

**THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING**

Tuesday, October 13, 2015, at 9:00 am
7217 - 4th Street, City Hall

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>		
a)		Call the meeting to order
2. <u>COMMITTEE OF THE WHOLE AGENDA</u>		
a) Adopt agenda	October 13th, 2015, COTW	Adopt agenda as presented
b) Reminder	In-Camera Meeting directly following COTW Meeting	
3. <u>REGISTERED PETITIONS AND DELEGATIONS</u>		
4. <u>PRESENTATIONS FROM STAFF</u>		
a) Manager of Development & Engineering Services RFD - Mgr of Dev & Eng - Valley Heights Dev. Applic. for Strata Conversion	Valley Heights Developments application for strata conversion	THAT the COTW recommends to Council that they approve the strata conversion application of a commercial/residential building located at 7330 Riverside Drive and direct the Approving Officer to sign the Form T "Endorsement by Approving Officer", certifying that the conversion has been approved in accordance with Section 242 of the Strata Property Act.
b) Manager of Development & Engineering Services RFD - Mgr of Dev & Eng - Valley Heights Dev. Applic. for DVP	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 to comply with the Zoning Bylaw	THAT the COTW receives the report and recommends to Council to select one of the presented options at the October 13th, 2015, Regular Meeting of Council.
c) Monthly Highlight Reports from Department Managers Building & Bylaw Services Chief Financial Officer Corporate Services Development & Engineering Services Fire Chief Operations	Staff request for Council to receive the monthly activity report from department managers	THAT the COTW receives the monthly activity reports.

5. **REPORTS AND DISCUSSION**

- a) Chief Administrative Officer
[RFD - CAO - Draft Asset Man. Fin. Plan](#)

Draft - Asset Management Financial Plan

THAT the COTW receives the Asset Management Financial Plan Report as presented; and further considers the Plan to be part of the 2016 Five Year Financial Plan.

6. **PROPOSED BYLAWS FOR DISCUSSION**

- a) Manager of Operations
[Bylaw 1958 A-1 - RFD - Manager of Operations - Fees & Charges Amendment](#)

Fees and Charges
Amendment Bylaw No. 1958-A1

THAT the COTW receives the report and further directs staff to present to Council the first three readings of the proposed Fees & Charges Amendment Bylaw 1958-A1 at the October 26, 2015, Regular Meeting of Council.

- b) Manager of Operations
[Bylaw 2022 - RFD - Manager of Operations - Airport Regulation](#)

Airport Regulation Bylaw No. 2022

THAT the COTW receives the report and further directs staff to present to Council the first three readings of the proposed Bylaw No. 2022 at the October 27, 2015, Regular Meeting of Council.

7. **INFORMATION ITEMS**

8. **CORRESPONDENCE ITEMS**

9. **LATE ITEMS**

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

11. **QUESTION PERIOD FROM THE PUBLIC**

12. **IN-CAMERA RESOLUTION**

- a) Chief Administrative Officer

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

THAT the COTW recommends Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity; and 90 (1)(c) labour relations or

other employee relations; and 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 interests of the municipality; and 90 (1)(g) litigation or potential litigation affecting the municipality; and 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.

BE IT FURTHER RESOLVED THAT persons, other than members, officers, or other persons to whom Council may deem necessary to conduct City business, will be excluded from the In-Camera Meeting.

13. **ADJOURNMENT**

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Sasha Bird, Manager of Development & Engineering Services
Date: October 13, 2015
Subject: Valley Heights Developments application for Strata Conversion

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council that they approve the strata conversion application of a commercial/residential building located at 7330 Riverside Drive and direct the Approving Officer to sign the Form T "Endorsement by Approving Officer", certifying that the conversion has been approved in accordance with Section 242 of the Strata Property Act.

BACKGROUND: The strata title conversion application was received, however the strata conversion could not proceed until all encroachments were rectified. Valley Heights Developments has since completed the partial closure and consolidation of a portion of Riverside Drive. The building and overhead canopy were encroaching by 3.162 meters onto the City's sidewalk and the closure and consolidation was required to ensure the building conformed with City bylaws in order to proceed with the strata conversion process.

Valley Heights Developments made the application for preliminary approval of a strata conversion for 4 apartments upstairs and three commercial units on the ground floor, located at 7330 Riverside Drive, legally described as Lot A, D.L. 108 & 339S, S.D.Y.D., Plan EPP49626. They have completed the required Schedule 1 Site Profile stating that, to the best of their knowledge, there were not any commercial and industrial activities on the property that could have lead to ground contamination in the past.

The property is designated as being in the commercial/downtown heritage development permit area and is zoned CC (Commercial Core). The building was built prior to 1972 and there are no building permit records on file. The owner has completed considerable upgrades to the interior and exterior of the existing building and has brought the building and its uses up to current building code requirements.

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 applicants applied for a variance to allow the apartments in the building to be 50% of the building space. This is a ratio change, not a density issue. The owner has made application for a development variance permit requesting a variance to the ratio.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



The Strata Act requires that the approving authority, in this case being Council, must consider the following conditions when making their decision of approval of a strata conversion of a previously occupied commercial/residential establishment:

- The rental vacancy rates in the City of Grand Forks;
- A proposal to relocate persons currently occupying the building;
- The life expectancy of the building;
- Increases in maintenance costs due to the condition of the building; and
- Any other matters deemed relevant to the conversion.

A local realtor who deals with Grand Forks rentals stated that his records indicated that out of 21 housing rentals, there were 0 vacant houses and out of 15 rental apartments/condominiums, 0 were presently vacant.

In 2012 the applicant purchased the vacant building and applied for a development permit for the exterior restoration of the existing commercial/residential building. During this process, the applicant also completely restored the interior of the building to meet current Building Code requirements. WSA Engineering has submitted a report which provides the rental vacancy rates, the life expectancy of the building and a report from a structural engineer. To date, there is 1 commercial space being rented in the building. The 4 apartments upstairs have been renovated and are ready for occupancy, contingent on the approval of the strata conversion.

Benefits or Impacts of the Recommendation:

General: A building that was previously used for commercial/residential purposes, prior to converting the building to strata units, the owner must apply for Council approval of the Strata Conversion.

The restoration and protection of downtown heritage buildings is in accordance with the Historic Downtown Development Permit Area criteria of the Sustainable Community Plan.

Strategic Impact: N/A

Financial: Now that the building has been restored, the assessments will increase, which in turn would see an increase in taxes payable.

Policy/Legislation: The Strata Property Act governs approvals for conversion of previously occupied buildings and the City's Strata Title Conversion Policy #1502 establishes a procedure for dealing with strata applications.

Attachments: 1) Application for Strata Conversion;

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- 2) Site plans of the property in question and graphic representation showing the building after restoration;
- 3) Excerpts from the Sustainable Community Plan and the Zoning bylaw;
- 4) A completed Schedule 1 Site Profile;
- 5) WSA Engineering's report;
- 6) CMHC Rental Market report;
- 7) Excerpts from the Strata Property Act and a copy of the Strata Conversion Policy.

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council that they approve the strata conversion application of a commercial/residential building located at 7330 Riverside Drive and direct the Approving Officer to sign the Form T "Endorsement by Approving Officer", certifying that the conversion has been approved in accordance with Section 242 of the Strata Property Act.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

**APPLICATION FOR
PRELIMINARY ACCEPTANCE OF A SUBDIVISION
OR APPLICATION FOR STRATA CONVERSION**

Receipt No. 162217 Date: Feb. 20, 2013

Applicant's Name: Valley Heights Developement Inc.

Applicant's Address: Box 717 Grand Forks BC V0H 1H0

Agent for Applicant: _____

Agent's Address: _____

Legal Description of Property to be Subdivided or Strata Converted
Lot A, District Lots 108 and 3395, S.D.V.D., EPP 49626
Lot 1 Plan KAP34642 District Lot 108 3395

Civic or Street Address: 7330 Riverside Dr

Current Zoning of Property CC

I/We hereby apply for preliminary acceptance of a subdivision or strata conversion of the above-described property and as shown on the attached plan. The subdivision will be in accordance with Bylaw No. 1424 and any amendments thereto.

Examination Fee (first lot – non refundable)	\$100.00
Additional lots ^{Strata} Created (\$100.00 x _____ lots)	_____
(non refundable)	
<u>Total Subdivision Fees</u>	\$ _____
or	
<u>Application for strata conversion</u>	<u>\$100.00</u>

Applicant's/Agent's signature

NOTE TO APPLICANT:

- Applicant must provide a site profile to the Approving Officer when applying for subdivision of land that was used for industrial or commercial purposes or activities.
- Approval of preliminary application for subdivision is only valid for 3 months from date of acceptance.
- Form T approval of strata conversion is only valid for 6 months from date of acceptance.

DECLARATION PURSUANT TO WASTE MANAGEMENT ACT

I/We, Valley Heights Development Inc owner/agent 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*.

City Office Use Only

Preliminary Subdivision/Strata Conversion Checklist

Lot size created _____
 Number of units to be converted 7 (3 commercial + 4 residential)
 Existing Zoning CC
 Other Comments tenants were vacated by previous owners

 Above checked by: _____

Development Cost Charges

Single Family (per lot created)	Sewer \$2,377. x _____ = _____	N/A
	Water \$2,435. x _____ = _____	
Two Family semi-detached (per lot created)	Sewer \$3,803. x _____ = _____	
	Water \$3,896. x _____ = _____	

*Preliminary Subdivision or Strata Conversion approval is hereby granted based on the attached drawings. Should any services be required to be moved to accommodate the subdivision, the relocation shall be at the sole expense of the subdivider. All newly created lots, where City services are available, are subject to Development Cost charges as outlined in the City of Grand Forks Bylaw No. 1425 as listed above.

And any other requirements as listed: _____

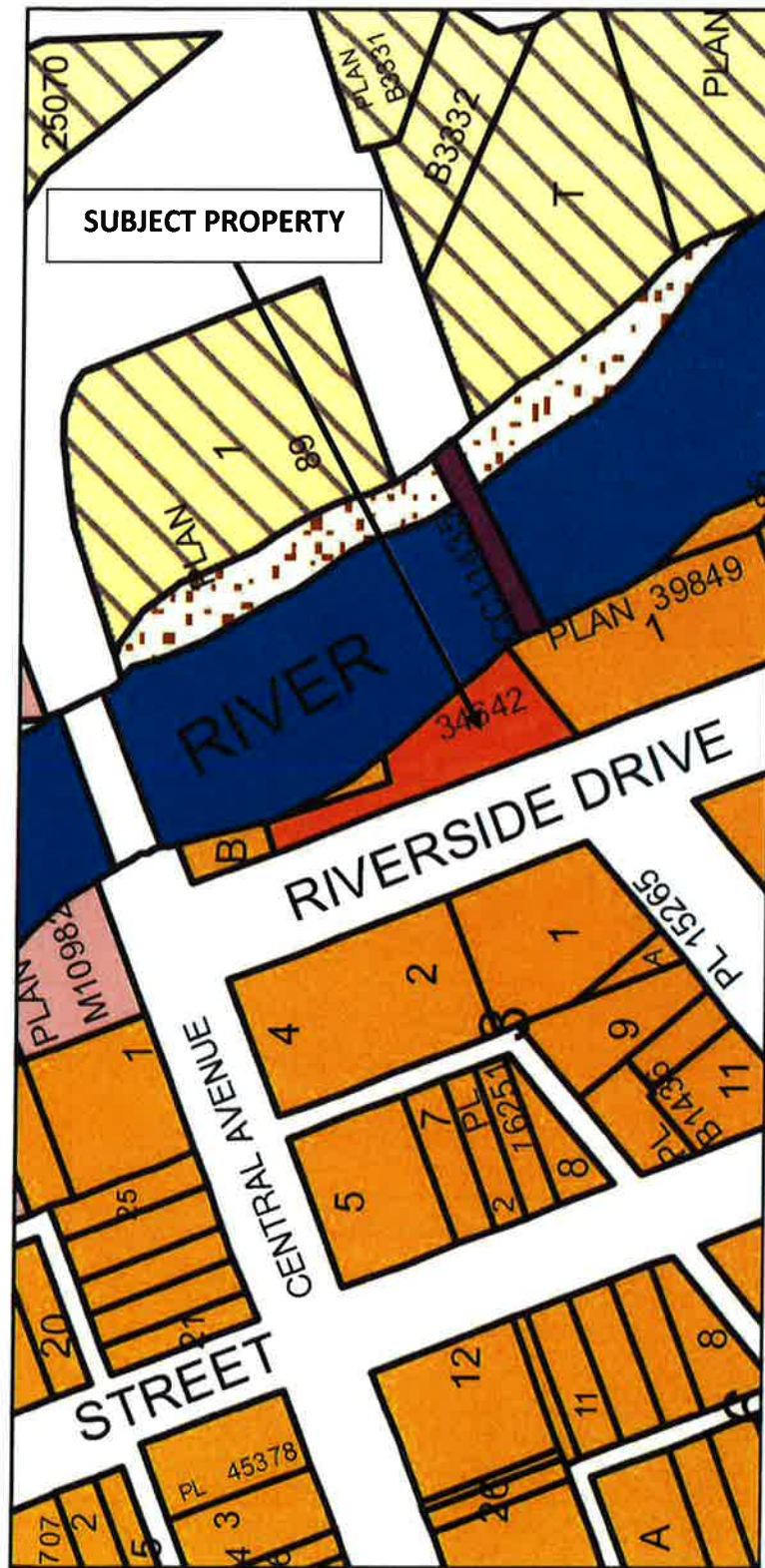
Dated this _____ day of _____, _____

 Approving Officer for the City of Grand Forks

*Strata Conversion approval will be granted by the endorsement by Approving Authority Form T.

*Applicant is exempt from the duty to provide a site profile under Section 26.1 of the *Waste Management Act* with respect to industrial or commercial purposes and industrial and commercial activities, which are not described in Schedule 2 of the Site Profile package.

(N:forms/planning/preliminary approval of subdivision or strata conversions)



REFERENCE PLAN OF CONSOLIDATION OF LOT 1, DISTRICT LOTS 108 AND 399S,
PLAN 34642 AND THAT PART OF DISTRICT LOT 108 SHOWN AS CLOSED ROAD ON
PLAN EPP45150; ALL OF S.O.Y.D.

PLAN EPP49626

PURSUANT TO SECTION 100 (1) (b) OF THE LAND TITLE ACT,

BCGS 82E.008

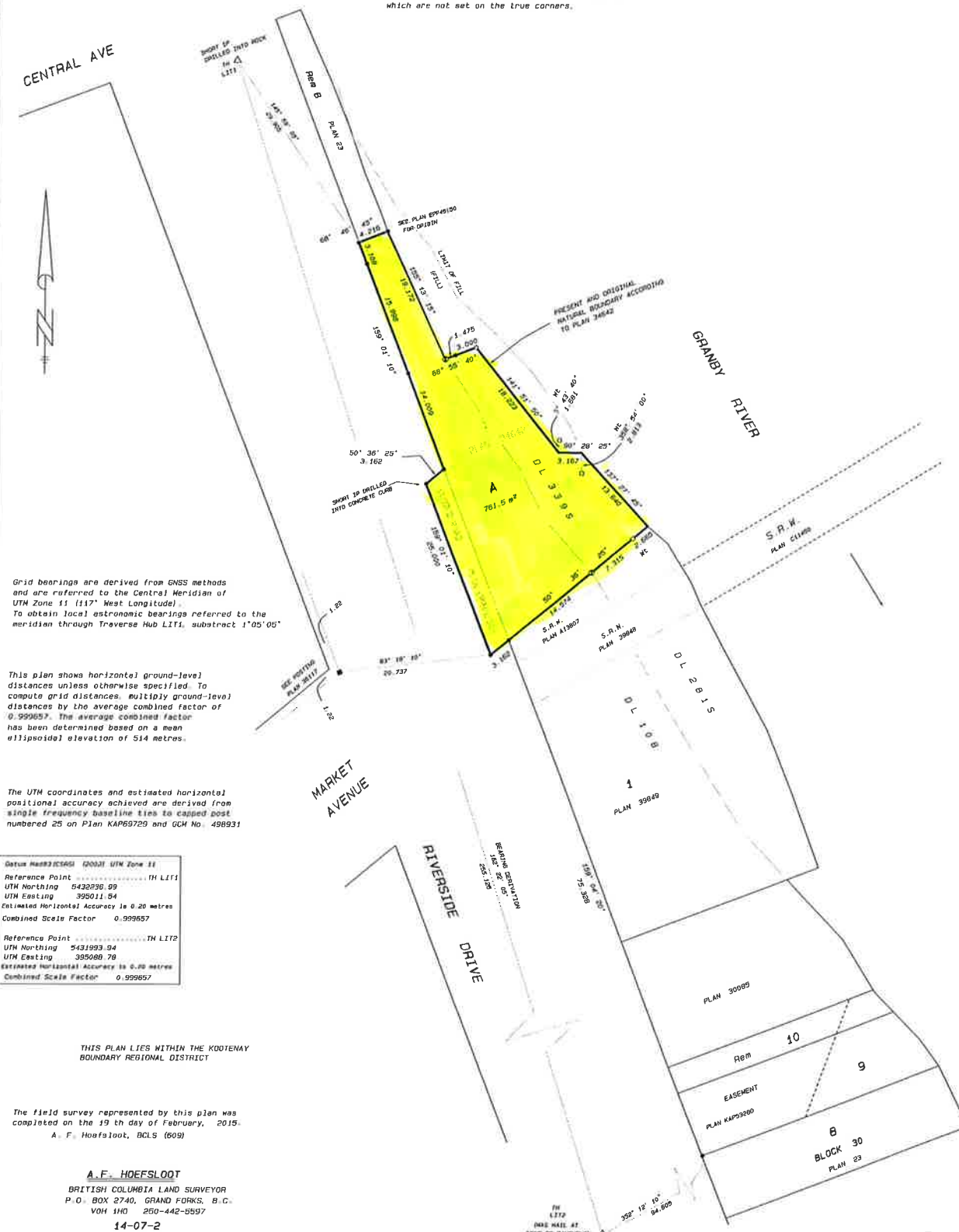
SCALE 1:250
0 5 10 15 20
All Dimensions shown are in Metres.

THE INTENDED PLOT SIZE OF THIS PLAN IS 560 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 standard iron post placed
- △ denotes traverse hub
- denotes lead plug found
- denotes lead plug placed
- ⊙ denotes standard capped post found

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







- 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



Page 13 of 100

Date	11/27/12	Project No.	CT2001-046
Designed	DS	Drawing File	
Drawn	JT	Scale	$1/4" = 1'-0"$
Checked	DS	Sheet No.	A4
Approved	DS		C

4 Apartments (stairs)





14.5 Historic Downtown Development Permit Area

The Historic Downtown 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

The Historic Downtown, as defined in the City of Grand Forks Heritage Program (BC Heritage Branch, 2011) are designated as a Historic Downtown Development Permit Area on the Development Permit Area Map (Schedule 'C').

Justification

Much of the heritage resources that exist in Grand Forks are located in the Historic Downtown area. The Council would also like to ensure that the heritage resources in the City of Grand Forks are protected, preserved and promoted.

Please refer to the City of Grand Forks Heritage Program - Design Guidelines for the Historic Downtown, prepared by the BC governments Heritage Branch (2011) for more information.

14.5.1 - 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.

14.5.2 - Guidelines

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

Buildings and Structure

- .1 Heights of existing buildings should be respected when additions are considered. In particular, the physical appearance of the height of buildings within the historic downtown as seen from the street should be maintained. Creative solutions to roof-top additions should be sought in order to maintain the visual appearance of buildings ranging from one to three storeys in height.
- .2 New buildings within the historic downtown should be constructed to respect the character defining heights of surrounding buildings. Care should be taken to ensure that the height of a new building does not overpower its neighbours.
- .3 Each building speaks to its period of construction. Interventions to existing buildings should be undertaken in a way that



- ensures that the character defining elements of that building and the downtown are conserved. Work to existing buildings must be visually and physically compatible with the character defining elements of the building.
- .4 New buildings in the downtown should reflect current construction technology and design aesthetics, while respecting the form, scale, character and materials of surrounding buildings. They should not imitate styles of the past, but strive to achieve compatibility with the old by reflecting surrounding characteristics of scale, rhythm, facade articulation, window to wall ratios and by maintaining the intact streetscape.
- .5 Building walls facing public streets and walkways should provide visual interest to pedestrians. Long blank walls should be avoided.
- .6 Storefronts should be treated in a ways that maintains their contribution to the continuity of the streetscape. Non-character defining materials and treatments should be removed.
- .7 Individual buildings should be treated as a consistent whole. Buildings with multiple store fronts or primary and secondary facades should avoid visual clutter associated with conflicting or uncomplimentary treatments on each storefront.
- .8 Recessed doorways should be retained or revealed to add visual interest to the streetscape.
- .9 Reinstating, or continuing to use character defining corner entrances. New buildings at intersections should be designed with corner entrances.
- .10 In new construction, building materials and colours should respect the historic architecture and character of the Historic Downtown and the surrounding streetscape, as seen in the colours, textures, and modulation of existing materials.
- .11 Awnings should respect the character of the era in which the building was constructed. Awning and building colours should be compatible. Awnings should be installed so that they do not obscure details in the masonry or distort the proportions of architectural features. Back-lit or metal awnings are not appropriate.
- Signage
- .12 Historic signs should be maintained if found to be a character defining element of the place.
- .13 No sign should be constructed or situated so that it disfigures or conceals any significant architectural feature of the building.
- Lighting
- .14 Lighting should be permanent and should respect the heritage values and character defining elements of the building.
- .15 Lighting that highlights the architecture of the building is encouraged, but that avoids light pollution in the sky.



Screening, Landscaping and Amenities

- .16 Alleyways should be developed as secondary opportunities for commercial enterprises.
- .17 Building facades facing onto walkways should be treated in a similar fashion as street front facades in terms of colours, detailing and materials. However, care should be taken to ensure that walkway facades have less detail to identify them as secondary facades.
- .18 Street furniture should be designed in a way to reflect the heritage values of the community.
- .19 Landscaping of both hard and soft surfaces can be designed to reflect the heritage values of the community. Landscaping can interpret the history and heritage of the city, and contribute to the sense and understanding of place.

on the site. Pedestrian and bicycle networks on the site should link with networks off the site.

Access and Parking

- .20 Parking areas with more than 20 stalls should be broken into smaller groups, divided by landscaping.
- .21 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.
- .22 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

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.

SCHEDULE 1**Site Profile**

(All Information Must be Provided and All Questions Answered)

(Version 3.0)

I CONTACT IDENTIFICATION**A. Name of Site Owner:**

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company Valley Heights Dev IncOwner's Civic Address 7330 Riverside DrCity Grand Forks Province/State BCCountry _____ Postal Code/ZIP VOH 1H0**B. Person Completing Site Profile (Leave blank if same as above):**Last LING First William Middle Initial(s) _____ (and/or, if applicable)

Company _____

C. Person to Contact Regarding the Site Profile:Last LING First William Middle Initial(s) _____ (and/or, if applicable)

Company _____

Mailing Address _____

City _____ Province/State _____

Country _____ Postal Code/ZIP _____

Telephone (250) 442 - 8812 Fax () _____**II SITE IDENTIFICATION**

Please attach a site location map

IF Legally Titled, Registered PropertySite Street Address (if applicable) 7330 Riverside DrCity Grand Forks, BC Postal Code VOH 1H0**PID numbers and associated legal descriptions. Attach an additional sheet if necessary.**

<u>PID</u>	<u>Legal Description</u>
<u>210 223.030</u>	<u>Plan 34642, Lot 1, DL 108 & 339 "S" SDYD.</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of titled parcels represented by this site profile is: 1

SCHEDULE 1
Site Profile

(Version 3.0)

IF Untitled Crown Land

1) PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

<u>PIN</u>	<u>Land Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total number of untitled crown land parcels represented by this site profile is: _____

OR

2) Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude: Degrees _____ Minutes _____ Seconds _____
Longitude: Degrees _____ Minutes _____ Seconds _____

Please attach a map of appropriate scale showing the boundaries of the site.
(and, if available)

Crown land file numbers. *Attach an additional sheet if necessary.*

III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

EXAMPLE

<u>Schedule 2</u>	<u>Description</u>
<u>Reference</u>	
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

Please print legibly. Attach an additional sheet if necessary

<u>Schedule 2</u>	<u>Description</u>
<u>Reference</u>	
_____	_____
_____	_____
_____	_____
_____	_____

SCHEDULE 1
Site Profile

(Version 3.0)

IV AREAS OF POTENTIAL CONCERN			
	Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		X
B.	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		X
C.	Discarded barrels, drums or tanks?		X
D.	Contamination resulting from migration of substances from other properties?		X
V FILL MATERIALS			
	Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):	YES	NO
A.	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		X
B.	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		X
C.	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		X
VI WASTE DISPOSAL			
	Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit or dumping of the following materials (please mark the appropriate column opposite the question):	YES	NO
A.	Materials such as household garbage, mixed municipal refuse, or demolition debris?		X
B.	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		X
C.	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		X
D.	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		X
E.	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or automobile and truck parts cleaning or repair?		X

SCHEDULE 1
Site Profile

(Version 3.0)

VII TANKS OR CONTAINERS USED OR STORED			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Underground fuel or chemical storage tanks?		X
B.	Above ground fuel or chemical storage tanks?		X
VIII SPECIAL (HAZARDOUS) WASTES OR SUBSTANCES			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		X
B.	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		X
C.	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		X
IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS			
	To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):	YES	NO
A.	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		X
B.	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		X
C.	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		X
X ADDITIONAL COMMENTS AND EXPLANATIONS			
<p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p> <p><i>Floodplain Covenant #KL 97282</i></p> <p>_____</p> <p>_____</p> <p>_____</p>			

**SCHEDULE 1
Site Profile**

(Version 3.0)

XI SIGNATURES

The person completing the site profile states that the above information is true, based on the person's current knowledge as of the date completed.

Signature of person completing site profile

Date completed: (YY-MM-DD)

2012-10-9

XII OFFICIAL USE

Local Authority

Reason For Submission (Please check one or more of the following)

Soil Removal ☐

Subdivision Application ☐ **Zoning Application** ☐ **Development Permit** ☐ **Variance Permit** ☐ **Demolition Permit** ☐

Date received:

Local Government contact :

Date Submitted to
Site Registrar:

Date forwarded to
Director of Waste
Management:

Name _____

Agency _____

Address _____

Telephone _____ Fax _____

Director of Waste Management

Reason For Submission (Please check one or more of the following)

Under Order ☐

Site Decommissioning ☐

Foreclosure ☐

Date received:

Assessed by:

Investigation
Required?

Decision date:

Name _____

Region _____

YES NO

Telephone _____ Fax _____

If site profile entered, SITE ID # _____

Site Registrar

Date received:

Entered onto Site Registry by:

SITE ID #:

Entry date:

**ENGINEERING (2012) LTD**

2248 Columbia Avenue Castlegar, BC V1N 2X1 e-mail: mail@wsaeng.ca

Tel (250) 365-3696

Fax (250) 365-3607

June 18, 2013

C12001-046

Kathy LaBossiere
Box 220 – 130 Industrial Drive
Grand Forks, BC
V0H 1H0

RECEIVED**JUN 20 2013****THE CORPORATION OF
THE CITY OF GRAND FORKS****RE: GRANBY BUILDING STRATA TITLE CONVERSION**

This letter is intended to accompany an application by Valley Heights III for a strata title conversion of the Granby Building at 7326 Riverside Drive Grand Forks BC.

In support of the application we provide the following for council consideration.

- Rental vacancy rate;
- Proposals to relocate persons currently occupying the building;
- Life expectancy of the building;
- Increases in maintenance costs due to condition of building; and
- A report from a structural engineer

Rental Vacancy Rate

Upon reviewing the classifieds section of the Grand Forks Gazette from May 5th to June 18th it was noted that the same apartments advertised have remained available since the dates they were first viewed. According to the CMHC Rental Market Results – Fall 2012, the rental vacancy rates for apartments in Grand Forks appear to be increasing; 3.7 was the rate in 2011 which increased to 5.2 in 2012.

Proposals to relocate persons currently occupying the building

Building is currently vacant.

Life expectancy of the building

Life expectancy is 75 years.

Increases in maintenance costs due to condition of the building

Full renovations underway; Maintenance costs will decrease.

A report from a structural engineer

Attached is a letter from a structural engineer registered in the province of B.C. which confirms the building is of a reasonable quality for its age. It includes reference to the state of repair, general workmanship and measure of compliance with relevant bylaws.

Sincerely,
WSA ENGINEERING (2012) LTD.

A handwritten signature in black ink, appearing to read 'Dan Sahlstrom', with a long horizontal flourish extending to the right.

Dan Sahlstrom P.Eng
Senior Civil Engineer

DS:ks



ENGINEERING (2012) LTD.

2248 Columbia Avenue Castlegar, BC V1N 2X1 e-mail: mail@wsaeng.ca

Tel (250) 365-3696

Fax (250) 365-3607

June 18, 2013

C12001-046

Kathy LaBossiere
Box 220 – 130 Industrial Drive
Grand Forks, BC
V0H 1H0

RE: GRANBY BUILDING STRUCTURAL CERTIFICATION

WSA Engineering (2012) Ltd has completed a review of the combined residential commercial building located at 7326 Riverside Drive, Grand Forks BC. This letter is to confirm that the building is of a reasonable quality for its age. It has undergone a recent renovation including modifications to structural support to allow for a modified floor plan on the second level. Engineered drawings, inspections and certifications were completed by WSA Engineering (2012) Ltd for the structural modifications in accordance with the requirements of the local building official.

While the ownership structure is changing, the use and occupancy of the building remains the same. The upper floor will continue to be used for residential suites and the bottom floor for commercial/retail. As such the Authority Having Jurisdiction has not required a code review and update of elements relating to the use and occupancy since the building has functioned in its current state for many years.

The building plans for the modifications to the upper floor layout have been reviewed and approved by the local building official.

Sincerely,
WSA ENGINEERING (2012) LTD.

Dan Sahlstrom P.Eng
Senior Civil Engineer

DS:er

CMHC Rental Market Results - Fall 2012
Kootenay Centres

Vacancy Rates

Location	Apartment		Apartment/Row	
	2012	2011	2012	2011
Castlegar	4.1	3.6	3.7	3.1
Cranbrook	8.1	7.5	8.1	7.2
Creston	16.0	10.9	15.9	9.4
Elkford/Sparwood	0.8	1.7	1.1	1.4
Fernie	5.2	4.3	5	4.1
Golden	17	13.8	17.7	17.6
Grand Forks	5.2	3.7	4.3	3.1
Kimberley	12.5	9.4	12.8	11
Nelson	2.6	1.9	2.6	1.9
Revelstoke	29.4	28.6	26.1	26.7
Trail Area **	10.2	11.1	10.6	10.9

Other Small Centres

Merritt	4.7	14.6	4	12.7
Oliver	9.4	5.6	8.5	4.7
Osoyoos	20.5	4.4	20.5	4.4

Average Apartment Rents

Location	Bach.	One Bed.	Two Bed.	Three Bed.
Castlegar		568	659	
Cranbrook	463	613	727	817
Creston		544	628	
Elkford/Sparwood		480	793	
Fernie		644	753	909
Golden		580	698	
Grand Forks		519	650	
Kimberley	426	541	632	726
Nelson	568	642	788	1079
Revelstoke	576	651	872	866
Trail Area ****	396	528	621	814

Other Centres

Merritt	504	636
Oliver	639	
Osoyoos		655

**** Includes: Trail, Warfield, and Fruitvale.

STRATA PROPERTY ACT
CHAPTER 43, 1998

PART 14 – Land Titles

Approval for conversion of previously occupied buildings

- 242(1)** For the purposes of this section, **"approving authority"** means
- (a) the municipal council of the municipality if the land is located in a municipality,
 - (b) the regional board of the regional district if the land is located in a regional district but not in a municipality and is not Nisga'a Lands,
 - (c) the Nisga'a Village Government if the land is located within Nisga'a Village Lands, or
 - (d) the Nisga'a Lisims Government if the land is Nisga'a Lands other than Nisga'a Village Lands.
- (2) If a person applying to deposit a strata plan wishes to include in the strata plan a previously occupied building, the person must submit the proposed strata plan to the approving authority.
- (3) The approving authority may
- (a) approve the strata plan, or approve the strata plan subject to terms and conditions, or
 - (b) refuse to approve the strata plan, or refuse to approve the strata plan until terms and conditions imposed by the approving authority are met.
- (4) The decision of the approving authority under subsection (3) is final and may not be appealed.
- (5) The approving authority must not approve the strata plan unless the building substantially complies with the following:
- (a) the applicable bylaws of the municipality or regional district;
 - (b) applicable Nisga'a Government laws;

- (c) the British Columbia Building Code referred to in the Building Regulations of British Columbia.
- (6) In making its decision, the approving authority must consider
 - (a) the priority of rental accommodation over privately owned housing in the area,
 - (b) any proposals for the relocation of persons occupying a residential building,
 - (c) the life expectancy of the building,
 - (d) projected major increases in maintenance costs due to the condition of the building, and
 - (e) any other matters that, in its opinion, are relevant.
- (7) If the approving authority approves the strata plan without terms and conditions, an authorized signatory of the approving authority must endorse the plan in accordance with the regulations.
- (8) If the approving authority approves the strata plan subject to terms and conditions, an authorized signatory of the approving authority must endorse the plan in accordance with the regulations once the terms and conditions have been met.
- (9) The endorsement must be dated not more than 180 days before the date the strata plan is tendered for deposit.
- (10) The approving authority may, by resolution, with respect to a specified type of previously occupied building,
 - (a) delegate to an approving officer or other person designated in the resolution the exercise of the powers and performance of the duties of the approving authority under this section, and
 - (b) impose limits or conditions on the exercise of the powers and performance of the duties delegated by the resolution.
- (11) This section does not apply to a strata plan that includes a previously occupied building if the person applying to deposit the strata plan is the government or the Crown in right of Canada.

CITY OF GRAND FORKS

POLICY TITLE:	Strata Title Conversion Policy	POLICY NO:	1502
EFFECTIVE DATE:	July 20, 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 3

Purpose:

To establish a procedure for dealing with applications to Council for the conversion of previously occupied buildings into strata lots as required by the Strata Property Act.

Policy:

1. Requests to Council for conversion shall meet the following criteria:
 - Compliance with the applicable bylaws of the Municipality;
 - Compliance with the B.C. Building code; and
 - The applicant must submit a letter of intent and an application for preliminary acceptance of subdivision, with the applicable fees set out in the Fees and Charges Bylaw.

The above criteria will require a building inspection and zoning check.

1. Council must consider the following when making their decision of approval or denial of a request for conversion:
 - Rental vacancy rate;
 - Proposals to relocate persons currently occupying the building;
 - Life expectancy of the building;
 - Increases in maintenance costs due to condition of building; and
 - Any other matters deemed relevant to the conversion;
 - Council, by resolution, will delegate to the Approving Officer, the authority to sign the "Endorsement by Approving Authority", which is attached to this policy as "Schedule A" and the final signing approval of the strata plans, on the proviso that the applicant meets the following terms and conditions within one (1) year of the approval in principle;

- A report from a structural engineer, registered in the Province of B.C. stating that the building is of a reasonable quality for its age, including reference to the state of repair, general workmanship and measure of compliance with relevant bylaws; and
 - That the building meets all the current building code requirements for strata conversion.
3. If the application for conversion is denied, Council's decision is final and may not be appealed.

Strata Property Act

Form T

ENDORSEMENT BY APPROVING AUTHORITY

(Section 242; Regulation section 14.5 (4))

I certify that the conversion of the buildings included in this strata plan have been approved under section 242 of the *Strata Property Act*.

Date:[month day, year]*.

.....

Signature of Authorized Signatory of Approving Authority

.....

Name of Municipality (or as the case may be)

* Section 242 (9) provides that the endorsement must be dated not more than 180 days before the date the strata plan is tendered for deposit.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole

From: Sasha Bird, Manager of Development & Engineering Services

Date: October 13, 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 to comply with the Zoning Bylaw.

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and recommends to Council to select one of the presented options at the October 13th, 2015 Regular Meeting of Council.

BACKGROUND: The City has 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 to comply with the Zoning Bylaw. This would be a ratio change and not a density issue.

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.

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. Staff would send letters to the affected property owners and/or tenants, informing them of the variance application and inviting them to attend the November 9th, 2015 Committee of the Whole meeting, if they have any comments or concerns regarding the proposed variance.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



The Committee of the Whole can consider the following options:

- 1) **Option 1:** Committee of the Whole can choose to accept the request and direct Staff to proceed with the statutory requirements necessary for a Development Variance Permit application and refer the application to the October 13th, 2015 Regular Meeting of Council for decision.
- 2) **Option 2:** Committee of the Whole can choose to not accept the request and direct Staff to not proceed with the statutory requirements necessary for a Development Variance Permit application and not refer the application to the October 13th, 2015 Regular Meeting of Council for decision.

Benefits or Impacts of the Recommendation:

General:	Approving the development variance request would alleviate the applicant's hardship issue in that the apartments would comply with the Zoning Bylaw.
Strategic Impact:	N/A
Financial:	The costs to the City are covered by the application fees payable at the time of the Development Variance Permit application.
Policy/Legislation:	Section 901 of the Local Government Act governs development variance applications and procedures.
Attachments:	<ul style="list-style-type: none">- Development Variance Permit application complete with site plan showing the existing building on the property and an artist's rendition 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 and a copy of the zoning map showing the zoning of area;

Recommendation:	RESOLVED THAT the Committee of the Whole receives the report and recommends to Council to select one of the presented options at the October 13 th , 2015 Regular Meeting of Council.
------------------------	---

- OPTIONS:**
1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
 2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.
 3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF.

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.

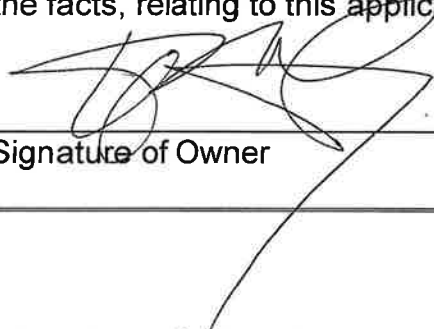
Submit the following information with the application:

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 **Email:** info@grandforks.ca



4 Apartments Upstairs





SECTION 42

CC (Core Commercial) Zone

Permitted Uses

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

- (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.

Bylaw 1633

Permitted accessory uses and buildings on any parcel include 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

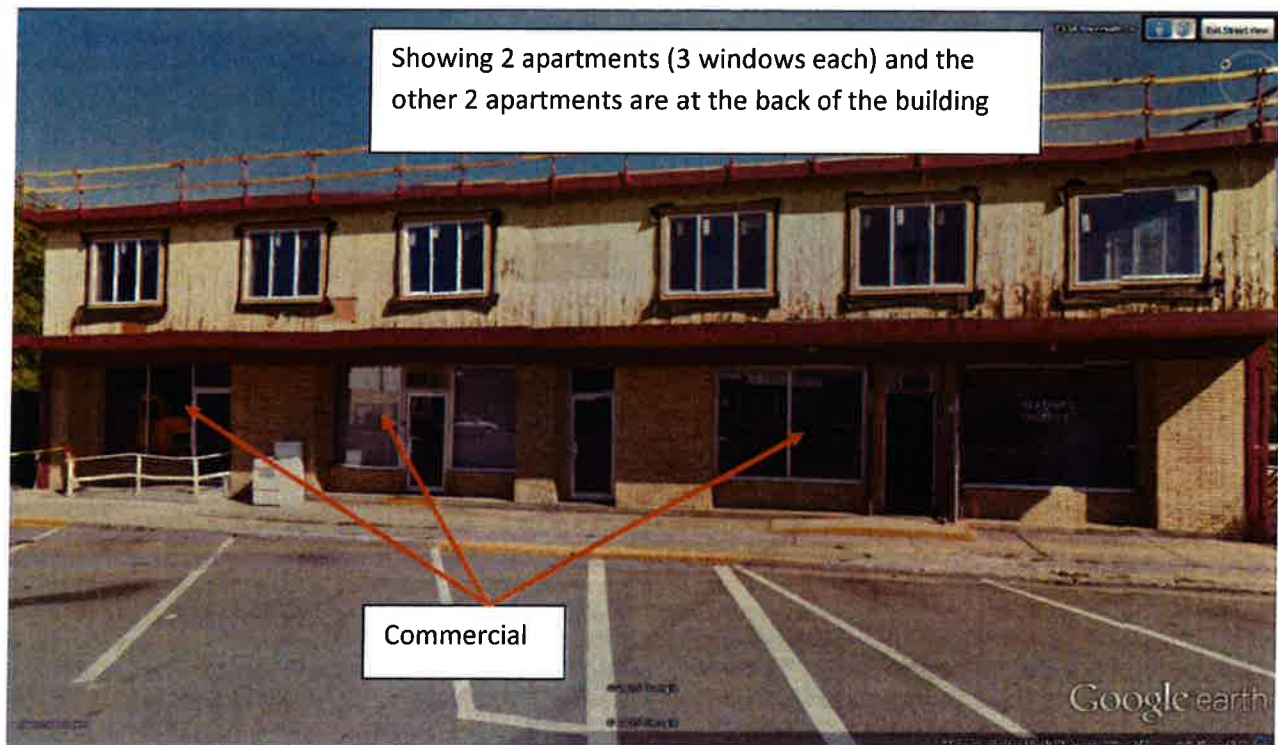
- (d) No accessory building shall have a floor area greater than 10% of the principal structure.

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

MONTHLY HIGHLIGHT REPORTS



DATE : September 30, 2015
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of September, 2015

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ Working on several Unsightly Properties
- ❖ Moved 6 homeless camps of the river banks with more appearing weekly
- ❖ Removal of derelict vehicles and logging trucks from residential areas

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
 - ❖ 5 New permits this month
 - 1 Commercial (Water Park)
 - 1 Sundeck
 - 2 Home Renovations
 - 1 Accessory Building
 - ❖ Building Permits in 2015 have now exceeded 1.5 million dollars in construction value.
-

MONTHLY HIGHLIGHT REPORTS



DATE : **October 13, 2015**

TO : Committee of the Whole

FROM: Chief Financial Officer

HIGHLIGHTS : For the Month of September, 2015

- ❖ Tax Sale held on September 28th, one piece of property in the sale, City was the deemed purchaser. City also acquired one piece of property from 2014 tax sale that was not redeemed
 - ❖ Cemetery audit from Consumer Protection BC
 - ❖ School Tax audit/review with School Tax Administrator/Auditor
 - ❖ Responding to citizen and media enquiries
 - ❖ Working on 2015 Financial Plan Amendment for November COTW
 - ❖ Working on Fire Truck funding options for November COTW
 - ❖ Permissive Tax exemptions
 - ❖ Wrapping up City Hall fire claim
-

MONTHLY HIGHLIGHT REPORTS



DATE: September 30th, 2015

TO: Committee of the Whole

FROM: Corporate & Legislative Services

HIGHLIGHTS: For the Month of September, 2015

- ❖ Prepared and facilitated Council Meetings for September, 2015 (September 28th cancelled)
- ❖ Dealt with the ongoing Human Resources Requirements for the organization
- ❖ Provided support to community events for September
- ❖ Performed roles as Acting Chief Administrative Officer and Acting Corporate Officer during a portion of September
- ❖ Attended PADM 305 – Better Problem Solving and Policy Writing
- ❖ Preparation for Volunteer Appreciation event and awards
- ❖ In partnership with Community Futures and Area D organized Business Advisory Stakeholder meeting
- ❖ Prepared for UBCM – schedules, invitations and meetings for Council with Ministers, IHA and CBT and other elected officials

MONTHLY HIGHLIGHT REPORTS



DATE: October 13, 2015

TO: Committee of the Whole

FROM: Manager of Development & Engineering

HIGHLIGHTS: For the Month of September, 2015

- ❖ Held two Transition Housing Project Steering Committee (THPSC) meetings and finalized the Preliminary Needs Assessment Report and Reviewed Site Options
- ❖ Commenced Construction on the Rotary Spray Park Project
- ❖ Received 2 Development Enquiries
- ❖ Received 2 Zoning Enquiries
- ❖ Received 1 Enquiry Regarding City Owned Property
- ❖ Received 1 Development Variance Permit Application
- ❖ Commenced Capital Budgeting for 2016
- ❖ Continued Planning and Updating of Bylaws for Zoning, Tax Exemption and Heritage Guidelines

MONTHLY HIGHLIGHT REPORTS



DATE : October 1, 2015
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of September, 2015

- ❖ Calls for September: 52 total: 8 Fire, 7 Rescue, 37 First Responder
Year-to-date: 463.
- ❖ Took delivery of new command truck (Squad 1), which replaces the 1997 Dodge pickup.
- ❖ Four additional firefighters have earned their Class 3 drivers licenses.
- ❖ Volunteer training weekend in Auto Extrication skills Sep 18-20.
- ❖ 8 volunteers participated in the regional "Firefighter Games" hosted by Robson Fire/Rescue on the Labour Day long weekend.

MONTHLY HIGHLIGHT REPORTS



DATE : October 13th, 2015
TO : Committee of the Whole
FROM: Manager of Operations
HIGHLIGHTS: For the Month of September 2015

Roads/Parks/Facilities

- ❖ Leaf clean up
- ❖ Crack Sealing at the airport
- ❖ Pruning for roadway, sidewalks, and alleys
- ❖ Started sprinkler blow outs
- ❖ Worked with art group at City Park for display

Water/Sewer

- ❖ Working on water meter assessments
- ❖ Curb stop locates
- ❖ Legislated reporting
- ❖ Headworks auger screener preparation

Electrical

- ❖ Pole replacements
- ❖ Street light repairs

MONTHLY HIGHLIGHT REPORTS



- ❖ Facilities work (lighting)
- ❖ Majority of the door to door audit completed

Capital

- ❖ Library lighting project
- ❖ PCB transformer removal program
- ❖ Headworks auger screener project
- ❖ Fuel pump replacement project

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Administrative Officer
Date: October 13th, 2015.
Subject: DRAFT - Asset Management Financial Plan
Recommendation: **RESOLVED THAT THE COMMITTEE OF THE WHOLE RECEIVES THE ASSET MANAGEMENT FINANCIAL PLAN REPORT AS PRESENTED; AND FURTHER CONSIDERS THE PLAN TO BE PART OF THE 2016 FIVE YEAR FINANCIAL PLAN.**

BACKGROUND: In 2011 the Council at that time adopted the Asset Management Plan, which identifies the critical infrastructure requirements that need to be addressed over the next several years. The Asset Management Financial Plan was developed to work hand in hand with the Asset Management Plan by identifying financial options for Council to consider when making decisions regarding the Asset Management of the City and the critical infrastructure requirements of the future. Much consideration has been given to finding financial options that keep the community affordable to tax payers and avoid substantial tax increases.

The Asset Management Financial Plan takes a balanced approach to options that increase the organizations infrastructure investments over the next three years.

Benefits or Impacts of the Recommendation:

General: In order for the City to address critical infrastructure needs for the community, the municipality needs to recover substantial funding annually in order to remain sustainable without burdening tax payers.

Strategic Impact: The Asset Management Plan plays an integral role in Council's Strategic Plan.

Financial: The Asset Management Financial Plan identifies opportunities for annual funding for critical infrastructure requirements.

Policy/Legislation: Council has the authority to direct staff to investigate and search for funding requirements

Attachments: DRAFT-Asset Management Financial Plan

Recommendation: **RESOLVED THAT THE COMMITTEE OF THE WHOLE RECEIVES THE ASSET MANAGEMENT FINANCIAL PLAN REPORT AS PRESENTED.**

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

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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

Background

The reality of the financial situation for the City of Grand Forks is that we are living beyond our financial means. In 2011 City Council embarked upon the development of an asset management investment plan that has identified significant financial gaps within the organization. To ensure that taxation is kept at an affordable level for residents of Grand Forks and in order to enable them to live in an affordable community and continuing to do so without the burden of our infrastructure deficit. The City of Grand Forks has taken over 100 years to develop, creating an infrastructure deficit, and the following financial report demonstrates a fiscally responsible approach to ensuring financial sustainability to address **CRITICAL NEEDS** while planning for the future.

Within our industry, modern forward thinking communities including the residents and businesses they serve, are tending to pursue long-term sustainable practices. For Grand Forks, this means a focus on building a stable, efficient organization with sound management practices. Realizing these objectives will be the foundation blocks of achieving a higher performing and cost effective business model for the City.

The City of Grand Forks is responsible for providing and maintaining a wide variety of infrastructure to deliver services in a socially, economic and environmentally manner to meet the needs of our residents. The goal of the City (as outlined in the Sustainable Community Plan) is to maintain a foundation of infrastructure that is affordable, provide service levels consistent with resident's expectations, and to attract new residents and businesses. In 2011, the City engaged Urban Systems to complete an assessment of our infrastructure and provide recommendations for achieving this goal.

The next phase of the Asset Management plan is to determine where costs saving can be realized. The recommendation is a balanced approach, combining considerations below:

1. Level of service is an option as well for council to consider.
2. Reduction of FTE's.
3. Reduction of work week hours— from 40 to 32 hours per week.
4. Increase in revenues i.e. Moderate tax increase.
5. Increase in electrical rates (moderate). See excel projections
6. Water rates (currently only covers operating costs). See excel projections
7. Sewer rates (currently only covers operating costs). See excel projections
8. Addressing fees and charges. See fees and charges sheet
9. Economic Development - Increasing tax base.

The City is proposing a balanced approach with moderate tax increases and substantial cost efficiencies from our operating budget.

A combination of the operational changes will gradually build the reserve funds. Although these actions will bring the annual reserve contribution up annually it will not address the infrastructure deficit. It will allow the City to generate revenue preparing for financial sustainability.

The infrastructure deficit will be addressed with a combination of maintenance, service levels and risk management.

1. Maintenance will be structured to focus on assets rather than community events and in-kind contributions
2. Service Levels in the community will be consistent with other communities in BC that are achieving financial sustainability. This may mean that snow removal on side roads would take longer. Services will be maintained, however they will be prioritized.
3. Risk management is tolerance of risk that the community is willing to accept. An example is a not having designated bike lanes and having to share the road.

Urban completed an asset management investment plan (AMIP) and financial assessment which answers these seven key questions:

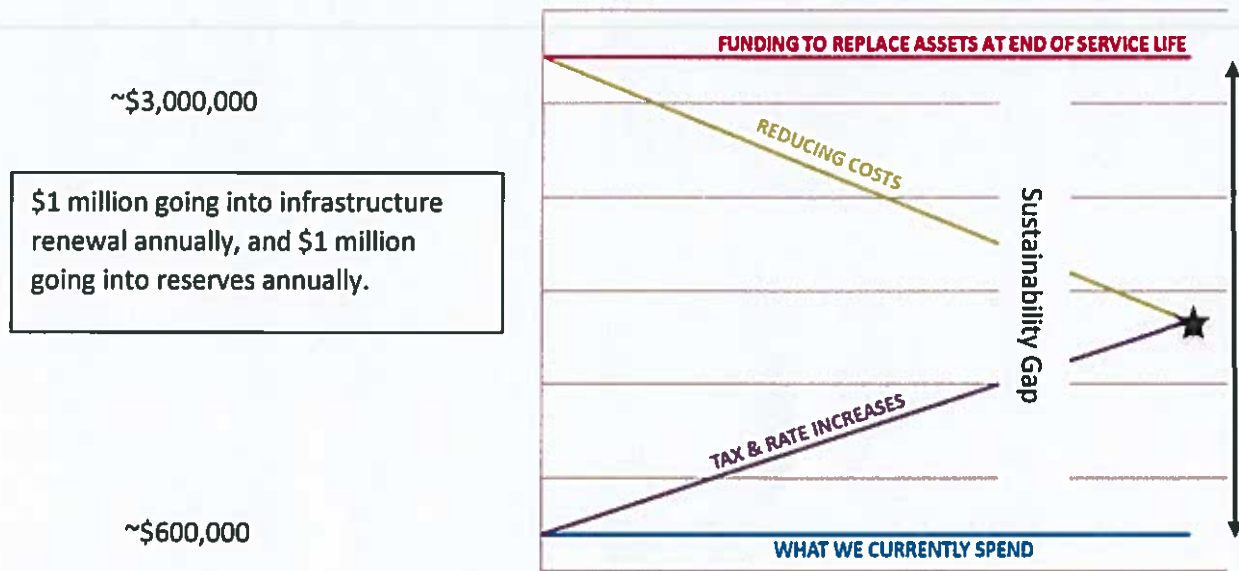
1. What infrastructure do we have and where is it?
2. What is it worth?
3. What's its expected remaining life?
4. What needs to be done?
5. When do we need to do it?
6. How much will it cost?
7. How do we ensure long-term affordability?

Some of the key findings are summarized as follows in the table below:

Asset Category		Replacement Value	Remaining Value	Remaining Life	Infrastructure Deficit	Average Annual Infrastructure Investment*
Linear	Water System	\$27,200,000	\$14,000,000	52%	\$1,950,000	\$784,000
	Wastewater System	\$25,994,000	\$10,400,000	40%	\$4,740,000	\$870,000
	Stormwater System	\$5,201,000	\$1,600,000	31%	\$2,580,000	\$131,000
	Electrical System	\$9,700,000	\$5,000,000	53%	\$1,000,000	\$228,000
	Roadways	\$34,533,000	\$5,700,000	17%	\$20,000,000	\$1,240,000
Non-Linear	Buildings and Facilities	\$20,053,000	\$14,000,000	70%	\$693,000	\$293,000
	Fleet	\$4,382,000	\$1,859,000	42%	\$1,548,000	\$276,000
Totals		\$127,063,000	\$68,159,000	38%	\$32,511,000	\$3,852,000

*\$30,000/year has been included for annual infrastructure inspections and asset management planning

Based on the 2015 financial plan (before solutions to closing the sustainability gap) projected revenue is insufficient to cover planned expenses. Major challenges include funding the full amount of the average annual infrastructure investment, the current infrastructure deficit and our regulatory requirements. There are cash flow challenges over the next 20 years to fund the previously planned improvements (pre-2015), meaning that those plans are not financially sustainable. The following graphic illustrates the sustainability gap between current spending on infrastructure renewal and the ideal amount.



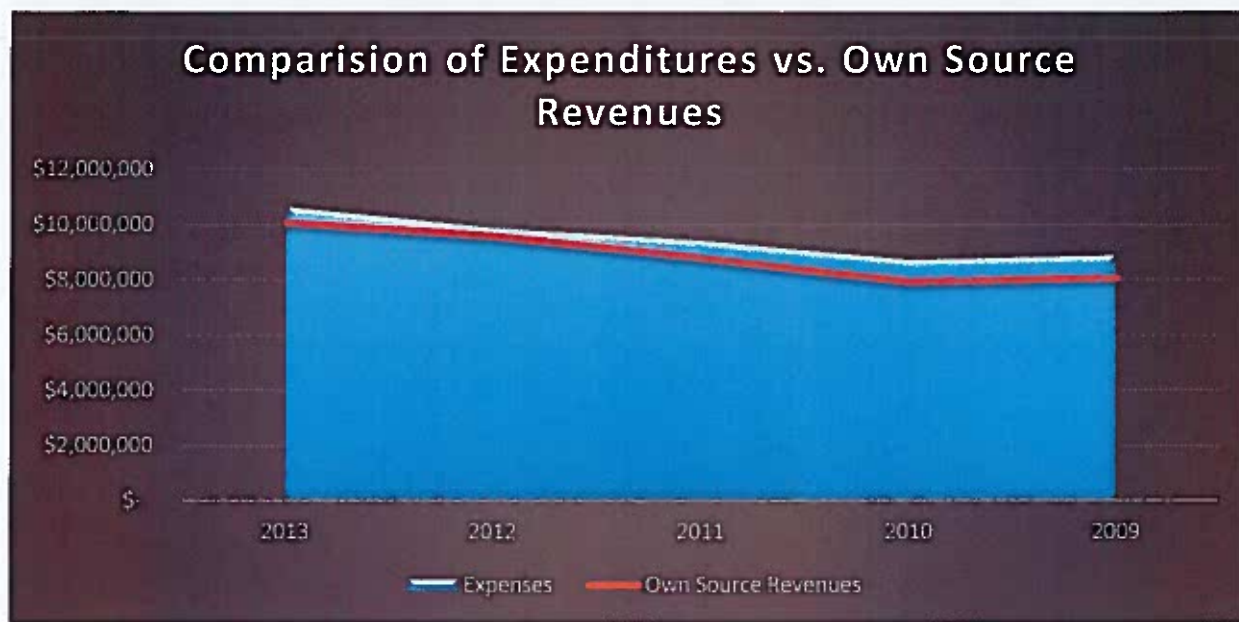
2012 Asset Management Financial Assessment

The financial assessment also revealed a negative balance between own source revenues and expenditures over 20 years. In order to balance the renewal costs with available funding (which cannot be addressed by borrowing* and grants alone), Urban identified these recommendations to close this financial sustainability gap:

- ✓ Consider adjustments (deferral of projects) to the City's long term capital plan
- ✓ Lobby UBCM/FCM for asset management grants
- ✓ Review existing rates, taxes and fees
- ✓ Economic development
- ✓ Seek alternative revenue sources such as clean energy generation
- ✓ Complete a triple bottom line risk approach to capital planning
- ✓ Undertake annual condition and risk assessments
- ✓ Improve maintenance management
- ✓ Consider regional partnerships and economies of scale
- ✓ Adjust levels of service and improve operational efficiencies
- ✓ Develop a set of performance measures
- ✓ Develop financial policies and a strategy to achieve financial sustainability

***Note:** It is important to consider that the funding of Borrowing Bylaw #1923 will result in a tax increase of 13% per year for 25 years. This represents 4% of the city's overall need to facilitate replacements and planning for the eventual replacement of the \$127 M in assets. (With this plan, we do not need to undertake the borrowing-which is great news for the community!)

The graph below illustrates the gap between our own source revenues and expenditures for the City and emphasizes the need for the City to increase own source of revenues and undertake cost containment to realize long term financial sustainability.



Based on the assessment, it appears that Grand Fork's own source of revenues are insufficient to cover the full cost of services. In order for the City to sustainably deliver services (even maintaining existing levels of service) will require significant changes in our approaches as well as potentially major infrastructure investments in the near future.

Strategy for Achieving Long Term Financial Sustainability

Long term financial sustainability is defined as being able to manage likely developments and expected financial shocks in future periods without having to introduce substantial and economically significant revenue or expenditure adjustments. A sound multi-year financial strategy based on establishing stable, predictable tax environment that does not unduly burden future generations will give residents/tax payers a needed level of surety.

In order to achieve this goal, the City has been undertaking a multi-pronged approach to cost containment and revenue generation. The City engaged Urban to complete a triple bottom line multi-utility risk assessment to prioritize our investments in our linear asset renewal. As a result, the average annual investment identified in the AMIP for our linear assets (water, sewer, storm and roads) was reduced from \$3,085,000 to \$750,000 for high priority (risk) assets by the City accepting some risk of asset failure in lower priority areas. The City is currently only able to fund approximately \$350,000 annually into infrastructure renewal (water, sewer and roads). The City has been investigating additional alternative revenue sources, economic development and is currently developing a set of financial sustainability policies.

In addition, the City has been undertaking an internal review of its operations and approaches to infrastructure investment to identify any cost saving opportunities and potential areas of improvement that move towards the City becoming an efficient organization with sound management practices. The review includes identifying one time savings, annual savings and a services review to confirm strategic alignment with our strategic plan and goals as well as the asset management and sustainable community plans.

The review includes analysis of data from other comparable communities, inquiry and observation. The goal of this review is to increase more of our current revenues into infrastructure investment as opposed to on-going operations.

Operations Review

The first step in the review of our operations was to complete a comparison of total expenditures of communities of similar population. The following table illustrates the total expenditures for ten communities of similar population size.

Community	Population (2013)	*2013 Total Expenses	Cost per capita
Grand Forks	4055	\$10,686,577	\$2,635.41
Golden	3728	\$9,036,061	\$2,423.84
Oliver	4763	\$6,345,059	\$1,332.16
Lantzville	3505	\$2,723,668	\$777.08
Rossland	3638	\$6,749,326	\$1,855.23
Fernie	4528	\$11,746,183	\$2,594.12
Sparwood	3898	\$10,534,306	\$2,702.49
Creston	5089	\$8,866,145	\$1,742.22
Peachland	5102	\$8,593,926	\$1,684.42
Vanderhoof	4607	\$7,673,757	\$1,665.67

*data obtained from the Local Government Data Entry System (LGDE) for 2013

The City expenditures for 2014 are broken down as follows:

General Government	Protective Services	Solid Waste Mgmt and Recycling	Health, Social Services and Housing	Develop. Services	Roads and Transit	Parks, Recreation and Culture	Water Services	Sewer Services	Electrical	Amortization	Total Expenses
1,768,538	579,426	187,528	118,730	209,489	1,206,440	823,852	747,933	688,046	3,873,670	1,539,874	11,844,487

*Debit interest \$100,961

In reviewing these statistics, Grand Forks is in the highest percentile for service delivery costs per capita. The following items have been identified through inquiry and observation as potential options for council's consideration in reducing our annual operations expenditure and/or increasing revenues.

Opportunities to Increase Infrastructure Investment			
Item	Suggested Opportunity	Annual Cost Savings (est)	Comments
Short Term Actions			
1	Start with reduce operations staff by 3.0 FTE	\$300,000	Efficiencies realized, the City can no longer afford to operate at current level
2	Reduce administration staff by 2.0 FTE	\$250,000	Promote next CAO from within the organization and do not fill that position
3	Invest annual slag revenues into infrastructure investment	\$235,000	\$235,000 annually is generated from the sale of slag.
4	Focus our infrastructure investment		Invest in only the Priority infrastructure renewal projects (\$1,000,000/yr)

5	Proactive Economic Development	Continue to promote Grand Forks as Open for Business. Take an active role on the BEDC and streamline approvals process.
6	Undertake a review of rates, taxes and fees	Engage our consultants to complete a review of our current rates to ensure we are achieving full cost recovery and are collecting sustainable revenues in the long term
Long Term Actions		
7	Engage the public in a conversation about levels of service	Seek input from public on current services through a workshop or survey to garner input on opportunities for further cost reduction, areas where service levels could be adjusted (up or down), and whether they are receiving value for money
8	Develop a set of performance measures and report regularly	Work with our consultants to develop a set of performance measures from the public input that we can use to measure and report out on the City's asset management status to both Council and the general public
9	Complete a review of our tax structure	Review tax exemptions and community grants

By implementing the short term actions identified above over the next year, annual investment in infrastructure is projected to increase by \$1,000,000/year by becoming an efficient organization with sound management practices. To achieve long term financial sustainability, the long term actions should be completed within 3 years. These actions should result in additional revenues and additional efficiencies in our operations.

It is anticipated the projected increases in revenue will fund the annual renewal contribution, infrastructure deficit (which continues to grow) and our essential (regulatory projects). Some of the essential projects include upgrades to the Wastewater Treatment Plant (WWTP), bio-solids management, a new well and improvements to the East Side Reservoir, 5th street water main, 22nd Street multi-utility, 3rd Street multi-utility; and over \$20 million in backlog of paving and electrical utility needs.

Considerations

1. Implementation of change will require the City to plan and test changes to make certain that the City will realize the intended outcomes. Final benefits will be based on future events and decisions of Council and may vary from these estimates.
2. Council is responsible to implement these opportunities for change and consider the impact and to determine how to use the savings realized – i.e. re-invest into infrastructure. It is not recommended to reduce taxes/fees.
3. Potential barriers to implementation – political, legal, labour and contractual obligations.

Next Steps (3 years)

Council to consider carefully the recommendations and council are responsible for decision-making on opportunities for change and for directing staff to implement these opportunities.

1. Electrical rate projection (three year plan to get us to \$400K/additional annual revenue)
2. Raise the Residential tax rate from 4.1646 to 5.99 equaling \$670K/additional revenue annually
3. Development Showcase (projections from JK)
4. Identifying other streams of revenue investment dollars
5. Eliminate need for borrowing bylaw – a resolution from Council and communicate to the public
6. Eliminate the acquisition of assets (triple bottom line review)
7. Review subdivision and servicing bylaw requirements and amenity contributions carefully, considering implications of requirements to asset management.
8. Amend Development Cost Charges (DCC) Bylaw - reallocate funds. Resolution from Council.
9. Determine formula for allocation of revenue to reserves.
10. Projections for revenue.
11. Asset Management tax rates separated (identified) from municipal tax rates.
12. Communicate utility rate bills.
13. Revisit and reevaluate plan in two and five years time.
14. Develop proactive management measures that align with asset management plan.
15. Review water and sewer rates in 3 years.
16. Develop a Reserves and Surplus policy to ensure the process continues into the future, in 2015.
17. Develop a Financial Management Policy to ensure continuity of the City's Asset Management plan in 2015.

The 5 year financial operating plan for 2016-2020 will reflect these changes and the policies and bylaws will be created and presented to Council prior to budget deliberations.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Operations
Date: October 13, 2015
Subject: Fees and Charges Amendment Bylaw No. 1958-A1
Recommendation: RESOLVED THAT the Committee of the Whole receives the report and to further direct staff to present to council the first three readings of the proposed Fees & Charges Amendment Bylaw 1958-A1 at the October 26, 2015, Regular Meeting of Council.

BACKGROUND: With the introduction of the Airport Regulation Bylaw No. 2022 some housekeeping items included establishing fees and charges and relocating those to the Fees and Charges Bylaw, while also adjusting the rates for other items and also adding a Fees and Charges Schedule for the Campground.

Benefits or Impacts of the Recommendation:

General: Housekeeping items and establishing fees and charges for a new bylaw and adjusting fees and charges for other services provided.
Strategic Impact: n/a
Financial: n/a
Policy/Legislation: Council has the authority to amend bylaws
Attachments: Draft Fees and Charges Amendment Bylaw No. 1958-A1 including any updated Schedules
Bylaw No. 1940, 2012 – Campground Regulation Amendment Bylaw
Bylaw No. 1958, 2014 – Fees & Charges Bylaw

Recommendation: RESOLVED THAT the Committee of the Whole receives the report and to further direct staff to present to council the first three readings of the proposed Fees & Charges Amendment Bylaw 1958-A1 at the October 26, 2015, Regular Meeting of Council.

OPTIONS:

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

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

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”, “Schedule B” and Schedule “D” with a new “Schedule A”, “Schedule B” and “Schedule D”. 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 13th day of October, 2015.

READ A FIRST time this ____ day of _____, 2015.

READ A SECOND time this ____ day of _____, 2015.

READ A THIRD time this ____ day of _____, 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.

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

Date Signed

APPENDIX 1

SCHEDULE "A" GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
For Freedom of Information Requests		
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		
Administrative Fees		
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. Cheques	\$25.00	flat rate
Information requiring research (billable in 1/4 hour increments)	\$35.00	/hour
Mortgage Roll Register	\$5.00	flat rate
Refund Overpayment (excluding sale and final)	\$25.00	flat rate
Payment Redistribution (change account, transfer credit)	\$25.00	flat rate
Property Tax Notice / Utility Bill Reprint	\$10.00	flat rate
Real Estate Board Data File	\$200.00	flat rate
General Accounts Receivable	2%	/month*
*On overdue accounts		
City of Grand Forks "Sustainable Community Plan" Bylaw		
Current Bylaw - includes all amendments and maps	\$30.00	flat rate
City of Grand Forks "Zoning" Bylaw		
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

All other Bylaws

\$0.50 /page

Maps - Plotter Printing Fees

Tabloid Size Sheets (11" x 17") - B&W

\$3.00 /page

Tabloid Size Sheets (11" x 17") - Colour

\$7.50 /page

Arch D Size Sheets (24" x 36") - B&W

\$7.50 /page

Arch D Size Sheets (24" x 36") - Colour

\$15.00 /page

Arch E Size Sheets (36" x 48") - B&W

\$10.00 /page

Arch E Size Sheets (36" x 48") - Colour

\$30.00 /page

Subdivision Application Fees

\$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>
Service		
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 "D"
AIRPORT FEES AND CHARGES

		<u>FEE / CHARGE PER YEAR</u>				
	<u>Unit</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Permanent FBO - Bare Land Leases						
Minimum Annual Fee - City Residents	/year	\$500	\$500	\$550	\$550	\$600
Minimum Annual Fee - Non-Residents	/year	\$1,000	\$1,000	\$1,100	\$1,100	\$1,200
Annual land lease fees to be calculated at 15% of assessed value or the land or the minimum annual fee, whichever is greater.						
Seasonal FBO Annual Fee	/year	\$1,000	\$1,000	\$1,100	\$1,100	\$1,200
Airport Terminal Building Lease - Minimum	/month	\$500	\$500	\$550	\$550	\$600
Monthly lease shall be the minimum fee or 8% of assessed value, whichever is greater.						
Tie-down Space	/month	\$55	\$60	\$65	\$70	\$75
Tie-down Space	/yearly	\$550	\$600	\$650	\$700	\$750
Tie-down Space - Reservation	/yearly	\$55	\$60	\$65	\$70	\$75
For each aircraft parked on the tie-down area						
Landing Fee - Private	/yearly	\$150	\$150	\$175.00	\$175.00	\$200
Landing Fee - Commercial Turbine/Jet	/landing	\$20	\$20	\$25	\$25	\$30
Landing Fee - Commercial Turbine/Jet	/yearly	\$300	\$300	\$350	\$350	\$400
For all commercial fixed wing and rotary wing aircraft that are not either Permanent FBO or Seasonal FBO						
Hangar - Lease Rate per sq meter	/yearly	\$4.00	\$5.00	\$6.00	\$7.00	\$8.00
Hangar - Assignment of Lease Transfer Fee	/instance	\$200.00	\$212.50	\$225.00	\$237.50	\$250.00
Hangar - New Hangar Fees & Assignment of Lease	/instance	\$1,500	\$1,500	\$1,750	\$1,750	\$2,000

Gate - Key Fob Initial Key	/instance	\$50	\$50	\$62.50	\$62.50	\$75
Gate - Key Fob	/year	\$50	\$50	\$62.50	\$62.50	\$75
Gate - Lost Key or Key Fob replacement	/instance	\$100	\$100	\$125	\$125	\$150
Night Light Operations - callout	/2hrs	\$175	\$175	\$200	\$200	\$225
Winter Runway Clearing	/instance	\$300	\$300	\$325	\$325	\$350

Other Services Fees

Other Service fees not listed provided by the Grand Forks Airport are based on cost recovery with a 25% administration charge

Fire Season Negotiable Fee

At the discretion of the City, a special service fee agreement may be negotiated with the Forest Service for a group landing fee/facility use arrangement.

Liability Insurance Requirements

All permits or leases issued under this schedule must include provisions that require the applicant/lessee to insure the City of Grand Forks against all liability for use of the airport lands. This insurance is to be for a minimum amount of \$5,000,000 and may be increased by the City as deemed necessary.

FBO = Fixed Base Operator

SCHEDULE "F"
CAMPGROUND FEES AND CHARGES

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

THE CORPORATION OF THE CITY OF GRAND FORKS

FEES & CHARGES BYLAW NO. 1958

A BYLAW TO AUTHORIZE THE CORPORATION OF THE CITY OF GRAND FORKS TO IMPOSE FEES AND CHARGES FOR VARIOUS MUNICIPAL SERVICES AND PROVISION OF INFORMATION;

WHEREAS pursuant to the current local government acts, legislation and regulations, Council is empowered by bylaw to establish fees and charges for various City services;

AND WHEREAS the Freedom of Information and Protection of Privacy Act provides for the payment of a fee for (a copy of routinely) available records, being those records which are available to the public, on demand, without a formal request for access under the Act;

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

1. TITLE

- 1.1 This bylaw may be cited for all purposes as **“Fees & Charges Bylaw No. 1958, 2014.”**

2. DEFINITIONS

- 2.1 In this bylaw, unless the context otherwise requires:

“City” means The Corporation of the City of Grand Forks;

3. FEES AND CHARGES

- 3.1 Fees and charges imposed by the City for applications received, services rendered and goods supplied shall be in accordance with requirements of the following schedules:

SCHEDULE:

City of Grand Forks Fees Charges Bylaw No. 1958

- "A" GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES
- "B" INFORMATION TECHNOLOGY AND NETWORKING SERVICES
- "C" SIGN PERMIT FEES AND CHARGES
- "D" AIRPORT FEES AND CHARGES
- "E" EQUIPMENT FEES AND CHARGES

4. SEVERABILITY

- 4.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this bylaw.

5 ENACTMENT

- 5.1 This bylaw is to take effect upon adoption by the Council of the Corporation of the City of Grand Forks.

READ A FIRST TIME this 26th day of May, 2014.


READ A SECOND TIME this 26th day of May, 2014.

READ A THIRD TIME this 26th day of May, 2014.

ADOPTED this 9th day of June, 2014.



Mayor - Brian Taylor



Corporate Officer - Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1958, as passed by the Municipal Council of the City of Grand Forks on the 9th day of June, 2014.

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

Date Signed

SCHEDULE "A"
GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
For Freedom of Information Requests		
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		
Administrative Fees		
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. Cheques	\$25.00	flat rate
Information requiring research (billable in 1/4 hour increments)	\$35.00	/hour
General Accounts Receivable	2%	/month*
*On overdue accounts		
City of Grand Forks "Sustainable Community Plan" Bylaw		
Current Bylaw - includes all amendments and maps	\$30.00	flat rate
City of Grand Forks "Zoning" Bylaw		
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
All other Bylaws	\$0.50	/page
Maps - Plotter Printing Fees		
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
Subdivision Application Fees		
	\$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>
Service		
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 "C"
SIGN PERMIT FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
For Portable Signs, Sandwich Board Signs or replacement of a sign within an existing Sign Face	\$35.00	flat rate
For all other Signs for which a permit is required:		
Where the value is \$1000.00 or less	\$50.00	flat rate
For each additional \$1000.00 or part thereof	\$7.50	flat rate

Where any sign has been erected without the required permit having been previously issued, the fee for obtaining such permit shall be double the amount of the regular permit fee.

SCHEDULE "D"
AIRPORT FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
1. Permanent FBO - Bare Land Leases		
Minimum Annual Fee - City Residents	\$500.00	/year
Minimum Annual Fee - Non-Residents	\$1,000.00	/year
Annual land lease fees to be calculated at 15% of assessed value or the land or the minimum annual fee, whichever is greater.		
2. Seasonal FBO Annual Fee	\$1,000.00	/year
3. Airport Terminal Building Lease - Minimum	\$500.00	/month
Monthly lease shall be the minimum fee or 8% of assessed value, whichever is greater.		
4. Tie-down Space	\$45.00	/month
For each aircraft parked on the tie-down area		
5. Transient Aircraft Parking	\$10.00	/day
For all transient aircraft parked on the Airport for 12 consecutive hours.		
6. Commercial Landing Fee	\$20.00	/landing
For all commercial fixed wing and rotary wing aircraft that are not either Permanent FBO or Seasonal FBO		
7. Fire Season Negotiable Fee		
At the discretion of the City, a special service fee agreement may be negotiated with the Forest Service for a group landing fee/facility use arrangement.		
Liability Insurance Requirements		
All permits or leases issued under sections 1,2,3 and 4 of this schedule must include provisions that require the applicant/lessee to insure the City of Grand Forks against all liability for use of the airport lands. This insurance is to be for a minimum amount of \$5,000,000 and may be increased by the City as deemed necessary.		

FBO = Fixed Base Operator

SCHEDULE "E"
EQUIPMENT FEES AND CHARGES

NEW UNIT NO.	YEAR	MAKE	DESCRIPTION	RATE
PICKUP TRUCKS				
701	2000	DODGE	1/2 TON PICK-UP	\$ 10.00
702	2003	FORD	WINDSTAR VAN	\$ 10.00
703	2001	G.M.C. (Electrical)	3/4 TON PICK-UP	\$ 10.00
704	1996	G.M.C. (Parks)	3/4 TON MOD #2500 SERVICE TRUCK	\$ 10.00
705	1997	DODGE	3/4 TON MOD #2500 DODGE	\$ 15.00
706	1998	G.M.C. (Water & Sewer)	3/4 TON TRUCK	\$ 10.00
807	2014	FORD (PARKS)	F 250 PICK -UP	\$ 10.00
808	2013	FORD (Electrical)	F 150 XL PICK-UP	\$ 10.00
711	1995	FORD (Parks)	1/2 TON PICK-UP	\$ 10.00
712	2004	CHEVROLET TRAIL BLAZER	SUV	\$ 10.00
713	2007	GMC 2500 3/4 TON	3/4 TON MOD #2500 SERVICE TRUCK	\$ 10.00
714	2007	GMC 1500 1/2 TON REG.	1/2 TON PICK-UP	\$ 10.00
715	2007	GMC 1500 1/2 TON REG.	1/2 TON EXT PICK-UP	\$ 10.00
716	2008	Ford Ranger (Commissioners)	1/2 TON PICK UP	\$ 10.00
1 TON TRUCKS				
717	2006	GMC 3500 (New Water & Sewer)	1 TON SERVICE TRUCK	\$ 20.00
718	2007	F 350 ONE TON (Parks)	ONE TON DUMP BODY	\$ 20.00
719	2010	DODGE CARAVAN	CARAVAN	\$ 10.00
VEHICLES OVER 2 TON				
720	2001	VACTOR	SEWER PRESSURE CLEANER	\$ 100.00
721	1998	I.H.C.	DUMP TRUCK	\$ 35.00
722	1998	I.H.C.	FLAT DECK/DUMP/CRANE	\$ 35.00
725	1995	FREIGHTLINER	WATER TANKER TRUCK	\$ 35.00
726	1990	I.H.C.	5 TON DUMP/SANDER TRUCK	\$ 35.00
727	1990	I.H.C.	5 TON DUMP/SANDER TRUCK	\$ 35.00
729	2007	INTERNATIONAL	ELECTRICAL LINE TRUCK	\$ 75.00
730	2007	STERLING SC 800	ELGIN STREET SWEEPER	\$ 50.00
731	2008	I.H.C.	5 TON DUMP/SANDER TRUCK	\$ 35.00
732	2010	I.H.C.	ELECTRICAL LINE TRUCK	\$ 75.00
733	2009	Saturn Vue SUV Hybird	SUV Hybird	\$ 10.00
HEAVY EQUIPMENT				
734	2009	JOHN DEERE.	544K LOADER	\$ 50.00
735	1999	CAT.	426C LOADER/BACKHOE	\$ 50.00
737	1980	CAT.	950 LOADER	\$ 50.00
738	1974	SMI	SNOW BLOWER	\$ 50.00
739	1973	CAT.	12F GRADER	\$ 50.00
TRACTORS & MOWERS				
750	2004	JOHN DEERE	SKID STEER LOADER	\$ 25.00
751	2000	JOHN DEERE	BACKHOE/LOADER - CEMETERY	\$ 25.00
852	2013	KUBOTA 1100	UTV	\$ 25.00
753	2001	HUSTLER	RIDING LAWN MOWER	\$ 25.00

854	2011	TORO (Replaced Dec 2011)	RIDING LAWN MOWER	\$ 25.00
755	1988	JOHN DEERE	RIDING LAWN MOWER	\$ 25.00
756	1977	FORD	TRACTOR	\$ 25.00
757	1975	GALLION STEEL ROLLER	STEEL ROLLER	\$ 25.00
758	2006	MTC 9700 HYDROSTATIC	"HOLDER" - MULTIPLE USE	\$ 25.00
MOBILE EQUIPMENT				
760	2000	CUMMINS ONAN	STANDBY GENERATOR	\$ 60.00
761	1998	M.B. BROOM	AIRPORT SWEEPER	\$ 35.00
862	2013	VERMEER (Replaced May 2013)	BRANCH CHIPPER	\$ 35.00
763	2005	SULLIVAN-PALATEK	AIR COMPRESSOR	\$ 35.00
764	1984	SIMPSON	GENERATOR	\$ 35.00
765	2006	AGRIMETAL 4000 TUF VAC	TURF VACCUM	\$ 35.00
TRAILERS				
770	1995	TRAIL TECH Waterworks	FLAT DECK TRAILER	\$ 10.00
771	1987	UBILT Concrete	UTILITY TRAILER	\$ 10.00
772	1987	UBILT	TRAILER/HUSTLER	\$ 10.00
773	1992	T-TECH	TRAILER/SKID STEER LOADER	\$ 10.00
774	1989	UBILT	POLE TRAILER	\$ 10.00
775	2007	MIARGE CARGO TRAILER	SOUND EQUIPMENT TRAILER	\$ 10.00
UTILITY EQUIPMENT				
781	2002	BANNERMAN	DIAMOND MASTER	\$ 30.00
782	2006	SG 26 STUMPGRINDER	STUMPGRIDER	\$ 30.00
COMPACTORS				
785	2005	BOMAG	DOUBLE DRUM ROLLER	\$ 10.00
786	1982	STONE	PLATE COMPACTOR	\$ 10.00
787	1996	BARTELL	PLATE COMPACTOR MOD B1824S	\$ 10.00
POWER EQUIPMENT				
790	2002	LEMMER	LINE PAINTER	\$ 25.00
791	1996	TARGET T3008	TILE/BRICK SAW	\$ 25.00
792	1995	POLYQUIP	CONCRETE SAW	\$ 25.00
793	1995	IMAGE	SEWER LINE INSPECTION CAMERA	\$ 60.00
794	2006	RYAN TURF CUTTER	TURF CUTTER	\$ 25.00
795	2008	1230 DITCH WITCH	DITCH WITCH TRENCHER	\$ 25.00
796	2011	UTILITY LOCATE SYSTEM	LOCATOR EQUIPMENT	\$ 25.00
MOTORIZED HAND TOOLS				
799			MISCELLANEOUS SMALL EQUIPMENT	\$ 5.00

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1940

**A Bylaw to Amend the City of Grand Forks
Municipal Campground Regulation Bylaw No. 1812**

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 the fees & charges for camping in the City Park Municipal Campground;

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 Municipal Campground Regulation Amendment Bylaw No. 1940, 2012"**.
2. That Bylaw No. 1812, cited as "City Park Municipal Campground Regulation Bylaw No. 1812, 2007" be amended by deleting "Schedule A" and replacing it with a new "Schedule A", which is identified as "Appendix 1" and attached to this bylaw.
3. That this Bylaw shall come into force and effect as of the start of camping season in 2013.
4. All persons using the facility area known as City Park Municipal Campground, must pay the fees as identified in Schedule "A".

Read a **FIRST** time this 20th day of August, 2012.

Read a **SECOND** time this 20th day of August, 2012.

Read a **THIRD** time this 20th day of August, 2012.

FINALLY ADOPTED this 4th day of September, 2012.


Mayor Brian Taylor


Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1940, cited as "City of Grand Forks Municipal Campground Regulation Amendment Bylaw No. 1940, 2012", as passed by the Municipal Council of the City of Grand Forks on the 4th day of September, 2012.

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

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

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Operations
Date: October 13, 2015
Subject: Airport Regulation Bylaw No. 2022
Recommendation: RESOLVED THAT the Committee of the Whole receives the report and to further direct staff to present to council the first three readings of the proposed Bylaw No. 2022 at the October 27, 2015, Regular Meeting of Council

BACKGROUND: There is currently no Bylaw established that governs the rules and regulations regarding the operations of the Grand Forks Airport. Establishing this bylaw will allow the City to regulate the airport operations and to further collect fees through the Fees and Charges Bylaw and to apply fines for violations through the Municipal Ticketing Information Bylaw.

Benefits or Impacts of the Recommendation:

General: This will allow for better control and standardized rules and regulations for the Grand Forks Municipal Airport and ensure compliance from hangar and aircraft owners and visitors alike.

Strategic Impact: N/A

Financial: N/A

Policy/Legislation: Council has the authority to regulate the Airport operations through bylaws

Attachments: Draft Bylaw No. 2022 – Airport Regulations Bylaw

Recommendation: RESOLVED THAT the Committee of the Whole receives the report and to further direct staff to present to council the first three readings of the proposed Bylaw No. 2022 at the October 27, 2015, Regular Meeting of Council.

OPTIONS:

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

THE CORPORATION OF THE CITY OF GRAND FORKS

AIRPORT REGULATION BYLAW NO. 2022

**A bylaw to provide for the regulation and use of the City of
Grand Forks Municipal Airport**

WHEREAS pursuant to the *Community Charter* Council may regulate, prohibit and impose requirements with respect to the operation of the Grand Forks Municipal Airport;

AND WHEREAS the City Council of the City of Grand Forks deems it necessary to set the rates, fees, charges and terms and conditions under which the airport may be protected and used;

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

1. TITLE

- 1.1. This bylaw may be cited as the “**City of Grand Forks Airport Regulation Bylaw No. 2022**”.

2. DEFINITIONS

- 2.1. In this bylaw, unless the context otherwise requires:

“**Aircraft**” includes any fixed-wing or rotating wing aircraft, any drone, UAV, balloon, or remote controlled (model) aircraft;

“**Airport**” means the Grand Forks Municipal Airport and those lands that are part of the airport operations, both airside and non-airside;

“**Airport Manager**” means the person appointed by the CAO as the Manager of the Airport for the municipality;

“**Council**” means the Council of the City of Grand Forks;

“**Drone**” or “**UAV**” means an aircraft which may be remotely controlled or can fly autonomously through software-controlled flight plans;

“**Maneuvering Area**” means that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, excluding aprons;

“**Municipality**” means the City of Grand Forks;

“**Occupant**” means one who occupies or uses a particular place at the airport.

“**Owner**” shall mean the owner of an aircraft or alternatively, that as the aircraft

operator, he/she is lawfully in possession and control of the aircraft;

“Remote Controlled (Model) Aircraft” means a small flying machine that is controlled remotely by an operator on the ground using a hand-held radio;

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks or a motor assisted cycle.

3. GENERAL PROVISIONS

- 3.1. In the event a person carrying on a permitted business fails to maintain liability insurance as required pursuant to any lease, licence or agreement made between that person and the municipality, or fails to comply with any term of the letter of consent, contract, permit, lease or licence, the Council or Airport Manager may terminate such existing letter of consent, contract, permit, lease or licence issued with respect to that business or may suspend such letter of consent, contract, permit, lease or licence until such insurance requirements are fulfilled or until such violation is remedied.

4. USE OF AIRPORT LANDS

- 4.1. The Municipality shall not be liable for any detriment, damage, accident or injury of any nature whatsoever, however caused, to any person or property including, but not limited to, any structure, erection, aircraft, equipment, materials, supplies, motor or other vehicles, fixtures and articles erected, brought, placed, or made on or about the Airport, unless such damage or injury is caused by the negligence of the municipality or its employees while acting within the scope of their employment.
- 4.2. Airport Occupants shall:
- (a) be liable for any damage to the Airport which may be caused by the Occupant, with the exception of ordinary wear and tear. No Occupant shall do or suffer any waste or damage to the Airport or use of, permit to be used any part of the Airport for any dangerous, noxious or offensive trade or business; nor shall cause or maintain any nuisance or do or maintain anything which shall be a disturbance to other users at the Airport.
 - (b) at all times, permit the Municipality, its employees and agents to enter leased or licenced space for the purpose of inspection, servicing, repair, maintenance and construction of the Airport.
 - (c) maintain, during the currency of a lease of licence to which the Occupant is a party, not less than \$2,000,000 liability insurance for all activities carried on by the Occupant, whether temporary or ongoing basis, and the City shall be named as an additional insured. A certificate of this liability insurance shall be submitted annually to the Airport Manager for review. The review by the Airport Manager will include but is not limited to the adequacy of insurance coverage and current status of insurance. The Occupant shall adjust insurance coverage if so directed by Airport Manager to correspond with the

directions of the Airport Manager.

- (d) not permit the Airport to become untidy, unsightly or hazardous or permit rubbish to accumulate thereon through their operation and use at the Airport. Should such conditions occur and the Occupant fail to respond to instructions from the Airport Manager to remove, clean up or restore the land or premises, the Airport Manager may undertake the clean-up and/or removal and charge all costs incurred in clean-up and/or removal to the Occupant.
 - (e) Not perform illegal activities at the airport at any time
- 4.3. The Municipality reserves the right to terminate use to the occupant of the Airport for any of the following reasons:
- (a) use of Airport facilities contrary to this Bylaw;
- 4.4. All Occupants shall comply with the requirements of this Bylaw and all operating procedures, agreements, rules and regulations whether established by a federal, provincial or municipal government relating to the operation of the Airport. All Occupants are required to familiarize themselves with this Bylaw as well as all operating procedures, agreements and regulations associated with the Airport before use and occupation of the Airport.
- 4.5. The Airport Manager may require a safety plan depending on the type of operation or use at the airport.
- 4.6. No person shall:
- (a) Use airport lands outside of hangars for storage purposes
 - (b) store debris or waste of any type at the Airport;
 - (c) leave or allow a vehicle or aircraft to leave deposits of rocks, stone, mud or other debris in any paved area at the Airport without first obtaining the written permission of the Airport Manager;
 - (d) place or leave any offensive matter or any trash or waste material at the Airport except in refuse containers that may be provided for that purpose.
 - (e) Use JetA or AvGas fuel within the Grand Forks Airport other than that provided by the Grand Forks Airport unless authorized by the airport manager.
 - (f) Leave pets unattended. All animals must be on a leash and all animal owners are required to pick up after their pets.

5. FEES AND CHARGES

- 5.1. All fees and charges as set forth in this bylaw shall be payable to the City of Grand Forks, P.O. Box 220, Grand Forks, British Columbia, V0H 1H0 or through collection means established at the Grand Forks Airport.
- 5.2. Fees for the Airport, including but not limited to:
- (a) Lease
 - (b) Tie-Downs

- (c) Landing
- (d) Gate Keys
- (e) Gate Fobs

shall be as shown in the Corporation of the City of Grand Forks Fees and Charges Bylaw.

6. AERONAUTICAL USE OF AIRPORT

- 6.1. The Airport Manager may close the Airport and runway for emergency or other purposes, with proper notification to Transport Canada and issuing a NOTAM through NAV Canada.
- 6.2. No person shall conduct the following without express written consent from the Airport Manager:
 - (a) balloon landings and take-offs;
 - (b) banner towing;
 - (c) formation take-offs and landings; or
 - (d) air show aerobatics and flypasts.
- 6.3. No person shall park or store any aircraft, aircraft parts or equipment:
 - (a) Other than in the designated parking areas;
 - (b) in such a position that it obstructs the maneuvering of other aircraft, aircraft parts, vehicles or trailers at the Airport;
 - (c) in any leased area of the Airport without permission of the lessee;
 - (d) in a position that obstructs normal access to leased areas;
 - (e) in areas posted with notices requiring prior permission, until that permission has been obtained from the Airport Manager or his/her designate.
- 6.4. It is the responsibility of the aircraft owner or Operator to ensure that all aircraft parked or stored at the Airport are properly secured regardless of whether or not the devices used to secure the aircraft were supplied by the Municipality.
- 6.5. The Airport Manager may move or caused to be moved a vehicle, trailer, aircraft, parts or equipment at the Airport if the vehicle, trailer, aircraft, parts or equipment is interfering in any manner with the use or operation of the Airport or deemed necessary by the manager and the Municipality shall not be liable for any damage caused to such vehicle, trailer, aircraft, parts or equipment by reason of it being so removed.
- 6.6. In the event a vehicle, trailer, aircraft, parts or equipment is removed by the Airport Manager under section 6.5 above, the Owner or Operator of such vehicle, trailer, aircraft, parts or equipment shall be liable for all costs incurred in relation to such movement, and such costs shall be paid to the Municipality prior to the release of the vehicle, trailer, aircraft, parts or equipment.

- 6.7. No person shall operate or park an aircraft negligently or recklessly that is likely to endanger life or property.
- 6.8. UAV operations are only permitted in the Transport Canada approved area. (see "Schedule 1 – UAV fly zone")

7. FUELLING

- 7.1. No aircraft shall be refuelled or defueled while inside a hanger.
- 7.2. During fuelling, the aircraft engine or engines shall be stopped and the switches placed in an 'engine inoperable' position. Hot fuelling is only permitted for helicopters when following Transport Canada guidelines and without passengers on board.
- 7.3. The fuelling equipment and the aircraft shall be grounded during fuelling operations.
- 7.4. In accordance with the BC Fire Code approved types of operations, fire extinguishers shall be within easy reach of those in charge of refuelling.
- 7.5. Fuelling equipment shall be well maintained and shall be of a type which can be safely operated at the Airport.
- 7.6. All flammable gasses or liquids, including those used in conjunction with the process of doping, shall be used or stored in compliance with federal, provincial, and municipal fire regulations.
- 7.7. All airside fuel spillage must be immediately reported to the Airport Manager.
- 7.8. Aviation fuel drums are not allowed for the refuelling of aircraft at the Airport unless no other fuel is available. Fuel Drums that are deposited at the Airport must be approved by the Airport Manager and are to be handled and stored in accordance with the requirements in 7.10 below.
- 7.9. All handling and storage of fuel at the Airport not covered above shall be in accordance with CSA Standard B836-05.
- 7.10. Spill Response Plans shall be presented to the Airport Manager for each temporary, mobile or emergency fuel dispensing systems.

8. VEHICLE OPERATION

- 8.1. Vehicles are prohibited in maneuvering areas, aircraft parking areas, and aprons unless receiving prior authorization from the Airport Manager or his/her designate.
- 8.2. Vehicles authorized to operate in restricted and/or aircraft maneuvering areas must use 4-way flashers and must do so at a slow speed (15km/h max) with due regard for aircraft, persons and property. Operators of such vehicles will be held responsible for any accident, damage or injury caused by their vehicle.

- 8.3. Hangar owners may request a manual gate key at no charge or a key fob for the automatic gate for an annual fee for vehicle access. Operators must ensure that gates are fully closed before leaving the gate area.
- 8.4. Operators will need to complete an "Airport Automatic Gate Access" form at the Public Works office and pay in full the associated fees.
- 8.5. Any violation of Section 8.3 or misuse of the automatic gate key fob will result in revoked automatic gate access for no less than 6 months for the first offense and no less than 2 years for any subsequent offense.
- 8.6. All vehicles that are authorized to operate on the airside of the Airport shall have a strobe light or 4-way flashers. The use of a radio for communication with air traffic and other ground maintenance crews is highly recommended.
- 8.7. When vehicles are authorized into restricted areas, they shall not under any circumstances be left parked or unattended. No vehicle may be parked so as to block a gate, entrance or roadway or in any aircraft maneuvering area.
- 8.8. Vehicles are not to be parked on airport grounds with the exception of:
 - the courtesy car (in designated area)
 - forestry and emergency response vehicles (in designated area)
 - for a maximum of 2 hours for deliveries and/or pickup by a hangar
 - parking inside a lease holders hangar
- 8.9. The Airport Manager or his/her designate will tow or otherwise move all vehicles in violation of these regulations.

9. BUILDINGS

- 9.1. Buildings at the Airport must be of fixed wall construction (no Quonsets or Archribs will be permitted).
- 9.2. New buildings must meet the BC Building Code and all applicable local Bylaw regulations.
- 9.3. Existing buildings may be inspected for safety reasons from time to time. If any safety issues are found the lessee is required to correct the issues accordingly.
- 9.4. All buildings constructed at the Airport where a connection to water and sewer exist, must connect.
- 9.5. All connecting access driveways between hangers and the Airport apron must be constructed using asphalt or concrete.
- 9.6. Buildings at the airport must be maintained and sided with metal and conform by June 1, 2018

10. PROHIBITIONS

10.1. Except as authorized in writing by the Airport Manager, no person shall:

- (a) conduct any business or undertaking, commercial or otherwise at the Airport;
- (b) advertise or solicit at the Airport on his behalf or on behalf of any other persons;
- (c) construct, fix, install, or place anything at the Airport for the purpose of any business or undertaking.

11. OFFENCE AND PENALTY

- 11.1. Any Person who contravenes any of the provisions of Section 4., 6., 7., 8., 9., or 10. may be subject to a fine as described in Schedule 13 of the Corporation of the City of Grand Forks Municipal Ticketing and Information Bylaw
- 11.2. Any Person who contravenes any of the provisions of this bylaw is liable, upon summary conviction, to a minimum fine of not less than One Thousand Dollars (\$1,000.00) and a maximum fine of Ten Thousand Dollars (\$10,000.00) and the cost of prosecution.
- 11.3. Charges imposed under Section 11.1 are due and payable within 30 days of the date on the invoice setting out the amount of the fee. If unpaid on December 31 of the year in which the charges became due and payable, then fees may be collected in the same manner and with the same remedies as property taxes.
- 11.4. Each day that any violation of a provision of this bylaw continues shall be deemed to be a separate offence.

12. EXCEPTIONS

- 12.1. In times of emergency, the Airport manager may grant exceptions to the provisions of this bylaw.

13. SEVERABILITY

- 13.1. If any portion of this bylaw is for any reason held to be invalid by a Court of competent jurisdiction, the invalid portion shall be severed without affecting the remainder of the bylaw.

14. EFFECTIVE DATE

- 14.1. This bylaw shall come into full force and effect upon its adoption.

INTROCUED this 13th day of October, 2015.

READ A FIRST TIME this ____ day of _____, 2015.

READ A SECOND TIME this ____ day of _____, 2015.

READ A THIRD TIME this ____ day of _____, 2015.

FINALLY ADOPTED this ____ day of _____, 2015.

Mayor – Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2022, as passed by the Municipal Council of the City of Grand Forks on the this ____ day of _____, 2015.

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

Date Signed

Schedule 1
UAV fly zone
(Transport Canada Approved)

