

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Monday, May 15, 2017, at 9:00 am
7217 - 4th Street, Council Chambers City Hall

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
2.	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	a) Adopt agenda	May 15th, 2017, COTW	THAT the COTW adopts the May 15, 2017, Committee of the Whole agenda as presented.
	b) Reminder	In-Camera Meeting directly following COTW Meeting	
3.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	a) Canadian Owners and Pilots Association (COPA) Delegation - COPA - Snowbirds Air Show	Update on the Snowbirds Air Show	THAT the COTW receives for information an updated report from the Canadian Owners and Pilots Association regarding the Snowbirds Air Show.
	b) Faith Community Emergency Preparedness Team Faith Community Emergency Preparedness Team	Presentation of the importance for Grand Forks and area residents of being prepared for crisis and the benefit brought to the community by their preparedness	THAT the COTW receives for information the presentation from the Faith Community Emergency Preparedness Team regarding the importance for Grand Forks and area residents of being prepared for crisis and the benefit brought to the community by their preparedness.
	c) Boundary Women's Coalition Delegation - Boundary Women's Coalition	Presentation of programs and services offered by the Boundary Women's Coalition	THAT the COTW receives for information the presentation from the Boundary Women's Coalition regarding their programs and services.
	d) Downtown Business Association Delegation - Downtown Business Association	Concerns regarding continued funding and lack of communication from the Chamber and would like to request direct funding from the City	THAT the COTW receives for information and discussion the concerns from the Downtown Business Association regarding continued funding and lack of communication from the Chamber and would like to request direct funding from the City.

4. **REGIONAL TOPICS FOR DISCUSSION - WITH AREA D**

5. **PRESENTATIONS FROM STAFF**

- | | | |
|---|--|--|
| a) Manager of Operations
RFD - Mgr. of Operations - Water Rates Information | Water Rates Information | THAT the COTW accepts the presentation provided by Urban Systems Ltd. regarding water rates for information purposes. |
| b) Manager of Operations
Memo - Mgr. of Operations - Events Breakdown | Events Breakdown | THAT the COTW receives for information the memorandum from the Manager of Operations regarding the City events breakdown. |
| c) Deputy Manager of Operations and Sustainability
Memo - Deputy Mgr. of Op.&Sustain. - Downtown Heritage Signs Project Starting | Downtown Heritage Signs Project Starting | THAT the COTW receives for information the memorandum from the Deputy Manager of Operations and Sustainability regarding the Downtown Heritage Signs Project starting. |
| d) Deputy Manager of Operations and Sustainability
Memo - Deputy Mgr. of Op.&Sustain. - Citizen Satisfaction Survey Update | Citizen Satisfaction Survey Update | THAT the COTW receives for information the memorandum from the Deputy Manager of Operations and Sustainability regarding the Citizen Satisfaction Survey update. |
| e) Manager of Development and Engineering - Smithplan Consulting Inc. presentation on the marijuana report
Memo - Mgr. Dev. Eng. - Marijuana Report | Council requested that staff provide a report regarding the medical cannabis issues. Local Government role in marijuana regulation | THAT the COTW receives the presentation made by Smithplan Consulting Inc. on the provision of information regarding marijuana matters. |
| f) Monthly Highlight Reports from Department Managers
Chief Financial Officer
Fire Department
Operations
Corporate-Administrative Services
Development & Engineering Services
Building & Bylaw Services | Staff request for Council to receive the monthly activity reports from department managers | THAT the COTW receives the monthly activity reports from department managers. |

6. **REPORTS AND DISCUSSION**

- | | | |
|--|--|--|
| a) Councillor Tripp / Corporate Administration
Notice of Motion - Councillor Tripp
Notice of Motion - C. Tripp - Code of Ordinances of Union County Illinois | Notice of Motion regarding discussion of electronically recording all In-Camera meetings | THAT the COTW receives for discussion the Notice of Motion from Councillor Tripp regarding Council to direct Staff to electronically record all In-Camera meetings, and as per the City's Closed Session Policy 103-1, these |
|--|--|--|

recordings shall remain confidential until such time as Council may deem the information contained on them to be released as per Policy 103-1, or destroyed with Council's unanimous approval, following all provincial legislation surrounding proper disposal of records.

THAT the COTW recommends to Council to receive the report from the interim Chief Administrative Officer/Corporate Officer with regard to Council's consideration to audio or visually record In-Camera meetings of Council, for discussion purposes.

- b) Manager of Development & Engineering Services
[RFD - Mgr. Dev. Eng. - Dev. Variance Permit 7716 Donaldson Dr.](#)

Development Variance Permit to increase the residential portion of a neighbourhood commercial building

THAT the COTW receives the report and recommends that Council approves the Development Variance Permit application by allowing an increase in the residential portion from 30% to 50% floor area in a building zoned neighbourhood commercial at 7716 Donaldson Drive, legally described as Lot B DL520 SDYD LD54 Plan KAP86374; AND FURTHER THAT the COTW refers the report to the June 12, 2017, Regular Meeting for decision.

- c) Manager of Development & Engineering Services
[RFD - Mgr. Dev. Eng. - Dev. Variance Permit 6581 - 7th St.](#)

Development Variance Permit to vary front and exterior side yard setbacks to allow an addition on a house and rebuilding of a shop

THAT the COTW receives the report and recommends that Council approves the Development Variance Permit application by allowing a reduction in the front parcel line from 6 metres to 1.83 metres for an addition on an existing non-conforming house and a reduction in the exterior side parcel line setback from 4.5 metres to 1.5 metres for reconstruction of a workshop on the same foundation, for the property at 6581 - 7th St., Lot 1 Block 33 DL534 SDYD LD54 PI 108; AND FURTHER THAT the COTW refers the report to the June 12, 2017, Regular Meeting for decision.

7. **PROPOSED BYLAWS FOR DISCUSSION**

8. **INFORMATION ITEMS**

9. **CORRESPONDENCE ITEMS**

10. **LATE ITEMS**

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

12. **QUESTION PERIOD FROM THE PUBLIC**



13. **IN-CAMERA RESOLUTION**

a) Chief Administrative Officer

Immediately following the
COTW Meeting, Council will
hold an In-Camera Meeting

THAT the COTW
recommends 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)(c)
labour relations or other
employee relations; Section
90 (1)(e) the acquisition,
disposition or expropriation of
land or improvements, if the
council considers that
disclosure could reasonably
be expected to harm the
interests of the municipality;
and Section 90 (1)(k)
negotiations and related
discussions respecting the
proposed provision of a
municipal service that are at
their preliminary stages and
that, in the view of the
council, could reasonably be
expected to harm the
interests of the municipality if
they were held in public; BE
IT FURTHER RESOLVED
THAT persons, other than
members, officers, or other
persons to whom Council
may deem necessary to
conduct City business, will be
excluded from the In-Camera
Meeting.

14. **ADJOURNMENT**

From:  Ann Gordon <culvan@shaw.ca> Apr 21, 2017 11:15:55 AM
Subject: New Online Delegation Form submission from Ann Gordon
To:  Info City of Grand Forks



Attachments:  delegation-request-04_21_2017.pdf / Uploaded File (56K)

Your Worship, Mayor Konrad, and Members of Council, I/We are here this evening on behalf of:

COPA

To request that you consider:

An update on the Snowbirds Air Show.

The reasons that I/We are requesting this action are:

To give an update.

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

Being updated.

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

Not being up to date.

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating:

Resolved that Council receive the Snowbirds Air Show update for information.

Name

Ann Gordon

Organization

COPA

Mailing Address

3461 Panorama Dr
3461 Panorama Dr
Grand Forks, British Columbia V0H1H2
Canada
[Map It](#)

Telephone Number

2504428388

FILE CODE
D2 - COPA re Snowbirds Air Show

Email Address

culvan@shaw.ca

RECEIVED

APR 13 2017

THE CORPORATION OF
THE CITY OF GRAND FORKS

Council Delegations

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 make 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. Council may not make a decision at this meeting.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Konrad, and Members of Council, I/We are here on behalf of

the Faith Community Emergency Preparedness Team
(W. KOOTENAY / BOUNDARY AREA)

to request that you consider the importance, as Grand Forks + area residents,
of being prepared for crisis and the benefit brought to the
community by our preparedness.

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

- TO inform the city leaders of who we are + what we do
- TO provide an awareness of the importance of personal +
Corporate preparedness
- TO make ourselves available as "trained" citizens of
our community.

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

- Knowing there are people, facilities + resources
prepared to serve practical + emotional needs in
a crisis

FILE CODE

Faith Community
D2 - Emergency Preparedness
Team

Council Delegations (cont.)

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

Uninformed Leadership which can lead to a lack of coordination of resources during an "event".
Lack of knowledge / information can also lend itself to fear, panic & a sense of helplessness.
Lack of collaboration which can result in needs not being met or greater expense of bringing in resources that are already within the community.

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution

stating: OBSERVATION & SUPPORTING ACTIVITIES OF THE "CANADIAN EMERGENCY PREPAREDNESS WEEK" — the first full week of MAY each year.

A gathering of various response & preparedness organizations for the public. IE: our own emergency mgmt system; Candian RedCross; SALVATION ARMY & many others.

Name: GLENDIA BASHOR
Organization: PROFICIENT DISASTER RESPONSE SOCIETY & the W. KOOTENAY / BOUNDARY FAITH COMMUNITY PREPAREDNESS TEAM
Mailing Address: PO BOX 2052 GRAND FORKS, BC
(Including Postal Code) V0H-1H0
Telephone Number: 250-584-4924
Email Address: info@proficientdisasterresponse.org

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. 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.

N:Forms/Delegation Form

***"By failing to prepare, you are preparing to fail."* - Benjamin Franklin**

St. Francis of Assisi says that as a faith community:

"We have been called to heal the wounds, to unite what has fallen apart, and to bring home any who have lost their way."

Many religions have a mandate to care for the needy – thus a preparation to respond in a crisis is a "fit" for this "calling".

Some of the benefits of faith-based organizations:

- Offer hope
- Base for training – both an ability to teach and to take instruction
- Resources: people/manpower; funds etc.
- A unity in goal of caring for others
- Location within an affected community - Immediate local ability to respond and provide resources.
- Immediate access to buildings (ie. Gospel Chapel with gym and BC Food Safe Certified Kitchen; First Baptist Church w/ showers; space for people to gather)
- Familiarity with local geography, demographics and pre-disaster community issues that may affect the delivery of emergency services
- Ability to help identify and contact vulnerable populations (ie. Elderly, disabled as well as those distrustful of government; children – because of the pre-qualifying needed to care for children in programs)
- Reflects cultural diversity of the community
- Often regarded as a trusted, traditional source of refuge for those in need or in trouble

What we are doing:

- supplying process & information along with encouraging participation in compiling...
 - o an emergency "Grab bag"
 - o a family emergency kit

(I'll be providing handouts for both the Grab Bag and the emergency kit)

- gathering information
 - o Where our resources are and Who can provide them
 - Housing – people and animals
 - Feeding Facilities
 - Personal care facilities (shower/laundry etc)
 - Food supplies – livestock
 - Transportation – people and livestock
 - Skills – what and who can do what
- providing training opportunities
 - o Food Safe
 - o Emotional & Spiritual Care
 - o What to do in preparation for a crisis

Our goal is to be a support for our community Emergency Response System, a people who can be called on to serve and to provide resources in a disaster....all of this in partnership – not competition – with other Response Organizations as they take the lead in their expertise.

30 Natural or Man-made disasters in BC alone possible:

Fires
Floods
Earthquakes & resulting Tsunami's
Wind Storms/Hurricanes
Ice Storms
Snow Storms
Land Slides
Avalanches
Land Liquefaction (Lower mainland area)
Volcanic
Heat waves
Power outages
Thunderstorms & Lightening
Drought
Tornadoes (rare but potential)
Storm Surges
Fog
Hail Storms
Geomagnetic Storms
Disease outbreaks

Gas Leaks
Explosions
Hazardous materials spill
Logging accidents/spills
Chemical Releases
Bomb Threats
Nuclear Emergencies
Road Accidents
Suspicious packages

6 Weeks to Your Personal "Grab 'n Go" Bag - 72 hour supply					
*this is not an exhaustive list but a base from which to start; determine your own needs and add accordingly					
WEEK	ITEM	NOTE	DATE OBTAINED	EXPIRY DATES	DATE CONFIRMED CHECKED
1	Bag (Back Pack preferable for easy carrying for most people)	<i>Find a back pack that is comfortable for the person carrying it - IE. Child, Elderly, Physically Impaired etc.</i>			
2	Small First Aid Kit	<i>(can order a complete one online or build your own)</i>			
	*various sized bandaids				
	*medical tape				
	*sterile gauze				
	*disinfectant				
	*eye wash/eye drops				
	*epi-pen	<i>If prescribed by physician</i>			
	*medications: pain killers; antihistamines	<i>ie. acetaminophen (Tylenol, others), ibuprofen (Advil, Motrin IB, others) and aspirin (never give aspirin to children)</i>			
	*Personal Medications/Supplements	<i>Only those that don't need refrigeration</i>			
	*Aloe Vera Gel				
	*Calamine Lotion				
	*Antacids				
3	Change of Clothes	<i>In ziplock or vacuum loc waterproof bags (see websites below)</i>			
	*Jacket/sweater	<i>Be season specific! But always add something for extra warmth</i>			
	*Extra pair of socks, underwear, walking shoes/runners				
	*Hat w/ brim				
	*Work gloves				

WEEK	ITEM	NOTE	DATE OBTAINED	EXPIRY DATES	DATE CONFIRMED CHECKED
4	Personal Care Kit				
	*Toothbrush & tooth paste				
	*Sunscreen				
	*Brush/comb				
	*Insect repellant				
	*Medicines and supplements	<i>Include a list of what they are for; your health care professional's contact info.</i>			
	*Vital Papers (sealed in a waterproof bag)	<i>Copy of license, passport, SIN card; copy of legal docs such as will, Power of Attorney, insurance docs;</i>			
	*Toilet Paper				
	*Wipes				
	*Towel				
	*List of emergency contacts	<i>Include someone in another town and out of province as well as closest relative/contact in the area</i>			
	*Glasses (spare if possible - especially if contacts are worn)	<i>Also contact solution</i>			
5	Food/Water	<i>Always be sure to check expiry dates and rotate items from personal home stock</i>			
	*2 bottles of water				
	*Energy bars				
	*Nuts/raisins/dried fruit				
	*Mints/gum				
	*Cheese or PBtr & crackers snack pack (or something similar)				
6	Other Items	<i>These are vital - NOT just an afterthought</i>			
	*Flashlight: battery or windup				
	*Lighter/firestick/matches in waterproof container				
	*Pen/pencil/marker				
	*Notebook				
	*Radio: battery or wind-up				
	*Extra batteries				
	*Duct Tape				
	*Plastic Bags	<i>The bright orange ones are great for signaling or making yourself visible if you're lost</i>			
	CASH	<i>\$100 - \$500 - not always will debit or credit card access be available</i>			

Week	Websites:
1	https://propacusa.com
2	http://www.canadiansafetysupplies.com/basic-first-aid-kit-bags-supplies-canada-s/86.htm?gclid=CPGr3K_pvtMCFQltaQodf7YBWw
	http://www.canadiansafetysupplies.com/2-Person-72-Hour-Emergency-Survival-Kit-p/PR668.htm?gclid=CNPVjsXpvtMCFVa1wAodMlwKiw
3	https://www.amazon.ca/Becko-Waterproof-Kayaking-Surfing-Fishing/dp/B00TK15SOI/ref=sr_1_15?ie=UTF8&qid=1493093710&sr=8-15&keywords=waterproof+plastic+bag
	https://www.amazon.ca/Allure-Maek-Plastic-Waterproof-Document/dp/B06XCFKCJ8/ref=sr_1_4?ie=UTF8&qid=1493097181&sr=8-4&keywords=waterproof+plastic+bag
	https://www.amazon.ca/Multifunctional-Waterproof-Stocking-Underwear-Lingerie/dp/B01N0KMEBW/ref=sr_1_5?ie=UTF8&qid=1493097181&sr=8-5&keywords=waterproof+plastic+bag
6	http://www.canadiansafetysupplies.com/Hand-Crank-Flashlight-p/300002.htm?gclid=COGL4Or8wNMCFRaewAodvaolOA
	http://www.canadiansafetysupplies.com/Emergency-Flashlight-Radio-Siren-p/300021.htm?gclid=CIKTkPv8wNMCFQUlaQod_uMPag
**	https://www.amazon.ca/s/?ie=UTF8&keywords=wind-up+flashlight&tag=googcana-20&index=aps&hvadid=47969934666&hvpos=1t2&hvnetw=g&hvrnd=18198967835160679692&hvpone=&hvptwo=&hvqmt=e&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=1001901&hvtargid=kwd-2355566724&ref=pd_sl_20zjvk0u5_e
	https://www.amazon.ca/s/?ie=UTF8&keywords=wind-up+radio&tag=googcana-20&index=aps&hvadid=72126796837&hvpos=1t1&hvnetw=g&hvrnd=9574210554081298877&hvpone=&hvptwo=&hvqmt=e&hvdev=c&hvdvcmdl=&hvlocint=&hvlocphy=1001901&hvtargid=kwd-317337770&ref=pd_sl_12nbp0wjey_e
**	http://www.toptenreviews.com/outdoor/camping/best-crank-radios/

26 Weeks to Family Emergency Preparedness

Pg 1 of 2

*this is not an exhaustive list but a base from which to start; determine your own needs and add accordingly

A guide for actions & supplies					
WEEK	ITEM	NOTE	DATE OBTAINED	EXPIRY DATES	DATE CONFIRMED CHECKED
1	Large Portable container w/ lid (plastic storage bin or garbage can can work well - especially with wheels)	Choose an accessible location for the container near an exit and clearly label the container. Make sure all family members know what it will be used for and where it is. [Individual wheeled carts, carry-alls or packs for ease of carrying may also be used]			
2	3 DAY supply of water/individual	4 Litres of water/per person per day [2 Litres for drinking and 2 Litres for food prep and hygiene] include water for pets - also consider water purification tablets			
3	1 Day supply of Packaged foods (not needing refrigeration), canned meats, dried fruit - w/ manual can opener	include infant supplies - including disposable diapers, bottles, formula etc. Plan for at least a 3-day supply for each individual (some agencies are even recommending a 1 (one) week supply)			
4	Out-of-area phone contact	Keep this and other emergency phone numbers near/in each telephone as well as a copy in each emergency bin/bag			
5	food items & supplies for pets	Leash, (muzzle if necessary), medications, and pet coat/blanket if cold weather is expected			
6	Portable radio w/ extra batteries	There are wind-up radios available			
7	Learn about Hazards	Know the hazards in your area. ie. Is your area vulnerable to earthquakes, landslides, flooding, interface fires or other threats such as hazardous material spills etc.; Secure appliances and heavy furniture and move beds away from overhead objects (heavy mirrors, windows etc.)			
8	First-aid kit	Include prescription medications, eyeglasses, bandages, sterile gauze pads, tape, scissors, tweezers, antibiotic ointment, hydrogen peroxide, over the counter pain pills etc. Keep copies of prescriptions being taken for each individual and names of physicians w/ contact info.			
9	Assign Specific Safety Tasks	ie. Designate one person to be in charge of turning off electricity, gas and or water; one to collect the emergency container, one to track down family members; one to make sure people with special needs are provided for; one to collect/look after pets;			
10	Identify safe places	In home and on property and/or near by areas; Practise earthquake, fire or flood drills; Know where your community may set up a Reception Center			
11	Identify Meeting Place	A/ Away from your home but close to regular areas of activities - church, school, work B/ In the event of evacuations or people traveling - a location each one is familiar with in another community			
12	Flashlight (w/ extra batteries) & Candles (with waterproof matches or lighter)	Wind up flashlights can also be found			
13	1 Day Supply- additional foods to Emergency Kit	ie. Peanut butter; dried soups; Protein powders etc.			
14	Check Insurance Policies	Itemize your belongings - you can go room by room; For rare, expensive or heritage items take pictures and store on an external drive			
15	Plastic Garbage Bags	Large and Medium sized; Orange or yellow also make good visible signals; These can be used as ground covers, blankets or ponchos to keep dry from rain;			

26 Weeks to Family Emergency Preparedness

Pg 2 of 2

**this is not an exhaustive list but a base from which to start; determine your own needs and add accordingly*

A guide for actions & supplies					
WEEK	ITEM	NOTE	DATE OBTAINED	EXPIRY DATES	DATE CONFIRMED CHECKED
16	Change of Clothing	For each family member; include gloves (work as well as warm) and other warm clothing; good walking shoes are vital			
17	Canned or Freeze-dried Foods	Such as stews, tuna fish, baked beans and vegetables			
18	Pack HELP/OK signs	Also, enrol at least one family member in a First-aid course (Red Cross; Local College; Fire Station etc.)			
19	Collect & Record Important Documents	Make a copy of credit cards, licenses, passports, other ID, wills, insurance, medical/dental records, inventory of possessions (see #14) etc. Additionally, store originals either in safe deposit box at financial institution or a fireproof/waterproof container that can be accessible if home is damaged			
20	Add personal items	IE: Toilet paper, handi-wipes, soap, detergent, toothbrush and toothpaste, comb, sanitary supplies to the emergency kit			
21	Add evaporated, canned or powdered drinks	Tetra packs of rice, coconut, almond milks or regular milk or even juices			
22	Large bucket w/ lid	Use initially for storing emergency tools - axe, folding shovel, rope; This can later be used for a toilet if needed			
23	Sleeping Bags or Blankets	Foil blankets take up less space; Emergency Ponchos can be added (foil lined will keep one warmer than a plastic bag)			
24	1 - Day supply of additional foods	Have at least a 3-Day supply of food and water			
25	Add some additional items:	Pocket Knife; Felt pen, pencil, pen & notebook or paper; Whistle; Spare set of house keys and vehicle keys; Can add books, toys and cards as well as a family photo album [set up specialty items JUST for the emergency kit - these can be used during a practise to train small children and have them calmer with items that are "special" for this event]; The photo album is not only for talking and telling stories but useful if the un-imagineable should occur) CASH (\$100 - \$500 or whatever you're comfortable with) - not always will debit or credit card use be available			
26	Meet w/ Neighbours other Family	Discuss Emergency preparations and the possibility of sharing items such as pool water (great for toilets and non-potable times), generators, heavy equipment (plows) etc.			
NOW YOU AND YOUR FAMILY ARE PREPARED - SHARE THIS WITH YOUR CHURCH, NEIGHBOURHOOD, CLUB					

Provided by the **Provincial Emergency Program**

Compliments of:

**West Kootenay-Boundary Faith Community
Preparedness Team**

& Proficient Disaster Response Society

PO Box 2052 Grand Forks, BC V0H 1H0

Andrew & Glenda Bashor

250-584-4923 or 250-584-4924

info@proficientdisasterresponse.org

Online Delegation Form

YOUR WORSHIP, MAYOR KONRAD, AND MEMBERS OF COUNCIL, I/WE ARE HERE THIS EVENING ON BEHALF OF:

Boundary Women's Coalition (BWC)

TO REQUEST THAT YOU CONSIDER:

Presentation of programs and services offered by the BWC.

THE REASONS THAT I/WE ARE REQUESTING THIS ACTION ARE:

It would be an honour to appear before City Council and introduce the new Executive Director for the Boundary Women's Coalition, Dara Sutton, who will present a brief overview of programs and services provided to the Boundary Region.

Dara joins the BWC from Medicine Hat where she was the Housing First Team Leader at Canadian Mental Health Association Alberta Southeast Region. Medicine Hat has been in the news over the past two years for the community's work to end homelessness and the achievement of functional zero by implementing the Housing First Program.

I/WE BELIEVE THAT IN APPROVING OUR REQUEST THE COMMUNITY WILL BENEFIT BY:

The community would benefit from the City Council Members being well acquainted with the programs and services offered by community groups including the Boundary Women's Coalition.

I/WE BELIEVE THAT BY NOT APPROVING OUR REQUEST THE RESULT WILL BE:

It would be unfortunate to miss an opportunity to share information, learn about programs and services being provided to the Boundary region, and introduce a new community member to the City Council.

IN CONCLUSION, I/WE REQUEST THAT COUNCIL FOR THE CITY OF GRAND FORKS ADOPT A RESOLUTION STATING:

The purpose of this application is to share information and facilitate introductions; a resolution is not being requested.

NAME

Dara Sutton

ORGANIZATION

Boundary Women's Coalition

MAILING ADDRESS

Box 181
Grand Forks, British Columbia V0H 1H0
Canada

TELEPHONE NUMBER

DELEGATION



2504423131

EMAIL ADDRESS

ed@bwcbc.ca

Online Delegation Form

YOUR WORSHIP, MAYOR KONRAD, AND MEMBERS OF COUNCIL, I/WE ARE HERE THIS EVENING ON BEHALF OF:

Downtown Business Association

TO REQUEST THAT YOU CONSIDER:

funding us directly

THE REASONS THAT I/WE ARE REQUESTING THIS ACTION ARE:

We are concerned about continued funding from the Chamber and would prefer to have our funding come directly from the City. In addition to this we have concerns over the current running of the Chamber day to day activities and lack of communication from the executive director. Based on the Chambers performance over the last few years we are worried it will not survive as an entity in the community and we would like to continue our great work with local businesses.

I/WE BELIEVE THAT IN APPROVING OUR REQUEST THE COMMUNITY WILL BENEFIT BY:

We believe this would both benefit our organisation and the city as we continue to improve and promote our downtown businesses and their revenue. In the past year we have worked very well with council and the city and we want to strengthen this relationship for the benefit of all.

I/WE BELIEVE THAT BY NOT APPROVING OUR REQUEST THE RESULT WILL BE:

We may no longer receive funding from the chamber to continue with our efforts to build revenue and commerce for local businesses.

IN CONCLUSION, I/WE REQUEST THAT COUNCIL FOR THE CITY OF GRAND FORKS ADOPT A RESOLUTION STATING:

That the Downtown Business Association receive funding and report directly to the city.

NAME

Melissa Ganzeveld and Lynn Relph

ORGANIZATION

Downtown Business Association

MAILING ADDRESS

po box 670
grand forks, British Columbia v0h 1h0
Canada

TELEPHONE NUMBER

2504628603

EMAIL ADDRESS

DELEGATION



melissa.ganzeveld@cibc.com

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Mayor and Council
From: Manager of Operations
Date: May 15, 2017
Subject: Water Rates Information
Recommendation: **RESOLVED THAT the Committee of the Whole accepts the presentation provided by Urban Systems Ltd regarding water rates for information purposes.**

Background

The City's water rates are being reviewed in order to incorporate the water meter usage information. Currently the City charges a **flat rate** for any amount of water used residentially. Commercial and industrial customers have been on a **fixed charge** since the 2007 commercial meter program. Additional options being presented are a **minimum charge** and an **inclining block rate**. Both are detailed in the presentation. The goal of the presentation is to receive Council's input and direction on the development of the metered water rate structure. Use the feedback received to develop 3 draft rate structure options for review.

Benefits or Impacts of the Recommendation

General: The background information in this presentation will be used in making decisions about how to set the water rates.

Strategic Impact: N/A

Financial: This presentation provides background information that will affect how the water rates are set.

Policy/Legislation: Bylaw 1973-A1 will be affected by the recommendations created by this presentation.

Attachments: Urban Systems Ltd Water Rates Presentation

Recommendation: **RESOLVED THAT the Committee of the Whole accepts the presentation provided by Urban Systems Ltd regarding water rates for information purposes.**

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Options

Council could choose:

1. To support the recommendation.
2. To not support the recommendation.
3. To refer the report back to staff for more information.

	
Department Head or CAO	Chief Administrative Officer

Water Rates:

COUNCIL PRESENTATION

May 15th, 2017

Presentation Objective

To receive Council's input and direction on the development of the metered water rate structure

Presentation Agenda

1. Water rate setting overview
2. Discuss the rate setting objectives and priorities for Grand Forks
3. Types of rate structures
4. Understand any concerns

Water Rate Setting Overview

1. Every rate structure option will need to collect the same amount of revenue
 - i.e. the revenue required to operate and maintain the system less revenue from other sources
2. The total revenue required will be based on the 5 Year Financial Plan
3. The rate structures purpose is to *allocate* the costs to the various customer groups
 - In an equitable manner (as required by the *Local Government Act*)
 - In a manner that meets the objectives of Council

Rate Setting Objectives

Conservation

- ▶ Pricing (rate) to encourage water conservation

Equity

- ▶ Fair to all types of users
- ▶ Defendable approach

Revenue Stability

- ▶ Revenues generated are predictable
- ▶ Providing sufficient revenue to the utility

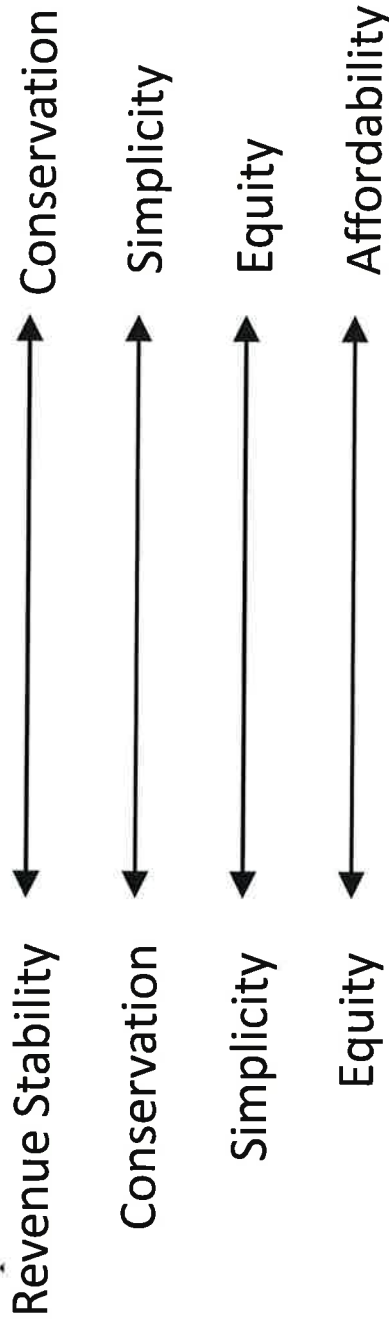
Affordability

- ▶ Recognition that certain customers may need assistance

Simplicity

- ▶ Easy for customer to understand
- ▶ Efficient to administer

The Trade-offs Between Principles



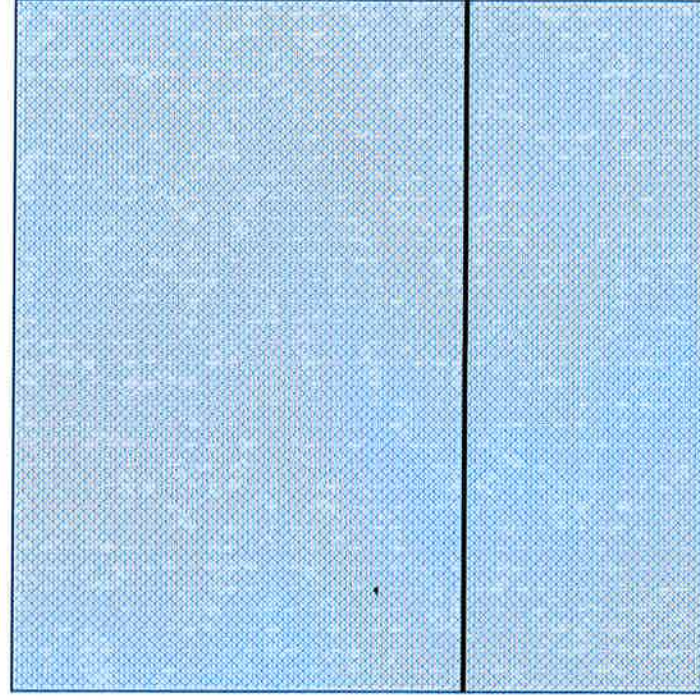
Questions

- ▶ Which of the objectives are most important for the revised rate structure?
- ▶ Are there other objectives we need to consider?
- ▶ What are some of the possible challenges or customer concerns with respect to implementing a metered rate structure?

Rate Structure Types

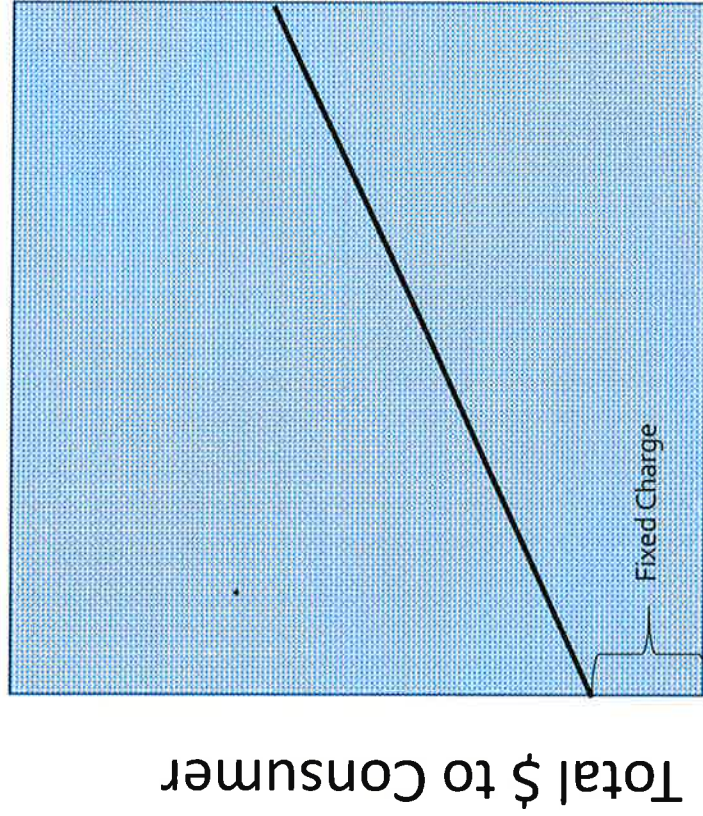
- Flat Rate
- Fixed Charge
- Minimum Charge
- Inclining Block Rate
- Water Budgets

Flat Rate



- Fixed charge regardless of volume used
- Easy to understand and to administer
- Very predictable revenue
- Does not promote conservation

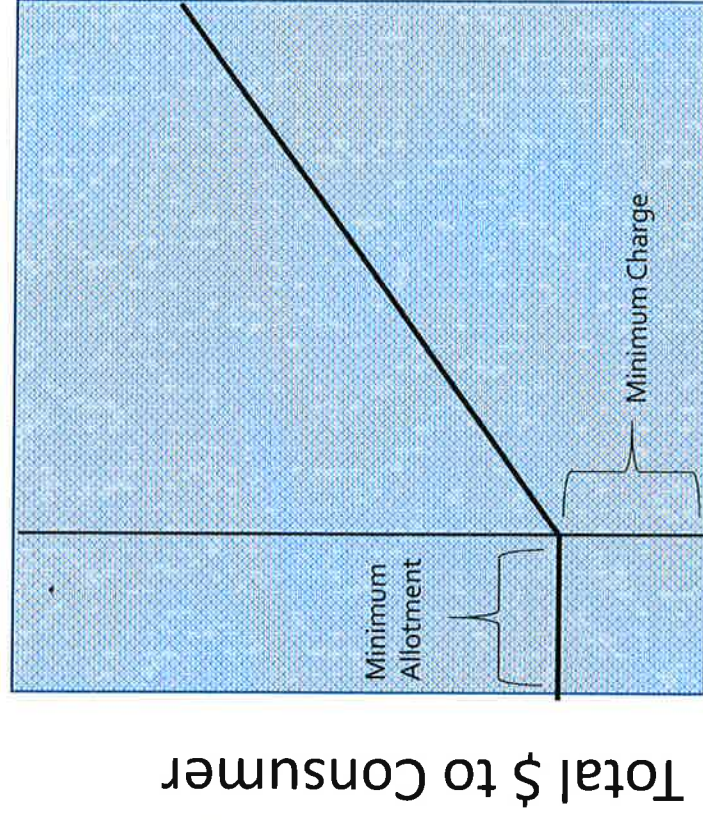
Fixed Charge



- Fixed price for each unit of water
- Consumer pays starting from first unit
- Price to consumer increases uniformly with volume used
- Easy to understand
- Promotes conservation
- Good revenue stability

Volume of Water
Consumed

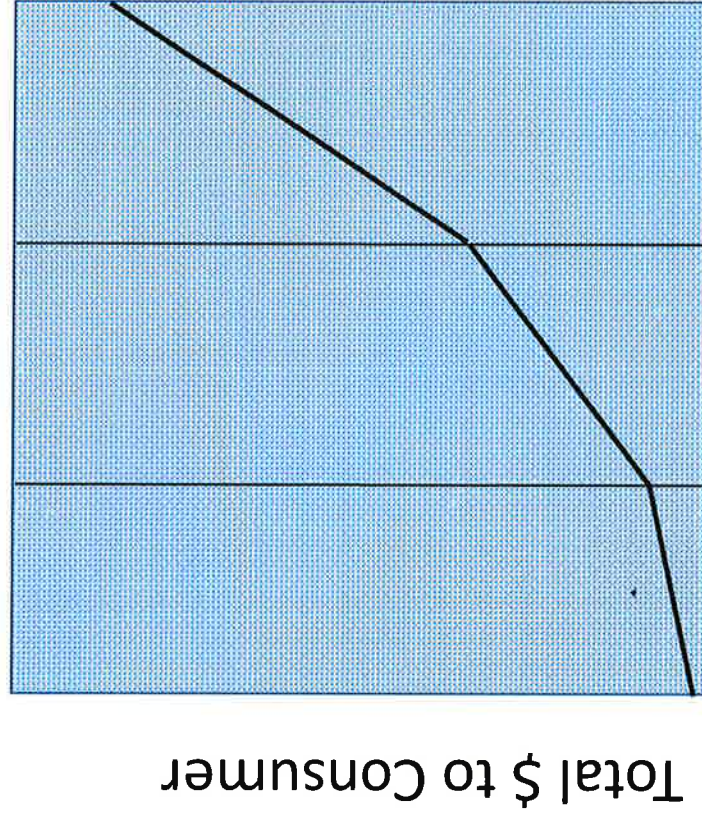
Minimum Charge



- Similar to a fixed charge, but includes an allotment of water
- Variable rate “kicks in” after allotment is exceeded

· Volume of Water Consumed

Inclining Block Rate



- Successively higher price through a set of usage “blocks”
- Supports conservation
- Highest revenue volatility
- May lead to inequities if applied “across the board” to all customer classes
- Not as easy for consumer to understand as uniform or flat rate

Volume of Water
Consumed

Questions

- What type of rate structure(s) do you think would be best suited?
- What would the challenges be for this structure?

Next Steps

- Use the feedback received to develop 3 draft rate structure options for review

MEMORANDUM



DATE : May 15, 2017
TO: Mayor and Council
FROM: Manager of Operations
SUBJECT: Events break down

During the Regular Meeting of Council on January 30, 2017, Council requested from staff a summary of expenses regarding in-kind contributions detailing the events.

With the current systems in place, only the GFI and Canada Day were able to be listed individually as they can be broken down separately in our GL System.

However, plans are in place to utilize the Asset Management and Work order software (Worktech) to log smaller individual events in more detail and provide a more accurate overview for Council for the 2018 budget cycle.

PUBLIC WORKS SUPPORT

Below is a summary table for 2016:

Other events are as follows:

Art Installation	
Family Day	\$11,000
Community Easter Egg Hunt	
Radio Station Launch – Juice FM	
Heart Beat	
GF Saturday Country Market	
GF Farmers Market	
Piranhas Welcome Back BBQ	
Community Appreciation Day	
Canadian Cancer Relay for Life	
GFDSCU – New Brand Launch	
Piranhas Swim Meet	
Rotary Spray Park Opening	
GF Far Shuck & Chuck	
National Aboriginal Day	
Special Olympics Picnic	
Good Sam RV Club	
CL Triathlon	
Boundary Women's Fastball Playoff's	
Gospel Chapel Picnic Event	

GF Amateur Radio Club – Emergency Communications

AA Round Up - Picnic

Heart Beat

Messianic Dance Group Picnic

Frisbee Tournament

Slo-pitch Tournament

BMX Provincials

Retro Drive In

Piranha's BBQ

Canna Fest

Nagasaki Day

Downtown BIA Sidewalk Sale

Taps/Tunes & Tapa's

Car Show – Park in the Park

Elk's Pancake Breakfast

Movie in the Park

GF Airport Fly-In

Elk's Pancake Breakfast – Cops for Kids

Telus Pokemon Go Party

Harvest Festival

MEMORANDUM



Tri Continental Music Show
Roxul Social – Baseball Game
Selkirk College Student Welcome
Awaken
Take back the Night – March/Speakers
Downtown DBA Fright Fest – Halloween
Rotary Halloween Bonfire
Remembrance Day
Santa Parade – Gyro Light up

Other Events	\$50,929
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GFI	\$18,012
Canada Day	\$198
Fall Fair	\$3,360
Banners	\$3,638

Items of Note

- Community in-kind support is a combination of the community learning garden water and fencing installation and various specific requests from the dog park group.
- The garbage collection number used was based on an estimate of 15% of the total garbage collection costs to the City.
- The washroom cleaning number was based on an estimate of 50% of the total washroom cleaning costs to the City.
- CannaFest washrooms were cleaned by their organization staff, however it did take substantial cleaning after the event by City Staff.
- The pole currently used for the Observation star has not been tested, however this wooden pole will need to be replaced in time.
- In 2016, Council invested \$36,000 into the Electrical service upgrade for James Donaldson Park for events.
- In 2015, Council invested \$25,000 into the bleacher repairs at James Donaldson Park for events.
- The events that attracted a significant number of visitors were the Good Sam “Samboree”, the GFI, Cannafest, and Park in the Park. An estimated 1050 overnight and 3500 day visitors came to and spent money in Grand Forks because of those events.
- Visitors spent an estimated \$622,500 while attending City supported community events. This did not include revenue from the municipal campground.
- With better information, an economic impact can be calculated so that it includes the broader economic benefits of visitor spending. This can be accomplished through surveys of visitors during events.

Washrooms	\$9,378
Garbage collection	\$6,215
Christmas Pole decorations downtown	\$13,399
Observation star	\$1,926

Portable toilets Dog park, Music in the park	\$3,374
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Community in-kind support	\$13,855
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Capital investment in 2016	\$36,000
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TOTAL EVENT & IN-KIND SUPPORT FROM PUBLIC WORKS	\$160,284
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MEMORANDUM



COORPORATE SUPPORT

Advertising (mainly Family Day)	\$2,000
Materials & Supplies (supplies for Family day, Canada Day, and Light Up primarily)	\$5,000
Sub-contractors (support for Family day, Canada Day, and Light Up primarily)	\$5,000
TOTAL EVENT SUPPORT	
FROM CORPORATE	\$12,000

MEMORANDUM

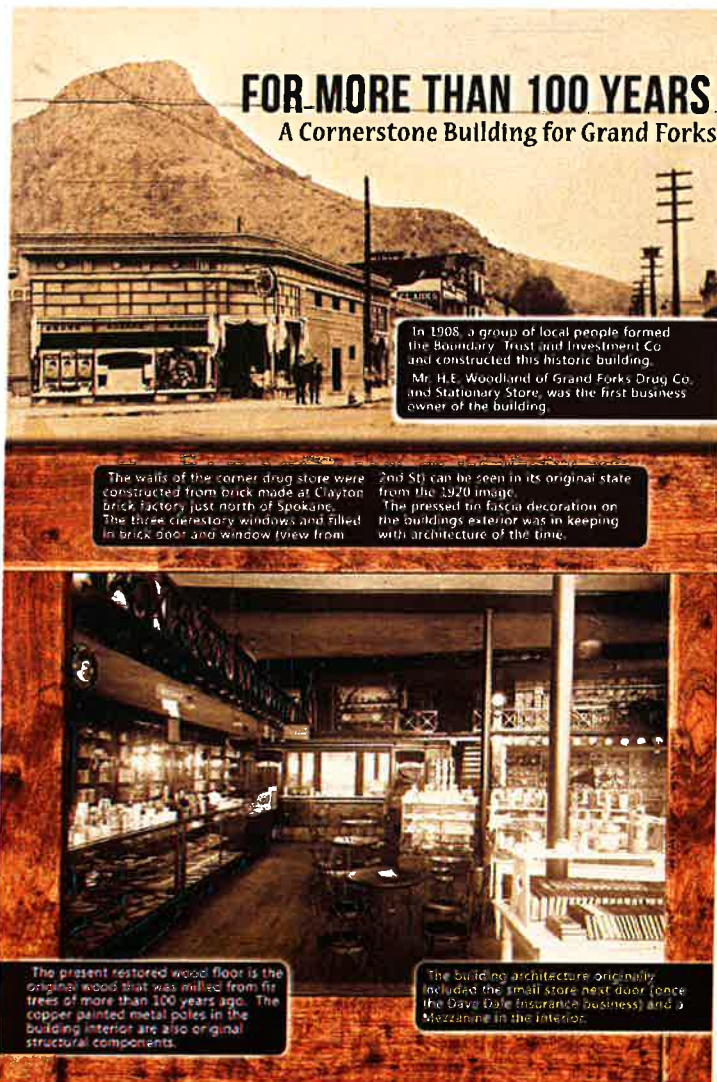


DATE : May 15, 2017

TO : Committee of the Whole

FROM: Deputy Manager of Operations and Sustainability

SUBJECT: Downtown Heritage Signs Project Starting



The Downtown Heritage Signs project is a partnership with the Downtown Business Association. The City will administer the grant for signs for the downtown businesses that are in historical buildings or on historical sites. The images will be the oldest known or best representation of the heritage sites.

The signs will begin to be mounted this spring on both exterior and interior walls downtown. They will combine an image of the building with a short history of it. Beside is an example of the colour schemes and fonts. There will be some variation of the signs to allow for individual expression by the businesses.

In addition to the colour signs, there will be wooden signs with the business names to make the businesses more visible to pedestrians. A walking guide will be developed to educate residents and visitors about the history of the region.

MEMORANDUM



Date : May 15, 2017
To : Committee of the Whole
From : Deputy Manager of Operations and Sustainability
Subject: Citizen Satisfaction Survey Update

Background

City Council identified that they would like to undertake a community survey in their Strategic Plan 2015-2019. The survey was administered in March 2017. It gauged public satisfaction as it relates to the delivery of services to the community.

Methodology

The survey questions were developed by Urban Systems Ltd in consultation with City staff. A portion of the questions were taken from the Rural Development Institute's satisfaction survey so that the results could be compared with their survey data. The survey used a random sample of 1000 households in Grand Forks.

Results

288 residents responded to the survey. About 20 residents requested and were provided paper copies that were entered by hand.

Community engagement

The results will be communicated at Committee of the Whole, on the City's website, Facebook page, and in the Gazette.

Reporting Out

Staff plan to report on different topics each month from now until the end of the summer to allow for time to prepare an analysis and for Council to have the time to consider each topic. An action plan will be prepared in addition to the results summary.

MEMORANDUM



Economic Development

Residents want economic development to happen quicker, about forty percent would be willing to spend more money on it, and it is a top concern.

- Eighty-three percent of residents thought Economic Development was important or very important.
- The most important issue or concern for the community was employment opportunities and the general economic environment.
- The top three economic development metrics that residents would like to see are new companies opening in Grand Forks, more jobs in Grand Forks, and existing businesses stable or expanding.
- Residents want to see the City working to attract new large industries, to attract new small businesses, to attract investment, and to support existing businesses to grow or expand.
- Fifty-five percent of residents wanted to see new commercial businesses located along the highway.
- Eighty-one percent of residents are not satisfied with the pace of economic development in Grand Forks and thirty-nine percent of residents would like to see spending increased on Economic Development.

The City budgeted \$83,601 for economic development this year in addition to contributions to the Boundary Economic Development Committee and the Boundary Country Regional Chamber of Commerce. The Rural Dividend Fund grant project is underway bringing an extra \$75,000 in grant funds to this year's spending. The project will explore the different development options for some of the City's surplus land. Major projects this year in addition to the RDF grant are the

MEMORANDUM



way finding signage, community kiosk updates, and community marketing through advertising, conferences, or trade shows.

Water Conservation

Most residents use at least one measure to conserve water on their properties and over thirty-percent would further decrease their water usage if given the opportunity.

The main measures residents use to conserve water are:

1. Water during the early parts of the day; avoid watering when it's windy.
2. Adjusting sprinklers so that water does not run down your driveway, sidewalks, or street.
3. Checking for leaks in pipes, hoses, faucets and coupling.
4. Raising your lawn mower blade to cut grass no lower than eight centimeters.
5. Using a broom, not a hose, to clean driveways and sidewalks.
6. Reusing grass clippings by leaving them on your lawn as mulch.

Fifty percent of residents have an automated outdoor or underground irrigation system and about three-quarters of those systems run every other day or more frequently.

The methods that residents would use to further conserve water are:

1. Decrease frequency of watering.
2. Convert a part of or all the lawn to less water intensive species or Xeriscaping.
3. Optimize your existing irrigation system.

MEMORANDUM



DATE : May 15, 2017
TO: Committee of the Whole
FROM: Manager of Development and Engineering
SUBJECT: Local Government Role in Marijuana Regulation

On March 13, 2017 COTW requested more information on issues regarding marijuana in relation to the City, and "RESOLVED THAT the COTW authorizes staff to provide a report to Council with an expedited timeline of within 30 days regarding the medical cannabis issues."

Staff requested Smithplan Consulting to research the issue and prepare the report, and Dave Smith will provide a presentation on the attached report titled "Special Report on the Local Government Role in the Regulation of Marijuana (Cannabis)."



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



Special Report on the Local Government Role in the Regulation of Marijuana (Cannabis)

Prepared for the City of Grand Forks

By

Dave Smith RPP, MCIP

Smithplan Consulting Inc.

April 2017

**Special Report on the Local Government Role in the Regulation of Marijuana
(Cannabis)**

Written Request for Assistance from Grand Forks

Dave Smith of Smithplan Consulting was contacted by the City of Grand Forks on March 21, 2017. A request was made to complete a report for the City Council on, The Local Government Role in the Regulation of Marijuana (Cannabis). The following report outcomes were suggested in the email communication:

"A compilation of background information on what has been transpiring in other local governments in regards to:

- a) Zoning for legalized growers and how are they regulated by legislation.*
- b) Dispensaries around BC and what have other communities done to address the issues associated with the store fronts that have opened up.*
- c) regulation authorities for local government - what authority has been granted to Local Government.*
- d) what's to be expected in the Spring with the new regulations."*

In discussions with Grand Forks Officials, it was indicated the expectation was to have the consultant present to the Committee of the Whole, at a Council meeting.

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1.0 Introduction

1.1 Request for Consulting Assistance

The City of Grand Forks approached Dave Smith of Smithplan Consulting to undertake research and a report on the management and regulation of Marijuana / Cannabis – within the mandate of the Local Government, particularly Grand Forks. Most Municipalities refer to the term “Cannabis”, so although both terms are referenced in this report - when it comes to creating regulations or bylaws, it has been suggested the more appropriate term to be used, rather than Marijuana, is “Cannabis”.

Research, analysis and recommendations have been compiled and this section is put forward to provide background into the subject of Cannabis use, using reliable investigated sources and providing commentary from those sources. This should not be deemed to convey any biased opinions on the subject by this author, but rather to create general knowledge, information / background context with some intended objective analysis on the subject.

A further comment. It is noted that many issues relating to this cannabis use are beyond the control of Local Government jurisdiction. Notwithstanding the regulatory regime/s which may be implemented, legal challenges in all likelihood will occur over time and any regulatory frameworks set up today, may well need to be adjusted, changed, revised or tweaked. With this in mind, what moves forward today may be limited in its longevity. However, this report will hopefully provide useful guidance moving forward.

1.2 Description of Marijuana (Cannabis)

The definitions and associated descriptions of marijuana (cannabis) ¹ have been taken online from Wikipedia, with specific footnotes listed from that source.

Marijuana is an organic substance also called *weed*, *herb*, *pot*, *grass*, *bud*, *ganja*, *Mary Jane*, and a vast number of other slang terms—is a greenish-gray mixture of the dried, shredded leaves and flowers of ***Cannabis sativa***, the hemp plant. Some people smoke marijuana in hand-rolled cigarettes called *joints*; many use pipes, water pipes (sometimes called *bongs*), or marijuana cigars called *blunts* (often made by slicing open cigars and replacing some or all of the tobacco with marijuana).

There are other methods of in-taking Marijuana. It can also be used to brew tea and, particularly when it is sold or consumed for medicinal purposes, is frequently mixed into foods (*edibles*) such as brownies, cookies, or candies. There are more potent, stronger forms of marijuana, such as sinsemilla (from specially tended female plants) and concentrated resins containing high doses of marijuana’s active

ingredients, including honeylike *hash oil*, waxy *budder*, and hard amber-like *shatter*. These resins have become increasingly popular among those who use them both recreationally and medically.

The main *psychoactive* (mind-altering) chemical in marijuana, which provide the primary intoxicating effects that people seek, is *delta-9-tetrahydrocannabinol* (THC). This chemical is found in resin produced by the leaves and buds primarily of the female cannabis plant. The plant also contains more than 500 other chemicals, including more than 100 compounds that are chemically related to THC, called *cannabinoids*.

1.3 History of Marijuana (Cannabis) Use and Regulations – The Canadian Experience²

Concerns with “drug use” became an issue of concern in Canada for the first time in the early 1900’s, and in 1908, the Opium Act was passed to deal specifically with observable abuses from the use of opium. Legislative advances into the control and regulation of drug use followed in 1920, with the passing of a new Opium and Narcotic Drug Act of 1920. In 1923, an amendment was made to this act in which Marijuana was added to the list of prohibited drugs. Although the use of marijuana was very limited and not widespread at that time, the period of the 1930-60 showed some gradual and observable use of marijuana by the public, gradually increasing in popularity over time. In 1962 the prevailing political view perceived marijuana use as a nuisance and consequently the Narcotic Drug Act was amended imposing stiffer penalties (up to 14 years in jail).

During the 1960’s and up to the present time, there was an upswing in the popularity of the use of marijuana by the public, both for medical and recreational purposes. Law enforcement began to place considerable emphasis and attention on this issue, which has been continuing over most of the past 60 years.

In 1969, a Royal Commission of Inquiry in the Non-Medical Use of Drugs: 1969, recommended removing criminal penalties for cannabis possession. This was never implemented by the legislators. It became apparent over the next 30+ years that a heavy burden was being placed on law enforcement and the Court system over this issue. In 2001, Health Canada amended its regulations to allow for the medical use of marijuana by physician’s prescription. However, with the granting of legitimacy for medical marijuana use, general marijuana use was still deemed illegal and enforcement and prosecution over the use of the product continued. The consistency and judgments around marijuana use have lacked clarity and have not resolved the issue.

In April 2014, Marijuana for Medical Purposes Regulations (MMPR) came into effect which provided new set of rules for growing, buying and selling medical marijuana in Canada. It outlined a system for doctors, patients and large-scale commercial growers.

During the 2015 federal election campaign, marijuana use and its regulation became a high profile election issue. The elected Prime Minister, Justin Trudeau, as part of his campaign platform, pledged to decriminalize, legalize and appropriately regulate the use of marijuana by the public.

In a subsequent legal ruling issued February 24, 2016 (Allard vs. Canada), the Federal Court of Canada agreed and confirmed the rights of authorized marijuana users to grow marijuana (within limitations) for their own purposes.

A Federal Task Force on Marijuana legalization and regulation was commissioned by the new federal government. The final report entitled, A Framework for the Legislation and Regulation of Cannabis in Canada³ was released on December 18, 2016.

"We will introduce legislation in spring 2017 that ensures we keep marijuana out of the hands of children and profits out of the hands of criminals,while this plan challenges the status quo in many countries, we are convinced it is the best way to protect our youth while enhancing public safetywe believe in legalization and regulation of marijuana because it protects our kids and keeps money out of the pockets of criminal organizations and street gangs." [J. Philipott, Minister of Health].

On April 12, 2017, the Federal Government released a copy of Bill C, An Act Respecting Cannabis to amend the Controlled Drugs and Hazardous Substances Act, the Criminal Code and Others. The Act outlined a number of areas where legislation will take effect, but it referred to the need enact more specific regulations, determination of Provincial rules and regulations and further Ministerial Orders. It appears that until at least July 1, 2018, there is much further work to be done. Areas of focus in Bill C included selling and distribution and opportunity for Provincial authorized selling, prohibitions, Licenses and permits (federal jurisdiction), tracking systems, legal age (18) may be further amended on a Provincial basis, cultivation, Criminal Code, promotion, packaging and labeling, product display, education and some other areas. Local Government powers are granted through delegation from the Province.⁴

At the present time, Cannabis (marijuana) remains a Schedule II drug under the Controlled Drug and Substances Act, and, unless otherwise regulated for production and distribution for medical purposes, is subject to offences under that Act.

Possessing and selling cannabis for non-medical purposes is still illegal everywhere in Canada.⁵

1.4 Medical Marijuana vs. Recreational Marijuana Use

Medical marijuana is defined as marijuana prescribed by a doctor and used as a medicine, usually in the form of a smokable product or in pill form or as an oral spray.

Cannabis production as concentrates is another area where legislators are or will be challenged. There are apparently both safe and unsafe ways of processing concentrate products – resins and oils and for consumption through vapours and edibles. As legal regimes become established, there will need to be regulation into these areas, likely to be above the Local Government level.

The use of medical marijuana, by prescription, as indicated, now is legal. The use of marijuana for recreational purposes is not legal in Canada at this time. However, the Government of Canada has also committed to legalize the use of cannabis / marijuana for recreational purposes by July 18, 2017 and to regulate its production, use and distribution. That is currently the case with use of alcohol and it is anticipated there will be similarities as to how marijuana becomes regulated. Both the Provinces and Local Governments will play the most significant role in developing appropriate regulations within their mandated constitutional powers.

2.0 Regulatory Parameters: Jurisdictions Governing the Use of Marijuana

The Canadian Constitution

The ultimate purveyor of powers in Canada, the Federal Government, maintains the higher level powers which are embodied in the Canadian Constitution. In this respect, simply put, the long established distribution of powers that may have some bearing on the decriminalization/legalization/ regulation of marijuana are shown on the table which follows:

Canada	Provinces	Local
-Universal Health -Criminal Justice -Cross border / inter - provincial trade -Border Security -National Highways	-Provincial Health -Liquor and Drug Control -Civil Justice -Provincial Highways -Governance parameters for Local Governments	-Land Use Regulations <ul style="list-style-type: none">▪ Zoning bylaws -Business Regulations and Licensing <ul style="list-style-type: none">▪ Hours of operation▪ Nuisance

	-Agricultural Land Commission Environmental management and control of hazardous goods	▪ Noise control -Environmental management and civil nuisance
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*Local Government powers are delegated by the Province

While the divisions of powers are longstanding elements of Canadian Constitutional law, transitioning the regulation of marijuana into a new regime will be a new, untested journey of legalization and regulation.

Parameters for Guiding Marijuana Control and Regulation CAMH – the Center for Addiction and mental Health in Canada ¹⁴ has established principles for cannabis control. The chart below illustrates how each of these principles can be controlled and through which level of Government. Those principles which appear to legitimately fall under the authority of Local Government (delegated powers from the Province) are shown in red.

Principles to Guide Health-Focused Cannabis Control	Government Role - Authority
1) Establish a government monopoly on sales. Control board entities with a social responsibility mandate provide an effective means of controlling consumption and reducing harm.	Provincial
2) Set a minimum age for cannabis purchase and consumption. Sales or supply of cannabis products to underage individuals should be penalized.	Canada and Provincial
3) Limit availability. Place caps on retail density, clustering of retail dispensaries in one area and also limits on hours of sale. Hours of sale can be accomplished through Business Licensing and fees. Retail outlet densities and clustering of outlets can be accomplished through zoning bylaws.	Local and Provincial
Principles to Guide Health-Focused Cannabis Control	Government Role - Authority
4) Curb demand through pricing. Pricing policy should curb demand for cannabis while	Canada and

minimizing the opportunity for continuation of lucrative black markets. It should also encourage use of lower-harm products over higher-harm products.	Provincial
5) Curtail higher-risk products and formulations. This would include higher-potency formulations and products designed to appeal to youth.	Canada
6) Prohibit marketing, advertising, and sponsorship. Products should be sold in plain packaging with warnings about risks of use.	Canada
7) Clearly display product information. In particular, products should be tested and labeled for THC and CBD (cannabidiol) 52 content.	Canada
8) Develop a comprehensive framework to address and prevent cannabis-impaired driving. Such a framework should include prevention, education, and enforcement.	Canada and Provincial
9) Enhance access to treatment and expand treatment options. Include a spectrum of options from brief interventions for at-risk users to more intensive interventions.	Provincial
10) Invest in education and prevention. Both general (e.g. to promote lower-risk cannabis use guidelines) and targeted (e.g. to raise awareness of the risks to specific groups, such as adolescents or people with a personal/family history of mental illness) initiatives are needed.	Canada and Provincial and Local
Principles to Guide Health-Focused Cannabis Control	Government Role - Authority
11) Regulate land use (dispensaries) through zoning regulations Like other land uses, dispensaries could be defined and	Local

permitted in certain zones such as commercial zones.	
12)Regulate separation distances between certain uses Dispensaries could be separated by specified minimum distances from such land uses as schools, parks and youth oriented facilities, so as not to encourage use undesirable use by minors. To limit the number of dispensaries permitted, minimum distances between dispensaries can be prescribed.	Local
13)Regulate nuisance, noise, dust, odours and/or toxic materials and signage As with all uses in communities, nuisances such as noise, odours, dust, air quality and /or toxic materials can be regulated.	Local

3.0 Experiences of Some BC Jurisdictions in Regulating Cannabis

This report has looked at examples of Local Government regulations which have been put forward in some BC communities recently. It should be noted no BC Municipalities have sanctioned recreational use of marijuana at this time as it is still not a legalized substance for general use in Canada (proposed to be legalized July 1, 2018). However, approval of dispensaries for medical use of Cannabis in retail stores through legal prescriptions being obtained is implied. Those communities selected for reference include Nelson, Squamish, Victoria and Vancouver. Following from the identified governance authority attributed to Local Government as outlined in Section 2 of this report, as follows:

Limit availability - placing caps on retail density, limiting clustering of dispensaries.

- In Vancouver, there were about 100 dispensaries operating in 2015 and the Council voted to allow a cap of 100 in the Business Licensing Bylaw.
- In Nelson, there is a cap of 6 dispensaries allowed in the Municipality.
- In Nelson minimum separation distances were established between dispensaries (300m; or 150m in the commercial area north along downtown.
- In Squamish and Victoria the minimum separation distances between dispensaries are 300m.

Regulate land use (dispensaries) through zoning regulations (control of the business, not the product)

- Squamish, Nelson, Victoria and Vancouver all have zoning bylaws which have definitions for marijuana (or cannabis) medical dispensary. Squamish example, similar to others is:

*MARIJUANA (Cannabis) DISPENSARY means the use of premises for the sale of marijuana-containing products for consumption off premises.
(Squamish Bylaw 2447, 2016)*

- Squamish, Nelson, Victoria and Vancouver all permit the dispensaries in specific zones (which can be determined on their zoning maps). These zones being downtown or in other commercial areas.
- Through Licensing, Squamish will not allow dispensaries on its main Street, but Nelson will allow a maximum of 2 on its main street.

Establish separation distances

Land uses as schools, parks and youth oriented facilities could be separated from dispensaries so as not to encourage undesirable use by minors:

- Vancouver and Victoria prevent dispensaries from being closer than 300m of facilities such as schools, community centers and other youth oriented recreational facilities
- Nelson (C-1 Zone) and Squamish prevent dispensaries from operating within 150m of another dispensary and 300m in Nelson (MU-4 Zone) .

Licensing Fees

Section 194 of the Community Charter allows Municipalities to establish fees or different rates or levels of fees for particular businesses. Examples of Licensing rates **where an approved cannabis product** is stored are:

- Vancouver - \$30,000 /year; Compassion Clubs may pay \$100/year
- Victoria - \$5,000 /year; \$500 / year where Cannabis is not kept on the premises
- Nelson - \$5,000 / year
- Squamish - \$5,000 / year

Most business licenses cost around \$200 / year and the justification for the higher fees was for additional policing and administration costs due to the storage of cannabis on site and the possible anticipated consequences, which are suggested as high policing fees and administration.

Regulate nuisance, noise, dust, odours and/or toxic materials and signage

All municipalities in BC generally have regulations pertaining to all of the above. Although these types of regulations might not specifically reference Cannabis dispensaries in community bylaws, application of general regulatory provisions may apply to any nuisance factors, including any signage deemed objectionable, and these could be enforced.

4.0 The Spectrum of Possible Options for Local Management / Regulation of Cannabis Use

Option 1: Legal Prohibition

In Canada the government's approach to substance use has traditionally been that it's mainly a criminal justice issue. Cannabis and other drugs have been viewed through a law enforcement lens. There's no disputing that cannabis use can, in some cases is harmful for some people. Following this mindset, a traditional mindset has been to prohibit or ban such substances, making them illegal and prosecuting those who partake.

However, it does not follow that prohibition is the most sensible from a healthy policy perspective. Taking that logic to the extreme would mean that alcohol, automobiles and stairways might all be prohibited, since each of these can result in fatal casualties.³⁵ This appears to be the rationale used by the Government of Canada in moving forward with change, no longer endorsing this Option.

Technically, cannabis is not yet legalized so until July 1, 2018, any permissive action by the Municipalities in this regard would be unlawful, and are not advisable at this time, except within the limitations of Nelson, Squamish, Victoria and Vancouver.

Option 2 – Do Nothing – This is always a public policy option of non-action which avoids the potential for unintended harmful consequences (or an unpopular reception) from a firm action or direction being undertaken. Avoidance may also be a strategy to enable others (or other jurisdictions) to take responsibility for an issue or challenge at hand.

However, in this instance, there are local matters of jurisdiction which Grand Forks may want to control, including land use and business regulations.

According to the Planning Department in Nelson, some communities which have supported prohibition are Trail and Castlegar. Rossland, Trail and Invermere have issued licenses under retail.

Option 3 - Sanctioning Cannabis – Perception of the Use - a Public Health Issue

This approach treats Cannabis use it as a health issue, not a criminal one.

Such an approach is based on evidence-informed policy and practice, both addressing the underlying determinants of health and putting health promotion and the prevention of death, disease, injury, and disability as its central mission.³⁶ It seeks to maximize benefit for the largest number of people through a mix of population - level policies and targeted interventions through federal jurisdiction, in decriminalizing, legalizing and regulating cannabis.

Two approaches in Option 2 can be used:

Option 3A – Decriminalization Only - Models of cannabis decriminalization vary greatly, but generally they involve involve removing possession of small amounts of cannabis from the sphere of criminal law. Vancouver, Victoria, Squamish and Nelson are examples of Municipalities who have established, at least for the short-term, regulations respecting the legal distribution of marijuana to be used for medical purposes.

Option 3B – Full Legalization - Removing criminal and civil penalties for possession of cannabis, but regulating it. Most apparent avenues of regulation include product content and potency, safety in processing (including concentrates) distribution and minimum age use. In this approach is governments choose to regulate cannabis by mitigating risks, with regulations in place as opposed to prohibition.

Medical Marijuana vs. Recreational Marijuana Use

Medical marijuana is defined as marijuana prescribed by a doctor and used as a medicine, usually in the form of a smokable product or in pill form, edible or as an oral spray.

The use of medical marijuana, by prescription, as indicated, now is legal. The use of marijuana for recreational purposes is not legal in Canada at this time. However, the Government of Canada, as indicated has also committed to legalize the use of cannabis / marijuana for recreational purposes by July 18, 2017 and to regulate its production, use and distribution. That is currently the case with use of alcohol and it is anticipated there will be similarities as to how marijuana becomes regulated. The Provinces in Canada will play the next significant role in refining regulations within their mandated constitutional powers. Within the Local Government mandate as delegated by the Province, Local Governments will also have a role to play.

5.0 Summary

This report outlines cannabis regulations and the issues involved in the regulation of cannabis. Local Government will eventually play a limited role, but an important role in its regulation. The legalization of cannabis will not take effect until July 2018. In the meantime, recreational use is still illegal – Local Government is well advised not to take undertake any actions at this time which contravene the law, hence being unlawful. Also, any measures put into effect prior to the date of legalization may, in all likelihood be changed after legalization comes into effect since many of the issues in regulation (Federally and Provincially) have not fully been resolved. Putting in bylaws which may be legally risky may also create expensive enforcement processes and may result in legal costs to the City if challenged.

Many issues described in this report will fall the Senior Governments to resolve.

Areas where Grand Forks and other Local Governments, within their anticipated authority, may take action may include:

- Education and information on cannabis regulations – emphasis on local regulations.
- Land use – zoning regulations for zones in which they will be permitted uses and separation distances between other dispensaries and between dispensaries and youth-oriented facilities (schools, parks and recreational areas)
- Business licensing which might involve licensing fees, hours of operation and the absolute number of dispensaries to be licensed within Municipal boundaries.
- Other Local Bylaws – nuisance Bylaws, Noise Bylaws, Sign Bylaws may also apply

Endnotes

1. Wikipedia
2. Wikipedia
3. CBC News Bulletin; Catherine Cullen; April 13, 2017
4. Bill C; Government of Canada, An Act Respecting Cannabis to amend the Controlled Drugs and Hazardous Substances Act, the Criminal Code and Others; April 12, 2017
5. Government of Canada Bulletin – June 2016

Reference Information

1. Bill C; Government of Canada, An Act Respecting Cannabis to amend the Controlled Drugs and Hazardous Substances Act, the Criminal Code and Others; April 12, 2017
 2. Cannabis Policy Framework; Center for Addiction and Mental Health (CAMH); October 2014
 3. 10 Major Benefits of Marijuana; Ignorderysh; COED Media Group Newsletter; December 2, 2016
 4. Wikipedia; numerous sources
 5. City of Nelson:
 - Bylaw 3363, 2017, Medical Cannabis License Bylaw
 - Bylaw 3199, 2017, Zoning Amendment Bylaw to accommodate “Cannabis related Business”
 - Discussion with Nelson Planner – Megan Squires
 6. City of Victoria:
 - Bylaw No. 16-061, Cannabis-Related Business Regulation Bylaw
 - Website recording of July 16, 2016 Public Hearing on zoning amendment pertaining to cannabis dispensary accommodation
- City of Squamish
- Bylaw No. 1893, Cannabis Nuisance and Controlled Substance Bylaw
 - Bylaw No. 2455, 2016, Business License Bylaw
 - Discussion with Squamish Planner Carley Simmons
7. Discussion with Brian Taylor, City of Grand Forks
 8. Discussion with Grand Forks RCMP, Sargent J. Pensky

APPENDIX 1

General Referenced Information: Benefits and Risks of Marijuana Use

Cited Benefits of Marijuana Use

There is documentation and research ¹ illustrating a number of positive benefits relating to the use of marijuana. Those quoted are listed

- Medical benefits work to slow down tumor growth in the lungs, breasts, and brain
- effective in the treatment of seizures.
- Assists in relieving pain from migraines
- Positive effects on glaucoma patients
- works to stop the neurological effects and muscle spasms, including MS - Muscular Distrophy
- slows down the tics in those suffering from Tourette's, and the obsessive neurological symptoms in people with OCD.
- can help with symptoms of chronic diseases like ADHD, ADD, IBS and Crohns as it stops nausea, abdominal pain, and diarrhea.
- works to prevent Alzheimer's by blocking the deposits in the brain that cause the disease
- Can improve the discomfort from pre-menstrual cramps
- Recreational use provides an experience of relaxation, pleasure and calmness

Recognition of medical benefits of cannabis likely played an important role in it being sanctioned for medical use in Canada.

Cited Risks and hazards

The Center for Addiction and Mental Health (CAMH) ² has listed a number of cited risks and hazards which could be a concern with cannabis use:

- Problems with cognitive and psychomotor functioning

- Respiratory problems
- Dependence
- Mental health problems
- Mental and physical impairment of brain development among teens which may include anxiety, depression and suicidal thoughts
- loss of IQ, lower level of career success, greater job loss and more accidents and injury
- Worsening symptoms of patients with schizophrenia (hallucinations, paranoia and disorganized thinking)

Other impacts from the use of cannabis which would be on the radar of policy-makers and regulators/law enforcement officers and these will be dealt with by the higher levels of government are often cited:

- Higher THP levels in products of today cause more extreme effects
- Driving while under the influence
- Hazardous methods of processing, such as extraction of resins through a hydro-carbon process using butane
- A gateway drug, where some may use marijuana and move to other more harmful, potent drugs

These impacts and identified risks are all issues of discussion and possible consideration in the regulation of cannabis in Canadian context.

Footnotes

1. Ignorderysh; COED Newsletter, 10 Major Benefits of Marijuana; December 2, 2016
2. Center for Addiction and Mental Health (CAMH); Cannabis Policy Framework ; October 2014

Sub References: CAMH Report

- of drug use and dependence between blunt smokers and other cannabis users. *Subst Use Misuse*. 2009;

- Mehmedic Z, Chandra S, Slade D, et al. Potency trends of Δ 9-THC and other cannabinoids in confiscated cannabis preparations. 1993 to 2008;
- Campolongo P, Trezza V, Cassano T, et al. Perinatal exposure to delta-9-tetrahydrocannabinol causes enduring cognitive deficits associated with alteration of cortical gene expression and neurotransmission in rats. 2009;
- McCaffrey DF, Pacula RL, Han B, Ellickson P. Marijuana Use and High School Dropout: The Influence of Unobservables. [*Health Econ.*] 2010;19(11):1281-1299. doi:10.1002/hec.1561.
- Zwerling C, Ryan J, Orav EJ. The efficacy of pre-employment drug screening for marijuana and cocaine in predicting employment outcome. *JAMA*. 1990;264(20):2639-2643.
- Secades-Villa R, Garcia-Rodríguez O, Jin CJ, Wang S, Blanco C. Probability and predictors of the cannabis gateway effect: a national study. *Int J Drug Policy*. 2015;26(2):135-142. doi:10.1016/j.drugpo.2014.

MONTHLY HIGHLIGHT REPORTS



DATE : May 15, 2017
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of April 2017

- ❖ Adoption of 2017-2021 5 Year Financial Plan Bylaw No. 2036
- ❖ 2017 Tax Rates bylaw to first three readings
- ❖ Electrical utility regulatory amendment bylaw adopted
- ❖ Responded to additional information requests from auditors
- ❖ Prepared draft 2016 financial statements
- ❖ Responded to questions from taxpayers and the media regarding the 2017 tax rates
- ❖ Toured the Interfor mill on April 19
- ❖ Attended Emergency Program EOC Essential Course
- ❖ Completed hiring process for the Revenue Clerk position
- ❖ Review applications for casual administrative assistant

MONTHLY HIGHLIGHT REPORTS



DATE : May 4, 2017
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the month of April

- ❖ Total calls for April : 43 (19 fire-related, 5 rescue, 19 first responder)
Year-to-Date: 141
- ❖ Five of the fire responses were for fires started by homeless people. They are becoming more aggressive against fire and bylaw personnel and twice RCMP have been required to attend. Two arrests have been made and a restraining order has been issued after volunteer firefighters' cars were damaged in the Fire Hall parking lot [April 15] and threats were made against personnel in the parking lot [April 27]. During the Fire Department's registration for the Spring Training weekend [April 28], two homeless were removed for causing disturbances.
- ❖ Snow Pack numbers over the past several months have shown the snow basins in the Boundary significantly below seasonal averages, however the Spring numbers have been increasing. March 1 numbers were 59% of normal, but in April that increased to 86%, and in May we are now over 100% of normal.
- ❖ Spring Weather Briefing, multiple regional coordination calls with Emergency Management BC, Environment Canada, River Forecast Centre. River levels are being monitored.

MONTHLY HIGHLIGHT REPORTS



- ❖ Volunteers : Hosted 2017 Okanagan Spring Training Weekend April 28-30 with over 250 volunteer firefighters from around BC and 40+ instructors. Venues included the Fire Training Grounds by the airport and the Arena complex.



MONTHLY HIGHLIGHT REPORTS



DATE : May 15th, 2017
TO : Committee of the Whole
FROM: Manager of Operations
HIGH LIGHTS: For the Month of April

OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF JUNE 2017 REPORTING FIRST AID INCIDENTS, REPORTING COMPENSABLE INCIDENTS, AND IMMEDIATE REPORTING OF AN INCIDENT TO WORK SAFE

Public Works

- ❖ 22Nd St. Water/Sewer upgrade support
- ❖ Spring Cleaning Parks and Grounds
- ❖ Playfield spring clean and pickle ball /prep for play
- ❖ Prepare flower beds and planters for planting
- ❖ Grading Alleys, Parking lots , Shoulders repairing Winter damage
- ❖ Campground clean /repair/ prep for April 27th opening
- ❖ Creation of Forestry / Fire training grounds parking area
- ❖ Public Washrooms clean/ repair ready for use
- ❖ Sweeping all city streets and wash boulevards of winter debris

MONTHLY HIGHLIGHT REPORTS



Water/Sewer

- ❖ 22nd St. sewer main repair
- ❖ WWTP maintenance and rounds
- ❖ Well and Chlorine rounds
- ❖ Water service repair on 78th Ave
- ❖ Water service repair on Central Ave. between 2nd and 3rd St.
- ❖ Lift station maintenance

Electrical

- ❖ Street light repairs
- ❖ Regulator back in service
- ❖ Tree trimming
- ❖ 2 – Pole changes
- ❖ Meter reading
- ❖ Energize campground
- ❖ Electrical department had 1 planned outage in April for repairs

MONTHLY HIGHLIGHT REPORTS



DATE: May 15th, 2017
TO: Committee of the Whole
FROM: Corporate Services/Interim CAO/Events
HIGHLIGHTS: For the Month of April, 2017

- ❖ Prepared and facilitated Council Meetings for the month of April
- ❖ Human Resources Duties for the month of April
- ❖ Generalized IT support for April
- ❖ Interfor Tour with Council and Management members
- ❖ Continuation of Event Planning- working with community groups
- ❖ Preparation for e-Scribe Training
- ❖ Records Management research and review from other local governments
- ❖ Events planning for summer events

MONTHLY HIGHLIGHT REPORTS



DATE: May 15, 2017
TO: Committee of the Whole
FROM : Manager of Development & Engineering
HIGHLIGHTS: For the Month of April 2017

Capital projects

- Continued the design options & reporting for the WWTP – UV Disinfection Project
- Continued preliminary engineering design work for approved capital projects including 22nd Street Paving and Well 2a
- Support for completion of 5th Street/Priede Bridge watermain project
- Wastewater Treatment Plant and Sewer Phasing Plan; preliminary design and work planning proceeding

Continued implementation of the asset management and GIS software

Interdepartmental meetings & collaboration: capital projects; communication, Natural Assets, Geographic Information Systems

Hired GIS - Special Projects Assistant.

Completed Emergency Operations Centre/Local Government Training

Continued sign bylaw research and development and wayfinding sign planning & meetings

Continues preliminary layout review for one industrial subdivision and four residential development variance permits

Business licence review and sign-off; support for Building Permit review

Continued implementation of Rural Development Fund – Local Economic Development Initiative

Continued development of specifications for the highway wayfinding signs and locations for the phase 2 signs.

Continued to receive results from the business status survey and summarized.

Received over 28 enquiries regarding zoning, setbacks, and land availability for development; 3 subdivision/development enquiries; 12 enquiries from new/future residents re: zoning/land use; 10 servicing enquiries.

Continued research, technical review and stakeholder outreach for Official Community Plan update process and produced update reports & presentations

Continued policy development on OCP Theme 2 / Affordable Housing

Completed and summarized the Community Satisfaction Survey.



MONTHLY HIGHLIGHT REPORTS



DATE : May 15, 2017
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of April, 2017

Bylaw Services Review

- ❖ 12 transient individual camps removed
- ❖ Relatively large camp removed 4 times from the forks area
- ❖ Transient attitude shifting towards aggressive and possessive
- ❖ Parking and noise complaints on the rise
- ❖ Overnight security provided for the fire fighters event, assisted with campground opening

Building Inspection Review

- ❖ 7 Building Permit applications received in February, yearly total now 29
 - ❖ 2017 construction value now at \$1,533,685.00 (2016 total was \$2,536,774.00)
 - ❖ 8 new residences (3 modular), 7 new commercial renovations under development
 - ❖ Construction inspections and proposal reviews ongoing
-

Date: April 4, 2017

TO: Members of City Council

From: Beverley Tripp, Councillor

Subject: Notice of Motion

I am presenting the following Notice of Motion for discussion at the MAY 15th COTW:

That Council direct Staff to electronically record all In Camera meetings, and as per the City's Closed Session Policy 103-1, these recordings shall remain confidential until such time as Council may deem the information contained on them to be released as per Policy 103-1, or destroyed with Council's unanimous approval, following all provincial legislation surrounding proper disposal of records.

Respectfully submitted,

Councillor Beverley Tripp

Code of Ordinances of Union County Illinois

DIVISION I – RECORDING CLOSED MEETINGS

1-8-1 RECORDING CLOSED SESSIONS. The County shall keep a verbatim record of all closed or executive session meetings of the corporate authorities of the County or any subsidiary “public body” as defined by the Illinois Open Meetings Act, **5 ILCS 120/1**. The verbatim record shall be in the form of an audio or video recording as determined by the corporate authorities. **(See 5 ILCS 120/2)**

1-8-2 RESPONSIBILITY FOR RECORDING CLOSED SESSIONS AND MAINTAINING RECORDINGS. The County Clerk or his or her designee shall be responsible for arranging for the recording of such closed or executive sessions. In the absence of the County Clerk or his or her designee, the meeting Chair will arrange for the audio or video recording of the closed or executive session of the County Board. Each subsidiary public body of the County shall designate an individual who will be responsible for the recording of any and all closed or executive sessions of the subsidiary body and for providing the County Clerk with a copy of such recording. The County Clerk, or his or her designee, shall securely maintain the verbatim recordings of all closed sessions of the corporate authorities of the County and all subsidiary public bodies of the County.

1-8-3 CLOSED SESSION MINUTES. In addition to the recordings of the closed and executive session as addressed in this Division, the County will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, **5 ILCS 120/2.06**.

1-8-4 PROCEDURE FOR RECORDING. At the beginning of each closed session, those present shall identify themselves by voice for the audio recording. If the meeting is videotaped, those present shall individually appear on camera and identify themselves by voice at the beginning of the closed session. The meeting Chair shall also announce the times the closed session commences and ends at the appropriate points on the recording.

1-8-5 BACK-UP EQUIPMENT/PROCEDURE FOR EQUIPMENT MALFUNCTION. The County shall maintain sufficient tapes, batteries and equipment for the County to comply with this Division. The County Clerk or his/her designee shall periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as the closed session may proceed with a functioning recording device.

1-8-6 PROCEDURE FOR REVIEW OF CLOSED SESSION MINUTES AND RECORDINGS. At one meeting at least every **six (6) months**, the agenda shall include the item: "Review of the minutes and recordings of all closed sessions that have not yet been released for public review, and determination of which minutes, if any, may be released." Minutes shall be reviewed in closed session and shall not be released unless the corporate authorities of the County find that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. As to any minutes not released, the corporate authorities shall find that the "need for confidentiality still exists" as to those minutes. Minutes of closed sessions shall be kept indefinitely.

1-8-7 MAINTENANCE AND PUBLIC RELEASE OF RECORDINGS AND ACCESS TO TAPES. The audio or video tape recordings of closed sessions shall be maintained for **eighteen (18) months** after the closed session and shall not be released to the public unless such release is required by a court order or specifically authorized for release by a vote of the County Board. Members of the corporate authorities may listen to the closed session recordings in the presence of the County Clerk or his or her designee. Copies of such tapes will not be made or provided to anyone unless specifically authorized by vote of the County Board.

1-8-8 PROCEDURE FOR DESTRUCTION OF RECORDINGS. The County Clerk or his or her designee is hereby authorized to destroy the audio and video recordings of those closed sessions for which:

(A) The corporate authorities of the County have approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review;

(B) More than **eighteen (18) months** have elapsed since the date of the closed session;

(C) There is no court order requiring the preservation of such recording; and

(D) The corporate authorities of the County have not passed a motion requiring the preservation of the verbatim recording of that meeting.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Corporate Administration
Date: May 15th, 2016
Subject: Audio/Visual Recording of Closed "In-Camera" Council Meetings
Recommendation: **RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL to receive this report from the interim Chief Administrative Officer/Corporate Officer with regard to Council's consideration to audio or visually record In-Camera meetings of Council, for discussion purposes.**

BACKGROUND: As a notice of motion put forward by a member of Council, with regard to the organization providing audio or visual recordings of closed "in-camera" minutes, the following report provides to Council, further information on the matter prior to Council considering to proceed with an audio or visual recording in-camera minutes.

Upon chatting with a number of colleagues from other municipalities around the province, it was clear that audio recordings of closed meetings are definitely not a practice for British Columbia municipalities, and further, are not recommended. (To note, a few municipalities in Ontario are providing audio recordings in this capacity).

In the search for information, I had the opportunity to speak with a staff member from a Regional District who does routinely record their in-camera minutes. In the conversation, the staff member advised that the recording of the minutes was considered a "temporary" record, and used for the sole purpose of verifying the accuracy of their official typed record. They further advised that the recordings are only accessed by the necessary staff and thus destroyed after the official minutes were adopted by Council, or thirty days after their creation, whichever was the latter.

Further, they advised that the audio recordings of the in-camera meetings were not made available to the public or disclosed to a third party (including Council members), except as required under the Freedom of Information and Protection of Privacy Act. The onerous task of redacting portions of a recording would fall to a staff member authorized under confidentiality in preparation of this record. Although FOIPPA does allow for certain charges to an applicant for their request, redacting cannot be charged as per the Act and the expense would be borne by the City and ultimately passed onto the taxpayer.

While on the search for information, the attached partial excerpt of a report from the City of Nanaimo in 2015 was located and is attached to this report for the informational benefit of Council, and as well for any Council decision on the matter. The information highlighted would generally apply, as well, to the City of Grand Forks' situation.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

General:	Managing of additional records of the City as well as increased staff time should editing be required
Strategic Impact:	N/A
Financial:	There could be a potential staffing cost to the City should editing be required.
Policy/Legislation:	There is no legislation that requires audio recordings of municipal minutes – closed or otherwise
Attachments:	Excerpt from City of Nanaimo Agenda of October 2015, and media release of their Council decision

Recommendation:	RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL to receive this report from the interim Chief Administrative Officer/Corporate Officer with regard to Council's consideration to audio or visually record In-Camera meetings of Council, for discussion purposes.
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OPTIONS:

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

8. **CORPORATE SERVICES:**

(a) **Colliery Dams Process Investigation**

Purpose: To obtain Council approval of the Colliery Dams Independent Investigation Mandate and Terms of Reference.

Staff Recommendation: That Council:

Pg. 57-60

1. approve the Colliery Dams Independent Investigation Mandate and the Terms of Reference for an Investigation; and,
2. direct Staff to prepare and advertise a Request for Proposals (RFP) for an independent investigator and provide the results for the RFP to Council for consideration.

(b) **Video Recording Meetings in City of Nanaimo Service & Resource Centre Board Room and Audio Recordings of “In Camera” Meetings**

Purpose: To obtain direction from Council regarding the audiovisual recording and streaming of meetings in the City of Nanaimo Service & Resource Centre (SARC) Board Room, and regarding the creation and release of audio recordings of “In Camera” Council meetings.

Staff Recommendation: That Council:

Pg. 61-71

1. defer consideration of video recording meetings in the City of Nanaimo Service & Resource Centre Board Room until after completion of the Core Services Review; and,
2. retain the current policy of not creating or releasing permanent audio records of “In Camera” meetings.

(c) **Request For Proposal for SAP Canada Certified Support Partner and Functional Consulting**

Purpose: To obtain Council approval to issue Request for Proposal No. 1684: SAP Canada Certified Support Partner and Functional Consulting.

Staff Recommendation: That Council authorize the Purchasing Manager to issue Request for Proposal No. 1684: SAP Canada Certified Support Partner and Functional Consulting.

Pg. 72-73

Options for Video Streaming

Council may wish to consider the following options for video recording and streaming all Regular and Special Council and Committee of the Whole meetings:

- (a) That Council direct Staff to implement a basic video recording system with a single HD Camcorder in the Service & Resource Centre Board Room, and adjust the 2016 draft budget as required to include increased operating costs, all funded from general revenue.
- (b) That Council direct Staff to include a project in the 2016 draft budget for installation of a video recording and streaming system which includes a single fixed camera and omnidirectional microphones in the Service & Resource Centre Board Room, along with required adjustments to operating budgets, all funded from general revenue.
- (c) That Council direct Staff to include a project in the 2016 draft budget for installation of a video recording and streaming system with four cameras and a queuing microphone system in the Service & Resource Centre Board Room and required adjustments to operating budgets, all funded from general revenue.
- (d) That Council direct Staff to prepare an amendment to *Council Procedure Bylaw 2007 No. 7060* such that all Regular and Special Council and Committee of the Whole Meetings are to be held in the Shaw Auditorium, video recorded and streamed; and to increase 2016 operating budgets to account for additional expenses, funded from general revenue.
- (e) That Council not make any adjustments to the current practices regarding location, recording and streaming of Council meetings.
- (f) That Council defer consideration of video recording meetings in the City of Nanaimo Service & Resource Centre Board Room until completion of the Core Services Review.

AUDIO RECORDING OF "IN CAMERA" MEETINGS:

While the technical process of recording and storing audio recordings of these meetings is relatively straightforward, treating these as records and releasing them under the same schedule as existing "In Camera" meetings introduces several challenges, and the effort required for these tasks is difficult to estimate without any practical experience.

Under the *Freedom of Information and Protection of Privacy Act*, all records retained by a local government are subject to release if they are responsive to a valid request. Enabling adequate search and retrieval from audio records would likely require that each recording be indexed to capture all mentions of personal information, and this index itself would be subject to Freedom of Information (FOI) requests. The additional time required to index each recording is conservatively estimated at two hours for each hour of recording. It is difficult to estimate the amount of time required to search, sever, and release recordings in response to FOI requests without practical experience in this matter.

"In Camera" meetings generally contain information which would either cause harm to the City, business interests or to individuals if it were to be disclosed early or, in some cases, ever. For this reason, each time "In Camera" agendas and minutes are released to the public, the information is reviewed multiple times before release, including final approval by Council. While this process is time-intensive for print records, applying the same rigour to audio recordings would take considerably more effort. Using a conservative estimate, each hour of audio recording would likely require at least three hours of staff time to time stamp and apportion, and an additional three hours of staff time to review the audio to ensure that privileged and private information is not released.

The first half of 2015 had 33 hours of In Camera meetings. Extrapolating to an entire year, this results in an estimated 3.7 weeks spent indexing the recordings, and another 11.3 weeks processing and validating audio records for release. This does not take into account that "In Camera" items have varying release cycles, so each meeting would be subject to multiple edit and review cycles, nor does it account for any additional time spent processing FOI requests. For example, a land acquisition discussion may have a different release time than labour relation negotiation discussions.

These numbers are provided as a starting point, and not conclusive. In addition, these time estimates do not include other factors such as vacation time, and entitlements in the Collective Agreement.

This challenge is compounded by determining who would perform the work. Currently, there are no City positions which have the required skills or education to complete all the steps required to index/process/sever "In Camera" audio recordings, and there are currently no job descriptions that include all the duties and tasks required to complete the work.

The sensitivity of "In Camera" topics are such that not all staff or contractors are privy to the discussions or privy to the fact that a topic is even discussed. To ensure protection of this privileged Council information, a very small team is currently in place that prepares the "In Camera" meeting agendas, documents and minutes for release (subject to Council approval).

If Council wishes to proceed with audio recordings of "In Camera" meetings, with subsequent appropriate releases, additional resources will need to be secured. As the duties are in addition to existing workloads, a new position and/or funding to hire a contractor is required. Creation of a new job description, and possible enhancements to existing, will also need to be addressed. The sensitivity of the "In Camera" information will dictate the appropriate staff person to be assigned. The status of the worker (CUPE, Excluded, Contractor) needs to be discussed in collaboration with CUPE and Human Resources Department staff. Regardless, the work requires that the position (or a contracted under a non-disclosure agreement) have or be provided with adequate training in information release and audio processing.

Finally, the software applications which are currently used to publish and display Council minutes, agendas, and videos would need to be modified to account for audio recordings, and additional equipment may need to be purchased to record In Camera meetings held in locations other than the Douglas Rispin Room at VICC.

Council rejects recording in-camera meetings



By \$curPaper.title

Published: **October 26, 2015 09:00 AM**

Updated: **October 26, 2015 09:499 AM**

Council has voted not to produce audio recordings of in-camera meetings on the advice of city staff.

A staff report suggests that doing so would be require additional software, staff and training to index and review audio recordings of in-camera meetings, which are closed to the public due to the sensitive nature of the topics discussed, which include personnel issues, business dealings and litigation.

However, council also voted yes to a proposal to record videos of meetings held in the Service and Resource Centre boardroom with a basic camcorder option. Most meetings the council meetings, including regular council and committee of the whole meetings, take place in the Shaw Auditorium in the Vancouver Island Conference Centre.

Recordings of all those meetings are available online thanks to a network of cameras set up in the room.

But the city also holds some meetings in the SARC boardroom, where there are no cameras set up.

The basic camera option will not stream meetings on the Internet, but will allow the public to view meetings later. Total equipment and staffing costs would total \$30,500 over five years.

Council rejected more expensive options, including a single, ceiling-mounted camera and microphones that would cost more than \$9,900 in annual costs, plus \$37,900 in start-up costs. Over five years, the estimated cost is \$87,400.

A more extensive, four-camera system similar to the one in the Shaw Auditorium would mean about \$18,700 in operating costs over five years, plus \$99,500 to buy and set up the equipment. The estimated five-year cost is \$193,000.

Find this article at:

<http://www.bclocalnews.com/community/337148171.html>

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: May 15, 2017
Subject: Development Variance Permit to increase the residential portion of a Neighbourhood Commercial Building
Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and recommends that Council approve the Development Variance Permit application by allowing an increase in the residential portion from 30% to 50% floor area in a building zoned Neighbourhood Commercial at 7716 Donaldson Drive, legally described as Lot B DL 520 SDYD LD 54 Plan KAP86374; and
THAT COTW refers the report to the June 12, 2017 Regular Meeting of Council for decision.

-
- The owners of 7716 Donaldson Drive, legally described as Lot B DL 520 SDYD Plan KAP86374, wish to **increase the residential portion of the building** from the 30% maximum in the Neighbourhood Commercial (SD, Zoning Bylaw 1606) to 50% to accommodate additional suites.
 - The building has approximately 653 m² (7031 sf) of interior space on three stories. About 195 m² (2100 sf) is currently designated for residential purposes and the owners propose to increase the dwelling area for an additional suite to 326.55 m² / 3515 sf, enabling two suites on the main floor, two suites upstairs, and accessory use for the owner's suite (storage, office, guest room) in the basement. Future commercial space would include the front portion of the main floor as well as accessory use of a portion of the basement.
 - **Offstreet parking** requirements in the Zoning Bylaw for the proposed use would be two spaces for the main dwelling unit and one space per suite, for a total of five parking spaces. Parking requirements for the future commercial use will depend on the configuration and specific class of building/use. For example, convenience stores require one space for every 45 m² of retail floor space plus one space for each employee per shift. The 0.281 hectare (0.696 acre) parcel has sufficient space on the south, north and east of the building for all parking spaces potentially required (see map)



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REQUEST FOR DECISION




— COMMITTEE OF THE WHOLE —



- The property is located in the Donaldson Drive Transition District Development Permit Area (DPA). The proposed use does not affect the outward character of the building or lot so it **does not require a Development Permit**.
- At this time a site profile does not need to be submitted because as under section 4(7) of the Contaminated Sites Regulation of the Environmental Management Act "An applicant for a development permit or a development variance permit is exempt from the duty to provide a site profile under section 40 (1) (b) (ii) of the Act if the activity which the permit allows does not involve any disturbance or excavation of soil."

Benefits or Impacts of the Recommendation:

Strategic Impact:

-  Supports development and utilization of unused commercial space for rental suite purposes
-  DVP process provides for engagement with affected parties and stakeholders
-  Increases number of rental suites available in the City, while still accommodating commercial use as zoned.

Policy/Legislation: Grand Forks Zoning Bylaw No. 1606

Attachments: Site Plan; parcel report; Google Street View; Zoning Bylaw - NC

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and recommends that Council approve the Development Variance Permit application by allowing an increase in residential portion from 30% to 50% in a building zoned Neighbourhood Commercial at 7716 Donaldson Drive, legally described as Lot B DL 520 SDYD LD 54 Plan KAP86374; and **THAT COTW** refers the report to the June 12, 2017 Regular Meeting of Council for decision.

OPTIONS:

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



Fiscal Accountability



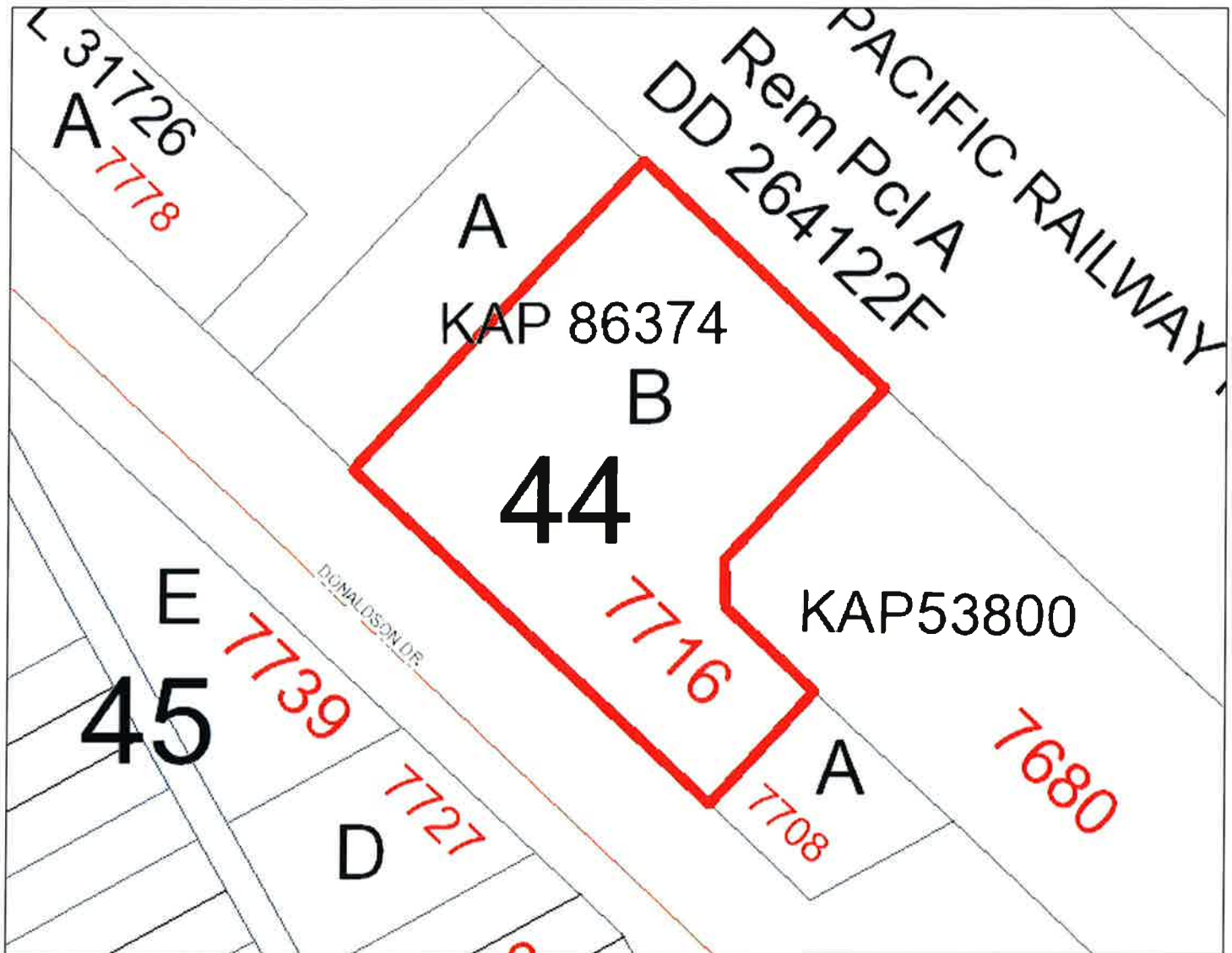
Economic Growth



Community Engagement



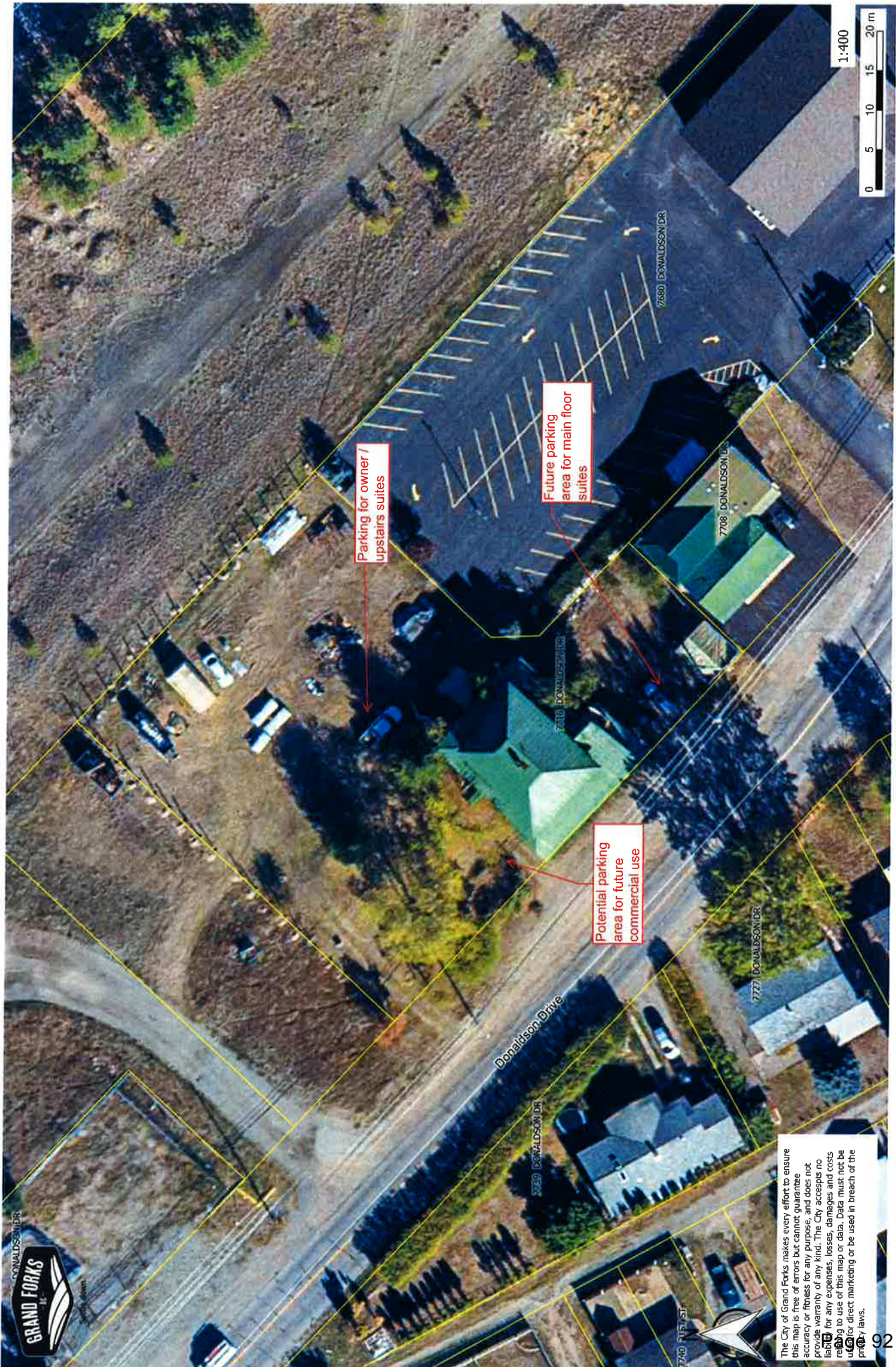
Community Liveability



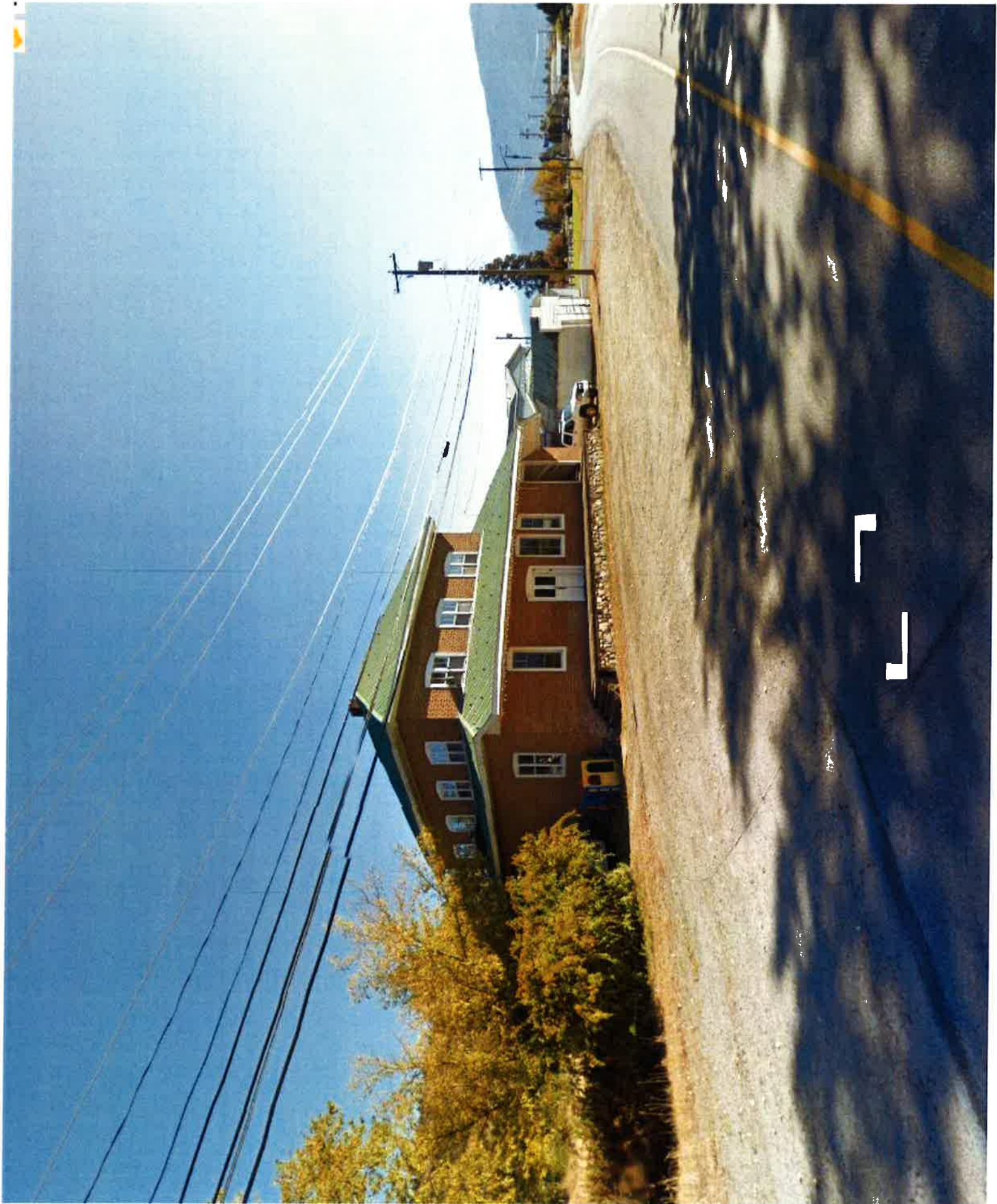
Scale 1: 796

Legal Information

Plan: KAP86374	Section:	Jurs: 210	Lot Area: 0.696
Block:	Township:	Roll: 1088045	Area Unit: acr
Lot: B	Land District: 54	PID: 027-463-427	Width (ft): 0
District Lot: 520	Electoral Area:		Depth (ft): 0
Street: 7716 DONALDSON DR			
Description:			



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SECTION 40

NC (Neighbourhood Commercial) Zone

Permitted Uses

1. The following uses and no others are permitted in a NC zone:

- (a) convenience stores;
- (b) restaurants and liquor licensed premises;
- (c) personal service establishments;
- (d) dwelling units in conjunction with the commercial operation.
- (e) ****post office***

Bylaw 1679

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

- (f) any accessory building or structure for the above noted uses.

Regulations

2. On a parcel of land located within an NC zone:

Minimum Parcel Size for Subdivision purposes

- (a) There is no minimum parcel size and the parcel must be connected to a community sewage and water system;

Number and type of Dwelling Units allowed

- (b) Apartment units contained within the above-mentioned commercial activities are permitted. Not more than 30% of the principal building shall be used for apartments.

Height

- (c) No principal building or structure shall exceed 12 metres (40 ft) in height. No accessory building or structure shall exceed 4.8 metres (16 ft) in height;

Setbacks

Bylaw 1679

- (d) ****Except as otherwise specifically permitted in this bylaw, no building, structure or illuminated sign shall be located within 4.6 meters (15 ft) of a lot in a Residential zone.***

SECTION 40

NC (Neighbourhood Commercial) Zone cont'd

Accessory Buildings

- (e) No accessory building shall have a total floor area greater than 25% of the principal structure;
- (f) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line.

Lot Area Coverage

- (g) The maximum permitted lot area coverage shall be as follows:
Principal building with all accessory buildings and structures 60%

Additional Requirements

- (h) ***deleted by Bylaw 1679***
- (i) If a fence is erected it shall not exceed a height of 2.4 metres (8 ft);
- (j) See Sections 13 to 30A of this Bylaw.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: May 15, 2017
Subject: Development Variance Permit to vary front and exterior side yard setbacks to allow an addition on a house and rebuilding of shop

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and recommends that Council approve the Development Variance Permit application by allowing a reduction in the front parcel line from 6 metres to 1.83 m for an addition on an existing non-conforming house and a reduction in the exterior side parcel line setback from 4.5 m to 1.5 m for reconstruction of a workshop on the same foundation, for the property at 6581 7th St, Lot 1 Block 33 DL 534 SDYD LD 54 PI 108; and
THAT COTW refers the report to the June 12, 2017 Regular Meeting of Council for decision.

- The owner of 6581 7th St in South Ruckles, legally described as Lot 1 Block 33 DL 534 SDYD PI 108, is seeking a variance to the front parcel line yard setback from 6 metres to 1.83 m for an addition on an existing non-conforming house, and a variance to the north exterior side parcel line setback from 4.5 metres to 1.5 m for reconstruction of the workshop on the existing foundation.
- The owner is also planning to move the shipping container currently on 66 Ave onto the property, and construct a fence along the north and east property line.
- The property is located at the corner of the unpaved section of 7th St and unpaved portion of 66th Ave, immediately south of the Grand Forks Railway right of way beside Interfor. Some people drive across the corner of the property due to the narrowness of the corner of 7th and 66th, which the owner would like to prevent.
- The property is within the 200 year floodplain, with an elevation of 513.9 m by the house, which is 1.1 m below the 200 year flood elevation of 515 m. The foundation will need to be built up so the underside of the floor system is above this elevation.

Benefits or Impacts of the Recommendation:

Strategic Impact:

DVP fees recover costs of facilitating permits

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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



DVP process provides for engagement with affected parties and stakeholders

Improves quality of housing stock

Policy/Legislation: Grand Forks Zoning Bylaw No. 1606

Attachments: Site Plan showing proposed development overlaid on orthophotograph; parcel report; excerpt from Zoning Bylaw – R1

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and recommends that Council approve the Development Variance Permit application by allowing a reduction in the front parcel line from 6 metres to 1.83 m for an addition on an existing non-conforming house and a reduction in the exterior side parcel line setback from 4.5 m to 1.5 m for reconstruction of a workshop on the same foundation, for the property at 6581 7th St, Lot 1 Block 33 DL 534 SDYD LD 54 PI 108; and

THAT COTW refers the report to the June 12, 2017 Regular Meeting of Council for decision.

OPTIONS:

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



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WM-0351 150mm
DJ 1975



Place seacan
inside property
boundary and
construct fence

Construct addition
to existing dwelling
to 1.5 m side yard
setback and vary
front yard setback
from 6 m to 1.83 m
(6 ft) for front face
of existing house
and new addition

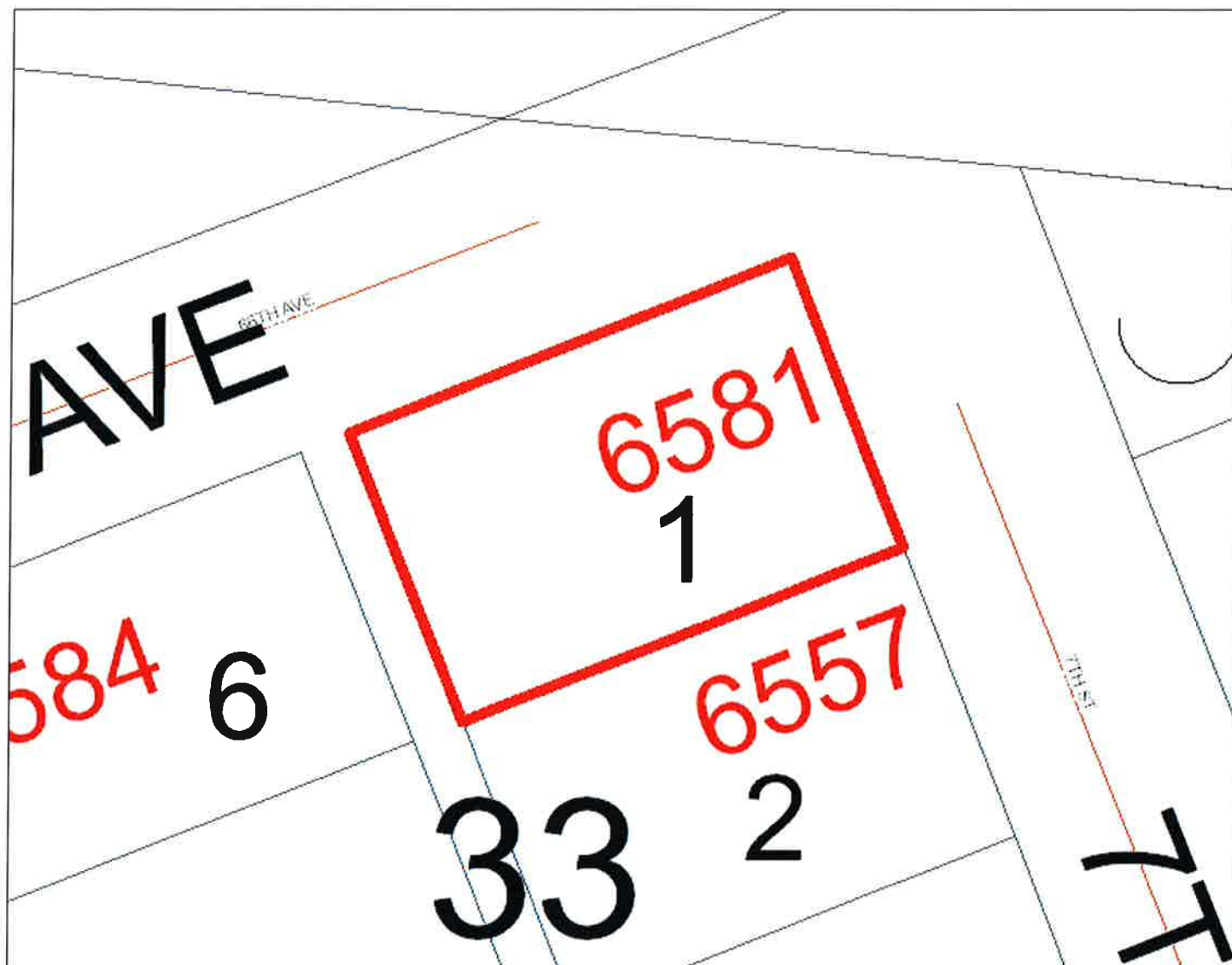
Rebuild 26x24
workshop on same
foundation with
reduced exterior
side yard to 1.5 m

Legend

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Scale 1: 498

Legal Information

Plan: KAP108	Section:	Jurs: 210	Lot Area: 0.237
Block: 33	Township:	Roll: 1541000	Area Unit: acr
Lot: 1	Land District: 54	PID: 012-635-791	Width (ft): 0
District Lot: 534	Electoral Area:		Depth (ft): 0
Street: 6581 7TH ST			
Description:			

PART VI ZONES

SECTION 33

R-1 (Residential – Single & Two Family) Zone

Permitted Uses

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

- (a) dwelling units;
- (b) religious centres;
- (c) day care centres;
- (d) bed and breakfast accommodations;
- (e) home occupations.

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

- (f) any accessory buildings or structures to any of the above uses.

Regulations

2. On a parcel of land located in an R-1 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 metres (15,000sq ft)** when the parcel is either connected to a community sewage or water system, but not both;
- (c) The minimum parcel size is 697 square metres (7,500 sq.ft.) when the parcel is connected to both a community sewage and water system.

BYLAW 1800

Number and type of Dwelling Units allowed

- (d) One of the following types of dwelling units is allowed on a parcel of land in an R-1 zone;
 - (i) One single-family dwelling; or
 - (ii) One two-family dwelling.

Height

- (e) No principal building or structure shall exceed 9.75 metres (32 ft) in height. No accessory building or structure shall exceed 4.8 metres (16 ft) in height.

SECTION 33

R-1 (Residential – Single & Two Family) Zone cont'd

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) 1.5 metres (5 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;
- (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:

Principal building with all accessory buildings and structures 50%

Additional requirements

- (j) ****deleted by Bylaw 1888***
- (k) ****deleted by Bylaw 1679***
- (l) The minimum size for a single-family dwelling shall be 75 square metres (800 sq.ft.);
- (m) See Sections 13 to 30A of this Bylaw.