

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

**Monday, April 11, 2016, at 7:00 pm  
7217 - 4th Street, City Hall Council Chambers**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		
2. <b><u>ADOPTION OF AGENDA</u></b>		
a) Adopt agenda	April 11th, 2016, Regular Meeting agenda	THAT Council adopt the April 11th, 2016, Regular Meeting agenda as presented.
3. <b><u>MINUTES</u></b>		
a) Adopt minutes <a href="#">March-29-2016-Special-Meeting-to-go-In-Camera-Minutes - Not Yet Adopted</a>	March 29th, 2016, Special to go In-Camera Meeting minutes	THAT Council adopt the March 29th, 2016, Special to go In-Camera Meeting minutes as presented.
b) Adopt minutes <a href="#">March-29-2016-Regular-Meeting-Minutes - Not Yet Adopted</a>	March 29th, 2016, Regular Meeting minutes	THAT Council adopt the March 29th, 2016, Regular Meeting minutes as presented.
4. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
5. <b><u>UNFINISHED BUSINESS</u></b>		
6. <b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL</u></b>		
a) Corporate Officer's Report <a href="#">RFD - Proc. Bylaw-CAO - Rpts., Questions, &amp; Inquiries from Council</a> <a href="#">Councillor Thompson's Report</a> <a href="#">Councillor Butler's Report</a>	Written reports of Council	THAT all written reports of Council be received.
7. <b><u>REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u></b>		
a) Corporate Officer's Report <a href="#">RFD - Proc. Bylaw-Council - RDKB Council's Rep.</a>	Verbal report from Council's representative to the Regional District of Kootenay Boundary	THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

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|--|---|---|
| a) Deputy Manager of Operations<br><a href="#">RFD - Dep. Mgr. of Op. - Water Restrictions</a>   | Water restrictions  | THAT Council removes the Stage 2 Water restrictions and returns to Stage 1 Water restrictions as of April 11, 2016.   |
| b) Deputy Manager of Operations<br><a href="#">RFD - Dep. Mgr. of Op. - Policy 1206-A1 Campground</a>  | Campground Policy No. 1206-A1   | THAT Council adopts the amended Campground Policy No. 1206-A1.  |
| c) Manager of Development & Engineering Services<br><a href="#">RFD - Mgr. Dev. Eng. Serv. - Pickleball in GF</a>  | Pickleball in Grand Forks: convert one tennis court at Barbara Ann Park into four pickleball courts and resurfacing the entire compound | THAT Council commits 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.                                       |
| d) Manager of Development & Engineering Services<br><a href="#">RFD - Mgr. Dev. Eng. Serv. - Apply for Grant Funding - SCF Well 2</a>                    | Approval to proceed with applying for grant funding   | THAT Council supports 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.                 |
| e) Manager of Development & Engineering Services<br><a href="#">RFD - Mgr. Dev. Eng. Serv. - Saini Temporary Use Permit Applic. for Demolition Derby</a> | Saini Temporary Use Permit Application for Demolition Derby at 6401 Highway #3  | THAT Council directs 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. |

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

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|---|--|---|
| a) Boundary Country Regional Chamber of Commerce<br><a href="#">SOII - BCRCC - Request for 2 hr. Parking Limit on Market Ave.</a> | Letter of request regarding two hour parking limit on Market Avenue between the hours of 9:00 am to 5:00 pm                                    | THAT Council receives for discussion and decision the letter of request regarding a two hour parking limit on Market Avenue between the hours of 9:00 am to 5:00 pm.  |
| b) Wes Tetlock, Demolition Derby Committee<br><a href="#">SOII - Demolition Derby Community Fundraiser Event</a>                  | Letter explaining the organization process of the Demolition Derby Community Fundraiser Event and a request to waive the \$750 application fee | THAT Council receives the letter from Wes Tetlock on behalf of the Demolition Derby Committee explaining the organization process of the Demolition Derby Community Fundraiser Event and a request to waive the \$750 application fee for |

discussion and decision.

11. **BYLAWS**

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| a) Deputy Manager of Operations<br><a href="#">Bylaw - RFD - Dep. Mgr. of Op. -<br/>Bylaw 1812R-1 Campground Repeal</a>  | Campground Repeal Bylaw<br>No. 1812 R-1  | THAT Council gives the first three readings of the Repeal Bylaw No. 1812 R-1 and directs staff to present the Repeal Bylaw for adoption at the April 19, 2016, Special Meeting of Council.  |
| b) Deputy Manager of Operations<br><a href="#">Bylaw - RFD - Dep. Mgr. of Op. -<br/>Bylaw 2026 - Campground</a>  | Campground Bylaw No. 2026  | THAT Council gives the first three readings of the Campground Bylaw No. 2026 and directs staff to present the Campground Bylaw for adoption at the April 19, 2016, Special Meeting of Council.  |
| c) Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - 2016-2020<br/>Financial Plan Bylaw 2024</a>  | 2016-2020 Financial Plan<br>Bylaw  | THAT Council gives final reading to 2016-2020 Financial Plan Bylaw 2024.  |
| d) Manager of Development & Engineering Services<br><a href="#">Bylaw - RFD - Mgr. Dev. Eng. Serv. -<br/>amend Sustainable Community Plan<br/>Bylaw &amp; add Policy Stmt.</a> | To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits | THAT Council directs 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.<br>The statement will read:<br>"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". |

12. **LATE ITEMS**

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

14. **ADJOURNMENT**



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

**SPECIAL MEETING TO GO IN-CAMERA**  
**TUESDAY, MARCH 29, 2016**

**PRESENT:**

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

**NOT ADOPTED  
SUBJECT TO CHANGE**

A/CHIEF ADMINISTRATIVE OFFICER  
A/CORPORATE OFFICER

D. Heinrich  
S. Winton

GALLERY

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1. **CALL TO ORDER**

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

Resolution required to go into an In-Camera meeting

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

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE SUBJECT TO SECTION 90 (1) (e), THE ACQUISITION, DISPOSITION OR EXPROPRIATION OF LAND OR IMPROVEMENTS, IF THE COUNCIL CONSIDERS THAT DISCLOSURE COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPALITY; AND SECTION 90 (1) (g) LITIGATION OR POTENTIAL LITIGATION AFFECTING THE MUNICIPALITY;  
BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHO COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.**

CARRIED.

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3. **LATE ITEMS**

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4. **ADJOURNMENT**

- a) The meeting was adjourned at 6:02 PM

**NOT ADOPTED  
SUBJECT TO CHANGE**

MOTION: THOMPSON / KROG

**RESOLVED THAT the meeting be adjourned at 6:03 PM**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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ACTING CORPORATE OFFICER – SARAH  
WINTON

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

**REGULAR MEETING OF COUNCIL**  
**TUESDAY, MARCH 29, 2016**

**PRESENT:**

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

**NOT ADOPTED  
SUBJECT TO CHANGE**

ACTING CHIEF ADMINISTRATIVE OFFICER  
ACTING CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
MANAGER OF DEVELOPMENT & ENGINEERING

D. Heinrich  
S. Winton  
R. Shepherd  
D. Sheets

GALLERY

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**1. CALL TO ORDER**

- a) The Mayor called the meeting to order at 7:06 PM

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**2. ADOPTION OF AGENDA**

- a) Adopt agenda  
March 29th, 2016, Regular Meeting agenda

The Mayor requested that item 8 (a) be removed from the agenda.

MOTION: THOMPSON / ROSS

**RESOLVED THAT Council adopts the March 29th, 2016, Regular Meeting agenda as amended.**

CARRIED.

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**3. MINUTES**

- a) Adopt minutes

NOT ADOPTED  
SUBJECT TO CHANGE

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT Council adopts the March 14th, 2016, COTW Meeting minutes as presented.**

CARRIED.

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- b) Adopt minutes  
March 14th, 2016, Regular Meeting minutes

Councillor Butler advised that the minutes do not reflect that Ms. Tripp asked "that a response be provided in writing" and requested this be included in the minutes.

Council advised that:

- it is already documented that Council receives for information as is recorded in the minutes.
- Minutes typically record motions and not questions or discussion from the public

MOTION: HAMMETT / KROG

**RESOLVED THAT Council adopts the March 14th, 2016, Regular Meeting minutes as presented.**

CARRIED.

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4. **REGISTERED PETITIONS AND DELEGATIONS**

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5. **UNFINISHED BUSINESS**

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

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

Councillor Butler suggested that Stage 2 water restrictions be removed and we revert back to Stage 1.

A/CAO advised that the Manager of Operations will be bringing a report to Council on April 11 regarding this.



Council discussed:

- Special dispensation over the next short while to allow for spring cleanup

**NOT ADOPTED  
SUBJECT TO CHANGE**

MOTION: ROSS /HAMMETT

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

CARRIED.

MOTION: BUTLER

**RESOLVED THAT Council determine to revert to stage 1 watering restrictions**

THERE WAS NO SECONDER.

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

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

Mayor Konrad reported that:

- On March 23, he attended the WKBRHD meeting: The 2016 budget was approved, and the committee discussed IHA's regulations on small water systems.
- On March 16, he attended the C.O.W. meeting: landfill hours, closure of re-use station, the five year financial plan, and Emergency Communications and preparedness were discussed.
- On March 24, he attended the board meeting: there were delegations from BC Timber Sales and Boundary Animal Control, with discussion regarding Re-Use Centres

MOTION: HAMMETT / ROSS

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

CARRIED.

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**8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Gallery2 Funding Agreement

The agenda was amended to include the removal of item 8(a).

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- b) Corporate Services/Administration

NOT ADOPTED  
SUBJECT TO CHANGE

Council Discussed:

- Having Council liaisons at these board tables, who would report out on behalf of the funded group instead of each group reporting quarterly
- Continue to have executive directors present quarterly
- Current limit of three delegations per COTW meeting is a challenge
- With board delegations Council could ask questions
- Amending the procedure bylaw

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council determines to approve the proposed changes, as presented, to the Boundary Museum, Boundary Regional Chamber of Commerce and Boundary District Arts Council Fees for Service Agreements, as presented.**

MOTION: THOMPSON / ROSS

**RESOLVED THAT the funding agreements for the Boundary Museum Society and Boundary Country Regional Chamber of Commerce include a stipulation that verbal reports are provided to Council at Regular Meetings on a quarterly basis.**

CARRIED.

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- c) Manager of Development & Engineering  
2016 Capital Project - Wastewater Treatment Plant - UV Upgrade

Manager of Engineering advised that:

- The harmonization of federal and provincial regulations and is underway
- The cost of the environmental impact study is \$25,000, for the bypass approval is \$7,500, and for the site visit and data collection is \$7,500

MOTION: THOMPSON / KROG

**RESOLVED THAT Council revises the 2016 Financial Plan to include \$40,000 additional funding for a scope change to the WWTP UV Disinfection Project, to be funded from the land sales reserve.**

CARRIED.

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9. REQUESTS ARISING FROM CORRESPONDENCE

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10. **INFORMATION ITEMS**

- a) Mayor Konrad  
Letter of support regarding recruitment of veterinary services in Grand Forks

NOT ADOPTED  
SUBJECT TO CHANGE

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council receives the letter of support regarding recruitment of veterinary services in Grand Forks and authorizes the letter for the Mayor's signature and staff to send the letter on Council's behalf with changes as noted for a small and large animal specialist clinic.**

CARRIED.

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- b) Manager of Development & Engineering Services  
Municipal Natural Capital Initiative Program

Council discussed:

- Full cost recovery
- Eco assets
- Asset management
- Putting a dollar value of natural assets
- Raising rates
- Selling of natural assets
- Market environmentalism
- Consider other types of programs

The A/CAO advised that the recommendation is to receive the memorandum for information

Manager of Engineering advised that a letter of intent was submitted and that it is non-binding.

MOTION: HAMMETT / BUTLER

**RESOLVED THAT Council receives the memorandum from the Manager of Development & Engineering Services regarding the Municipal Natural Capital Initiative Program.**

CARRIED.

COUNCILLOR BUTLER OPPOSED THE MOTION.

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11. **BYLAWS**

- a) Chief Financial Officer

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to 2016-2020 Financial Plan Bylaw 2024.**

CARRIED.

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**12. LATE ITEMS**

- a) The Mayor advised that the April 25th, Regular Meeting has been cancelled and a Special Meeting has been added on April 19, 2016 at 10:00am.

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

- a) Phil Mauro  
Spoke with regard to Roberts Rules of Order

Alisha Blackwell

Spoke with regard to how money is tracked that is provided to non for profit groups

Terry Woodruff

Spoke with regard to the removal of item 8 (a) - the Gallery 2 funding request.

Mayor Konrad advised that Gallery2 would receive a letter of explanation shortly.

Linda Dixon - Sunshine Valley Women's Institute

Spoke with regard to the Silver Kettle Sidewalk

Mayor Konrad advised that there is no definitive time line for the project.

Nigel James

Spoke with regard to the water rates committee letter

Mayor Konrad advised the water rates committee has not met as of yet

Mr. James also spoke to the financial plan and the 2.3 % increase  
and to Council attending meetings of funded organizations

James Hamilton

He spoke with regard to the Municipal Natural Capital Initiative Program and the rising costs of water, and whether it is appropriate for staff to initiate a letter on the City's behalf.

Mayor Konrad advised that this is a typical process.

Councillor Krog advised that it is due process for staff to submit applications on behalf of the City.

Councillor Thompson advised that often letters or proposals are under tight timelines and that staff keeps doors open under these circumstances.

**NOT ADOPTED  
SUBJECT TO CHANGE**

Mayor Konrad advised that the CAO advises him on all relevant correspondence prior to it being sent out.

Councillor Butler read a section from the Town of Gibsons website regarding the Municipal Natural Capital Initiative Program.

Councillor Krog spoke with regard to Gibsons raising water rates to meet costs and explained the project.

Councillor Butler commented that it was strange that Council didn't get informed of the Eco-Assets from the CAO and further that the City Chief Administrative Officer who sits on the Asset Management Board, should've known about this ahead of time.

Councillor Thompson spoke to Councillor Butler's comments towards CAO, Doug Allin, stating that those comments are derogatory, and it is common knowledge that Councillor Butler dislikes the CAO. Councillor Thompson further asked Councillor Butler to stop criticizing management and staff.

Councillor Hammett spoke with regard to the 2.3% tax rate increase.

Councillor Butler advised that she is not critical of the CAO and her comments are only to oversee the work of the CAO.

Mayor Konrad said to Councillor Butler that he is done with her undermining the CAO and that she needs to stop doing that.

Donna Semenov  
Spoke with regard to eco assets and the aquifer

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#### **14. ADJOURNMENT**

- a)** The Mayor adjourned the meeting.

MOTION: ROSS / HAMMETT

**RESOLVED THAT the meeting was adjourned at 8:33 pm**

**CARRIED.**

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NOT ADOPTED  
SUBJECT TO CHANGE

**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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ACTING CORPORATE OFFICER - SARAH  
WINTON

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** April 11<sup>th</sup>, 2016  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

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

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**Benefits or Impacts of the Recommendation:**

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

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

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

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

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

	
Department Head or CAO	Chief Administrative Officer





## MEMORANDUM

TO: Mayor and Council  
FROM: Councillor Christine Thompson  
DATE: April 11, 2016  
SUBJECT: Report to Council

I attended the Grand Forks & Region Agriculture Society Action Planning Session the morning of Saturday, April 2<sup>nd</sup>. This session was facilitated by Abra Brynne, BC Food Systems Network, and saw representation from Rock Creek to Nelson. Although not a gardener myself, I was most interested in learning the challenges facing local food growers and how they try to deal with them. I learned that the grains grown by Jamie Haynes from Rock Creek are milled by a local business and the flour is sold as far away as Alberta. I learned that the average net income for farmers is \$5,000.00, which is certainly not enough to meet the needs for a family. I learned that the mobile abattoir is used often for poultry, but that processing red meats is a challenge. I learned that there is a dairy farm in the Creston area that bottles and sells milk in our local grocery stores, and that currently they are not able to meet the demand. I also learned that our local grocery stores need to be encouraged to stock and sell locally grown produce when in season. This was a most informative gathering and I really enjoyed it.

Saturday afternoon, I attended the Celebration of Life for Dave and Nancy Dale. In December 2015, Dave and Nancy passed away within 9 days of each other. Dave owned and operated Dave Dale Insurance Agency, and his wife Nancy ran Dale Travel. Among other things, Dave was a founding member of the Phoenix Foundation of the Boundary Communities and a long-term member of the Grand Forks District Savings Credit Union Board of Directors. Nancy became a School Trustee, (also serving as Board Chair), a founder of the Grand Forks Figure Skating Club, and a Justice of the Peace. The Dales were great contributors to the betterment of our City and will be missed.

I attended a meeting of The Transition Housing Project Society on Monday, April 4<sup>th</sup>. Dave Smith, Committee Facilitator was not present, so there was a general discussion about the project.

Along with Councillor Hammett, I attended a meeting of the Gilpin Grasslands Committee April 5<sup>th</sup>. We met with Rural Grand Forks Area D Director Roly Russell to discuss issues of mutual concern regarding grasslands, parklands and Nature Trust Properties.

Respectfully,

Christine Thompson,  
Councillor



## Councillor's Report

April 11, 2016

Julia Butler

Following the decision of Judge Greyell on Feb 29 and council's motion not to appeal that decision, I would like to take the time now to comment on the court proceedings. I was unable to discuss this earlier as I did not wish to risk more money being wasted on an appeal. At this time the cost to the taxpayers for this fruitless endeavour has been undisclosed. Despite many pleas along the way from myself and the public to discontinue what the Mayor originally called a "witch hunt", council's advisors continued to press forward encouraging the gross mismanagement of public funds. In no part of the Community Charter is council required to take one of their own to court if they feel that a councillor has a conflict. The charter does however set out a time limit to bring a petition forward. I warned council at the outset that they were past the time limit for applying and the judge found the same fault. To continue with the case for another eight months, dragging my name through the mud in the media and the public, was embarrassing not only for me but for the city as a whole. Many of the public were scared that if I were to lose the case, I would have to sell my house to pay the costs, putting myself and my two children out on the street. Did council consider the emotional turmoil this threat was putting my family through? If they had to pay the costs out of their own pocket rather than the pocket of the taxpayer, would they have proceeded so brazenly with such a weak case? They said they were only protecting the city. Protecting it from citizens bringing a lawsuit by bringing a lawsuit of their own? The logic of that escapes me.

Now we are challenged with moving forward together after almost a year of intimidation and false accusations. Added to the mix is a bi-election and a new councillor. What has been done to heal the wounds and ensure that a poisoned work environment does not continue? Sadly, it would appear that some people at city hall are not prepared to move forward collegially. Directly following the judge's decision the city issued a blatantly misleading press release stating that I had been found in a conflict without stating the judge's final ruling. All hopes I had for putting this behind us were crushed! I had genuinely hoped that we could have closure on the matter and start to come together. I phoned the Mayor asking for the press release to be retracted but it wasn't. I emailed council suggesting they say it was just a typo but got no response. In fact, it wasn't until the City's Communication's Director received a phone call from the Supreme Court a couple days later that they did remove it. Judge Cohen contacted the city and said that they may wish to consider removing the first news release and removing the yellow arrow from the body of the decision at paragraph 30. What is council doing to hold their advisors responsible for purposefully misleading the people of this city, altering official court documents and wasting tens of thousands of taxpayer dollars? What would any major corporation do to an employee that was so costly to the organization? How can the citizens of Grand Forks have faith and trust in their government who is deceptive and misleads them in such an important matter? To regain the trust of the people council needs to take back the reins of the city and lead. Council is to set the direction and staff is to carry out the will of council. As a Provincial representative told me when I was elected, it is council's job to steer the ship and staff's job to row.

At our last meeting, information regarding an eco-asset program to attach a monetary value to our natural environment was brought to council. Proper procedure would require council to make a decision as to steer in that direction or not. Then staff would row in that direction. Unfortunately, a

letter of intent had already been submitted for the program and council was circumvented. That letter was not attached to the agenda with the rest of the information so I am unaware of what we have been committed to. I would encourage council to take back the helm of the ship as the elected representatives of the people. This meeting was unfortunately not televised and council is still without someone to film and broadcast our meetings. I think it is important for the public to be able to oversee the actions of council and keep up to date on the decisions of the city. For the sake of accuracy it is also imperative to have a verbatim copy of each meeting. There are many options available as to how to tape the meetings and legislative requirements for storing the recordings that need to be met. Staff has suggested that a report be compiled with options on how to proceed and that it could be quite a few months before an option is found. The best solution can take time but in the interim, I think it is imperative to have a temporary solution. For these reasons I would like to put forward a motion.

I move that council direct staff to hire someone on a temporary basis to film council meetings starting at the meeting of May 9, 2016. Further, that staff bring a report back to council with the best long term options for filming and broadcasting the meetings.

In conclusion, just let me say that we are all tired of the animosity. Pretending that nothing happened and that nothing is wrong will not fix the situation. As a solution, I have asked to have George Cuff, a well respected, experienced municipal advisor, come in to assess the situation and offer advice. He has worked with Grand Forks in the past and although there is an initial cost to having him in, I am sure that his advice will save us in the long run. Although I have been warned I may be banned from in camera meetings for writing hard hitting reports, I feel it is my responsibility to the people to be transparent, straight forward and offer solutions.

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** April 11<sup>th</sup>, 2016

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

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

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

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**Benefits or Impacts of the Recommendation:**

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

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

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

**OPTIONS:**

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

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 Department Head or CAO	 Chief Administrative Officer
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# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Deputy Manager of Operations  
**Date:** April 11, 2016  
**Subject:** Water Restrictions  
**Recommendation:** **RESOLVED THAT COUNCIL remove the Stage 2 Water restrictions and return to Stage 1 Water restrictions as of April 11, 2016.**

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## **BACKGROUND:**

At the Regular meeting of Council on July 20<sup>th</sup>, 2016, Council implemented Stage 2 Water restrictions for the City of Grand Forks due to drought conditions throughout the region and BC in general.

The current snow pack levels for the area are at 127% as per the BC Government Automated Snow Pillows on March 22<sup>nd</sup>, 2016.

The forecast for April and May indicates above normal temperatures for Western Canada as per the Integrated Seasonal Climate Bulletin for BC and the Yukon from the Federal Government which has advanced the snow melt runoff that typically flows later in the season.

The Fire Chief will be attending a Seasonal Regional Update meeting by Emergency Management BC on May 5<sup>th</sup>, 2016 to receive the forecast for the summer months for 2016. Following this meeting and other forecasts other Water restriction stages could be implemented.

At present there is no apparent reason to stay on Stage 2 Water restrictions.

A resolution by Council would be required to go back to Stage 1 restrictions.

---

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

**General:** Remove Stage 2 Water restrictions and return to Stage 1 restrictions  
**Strategic Impact:** N/A  
**Financial:** N/A  
**Policy/Legislation:** A resolution by Council is required to go back to Stage 1 restrictions.



Fiscal Accountability



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# REQUEST FOR DECISION

— REGULAR MEETING —



**Attachments:** Grand Forks Stage 1 Water restrictions

**Recommendation:** RESOLVED THAT COUNCIL remove the Stage 2 Water restrictions and return to Stage 1 Water restrictions as of April 11, 2016.

**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.

	
Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



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# Grand Forks Sprinkling Regulations

## STAGE 1 – ALTERNATE DAYS WATERING

For those consumers connected to the City of Grand Forks water system, outdoor sprinkling is limited to the following days and times. Those premises with “even” numbered civic addresses may sprinkle on “even” numbered days (ie: 2nd, 4th, 6th, etc.). Those premises with “odd” numbered civic addresses may sprinkle on “odd” numbered days (ie: 1st, 3rd, 5th, etc.).

### **Manual Sprinklers:**

From 7:00am until 9:00am | From 7:00pm until 9:00pm

### **Automatic Timed Underground Sprinklers:**

**EITHER** From 12:00 am (Midnight) until 4:00am **OR** From 7:00am until 9:00 am From 7:00pm until 9:00pm **BUT NOT BOTH!**

**Sprinkling shall be permitted on the 31st day of any month as follows:**

**Manual Sprinklers:** Those premises with “even” numbered civic addresses may sprinkle in the mornings from 7:00 am until 9:00 am. and Those premises with “odd” numbered civic addresses may sprinkle in the evenings from 7:00 pm until 9:00 pm.

### **Automatic Timed Underground Sprinklers:**

**EITHER** From 12:00am (Midnight) until 4:00am **OR** Those premises with “even” numbered civic addresses may sprinkle in the mornings from 7:00am until 9:00am. and Those premises with “odd” numbered civic addresses may sprinkle in the evenings from 7:00pm until 9:00pm. **BUT NOT BOTH!**

Flower gardens, vegetable gardens and newly planted lawns and landscapes may be hand watered at any time using a hand held nozzle. i.e. No manual sprinklers

## **For New Planted Lawns and Landscapes – First Month Only**

Newly planted lawns and landscapes may be sprinkled twice a day everyday from 7:00 am to 9:00 am and 7:00 pm to 9:00 pm for the first month only using either manual sprinklers or automatic timed underground sprinklers.

Automatic timed systems can be used to water up to 5 minutes per zone at a time with total watering time not to exceed 4 hours.

Newly planted lawns and landscapes may be hand watered using a hand held nozzle at any time. i.e. No manual sprinklers.



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Deputy Manager of Operations  
**Date:** April 11, 2016  
**Subject:** Campground Policy No. 1206-A1  
**Recommendation:** **RESOLVED THAT COUNCIL adopt the amended Campground Policy No. 1206-A1**

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**BACKGROUND:** This Policy refresh is primarily a housekeeping task. Most of the items in the current policy are operational procedures or items that should be in a bylaw. The changes will remove the operational procedure and bylaw components and result in a clean policy of Council.

The attached memorandum from January 25, 2016 COTW has additional background information.

Policy No. 1206-A1 was introduced at the March 14, 2016 Committee of the Whole meeting.

Policy No. 1206-A1 is now presented for final adoption.

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

**General:** This will remove operational procedures from the policy and move items to the new campground Bylaw No. 2026

**Strategic Impact:** N/A

**Financial:** N/A

**Policy/Legislation:** Amendment to previously established policy.

**Attachments:** Memorandum from January 25, 2016 COTW.  
Draft Policy No. 1206-A1 – Campground Policy.  
Current Policy No. 1206 – Campground Policy.

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**Recommendation:** **RESOLVED THAT COUNCIL adopt the amended Campground Policy No. 1206-A1**



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL CHOOSE TO SUPPORT THE RECOMMENDATION.**
  - 2. RESOLVED THAT COUNCIL CHOOSE NOT TO SUPPORT THE RECOMMENDATION.**
  - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

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Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



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# MEMORANDUM



**DATE :** January 25, 2016

**TO:** Mayor and Council

**FROM:** Deputy Manager of Operations

**SUBJECT :** Campground Policy No. 1206 and Campground Bylaw No 1812 & amendments

The campground is an operational service that is provided through Public Works. The Visitor Information Center provides a service for reservations and the promotion of the campground.

In 2015, the City saw an increase in complaints regarding the campground usage and safety, which initiated a review of the campground bylaw and policy. The primary concerns were in regards to dog kennels, unsightly tenting, and long term campers. The review and research has been ongoing since the summer of 2015 and involved discussions with the Visitor Center as well as feedback from the business community and the events co-ordinator.

The current Campground Bylaw No. 1812 is from 2007 and the amendments thereafter simply focused on the rate changes for the campground. The current Campground Policy No. 1206 is from 2013, but it is largely an operational procedure.

To prepare for the 2016 camping season, which begins on May 1, City staff will present bylaw and policy amendments to council within the next few weeks. The proposed changes will move the regulations that are within the Policy to the Bylaw, while removing the operational items into a departmental procedure. The Bylaw will see the addition of the policy items while also implementing adjustments to the campground rates (which are now in the Fees and Charges Bylaw) and some other housekeeping items.

Proposed Timelines:

Key Date	Bylaw	Policy
February 15, 2016	Draft Bylaw to Council folder	Draft Policy to Council folder
March 14, 2016	COTW Introduction of Bylaw	COTW Introduction of Policy

# MEMORANDUM



April 1, 2016	Complete draft bylaw with input from COTW and prepare for Regular meeting	Complete draft policy with input from COTW and prepare for Regular meeting
April 11, 2016	Regular Meeting – First 3 Readings of Bylaw	Regular Meeting – Policy Readings and adoption
April 25, 2016	Regular Meeting – Final Reading of Bylaw	

Respectfully submitted

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

Daniel Drexler  
Deputy Manager of Operations

## **CITY OF GRAND FORKS**

<b>POLICY TITLE:</b>	<b>Campground Policy</b>	<b>POLICY NO:</b>	<b>1206-A1</b>
<b>EFFECTIVE DATE:</b>	<b>April 11, 2016</b>	<b>UPDATED:</b>	<b>2016</b>
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 2</b>

### **Purpose:**

To define appropriate use and value of the campground. To operate the campground in a cost effective manner with an economic benefit to the downtown core and to promote tourism.

### **Background:**

Council recognizes the importance of a healthy downtown core as one of their strategic plans and promotes community events in City Park. The Municipal Campground is truly in the heart of Grand Forks with all the amenities close by. The City Park campground promotes short term recreation with walking trails set along the beautiful Kettle River just a few short blocks from downtown. The campground is surrounded by playing fields, green spaces, children's playgrounds, the BMX track and the Rotary Spray Park. With its very own beach area, it is a short walk to shops, restaurants and services.

### **Operations:**

- **Dates - Camping Season:**

From May 1<sup>st</sup> until September 30<sup>th</sup>

- **Summer Students:**

As part of the City's ongoing community engagement efforts and to support our local post-secondary education students, the campground may be operated by summer students during the camping season. This will also prepare students for future work within local government environments.

- **Campground Host:**

If a Campground Host operates the campground on behalf of the City, the Campground Host will ensure that the same rules and regulations as set out in this policy and the Campground Regulations Bylaw are upheld.

- **Reservations and Cancellation:**

- Reservation services will only be available from April 1<sup>st</sup> until September 30<sup>th</sup> of each year.
- Reservations are handled at two locations: The Visitor Information Center or by the Campground Attendant/Host on site.
- All reservations will be booked into a shared campground database. All reservation bookings in the database will be considered final and will prevail in the event there is a discrepancy.
- Cancellation Policy
  - (a) Prior to 48 hours: written cancellation is required; the customer shall be charged a minimum of one night camping rate as per the site reserved and the type of camping requested.
  - (b) Within 48 hours: written cancellation is required; the customer shall be charged a minimum of two nights camping rate as per the site reserved and the type of camping requested.
  - (c) If no written cancellation is received before the arrival date, then no refunds will be given.
  - (d) As of January 1<sup>st</sup>, 2017 the amounts as defined in "Schedule F" of the Fees and Charges Bylaw will be charged for all cancellations.

- **Services:**

- **Washrooms and Showers**

The campground washrooms will be available to the paying guests of the campsite at no additional cost.

- **WI-FI**

Wireless internet provided by the Rotary Free Wifi Zone.

**Emergency Contacts:**

- Maintenance Issues: Contact the Campground Attendant
- Emergencies: Contact 911

**Exceptions:**

The Chief Administrative Officer of the City of Grand Forks may at any time make exceptions to this policy.



CITY OF GRAND FORKS			
POLICY TITLE:	Campground procedure policy	POLICY NO:	1206
EFFECTIVE DATE:	May 1, 2013	NEW:	2013
APPROVAL:	Council	PAGE:	1 of 3

**Purpose:**

The Operations Department will operate the City Campground in accordance the policy of the City of Grand Forks. The policy will address the dates for the site to be opened and closed, how the site will operate and the rules that will regulate the site, as per the approval of City Council.

**Policy Procedure:**

**Establishing rates:**

This will be completed by August 1 each year for the subsequent year of camping to assist with timely advertising of rates through the Visitor Information Center.

The rates will be established by multiple criteria:

1. Comparable rates for municipal campgrounds in BC that provide similar services;
2. Consider the operational costs for the past three years and ensure the cost are being covered to include labor, materials and equipment;
3. A meeting that includes the Manager of Operations, Representative from the Visitor Information Center and the Chief Financial Officer shall be arranged annually to audit the costs. This information will be used to assist with preparation of the following year's operational budget for the campground;
4. Once the review has been completed the findings will be discussed with the Chief Administrative Officer and considered as part of the following year's operational budget;
5. Once the rates are established by Council resolution, they will be included in the City's rates bylaw and amended annually by Council, as needed.

**Current Rates:**

Current Campground Rates once established, will be noted in the "Rates Bylaw".

**Seasonal (May 1 to Sept 30<sup>th</sup>) rates for services will include:**

Tenting

RV Parking - No Hook-ups

RV Parking - Water, Sewer & 50/30 AMP service

Long term tenting (Over two weeks) Paid in advance

Long term camping (Over two weeks) Paid in advance

**Off Season (October 1 to April 30<sup>th</sup>) rates shall be paid in advance. Services include:**

- No tenting;
- No washrooms;
- RV Parking – No Hook-ups;
- RV Parking – Sewer (weather permitting) & 50/30 AMP service (no water service);
- No snow removal service.

**Group Rate** - Any inquiries must be requested to the City Council, in writing, addressed to Mayor and Council and should clearly outline the request. Peak season requests will be considered at the Peak seasonal rate. All requests are required to be submitted by January 15<sup>th</sup> and October 15<sup>th</sup> of each year.

**Camp Fires: No Campfires are Allowed**

**Cancellation Policy:**

- 48 hour cancellation policy; if there is no written receipt prior to 48 hour cancellation policy, the penalty shall be charged to the customer shall be one night camping rate as per the site reserved and the type of camping requested. (No exceptions).

**Check in and Checkout:**

- Checkout at 12:00PM;
- Check in 1:00PM or earlier if the site is ready (Subject to the Campground Attendants information).

**Pets:**

- Pet friendly, but pets must be on a leash at all times.

**RV Site Size and Restrictions :**

- 40' RV maximum; no restrictions on slides or width of RV;
- Sites 1-7 is 30' deep (for shorter RVs);
- Sites 8-15 is 40' deep (for longer RVs);
- Sites 16- 21 Pull-through;
- Parking for 2 vehicles is allowed on an RV site.

### **Reservations:**

Reservations are handled at three locations: City Hall and the Visitor Information Center and by the seasonal Staff on site. No reservations will be booked until the site availability has been confirmed by Staff.

All reservations will be booked into the cloud service set up by the City of Grand Forks. All reservations bookings outlined on the Cloud Service will be considered final and will prevail in the event there is a discrepancy.

#### **Information required to reserve a site:**

- Credit card info including: Name, expiry date and CVD (3 digit #);
- Address including e-mail (if available), phone number and dates reserved (arriving & departing dates);
- Names, number of people, and if there will be pets.

### **Tenting:**

#### **Maximum # of tents per site = 2, configured as follows:**

- one family size tent and a smaller one, or
- 2 medium sized tents, or
- 1 medium sized tent and a smaller one, or
- 2 pup tents,
- Visitors staying in the back of trucks pay a tent fee with no extra charge for one additional pup tent on the same site.

### **WI-FI**

- Wireless internet is included and the access code will be provided upon receipt of payment

### **Washrooms and Showers**

Subject to availability the campground washrooms will be available to the guests of the campsite at no additional cost. (Campground Washrooms are closed during heating season).

### **Unauthorized Camping**

All unauthorized or un- paid occupation of any campsite will result in the Bylaw Enforcement Officer attending the site and attempting to contact the unauthorized occupant. If the Bylaw Enforcement Officer is not able to locate the occupant, the site will be cleared at the owner's expense.



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**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** Council 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.

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**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.

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**Recommendation:** **RESOLVED THAT** Council 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



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# REQUEST FOR DECISION

— REGULAR MEETING —

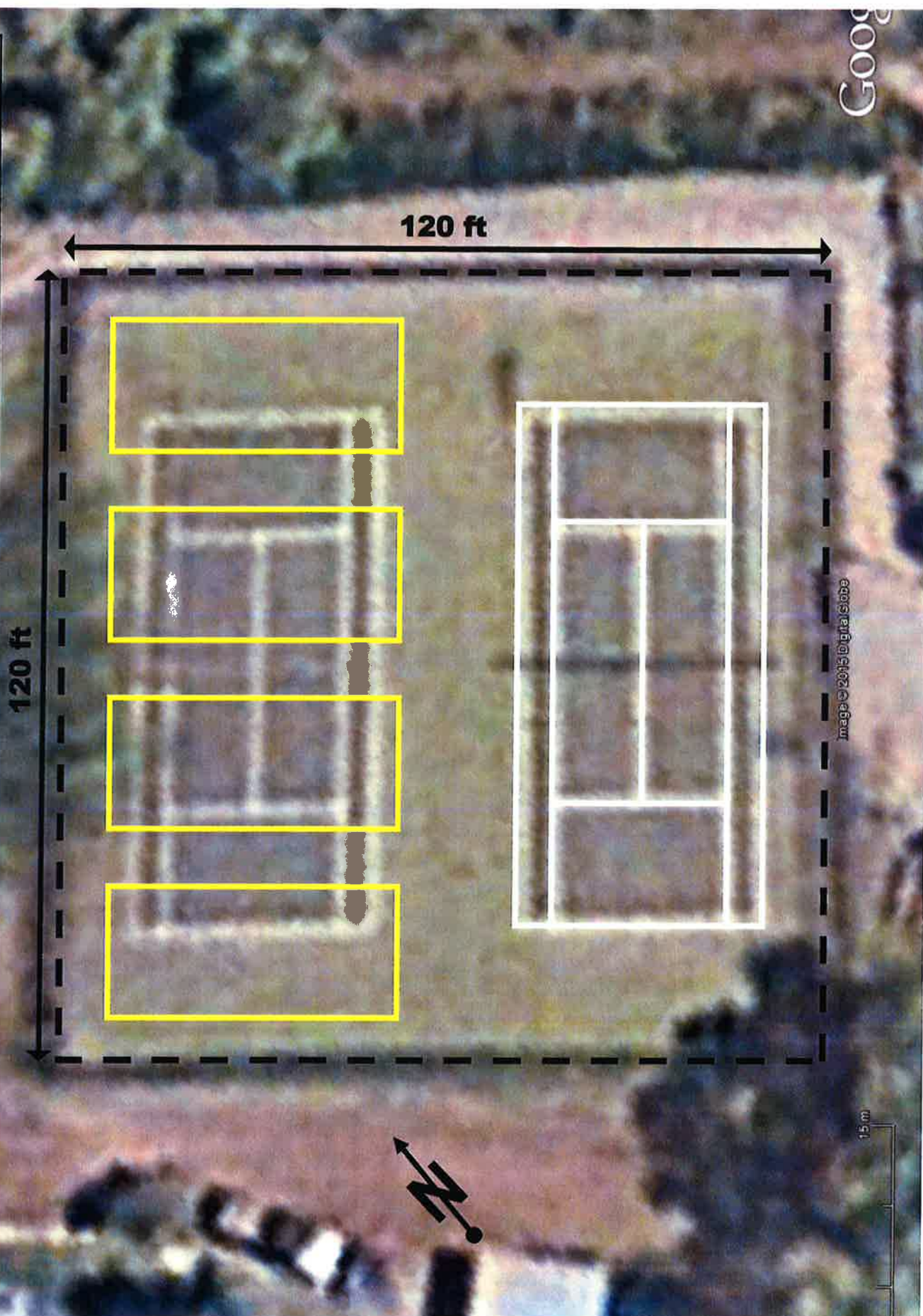


- OPTIONS:**
- 1. COUNCIL COULD CHOOSE TO ACCEPT THE RECOMMENDATION.**
  - 2. COUNCIL COULD CHOOSE TO NOT ACCEPT THE RECOMMENDATION.**
  - 4. COUNCIL COULD CHOOSE TO REFER THE ISSUE BACK TO STAFF FOR MORE INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer



**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
		<b>** Total</b>	<b>\$33,069</b>

\*\* 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).



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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

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Development & Engineering Services

**Date:** April 11, 2016

**Subject:** Approval to proceed with applying for grant funding.

**Recommendation:** **RESOLVED THAT** Council supports 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.

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

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

**Financial:** Obtaining grant will reduce expenditure of capital reserves or infrastructure loans for critical community infrastructure.







# REQUEST FOR DECISION

— REGULAR MEETING —



**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

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**Recommendation:** **RESOLVED THAT** Council supports 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.



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**OPTIONS:**

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

---

	
Department Head or CAO	Chief Administrative Officer



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# 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

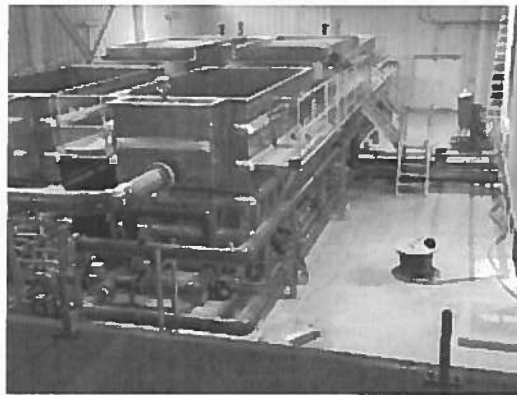
Eligible infrastructure projects are “publicly or privately owned tangible assets in British Columbia primarily for public use or benefit”.

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.

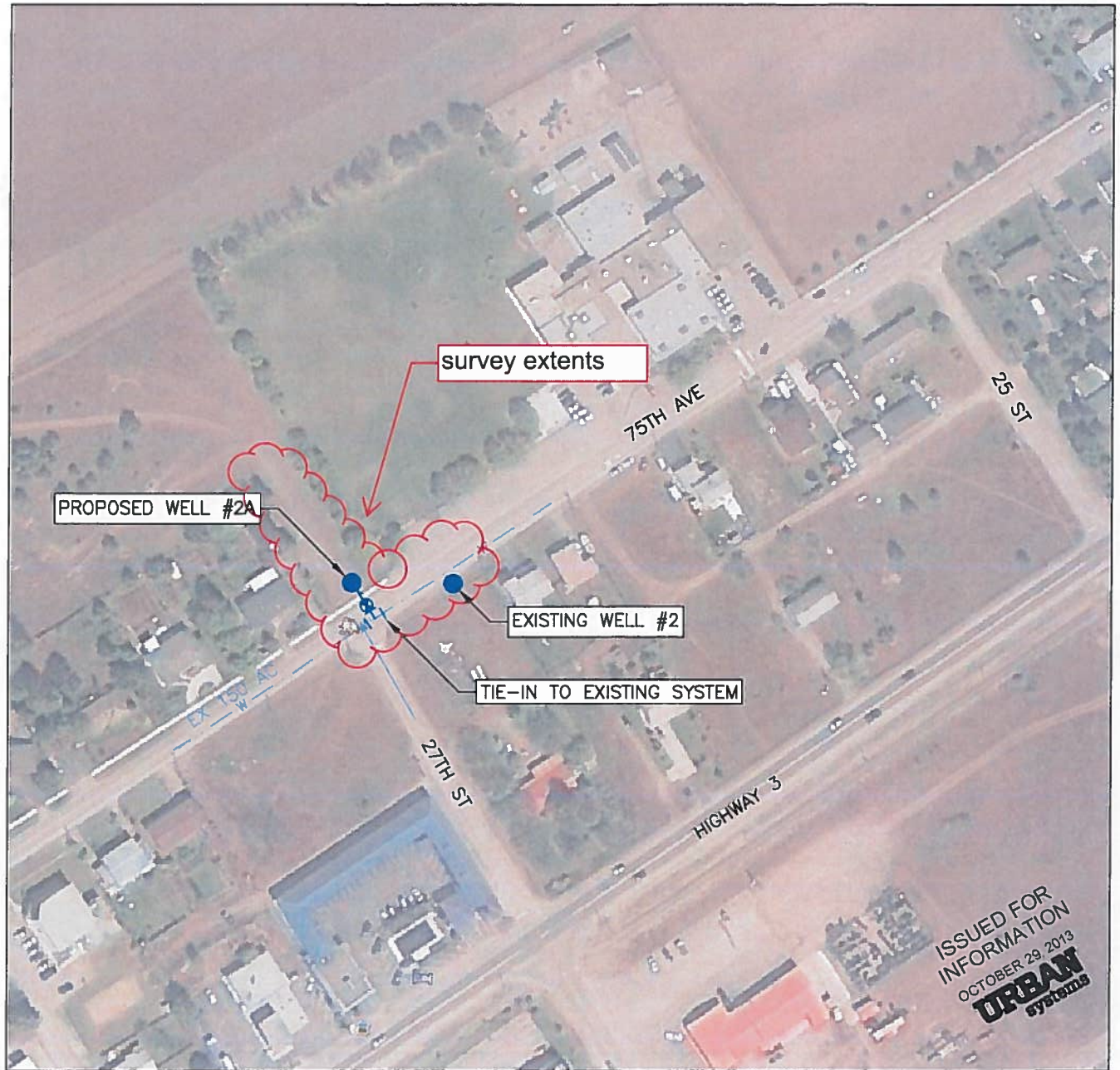
## Infrastructure Project



South Pender Harbour - Water Treatment Plant



# PROPOSED WELL #2A



**URBAN**  
systems  
urbansystems.ca



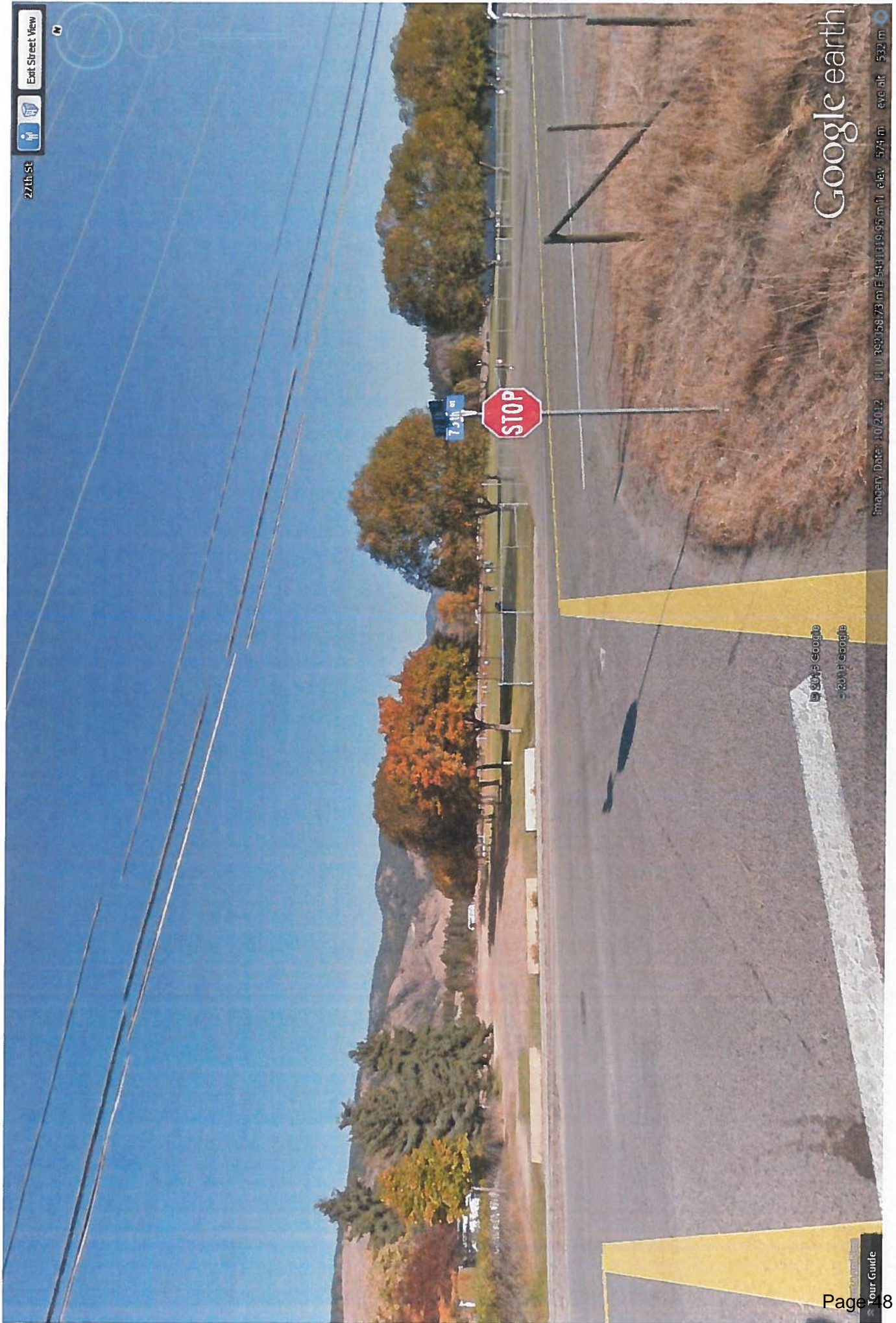
Client/Project

CITY OF GRAND FORKS

Scale	Date	Figure
nts	OCTOBER 2013	3.3
0788.0033.01		Title

**PROPOSED WELL #2A**





27th St



Exit Street View

Google earth

Imagery Date: 10/2012 11.0 39.158.73 m E 54.3119.95 m N elev. 574 m eye alt. 532 m

© 2015 Google  
© 2015 Google

Four Guide



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**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** Council directs 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.

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**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

— REGULAR MEETING —



- (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:**

<b>General:</b>	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.
<b>Strategic Impact:</b>	N/A
<b>Financial:</b>	There are no costs to the City, in that any costs incurred will be covered by the application fee.
<b>Policy/Legislation:</b>	The Local Government Act governs the requirements for Temporary Use Permits and Public Notice & Hearings.
<b>Attachments:</b>	<ul style="list-style-type: none"><li>- Temporary Use Application;</li><li>- Aerial photo and zoning map showing the subject property;</li><li>- Excerpts from the Local Government Act regarding Public Hearings.</li><li>- Timeline for Temporary Use Permit</li></ul>

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<b>Recommendation:</b>	<b>RESOLVED THAT</b> Council directs 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.
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- |                 |   |
|-----------------|---|
| <b>OPTIONS:</b> | <ol style="list-style-type: none"><li>1. COUNCIL COULD CHOOSE TO ADOPT THE RESOLUTION.</li><li>2. COUNCIL COULD CHOOSE TO NOT ADOPT THE RESOLUTION.</li><li>3. COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.</li></ol> |
|-----------------|---|
-

# REQUEST FOR DECISION

— REGULAR MEETING —



	
Department Head or CAO	Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4<sup>th</sup> 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

<sup>CELL</sup>

~~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.

Page 1 of 2

# THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4<sup>th</sup> 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.

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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.

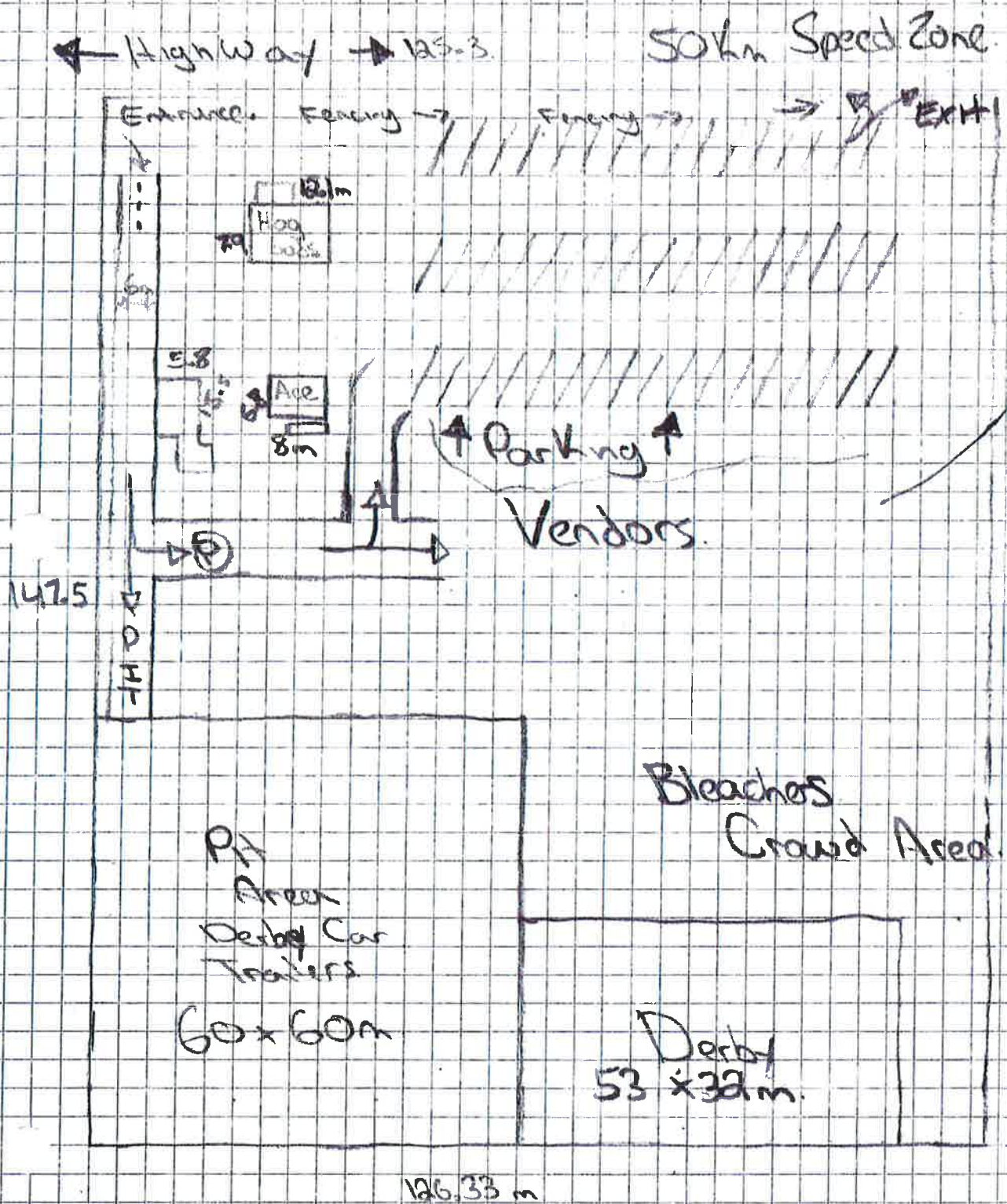
**Other information or more detailed information may be requested by the City of Grand Forks upon review of your application.**

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

March 16<sup>th</sup>, 2016  
Date



Scale : One Square = 4m x 4m

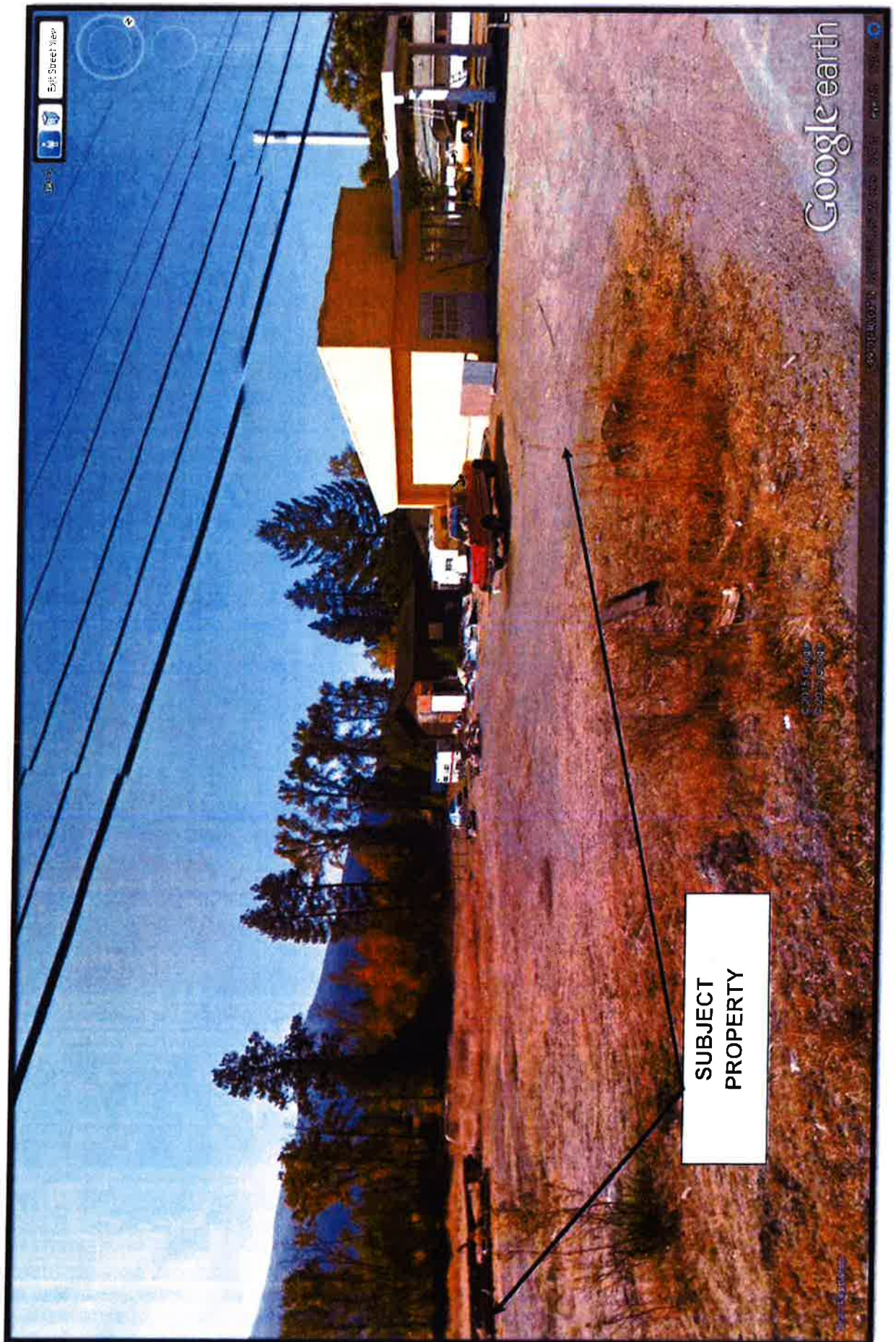




Temporary Use Permit Application  
6401 Highway #3 Location Map









### 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.





Phone 250 . 442 . 7263  
Email [info@boundarychamber.com](mailto:info@boundarychamber.com)  
[www.BoundaryChamber.com](http://www.BoundaryChamber.com)  
Box 2949 Grand Forks, BC, V0H 1H0



February 11, 2016

City of Grand Forks  
7217 4<sup>th</sup> Street  
Box 220  
Grand Forks, BC, V0H 1H0  
250 - 442 - 8266

Dear City of Grand Forks

The BCRCC has been approached by downtown Grand Forks business and asked if there was a bi-law that could be put into place to limit the parking time on Market Avenue.

The suggestion from business would be a 2 hour parking limit between 9AM – 5PM. The reasoning for this request is to discourage all day parker from parking all day on Market Street from 9AM – 5PM. Please let us know if you require any other information.

Thank you for considering this request and BCRCC look forward to hearing back from you.

Sincerely,

Kathy Wright  
Executive Director  
Boundary Country Regional Chamber of Commerce  
250 . 442 . 7263  
[info@boundarychamber.com](mailto:info@boundarychamber.com)

**FILE CODE**  
*Request for 2hr.  
C3 - Parking Limit on  
Market Ave.*  
WEB 2



March 29, 2016

City Council  
7217 4<sup>th</sup> street,  
Grand Forks, B.C.



To whom it may concern,

I am writing you on behalf of Ace's pit stops Demolition Derby committee.

We are in the process of organizing a Demolition Derby Community Fund Raiser at 6401 Hwy 3 Grand Forks B.C. on June 25<sup>th</sup> 2016. We have contacted R.D.K.B. and they have forwarded the following recommendations:

1. Staying 25 meters away from the river edge
2. To have spill containment packs on sight.

These recommendations have been addressed by our committee. We will be in full compliance with these recommendations for the proposed event.

We have further contacted Ministry of Environment, Ministry of Forestry and Ministry of Transportation. They all have indicated that the Demolition Derby does not pose any concerns for them. We will forward all correspondence from these agencies.

At present we have over 20 registered volunteers and numerous people interested in being participants and spectators as demonstrated through social media. We also have written informed consent and support from the property owner. We feel confident that this event will be a huge success from a fundraising perspective as well as bringing people into the community to access all local business' Once we have final approval for this event to proceed, we expect other business' to jump on board adding to the weekend for example the Farmers Market.

Regarding safety, we are moving forward with planning and are pleased to share that now we have established standard rules for the participants entering the event. We will have parking control along with on sight security. We are a family focused event and will not permit alcohol on the premises. We will take all necessary steps to ensure participant and spectator safety.

Further, we have spoken to the 5 businesses located in the surrounding area and have their support in hosting this event at this location. Two of the business will allow us to use the front area of their business for over flow parking if needed.

We earnestly request the \$750.00 dollar application fee be waived as we are a not for profit committee promoting a community fund raising event.

For final consideration; we have submitted the application for a temporary use permit and respectfully request that process be expedited as time is of the essence here. We are hopeful to hear back regarding this permit within the next week.

On behalf of the Demolition Derby Committee thank you for your timely attention to this matter,

Wes Tetlock

FILE CODE  
WEB & E3 - Demolition Derby Community Fundraiser Event  
Page 61 of 98



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Deputy Manager of Operations

**Date:** April 11, 2016

**Subject:** Campground Repeal Bylaw No. 1812 R-1

**Recommendation:** **RESOLVED THAT COUNCIL give the first three readings of the Repeal Bylaw No. 1812 R-1 and to direct staff to present the Repeal Bylaw for adoption at the April 19, 2016 Special Meeting of Council**

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**BACKGROUND:** This Repeal Bylaw will repeal Bylaw No. 1812 Campground Bylaw and all amendments. This is a necessary process to allow a new Campground Bylaw No. 2026 to be established.

The same timelines as for the new Campground Regulations Bylaw No. 2026 apply.

Bylaw No. 1812 R-1 was introduced at the March 14, 2016 Committee of the Whole meeting.

The Bylaw is now presented for the first three readings.

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

**General:** N/A

**Strategic Impact:** N/A

**Financial:** N/A

**Policy/Legislation:** This is a legislative required process to allow for a new Campground Regulations Bylaw to be adopted.

**Attachments:** Draft Repeal Bylaw No. 1812 R-1

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**Recommendation:** **RESOLVED THAT COUNCIL give the first three readings of the Repeal Bylaw No. 1812 R-1 and to direct staff to present the Repeal Bylaw for adoption at the April 19, 2016 Special Meeting of Council**



# REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL CHOOSE TO SUPPORT THE RECOMMENDATION.**
  - 2. RESOLVED THAT COUNCIL CHOOSE NOT TO SUPPORT THE RECOMMENDATION.**
  - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

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Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



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

**BYLAW NO. 1812 R-1**

**A BYLAW TO REPEAL BYLAW NO. 1812 AND ALL AMENDEMENTS THERETO**

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1812, 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. 1812, cited for all purposes as the "City Park Municipal Campground Regulation Bylaw No. 1812, 2007", be hereby repealed.
2. That Bylaw No. 1839, cited for all purposes as the "City Park Municipal Campground Fees & Charges Bylaw No. 1839, 2007" be hereby repealed.
3. That Bylaw No. 1866, cited for all purposes as the "City Park Municipal Campground Regulation Amendment Bylaw No. 1866, 2008" be hereby repealed.
4. That Bylaw No. 1899, cited for all purposes as the "City Park Municipal Campground Regulation Amendment Bylaw No. 1899, 2010" be hereby repealed.
5. That Bylaw No. 1940, cited for all purposes as the "City Park Municipal Campground Regulation Amendment Bylaw No. 1940, 2012" be hereby repealed.
6. This Bylaw may be cited as the "**City Park Municipal Campground Repeal Bylaw No. 1812 R-1, 2016**".

**INTROCUED** this 14<sup>th</sup> day of March, 2016.

**READ A FIRST TIME** this 11<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 11<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 11<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

---

Mayor – Frank Konrad

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Corporate Officer – Diane Heinrich

**CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1812 R-1, as passed by the Municipal Council of the City of Grand Forks on the this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

\_\_\_\_\_  
Date Signed

DRAFT

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Deputy Manager of Operations  
**Date:** April 11, 2016  
**Subject:** Campground Bylaw No. 2026  
**Recommendation:** **RESOLVED THAT COUNCIL give the first three readings of the Campground Bylaw No. 2026 and to direct staff to present the Campground Bylaw for adoption at the April 19, 2016 Special Meeting of Council**

---

**BACKGROUND:** This Bylaw refresh is primarily a housekeeping item. The changes will move the Rates and Charges to the "Fees and Charges Bylaw" and allow to apply fines for violations through the "Municipal Ticketing Information Bylaw". In addition, part of the Campground Policy 1206 will be moved to this bylaw.

The attached memorandum from January 25, 2016 COTW has additional background information and timelines.

The Campground Bylaw No. 2026 was introduced at the March 14, 2016 Committee of the Whole meeting.

The Campground Bylaw is now presented for the first three readings.

---

## Benefits or Impacts of the Recommendation:

**General:** This will allow for better control and standardized rules and regulations for the Grand Forks Municipal Campground and ensure compliance from guests of the campground.

### **Strategic Impact:**



**Financial:** N/A

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

**Attachments:** Memorandum from January 25, 2016 COTW  
Draft Bylaw No. 2026 – Campground Regulations Bylaw  
Current Bylaw No. 1812 – City Park Municipal Campground Regulation Bylaw and latest amendment Bylaw No. 1940



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:**      **RESOLVED THAT COUNCIL give the first three readings of the Campground Bylaw No. 2026 and to direct staff to present the Campground Bylaw for adoption at the April 19, 2016 Special Meeting of Council**

- OPTIONS:**
- 1. RESOLVED THAT COUNCIL CHOOSE TO SUPPORT THE RECOMMENDATION.**
  - 2. RESOLVED THAT COUNCIL CHOOSE NOT TO SUPPORT THE RECOMMENDATION.**
  - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# MEMORANDUM



**DATE :** January 25, 2016

**TO:** Mayor and Council

**FROM:** Deputy Manager of Operations

**SUBJECT :** Campground Policy No. 1206 and Campground Bylaw No 1812 & amendments

The campground is an operational service that is provided through Public Works. The Visitor Information Center provides a service for reservations and the promotion of the campground.

In 2015, the City saw an increase in complaints regarding the campground usage and safety, which initiated a review of the campground bylaw and policy. The primary concerns were in regards to dog kennels, unsightly tenting, and long term campers. The review and research has been ongoing since the summer of 2015 and involved discussions with the Visitor Center as well as feedback from the business community and the events co-ordinator.

The current Campground Bylaw No. 1812 is from 2007 and the amendments thereafter simply focused on the rate changes for the campground. The current Campground Policy No. 1206 is from 2013, but it is largely an operational procedure.

To prepare for the 2016 camping season, which begins on May 1, City staff will present bylaw and policy amendments to council within the next few weeks. The proposed changes will move the regulations that are within the Policy to the Bylaw, while removing the operational items into a departmental procedure. The Bylaw will see the addition of the policy items while also implementing adjustments to the campground rates (which are now in the Fees and Charges Bylaw) and some other housekeeping items.

Proposed Timelines:

Key Date	Bylaw	Policy
February 15, 2016	Draft Bylaw to Council folder	Draft Policy to Council folder
March 14, 2016	COTW Introduction of Bylaw	COTW Introduction of Policy

# MEMORANDUM



April 1, 2016	Complete draft bylaw with input from COTW and prepare for Regular meeting	Complete draft policy with input from COTW and prepare for Regular meeting
April 11, 2016	Regular Meeting – First 3 Readings of Bylaw	Regular Meeting – Policy Readings and adoption
April 25, 2016	Regular Meeting – Final Reading of Bylaw	

Respectfully submitted

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

Daniel Drexler  
Deputy Manager of Operations

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

**CAMPGROUND REGULATION BYLAW NO. 2026**

**A BYLAW TO ESTABLISH REGULATIONS FOR THE CITY OF GRAND FORKS MUNICIPAL  
CAMPGROUND**

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

**AND WHEREAS** Council deems it necessary and expedient to enact this bylaw to establish regulations for the City of Grand Forks Municipal Campground;

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

**1. TITLE**

- 1.1. This bylaw may be cited as the "Campground Regulation Bylaw No. 2026, 2016".

**2. DEFINITIONS**

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

**"Campground"** means the Grand Forks Municipal Campground and those lands that are utilized for special events camping from time to time as deemed necessary by the Manager of Operations or designate;

**"Chief Administrative Officer"** means the Chief Administrative Officer for the City of Grand Forks;

**"City Park"** means the City of Grand Forks City Park lands and play areas including the BMX track;

**"Events Coordinator"** means the Events Coordinator for the City of Grand Forks or designate;

**"Fees and Charges Bylaw"** means the most current Corporation of the City of Grand Forks Fees and Charges Bylaw;

**"Manager of Operations"** means the Manager of Operations for the City of Grand Forks or designate;

**"Municipal Ticketing and Information Bylaw" or "MTI"** means the most current City of Grand Forks Municipal Ticketing and Information Bylaw;

**“Operator”** means the City of Grand Forks or any individual or agency appointed or contracted by the City of Grand Forks;

### **3. REGULATIONS**

- 3.1. All persons camping in the City Campground must pay fees as identified in “Schedule F” of the Fees and Charges Bylaw.
- 3.2. All persons within the Campground area, must abide by the rules established by the Operator. Schedule “A” contains a map of the Municipal Campground.
- 3.3. All vehicles parked within the facility area must remain in designated parking areas.
- 3.4. No person shall destroy any plants or trees within the facility area.
- 3.5. No person shall remove any plants or trees within the facility area.
- 3.6. Disposal of sewage within the facility area must be in designated areas with appropriate fittings as designated by the Operator.
- 3.7. All animals must be on a leash.
- 3.8. All animal owners are required to pick up after their pets.
- 3.9. All animals are not allowed to be left outside unattended.
- 3.10. Outdoor pet pens are allowed at the discretion of the Operator or designate.
- 3.11. All persons using the facility area must respect “Quiet Time” between the hours of 11:00 p.m. and 7:00 a.m.
- 3.12. Disposal of litter and garbage within the facility area must be in designated litter bins.
- 3.13. Campfires are prohibited.
- 3.14. Camping & Tenting is limited to no longer than 14 days total within a 3 month period with the exception to Section 3.15.
- 3.15. Long Term Camping & Tenting (over two weeks) must be approved in advance by the Events Coordinator and the Manager of Operations. Requests are required to be submitted, in writing, at least three weeks before the first day of the stay and should clearly outline the request.
- 3.16. Group Events and Rates must be approved in advance by the Events Coordinator and the Manager of Operations. Requests are required to be submitted, in writing, at least one month before the first day of the stay and should clearly outline the request. Peak season requests will be considered at the Peak seasonal rate.



3.17. RV Site Size and Restrictions:

- 40' RV maximum; no restrictions on slides or width of RV;
- Sites 1-7 are 30' deep (for shorter RVs);
- Sites 8-15 are 40' deep (for longer RVs);
- Sites 16- 21 Pull-through;
- Parking for 2 vehicles is allowed on an RV site.

3.18. Tenting Restrictions:

Maximum # of tents per site = 2, configured as follows:

- one family size tent (~16 square meters) and a small tent (~3 square meters), or
- 2 medium sized tents (~6 square meters each), or
- 1 medium sized tent(~6 square meters) and a small tent (~3 square meters), or
- 2 pup/small tents (~3 square meters each)
- Visitors staying in the back of trucks pay a tent fee with no extra charge for one additional pup tent on the same site.

3.19. Overnight camping within City limits must be within designated areas.

**4. CAMPING SEASON**

4.1. Seasonal (May 1<sup>st</sup> to September 30<sup>th</sup>) rates for services will include:

- Tenting
- RV Parking - No Hook-ups
- RV Parking - Water, Sewer & 50/30 AMP service

4.2. The Campground will be closed from October 1<sup>st</sup> to April 30<sup>th</sup>

4.3. Check-out time is: 12:00pm (noon)

4.4. Check-in time is: 1:00pm or earlier if the site is ready (Subject to the Campground Attendants information).

**5. OFFENCE AND PENALTY**

5.1. All unauthorized or un-paid occupation of any campsite will result in the Bylaw Enforcement Officer attending the site and attempting to contact the unauthorized occupant. If the Bylaw Enforcement Officer is not able to locate the occupant, the site will be cleared at the owner's expense.

5.2. The City reserves the right to remove anyone at the owners expense (without any refund) that:

- Is in breach of any provisions of this Bylaw
- Poses a threat to others' health and safety
- Has altercations with other campers, staff, or other City Park visitors.

5.3. Any person who contravenes any of the provision of this bylaw is subject to a fine as

described in Schedule 14 of the Corporation of the City of Grand Forks Municipal Ticketing and Information Bylaw or the person will be removed from the campground.

- 5.4. Charges imposed under Section 5.1, 5.2, and 5.3 are due and payable within 30 days of the date on the invoice setting out the amount of the fee. If unpaid on December 31<sup>st</sup> of the year in which the charges became due and payable, then fees may be collected in the same manner and with the same remedies as defined in the Municipal Ticketing and Information Bylaw.
- 5.5. Each day that any violation of a provision of this bylaw continues shall be deemed to be a separate offence.

## **6. EXCEPTIONS**

- 6.1. The Chief Administrative Officer may at any time make exceptions to any of the provisions of this bylaw.

## **7. SEVERABILITY**

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

## **8. REPEAL**

- 8.1. The "City Park Municipal Campground Repeal Bylaw No. 1812 R-1, 2016" will repeal the following bylaws:
- (a) The "City Park Municipal Campground Regulation Bylaw No. 1812, 2007"
  - (b) The "City Park Municipal Campground Fees & Charges Bylaw No. 1839, 2007"
  - (c) The "City Park Municipal Campground Regulation Amendment Bylaw No. 1866, 2008"
  - (d) The "City Park Municipal Campground Regulation Amendment Bylaw No. 1899, 2010"
  - (e) The "City Park Municipal Campground Regulation Amendment Bylaw No. 1940, 2012"

## **9. EFFECTIVE DATE**

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

**INTRODUCED** this 14<sup>th</sup> day of March, 2016.

**READ A FIRST TIME** this 11<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 11<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 11<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor – Frank Konrad

\_\_\_\_\_  
Corporate Officer – Diane Heinrich

**CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2026, as passed by the  
Municipal Council of the City of Grand Forks on the this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

\_\_\_\_\_  
Date Signed

## SCHEDULE A – CAMPGROUND MAP



# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 1812

### A BYLAW TO ESTABLISH REGULATIONS FOR CAMPING IN THE CITY PARK MUNICIPAL CAMPGROUND

---

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

**AND WHEREAS** Council deems it necessary and expedient to enact this bylaw to establish regulations for camping in the City Park Municipal Campground;

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

#### Title:

1. This bylaw may be cited as the “**City Park Municipal Campground Regulation Bylaw No. 1812, 2007**”.

#### Definitions:

2. In this bylaw, “**the Operator**” means the City of Grand Forks or any individual or agency appointed or contracted by the City of Grand Forks.

#### Regulations:

3. All persons using the facility area know as City Park Municipal Campground must pay fees as identified in Schedule “A”.
4. All persons within the facility area, outlined on the map identified as Schedule “B” must abide by the rules established by the Operator.
5. All vehicles parked within the facility area must remain in designated parking areas.
6. No person shall destroy or remove any plants or trees within the facility area.
7. Disposal of sewage within the facility area must be in designated areas with appropriate fittings as designated by the Operator.

8. All animals must be on a leash and all animal owners are required to pick up after their pets.
9. All persons using the facility area must respect "Quiet Time" between the hours of 11:00 p.m. and 7:00 a.m.
10. Disposal of litter and garbage within the facility area must be in designated litter bins.

**Penalty:**

Every person who violates any provision of this bylaw is guilty of an offence and shall be liable on summary conviction to a fine of not more than two thousand dollars (\$2,000.00) plus the cost of prosecution for each offence.

Read a **FIRST** time this 22<sup>nd</sup> day of January, 2007.

Read a **SECOND** time this 22<sup>nd</sup> day of January, 2007.

Read a **THIRD** time this 22<sup>nd</sup> day of January, 2007.

**FINALLY ADOPTED** this 5<sup>th</sup> day of February, 2007.

---

Mayor Neil Krog

---

City Clerk – Lynne Burch

**C E R T I F I C A T E**

I do hereby certify the foregoing to be a true copy of Bylaw No. 1812 cited as the "City Park Municipal Campground Regulation Bylaw No. 1812, 2007", as adopted by the Municipal Council for the City of Grand Forks on the 5<sup>th</sup> day of February, 2007.

---

Clerk of the Municipal Council of the  
City of Grand Forks

**SCHEDULE "A"**  
**to Bylaw No. 1812**

**RATES PER NIGHT**

	Year 2007	Year 2008	Year 2009	Year 2010	Year 2011
Tenting	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00
Extra Tent in Tenting Area or RV Site	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
RV Parking – No Hookups	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00
RV Parking – Water & 30 AMP Service	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00
RV Parking – Water, Sewer & 50 AMP Service	\$25.00	\$26.00	\$27.00	\$28.00	\$29.00
Above Rates Include Sewage Disposal Fee					
Sewage Disposal Fee	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00

Rates include 4 adults per site. Children under 17 stay free. Maximum 8 persons per site. \$5.00 per extra adult/person per night.

Maximum 2 vehicles per site. RV+two vehicles considered 1 vehicle.

All rates do not include GST/HST.

10% discount for payment 7 days in advance.

24 hour cancellation policy. If no cancellation, lose 1 day fee.

# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 1940

### A BYLAW TO AMEND THE CITY OF GRAND FORKS MUNICIPAL CAMPGROUND REGULATION BYLAW NO. 1812

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

**AND WHEREAS** Council deems it necessary and expedient to amend the fees & charges for camping in the City Park Municipal Campground;

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

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

Read a **FIRST** time this 20<sup>th</sup> day of August, 2012.

Read a **SECOND** time this 20<sup>th</sup> day of August, 2012.

Read a **THIRD** time this 20<sup>th</sup> day of August, 2012.

**FINALLY ADOPTED** this 4th day of September, 2012.

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Mayor Brian Taylor

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Corporate Officer



**CERTIFICATE**

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

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

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Appendix 1

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

**RATE PER NIGHT**

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

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

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** April 11, 2016  
**Subject:** 2016-2020 Financial Plan Bylaw  
**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to 2016-2020 Financial Plan Bylaw 2024

---

### **BACKGROUND:**

After three public consultations, the 2016-2020 Financial Plan was presented to the Committee of the Whole on March 14, 2016. The bylaw received first three readings on March 29, 2016.

The 2016-2020 Financial Plan is tied directly to the Asset Management Financial Policy passed by Council in January 2016. The Asset Management Financial Policy provides a framework for financial decision making and will guide the City in funding infrastructure renewal.

The goal of the Asset Management Financial Policy is to annually fund, by way of transfer to the infrastructure reserves, 50% of the \$3.85 million recommended yearly infrastructure investment recommended by our engineers.

This year's financial plan will be the first year of three years to reach this annual contribution goal. Council has determined to reach this goal using a balanced approach. Therefore, contributions to reserves will come from a combination of a decrease in expenses and an increase in user fees and taxes. In 2016 there will be no money drawn from surplus for operations and \$986,419 transferred into capital reserves.

Bylaw 2024 is now presented for final reading.

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

**General:** The benefit of a balanced budget is that it allows Council to undertake the services that are required to run the municipality.

**Strategic Impact:** The Financial Plan was developed using information from Council's most recent strategic plan and the Asset Management Financial Policy 808.

**Financial:** The plan includes all expenses of the municipality and all sources of revenue that will be required to undertake the services included in the plan.

**Policy/Legislation:** Section 165 of the Community Charter requires that a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw. Section 197 of the Charter requires that each year, after adoption of the financial plan but

# REQUEST FOR DECISION

— REGULAR MEETING —



before May 15, a Council must, by bylaw, impose property values taxes for the year by establishing tax rates.

**Attachments:** DRAFT 2016-2020 Financial Plan Bylaw 2024

---

**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to 2016-2020 Financial Plan Bylaw 2024

**OPTIONS:**

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

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 Department Head or CAO	 Chief Administrative Officer
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# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2024**

### **A Bylaw to Establish the Five Year Financial Plan For the Years 2016 - 2020**

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**WHEREAS** the Community Charter requires that Council adopt a Five Year Financial Plan annually before the adoption of the annual property tax bylaw;

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

1. Appendix "A", Appendix "B", and Appendix "C" attached hereto and made part of this bylaw is hereby declared to be the Five Year Financial Plan of the Corporation of the City of Grand Forks for the Years 2016 to 2020.
2. This bylaw may be cited, for all purposes, as the "**Year 2016 – 2020 Financial Plan Bylaw**".

**INTRODUCED** this 14<sup>th</sup> day of March, 2016.

Read a **FIRST** time this 29<sup>th</sup> day of March, 2016.

Read a **SECOND** time this 29<sup>th</sup> day of March, 2016.

Read a **THIRD** time this 29<sup>th</sup> day of March, 2016.

**FINALLY ADOPTED** on this 11<sup>th</sup> day of April, 2016.

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Mayor Frank Konrad

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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. 2024,  
as adopted by the Municipal Council of the City of Grand Forks  
on this \_\_\_\_ day of \_\_\_\_\_.

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

City of Grand Forks  
Appendix "A" to Bylaw 2024  
Year 2016 - 2020 Financial Plan Bylaw

	2016	2017	2018	2019	2020
<b><u>Revenue</u></b>					
Property taxes , grants in lieu & franchise Fees	\$ 3,588,404	\$ 3,675,400	\$ 3,764,500	\$ 3,855,800	\$ 3,949,500
Parcel taxes	240,858	240,858	240,858	240,858	240,858
User levies	1,956,967	1,994,169	2,032,120	2,070,738	2,110,131
Fees and charges	5,182,465	5,326,884	5,475,453	5,628,411	5,785,787
Grants and other	1,690,365	1,394,530	1,405,535	1,416,614	1,427,770
<b>Total Revenues</b>	<b>12,659,059</b>	<b>12,631,840</b>	<b>12,918,465</b>	<b>13,212,422</b>	<b>13,514,047</b>
<b><u>Expenses</u></b>					
Purchases for resale	3,460,253	3,564,061	3,670,982	3,781,112	3,894,545
Operating	7,308,043	7,489,869	7,679,224	7,873,729	8,073,532
Debt interest	95,105	95,024	95,017	95,017	95,017
Amortization	1,656,491	1,669,615	1,681,883	1,695,298	1,708,863
<b>Total Operating Expenses</b>	<b>12,519,892</b>	<b>12,818,568</b>	<b>13,127,107</b>	<b>13,445,156</b>	<b>13,771,957</b>
<b>Net Revenue (loss)</b>	<b>\$139,167</b>	<b>(\$186,728)</b>	<b>(\$208,641)</b>	<b>(\$232,734)</b>	<b>(\$257,910)</b>
<b><u>Allocations</u></b>					
Debt proceeds	4,252,914	500,000	515,000	530,450	546,350
Capital expenditures	(6,436,020)	(3,497,783)	(3,499,416)	(3,501,081)	(3,502,780)
Debt principal repayment	(230,150)	(252,862)	(254,794)	(256,752)	(258,731)
Transfers from (to) reserves / surplus	617,597	1,767,758	1,765,969	1,764,819	1,764,209
Reserve fund in excess of amortization	<u>1,656,491</u>	<u>1,669,615</u>	<u>1,681,883</u>	<u>1,695,298</u>	<u>1,708,863</u>
<b>Financial Plan Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2024**  
**Operations Summary**  
**Supporting Schedule A**

<b>General</b>	<b>2016 Plan</b>	<b>2017 Plan</b>	<b>2018 Plan</b>	<b>2019 Plan</b>	<b>2020 Plan</b>
Revenue					
Property Taxes	3,408,705	3,493,900	3,581,200	3,670,700	3,762,500
Parcel Taxes	234,817	234,817	234,817	234,817	234,817
Payments in Lieu of Taxes	179,699	181,500	183,300	185,100	187,000
Solid Waste Levies	197,000	199,000	201,000	203,000	205,000
Slag Sales	235,000	237,350	239,724	242,121	244,542
Fees and Charges	519,185	524,400	529,600	534,900	540,200
Government Grants - Operations	508,060	513,141	518,272	523,455	528,689
Government Grants - Capital	297,639	297,639	297,639	297,639	297,639
Other Sources	343,000	346,400	349,900	353,400	356,900
Restricted Investment Income	-	-	-	-	-
	<b>5,923,105</b>	<b>6,028,147</b>	<b>6,135,452</b>	<b>6,245,131</b>	<b>6,357,287</b>
Expenses					
Airport Cost of Sales	45,900	47,277	48,695	50,156	51,661
Operations Expense	4,835,533	4,980,599	5,130,017	5,283,917	5,442,435
Community Support	323,400	323,400	326,634	329,900	333,199
Debt Interest	23,347	23,268	23,261	23,261	23,261
Amortization	990,719	995,673	1,000,651	1,005,654	1,010,682
<b>Total Expenses</b>	<b>6,218,899</b>	<b>6,370,216</b>	<b>6,529,258</b>	<b>6,692,889</b>	<b>6,861,239</b>
<b>Net Income (Loss) before Other Income</b>	<b>(295,794)</b>	<b>(342,070)</b>	<b>(393,807)</b>	<b>(447,758)</b>	<b>(503,951)</b>
Other Income					
Contributions from Electrical	437,330	441,703	446,120	450,582	455,087
Gain (Loss) on Disposition of Assets					
<b>Net Income (Loss)</b>	<b>141,536</b>	<b>99,634</b>	<b>52,314</b>	<b>2,824</b>	<b>(48,864)</b>
Allocations					
Debt proceeds	1,108,043	500,000	515,000	530,450	546,350
Capital Expenditures	(1,523,699)	(1,000,000)	(1,030,000)	(1,060,900)	(1,092,700)
Debt principal repayment	(163,913)	(187,366)	(189,298)	(191,256)	(193,235)
Transfers from (to) reserves	(552,687)	(407,940)	(348,666)	(286,772)	(222,233)
Transfers from (to) surplus	(0)	995,673	1,000,651	1,005,654	1,010,682
Reserve fund in excess of amortization	990,719				
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



City of Grand Forks  
Financial Plan 2016 to 2020 Bylaw 2024  
Operations Summary  
Supporting Schedule A

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Equipment</b>					
<b>Recoveries</b>	\$ 446,260	\$ 449,972	\$ 454,472	\$ 459,017	\$ 463,607
Operations Expense	445,517	449,972	454,472	459,017	463,607
<b>Net Recoveries</b>	<b>743</b>				
Debt Interest	2				
Amortization	266,172	268,834	271,522	274,237	276,979
<b>Net Recoveries (Loss)</b>	<b>(265,431)</b>	<b>(268,834)</b>	<b>(271,522)</b>	<b>(274,237)</b>	<b>(276,979)</b>
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Recoveries (Loss)</b>	<b>(265,431)</b>	<b>(268,834)</b>	<b>(271,522)</b>	<b>(274,237)</b>	<b>(276,979)</b>
<b>Allocations</b>					
Debt proceeds	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Debt principal repayment	(741)	-	-	-	-
Transfers from (to) reserves	-	-	-	-	-
Transfers from (to) surplus	0	-	-	-	-
Reserve fund in excess of amortization	266,172	268,834	271,522	274,237	276,979
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2024**  
**Operations Summary**  
**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Electrical</b>					
<b>Revenue</b>					
User Fees	\$ 4,602,243	\$ 4,740,310	\$ 4,882,520	\$ 5,028,995	\$ 5,179,865
Fees and Charges	52,757	53,812	54,888	55,986	57,106
	<b>4,655,000</b>	<b>4,794,123</b>	<b>4,937,408</b>	<b>5,084,982</b>	<b>5,236,971</b>
<b>Expenditure</b>					
Purchases for resale	3,414,353	3,516,784	3,622,287	3,730,956	3,842,884
Operations Expense	683,317	697,000	710,900	725,100	739,600
Amortization	42,000	42,000	41,000	41,000	41,000
	<b>4,139,670</b>	<b>4,255,784</b>	<b>4,374,187</b>	<b>4,497,056</b>	<b>4,623,484</b>
<b>Net Income (loss) before Contributions to General</b>	<b>515,330</b>	<b>538,339</b>	<b>563,221</b>	<b>587,926</b>	<b>613,487</b>
Contributions to General	437,330	441,703	446,120	450,582	455,087
<b>Net income (loss)</b>	<b>78,000</b>	<b>96,636</b>	<b>117,101</b>	<b>137,344</b>	<b>158,399</b>
<b>Allocations</b>					
Capital Expenditures	(80,043)	(81,644)	(83,277)	(84,942)	(86,641)
Transfers from (to) reserves	(39,957)	(58,356)	(76,723)	(75,058)	(73,359)
Transfers from (to) surplus	(0)	1,364	1,899	(18,344)	(39,399)
Reserve fund in excess of amortization	42,000	42,000	41,000	41,000	41,000
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2024**  
**Operations Summary**  
**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Water</b>					
<b>Revenue</b>					
Parcel Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
User Levies	860,390	877,600	895,200	913,100	931,400
Fees and Charges	4,200	4,200	4,200	4,200	4,200
Government Grants - Capital	-	-	-	-	-
	<b>864,590</b>	<b>881,800</b>	<b>899,400</b>	<b>917,300</b>	<b>935,600</b>
Operations Expense	683,090	693,300	703,700	714,300	725,015
Preventative Maintenance Program	83,500	85,170	86,873	88,611	90,383
Debt Interest	-	-	-	-	-
Amortization	193,200	197,064	201,005	205,025	209,126
<b>Total Expenses</b>	<b>959,790</b>	<b>975,534</b>	<b>991,579</b>	<b>1,007,936</b>	<b>1,024,523</b>
<b>Net Income (Loss)</b>	<b>(95,200)</b>	<b>(93,734)</b>	<b>(92,179)</b>	<b>(90,636)</b>	<b>(88,923)</b>
<b>Allocations</b>					
Debt proceeds	2,036,827	-	-	-	-
Capital Expenditures	(3,112,314)	(1,556,157)	(1,556,157)	(1,556,157)	(1,556,157)
Debt principal repayment	-	-	-	-	-
Transfers from (to) reserves	977,487	1,556,157	1,556,157	1,556,157	1,556,157
Transfers from (to) surplus	0	(103,330)	(108,827)	(114,389)	(120,202)
Reserve fund in excess of amortization	193,200	197,064	201,005	205,025	209,126
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2024**  
**Operations Summary**  
**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Wastewater Revenue</b>					
Parcel Taxes	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041
User Levies	\$ 899,577	917,569	935,920	954,638	973,731
Fees and Charges	4,080	4,162	4,245	4,330	4,416
Government Grants - Capital	306,666				
	<b>1,216,364</b>	<b>927,771</b>	<b>946,206</b>	<b>965,009</b>	<b>984,188</b>
Operations Expense	699,946	710,400	721,100	731,900	742,900
Preventative Maintenance Program					
Debt Interest	71,756	71,756	71,756	71,756	71,756
Amortization	164,400	166,044	167,704	169,381	171,075
<b>Total Expenses</b>	<b>936,102</b>	<b>948,200</b>	<b>960,561</b>	<b>973,038</b>	<b>985,732</b>
<b>Net Income (Loss)</b>	<b>280,262</b>	<b>(20,429)</b>	<b>(14,355)</b>	<b>(8,029)</b>	<b>(1,543)</b>
<b>Allocations</b>					
Debt proceeds	1,108,043				
Capital Expenditures	(1,719,964)	(859,982)	(429,991)	(214,995)	(107,498)
Debt principal repayment	(65,496)	(65,496)	(65,496)	(65,496)	(65,496)
Transfers from (to) reserves	232,755	859,982	429,991	214,995	107,498
Transfers from (to) surplus	(0)	(80,119)	(87,854)	(95,857)	(104,036)
Reserve fund in excess of amortization	164,400	166,044	167,704	169,381	171,075
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks  
Appendix B to Bylaw 2024  
Year 2016 - 2020 Financial Plan  
Revenues, Property Taxes and Exemptions**

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the five year financial plan bylaw, objectives and policies regarding each of the following:

- the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
- the distribution of property taxes among the property classes; and
- the use of permissive tax exemptions.

**Sources of Revenue**

Revenue source	% of Total 2016 Revenue
Property taxes , grants in lieu & franchise Fees	28.35%
Parcel taxes	1.90%
User levies	15.46%
Fees and charges	40.94%
Grants and other	13.35%

*Objective*

For operations, to maintain annual increases to a level that approximates the annual increase in inflation unless a specific program or project is identified that requires tax revenue funding. For capital and fiscal, to review and address annually the long term needs for capital infrastructure.

*Policies*

- The City will review the fees/charges annually to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue resources instead of property taxes.
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

**Distribution of Property Tax Rates**

In establishing property tax rates, Council will take into consideration:

- The amount of property taxes levied as compared to other municipalities.
- The property class conversion ratio as compared to other municipalities.
- The tax share borne by each property class
- The tax ratios of each property classification

**City of Grand Forks  
Appendix B to Bylaw 2024  
Year 2016 - 2020 Financial Plan  
Revenues, Property Taxes and Exemptions**

The City will receive the Revised Assessment Roll for 2016 in April and will set the property tax rates based on the assessment before May 15, 2016. The 2016 distribution of property tax rates amongst all the property classifications will not be known until then.

The distribution for 2015 were as follows:

Property Class	% of General Revenue Taxation
Residential	49.9593%
Utility	1.4968%
Major Industry	27.1390%
Light Industry	1.3574%
Business and Other	20.0228%
Recreation / Non-profit	0.0091%
Farm	0.0156%

*Objective*

To ensure equity among property classes by reviewing the ratios of property class allocations annually. In 2015, the industry conversion ratio was 10.52, the business conversion ratio was 2.39, and the light industry ratio was 2.93. In 2015, the ratios remained similar to 2014 except the utilities rate, as it is at the maximum set by BC Reg 329/96. For 2016, consideration for class conversion ratios will be considered in April when tax rates are set.

*Policies*

- The City will review and set tax rates and shift each property classification's tax share annually until such time as Council deems the property classifications' share to be equitable.

**Permissive Tax Exemptions**

In guiding and approving permissive tax exemptions, Council will take into consideration:

- Not-for-profit occupiers of City property for the duration of their occupancy.
- Land and improvements surrounding a statutorily exempt building for public worship.

*Objective*

To optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents, to provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner, to restrict provision of exemption to those providing an extension to City services and to reduce the impact to City revenues.

*Policies*

Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to all members of the public.

City of Grand Forks  
Bylaw 2024 - Financial Plan 2016-2020  
Schedule C

CAPITAL PROJECT	2016 Budget	Capital	Electrical	Waste	Equipment	Slag	Land Sales	Gas Tax	Grants	Debt	DCC	Surplus
<b>2016 transfers - Asset Management Financial Plan</b>												
from surplus		\$ 1,000,000	\$ (500,000)	\$ (500,000)								
from slag reserve		\$ 1,000,000				\$ (1,000,000)						
from land sales reserve		\$ 200,000					\$ (200,000)					
from tax sale land reserve		\$ 63,184										
<b>2015 CARRY FORWARD PROJECTS</b>												
<b>GENERAL OPERATIONS</b>												
1 Works Yard Fuel Pump Replacement	\$ 1,190						\$ (1,190)					
2 Spray Park	\$ 53,876					\$ (47,626)			\$ (6,250)			
3 Generator 525 Central	\$ 5,232						\$ (5,232)					
4 Airport Beacons	\$ 60,000						\$ (15,000)		\$ (45,000)			
5 Playground Equipment	\$ 45,000								\$ (32,970)			
6 1995 Ford Pick-up Replacement	\$ 30,000					\$ (12,030)						
7 Silver Kettle Sidewalk	\$ 212,500				\$ (30,000)					\$ (212,500)		
<b>ENGINEERING</b>												
8 West Side Fire Protection	\$ 928,784									\$ (928,784)		
9 Eastside Reservoir Structure Study	\$ 1,210	\$ (1,210)										
10 Wastewater Treatment Plant UV	\$ 455,900											
11 Multi Utility - 3rd St & 22nd St	\$ 3,324,130						\$ (149,234)		\$ (306,666)	\$ (3,324,130)		
<b>ELECTRICAL</b>												
12 System & Voltage Conversion	\$ 20,666		\$ (20,666)									
13 Electrical - Recloser controls	\$ 23,522		\$ (23,522)									
14 Electrical System Upgrades	\$ 5,759		\$ (5,759)									
15 Riverside Reconstructor	\$ 30,096		\$ (30,096)									
<b>WASTE WATER</b>												
16 Headworks Grinder	\$ 50,446						\$ (50,446)					
17 Water/Sewer Scada	\$ 11,149						\$ (11,149)					
<b>WATER</b>												
18 Residential Water Meter Project	\$ 302,353							\$ (302,353)				
19 Water System Locates	\$ 91,349							\$ (91,349)				
<b>2016 NEW CAPITAL PROJECTS</b>												
1 Well #3 Pump and Motor	\$ 100,000	\$ (100,000)										
2 3rd Street Sewer Main Repair	\$ 100,000			\$ (100,000)								
3 5th Street Watermain Replacement	\$ 575,000							\$ (575,000)				
4 Vadim Software E3 upgrade	\$ 7,857											\$ (7,857)
<b>TOTAL CAPITAL</b>	<b>\$ 6,436,020</b>	<b>\$ (101,210)</b>	<b>\$ (80,043)</b>	<b>\$ (100,000)</b>	<b>\$ (30,000)</b>	<b>\$ (59,656)</b>	<b>\$ (232,251)</b>	<b>\$ (968,702)</b>	<b>\$ (390,886)</b>	<b>\$ (4,252,914)</b>	<b>\$ (212,500)</b>	<b>\$ (7,857)</b>



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**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** Council 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".

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**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.

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## **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

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# REQUEST FOR DECISION

— REGULAR MEETING —



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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".

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

	
Department Head or CAO	Chief Administrative Officer

(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;