

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Monday, May 9, 2016, at 9:00 am
7217 - 4th Street, Council Chambers City Hall

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
2.	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	a) Adopt agenda	May 9th, 2016, COTW	Adopt agenda as presented.
3.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
4.	<u>PRESENTATIONS FROM STAFF</u>		
	a) Manager of Operations	Verbal presentation regarding infrastructure	THAT the COTW receives the verbal presentation regarding infrastructure from the Manager of Operations for information.
	b) Manager of Building Inspection & Bylaw Services RFD - Mgr. of Bldg. Inspection & Bylaw Serv. - Contracted Bylaw Enforcement Officer	Contracted Bylaw Enforcement Officer	THAT the COTW recommends to Council to receive the report and direct staff to proceed to the May 30th, 2016, Regular Meeting of Council to approve the Contracted Bylaw Services position for 2016; AND FURTHER THAT Council approves amending the Financial Plan 2016 to include funding from surplus at the May 30th, 2016, Regular Meeting of Council.
	c) Deputy Corporate Officer RFD - Dep. Corp. Officer - Rural Dividend Fund	Rural Dividend Fund / Economic Development	THAT the COTW recommends to Council to approve the application to the Rural Dividend Fund for the Land Development Showcase Project; AND FURTHER THAT Council approves amending the Financial Plan to fund the City's portion of \$10,250 from surplus, at the May 9th, 2016, Regular Meeting.
	d) Manager of Development & Engineering Services RFD - Mgr. of Dev. & Eng. - Gilmore ALC Application 6370 - 12th St.	Agricultural Land Commission (ALC) application for subdivision of property legally described as Lot 1, District Lot 382, Plan KAP88504 except Plan KAP89680 located at 6370 - 12th Street	THAT the COTW recommends to Council to pass a resolution to either support or not support the application and directs staff to complete the Local Government Report which forms part of the ALC

		application process at the May 9th, 2016, Regular Meeting of Council.
e)	<p>Manager of Development & Engineering RFD - Mgr. Dev. & Eng. - Small House Engagement</p>	<p>Innovative Housing Development in Grand Forks Small Home, Cluster Development and Eco (Green) Homes</p> <p>THAT the COTW recommends that Council direct staff to further explore the possibility of permitting innovative housing (small home, cluster home, and/or eco home) developments in Grand Forks; develop and implement a public engagement process regarding potential options for innovative housing; and to identify changes necessary to accommodate innovative housing, including potential amendments to the SCP - Sustainable Community Plan, Zoning Bylaw and any other bylaws or regulations which may be identified at the May 9th, 2016, Regular Meeting of Council.</p>
f)	<p>Manager of Development & Engineering RFD - Mgr. of Dev. & Eng. - Protected Natural Area Zoning</p>	<p>Protected Natural Area Zoning and dedication of the Johnson Flats Wetland</p> <p>THAT the COTW recommends to Council to direct staff to draft the appropriate amendment bylaws to the Sustainable Community Plan Bylaw and the Zoning Bylaw to create the 'Protected Natural Area' zone and proceed with statutory requirements for amending bylaws; to draft an amendment to rezone the property legally described as District Lot 382, Plan KAP4892B and owned by the City of Grand Forks, from the current R-4 (Rural Residential) zone to the Protected Natural Area zone; and to prepare referral request packages and initial public outreach at the May 9th, 2016, Regular Meeting of Council.</p>
g)	<p>Manager of Development & Engineering RFD - Mgr. Dev. & Eng. - Municipal Natural Capital Initiative</p>	<p>Municipal Natural Capital Initiative Letter of Intent</p> <p>THAT the COTW recommends that Council direct staff to proceed with developing a letter of intent and drafting a Memorandum of Understanding with the Municipal Natural Capital Initiative and the Regional</p>

District of Kootenay Boundary for participation in the Phase 2 Pilot Project at the May 9th, 2016, Regular Meeting of Council.

- h) Monthly Highlight Reports from Department Managers
[Building & Bylaw Services](#)
[Chief Financial Officer](#)
[Corporate Services](#)
[Development & Engineering Services](#)
[Fire Chief](#)
[Operations](#)

Staff request for Council to receive the monthly activity reports from department managers

THAT the COTW receives the monthly activity reports from department managers.

5. **REPORTS AND DISCUSSION**

6. **PROPOSED BYLAWS FOR DISCUSSION**

- a) Chief Financial Officer
[Bylaw - RFD - CFO - Bylaw 1973-A2 - 2016 Water Rates Amendment](#)

2016 Water Rates Amendment

THAT the COTW recommends to Council to give first three readings to Bylaw 1973-A2 Water Regulation Amendment 2016 at the May 30th, 2016, Regular Meeting of Council.

- b) Chief Financial Officer
[Bylaw - RFD - CFO - Bylaw 1974-A1 - Sewer Rates Amend 2016](#)

2016 Waste Water Rates Amendment

THAT the COTW recommends to Council to give first three readings to Bylaw 1974-A1 Sewer Regulations Amendment 2016, Option _____ at the May 30th, 2016, Regular Meeting of Council.

7. **INFORMATION ITEMS**

8. **CORRESPONDENCE ITEMS**

9. **LATE ITEMS**

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

11. **QUESTION PERIOD FROM THE PUBLIC**

12. **ADJOURNMENT**

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Building Inspection & Bylaw Services
Date: April 27, 2016
Subject: Contracted Bylaw Enforcement Officer
Recommendation: **RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL to receive the report and direct staff to proceed to May 30, 2016 City Council Meeting to approve the Contracted Bylaw Services position for 2016 and further that Council approve amending the Financial plan 2016 to include funding from surplus.**

BACKGROUND: In an average year the Bylaw Office receives approximately 90 to 100 complaints. The busiest season for complaints is May through October which also runs parallel with Building Permits and Inspections. Time constraints dictate that Building Permits and Development take priority over complaints, quite often the complaints don't get the timely follow up and attention when addressed individually.

Some of the typical complaints that require follow up are Unsightly Properties, Watering Restrictions, Unlicensed Vehicles parked on the City's Boulevards and the frequent repeat offenders that set up camps along our rivers in the City.

In the recent round table discussions with the local realtors the topic of unsightly premises was a key issue for Grand Forks. The Bylaw Services Office would like to propose to Council to consider a Contracted Bylaw Enforcement Official for a period of 5 months from middle May to middle October.

The Bylaw officer would help the community members in finding solutions to comply with the City's bylaws. This would assist with addressing many of the complaints the City receives annually, will continuing with the delivery of Building Inspection Services during the peak seasons.

The work would consist of 40 hours per week and includes weekend coverage. This would provide the City with Bylaw Enforcement coverage 7 days a week through the busiest time of the year. This will also assist with sprinkling regulations should they be imposed this year.

In follow Councils Strategic Plan under the heading of Community Livability, one of the actions is to continue with Bylaw Enforcement. The funding could come from surplus in the financial plan at a cost of \$28,000. The contracted Bylaw Service would require council to amend the financial plan for 2016 to include the additional Bylaw Service.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



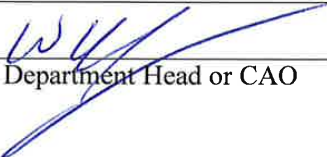

Benefits or Impacts of the Recommendation:

General:	The additional Contracted Bylaw Services would provide the City with Bylaw Enforcement coverage 7 days a week during the busiest time of year.
Strategic Impact:	The additional Contracted Bylaw Services is following the directions of Council's Strategic Plan for 2015 - 2019
Financial:	Council would be required to amend the 2016 financial plan to include and additional \$28,000 for this additional Contracted Bylaw Service
Policy/Legislation:	N/A
Attachments:	Copy of the staff memo to the CAO, copy of the policy 402

Recommendation:	RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL to receive the report and direct staff to proceed to May 30, 2016 City Council Meeting to approve the Contracted Bylaw Services position for 2016 and further that Council approve amending the Financial plan 2016 to include funding from surplus.
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OPTIONS:

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

 Department Head or CAO	 Chief Administrative Officer
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CITY OF GRAND FORKS			
POLICY TITLE:	Unsightly Premises Bylaw Guidelines	POLICY NO:	402
EFFECTIVE DATE:	March 16 th , 2009	SUPERSEDES:	
APPROVAL:		PAGE:	1 of 2

Purpose:

The Clerk's Department will enforce, upon written complaint from a neighbour(s), the Unsightly Premises bylaw with respect to a property becoming or remaining unsightly, as defined in the City of Grand Forks Unsightly Premises Bylaw No.1680.

Policy Procedure:

Step One

- a) Upon receipt of a written complaint, Staff shall discuss the complaint with the Bylaw Enforcement Officer, to determine that the complaint has merit and shall have the Bylaw Enforcement Officer attend the premise that is alleged to be unsightly, take photos and file a report with Staff.
- b) Staff shall write a First Notice letter to the registered property owner and, where applicable, a copy to the occupant(s), advising the registered property owner that the problem needs to be rectified within ten days or further action, including referral to City Council for a resolution under Sections 72 and 74 of the Community Charter and under Bylaw 1680, declaring the property a nuisance and ordering it to be cleaned up. This letter shall be delivered by double registered mail.

Step Two

- a) After the ten days have elapsed, should the situation not be rectified, the Staff shall send, by double registered mail, a letter of Second Notice to the registered property owner asking them to appear before City Council in a public meeting to "show cause" for ignoring the first written request, before Council adopts a resolution under Sections 72 and 74 of the Community Charter.

Step Three

- a) When the property owner either does not appear or refuses to appear before Council on the date requested and further fails to respond to the first and second written notices, Council will proceed to adopt a remedial resolution. A third notice will be issued advising the property owner that the City intends to enter the property for clean up purposes and all costs incurred by the City in cleaning up the property will be invoiced to the property owner for payment. The resolution will be in effect for any further clean ups. The letter will further advise that should the bill remain unpaid after December 31st in that particular year, the cost will be added to the property taxes as taxes in arrears.

The foregoing actions will be initiated in accordance with at least one of the following:

- Two (2) or more separate neighbourhood complaints are received, regarding the premises and the complainants indicate their willingness to testify as a witness in Provincial Court.
- The Bylaw Enforcement Officer personally observes the unsightliness and, in his/her opinion, regards the premises as unsightly in accordance with the bylaw
- Special circumstances, e.g., only one complainant may be physically exposed to the unsightliness, may result in legal action as described above.

THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF MEMORANDUM

To: Doug Allin
Date: April 22, 2016
From: Bylaw Enforcement Officer

BYLAW ENFORCEMENT

In an average year the Bylaw Office receives approximately 90 to 100 complaint forms that need to be addressed. This does not include the complaints that are received for maintenance issues that get redirected to Public Works.

The busiest season for complaints is May through October which also runs parallel with Building Permits and Inspections. Time constraints dictate that Building Permits and Development take priority over complaints, quite often the complaints don't get the timely follow up and attention when addressed individually.

Some of the typical complaints that require follow up are Unsightly Properties, Watering Restrictions, Unlicensed Vehicles parked on the City's Boulevards and the frequent repeat offenders that set up camps along our rivers in the City.

Typically following up on a complaint involves:

- Receipt of the complaint
- A sight visits to confirm that the information received is accurate
- At this point the Bylaw Officer will follow the Unsightly Premises Bylaw Guidelines – Policy 402 for the delivery and follow up with written notices. *(See Policy 402 attached. This is a typical process for all bylaws that require follow up and notice letters.)*
- It has also been advised by the City legal advisers that an additional ten days or more between each written notice would be recommended in the event that the City will have to go to court over these notices. This would allow for a very reasonable time for compliance in a Judge's opinion
- The procedure also requires a site visit between letters to see if the situation is being rectified or if the condition continues to exist.
- Each step in this process takes a considerable amount of staff time to document, photograph, write letters and follow up.
- A typical complaint can range from 3 to 4 months or up to 2 years depending on the situation.

In the recent round table discussions with the local realtors the topic of unsightly premises was a key issue for Grand Forks. The Bylaw Services Office would like to propose to Council to consider a Contracted Bylaw Enforcement Official for a period of 5 months from middle May to middle October.

The Bylaw officer would help the community members in finding solutions to comply with the City's bylaws. This would assist with addressing many of the complaints the City receives annually, will continuing with the delivery of Building Inspection Services during the peak seasons.

The work would consist of 40 hours per week and includes weekend coverage. This would provide the City with Bylaw Enforcement coverage 7 days a week through the busiest time of the year. This will also assist with sprinkling regulations should they be imposed this year.

The scheduling and following up with the next step notices, would not be interrupted by Building Permits and Inspections which often take priority over the complaints and Bylaw process. This could be funded through surplus funding should Council choose to proceed with this plan.

Respectfully Submitted:



Wayne Kopan
Building Inspection & Bylaw Services

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Mayor and Council
From: Deputy Corporate Officer
Date: April 30, 2016
Subject: Rural Dividend Fund / Economic Development
Recommendation: RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO APPROVE THE APPLICATION TO THE RURAL DIVIDEND FUND FOR THE LAND DEVELOPMENT SHOWCASE PROJECT AND FURTHER THAT COUNCIL APPROVE AMENDING THE FINANCIAL PLAN TO FUND THE CITY'S PORTION OF \$ 10,250 FROM SURPLUS, AT THE MAY 9TH, 2016, REGULAR MEETING.

BACKGROUND: The BC Rural Dividend is currently accepting applications. The first application intake commences on April 4, 2016 with the deadline for applications being Tuesday, May 31, 2016 at 4:30 pm PDT. For more information see the [BC Rural Dividend](#)

The BC Rural Dividend assists rural communities with a population of 25,000 or less in strengthening their community resilience, and supporting their social, cultural and economic viability.

The Program is providing \$25 million a year over three years, beginning in 2016, to help rural communities across British Columbia reinvigorate and diversify their local economies, making them more attractive places to live and work.

The Program aims to contribute to the overall wellness, sustainability and livability of small rural communities. It recognizes the diversity among rural B.C. communities and ensures that funded projects support the unique vision and needs of each individual community and the local citizens.

The BC Rural Dividend was developed in consultation with the Rural Advisory Council, made up of 13 members from across rural B.C., with a mandate to advise the government on how to best support rural prosperity and thriving rural communities across the province. The Program is administered by the B.C. Ministry of Forests, Lands and Natural Resource Operations.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Once the application process is complete and we have obtained funding the updated plan will be presented to Council as a refresher to ensure clarity on the project.

The Land Development Showcase started in 2014 and has realized the sales of several municipally held properties which will generate economic development in our community. To date, 6 properties have been sold and the process is proving to work, as there is considerable interest in many city owned properties. The plan will require consultation with the public to ensure the best use of lands and the preservation of protected lands for today and the future.

The key milestones that we will have to achieve once funding is in place will be to work with the City of Grand Forks to explore and confirm which properties are surplus, which hold the most potential, which are the most desirable, and which will accommodate the best use. Once the Community has decided on the most functional properties, we will then need to inquire with a professional appraiser to determine the value of all available properties, the properties that are eligible to be sold exclusively will be determined, and then properties that require a request for proposal will have to go through the process for development through the city. Specific properties that will be considered for a projects such as a water park, will have to be established by completing a feasibility study. All other properties that don't fit into those categories will have to be researched and listed on MLS to excel their potential for purchase. We believe that holding community workshops to the public will be beneficial for the community in order to keep the public informed about the status of projects proposed and support for economic development in Grand Forks.

Benefits or Impacts of the Recommendation:

General: Economic development has been identified as a strategic priority of Council and therefore options are presented that are proven to work.

Policy/Legislation: The City's Financial Plan will require an amendment should we obtain the grant

Strategic Impact: "We foster a vibrant economic environment" "We are open yet disciplined in land development decisions" " We recognize a healthy town core".

[fiscal]

[economic growth]



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



 [community liveability]

Financial: Project cost total \$98,000 of which \$77,500 is funded by the Province the remaining 20% is funded by the City \$10,250 in-kind and \$10,250 budget allocation

Attachments: BC Rural Dividend Program Guide

Recommendation:

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO APPROVE THE APPLICATION TO THE RURAL DIVIDEND FUND FOR THE LAND DEVELOPMENT SHOWCASE PROJECT AND FURTHER THAT COUNCIL APPROVE AMENDING THE FINANCIAL PLAN TO FUND THE CITY'S PORTION OF \$ 10,250 FROM SURPLUS AT THE MAY 9TH REGULAR MEETING.

OPTIONS:

- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
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Fiscal Accountability



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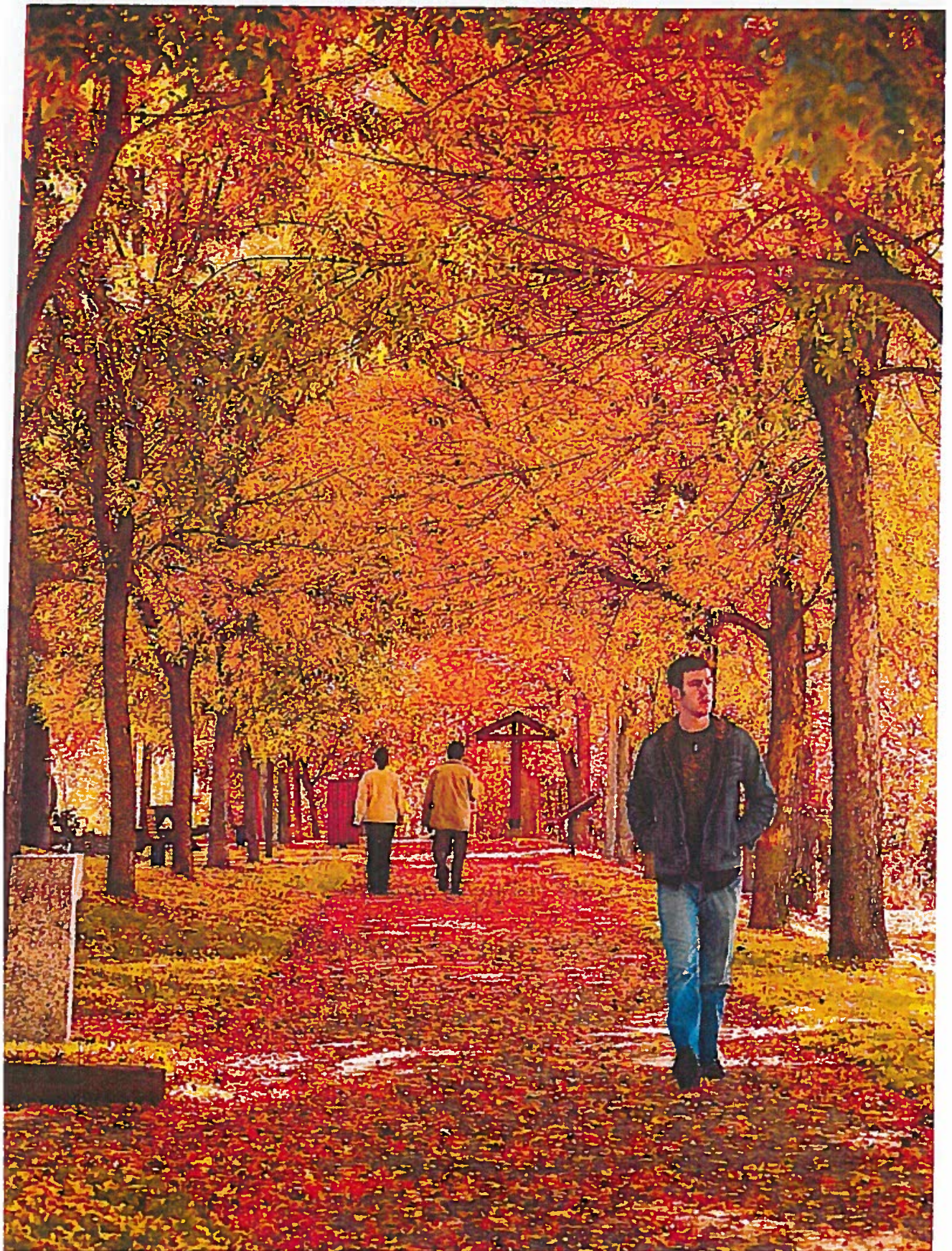
BC Rural Dividend Program Guide



First Round Application Intake 2016/17



Ministry of
Forests, Lands and
Natural Resource Operations



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1 Introduction

This document serves as the BC Rural Dividend Program (Program) Guide for the first application intake for 2016/17. It is intended to provide Program information to inform prospective applicants interested in applying for funding, and to offer direction in how to apply to the Program.

This document will be revised and reissued for future intakes to the Program.

1.1 » First Application Intake for 2016/17

The first application intake commences on April 4, 2016. The deadline for applications is 4:30 pm PDT on Tuesday, May 31, 2016.

Applications and all Mandatory Supporting Documentation must be submitted via email and received by the BC Rural Dividend Program Office by this time and date.

1.2 » Second Application Intake for 2016/17

There will be a second intake of applications for 2016/17 commencing on Monday, October 3, 2016, with a deadline of 4:30 pm PDT on Monday, October 31, 2016.



2 Program Information

2.1 » Program Overview

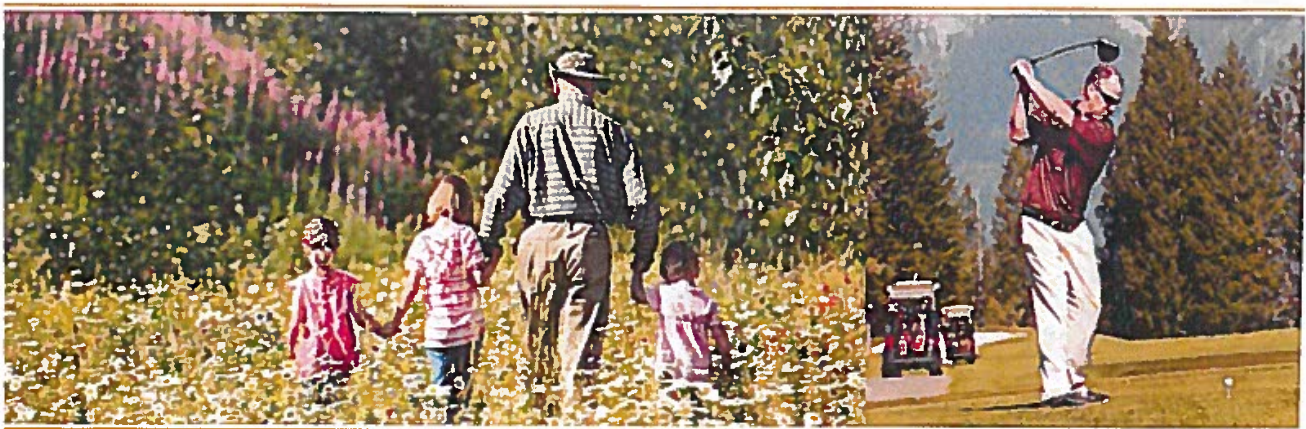
The BC Rural Dividend Program assists rural communities with a population of 25,000 or less in strengthening their community resilience, and supporting their social, cultural and economic viability.

The Program is providing \$25 million a year over three years, beginning in 2016, to help rural communities across British Columbia reinvigorate and diversify their local economies, making them more attractive places to live and work.

The Program aims to contribute to the overall wellness, sustainability and livability of small rural communities. It recognizes the diversity among rural B.C. communities and ensures that funded projects support the unique vision and needs of each individual community and the local citizens.

The Program was developed in consultation with the Rural Advisory Council, made up of 13 members from across rural B.C. with a mandate to advise the government on how to best support rural prosperity and thriving rural communities across the province.

The Program is administered by the B.C. Ministry of Forests, Lands and Natural Resource Operations.



2.2 » Eligibility Criteria

Eligibility of applications will be determined based upon:

- › Eligibility of applicant
- › Eligibility of community
- › Full completion of the application, including all Mandatory Supporting Documentation
- › Application submitted before the intake deadline

In the event an application is determined to be ineligible, the applicant will be notified and such applications will not be considered for funding.

2.3 » Eligible Communities

The goal of the Program is to assist small rural communities across British Columbia.

The applications must demonstrate how the proposed project will support either:

- › A community with a population of 25,000 or less¹, located outside of Metro Vancouver² and the Capital Regional District.^{3 4}
- › An unincorporated area with a population of 25,000 people or less.

¹ Population figures must be based on Statistics Canada 2011 figures (including census agglomeration areas if applicable) www12.statcan.gc.ca/census-recensement/2011/as-sa/fogs-spg/select-Geo-Choix.cfm?Lang=Eng&GK=CMA&PR=10#PR59

² Metro Vancouver www.metrovancouver.org

³ Capital Regional District www.crd.bc.ca

⁴ Exceptions will be considered, e.g. communities in Juan de Fuca and Southern Gulf Islands Electoral Areas.



2.4 » Eligible Applicants

Local Government

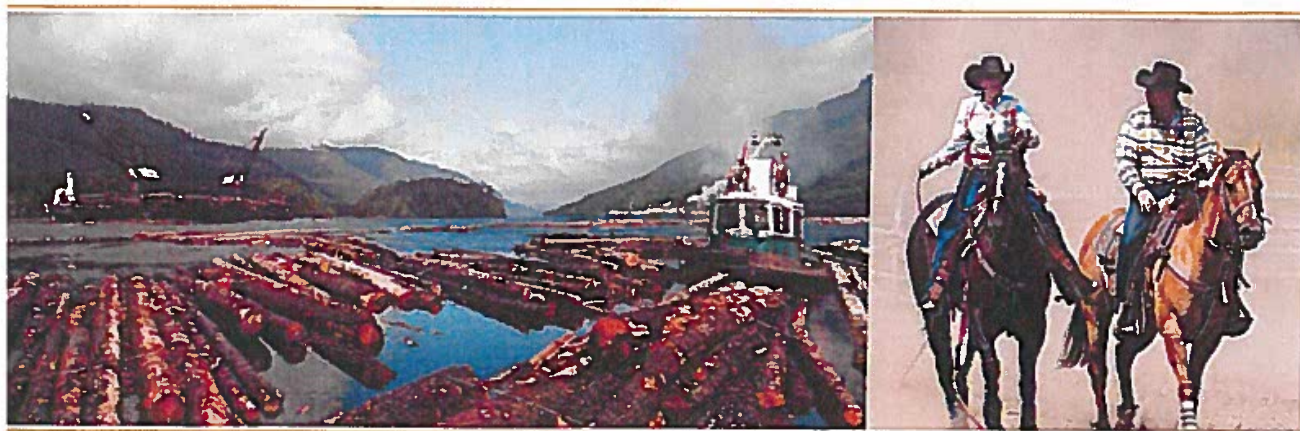
- › A municipal or regional government established by or under British Columbia legislation with a population of 25,000 people or less.
- › An unincorporated area with a population of 25,000 people or less whose application is submitted through a regional district or a not-for-profit organization. A community, for the purpose of application to the Program, is considered to be a settlement area within a regional district electoral area. A community's boundaries may also coincide with a service area boundary (existing or proposed).

First Nations

- › A band council within the meaning of Section 2 of the *Federal Indian Act* or any successor to a band council established under federal legislation, governing bodies of treaty First Nations, Nisga'a Lisims Government and a Nisga'a Village Government.
- › A corporation controlled by a First Nation.

Not-for-Profit Organizations

- › A not-for-profit organization based in an Eligible Community and whose mandate is focused on an Eligible Community.
- › An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.



2.5 » Eligible Partners

- › Eligible Applicants can partner with governments, First Nations or not-for-profit organizations to deliver a project. The partner(s) must meet the criteria of Eligible Applicant and have an active role in the project. And they may or may not contribute financially to the project.
- › Additionally, an Eligible Applicant can partner with for-profit entities as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.

2.6 » Project Categories

The Program includes four broadly defined project categories designed to offer communities flexibility in applying for Program funding, and the opportunity to develop a wide range of solutions to the challenges their communities are facing. Project categories are outlined below.

1 Community Capacity Building

Projects that build the resources, capabilities and capacities of communities to deal with their key economic challenges and changes.

Projects that provide or improve community services to support economic diversity, expand market accessibility and enhance quality of life to attract investment.

2 Workforce Development

Projects that offer training and skills development opportunities, especially for youth, so they stay in the community or return if they have left.

Projects that help ensure resilience in the local workforce by attracting, retaining and training workers.

3 Community and Economic Development

Projects that help rural communities plan to build a foundation for economic growth or improve community vibrancy.

Projects that implement strategies to support economic growth.

4 Business Sector Development

Projects that increase new business creation, business growth and adaptability in the community.

Projects that allow communities to retain existing businesses and encourage their expansion.

2.7 » Funding Streams

There are three funding streams as detailed below. Both Single Applicant and Partnerships streams support the implementation of community-driven projects. The Partnerships stream encourages partnerships by offering the opportunity to apply at a significantly higher funding level.

The Project Development stream recognizes that some rural communities have limited capacity to develop projects, particularly when faced with abbreviated intake periods. This stream provides funding to support communities in undertaking some of the effort required to develop strong Single Applicant or Partnerships project applications for future intakes.

Funding Stream	Maximum Funding	Details
Project Development	\$10,000	<ul style="list-style-type: none"> › Help communities to develop feasibility assessments and business cases for projects. › Eligible Applicant can apply for up to 100% of total project cost. › Eligible Applicant must show how the funding would support future eligible project applications. › No guarantee of funding in subsequent applications.
Single Applicant	\$100,000	<ul style="list-style-type: none"> › Eligible Applicant can apply for up to 80% of the total project cost. › Eligible Applicant must contribute at least 20% of the total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).* › Eligible Applicant's contribution cannot be sourced from another government program at any level (except Community Works Fund).
Partnerships	\$500,000	<ul style="list-style-type: none"> › Eligible Applicant must have at least one Eligible Partner. › Eligible Applicant can apply for up to 60% of the project costs. › Eligible Applicant and Eligible Partners must contribute at least 40% of total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).* › Contributions from Eligible Applicant and Eligible Partners cannot be sourced from another government program at any level (except Community Works Fund). › Eligible Applicant is signatory on funding agreement.

* In-kind contributions include goods and services donated to a project by the Eligible Applicant and/or Eligible Partners e.g. staff time, use of space or equipment. These types of contributions should be valued at fair market value.

2.8 » Special Circumstances

Under special circumstances where an Eligible Community is facing significant economic downturn and hardship due to the loss of a key economic driver, funding support will be considered on the basis of the community's unique situation. Funding under special circumstances will be considered on a case-by-case basis, and is not limited to intake periods. For consideration under special circumstances, contact the Program.

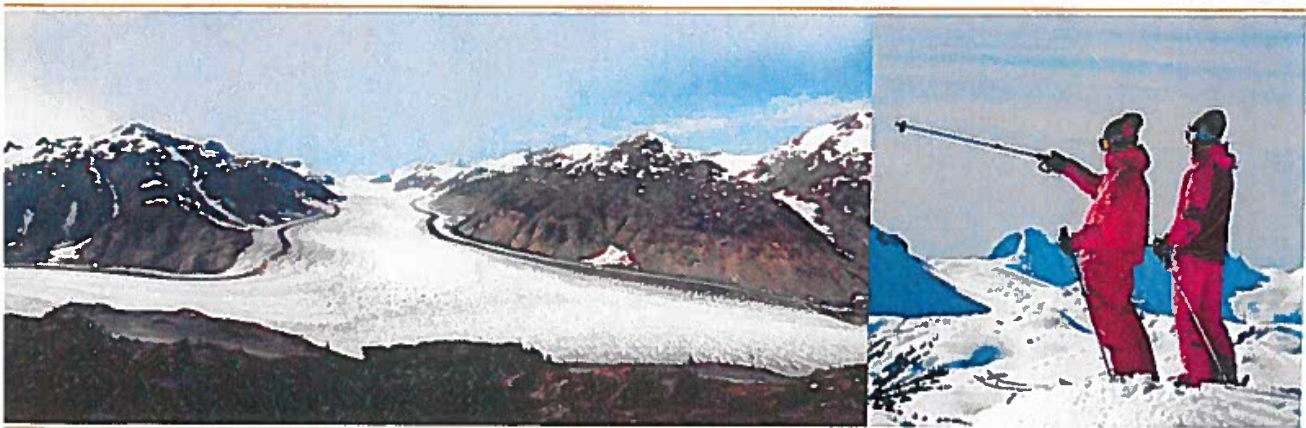
2.9 » Project Timelines

Applications for projects that do not require additional steps before they can start (e.g. securing other funding, obtaining permits and approvals) will be more favourably ranked in the assessment and review process. The need for additional steps before the project can start will be taken into consideration in the review and assessment of applications. Such applications may also be deferred for consideration to a future intake round.

Projects may have timelines that continue into fiscal 2017/18. However, the timeline must demonstrate that the project will be completed within two years from the project start date.

2.10 » Eligible Project Costs

Eligible Project Costs must be considered direct and essential. They will be reviewed to determine if they are reasonable and have been accurately estimated. Costs that were incurred before the application was approved are ineligible under the Program. Inclusion of ineligible, unessential or unreasonable costs will be considered in the assessment and ranking of projects. Examples of costs that are eligible or ineligible for Program funding are listed below.



Eligible Costs	Ineligible Costs
Costs related to project implementation.	<ul style="list-style-type: none"> › Any costs associated with administering the project, such as preparing progress reports. › Costs being claimed under any other programs. › Costs incurred outside of the time periods for the project as outlined in application. › Costs incurred for areas outside of the Eligible Community/Communities included in the application.
<p>Community-based infrastructure costs where:</p> <ul style="list-style-type: none"> › The project is small, such as minor renovations and retrofits to existing structures where the work is essential to support the proposed project. <p>OR</p> <ul style="list-style-type: none"> › Program contribution is minimal compared with other contributions and overall costs, and the funding is key to leveraging other resourcing. 	<ul style="list-style-type: none"> › Infrastructure that is not tied to a broader project and outcomes. › Infrastructure projects where the majority of the cost is charged to the Program. › Land acquisition. › New structures. › Water/sewer/road/sidewalk infrastructure projects.
<p>Project management, including:</p> <ul style="list-style-type: none"> › Consulting fees, › Business planning development, and › Project-related professional fees (e.g. architectural, accounting). 	<ul style="list-style-type: none"> › Permits and approvals. › Legal costs. › Project-related professional fees payable to the Eligible Applicant.
Design/engineering costs.	› Building construction costs for new facilities.
Wages/benefits for new hires to work 100% on eligible project-related activities.	› Operational costs, such as existing staff salaries and benefits (eligible as in-kind contributions from an Eligible Applicant or Eligible Partner).
Small capital purchases (excluding technology) that are essential to the implementation of the project.	<ul style="list-style-type: none"> › Technology updates or software (e.g. computer hardware, software). › Large capital purchases (e.g. vehicles, machinery, furnishings).
Marketing or promotion-related costs. Speaker stipends.	<ul style="list-style-type: none"> › Directly lobbying of any level of government. › Travel to conferences, trade shows.
<p>Meals and project travel related expenses based on government per diem rates:</p> <p>www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf</p>	<ul style="list-style-type: none"> › Remuneration and travel of elected officials. › Alcohol.
Feasibility studies related directly to the project.	› Academic research that does not deliver concrete actions or tangible benefits.
Training activities as part of the Eligible Project or to support the project.	› GST and PST.

2.11 » Review and Assessment Process and Timelines

Eligible Applications will be subject to a competitive review and assessment process. Eligible Applications will be assessed and ranked against explicit selection criteria (see 2.12 Selection Criteria). If additional information is determined to be needed to support the review and assessment, Eligible Applicants will be contacted and additional information requested. The selection process will be objective and unbiased.

Project Development applications will undergo an expedited review and assessment process, and funding decisions are expected in early summer 2016.

Decisions on other applications are expected within four months after the application intake deadline. Applicants will not be notified of the ongoing status of their applications during the review and assessment process.

Funding decisions are final. Applications that are not funded in respect of a particular intake period may be re-submitted in a future intake period.

2.12 » Selection Criteria

The selection criteria below will be used in the review and assessment of Eligible Applications. The following selection criteria will be weighted more heavily:

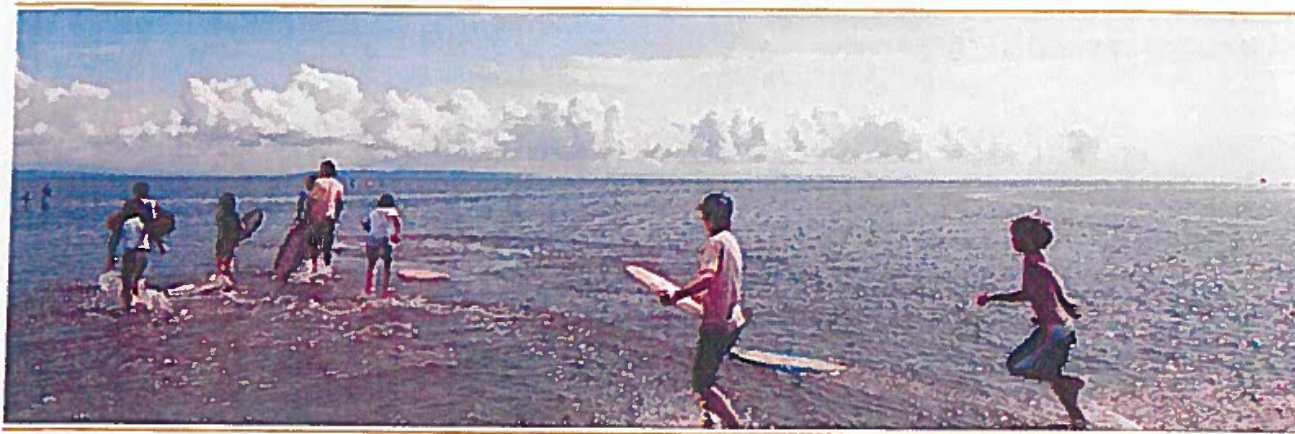
- › Job creation and retention
- › Rural communities most in need
- › Significant leveraging of Program funding

It is anticipated that the Program may be over-subscribed. Meeting the selection criteria does not guarantee that funding will be provided. Eligible Applications will be assessed on their ability to achieve the selection criteria against other applications. Those applications that most successfully demonstrate meeting the selection criteria will be prioritized for funding.

Applicants should provide sufficient information to support a thorough assessment of their project. Applicants are encouraged to identify measurable benefits or quantify potential benefits wherever possible to support assessment of their application.



Selection Criteria	Demonstrated Through
Community resiliency and economic strength	<ul style="list-style-type: none"> › Increases economic competitiveness and economic diversity and/or activity. › Enhances the community's ability to attract and retain new and existing workforce, youth, employers and investors. › Increases efficiency and productivity, business creation and market growth within the community and in rural businesses.
Job creation and retention	<ul style="list-style-type: none"> › Provides for direct and indirect job creation. › Provides for prevention of job loss.
Building partnerships and shared prosperity	<ul style="list-style-type: none"> › Supports the creation or continuation of partnerships between rural communities that promote local economic growth and diversity. › Supports the creation or continuation of partnerships between rural non-First Nation communities and First Nation communities that promote local economic growth and diversity.
Project feasibility, timeliness and sustainability	<ul style="list-style-type: none"> › Demonstrates the ability to efficiently and effectively manage, leverage funding and complete the project for success. › Demonstrates the ability for the project to commence on a timely basis, and be completed within a two-year timeframe. › Demonstrates long-term financial, social and environmental sustainability principles.
Greatest impact on rural communities	<ul style="list-style-type: none"> › Provides for direct economic stimulus. › Demonstrates broader impact across community or multiple communities/regions. › Identifies and links project benefits and outcomes to project activities.
Rural communities most in need	<ul style="list-style-type: none"> › Identifies community tied to a major economic shock, crisis, or loss of key economic driver.



2.13 » Application Limit

An Eligible Applicant is limited to submission of one Project Development application, and one project application (Single Applicant or Partnership) in each intake.

If multiple applications are submitted from a range of Eligible Applicants in support of one Eligible Community, these applications will be reviewed and assessed in relation to one another in addition to being reviewed and assessed against all other applications.

2.14 » Contracts and Reporting Requirements

Awarding of funding to successful applicants will be conditional upon finalization of a funding agreement that sets out the terms and conditions of the funding. Conditions will be attached to project funding awards to ensure that Program objectives are met, which will include reporting requirements. Funding recipients will be required to submit a final report that outlines the project's performance and outcomes. Further details on such requirements will be provided to successful applicants.

Failure to meet contractual requirements could result in termination of the funding agreement, require repayment of Program funds, and disqualify the funding recipient from further applications to the Program.

2.15 » Audits and Site Visits

Funding recipients may be subject to audit or site inspections at any time during the term of the funding agreement and for up to three years following the distribution of Program funds to the recipient, so the Province can examine project progress and documentation.



2.16 » Events and Communications

The funding agreement may require that the Ministry of Forests, Lands and Natural Resource Operations be kept informed about promotional activities related to the project, with a minimum notice period before public materials are distributed or events held.

It may also require that the Government of British Columbia and the Ministry of Forests, Lands and Natural Resource Operations be acknowledged in project communications, events and signage. Details regarding required acknowledgement of government support will be included in funding agreements.

2.17 » Freedom of Information

Applications submitted under the Program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the Program and will be used for the purpose of evaluating eligibility under the Program.

2.18 » Conflict of Interest/Confidentiality

Program staff will uphold the standards for conflict of interest and confidentiality required by all Public Service employees.

3 Applying to the Program

3.1 » How to Apply

Please follow these steps:

1. Learn about the Program:

Download and review Program documents:

There are a number of documents that all prospective applicants must carefully review before applying. These documents are posted on the Program website: gov.bc.ca/ruraldividend.

The documents include:

- › Program Guide
- › Program Application Form
- › Application Instructions
- › Certification Form
- › Resolution Form

Review the Questions and Answers section on the Program website.

2. Confirm your eligibility to apply:

Confirm you are an Eligible Applicant, and that your proposed project is in support of an Eligible Community. Consider your ability to develop the project, complete the Application Form, and the Mandatory Supporting Documents, and submit all required application materials by 4:30 pm PDT on Tuesday, May 31, 2016.

3. Complete the Application Form:

The Application Form is a protected document and is to be completed electronically. Refer to the companion Application Instructions while completing the Application Form. If you need help in completing your Application Form (see 3.2 Application Support on page 16).

Save your application in the following format:

- › Applicant name
- › RD (for Rural Dividend),
- › Date completed (yy_mm_dd)
- › Example: tahsis_RD_16_07_05





4. Complete the Mandatory Supporting Documentation required:

Each application must include the Mandatory Supporting Documentation (see table below).

The forms are protected documents to be completed electronically.

The Certification Form requires signatures. Once it is signed, it must be scanned for submission with the Application Form.

Take into account the timelines needed to finalize documentation (e.g. board resolution in support of application).

Mandatory Document/Form	Local government Regional districts	First Nations	Not-for-profit
Certification Form certifying information submitted is accurate	› Yes	› Yes	› Yes
Resolution Form confirming board or council support for the project	› Yes	› Yes	› Yes
Articles of incorporation or similar evidence of legal status	› No	› Yes	› Yes
Most recently audited financial statements	› No	› Yes	› Yes
Approved five-year financial plan	› Yes	› Yes	› If available
Letter(s) from partners confirming role and commitment to the project	› Yes	› Yes	› Yes
Letter(s) from stakeholders indicating support	› Yes	› Yes	› Yes

Letters of support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e., Chamber of Commerce, Mayor, Community Development Organization). Letters from individual community residents will not be accepted.

Please do not provide any personal identifiers or third-party personal information (i.e. talk about others) in applications or supporting documents.

5. Determine which Optional Supplementary Documentation should be included:

In addition to the Mandatory Supporting Documentation, it is recommended that you include Optional Supplementary Documentation to support your Application Form. Suggestions include:

- › **Quotes** you have obtained from vendors or contractors to support your project budget.
 - › **Other materials** such as business plans or feasibility studies that support your project.
 - › **Details of consultation** and engagement with residents, First Nations or stakeholders as long as they are acting in their professional capacity.
- Please do not provide any personal identifiers or third-party personal information.

6. Submit to the Program:

Your fully completed Application Form, all Mandatory Supporting Documentation and any Optional Supplementary Documentation must be submitted electronically to ruraldividend@gov.bc.ca.

Your complete application package for the first application intake must be received by the deadline of 4:30 pm PDT on Tuesday, May 31, 2016. Failure to meet these requirements will result in a determination of ineligibility.

All documents received by the Program will be treated as confidential; however, we will not guarantee security of the email during email transfer to the Program.

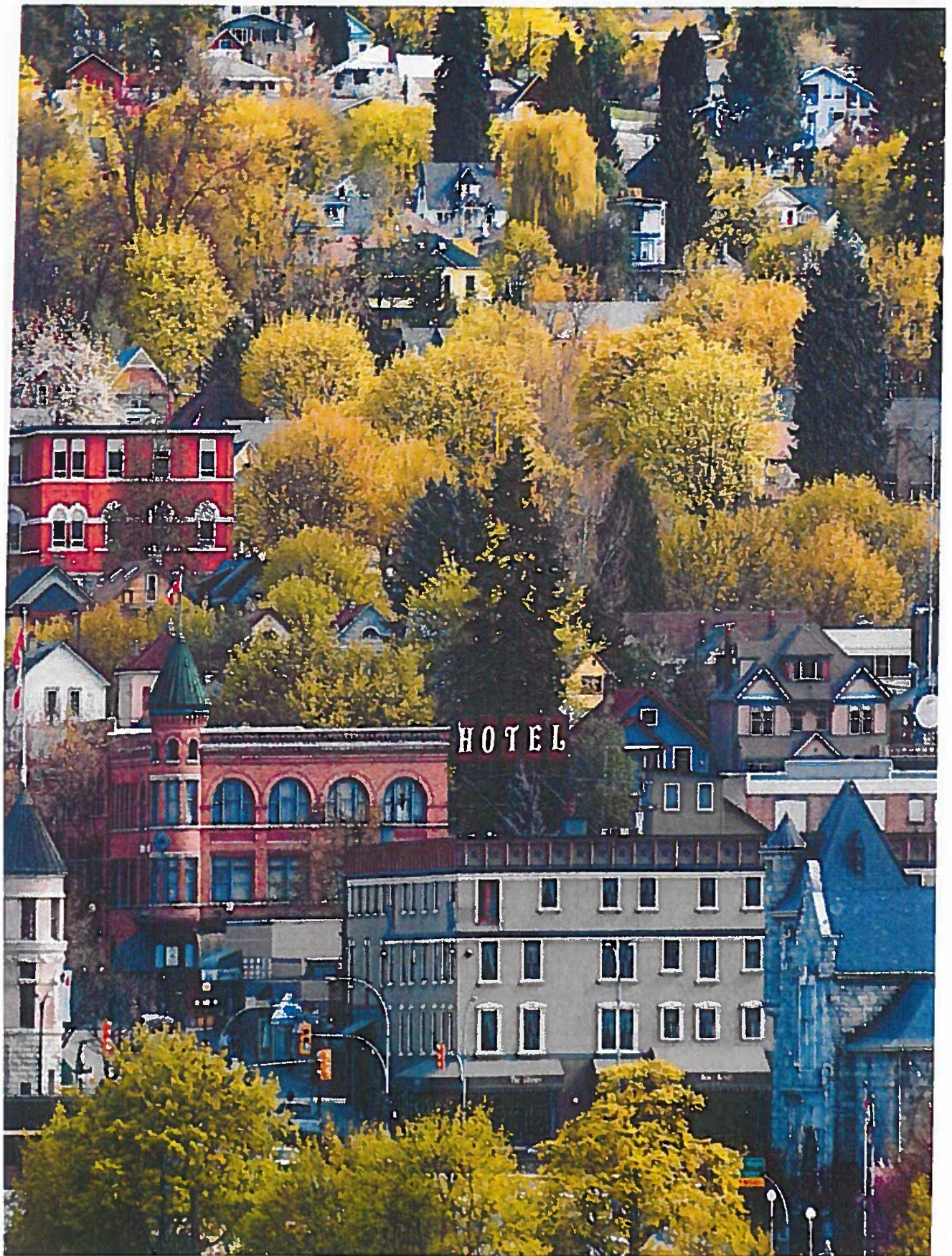
3.2 » Application Support

If you have a question that is not addressed in the Program Guide, Application Instructions, or the questions and answers section of the website (gov.bc.ca/ruraldividend), application support is available through FrontCounter BC at FrontCounterBC@gov.bc.ca or 1-877-855-3222.

Support is also available through FrontCounter BC offices, in 29 locations across B.C. (www.frontcounterbc.gov.bc.ca/locations)

FrontCounter BC can also provide support if you need help submitting your application electronically.







Ministry of
Forests, Lands and
Natural Resource Operations

Contact Information

FrontCounter BC

TOLL-FREE: 1-877-855-8222

EMAIL: FrontCounterBC@gov.bc.ca

OFFICE LOCATIONS: www.frontcounterbc.gov.bc.ca/locations

Rural Dividend Program

EMAIL: ruraldividend@gov.bc.ca

WEBSITE: gov.bc.ca/ruraldividend

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: May 9, 2016
Subject: Agricultural Land Commission (ALC) application for subdivision of property legally described as Lot 1, District Lot 382 Plan KAP88504 except Plan KAP89680 located at 6370-12th Street.
Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to pass a resolution to either support or not support the application and direct staff to complete the Local Government Report which forms part of the ALC application process.

BACKGROUND: On March 22, 2016 staff received an application from the Agricultural Land Commission (ALC) for a proposed subdivision of land located on 12th Street in the Johnson's Flat area. The property is in the agricultural land reserve and the ALC must approve the subdivision prior to the applicants obtaining a surveyor to prepare the subdivision/consolidation plans.

Part of the application package is the requirement for the local government to pass a resolution of Council either supporting or not supporting the subdivision by completing the ALC Local Government Report.

The applicants would like to subdivide the property and consolidate the subdivided portion with the adjacent property owner who wishes to grow hay and have livestock such as chickens and horses, etc. on the property.

The applicant's property is currently ~1.1 hectares in size and the adjacent property is ~1 hectare in size. If the subdivision is approved the applicant's property would become 0.37 hectares and the adjacent property after consolidation would become 1.7 hectares. The applicant's property has a house and outbuildings and is connected to City water and is on septic and the adjacent property is currently vacant. In accordance with the Zoning Bylaw, the minimum parcel size when connected to one service is 0.139 hectares and the minimum parcel size when not connected to any services is 1.01 hectares.

On April 4, 2016 staff sent Referral Request packages to the various agencies and City departments for their comments and/or concerns. The response deadline was April 29, 2016 and there have been no comments or concerns received regarding the proposed subdivision.

On April 29, 2016, the Food Security and Community Nutrition department of Interior Health submitted their comments which are attached to this report.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Timeline

Date	Process
March 22, 2016	ALC Subdivision package received.
May 9, 2016	Introduction to COTW and RMC requesting Council resolution.
May 10, 2016	Staff complete ALC Local Government Report and submit to the ALC.

Benefits or Impacts of the Recommendation:

- General:** The applicants wish to downsize and the adjacent property owners wish to start farming the vacant land.
- Strategic Impact:** The City would be seen as supporting farm use in the agricultural land reserve.
- Financial:** There is no cost to the City in that the applicants must pay the required fees for ALC subdivision to the City and in turn, the City will send the ALC their portion of the fee.
- Policy/Legislation:** Local Government Act, Sustainable Community Plan, Zoning Bylaw and the Agricultural Land Reserve Act & Regulations.
- Attachments:**
- subdivision application package;
 - aerial & street view of the subject properties;
 - Parcel Reports for the 2 properties in question;
 - ALC Local Government Report;
 - excerpts from the City SCP, Zoning Bylaw and the Agricultural Land Commission Act;
 - Interior Health Authority Public Health Dietitian comments.

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to pass a resolution to either support or not support the application and direct staff to complete the Local Government Report which forms part of the ALC application process.

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

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 55075

Application Status: Under LG Review

Applicant: CHRIS-ANNE GILMORE

Local Government: City of Grand Forks

Local Government Date of Receipt: 03/22/2016

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Subdivision

Proposal: move the property line existing pid 027-805-654 will be .37ha with existing house and outbuildings, existing pid 028-017-901 will be 1.07ha to enable Johan Verkerk and Robin Whittall to grow hay and have livestock (horse, chickens etc)

Mailing Address:

6370-12 st
GRAND FORKS, BC
V0H 1H0
Canada

Primary Phone: 2504449792

Mobile Phone: (250) 444-0670

Email: chrisannegilmore@gmail.com

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 027-805-654

Legal Description: lot 1 plan kap88504 dist lost 382 sdyld except plan kap89680

Parcel Area: 1.1 ha

Civic Address: 6370-12 STREET

Date of Purchase: 07/31/2007

Farm Classification: No

Owners

1. **Name:** CHRIS-ANNE GILMORE

Address:

6370-12 st
GRAND FORKS, BC
V0H 1H0
Canada

Phone: 2504449792

Cell: (250) 444-0670

Email: chrisannegilmore@gmail.com

2. **Ownership Type:** Fee Simple

Parcel Identifier: 028-017-901

Legal Description: LOT A, DL 382, SDYD, PLAN KAP89680

Applicant: CHRIS-ANNE GILMORE

Parcel Area: 1 ha
Civic Address: 6380-12 ST
Date of Purchase: 02/27/2015
Farm Classification: No

Owners

1. **Name:** JOHAN VERKERK
Address:
1025 THEODORA RD
KELOWNA, BC
V1X 5T1
Canada
Phone: (250) 717-7070
Email: jrverkerk@shaw.ca
-

Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**
HAY GROWING, LIVESTOCK GRAZING
2. **Quantify and describe in detail all agricultural improvements made to the parcel(s).**
fenced, deadfall trees removed, in 2009
3. **Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**
none

Adjacent Land Uses

North

Land Use Type: Unused
Specify Activity: VACANT

East

Land Use Type: Other
Specify Activity: river front

South

Land Use Type: Unused
Specify Activity: VACANT

West

Land Use Type: Residential
Specify Activity: single family house

Proposal

1. **Enter the total number of lots proposed for your property.**
1.7 ha

Applicant: CHRIS-ANNE GILMORE

0.4 ha

2. What is the purpose of the proposal?

move the property line existing pid 027-805-654 will be .37ha with existing house and outbuildings, existing pid 028-017-901 will be 1.07ha to enable Johan Verkerk and Robin Whittall to grow hay and have livestock (horse, chickens etc)

3. Why do you believe this parcel is suitable for subdivision?

owners Chris-Anne and Lawrence no longer wish to have 'farmable' land and only require 1.0 acres for homestead and outbuildings, this will allow Johan and Robin to farm the remaining area

4. Does the proposal support agriculture in the short or long term? Please explain.

long term, as Johan and Robin wish to expand their land to the north as well and therefore we will have more farmable land and less small parcels in the area

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

No

Applicant Attachments

- Other correspondence or file information - AGENT AUTH
- Site Photo - VIEW CENTRE LINE
- Proposal Sketch - 55075
- Certificate of Title - 027-805-654
- Certificate of Title - 028-017-901

ALC Attachments

None.

Decisions

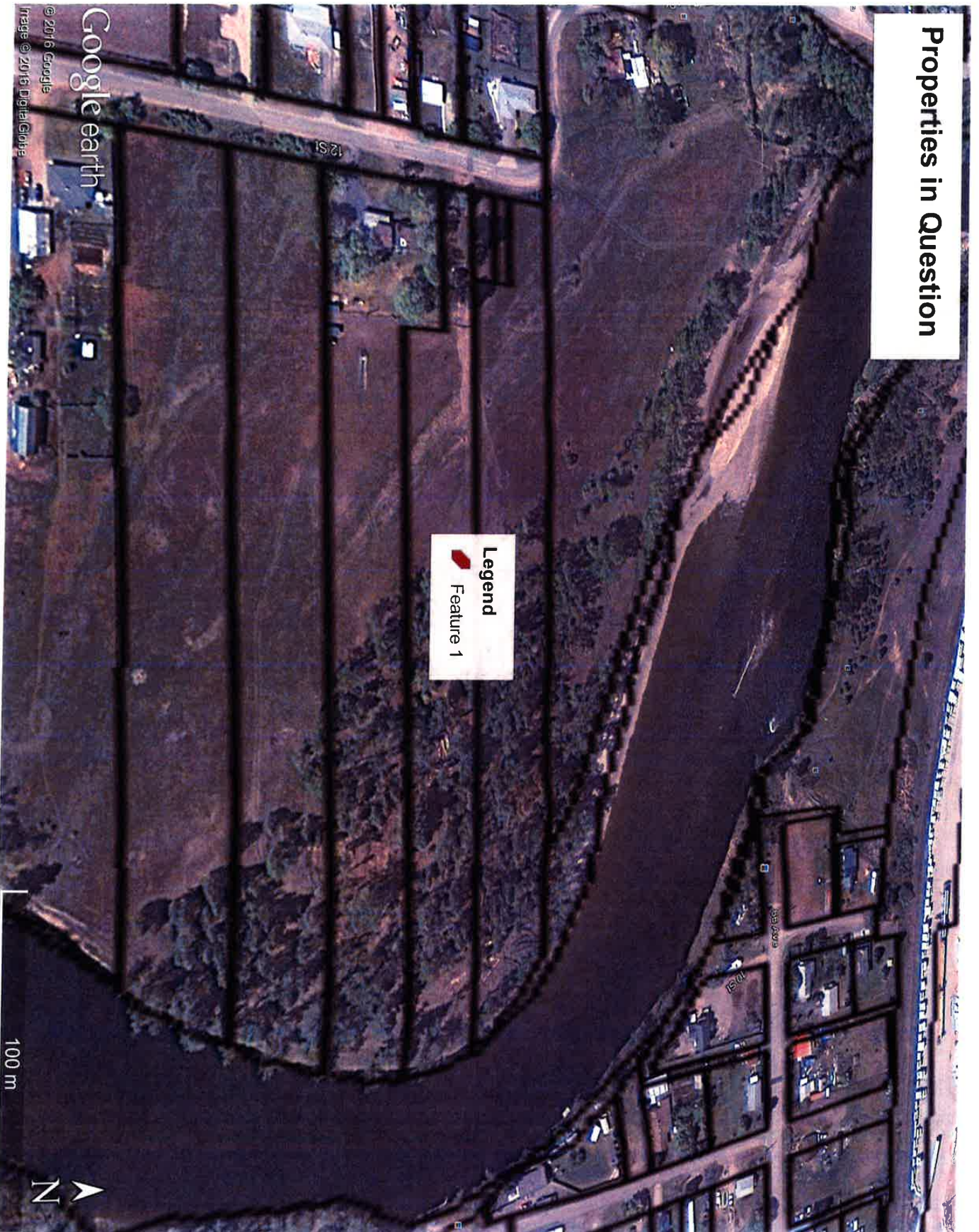
None.

Applicant: CHRIS-ANNE GILMORE

60



Properties in Question



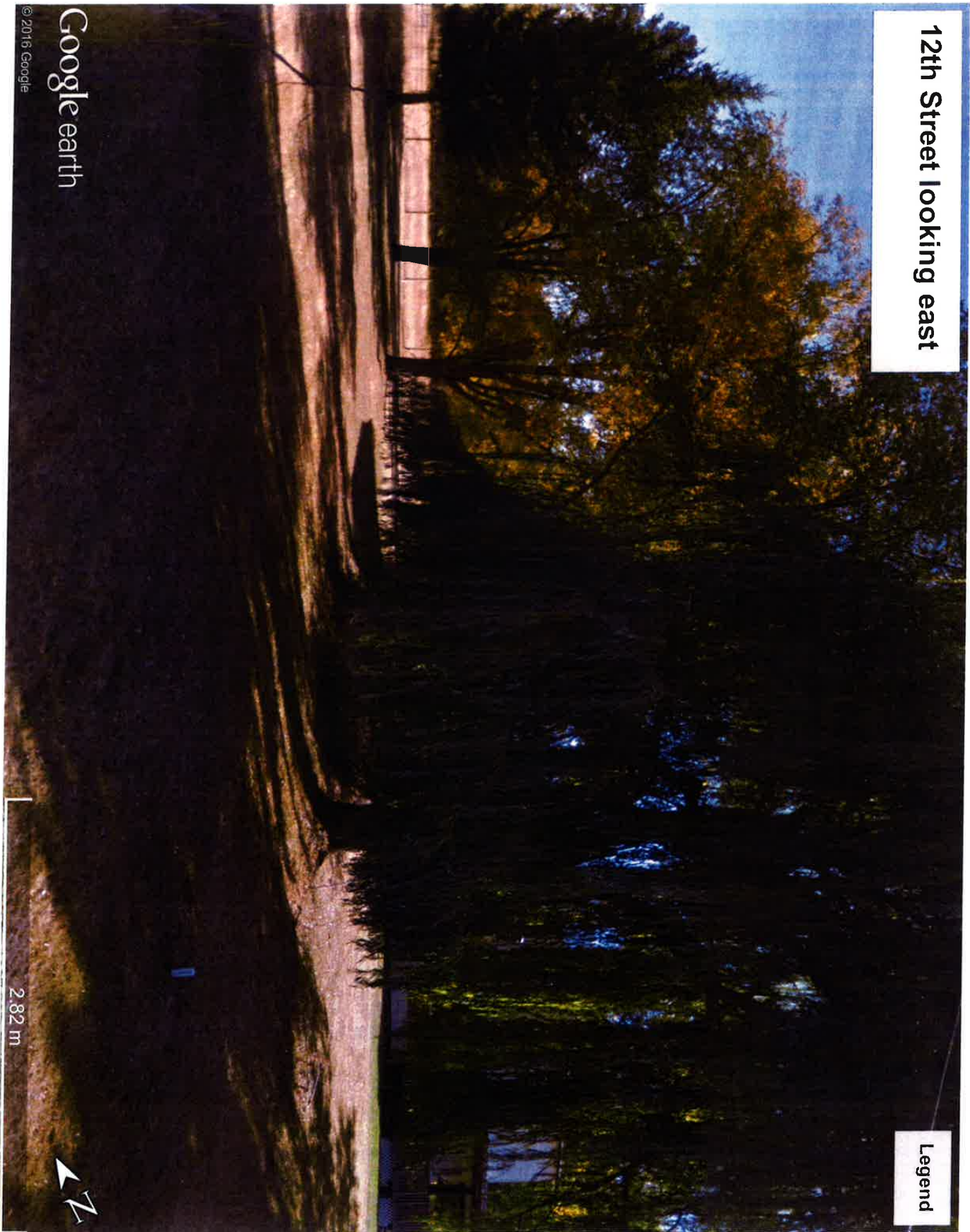
Google earth

@ 2016 Google

Image © 2016 DigitalGlobe

12th Street looking east

Legend



Google earth

© 2016 Google

2.82 m







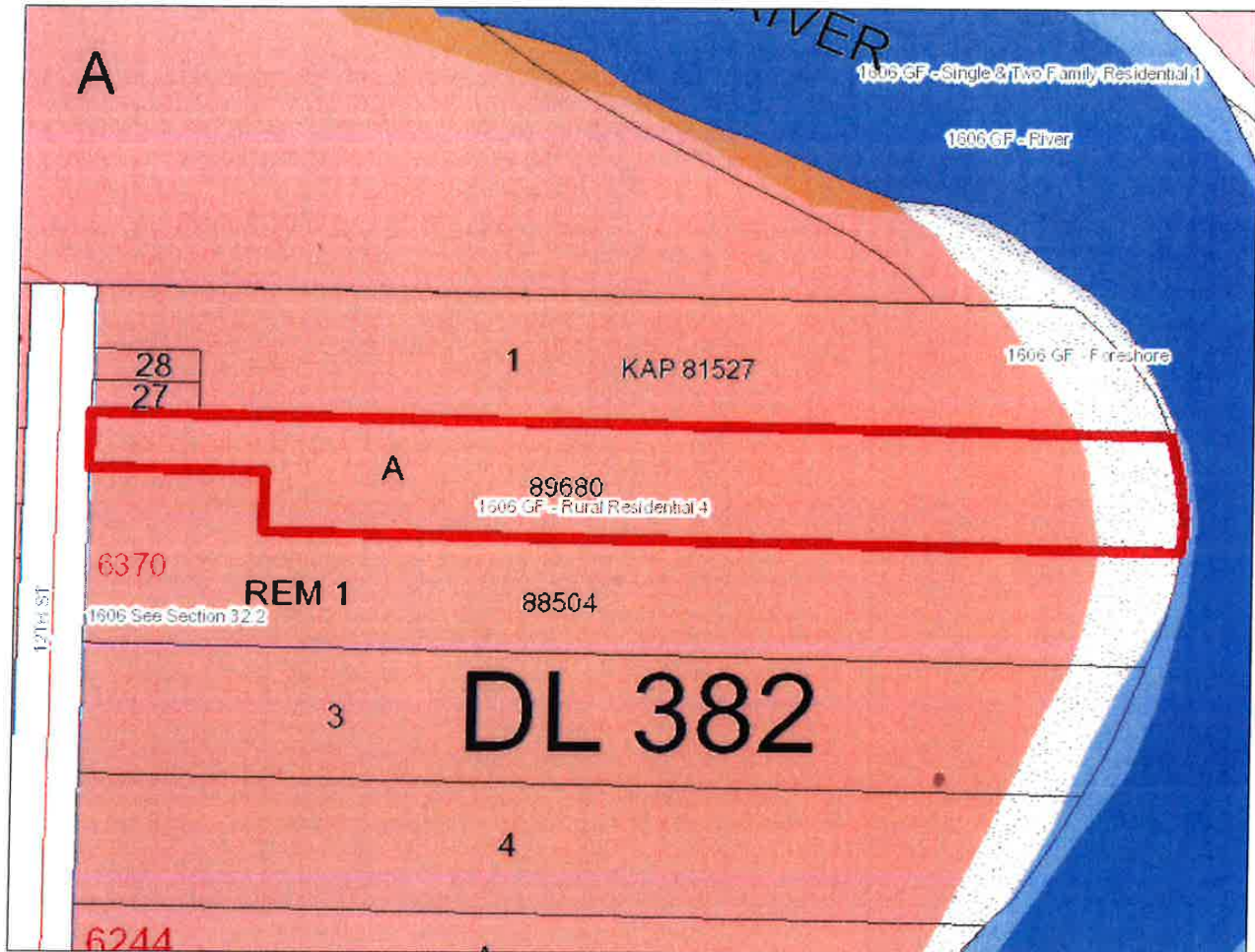
Scale 1: 1,761

Legal Information

Plan: KAP88504	Section:	Jurs: 210	Lot Area: 2.767
Block:	Township:	Roll: 608025	Area Unit: acr
Lot: 1	Land District: 54	PID: 027-805-654	Width (ft): 0
District Lot: 382			Depth (ft): 0
Street: 6370 12TH ST			
Description: Except Plan KAP89680.			

Parcel Report

Tuesday, April 5, 2016



Scale 1: 1,760

Legal Information

Plan: KAP89680	Section:	Jurs: 210	Lot Area: 2.357
Block:	Township:	Roll: 608035	Area Unit: acr
Lot: A	Land District: 54	PID: 028-017-901	Width (ft): 0
District Lot: 382			Depth (ft): 0
Street: 6380 12TH ST			
Description:			



Local Government Report
under the Agricultural Land Reserve
Use, Subdivision and Procedure Regulation

R.D./Mun. File No.

Fee Receipt No.

Fee Amount

ALR Base Map No.

ALR Constituent Map No.

Air Photo No.

Information supplied by:

Corporation of the City of Grand Forks

Local Government

In respect of the application of:

Chris-Anne & Lawrence Gilmore

Name of Applicant

PLANS and BYLAWS *(Attach relevant sections of bylaws)*

Community Plan or Rural Land Use Bylaw name and designation: Agriculture/Rural (A/R)

Zoning Bylaw name and designation: R-4 (Rural Residential) Zone

Minimum Lot Size: 1 hectare

Uses permitted: dwelling units, farm operations, B&B's, Kennels, Home Occupation

Are amendments to Plans or Bylaws required for the proposal to proceed?

Plan ☒ Yes

☒ No

Bylaw ☐ Yes

☐ No

Is authorization under Sec. 25 (3) or 30 (4) of the Agricultural Land Commission Act required?

☒ Yes

(If yes, please attach resolution or documentation)

☐ No

COMMENTS AND RECOMMENDATIONS *(Include copies of resolutions)*

Board or Council: Authorized to Proceed

Advisory Planning Commission:

Agriculture Advisory Committee:

Planning staff:

Others:

Signature of Responsible Local Government Officer

Date



10.0 SUPPORT A DIVERSIFIED ECONOMY

10.1 Introduction

An important component of a sustainable community is the economic component. Maintaining a diversified economy is much more viable in the long-run than an economy focused solely on one industry.

The objectives and policies that aim to strengthen Grand Forks' economy and improve its economic viability are as follows, and apply to the to the following land use designations:

- Agricultural/Rural
- Airport
- Commercial Core
- Environmental Resource District
- Heavy Industry
- Heritage Corridor
- Highway and Tourist Commercial
- Hillside & Resource District
- Institutional
- Light Industry
- Low Density Residential
- Medium Density Residential
- Mixed Use Commercial/Residential
- Park & Open Space
- Residential Infill/Intensification

10.2 Objectives

- 10.2.1 Support the retention of existing commercial and industrial enterprises in Grand Forks.
- 10.2.2 Encourage growth and diversification of the business sector.

- 10.2.3 Use the airport as an economic tool to retain, expand and attract commercial and institutional businesses and services.

10.3 Policies

- 10.3.1 Use lands within the Airport designation primarily for aviation-related activities, such as aircraft parking, air transportation, freight, refueling and maintenance.
- 10.3.2 Promote the development of a "gateway" from Central Avenue Highway #3 into the City Centre.
- 10.3.3 Encourage communication providers to offer the necessary technology and services for home-based businesses to thrive in Grand Forks.
- 10.3.4 Develop incentives for the establishment of locally owned and operated businesses.
- 10.3.5 Ensure new commercial and industrial developments are planned in a manner that minimizes conflicts with residential and agricultural uses.
- 10.3.6 Ensure easy access to commercial and industrial areas is maintained for current and future growth and development.
- 10.3.7 Support tourism opportunities that can be combined with learning and education opportunities.
- 10.3.8 Support and encourage agriculture as a vital contributor to the local and regional economy.

Grand Forks Zoning Bylaw 1606 (excerpt)

SECTION 37 **R-4 (Rural Residential) Zone**

Permitted Uses

1. The following uses and no others are permitted in an R-4 zone:

- (a) dwelling units;
- (b) farm operations (crops and/or animals);
- (c) bed and breakfast accommodations;
- (d) kennels;
- (e) home occupations;
- (f) home industries.

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

- (g) any accessory buildings or structures for any of the above uses.

Regulations

2. On a parcel of land located in a R-4 zone:

Minimum Parcel Size for Subdivision purposes

- (a) The minimum parcel size is 10,120 square metres (108,913 sq. ft. or 2.5 acres) where there is no community sewage or water system;
- (b) The minimum parcel size is **1,393.5 square meters (15,000sq ft)** when the parcel is connected to either a community sewage or water system, but not both; BYLAW 1800
- (c) The minimum parcel size is 1,400 square metres (15,000 sq. ft.) when the parcel or parcels are connected to a community sewage and water system;

Number and type of Dwelling Units allowed

- (d) One of the following types of dwelling units are allowed on a parcel of land in an R-4 zone:
 - (i) One single family detached dwelling or;
 - (ii) One two-family dwelling;
 - (iii) *One mobile home.** Bylaw 1679

Grand Forks Zoning Bylaw 1606 (excerpt)

SECTION 37 **R-4 (Rural Residential) Zone** cont'd

Height

- (e) No building or structure shall exceed 10 metres (33 ft) in height. This height restriction does not apply to any farm buildings or structures.

Setbacks

- (f) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:
 - (i) 6 metres (20 ft) of a front parcel line;
 - (ii) 3 metres (10 ft) of an interior side parcel line;
 - (iii) 4.6 metres (15 ft) of an exterior side parcel line; or
 - (iv) 6 metres (20 ft) of a rear parcel line.

Accessory Buildings

- (g) The total of all the accessory buildings shall have a floor area not greater than 50% of the principal structure. This does not apply to farm buildings or structures;
- (h) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line and not closer to the front parcel line than the facing wall of the principal building, to which it is accessory.

Lot Area Coverage

- (i) The maximum permitted lot area coverage shall be as follows
(This does not include farm buildings or structures):

Principal building with all accessory buildings and structure 50%

Additional requirements

- (j) ****open fencing with no height or location restrictions is allowed in this zone;*** Bylaw 1679
- (k) The minimum size for a single-family dwelling ***or mobile home*** shall be 75 square metres (800 sq. ft.);
- (l) See Sections 13 to 30A of this bylaw.

Subdivision of agricultural land reserve

- 21** (1) A person must not subdivide agricultural land unless permitted under this Act.
- (2) An owner of agricultural land may apply to the commission to subdivide agricultural land.

Covenants

- 22** (1) The commission may enter into a covenant under the *Land Title Act* with an owner of agricultural land.
- (2) A covenant that restricts or prohibits the use of agricultural land for farm purposes has no effect until approved by the commission.

Exceptions

- 23** (1) Restrictions on the use of agricultural land do not apply to land that, on December 21, 1972, was, by separate certificate of title issued under the *Land Registry Act*, R.S.B.C. 1960, c. 208, less than 2 acres in area.
- (2) The restrictions on the use of agricultural land do not apply to land lawfully used for a non-farm use, established and carried on continuously for at least 6 months immediately before December 21, 1972, unless and until
- (a) the use is changed, other than to farm use, without the permission of the commission,
 - (b) an enactment made after December 21, 1972, prohibits the use, or
 - (c) permission for the use granted under an enactment is withdrawn or expires.
- (3) For greater certainty, the exception in subsection (2) applies only to the land that was actually being used for a non-farm use and not to the entire parcel on which that use was being carried on.

Preservation of rights

- 24** Despite sections 2 and 3, if Crown land continued as an agricultural land reserve under this Act has been leased by the government, or sold by agreement for sale by the government and not transferred to the purchaser before December 21, 1972, and on that date was being used for a non-farm use, and not in contravention of the terms of the lease or agreement, that use may continue until termination of the lease or issue of title to the purchaser under the agreement for sale.



Interior Health
Every person matters

April 29, 2016

Kathy Labossiere
Planning Technician
City of Grand Forks

Dear Ms. Labossiere

RE: Application for Subdivision in the ALR: 6370 12th Street, Grand Forks, BC

This is a letter of comment re: Grand Forks City Council's consideration of Application for Subdivision in the ALR.

Interior Health has an interest in community design and planning as the built environment can support access to healthy food and promote food security. There are many positive health outcomes for a community that is food secure. Healthy eating can prevent and control a number of chronic health conditions, including type 2 diabetes, heart disease, and some forms of cancer. In the interest of food security, and the ability of our citizens to access nutritious and safe food, we suggest the consideration of the following:

- The health of the community relies on a healthy food system. Supporting agricultural capacity is a key aspect of a healthy food system.
- Any changes made to land within the ALR should support agricultural capacity and provide significant benefit to agriculture. While it appears that this application would benefit agriculture, as 1.07ha of the subdivided land would be used for agricultural purposes, there is some concern that the 0.37ha portion of land would not be used for agricultural purposes, but for residential in the ALR.
- It is important to maximize potential use of farmland. Subdividing land into smaller parcels may not support maximal use of farmland.

On behalf of the Food Security and Community Nutrition Program, I appreciate the opportunity to provide comment on the aforementioned application.

Kind regards,

Jill Worboys, RD
Public Health Dietitian

Bus: (250) 868-7733
Fax: (250) 868-7809
Email: Jill.Worboys@interiorhealth.ca
Web: www.interiorhealth.ca

INTERIOR HEALTH
PROMOTION AND PREVENTION
1340 Ellis Street
Kelowna, BC V1Y 9N1

RESPONSE SUMMARY

Bylaw Referral : Subdivision Application (Gilmore Referral)

The application for subdivision of property within the Agricultural Land Reserve is the jurisdiction of Agricultural Land Commission & Ministry of Agriculture supports their decisions in maintaining consistency & protection of agriculture lands.

Ministry of Agriculture offers the following comments for consideration & review:

- The lots be consolidated to ensure the subdivision does not allow for additional residential footprints contributing to fragmentation of agriculture land. Lot A @ 1.7 ha be restricted to one residential dwelling.
- Given that the .37 ha property could be sold to non-farm owners in the future, prevention of potential future conflicts will be key to preserving agric operations. Consider, a standard "noise, odour and dust" covenant be placed on the created parcel and fencing or landscaping be a condition/agreement of the severed lot to deter access to the farm property.

If you have questions or concerns regarding this response please call me at 250 861- 7272

Signature: Anne Skinner P.Ag.

Signed By:



Agency: Ministry of Agriculture

Title: Regional Agrologist.

Date: April 29, 2016

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Mayor and Council
From: Manager of Development & Engineering Services
Date: May 9, 2016
Subject: Innovative Housing Development in Grand Forks
Small Home, Cluster Development and Eco (Green) Homes

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends that Council direct staff to: further explore the possibility of permitting innovative housing (small home, cluster home, and/or eco home) developments in Grand Forks; develop and implement a public engagement process regarding potential options for innovative housing; and to identify changes necessary to accommodate innovative housing, including potential amendments to the SCP – Sustainable Community Plan, Zoning Bylaw and any other bylaws or regulations which may be identified.

Purpose of Report: To examine the possibility of introducing and accommodating innovative types of housing in the City of Grand Forks.

Background: Building appropriate and affordable housing are commendable community goals. Recent discussions in the community point to considerable interest by residents and Council in smaller homes and innovative configurations for dwellings. Three types of housing have been identified for further investigation by staff:

1. **Small homes** that are typically less than 800 square feet / 75 square metres, and that are built on a permanent foundation. These may include multiple dwelling units
2. **Cluster developments** are defined as groupings of residential properties on a site in order to use the extra land as natural area, open space, recreation or agriculture. Housing dwellings may include multi-family or single family properties of various sizes
3. **Eco (green) homes** are buildings constructed with a high degree of energy and water conservation and may include elements of off-grid self-sufficiency in energy, water, and wastewater treatment, and could include small homes and/or multiple dwelling buildings which are designed as cluster developments.



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






The accompanying reports provide further background on trends, policy support, regulatory constraints, and considerations for public engagement.

Benefits or Impacts of the Recommendation:

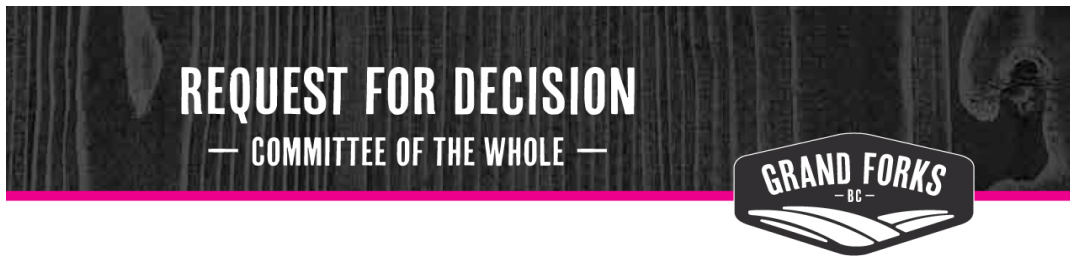
General: Steps would be taken to attempt to implement “smart growth” principles incorporated in the SCP that achieve Strategic Plan objectives

Strategic Impact:

-  Small home and cluster home developments will enable increased ‘infill’ property development therefore increased tax revenue and support for services.
-  Eco (green) home developments will enable increased residential and mixed-use, more efficient development and servicing, reduced GHG's in the atmosphere, water and energy conservation and a higher level of sustainable development.
-  Supporting innovative and environmentally sustainable small housing options may attract younger first-time buyers, seniors looking for affordable ways to downsize, environmentally conscious individuals and families and others to Grand Forks.
-  Community participation through public dialogue about future community development, housing options, sustainable / small housing - smaller ecological footprints would occur
-  Small home and cluster development would facilitate a more compact, livable, walkable community which would be considered more liveable.

Next steps:

If this recommendation is approved, staff will undertake research and schedule a public engagement process to consider these issues, gather input on options, and report back to Council respecting a decision of whether or not to move forward. This will include the review of zones and areas under consideration, identification of elements of form and character for small home and cluster development, input from developers and investors that may be interested and the views and comments of the public regarding pursuing innovative housing.



Timeline:

April 11/16	COTW received memo on Realtor Round Table and Small Home Interest.
May 09/16	Council directs Staff to further explore the issue, develop and implement the public engagement process, and identify potential changes to bylaws and regulations
May 26/16	Open house on Sustainable Land Use Planning in Grand Forks (Innovative Housing and Protected Natural Areas Planning)
June 13/16	Report to Council on public input. RFD to direct staff to draft bylaws amending SCP and Zoning Bylaw. Staff prepare referral request package
July 18/16	First and second readings of bylaw(s) and direction to staff to proceed with statutory requirements regarding public notice and hearings.
Aug 15/16	Public Hearing comments submitted / RFD to give 3 rd reading of the bylaw

Recommendation: RESOLVED THAT the Committee of the Whole recommends that Council direct staff to: further explore the possibility of permitting innovative housing (small home, cluster home, and/or eco home) developments in Grand Forks; develop and implement a public engagement process regarding potential options for innovative housing; and to identify changes necessary to accommodate innovative housing, including potential amendments to the SCP – Sustainable Community Plan, Zoning Bylaw and any other bylaws or regulations which may be identified.

OPTIONS:

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



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Attachment: Considerations for Innovative Housing Development in Grand Forks

The Housing Market and Other Trends:

Housing markets have picked up throughout BC over the past year. In 2015-16 Developers are much more active in pursuing opportunities to capture the market demand. There is an aging population and there are younger age groups wanting affordable housing / starter homes. The demand for downsizing is apparent as reflected in CMHC reports. Other factors may lend themselves to the exploration of innovative housing opportunities:

- accommodating the housing needs for the homeless (transition or supportive - longer term housing)
- the need to develop municipal infrastructure as efficiently as possible
- recognition of the impacts of climate change and GHG's (greenhouse gases) and the need to plan for the future in a more sustainable manner
- apparent willingness by Senior Governments to encourage and support energy conservation and clean energy, water conservation, infrastructure improvements/upgrades, GHG reductions and affordable housing initiatives.

Policy Support in the SCP:

Single or multi-family small homes which are designed and developed in a cluster or in eco (green) manner are consistent with objectives and policies contained in the Strategic Plan and the SCP. Grand Forks SCP provisions include statements as follows:

- incorporate "smart growth" principles that achieve the City of Grand Forks Strategic Plan (2015-2019) objectives by enhancing quality of life, preserving the natural environment and saving money over time (SCP section 4) creating a range of housing opportunities and choices; mixing land uses; direct development towards existing neighbourhoods, and take advantage of compact building design. (SCP section 4); encourage a wide range of housing styles (SCP section 4.2.2)
- support affordable housing; (SCP Section 4.2.3)
- support an increased variety in housing forms (SCP section 4.2.4)
- provide infill housing opportunities through policies which include supporting the consolidation of smaller lots for the development of higher density residential primarily in the Residential Infill / Intensification designation (SCP sections 4.3.1, 4.3.3, 4.3.5, and 4.3.10, 4.3.11)

Existing Regulatory Constraints:

Policy and regulatory constraints regarding small home / multiple dwelling, cluster and/or 'eco-home' developments in Grand Forks have been investigated: Please note the following key regulatory provisions state:

- The BC Building Code no longer specifies a minimum dwelling size
- There is no minimum dwelling size specified in the Sustainable Community Plan or the Building Bylaw

- City of Grand Forks Zoning Bylaw described in sections 33-39 state “The minimum size for a single-family dwelling shall be 75 square metres (800 sq.ft.)” (except for-zones specifying bare-land strata or strata title)
- Bylaws relating to engineering services (Sewer Bylaw No. 1974 s44 and the Grand Forks Subdivision and Development Services Bylaw) specify that if a building occupied by one or more persons is on a parcel abutting a street, lane or right of way having a common sewer, the owner shall connect the building sewer with the common sewer and meet with the specified standards.
- Cluster developments (currently in higher density areas) are already promoted in the SCP and are enabled in R-3 and R-3a Multi-Family Residential zones in the zoning bylaw.

The evolution of regulations over time has provided protection for the community in many areas, but revisions/changes will likely be necessary to accommodate more flexibility to allow for innovative future development – in Grand Forks. This is likely a common feature in other communities a well.



"Pocket Neighbourhood" cluster small home development featuring central common space, Ross Chapin Architects

(<http://rosschapin.com/projects/pocket-neighborhoods/umatilla-hill-neighborhood/>).



Cluster eco home development in Portland, Oregon with 16 homes on 2 acres. Features off-grid solar, single and multi-family residential small homes, common house, and community garden <http://cullygrove.org/availability/site-map/>

*Two Bedroom, 557 sq ft small home
design by Tumbleweed Tiny House
Company
([https://www.houseplans.com/plan/557-
square-feet-2-bedroom-1-bathroom-0-
garage-cottage-39331](https://www.houseplans.com/plan/557-square-feet-2-bedroom-1-bathroom-0-garage-cottage-39331))*



The role of small homes in reducing community energy use & greenhouse gas emissions

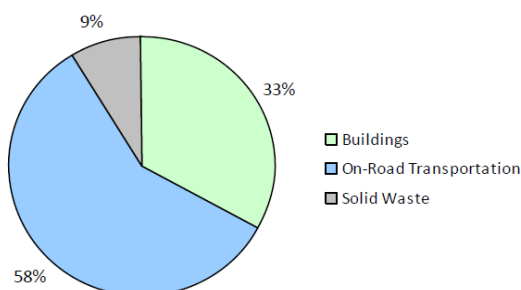
Summary

Buildings in Grand Forks already comprise a significant proportion of the community's greenhouse gas emissions, energy consumption, and export of energy dollars. Encouraging future growth of small homes, tiny homes, cluster homes, and eco homes can represent an excellent way forwards for environmentally friendly growth for the community of Grand Forks. This report also lists some additional considerations for the consultation process.

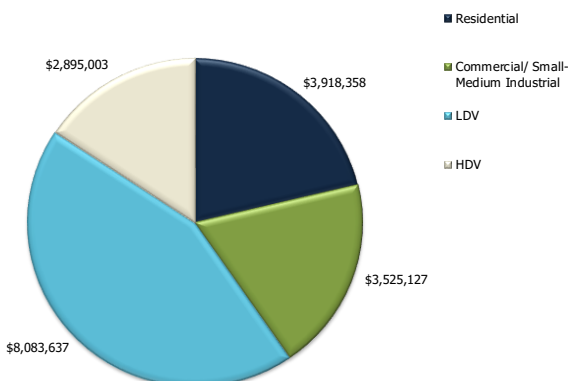
Current community greenhouse gas emissions, energy consumption, and energy dollars spent

Buildings (excluding large industry) comprise approximately:

- 33% of the greenhouse gas emissions from the community
- 56% of the energy consumption
- 40% of the \$18.4 million (\$4,600 per capita) in energy dollars exported from the community each year



Grand Forks community greenhouse gas emissions in 2010.
Source: Province of BC



Grand Forks community energy dollars exported in 2010. Source: CEA, with data from Province of BC & energy providers. Note: LDV = Light Duty Vehicles. HDV = Heavy Duty Vehicles

Smaller homes are becoming more popular

In the 1950's, Canadian homes were often no bigger than 1,000 square feet. For many years afterwards, the trend in single family house size was towards larger homes. Since 2007 however, average new home size in Canada has dropped from 2,300 sq. ft. to 1,900 sq. ft.¹ Key drivers in this most recent downsizing shift are affordability, both in purchase price and operational expenses, and an increasing focus, particularly with younger buyers, on community life outside of the home.

Small, tiny, cluster, and eco homes – a snapshot of energy attributes

Although definitions vary depending on who you ask, a 'small' home is often 800 sq. ft. in size or less and a 'tiny' home is usually 250 sq. ft. or less. Small homes are typically stationary and connected to utility services, while tiny homes are often, although not always, mobile. Smaller homes built to the same construction

¹ <http://news.nationalpost.com/news/canada/the-incredible-shrinking-home-why-canadas-houses-are-getting-smaller>

standards as larger homes consume less energy because there is less space that requires lighting, heating and cooling. These homes also have fewer and smaller accessory appliances.



Cluster home projects that also encourage smaller homes will result in a neighbourhood that preserves green space for environmental or community use while reducing energy consumption and costs.

The increased density that could occur from small, tiny, and cluster home developments can support transit use and, if located near existing centres and services, can further reduce emissions associated with transportation.

Eco homes can incorporate other measures that reduce energy consumption including renewable energy systems, grey and blackwater recycling systems, and composting toilets.

Note that smaller homes also have a lower “embodied energy” because less energy and resources are used to construct them. In addition, eco homes, even when built to be the same size as typical homes, are often built with consideration of “embodied energy”.

Smaller homes & Natural Resources Canada’s EnerGuide Rating System

The new NRCan EnerGuide rating system, which came into force in BC on April 1st 2016, measures houses by an absolute energy rating in GJ / year. Smaller houses will have a better EnerGuide rating than larger houses under this measurement system.

Considerations

Design and planning considerations, mainly with an energy and emissions focus, are:

- Will renewable energy be required or encouraged? What kinds of renewable energy systems are preferred? Are there any that should be excluded? Should homes be renewable energy ready or should renewable energy be installed as the home is constructed?
 - E.g. should small wind turbines, or certain models of air source heat pumps, be discouraged in certain areas? The City of Vancouver has a noise bylaw which effectively restricts the use of a number of models of air source heat pump.
- What is the cost for connecting a house to utilities (water, sewer, heat, electricity)? What proportion of the costs could this comprise for a small or tiny house, and could it large enough to be a deterrent when affordability is the main motivation?
- What considerations / restrictions should there be for greywater and blackwater systems, composting toilets, and rainwater catchment? Should some or all of these systems be allowed (encouragd?) even when sewer/water access is available?
- Planning considerations include neighbourhood fit and perception and necessary zoning regulation amendments, as well as consideration of possible ownership models and property values.

This document has been produced thanks to support from FortisBC.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Mayor and Council
From: Manager of Development & Engineering Services
Date: May 9, 2016
Subject: Protected Natural Area Zoning and Dedication of the Johnson Flats Wetland

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to direct staff to: draft the appropriate amendment bylaws to the Sustainable Community Plan Bylaw and the Zoning Bylaw to create the 'Protected Natural Area' zone and proceed with statutory requirements for amending bylaws; to draft an amendment to rezone the property legally described as District Lot 382, Plan KAP4892B and owned by the City of Grand Forks, from the current R-4 (Rural Residential) zone to the Protected Natural Area zone; and to prepare referral request packages and initial public outreach.

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

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

Zoning and Dedication: Staff has identified one City-owned parcel immediately suitable for dedication as a Protected Natural Area and has introduced Council to the



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REQUEST FOR DECISION





— COMMITTEE OF THE WHOLE —



site on a field tour on April 20th. Should Council support the recommendation, amendments would need to be made to Sustainable Community Plan Bylaw No. 1919 and Zoning Bylaw No. 1604 to create the new zone “Protected Natural Area”. Then, Council would be able to change the zone on property legally described as District Lot 382, Plan KAP4892B and owned by the City of Grand Forks, from the current R-4 (Rural Residential) zone to the Protected Natural Area zone. Staff suggests these amendments proceed concurrently.

Dedication of this parcel would be considered an ‘early win’ that is part of a long-term process of eco-asset management of natural assets and ecosystem services in the City of Grand Forks and surrounding region. This will need to be a collaborative process involving RDKB Electoral Area ‘D’ / Rural Grand Forks, local residents, conservation and stewardship groups, other levels of government, and outside funders.

Strategic Impact:

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

Timeline:

April 11/16	COTW received memo on Protected Natural Area Dedication
April 20/16	Council attended tour of Cemetery Trail / Johnson's Flats Oxbow Proposed Protected Natural Area
May 9/16	RFD to Council to direct staff to draft bylaws amending SCP and Zoning Bylaw. Staff to prepare referral request package and initial public outreach.
May 26/16	Open house on Sustainable Land Use Planning in Grand Forks (Innovative Housing and Protected Natural Areas Planning); Tour of



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— COMMITTEE OF THE WHOLE —



	wetland and trail; Protected Natural Area naming consultation for new site
June 13/16	First and second readings of bylaws; decision on naming and direction to staff to proceed with statutory requirements regarding public notice and hearings.
July 18/16	Public Hearing comments submitted / RFD to give 3 rd reading of bylaws
July 21/16	Grand Opening and Official Naming

Recommendation: RESOLVED THAT the Committee of the Whole recommends that Council direct staff to: draft the appropriate amendment bylaws to the Sustainable Community Plan Bylaw and the Zoning Bylaw to create the 'Protected Natural Area' zone and proceed with statutory requirements for amending bylaws; to draft an amendment to rezone the property legally described as District Lot 382, Plan KAP4892B and owned by the City of Grand Forks, from the current R-4 (Rural Residential) zone to the Protected Natural Area zone; and to prepare referral request packages and initial public outreach.

OPTIONS:

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



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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Mayor and Council

From: Manager of Development & Engineering Services

Date: May 9, 2016

Subject: Municipal Natural Capital Initiative Letter of Intent

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends that Council direct staff to proceed with developing a letter of intent and drafting a Memorandum of Understanding with the Municipal Natural Capital Initiative and the Regional District of Kootenay Boundary for participation in the Phase 2 Pilot Project.

Background: The Municipal Natural Capital Initiative (MNCI) is a partnership program dedicated to supporting municipalities in recognizing, measuring and managing the contribution natural systems make to people and municipal service delivery, using municipal asset management business processes. MNCI partners include the BC Real Estate Foundation, Town of Gibsons, Sustainable Prosperity, the David Suzuki Foundation, Brooke and Associates, and Asset Management BC. The Initiative has three phases: 1) Engagement and outreach to understand the challenge and develop partnerships (complete); 2) test and refine the approach in additional pilot municipalities; 3) scale-up based on phase 2 results.

In early March of 2016 RDKB Area 'D' / Rural Grand Forks Director Roly Russell approached Mayor Konrad and CAO Allin to notify the City of the MNCI opportunity, and to express an interest exploring collaboration between the City and the RDKB as part of the implementation of the Kettle River Watershed Management Plan.

Based on the short time frame, the City submitted a *non-binding* expression of interest that identified the desire to explore the integration of aquifer protection, wetland conservation, and aquatic ecosystem management through the Municipal Natural Capital Initiative. Subsequently staff have had the opportunity to discuss the Initiative with Roy Brooke (Project Manager) and Michelle Molnar, Environmental Economist for the David Suzuki Foundation.

The City is likely to be invited to submit a formal letter of intent and develop a Memorandum of Understanding with the MNCI. The terms are expected to cover the following:



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REQUEST FOR DECISION





— COMMITTEE OF THE WHOLE —



The MNCI will be providing extensive support to partnering municipalities, including detailed guidance and support documents, an on-site workshop, 'help-desk' functions, webinar check-ins to learn about progress and provide support for next steps, and project monitoring and evaluations. Municipalities would be expected to demonstrate explicit support from Council and Chief Administrative Officer, commit multi-disciplinary staff team already involved in asset management, commit to providing data required by the decision support model, and commit \$10,000 over the 18-month pilot.

Pilots would be selected in May-June 2016, and launched between June-August 2016.

Strategic Impact:

-  Protection and conservation of natural capital such as aquifers, wetlands, and other ecosystems sustains ecosystem services that provide economic benefit and reduce risks to infrastructure and human health. Investing in protecting these assets as part of the asset management program is fiscally responsible and improves resilience.
-  Healthy ecosystems provide opportunities for eco-tourism and residential or business development associated with such amenities
-  Ecosystem stewardship provides the opportunity for engagement with the community and collaboration on stewardship and restoration
-  Community values of safe drinking water, clean air, biodiversity support, nature enjoyment and recreation are enhanced through the stewardship of natural capital

Recommendation: RESOLVED THAT Council direct staff to proceed with developing a letter of intent and drafting a memorandum of understanding with the Municipal Natural Capital Initiative and the Regional District of Kootenay Boundary for participation in the Phase 2 Pilot Project.

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



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THE CORPORATION OF THE CITY OF GRAND FORKS

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



March 14, 2016

Roy Brooke
Brooke and Associates
roy@brookeandassociates.com

Dear Roy:

This letter is to confirm the interest of the City of Grand Forks to participate in the Phase 2 Municipal Natural Capital Initiative Phase 2 Pilot program, contingent on a resolution from Council. The City has undertaken a comprehensive approach to incorporating asset management practices and has identified the need to protect and manage our natural assets including the Grand Forks Aquifer, the Kettle and Granby Rivers, a network of oxbow wetlands and riparian areas, and the urban forest.



By participating in this pilot program the City would endeavor to undertake a holistic aquifer protection initiative that integrates drinking water quality protection, wetland protection and management, and interactions with the Kettle and Granby Rivers. Furthermore, the City would commit the engagement of a multidisciplinary staff team already involved in asset management from public works/parks, engineering, and finance, and would seek to establish a collaborative partnership with the Regional District of Kootenay Boundary Electoral Area 'D' / Rural Grand Forks to provide resources and funds for the pilot.

We look forward to discussing this further with you during the formal call for letters of intent and subsequent pilot program implementation.


Sincerely,


Doug Allin
Chief Administrative Officer
City of Grand Forks

Ph: 250-442-8266 Ext #60141
Email: dallin@grandforks.ca

From:  Roy Brooke <roy@brookeandassociates.com> 4/1/2016 1:07:00 PM 

Subject: Update: Funding for Municipal Natural Capital Initiative

To:  Roy Brooke <roy@brookeandassociates.com>

Bcc:  **Graham Watt**

Hello everyone:

Here is the best possible update we could provide at this moment: the Real Estate Foundation of British Columbia has approved funding of \$150,000 for Phase 2 of the Municipal Natural Capital Initiative!

This, together with other funding pledges that were contingent on the REFBC decision, gets the pilot phase launched and underway.

Thank you to everyone who made this possible:
the Green Belt Foundation of Ontario and the Province of BC Ministry of Community, Sport and Cultural Development, who have pledged support for Phase 2;

Vancity and Tides Canada, who funded Phase 1;

Asset Management BC, Credit Valley Conservation Authority, District of North Vancouver, Earth Economics, NAMS Canada, Toronto Region Conservation Authority; and the Province of BC Ministry of Community, Sport and Cultural Development, all of whom wrote letters to REFBC supporting the project;

Asset Management BC for coming on as a technical partner to the project;

Everyone who participated in the November 9 stakeholder workshop or has otherwise provided support and input to bring the project this far; and,

The municipalities that expressed interest in being part of the initiative.
As immediate next steps, we will organise interviews/discussions with all municipalities that expressed interest in being a pilot. We will then select the pilots, move into the Letter of Intent phase, and then into the pilots themselves.

There are very exciting developments ahead. We look forward to working with all of you.

All the best,

Roy, Emanuel, Michelle, Stephanie



<http://www.i>



<https://droybrooke.files.wordpress.com/2>

T +1 250 896 3023

W brookeandassociates.com

E roy@brookeandassociates.com

[Click here for BCORP profile](#)

MONTHLY HIGHLIGHT REPORTS



DATE : April 28, 2016
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of March, 2016

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ 4 new unsightly properties
- ❖ Working on 2 abandoned properties
- ❖ Working on succession planning

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
 - ❖ 3 New permit this month – Accessory building
 - ❖ 1 more permit being processed just awaiting some final documents
 - ❖ 2 residential applications
 - ❖ Closed off 7 more building files this month
-

MONTHLY HIGHLIGHT REPORTS



DATE : May 9, 2016
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of April, 2016

- ❖ Prepared water and sewer rate bylaws for May 9th COTW
- ❖ Parcel tax – sent letters to each taxpayer, communications on Facebook, City website and newspaper.
- ❖ Responding to Ombudsperson, written feedback, telephone feedback and enquiries, media enquiries
- ❖ Processing insurance claims
- ❖ Training for Vadim software update ongoing
- ❖ Working on annual provincial LGDE (Local Government Data Entry) reporting due May 15th
- ❖ Contaminated Sites - 2016 work plan completed, initial identification of possible sites completed

MONTHLY HIGHLIGHT REPORTS



DATE: April 28th, 2016
TO: Committee of the Whole
FROM: Corporate & Legislative Services
HIGHLIGHTS: For the Month of April, 2016

- ❖ Prepared and facilitated Council Meetings for the month of April
- ❖ Local Government By-Election – Advanced Registration closed;
Nomination Period completed on April 22nd with 7 candidates running for
Councillor seat
- ❖ Arranging for Poll Clerks for Advance, Special and General Voting Day
- ❖ Human Resources Duties for the month of April
- ❖ Kicked off “For the Record” on Facebook
- ❖ Monitored and posted updates and other information on Facebook and
website
- ❖ Met with and coordinated meetings with “Get In The Loop” programmers
- ❖ Attended BEDC meeting
- ❖ Organized and hosted new candidates information session
- ❖ Attended Rec Commission meeting
- ❖ Participated in Managing Employees in a Unionized Environment training
- ❖ Coordinated events with event holders and public works

MONTHLY HIGHLIGHT REPORTS



MONTHLY HIGHLIGHT REPORTS



DATE: May 9, 2016
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of April, 2016

- ❖ Continued the design options & reporting for the WWTP – UV Disinfection Project
- ❖ Received 4 enquiries regarding lot lines, zoning, setbacks, fencing
- ❖ Received 3 subdivision/development enquiries
- ❖ Received 2 enquiries from new/future residents re: zoning/land use
- ❖ Continued implementation of the asset management and GIS software
- ❖ Transition Housing Society Steering Committee meetings & reports
- ❖ Land sales contract negotiations regarding subjects
- ❖ Reviewed Quotations for Tot-Lot playground equipment
- ❖ Completed and submitted grant application for New Building Canada Fund - Small Communities Fund
- ❖ Pickle Ball court resurfacing project quotations and reports
- ❖ Innovative housing and small home background research & report
- ❖ Protected natural area planning & Council tour
- ❖ Municipal Natural Capital Initiative research & communications
- ❖ Capital projects planning & site visits
- ❖ Rotary spray park surfacing options/grand opening preparations
- ❖ Interdepartmental meetings & collaboration
- ❖ Regional trails meetings & collaboration
- ❖ Election: voting areas map
- ❖ Work planning for 2016

MONTHLY HIGHLIGHT REPORTS



DATE : April 28, 2016
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of April, 2016

- ❖ April Calls (to 27th): 34 total: 19 Fire, 3 Rescue, 12 First Responder
Year-To-Date: 168
- ❖ Spring Freshet is underway. River levels have been about 3 weeks ahead of normal.
 - Monitoring water levels on Kettle and Granby rivers.
 - Slight flooding at City Park resulted in closure of the south-east parking lot for a few days, but water levels have dropped significantly since and the lot was re-opened.
 - Very little of the mid-range snowpack remains.

- ❖ Training: Multi-casualty exercise with Christina Lake Fire/Rescue and Joint Fire Protection Districts 3&8 (Stevens/Ferry Counties, WA) featuring a school bus crash filled with students.



- ❖ Training: Three weekends of "Boot Camp" for new recruits who have joined since last summer.
- ❖ Operations: Started using a rotating "Duty Crew" schedule aimed at maintaining full coverage for all types of incidents while allowing volunteers to have scheduled down-time.

MONTHLY HIGHLIGHT REPORTS



DATE : April 29th, 2016
TO : Committee of the Whole
FROM: Manager of Operations
HIGH LIGHTS: For the Month of April 2016

OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF MAY 2016 CONFINED SPACE ENTRY AND LOCKOUT AND ISOLATION PROGRAM

Public Works

- ❖ 3rd street storm water repairs
- ❖ Spray park concrete work, sprinkler installation and turf installation
- ❖ Tree assessments
- ❖ Central Blvd washing program completed
- ❖ Prep and Plant 46 portable planters
- ❖ Spring cleanup of all ball diamond infields
- ❖ All public toilet facilities brought on line for season

Water/Sewer

- ❖ Multiple water service repairs
- ❖ Sanitary sewer service repairs
- ❖ Well #3 and Well #4 preparations for replacement

MONTHLY HIGHLIGHT REPORTS



Electrical

- ❖ Pole changes
- ❖ Retest meters exchanged
- ❖ System upgrade to feeder 3 at Boundary and Donaldson
- ❖ Trim trees at Cemetery and City Park
- ❖ Lay sod at Spray Park



REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: May 9, 2016
Subject: 2016 Water Rates Amendment
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 1973-A2 Water Regulation Amendment 2016

BACKGROUND:

At the April 11, 2016 Regular Meeting, Council adopted the 2016-2020 Financial Plan Bylaw 2024. Bylaw 2024 includes a water rate increase in order to meet revenue requirements for the Water Fund in 2016.

The proposed bylaw would be effective July 1, 2016.

The Financial Plan requires an overall increase of 3.54% in water utility revenues. The proposed bylaw increases rates for the monthly customer charge and the fixed and capital charge. The 'per cubic meter' rate has remained the same as last year. For residential customers, this increase equates to \$3.45 per bi-monthly billing or \$20.70 per year.

The increase in water rates will allow the City to put \$98,000 into the Capital Reserve in 2016 for infrastructure replacement. The transfer to the Capital Reserve aligns with the goals of the Asset Management Financial Policy passed by Council in January 2016.

Benefits or Impacts of the Recommendation:

General: The proposed fee increase is included in the 2016-2020 Financial Plan
Financial: The fee increase will enable Council to cover the costs of running the water system.
Policy/Legislation: In accordance with Section 194 of the Community Charter, Council may impose a fee payable in respect of all or part of a service of the municipality.
Attachments: Bylaw 1973-A2 Water Regulations Amendment 2016.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Recommendation:

RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 1973-A2 Water Regulation Amendment 2016

OPTIONS:

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1973-A2

**A BYLAW TO AMEND THE CITY OF GRAND FORKS
WATER REGULATIONS BYLAW NO. 1973-A1**

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the water service of the City of Grand Forks and amend rates, terms and conditions under which water service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This bylaw may be cited for all purposes as the “**City of Grand Forks Water Regulations Amendment Bylaw No. 1973-A2, 2016**”.
2. That Bylaw No. 1973-A1, cited as “City of Grand Forks Water Regulations Bylaw No. 1973-A1, 2015”, 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 for all consumption billed for periods ended on or after July 1, 2016.

INTRODUCED this 9th day of May, 2016.

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

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

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

FINALLY ADOPTED this ____ day of _____.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1973-A2,
the "City of Grand Forks Water Regulations Amendment Bylaw No. 1973-A2,
2016", as passed by the Municipal Council of the Corporation of the
City of Grand Forks on the ____ day of _____.

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

SCHEDULE "A"
SERVICE CHARGES

1. Charges for installation of water service:

- (a) Residential: 19 mm diameter (3/4") & 24.5 mm diameter (1")

***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- (b) Commercial, Industrial & Institutional

***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- (c) Renewal (upgrading, including meter retrofit)

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- d) Additional service costs not included in (a), (b), and (c) above:

i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length)

ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping

2. Charges for each time the water supply is turned on/off

During normal working hours (Monday – Friday) \$ 50.00

3. Charges for after-hours callout – evenings, weekends, statutory holidays

Private property issue \$ 250.00

4. Purchase of water from City Bulk Water Facility

Rate per cubic meter or portion thereof \$4.00

5. Water Meter Installation – subject to Sections 10.2, 10.7 & 11.1

(a) Standard in-house installation

At Cost by Contractor, plus 15%

(b) In-house installation with modifications*

At Cost by Contractor, plus 15%

(c) Pit meter

At Cost by Contractor, plus 15%

*Any modifications to water meter installation that result in the requirement for a manual read of the meter will result in a reading charge.

6. Additional Charges

(a) Manual meter reading charge – per occurrence \$ 25.00

(b) Meter re-read at Customer's request – per occurrence \$ 25.00

(c) Meter testing at Customer's request – per occurrence At Cost

(d) Water meter tampering charge – per occurrence \$200.00

(e) Charge for damage due to tampering

At Cost by Contractor for installation of new water meter plus the water meter tampering charge.

Schedule A
Bylaw No. 1973-A2
Page 3 of 3

7. User Rates – Effective July 1, 2016

	Per Unit Bi-monthly Fixed & Capital Charge	Per Account (per meter) Bi-Monthly Fixed & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	31.29		7.35	0.116	
Commercial Office Properties (water use restricted to staff washroom)		29.10	7.35	0.116	
Commercial (Class 06) Properties not listed below		64.79	7.35	0.127	
Large Industrial (Class 04) Properties		64.79	7.35	0.127	
Commercial laundry, car wash Properties		64.79	7.35	0.127	
Hotels, Restaurants, Malls		64.79	7.35	0.127	
Institutions, schools, recreation facilities (arena, pools) irrigation systems		64.79	7.35	0.127	
Buildings not connected to Water System on lots where service is available		23.61	7.35		
Residential Properties	48.52		7.35		16.79

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: May 9, 2016
Subject: 2016 Waste Water Rates Amendment
Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 1974-A1 Sewer Regulations Amendment 2016, Option _____.

BACKGROUND:

At the April 11, 2016 Regular Meeting, Council adopted the 2016-2020 Financial Plan Bylaw 2024. Bylaw 2024 includes a waste water rate increase in order to meet revenue requirements for the Waste Water Fund in 2016.

The proposed bylaw would be effective July 1, 2016. The rates for each category and each type of charge (customer charge, fixed and capital, and metered/variable) have been increased equally.

In the 2016 Financial Plan, the City increased sewer revenues in order to transfer \$72,500 into the Capital Reserve. This transfer was part of the Asset Management Financial Policy passed by Council in January 2016. The policy calls for increases in transfers to the Capital Reserve for asset renewal and replacement. The policy has a target of 50% of the annual recommended contribution amount within the next three years.

Option #1 on the attached Appendix 1 shows the rate increase required under the current financial plan. Option #1 would see an increase of \$11.82 per billing for residential customers, or \$70.92 per year.

However, if Council so chooses, the Financial Plan could be amended to instead transfer \$30,000 to the Capital Reserve. This would result in the rates presented as Option #2 on the attached Appendix 1. This would equate to a residential increase of \$4.36 per billing or \$26.16 per year.

If Option #2 is chosen, Council could review the sewer fund during 2017 financial plan deliberations to determine if there is surplus from 2016 to offset the decrease in transfer to Capital Reserves. If there is no surplus, increases in the next two years could be adjusted to reach the three year goal in the Asset Management Financial Policy.

Benefits or Impacts of the Recommendation:

General: The proposed fee increase is included in the 2016-2020 Financial Plan.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- Financial:** The fee increase will enable Council to cover the costs of running the waste water system.
- Policy/Legislation:** In accordance with Section 194 of the Community Charter, Council may impose a fee payable in respect of all or part of a service of the municipality.
- Attachments:** Bylaw 1974-A1 Sewer Regulations Amendment 2016

Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 1974-A1 Sewer Regulations Amendment 2016 Option _____.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1974-A1

**A BYLAW TO AMEND THE CITY OF GRAND FORKS
SEWER REGULATION AND RATES BYLAW NO. 1974**

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the sewer service of the City of Grand Forks and amend rates, terms and conditions under which sewer service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This Bylaw may be cited for all purposes as the **"City of Grand Forks Sewer Regulations Amendment Bylaw No. 1974-A1, 2016"**.
2. That Bylaw No. 1974, cited as "City of Grand Forks Sewer Regulation Bylaw No. 1974, 2013" 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 for all consumption billed for periods ended on or after July 1, 2016.

INTRODUCED this 9th day of May, 2016.

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

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

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

FINALLY ADOPTED this ____ day of _____.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1974-A1,
the "City of Grand Forks Sewer Regulations Amendment Bylaw No. 1974-A1,
2016", as passed by the Municipal Council of the Corporation of the City of
Grand Forks on the ____ day of _____.

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

SERVICE CHARGES

1. Charges for installation of sewer service:

- (a) **Residential:** 100 mm (4 inch) diameter

At Cost by Contractor, including any additional service costs itemized in (c), plus 15%

- (b) **Commercial, Industrial, Institutional, Multi-family:** 152 mm (6 inch) diameter

At Cost by Contractor, including any additional service costs itemized in (c), plus 15%

- (c) Additional service costs not included in (a) and (b) above:

- i) Service or main extension (100 mm to 152 mm diameter and/or where the service length is greater than 15 m);
- ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping

2. Charges for after-hours callout – evenings, weekends, statutory holidays

Private property issue	\$ 250.00	flat rate
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APPENDIX 1
Page 2 of 2

3. User Rates – Effective July 1, 2016 – OPTION #1

	Per Unit Bi-monthly Fixed & Capital Charge	Per Account Bi-Monthly Fixed & Capital Charge	Per Account Bi-monthly Customer Charge	Sewer Rates Charge per 1/3 cubic meter of metered water	Bi-Monthly Variable Sewer Charges, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	43.13		12.85	0.49	
Commercial Office Properties (water use restricted to staff washroom)		46.80	12.85	0.49	
Commercial (Class 06) Properties not listed below		73.71	12.85	0.49	
Large Industrial (Class 04) Properties		73.71	12.85	0.49	
Commercial laundry, car wash Properties		73.71	12.85	0.49	
Hotels, Restaurants, Malls		73.71	12.85	0.49	
Institutions, schools, recreation facilities (arena, pools) irrigation systems		73.71	12.85	0.49	
Buildings not connected to Water System on lots where service is available		43.13	12.85		
Residential Properties	53.83		12.85		19.08

APPENDIX 1
Page 2 of 2

3. User Rates – Effective July 1, 2016 – OPTION #2

	Per Unit Bi-monthly Fixed & Capital Charge	Per Account Bi-Monthly Fixed & Capital Charge	Per Account Bi-monthly Customer Charge	Sewer Rates Charge per 1/3 cubic meter of metered water	Bi-Monthly Variable Sewer Charges, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	39.37		11.73	0.45	
Commercial Office Properties (water use restricted to staff washroom)		42.73	11.73	0.45	
Commercial (Class 06) Properties not listed below		67.30	11.73	0.45	
Large Industrial (Class 04) Properties		67.30	11.73	0.45	
Commercial laundry, car wash Properties		67.30	11.73	0.45	
Hotels, Restaurants, Malls		67.30	11.73	0.45	
Institutions, schools, recreation facilities (arena, pools) irrigation systems		67.30	11.73	0.45	
Buildings not connected to Water System on lots where service is available		39.37	11.73		
Residential Properties	49.15		11.73		17.42