

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

**Monday, September 14, 2015
7217 - 4th Street, Council Chambers 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	September 14th, 2015, COTW	Adopt agenda as presented.
3.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
4.	<u>PRESENTATIONS FROM STAFF</u>		
	a) Corporate Services RFD - Corp. Services - Policy #204 Volunteer Appreciation Night - Call for Nominations	Volunteer Appreciation Night - Call for Nominations - Policy #204	THAT the COTW recommends Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204 at the September 14th Regular Meeting.
	b) Monthly Highlight Reports from department Managers Building & Bylaw Services CFO Corporate Services Development & Engineering Services Fire Chief Operations	Staff request for Council to receive the monthly activity reports from department Managers	THAT the COTW receive the monthly activity reports.
5.	<u>REPORTS AND DISCUSSION</u>		
6.	<u>PROPOSED BYLAWS FOR DISCUSSION</u>		
	a) Corporate Officer Bylaw - RFD - Corp. Officer - Re-introduction of Bylaw No. 1999 - Elections	Re-introduction of the current City of Grand Forks Bylaw No. 1999, 2014, for various procedures for the conduct of Local Government elections and other voting and Election timeline information.	THAT the COTW recommends to Council to determine that the current City Bylaw No. 1999, 2014, for the conduct of local government elections remain in place for the upcoming

local government By-Election and refer the matter to the October 13th, 2015, Regular Meeting for consideration. BE IT FURTHER RESOLVED THAT Council receive and discuss, for information purposes, the Election timeline with regard to the By-Election.

- b) Chief Financial Officer
[Bylaw - RFD - CFO - Bylaw 2018](#)
[Permissive Tax Exemptions 2016](#)

2016 Annual Permissive Tax
Exemption Bylaw

THAT the COTW recommends that Council give first three readings to Bylaw No. 2018 "2016 Permissive Tax Exemptions" at the October 13th, 2015, Regular Meeting.

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. **ADJOURNMENT**

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Corporate Services
Date: September 14th, 2015
Subject: Volunteer Appreciation Night – Call for Nominations – Policy #204
Recommendation: **RESOLVED THAT** the Committee of the Whole recommends Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204 at the September 14th Regular Meeting.

BACKGROUND: In August, 2009, Council adopted a policy outlining procedures, for the giving of recognition to a volunteer or a group of volunteers for service above and beyond those generally performed in the Community. A copy of the policy is attached for reference. The policy outlines that prior to giving any recognition of volunteers; the City must call for nominations publicly in a Regular Meeting of Council and through the City's newsletter. There are no time frames attached to the policy. This year as in following with the success of last year, the Volunteer Appreciation Night will be held in conjunction with the Chamber of Commerce and Community Futures Small Business Awards night on Thursday, October 15th, 2015. In this regard, it is being proposed that the Call for Nominations be announced publicly at the September 14th, 2015 Regular Meeting. Nomination forms will be available at the City Hall reception desk and on the City's website. Completed nominations must be submitted to City Hall either in person or electronically, by Monday, October 5th, 2015. The venue for this event will be The Curling Rink Upstairs Banquet Room from 5:00 pm to 7:00 pm.

Benefits or Impacts of the Recommendation:

General: Proceeding with the public call for nominations, signals to the public that Council will publicly recognize individuals or groups of individuals who have gone above and beyond in serving our community as a volunteer. A further benefit to this option is the fact that Council is seen as acting on Council policy.

Financial: There are costs to hosting a Volunteer Appreciation night, which are normally budgeted for on an annual basis. Costs for the evening as part of the City's community support policy portion is \$2,000.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Policy/Legislation: Council Policy outlines the procedure for the recognition of special volunteers.

Attachments: Council Policy #204

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204 at the September 14th Regular Meeting.

OPTIONS: 1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.

CITY OF GRAND FORKS			
POLICY TITLE:	Volunteer of the City	POLICY NO:	204
EFFECTIVE DATE: August 17, 2009		SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

Council may give recognition to a volunteer or a group of volunteers for service above and beyond of those generally performed in the Community.

PROCEDURE:

When Council is giving consideration to the recognition to an individual or group, it shall make its deliberations "in camera" and when a decision to give recognition has been made, it shall then be announced by the Mayor at the Annual Community Volunteer Recognition Evening.

Further, when giving consideration to recognizing a special volunteer, Council may consider the following criteria:

- the individual or group should be honoured for its volunteer work in the City of Grand Forks or for volunteer work that has had an impact on the City of Grand Forks;
- the individual or group should not have been paid or received any form of financial remuneration for the work or activity for which the volunteer is being considered;
- The individual or group should have made a significant commitment to the community to be considered for the recognition;
- There is substantial support from the Community through letters of recommendations outlining the volunteerism history and the impact on the Community;
- A special volunteer recognition may be given after the passing of the individual;
- Prior to giving any recognition of volunteer of the year, the City must call for nominations publicly in a Regular Council meeting and through the City's Newsletter.

CITY OF GRAND FORKS

EXCEPTIONAL VOLUNTEER SERVICE

NOMINATION FORM

PERSON /OR GROUP BEING NOMINATED

(Please print clearly with **correct spelling**)

SHORT BIOGRAPHY OF THEIR VOLUNTEER SERVICES (which will be read that evening):

ARE THEY, HE, SHE ABLE TO ATTEND THE VOLUNTEER EVENING? _____

YOUR NAME OR GROUP: _____

PLEASE PROVIDE A PHONE NUMBER OR EMAIL ADDRESS THAT WE MAY CONTACT IN EVENT
THAT YOUR NOMINATION IS ACCEPTED AS ONE OF THE AWARDS FOR THIS YEAR: _____

All Nominations need to be submitted to City Hall by October 5th, 2015

MONTHLY HIGHLIGHT REPORTS



DATE : September 2, 2015
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of August, 2015

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ Working on a Unsightly Property on 68th Avenue
- ❖ No new deer feeding complaints
- ❖ The City has had a very good response from the general public in regards to the Stage 2 Watering Restrictions. No new notices issued.

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
 - ❖ 8 New permits this month
 - 1 Commercial Renovation
 - 2 Sundeck Renovations
 - 5 Home Renovations
 - ❖ Building Permits in 2015 have now exceeded 1 million dollars in construction value.
-

MONTHLY HIGHLIGHT REPORTS



DATE : September 14, 2015

TO : Committee of the Whole

FROM: Chief Financial Officer

HIGHLIGHTS : For the Month of August, 2015

- ❖ Attended August 6th Contractor's meeting
 - ❖ Interviewing for Casual Admin pool
 - ❖ Answering written enquiries from taxpayers
 - ❖ Updated finance section of website
 - ❖ Asset Management software training for finance staff
 - ❖ Met with BC Assessment to discuss current issues such as BC Assessment Innovation Grand Forks
 - ❖ Working on financial plan, including Reserves and Surplus policy
-

MONTHLY HIGHLIGHT REPORTS



DATE: September 14th, 2015
TO: Committee of the Whole
FROM: Corporate & Legislative Services
HIGHLIGHTS: For the Month of August, 2015

- ❖ Prepared and facilitated Council Meetings for the month
- ❖ Dealt with the organization's Human Resources Requirements
- ❖ Provided support to community; Cannafest, Fall Fair, Park in the Park
- ❖ Provided administrative support and communications during the fire event for the Emergency Operations Centre
- ❖ Preparing information for upcoming municipal by-election
- ❖ Developed and disseminated communications for events that were cancelled due to wildfires
- ❖ Provided EOC assistance to the RDKB in Trail for Communications
- ❖ Developed and shared information re: wildfires to public
- ❖ Economic Development Meeting to prepare and fine tune work plan
- ❖ Worked with Engineering and Development department to develop marketing material for Venture Connect publication
- ❖ Conference calls and meetings with potential development organizations.

MONTHLY HIGHLIGHT REPORTS



DATE: September 14, 2015
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of August, 2015

- ❖ Held a Transition Housing Project Steering Committee (THPSC) meeting and reviewed the Preliminary Needs Assessment Report and Next Steps
- ❖ Received Asset Management Planning Grant for Financial Policy Framework
- ❖ Held a Contractor's Open House
- ❖ Finalized Schedule for Commencing Construction on the Rotary Spray Park Project
- ❖ Received 4 Development Enquiries
- ❖ Received 6 Zoning Enquiries
- ❖ Received 3 Development Variance Enquiries
- ❖ Commenced the Surveys for the Eastside Reservoir Structure Study and the UV Disinfection for the WWTP Projects
- ❖ Commenced Research and Planning For A New Development Zone For Eco Homes
- ❖ Continued Planning and Updating of Bylaws for Zoning, Tax Exemption and Heritage Guidelines

MONTHLY HIGHLIGHT REPORTS



DATE : September 3, 2015
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of August, 2015 *DRAFT*

- ❖ Calls for July: 73 total: 34 Fire, 7 Rescue, 32 First Responder
Year-to-date: 411
- ❖ Preparation for Cannafest
 - Inspection of site when vendors and organizers were setup.
- ❖ Volunteers conducted patrols in and around the park during the event.
- ❖ Grand Forks provided command and fire fighter crew for Rock Creek wildland fire Aug 13-16.
- ❖ Planning/operations during Stickpin fire south of Grand Forks Aug 14-30.
 - Coordination with Wildfire Management Branch (BC) and Incident Management Team (US).
 - Volunteers conducted overnight patrols when conditions were favorable for firebrands.
 - Work with structural protection crews brought in by the Office of the Fire Commissioner and Emergency Operations Centre.

MONTHLY HIGHLIGHT REPORTS



- Organized delivery of Evacuation Alert notices to residents south of the Kettle River with GFFR, GFSAR, and RCMP.

MONTHLY HIGHLIGHT REPORTS



DATE : September 14, 2015
TO : Committee of the Whole
FROM: Manager of Operations
HIGHLIGHTS : For the Month of August 2015

Roads/Parks/Facilities

- ❖ Event support : Cannafest, Music in the Park, Cricket in the Park, Park in the Park, Nagasaki Day
- ❖ Support for Wildfire BC crews, staging area preparation, additional airport fuel and support for helicopters
- ❖ Ongoing parks and roads maintenance programs as required (dust control, mowing, campground, shouldering)

Water/Sewer

- ❖ Community Garden Hookup
- ❖ Sewer Main flushing
- ❖ Preparations for Cannafest
- ❖ Interior Health Authority reporting
- ❖ Water sampling program review

MONTHLY HIGHLIGHT REPORTS



Electrical

- ❖ Door to Door Patrols to check meters
- ❖ Pole replacements & preparation (on-going)
- ❖ Street light repairs
- ❖ Supporting other departments as required (events, pruning)
- ❖ HVAC controls for City Hall training
- ❖ PCB Distribution ready for shipment

Capital

- ❖ RFQ closed for vehicle replacement
- ❖ RFP posted for Pit Meter Installations
- ❖ EOI posted for Inside Water Meter Installations
- ❖ RFP for Fuel Pumps closed
- ❖ RFC for headworks grinder closed
- ❖ RFQ for PCB Distribution closed

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole

From: Corporate Officer

Date: September 14th, 2015

Subject: Re-introduction of the current City of Grand Forks Bylaw No. 1999, 2014 for various procedures for the conduct of Local Government elections and other voting and Election timeline information.

Recommendation: **RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO DETERMINE THAT THE CURRENT CITY BYLAW NO. 1999, 2014, FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS REMAIN IN PLACE FOR THE UPCOMING LOCAL GOVERNMENT BY-ELECTION AND REFER THE MATTER TO THE SEPTEMBER 28TH, 2015 REGULAR MEETING FOR CONSIDERATION.**

BE IT FURTHER RESOLVED THAT COUNCIL RECEIVE AND DISCUSS, FOR INFORMATION PURPOSES, THE ELECTION TIMELINE WITH REGARD TO THE BY-ELECTION.

BACKGROUND: With a by-election in our future, the City of Grand Forks is legislatively obligated to have an Elections Procedure Bylaw in place. We have the ability to adopt an amended or new bylaw, or resolve to accept the existing bylaw. Our legislation dictates that an elections bylaw needs to be in place at least six weeks prior to the start of the nomination period. The City's current Bylaw No. 1999, 2014, which determines various procedures for the conduct of local government elections and other voting, addresses all the procedures and needs of the upcoming By-Election.

Because the projected caliber of the by-election is far less than that of a major election, Council may opt not to have or reduce, the number of venues for Special Voting Opportunities. If this is Council's wish, Staff can put forward an amended Elections bylaw to reflect as such.

The City is legislatively obligated to have one advance voting opportunity, which is Staff's recommendation at this time; however, with reference to Section 3, the Chief Election Officer would have the authorization to add an additional Advance Voting opportunity if the need presented itself during the election process.

Section 6 refers to the Ballots section, and although there is reference to voting machines under (b), Staff's recommendation is that a standard paper ballot without the use of machines would be the most financially viable option for the by-election. The reference to voting machines would only be viable should the caliber of the by-election increase.

BY-ELECTION TIMEFRAME: Staff has provided to Council, the earliest timeframe possible, January options, and then an optimum time frame. The earliest timeframe would see Council resolving to utilize the existing bylaw that would need to be referred to tonight's meeting. The first alternate January timeline allows for the resolution of the bylaw at the September 28th, 2015 Regular Meeting; whereas January 16th, 2016 would allow for a new or an amended Elections

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



bylaw to come into play. Disadvantages of considering the early timeframes are: 1) The Court ruling is not yet finalized and there is yet no determination of whether the City would currently have one or two seats available for a by-election; 2) The election process would occur during the Christmas season (save for the Dec 12th option); 3) voting that occurs in December, January or February – see winter weather conditions and the absence of “snowbirds” for voting opportunity.

An optimal possible date for the by-election could be around April 9th, 2016. By the example, Council would see the election away from the holiday period, better weather and that most snowbirds should have returned by then. Of course, we have no way of knowing, if we will have the Court ruling to instigate this timeframe, and it is not incumbent of Council to set an election date at this time – this is merely for information purposes.

Benefits or Impacts of the Recommendation:

General:	The elections bylaw will be in place considering the upcoming by-election.
Strategic Impact:	N/A
Financial:	It is estimated that one by-election would cost approximately \$8000 to \$10,000 dollars and that funding for this would be included in the 2016 Financial Plan.
Policy/Legislation:	The municipality is legislatively required to have an Election Procedures Bylaw in accordance with the Local Government Act
Attachments:	Current Elections Bylaw No. 1999; Excerpts from the Local Government Act as it pertains to By-Elections; Examples of Elections timelines

Recommendation:	RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO DETERMINE THAT THE CURRENT CITY BYLAW NO. 1999, 2014, FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS REMAIN IN PLACE FOR THE UPCOMING LOCAL GOVERNMENT BY-ELECTION AND REFER THE MATTER TO THE SEPTEMBER 28TH, 2015 REGULAR MEETING FOR CONSIDERATION. BE IT FURTHER RESOLVED THAT COUNCIL RECEIVE AND DISCUSS, FOR INFORMATION PURPOSES, THE ELECTION TIMELINE WITH REGARD TO THE BY-ELECTION.
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OPTIONS:	1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.
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THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1999

A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES
FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS
AND OTHER VOTING.

Under the Local Government Act, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting.

Council for the Corporation of the City of Grand Forks wishes to establish various procedures and requirements under that authority.

The Council for the Corporation of the City of Grand Forks, in an open meeting of Council, enacts as follows:

1. **Definitions**

In this bylaw:

"**Elector**" means a resident elector or property elector of the jurisdiction as defined under the Local Government Act.

"**Election**" means an election for the number of persons required to fill a local government office.

"**General Local Election**" means the elections held for the Mayor and all Councillors of the Municipality, which must be held in the year 2014 and in every 4th year after that.

"**General Voting Day**" means:

- (a) for a general local election, set under Section 36(2) of the Local Government Act;
- (b) for other elections, the date set under Sections 37(5), 38(1) or (3) or 142(5) of the Local Government Act, and
- (c) for other voting, the date set under Section 162 of the Local Government Act.

"**Jurisdiction**" means, in relation to an election, the Municipality for which it is held.

"Local Government" means:

- (a) in relation to a Municipality, the Council.

"Other Voting" means voting on a matter referred to in Section 158 of the Local Government Act.

2. **Register of Resident Electors**

As authorized under Section 62 of the Local Government Act, the most current list of voters prepared under the Elections Act, existing at the time an election or other voting is to be held, is deemed to be the register of resident electors for the Municipality.

3. **Additional General Voting Opportunities**

The Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each election or specified election or other voting and to designate the voting places and voting hours with the limits set out in Section 96(2) of the Local Government Act, for such voting opportunities.

4. **Additional Advance Voting Opportunities**

As authorized under Section 98 of the Local Government Act, the Council authorizes the Chief Election Officer to establish additional advance voting opportunities for each election or specified election or other voting to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

5. **Special Voting Opportunities**

- (a) In order to give electors who may otherwise be unable to vote, an opportunity to do so, the Council will provide Special Voting Opportunity as authorized under Section 99 of the Local Government Act, for each election or specified election or other voting at the following places and shall be open during the hours hereinafter specified:

1. Phoenix Manor Retirement Home
876-72nd Avenue, Grand Forks BC
 - the voting place shall be open as determined by the Chief Elections Officer
2. Boundary Lodge Assisted Living
7130 – 9th Street, Grand Forks, BC

- the voting place shall be open as determined by the Chief Elections Officer
3. Boundary Hospital & Hardyview Lodge
(Includes all Cottages on the property)
7649-22nd Street, Grand Forks, B.C.
- the voting place shall be open as determined by the Chief Elections Officer
 4. Silver Kettle Village, 2350-72nd Avenue, Grand Forks, B.C.
- the voting place shall be open as determined by the Chief Elections Officer
- (b) The following procedures for voting and for conducting the voting proceeding apply to the special voting opportunity:
 - (i) Provision is made to allow for bedside voting.
 - (c) The number of candidate's representatives who may be present at the special voting opportunity is limited to one.
 - (d) The following restriction applies to persons who may vote at a Special Voting Opportunity:
 - (i) The only electors who may vote at the Special Voting Opportunity on the date when the Special Voting Opportunity is held are those voters who are residents of the facilities or those who have been admitted as patients to the Hospital and facilities Staff.

6. **Ballots**

Pursuant to Section 104 of the Local Government Act, the Chief Election Officer shall establish the form of ballots to be used in the general local election or other voting. Such determination includes the utilization of the Automated Ballots, for Voting Machines or Printed Ballot as follows:

- (a) Printed Ballots shall be in the form prescribed in Section 104 and 105 of the Local Government Act;
- (b) Use of Voting Machines shall be in accordance with Section 101 of the Local Government Act as outlined in the City of Grand Forks' "Automated Voting Machines for General Local Elections and Other Voting Bylaw No. 2000"

7. **Order of Names on Ballot**

The order of names of candidates on the ballot will be determined by alphabetical order in accordance with Section 106 of the Local Government Act.

8. **Number of Scrutineers at Voting Places**

As authorized under Section 110(2) (d) of the Local Government Act, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

9. **Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 141 of the Local Government Act.

11. This bylaw may be cited as the "**Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1999, 2014**".

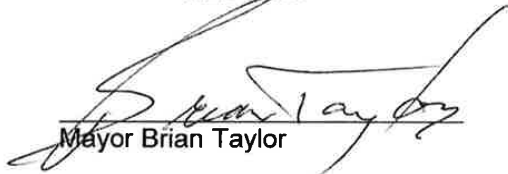
INTRODUCED this 26th day of May, 2014.

Read a **FIRST** time this 9th day of June, 2014.

Read a **SECOND** time this 9th day of June, 2014.

Read a **THIRD** time this 9th day of June, 2014.

FINALLY RECONSIDERED AND ADOPTED this 23rd day of June, 2014.



Mayor Brian Taylor



Corporate Officer, Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of bylaw No. 1999, as adopted by the Municipal Council of the City of Grand Forks on the 23rd day of June, 2014.

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

- (c) a description of the qualifications established by subsection (5) (a) that entitle an elector to vote for a council member to represent the neighbourhood constituency.

By-elections

37 (1) Subject to this section, an election must be held to fill a vacancy in an elected local government office that occurs in any of the following circumstances:

- (a) the person elected or appointed to the office dies before taking office;
- (b) the office is declared vacant on an application under section 143 [*application to court respecting validity of election*], or a candidate affected by the application renounces claim to the office under subsection (9) of that section;
- (c) the person holding the office dies;
- (d) the person holding the office resigns from office;
- (e) the office becomes vacant under Division 7 [*Challenge of Council Member Qualification for Office*] of Part 4 of the *Community Charter* as it applies in relation to that office.
- (f) the office becomes vacant under
 - (i) section 64 (2) [*candidate disqualification penalties for failure to disclose*], or
 - (ii) section 65 (1) (a) [*candidate disqualification penalties for false or misleading disclosure*],of the *Local Elections Campaign Financing Act*.

(2) A local government may decide that a by-election is not to be held if the vacancy occurs after July 1 in the year of a general local election that will fill the office.

(3) In addition to the authority under subsection (2), a council may decide that a by- election is not to be held if all the following circumstances apply:

- (a) the vacancy occurs after January 1 in the year of a general local election that will fill the office;
- (b) the vacancy is not in an office elected on the basis of a neighbourhood constituency;
- (c) the number of remaining council members is at least one greater than the quorum for the council, as set under section

129 (1) [*quorum for conducting business*] of the *Community Charter*.

① (4) As soon as practicable after a vacancy occurs for which an election under this section is to be held, the local government must appoint a chief election officer for the election.

② (5) The chief election officer must set a general voting day for the election, which must be on a Saturday no later than 80 days after the date the chief election officer was appointed.

(6) If the number of members of a local government is reduced to less than a quorum, the minister may either

(a) order that the remaining members of the local government constitute a quorum until persons are elected and take office to fill the vacancies, or

(b) appoint qualified persons to fill the vacancies until persons are elected and take office to fill them.

✓ (7) A person elected in a by-election holds office until the end of the term of the office in respect of which the election was held.

Minister's order for election to be conducted

38 (1) If an election is not held or a vacant office is not otherwise filled as required under this Act, the minister may

(a) set a general voting day for the election, appoint a chief election officer and otherwise arrange for the election to be conducted, or

(b) order the designated local government officer to arrange for the election to be conducted.

(2) If considered necessary in relation to an election under subsection (1), the minister may make orders to provide for the conduct of the election and for the governing of the municipality or regional district until the candidates elected in that election take office, including orders that provide for exceptions to provisions of this Act and regulations or bylaws under this Act.

(3) The general voting day for an election under this section must be on a Saturday set by the minister or by the chief election officer in accordance with the directions of the minister.

Election bylaws

③

39 (1) Unless otherwise provided, in order for a bylaw under

- (a) this Part,
- (b) section 551 [*regulation of signs and advertising*], or
- (c) section 8 (4) [*fundamental powers — signs and advertising*] of the *Community Charter*

to apply in relation to a general local election, the bylaw must be adopted at least 8 weeks before the first day of the nomination period of the general local election.

3a)

(2) Unless otherwise provided, in order for a bylaw referred to in subsection (1) to apply in relation to an election under section 37, the bylaw must be adopted at least 6 weeks before the first day of the nomination period for the election.

Costs of elections

- 40** (1) The costs of an election, including the costs of registration of electors for the election, are the responsibility of the municipality or regional district for which the election is held unless otherwise agreed.
- (2) The costs of an election may be shared under an agreement between the local government and another local government, the council of the City of Vancouver or a board of school trustees for the conduct of the election by one party for the other or in conjunction with an election of the other.
- (3) A local government that is a party to an agreement under subsection (2) may, by bylaw, provide that the bylaws of the other party respecting elections apply to elections conducted under the agreement.
- (4) An agreement referred to in subsection (2) may provide for a party to conduct only some of the election proceedings for or in conjunction with the other party.
- (5) An election to which an agreement referred to in subsection (4) applies is valid despite the agreement and any bylaws in relation to it having the effect of creating differences in election proceedings between different parts of the election area for which an election is held.
- (6) Without limiting subsection (4), an agreement referred to in that subsection may allow a local government to restrict the persons who may vote at the election proceedings conducted under the agreement to persons who are entitled to be registered as electors in relation to a specified part of the election area for which the election is held.
- (7) If a restriction under subsection (6) applies, on any day on which an advance voting opportunity conducted under the agreement is open to electors of only part of the election area for which the election is held, an

advance voting opportunity must be open to all electors of that election area on the same day.

(8) So long as any required advance voting opportunities are provided, no bylaw is necessary for an advance voting opportunity required by subsection (7), and the voting opportunity may be held at the place and for the voting hours established by the chief election officer.

(9) The chief election officer must give notice of a voting opportunity to which subsection (8) applies in any manner the chief election officer considers appropriate, including in the notice the date, place and voting hours for the voting opportunity.

Appointment of election officials

- 41** (1) For the purposes of conducting an election, the local government must appoint a chief election officer and a deputy chief election officer.
- (2) The chief election officer must appoint election officials required for the administration and conduct of the election.
- (3) Without limiting the generality of subsection (2), the chief election officer must appoint the following:
- (a) presiding election officials for election proceedings where the chief election officer is not acting as presiding election official;
 - (b) election officials to act as alternate presiding election officials for election proceedings;
 - (c) election officials required to assist the presiding election official at election proceedings.
- (4) The chief election officer may delegate the authority under subsection (3) (c) to the presiding election official for the election proceedings.
- (5) The chief election officer may appoint peace officers as election officials to assist presiding election officials in fulfilling their duty to maintain peace and order at the election proceedings for which they are responsible.
- (6) If an election official is absent or unable to act, a person appointed as deputy chief election officer or appointed under this section as alternate for the official must perform the duties and has the powers of the official.
- (7) A candidate, candidate representative or financial agent may not be appointed as an election official.
- (8) Before assuming duties, an election official must make a solemn declaration that the person

Exhume Cabinet from Election Date

	A	C	D	E	F	G
1	By-election					
2						
3						
4						
5						
6						
7						
8						
9						
10						
11	Nomination period - start					
12	Nomination period - end					
13	By-election Notice - start					
14	By-election Notice - end					
15						
16	Required Advance Vote					
17	2nd Advance Vote (by bylaw)					
18						
19	Voting Day - must be a Saturday					
20						
21						
22						
23	Interpretation Act - s.25, Calculation of time or age					
24	0[-0+1]					
25	0[-0]					
26	0[-0]					

Looking at January 9th as Election date

	A	C	D	E	F	G
1	By-election					
2						
3						
4	Election Bylaw Adoption for By-election					
5	Appointment of CEO	October 12, 2015	Days =>6 weeks Nom. Start	LGA s.39(2)	Interpretation Act s.25(4)	
6		October 21, 2015	=<80 before VD	s.37(5)	s.25(5)	
7	Notice of Nomination - start	October 25, 2015	=<30 before Nom. Period	s.70	s.25(5)	
8	Notice of Nomination - end	November 18, 2015	=>6 before Nom. Period	s.70	s.25(4)	
9						
10	Nomination period - start	November 24, 2015	>46 before VD	s.69(1)	s.25(4)	
11	Nomination period - end	December 4, 2015	>36 before VD	s.69(1)	s.25(4)	
12						
13	By-election Notice - start	December 10, 2015	=<30 before VD	s.77(1)		
14	By-election Notice - end	January 3, 2016	>6 before VD	s.77(1)		
15						
16	Required Advance Vote	December 30, 2015	=10 days before VD	s.97(2)(a)		
17	2nd Advance Vote (by bylaw)		=?? days	s.97(2)(b)		
18						
19	Voting Day - must be a Saturday	January 9, 2016		s.37		
20						
21						
22						
23	Interpretation Act - s.25. Calculation of time or age					
24	0[-----0+1]					
25	0[-----0]					
26	0[-----0]					

First and Last days excluded "at least" "not less than" ie. 30 days = 31 days
 First day excluded / Last day included "not more than" ie. 30 days = 30 days/ first terminal day **NOT** included
 First and Last days included "no date corresponding" time ends on last day of month ie. 1 month from Jan. 31 + Feb 28 (29

Another way of January

	A	C	D	E	F	G
1	By-election					
2						
3						
4						
5						
6						
7						
8						
9						
10						
11	Nomination period -start					
12	Nomination period - end					
13	By-election Notice - start					
14	By-election Notice - end					
15						
16	Required Advance Vote					
17	2nd Advance Vote (by bylaw)					
18						
19	Voting Day - must be a Saturday					
20						
21						
22						
23	Interpretation Act - s.25, Calculation of time or age					
24	0[-----0+1]					
25	0[-----0]					
26	0[-----0]					

First and Last days excluded "at least" "not less than" ie. 30 days = 31 days
 First day excluded / Last day included "not more than" ie. 30 days = 30 days/ first terminal day **NOT** included
 First and Last days included "no date corresponding" time ends on last day of month ie. 1 month from Jan. 31 + Feb 28 (29

Proposed Optimal date for By Election

A		C	D	E	F	G
1	By-election					
2						
3						
4	Election Bylaw Adoption for By-election			Days	IGA	Interpretation Act
5	Appointment of CEO	January 11, 2016	=>6 weeks Nom. Start	s.39(2)	s.25(4)	
6		January 20, 2016	=<80 before VD	s.37(5)	s.25(5)	
7	Notice of Nomination -start	January 24, 2016	=<30 before Nom. Period	s.70	s.25(5)	
8	Notice of Nomination -end	February 17, 2016	=>6 before Nom. Period	s.70	s.25(4)	
9						
10	Nomination period -start	February 23, 2016	>46 before VD	s.69(1)	s.25(4)	
11	Nomination period - end	March 4, 2016	>36 before VD	s.69(1)	s.25(4)	
12						
13	By-election Notice - start	March 10, 2016	=<30 before VD	s.77(1)		
14	By-election Notice - end	April 3, 2016	>6 before VD	s.77(1)		
15						
16	Required Advance Vote	March 30, 2016	=10 days before VD	s.97(2)(a)		
17	2nd Advance Vote (by bylaw)		=?? days	s.97(2)(b)		
18						
19	Voting Day - must be a Saturday	April 9, 2016		s.37		
20						
21						
22						
23	Interpretation Act - s.25, Calculation of time or age					
24	0[-----0+1]	First and Last days excluded "at least" "not less than" ie. 30 days = 31 days				
25	0[-----0]	First day excluded / Last day included "not more than" ie. 30 days = 30 days/ first terminal day NOT included				
26	0[-----0]	First and Last days included "no date corresponding" time ends on last day of month ie. 1 month from Jan. 31 + Feb 28 (29				

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: September 14, 2015
Subject: 2016 Annual Permissive Tax Exemption Bylaw
Recommendation: **THAT the Committee of the Whole recommends that Council give first three readings to Bylaw No. 2018 "2016 Permissive Tax Exemptions" at the September 28th, 2015 Regular Meeting of Council.**

BACKGROUND:

Staff has prepared the annual Permissive Tax Exemption Bylaw which needs to be adopted prior to October 31, 2015 in order to exempt certain properties from taxation in 2016. This bylaw is on the agenda for first three readings on September 28th and final reading on October 13, 2015. As per legislation, the City will be advertising the tax exemption notice for public consideration on September 16th and September 23rd, 2015 in the Grand Forks Gazette.

The following areas of land surrounding the buildings for public worship and hospitals are being exempted under Section 224(2)(f) and (g) and 224(2)(h) of the Community Charter.

The United Church – 920 Central Avenue
The Pentecostal Church – 2826 75th Avenue
The Catholic Church – 7249 9th Street
The Anglican Church – 7252 7th Street
The Mennonite Brethren Church – 7048 Donaldson Drive
Christ Lutheran Church – 7328 19th Street
Grand Forks Christian Centre – 7525 4th Street
Jehovah's Witnesses Church – 7680 Donaldson Drive
First Baptist Church – 2495 76th Avenue

The estimated value of permissive exemptions above for 2016 is \$1,783.77.

Drawings are included in the bylaw for the places of worship but not for the properties listed below as the entire lots are being exempted below.

As per Section 224(2)(h) The bylaw will also exempt the following non-profit organizations from the payment of the amount of expected City property taxes as outlined below on properties owned or occupied by:

Name	Estimated 2016 Property Taxes Exempted
Grand Forks Curling Club (7230 21 st Street)	\$ 8,457.01
Grand Forks Masonic Building Society (366 Market Avenue)	\$ 387.41
Sunshine Valley Child Care Society – Little People's Centre (978 – 72 nd Avenue)	\$ 1,505.45

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Slavonic Seniors Citizens (686 – 72 nd Avenue)	\$ 520.62
Hospital Auxiliary Thrift Shop (7239 – 2 nd Street)	\$ 1,982.78
Royal Canadian Legion (7353 – 6 th Street)	\$ 3,831.54
Grand Forks Senior Citizens Drop In Centre (City Park) (565 – 71 st Avenue)	\$ 3,376.71
Phoenix Manor Society (876 – 72 nd Avenue)	\$ 2,608.21
Grand Forks & Dist Housing Society (Boundary Lodge) (7130 – 9 th Street)	\$ 4,027.00
Habitat For Humanity (7212 Riverside Drive)	\$ 3,187.87

The estimated total value of permissive exemptions for the non-profits above for 2016 is \$29,884.60.

Benefits or Impacts of the Recommendation:

General:	All applicants provide a valuable service to the Community, from Senior's organizations to Preschoolers. Granting tax exemption to these applicants assists the organizations in continuing the operation of their facilities and in providing services to the residents of the community.
Financial:	Granting permissive tax exemptions to the properties listed above will reduce taxes collectible by the City by \$31,668.37. This includes land surrounding places of worship at \$1783.77 and non-profits at \$29,884.60.
Policy/Legislation:	Section 224 of the Community Charter
Attachments:	2016 Annual Tax Exemption Bylaw No. 2018

Recommendation:

THAT the Committee of the Whole recommends that Council give first three readings to Bylaw No. 2018 "2016 Permissive Tax Exemptions" at the September 28th, 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. 2018

**A Bylaw to Exempt from Taxation Certain Parcels of Land
Used for Religious Worship Purposes, Hospital Purposes,
Recreation Purposes and Charitable or Philanthropic Purposes
Pursuant to the Provisions of the Community Charter**

WHEREAS it is deemed expedient to exempt certain parcels of land from taxation for the fiscal year ended December 31, 2016;

AND WHEREAS subject to the provisions of Section 224 of the Community Charter, the Council may, prior to the 31st day of October in any year, by bylaw, exempt lands and improvements from taxation in the following year;

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

1. Pursuant to Section 224(2)(f) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2016 with respect to land and improvements, the following parcels of land:
 - Lots 1 and 2, Block 36, District Lot 108, S.D.Y.D., Plan 72, located at **920 Central Avenue** as shown outlined in bold on a sketch attached hereto and marked as Schedule "A" (**United Church**); and
 - That portion of Lot 1, District Lot 520, S.D.Y.D., Plan 8653, except Plan H-17064, located at **2826 - 75th Avenue** and described as follows - Commencing at the most northerly corner of said Lot 1; thence southeasterly following in the easterly limit of said Lot 1 for 35.50 metres, thence southwesterly, perpendicular to the said easterly limit, for 30.00 metres, thence northwesterly, parallel with the said easterly limit, for 35.50 metres more or less to the intersection with the northerly limit of said Lot 1, thence northeasterly, following in the said northerly limit for 30.00 metres more or less to the point of commencement and containing an area of 1,065 square metres, more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "B" (**Pentecostal Church**); and
 - Lots 30, 31 and 32, Block 36, District Lot 108, S.D.Y.D., Plan 72 located at **7249 - 9th Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule "C" (**Catholic Church**); and

- That portion of Parcel D (KM26760), Block 24, District Lot 108, S.D.Y.D., Plan 23; located at **7252 - 7th Street** as shown outlined in bold on a sketch attached hereto and marked Schedule "D" (**Anglican Church**); and
- That portion of Lot G, District Lot 380, S.D.Y.D., Plan KAP56079, located at **7048 Donaldson Drive** and described as follows - commencing in the southerly boundary of said Lot G distant 13 metres from the most westerly corner of said Lot G: thence northerly, parallel with the westerly boundary of said Lot G, for 38.1 metres more or less to intersection with the northerly boundary of said Lot G, thence easterly following in the northerly boundary of said Lot G for 71 metres, thence southerly, parallel with the said westerly boundary, for 38.1 metres more or less to intersection with the said southerly boundary, thence westerly, following in the said southerly boundary for 71 metres more or less to the point of commencement and containing 2705 square metres as shown outlined in bold on a sketch attached hereto and marked as Schedule "E" (**Mennonite Brethren Church**); and;
- That portion of Parcel A, (X23915), Block 16, District Lot 380, S.D.Y.D., Plan 35 located at **7328 - 19th Street** and described as follows - commencing at the most southerly corner of said Parcel "A"; thence northwesterly following in the westerly limit of said Parcel "A", for 17.00 metres; thence northeasterly, perpendicular to the said westerly limit for 24.60 metres; thence southeasterly, parallel with the said westerly limit for 17.00 metres more or less to intersection with the southerly limit of said Parcel "A"; thence southwesterly following in the said southerly limit for 24.60 metres more or less to the point of commencement and containing an area of 418.2 square metres more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "F" (**Christ Lutheran Church of Grand Forks**); and;
- That portion of Lot 1, District Lot 108, S.D.Y.D., Plan KAP45199 located at **7525 - 4th Street** and described as follows - commencing at the most easterly corner of said Lot 1; thence northerly following in the easterly limit of said Lot 1, for 23.20 metres; thence westerly, parallel with the southerly limit of said Lot 1, for 29.00 metres; thence southerly, parallel with the easterly limit of said Lot 1, for 23.20 metres more or less to intersection with the said southerly limit; thence easterly following in the said southerly limit; thence easterly following in the said southerly limit for 29.00 metres more or less to the point of commencement and containing 672.8 square metres more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "G" (**Grand Forks Christian Centre Church**); and

- Commencing at a point in the westerly boundary of Lot 2, District Lot 520, S.D.Y.D., Plan KAP53800, located at **7680 Donaldson Drive** and described as follows - distant 28.6 metres from the most southerly corner of said Lot 2: thence northerly following in the westerly boundary for 25.1 metres, thence easterly, perpendicular to the said westerly boundary for 35.05 metres more or less to intersection with the easterly boundary of said Lot 2, thence southerly following in the said easterly boundary for 25.1 metres, thence westerly, perpendicular to the said westerly boundary for 35.05 metres more or less to the point of commencement and containing 880 square metres more or less as shown outlined in bold on a sketch attached hereto marked as Schedule "H" (**Jehovah's Witnesses Church**).
 - That portion of Lot 1, D.L. 520 SDYD, Plan KAP77684, measuring 193 square meters on the northerly portion of the lot, and located at **2495 – 76th Avenue**, as shown outlined on a sketch attached hereto marked as Schedule "I" (**First Baptist Church Congregation**)
2. Pursuant to Section 224(2)(h) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2016 with respect to land and improvements, the following parcel of land:
- Lot A, District Lot 520, S.D.Y.D., Plan EEP11735, located at **7649 - 22nd Street (Interior Health Authority)**.
3. Pursuant to Section 224(2)(b) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31st, 2016 with respect to land and improvements, the following parcels of land:
- Lot 1, District Lot 380, S.D.Y.D., Plan KAP54909 located at **7230 - 21st Street (Grand Forks Curling Club)**;
 - Lot 1, District Lot 108, Plan EPP 32379 located at **7212 Riverside Drive (Habitat for Humanity)**;
4. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31st, 2016 with respect to land and improvements, the following parcels of land:
- Lot 5, Block 10, District Lot 108, S.D.Y.D., Plan 23, located at **366 Market Avenue (Grand Forks Masonic Building Society)**; and
 - Lot A, District Lot 108, S.D.Y.D., Plan 38294, located at **978 - 72nd Avenue (Sunshine Valley Little Peoples Centre)**;

- Lot 8, Block 25, Plan 23, District Lot 108, S.D.Y.D. located at **686 - 72nd Avenue (Slavonic Seniors Citizens Centre)**.
- Lot A (DD LA9161), District Lot 108, S.D.Y.D., Plan 6691, located at **7239 - 2nd Street (Hospital Auxiliary Thrift Shop)**
- Lots 23, 24, 25 and 26, Block 29, District Lot 108, S.D.Y.D., Plan 121, located at **7353 - 6th Street (Royal Canadian Legion)**
- Lots 10 and 17 – 20, Block 18, Plan 86, District Lot 108, S.D.Y.D. located at **565 – 71st Avenue (City Park) (Seniors Citizens Centre)**.
- Parcel B, Block 45, District Lot 108, Plan 72, located at **876 - 72nd Avenue (Phoenix Manor Society)**.
- Lot A, Plan 29781, District Lot 108, Land District 54, located on **7130- 9th Street (Boundary Lodge)**.

5. This bylaw may be cited, for all purposes as the “**2016 Annual Tax Exemption Bylaw No. 2018**”.

INTRODUCED this 14th day of September, 2015.

Read a **FIRST** time this ____ day of _____

Read a **SECOND** time this ____ day of _____

Read a **THIRD** time this ____ day of _____

FINALLY ADOPTED this ____ day of _____

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of Bylaw No. 2018
as adopted on the ____ day of _____

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

[illegible]

PLAN SHOWING THE
UNITED CHURCH BUILDING
SITUATED ON LOTS 1 & 2,
BLOCK 36, D.L. 108,
S.D.Y.D.; PLAN 72.

SCALE 1 : 200 (METRIC)

Certified correct this 11 day of Jan 1919

B.C.L.S.

A.E. HOEFLI, LOT
B.C. Land Surveyor
Grand Forks, B.C.

Notes

- All distances are in metres
- Dimensions are shown for the exterior surfaces of all structures

Area of Church and all
attached streets 208 9 sq m
Area of lots 1 & 2 662.2 sq m

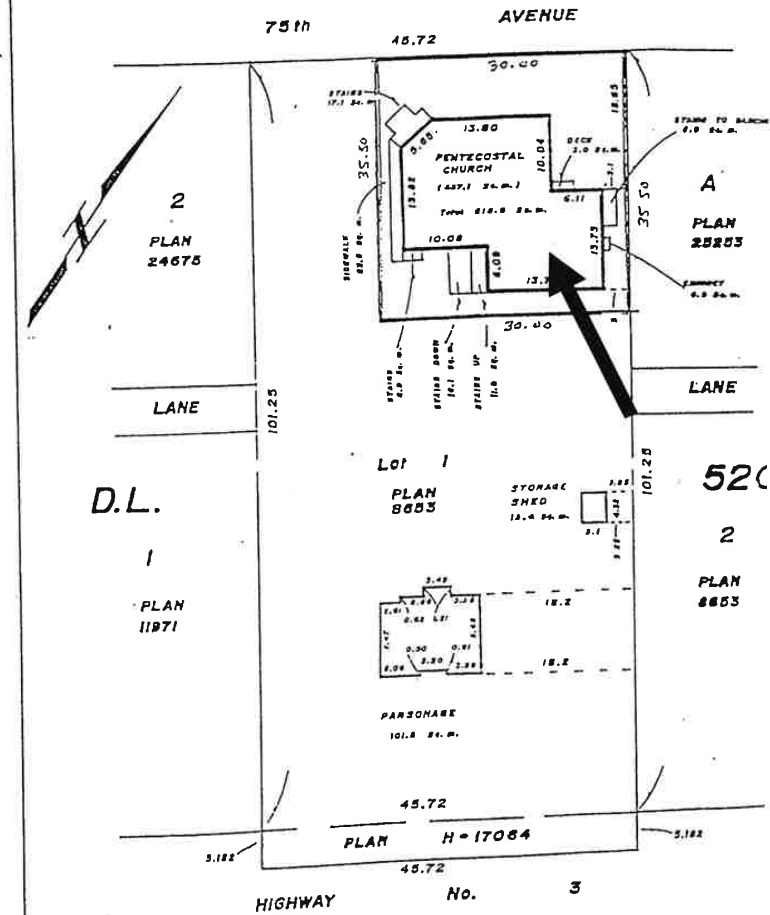
19-00-34

Schedule "B"

PLAN SHOWING LOCATION OF BUILDINGS ON
LOT 1, D.L. 520, S.D.Y.D., PLAN 8653 EXCEPT
PLAN H-17064

SCALE 1" = 400' (MET)

SCALE 1 : 400 (MET)



4211

- All distances are in metres.
- Dimensions are shown for the exterior surfaces of all structures.

Area of all buildings and detached structures 633.4 Sq. m.

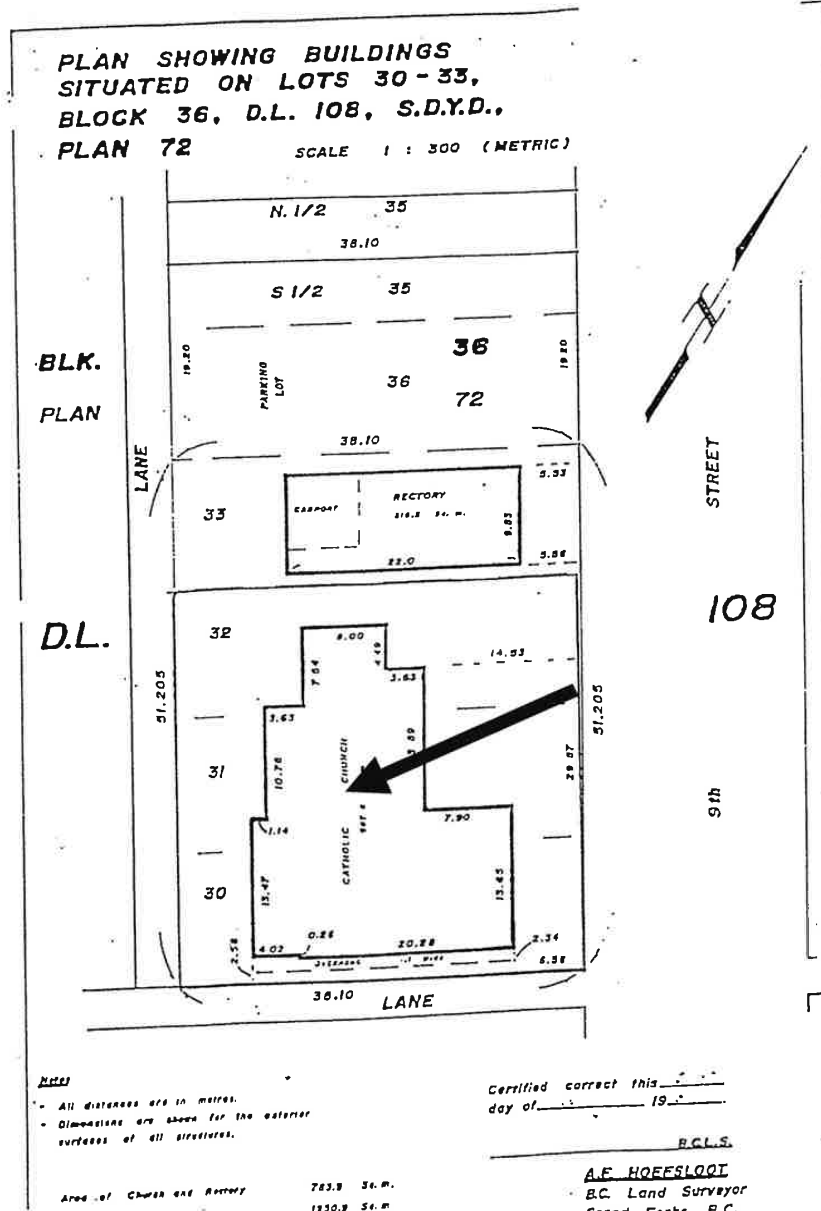
Certified correct this _____
day of _____ 19____

E.C.L.S.

A.F. HOFESLOOT
B.C. Land Surveyor
Grand Forks, B.C.

19-88-38

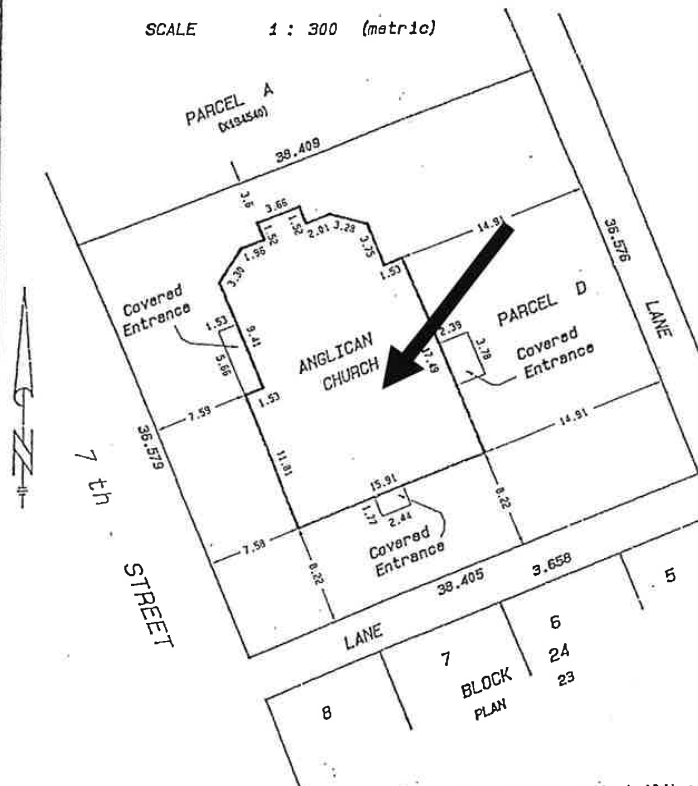
Schedule "C"



Schedule "D"

B.C. LAND SURVEYOR'S CERTIFICATE
OF LOCATION OF BUILDING ON PARCEL D (KM26760)
BLOCK 24, D.L. 108, S.D.Y.D., PLAN 23.

SCALE 1 : 300 (metric)



I certify that the building
is located as shown. Dated
this 21st day of September 1998

A.F. Hoefsloot
B.C.L.S., C.L.S.

Street Address:
7252 - 7th Street

NOTES

- all distances are in metres.
- this plan is to be used for municipal purposes only and not for property line location. I will not accept any responsibility for unauthorized use.
- this plan is not valid unless it contains an original signature and seal.

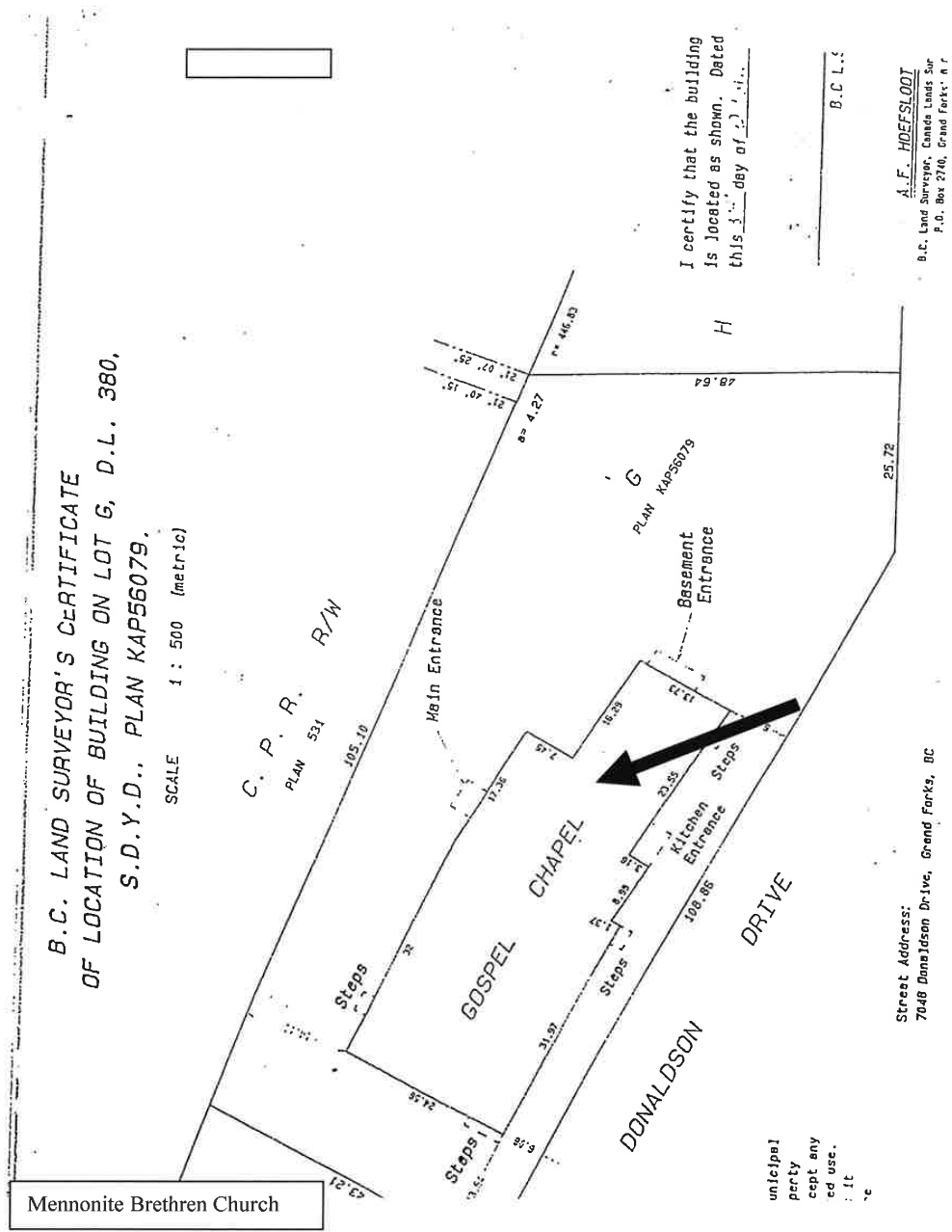
A.F. HOEFSLOOT

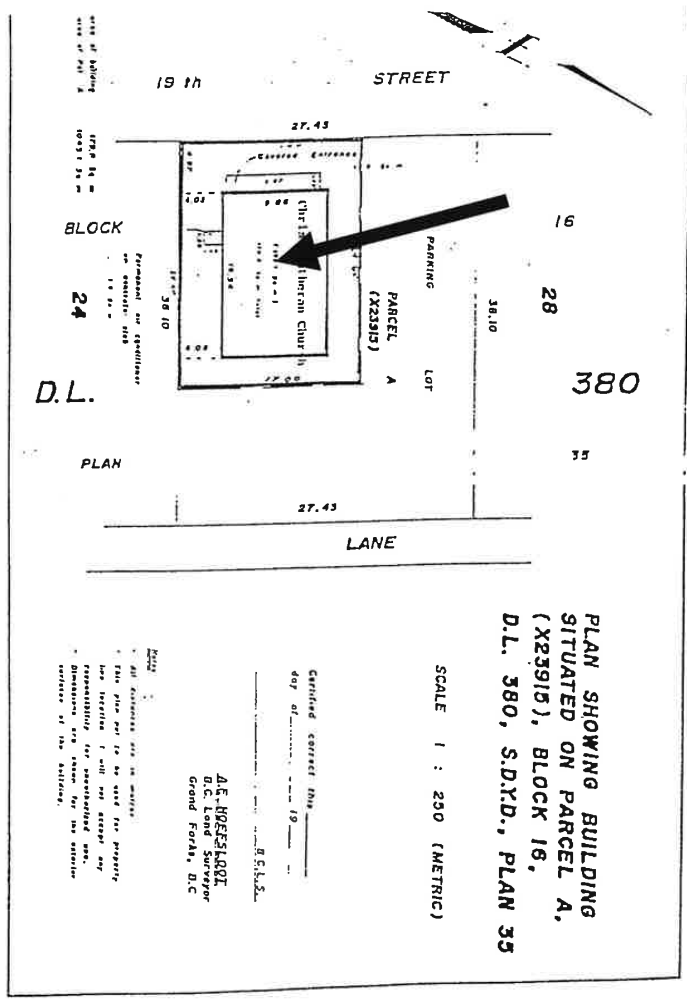
B.C. Land Surveyor, Canada Lands Surveyor
P.O. Box 2740, Grand Forks, B.C.
V1H 1Y0 442-5557

© A.F. Hoefsloot B.C.L.S. 1998

98-19-34

Schedule "E"

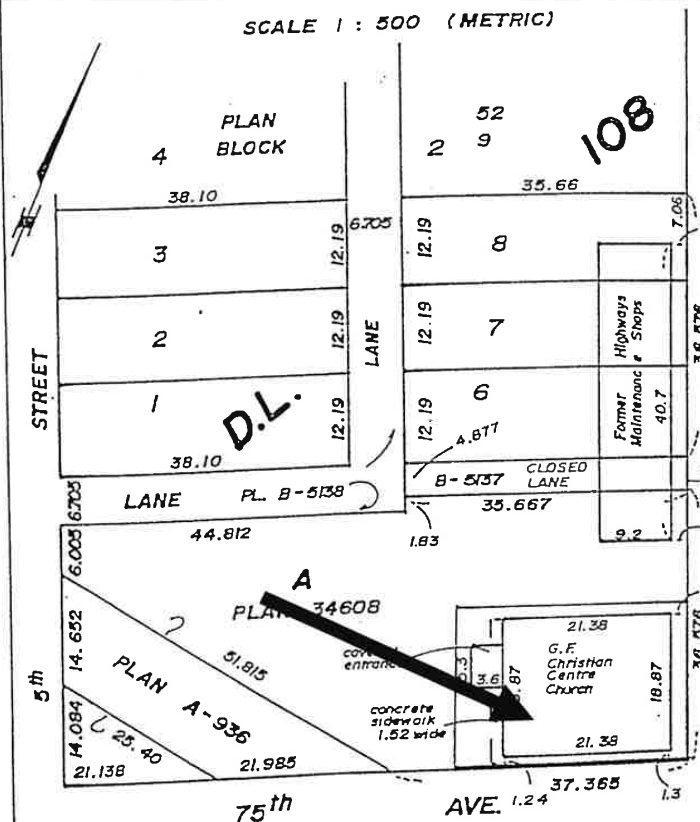




Christ Lutheran Church

Schedule "G"

Lot 1, District Lot 108, S.D.Y.D., Plan KAP45199



NOTES

*All distances are in metres.
This plan is to be used for municipal
purposes only and not for property
line location.
I will not accept responsibility for any
unauthorized use.*

I certify that the buildings are located
as shown. Dated this 21 day of Feb,
1969.

B.C.L.S.

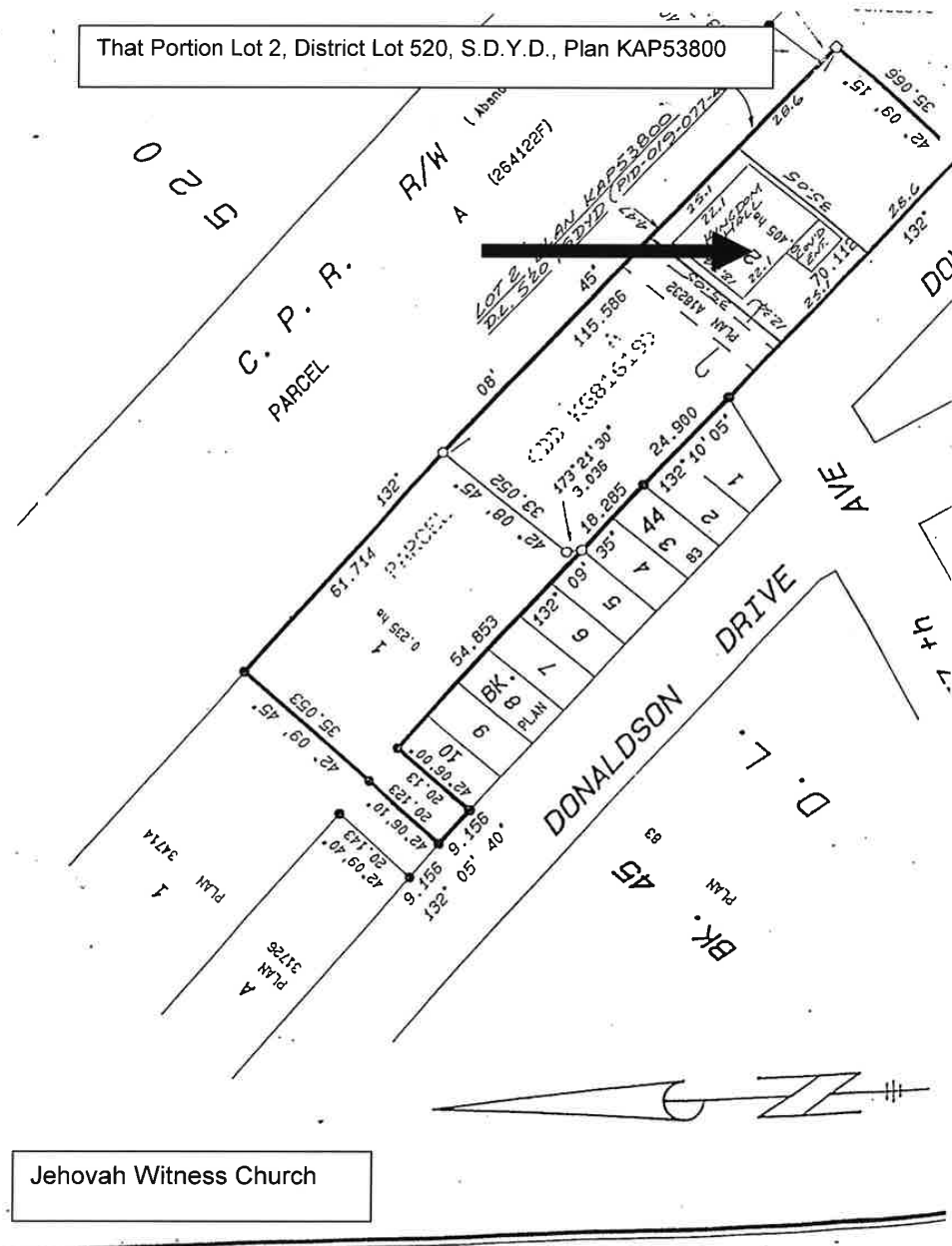
A.F. HOEFSLOOT
B.C. Land Survey
Grand Forks, B.C.

© A.F. Houtslot, B.C.L.S. 1989

89-19-

Schedule "H"

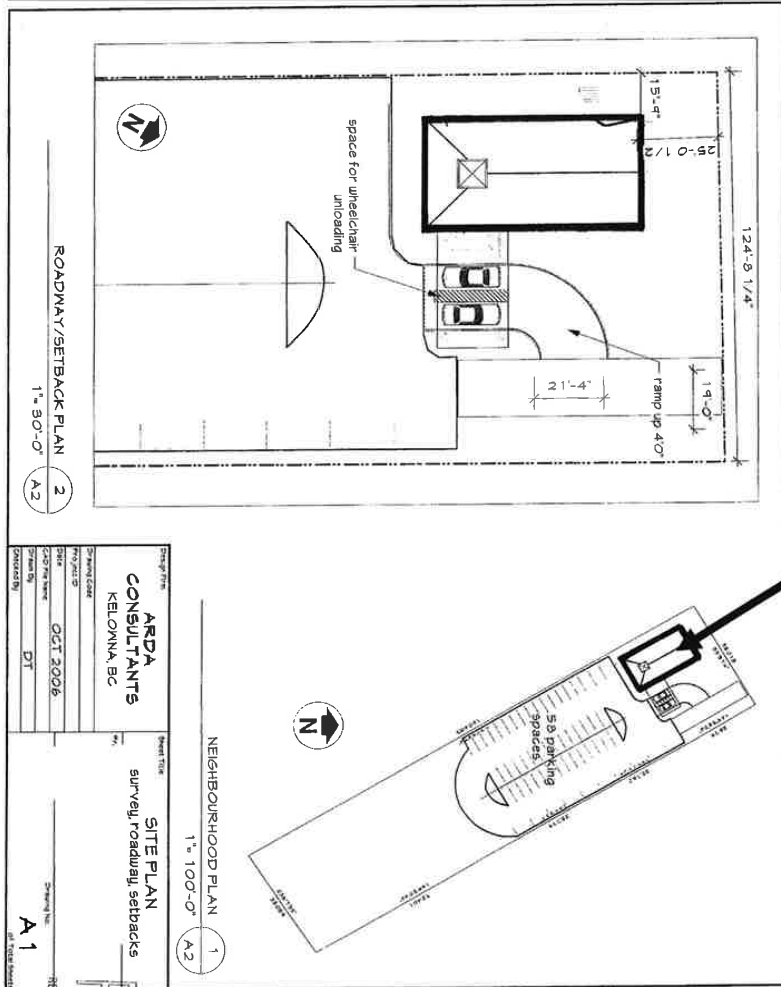
That Portion Lot 2, District Lot 520, S.D.Y.D., Plan KAP53800



Jehovah Witness Church

Schedule "I"

Portion Lot 1, District Lot 520, S.D.Y.D., Plan KAP77684



First Baptist Church

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