

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

**Monday, May 9, 2016, at 7:00 pm  
7217 - 4th Street, Council Chambers City Hall**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		
2. <b><u>ADOPTION OF AGENDA</u></b>		
a) Adopt agenda	May 9th, 2016, Regular Meeting agenda	THAT Council adopts the May 9th, 2016, Regular Meeting agenda as presented.
3. <b><u>MINUTES</u></b>		
a) Adopt minutes <a href="#">April-5-2016-Special-Meeting-Minutes - Not Yet Adopted</a>	April 5th, 2016, Special Meeting of Council minutes	THAT Council adopts the April 5th, 2016, Special Meeting of Council minutes as presented.
b) Adopt minutes <a href="#">April-11-2016-Committee-of-the-Whole-Meeting-Minutes - Not Yet Adopted</a>	April 11th, 2016, Committee of the Whole Meeting minutes	THAT Council adopts the April 11th, 2016, Committee of the Whole Meeting minutes as presented.
c) Adopt minutes <a href="#">April-11-2016-Special-Meeting-to-go-In-Camera-Minutes - Not Yet Adopted</a>	April 11th, 2016, Special Meeting to go In-Camera minutes	THAT Council adopts the April 11th, 2016, Special Meeting to go In-Camera minutes as presented.
d) Adopt minutes <a href="#">April-11-2016-Regular-Meeting-Minutes - Not Yet Adopted</a>	April 11th, 2016, Regular Meeting minutes	THAT Council adopts the April 11th, 2016, Regular Meeting minutes as presented.
e) Adopt minutes <a href="#">April-19-2016-Special-Meeting-Minutes - Not Yet Adopted</a>	April 19th, 2016, Special Meeting of Council minutes	THAT Council adopts the April 19th, 2016, Special Meeting of Council minutes as presented.
4. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
a) BC Wildlife Federation <a href="#">Delegation request - Neil Fletcher, BC Wildlife Federation</a>	Wetlands Education Program - significance of protecting natural areas and wetlands	THAT Council receives for information a presentation from Neil Fletcher on behalf of the BC Wildlife Federation - Wetlands Education Program for information.
5. <b><u>UNFINISHED BUSINESS</u></b>		

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

- a) Mayor Konrad's verbal report regarding the Water Rates Committee

- b) Corporate Officer's Report  
[RFD - Proc. Bylaw-CAO - Rpts., Questions, & Inquiries from Council](#)  
[Councillor Hammett's Report](#)  
[Councillor Thompson's Report](#)  
[Councillor Butler's Report](#)  
[Councillor Ross's Report](#)

Written reports of Council

THAT all written reports of Council be received.

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

- a) Corporate Officer's Report  
[RFD - Proc. Bylaw-Council - RDKB Council's Rep.](#)

Verbal report from Council's representative to the Regional District of Kootenay Boundary

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

8. **RECOMMENDATIONS FROM STAFF FOR  
DECISIONS**

- a) Deputy Corporate Officer/Communications  
[RFD - Dep. Corp. Officer - Social Media Policy 207](#)

Social Media Policy 207

THAT Council adopts the Social Media Policy 207.

- b) Deputy Corporate Officer  
[RFD - Dep. Corp. Officer - Rural Dividend Fund](#)

Rural Dividend Fund / Economic Development

THAT Council approves 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.

- c) Chief Financial Officer  
[RFD - CFO - 2015 Financial Statements](#)

Presentation of 2015 Financial Statements

THAT Council receives the presentation made by the Chief Financial Officer with regard to the 2015 audited financial statements;  
AND FURTHER THAT Council approves and accepts the 2015 audited financial statements as required under the Community Charter.

- d) Chief Financial Officer  
[RFD - CFO - 2016 Financial Plan Amend Water Rates Analysis](#)

Financial Plan amendment for Water Rates Analysis

THAT Council amends the 2016 Financial Plan to include a comprehensive

		Water Rates Analysis for \$_____ to be funded by water surplus.
e)	Manager of Development & Engineering <a href="#">RFD - Mgr. of Dev. &amp; Eng. - Pickleball Budget Amendment</a>	Financial Plan amendment for pickleball in Grand Forks: convert one tennis court at Barbara Ann Park into four pickleball courts and resurface the entire compound  <p>THAT Council amends the  2016 Financial Plan to  include the capital cost of  \$34,556 to be funded by Slag  Fund (\$7,256) and donations  (\$27,300) for the conversion  of one tennis court at Barbara  Ann Park into four pickleball  courts and resurfacing of the  entire compound;  AND FURTHER THAT  Council supports the efforts of  the pickleball players and  their substantial contribution  to this project by allowing the  use of the pickleball courts for  a minimum of ten hours per  week for a period of at least  five years.</p>
f)	Manager of Development & Engineering <a href="#">RFD - Mgr. of Dev. &amp; Eng. - Gilmore ALC Subdivision 6370 - 12th St.</a>	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.  <p>THAT Council supports the  subdivision application and  completes the Local  Government Report and  sends a copy of the resolution  to the Agricultural Land  Commission.</p>
g)	Manager of Development & Engineering <a href="#">RFD - Mgr. Dev. &amp; Eng. - Small House Engagement</a>	Innovative Housing Development in Grand Forks Small Home, Cluster Development and Eco (Green) Homes  <p>THAT Council directs 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.</p>
h)	Manager of Development & Engineering <a href="#">Bylaw - RFD - Mgr. of Dev. &amp; Eng. - Protected Natural Area Zoning</a>	Protected Natural Area Zoning and dedication of the Johnson Flats Wetland  <p>THAT Council directs 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</p>

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.

- i) Manager of Development & Engineering  
[RFD - Mgr. Dev. & Eng. - Municipal Natural Capital Initiative](#)

Municipal Natural Capital Initiative Letter of Intent

THAT Council directs 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.

- j) Manager of Operations  
[RFD - Manager of Op. - Electric Vehicle Purchase](#)

Electric Vehicle Purchase

THAT Council approves amending the 2016 Financial Plan from the equipment replacement fund to include the additional costs of up to \$15,000 for the purchase of a Might-E Truck.

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a) Public Works Association of BC  
[SOII - Public Works Assoc. of BC - May 15-21, National PW Week](#)

Letter regarding seeking support to recognize and promote the acknowledgment of National Public Works Week, May 15-21, 2016

THAT Council receives for information and Mayor Konrad sends a letter to our local Public Works department recognizing the crews for their work.

- b) Good Sam Club  
[SOII - Good Sam Club - Invitation to Mayor](#)

Letter of invitation to Mayor Konrad regarding attending the Opening Ceremonies and an extended invitation for a complimentary banquet on June 25th

THAT Council receives for information and Mayor Konrad advises if he plans to speak at the Opening Ceremonies, and to further attend the June 25th banquet.

- c) Grand Forks International Baseball Tournament Society  
[SOII - Grand Forks International Liquor Permit](#)

Requesting permission to sell liquor at James Donaldson Park during the 2016 GFI Baseball Tournament from June 28-July 3, 2016

THAT Council approves the issuing of a Special Occasion Liquor License to the Grand Forks International for their 2016 baseball tournament from June 28th-July 3rd, 2016, at James Donaldson



		Park from 11:00 am-11:00 pm, subject to the Grand Forks International obtaining third party (party alcohol) liability insurance, naming the City of Grand Forks as an additional insured on that policy; all Grand Forks International liquor providers to hold a Serving It Right license certificate; and ICBC 'drinking and driving' warning posters to be displayed.
d)	Elections BC <a href="#">SOII - Appointment of Designated Local Authority Officer for Election</a>	Appointment of staff member to act as the designated local authority officer  THAT Council determines to appoint the Chief Election Officer, Diane Heinrich, as the designated local authority officer, for the 2016 Local Government and By-Election process.
e)	Grand Forks ATV Club <a href="#">SOII - Grand Forks ATV Club Request for Funding Partnership with Columbia Western Rail Trail Society</a>	Request for support of funding application for partnership with Columbia Western Rail Trail Society  THAT Council receives the request for support of funding application for partnership with Columbia Western Rail Trail Society from the Grand Forks ATV Club for discussion and decision.
f)	Boundary Museum Society <a href="#">SOII - Boundary Museum Upcoming AGM Invitation for May 14th from 1-3 pm</a>	Invitation to AGM on Saturday, May 14th, 2016, from 1:00-3:00 pm  THAT Council receives the invitation for the AGM on May 14th, 2016, from The Boundary Museum Society for discussion and decision.

## 11. **BYLAWS**

a)	Chief Financial Officer <a href="#">Bylaw - RFD - CFO - Tax Sale Lands Amend Bylaw 419-A1</a>	Tax Sale Properties Reserve Fund amendment  THAT Council gives final reading to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016'.
b)	Chief Financial Officer <a href="#">Bylaw - RFD - CFO - Capital Reserve Amend 1854-A1</a>	Capital Reserve Fund Amendment Bylaw  THAT Council gives final reading to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016'.
c)	Manager of Development & Engineering <a href="#">Bylaw - RFD - Mgr. Dev. &amp; Eng. - Bylaw No. 1919-A1 1st &amp; 2nd Rdgs SCP</a>	To amend the current Sustainable Community Plan (SCP) Bylaw by adding a policy statement for Temporary Use Permits.  THAT Council gives first and second reading to the 'City of Grand Forks Sustainable Community Amendment Bylaw No. 1919-A1, 2016' and proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

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|----|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| d) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - Slag Reserve Bylaws 2027, 1005-R</a>       | Slag Sales Reserve Fund - repeal and new bylaw                                              | THAT Council gives final reading to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016';<br>AND FURTHER THAT Council gives final reading to 'Slag Sale Reserve Fund Bylaw 2027, 2016'. |
| e) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - Capital Reserves Bylaw 2028</a>            | New Capital Reserves Bylaw                                                                  | THAT Council gives final reading to 'Capital Reserve Funds Establishment Bylaw 2028, 2016'.                                                                                                                             |
| f) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - Land Sales Reserve Bylaws 2029, 1609-R</a> | Land Sales Reserve - repeal old bylaw, adopt new bylaw                                      | THAT Council gives final reading to 'Land Sales Reserve Fund, 1999 Repeal bylaw No. 1609-R, 2016';<br>AND FURTHER THAT Council gives final reading to 'Land Sale Reserve Fund Bylaw 2029, 2016'.                        |
| g) | Chief Financial Officer<br><a href="#">Bylaws - RFD - CFO - Parcel Tax Bylaws 2030, 2031</a>          | Fire Truck Parcel Tax Preparation Bylaw 2030<br>Fire Truck Parcel Tax Imposition Bylaw 2031 | THAT Council gives final reading to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016;<br>AND FURTHER THAT Council gives final reading to the Fire Truck Parcel Tax Roll Imposition Bylaw 2031, 2016.         |
| h) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - 2016 Tax Rates Bylaw 2032</a>              | 2016 Tax Rates Bylaw 2032                                                                   | THAT Council gives final reading to 2016 Tax Rates Bylaw 2032.                                                                                                                                                          |

12. **LATE ITEMS**

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

14. **ADJOURNMENT**

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

NOT ADOPTED  
SUBJECT TO CHANGE

**SPECIAL MEETING OF COUNCIL**

**Tuesday, April 5, 2016**

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
DEPUTY CORPORATE OFFICER  
MANAGER OF BUILDING INSPECTION &  
BYLAW SERVICES

D. Allin  
D. Heinrich  
S. Winton  
W. Kopan

GALLERY

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**1. CALL TO ORDER**

- a) The Mayor called the meeting to order at 12:34 pm

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**2. ADOPTION OF MEETING AGENDA**

- a) Adoption of the April 5th, 2016 Special Meeting Agenda

MOTION: BUTLER / THOMPSON

**RESOLVED THAT agenda for the Special Meeting of Tuesday, April 5th, 2016, be adopted as presented.**

CARRIED.

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**3. REGISTERED PETITIONS AND DELEGATIONS**

- a) Administration Department- Steve McGibbon, Coordinator for Boundary Emergency Transitional Housing Society (BETHS)

Mr. McGibbon, coordinator for BETHS spoke about bed nights, and advised that as of this morning, the program equated to 952 bed nights. He advised that March 31st was supposed to be the last evening and that they arranged to extend the bed nights until tonight upon the City's request. Mr. McGibbon stated that there's, on average, 9-14 individuals using the facility on any given evening, and that there are about 5 persons that are nightly returns and the balance of persons change out. BC Housing and

private donations have been funding the program so far. He further advised that they started out with approximately 14-16 volunteers which equated to approximately 2 evening shifts per month and at the end of the program, they were down to about 6 volunteers. He advised that these volunteers are no longer available, as they are burnt out, and this is the reason for the requirement of an extra staff person at \$238. per day, to keep the program running. He advised that the mandate of BETHS is to keep people safe during the evening. He spoke that in order to keep the facility open, it requires partnerships between BC Housing and the City, and they haven't heard from BC Housing as of yet.

MOTION: BUTLER / ROSS

**RESOLVED THAT Council receives the verbal presentation for information and discussion purposes from Mr. Steve McGibbon, Coordinator for the Boundary Emergency Transitional Housing Society (BETHS) with regard to proposed extending of the service of the shelter.**

CARRIED.

MOTION: BUTLER / ROSS

**RESOLVED THAT Council determines to fund Boundary Emergency Transitional Housing Society in the amount of \$3,500 to be used at their discretion to extend the housing program.**

CARRIED.

COUNCIL KROG VOTED AGAINST THE MOTION

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**4. UNFINISHED BUSINESS**

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**5. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

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**6. REQUESTS ARISING FROM CORRESPONDENCE**

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**7. BYLAWS**

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**8. LATE ITEMS**

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**9. ADJOURNMENT**

- a) The meeting was adjourned at 1:32 pm

MOTION: ROSS

**RESOLVED THAT the meeting be adjourned at 1:32 PM**

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE OFFICER - DIANE HEINRICH



THE CORPORATION OF THE CITY OF GRAND FORKS

COMMITTEE OF THE WHOLE MEETING

Monday, April 11, 2016

**PRESENT:** MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR CHRIS HAMMETT  
COUNCILLOR COLLEEN ROSS  
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER  
CHIEF FINANCIAL OFFICER  
CORPORATE OFFICER  
DEPUTY CORPORATE OFFICER/COMMUNICATIONS  
MANAGER OF DEVELOPMENT  
AND ENGINEERING  
ENGINEERING TECHNOLOGIST  
MANAGER OF BUILDING AND  
BYLAW SERVICES  
MANAGER OF OPERATIONS  
FIRE CHIEF  
CORPORATE ADMINISTRATIVE ASSISTANT

D. Allin  
R. Shepherd  
D. Heinrich  
S. Winton

D. Sheets  
G. Watt

W. Kopan  
D. Reid  
D. Heriot  
D. Popoff

GALLERY

**ABSENT:** COUNCILLOR NEIL KROG

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**1. CALL TO ORDER**

- a) The Mayor called the COTW Meeting to order at 9:02 am.
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**2. COMMITTEE OF THE WHOLE AGENDA**

- a) Adopt agenda  
April 11th, 2016, COTW

MOTION: THOMPSON

**RESOLVED THAT the COTW adopt the April 11th, 2016, COTW agenda as presented.**

CARRIED.

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### 3. REGISTERED PETITIONS AND DELEGATIONS

- a) Community Energy Association of BC  
Draft Strategic Community Energy and Emissions Plan (SCEEP) for the City of Grand Forks

Overview:

- Patricia Dehnel, Community Relations Manager, Community Energy Association, presented the Draft Action Plan
- SCEEP - to review Community Energy and Emission reduction targets, to support actions of Sustainable Community Plan, to retain money in community, to work with community partners
- deliver practical action plan
- key tools and data per year
- changing behaviour
- comparing energy cost and GHG intensity
- community input and collaboration
- support, implementation, and results

Discussion:

- discussions with the Regional District
- Fortis rates and power supply to the City
- soil retention bylaw
- furnace replacements, home insulating

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the draft Strategic Community Energy and Emissions Plan for the City of Grand Forks from the Community Energy Association of BC for information.**

CARRIED.

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### 4. PRESENTATIONS FROM STAFF

- a) Corporate Services  
Diversability Pilot Project

Overview:

- City working with Sunshine Valley Community Services and able to apply for funding
- guidelines and framework

Discussion:

- Councillor Thompson thought that this was a wonderful opportunity
- Councillor Butler thought that this was a great opportunity, as long as preferential treatment was not being given



MOTION: THOMPSON

**RESOLVED THAT the COTW receives the memo from Corporate Services regarding the Diversability Pilot Project for information.**

CARRIED.

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- b) Deputy Corporate Officer / Communications  
Social Media Policy

Overview:

- City Facebook page
- parameters provided

MOTION: ROSS

**RESOLVED THAT the COTW recommends to Council to receive Social Media Policy 207;  
AND FURTHER recommends Council adopts the Social Media Policy at the May 9, 2016, Regular Meeting.**

CARRIED.

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- c) Chief Financial Officer  
2015 Ladder Truck Parcel Tax Roll Review Panel

Overview:

- when implementing a new Parcel Tax, three members of Council have to be on the Panel
- procedure for this Panel

Discussion:

- Councillor Ross felt that churches should not be exempted from this tax
- Les Johnson mentioned that someone actually tried to burn down one of the churches in Grand Forks
- CFO stated that we are not allowed to levy parcel taxes for 2016 if they are tax exempted
- Councillor Thompson felt that we may not be in a position to levy legally those parcel taxes, CFO said that she is correct; however, it can be changed for next year
- Councillor Thompson would like to put her name forward to sit on the Panel
- Councillor Hammett would also like to put her name forward to sit on the Panel and would like to nominate Councillor Krog
- Councillor Butler inquired if we can change our minds and industry would pay a higher fee and property owners would pay a smaller fee? CFO stated that yes it is possible
- CAO stated that this is a preliminary discussion and that we have to make sure we do not roll this into permanent taxation
- Councillor Butler asked if we have to pay this off in five years? CFO said that yes it

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will be paid back within 5 years

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to appoint three (3) members of Council to sit on the Fire Truck Parcel Tax Roll Review Panel in accordance with Community Charter S. 204(2)(a) and (b) at the April 19th Special Meeting of Council; AND RESOLVED THAT the COTW recommends to Council at the April 19th Special Meeting of Council that the Fire Truck Parcel Tax Roll Review Panel sitting be held on May 10, 2016, at 10 am in Council Chambers.**

CARRIED.

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- d) Manager of Development and Engineering  
Protected Natural Area Dedication - Background

Overview:

- City owned parcels in environmentally sensitive areas

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the memorandum from the Manager of Development and Engineering regarding Protected Natural Area Dedication - Background for information.**

CARRIED.

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- e) Manager of Development and Engineering  
Pickleball in Grand Forks: convert one tennis court at Barbara Ann Park into four pickleball courts and resurface the entire compound

Discussion:

- Councillor Butler congratulated the group on receiving funding and moving forward with this initiative

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to commit up to \$7,256 from the Slag Fund as the City's portion for the cost of resurfacing the entire compound and dedicating one court as four permanent pickleball courts, and referred to the April 11th Regular Meeting.**

CARRIED.

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- f) Manager of Development & Engineering Services  
Approval to proceed with applying for grant funding

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Overview:

- Graham Watt spoke in regards to the City of Grand Forks aquifer, the City's wells, proposed Well 2a location, drinking water, importance of fire flows, economic development

Discussion:

- CAO stated that proposed Well 2a location requires resolution of Council
- Councillor Butler spoke regarding the Urban Systems plan in regards to the proposed Well and what combination is being used from this Plan
- CAO responded that 71 liters per second would be what this Well will function with and would work with School District No.51 as to the Well location adjacent to its field area and incorporate the interpretative understanding for the students and staff
- Councillor Thompson inquired if this was part of our Asset Mgmt. Plan and stated that this was a good position for grant monies
- CAO responded that yes we are hoping that the City is in a strong position for this
- CAO said that we will not have to borrow the money and will be able to fund this from the reserves
- Councillor Butler was concerned about the nitrates when looking at the report for Well 2 and the discrepancy over who owns the land. She stated that Well 6 was therefore a better option perhaps
- CAO responded that it would be built on the City's right of way and not on anyone's owned land. Report is based on hydrologist recommendation
- Councillor Ross expressed concerns on the use of Miracle Gro and Round Up, rather than the agriculture in the community
- Les Johnson spoke in regards to water restrictions, refresh rate, when are there too many wells?

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to support staff proceeding with preparing and submitting an application for the Small Communities Fund (SCF) grant with the 1/3 portion of funds required of the City coming from Capital Reserves, and referred to the April 11th Regular Meeting.**

CARRIED.

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- g) Manager of Development and Engineering  
Realtor Round Table and Small Home Interest

Discussion:

- a meeting with realtors took place, opportunities for carriage houses and eco homes, and unsightly premises were discussed

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the memorandum from the Manager of Development and Engineering regarding the Realtor Round Table and Small Home Interest for information.**

CARRIED.

- h) Manager of Development & Engineering Services  
Saini Temporary Use Permit Application for Demolition Derby at 6401 Highway #3

Discussion:

- Councillor Butler looking forward to this event, family event, brings community together, would like to do as much as possible to help
- Councillor Ross feels that this event location is environmentally sensitive, oil spills, water contamination by river, requires better location
- Donna Semenoff said that she does not want to discourage the public, but perhaps educate the public
- Councillor Hammett inquired if this area is zoned for this type of event? Engineering stated that it wasn't and would require a temporary use permit, as the City must follow legislature
- Les Johnson inquired if the oil could be cleaned up before it gets into the aquifer? CAO responded that this would be a very long process with risk
- Deputy Corp. Officer spoke on the timeline from when the event request was received and how the City moved forward with this event request and spoke in regards to our insurer
- Nigel James spoke in regards that this event would generate business for Grand Forks
- Mayor Konrad stated that perhaps the risk factor could outweigh the environment and income factor
- Councillor Hammett expressed concerns with the location, not the event itself
- Jason McIver spoke on behalf of this event request and advised that the event was turned down several times when he looked into different locations
- Mayor Konrad inquired if the Dept. of Highways had been contacted and been involved? Manager of Dev. & Eng. said that they were involved.
- Les Johnson inquired if the Fire Chief had been contacted? The Fire Chief said that no, no one has contacted the Fire Dept.
- group would have to have a Traffic Management Plan and would meet with the Ministry of Transportation and Infrastructure

MOTION: BUTLER

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

Motion was DEFEATED.

- i) The Mayor called a recess of the Committee of the Whole Meeting at 10:41 am.  
The Mayor called the Committee of the Whole Meeting back in session at 10:59 am.

- j) Monthly Highlight Reports from Department Managers  
Staff request for Council to receive the monthly activity reports from department managers

Discussion:

- Councillor Butler asked about the top up to the City Park playground equipment and what was going to happen to the old equipment?
- Manager of Operations responded that they are looking at the value of the grant, going through proposals, and delivery dates, possibly in the Fall. Further, he advised that some of the old equipment is not up to code that can lead to liability issues, and further to the MIA recommendations, so will therefore be discarded
- Donna Semenoff inquired if this equipment could be used for parts, such as the metal or wood? Mayor Konrad stated that staff time is not feasible for such an endeavour
- Gloria Koch inquired why people could not go to the Landfill to retrieve items for parts to reuse? Councillor Hammett said that perhaps the people taking the items to the Landfill could salvage the parts and take them elsewhere for instance to an appliance repairman, etc.
- Councillor Butler asked regarding the repairs on 3rd Street and if this project was under budget? Manager of Operations explained what happened on 3rd Street with the repairs, the storm system is being looked into and is on budget

MOTION: HAMMETT

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

CARRIED.

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**5. REPORTS AND DISCUSSION**

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**6. PROPOSED BYLAWS FOR DISCUSSION**

- a) Chief Financial Officer  
Tax Sale Properties Reserve Fund

Overview:

- CFO five bylaws are related to Asset Management Policy
- Councillor Hammett inquired if this was different than the purchase of properties? CFO answered that yes it was, the City would use the Land Sale

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to give first three readings to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016' at the April 19,**

**2016, Special Meeting of Council.**

CARRIED.

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**b) Chief Financial Officer  
Capital Reserve Fund Amendment Bylaw**

- Les Johnson asked that this was not general revenue? What is the difference?
- CFO explained comes from Operating and is put into Capital Reserve
- Councillor Thompson explained that General Revenue is for roads, etc. and that the Capital Reserve is for the acquisition of vehicles, etc.

MOTION: THOMPSON

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

CARRIED.

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**c) Chief Financial Officer  
Slag Reserve Fund**

Discussion:

- Councillor Ross feels that the Slag Reserve fund should be treated differently, would like to see it be used specifically for removable clean energy services, keep aside to fund solar energy project and other such projects that will enhance the City and not fund capital projects such as land and machinery
- Councillor Hammett asked if all of the Slag Fund will be transferred? CAO explained there is a road map to financial sustainability, looking at all streams of revenue, taxation
- Councillor Ross would like to propose 50% of earned proceeds from Slag be transferred to an environmental reserve. CAO explained that Council may establish an Environmental Reserve Fund and that a resolution from Council would have to come forth for a new Bylaw to be established. Councillor Butler agrees with Councillor Ross for a portion of the Slag proceeds to go into an environmental legacy fund. CFO explained that a Financial Plan amendment is possible
- CAO explained that the process could be brought forward; however, right now to change the course would involve a lot of work
- Councillor Thompson said that the Bylaw uses the word 'may', Slag Fund has been used for a number of things, Mayor Sugimoto's wish was to use the Slag Fund for legacy and advised that she has hesitation to ask CFO to reinvent the wheel and go back, and encouraged her peers to vote for this Bylaw
- Councillor Ross asked what the amount was in the Slag Fund today? CFO advised that she will provide an up-to-date total
- Mayor Konrad inquired if reserve funds have a cap? CFO answered that they do not

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to give first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016' at the April 19, 2016, Special Meeting of Council;**

**AND RESOLVED THAT the COTW recommends to Council to give first three readings to 'Slag Sale Reserve Fund Bylaw 2027, 2016' at the April 19, 2016, Special Meeting of Council.**

CARRIED.

Councillor Butler opposed this motion.

MOTION: THOMPSON

**RESOLVED THAT Council establishes a new bylaw, as per Councillor Ross, in 2017 for Capital Reserves.**

CARRIED.

- 
- d) Chief Financial Officer  
New Capital Reserve Funds

MOTION: THOMPSON

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

CARRIED.

- 
- e) Chief Financial Officer  
Land Sales Reserve Fund

Discussion:

- Councillor Hammett inquired to the procedure of when the City sells property. CAO stated that this will be incorporated into a Capital Reserve Fund controlled by Bylaw
- Councillor Thompson said that when the City sells property, this will always be on the Financial Statements and interest will show separately
- CFO stated that any reserve transfer will have to be done by Bylaw

MOTION: THOMPSON

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

**AND RESOLVED THAT the COTW recommends to Council to give first three readings to 'Land Sale Reserve Fund Bylaw 2029, 2016' at the April 19, 2016, Special Meeting of Council.**

CARRIED.

- 
- f) Chief Financial Officer  
Fire Truck Parcel Tax Preparation Bylaw 2030  
Fire Truck Parcel Tax Imposition Bylaw 2031

Discussion:

- CFO if this did not pass, alternative would be to put onto taxation and amend Financial Plan
- Councillor Butler would like to see this more fairly distributed
- Councillor Ross would like to see the 594 statutory exemption and the 27 permissively exempt not be excluded from paying parcel tax. CFO will make a note for Tax Exemption 2017
- Nigel James spoke regarding fires and a reasonable level be used to fund the fire truck, also Area D to help fund

MOTION: THOMPSON

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

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

CARRIED.

Councillor Butler opposed this motion.

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- g) Chief Financial Officer  
2016 Tax Rates Bylaw 2032

Discussion:

- CFO stated that tax rates must be passed by the May 15, 2016, deadline and spoke about the Non-Market Change by Property Class, explained the three Options for Tax Rates, and rates around the region

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to give first three readings to 2016 Tax Rates Bylaw 2032 Option 2 at the April 19, 2016, Special Meeting of Council.**

CARRIED.

Councillor Butler opposed this motion.

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- h) Manager of Development & Engineering Services  
To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits



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Overview:

- to change the resolution of the City's Official Zoning Map and not Land Use Map

MOTION: HAMMETT

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

**The statement will read: "Temporary Use Permit applications will be considered by Council on a case-by-case basis within all land use designated areas on the City's Official Zoning Map", and take for consideration to the April 11th Regular Meeting.**

CARRIED.

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**7. INFORMATION ITEMS**

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**8. CORRESPONDENCE ITEMS**

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**9. LATE ITEMS**

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

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**11. QUESTION PERIOD FROM THE PUBLIC**

- a)** - Donna Semenoff spoke in regards to the Regular Meeting Summary of Information Item regarding the two hour parking on Market Avenue

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**12. ADJOURNMENT**

- a)** The Mayor adjourned the Committee of the Whole Meeting at 12:29 pm.

MOTION: HAMMETT

**RESOLVED THAT the Committee of the Whole Meeting be adjourned at 12:29 pm.**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF

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

**SPECIAL MEETING TO GO IN-CAMERA**  
**MONDAY, APRIL 11, 2016**

**PRESENT:** MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR CHRIS HAMMETT  
COUNCILLOR COLLEEN ROSS  
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
DEPUTY CORPORATE OFFICER

D. Allin  
D. Heinrich  
S. Winton

**ABSENT:** COUNCILLOR NEIL KROG  
  
NO GALLERY PRESENT

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1. **CALL TO ORDER**

a) The Mayor called the meeting to order at 1:04 PM

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2. **IN-CAMERA RESOLUTION**

Resolution required to go into an In-Camera meeting

a) Adopt resolution as per section 90 as follows:

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE SUBJECT TO SECTION 90 (1) (a), PERSONAL INFORMATION ABOUT AN IDENTIFIABLE INDIVIDUAL(S) WHO HOLDS OR IS BEING CONSIDERED FOR A POSITION AS AN OFFICER , EMPLOYEE, OR AGENT OF THE MUNICIPALITY OR ANOTHER POSITION APPOINTED BY THE MUNICIPALITY; 90 (1) (g), LITIGATION OR POTENTIAL LITIGATION AFFECTING THE MUNICIPALITY; AND 90 (1) (i), THE RECEIPT OF ADVICE THAT IS SUBJECT TO SOLICITOR-CLIENT PRIVILEGE, INCLUDING COMMUNICATIONS NECESSARY FOR THAT PURPOSE; BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHO COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.**

CARRIED.

COUNCILLOR BUTLER OPPOSED THE MOTION

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3. LATE ITEMS

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4. ADJOURNMENT

a) The meeting was adjourned at 1:06 PM

MOTION: THOMPSON

**RESOLVED THAT the meeting be adjourned at 1:06 PM**

CARRIED.

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CERTIFIED CORRECT:

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MAYOR FRANK KONRAD

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CORPORATE OFFICER - DIANE HEINRICH

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

NOT ADOPTED  
SUBJECT TO CHANGE

**REGULAR MEETING OF COUNCIL**  
**MONDAY, APRIL 11, 2016**

**PRESENT:**

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
MANAGER OF DEVELOPMENT & ENGINEERING  
DEPUTY CORPORATE OFFICER  
MANAGER OF OPERATIONS

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

**ABSENT:**

COUNCILLOR NEIL KROG

GALLERY

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**1. CALL TO ORDER**

- a) The Mayor called the meeting to order at 7:03 pm.

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**2. ADOPTION OF AGENDA**

- a) Adopt agenda  
April 11th, 2016, Regular Meeting agenda  
The Mayor advised that he was amending the agenda to include a discussion regarding the approval of the funding agreement for the Grand Forks Art Gallery Society as a late item;  
Councillor Hammett requested to add a discussion to the Gilpin Grasslands; and  
Councillor Ross wanted to add an agenda amendment to give a shout out.

MOTION: ROSS / HAMMETT

**RESOLVED THAT Council adopt the April 11th, 2016, Regular Meeting agenda as amended.**

CARRIED.

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**3. MINUTES**

- a) Adopt minutes  
March 29th, 2016, Special to go In-Camera Meeting minutes

NOT ADOPTED  
SUBJECT TO CHANGE

MOTION: BUTLER / ROSS

**RESOLVED THAT Council adopt the March 29th, 2016, Special Meeting to go In-Camera Meeting minutes as presented.**

CARRIED.

- 
- b) Adopt minutes  
March 29th, 2016, Regular Meeting minutes

Council advised that they wished to amend the minutes on page 4 of 8, Item 8 (b) to indicate that the first motion should indicate "MOTION DEFEATED:" at the end of the resolution; and further to the second motion that the resolution be amended to read, "include a stipulation that **members of their boards give quarterly reports** provided to Council....."

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council adopt the March 29th, 2016, Regular Meeting minutes as amended.**

CARRIED.

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#### **4. REGISTERED PETITIONS AND DELEGATIONS**

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#### **5. UNFINISHED BUSINESS**

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

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

Councillor Thompson provided a rebuttal verbal report with regard to Councillor Butler's report.

Councillor Hammett provided a rebuttal verbal report with regard to Councillor Butler's report.

Councillor Butler said she would be happy to discuss with Council members if they want to send their reports to her. Councillor Thompson said that she does not wish to discuss Councillor Butler's issues any further.

Mayor Konrad advised that he was saddened by all that is happening and the

assurance that Council would get along for the benefit of the citizens after the Council decision not to appeal the court decision, and further that there would be no more controversy. He further commented that he is saddened that one member of Council is not moving ahead and continues to create controversy. The Mayor advised that he wants no further discussion on the court case issue.

Councillor Ross advised Councillor Thompson's and Hammett's reports are accurate reports.

MOTION: THOMPSON / HAMMETT

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

CARRIED.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT the issue regarding the City of Grand Forks vs Butler Court Case will no longer be discussed at Council meetings.**

CARRIED.

Councillor Butler opposed the motion.

Councillor Butler spoke about the need to continue recording Council meetings.

MOTION: BUTLER /

**RESOLVED THAT Council direct Staff to hire someone on a temporary basis to film Council meetings starting at the meeting of May 9th, 2016;  
AND FURTHER that Staff bring a report back to Council with the best long term options for filming and broadcasting the meetings.**

The motion received no seconder.

MOTION: BUTLER /

**RESOLVED THAT Council directs Staff to bring back a report in July, 2016 to Council with regard to recording Council meetings**

The motion received no seconder.

The CAO advised that Staff may have a report to Council regarding the future taping of Council meetings for around July. Councillor Ross spoke with regard to Hansard recordings and advised that she would be quite content with a digital recording.

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

**a) Corporate Officer's Report**

Verbal report from Council's representative to the Regional District of Kootenay Boundary

The Mayor advised that he doesn't have a Regional District report for this evening. He reported on his attendance on March 31st, where he met with Roger Simmons

from the Hospice Society, and advised that this organization is putting up a new centre in Castlegar; and further that on March 31st, he attended a Selkirk College event in Castlegar, which he noted, was a very high end technological establishment. He reported that on April 6-8, he attended a COFI convention and that the conference was very enlightening.

MOTION: THOMPSON / BUTLER

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

CARRIED.

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**8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Deputy Manager of Operations  
Water restrictions

The Chief Administrative Officer advised that Staff would be bringing to Council, a policy amendment, that will better define the timelines when determining when to pursue water conservation procedures.

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council removes the Stage 2 Water restrictions and returns to Stage 1 Water restrictions as of April 11, 2016.**

CARRIED.

- 
- b) Deputy Manager of Operations  
Campground Policy No. 1206-A1  
The Manager of Operations advised that this is a policy update.

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council adopts the amended Campground Policy No. 1206-A1.**

CARRIED.

- 
- c) Manager of Development and Engineering  
Pickleball in Grand Forks: convert one tennis court at Barbara Ann Park into four pickleball courts and resurfacing the entire compound

MOTION: THOMPSON / BUTLER

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

CARRIED.



- 
- d) Manager of Development & Engineering Services  
Approval to proceed with applying for grant funding

Councillor Butler advised that she had a concern for the proposed well so close to Well 2. The Chief Administrative Officer advised that Well 6, was looked at for a different location, and that the project would have been an additional \$500,000 in costs to implement. The CAO added that the option presented to Council, was the most affordable.

MOTION: THOMPSON / HAMMETT

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

CARRIED.

- 
- e) Manager of Development & Engineering Services  
Saini Temporary Use Permit Application for Demolition Derby at 6401 Highway #3  
Council determined, at the morning's Committee of the Whole meeting, not to address the proposal.

MOTION: THOMPSON / ROSS

**RESOLVED THAT Council directs staff to draft the appropriate Temporary Use Permit for a Demolition Derby, as requested by Bob Saini for property located at 6401 Highway #3 and legally described as Lot 3, District Lot 653, Plan 3072.**

MOTION DEFEATED.

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## 9. REQUESTS ARISING FROM CORRESPONDENCE

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## 10. INFORMATION ITEMS

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- a) Boundary Country Regional Chamber of Commerce  
New Capital Reserve Funds

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council receives for discussion and decision the letter of request regarding a two hour parking limit on Market Avenue between the hours of 9:00 am to 5:00 pm.**

MOTION DEFEATED.

MOTION: THOMPSON / BUTLER

**RESOLVED THAT Council determine to have a round table discussion regarding parking in the downtown core.**

CARRIED.

- 
- b) Wes Tetlock, Demolition Derby Committee  
Letter explaining the organization process of the Demolition Derby Community Fundraiser Event and a request to waive the \$750 application fee

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council receives, for information purposes only, the letter from Wes Tetlock on behalf of the Demolition Derby Committee explaining the organization process of the Demolition Derby Community Fundraiser Event and a request to waive the \$750 application fee.**

CARRIED.

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## 11. BYLAWS

- a) Deputy Manager of Operations  
Campground Repeal Bylaw No. 1812 R-1

MOTION: BUTLER / ROSS

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

CARRIED.

- 
- b) Deputy Manager of Operations  
Campground Bylaw No. 2026

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council gives the first three readings of the Campground Bylaw No. 2026 and directs staff to present the Campground Bylaw for adoption at the April 19, 2016, Special Meeting of Council.**

CARRIED.

- 
- c) Chief Financial Officer  
2016-2020 Financial Plan Bylaw

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives final reading to 2016-2020 Financial Plan Bylaw 2024.**  
CARRIED.

Councillor Butler opposed the motion.

- 
- d) Manager of Development & Engineering Services  
To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits

MOTION: THOMPSON / HAMMETT

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

**AND FURTHER THAT the statement will read: "Temporary Use Permit applications will be considered by Council on a case-by-case basis within all land use designated areas on the City of Grand Forks' Official Zoning Map.**  
CARRIED.

---

## 12. LATE ITEMS

- a) Councillor Ross's Shout out  
She spoke of the amazing work done in relation to the canvas canoe production and the launching of a book in April, and further to a shout out to Gallery 2 - for their of launching a great exhibit regarding Japanese internment.

Councillor Hammett spoke with regard to the Gilpin Grasslands and the motion going to the AKBLG, and that she wished to put a motion forward tonight.

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT** council direct staff to request a consultation session with Ministry of Parks to discuss the Gilpin Grasslands Provincial Park Management Direction Statement 2009

CARRIED.

The third late item was to address the Art Gallery funding agreement and early payment of funds from May 15th to April.

MOTION: THOMPSON / ROSS

**RESOLVED THAT Council direct staff to move forward with the Funding Agreement for the Grand Forks Art Gallery that to approve early release of the May 15th budget amount to April, 2016.**

CARRIED.

Mayor Konrad opposed the motion.

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

- a) CRAIG LINDSAY - He asked about the parking request and was advised that Council will be arranging a round table. He further asked about City being in Stage 2 Water Restriction until tonight and was advised that, yes, the City was in Stage 2 until Council's decision to revert back to Stage 1 tonight.  
LES JOHNSON - spoke with regard to recordings from Les Johnson that they can be downloaded from his website.  
NIGEL JAMES - Spoke about the parcel taxes and the sources of revenue and asked if the 1.9 % is the total for the fire truck? The Chief Financial Officer advised that 1.9% of the City's total revenue would be coming from parcel tax. He spoke about the residential tax rates imposed on residents.  
DERRICK FROM THE NEW RADIO STATION IN Grand Forks - offered the use of his recording equipment if Council so chose to do this.

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**14. ADJOURNMENT**

- a) The meeting was adjourned at 8:36 pm

MOTION: HAMMETT

**RESOLVED THAT the meeting was adjourned at 8:36 PM**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE OFFICER - DIANE HEINRICH

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

**SPECIAL MEETING OF COUNCIL**

**Tuesday, April 19, 2016**

**NOT ADOPTED  
SUBJECT TO CHANGE**

**PRESENT:** MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR CHRIS HAMMETT  
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
DEPUTY CORPORATE OFFICER

D. Allin  
D. Heinrich  
R. Shepherd  
S. Winton

**ABSENT:** COUNCILLOR NEIL KROG  
COUNCILLOR COLLEEN ROSS

GALLERY

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**1. CALL TO ORDER**

a) The Mayor called the meeting to order at 10:00 am

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**2. ADOPTION OF MEETING AGENDA**

a) Adopt agenda  
April 19th, 2016, Special Meeting agenda

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council adopts the April 19th, 2016, Special Meeting agenda as presented.**

CARRIED.

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**3. REGISTERED PETITIONS AND DELEGATIONS**

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**4. UNFINISHED BUSINESS**

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**5. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Chief Financial Officer  
2015 Ladder Truck Parcel Tax Roll Review Panel

The Chief Financial Officer advised that, upon checking the local government legislation, that the members of the review panel do not need to be members of Council

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council appoints three members of City staff being Charlene Euerby, Patricia McKenzie and Roxanne Shepherd, to sit on the Fire Truck Parcel Tax Roll Review Panel in accordance with Community Charter S. 204(2)(a) and (b); AND FURTHER RESOLVED THAT the Fire Truck Parcel Tax Roll Review Panel sitting be held on May 10, 2016, at 10:00 am in Council Chambers.**

CARRIED.

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**6. REQUESTS ARISING FROM CORRESPONDENCE**

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**7. BYLAWS**

- a) Chief Financial Officer  
Tax Sale Properties Reserve Fund Amendment

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council gives first three readings to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016'.**

CARRIED.

- 
- b) Chief Financial Officer  
Capital Reserve Fund Amendment Bylaw

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016'.**

CARRIED.

- 
- c) Deputy Manager of Operations  
Campground Repeal Bylaw No. 1812 R-1

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council gives final reading to, and adopts the Campground Repeal Bylaw No. 1812 R-1.**

CARRIED.

- 
- d) Deputy Manager of Operations  
Campground Bylaw No. 2026

MOTION: BUTLER / THOMPSON

**RESOLVED THAT Council gives final reading to, and adopts the Campground Bylaw No. 2026.**

CARRIED.

- 
- e) Chief Financial Officer  
Slag Sales Reserve Fund - repeal and new bylaw  
Council asked if the City has included the 2016 slag sales reserves and was advised that yes, it was as per the 2016 Financial Plan. Councillor Hammett advised that she would like to see a percentage of the fund being placed as a legacy fund in the future year of 2017 for consideration.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016';  
AND FURTHER RESOLVED THAT Council gives first three readings to 'Slag Sale Reserve Fund Bylaw 2027, 2016'.**

Council spoke with regard to the separating the resolution into two parts in order to keep the process clean, keeping in mind the concern that if a repeal was adopted and the new bylaw, wasn't, that the City could essentially be without a bylaw.

AMENDED MOTIONS:

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016';**

CARRIED.

Councillor Butler opposed the motion.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to 'Slag Sale Reserve Fund Bylaw 2027, 2016'.**

CARRIED.

Councillor Butler opposed the motion.

- 
- f) Chief Financial Officer  
New Capital Reserves Bylaw

MOTION: BUTLER / HAMMETT

**RESOLVED THAT Council gives first three readings to 'Capital Reserve Funds Establishment Bylaw 2028, 2016'.**

CARRIED.

- 
- g) Chief Financial Officer  
Land Sales Reserve - repeal old bylaw, adopt new bylaw

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to 'Land Sales Reserve Fund, 1999 Repeal bylaw No. 1609-R, 2016';**

CARRIED.

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT Council gives first three readings to 'Land Sale Reserve Fund Bylaw 2029, 2016'.**

CARRIED.

- 
- h) Chief Financial Officer  
Fire Truck Parcel Tax Preparation Bylaw 2030  
Fire Truck Parcel Tax Imposition Bylaw 2031  
The Chief Financial Officer advised that churches and municipal properties are not exempt to parcel taxes, and that the only properties exempt from parcel taxes are the province, schools and hospitals.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016;**

CARRIED.

Councillor Butler opposed the motion.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to the Fire Truck Parcel Tax Roll Imposition Bylaw 2031, 2016.**

CARRIED.

Councillor Butler opposed the motion.



- i) Chief Financial Officer  
2016 Tax Rates Bylaw 2032

The Chief Financial Officer spoke with regard to all the services included in the taxes which have been placed on the wall in Council chambers for everyone's reference.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council gives first three readings to 2016 Tax Rates Bylaw 2032.**

CARRIED.

Councillor Butler opposed the motion.

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8. **LATE ITEMS**

- a) To include a question period in the agenda

MOTION: BUTLER / HAMMETT

**RESOLVED THAT Council determines to open up a question period to the public.**

CARRIED.

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9. **ADJOURNMENT**

- a) The meeting was adjourned at 10:27 AM

MOTION: BUTLER

**RESOLVED THAT the meeting be adjourned at 10:27 AM**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

---

CORPORATE OFFICER - DIANE HEINRICH



# **City of Grand Forks Council Delegation**

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

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

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## **Presentation Outline**

**Presentations may be a maximum of 10 minutes.**

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

BC Wildlife Federation – Wetlands Education Program

*to request that you consider:*

Accepting for information a presentation about the significance of protecting natural areas and wetlands such as the Johnson Flats.

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

BC Wildlife Federation has a strong interest and role in educating BC communities and individuals on how to assess their wetland assets and use this knowledge to increase community well-being. The BCWF Wetlands Education Program has an ongoing interest in the stewardship of the wetlands in Grand Forks and surrounding rural areas and we wish to share with Council the benefits of assessing and protecting these wetlands.

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

By receiving the information on the benefits of protecting wetland natural areas Council will have increased guidance for supporting their decisions regarding inventory, protection, and management planning of these assets, and furthermore the opportunity to develop partnerships around wetland conservation, science, and restoration.

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

To decrease the City's ability to achieve progress in protecting wetland assets and the associated benefits for community and regional resilience, sustainability liveability.

## **City of Grand Forks Council Delegation**

*In conclusion, I request that the COTW adopts the following resolution:* THAT the COTW receives the delegation from the BC Wildlife Federation – Wetlands Education Program

Name:	Neil Fletcher
Organization:	BC Wildlife Federation
Mailing Address (incl. Postal Code)	101-9706 188th Street, Surrey, BC V4N 3M2
Telephone Number:	604-882-9988
Email Address:	<a href="mailto:wetlands@bcwf.bc.ca">wetlands@bcwf.bc.ca</a>

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council or Committee of the Whole. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the “Coordinator” City of Grand Forks. The “Council – Meetings – Delegation – Petition Protocol Policy” No. 106 can be found at: <http://www.grandforks.ca/wp-content/uploads/Delegation-Protocol-2013.pdf>

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# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** May 9<sup>th</sup>, 2016  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

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

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**Benefits or Impacts of the Recommendation:**

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

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

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

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

---

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

	
Department Head or CAO	Chief Administrative Officer



## Councillor's Report 04.11.16

## Councillor Chris Hammett

### March 31: Webinar – Commercial Development

- attended Commercial/Industrial Development webinar along with the staff from the planning department. Subjects covered were:
  - The Timing of Development
  - The Form of Development
  - Parking Needs and Supply
  - Site Coverage and Density
  - Water and Sewer Services
  - Aesthetics
  - Market Value
  - Property Assessment
  - Property Tax Revenue
  - Business Tax Revenue

### April 5: Special Meeting

### April 5: Gilpin Grasslands committee meeting

- watched drone video of the fenced area of the Nature's Trust
- several hundred acres on the Gilpin Grasslands is privately owned by rancher, but the land will not support any more grazing
- RD suggests that we contact Ministry of Parks and request a consultation session regarding the Management Direction Statement 2009 for the Gilpin Grasslands Provincial Park
- RD suggests that the City or RD apply for grants to continue fencing around NT land

### April 11: - COTW

### April 11: - Regular meeting

### April 12: Candidate information session

- disappointing turn-out; only 2 of the 7 candidates attended this very informative session (Cathy Korolek and Kyle Pyper)

### April 14: BCRCC board meeting

- the next **Biz after Biz** will be held in **Midway at the Museum** on May 12, 5pm
- the BCRCC board agreed to structure the **Boundary Regional Tourism Committee** as a sub-committee of the Chamber

### April 18: semi-annual deer count

- met at dawn
- actual number of deer in the city has increased from the same time last year, but total in downtown core has decreased

### April 19: Special Meeting

### April 20: Park land visit

- very excited to visit the first of several wetland sites that the city will identify as protected parkland

### April 20: Downtown Business Association meeting

- attended the general meeting to re-establish the DBA as a sub-committee of the BCRCC
- discussed unique concerns applicable to businesses in the downtown core eg: staff parking in front of stores, consistent business hours, events, street closures, vagrancy and theft etc.

- April 21:** met with Gerry Foster – re: GFI

- ## April 22: Earth Day at the Learning Garden

- April 26: Economic Development workshop – Kimberley**



solar project in BC to sell power to the BC Hydro grid. The second tour was of the **Mark Creek Flume: Stream Rehabilitation & Naturalization Project**. Mark Creek runs directly through the heart of Kimberley. In an effort to control flooding during spring run-off, the Creek was encased in a concrete flume in the 1950s. Acidic mine waste flowed down the creek for 60 years, making it unsuitable for aquatic life or recreation. The rehabilitation of Mark Creek has been recently completed, with a goal of providing both improved flood protection and restoring a natural habitat. On this walking tour of Mark Creek we saw the beautiful stacked rock banks and ponds that have been constructed.

- Attended a presentation by Greg Caws, CEO **BC Innovation Concepts (BCIC)**

BCIC operates a Venture Acceleration Program for high tech start-ups and also has an Industry & Innovation Group designed to help your business grow. They offer entrepreneurial support programs – mentoring, data and knowledge sharing, and structured accelerator programs.

- **Christina Benty's** presentation **"Be Led Apart or Lead Together"** addressed the importance of Regional Districts and Municipal governments working together

- **Southern Interior Development Initiative Trust**

*Mission*

*The mission of the Southern Interior Development Initiative Trust is to support strategic investments in economic development projects that will have long-lasting and measurable benefits to the Southern Interior.*

*Our objective is to help grow and diversify the economy of the Southern Interior of British Columbia through economic development initiatives in 10 key sectors.*

*I downloaded and picked up hard copies of Grant Application Overview, although I'm sure our staff are aware of this opportunity.*

- *I was fortunate to meet with **Celeste Mullin** (CEO of **Golden Life Management**) after her excellent presentation on the aging demographics in our communities and how they impact us. I spoke with her about the wonderful ladies from Silver Kettle who attend our budget meetings with the hope that the city will move their need for sidewalks up on our priority list. She was quite surprised to learn that there were no sidewalks there. I asked for their help in facilitating their resident's needs to access community services without the use of transportation and she was quite receptive... promising to look into this. Hopefully, a follow-up will prove fruitful.*

**April 30: BCMCLC – Energy Leadership Workshop – Kimberley**

- *BC Mayors Climate Leadership Council*
- *Attended this additional workshop with Councillor Thompson to learn how neighbouring communities are engaged in saving energy, emissions, and money in their own operations.*
- *Strategies for moving forward on climate change*
- *Improvements to the building codes in a consistent way across the region*
- *Require Energuide rating for major renovations*
- *Utility program for low income renovation*
- *Biomass and heat pumps*
- *Electric vehicles charging network*
- *Ongoing transit improvement*
- *Organics diversification*

**May 2: TOTA presentation – “Driving Tourism Together”**

- *This 2 hour presentation was open to anyone interested in tourism from all across the Boundary.*
- *Although all of the staff did presentations on the specific roles they play, I was particularly interested in the presentation by Ellen Walker-Matthews, who spoke specifically to the Rails Trails Tourism Marketing & Development Plan. Key areas emphasized were:*
  - *Strategic Goals*
  - *59 recommendation*
  - *Charter of Sustainability*
  - *Advancing our First Nations Strategy and Product Development*
  - *Getting involved*

***I spoke with Ellen about the formation of our Regional Tourism Advisory Committee and she was very excited that we had taken the initiative to work together throughout the region and would like to attend and participate in some of our meetings. She also offered additional funding and co-op money.***

**Summary:** I’ve had a very busy past few weeks and although I’m disappointed that my resolution to push the Provincial Government to follow it’s own mandate to protect the Gilpin Grasslands Provincial Park and the Nature’s Trust Lands, I’m confident that with the new contacts made that can assist and from what I’ve learned by networking with others, we’ll be successful in pursuing this at a local level. On a high note, our council was successful in having 3 of our 5 resolutions passed at the AKBLG, with Councillor Butler’s Water resolution making it into the top 5. I’m also very excited about the energy we’re experiencing with the formation of both the Downtown Business Association and the Regional Tourism Advisory Committee. Everyone is in agreement that the timing is right and I hope the momentum continues.

## MEMORANDUM

TO: Mayor and Council

FROM: Councillor Christine Thompson

DATE: May 9, 2016

SUBJECT: Report to Council

April 12<sup>th</sup>, I participated in a Question and Answer session for candidates running in the up-coming by-election. Of the 7 candidates who have put their names forward, Cathy Korolek and Kyle Piper attended, and Gloria Koch came in some time later representing a candidate who was not able to attend. Doug Allin, our CAO had a very detailed print out of the types of things that Councils deal with. Mayor Konrad, Councillor Hammett and I, along with our CAO and Deputy Chief Elections Officer Sarah Winton, answered questions that were asked.

Monday, April 18<sup>th</sup>, the Phoenix Foundation held their monthly meeting in the Board Room of the Grand Forks District Savings Credit Union. The Foundation's Chair Gary Smith, and Director Diana Carr attended the Credit Union's Annual General Meeting and accepted their generous contribution of \$100,000.00.

Staff took members of Council on a tour of the wetlands behind Evergreen Cemetery on Wednesday, April 20<sup>th</sup>. I was amazed at what is there as I never had occasion to tour that particular area. There are certain areas that need to be improved and upgraded, and in response to my question, we were advised that this could qualify for a grant under the Municipal Natural Capital Initiative Program. Our staff needs to be praised for having the foresight to submit a non-binding expression of interest on behalf of our City prior to the deadline date of March 14<sup>th</sup>, and advising Council of their actions in a Memorandum received at the March 29<sup>th</sup> Regular Meeting. Job well done!!

It was my pleasure, on behalf of Mayor Konrad and Council, to welcome the attendees at the Earth Day Event held at the Learning Garden that was held Friday, April 22<sup>nd</sup>. The areas First Nations conducted a ceremony with prayers, singing and drumming. They will be planting a healing garden of plants and herbs that can be used by everyone in our community.

The Boundary District Arts Council held their 17<sup>th</sup> Annual Arts & Culture Week celebration on Saturday, April 23<sup>rd</sup>. Our own Councillor Hammett displayed 8 framed pictures in groups of 4 that were stunning. It never ceases to amaze me the wonderful array of talent we have in the Boundary, including photographers,

dancers, wood carvers, painters, and other artists. Congratulations to everyone who contributed to this event.

The week of April 25<sup>th</sup>, I attended the AKBLG Annual Conference, and the pre and post conference workshops.

Economic Development Building Blocks was the theme of the pre-conference workshop that was facilitated by Ministry of Jobs, Tourism and Skills Training staffers Gerri Brightwell and Larry Olson. Attendees were provided with an Investment Readiness Assessment Checklist and a Business Attraction Toolkit for BC Communities. This was an interactive workshop and I found it interesting to learn that the Mayors of Cranbrook and Kimberly have joined forces to foster economic development in their area.

Delegates to the conference were taken on a tour of Kimberley's SunMine Solar Project that generates enough energy for some 250 homes. We were also taken to the Mark Creek Naturalization project that has been rehabilitated to provide flood protection and restoring the natural habitat. Both tours were very educational.

Plenary sessions included presentations on Be Led Apart of Lead Together, The Regional/Municipal Conversation (Christina Benty); Rural Dividend Fund (Director Grace MacGregor, Area C Christina Lake); and Transitioning to the New Rural Economy (Dr. Terri MacDonald).

One Keynote Speaker was Celeste Mullin, Chief Operating Officer of Golden Life Management. Ms. Mullin explained that this family business began as a result of her father unable to find a suitable place for his elderly mother. They have several complexes in the Kootenay areas and two in Alberta. The second Keynote Speaker was Greg Caws, CEO of the BC Innovation Council.

Concurrent sessions that I attended included a session on the 411 on 420: Local Governments and Marihuana, and Agriculture in the Kootenays: Exploring Opportunities and Innovations.

Delegates also heard from two legal firms regarding Control of Medical Cannabis Dispensaries, Update on Canadian laws around legalization and cultivation, and promoting business in the face of the prohibition against assistance.

I am pleased to report that the resolution I prepared requesting the Province of British Columbia to conduct a survey of Municipal Tax Collectors in 2016 to obtain current information on the effectiveness of Tax Sale and their comments on the process was endorsed by the membership with one amendment, being the deletion of "in 2016" and replaced by the word "immediately". Of the 5 resolutions our Council submitted for consideration at the Annual General

Meeting 3 were endorsed. I will let the Councillors speak to the resolutions they prepared.

The post-conference session Energy Leadership Workshop focused on Strategic Community Energy and Emissions Plans. The City of Grand Forks was recognized as being in the forefront of this issue having developed a draft plan.

Respectfully,

Christine Thompson,  
Councillor



## Councillor's Report

May 9, 2016

Julia Butler

The April 14 Rec Commission meeting was full of many new initiatives. We reviewed the stats for the \$2 Sundays, the different options for the new deck in the aquatic centre, the possibility of a Saturday Country Market in the parking lot, a presentation by Sarah Winton, Communications Officer for The City of Grand Forks, on upcoming events and park usage, 2016 budget, LED lighting for the aquatic centre, queries regarding the requirements for jerseys hanging in the arena and a possible raft race for Christina Lake.

I attended the AKBLG from April 27-29 in Kimberley. Our council brought 5 resolutions to the conference this year, three of which were passed. In my opinion all of them were good resolutions but the AKBLG is trying to reduce the number of resolutions forwarded to the UBCM so not every resolution can make it. Protection against privatization of water, a review of how the AAC in forestry is determined and a review of how the annual tax sale is conducted were all passed with the water resolution being given priority as one of the top five. The resolution regarding the Gilpin Grasslands and the resolution asking forestry companies to consult with local councils and the public with respect to their operating plans both didn't get a majority vote. Some people were concerned with the influence of private corporate sponsors who were perceived to be lobbying councillors for their vote. The issue of corporate sponsorship of government events is something I will be speaking to the AKBLG board about in the upcoming year. A lot of the convention seemed like an infomercial as each sponsor gave their presentation on stage and had a booth set up in the trade show. Although it is interesting to learn about the different large corporations operating in our area, their "friendship" with government can influence the thinking and voting of councillors.

On April 20 staff prepared a wetlands tour for council behind the cemetery. It is a beautiful walk and a jewel in the middle of our city. We received plans for a new walk way to be constructed including the reinforcement of the bank. We talked of rezoning the area to protect it from development. Eco assets were again assumed to already be a go ahead but I am concerned with the added cost to taxpayers that this avenue of asset management will entail. I would support applying for grants to construct the walkway and reinforce the bank but I would not support tax money being spent when we have other infrastructure to attend to first.

I was shocked to hear about the firing of our local reporter Craig Lindsay last week. I have been impressed with Mr. Lindsay's willingness to do investigative journalism and dig deep for a story. Even though I often fell under his microscope, I'm glad he had the courage to look deeper into the issues of our city. I wish him well in the future.

Notice of Motion – That council strike a committee to look into the possibility of using bacterial agents to break down the sludge buildup in the sewer ponds. Further that the committee consist of the Manager of Operations, David Reid, Graham Watt, Councillor Ross and Councillor Butler.





May 2016  
Report- Councillor C Ross

April 2— Agriculture Society of The Boundary Region: Key note address by Abra Brynee— Building a Local Food System. AGM followed.

April 14th— Gallery 2 Board Meeting— plans underway for several events and workshops.

April 19th— Sustaining our Headwaters- Westbridge Community Centre: Lead my Okanagan Nation Alliance—“A human to water relationship is a physical manifestation of creation to creator, as the life force of the land.” Headwaters are the most sacred places; can’t discuss water without discussing relationships; responsibilities and obligations to protect our headwaters; there are natural laws— when we violate those laws we pay the consequences; forestry creates massive dead zones in nature that never fully recover; can’t discuss water and sustainability without discussing cattle in streams, rivers, lakes, ponds or wetlands; can’t discuss water in BC without discussing forestry impacts; we can’t discuss forestry and ignore water.

Ecosystem Health—restoring habitat for wildlife and fish

20th— Park Land site visit— restoring and protecting wetlands in the city starts with meaningful protection of these sensitive areas in our boundaries.

April 22nd— Hot and Bothered in the Kootenays— focusing on water—conserving water in the face of climate chaos and the resulting droughts, floods and fires. There is a long term trend of warming with record high temperatures happening more regularly. Catastrophic weather events are happening more often, and more severe.

Water out surpasses water in

Low water in streams indicates the health of an aquifer

Government must repair past harms— not keep doing what was done

Organizational habits and attitudes must change in order for real change to occur— lead by example

Examine where forest meets the community to determine vulnerability to impact of forest fires be “fire smart” and “water smarter”

Mitigate “energy appetite” using creative solutions

Change has to be collaborative, and it forces us to be creative. Change can be fun.

April 27,28,29 AKBLG Kimberly

Various speakers and workshops. Too many presentations from sponsors.

Of the 5 resolutions submitted by the city of GF, 3 were passed.

1. Reviewing Allowable Annual Cut Process for Determination- forestry CARRIED
2. Water— protect and not privatize in BC CARRIED
3. Tax Sale Revenue Sharing with Municipalities CARRIED



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** May 9<sup>th</sup>, 2016

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

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

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

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**Benefits or Impacts of the Recommendation:**

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

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


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

**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Deputy Corporate Officer / Communications  
**Date:** April 29, 2016.  
**Subject:** Social Media Policy  
**Recommendation:** **RESOLVED THAT COUNCIL ADOPT THE SOCIAL MEDIA POLICY 207.**

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

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

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

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

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

---

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

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

**Strategic Impact:**

[economic growth]

[community engagement]

[community liveability]

**Financial:** n/a

**Policy/Legislation:** n/a



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# REQUEST FOR DECISION

— REGULAR MEETING —



Attachments: DRAFT Social Media Policy 207

**Recommendation:**

**RESOLVED THAT COUNCIL ADOPT THE  
SOCIAL MEDIA POLICY 207.**

**OPTIONS:**

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

	
Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

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

## PURPOSE

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

## POLICY

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

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

## PRIMARY GOALS

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

## PROCEDURE

### TIMELINES

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

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

### GUIDING PRINCIPLES OF APPROPRIATE USE

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

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

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

### DISCLAIMER

The following disclaimer is posted on Facebook:

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

### RECORDS

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

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



## SCOPE

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

## RESPONSIBILITY

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



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Deputy Corporate Officer  
**Date:** April 30, 2016  
**Subject:** Rural Dividend Fund / Economic Development  
**Recommendation:** **RESOLVED THAT Council 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.**

---

**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.

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



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# REQUEST FOR DECISION

— REGULAR MEETING —



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.

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## **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]

 [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

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## **Recommendation:**

**RESOLVED THAT** Council approve the application to the Rural Dividend fund for the Land Development Showcase project and



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# REQUEST FOR DECISION

— REGULAR MEETING —



further that Council approve amending the financial plan to fund the City's portion from surplus

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

	
Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



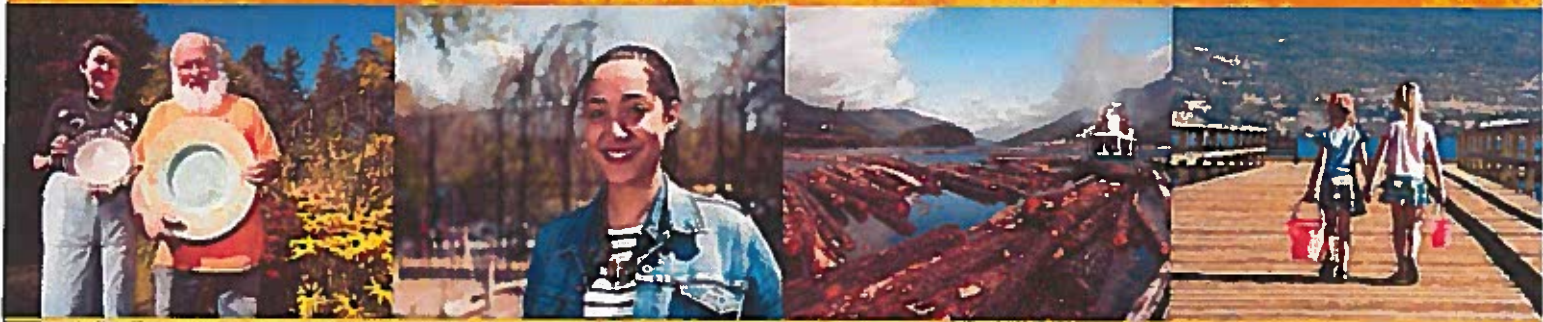
Community Engagement



Community Liveability



# BC Rural Dividend Program Guide

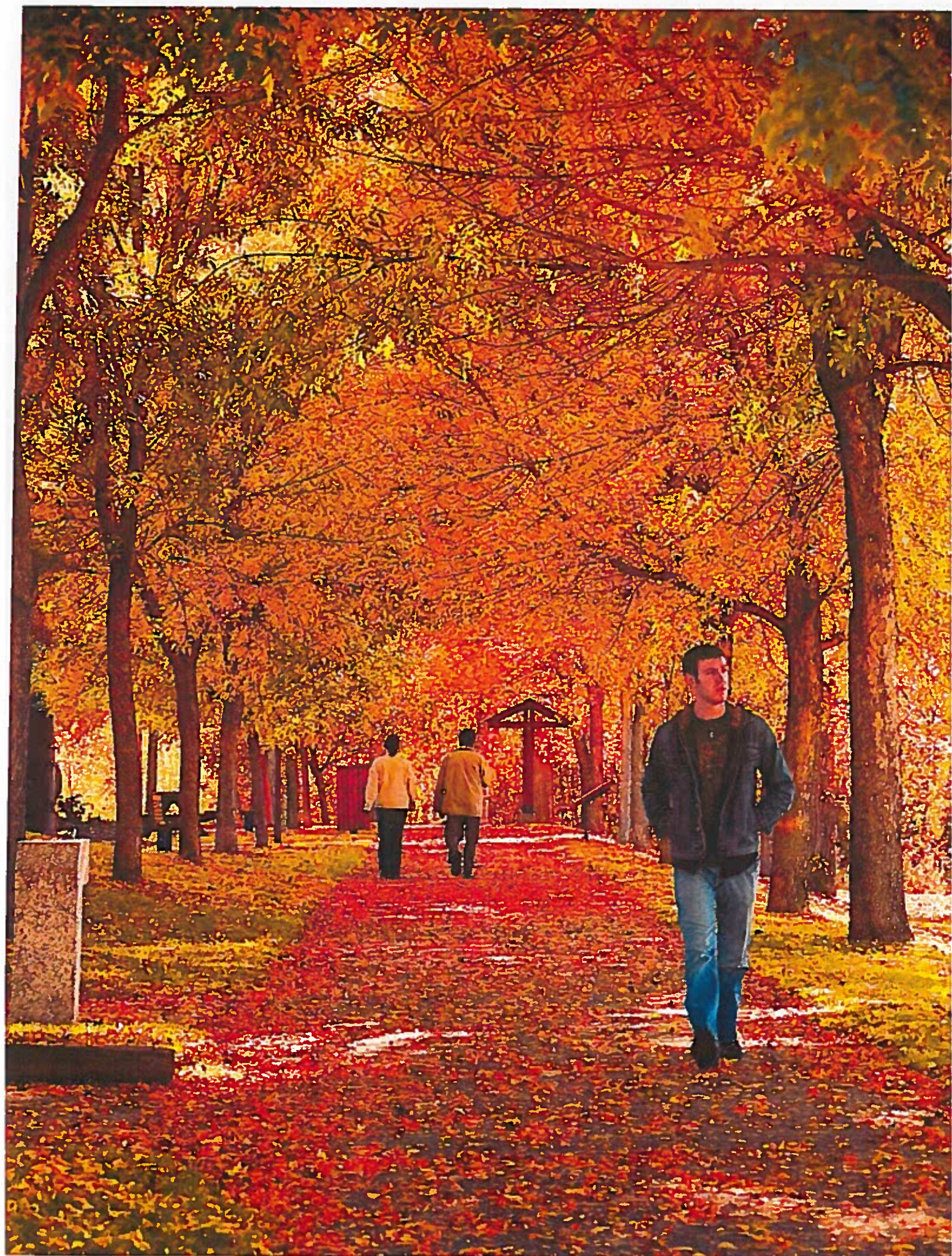


First Round Application Intake 2016/17



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:

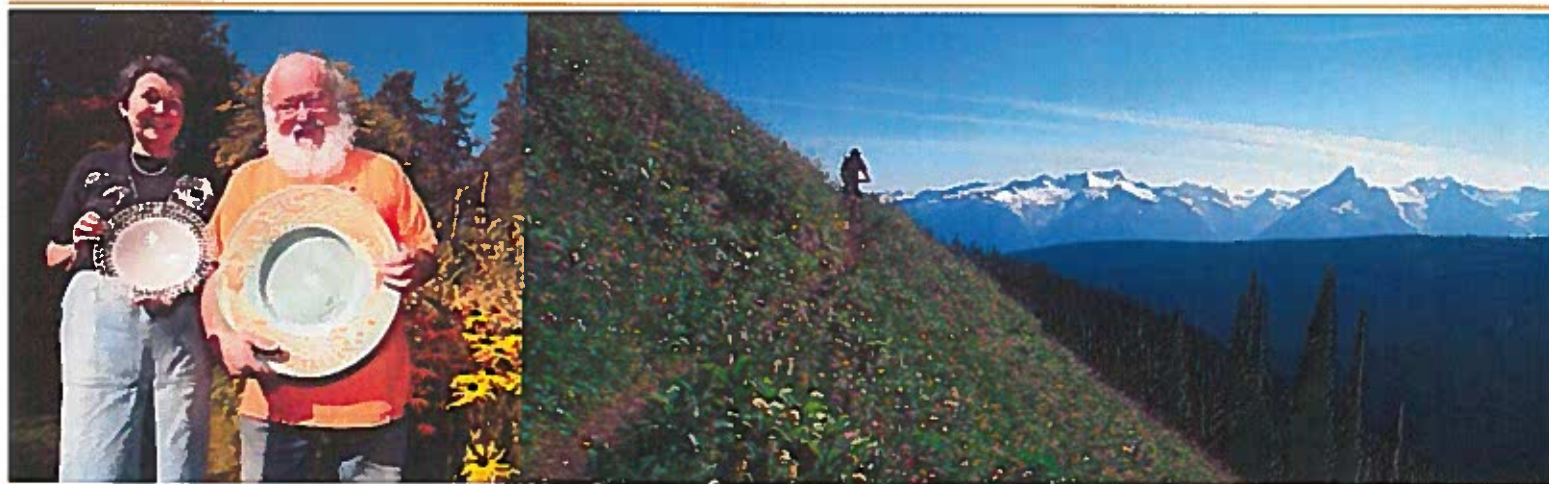
- › A community with a population of 25,000 or less<sup>1</sup>, located outside of Metro Vancouver<sup>2</sup> and the Capital Regional District.<sup>3 4</sup>
- › An unincorporated area with a population of 25,000 people or less.

<sup>1</sup> 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/foqs-spg/select-Geo-Choix.cfm?Lang=Eng&GK=CMA&PR=10#PR59](http://www12.statcan.gc.ca/census-recensement/2011/as-sa/foqs-spg/select-Geo-Choix.cfm?Lang=Eng&GK=CMA&PR=10#PR59)

<sup>2</sup> Metro Vancouver [www.metrovancouver.org](http://www.metrovancouver.org)

<sup>3</sup> Capital Regional District [www.crd.bc.ca](http://www.crd.bc.ca)

<sup>4</sup> 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"> <li>› Help communities to develop feasibility assessments and business cases for projects.</li> <li>› Eligible Applicant can apply for up to 100% of total project cost.</li> <li>› Eligible Applicant must show how the funding would support future eligible project applications.</li> <li>› No guarantee of funding in subsequent applications.</li> </ul>
Single Applicant	\$100,000	<ul style="list-style-type: none"> <li>› Eligible Applicant can apply for up to 80% of the total project cost.</li> <li>› Eligible Applicant must contribute at least 20% of the total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).*</li> <li>› Eligible Applicant's contribution cannot be sourced from another government program at any level (except Community Works Fund).</li> </ul>
Partnerships	\$500,000	<ul style="list-style-type: none"> <li>› Eligible Applicant must have at least one Eligible Partner.</li> <li>› Eligible Applicant can apply for up to 60% of the project costs.</li> <li>› 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).*</li> <li>› Contributions from Eligible Applicant and Eligible Partners cannot be sourced from another government program at any level (except Community Works Fund).</li> <li>› Eligible Applicant is signatory on funding agreement.</li> </ul>

\* 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.

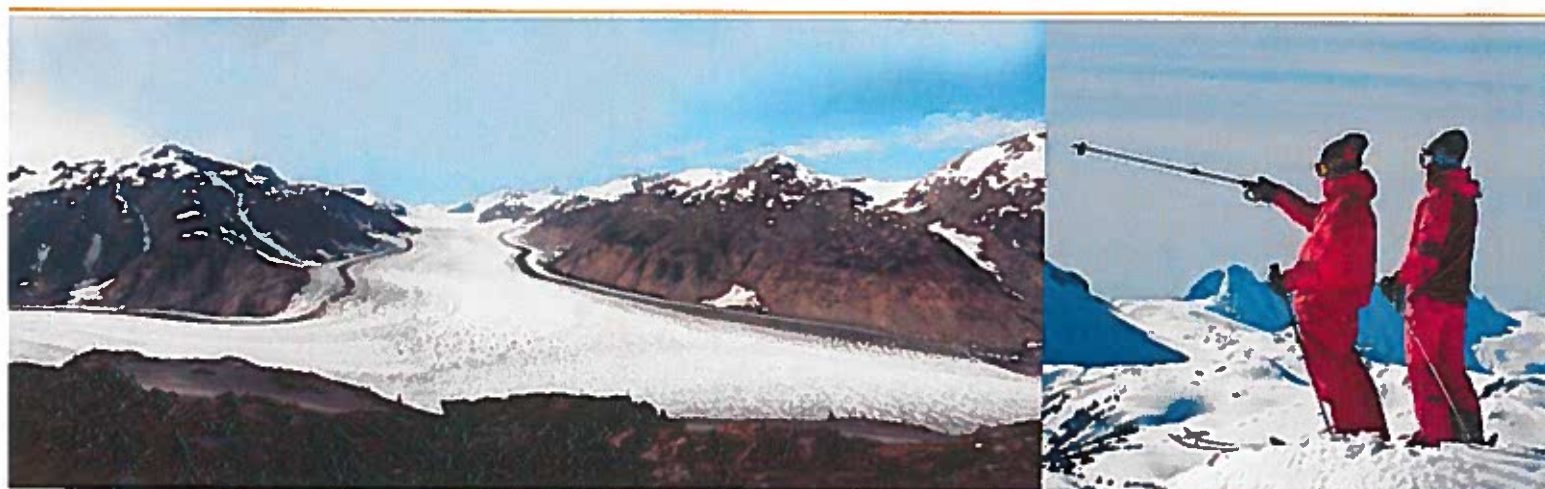
## 2.9 » Project Timelines

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



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



### 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](http://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](mailto: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.

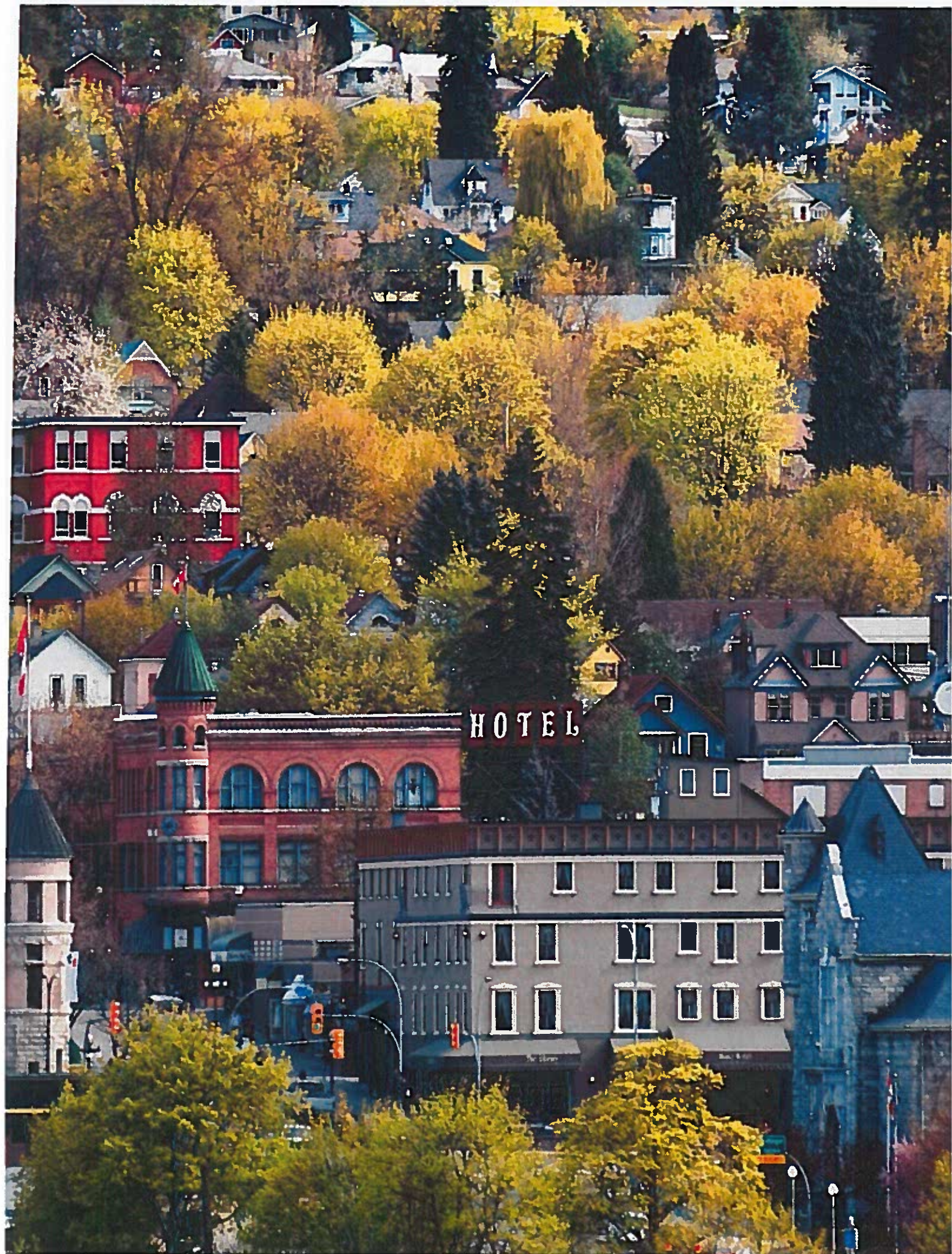
## 3.2 » Application Support

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](http://gov.bc.ca/ruraldividend)), application support is available through FrontCounter BC at [FrontCounterBC@gov.bc.ca](mailto: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](http://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:** 1-877-855-3222

**EMAIL:** [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca)

**OFFICE LOCATIONS:** [www.frontcounterbc.gov.bc.ca/locations](http://www.frontcounterbc.gov.bc.ca/locations)

### Rural Dividend Program

**EMAIL:** [ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca)

**WEBSITE:** [gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend)



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Chief Financial Officer

**Date:** May 9, 2016

**Subject:** Presentation of 2015 Financial Statements

**Recommendation:** **RESOLVED THAT COUNCIL RECEIVE THE PRESENTATION MADE BY THE CHIEF FINANCIAL OFFICER WITH REGARD TO THE 2015 AUDITED FINANCIAL STATEMENTS AND FURTHER APPROVES AND ACCEPTS THE 2015 AUDITED FINANCIAL STATEMENTS AS REQUIRED UNDER THE COMMUNITY CHARTER**

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## **BACKGROUND:**

The Chief Financial Officer will make a presentation to Council on the 2015 Audited Financial Statements, as required under the Community Charter.

Due to Auditing Standards established by the Canadian Institute of Chartered Accountants, an auditor may not sign off on the audit report until Council (or those with the responsibility) has approved and accepted the Financial Statements. If the financial statements are presented first in a public meeting, they would technically not be audited. Therefore, the financial statements are marked as "draft" and first presented at an in-camera meeting. At the in-camera, Council considers accepting and approving the financial statements.

Once approved, the auditors then sign off, the 'DRAFT' is removed, and the financial statements are presented at a Regular meeting of Council as audited financial statements. As the Regular meeting is usually scheduled the same day as the in-camera, the audited Financial Statements appear as a 'Late Item' on the Regular agenda.

---

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

**General:** Presentation of the financial statements to the public provides valuable information on the financial health of the community.

**Policy/Legislation:** Community Charter S.171(1), the municipal auditor must report to the council on the annual financial statements of the municipality.

Community Charter S. 167(4) By May 15 in each year, a municipality must submit to the inspector its audited financial statements for the preceding year and any other financial information requested by the inspector.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Attachments:** 2015 Audited Financial Statements will be submitted to the agenda as a late item after the in-camera meeting.

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**Recommendation:** RESOLVED THAT COUNCIL RECEIVE THE PRESENTATION MADE BY THE CHIEF FINANCIAL OFFICER WITH REGARD TO THE 2015 AUDITED FINANCIAL STATEMENTS AND FURTHER APPROVES AND ACCEPTS THE 2015 AUDITED FINANCIAL STATEMENTS AS REQUIRED UNDER THE COMMUNITY CHARTER

**OPTIONS:**

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

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 Department Head or CAO	 Chief Administrative Officer
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# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** May 9, 2016  
**Subject:** Financial Plan amendment for Water Rates Analysis  
**Recommendation:** **RESOLVED THAT COUNCIL AMEND THE 2016 FINANCIAL PLAN TO INCLUDE A COMPREHENSIVE WATER RATES ANALYSIS FOR \$\_\_\_\_\_ TO BE FUNDED BY WATER SURPLUS.**

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## **BACKGROUND:**

After completion of the installation of residential water meters, the City plans to complete a water rates analysis to determine the water and waste water rates needed to fund the system in the future. The analysis will include collecting at least a year of consumption data and determining the revenue requirements for the City for operations and capital maintenance. As the water meter project completion has been delayed, the water rates analysis has also been delayed.

The City has received a request to review the current water rates structure as it is seen as inequitable. In order to complete this process in a timely fashion, staff is requesting a 2016 Financial Plan amendment to fund the Water Rates Analysis from water surplus.

The City would like to have the analysis complete by the end of 2016 in order to have the new rate structure effective January 1, 2017. As there is not yet a full cycle of consumption data, the rates may need to be adjusted after a full cycle of consumption data is received. However, completing the rates analysis this year will ensure the issue of perceived inequity is dealt with in a timely manner.

---

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

**General:** A comprehensive rates analysis will allow the City to account for all variables when determining an equitable rate structure.

**Strategic Impact:** The water rates analysis will determine the water and waste water rates needed to properly plan for operations and infrastructure repair and replacement.

**Financial:** The water rates analysis was not included in the 2016 Financial Plan and will require a financial plan amendment

**Attachments:** Urban Systems Water and Sewer Rates Review Proposal

---

# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:**

**RESOLVED THAT COUNCIL AMEND THE 2016 FINANCIAL PLAN TO INCLUDE A COMPREHENSIVE WATER RATES ANALYSIS FOR \$ \_\_\_\_\_ TO BE FUNDED BY WATER SURPLUS.**

**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
--------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------



# MEMORANDUM

Date: May 2, 2016  
To: Roxanne Shepherd, CFO  
cc:  
From: Scott Shepherd, BA, AScT  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review

Urban Systems is pleased to provide the City of Grand Forks (the "City") with this work plan and budget to undertake a review of their current water and sewer rates.

## Project Understanding

It is our understanding that the City needs to revise its rates structure to reflect the outcomes of the 'road to financial sustainability' and the recent universal water metering installations. The revised water rate structure must; generate sufficient revenues, allocate costs in an equitable manner, and promote water conservation. Similarly the revised sewer rates must also generate sufficient revenues and allocate costs in an equitable manner.

### Generate Sufficient Revenues

The City needs to be confident that the water and sewer utilities have sufficient revenues to operate and maintain the water system on a financially sound and prudent basis. Urban Systems will rely on the City to provide input on what the forecast revenue requirements are over the next 5 years.

### Ensure that costs are allocated in an equitable manner

The City water and sewer utilities serve a variety of different customer types including residential, ICI, and agricultural. There is some concern that the current form of the rate structures may not be allocating costs in an equitable manner and that the rates structure should be updated. It is understood that this approach will likely yield rates that are different from what is currently in effect in the City so the results will need to be considered carefully by staff as to how to best implement and how to communicate to the consumers a new rate structure that reflects a more equitable allocation of costs.

### Promote Water Conservation

Water rates that send an accurate "price signal" to the customer are known to be effective at reducing water consumption. When developing the new rate structure it will be important to ensure that it effectively promotes water consumption.

The remainder of this memo describes the overall approach and work plan, proposed budget, schedule and project team.

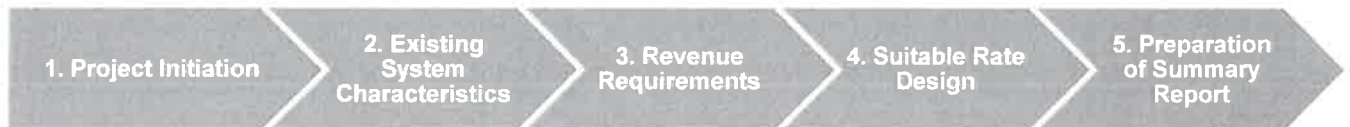
## MEMORANDUM

Date: May 2, 2016  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review  
Page: 2 of 5

## Approach and Work Plan

### Approach

The figure below illustrates the key components of our overall approach, generally in the sequence that they will be conducted.



### Proposed Work Plan

The following methodology is consistent with the American Water Works Association (AWWA) Manual of Water Supply Practices – M1.

#### 1. Project Initiation

**Objective:** Meet with the City of Grand Forks project team to

- i) review and confirm the scope of work;
- ii) review the schedule and milestone dates;
- iii) discuss the project background, objectives, guiding principles and requirements;
- iv) clarify the roles and responsibilities of the project team members;
- v) provide the City with a formal request for the information required to complete the study and discuss/clarify as required.

The project initiation meeting will be conducted in the City of Grand Forks offices. The meeting will take approximately 2-3 hours and should be attended by the key representatives of both the City's project team and the Urban Systems' team.

#### Products/Outputs:

- ▶ Agenda for meeting;
- ▶ Formal request for information from the City of Grand Forks; and
- ▶ Minutes of meeting #1.

#### 2. Review of Existing System Characteristics

**Objective:** To gain a clear understanding of how the water system is configured, how the various customer groups are served, and how customer demand varies month to month and year to year.



## MEMORANDUM

Date: May 2, 2016  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review  
Page: 3 of 5



**Process:** The review will clarify water and sewer usage characteristics for each class of customer. The review will be based on information provided by the City of Grand Forks and will take approximately two weeks. The outputs, listed below, will be a series of tables that will form the basis for the remainder of the study.

### Products/Outputs:

- ▶ Inventory of water meters by size and customer type;
- ▶ History of total annual and monthly water use by customer type;
- ▶ History of system flow data for water by month (by day if available);
- ▶ Technical memo #1 summarizing the system characteristics.

## 3. Determination of Revenue Requirements

**Objective:** To determine the total revenue required such that the water and sewer systems can be maintained and operated in a financially sustainable manner over the long term.

**Process:** The determination of the water and sewer utilities revenue requirements will be conducted using the cash basis approach. The total revenue requirements will be the summation of capital costs and operating costs. Operating costs include general O&M expenses plus all principle and interest payments on debt. As part of this stage the level of system reinvestment will be reviewed.

As part of this stage any revenues that are not recovered through user rates will need to be identified. This would include connection fees, gross related revenues (such as DCC's), frontage taxes, investment income, inter-departmental transfers and any other non-rate revenues. These other revenues will also need to be forecast through the period 2016-2021.

The revenue requirements will be based on information provided by the City.

### Products/Outputs:

- ▶ Technical Memo #2 summarizing the revenue requirements for 2016-2021; and
- ▶ Meeting #2 to review technical memo's #1 and #2.

\* System renewal expenses can be comprised of either current capital works or contribution to renewal reserves.

## 4. Development of Suitable Rate Design

**Objective:** The final step of the rate study process is the design of the water and sewer rate structures to collect the desired levels of revenues, based on the results of the revenue requirement and customer use characteristics. In developing the rate design, consideration is given to the level of the rates and the structure of the rates.

## MEMORANDUM

Date: May 2, 2016  
File: 0788.0000.00  
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Page: 4 of 5



**Process:** Effective rate design requires that multiple criteria must be considered. Some of these criteria are listed below:

- ▶ Rates which are easy to understand from the customer's perspective;
- ▶ Rates which are easy for the utility to administer;
- ▶ Consider the customer's ability to pay;
- ▶ Provide revenue stability from month to month and year to year;
- ▶ Rates that are equitable and non-discriminatory; and
- ▶ Promote water conservation.

The effectiveness of the existing rate design will be reviewed to understand how costs are currently allocated to the various customer groups. Urban Systems will prepare up to three potential rate structure options for the water utility and two for the sewer utility. Possible options to consider would be an increasing block rate and/or possibly a seasonal type rate. Options to be developed will be confirmed with City staff.

The options developed will be evaluated with respect to their ability to meet the various criteria (revenue stability, conservation, simplicity, etc.). The rate will also be compared with other rates within the interior. Working closely with City staff a preferred option will be identified.

### Outputs:

- ▶ A list of criteria for the rate structure and the relative importance of each
- ▶ An analysis of the existing rate structure
- ▶ A review and comparison of rate structures within the Interior of BC
- ▶ Development of (3) water rate structure options and (2) sewer options
- ▶ Technical Memo #3 summarizing the rate structure design process, findings and recommendation
- ▶ Meeting #3 to review technical memo #3

## 5. Preparations of Summary Report

**Objective:** Prepare a summarizing report which clearly communicates the process and results from the entire water rates study.

**Process:** The content of the report will be based on Technical Memo's 1, 2 and 3. The report will expand on the context of the project and provide the required level background information such that the results of the study can be clearly understood by a broad audience.

### Products/Outputs:

- ▶ Draft report
- ▶ Meeting #4 to review the draft report
- ▶ Final report

MEMORANDUM

Date: May 2, 2016  
File: 0788.0000.00  
Subject: Water and Sewer Rates Review  
Page: 5 of 5



## Budget and Schedule

The proposed budget for this project is \$25,000 as detailed in the table below. This includes disbursements and local travel. The project will take approximately 4 months to complete from the date of approval.

Description	Budget
Project Initiation	\$2,500
System Review	\$7,500
Revenue Requirements	\$5,000
Rate Structure Development	\$7,500
Final Report	\$2,500
<b>Total Budget</b>	<b>\$25,000</b>

If you have any questions regarding this proposal please do not hesitate to contact the undersigned.

Sincerely,

**URBAN SYSTEMS LTD.**

Scott Shepherd, BA, ASCT  
Principal

John Weninger, P.Eng., MBA  
Principal

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# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Development and Engineering

**Date:** May 9, 2016

**Subject:** Financial Plan amendment for Pickleball in Grand Forks: convert one tennis court at Barbara Ann Park into four pickleball courts and resurface the entire compound.

**Recommendation:** **RESOLVED THAT** Council amend the 2016 Financial Plan to include the capital cost of \$34,556 to be funded by Slag Fund (\$7,256) and donations (\$27,300) for the conversion of one tennis court at Barbara Ann Park into four pickleball courts and resurfacing of the entire compound;

**AND FURTHER THAT** Council support the efforts of the pickleball players and their substantial contribution to this project by allowing the use of the pickleball courts for a minimum of ten hours per week for a period of at least five years.

---

**BACKGROUND:** Council considered a request to convert one of the tennis courts at Barbara Ann Park into four pickleball courts (March 9, 2015 COTW), and referred the request back to staff for pricing and consideration (March 9, 2015 RMC). Council next authorized the stated repurposing with financial support from the slag fund (\$7,256) (May 25, 2015 RMC). The pickleball group subsequently secured additional funds of \$27,300 (\$25,000 grant & \$2,300 in donations) contingent on the City's support (see letter attached) and Council resolved to support a financial contribution of up to \$7,256 to be funded through the Slag Fund, at the April 11, 2016 Regular Meeting.

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

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

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

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

# REQUEST FOR DECISION

— REGULAR MEETING —



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

**Attachments:**


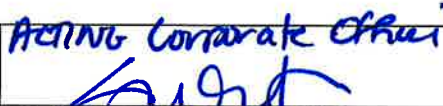
- 1) Pickleball court configuration as presented by the pickleball group;
- 2) Barbara Ann Park Tennis Courts Resurfacing cost breakdowns;
- 3) Letter of support from the City for the grant application by the pickleball group.

**Recommendation:**

**RESOLVED THAT** Council amend the 2016 Financial Plan to include the capital cost of \$34,556 to be funded by Slag Fund (\$7,256) and donations (\$27,300) for the conversion of one tennis court at Barbara Ann Park into four pickleball courts and resurfacing of the entire compound;

**AND FURTHER THAT** Council support the efforts of the pickleball players and their substantial contribution to this project by allowing the use of the pickleball courts for a minimum of ten hours per week for a period of at least five years.

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

	
Department Head of CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



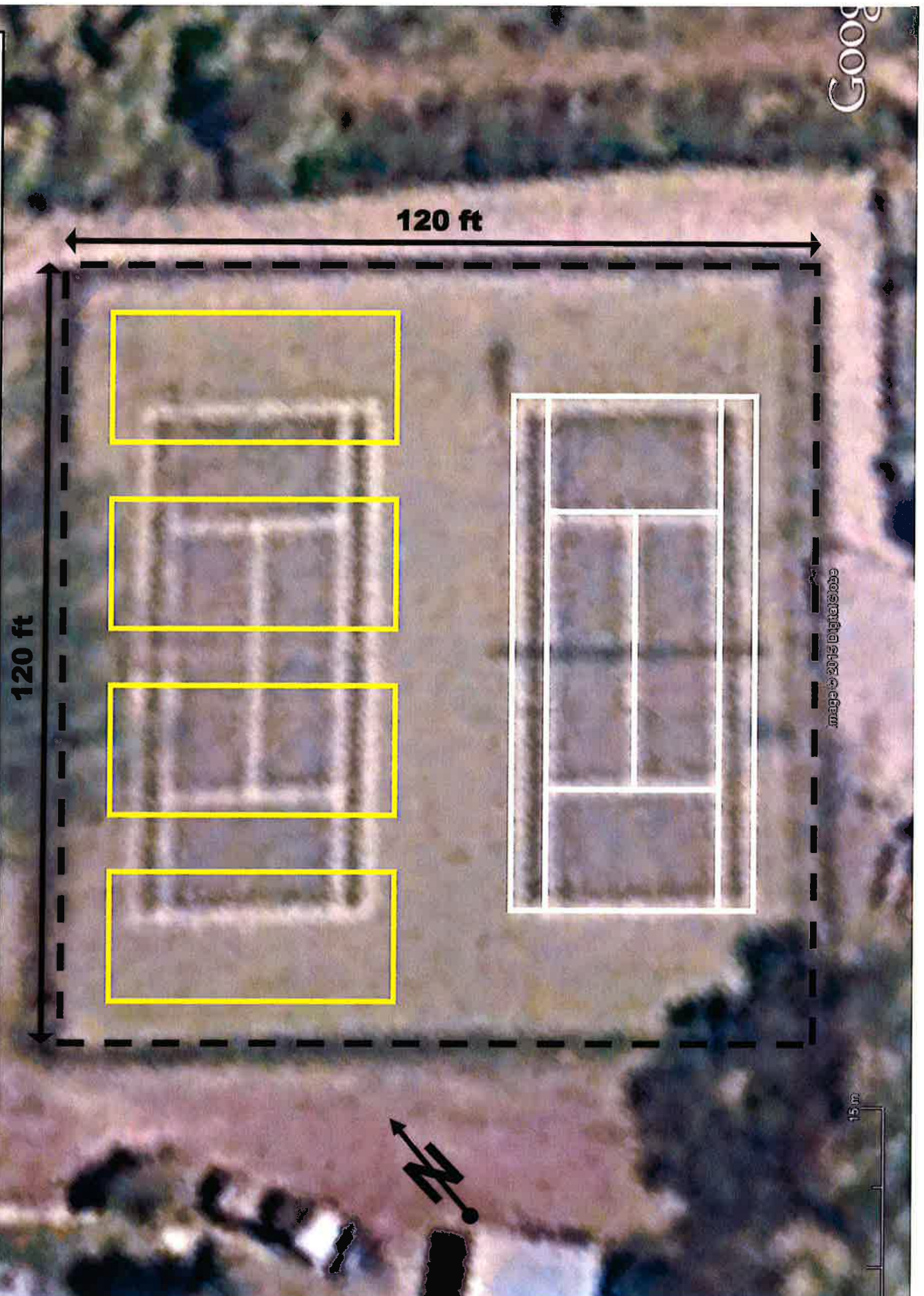
Community Engagement



Community Liveability



# PROPOSED COURT LAYOUT



## ESTIMATED PICKLEBALL RESURFACING COST SHEET 2016

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

	\$
Remove/fill (or cap) tennis posts (optional) and install ground sleeves (contractor)	\$2,000
Resurfacing court	\$25,350
Permanent Pickleball Net System	\$661
Tennis net	\$252
Signage	\$150
Separating fencing between courts	\$3,000
*Contingency (10%)	\$31,414
	\$3,141
	<b>\$34,556</b>

\*Optional items if budget allows: court maintenance equipment, storage area, accoustic netting, etc...



# 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



July 6, 2015

Attention: To Whom it May Concern,

**Re: *New Horizons Application for Funding***

The City of Grand Forks is pleased to partner with the Pickle Ball group for the repurposing/resurfacing of the court facilities at Barbara Ann Park.

Subject to Council's approval, the applicant shall be entitled to the use of the pickle ball courts for a minimum of ten hours per week for a period of at least five years.

As this is a public facility owned by the City of Grand Forks, the City will continue to maintain and upkeep the courts for public use.

Yours sincerely,

Sasha J. Bird, ASCT  
Manager of Development and Engineering



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**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 6370-12<sup>th</sup> Street.

**Recommendation:** **RESOLVED THAT** Council support the subdivision application and complete the Local Government Report and send a copy of the resolution to the Agricultural Land Commission.

---

**BACKGROUND:** On March 22, 2016 staff received an application from the Agricultural Land Commission (ALC) for a proposed subdivision of land located on 12<sup>th</sup> Street. 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.

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

— REGULAR MEETING —



## 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 send 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's Sustainable Community Plan, Zoning Bylaw and the Agricultural Land Commission Act;
  - Interior Health Authority Public Health Dietitian comments.

---

**Recommendation:** **RESOLVED THAT** Council support the subdivision application and complete the Local Government Report and send a copy of the resolution to the Agricultural Land Commission.

---

# REQUEST FOR DECISION

— REGULAR MEETING —



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

	
Department Head or CAO	Chief Administrative Officer

# 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

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2. **Ownership Type:** Fee Simple

**Parcel Identifier:** 028-017-901

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

**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*



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**

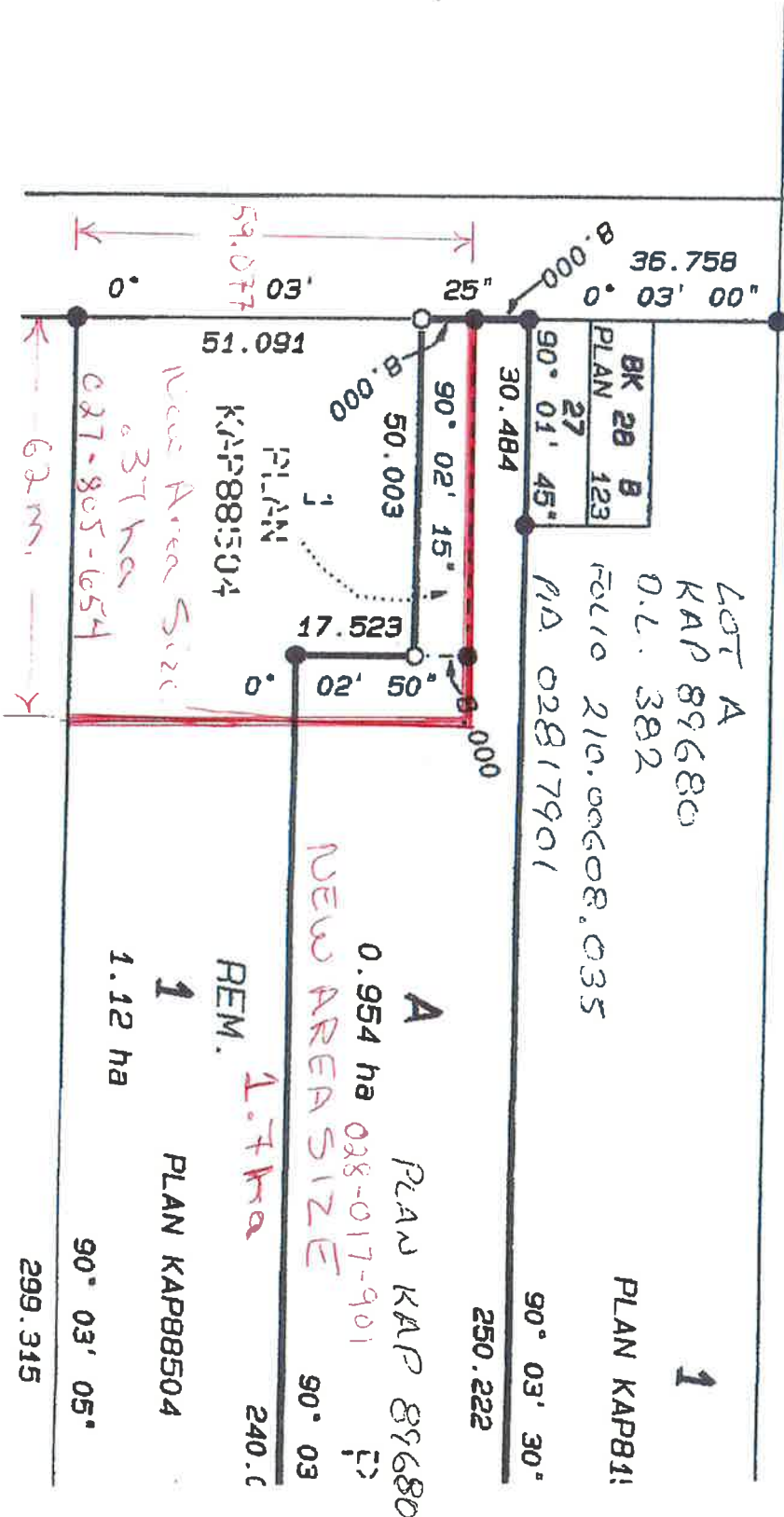
None.

**Decisions**

None.

D L

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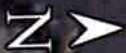
# Properties in Question

Legend  
Feature 1

Google earth

@ 2016 Google  
Image © 2016 DigitalGlobe

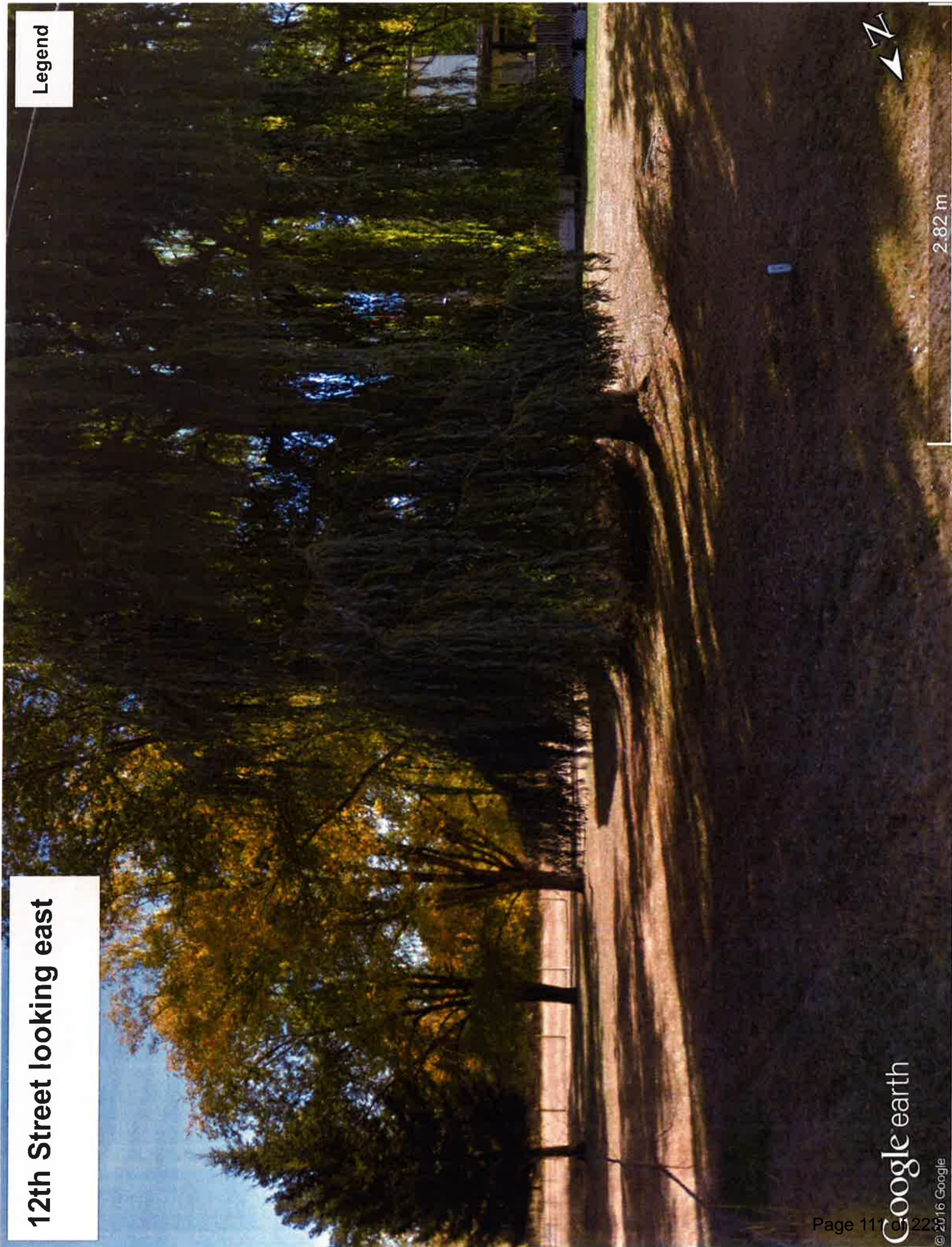
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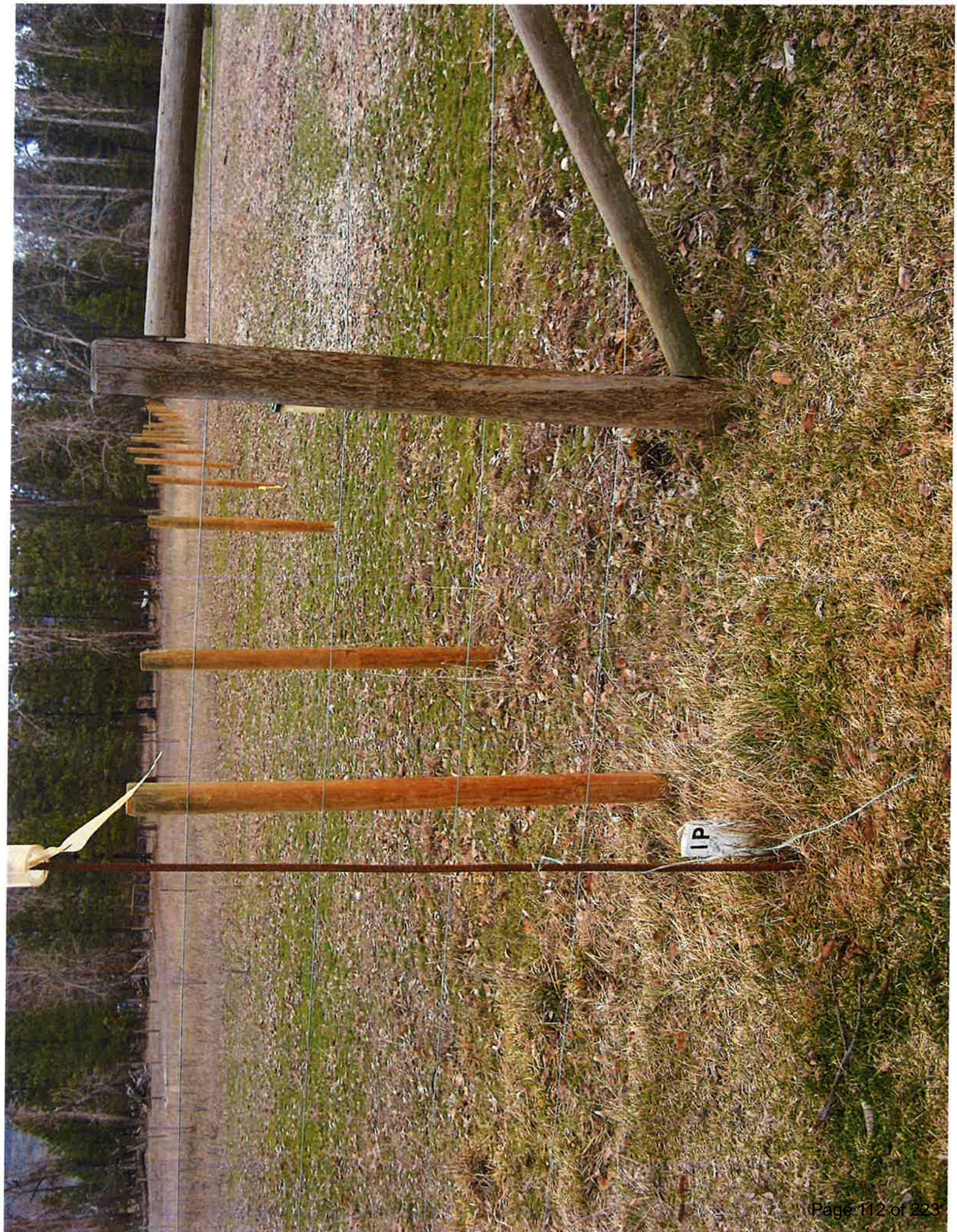


# 12th Street looking east

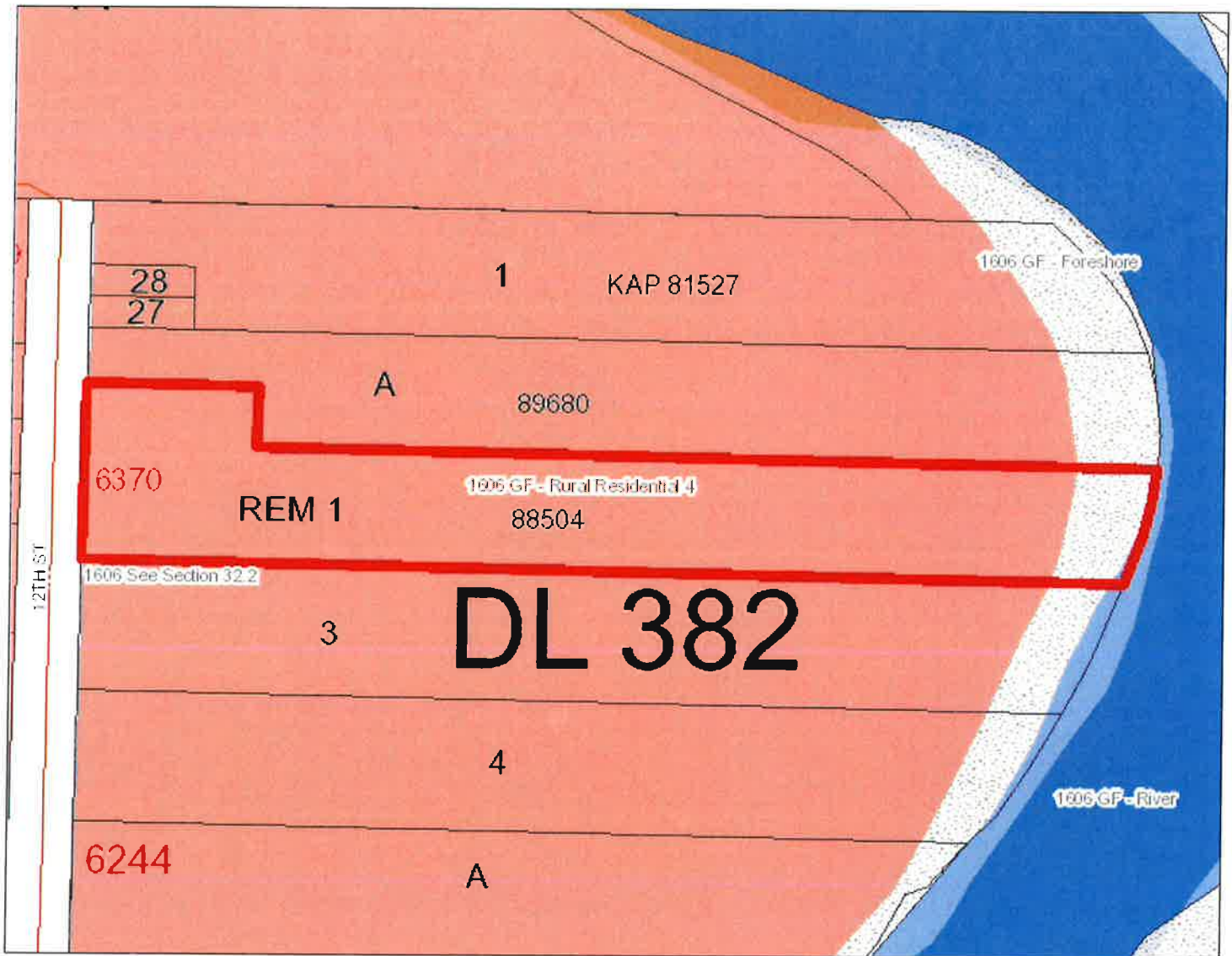
Legend











Scale 1: 1,761

## Legal Information

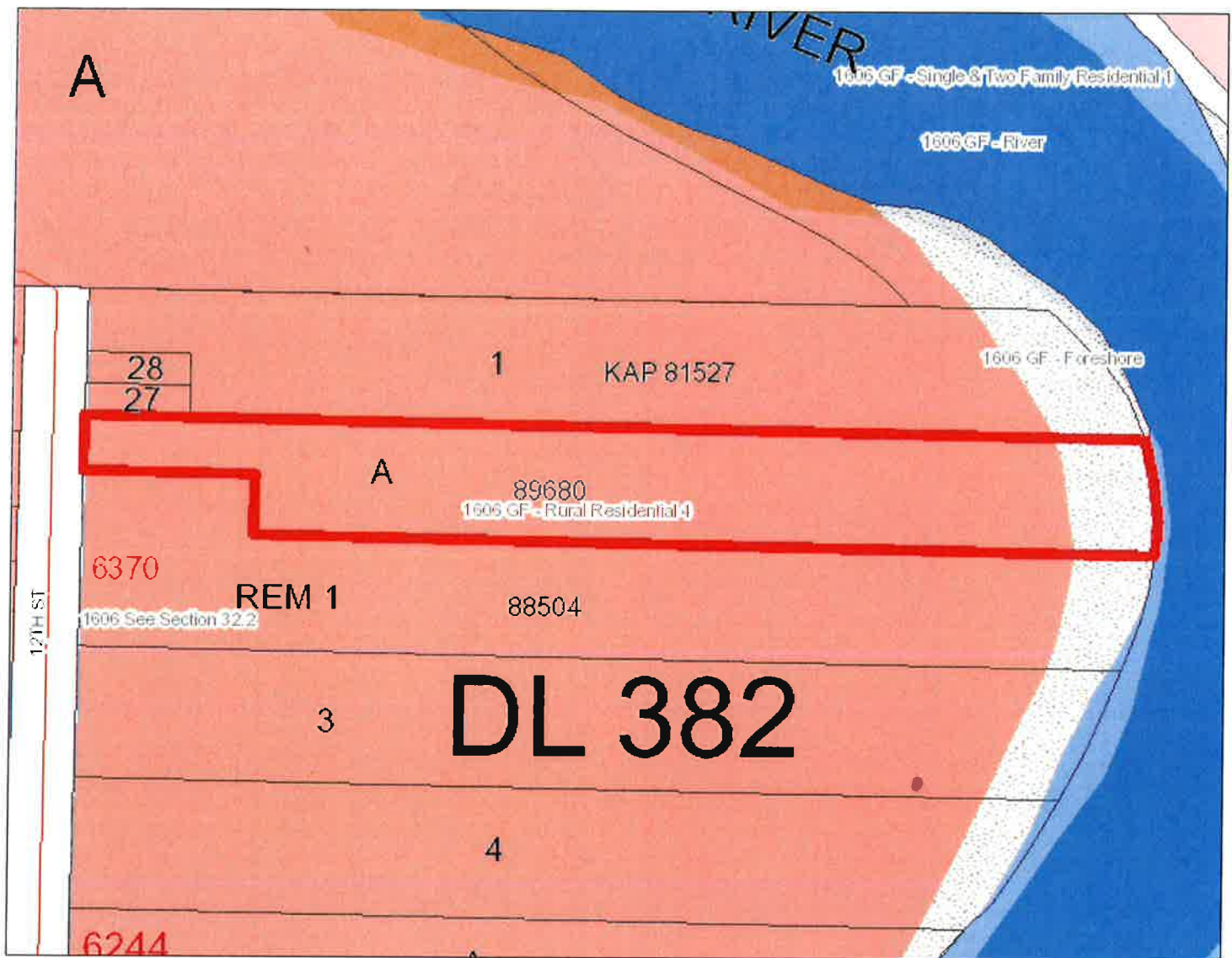
Plan:	KAP88504	Section:		Jurs:	210	Lot Area:	2.767
Block:		Township:		Roll:	608025	Area Unit:	acr
Lot:	1	Land District:	54	PID:	027-805-654	Width (ft):	0
District Lot:	382					Depth (ft):	0
Street:	6370 12TH ST						
Description:	Except Plan KAP89680.						





# Parcel Report

Tuesday, April 5, 2016



Scale 1: 1,760

## Legal Information

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



**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 12<sup>th</sup> 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](mailto:Jill.Worboys@interiorhealth.ca)  
**Web:** [www.interiorhealth.ca](http://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

— REGULAR MEETING —



**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** 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.

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



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# REQUEST FOR DECISION






— REGULAR MEETING —



## 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.
<b>May 09/16</b>	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)



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# REQUEST FOR DECISION

— REGULAR MEETING —




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 <sup>rd</sup> reading of the bylaw

**Recommendation: RESOLVED 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.

	
Department Head or CAO	<del>Chief Administrative Officer</del>



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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.

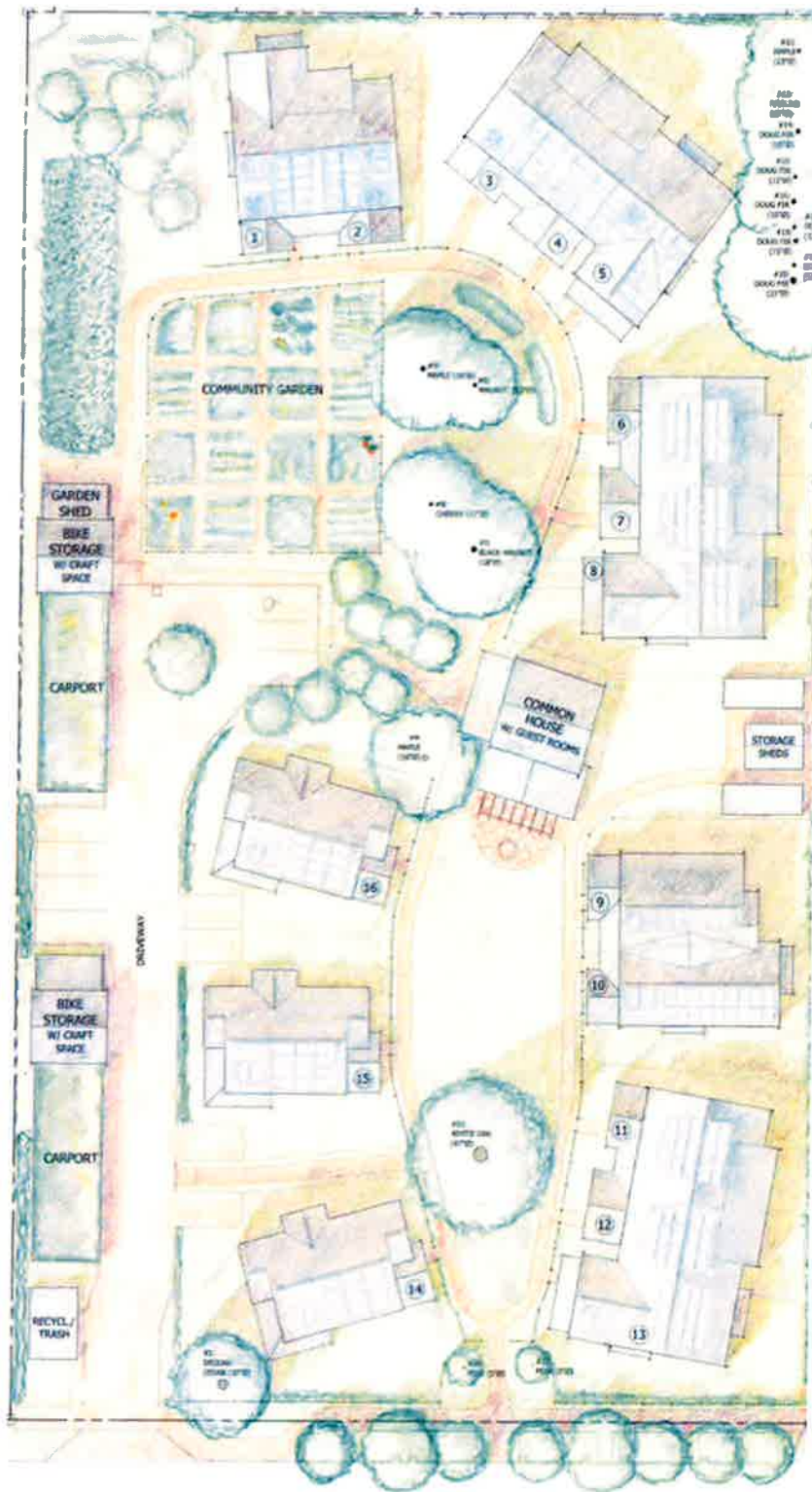
The evolution of regulations over time has provided protection for the community in many areas, but revisions/changes will likely be necessary to accommodate more flexibility to allow for innovative future development – in Grand Forks. This is likely a common feature in other communities as well.



"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/>

NE GOING ST.



*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*

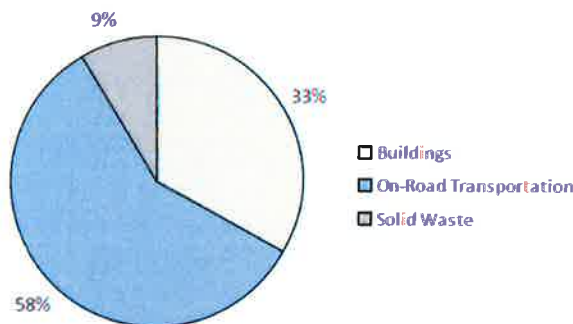
### Summary

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.

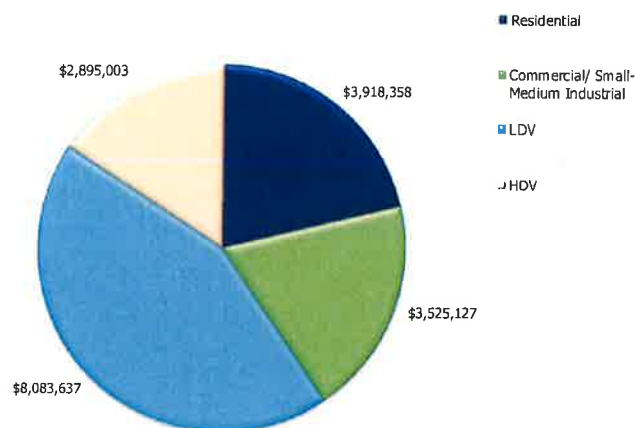
### Current community greenhouse gas emissions, energy consumption, and energy dollars spent

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.<sup>1</sup> 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

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

This document has been produced thanks to support from FortisBC.

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”.

### 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 be 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 (encouraged?) 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.

#### **Smaller homes & Natural Resources Canada's EnerGuide Rating System**

The new NRCan EnerGuide rating system, which came into force in BC on April 1<sup>st</sup> 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.

This document has been produced thanks to support from FortisBC.



# REQUEST FOR DECISION

— REGULAR MEETING —



**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** 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.

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**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.





# REQUEST FOR DECISION





— REGULAR MEETING —



**Zoning and Dedication:** Staff has identified one City-owned parcel immediately suitable for dedication as a Protected Natural Area and introduced Council to the site on a field tour on April 20<sup>th</sup>. 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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# REQUEST FOR DECISION

— REGULAR MEETING —



	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 <sup>rd</sup> reading of bylaws
July 21/16	Grand Opening and Official Naming

**Recommendation: RESOLVED THAT** 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.

	 <del>ACTING CORPORATE OFFICER</del>
Department Head or CAO	Chief Administrative Officer





# REQUEST FOR DECISION

## — REGULAR MEETING —



**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** 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.

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**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:

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



# REQUEST FOR DECISION





## — REGULAR MEETING —



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

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**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.

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

	
Department Head or CAO	Chief Administrative Officer



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# 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](mailto: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](http://brookeandassociates.com)

**E** [roy@brookeandassociates.com](mailto:roy@brookeandassociates.com)

[Click here for BCORP profile](#)



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Manager of Operations  
**Date:** May 9, 2016  
**Subject:** Electric Vehicle Purchase  
**Recommendation:** **RESOLVED THAT Council approves amending the 2016 Financial Plan from the equipment replacement fund to include the additional costs of up to \$15,000 for the purchase of a Might-E Truck.**

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## BACKGROUND:

2015 saw the installation of the first EV charging station for Grand Forks as part of Council's strategic priorities.

In October 2015, Council deferred the decision for additional funding needed to purchase an electric vehicle to the 2016 Financial plan.

The price for Electric Vehicles is similar as it has been in the past. The best and most suitable choice for the organization is a Might-e Truck from canev.com.

The Might-e Truck is a basic Electric Truck with a maximum speed of 40km/h but capable of up to 90km distance on a single charge. Various configurations are available which also means the price can vary a lot. The base truck model is roughly \$33,000. It is built in Parksville on Vancouver Island and is currently in use at smaller communities like Harrison Hot Springs, Montrose (since 2010), and Banff. This truck or something similar could become the standard for the Grand Forks fleet over the years to greatly decrease our Carbon Footprint.

The Might-e Truck in Montrose was used for a total of 1232 hours in 2015 and has a total hour meter reading of 7730 as of February 2016 (since 2010).



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



# REQUEST FOR DECISION

— REGULAR MEETING —



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



# REQUEST FOR DECISION

— REGULAR MEETING —



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

**General:** Amending the Financial plan would allow the City to purchase an electric vehicle.

**Financial:** Amending the financial plan would allow to proceed with an Electric Vehicle purchase. \$30,000 is already allocated. A Maximum of \$15,000 extra would allow for either option to be purchased.

**Policy/Legislation:** Council has the authority to amend the financial plan.

### **Strategic Impact:**

 Fiscally accountable purchasing of equipment

 Reduction in CO2 emissions from our fleet



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# REQUEST FOR DECISION

— REGULAR MEETING —



Attachments: N/A

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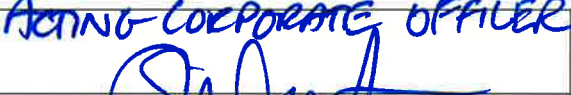
**Recommendation:** RESOLVED THAT Council approves amending the 2016 Financial Plan from the equipment replacement fund to include the additional costs of up to \$15,000 for the purchase of a Might-E Truck.

---

**OPTIONS:**

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

---

	
Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



RECEIVED

APR 5 2016

THE CORPORATION OF  
THE CITY OF GRAND FORKS

March 22, 2016

Attention: Honourable Mayors,  
Members of Council and  
Chief Administrative Officers

Re: National Public Works Week, May 15-21, 2016 – "Public Works – Always There"

The Public Works Association of British Columbia (PWABC) is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 15-21, 2016 as National Public Works Week in your community. This year's theme is "Public Works – Always There".

National Public Works Week is observed each year during the third full week of May and this is the 56th year. NPWW calls attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civil infrastructure and services. NPWW also allows Councils to remind the public of the 24/7 services that they are responsible for and are proud of. Many Councils and Public Works departments make this an annual celebration in their communities.

The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. A digital copy is available on our website [www.pwabc.ca](http://www.pwabc.ca) as well as further information about this year's theme and resources on making your Public Works Week a success. If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 250.819.6290. Thank you for making a difference.

Please note that we have a new address and declarations should be forwarded to:

**PWABC**

**#102 – 211 Columbia ST**

**Vancouver BC V6A 2R5**

Yours truly,

Deryk Lee, PWABC President

FILE CODE

Public Works Assoc -  
PI of BC - May 15-21,  
National PW Week



#102 – 211 Columbia ST Vancouver BC V6A 2R5 1.877.356.0699

[www.pwabc.ca](http://www.pwabc.ca)



**PROCLAMATION**  
**"Community Begins Here"**  
**PUBLIC WORKS WEEK**  
**MAY 15-21, 2016**

**WHEREAS:** *public works infrastructure, facilities and services are vital to the health, safety and well-being of the residents of (Enter your city/municipality/town/etc name); and*

**WHEREAS:** *such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and*

**WHEREAS:** *the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and*

**WHEREAS:** *it is in the public interest of citizens and civic leaders to gain knowledge of the public works needs and programs of their respective communities;*

**WHEREAS:** *Public Works Week also recognizes the contributions of public works professionals.*

**NOW THEREFORE, I, (Enter Mayor's Name), Mayor of the (Enter your city/municipality/town/etc name), do hereby proclaim the week of May 15-21, 2016, as Public Works Week in Enter your municipality.**

Dated this day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
**(Enter Mayor's Name), Mayor**



RECEIVED

APR 18 2016

THE CORPORATION OF  
THE CITY OF GRAND FORKS



**Good Sam Club**

The World's Largest RV Owners Community

Linda Jacobsen, BC Director

RPO Brookwood Box 61638

Langley, BC V3A 8C8

April 12, 2016

His Worship, Mr. Frank Konrad

Mayor of Grand Forks, BC

Box 220, 4<sup>th</sup> Street

Grand Forks, BC

VOH 1H0

Dear Sir;

I am the BC Director for the BC Good Sam RV Club and it is my pleasure to invite you to speak at our opening ceremonies Thursday evening from 6:30 -7:30 at the Grand Forks Curling Club 7230 21<sup>st</sup>. Street. I would also like to extend you and a guest a complimentary invitation for the banquet Saturday, June 25 at 5:00 pm.

It takes a great deal of planning and volunteers from our organization to hold an event as large and complex as an RV Rally. Our Rally chairperson, Paul Pinard, along with a lot of Good Sam volunteers have been very busy organizing the event. However, events of this size cannot be successful without the community support. I understand from speaking with Paul, that the City of Grand Forks has been very helpful and supportive and it is appreciated.

I look forward to meeting you and hope you will accept this invitation as a thank you for this support. Please RVSP directly to Paul at [jpf42@mail.com](mailto:jpf42@mail.com).

Sincerely,

Linda Jacobsen

Director, BC Good Sam RV Club



Linda & Doug Jacobsen  
Good Sam Club, British Columbia Directors

Box 61638 RPO Brookwood  
Langley, BC V3A 8C8  
[lmjacobsen@shaw.ca](mailto:lmjacobsen@shaw.ca)

Cell 604.351.2010  
Home 604.530.8089

FILED  
I4 Good Sam Club  
+G1 - Invitation to Mayor  
Page 149 of 223





Grand Forks International Baseball Tournament Society (2001)

PO Box 2082

Grand Forks, BC V0H 1H0

[www.grandforksbaseball.com](http://www.grandforksbaseball.com)

April 15, 2016

Corporation of the City of Grand Forks

Box 220

Grand Forks, BC V0H 1H0

Attn: City Council

Dear Mayor and Councillors:

RE: GRAND FORKS INTERNATIONAL LIQUOR PERMIT

The Grand Forks International Baseball Tournament Committee is requesting permission to sell liquor at James Donaldson Park during the 2016 Grand Forks International Baseball Tournament from June 28 to July 3, 2016. Hours of service will be 11:00am to 11:00pm (or earlier, depending on the projected end time of the last game). As in prior years, the GFI will obtain liability insurance naming the City of Grand Forks as an additional insured.

We look forward to a positive response to this request. If you require further information, please contact Tournament Coordinator Gerry Foster at 250-442-9494 or [jgfoster@telus.net](mailto:jgfoster@telus.net), or Paul Plamondon at 250-443-4125 or [paul3669@telus.net](mailto:paul3669@telus.net).

Thank you for your attention to this matter.

Yours truly,



A handwritten signature in black ink, appearing to be "Gerry Foster", written over a horizontal line.

*per* Gerry Foster


2016 GFI Coordinator

**RESOLVED THAT Council approve the issuing of a special occasion liquor license to the Grand Forks International for their 2016 baseball tournament from June 28th-July 3rd, 2016, at James Donaldson Park from 11:00 am to 11:00 pm, subject to the Grand Forks International obtaining third party (party alcohol) liability insurance, naming the City of Grand Forks as an additional insured on that policy; all Grand Forks International liquor providers to hold a Serving It Right license certificate; and ICBC "drinking and driving" warning posters to be displayed.**

---

From:  Doug Allin  
"Thompson, Mark EBC:EX" <Mark.Thompson@elections.bc.ca> 2 

Subject: Fwd: Important Information from Elections BC

To:  Diane Heinrich

---

Thank You

**Doug Allin**  
Chief Administrative Officer  
City of Grand Forks  
250-442-8266  
[www.GrandForks.ca](http://www.GrandForks.ca)



Settle down.

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DISCLAIMER: This message is intended for the addressee (s) named and is confidential. The message must not be circulated or copied without the prior consent of the sender or the sender's representative Corporation or the Corporation's F.O.I Officer

----- Original Message -----

Hello everyone,

This email is being sent to all local governments. For purposes of the *Local Elections Campaign Financing Act (LECFA)*, each local government must appoint a staff member to act as the designated local authority officer (this may or may not be the individual who acts as the Chief Election Officer during events). If you are not acting as the designated local authority officer, please reply to this email and inform us of who is acting in that role. A separate email will be sent to all school districts.

Since the 2014 General Local Elections, we have been made aware of 23 local by-elections and 19 local non-election assent voting events. We want to thank the jurisdictions involved for notifying Elections BC of these events, and sending the information required under LECFA to our office. Information regarding these events is on the Elections BC website at [www.elections.bc.ca/lecfa](http://www.elections.bc.ca/lecfa).



We would also like to take this opportunity to remind you that you must advise Elections BC if you are administering a by-election or non-election assent voting in your jurisdiction. Following the steps below allows Elections BC to advise participants and the public of the advertising and campaign financing rules contained in LECFA.

Once appointed, the Chief Election Officer should:

**By-election**

- Advise Elections BC that a by-election is to be held and indicate the date of General Voting Day
- Forward all relevant candidate and elector organization nomination and endorsement documents to Elections BC as soon as processed
- Provide the list of declared candidates to Elections BC after the close of nominations
- Provide the name(s) of the candidate or candidates elected to Elections BC as soon as practicable after the official results of the by-election are declared

**Assent voting**

- Advise Elections BC that assent voting will be conducted as soon as practicable after it is confirmed
  - If the assent voting is conducted in conjunction with a by-election, provide the subject/question of the assent voting with the above mentioned by-election information
  - If the assent voting is not being held in conjunction with an election, provide the subject/question of the non-election assent voting and the date of General Voting Day

It is the responsibility of Elections BC to educate candidates, financial agents and advertising sponsors on the campaign financing and advertising rules in LECFA. To ensure consistent messaging, it is important that all related inquiries are directed to Elections BC regardless of their complexity. We have a team of professional and friendly staff ready to answer questions. Please provide our toll-free phone number, 1-855-952-0280, and our website address, [www.elections.bc.ca/lecfa](http://www.elections.bc.ca/lecfa), to election participants and to the public.

If you have any questions or concerns, please do not hesitate to contact Elections BC at 1-855-952-0280.

Best regards,

**Mark Thompson**  
**Compliance Officer**

Local Elections Campaign Financing  
Elections BC  
Phone: 250-952-6163  
Toll-free: 1-855-952-0280 / TTY 1-888-456-5448  
Fax: 250-387-3578  
Location: Suite 100 – 1112 Fort Street, Victoria  
Email: [mark.thompson@elections.bc.ca](mailto:mark.thompson@elections.bc.ca)  
Website: [www.elections.bc.ca](http://www.elections.bc.ca)

We are wondering if you would support this funding application for the attached project.

The Grand Forks ATV Club has partnered with the Columbia Western Trail Society for many years on their section of the Columbian Western Rail Trail.

This project would gather all the important historical locations on the rail trail as well locations that are , (were) tied into the rail trail.

By gathering GPS locations, pictures, facts, stories, the information can be used for increasing tourism opportunities on the line from Castlegar to Midway.

Some of this information is in the Gibbs Kennedy collection in Penticton, many families in the local area can still trace their family back to workers on the Columbia Western and have a story to tell.

Please consider this when considering supporting this project.

Doug Zorn

GFATV

Pres

**RECEIVED**

**MAY • 4 2016**

THE CORPORATION OF  
THE CITY OF GRAND FORKS



Virus-free. [www.avast.com](http://www.avast.com)

**FILE CODE**

WE3  
or G1 - G.F. ATV Club  
Request for Funding  
Partnership with Columbia  
Western Rail Trail

## *The Columbia Western Rail Trail*

Creating a tourist corridor, destination, in the Boundary Region

The Columbia Western Railway (C/WR) was crucial in the development of the West Boundary and West Kootenay area. The discovery of Gold, Silver and Copper and with other minerals like fluoride, limestone gaining importance in the new industrial age of steel exploration was exploding in Southern British Columbia. This on the heels of the California gold strikes encourage many settlers to move north to find vast material wealth in the West Kootenays and Boundary regions. The Americans were trying to develop dominance in the development of the region with the building the “James Hill” Great Northern Railway. Railways like the Great Northern and VV&E were being constructed from the USA to make ready to haul the ore to the United States to be processed and smelted into rich metals.

The push for a railway in Canada was extremely important to the BC government to stop the Americans from exporting raw materials to the US smelters down south. The Gold Act was passed in 1850 and soon came the Dewdney Trail being constructed after silver and gold were discovered on Toad Mountain near Nelson. As travel was restricted due to high mountain ranges, deep lakes and rivers, paddle-wheelers became necessary in travelling the vast water routes for transportation, the movement of goods and people to the area. The C&W railway had been built to connect to the Arrow Lakes and to its main line at Revelstoke. The famous SS Minto travelled the Arrow lakes for more than fifty years supplying each community along the waterway. As Rossland's ore's were being hauled by an American railroad through Republic, Washington there was a critical need for a connecting rail system to gain Canadian interests in the Boundary wealth of rich ore. The Columbia and Western Railway was to be built from West Robson to Midway, a

distance of 202 kilometers (125 miles). It took only two years to construct (1898-1899), at a cost of \$5 million dollars at that time. The first official train arrived in Grand Forks on September 18, 1899 with regular passenger service commencing September 23, 1899. The first shipment of Boundary ore was from the City of Paris Mine to the Trail Smelter on October 11, 1899. The railway reached Midway in the Spring of 1900, every person in Midway and its surrounding area came to witness the occasion at the newly built station .

The locomotive engines at this time were driven by steam, many of the structures along the line were constructed to accommodate, steam driven engines and the many helper engines needed along the heavy mountain passes. Many water towers, coal bins and other infrastructure were located at stations beside the rail line and its Right of Way. The Farron Station was located on the Monashee mountain near the Paulson Summit between Cascade and Robson near Castlegar. This was a large station that contained a two-stall engine house, 25 ton coal hopper, 40,000 gallon wooden water tank and section homes to house railway workers and their family's along with a maintenance facility for the day to day jobs to keep the steam trains alive, well maintained. With the advent of dieselization eliminating the need for helper locomotives, water tanks and coal towers, all of the early years infrastructure located at the various stations had soon disappeared. The railway stations and section houses, workers, telegraph operators houses were torn down and burnt to avoid paying taxes and insurance on them as they were no longer necessary for railway operations.

Many of the other structures that are part of the railroad such as its Bridges, Tunnels, some other structures still remain and were most important to the integrity of the rail line.

## Project:

1. Create and install heritage, educational signage for all infrastructure and points of interest along the Columbia Western Railway.
2. Build interpretive centres, build and install kiosks
3. Make improvements to important points of interest along the Rail Trail such as, Verigin tomb.
4. Recognize areas and points of interest that were relevant to the operation of the railway such as Phoenix Mine and kilns, the Greenwood Smelter
5. Indicate side trip tourists may take including all types of recreation, fishing, horse pack riding, ORV trails.

## Suggestions how to proceed:

1. Recognize partners and interest groups, establish continuity among stake holders, make sure decisions pertaining to recognition, signing of infrastructure is the same for the 126 mile C/W R.
2. Funding, timing-- 2017 is a recognized year for Canada and Rail Trails. Can this region pull this project together to take advantage of the extra exposure 2017 could bring to a multi Regional project, recognising an important historical Canadian asset.
3. Collect current and historic photos of the infrastructure that remains on the Columbia Western Railway, obtain /collect historical information and photos of the historic infrastructure that is no longer present on the C/W R. eg. Fife Lime loading bin-Cascade Powerhouse-Phoenix and Granby mines.

This project could be driven by a Ministry of Social Development and Social Innovation Job Creation Program.



This project could create a tourist destination most unique as a shared trail, all of our communities could support.

Thanks for considering this proposal!

Doug Zorn

GFATV

Prez



Hi Sarah,

I am re-directing this email to your attention as per remail notification that Corporate Officer, Diane Heinrich, is currently away until Monday May 9, 2016.

Regards,

*Cher Wyers*

Cher Wyers, Manager of Operations  
Boundary Museum & Interpretive Centre  
6145 Reservoir Road  
Grand Forks, BC V0H 1H5  
T: 250-442-3737  
C: 250-443-1476

[www.boundarymuseum.com](http://www.boundarymuseum.com)  
[boundarymuse@shaw.ca](mailto:boundarymuse@shaw.ca)



---

**From:** Boundary Museum [mailto:boundarymuse@shaw.ca]

**Sent:** Tuesday, May 03, 2016 2:47 PM

**To:** 'Diane Heinrich'

**Cc:** 'fkonrad@grandforks.ca'

**Subject:** Boundary Museum Society-Invitation to AGM & Appointment of City Representation to Museum Board

Good afternoon Diane,

I have attached a letter addressed to Mayor and Council that includes an invitation to the Boundary Museum Society's upcoming AGM on Saturday May 14, 2016 from 1:00 PM to 3:00 PM.

Also included is the Museum's request for a City representative from Council to sit on the Board under the Museum's Constitution & Bylaws Amended and dated April 26, 2010, Part 5 - Directors and Officers (25.1) and attached for inclusion.

I am requesting circulation to all of Council and inclusion in the upcoming Regular Meeting Agenda for Monday May 9, 2016.

Thank you for your assistance in this matter and if you require any additional Information, please feel free to contact me.

Kindest regards,

*Cher Wyers*

Cher Wyers, Manager of Operations  
Boundary Museum & Interpretive Centre  
6145 Reservoir Road  
Grand Forks, BC V0H 1H5  
T: 250-442-3737  
C: 250-443-1476

[www.boundarymuseum.com](http://www.boundarymuseum.com)  
[boundarymuse@shaw.ca](mailto:boundarymuse@shaw.ca)

**FILE CODE**  
WE3 I4 Upcoming AGM  
& B2 - Invitation May 14<sup>th</sup>  
1 -> 3 pm

*"You don't know where you're going, until you know where you've been"*



# BOUNDARY MUSEUM

6145 Reservoir Road, Grand Forks, BC V0H 1H5  
Ph/fax: 250-442-3737, [boundarymuseum@shaw.ca](mailto:boundarymuseum@shaw.ca)  
<http://www.boundarymuseum.com/>

May 3, 2016

The Corporation of the City of Grand Forks  
Box 220  
Grand Forks, BC V0H 1H0

Attention: Mayor Frank Konrad and Councillors

Dear Mayor and Councillors:

Re: 1) Invitation to Attend Annual General Meeting  
2) Appointment of City Representation to Museum Board

On behalf of the Boundary Museum Society Board of Directors, we extend an invitation to attend the upcoming Annual General Meeting on Saturday May 14, 2016 from 1:00 PM to 3:00 PM to be held in the outdoor Shade House (weather permitting). This year's theme is **"History Making Desserts - A Decadent Day at the Museum."** A dessert tea will follow the AGM business portion after 2:00 PM that will include delicious desserts prepared by local entrepreneur, Marvelous Munchies Bakeshop.

In accordance with the Boundary Museum Society's Constitution and Bylaws amended April 26, 2010 (copy attached for your referral), please note that the City of Grand Forks is granted one (1) person appointed or nominated by Grand Forks City Council under Part 5 - Directors and Officers (25.1) to sit on the Board. In the past, this position has been filled by an appointment through the Mayor in office. This position has remained unfilled since December 2015. It is the Boundary Museum Society's wish to clarify if the City will appoint a representative to the BMS Board of Directors in a liaison capacity for the remaining municipal term of office being October 31, 2018.

We request that our letter be included in the Regular Council Meeting Agenda on Monday May 9, 2016 for a decision. We look forward to your response that will be included in the Museum's upcoming Annual General Meeting Agenda for May 14, 2016.

Kindest regards,

*Monica Coleshill*

Monica Coleshill, Secretary  
Boundary Museum Society

c.c. BMS Minute Book

# AGM

## Boundary Museum Society

Saturday May 14, 2016

1 to 3 p.m.

Boundary Museum and Interpretive Centre  
6145 Reservoir Road, Grand Forks

*Theme: History Making Desserts -  
A Decadent Day at the Museum*

\$10/person for the dessert tea

Tour the Black Hawk Livery Exhibitions Building

**New Members Welcome -**

**Nominations for new board members**



*You don't know where you're going,  
until you know where you've been*

Call 250-442-3737  
[boundarymuse@shaw.ca](mailto:boundarymuse@shaw.ca)  
for more information





# BOUNDARY MUSEUM

6145 Reservoir Road, Grand Forks, BC V0H 1H5  
Ph/fax: 250-442-3737, [boundarymuse@shaw.ca](mailto:boundarymuse@shaw.ca)  
<http://www.boundarymuseum.com/>

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## **BOUNDARY MUSEUM SOCIETY**

## **CONSTITUTION**

&

## **BYLAWS**

Incorporated April 1, 1980  
As amended April 26, 2010

## CONSTITUTION

1. The name of the Society is "BOUNDARY MUSEUM SOCIETY".
2. The purpose of the Society is to collect, research, preserve, exhibit and use for education, artefacts and specimens relating to the human and natural history of the Grand Forks and Boundary area.
3. The Society shall be carried on without purpose of gain for its members, and any profit or other accretions to the Society shall be used in promoting its objects.
4. In the event of winding up or dissolution of the Society, any funds and assets of the Society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organizations concerned with social problems or organizations promoting the same objects as this Society, as may be determined by the members of the Society at the time of winding up or dissolution, and if effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to some other organizations; provided that such organizations referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by Revenue Canada as being qualified as such under the provisions of the INCOME TAX ACT of Canada from time to time in effect.
5. Clauses 3, 4, and 5 are unalterable in accordance with Section 22 of the Societies Act.

DATED THE 1st DAY OF APRIL 1980

a

## APPLICANTS FOR INCORPORATION

LEO D. MILLS  
275 N.E. 1<sup>st</sup> AVE.  
GRAND FORKS. BC

EMERSON REID  
130 N.E. 5<sup>th</sup> ST.  
GRAND FORKS, BC

JANET COLLETT  
121 N.W. 6<sup>th</sup> ST.  
GRAND FORKS, BC

ETHEL MCMANNIS  
209 E. CENTRAL AVE.  
GRAND FORKS, BC

DOUGLAS L. FEIR  
275 N.W. 3rd ST.  
GRAND FORKS, BC

WITNESS TO ALL SIGNATURES

WALTER SLATER  
406 S.E. 1st AVE.  
GRAND FORKS, BC

ETHEL FEIR  
275 N.W. 3rd ST.  
GRAND FORKS, BC  
CITY CLERK  
LARRY HUMPHREY  
136 S.E. 4th ST.  
GRAND FORKS, BC

ABRAHAM W. HEIBERT  
RUCKLES ADDITION NORTH  
GRAND FORKS, BC

WILLIAM SOUKOREFF  
151 CENTRAL AVE.  
GRAND FORKS, BC

**BYLAWS**  
**OF**  
**BOUNDARY MUSEUM SOCIETY**

**Part 1 – Interpretation**

1. (1) In these bylaws, unless the context otherwise requires.
  - (a) "Directors" means the directors of the Society for the time being;
  - (b) "Society Act" means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;
  - (c) "Registered address" of a member means his address as recorded in the register of members.(2) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person.

**Part 2 – Membership**

3. The members of the Society are the applicants for incorporation of the Society, and those persons, who subsequently have become members, in accordance with these bylaws and, in either case have not ceased to be members.
4. A life membership may be granted, with or without fee, to such persons as may be determined by the board of directors.
5. Every member shall uphold the constitution and comply with these bylaws.
6. The annual membership dues shall be determined at the annual meeting of the Society and become effective the first of January the following year.
7. A person shall cease to be a member of the Society
  - (a) by delivering his resignation in writing to the secretary of the Society or by mailing or delivering it to the address of the Society or
  - (b) on his death or upon the expiration of his annual membership dues.
8. (1) A member may be expelled by a resolution of the members passed at a general meeting.
  - (2) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.

- (3) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 9. All members are in good standing except a member who has failed to pay his current annual membership fee or any other subscription or debt due and owing by him/her to the Society and he/she is not in good standing so long as the debt remains unpaid. The membership year shall be the twelve(12)month period from date of purchase.

### Part 3 – Meetings of Members

- 10. (1) The annual General Meeting of the Society shall be held at such time and place in accordance with the Society Act, as the directors decide. Only those members who have paid their dues 21 days prior to the annual general meeting shall be entitled to vote at the annual general meeting.  
(2) The annual general meeting of the Society shall be held at least once in every calendar year and not more than 15 months after the adjournment of the previous annual meeting.
- 11. Every General Meeting, other than an Annual General meeting, is an Extraordinary General Meeting.
- 12. The directors may, whenever they think fit, convene an Extraordinary General Meeting.
- 13. (1) Notice of a general meeting shall specify the place, the day, and the hour of the meeting, and, in case of special business, the general nature of that business.  
(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

### Part 4 – Proceedings at General Meetings

- 15. Special business is:
  - (a) all business at an extraordinary general meeting except the adoption of the agenda, and
  - (b) all business that is transacted at an annual general meeting, except
    - (i) the adoption of the agenda,
    - (ii) the consideration of the financial statements,
    - (iii) the report of the directors,
    - (iv) the report of the auditor, if any,
    - (v) the election of directors,
    - (vi) the appointment of the auditor, if required, and

- (vii) such other business as, under these bylaws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
16. (1) No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.  
(2) If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.  
(3) A quorum is 10 members present or such greater number as the members may determine at a general meeting.
17. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of the members, shall be terminated; but in any other case, it shall be adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
18. Subject to Bylaw 19, the president of the Society, the vice-president, or in the absence of both, one of the other directors present shall preside as chairman of a general meeting.
19. If at a general meeting,  
(a) there is no president, vice-president, or other director present within 15 minutes after the time appointed for holding the meeting, or  
(b) the president and all the other directors present are unwilling to act as chairman, the members present shall choose one of their number to be chairman.
20. (1) A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.  
(2) Where a meeting is adjourned for 10 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.  
(3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.
21. (1) No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.  
(2) In the case of an equity of votes the chairman shall not have a casting or



second vote to which he may be entitled as a member and the proposed resolution shall not pass.

- 22. (1) A member in good standing present at a meeting of members is entitled to one vote.
  - (2) Voting is by a show of hands.
  - (3) Voting by proxy is not permitted.
23. Deleted

#### Part 5 – Directors and Officers

- 24. (1) The directors may exercise all such powers and do all such things as the Society may exercise and do, and which are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meetings, but subject, nevertheless, to the provisions of
    - (a) all laws affecting the Society
    - (b) these bylaws, and
    - (c) rules, not being inconsistent with these bylaws, which are made from time to time by the Society in general meeting.
  - (2) No rule, made by the Society in general meeting, invalidates a prior act of the directors that would have been valid if that rule had not been made.
25. (1) The Board of Directors shall consist of nine (9) members or such greater number as may be determined from time to time at the annual general meeting; one (1) person appointed or nominated by the Grand Forks City Council and one (1) person appointed or nominated by the Chamber of Commerce for the City of Grand Forks. The remaining seven (7) directors shall be elected by the affirmative vote of a majority of the members present at the annual general meeting of the Society. If on the reason that there is no one appointed or nominated to the Board by the Grand Forks City Council and by the Chamber of Commerce, the Board shall consist of the seven (7) elected members, until such time as the two participating groups supply their representatives.
- (2) The elected directors will meet immediately after the annual general meeting and from their number elect a President, Vice President, Secretary, and Treasurer. Such officers to hold office, until the next annual general meeting of the Society, or until appointed by a subsequent vote of the Board.
26. (1) At the general annual meeting in each year, one-third of the elected members for the time being, or, if their number is not three or a multiple of three, then the number nearest one third shall retire from office.

- (2) The elected directors to retire in every year shall be those who have been longest in office since their last election, but as between persons who became directors on the same day, those to retire shall, unless they otherwise agree among themselves, be determined by lot. A retiring elected director shall be eligible for re-election.
  - (3) Separate elections shall be held for each director position to be filled.
  - (4) An election may be by acclamation, otherwise it shall be by ballot.
  - (5) If no successor is elected the person previously elected or appointed continues to hold office.
27. (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
- (2) A director so appointed holds office only until the conclusion of the next annual general meeting of the Society, but he is eligible for re-election at the meeting.
28. (1) If a director resigns his office or otherwise ceases to hold office, the remaining directors shall appoint a member to take the place of the former director.
- (2) No act or proceeding of the directors is invalid only by reason of there being less than the prescribed number of directors in office.
29. The members may by special resolution remove a director before the expiration of his term of office, and may elect a successor to complete the term of office.
30. (1) No director shall be remunerated for being or acting as a director but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaging in the affairs of the Society.
- (2) No director may be a paid employee of the Society.

#### Part 6 – Proceedings of Directors

31. (1) The directors may meet together at such places as they think fit for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they see fit.
- (2) The directors may from time to time fix the quorum necessary for the transaction of business and unless so fixed the quorum shall be the majority of the directors, less any director not being available as determined in Bylaw 36.
- (3) The President shall be chairman of all the meetings of the directors; but if at any meeting the president is not present within 30 minutes after the time appointed for holding the meeting the vice-president shall act as chairman, but if neither is present the directors present may choose one of their number to be chairman at that meeting.
- (4) A director may, at any time, and the secretary, on the request of the director, convene a meeting of the directors.

32. (1) The directors may delegate any, but not all, of their powers to committees consisting of such director or directors as they think fit.  
(2) A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the directors, and shall report every act or thing done in the exercise of those powers to the earliest meeting of the directors to be held next after it is done.
33. A committee shall choose chairman for its meetings; but if no chairman is chosen, or if at any meeting the chairman is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee shall choose one of their number to be chairman for the meeting.
34. The members of a committee may meet and adjourn as they think proper.
35. For a first meeting of directors held immediately following the appointment of a director or directors at an annual or other general meeting, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly-elected or appointed director or directors for the meeting to be duly constituted, if a quorum of the directors is present.
36. A director who may be absent temporarily from British Columbia may send or deliver to the address of the Society a waiver of notice, which may be by letter, telegram, telex, cable, email or telephone, of many of the directors and may, at any time, withdraw the waiver, and until the waiver is withdrawn,  
(a) no notice of meetings of directors shall be sent to that director,  
(b) any and all meetings of the directors of the Society, notice of which has not been given to that director shall, if a quorum of the directors is present, be valid and effective, and  
(c) a director who is unable to attend a duly called meeting shall notify the chairman or the secretary of such intended absence. Any member of the Board of Directors who shall absent himself from two consecutive meetings, and who has not given notice of such absence, shall be deemed to have resigned as a member of the board and shall cease to be a member thereof. In the case of special circumstances, a waiver of this requirement and thereby creating a limited time, "Leave of Absence" will be appropriate, as deemed by the Board of Directors.
37. (1) Questions arising at any meeting of the directors and committee of directors shall be decided by a majority of votes.  
(2) In case of an equity of votes the Chairman does not have a second or casting vote.
38. No resolution proposed at a meeting of directors or committee of directors need be seconded and the Chairman of the meeting may move or propose a resolution.

39. A resolution in writing signed by all the directors and placed with the minutes of the directors is as valid and effective as if regularly passed at a meeting of directors.

#### Part 7 – Duties of Officers

40. (1) The president shall preside at all meetings of the Society and of the directors.  
(2) The president is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.
41. The vice president shall carry out the duties of the president during his absence.
42. The secretary shall
- (a) conduct the correspondence of the Society,
  - (b) issue notice of meetings of the Society and directors,
  - (c) keep minutes of all meetings of the Society and directors,
  - (d) have custody of all records and documents of the Society except those required to be kept by the treasurer,
  - (e) have custody of the common seal of the Society, and
  - (f) maintain the register of members.
43. The treasurer shall
- (a) keep such financial records including books of account, as are necessary to comply with the Society Act, and
  - (b) render financial statements to the directors, members and others when required.
44. (1) Any two of the offices of Vice-president, Secretary and Treasurer may be held by one person as board limitations require.  
(2) Where any two such offices are combined, the total number of directors shall not be less than five.
45. In the absence of the secretary from a meeting, the directors shall appoint another person to act as secretary at the meeting.

#### Part 8 – Seal

46. The directors may provide a common seal for the society and they shall have power from time to time to destroy it and substitute a new seal in place of the seal destroyed.
47. The common seal shall be affixed only when authorized by a resolution of the directors and then only in the presence of the persons prescribed in the resolution

or if no persons are prescribed, in the presence of the president and secretary or president and secretary-treasurer.

#### Part 9 – Borrowing

48. In order to carry out the purposes of the Society the directors may, on behalf of and in the name of the society raise or secure to payment or repayment of money in such manner as they decide. The Society may issue debentures.
49. No debenture shall be issued without the sanction of a special resolution.
50. The members may by special resolution restrict the borrowing powers of the directors but a restriction so imposed expires at the next annual general meeting.

#### Part 10 – Auditor

51. This part applies only where the Society is required or has resolved to have an auditor.
52. The first auditor shall be appointed by the directors who shall also fill all vacancies occurring in the office of auditor.
53. At each annual general meeting the Society shall appoint any auditor to hold office until he is re-elected or his successor is elected at the next annual general meeting.
54. An auditor may be removed by ordinary resolution.
55. An auditor shall be informed forthwith in writing of appointment or removal.
56. No director and no employee of the Society shall be auditor.
57. The auditor may attend general meetings.

#### Part 11 – Notice to Members

58. A notice may be given to a member, either personally or by mail to him at his registered address.
59. A notice sent by mail shall be deemed to have been given on the second day following that on which the notice is posted, and in providing that notice has been given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle.
60. (1) Notice of a general meeting shall be given to:

- (a) every member shown on the register of members on the day notice is given, and
  - (b) the auditor of part 10 applies.
- (2) No other person is entitled to a notice of general meeting.

#### Part 12 – Bylaws

61. On being admitted to membership a member is entitled to and the Society shall give him without charge, a copy of the constitution and bylaws of the Society.
62. These bylaws shall not be altered or added to except by resolution.



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** May 9, 2016  
**Subject:** Tax Sale Properties Reserve Fund amendment  
**Recommendation:** **RESOLVED THAT COUNCIL** gives final reading to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016'

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### **BACKGROUND:**

Bylaw 419-A1 was presented to the Committee of the Whole on April 11, 2016. The bylaw received first three readings at the Special Meeting on April 19, 2016.

Bylaw 419 was created in 1948 for monies received from the sale of tax sale properties. There has been no activity in this reserve except for interest earned for the past 20 years. This reserve was a requirement of the Municipal Act. However, tax sales are now regulated by the Local Government Act. This Act does not require a Tax Sale Reserve.

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

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

Bylaw 419-A1, 2016 is now presented for final reading.

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

**General:** Housekeeping item to transfer reserve balance no longer required by legislation.  
**Strategic Impact:** Fiscal Accountability including proactively planning for infrastructure repair and replacement  
**Policy/Legislation:** Community Charter S. 188 and S. 189

# REQUEST FOR DECISION

— REGULAR MEETING —



Local Government Act S. 659

**Attachments:**

DRAFT Bylaw No. 419-A1

Bylaw No. 419 – Sale of Tax Sale Properties Moneys By-law 1948

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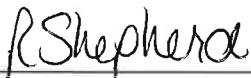
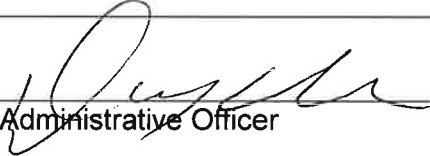
**Recommendation:**

**RESOLVED THAT COUNCIL** gives final reading to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016'

**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 419-A1**

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

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

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

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

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

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this 9<sup>th</sup> day of May, 2016.

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Mayor Frank Konrad

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Corporate Officer Diane Heinrich

**CERTIFIED CORRECT**

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

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

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** May 9, 2016  
**Subject:** Capital Reserve Fund Amendment Bylaw  
**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016'.

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## **BACKGROUND:**

This bylaw was presented at the Committee of the Whole on April 11, 2016. It received first three readings at the Special Meeting on April 19, 2016.

This capital reserve is currently the only capital reserve and is being used by all of the funds – general, water, waste water and electrical. A new Capital Reserves bylaw is also being presented to Council that will see the creation of a capital reserve in each fund.

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

Bylaw 1854-A1, 2016 is now presented for final reading.

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

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

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

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

**Attachments:** DRAFT Bylaw No. 1854-A1  
Bylaw No. 1854

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# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:**

**RESOLVED THAT COUNCIL** give final reading to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016'.

**OPTIONS:**

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

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

## **BYLAW NO. 1854-A1**

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

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

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

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

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19th day of April, 2016.

Read a **SECOND** time this 19th day of April, 2016.

Read a **THIRD** time this 19th day of April, 2016.

**FINALLY ADOPTED** this 9th day of May, 2016.

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Mayor Frank Konrad

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Corporate Officer Diane Heinrich

**CERTIFIED CORRECT**

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

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

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

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

**Date:** May 9, 2016

**Subject:** To amend the current Sustainable Community Plan (SCP) Bylaw by adding a policy statement for Temporary Use Permits.

**Recommendation:** **RESOLVED THAT** Council give first and second reading to the "City of Grand Forks Sustainable Community Amendment Bylaw No. 1919-A1, 2016" and proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

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**BACKGROUND:** City staff members have deemed it desirable to amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits.

At the April 11, 2016 Committee of the Whole Meeting (COTW), the Committee recommended that Council direct Staff to draft the appropriate amendment bylaw and to proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

At the April 11, 2016 Regular Meeting (RM), Council directed Staff to draft the appropriate amendment bylaw to amend the Sustainable Community Plan Bylaw No. 1919, 2011 by adding a policy statement for Temporary Use Permits and to proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

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## TIMELINE

Date	Process
April 11, 2016	Introduce at the COTW and RM.
April 12, 2016	Send Referral Requests.
May 9, 2016	First and second readings of the Bylaw.
May 18 & 25, 2016	Advertise Public Hearing in the newspaper.

# REQUEST FOR DECISION

— REGULAR MEETING —



May 30, 2016	Hold Public Hearing.
June 13, 2016	Third reading of the Bylaw.
June 27, 2016	Final reading of the Bylaw.
June 28, 2016	Staff amend the SCP.

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

**General:** Council has the authority to amend the Sustainable Community Plan in accordance with the Local Government Act.

**Strategic Impact:** N/A

**Financial:** N/A

**Policy/Legislation:** Council's authority to adopt, amend and repeal bylaws comes from the Local Government Act.

**Attachments:** 1) draft Bylaw No. 1919-A1;  
2) excerpts from the Local Government Act.

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**Recommendation:** **RESOLVED THAT** Council give first and second reading to the "City of Grand Forks Sustainable Community Amendment Bylaw No. 1919-A1, 2016" and proceed with the statutory requirements for amending bylaws in accordance with the Local Government Act.

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# REQUEST FOR DECISION

— REGULAR MEETING —



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

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1919-A1

A BYLAW TO AMEND THE CITY OF GRAND FORKS  
SUSTAINABLE COMMUNITY PLAN BYLAW NO. 1919, 2011

=====

**WHEREAS** Council may, by bylaw, amend the provisions of a Sustainable Community Plan, pursuant to the provisions of the Local Government Act;

**AND WHEREAS** Council of the Corporation of the City of Grand Forks believes it is in the public interest to amend the provisions of the Sustainable Community Plan;

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

1. That Section 10.0 "Support a Diversified Economy" under Policies 10.3 be amended by adding the following policy statement:

Policy 10.3.9 Temporary use permit applications will be considered by Council on a case-by-case basis within all zone areas on the City of Grand Forks Official Zoning Map.

2. That this bylaw may be cited as the "**Amendment to the City of Grand Forks Sustainable Community Plan Bylaw No. 1919-A1, 2016**".

Read a **FIRST** time this \_\_\_\_ day of \_\_\_\_\_, 2016.

Read a **SECOND** time this \_\_\_\_ day of \_\_\_\_\_, 2016.

**PUBLIC HEARING NOTICE ADVERTISED** this \_\_\_\_ day of \_\_\_\_\_, 2016  
**AND** this \_\_\_\_ day of \_\_\_\_\_, 2016.

**PUBLIC HEARING HELD** this \_\_\_\_ day of \_\_\_\_\_, 2016.



Read a **THIRD** time this \_\_\_\_ day of \_\_\_\_\_, 2016.

**APPROVED** by the Ministry of Transportation and Infrastructure, in accordance with the Highways Act this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Approving Officer

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

\_\_\_\_\_  
Mayor Frank Konrad

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

**CERTIFIED**

I hereby certify that the foregoing to be a true copy of Bylaw No. 1919-A1  
as passed by the Municipal Council of the City of Grand Forks  
on the \_\_\_\_ day of \_\_\_\_\_, 2016.

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

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

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

#### Procedure after public hearing

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

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

### Division 4 – Official Community Plans

#### Purposes of official community plan

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

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

#### Bylaw to adopt official community plan

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

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

#### Content and process requirements

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

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

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

#### Policy statements that may be included

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

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

#### Consultation during development of official community plan

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

(9) For land within a development permit area designated under section 488 (1) (h), (i) or (j) [energy conservation, water conservation, greenhouse gas reduction], a development permit may include requirements respecting the following in order to provide for energy and water conservation and the reduction of greenhouse gas emissions:

- (a) landscaping;
- (b) siting of buildings and other structures;
- (c) form and exterior design of buildings and other structures;
- (d) specific features in the development;
- (e) machinery, equipment and systems external to buildings and other structures.

(10) For land within a development permit area designated under section 488 (1) (h), (i) or (j), a development permit may establish restrictions on the type and placement of trees and other vegetation in proximity to the buildings and other structures in order to provide for energy and water conservation and the reduction of greenhouse gas emissions.

RS2015-1-491 (B.C. Reg. 257/2015).

### Division 8 – Temporary Use Permits

#### Designation of temporary use permit areas

- 492.** For the purposes of section 493, an official community plan or a zoning bylaw may
- (a) designate areas where temporary uses may be allowed, and
  - (b) specify general conditions regarding the issue of temporary use permits in those areas.

RS2015-1-492 (B.C. Reg. 257/2015).

#### Temporary use permits for designated areas and other areas

- 493.** (1) On application by an owner of land, a local government may issue a temporary use permit as follows:
- (a) by resolution, in relation to land within an area designated under section 492;
  - (b) by bylaw, in relation to land within an area outside a municipality, if there is no official community plan in effect for the area.
- (2) A temporary use permit may do one or more of the following:
- (a) allow a use not permitted by a zoning bylaw;
  - (b) specify conditions under which the temporary use may be carried on;
  - (c) allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.
- (3) If a local government delegates the power to issue a temporary use permit under this section, the owner of land that is subject to the decision of the delegate is entitled to have the local government reconsider the matter.

RS2015-1-493 (B.C. Reg. 257/2015).

#### Public notice and hearing requirements

- 494.** (1) If a local government proposes to pass a resolution under section 493 (1) (a), it must give notice in accordance with subsections (2) to (4) of this section.
- (2) The notice must state
- (a) in general terms, the purpose of the proposed permit,
  - (b) the land or lands that are the subject of the proposed permit,
  - (c) the place where and the times and dates when copies of the proposed permit may be inspected, and
  - (d) the place where and the time and date when the resolution will be considered.
- (3) The notice must be published in a newspaper at least 3 days and not more than 14 days before the adoption of the resolution to issue the permit.

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Chief Financial Officer

**Date:** May 9, 2016

**Subject:** Slag Sales Reserve fund – repeal and new bylaw

**Recommendation:** **RESOLVED THAT COUNCIL** gives final reading to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016'

**RESOLVED THAT COUNCIL** gives final reading to 'Slag Sale Reserve Fund Bylaw 2027, 2016'

---

### **BACKGROUND:**

Bylaw 1005-R and Bylaw 2027 were introduced at the Committee of the Whole on April 11, 2016. These bylaws received first three readings at the Special Meeting on April 19, 2016.

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

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

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

Bylaw 2024, the 2016-2020 Financial Plan includes a transfer of \$1 million from the Slag Reserve to the Capital Reserve, to be used for infrastructure renewal projects.

Bylaw 1005-R and Bylaw 2027 are now presented for final reading.

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

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

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

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

# REQUEST FOR DECISION

— REGULAR MEETING —



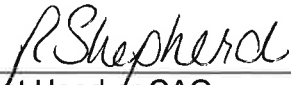

**Attachments:** DRAFT Bylaw No. 1005-R  
DRAFT Bylaw No. 2027

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**Recommendation:** **RESOLVED THAT COUNCIL** gives final reading to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016'  
**RESOLVED THAT COUNCIL** gives final reading to 'Slag Sale Reserve Fund Bylaw 2027, 2016'

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

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Department Head or CAO	Chief Administrative Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 1005-R**

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

=====

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

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

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this 9<sup>th</sup> day of May, 2016.

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Mayor Frank Konrad

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Corporate Officer Diane Heinrich

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1005-R as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

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Clerk of the Municipal Council of the  
City of Grand Forks

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2027**

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

=====

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

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

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this 9<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Mayor Frank Konrad

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

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

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

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** May 9, 2016  
**Subject:** New Capital Reserves Bylaw  
**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to 'Capital Reserve Funds Establishment Bylaw 2028, 2016'

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## **BACKGROUND:**

Bylaw 2028 was presented to Committee of the Whole on April 11, 2016. The bylaw was given first three readings at the Special Meeting on April 19, 2016.

The Asset Management Financial Policy 808 was adopted by Council in January, 2016. During discussions of the policy, Council was presented with a plan to build the Capital Reserve. Currently, the Capital Reserve receives revenues from all funds and is used to fund capital projects in all funds.

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

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

Bylaw 2028, 2016 is now presented for final reading.

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

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

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

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

**Attachments:** DRAFT Bylaw No. 2028

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# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:**

**RESOLVED THAT COUNCIL** give final reading to 'Capital Reserve Funds Establishment Bylaw 2028, 2016'

**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer



# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2028**

### **A Bylaw to Establish Capital Reserve Funds**

=====

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

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

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

#### **Transfer of Funds**

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

#### **Expenditure of Reserve Funds**

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this 9<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Mayor Frank Konrad

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

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

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2028, cited as the "Capital Reserve Fund Establishment Bylaw 2028, 2016".

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

**CITY OF GRAND FORKS**

**BYLAW 2028, 2016  
SCHEDULE A**

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



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Chief Financial Officer

**Date:** May 9, 2016

**Subject:** Land Sales Reserve – repeal old bylaw, adopt new bylaw

**Recommendation:** **RESOLVED THAT COUNCIL** gives final reading to 'Land Sales Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016'.

**RESOLVED THAT COUNCIL** gives final reading to 'Land Sale Reserve Fund Bylaw 2029, 2016'.

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## **BACKGROUND:**

These two bylaws were presented to Committee of the Whole on April 11, 2016. The bylaws were given three readings at the Special Meeting on April 19, 2016.

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

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

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

Bylaw 1609-R and Bylaw 2029 are now presented for final reading.

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

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

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

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

**Attachments:** DRAFT Bylaw No. 1609-R  
DRAFT Bylaw No. 2029

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# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:**

**RESOLVED THAT COUNCIL** gives final reading to 'Land Sales Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016'.

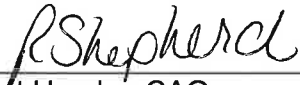

**RESOLVED THAT COUNCIL** gives final reading to 'Land Sale Reserve Fund Bylaw 2029, 2016'.

**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 1609-R**

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

=====

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

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

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19th day of April, 2016.

Read a **SECOND** time this 19th day of April, 2016.

Read a **THIRD** time this 19th day of April, 2016.

**FINALLY ADOPTED** this 9th day of May, 2016.

\_\_\_\_\_  
Mayor Frank Konrad

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

## **CERTIFICATE**

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

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Clerk of the Municipal Council of the  
City of Grand Forks

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2029**

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

=====

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

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

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19th of April, 2016.

Read a **SECOND** time this 19th day of April, 2016.

Read a **THIRD** time this 19th day of April, 2016.

**FINALLY ADOPTED** this 9<sup>th</sup> day of May 2016.

\_\_\_\_\_  
Mayor Frank Konrad

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

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

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2029, cited as the "Land Sales Reserve Fund Bylaw 2029, 2016".

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Chief Financial Officer

**Date:** May 9, 2016

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

**Recommendation:** **RESOLVED THAT COUNCIL** gives final reading to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016

**RESOLVED THAT COUNCIL** gives final reading to the Fire Truck Parcel Tax Roll Imposition Bylaw 2031, 2016

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### **BACKGROUND:**

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

The above two bylaws were presented to the Committee of the Whole on April 11, 2016. The bylaws were given three readings at the Special Meeting of Council on April 19, 2016.

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

The 2016 Revised Roll from BC Assessment shows that there are currently 3047 parcels within the City of Grand Forks. After several discussions with the Province and legal, it has been confirmed that the only properties exempted from the parcel tax are properties exempted under Community Charter S. 220(1) that are not included in Community Charter S. 220(4). These would include provincial properties, schools and hospitals.

Therefore, there will be 2897 parcels included in the parcel tax, including the permissively exempt properties. The parcel tax will be \$51.61 per parcel annually for five years.

At the Special Meeting on April 19, 2016 Council set the Parcel Tax Roll Review Panel hearing for May 10, 2016 at 10am in Council Chambers. The Panel will authenticate the Parcel Tax Roll and hear complaints respecting the roll.

Bylaw 2030 and Bylaw 2031 are now presented for final reading.

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

**General:** Council may impose a parcel tax to cover the cost of providing municipal services.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Financial:** The proposed Fire Truck Parcel Tax is intended to generate \$149,516.76 annually for 5 years. This revenue will cover the equipment financing payments for the Fire Truck purchased by the City in 2015.

**Policy/Legislation:** Community Charter Division 4 of Part 7

**Attachments:** DRAFT Fire Truck Parcel Tax Preparation Bylaw 2030, 2016  
DRAFT Fire Truck Parcel Tax Imposition Bylaw 2031, 2016

---

**Recommendation:** **RESOLVED THAT COUNCIL** gives final reading to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016

**RESOLVED THAT COUNCIL** gives final reading to the Fire Truck Parcel Tax Roll Imposition Bylaw 2031, 2016

**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer



# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 2030, 2016

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

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

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

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

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

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

#### **DEFINITIONS**

2. In this bylaw:

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

#### **ASSESSMENT ROLL**

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

**PARCEL TAX BASIS**

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

READ A **FIRST** TIME THIS 19<sup>th</sup> day of April, 2016.

READ A **THIRD** TIME THIS 19<sup>th</sup> day of April, 2016.

READ A **THIRD** TIME THIS 19<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** THIS 9<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Frank Konrad, Mayor

\_\_\_\_\_  
Diane Heinrich, Corporate Officer

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

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

\_\_\_\_\_  
Clerk of the Municipal Council of  
the City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2031, 2016

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

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

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

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

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

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

**Definitions:**

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

**Parcel Tax Roll:**

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

**Imposition of Tax:**

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

**Exempt Land:**

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

**Purpose of the Tax:**

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

**Tax Rate:**

6. The parcel tax imposed under this bylaw shall be on the basis of a single amount for each parcel on the Fire Truck Parcel Tax Roll.
7. The parcel tax imposed by this bylaw shall be 51.61 per parcel for each of the years specified in section 3 of this bylaw.

**Citation:**

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this 9<sup>th</sup> day of May, 2016.

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Mayor Frank Konrad

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Corporate Officer – Diane Heinrich

**CERTIFICATE**

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

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Clerk of the Municipal Council of  
The City of Grand Forks





# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** May 9, 2016  
**Subject:** 2016 Tax Rates Bylaw 2032  
**Recommendation:** **RESOLVED THAT COUNCIL** gives final reading to 2016 Tax Rates Bylaw 2032

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### **BACKGROUND:**

The 2016 Tax Rates Bylaw 2032 was introduced to Committee of the Whole on April 11, 2016. Council was presented three options for distributing the property tax burden. Council chose to send Option 2 to first three readings at the Special Meeting on April 19, 2016.

Bylaw 2032 sets the Class 4 Major Industry rate to the same as 2015 (43.3948 per \$1,000 of assessed value) and uses the capped rate of \$40 per \$1000 of assessment set by the Province for Class 2 Utilities. This results in a residential rate of \$4.8074 per \$1,000 of assessed value.

BC Assessment has determined that the typical single family residential property in Grand Forks is valued at \$194,000 in the 2016 Assessment Roll. The typical single family residential property would see a tax increase of \$10.39 per month or \$0.34 per day.

Municipal taxation is the largest source of revenue in the City's General Fund. The municipal property tax rates in Option 2 will ensure that the City meets its 2016 revenue requirements in the 2016-2020 financial plan.

Bylaw 2032 will generate \$3,408,705 in revenues in 2016. Of this amount, \$240,000 will be transferred to capital reserves to be used for infrastructure renewal. Increasing annual contributions to capital reserves is one of the goals in the Asset Management Financial Policy passed by Council in January 2016.

2016 Tax Rates Bylaw 2032 is now presented for final reading.

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

**General:** Municipal Property Taxes allow Council to undertake the services that are required to run the municipality.

**Financial:** Property taxation is the main source of revenue for the municipality. The proposed 2016 Tax Rates Bylaw is intended to generate \$3,408,705.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Policy/Legislation:** Section 197 of the Community Charter requires that each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property values taxes for the year by establishing tax rates.

**Attachments:** DRAFT 2016 Tax Rates Bylaw 2032

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**Recommendation:** **RESOLVED THAT COUNCIL** gives final reading to 2016 Tax Rates Bylaw 2032

**OPTIONS:**

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

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 Department Head or CAO	 Chief Administrative Officer
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**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**BYLAW NO. 2032**

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

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

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

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

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this 9<sup>th</sup> day of May, 2016.

\_\_\_\_\_  
Mayor Frank Konrad

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

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

I hereby certify the foregoing to be a true copy of Bylaw No. 2032 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk of the Municipal Council of  
The City of Grand Forks

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

Property Class	Description	"A"	"B"	"C"
		General Municipal	West Kootenay Boundary Regional Hospital District	Regional District of Kootenay Boundary
		(Dollars of tax per \$1,000 taxable assessed value)		
1	Residential	4.8074	0.2999	2.1816
2	Utility	40.0000	1.0497	7.6356
4	Major Industry	43.3948	1.0197	7.4174
5	Light Industry	14.0857	1.0197	7.4174
6	Business/Other	11.4897	0.7348	5.3449
8	Rec/Non-Profit	3.8459	0.2999	2.1816
9	Farm	5.1920	0.2999	2.1816