

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

**Monday, April 11, 2016 at 9:00 am
7217 - 4th Street, Council Chambers City Hall**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
2.	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	a) Adopt agenda	April 11th, 2016, COTW	Adopt agenda as presented.
3.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	a) Community Energy Association of BC Delegation - Strategic Comm. Energy & Emissions Plan - P. Dehnel, Comm. Energy Assoc. of BC	Draft Strategic Community Energy and Emissions Plan (SCEEP) for the City of Grand Forks	THAT the COTW receives the draft Strategic Community Energy and Emissions Plan for the City of Grand Forks from the Community Energy Association of BC for information.
4.	<u>PRESENTATIONS FROM STAFF</u>		
	a) Corporate Services Memo - Corp. Serv. - Diversability Program 2	Diversability Pilot Project	THAT the COTW receives the memo from Corporate Services regarding the Diversability Pilot Project for information.
	b) Deputy Corporate Officer / Communications RFD - Deputy Corp. Officer Comm. - Policy 207 - Social Media	Social Media Policy	THAT the COTW recommends to Council to receive Social Media Policy 207; AND FURTHER recommends Council adopts the Social Media Policy at the May 9, 2016, Regular Meeting.
	c) Chief Financial Officer RFD - CFO - 2015 Ladder Truck Parcel Tax Roll Review Panel	2015 Ladder Truck Parcel Tax Roll Review Panel	THAT the COTW recommends to Council to appoint three (3) members of Council to sit on the Fire Truck Parcel Tax Roll Review Panel in accordance with Community Charter S. 204(2)(a) and (b) at the April 19th Special Meeting of Council; AND THAT the COTW recommends to Council at the April 19th Special Meeting of Council that the Fire Truck Parcel Tax Roll Review Panel sitting be held on May 10, 2016, at 10 am in Council Chambers.

d)	Manager of Development & Engineering Services Memo - Mgr. Dev. Eng. Serv. - Protected Natural Area Dedication Background	Protected Natural Area Dedication - Background	<p>THAT the COTW receives the memorandum from the Manager of Development and Engineering regarding Protected Natural Area Dedication - Background for information.</p>
e)	Manager of Development & Engineering Services RFD - Mgr. Dev. Eng. Serv. - Pickleball in GF	Pickleball in Grand Forks: convert one tennis court at Barbara Ann Park into four pickleball courts and resurface the entire compound	<p>THAT the COTW recommends to Council to commit up to \$7,256 from the Slag Fund as the City's portion for the cost of resurfacing the entire compound and dedicating one court as four permanent pickleball courts.</p>
f)	Manager of Development & Engineering Services RFD - Mgr. Dev. Eng. Serv. - Apply for Grant Funding - SCF Well 2	Approval to proceed with applying for grant funding	<p>THAT the COTW recommends to Council to support staff proceeding with preparing and submitting an application for the Small Communities Fund (SCF) grant with the 1/3 portion of funds required of the City coming from Capital Reserves.</p>
g)	Manager of Development & Engineering Services Memo - Mgr. Dev. Eng. Serv. - Realtor Round Table and Small Home Interest	Realtor Round Table and Small Home Interest	<p>THAT the COTW receives the memorandum from the Manager of Development and Engineering regarding the Realtor Round Table and Small Home Interest for information.</p>
h)	Manager of Development & Engineering Services RFD - Mgr. Dev. Eng. Serv. - Saini Temp. Use Permit Applic.	Saini Temporary Use Permit Application for Demolition Derby at 6401 Highway #3	<p>THAT the COTW recommends to Council to direct staff to draft the appropriate Temporary Use Permit for a Demolition Derby, as requested by Bob Saini for property located at 6401 Highway #3 and legally described as Lot 3, District Lot 653, Plan 3072; and refer to the April 11, 2016, Regular Meeting of Council for decision.</p>
i)	Monthly Highlight Reports from Department Managers Building & Bylaw Services Chief Financial Officer Corporate Services Development & Engineering Fire Chief Operations	Staff request for Council to receive the monthly activity reports from department managers	<p>THAT the COTW receives the monthly activity reports from department managers.</p>

5. **REPORTS AND DISCUSSION**

6. **PROPOSED BYLAWS FOR DISCUSSION**

- | | | |
|--|--------------------------------------|--|
| a) Chief Financial Officer
Bylaw - RFD - CFO - Bylaw 419-A1 Tax Sale Land Reserve Amendment intro | Tax Sale Properties Reserve Fund | THAT the COTW recommends to Council to give first three readings to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016' at the April 19, 2016, Special Meeting of Council. |
| b) Chief Financial Officer
Bylaw - RFD - CFO - Bylaw 1854-A1 Capital Reserve Amendment | Capital Reserve Fund Amendment Bylaw | THAT the COTW recommends to Council to give first three readings to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016' at the April 19, 2016, Special Meeting of Council. |
| c) Chief Financial Officer
Bylaw - RFD - CFO - Bylaw 2027 Slag Reserve intro. | Slag Reserve Fund | THAT the COTW recommends to Council to give first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016' at the April 19, 2016, Special Meeting of Council; AND THAT the COTW recommends to Council to give first three readings to 'Slag Sale Reserve Fund Bylaw 2027, 2016' at the April 19, 2016, Special Meeting of Council. |
| d) Chief Financial Officer
Bylaw - RFD - CFO - Bylaw 2028 Capital Reserves intro. | New Capital Reserve Funds | THAT the COTW recommends to Council to give first three readings to 'Capital Reserve Funds Establishment Bylaw 2028, 2016' at the April 19, 2016, Special Meeting of Council. |
| e) Chief Financial Officer
Bylaw - RFD - CFO - Bylaw 2029 Land Sales Reserve Fund | Land Sales Reserve Fund | THAT the COTW recommends to Council to give first three readings to 'Land Sales Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016' at the April 19, 2016, Special Meeting of Council; AND THAT the COTW recommends to Council to give first three readings to 'Land Sale Reserve Fund Bylaw 2029, 2016' at the April 19, 2016, Special Meeting of Council. |

- f) Chief Financial Officer
[Bylaws - RFD - CFO - Bylaws 2030 & 2031 Fire Truck Parcel Tax](#)

Fire Truck Parcel Tax
Preparation Bylaw 2030
Fire Truck Parcel Tax
Imposition Bylaw 2031

THAT the COTW recommends to Council to give first three readings to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016 at the April 19, 2016, Special Meeting of Council; AND THAT the COTW recommends to Council to give first three readings to the Fire Truck Parcel Tax Roll Implementation Bylaw 2031, 2016 at the April 19, 2016, Special Meeting of Council.

- g) Chief Financial Officer
[Bylaw - RFD - CFO - Bylaw 2032 Tax Rates 2016 Bylaw](#)

2016 Tax Rates Bylaw 2032

THAT the COTW recommends to Council to give first three readings to 2016 Tax Rates Bylaw 2032 Option _____ at the April 19, 2016, Special Meeting of Council.

- h) Manager of Development & Engineering Services
[Bylaw - RFD - Mgr. Dev. Eng. Serv. - amend Sustainable Community Plan Bylaw & add Policy Stmt.](#)

To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits

THAT the COTW recommends to Council to direct staff to draft the appropriate amendment bylaw to amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits and to proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.
The statement will read:
"Temporary Use Permit applications will be considered by Council on a case-by-case basis within all land use designated areas on Schedule B: Land Use Map."

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**

City of Grand Forks Council Delegation

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

Council needs to know all sides of an issue, and the possible impacts of any action they may take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Konrad, and Members of Committee of the Whole, I am here on behalf of:

Community Energy Association of BC

to request that you consider:

Accepting for information the findings and recommendations of the Draft Strategic Community Energy and Emissions Plan for the City of Grand Forks; and considering the incorporation of final SCEEP actions, when completed, into the City policy framework to support the community in reducing emissions.

The reason(s) that I am requesting this action are:

On March 8 a workshop was held with Grand Forks staff and community representatives and facilitated by Community Energy Association and Fortis BC. Participants reviewed information on energy, emissions, and expenditure data for the community as a whole, and developed an action plan to reduce greenhouse gas emissions towards climate action targets and to improve climate resiliency.

I believe that in approving our request the community will benefit by:

By incorporating SCEEP actions into the City policy framework and supporting the community in reducing emissions, the City will continue to deepen its leadership on climate action while enhancing community resilience, managing future risks, and driving economic development. The SCEEP also provides valuable guidance for long-term decision-making processes regarding land use and transportation planning, infrastructure, waste management, and renewable energy supply.

City of Grand Forks Council Delegation

I believe that by not approving our request the result will be:

To decrease the ability to achieve significant progress and demonstrate leadership on climate action therefore creating negative consequences on City resilience and community liveability.

In conclusion, I request that the COTW adopts the following resolution: THAT the COTW receives the delegation from the Community Energy Association of BC

Attachments: SCEEP Report Executive Summary

Name:	Patricia Dehnel
Organization:	Community Energy Association of BC
Mailing Address (incl. Postal Code)	1512 Falls Street, Nelson BC V1L 1J4
Telephone Number:	250.505.3246
Email Address:	pdehnel@communityenergy.bc.ca

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a

Regular Meeting of Council or Committee of the Whole. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks. The "Council – Meetings – Delegation – Petition Protocol Policy" No. 106 can be found at: <http://www.grandforks.ca/wp-content/uploads/Delegation-Protocol-2013.pdf>



City of Grand Forks Strategic Community Energy & Emissions Plan

DRAFT Executive Summary

March 8 and 9, 2016



Executive Summary

On March 8 and 9, 2016, a workshop was held with Grand Forks staff and community representatives from Chamber of Commerce, School District, Interior Health, Grand Forks ATV club, Learning Garden, Active Transportation, and certified energy advisor. The workshop was facilitated by Community Energy Association and Fortis BC. The project is funded by FortisBC and Natural Resources Canada.

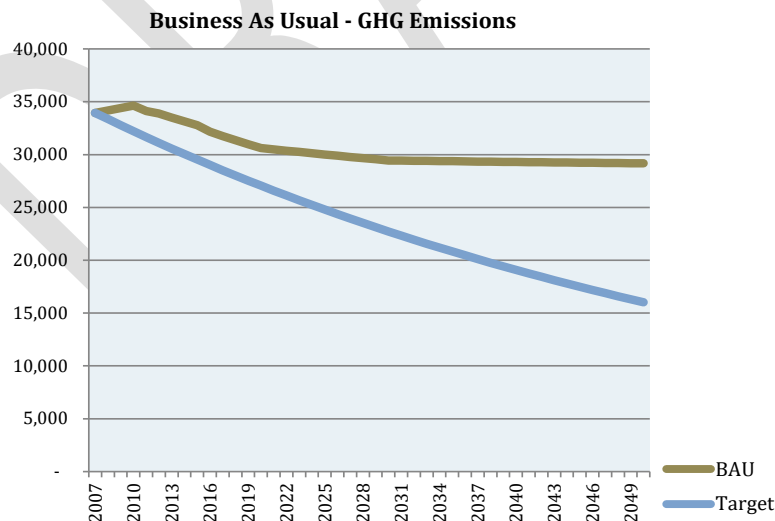
Many thanks to the workshop group who spent their day to look at energy, emissions, and energy expenditure data for the community as a whole and develop an action plan.

Community energy and emissions – current status and business as usual

For the modelling process, the workshop group used an annual community population growth rate of 0% and used the reduction target of the Grand Forks Sustainable Community Plan which is to reduce emissions 33% below 2007 levels by 2030.

In 2010 total community annual energy expenditure was approximately \$18.4 million, and GHG emissions were approximately 34,600 tonnes. Further detail on the energy and emissions for the community can be found in the 2010 Community Energy and Emissions Inventory (CEEI) produced by the Province (see Appendix 1).*

With no action plan, but taking into account the GHG reducing impact of Provincial and Federal policies already in place, community emissions are predicted to change relative to the target trajectory according to the following chart:



* Note the 2012 CEEI data is expected to be released by the Province in the coming months.

The City of Grand Forks is a climate action leader and has already initiated a number of actions. The workshop group identified an action plan to further reduce community energy consumption & emissions:

Grand Forks City		Years reduction occurs in					
Actions		Already done / ongoing	2016	2017	2018	2019	2020
1 Buildings Basics							
1.1 Promote electricity, natural gas, & other energy efficiency programs			x				
1.2 District energy / renewable energy systems, e.g. solar garden							M
1.3 Building code energy efficiency - educate & support compliance				x			
1.4 Reduce local government barriers to building scale renewable energy						M	
2 Buildings High-Growth Measures							
2.1 Sustainability checklist for buildings			x				
2.3 Review zoning bylaw for opportunities to encourage energy performance, with tiny / eco home zoning				x			
2.4 Density bonus for energy performance				x			
2.6 Fee rebates to encourage improved energy performance					M		
2.7 Revitalization tax exemption bylaw for buildings with improved energy performance			M				
2.8 Development Cost Charge (DCC) reductions or waivers for GHG's			M				
2.9 Development Permit Area - to enhance energy performance (e.g. orientation, landscaping)				x			
3 Residential Buildings							
3.2 Education for developers - energy efficiency & renewable energy			x				
3.3 Education for realtors - energy efficiency & renewable energy			x				
3.4 Comprehensive energy efficiency retrofit campaign (e.g. Energy Diet)				x			
3.5 Voluntary or mandatory energy labelling of existing or new homes				x			
4 Commercial / Institutional Buildings and Transportation							
4.3 Convert City owned ornamental streetlights to LED			x				
5 LDV Transportation Urban Form							
5.1 Land use suite "lite"			x				
5.2 Land use suite "enhanced"			x				
5.3 Street design			x				
5.4 Implement 30 km/hr speed limit in parts of the community, & allow low speed EVs					x		
6 LDV Transportation – Infrastructure & Collaboration							
6.1 Active transportation planning			x				
6.2 Improve active transportation infrastructure			x				
6.3 Anti-idling campaign / bylaw			x				
6.4 Special event planning			x				
6.5 Collaborate with major employers on work-related transportation				x			
6.6 Transit suite, with community partners, School District & Interior Health					x		
6.7 Intercommunity transit services					x		
6.8 Support car share cooperatives, City vehicles for Citizens On Patrol, or donate old City vehicles				x			
6.9 Raising awareness of ride sharing and guaranteed ride home programs				x			
6.10 Low carbon and electric vehicle fuelling/charging stations			x				
6.11 Electric vehicle & e-bike awareness event			x				
7 Waste							
7.1 Organics diversion			x				
7.2 Encourage water conservation			x				
7.3 Support local food production, e.g. farmers markets, community gardens			x				
NEW ACTION - store front food coop and abattoir governance					x		
NEW ACTION - investigate a soil retention bylaw with tree inventory & vegetation						x	
8 Enabling Actions							
8.1 Review land use & transportation plans / policies for SCEEP incorporation				x			
8.2 Organizational structure for climate action			x				
8.3 Establish a regional energy co-operative							M
8.4 Identify green economy opportunities							M
8.5 Leverage local government assets into community change			x				
8.6 Long-term, deep community engagement (culture change)			x				
NEW ACTION - consider City regional governance options, inc. RGS integration							M

The actions marked with an 'M' were categorised as 'maybes'.

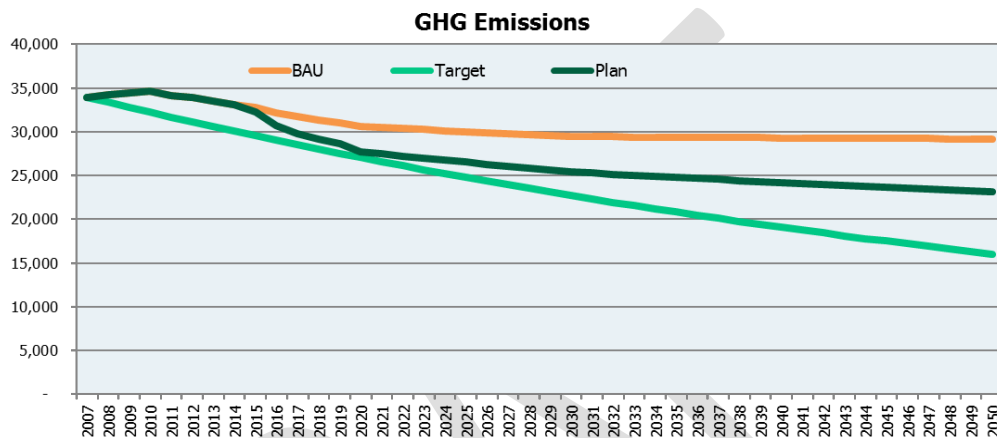
The numbers of the actions listed above correspond to their numbers in the SCEEP Actions Guide (see Appendix 2), which contains further detail about each of them. Some new actions were also created and not listed in the SCEEP Actions Guide (for further details on this see the "Unpacking Actions" sub-section). Information on FortisBC DSM program incentives found on the website:

<http://www.fortisbc.com/Rebates/RebatesOffers/>. An in-depth discussion on all of the opportunities and most of the actions occurred at the workshop.

Results

The estimated impact of the plan on community greenhouse gas emissions (in tonnes of GHGs per year) is shown below. Significant emissions reductions will be achieved beyond Business As Usual, however there is still a considerable gap to the GHG target trajectory.

The City of Grand Forks has levers to reduce community energy and emissions and can move closer towards its target, but many things do remain outside of the City's control including Federal and Provincial actions, and technological changes. These may provide significant assistance towards meeting the target.



Note that actions to reduce electricity consumption will result in financial savings for the community, but will not result in significant savings in emissions. Electricity in BC has a very low greenhouse gas intensity, and should be carbon neutral from 2016.

The major actions for Grand Forks, listed by impacts in terms of annual GHG savings in the year 2020 are:

- 7.1 – Organics diversion – 520 tonnes / year
- 5.2 – Land use suite “enhanced” – 483 tonnes / year
- 1.2 – District energy / renewable energy systems, e.g., solar garden - 482 tonnes / year

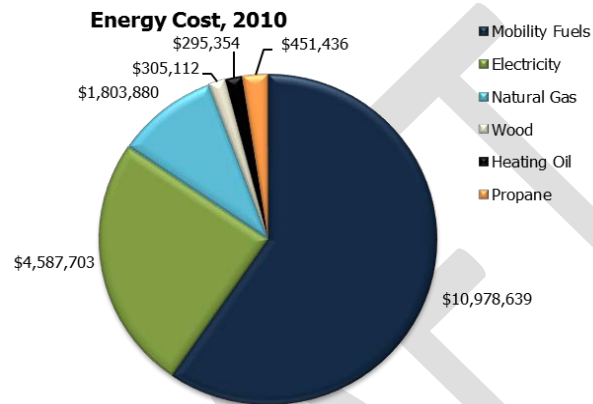
Next Steps

1. Circulate DRAFT report to workshop participants for feedback, recommendations and to identify additional stakeholders to contribute, e.g. Local Business Community; community groups
2. Submit final Strategic Community Energy and Emissions Plan (SCEEP) to the Council with goals, policies, and recommendations
3. Incorporate SCEEP into the City policy framework
4. Ongoing SCEEP implementation

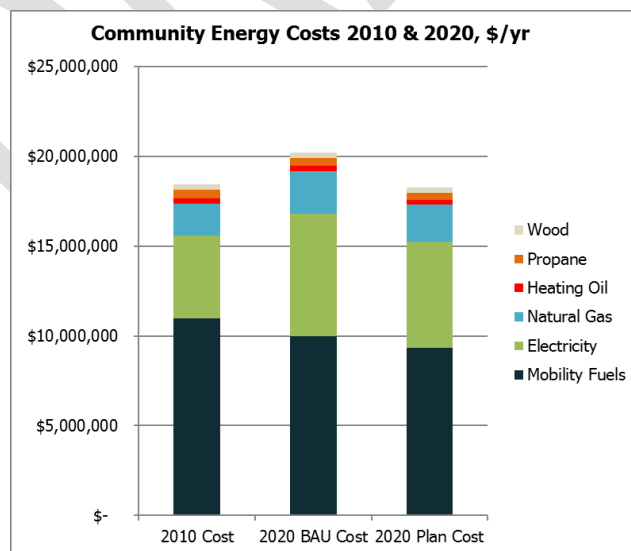
Community Financial Savings

For the City of Grand Forks, only a small percentage of the energy dollars spent within the community remain within the region. A significant co-benefit of implementing this plan to reduce energy consumption and emissions is that reducing energy dollars spent helps residents and businesses reduce expenses. In addition, locally generated energy helps to keep energy dollars local rather than exported.

The following chart shows the approximately \$18.4 million (\$4,600 per capita) of Grand Forks community energy expenditures made in 2010, split by fuel type.



The impacts of the plan are shown in the following chart, comparing 2010 and 2020. Grand Forks community energy costs are projected to be reduced by approximately 10% through plan implementation. The model assumes that energy prices will increase to 2020. So, the 10% plan cost reduction equates to about \$2 million per year (\$477 per capita). Although energy prices are very difficult to predict, there is confidence that the price of electricity will increase over the next few years.



MEMORANDUM



DATE : April 11, 2016

TO: Committee of the Whole

FROM: Corporate Services

SUBJECT: Diversability Pilot Project

BACKGROUND:

The City believes in recruiting and retaining a qualified workforce that reflects our community. This can be effectively accomplished by employing a diverse staff of all levels of skill and ability who would like the opportunity to have a career, make a contribution to the community, earn an income and be valued as a community member. Diversity is directly linked to workplace excellence, creativity, and innovation.

The City recognizes people with developmental disabilities represent a large and untapped labour resource in our community and is in a position to provide not only meaningful employment, but the opportunity to develop essential skills, while providing social and emotional benefits. The opportunity for current staff for their own personal growth and development is significantly increased in a diverse work place.

Sunshine Valley Community Services (SVCS) is a private agency that provides community based supports and services to people with developmental disabilities in the Grand Forks area. One of the services that SVCS offers individuals is employment support and believes in "every person having natural connections in the community, real work for real pay, and leading an overall good life".

Over the past 10+ years, the City and SVCS have already partnered on several employment opportunities to create an accessible, respectful and inclusive working environment for individuals with developmental disabilities. As a result, the staff compliment at the City has been diversified and individuals with developmental disabilities are provided with meaningful employment.

The City is currently working on developing this partnership into the next phase as the Diversability Pilot Project. Formalizing this new endeavor should allow the City to apply for grants and funding on a new level to support and enhance this diversifying experience for everyone involved.

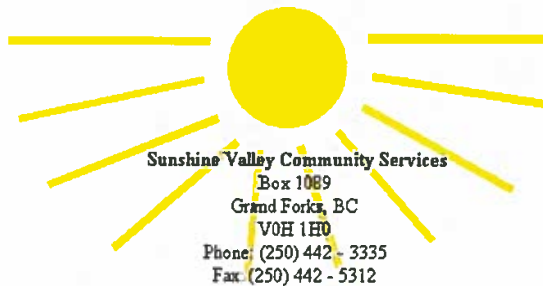
The City ensured that the Union plays, and will continue to play, a role in the continued development of the partnership and plan with SVCS through Labour Management in order to create the most successful arrangement for both organizations.

There would be no financial impact to the City and no impact on the current staff set up other than the opportunity to work alongside some amazing people.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sarah Winton", written over the typed name.

Sarah Winton
Deputy Corporate Officer / Communications



March 30th, 2016

To City of Grand Forks City Council;

Sunshine Valley Community Services (SVCS) would like to acknowledge the City of Grand Forks for their continued effort in both supporting and promoting the hiring of people of all abilities.

SVCS works with many Grand Forks citizens who need a little extra support to find and initially maintain meaningful employment with local employers. These Job Seekers always have employable skills unique to them that are valuable in the right environment and to the right business or organization. However they are not always considered for employment due to perceived barriers as a result of things such as various disabilities, mental health challenges, lack of formal previous work experience or an extended gap in their employment history.

SVCS works extensively with Job Seekers to discover not only what skills, talents, and assets they have to contribute to the workplace, but also identify the ideal supports and type of workplace they may need in order to thrive in a job. Like all of us who have endeavoured to find employment, a keen match between our skills, interests and abilities with the needs of our potential employer is key to long-term success. Only once SVCS has a very strong understanding of a Job Seeker and the distinct contributions he or she will be able to provide to potential employers, do we start the engaging potential employers.

In the 10+ years that SVCS has worked with the City of Grand Forks, the City has been able to see past perceived barriers of numerous Job Seekers in order to see the valuable, skillful and economical contributions they are able to provide to the City's Services. We are confident that this has not only been beneficial to the City but also beneficial to demonstrating leadership to the local Grand Forks Community in the hiring of people of all abilities. If you have any potential job openings that you would like our job seekers to be considered for, please contact us at 250-442-3335.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Zwaal', is positioned above the printed name.

Jason Zwaal
Director
Sunshine Valley Community Services

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Deputy Corporate Officer / Communications
Date: April 11, 2016.
Subject: Social Media Policy
Recommendation: **RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE SOCIAL MEDIA POLICY 207; AND FURTHER, RECOMMENDS COUNCIL ADOPT THE SOCIAL MEDIA POLICY AT THE MAY 9, 2016 REGULAR MEETING.**

BACKGROUND:

The City of Grand Forks seeks to engage citizens and provide information through a variety of communications media. The City understands that social media, in its many forms, has become a common form of engagement and communication for citizens.

The term "social media" describes the use of internet based communications tools that focus on interactivity, immediacy, user participation and information sharing in multiple ways.

The City has recently launched a Facebook page that has accelerated the City's ability to share information, by expanding our reach to a more diverse audience.

By participating in social media the City can reach out to citizens who are active on various platforms. By adding social media to the communications tools used by the City we can improve the quality, timeliness and transparency of information. Social media offers the delivery of time sensitive information as quickly as possible.

This policy establishes a framework for Council and staff when engaging and posting on the municipality's social media accounts.

Benefits or Impacts of the Recommendation:

General: The goals of the City's social media accounts are to provide timely and accurate information and promote the goals of the municipality.

Strategic Impact:

 [economic growth]

 [community engagement]

 [community liveability]

Financial: n/a



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Policy/Legislation: n/a

Attachments: DRAFT Social Media Policy 207

Recommendation:

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE SOCIAL MEDIA POLICY 207; AND FURTHER, RECOMMENDS COUNCIL ADOPT THE SOCIAL MEDIA POLICY AT THE MAY 9, 2016 REGULAR MEETING.

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.**



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

CITY OF GRAND FORKS			
POLICY TITLE: SOCIAL MEDIA		POLICY NO: 207	
EFFECTIVE DATE: April 11, 2016		SUPERSEDES:	
APPROVAL: Council		PAGE: 1 of 3	

PURPOSE

The City of Grand Forks Social Media Policy No. 207 establishes a framework for staff when engaging and posting on the municipality's social media accounts.

POLICY

The City uses social media accounts (Facebook, Twitter and YouTube) and websites to communicate City initiatives, goals and objectives with the community and various stakeholder groups.

The goals of the City's social media accounts are to provide timely and accurate information and promote the goals of the municipality. The City's social media accounts are not intended to be used for political forums or information outside of the City's intent.

PRIMARY GOALS

- Increase awareness of municipal services and City events including Council meetings, Public Hearings, departmental public events, municipal special events, and relevant regional events.
- Disseminate time-sensitive information accurately and quickly.
- Develop trust and opportunities to build stronger relationships with community members.
- Correct misinformation, remedy mistakes, or alter services.
- Disseminate Emergency Operations information as determined by the Communications department.
- Additional information may be provided at the discretion of the Communications Department.

PROCEDURE

TIMELINES

Information posting and maintenance will occur during office hours Monday to Friday 9:00 a.m. to 4:00 p.m. (excluding statutory holidays). The Communications department will ensure social media sites are monitored and updated each business day during normal business hours.

Inquiries or requests for action stemming from the City's social media sites will be forwarded by the next business day to the appropriate department for follow up.

GUIDING PRINCIPLES OF APPROPRIATE USE

The Communications department reserves the right to remove or restrict any content that is deemed in violation of this policy or applicable law. Communications will retain a record of the removed material.

The following information will not be included on the City's social media sites:

- a. Libellous or defamatory statements
- b. Obscene language or sexual content
- c. Discriminatory content
- d. Illegal activity promotion
- e. Commercial promotion unless approved through the Communications Department
- f. Negative in nature

DISCLAIMER

The following disclaimer is posted on Facebook:

We value the opportunity for dialogue that this Facebook page provides, but reserve the right to remove any comments that we deem discriminatory, slanderous, or obscene. Comments should reflect the topic or subject.

RECORDS

Information provided on social media will link to existing City records via the City website where possible. Information will be made accessible to Corporate Services. All City of Grand Forks social networking sites shall adhere to applicable Provincial, Federal and local laws, regulations and policies.

The Freedom of Information & Protection of Privacy Act applies to social media content and therefore content must be managed, stored and retrieved to comply with the Act.

SCOPE

- Social Media profiles and websites representing the Mayor and Members of Council are exempt from this policy, as are sites representing individuals and Committees of Council that do not fall under City employee mandate or this policy.
- Social Media profiles and websites representing Members of Council will not act as official information platforms on behalf of the City of Grand Forks. Any information to be communicated to the City's followers via social media will be provided by the Communications Department or designate.
- City Council acknowledges that it is not their role to report directly on City related business and will use their social media profiles and websites as a secondary information source once matters have been officially released through/from the City. Council will use the designated sharing tools on the various social media platforms based on this direction.

RESPONSIBILITY

- This Policy applies to social media use for official and authorized City purposes.
- The City's presence on Facebook and Twitter is managed by the Communications Department or designate.
- The Communications Department may assign administrators from other departments to post department related information to Facebook, adhering to the direction of this policy. The Communications Department will ensure that, as well as communication activities, communications through social media channels are accurate, consistent and professional.
- Employees assigned to represent the City on social media are expected to conduct themselves at all times in accordance with the City's Code of Ethics Policy.
- City staff not assigned as administrators are discouraged from providing comments on The City's social media sites. Staff may make suggestions to the Communications Department for content on social media sites.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: April 11, 2016
Subject: 2015 Ladder Truck Parcel Tax Roll Review Panel
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to appoint three (3) members of Council to sit on the Fire Truck Parcel Tax Roll Review Panel in accordance with Community Charter S. 204(2)(a) and (b) at the April 19th Special Meeting of Council

RESOLVED THAT the Committee of the Whole recommends to Council at the April 19th Special Meeting of Council that the Fire Truck Parcel Tax Roll Review Panel sitting be held on May 10, 2016 at 10am in Council Chambers

BACKGROUND:

Bylaws 2030 and 2031 have been presented to Council for discussion. These bylaws intend to impose a parcel tax on all properties within the City of Grand Forks, except those that are exempt.

Pursuant to the provisions of the Community Charter, before a parcel tax is imposed for the first time, a parcel tax roll review panel must be formed to authenticate the roll and consider any complaints respecting the parcel tax roll. Council must also establish the time and place for the sitting of the panel. As per the attached timeline, it is suggested that the Parcel Tax Roll Review Panel sit on May 10, 2016 at 10am in Council Chambers.

The Community Charter also requires advance notice of the time and place published in accordance with section 94 of the Community Charter. As per the attached timeline, advertising for the parcel tax would be in the Gazette on April 27th and May 4th, 2016.

Section 204(3) of the Charter states that at least 14 days before the date set for the sitting of the parcel tax roll review panel (May 10th), the collector must mail a notice to the owner of every parcel of land that is to be taxed. The notice must state the service in relation to the parcel tax, the time and place of the first sitting of the review panel, and that the parcel tax roll is available for inspection at municipal hall during its regular office hours. A template of the letter that will be mailed on April 20th, 2016 to each taxpayer is attached.

A sample agenda for the Fire Truck Parcel Tax Roll Review Panel sitting and Community Charter Division 4 – Parcel Taxes is also attached.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

General:	Appointing a Parcel Tax Review Panel and establishing a time and place for a first sitting is required when a new parcel tax is implemented
Strategic Impact:	This parcel tax will cover the asset replacement costs of the fire truck
Financial:	Advertising and notice by mail will cost approximately \$3000
Policy/Legislation:	Community Charter Division 4
Attachments:	Sample Fire Truck Parcel Tax letter to taxpayers Fire Truck Parcel Tax Implementation timeline Sample Parcel Tax Roll Review Panel agenda Community Charter Division 4

Recommendation:	RESOLVED THAT the Committee of the Whole recommends to Council to appoint three (3) members of Council to sit on the Fire Truck Parcel Tax Roll Review Panel in accordance with Community Charter S. 204(2)(a) and (b) at the April 19 th Special Meeting of Council RESOLVED THAT the Committee of the Whole recommends to Council at the April 19 th Special Meeting of Council that the Fire Truck Parcel Tax Roll Review Panel sitting be held on May 10, 2016 at 10am in Council Chambers
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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.
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REQUIRED NOTICE FOR NEWSPAPER AD AND DELIVERY TO PROPERTY OWNERS

CITY OF GRAND FORKS NOTICE

**ENACTMENT OF FLAT TAX ON PARCELS BYLAW TO PAY FOR THE 2015 101' COBRA
PLATFORM FIRE TRUCK**

The Council of the City of Grand Forks intends to enact Bylaw No. 2031, which is a bylaw to impose a flat tax on parcels, to provide all or part of the funding for the 2015 101' Cobra Platform Fire Truck.

The flat tax on parcels will be applicable to every parcel within the City and those parcels would be levied a flat tax of \$61.63 for 2016 – 2020 inclusively.

A Parcel Tax Roll Review Panel will be held on Tuesday, May 10, 2016 at 10:00 a.m., in City Council Chambers at 7217 – 4th Street in Grand Forks. The Review Panel will sit to hear complaints concerning the flat tax on parcels on the following grounds:

- a.) there is an error or omission respecting a name or address on the tax roll;
- b.) there is an error or omission respecting the inclusion of a parcel on the roll;
- c.) there is an error or omission respecting the taxable rate for a parcel;
- d.) an exemption has been improperly allowed or disallowed.

A complaint must not be heard by the Review Panel, unless written notice of the complaint has been given to the Municipality at least 48 hours before the time set for the sitting of the Review Panel. In order to meet this deadline, the written complaint must be filed at City Hall by the close of business on Friday, May 6, 2016.

The flat tax on parcels roll, which is the completed BC Assessment Roll, is available for inspection at City Hall, 7217 – 4th Street, during the regular office hours of 9:00 a.m. to 4:00 p.m., Monday to Friday, excluding statutory holidays.

CITY OF GRAND FORKS
2015 LADDER TRUCK PURCHASE
PARCEL TAX TIMELINE

ACTIVITY	DATE	REQUIREMENT
Introduce Bylaws Section 202 and 200 Community Charter for Bylaw 2030 and 2031 '2015 Ladder Truck' parcel tax	April 11 th	Forward to Special Meeting
Introduce RFD to appoint Parcel Tax Roll Review Panel	April 11 th	Forward to Special Meeting
Pass 3 readings of Section 202 Community Charter bylaw directing preparation of the parcel tax roll – Bylaw 2030	April 19th	Community Charter S. 202
Pass 3 readings of Section 200 Community Charter bylaw permitting Council to impose a parcel tax to provide recovery of costs of 2015 Ladder Truck	April 19th	Community Charter S. 200
Council to appoint 3 persons as Parcel tax roll review panel Council to establish time and place for panel sitting (May 10 th)	April 19th	Community Charter S. 204 (2) (a) and (b)
14 day notice to parcel owners by mail stating -parcel tax imposed -time and place of sitting of the Parcel tax roll review panel	April 20 th	Community Charter S. 204 (3)
Advertise advance notice of parcel tax roll review panel sitting	April 27 th and May 4 th	Community Charter S. 204 (2) (c)
Adopt bylaws for Parcel Tax Section 202 and 200 Community Charter	May 9 th	
Parcel tax roll review panel sitting and responsibilities: -appoint Chair -authenticate parcel tax roll -hear complaints	May 10 th	Community Charter S. 206 Assessment Act sections 32 (3)-(5), 33(3), 35(1)(b)(c) and (2), 36, 37, 38 (2) (a),(7), (9) and 40
After parcel tax authenticated within 10 days mail notice of decision by parcel tax roll review panel regarding complaints made		Community Charter S. 206 (3)

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



FIRE TRUCK PARCEL TAX ROLL REVIEW PANEL AGENDA

Agenda for a Fire Truck Parcel Tax Roll Review Panel of the City of Grand Forks to be held Tuesday, May 10th, 2016 at 10:00 a.m. in the Council Chambers at City Hall. This Parcel Tax Roll Review Panel is held in accordance with Division 4 of the Community Charter.

As per Section 205 (1) of the Community Charter, subject to subsection (2), a person may make a complaint to the parcel tax roll review panel on one or more of the following grounds:

- a.) there is an error or omission respecting a name or address on the parcel tax roll;
- b.) there is an error or omission respecting the inclusion of a parcel;
- c.) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- d.) an exemption has been improperly allowed or disallowed.

A complaint must not be heard by the parcel tax roll review panel unless written notice of the complaint has been received by The City of Grand Forks at least 48 hours before the time set for the first sitting of the review panel. In order to meet this deadline, the written complaint must be filed at City Hall by the close of business at 4pm on Friday, May 6, 2016.

ORDER OF BUSINESS

1.) CALL TO ORDER

2.) APPROVAL OF THE AGENDA

3.) PARCEL TAX ROLL REPORTS

4.) COMPLAINTS

RECOMMENDATION:

5.) AUTHENTICATION

6.) ADJOURNMENT

Website: www.grandforks.ca

Email: info@grandforks.ca

Division 4 — Parcel Taxes

Parcel tax bylaw

200 (1) A council may, by bylaw, impose a parcel tax in accordance with this Division to provide all or part of the funding for a service.

(2) A bylaw under subsection (1) must do the following:

- (a) state the service for which the tax is imposed;
- (b) state the years for which the tax is imposed;
- (c) identify the parcel tax roll under this Division that is to be used to impose the tax;
- (d) state the basis on which the tax is to be imposed, as referred to in section 202 (2) [*basis of taxation for parcel taxes*];
- (e) impose the tax in accordance with subsection (3).

(3) A bylaw under subsection (1) must impose the parcel tax as follows:

- (a) in the case of a tax to be imposed on the basis provided under section 202 (2) (a) [*single amount per parcel*], by establishing the amount to be paid as tax;
- (b) in the case of a tax to be imposed on the basis provided under section 202 (2) (b) or (c) [*taxable area or taxable frontage*], by establishing either
 - (i) the rate of tax to be paid per unit of taxable area or taxable frontage, or
 - (ii) rates of tax to be paid for different ranges of taxable area or taxable frontage.

(4) The municipality must make available to the public, on request, a report respecting how amounts or rates were determined for the purposes of subsection (3).

(5) In each year that a parcel tax is imposed under this Division, it is deemed to be imposed on January 1 of the year, unless expressly provided otherwise by the bylaw under subsection (1).

Property subject to parcel tax

- 201** (1) Unless otherwise permitted under this or another Act, a parcel tax under this Division must be imposed on all parcels within the municipality, other than those that are exempt from the tax.
- (2) In the case of a service that is provided to land or improvements, a parcel tax under this Division may be imposed only on parcels that have the opportunity to be provided with the service, whether or not they are in fact being provided with the service.
- (3) A bylaw under section 200 [*parcel tax bylaw*] may provide for waiving or reducing the tax if the owner or a previous owner of the parcel has
- (a) provided all or part of the service at the owner's expense, or
 - (b) already paid towards the cost of the service on terms and conditions specified in the bylaw.

Parcel tax roll for purpose of imposing tax

- 202** (1) A council may, by bylaw, direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax.
- (2) A bylaw under subsection (1) must establish the basis on which a parcel tax may be imposed using the parcel tax roll, which may be on the basis of one or more of the following:
- (a) a single amount for each parcel;
 - (b) the taxable area of the parcel;
 - (c) the taxable frontage of the parcel.
- (3) If the bylaw provides a basis under subsection (2) (b) or (c), it must establish how the taxable area or taxable frontage of a parcel is to be determined, subject to the following:
- (a) the methods for determination must be based on the physical characteristics of the parcel and may be different for parcels having different classes of physical characteristics;
 - (b) the basis established for parcels having one class of physical characteristics must be fair and equitable as compared with the basis established for parcels having other classes of physical characteristics.

Content of parcel tax roll

- 203** (1) A parcel tax roll must set out the following:
- (a) the parcels on which the tax is to be imposed;

- (b) the name and address of the owner of each parcel;
 - (c) unless the tax is imposed on the basis of a single amount for each parcel, the taxable area or the taxable frontage of each parcel, as applicable;
 - (d) if the name of a holder of a registered charge is included on the assessment roll under section 4 of the *Assessment Act* for a parcel, the name and address of that person.
- (2) The collector may correct errors on the parcel tax roll at any time before the roll is authenticated under section 206.
- (3) Once it has been prepared by the collector, the parcel tax roll must be available for public inspection.
- (4) If requested by an owner, the collector must amend a parcel tax roll that is to be available for public inspection by omitting or obscuring the address of the owner or other information about the owner in order to protect the privacy or security of the owner.
- (5) A request under subsection (4) continues to apply to other parcel tax rolls under this Division until the request is rescinded.

Parcel tax roll review panel

- 204** (1) Before a parcel tax is imposed for the first time, a parcel tax roll review panel must consider any complaints respecting the parcel tax roll and must authenticate the roll in accordance with this Division.
- (2) For the purposes of this Division, the council must
- (a) appoint at least 3 persons as the members of the parcel tax roll review panel,
 - (b) establish the time and place for the sitting of the panel, and
 - (c) have advance notice of the time and place published in accordance with section 94 [*public notice*].
- (3) At least 14 days before the date set for the sitting of the parcel tax roll review panel, the collector must mail to the owner of every parcel of land that is to be taxed a notice stating
- (a) the service in relation to which the parcel tax is to be imposed,
 - (b) the taxable area or the taxable frontage, if applicable,
 - (c) the time and place of the first sitting of the review panel, and

(d) that the parcel tax roll is available for inspection at the municipal hall during its regular office hours.

Review panel to hear complaints and make corrections

205 (1) Subject to subsection (2), a person may make a complaint to the parcel tax roll review panel on one or more of the following grounds:

- (a) there is an error or omission respecting a name or address on the parcel tax roll;
- (b) there is an error or omission respecting the inclusion of a parcel;
- (c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- (d) an exemption has been improperly allowed or disallowed.

(2) A complaint must not be heard by the parcel tax roll review panel unless written notice of the complaint has been given to the municipality at least 48 hours before the time set for the first sitting of the review panel.

(3) The parcel tax roll review panel may direct the correction of the parcel tax roll respecting any matter referred to in subsection (1).

(4) As a limit on subsection (3), a correction that would

- (a) include a parcel on the parcel tax roll that had not been included before, or
- (b) increase the taxable area or taxable frontage of a parcel on the parcel tax roll

must not be directed until 5 days after notice has been mailed to the owner of the parcel.

(5) The notice under subsection (4) must state

- (a) the intention of the parcel tax roll review panel, and
- (b) the time and place set for the panel to give its direction.

(6) The following sections of the *Assessment Act* apply to a parcel tax roll review panel:

section 32 (3), (4) and (5) [*complaints by local government or assessor*];

section 33 (3) [*contents of notice of complaint*];

section 35 (1) (b) and (c) and (2) [*notice of hearing to complainant*];

section 36 *[daily schedule of review panel]*;
section 37 *[notice of withdrawal of complaint]*;
section 38 (2) (a), (7) and (9) *[review panel procedures]*;
section 40 *[burden of proof]*.

(7) For the purposes of subsection (6), a reference in those sections to a review panel is deemed to be a reference to a parcel tax roll review panel and a reference to an assessor is deemed to be a reference to the collector.

Authentication of parcel tax roll

206 (1) The chair of the parcel tax roll review panel must review the parcel tax roll to confirm that the directed corrections have been made and must report this to the review panel.

(2) After receiving the report, the review panel must confirm and authenticate the parcel tax roll by certificate signed by a majority of its members.

(3) Within 10 days after a parcel tax roll is authenticated, the collector must mail notice of the decision made by the parcel tax roll review panel, or of its refusal to adjudicate the complaint made, to

- (a) the owner of the property to which the decision relates, and
- (b) the complainant, if the complainant is not the owner.

(4) Notice under subsection (3) must include a statement that the decision may be appealed to the Supreme Court in accordance with section 207.

Appeal to Supreme Court from review panel decision

207 (1) A decision of the parcel tax roll review panel may be appealed to the Supreme Court by a person entitled to notice under section 206 (3) or by the municipality.

(2) In order for a person entitled to notice to appeal a decision, within 10 days after the notice is mailed or otherwise delivered to the person, the person must serve on the municipality a written notice of intention to appeal that

- (a) is signed by the person, or by the person's solicitor or an agent authorized in writing, and
- (b) sets out the grounds of appeal.

(3) In order for the municipality to appeal a decision, within 10 days after the date on which the parcel tax roll is authenticated, it must serve a

written notice as described in subsection (2) on the property owner affected by the appeal and, if applicable, on the complainant.

(4) The court must set a date for hearing the appeal, notice of which must be given to the municipality, the property owner and, if applicable, the complainant.

(5) On an appeal under this section,

(a) the collector must produce before the court the parcel tax roll and all records in that officer's possession affecting the matter, and

(b) the court must hear the appeal, including evidence given on oath before it, in a summary manner.

(6) The court may adjourn the hearing of an appeal under this section and defer judgment in its discretion, but so that all appeals may be determined within 30 days from the authentication of the parcel tax roll by the parcel tax roll review panel.

(7) If an appeal is not decided within the time referred to in subsection (6), the decision of the parcel tax roll review panel stands.

(8) A decision of the Supreme Court under this section may be appealed on a question of law to the Court of Appeal with leave of a justice of the Court of Appeal.

Updating the parcel tax roll

208 (1) The collector may amend the parcel tax roll in relation to a matter referred to in section 205 (1) [*grounds for complaints to review panel*] on receiving a request under subsection (2) or on the collector's own initiative.

(2) A person who owns a parcel included on a parcel tax roll may request that the roll be amended under this section respecting a matter referred to in section 205 (1), but only in relation to the person's own property.

(3) In each year after the first year in which a parcel tax is imposed, the municipality must publish in a newspaper a notice indicating the following:

(a) the parcel tax roll is available for inspection at the municipal hall during its regular office hours;

(b) a person who owns a parcel included on the parcel tax roll may request that the roll be amended respecting a matter referred to in section 205 (1) [*complaints to review panel*], but only in relation to the person's own property;

(c) the time by which a request must be made in order to be considered for that year.

(4) A request under subsection (2) must be made in writing to the municipality before the time specified in the notice.

(5) Notice of an amendment, or a refusal to make an amendment requested under subsection (2), must be mailed to the owners of parcels in relation to which the amendment was made or the request received, and for the purposes of sending notices to these owners, section 205 (4) and (5) [*notice of sitting by review panel*] applies.

(6) A person who is an owner referred to in subsection (5) may make a complaint on one or more of the grounds set out in section 205 (1) [*complaints to review panel*], but only in relation to the person's own property.

(7) A complaint under subsection (6) is made by giving written notice of the complaint to the municipality within 30 days after the date on which the notice under subsection (5) was delivered.

(8) If a municipality receives a complaint in accordance with subsection (7), it must establish a parcel tax roll review panel to deal with the complaint, and for these purposes sections 205 to 207 [*review panel process*] apply.

(9) A parcel tax roll review panel under subsection (8) only has authority to amend the parcel tax roll in relation to parcels in respect of which a complaint under subsection (6) has been made.

(10) If no complaints under subsection (6) are received, the parcel tax roll as it is amended under subsection (1) is deemed to have been authenticated by a parcel tax review panel.

Validity of parcel tax roll

209 Subject to amendment under section 207 [*appeal to Supreme Court*] and despite any omission, defect or error in procedure, in a parcel tax roll, in a notice or in the omission to deliver a notice,

(a) the initial parcel tax roll, as authenticated by the parcel tax roll review panel, is valid and binding on all parties concerned until amended under section 208 [*updating the parcel tax roll*], and

(b) any subsequent parcel tax roll prepared under section 208 that is authenticated or deemed to be authenticated by a parcel tax roll review panel under that section is valid and binding on

all parties concerned until any further amendments are made under that section.

MEMORANDUM



DATE : April 11, 2016

TO : Mayor and Council

FROM : Manager of Development and Engineering

SUBJECT : Protected Natural Area Dedication - Background

The City of Grand Forks contains a significant number of natural areas and wetlands associated with old river oxbows and riparian (streamside) land. These features provide numerous values and services for the community and for nature, including passive recreation, flood control, water filtration, climate regulation, pollination, and biodiversity support (including habitat for threatened and endangered species). The City owns a number of parcels of land in these natural areas and has the opportunity to proceed with the dedication of the parcels as protected areas to protect these benefits in perpetuity.

The International Union for Conservation of Nature defines protected areas as “a clearly defined geographical space, recognized, dedicated and managed, through legal or other effective means, to achieve the long term conservation of nature with associated ecosystem services and cultural values.”¹ Natural protected areas have clear differences in permitted use and management than other community parks and recreation areas. Appropriate uses typically would include biodiversity conservation, habitat restoration, research, nature appreciation, and passive recreation where appropriate. Therefore, different land use designation and zoning is required for protecting natural areas.

Staff has identified three parcels at this point that are likely suitable for dedication as protected areas and is seeking Council input and support during a tour tentatively scheduled for April 20th. Following this tour staff would prepare a full report to Council. Should Council support the dedication of the parcels as protected natural areas, Council decisions would be required to direct staff to proceed through the statutory requirements for amendments to documents including the Sustainable Community Plan, the Zoning Bylaw, and zoning of the properties.





¹ https://www.iucn.org/about/work/programmes/gpap_home/pas_gpap/



MEMORANDUM



Strategic Impact

-  Protection of natural ecosystems such as wetlands provides ecosystem services that provide economic benefit and reduce risks to infrastructure and have been found to increase property values, which affects tax revenues
-  Parks and protected natural areas provide opportunities for eco-tourism and residential or business development associated with such amenities
-  Protected natural areas provide the opportunity for engagement with the community and collaboration on stewardship and restoration
-  Amenity values of protected natural areas for residents include nature appreciation, fitness, and other passive recreation benefits



View of Johnson Flats Wetland from Evergreen Cemetery.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole

From: Dolores Sheets, Manager of Development and Engineering

Date: April 11, 2016

Subject: Pickleball in Grand Forks: convert one tennis court at Barbara Ann Park into four pickleball courts and resurfacing the entire compound.

Recommendation: **RESOLVED THAT** Committee of the Whole recommend to Council to commit up to \$7,256 from the Slag Fund as the City's portion for the cost of resurfacing the entire compound and dedicating one court as four permanent pickleball courts.

BACKGROUND: Council has previously considered a request to convert one of the tennis courts at Barbara Ann Park into four pickleball courts (March 9, 2015 COTW), and referred the request back to staff for pricing and consideration (March 9, 2015 RMC). Council subsequently authorized the stated repurposing with financial support from the slag fund (\$7,256) (May 25, 2015 RMC). The pickleball group subsequently secured additional funds of \$25,000 contingent on the City support and are seeking private donations. The pickleball group is now looking for Council resolution and financial contribution of up to \$7,256.

Benefits or Impacts of the Recommendation:

General: Pickleball is a game that is easy to learn and play regardless of age or ability. Local pickleball players would like to see dedicated pickleball courts available in Grand Forks.

Strategic Impact: This initiative would provide benefits including: community liveability and community engagement.

Financial: Financial implications would be dependent on Council's funding commitment.

Policy/Legislation: Supports the Sustainable Community Plan principles and objectives of providing a variety of linked recreational opportunities and strengthening the social fabric of the community.

Attachments:

- 1) Pickleball court configuration as presented by the pickleball group;
- 2) Barbara Ann Park Tennis Courts Resurfacing cost breakdowns;
- 3) Previous Council resolution.

Recommendation: **RESOLVED THAT** Committee of the Whole recommend to Council to commit up to \$7,256 from the Slag Fund as the City's portion for the cost of resurfacing the entire compound and dedicating one court as four permanent pickleball courts

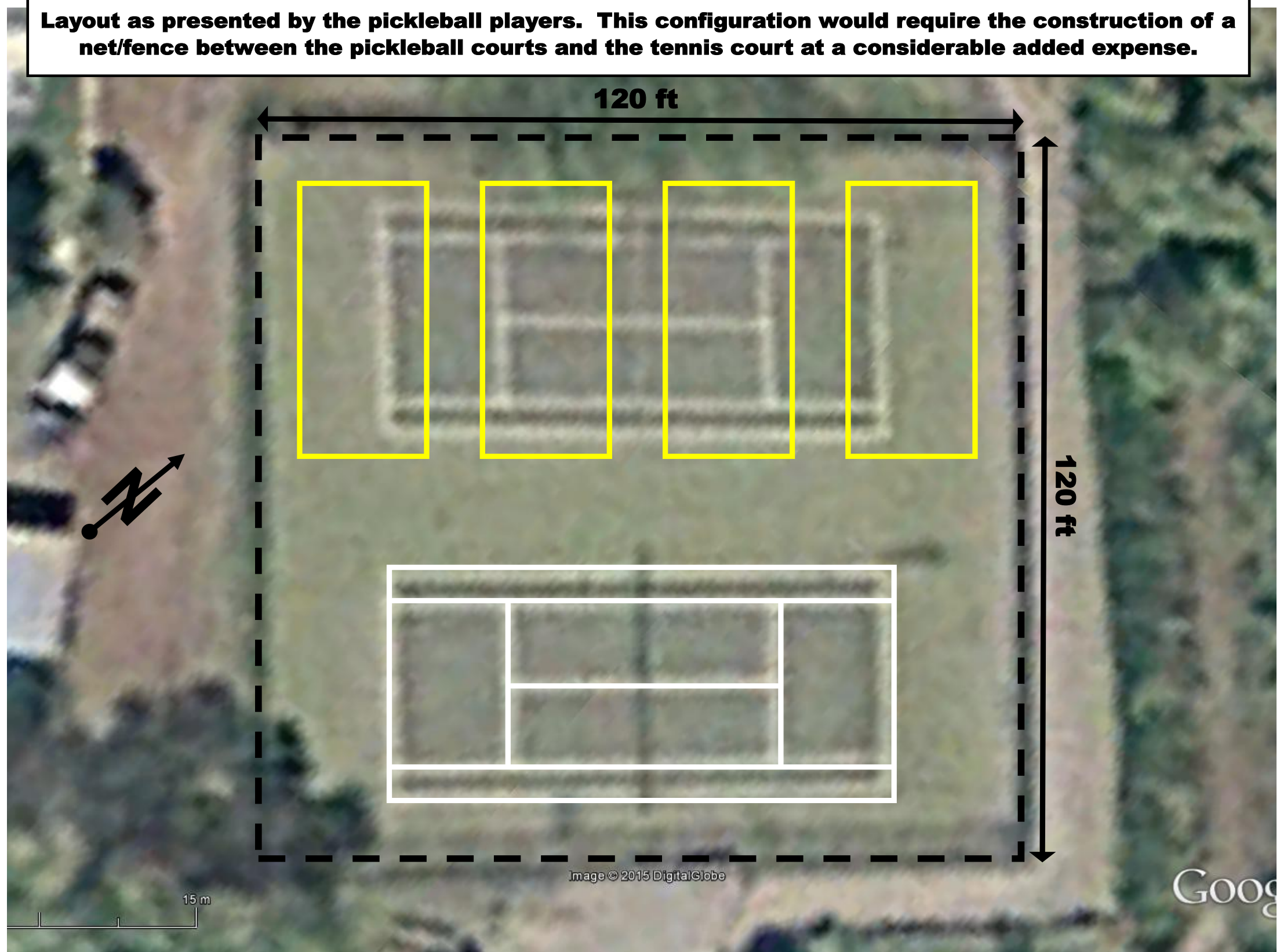
REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- OPTIONS:**
- 1. COMMITTEE OF THE WHOLE COULD CHOOSE TO ACCEPT THE RECOMMENDATION.**
 - 2. COMMITTEE OF THE WHOLE COULD CHOOSE TO NOT ACCEPT THE RECOMMENDATION.**
 - 4. COMMITTEE OF THE WHOLE COULD CHOOSE TO REFER THE ISSUE BACK TO STAFF FOR MORE INFORMATION.**

Layout as presented by the pickleball players. This configuration would require the construction of a net/fence between the pickleball courts and the tennis court at a considerable added expense.



ESTIMATED PICKLEBALL RESURFACING COST SHEET

Resurface entire compound and dedicate one court as four permanent pickleball courts.

	\$/unit	# of units	\$
Remove/fill (or cap) tennis posts and install ground sleeves (contractor)	\$2,000	1	\$2,000
Resurfacing court	\$24,000	1	\$24,000
Permanent Pickleball Net System	\$661	1	\$661
Tennis net	\$252	1	\$252
Signage	\$150		\$150
Separating fencing between courts	\$3,000		\$3,000
Contingency (10%)	\$3,307	1	\$3,307
		** Total	\$33,069

** Does not include the leveling of low spots (bird baths) as this is done on a charge-out basis by the contractor.

Note: Prices do not include taxes or shipping (where applicable).

Project Steering Committee be set up, and further that a workshop with the Stakeholders and the committee be arranged.

Council asked about the costs associated with the project. The Chief Administrative Officer advised that once the committee is set up, the cost components would be brought forward but aren't determined yet.

MOTION: WIRISCHAGIN / ROSS

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

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

CARRIED.

- c) Manager of Development and Engineering Services
Pickleball in Grand Forks: converting one tennis court at Barbara Ann Park into four pickleball courts

The Manager of Development and Engineering spoke with regard to the advertising process done by Staff and that the City received correspondence from persons both in support and not in support of the proposed repurposing.

MOTION: WIRISCHAGIN / KROG

RESOLVE THAT COUNCIL authorizes the repurposing of one tennis court into four pickleball courts, with portable net systems at an approximate cost of \$7,256 with funds to come from the slag fund.

Councillor Krog spoke with regard to amending the motion to have the City approach the Pickleball players for their contribution to supply the separator net for the courts, and further that the Option 2 with regard to the repurposing of one tennis court, as Council's decision, be contingent on the agreement of the Pickleball group.

AMENDED MOTION

MOTION: KROG / WIRISCHAGIN

RESOLVE THAT COUNCIL authorizes the repurposing of one tennis court into four pickleball courts, with portable net systems at an approximate cost of \$7,256 with funds to come from the slag fund, and further that the Pickleball players be approached to supply the separator net and that this option 2 is contingent on agreement of the Pickleball group.

CARRIED.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole

From: Manager of Development & Engineering Services

Date: April 11, 2016

Subject: Approval to proceed with applying for grant funding.

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to support staff proceeding with preparing and submitting an application for the Small Communities Fund (SCF) grant with the 1/3 portion of funds required of the City coming from Capital Reserves.

BACKGROUND: A significant grant program is currently available for funding of capital infrastructure projects – the New Building Canada Fund – Small Communities Fund (SCF). The purpose of the SCF is to assist communities address infrastructure needs to help develop economic growth, cleaner environment and stronger communities.

The SCF is focused on infrastructure replacement or improvement projects relating to drinking water, wastewater, transportation, solid waste management, and other categories. The SCF will provide 2/3 funding from the Government of Canada and Government of British Columbia and the City will be responsible for the remaining 1/3 of the project.

Based on our Asset Management Plan and Water and Wastewater Strategies, the project best meeting the criteria of the SCF grant program is the Well #2 replacement, as identified in the Water Supply Plan, West Side Fire Protection Project, 2015 Capital Budget Briefing, and City of Grand Forks Emergency Water Supply for Fire Protection Loan Authorization Bylaw 1922, 2011. Total costs from now through completion of this project are currently estimated at \$1,000,000, so the grant request at 2/3 of total cost is approximately \$666,666.

The new well will provide a significant increase in output compared to the old well. This will increase service performance of remaining wells through a reduction in output to align with their rated output; supplement reservoir storage during a fire event, and enable balancing of demand on the aquifer and impacts on the Kettle River.

We require a Council resolution supporting application for the grant. The application is due on April 28, 2016.

Benefits or Impacts of the Recommendation:

General: The objective is to secure grant funding for an essential water infrastructure project for the City.

Financial: Reduce expenditure of capital reserves or infrastructure loans for critical community infrastructure.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability





REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Policy/Legislation: BC Water Sustainability Act / Water Sustainability Regulation, Groundwater Protection Regulation, Water Sustainability Fees, Rentals and Charges Tariff Regulation; BC Drinking Water Protection Act / Drinking Water Regulation; *City of Grand Forks* Strategic Plan 2015-2019, Asset Management Plan; Water Supply Plan; Well and Aquifer Protection Plan; Management of Community Water Wells.

Strategic Impact:

-  Replacing Well 2 will increase service life of other wells and increase water system efficiency and performance.
-  Improved security of West End water supply will support economic development
-  Location of Well #2 adjacent Hutton School will support community engagement and education regarding water supply
-  Increased flow in new well will improve water security and improve fire protection for community safety.

Attachments:

- 1) New Building Canada Fund – Small Communities Fund – Project Eligibility Page
- 2) Proposed Well #2a Survey Extents Image
- 3) Google Streetview image of approximate well location

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to support staff proceeding with preparing and submitting an application for the Small Communities Fund (SCF) grant with the 1/3 portion of funds required of the City coming from Capital Reserves.

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.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

Eligible Projects

Eligible categories under the Small Communities Fund:

- Brownfield Redevelopment
- Connectivity and Broadband
- Disaster Mitigation
- Drinking Water
- Green Energy
- Highways and Major Roads
- Innovation
- Local and Regional Airports
- Public Transit
- Short Sea Shipping
- Shortline Rail
- Solid Waste Management
- Wastewater

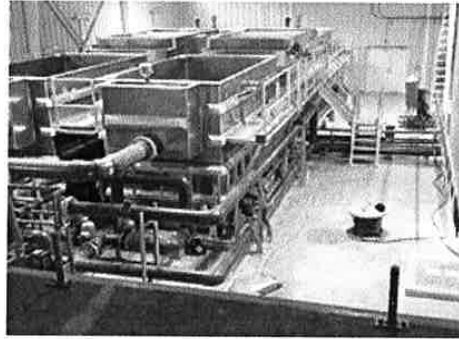
Eligible infrastructure projects are “publicly or privately owned tangible assets in British Columbia primarily for public use or benefit”.

To be eligible for funding, a project must:

- demonstrate that it will be able to operate and maintain the resulting infrastructure over the long term;
- fall within one of the applicable project categories (see 3.3 of the SCF Program Guide), be consistent with the objectives of the category and directly related to one of its subcategories (see Appendix A of the SCF Program Guide), meet one or more of the project outcomes of the category and meet the specific project criteria of the category;
- be for the acquisition, construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- be supported by:
 - a project justification/business case (see Appendix B - Program Guide) for project categories: Brownfield Redevelopment, Connectivity and Broadband, Disaster Mitigation Infrastructure, Highways and Major Roads, Innovation, Local and Regional Airports; Public Transit, Short Sea Shipping, and Shortline Rail; or
 - a project specific supplementary form for project categories: Drinking Water, Green Energy, Solid Waste Management, and Wastewater;
- the application and supporting documents should be comprehensive, credible, and feasible;
- stipulate a construction completion date of no later than March 31, 2023;
- be implemented in communities served by Local Governments with a population of less than 100,000 people, as set out in the Statistics Canada Final 2011 Census;
- be duly authorized or endorsed by, as applicable:

- in the case of a local government applicant, a resolution of its council/board; or
- in the case of a private sector body, including for-profit and not-for-profit organizations, a resolution of its board of directors and a resolution of the local government where the proposed project is to be located;
- meet all the program criteria identified in the SCF Program Guide;
- contributions to for-profit, private sector bodies through the NBCF-SCF will be considered only when these projects will be for public use or benefit. In these cases, applicants will be required to demonstrate the broader public benefits of the project;
- First Nations projects, located partially or entirely on reserve, that are aligned with the parameters of the program are eligible if they can demonstrate benefits extending beyond the reserve community, in addition to meeting the above conditions.

Infrastructure Project



South Pender Harbour - Water Treatment Plant

PROPOSED WELL #2A

U:\projects\JOEL\6768\0039\NO-Drawing-Design-Acceptable\CAD\CURRENT\MISC\Proposed Well Figures.dwg, FIG 3.3, 2013/10/29 08:44 am 15/16

URBAN
systems
urbansystems.ca



Client/Project

CITY OF GRAND FORKS

Scale	Date	Figure
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nts	OCTOBER 2013	3.3
0788.0033.01		Title

PROPOSED WELL #2A



MEMORANDUM



DATE : April 11, 2016

TO : Mayor and Council

FROM : Manager of Development and Engineering



SUBJECT : Realtor Round Table and Small Home Interest

There have been a number of discussions recently in the community exploring considerations for supporting alternative small and sustainable housing. At the 'Realtor Round Table' held at the City on March 16, realtors expressed that there continues to be interest from seniors for 2 bedroom + den / 2 bath homes, while some prospective residents have been inquiring about carriage houses. A number of people are considering moving from northern BC, and there continues to be inquiries about empty lots. There is also a desire by realtors to see increased compliance and enforcement on unsightly premises. When there is the expectation of more lots being serviced, it is important to note that the City cannot favour individual property owners, developers or realtors by providing such a 'lift' through servicing.

There has also been increasing interest in small or 'tiny' homes and cluster development to support a lower cost of home ownership for new homeowners or people considering downsizing. A small home is typically less than 800-1000 square feet, and there is a growing movement of people interested in living in homes 100-500 square feet, as evidenced by the interest shown at a recent small home gathering at the public library.

Staff are investigating constraints and options for enabling tiny/small and cluster housing developments and will bring forward a full report for April 19 Regular Meeting of Council. Should Council support this direction, resolutions will be required to direct staff to proceed through statutory requirements for amending documents including the Sustainable Community Plan and the Zoning Bylaw, and further involving the public through open houses and other forms of engagement.

Strategic Impact

-  Small home and cluster home developments may enable increased 'infill' property development therefore increased tax revenue
-  Supporting innovative and environmentally sustainable small housing options will attract young and forward-thinking people to settle in Grand Forks



Fiscal Accountability



Economic Growth





Community Engagement



Community Liveability

MEMORANDUM



-  Public dialogue about housing options, sustainable / small housing and ecological footprint would be a valuable form of community engagement
-  Small home and cluster development would support compact, walkable urban design and increase community liveability



Example of 'laneway' small house design in Vancouver. Image courtesy smallworks.ca



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Dolores Sheets, Manager of Development & Engineering Services
Date: April 11, 2016
Subject: Saini Temporary Use Permit application for demolition derby at 6401 Highway #3
Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to direct staff to draft the appropriate Temporary Use Permit, for a demolition derby, as requested by Bob Saini for property located at 6401 Highway #3 and legally described as Lot 3, District Lot 653, Plan 3072; and refer to the April 11, 2016 Regular Meeting of Council for decision.

BACKGROUND: The City is in receipt of an application from land-owner Bob Saini, requesting a temporary use permit for commercial property located at 6401 Highway #3 to allow for a demolition derby to be held on the property, scheduled for June 25, 2016.

Temporary Use Permit requirements are as follows:

Section 494 of the Local Government Act, Public Notice and Hearing must state:

- (a) in general terms, the purpose of the proposed permit;
- (b) the land or lands that are the subject of the proposed permit;
- (c) the place where and the times and dates when copies of the proposed permit may be inspected, and
- (d) the place where and the time and date when the resolution will be considered.

The notice must be published in a newspaper at least 3 days and not more than 14 days before the adoption of the resolution to issue the permit, and

Specific requirements in relation to notice of public hearing applies to the notice as if the resolution were a bylaw, in which case Section 466 (4) to (8) of the Local Government would apply:

If the bylaw in relation to which the notice is given alters the permitted use of any area, the notice must

- (a) include a sketch that shows the area that is the subject of the bylaw alteration, including the name of adjoining roads if applicable, and
- (b) be mailed or otherwise delivered at least 10 days before the public hearing
 - (i) to the owners, as shown on the assessment roll as at the date of the first reading of the bylaw, and

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- (ii) to any tenants in occupation, as at the date of the mailing or delivery of the notice, of all parcels, any part of which is the subject of the bylaw alteration or is within a distance specified by bylaw from that part of the area that is subject to the bylaw alteration.

After Council receives the application and directs Staff, Staff will send letters to surrounding property owners/tenants and secure advertising in the Gazette advising the public of the previously mentioned details in advance of the Committee of the Whole. Staff will also send Referral Requests to various agencies and departments requesting their comments and/or concerns with respect to the Temporary Use Permit application and give them 30 days in which to respond, as a standard courtesy.

Benefits or Impacts of the Recommendation:

- General:** The approval of the Temporary Use Permit will allow the applicant to have a demolition derby to be held on the property on June 25, 2016.
- Strategic Impact:** N/A
- Financial:** There are no costs to the City, in that any costs incurred will be covered by the application fee.
- Policy/Legislation:** The Local Government Act governs the requirements for Temporary Use Permits and Public Notice & Hearings.
- Attachments:**
- Temporary Use Application;
 - Aerial photo and zoning map showing the subject property;
 - Timeline for Temporary Use Permit

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to direct staff to draft the appropriate Temporary Use Permit, for a demolition derby, as requested by Bob Saini for property located at 6401 Highway #3 and legally described as Lot 3, District Lot 653, Plan 3072; and refer to the April 11, 2016 Regular Meeting of Council for decision.

- 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

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000



TEMPORARY USE PERMIT APPLICATION

APPLICATION FEE \$750.00

Receipt No. _____

Registered Owner(s): Balbir Saini

Mailing Address:

P. Box #2525

GRAND FORKS, B.C.

V0H 1H0

Telephone:

Home: 250-442-2599 ^{CELL}
~~Work~~ 250-443-1599

Legal Description: P.I.D 009-716-891

KAP 3072 DL 653 SDYL District

Street Address: 6401 HWY 3 Grand Forks B.C.

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000




Description of proposed use and reason for application:

Fund raiser Demolition Derby one day event.

Submit the following information with the application:

1. A legible site plan showing the following:
 - (a) The boundaries and dimensions of the subject property.
 - (b) The location of any proposed or present buildings.
 - (c) The location of off-street parking facilities.
 - (d) The location of off-street loading facilities.
 - (e) The location of any proposed access roads, screening, landscaping or fencing.
 - (f) The location of refuse containers and parking area lighting.
2. Professionally drawn site elevations, façade applications for proposed or present buildings, identifying colours, canopies, window trim and sign specifications.

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

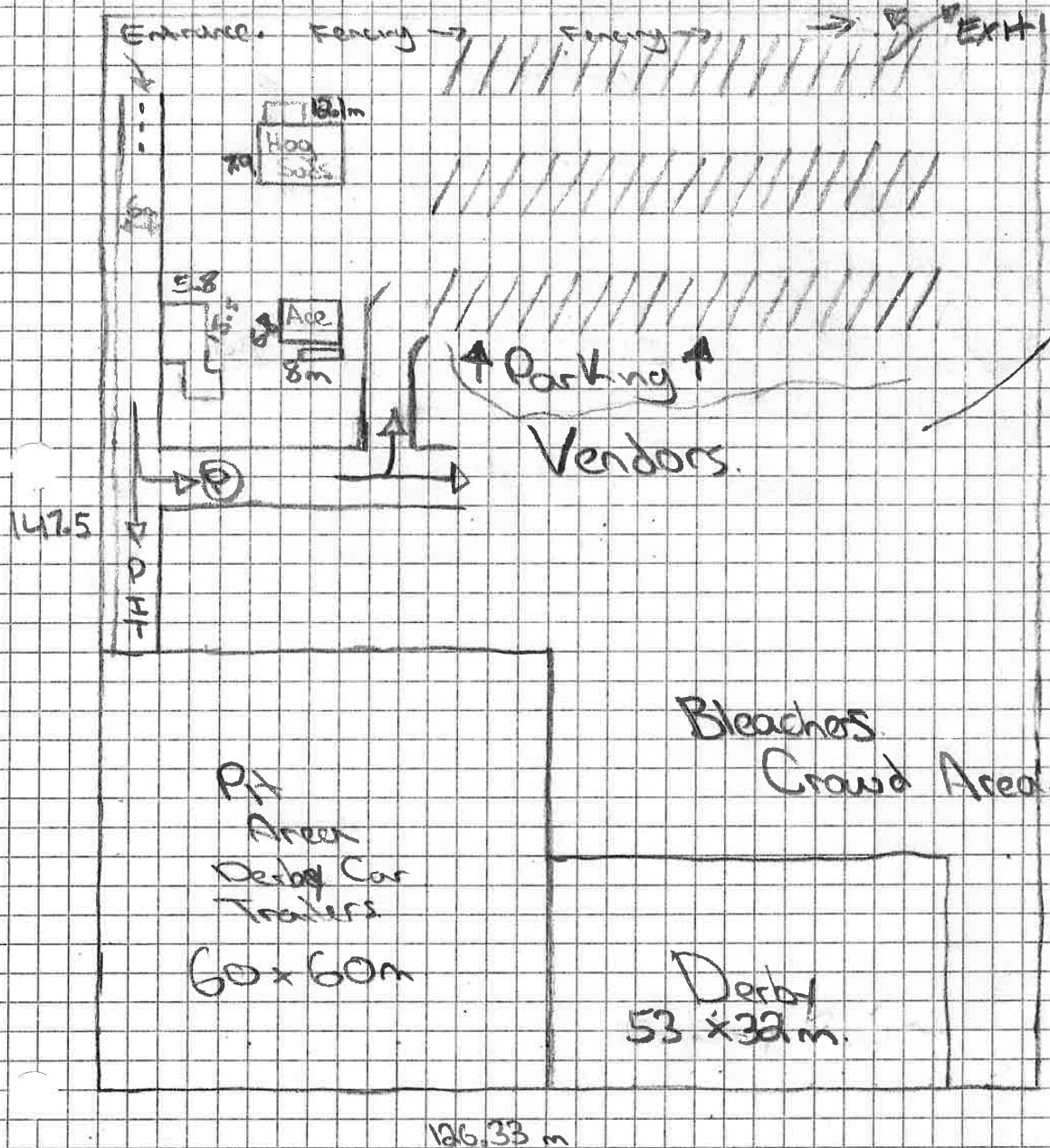


Signature of Owner

March 16th, 2016
Date

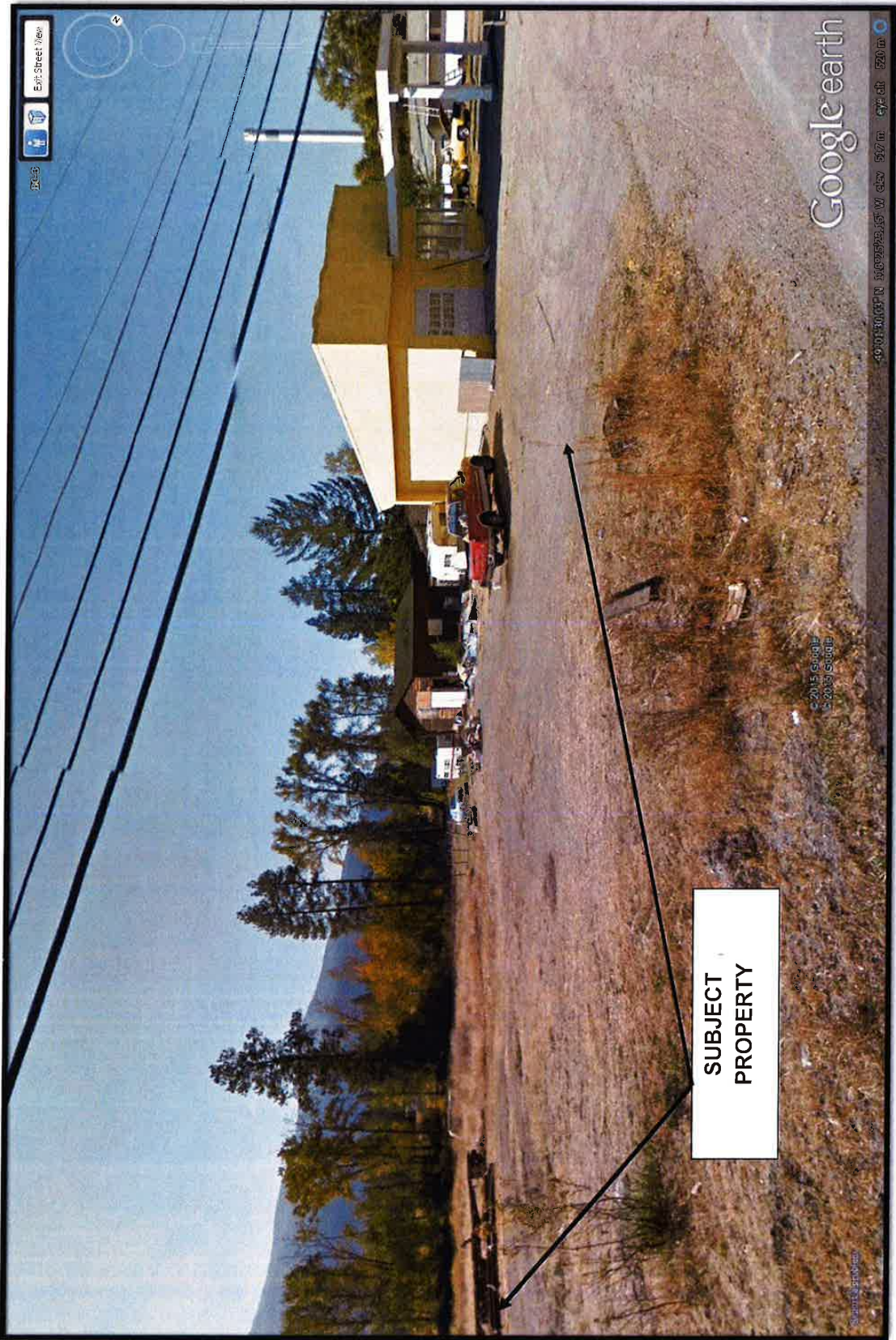
Scale : One Square = 4m x 4m

← Highway → 125.3. 50km Speed Zone.



Temporary Use Permit Application
6401 Highway #3 Location Map





SUBJECT
PROPERTY

© 2013 Google
© 2013 Google

49°01'30.03"N 116°29'23.15"W elev 527 m eye alt 520 m

Timeline for Temporary Use Permit

April 11, 2016	COTW receives the application and recommends to Council to direct Staff to proceed with the statutory requirements required for a Temporary Use Permit application.
April 11, 2016	Council directs Staff to draft the Temporary Use Permit and proceed with notification to surrounding property owners, publish notice in one issue of the Gazette and hold a public hearing for May 9.
April 12, 2016	referral requests will be sent to various agencies, giving them 30 days to respond to the proposed application.
May 9, 2016	the Public Hearing is held at the Committee of the Whole meeting.
May 19, 2016	Notice of adoption of resolution posted for advertisement for May 25 Newspaper as per LGA 494.3
May 30, 2016	the Public Hearing minutes are presented to Council and Council either recommends to issue the permit or deny the permit.
May 31, 2016	if the permit is approved, Staff will send a copy of the permit to LTO for registration on title.

MONTHLY HIGHLIGHT REPORTS



DATE : March 31, 2016
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of March, 2016

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ Follow up on the unsightly properties
- ❖ Working on 2 abandoned properties
- ❖ Working on succession planning

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
 - ❖ 5 New permit this month – 3 Commercial Renovations
 - 1 Commercial Demolition
 - 1 Residential Renovation
 - ❖ 1 more permit being processed just awaiting some final documents
 - ❖ March construction values are just over \$174,000.00
 - ❖ Several Inquiries for new residential construction.
-

MONTHLY HIGHLIGHT REPORTS



DATE : April 11, 2016
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of March, 2016

- ❖ Auditors here March 21- 24, replying to follow up enquiries. Financial Statements will come to Council for approval on May 9th.
- ❖ Prepared reserve bylaws, parcel tax bylaws and resolutions, and tax rate bylaw for April 11th COTW (due April 1st)
- ❖ Purchasing Policy revision sent to staff for review
- ❖ Setting up training and implementation schedule for Vadim upgrade
- ❖ Preparing RFP for Insurance Services for 2017. Will be sent out as soon as building appraisals complete (last done in 2007).

MONTHLY HIGHLIGHT REPORTS



DATE: March 31st, 2016
TO: Committee of the Whole
FROM: Corporate & Legislative Services
HIGHLIGHTS: For the Month of March, 2016

- ❖ Prepared and facilitated Council Meetings for the month of March
- ❖ Preparation of the Long Service Awards for presentation to City staff at March 14th Committee of the Whole
- ❖ Preparation of Fee for Service Agreements during Budgeting Process
- ❖ Human Resources Duties for the month of March
- ❖ Set the date for the Local Government By-Election- May 28th, 2016 – prepared Nomination packages, legislative advertising requirements, pre-planning
- ❖ Acting CAO duties for last two weeks in March
- ❖ Scheduled meetings and activities for Council:
 - Site visits
 - Planning Work shop
- ❖ Social media page development and start up
- ❖ Attended BEDC meeting
- ❖ Worked on developing Diversability pilot project
- ❖ Communications for power outage and other public notices

MONTHLY HIGHLIGHT REPORTS



- ❖ Participated in Realtor round table discussion
- ❖ City facility and park use discussions

MONTHLY HIGHLIGHT REPORTS



DATE: April 11, 2016
TO: Committee of the Whole
FROM : Manager of Development & Engineering
HIGHLIGHTS: For the Month of March, 2016

- ❖ Continued the design options & reporting for the WWTP – UV Disinfection Project
- ❖ Hosted a realtor round-table discussion
- ❖ Received 8 enquiries regarding lot lines, zoning, setbacks, fencing
- ❖ Received 2 development enquiries
- ❖ Received 3 enquiries from new/future residents regarding zoning and land use
- ❖ Completed statutory requirements for rezoning.
- ❖ Completed statutory requirements for development variance permit.
- ❖ Received 1 temporary use permit application
- ❖ Continued implementation of the asset management and GIS software
- ❖ Transition Housing Society Steering Committee meetings & reports
- ❖ Completed Sustainable Community Energy & Emissions Planning (SCEEP) workshop
- ❖ Received WildSafeBC grant
- ❖ Hired Engineering Technologist
- ❖ Completed two land sales pending subject removal
- ❖ Request for Quotations for Tot-Lot playground equipment
- ❖ Protected natural areas background research and planning

MONTHLY HIGHLIGHT REPORTS



DATE : March 31, 2016
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of March, 2016

- ❖ Calls for March: 40 total: 15 Fire, 4 Rescue, 21 First Responder
- ❖ Grass fire and backyard burning against bylaw season has started.
- ❖ Training: First live fire burn practice at Fire Training Ground
- ❖ Preparation for freshet season underway:
 - Monitoring snow pillow levels. As of March 22:
Boundary [Granby] @127%, Okanagan [Kettle] @113%
 - Monitoring river levels has begun. Kettle is up marginally (~40cm) since Mar 1.
 - Environment Canada conference call Mar 10.
 - Inventory of on-hand supplies incl. sandbags
- ❖ Training: First Responder course completed with 9 attending (7 new, 2 recertifying)

MONTHLY HIGHLIGHT REPORTS



DATE : April 11th, 2016
TO : Committee of the Whole
FROM: Manager of Operations
HIGH LIGHTS: For the Month of March 2016

OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF APRIL 2016

❖ EXCAVATION SAFETY & MOBILE EQUIPMENT

Public Works

- ❖ Street and Sidewalk sweeping completed
- ❖ Spring cleanup throughout city parks and grounds
- ❖ Tree pruning program throughout town
- ❖ Public washrooms being open / Picnic tables being placed throughout parks
- ❖ Spring clean / repair of city parking lots and alleys on going
- ❖ Supported Water and Sewer Department with service repairs and 3rd street

Water/Sewer

- ❖ 3rd street infrastructure repairs
- ❖ Cross Connection Control Program Maintenance and Update
- ❖ Water service and valve repairs
- ❖ Updated Annual Reports

MONTHLY HIGHLIGHT REPORTS



Electrical

- ❖ Install new electronic controls at substation
- ❖ Identify structures that need attention on replacement/repairs
- ❖ Trim trees on Central Ave.
- ❖ Repairs on river crossing insulation



REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: April 11, 2016
Subject: Tax Sale Properties Reserve Fund
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016' at the April 19, 2016 Special Meeting of Council.

BACKGROUND:

The Asset Management Financial Policy 808 was adopted by Council in January, 2016. During discussions of the policy, Council was presented with a plan to build the Capital Reserve that included transferring monies into the reserve from the Slag Reserve, Tax Sale Reserve, and Equipment Reserve. The financial plan has since been updated to include transfers to the Capital Reserve from the Slag Reserve, Tax Sale Reserve, and Land Sales Reserve. Bylaw 419 was created in 1948 for monies received from the sale of tax sale properties. There has been no activity in this reserve except for interest earned for the past 20 years. This reserve was a requirement of the Municipal Act. However, tax sales are now regulated by the Local Government Act. This Act does not require a Tax Sale Reserve.

The Province was contacted and confirmed that this reserve is no longer needed. They have stated that the section of the Municipal Act regarding the requirement to establish a reserve fund for tax sale money was removed and it is no longer required to establish a reserve fund for that purpose. When a property is sold at tax sale, the municipality will receive an upset price amount consisting of delinquent taxes, current year taxes plus any interest and penalties and can use this amount for purposes that normal taxation revenue would be used for. Any surplus over the upset price must be paid to the owner of the property at the time of the tax sale per section 659 of the Local Government Act.

This amending bylaw allows for the transfer of the balance in the reserve to capital reserves. At year end 2015, there was \$63,234.76 in the Tax Sale Properties Reserve. Bylaw 2024, the 2016-2020 Financial Plan includes a transfer of the balance of the Tax Sale Lands Reserve to the Capital Reserve, to be used for infrastructure renewal projects.

Bylaw 419-A1, 2016 is now presented for discussion.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

General:	Housekeeping item to transfer reserve balance no longer required by legislation.
Strategic Impact:	Fiscal Accountability including proactively planning for infrastructure repair and replacement
Policy/Legislation:	Community Charter S. 188 and S. 189 Local Government Act S. 659
Attachments:	DRAFT Bylaw No. 419-A1 Bylaw No. 419 – Sale of Tax Sale Properties Moneys By-law 1948

Recommendation:	RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016' at the April 19, 2016 Special Meeting of Council.
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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

BYLAW NO. 419-A1

**A Bylaw to Amend the
Sale of Tax Sale Properties Moneys Bylaw No. 419**

WHEREAS Section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes, and;

WHEREAS Section 189 of the Community Charter authorizes Council, by bylaw, to transfer all or part of the amount to another reserve fund;

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

1. This bylaw may be cited, for all purposes, as the **“Sale of Tax Sale Properties Moneys Amendment Bylaw No. 419-A1, 2016”**.
2. That Section 4 be added with the following:

“Monies held to the credit of the ‘Sale of Tax Sale Properties Moneys’ Reserve Fund may be transferred to the General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund, but the funds transferred must be used solely for capital projects.”

INTRODUCED this 11th day of April, 2016.

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

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 419-A1 as adopted by the
Municipal Council of the City of Grand Forks on the ____ day of _____.

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

THE CORPORATION OF THE CITY OF GRAND FORKS
BY-LAW NO. 419.

A BY-LAW to set aside under the provisions of Section 504C of the "Municipal Act" moneys received from the sale of tax sale properties.

WHEREAS section 504C of the "Municipal Act" provides that the Council of every municipality shall set aside by by-law all moneys received from the sale of tax sale properties;

AND WHEREAS The Corporation of the City of Grand Forks has on hand from the sale of tax sale lands the sum of \$458.50:

THEREFORE the Municipal Council of The Corporation of the City of Grand Forks in open meeting assembled enacts as follows:

1. Pursuant to the provisions of section 504C of the "Municipal Act" there is hereby set aside the sum of \$458.50, together with all further moneys which from time to time may be received, from the sale of tax sale properties.

2. Subject to resolution of the Council the moneys so set aside may be invested in the manner provided in section 204 of the "Municipal Act" for the investment of sinking funds.

3. This by-law may be cited as the "Sale of Tax Sale Properties Moneys By-law 1948".

Read a first time on the 27th day of October 1947,
Read a second time on the 22nd day of March 1948,
Read a third time on the 22nd day of March 1948.

Reconsidered, adopted and finally passed by the
Municipal Council of The Corporation of the City of Grand
Forks on the 5th day of April 1948

John A. Tutton
City Clerk.

O. Stephenson
Mayor.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: April 11, 2016
Subject: Capital Reserve Fund Amendment Bylaw
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016' at the April 19, 2016 Special Meeting of Council.

BACKGROUND:

The Asset Management Financial Policy 808 was adopted by Council in January, 2016. During discussions of the policy, Council was presented with a plan to build the Capital Reserve that included transferring monies into the reserve from the Slag Reserve, Tax Sale Reserve, and Equipment Reserve. The financial plan has since been updated to include transfers to the Capital Reserve from the Slag Reserve, Tax Sale Reserve, and Land Sales Reserve.

This amending bylaw allows for the transfer of Capital Reserve monies to other capital reserves. This Capital Reserve will remain in existence as a holding reserve until allocated to each specific capital fund reserve during the financial plan discussions each year.

Bylaw 1854-A1, 2016 is now presented for discussion.

Benefits or Impacts of the Recommendation:

General: Provide efficient accounting of funds received and interest earned on capital projects expenditures
Strategic Impact: Fiscal Accountability including proactively planning for infrastructure repair and replacement
Policy/Legislation: Community Charter S. 188 and S. 189
Attachments: DRAFT Bylaw No. 1854-A1
Bylaw No. 1854

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Recommendation:

RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016' at the April 19, 2016 Special 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. 1854-A1

**A Bylaw to Amend the
Capital Reserve Fund Bylaw No. 1854**

WHEREAS Section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes, and;

WHEREAS Section 189 of the Community Charter authorizes Council, by bylaw, to transfer all or part of the amount to another reserve fund;

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

1. This bylaw may be cited, for all purposes, as the “**Capital Reserve Fund Amendment Bylaw No. 1854-A1, 2016**”.
2. That Section 2 be deleted in its entirety and replaced with “There shall be and is hereby established a Capital Reserve Fund for the purpose of setting aside funding to be used for or in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works”.
3. That Section 4 be added with the following:

“Monies held to the credit of the Capital Reserve Fund may be transferred to the General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund, but the funds transferred must be used solely for capital projects.”

INTRODUCED this 11th day of April, 2016.

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

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 1854-A1 as adopted by the
Municipal Council of the City of Grand Forks on the ____ day of _____.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1854

A Bylaw to Establish a Reserve Fund for the Purpose of Capital Project Funding
=====

WHEREAS the Section 188(1) of the Community Charter allows Council, by bylaw, to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and

WHEREAS capital projects identified in the Five Year Financial Plans of the City may require more than one operating year to finance and complete;

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

1. This Bylaw may be cited for all purposes as the “**Capital Reserve Fund Bylaw**”.
2. There shall be and is hereby established a Capital Reserve Fund for the Purpose of setting aside funding to be used to complete capital projects after the end of the current fiscal year.

Read for a **FIRST** time this 3rd day of March, 2008

Read for a **SECOND** time this 3rd day of March, 2008

Read for a **THIRD** time this 3rd day of March, 2008

FINALLY ADOPTED this 17th day of March, 2008

Mayor Neil Krog

City Clerk – Lynne Burch

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No.1854, cited as "**Capital Reserve Fund Bylaw 1854, 2008**" as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 17th day of March 2008.

Clerk of the Municipal Council of the
City of Grand Forks

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: April 11, 2016
Subject: Slag Reserve Fund
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016' at the April 19, 2016 Special Meeting of Council.
RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Slag Sale Reserve Fund Bylaw 2027, 2016' at the April 19, 2016 Special Meeting of Council.

BACKGROUND:

The Asset Management Financial Policy 808 was adopted by Council in January, 2016. During discussions of the policy, Council was presented with a plan to build the Capital Reserve that included transferring monies into the reserve from the Slag Reserve, Tax Sale Reserve, and Equipment Reserve. The financial plan has since been updated to include transfers to the Capital Reserve from the Slag Reserve, Tax Sale Reserve, and Land Sales Reserve. Bylaw 2024, the 2016-2020 Financial Plan includes a transfer of \$1 million from the Slag Reserve to the Capital Reserve, to be used for infrastructure renewal projects.

A new Slag Reserve bylaw has been presented as the former bylaw was so old that it referenced legislation no longer in effect. An amending bylaw would have changed almost every point in the bylaw.

The following changes have been made to the new Slag Reserve bylaw. The new bylaw allows for slag related expenses to be deducted from current year slag revenues, and transfers the net slag revenue to reserves. It also allows for the transfer of Slag Reserve monies to other capital reserves. The new bylaw also references the Community Charter as opposed to the Municipal Act.

Although Council may want to transfer most of the Slag Reserve to the Capital Reserve in future years, we have maintained the Slag Reserve in order to track the amount of revenues received from the sale of slag and to keep options open for Council in the future.

Bylaw 1005-R, 2016 and Bylaw 2027, 2016 are now presented for discussion.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

General:	Provide efficient accounting of funds received and interest earned on capital projects expenditures
Strategic Impact:	Fiscal Accountability including proactively planning for infrastructure repair and replacement
Policy/Legislation:	Community Charter S. 188 and S. 189
Attachments:	DRAFT Bylaw No. 1005-R DRAFT Bylaw No. 2027 Bylaw No. 1005 – Slag Sale Revenue Reserve Fund, 1977 Bylaw No. 1420 – Slag Sale Reserve Fund Amendment, 1994 Bylaw No. 1763 – Amendment to Slag Sale Reserve Fund

Recommendation:	RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016' at the April 19, 2016 Special Meeting of Council. RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Slag Sale Reserve Fund Bylaw 2027, 2016' at the April 19, 2016 Special Meeting of Council.
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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.
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THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1005-R

A BYLAW TO REPEAL BYLAW NO. 1005
AND ALL AMENDMENTS THERETO

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WHEREAS it is deemed necessary and expedient to repeal Bylaw No. 1005 in its entirety;

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

1. That Bylaw No. 1005, cited for all purposes as the "The City of Grand Forks Slag Sale Reserve Fund, 1977" and any amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016**".

Introduced this 11th day of April, 2016.

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. 1005-R as adopted
by the Municipal Council of the City of Grand Forks on the ____ day of _____.

Clerk of the Municipal Council of the
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2027

A Bylaw to Establish a Reserve Fund for Money Obtained From Slag Sale Revenues

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WHEREAS it is provided by Section 188 of the Community Charter that Council may establish a reserve fund for a specified purpose;

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

1. This Bylaw may be cited as, **“Slag Sale Reserve Fund Bylaw 2027, 2016”**
2. That all monies received from the sale of slag, less slag expenses, and interest earned on the fund balance shall be placed to the credit of the “Slag Sale Reserve Fund”.
3. Any funds to be expended shall be for expenditures for or in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works.
3. Monies held to the credit of the Slag Sale Reserve Fund may be transferred to the General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund, but the funds transferred must continue to be used solely for capital projects.
4. The money set aside in this Reserve Fund shall be recorded separately and may be invested in the manner provided by the Community Charter until its use is required.

INTRODUCED this 11th day of April, 2016.

Read a **FIRST** time this ____ 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

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2027,
cited as the "Slag Sales Reserve Fund Bylaw 2027, 2016".

Clerk of the Municipal Council of the
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1005

**A BYLAW TO ESTABLISH A RESERVE FUND FROM MONEY OBTAINED FROM
SLAG SALE REVENUES.**

WHEREAS, pursuant to Section 301 of the Municipal Act, the Council may establish a reserve fund for particular projects and particular purchases;

AND WHEREAS, pursuant to Section 301 of the Municipal Act, the Council may withdraw these monies under certain provisions and conditions;

AND WHEREAS, the Council of the City of Grand Forks is desirous of establishing such a Slag Sale Reserve Fund under the conditions and provisions of Section 301 of the Municipal Act;

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

1. That a reserve fund to be known as "The Slag Sale Revenue Reserve Fund" be established.
2. That all monies received from the sale of this slag from January 1st, 1977, shall, from year to year, be placed in this reserve fund.
3. That Council may, by bylaw, adopted by an affirmative vote of at least 2/3rds of all members thereof, provide for the expenditure of any monies in the reserve fund – including interest earned.
4. Any bylaw to remove funds from this reserve fund shall be subject to the approval of the Minister, who may direct that before such approval is given, the bylaw shall receive the assent of the electors.
5. Any funds to be removed by bylaw shall be for:-
 - a) expenditures for or in respect of capital projects and any land, machinery, or equipment, necessary therefore, including the extension or renewal of existing capital works;
 - b) the purchase of machinery and equipment for the maintenance of municipal property and for the protection of persons and property.
6. Any interest earned by this fund shall be added to the fund and become part of the fund.

7. That this bylaw may be cited as **"The City of Grand Forks Slag Sale Reserve Fund, 1977"**.

Read a **FIRST** time this 8th day of March, 1977.

Read a **SECOND** time this 15th day of March, 1977.

Read a **THIRD** time this 5th day of April, 1977.

RECONSIDERED AND FINALLY ADOPTED this 12th day of April, 1977.

Mayor

City Clerk

CERTIFICATE

I, Vern Ciccone, City Clerk of the Corporation of the City of Grand Forks do hereby certify the foregoing to be the true and original copy of the bylaw cited as "The City of Grand Forks Slag Sale Reserve Fund, 1977" passed before the Municipal Council this 12th day of April, 1977.

City Clerk

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1420

**A bylaw to amend the City of Grand Forks Slag Sales
Reserve Fund, 1977, bylaw.**

WHEREAS Section 385 of the *Municipal Act* has been amended to eliminate the Minister's approval for reserve fund transfer bylaws;

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

1. That Bylaw No. 1005 be amended by deleting, in it's entirety, Clause 4, which reads:

"Any bylaw to remove funds from this Reserve Fund shall be subject to the approval of the Minister, who may direct that before such approval is given, the bylaw shall receive the assent of the electors."

2. That this bylaw may be cited as "**Slag Sale Reserve Fund Amendment Bylaw No. 1420, 1994**".

Read a **FIRST** time this 2nd day of August, 1994.

Read a **SECOND** time this 2nd day of August, 1994.

Read a **THIRD** time this 2nd day of August, 1994.

FINALLY ADOPTED this 7th day of November, 1994.

Y. Sugimoto, Mayor

J.L. Burch, City Clerk

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1420 as passed by the Municipal Council of the City of Grand Forks on the 7th day of November, 1994.

Clerk of the Municipal Council of
the City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1763

A BYLAW TO AMEND THE CITY OF GRAND FORKS SLAG SALE RESERVE FUND 1977 BYLAW

WHEREAS Council may, by bylaw, amend the provisions of the City of Grand Forks Slag Sales Reserve Fund, 1997, bylaw;

AND WHEREAS Council has determined that it is in the best interest of the Municipality to amend the City of Grand Forks Slag Sales Reserve Fund Bylaw to comply with the provisions of the Community Charter;

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

1. That Clause 3 of Bylaw No. 1005, cited as "the City of Grand Forks Slag Sale Reserve Fund, 1997", be deleted in it's entirety, and replaced with a new Clause 3 as outlined below:

"3. That Council may, by resolution, adopted at an open meeting of Council provide for the expenditure of any monies in the Reserve Fund, including interest earned."
2. That Clause 5 of Bylaw No. 1005, cited as "the City of Grand Forks Slag Sale Reserve Fund, 1997", be deleted in it's entirety, and replaced with a new Clause 5 as outlined below:

"5. Any funds to be expended by resolution shall be for:

 - a) *expenditures for or in respect of capital projects and any land, machinery, or equipment, necessary therefore, including the extension or renewal of existing capital works;*
 - b) *the purchase of machinery and equipment for the maintenance of municipal property and for the protection of persons and property*
3. That this bylaw may be cited, for all purposes, as the **"Amendment to "The City of Grand Forks Slag Sale Reserve Fund, 1977"**.

Read a **FIRST** time this 6th day of December, 2004.

Read a **SECOND** time this 6th day of December, 2004.

Read a **THIRD** time this 6th day of December, 2004.

FINALLY ADOPTED this 13th day of December, 2004.

Mayor Jake Raven

City Clerk – Lynne Burch

C E R T I F I C A T E

I hereby certify that the foregoing is a true copy of Bylaw No. 1763,
as passed by the Municipal Council of the City of Grand Forks
on the 13th day of December, 2004.

Clerk of the Municipal Council of the
City of Grand Forks

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: April 11, 2016
Subject: New Capital Reserve Funds
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Capital Reserve Funds Establishment Bylaw 2028, 2016' at the April 19, 2016 Special Meeting of Council.

BACKGROUND:

The Asset Management Financial Policy 808 was adopted by Council in January, 2016. During discussions of the policy, Council was presented with a plan to build the Capital Reserve that included transferring monies into the reserve from the Slag Reserve, Tax Sale Reserve, and Equipment Reserve. The financial plan has since been updated to include transfers to the Capital Reserve from the Slag Reserve, Tax Sale Reserve, and Land Sales Reserve. Currently, the Capital Reserve receives revenues from all funds and is used to fund capital projects in all funds.

This bylaw creates a Capital Reserve in each fund – General, Water, Electrical and Waste Water. Ideally, each fund will be self sustaining in the future. Revenues in each fund will be sufficient to contribute to the fund's capital reserve to fund infrastructure renewal.

Funds received in the current 'Capital Reserve' will be allocated to each fund's Capital Reserve as infrastructure projects are identified.

Bylaw 2028, 2016 is now presented for discussion.

Benefits or Impacts of the Recommendation:

General: Provide efficient accounting of funds received and interest earned on capital projects expenditures

Strategic Impact: Fiscal Accountability including proactively planning for infrastructure repair and replacement

Policy/Legislation: Community Charter S. 188 and S. 189

Attachments: DRAFT Bylaw No. 2028

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Recommendation:

RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Capital Reserve Funds Establishment Bylaw 2028, 2016' at the April 19, 2016 Special 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. 2028

A Bylaw to Establish Capital Reserve Funds

=====

WHEREAS it is provided by Section 188 of the Community Charter that Council may establish reserve funds for specified purposes;

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

1. This Bylaw may be cited as, **“Capital Reserve Funds Establishment Bylaw 2028, 2016”**
2. The Reserve Funds listed in Column 1 of Schedule A are established for the purposes specified in Column 2 of Schedule A.

Transfer of Funds

3. Monies held to the credit of the Capital Reserve Fund may be transferred to the General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund established by this Bylaw, but the funds transferred must continue to be used solely for capital projects.

Expenditure of Reserve Funds

6. The monies placed to the credit of a reserve fund established by this Bylaw may be expended by resolution of Council, or as expressly authorized by a financial plan bylaw adopted by Council.

INTRODUCED this 11th day of April, 2016.

Read a **FIRST** time this ____ 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 and correct copy of Bylaw No. 2028, cited as the "Capital Reserve Fund Establishment Bylaw 2028, 2016".

Clerk of the Municipal Council of the
City of Grand Forks

**CITY OF GRAND FORKS
BYLAW 2028, 2016
SCHEDULE A**

Column 1 – Reserve Fund	Column 2 – Reserve Fund Purpose
General Capital Reserve Fund	For funding General Fund capital projects as identified in the Asset Management Investment Plan
Water Capital Reserve Fund	For funding Water Fund capital projects as identified in the Asset Management Investment Plan
Electrical Capital Reserve Fund	For funding Electrical Fund capital projects as identified in the Asset Management Investment Plan
Waste Water Capital Reserve Fund	For funding Waste Water Fund capital projects as identified in the Asset Management Investment Plan

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: April 11, 2016
Subject: Land Sales Reserve Fund
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Land Sales Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016' at the April 19, 2016 Special Meeting of Council.
RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Land Sale Reserve Fund Bylaw 2029, 2016' at the April 19, 2016 Special Meeting of Council.

BACKGROUND:

The Asset Management Financial Policy 808 was adopted by Council in January, 2016. During discussions of the policy, Council was presented with a plan to build the Capital Reserve that included transferring monies into the reserve from the Slag Reserve, Tax Sale Reserve, and Equipment Reserve. The financial plan has since been updated to include transfers to the Capital Reserve from the Slag Reserve, Tax Sale Reserve, and Land Sales Reserve.

A new Land Sales Reserve bylaw has been presented as the former bylaw was so old that it referenced legislation no longer in effect. An amending bylaw would have changed almost every point in the bylaw.

The following changes have been made to the new Land Sales Reserve bylaw. The new bylaw allows for the transfer of Land Sales Reserve monies to other capital reserves. The new bylaw also references the Community Charter as opposed to the Municipal Act.

Bylaw 2024, the 2016-2020 Financial Plan includes a transfer of \$200,000 from the Land Sales Reserve to the Capital Reserve.

Bylaw 1609-R and Bylaw 2029 are now presented for discussion.

Benefits or Impacts of the Recommendation:

General: Provide efficient accounting of funds received and interest earned on capital projects expenditures

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Strategic Impact: Fiscal Accountability including proactively planning for infrastructure repair and replacement

Policy/Legislation: Community Charter S. 188 and S. 189

Attachments: DRAFT Bylaw No. 1609-R
DRAFT Bylaw No. 2029
Bylaw No. 1609 Land Sales Reserve Fund Establishment Bylaw
Bylaw No. 1762 Amendment to the Land Sales Reserve Fund Establishment Bylaw

Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Land Sales Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016' at the April 19, 2016 Special Meeting of Council.

RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 'Land Sale Reserve Fund Bylaw 2029, 2016' at the April 19, 2016 Special 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. 1609-R

A BYLAW TO REPEAL BYLAW NO. 1609
AND ALL AMENDMENTS THERETO

=====

WHEREAS it is deemed necessary and expedient to repeal Bylaw No. 1609 in its entirety;

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

1. That Bylaw No. 1609, cited for all purposes as the "Land Sale Reserve Fund Establishment Bylaw No. 1609, 1999" and any amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Land Sale Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016**".

Introduced this 11th day of April, 2016.

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

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1609-R as adopted by the Municipal Council of the City of Grand Forks on the ____ day of _____.

Clerk of the Municipal Council of the
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2029

A Bylaw to Establish a Reserve Fund for Money Obtained From the Sale of Land or Improvements

=====

WHEREAS it is provided by Section 188 of the Community Charter that Council may establish a reserve fund for a specified purpose;

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

1. This Bylaw may be cited as, “**Land Sales Reserve Fund Bylaw 2029, 2016**”
2. That all monies received from the sale of land and improvements and interest earned on the fund balance shall be placed to the credit of the “Land Sales Reserve Fund”.
3. Any funds to be expended shall be for expenditures for or in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works.
3. Monies held to the credit of the Land Sales Reserve Fund may be transferred to the General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund, but the funds transferred must continue to be used solely for capital projects.
4. The money set aside in this Reserve Fund shall be recorded separately and may be invested in the manner provided by the Community Charter until its use is required.

INTRODUCED this 11th day of April, 2016.

Read a **FIRST** time this ____ 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 and correct copy of Bylaw No. 2029,
cited as the "Land Sales Reserve Fund Bylaw 2029, 2016".

Clerk of the Municipal Council of the
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1764

**A BYLAW TO AMEND THE LAND SALES RESERVE FUND
ESTABLISHMENT BYLAW NO. 1609, 1999**

WHEREAS Council may, by bylaw, amend the provisions of the Land Sales Reserve Fund Establishment No. 1609, 1999;

AND WHEREAS Council has determined that it is in the best interest of the municipality to amend the Land Sales Reserve Fund Establishment Bylaw No. 1609, 1999, to comply with the provisions of the Community Charter;

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

1. That Clause 4 of Bylaw No. 1609, cited as the "Land Sales Reserve Fund Establishment Bylaw No. 1609, 1999", be deleted in it's entirety and replaced with a new Clause 4, as outlined below:
 - "3. *Any funds, including interest earned, to be expended shall be upon resolution of Council and shall be for:*
 - a) *expenditures for or in respect of capital projects, and land, machinery or equipment necessary for the capital projects and extension or renewal of existing capital works;*
 - b) *the purchase of machinery and equipment to maintain municipal property and to protect persons and property;"*
2. That this bylaw may be cited, for all purposes, as the "**Amendment to the "Land Sales Reserve Fund Establishment Bylaw"**".

Read a **FIRST** time this 6th day of December, 2004.

Read a **SECOND** time this 6th day of December, 2004.

Read a **THIRD** time this 6th day of December, 2004.

FINALLY ADOPTED this 13th day of December, 2004.

Mayor Jake Raven

City Clerk – Lynne Burch

C E R T I F I C A T E

I hereby certify that the foregoing is a true copy of Bylaw No. 1764,
as passed by the Municipal Council of the City of Grand Forks
on the 13th day of December, 2004.

**Clerk of the Municipal Council of the
City of Grand Forks**

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1609

**A Bylaw to Establish a Reserve Fund From
Money Received From the Sale of Land or Improvements**

WHEREAS Council is desirous of establishing a Reserve Fund from money received from the sale of Land or Improvements in accordance with Section 496 of the Municipal Act;

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

1. There shall be and is hereby established a Reserve Fund, under the provisions of Section 496 of the Municipal Act, to be known as the "Land Sales Reserve Fund".
2. Money from the sale of municipal land and improvements shall be paid into the "Land Sales Reserve Fund".
3. The Money set aside shall be deposited in a separate bank account and, until required to be used, may be invested in the manner provided by the Municipal Act.
4. Any Funds to be removed by bylaw shall be for:
 - a) expenditures for or in respect of capital projects, and land, machinery or equipment necessary for the capital projects and extension or renewal of existing capital works;
 - b) the purchase of machinery and equipment to maintain municipal property and to protect persons and property;
5. This bylaw may be cited for all purposes as the "**Land Sales Reserve Fund Establishment Bylaw No. 1609, 1999**".

Read a **FIRST** time this 4th day of October, 1999.

Read a **SECOND** time this 4th day of October, 1999.

Read a **THIRD** time this 4th day of October, 1999.

FINALLY ADOPTED this 18th day of October, 1999.

Mayor Brian Taylor

City Clerk – J. Lynne Burch

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1609, cited as the "Land Sales Reserve Fund Establishment Bylaw No. 1609, 1999", and passed by the Municipal Council this 18th day of October, 1999.

Clerk of the Municipal Council of the
City of Grand Forks

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole

From: Chief Financial Officer

Date: April 11, 2016

Subject: Fire Truck Parcel Tax Preparation Bylaw 2030
Fire Truck Parcel Tax Imposition Bylaw 2031

Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016 at the April 19, 2016 Special Meeting of Council.

RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to the Fire Truck Parcel Tax Roll Implementation Bylaw 2031, 2016 at the April 19, 2016 Special Meeting of Council.

BACKGROUND:

In 2015 the City purchased a 2015 Rosenbauer 101' Cobra Platform Fire Truck. On January 25, 2016 Council resolved to finance the purchase through the Municipal Finance Authority's Equipment Leasing Program for \$722,518.58 over five years. The lease requires annual lease payments of \$149,516.76 for 5 years.

According to the Community Charter, parcel taxes can either be a single amount per parcel or based on taxable area or frontage area. A flat tax, or single amount per parcel, results in each property paying the same amount regardless of size or value of property. A flat tax spreads the amount of taxation relatively evenly through the tax classes so that commercial and industrial classes would see a small increase in their taxes.

A taxable area or frontage area parcel tax is complex, work intensive, and may result in many appeals as classes of parcels are based on physical characteristics. The Community Charter states that the basis of establishing classes of physical characteristics must be fair and equitable. This method is often open to disputes. If Council would prefer a tax where property owners with higher assessments would have a larger share of the burden, funding the fire truck through regular municipal taxation is recommended as opposed to a taxable area or frontage tax.

The above two bylaws intend to impose a flat tax per parcel within the City of Grand Forks, except those that are exempt. The revenue received from the flat tax will be used to make the lease payments on the fire truck.

The 2016 Revised Roll from BC Assessment shows that there are currently 3047 parcels within the City of Grand Forks. Of these properties, 594 are statutorily exempt and 27 are permissively exempt.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Statutorily exempt properties include City owned properties and properties owned by other government organizations. Permissively exempt properties include churches and non-profit organizations included in the City's annual Permissive Tax Exemption Bylaw. Therefore, there will be 2426 properties subjected to this parcel tax. The flat tax will be \$61.63 per parcel annually for five year.

Bylaw 2030 and Bylaw 2031 are presented for Council's consideration.

Benefits or Impacts of the Recommendation:

General:	Council may impose a parcel tax to cover the cost of providing municipal services.
Financial:	The proposed Fire Truck Parcel Tax is intended to generate \$149,516.76 annually for 5 years. This revenue will cover the equipment lease payments for the Fire Truck purchased by the City in 2015.
Policy/Legislation:	Community Charter Division 4 of Part 7
Attachments:	DRAFT Fire Truck Parcel Tax Preparation Bylaw 2030, 2016 DRAFT Fire Truck Parcel Tax Imposition Bylaw 2031, 2016

Recommendation:	RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to at the April 19, 2016 Regular Meeting of Council.
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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.
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THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2030, 2016

A BYLAW TO PROVIDE FOR THE PREPARATION OF A FIRE TRUCK PARCEL TAX ROLL

WHEREAS Division 4 of Part 7 of the *Community Charter* authorizes the Council of the City of Grand Forks to impose a parcel tax;

AND WHEREAS Section 202 of the *Community Charter* requires Council to adopt a bylaw to direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax;

AND WHEREAS Council considers it desirable to collect a parcel tax to fund the purchase of the 2015 Ladder Truck;

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

1. This bylaw may be cited as the **"Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016."**

DEFINITIONS

2. In this bylaw:

"2015 Ladder Truck" means the 2015 Rosenbauer 101' Cobra Platform Fire Truck purchased by the City of Grand Forks in 2015.

ASSESSMENT ROLL

3. Council hereby directs the preparation of the Fire Truck Parcel Tax Roll setting out for each of the parcels within the City of Grand Forks the information required under section 203 of the *Community Charter*.

PARCEL TAX BASIS

4. The basis on which the parcel tax may be imposed using the parcel tax roll under Section 3 of this bylaw shall be a single amount for each parcel.

INTRODUCED this 11th day of April, 2016.

READ A FIRST TIME THIS ____ day of ____.

READ A THIRD TIME THIS ____ day of ____.

READ A THIRD TIME THIS ____ of ____.

FINALLY ADOPTED THIS ____ day of ____

Frank Konrad, Mayor

Diane Heinrich, Corporate Officer

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of Bylaw No. 2030 as passed by the Municipal Council of the City of Grand Forks on the ____ day of ____.

Clerk of the Municipal Council of
the City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2031, 2016

A BYLAW TO IMPOSE A PARCEL TAX ON PARCELS IN THE CITY OF
GRAND FORKS

WHEREAS Section 200 of the *Community Charter* provides that Council may, by bylaw, impose a parcel tax on parcels to provide all or part of the funding for a service;

AND WHEREAS the City of Grand Forks has incurred costs and will incur costs in purchasing the 2015 Ladder Truck to serve people and properties within the City;

AND WHEREAS Council considers it desirable to impose a parcel tax on parcels to fund the purchase of a fire truck;

AND WHEREAS it is deemed desirable and expedient to impose and levy a parcel tax on those parcels benefitting from such service to meet such costs;

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

Definitions:

1. In this bylaw,
 - (a) **"2015 Ladder Truck"** means the 2015 Rosenbauer 101' Cobra Platform Fire Truck purchased by the City of Grand Forks in 2015; and

Parcel Tax Roll:

2. The Fire Truck Parcel Tax Roll established by the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016 shall be used for imposing the parcel tax.

Imposition of Tax:

3. A parcel tax is hereby imposed on each parcel within the City of Grand Forks for the years 2016 through 2020.

Exempt Land:

4. Despite section 3, the parcel tax is not payable in respect of any parcel of land that is exempt from taxation pursuant to the provisions of the *Community Charter* or pursuant to a tax exemption bylaw adopted under the *Community Charter*.

Purpose of the Tax:

5. The parcel tax imposed under this Bylaw is for the purpose of recovering equipment financing costs, including borrowing costs for the 2015 Ladder Truck purchased by the City of Grand Forks for use in fire rescue and related services.

Tax Rate:

5. The parcel tax imposed under this bylaw shall be on the basis of a single amount for each parcel on the Fire Truck Parcel Tax Roll.
6. The parcel tax imposed by this bylaw shall be \$61.63 per parcel for each of the years specified in section 3 of this bylaw.

Citation:

7. This bylaw may be cited as the “**Fire Truck Parcel Tax Imposition Bylaw No. 2031, 2016**”.

INTRODUCED this 11th day of April, 2016.

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

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2031, as passed by the Municipal Council of the City of Grand Forks on the _____ day of _____

Clerk of the Municipal Council of
The City of Grand Forks

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: April 11, 2016
Subject: 2016 Tax Rates Bylaw 2032
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 2016 Tax Rates Bylaw 2032 Option _____ at the April 19, 2016 Special Meeting of Council.

BACKGROUND:

The annual Tax Rates Bylaw sets levy rates for municipal, regional district and hospital purposes each year. The rates for the Regional District Kootenay Boundary and Regional Hospital District have not yet been added to this bylaw. The City had not received the 2016 Requisition from either District as of the deadline for this agenda on April 1, 2016. However, we should be receiving these shortly and will include for the first three readings of the bylaw on April 19th. The City has no discretion over the tax rates for these entities. We are supplied with the required amounts and conversion ratios.

There are hundreds of possible combinations of tax rates that could combine to provide the City with the required revenue. The attached spreadsheet provides three possible options for 2016 municipal tax rates.

The first option uses the same conversion ratios as 2015. This option results in the same total proportion of municipal taxes collected by each rate class. However, this option results in a tax rate higher than 40.0 for utilities, which is the maximum set by the Province. Therefore, all conversion ratios remain the same except Class 2 Utilities, which is set at 40.0. This method results in the Major Industry rate jumping from \$43.3948 per \$1,000 of assessed value to \$48.2727. The residential rate would be \$4.6327 per \$1,000 of assessed value.

BC Assessment has determined that the typical single family residential property in Grand Forks is valued at \$194,000 in the 2016 Assessment Roll. The 2015 residential tax rate was 4.1646. Therefore, Option 1 residential rate of 4.6327 would result in a tax increase of \$7.57 per month or \$90.81 per year.

Option 2 sets the Class 4 Major Industry rate to the same as 2015 and uses the capped rate of \$40 per \$1000 of assessment set by the Province for Class 2 Utilities. This results in a residential rate of \$4.8074 per \$1,000 of assessed value. The typical single family residential property would see a tax increase of \$10.39 per month or \$124.68 per year.

Option 3 uses the same tax rates as 2015. Although this results in slightly higher revenue than 2015, it does not meet the revenue requirements for the City for 2016.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Attached is a spreadsheet that shows the tax rates for other municipalities in our region.

Also attached is a DRAFT 2016 Tax Rates Bylaw 2032. Column A will be filled in with the option chosen by Council. Columns B and C will be filled in when the requisitions are received by the RDKB and the WKBRHD.

Benefits or Impacts of the Recommendation:

General:	Municipal Property Taxes allow Council to undertake the services that are required to run the municipality.
Financial:	Property taxation is the main source of revenue for the municipality. The proposed 2016 Tax Rates Bylaw is intended to generate \$3,408,705.
Policy/Legislation:	Section 197 of the Community Charter requires that each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property values taxes for the year by establishing tax rates.
Attachments:	DRAFT 2016 Tax Rates Bylaw 2032 Tax Rates Bylaw 2032 Options spreadsheet Tax Rates around the Region spreadsheet

Recommendation:	RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to 2016 Tax Rates Bylaw 2032 Option _____ at the April 19, 2016 Regular Meeting of Council.
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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
BYLAW NO. 2032

**A BYLAW TO IMPOSE RATES ON ALL TAXABLE LAND
AND IMPROVEMENTS FOR THE YEAR ENDED DECEMBER 31, 2016**

=====

WHEREAS the Community Charter, requires that, after adoption of the financial plan, but before May 15th in each year, Council must, by bylaw, impose property value taxes for the year by establishing tax rates;

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

1. That Bylaw No. 2012, cited as "2015 Annual Tax Rates Bylaw", be hereby repealed.
2. The following Tax Rates are hereby imposed and levied for the Year Ended December 31, 2016:
 - a) For all lawful **GENERAL PURPOSES** of the Municipality on the value of all taxable land and improvements, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part of the bylaw;
 - b) For **WEST KOOTENAY BOUNDARY REGIONAL HOSPITAL PURPOSES** on the value of all taxable land and improvements, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part of the bylaw;
 - c) For purposes of the **REGIONAL DISTRICT OF KOOTENAY BOUNDARY** on the value of all taxable land and improvements rates appearing in Column "C" of Schedule "A", attached hereto and forming a part hereof;
3. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
4. Pursuant to Section 233 of the Community Charter
 - a) The due date for taxes shall be the 4th day of July, 2016.
 - b) The Collector shall, as soon as is practicable on or after the 5th day of July 2016, add to the unpaid taxes of the current year, in respect of each parcel of land and improvements thereon upon the real property tax roll, ten per centum of the amount unpaid as of the 4th day of July, 2016.
5. This bylaw may be cited, for all purposes, as the **"2016 Annual Tax Rates Bylaw"**.

INTRODUCED this 11th day of April, 2016.

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. 2032 as passed by the Municipal Council of the City of Grand Forks on the ____ day of _____.

Clerk of the Municipal Council of
The City of Grand Forks

Schedule "A"
City of Grand Forks
2016 Property Tax Rates Bylaw 2032

Property Class	Description	"A"	"B"	"D"
		General Municipal	West Kootenay Boundary Regional Hospital District	Regional District of Kootenay Boundary
		(Dollars of tax per \$1,000 taxable assessed value)		
1	Residential		-	-
2	Utility		-	-
4	Major Industry		-	-
5	Light Industry		-	-
6	Business/Other		-	-
8	Rec/Non-Profit		-	-
9	Farm		-	-

City of Grand Forks
Property Assessments, Rates, Taxes
2016 City Tax Revenue Options

2016 Revenue Requirement		3,408,705			
			Option 1 - Same conversion ratios as 2015	Option 2 - Major Industry same as 2015	Option 3 - same rates as 2015
	2015 Actual				
ASSESSMENTS	Folio Cnt \$	Folio Cnt \$	Folio Cnt \$	Folio Cnt \$	Folio Cnt \$
Residential Vacant Land	621 15,910,633	621 15,570,533	621 15,570,533	621 15,570,533	621 15,570,533
Res: Single Family	1582 291,520,450	1,582 296,984,077	1,582 296,984,077	1,582 296,984,077	1,582 296,984,077
Res: ALR	47 5,605,600	47 5,662,900	47 5,662,900	47 5,662,900	47 5,662,900
Res: Farm	1 -	1 -	1 -	1 -	1 -
Res: Strata	185 25,149,500	185 24,789,000	185 24,789,000	185 24,789,000	185 24,789,000
Res: Other	67 29,115,300	67 26,232,300	67 26,232,300	67 26,232,300	67 26,232,300
Improved Residential	1882 351,390,850	1882 353,668,277	1882 353,668,277	1882 353,668,277	1882 353,668,277
Total Residential	2503 367,301,483	2,503 369,238,810	2,503 369,238,810	2,503 369,238,810	2,503 369,238,810
Utilities	31 1,135,280	31 1,164,240	31 1,164,240	31 1,164,240	31 1,164,240
Major Industry	4 18,974,200	4 18,922,500	4 18,922,500	4 18,922,500	4 18,922,500
Light Industry	11 3,375,100	11 3,500,700	11 3,500,700	11 3,500,700	11 3,500,700
Business	422 61,032,550	422 62,340,100	422 62,340,100	422 62,340,100	422 62,340,100
Recreational	72 82,900	72 52,900	72 52,900	72 52,900	72 52,900
Farm	5 105,271	5 34,054	5 34,054	5 34,054	5 34,054
S.353LGA/398VC	8 4,367,800	8 -	8 -	8 -	8 -
TOTAL	3056 452,006,784	3056 455,253,304	3056 455,253,304	3056 455,253,304	3056 455,253,304
TAX RATES - City	Multiple	Multiple	Multiple	Multiple	Multiple
Residential	4.1646	4.6327	4.8074	4.1646	4.1646
Utilities	9.60 40.0000	9.60 40.0000	8.32 40.0000	9.60 40.0000	9.60 40.0000
Major Industry	10.42 43.3948	10.42 48.2727	9.03 43.3948	10.42 43.3948	10.42 43.3948
Light Industry	2.93 12.2023	2.93 13.5738	2.93 14.0857	2.93 12.2023	2.93 12.2023
Business	2.39 9.9534	2.39 11.0722	2.39 11.4897	2.39 9.9534	2.39 9.9534
Recreational	0.80 3.3317	0.80 3.7062	0.80 3.8459	0.80 3.3317	0.80 3.3317
Farm	1.08 4.4978	1.08 5.0033	1.08 5.1920	1.08 4.4978	1.08 4.4978
TAX REVENUE	Class				
Residential Land	66,261	72,134	74,854	64,845	64,845
Residential Improvements	1,463,402	1,638,439	1,700,225	1,472,887	1,472,887
Residential	1 1,529,664	1,710,573	1,775,079	1,537,732	1,537,732
Utilities	2 45,411	46,570	46,570	46,570	46,570
Major Industry	4 823,382	913,441	821,138	821,138	821,138
Light Industry	5 41,184	47,518	49,310	42,717	42,717
Business	6 607,481	690,239	716,268	620,496	620,496
Recreational	8 276	196	203	176	176
Farm	9 473	170	177	153	153
Total Property Tax	3,047,872	3,408,706	3,408,745	3,068,981	3,068,981

CRANBROOK

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	7.3476	0.1616	0.1529	7.4534	0.1605		0.1579	
#2 - Utilities	48.2572	0.5656	1.0040	49.3121	0.5619		1.0447	
#4 - Major Industry	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	
#5 - Light Industry	20.6593	0.5495	0.4298	20.0496	0.5458		0.4247	
#6 - Business/Other	19.3029	0.3959	0.4016	19.7248	0.3933		0.4179	
#8 - Rec/Non Profit	18.1963	0.1616	0.3786	18.0372	0.1605		0.3821	
#9 - Farm		0.1616	0.4303	20.9776	0.1605		0.4444	
PARCEL TAX	20.6798							

TRAIL

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	3.9067	0.2845	2.6563	4.1120	0.2850		2.7270	
#2 - Utility	40.0000	0.9959	9.2971	40.0000	0.9976		9.5446	
#4 - Major Industry	40.6729	0.9674	9.0314	42.5254	0.9690		9.2717	
#5 - Light Industry	2.6310	0.9674	9.0314	2.6344	0.9690		9.2717	
#6 - Business/Other	7.8144	0.6971	6.5080	8.2237	0.6982		6.6812	
#7 - Managed Forest	12.3204	0.8536	7.9689	11.7890	0.8550		8.1810	
#8 - Rec/Non Profit	6.2154	0.2845	2.6563	5.8178	0.2850		2.7270	

CASTLEGAR

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	3.1111	0.2917	1.4144	3.3413	0.3031		1.4051	
#2 - Utility	38.0000	1.0211	4.9504	38.2587	1.0607		4.9180	
#4 - Major Industry	30.1890	0.9919	4.8089	31.0387	1.0304		4.7775	
#5 - Light Industry	10.9339	0.9919	4.8089	10.6768	1.0304		4.7775	
#6 - Business/Other	11.3724	0.7148	3.4653	11.4149	0.7425		3.4426	
#8 - Rec/Non Profit	7.6257	0.2917	1.4144	8.3273	0.3031		1.4051	
PARCEL TAX								

GRAND FORKS

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	3.8989	0.2845	2.2502	4.1646	0.2849		2.2456	
#2 - Utility	38.6771	0.9957	7.8759	40.0000	0.9972		7.8595	
#4 - Major Industry	43.3948	0.9673	7.6508	43.3948	0.9688		7.6349	
#5 - Light Industry	11.4238	0.9673	7.6508	12.2023	0.9688		7.6349	
#6 - Business/Other	9.3184	0.6971	5.5131	9.9534	0.6980		5.5016	
#8 - Rec/Non Profit	3.1191	0.2845	2.2502	3.3317	0.2849		2.2456	
#9 - Farm	4.2108	0.2845	2.2502	4.4978	0.2849		2.2456	

GREENWOOD

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	7.1076	0.2913	0.6979	7.1380	0.3030		0.6594	
#2 - Utility	24.8766	1.0196	2.4427	24.9830	1.0605		2.3079	
#5 - Light Industry	0.0000	0.0000	0.0000	0.0000	0.0000		0.0000	
#6 - Business/Other	14.5706	0.7137	1.7099	14.6329	0.7424		1.6155	
#8 - Rec/Non Profit	7.1076	0.2913	0.6979	7.1380	0.3030		0.6594	

MIDWAY

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	4.0800	0.2912	0.6204	4.2869	0.3030		0.5768	
#2 - Utility	20.1000	1.0192	2.1715	21.1000	1.0604		2.0188	
#4 - Major Industry	28.4000	0.9901	2.1094	28.8000	1.0301		1.9611	
#5 - Light Industry	16.0550	0.9901	2.1094	21.1580	1.0301		1.9611	
#6 - Business/Other	9.2839	0.7135	1.5206	9.5070	0.7423		1.4137	
#7 - Managed Forest	0	0	0	0	0		0	
#8 - Rec/Non Profit	4.4200	0.2912	0.6204	0.5000	0.3030		0.5768	
#9 - Farm	6.8500	0.2912	0.6204	7.3800	0.3030		0.5768	

ROSSLAND

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	6.9792	0.2912	1.8849	7.2517	0.2782		1.9138	
#2 - Utility	39.2932	1.0193	6.597	40.0000	0.9736		6.6983	
#5 - Light Industry	20.9377	0.9902	6.4085	21.8900	0.9458		6.5069	
#6 - Business/Other	11.9346	0.7135	4.6179	12.7025	0.6815		4.6888	
#7 - Managed Forest	20.9377	0.8737	5.6456	19.3464	0.8345		5.7414	
#8 - Rec/Non Profit	6.9792	0.2912	5.6456	6.3873	0.2782		1.9138	
#9 - Farm	6.9792	0.2912	5.6456	7.1333	0.0548		1.9138	
PARCEL TAX:	\$ 198.50			\$ 198.50				

NELSON

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	4.5173	0.2913	1.7526	4.6852	0.3030		1.7531	
#2 - Utility	31.637	1.0196	6.1341	32.9169	1.0605		6.1359	
#4 - Major Industry	0	0	0	0	0		0	
#5 - Light Industry	8.297	0.9904	5.9588	8.5903	1.0302		5.9605	
#6 - Business	9.4142	0.7137	4.2939	9.5605	0.7423		4.2951	
#7 - Managed Forest	4.5173	0.8739	5.2578	4.6852	0.9090		5.2593	
#8 - Rec/Non Profit	2.809	0.2913	1.7526	2.9001	0.3030		1.7531	
#9 - Farm	4.5173	0.2913	1.7526	4.6852	0.3030		1.7531	

PORT ALBERNI

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	9.1145	0.3533	0.2950	9.4476	0.2946		0.3722	
#2 - Utility	37.9708	1.2365	1.0326	38.4756	1.0311		1.3027	
#4 - Major Industry	53.195	1.2011	1.0031	53.7788	1.0016		1.2655	
#5 - Light Industry	39.6821	1.2011	1.0031	48.5543	1.0016		1.2655	
#6 - Business/Other	15.4923	0.8655	0.7228	15.4371	0.7218		0.9119	
#7 - Managed Forest	26.3988	1.02	0.795	28.343	0.8838		1.1166	
#8 - Rec/Non Profit	9.1145	0.3533	0.2950	9.4476	0.2946		0.3722	
#9 - Farm	9.1145	0.3533	0.2950	9.4476	0.2946		0.3722	

CRESTON

Class	2014				2015			
	Municipal	Reg Hosp	Reg Dist		Municipal	Reg Hosp	Reg Dist	
#1 - Residential	5.1570	0.1616	2.6224	5.5229	0.1605		2.7383	
#2 - Utility	40.0000	0.5656	9.1785	40.0000	0.5617		9.5840	
#5 - Light Industry	15.3164	0.5494	8.9163	16.8448	0.5456		9.3101	
#6 - Business/Other	9.5302	0.3959	10.6592	6.4250	0.3932		6.7088	
#8 - Rec/Non Profit	5.1570	0.1616	2.6224	5.5229	0.1605		2.7383	
#9 - Farm	5.6727	0.1616	2.6224	6.0752	0.1605		2.7383	

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Dolores Sheets, Manager of Development & Engineering Services
Date: April 11, 2016
Subject: To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits.

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to direct staff to draft the appropriate amendment bylaw to amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits and to proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

The statement will read: "Temporary Use Permit applications will be considered by Council on a case-by-case basis within all land use designated areas on Schedule B: Land Use Map".

BACKGROUND: City staff members have deemed it desirable to amend the current Sustainable Community Plan to include a "Temporary Use Permit" policy statement. This amendment is a housekeeping necessity.

Benefits or Impacts of the Recommendation:

General: Council has the authority to amend the Sustainable Community Plan.
Strategic Impact: N/A
Financial: N/A
Policy/Legislation: Local Government Act (LGA)
Attachments: - excerpts from the LGA

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to direct staff to draft the appropriate amendment bylaw to amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits and to proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



The statement will read: "Temporary Use Permit applications will be considered by Council on a case-by-case basis within all land use designated areas on Schedule B: Land Use Map".

-
- 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.**
-

(2) If the holding of a public hearing is delegated, the local government must not adopt the bylaw that is the subject of the hearing until the delegate reports to the local government, either orally or in writing, the views expressed at the hearing.

RS2015-1-469 (B.C. Reg. 257/2015).

Procedure after public hearing

- 470.** (1) After a public hearing, the council or board may, without further notice or hearing,
- (a) adopt or defeat the bylaw, or
 - (b) alter and then adopt the bylaw, provided that the alteration does not
 - (i) alter the use,
 - (ii) increase the density, or
 - (iii) without the owner's consent, decrease the density of any area from that originally specified in the bylaw.
- (2) A member of a council or board who
- (a) is entitled to vote on a bylaw that was the subject of a public hearing, and
 - (b) was not present at the public hearing
- may vote on the adoption of the bylaw if an oral or written report of the public hearing has been given to the member in accordance with subsection (3).
- (3) The report referred to in subsection (2) must be given to the member by
- (a) an officer or employee of the local government, or
 - (b) if applicable, the delegate who conducted the public hearing.
- (4) After a public hearing under section 464 (1) or third reading following notice under section 467 [notice if public hearing waived], a court must not quash or declare invalid the bylaw on the grounds that an owner or occupier
- (a) did not see or receive the notice under section 466 or 467, if the court is satisfied that there was a reasonable effort to mail or otherwise deliver the notice, or
 - (b) who attended the public hearing or who can otherwise be shown to have been aware of the hearing, did not see or receive the notice, and was not prejudiced by not seeing or receiving it.

RS2015-1-470 (B.C. Reg. 257/2015).

Division 4 – Official Community Plans

Purposes of official community plan

- 471.** (1) An official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.
- (2) To the extent that it deals with these matters, an official community plan should work towards the purpose and goals referred to in section 428 [purpose of regional growth strategy].

RS2015-1-471 (B.C. Reg. 257/2015).

Bylaw to adopt official community plan

- 472.** (1) A local government may, by bylaw, adopt one or more official community plans.
- (2) An official community plan
- (a) must be included in the adopting bylaw as a schedule, and
 - (b) must designate the area covered by the plan.

RS2015-1-472 (B.C. Reg. 257/2015).

Content and process requirements

- 473.** (1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:

- (a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;
 - (b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
 - (c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
 - (d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
 - (e) the approximate location and phasing of any major road, sewer and water systems;
 - (f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;
 - (g) other matters that may, in respect of any plan, be required or authorized by the minister.
- (2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.
- (3) An official community plan must include targets for the reduction of greenhouse gas emissions in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.
- (4) In developing an official community plan, the local government must consider any applicable guidelines under section 582 [*provincial policy guidelines*].

RS2015-1-473 (B.C. Reg. 257/2015).

Policy statements that may be included

474. (1) An official community plan may include the following:
- (a) policies of the local government relating to social needs, social well-being and social development;
 - (b) a regional context statement, consistent with the rest of the plan, of how matters referred to in section 429 (2) (a) to (c) [*required content for regional growth strategy*], and other matters dealt with in the plan, apply in a regional context;
 - (c) policies of the local government respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the plan;
 - (d) policies of the local government relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity.
- (2) If a local government proposes to include a matter in an official community plan, the regulation of which is not within the jurisdiction of the local government, the plan may state only the broad objective of the local government with respect to that matter unless the minister has, under section 473 (1) (g), required or authorized the local government to state a policy with respect to that matter.

RS2015-1-474 (B.C. Reg. 257/2015).

Consultation during development of official community plan

475. (1) During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.
- (2) For the purposes of subsection (1), the local government must
- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and
 - (b) specifically consider whether consultation is required with the following:
 - (i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;
 - (ii) the board of any regional district that is adjacent to the area covered by the plan;
 - (iii) the council of any municipality that is adjacent to the area covered by the plan;
 - (iv) first nations;