/year
Phone Systems 7 Phones	\$300.00	/year
Dedicated Fiber*	\$3,000.00	/year
Patch through to 3rd Party ISP*	\$1,500.00	/year
Initial Fiber Installation*	at cost	/one-time
Phone Systems 20 Phones	\$800.00	/year
Phone Systems 50 Phones	\$1,850.00	/year
Virtual Rack Space 2U	\$1,300.00	/year
Virtual Rack Space 21U	\$6,500.00	/year
Technology Support	\$75.00	/hour

\* At the discretion of the City, an alternate fee schedule may be negotiated with other government entities and their support groups for the installation and fiber use.

**SCHEDULE "F"**  
**CAMPGROUND FEES AND CHARGES**

	<u><b>2016</b></u>	<u><b>2017</b></u>
<b>Tenting</b>	\$18.00	\$20.00
<b>RV Parking – No Hook-ups</b>	\$23.00	\$26.00
<b>RV Parking – Water, Sewer &amp; 50 AMP service</b>	\$33.00	\$36.00

- Rates are "peak" season and are subject to change as deemed necessary by the Chief Administrative Officer
- All rates include applicable taxes
- 48 hour cancellation policy
- If no cancellation lose 1 day's fee

## Bylaw 1958-A1 Change Overview:

### Schedule A – Administration Fees

Type	New Item	Previous Item
Changed	NSF Payment	NSF Cheque
Added	Mortgage Roll Register	
Added	Refund Overpayment	
Added	Payment Redistribution	
Added	Property Tax Notice / Utility Bill Reprint	
Added	Real Estate Board Data File	
Added	**fees do not include applicable taxes	

### Schedule B – Technology

Type	New Item	Previous Item
Added	Patch Through to 3 <sup>rd</sup> Party ISP*	
Added	Initial Fiber Installation*	
Added	Technology Support	
Added	* At the discretion of the City, an alternate fee schedule may be negotiated with other government entities and their support groups for the installation and fiber use.	
Changed	Increased all dollar values except for "Dedicated Fiber"	Lesser dollar values

Reason: Allow for cost sharing initiative with CBBC (Columbia Basin Broadband Corporation) a subsidiary of the CBT. To allow for connection to RDKB office in Grand Forks.  
Increase in dollar values to account for added generator asset for Data Center and directly affected services.

### Schedule F – Campground – see small presentation

New: Entire Schedule is new

Reason: Housekeeping – moving schedule from Campground bylaw to this bylaw. Planning for a small fee increase for the 2017 camping season, at which point this would be the first increase in 5 years (last one in 2012)

**SCHEDULE "A"**  
**GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES**

	<u>Fee/Charge</u>	<u>Unit</u>
<b>For Freedom of Information Requests</b>		
For locating and retrieving a record	\$7.50	per 1/4 hour after first 3 hours
For producing a record manually	\$7.50	per quarter hour
For shipping copies	actual costs of shipping method chosen by applicant	
For photocopying, please see fees below		
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<b>Maps - Plotter Printing Fees</b>		
Tabloid Size Sheets (11" x 17")	B&W	\$3.00 /page
	Colour	\$7.50 /page
Arch D Size Sheets (24" x 36")	B&W	\$7.50 /page
	Colour	\$15.00 /page
Arch E Size Sheets (36" x 48")	B&W	\$10.00 /page
	Colour	\$30.00 /page
<b>Subdivision Application Fees</b>		
	\$100 non-refundable for physical examination of the first parcel of land	
	\$100.00 for each new parcel of land	

**SCHEDULE "B"**  
**INFORMATION TECHNOLOGY AND NETWORKING SERVICES**  
**FEES AND CHARGES**

	<u>Fee/Charge</u>	<u>Unit</u>
<b>Service</b>		
Spam Filtering	\$300.00	/year
Web Hosting	\$200.00	/year
Email Hosting (up to 10 accounts)	\$400.00	/year
Virtual Server Bundle	\$1,800.00	/year
Virtual Storage 300GB	\$1,600.00	/year
Phone Systems 7 Phones	\$250.00	/year
Dedicated Fibre	\$3,000.00	/year
Phone Systems 20 Phones	\$700.00	/year
Phone Systems 50 Phones	\$1,750.00	/year
Virtual Rack Space 2U	\$1,200.00	/year
Virtual Rack Space 21U	\$6,000.00	/year



**SCHEDULE "A"**  
**to Bylaw 1940**

**RATE PER NIGHT**

Tenting	\$18.00
RV Parking – No Hook-ups	\$23.00
RV Parking – Water, Sewer & 50 AMP service	\$33.00

- Rates are "peak" season and are subject to change as deemed necessary by the Chief Administrative Officer
- All rates include applicable taxes
- 48 hour cancellation policy
- If no cancellation lose 1 day's fee