



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2020-02
Date: Monday, January 27, 2020, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

- a. RCMP Appreciation Day
Mayor to acknowledge

4 - 8

2. ADOPTION OF AGENDA

- a. Adopt agenda
January 27, 2020, Regular Meeting agenda

Recommendation

THAT Council adopts the January 27, 2020, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera
January 12, 13, and 20, 2020, Special to go In-Camera Meeting minutes

9 - 14

Recommendation

THAT Council adopts the January 12, 2020, Special to go In-Camera Meeting minutes as presented.

Recommendation

THAT Council adopts the January 13, 2020, Special to go In-Camera Meeting minutes as presented.

Recommendation

THAT Council adopts the January 20, 2020, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Regular
January 13, 2020, Regular Meeting minutes

15 - 22

Recommendation

THAT Council adopts the January 13, 2020, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Reports of Council 23 - 24
Councillors

Recommendation

THAT all reports of Council at the January 27, 2020, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative 25 - 25
Verbal report from Council's representative to the Regional District of Kootenay Boundary

Read the RDKB agendas here: <https://rdkb.civicweb.net/filepro/documents/314>

Recommendation

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

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Early Budget Approval – Official Community Plan and Real Estate Strategy 26 - 32
Corporate Services / Development, Engineering, and Planning

Recommendation

THAT Council gives Early Budget Approval to the "Official Community Plan Update" and the "Development and Implementation of a City-owned Real Estate Strategy" projects with a combined value of up to \$250,000; AND THAT the amount be included in the 2020 Financial Plan Bylaw to be funded from the general operating budget.

- b. AKBLG Resolution 33 - 34
Corporate Services

Recommendation

THAT Council direct Staff to prepare a letter to the AKBLG outlining the resolution(s) that Grand Forks would like considered for presentation to the UBCM.

- c. RDKB Grant Application for Poverty Reduction Plan for the Boundary Area 35 - 36
Development, Engineering & Planning

Recommendation

THAT the City of Grand Forks supports the Regional District of Kootenay Boundary making an application to the Union of BC Municipalities in order to conduct a Poverty Reduction Plan for the Boundary area, And Further; that Council approves the Regional District of Kootenay Boundary to receive and manage the grant funding on behalf of the City of Grand Forks.

- d. Development Variance Permit No. DVP2001 Non-Medical Cannabis Retail Store Licence 37 - 103
at 7500 Donaldson Drive.
Development, Engineering & Planning

Recommendation

THAT Council direct staff to proceed with the statutory requirements for public notice respecting a Development Variance Permit application to reduce, from 100m to 36m, the setback distance from a building or structure to a Community Use Zone in order to allow Non-Medical Cannabis Retail Store as a use on the property.

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

11. **BYLAWS**

- a. Officer Positions Establishment Bylaw No.2062
Corporate Services

104 - 128

Recommendation

THAT Council give final reading to the Officer Positions Establishment Bylaw No. 2062;
AND THAT Council give final reading to the Officer Positions Repeal Bylaw No. 1623-R.

- b. Snow Clearing Policy 1103
Outside Works / Corporate Services

129 - 143

Recommendation

THAT Council adopts the new Regular Snow Clearing Policy 1103; AND THAT Council repeals Snow Clearing of Sidewalks Policy 1104.

12. **LATE ITEMS**

13. **ITEMS RELEASED FROM IN-CAMERA**

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

15. **ADJOURNMENT**



Canada
Province of British Columbia
A Proclamation

ELIZABETH THE SECOND, by the Grace of God, of the United Kingdom,
Canada and Her other Realms and Territories, Queen, Head of the
Commonwealth, Defender of the Faith

To all to whom these presents shall come – Greeting

WHEREAS in 1873 the Parliament of Canada established a police force named the North-West Mounted Police to enforce the law in Canada's newly acquired territory in Western Canada, and

WHEREAS in 1919 the Parliament of Canada voted to form a national police force by merging the North-West Mounted Police and the Dominion Police of Eastern Canada, and on February 1, 1920, the newly formed police force was named the Royal Canadian Mounted Police, and

WHEREAS on August 15, 1950, the British Columbia Provincial Police was dissolved, and 495 of 525 officers remained to form the Royal Canadian Mounted Police "E" Division, and

WHEREAS the Royal Canadian Mounted Police has continued to grow as a police force with jurisdiction in eight provinces and three territories and, through its national police services, offers resources and support to other Canadian law enforcement agencies, and

WHEREAS today the scope of services and operations of the Royal Canadian Mounted Police in Canada has expanded and includes enforcement against organized crime, terrorism, illicit drugs, economic crimes and offences that threaten the integrity of Canada's national borders, and

WHEREAS the employees of the Royal Canadian Mounted Police have given much to our communities in terms of service and sacrifice, and

WHEREAS there is a need to recognize, to show appreciation for and to celebrate the history and role of the Royal Canadian Mounted Police force in British Columbia on the centennial anniversary of its inception in Canada;

NOW KNOW YE THAT We do by these presents proclaim and declare that February 1, 2020, shall be known as

"Royal Canadian Mounted Police Appreciation Day"

in the Province of British Columbia.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our Province of British Columbia to be hereunto affixed.

WITNESS, The Honourable Janet Austin, Lieutenant Governor of Our Province of British Columbia, in Our City of Victoria, in Our Province, this twenty-second day of November, two thousand nineteen and in the sixty-eighth year of Our Reign.

BY COMMAND.



Attorney General
(counter signature for the Great Seal)



Lieutenant Governor



North Okanagan-Shuswap MP Mel Arnold, from left, Vernon-Monashee MLA Eric Foster and City of Vernon Coun. Kari Gares present Inspector Kevin Keane with the framed proclamation declaring Feb. 1, 2020, RCMP Appreciation Day in British Columbia on Dec. 17, 2019. (Caitlin Clow - Vernon Morning Star)

Province proclaims RCMP Appreciation Day in B.C.

Feb. 1, 2020, to honour RCMP contributions
in time for 100th anniversary

CAITLIN CLOW / Dec. 17, 2019 4:30 p.m. / LOCAL NEWS / NEWS

Vernon-Monashee MLA Eric Foster read from the proclamation Tuesday at the Vernon museum declaring Feb. 1, 2020, as RCMP Appreciation Day in British Columbia.

“It’s just a thank you for the 100 years of service,”
Foster said.

And there's no better time than the present.

On Feb. 1, the Royal Canadian Mounted Police will be celebrating its 100th anniversary of dedicated service to Canadian communities.

"Their efforts and commitment to the safety and security of all Canadians are part of the fabric of this nation," Greater Vernon Museum and Archives executive director Steve Fleck said on behalf of the RCMP Appreciation Committee Dec. 17. "Our committee is also thankful for the support of all levels of government in our community."

The announcement of Feb. 1 marking RCMP Appreciation Day in the province as a result of local efforts, Fleck said.

RCMP inspector Kevin Keane, who was present to accept the proclamation, said he was humbled and appreciated the support from the community and all levels of government.

North Okanagan-Shuswap Member of Parliament Mel Arnold said this is something he's been pushing for in Ottawa.

In June, he introduced a bill to establish Feb. 1 as a national day to recognize, honour and appreciate Canada's police force and the service they've provided since it was established in 1920.

"As the Royal Canadian Mounted Police and Canadians prepare to celebrate the RCMP's Centennial Anniversary on Feb. 1, 2020, I believe it is necessary and fitting for Feb. 1 to be recognized as Royal Canadian Mounted Police Day," he put forward in a letter in late July.

He noted during the day's special announcement that due to the lengthy process of federal politics and general election this fall, it's unlikely a private bill from any MP could establish this as a nationally recognized day before the anniversary. Arnold reiterated his commitment to reintroduce the bill this year.

The RCMP Appreciation Committee made note of several upcoming events to mark the special occasion scheduled for the new year.

Students of School District No. 22 will be taking part in classroom projects while learning more about the role of RCMP and first responders in the community. Once complete, examples of the projects will be on display at the museum.

The Downtown Vernon Association and Chamber of Commerce will collaborate with the Appreciation Committee and aid in the promotion of the 100th anniversary by encouraging members to display RCMP logos in store windows.

The Vernon Vipers will give the RCMP a nod when they hit the ice Jan. 31. And finally, the Greater Vernon Museum and Archives will be hosting a special recognition event on Feb. 1. The history of RCMP contributions and first responders will be on display throughout the museum.

READ MORE: [Darkest night of the year lit up with festive tea party in Vernon](#)

READ MORE: [First look at proposed new rec centre in Vernon](#)

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The Corporation of the City of Grand Forks
Special to go In-Camera Meeting of Council
MINUTES

Meeting #: SP-2020-02
Date: Sunday, January 12, 2020, 2:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek (by telephone)
Councillor Neil Krog (arrived at 2:04pm)
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Staff: Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Ron Mattiussi - Acting Chief Administrative Officer

GALLERY

1. CALL TO ORDER

Mayor Taylor called the January 12, 2020, Special To Go In-Camera Meeting to order at 2:02 pm.

2. IN-CAMERA RESOLUTION

a. Adopt Resolution as per Section 90

There was discussion over the requirement to conduct this meeting in-camera.

- Discussion will entail a briefing of discussions between the Province and a third-party, not the City.
- Opinion expressed that decisions should not be made in-camera.

MOVED / SECONDED

THAT Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Section 90 (2)

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

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.

Opposed (1): Krog

Carried

3. LATE ITEMS

4. ADJOURNMENT

The January 12, 2020, Special to go In-Camera Meeting was adjourned at 2:11 pm.

Mayor Brian Taylor

Dep. Corporate Officer – Kevin McKinnon



The Corporation of the City of Grand Forks
Special to go In-Camera Meeting of Council
MINUTES

Meeting #: SP-2020-01
Date: Monday, January 13, 2020, 10:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek (by telephone)
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Absent: Mayor Brian Taylor

Staff: Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Ron Mattiussi - Acting Chief Administrative Officer

GALLERY

1. CALL TO ORDER

Councillor Krog chaired the meeting in the absence of Mayor Taylor, as Acting Mayor Korolek participated by telephone. He called the January 13, 2020, Special Meeting to go In-Camera to order at 10:50am.

2. IN-CAMERA RESOLUTION

- a. Adopt Resolution as per Section 90

MOVED / SECONDED

THAT Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(c) labour relations or other employee relations;

and subject to Section 90 (2)

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

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.

Carried

3. LATE ITEMS

4. ADJOURNMENT

The January 13, 2020, Special Meeting to go In-Camera was adjourned at 10:51am.

Mayor Brian Taylor

Dep. Corporate Officer – Kevin McKinnon



The Corporation of the City of Grand Forks
Special to go In-Camera Meeting of Council
MINUTES

Meeting #: SP-2020-02
Date: Monday, January 20, 2020, 2:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek (by telephone)
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Staff: Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Ron Mattiussi - Acting Chief Administrative Officer

GALLERY

1. CALL TO ORDER

Mayor Taylor called the January 20, 2020, Special To Go In-Camera Meeting to order at 11:09am.

2. IN-CAMERA RESOLUTION

a. Adopt Resolution as per Section 90

MOVED / SECONDED

THAT Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

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.

Carried

3. LATE ITEMS

4. ADJOURNMENT

The January 20, 2020, Special to go In-Camera Meeting was adjourned at 11:09am.

Mayor Brian Taylor

Dep. Corporate Officer – Kevin McKinnon



The Corporation of the City of Grand Forks
Regular Meeting of Council
MINUTES

Meeting #: R-2020-01
Date: Monday, January 13, 2020, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Staff: Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer (*joined the cont'd Jan. 15 Regular Meeting*)
Daphne Popoff - Corporate Administrative Assistant
Dolores Sheets - Manager of Development & Engineering Services
Juliette Rhodes - Chief Financial Officer
Ron Mattiussi - Interim Chief Administrative Officer

GALLERY

1. CALL TO ORDER

Mayor Taylor called the January 13, 2020, Regular Meeting to order at 7:02 pm. Mayor Taylor reconvened the continued January 13, 2020, Regular Meeting on January 15, 2020, at 7:00 pm.

2. ADOPTION OF AGENDA

a. Adopt agenda

January 13, 2020, Regular Meeting agenda

Resolution #: R001/20/01/13 MOVED/SECONDED

THAT Council adopts the January 13, 2020, Regular Meeting agenda as presented.

Amended

Resolution #: R002/20/01/13 MOVED/SECONDED

THAT Council adopts the January 13, 2020, Regular Meeting agenda and defers Items 11. c., d., and e. to the January 27, 2020, Regular Meeting; as well as, adds under Late Items, 12. a. Officer Positions Establishment Bylaw No. 2062 and 12. b. Discussion on 7500 Donaldson Drive as amended.

Carried

3. MINUTES

a. Adopt minutes - Special to go In-Camera

December 16, 2019, Special to go In-Camera Meeting minutes

Resolution #: R003/20/01/13 MOVED/SECONDED

THAT Council adopts the December 16, 2019, Special to go In-Camera Meeting minutes as presented.

Carried

b. Adopt minutes - Public Hearing

December 16, 2019, Public Hearing Meeting minutes

Resolution #: R004/20/01/13 MOVED/SECONDED

THAT Council adopts the December 16, 2019, Public Hearing Meeting minutes as presented.

Carried

- c. Adopt minutes - Regular

December 16, 2019, Regular Meeting minutes

Resolution #: R005/20/01/13 MOVED/SECONDED

THAT Council adopts the December 16, 2019, Regular Meeting minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Reports of Council

Councillors

Councillor Moslin - thanked those working hard to keep the town open in winter, spoke in regard to New Year's resolutions for the City in 2020

Councillor Korolek - sent appreciation to all of the hard work that Public Works is doing this season

Councillor Zielinski - put forth a Notice of Motion

Resolution #: R006/20/01/13 MOVED/SECONDED

THAT all reports of Council at the January 13, 2020, Regular Meeting be received.

Carried

Resolution #: R007/20/01/13 MOVED/SECONDED

THAT Council will endeavor to assist the Seniors' Society with the snow removal and sand required at their new 'Veronica House' for the 2020 season only, for the safety of the seniors' group.

Carried

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

- a. Verbal Report - RDKB Representative

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

Read the RDKB agendas here:

<https://rdkb.civicweb.net/filepro/documents/314>

Mayor Taylor spoke in regard to transit priorities and sponsors. Announcement of the Open House on January 23rd in regard to the proposed Community Centre. Also spoke in regard to a Regional Emergency Management Response.

Resolution #: R008/20/01/13 MOVED/SECONDED

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

Carried

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Early Budget Approval – Official Community Plan and Real Estate Strategy

Corporate Services / Development, Engineering, Planning

Resolution #: R009/20/01/13 MOVED/SECONDED

THAT Council defers the Early Budget Approval to the “Official Community Plan Update” and the “Development and Implementation of a City-owned Real Estate Strategy” projects with a combined value of up to \$250,000; AND THAT the amount be included in the 2020 Financial Plan Bylaw to be funded from the general operating budget to the January 27, 2020, Regular Meeting.

Carried

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

11. BYLAWS

- a. Bylaw 2039-A10 - Proposed Rezoning of 1711-77th Avenue from R-1 zone to R-2 zone

Development, Engineering & Planning

Resolution #: R010/20/01/13 MOVED/SECONDED

THAT Council gives fourth reading to Zoning Bylaw Amendment No. 2039-A10, 2019.

Opposed (1): Zielinski

Carried

- b. Bylaw 2064 - Revisions to Utility Billing

Financial Services

Discussion:

- item 10.1 a) owner / renter billing errors
- item 11.2 a), b), c), d) Termination of Service/Closure of Accounts, notification

Resolution #: R011/20/01/13 MOVED/SECONDED

THAT Council rescinds third reading of Utility Billing Bylaw No. 2064, 2019.

Carried

Resolution #: R012/20/01/13 MOVED/SECONDED

THAT Council gives third reading to Utility Billing Bylaw No. 2064, 2019, as amended.

Carried

- c. Bylaw 2065 and 1973-R - Water Regulations – First Three Readings

Corporate Services / Operations

Bylaws 2065 and 1973-R Water Regulations have been deferred to the January 27, 2020, Regular Meeting as part of the amended agenda resolution.

- d. Bylaw 2066 and Bylaw 1974-R - Wastewater Regulations – First Three Readings

Corporate Services / Operations

Bylaws 2066 and 1974-R Wastewater Regulations have been deferred to the January 27, 2020, Regular Meeting as part of the amended agenda resolution.

- e. Bylaw 2067 and Bylaw 2015-R - Electrical Regulations – First Three Readings

Corporate Services / Operations

Bylaws 2067 and 2015-R Electrical Regulations have been deferred to the January 27, 2020, Regular Meeting as part of the amended agenda resolution.

12. **LATE ITEMS**

- a. Officer Positions Establishment Bylaw No. 2062

Resolution #: R013/20/01/13 MOVED/SECONDED

THAT Council gives first three readings to the Officer Positions Establishment Bylaw No. 2062.

Carried

Resolution #: R014/20/01/13 MOVED/SECONDED

THAT Council gives first three readings to the Officer Positions Repeal Bylaw No. 1623-R.

Carried

- b. 7500 Donaldson Drive

Discussion:

- operating guidelines, times
 - provider, Boundary Family Services, will be meeting to finalize rules and structure
 - Boundary Family Services document on policy and procedures provided
- January 15 Regular Meeting began with the Corporate Officer providing background information since the January 13 Regular Meeting recessed.
- Gina Burroughs and Darren Pratt, on behalf of Boundary Family Services, took inquiries and gave information on: admission policy,

complaints policy and procedure, conflict resolution procedure, fire exit procedures, safety for public and service providers, number of beds will be 10, lights and cameras, clients' personal property and Code of Conduct for guests, BC Housing, substance use, dealers, RCMP and Criminal Misconduct policy, hours of operation

Resolution #: R016/20/01/15 MOVED/SECONDED

THAT Council directs staff to submit a letter of comfort to BC Housing and Boundary Family Services.

Carried

13. ITEMS RELEASED FROM IN-CAMERA

14. QUESTIONS FROM THE PUBLIC AND THE MEDIA

- Gloria Koch inquired into the Fees and Charges of the Water Regulations Bylaw
- Pamela Kennedy spoke in regard to the extreme weather shelter, community involvement and Boundary Family Services
- Anne Palmer inquired if the Mayor was in conflict of interest
- Angela Nichols spoke in regard to having a shelter, a provider and BC Housing
- Les Johnson stated that he will no longer be recording and streaming the Council meetings
- Jensen Edwards from the Gazette inquired into the status of litigation on 7500 Donaldson Drive and an explanation of unresolvable safety concerns at the shelter

Mayor Taylor called a Recess of the January 13, 2020, Regular Meeting at 8:57 pm to resume again Wednesday, January 15, 2020, 7:00 pm at City Hall Council Chambers.

Mayor Taylor reconvened the January 13, 2020, Regular Meeting at 7:00 pm on January 15, 2020.

- Gary Smith has offered to do a shift at the Extreme Cold Weather Shelter and urges other to come forward
- Anne Palmer asked for Boundary Family Services to speak on the Good Neighbour program

- Pamela Kennedy inquired as to who to speak to if there are complaints about the shelter
- volunteers
- staff and criminal record checks
- shelter line number is: 250-442-2267
- Grand Forks Social Services Advisory Group along with Boundary Family Services representatives will continue to meet throughout the year

Resolution #: R015/20/01/15 MOVED/SECONDED

THAT Council re-open discussion of Item 12. b. regarding 7500 Donaldson Drive.

15. ADJOURNMENT

The January 13, 2020, continued Regular Meeting was adjourned on January 15, 2020, at 7:32 pm.

Mayor Brian Taylor

Corporate Administrative Assistant –
Daphne Popoff

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: January 27, 2020
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **THAT all reports by members of Council be received.**

Background

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

Benefits or Impacts

General

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

Strategic Impact



Community Engagement

- Members of Council may ask questions, seek clarification and report on issues.

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

THAT all reports by members of Council be received.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Discover Grand Forks - January 14

On January 14, I attended a meeting of the Discover Grand Forks Committee as the Council representative. Corporate Officer Drexler also attended. This committee has been charged with the implementation of the Roger Brooks plan and the municipality is committed to enacting as much of this plan as possible. Cindy Alblas from Boundary Country Tourism presented a proposal for the committee to send a delegate to the Tourism Trade Show in Vancouver at the end of February. The cost would be \$2000. There is money assigned to this committee with about \$30000 available so it was decided to send a representative along with as many promotional materials that could be found on short notice.

The Trails subcommittee also made an extensive report with recommendations following Brooks plan to make Grand Forks 'Bike Town BC'. Upgraded trails maps will be produced once quotes are gathered. These maps will be displayed eventually on kiosks, in print materials and digitally. The Trails Subcommittee requested that the city assist in the clear marking of the 'Great Trail' through Grand Forks. Signs will be provided by the Trails Society while the city will identify approved sign locations for volunteers to post. There was also discussion about the possible locations of a 'Pump Track' - basically a BMX track for younger children. The Trails subcommittee will also suggest locations for additional bike racks in the downtown area. The subcommittee will also monitor and report on the Trails Master Plan initiated by the Regional District.

There was also discussion about the installation of a Portland Loo which would follow the Brooks recommendation to provide a public bathroom downtown. Although expensive this essential infrastructure would provide an all-weather bathroom for citizens and visitors in our downtown core.

The next meeting for this group is scheduled for February 14.

Grand Forks Social Service Advisory Group - January 15

Of course, the big news of the week was the commencement of an Extreme Cold Weather Shelter at 7500 Donaldson. This had been the focus of the Advisory Group for months, but it was the prospect of extreme cold that prompted Boundary Family Support Services to undertake the task of managing this facility with BC Housing funding and community oversight. The meeting on the 15th provided Darren Pratt and BFSS the opportunity to describe how their management would create the 'Good Neighbor Agreement' that the community needs to make the shelter program a success. After the discussion the group passed a motion endorsing the BFSS shelter operation and requesting that Council suspend enforcement of its bylaws until April 1.

The next critical task for this hard-working group is to make the plans necessary to conduct a 'Point-in-Time' count later this spring. Representatives from the different agencies around the table will provide the different skill sets necessary to enumerate the homeless population in the Grand Forks community. I will report more details about this count in the weeks ahead. It is hoped that the count will bring a better community understanding of the extent and nature of this cultural phenomena that is occurring our town.

AKBLG Resolution - Jan 20

Together with the Mayor and our Corporate Assistant, Kevin McKinnon, I discussed the background, the need and the decision pathways that could take our Council's concern about the lack of an Emergency Weather Response Plan (EWRP) from a motion at the AKBLG this spring to the UBCM in the fall. This proposed motion will be presented at tonight's meeting in time for resolution deadline at the end of this month.

CAO Interviews - Jan 23, 24

Under the guidance of our Interim CAO, Ron Mattiussi, Council shortlisted 4 candidates for the CAO position. Council is indebted to Ron as his depth of experience has led the hiring process here as it did just recently in Summerland. The CAO is the only employee of the city that Council gets to pick. A great deal of thought has gone into the screening and interview questions. These candidates are all well qualified and experienced leaders in municipal government. The choice will be difficult as the successful applicant will have to lead our town as it rebuilds and rebrands itself. Sometime in the near future Council will announce the successful applicant.

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: January 27, 2020
Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary
Recommendation: **THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.**

Background

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

Benefits or Impacts

General

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

Strategic Impact



Community Engagement

- Information sharing with members of Council and the Public regarding regional issues.

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

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

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Request for Decision



To: Regular Meeting

From: **Corporate Services / Development, Engineering, and Planning**

Date: January 27, 2020

Subject: Early Budget Approval – Official Community Plan and Real Estate Strategy

Recommendation: **THAT Council gives Early Budget Approval to the “Official Community Plan Update” and the “Development and Implementation of a City-owned Real Estate Strategy” projects with a combined value of up to \$250,000; AND THAT the amount be included in the 2020 Financial Plan Bylaw to be funded from the general operating budget.**

Background

Update – January 27, 2020:

Council deferred deliberation on this item from the January 13, 2020 meeting.

Update – January 13, 2020:

Council asked staff to consider the “options for feasibility and benefits of both projects, the 'Official Community Plan Update' and the 'City-owned Real Estate Strategy', as a combined Request For Proposals or separate Request For Proposals, whichever is best.”

Staff contacted consultants before the winter break, and as a result staff anticipates that there is indeed a potential for some cost savings.

As an outcome, at this point it would be appropriate for Council to allow for a total budget up to \$250,000 and combine both items into a single strategic budget line item. This would allow for staff to initiate the Request for Proposal (RFP) processes, while maximizing the potential cost savings of combining certain aspects of both items where feasible.

Previous COTW from December 16, 2019 report is below:

Council introduced the “City of Grand Forks Strategic Plan 2019” at the November 12, 2019 meeting.

During the preparation for the Strategic Plan, Council ranked the individual projects to provide staff with a clear set of goals and objectives.

Updating the “Official Community Plan” (OCP) and “Developing and Implementing a City-owned Real Estate Strategy” (RES) were both within the top five list of Council.

OCP Update:

The OCP update will directly link into various other strategic objectives of Council, such as, but not limited to:

- Rewrite the zoning bylaw
- Active Transportation / Consider installation of bike friendly flood mitigation works
- Development of the West End
- Strategy for various forms of housing (will allow to define areas)
- Public Safety and Crime Prevention
- Mitigate Future Flooding / Disaster Risk Reduction / Resilience

The OCP is **the** guiding document as shown in the below illustration:



The OCP sets the vision of the community which then guides Council with their strategic plan. After the OCP is updated, Council may choose to update their Strategic Plan to ensure that all goals are still aligned with the OCP. Staff would then adjust departmental workplans to implement any changes. If necessary, the Financial Plan would need to be updated. Finally, the Annual report will be used to report back on any of the strategic priorities that were previously set

As the OCP update is a lengthy process (at least 1 year) it is rather urgent for staff to begin this process. The estimated cost for this is \$150,000.

Development and Implementation of a City-owned Real Estate Strategy (RES):

Another urgent item is the development of a RES. The RES is intended to work in conjunction with some of the outcomes of the West End Sector Plan and the OCP process on pin-pointing the best locations for developing City-owned land or for strategic acquisitions.

The RES will also help with in-kind support options Council is considering for the buyout residents. Once the RES is created, the report may ask for Council to consider creating a development corporation for example to facilitate the land purchases and sales for the residents in need. Another outcome may also show that it would be beneficial for the City to service certain lands and offer the serviced parcels for sale, either for residential, commercial, or industrial where necessary.

The cost for the initial phase of developing a real estate strategy is estimated at \$100,000.

Financials:

Annually the City budgets approximately \$1.5 - \$2 Mil towards infrastructure renewal. During the budget cycles staff presents various capital projects based on that amount.

Staff is recommending that for the 2020 budget cycle, the transfers into the infrastructure renewal reserves would be reduced to fund these long-range strategic projects. This reduction would allow the City to budget with similar taxation levels as in prior years.

Benefits or Impacts

General

The Official Community Plan update will cost roughly \$150,000.

The development of a Real Estate Strategy will cost roughly \$100,000.

Potential cost savings by combining both budgets into a single stream

Strategic Impact

Public Service

- A Real Estate Strategy will allow the City to provide outstanding service and best value to the community

Emerging City

- An updated Official Community Plan will allow for new and amazing development opportunities within Grand Forks while also providing a community plan towards solving challenging social issues, disaster resiliency, active transportation, and various forms of housing.

Policy/Legislation

2020 Financial Plan

Attachments

The City of Grand Forks Strategic Plan 2019

Recommendation

THAT Council gives Early Budget Approval to the “Official Community Plan Update” and the “Development and Implementation of a City-owned Real Estate Strategy” projects with a combined value of up to \$250,000; AND THAT the amount be included in the 2020 Financial Plan Bylaw to be funded from the general operating budget.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.



— CITY OF GRAND FORKS STRATEGIC PLAN 2019 —

The City of Grand Forks is committed to providing quality governance and excellent services that enhance and advance the quality of life for our community

EMERGING CITY:

We create amazing opportunities for developing the City

- Revise and update the OCP, considering emerging issues
- Rewrite the zoning bylaw
- Support initiatives to revitalize, beautify, and improve Grand Forks
- Review opportunities for connecting the downtown core to the east side
- Consider the installation of bike friendly flood mitigation works
- Implement measures to mitigate future flooding
- Facilitate development of the West End
- Implement a strategy for supporting various forms of housing

COMMUNITY SERVICE:

We provide opportunities to create the best Grand Forks

- Endeavor to connect all properties to the sanitary sewer system
- Develop a strategy for managing social service issues (e.g. define responsibilities, role of Council, etc.)
- Develop a strategy to enhance public safety and crime prevention in the community
- Celebrate the accomplishments of residents, businesses, staff, etc.
- Support the construction of the Grand Forks Community Center
- Increase support for active transportation

ECONOMY:

We attract and retain sustainable businesses that provide a strong economic future

- Update the economic profile
- Implement the Grand Forks Marketing Strategy

PUBLIC SERVICE:

We provide outstanding service to provide best value to the community

- Continue to build City staff into a qualified and dedicated team
- Update the website
- Prioritize the asset management / asset replacement investment plan
- Develop and implement a City-owned real estate strategy

Memo



To: Committee of the Whole
From: **Development and Engineering Services / Manager of Strategic Initiatives**
Date: 2020-01-27
Subject: Early Budget Approval funding of in kind and reinvestment program analysis – Real Estate Strategy

Background

Council is considering the early budget approval of \$100,000 for the Real Estate Strategy and \$150,000 for the Official Community Plan update, based on priorities in the 2019-2023 Council Strategic Plan. Under the Disaster Mitigation and Adaptation Fund – Land Acquisition Program (LAP), the City's Land Acquisition Team is well underway in design and preparing for delivery of the property purchase program.

To support success of the LAP, the City and Team have initiated the development of an In-Kind / Reinvestment Program (IKRP) with the intention of enabling attainable options on City land (including relocated homes) for affected property owners and to maintain affordable and attainable housing stock within the City.

The fundamental question that the City will be confronted with is after acquiring around \$12.0 million in real estate assets, what comes next? Does the City take 80 homes to landfill at considerable environmental and social cost, or could a reinvestment program present an economic opportunity to offset risks to the Grand Forks economy by removing an essential housing segment? While the question of how this might help the impacted community is highly important for the property owners, it is also critical to understand the economic opportunity of reinvesting these assets in the community.

Based on initial IKRP scoping and program requirements established for the LAP, the City will require delivery of a feasibility assessment and business plan with engineering, costing, preliminary subdivision and servicing conceptual design, community outreach, and planning document preparation over the next four to five months. Success of the feasibility study will enable full understanding by Council of the opportunity, costs, risks and implementation pathway that identifies project constraints and schedule and support their decision on approval of the program.

This work will complement the land use planning and servicing capacity analysis currently underway in the West End Comprehensive Development Plan. The department will align the two programs to ensure capacity is available to meet the high level of analysis and information needed over a tight timeline.

Estimated budget for the additional work to enable the IKRP is \$75,000; the remainder of the budget would be reserved for additional related or separate analysis on other City lands.

Work undertaken within the West End Comprehensive Development Plan and the IKRP would be brought into and aligned with longer-term land use planning opportunities identified for inclusion in the Official Community Plan (OCP) update. Council Strategic Plan priorities and staff recommendations have identified several specific topics to consider including:

- Disaster risk reduction and land use changes under DMAF
- Sustainable Asset Management
- Active Transportation
- Conservation and protection of natural assets and sensitive ecosystems
- Attainable housing development
- Employment lands
- Downtown Revitalization

The department intends to prepare an OCP update strategy for Council input prior to sending out a request for proposals to initiate this program.

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: January 27, 2020
Subject: AKBLG Resolution
Recommendation: **THAT Council direct Staff to prepare a letter to the AKBLG outlining the resolution(s) that Grand Forks would like considered for presentation to the UBCM.**

Background

Council was advised that the deadline for submitting resolutions for consideration by the AKBLG was the end of January. In discussion, Council determined that response to extreme weather conditions was an area which needs better inclusion into area emergency response plans.

The following draft AKBLG resolution is presented for consideration:

THAT the Province pass legislation to ensure that response to extreme weather conditions is enacted in regional emergency programs, and that Provincial resources be made available during such conditions to ensure satisfactory response.

Benefits or Impacts

General

Council has heard from residents that there is widespread belief that while the safety of the public during extreme weather is of concern to the City, response to these conditions must be shared, even directed, by Provincial resources.

Recommendation

THAT Council direct Staff to prepare a letter to the AKBLG outlining the resolution(s) that Grand Forks would like considered for presentation to the UBCM.

Options

1. THAT Council adopt the resolution.
2. THAT Council does not adopt the resolution.
3. THAT Council refers the matter back to staff for further information.

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: January 27, 2020

Subject: Poverty Reduction Plan for the Boundary Area grant

Recommendation: **That the City of Grand Forks supports the Regional District of Kootenay Boundary making an application to the Union of BC Municipalities in order to conduct a Poverty Reduction Plan for the Boundary area, And Further; that Council approves the Regional District of Kootenay Boundary to receive and manage the grant funding on behalf of the City of Grand Forks.**

Background

The potential for the Regional District of Kootenay Boundary to submit an application to UBCM (Union of BC Municipalities) for a poverty reduction plan for the Boundary area was discussed at the BCDC (Boundary Community Development Committee) meeting on Wednesday, January 8, 2020. A draft resolution crafted by the RDKB in support of the application was requested by the municipal councillors at the meeting and is included as the recommendation for this report. The Electoral Area Services Committee subsequently included the Poverty Reduction Plan in the 2020 work plan for the RDKB Planning Department.

In March 2019, the Province of BC released their poverty reduction strategy: TogetherBC: British Columbia's Poverty Reduction Strategy. Mandated through the Poverty Reduction Strategy Act, the strategy set targets to reduce the overall poverty rate in British Columbia by at least 25%, and the child poverty rate by at least 50%, by 2024. TogetherBC is based on four principles: affordability, opportunity, reconciliation, and social inclusion. These principles guided the priority action areas that form the core of the strategy.

Benefits or Impacts

General

The intent of the Poverty Reduction Planning & Action program is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy.

Strategic Impact

This initiative supports Council's commitment to providing quality governance and excellent services that enhance and advance the quality of life and contributes to the development of a strategy for managing social service issues for the community.

Policy/Legislation

Community Charter

Attachments

N/A

Recommendation

That the City of Grand Forks supports the Regional District of Kootenay Boundary making an application to the Union of BC Municipalities in order to conduct a Poverty Reduction Plan for the Boundary area, And Further; that Council approves the Regional District of Kootenay Boundary to receive and manage the grant funding on behalf of the City of Grand Forks.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: January 27, 2020

Subject: Development Variance Permit No. DVP2001 Non-Medical Cannabis Retail Store Licence at 7500 Donaldson Drive.

Recommendation: **THAT Council direct staff to proceed with the statutory requirements for public notice respecting a Development Variance Permit application to reduce, from 100m to 36m, the setback distance from a building or structure to a Community Use Zone in order to allow Non-Medical Cannabis Retail Store as a use on the property.**

Background

The applicant, 1179711 BC LTD, has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) Licence for 7500 Donaldson Drive.

Because the building to house the CRS is within 100m of the nearest parcel boundary of a lot in the Community Use (CU) zone, the owner has applied to the City of Grand Forks for a Development Variance Permit (DVP) to vary subsection 58.3 of Zoning Bylaw 2039.

The civic address of the property is 7500 Donaldson Drive. The legal description of the property is Lot 2, Plan KAP49207, SDYD, DL 380. The parcel identification number (PID) for the property is 018-155-588. The property is zoned I-1 (Light Industrial).

Council resolved to deny the DVP application at the July 15, 2019 regular council meeting. The application is coming before council for reconsideration.

The proposed hours of operation are 9:00 am to 11:00 pm daily.

Ownership

Owner(s):
1179711 BC Ltd
1350 William Street
Vancouver, BC
V5L 2P5

Agent:
Jim Kennedy/Weeds Glass & Gifts Ltd.
1108 Richards Street,
Vancouver, BC
V6B 3E6

Zoning and Policy Context

The property is zoned I-1 (Light Industrial 1) and is 0.576 acres or 0.233 hectares in size. Non-Medical Cannabis Retail is a permitted use in the I-1 zone. The property is not in a development permit area.

The building proposed to house the Non-Medical Cannabis Retail Store is 36m from the property boundary of 1924-75th Avenue (James Donaldson Park). The zoning for 1924 75th Avenue is Community Use (CU).

Events held at James Donaldson Park include:

1. Ball tournaments and games for all ages
2. Grand Forks International Baseball Tournament
3. Cannafest Music Festival.

The property owner has applied for the variance outlined in Table 1.

Table 1. Variance Requested	
Zoning Bylaw Section Reference	Variance Requested
58.3 Cannabis Retail Overlay (CRO) - No building or structure may be within 100m of the nearest parcel boundary of a lot in a Community Use Zone ,	Reduce the distance to 36m

Location maps are attached as Appendix 1. The owner's rationale for the variance is outlined in Appendix 2 attached.

Proposed Hours of Operation:

As outlined in Appendix 2, the proposed hours of operation are 9:00am to 11:00pm daily.

The zoning bylaw is silent on the permitted hours of operation for a Non-Medical Cannabis Retail Store. The LCRB regulations state that a licensee may sell non-medical cannabis at their store between the hours of 9 am and 11 pm unless their hours are further restricted by the local government and/or indigenous nation for the area in which the store is located giving council the ability to restrict the hours of operation.

Comments from Referral Agencies

The June 24th letter from the Interior Health Authority (IHA) is attached as Appendix 3. The IHA letter recommends that the city consider supporting a public health approach to retail sale of non-medical cannabis. The letter further speaks to selecting locations that reduce exposure to cannabis marketing to youth and discourage harmful patterns of consumption in the general population as the desired option. Additionally, the letter speaks to James Donaldson park being potentially used by kids and the arena and aquatic centre being within 350m of the proposed cannabis retail store. There is relatively little in

terms of peer reviewed research on the effects of cannabis use therefore the accepted approach has been one of caution especially with respect to cannabis use in children.

Timing

The following next steps and time frames are outlined in Table 2 below:

Table 2. Proposed Timeframe	
ACTIVITY	TIMING
<i>Regular Council Meeting – Council Direct staff to proceed with statutory notice (letters to adjacent property owners)</i>	<i>January 27, 2020</i>
Letters sent to adjacent property owners within 30m of subject property	January 28, 2020
Regular Council Meeting – Council Decision on DVP application	February 24, 2020

Benefits or Impacts

General

The regime to legalize the non-medical use and sale of cannabis is relatively new to British Columbia and Canada. The proposed location is close to a community park facility. Interior Health Authority's position is that in order to reduce harmful cannabis patterns of consumption in the general population, council should consider supporting a public health approach to the retail sale of non-medical cannabis and that locations that reduce exposure to cannabis marketing to youth and discourage harmful patterns of consumption in the general population are the desired option.

Strategic Impact



Community Engagement

- Written notice will be provided to adjacent property owners.

Policy/Legislation

Local Government Act; Official Community Plan; Zoning Bylaw; Cannabis Control Licencing Act.

Attachments

Appendix 1

- Page 1: Aerial Photo showing the subject property
- Page 2: Map showing zoning
- Page 3: Aerial Photo showing 100m buffer area

Appendix 2

Pages 1-59: DVP package submitted by applicant.

Appendix 3

Page 1: Interior Health Authority Letter.

Recommendation

THAT Council direct staff to proceed with the statutory requirements for public notice respecting a Development Variance Permit application to reduce, from 100m to 36m, the setback distance from a building or structure to a Community Use Zone in order to allow Non-Medical Cannabis Retail Store as a use on the property.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

June 24, 2019

Leford Lafayette
Development and Engineering
City of Grand Forks
llafayette@grandforks.ca

Dear Mr. Lafayette:

Re: Development Variance Permit No. DVP1901 Proposed Non-Medical Cannabis Retail Store Licence at 7500 Donaldson Drive

Thank you for the opportunity to provide comments from a healthy communities perspective regarding the above referenced application. It is my understanding that this referral is for a variance to subsection [58.3 of Zoning Bylaw 2039](#) that regulates the distance a Non-Medical Retail Cannabis Store can be relative to a community use zone.

In order to reduce harmful cannabis patterns of consumption in the general population, Interior Health recommends you consider supporting a public health approach to the retail sale of non-medical cannabis. Locations that reduce exposure to cannabis marketing to youth and discourage harmful patterns of consumption in the general population are the desired option. Aligned with *subsection 58.3 of Zoning Bylaw 2039*, this includes distancing retail locations from youth- centred facilities and outdoor spaces. As indicated in the referral package, this retail location is within 36m of James Donaldson Park which may be used for youth baseball and other recreational opportunities. Though outside the 100m buffer listed in the Bylaw, this proposed retail location is also within 350m of the arena and Aquatic Centre which may be used by youth.

The proposed hours of operation of this retail location are to be 9:00am -11:00 pm. Interior Health also recommends further restricting the hours of operation of this proposed retail location to prevent excessive consumption and related harms.

Additionally, considering a standalone smoke free bylaw to include tobacco, vapour, and cannabis smoke can help to protect residents in public places. Many communities are amending their bylaws to ensure cannabis is included. For more information please contact Tobacco Reduction Coordinator, Jacqueline Duncan, at [REDACTED]

The legalization of cannabis presents both an opportunity and challenge for local governments in the development of healthy, vibrant communities. Interior Health – Healthy Communities welcomes the opportunity to collaborate with the City of Grand Forks around education and awareness efforts.

Please feel free to contact me if you have any further questions or comments.

Sincerely,



Kady Hunter
Healthy Communities – Population Health

Bus: [REDACTED]
hbe@interiorhealth.ca
www.interiorhealth.ca

Population Health
333 Victoria Street
Nelson, BC, V1L 4K3

THE CORPORATION OF THE CITY OF GRAND FORKS

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



DEVELOPMENT VARIANCE PERMIT APPLICATION

LOCAL GOVERNMENT ACT, SECTION 498

APPLICATION FEE \$350.00

Receipt No. _____

Registered Owner(s): 1179711 B.C. Ltd.

Mailing Address: 1350 William St. Vancouver, BC V5L 2P5

1350 William St. Vancouver, BC V5L 2P5

Telephone:

Home:

Work:

Email:

Legal Description: Lot 2 PLAN KAP49207 DISTRICT LOT 380 DISTRICT 54

P.I.D: 018-155-588

Street Address: 7500 Donaldson Drive, Grand Forks, BC V0H 1H2

DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

I, [REDACTED], owner of the subject property described on this application form, hereby declare that the land which is the subject of this application has not, to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities" (Schedule 2) of the Contaminated Sites Regulation (B.C. Reg. 375/96). I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the Waste Management Act.

[REDACTED]
(signature)

14 May, 2019

(date)

Outline the provisions of the respective Bylaw(s) that you wish to vary and give your reasons for making this request:

Supporting documents are included in this pdf as follows:

1. Appendix A: Development Variance Permit Application
2. Affidavit #1: Alice Huynh

Submit the following information with the application:

1. A legible site plan showing the following:
 - (a) The boundaries and dimensions of the subject property.
 - (b) The location of permanent or proposed buildings and structures existing on the property.
 - (c) The location of any proposed access roads, parking, screening, landscaping or fencing.
 - (d) The location and nature of any physical or topographic constraints on the property (stream, ravines, marshes, steep slopes, etc.)

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

The information provided is full and complete and to the best of knowledge to be a true statement of the facts, relating to this application.


Signature of Owner

14 May, 2019

Date

AGENT'S AUTHORIZATION

I hereby authorize the person/company listed below to act on my behalf with respect to this application:

Name of Authorized Agent: Jim Kennedy/Weeds Glass & Gifts Ltd

Mailing Address: 1108 Richards Street, Vancouver

BC V6B 3E6

Telephone: [REDACTED]

Email: [REDACTED]

[REDACTED]
Owner(s) Signature of Authorization

DEVELOPMENT VARIANCE PERMIT APPLICATION

APPENDIX A

To: The Corporation of the City of Grand Forks
7217 – 4th Street
P.O. Box 220
Grand Forks, B.C.
Fax: (250) 442-8000

Submitted by: Weeds Glass & Gifts Ltd.

Provisions Sought to Vary

1. The applicant, Weeds Glass & Gifts Ltd. (the “Applicant”), is seeking to vary section 58.3 of Zoning Bylaw 2039-A1 and Zoning Bylaw 2039-A3, as applicable, in relation to cannabis retail stores (“Cannabis Stores”, each a “Cannabis Store”):
 - a. Zoning Bylaw 2039-A1, section 58.3: “unless otherwise permitted in this bylaw, no building or structure may be within 100 m of the nearest parcel boundary of a lot in a Community Use Zone, or a youth-centred facility; or from the nearest edge of building of another Cannabis Retail site”; and
 - b. Zoning Bylaw 2039-A3, section 58.3: “unless otherwise permitted by this bylaw, no building or structure may be within 100m of the nearest parcel boundary of a lot in a Community Use Zone or a youth-centred facility.”

for the premises located at 7500 Donaldson Drive, Grand Forks, BC V0H 1H0 (the “Premises”).

2. Pursuant to section 490(1)(a) the *Local Government Act* [RSBC 2015] ch.1, “a local government may, by resolution, issue a development permit that... varies or supplements a land use regulation bylaw”.

Reasons for Request

3. On February 13, 2018, City Council members discussed the timeline for the amendment to the Zoning Bylaw 2039 for Cannabis Stores, and advised the Director of Development and Engineering (the “Director”) that the proposed amendments should be compared with other municipalities and to consider the potential of working collectively with other municipalities in drafting the amendments to the Zoning Bylaw.

(Affidavit #1 of Alice Huynh [“AHuynh”], Exhibit A)

4. Summary of Zoning Bylaws regarding Cannabis Stores in some other jurisdictions:

City	Distancing Requirement
Castlegar	No restrictions ¹
Rossland	Not permitted within 150m of the property line of a site containing a school or a youth centre ²
Sooke	Not permitted within 300m of the nearest property line of a site containing a school ^{3, 4}
Trail	Not permitted within 100m of any school, recreation centre, youth centre or daycare centre ⁵
Vancouver	Not permitted within 300m of the nearest property line of a site containing a School – Elementary or Secondary, Community Centre, or Neighbourhood House ⁶

5. However, the Director proposed Zoning Bylaw 2039-A1 that differed from the other jurisdictions drastically, as it required a distancing requirement of 100m for a complete zoning area, Community Use Zone (“CU Zone”) in addition to the broad 100m distancing requirement from “youth centred facilities”. As per Zoning Bylaw 2039-A1, “Youth Centered Facility” “means any school, daycare, playground, community garden, recreation facility, or other facility designed for use primarily by minors”. In addition to this, facility is not defined in Zoning Bylaw 2039-A1, Zoning Bylaw 2039-A3, or in the general Zoning Bylaw 2039.
6. On April 9, 2018, City Council members discussed the proposed Zoning Bylaw 2039-A1, which would provide restrictions on where Cannabis Stores can be located within the City. During the Council meeting, Councillor Tripp questioned the Director of Development and Engineering, as to the number of locations that would be permitted with the proposed Zoning Bylaw 2039-A1. The Director of Development and Engineering responded that given the

¹ <https://www.castlegar.ca/city-hall/informationmaterials/bylaws/find?Search=zoning+bylaw+800>

² <https://rossland.civicweb.net/filepro/documents/5307>

³ <https://sooke.civicweb.net/filepro/document/30187/Regular%20Council%20-%202008%20Apr%202019%20Agenda.pdf?widget=true>

⁴ <https://sooke.civicweb.net/filepro/document/30442/Regular%20Council%20-%202023%20Apr%202019%20Agenda.pdf?widget=true>

⁵ <http://www.trail.ca/en/inside-city-hall/resources/Consolidated-Zoning-Bylaw-July-2018.pdf>

⁶ <https://bylaws.vancouver.ca/zoning/Sec11.pdf>

spatial restrictions, upon application of the Zoning Bylaw 2039 A-1, many prospective Cannabis Stores would be eliminated, and that he assumes that about four (4) to six (6) would be able to operate within the commercial area.

(Affidavit #1 of AHuynh, para. 3)

7. In reality, applying section 58.3 of the Zoning Bylaw 2039-A1, or 2039-A3, renders nearly all of the Core Commercial Use zone as impermissible for Cannabis Stores. In addition to this, of the limited area that is permissible for a Cannabis Store to operate in, there may only be one Cannabis Store within the Core Commercial Use Zone. This is because of the following:
 - a. Boundary Child Care, provides free drop-in playtime and is listed as a daycare is located at 7320 4th Street;
 - b. Jazzercise Grand Forks, provides free childcare to its attendees for four classes per week, and classes only occur once or twice a day;
 - c. Dazzle Dance and Fitness, primarily provides dance classes to children and youth is located at 7375 second street; and
 - d. CU Zones found near and throughout the Core Commercial Use zone.

(Affidavit #1 of AHuynh, Exhibit B)

8. Schedule A-1 of the consolidated Zoning Bylaw 2039 provides a map of the “Cannabis Product and Retail Zoning: Eligible Underlying Zones”, which lists Core Commercial and Neighbourhood Commercial zones as eligible for Cannabis Retail locations. However, section 46.2 of the consolidated Zoning Bylaw 2039 states that the following uses and no others are permitted:
 - a. convenience stores;
 - b. restaurants and liquor licensed premises;
 - c. personal service establishments;
 - d. dwelling units above or in conjunction with the commercial operation;
 - e. professional services;
 - f. post office;
 - g. *animal hospitals*. [Bylaw 2039-A3]

Although the City amended section 46 regarding Neighbourhood Commercial Zone to include animal hospitals, it did not include Cannabis Stores, and as a result, Cannabis Stores would not be permissible within Neighbourhood Commercial Zones as well. Accordingly, if the strict application of Zoning Bylaw 2039, and the amending Zoning 2039-A3 is applied, then Cannabis Stores are restricted even further, and would almost only be operable within industrial zones.

9. Section 56 of the consolidated Zoning Bylaw 2039 states that only the following uses are permitted within the CU Zone:
- a. libraries;
 - b. museums;
 - c. cemeteries;
 - d. hospital, including medical clinic, dental clinic, ambulance station, rest home or
 - e. private hospitals;
 - f. post office;
 - g. community events centre;
 - h. community use service;
 - i. open space passive recreational areas;
 - j. municipal, local government or educational buildings, day care centers;
 - k. senior citizen complexes, senior activity centres and congregate care facilities;
 - l. any building or structure operating under a Private-Council partnership agreement.
10. The requirement of a 100m distancing requirement from a CU Zone is unduly restrictive, as it limits the permissible locations for Cannabis Stores to such a degree that renders Zoning Bylaw 2039-A3 as legislation that prohibits the operation of Cannabis Stores within the City, rather than legislation that is facilitating or supporting it. Furthermore, most of the permitted uses within the CU Zone are of a nature that other jurisdictions have not provided setback requirements for Cannabis Stores relative to those specific uses. For example, other jurisdictions have not set distancing requirements from cemeteries, which would potentially, occur with the City given the 100m setback requirement from a CU Zone, rather than providing for a distancing requirement given a specific use found within the CU Zone. Moreover, maintaining a setback requirement of 100m from a CU Zone, which may include a senior citizen complex or may not, would be contrary to intention of City Council to meet the needs of their constituents. This is because, as stated during the City Council meeting on May 15, 2017, there are many elderly individuals and those with medical conditions that rely on cannabis to alleviate their symptoms (Affidavit #1 of AHuynh, para. 5)
11. Thus, applying a strict distancing requirement of 100m from a CU Zone would be contrary to the intention of Council to provide reasonable access to cannabis for its constituents, whether it is for medical or recreational purposes, as well as contrary to the intention of City Council to provide more equitable access to the cannabis retail market (Affidavit #1 of AHuynh, Exhibit C). It is submitted by the Applicant that the intention of Council and the needs of the constituents to have reasonable access to cannabis, both from a consumer level and the community's economic development requires a flexible approach to the application of the 100m distancing requirement from a CU Zone. Accordingly, the needs of the constituents may be addressed by determining the specific use of the parcel within the CU Zone that renders the Cannabis Store impermissible under section 58.3 of the Zoning Bylaw

2039-A3 and determining whether to approve the Applicant's development variance for the Premises. Otherwise, as evidenced from the 100m buffer placed surrounding CU Zones in the Core Commercial Zone, Cannabis Stores would be impermissible in a large portion of the City (Affidavit #1 of AHuynh, Exhibit D).

12. The Zoning Bylaw 2039 defines community use services as meaning, "the use of land, buildings or facilities for the following purposes:
 - a. community sponsored and funded passive or active recreational activities;
 - b. community sponsored and funded educational activities;
 - c. health activities, which includes congregate care facilities, intermediate care facilities, personal care facilities and hospitals;
 - d. or any combination of the above."
13. Based on this definition, it is apparent that the intention of City Council in implementing CU Zones is to protect those areas from the proliferation of businesses solely for an economic purpose that does not contribute to the wellbeing of the City's community members. However, in this case, and as considered during the May 15, 2017 Council meeting, cannabis assists many individuals with a number of medical and mental health conditions (Affidavit #1 of AHuynh, para. 5). This is also evidenced in the summary of affidavits of people that the Applicant assisted (found below) by providing a product that contributes to their personal care and is a "health activity" for those individuals, as provided for in the definition of "community use services". Arguably then, creating a distancing requirement for Cannabis Stores from CU Zones, would be contrary to the implementation of CU Zones and definition of "community use service", as Cannabis Stores may be construed as a business that is providing a "community use service".
14. Furthermore, it is not the intention of City Council in implementing the CU Zones to create a barrier for businesses seeking to operate outside of that zone, but more so, it is evident that City Council wanted to encourage businesses that provide a "community use service" to operate within the City by enacting the CU Zones. Accordingly, using CU Zones to restrict businesses outside of said zone, is contrary to City Council's intention to encourage businesses that provide "community use services". In other words, it is City Council's intention to foster a certain type of business in implementing CU Zones, rather than using said zone to restrict businesses and activities outside of said zone. Hence, it would be contrary to the intention of the City Council to create a distancing requirement for Cannabis Stores from businesses that provide "community use services", as it is apparent that in implementing CU Zones, City Council members were concerned that the City will be proliferated with businesses with a sole economic purpose that did not contribute to the community members' wellbeing, which is not how the Applicant intends to operate.

15. On April 29, 2019, the Applicant was informed by a delegate of the Director that “upon preliminary review we note that the proposed location is less than the required 100 m distance from a community use zone... as you may already know, council rejected the last application that did not meet the setback distance requirement from a community use zone *and* from a youth centred facility” (italics added).
16. In this case, the Applicant is within 100m of a CU Zone, but not within 100m of a youth centered facility. Accordingly, the Applicant is seeking a development variance in relation to the 100m distancing requirement from a CU Zone. The specific use within the CU Zone that the Applicant is within 100m of is James Donaldson Park, which is not a “youth centred facility” as it is not a school, daycare, playground, community garden, recreation facility, or other facility designed for use primarily by minors. James Donaldson Park is a baseball field that hosts baseball tournaments, and this is in addition to, allowing any member of the community to use the baseball park to play baseball (the “Baseball Park”).

(Affidavit of AHuynh #1, Exhibit E)
17. In particular, the Baseball Park hosts an “International Baseball Tournament”, and although it is a family-friendly event, the baseball players are all adults, and most of the attendees are adults, rather than minors.

(Affidavit of AHuynh #1, Exhibit F)
18. Presumptively, the City Council members’ primary rationale for the distancing requirement of section 58.3 of the Zoning Bylaw 2039-A1 and 2039-A3 is concerning youth exposure to cannabis. However, the Applicant has operated other Cannabis Stores across the country and has never been alleged to have exposed minors to cannabis. This is because the Applicant has implemented the following to reduce youth’s exposure to cannabis in other locations:
 - a. The windows used obscure the view of the contents of the store unless an individual is very close to the windows. The lighting fixtures used also diminish visibility of the contents of the store, as the light used in the store are specific blue lights meant to mimic and simulate daylight, which makes it more difficult to view its contents.

(Affidavit #1 of Taizo Ellis sworn 24 April 2019 [“Affidavit #1 of TELLIS”], para. 17)
 - b. The entrance to the store is locked and requires ringing a doorbell to notify staff members to permit or deny entry through a buzzer.

(Affidavit #1 of TELLIS, para. 14)
 - c. Because of the specific lighting used in the store, staff members are able to see people who are seeking entry into the store through the windows of the front door,

and in the evening, there is a light above the front door located on the outside to illuminate anyone seeking entrance.

(Affidavit #1 of TELLIS, para. 15)

- d. Staff members of the store does not allow any individual that appears to be a minor enter the store. These individuals are notified that entrance is denied through the intercom that is connected to the front doors.

(Affidavit #1 of TELLIS, para. 16)

- e. Generally, staff members will ask customers that linger around the front of the store to move along.

(Affidavit #1 of TELLIS, para. 22)

- f. The employees then require any customer to show identification confirming that they are over the age of 19 prior to making any sales. Staff members do not allow any cannabis or cannabis products to be sold to individuals under the age of 19. They ensure this by checking the identification of each person who appears under the age of 30. There are staff members who have lived out-of-province that will check the identification of customers with out-of-province identification. They have an ultra violet light at the store to check the authenticity of any suspicious-looking identification. Any individual without identification or with fake identification are asked to leave the store immediately even if they are regular customers that have shown identification previously.

(Affidavit #1 of TELLIS, para. 11)

- g. The vast majority of customers who visit the store are between the ages of 30 and 50 years old, with approximately 15% over the age of 60.

(Affidavit #1 of TELLIS, para. 12)

- 19. If permitted to operate on the Premises, the Applicant expects to employ similar safeguards against youth exposure, as well as complying with the applicable bylaws and legislation.

- 20. The following are the site-specific circumstances of the Premises that minimizes youth exposure to the Cannabis Store, which is then eliminated by virtue of the Applicant's operational mechanisms, as stated above:

- a. The location of the Premises, relative to the Baseball Park, obscures the view of the Premises from any minor attending the Baseball Park. This is because at the corner of 75th Avenue and 19th Street of the Baseball Park, there is a large cement wall of the stadium that obscures the view of the Premises from the Baseball Park.

(Affidavit #1 of AHuynh, Exhibit G)

- b. The Premises is a standalone building without any neighbouring business on the same lot that youths would attend.

(Affidavit #1 of AHuynh, Exhibit H)

- c. The distance from the entrance of the Premises to the entrance of James Donaldson park is approximately 61.74m.

(Affidavit #1 of AHuynh, Exhibit I)

- d. The Premises is located within the light industrial zone, an area that is less frequented than Core Commercial Zone.

(Affidavit #1 of AHuynh, Exhibit J)

- 21. A secondary concern that Council members may have had in adopting section 58.3 of the Zoning Bylaw 2039-A1 and Zoning Bylaw 2039-A3 is community safety. The Applicant is able to assuage this concern as the Applicant has not had any policing incidents in relation to safety concerns. The Applicant also implements a number of security measures to ensure the safety of the public and its staff members, which includes installing several cameras throughout the store, a lock and buzzer on the front door that does not allow anyone to enter the store without the approval of an employee, and the bulk of the products are stored in locked storage area (Affidavit #1 of TELLIS, paras. 13 and 14).

- 22. In addition, the Applicant has received support from property owners from whom the Applicant has leased other locations. In one such letter of support from a property owner leasing to the Applicant, the property owner applauded the Applicant's dedication to the community in ensuring that the property remains clean and tidy both within the building and in the surrounding area. The following are pertinent excerpts from the letter of support the Applicant received from the landlord of their location in Vancouver:

- a. "As an Owner/Property Manager for over 45 years, (both residential and commercial property), I can honestly say that 'Weeds' has been the best tenant I have ever had. Being my Tenant for over 5 years, they have never been late with the rent, have never complained to me (except when their toilet was plugged), always kept the adjoining vacant lot free of garbage (I learned later that Don Briere, the proprietor of Weeds, started a regular block clean up by the store staff when garbage was an issue) and most importantly, showed the utmost respect to not only me but others as well. It is well known they donate funds resources and their time to many good causes."

- b. “There are 5 residential units above the Weeds and for the past 5 years, I have never received any complaints from them or any other neighbours in the area as it relates to noise or selling to youths.”
- c. “It will be very difficult to find another tenant as responsible as Weeds.”
- d. “...if Weeds was to close, it will be a hardship for me to find a tenant as responsible and responsive. I anticipate the community in general will also suffer.”

(Affidavit #1 of AHuynh, Exhibit K)

23. The Applicant also provides safety to the community through the products that it provides and adds to the character of the community by ensuring that staff members adhere to high levels of service and dedication to its customers. This is evidenced in the affidavits of customers that attest to the excellent quality of products, professionalism and courtesy of its staff members, and the general cleanliness of the store. While these affidavits relate to locations in Vancouver where the Applicants dispensed medical cannabis while awaiting a decision surrounding their legality, even though the proposed business at the Premises is not for a medical cannabis dispensary, but for a recreational Cannabis Store, the testimonials of their clientele speak to the Applicant’s professionalism and levels of customer service:

- a. Daniel Obcena suffers from anxiety and insomnia, and finds that the Applicant provides him with the most reliable and most convenient way for him to obtain medicinal cannabis. He chooses to return time and time again because he liked the hospitality and the product selection, and feels that there is a real sense of community there and he has become friends with many of its staff. He believes that the products are of high quality because he achieves the desired relief from his extreme bouts of anxiety and exhaustion that inhibits his ability to work. He also feels that the store is safe because you can see security cameras around the store and he has never seen any suspicious activity near or inside the Premises. It would be difficult for him to go elsewhere because the Premises are conveniently located and he has visited numerous other Cannabis Stores and found that none of them have provided the consistent quality and service as the Applicant.

(Affidavit #1 of DObcena, paras. 6, 7, 12, 14, 16, and 17)

- b. Denna White was diagnosed with Attention Deficit Hyperactivity Disorder, Depression, insomnia, Post-Traumatic Stress Disorder, and alcoholism. As a result of these medical and mental health conditions, she experiences overwhelming feelings of hopelessness, invasive thoughts of self-harm, flash-backs, vivid nightmares, and difficulty sleeping, eating, and focusing, which in general, causes her to have difficulty functioning on a daily-basis. She was prescribed a number of

pharmaceutical medications, which did not help but caused the state of her mental health to worsen drastically, and because of this, she started relying on alcohol to relieve her symptoms which led to her alcohol dependency. Cannabis helps her manage and address the symptoms of her conditions, function on a daily-basis, and her alcoholism. She relies on the Applicant because she feels safe purchasing her medicine from the Applicant, as feeling safe is a very important and high priority for her. She finds that the staff members are kind and professional, and the quality of the products is great, and the store is always clean. If the Applicant were to close down, she is unsure where she would purchase her medication, as she requires specific strains and products that she is only aware that the Applicant provides. If the Applicant was shut down, she may have to rely on the illicit market again, which she is very hesitant in doing so, as the illicit market is prevalently dominated by men who often make unwelcomed advances towards her.

(Affidavit #1 of DWhite, paras. 5-10, and 12-13)

- c. Duane Christopher Barrett suffers from a number of sports-related injuries, knee surgery, and broken a number of bones in his hand, which subsequently resulted in chronic pain. He was prescribed OxyContin, but stopped after two days as it affected him badly. When he uses cannabis, he finds that the pain he experiences on a daily basis is almost gone. The Applicant provides him with a welcoming and pleasant place to purchase his medicine, as he is consistently provided with excellent customer service. He visited a different Cannabis Store previously but had a negative experience, and has since only visited the Applicant because of the quality product and excellent and personable customer service and friendly atmosphere. He does not like the idea of ordering cannabis online, and if was unable to purchase his cannabis at the Premises, he is not sure where he would purchase his medicine.

(Affidavit #1 of DBarrett, paras. 4, 5, 6, 10, 15, 16, 17, and 18)

- d. Gulnara Bakhtadze suffers from anxiety that causes severe bouts that resemble panic attacks, and was prescribed anti-anxiety medication from her family physician. If she was unable to purchase the products she requires from the Applicant, she would have to purchase from Tilray, the Licensed Producer, which would affect her negatively both financially and physically, as they do not carry the product she requires and the products that they do carry costs a lot more.

(Affidavit #1 of GBakhtadze, paras. 4, 6, 8, and 9)

- e. Jeffrey Dale was diagnosed with Complex Regional Pain Syndrome (“CRPS”), and experiences pain throughout his body from his neck to his ankles, all day and every day. He was prescribed with medications including Dilaudid, Gabapentin, Lyrica,

Demerol, and Tylenol 3; however, none were helpful in treating his pain from CRPS and caused side effects including itchiness, constipation, and breathing problems, and increased the pain in other areas of his body. In using medicinal cannabis, he found it much more effective, and assisted him in taking his mind off of the pain so that he could focus on other things and continue with his day. He relies on the Applicant as he finds them to be the safest, most reliable, and most convenient place for him to obtain his medicine.

(Affidavit #1 of DBarrett, paras. 5, 6, 7, 9, 11, and 16)

- f. Julia Shuker, a professor in the School of Criminology and Criminal Justice at the University of Fraser Valley, worked at two maximum security facilities for 25 years, and was subsequently diagnosed with PTSD, and soon after, internal bleeding in her gastrointestinal tract resulted in a diagnosis of anemia. After her lack of success with Tylenol No. 3, Morphine, and Effexor, her doctor prescribed Nabilone, a synthetic cannabinoid as well as medical cannabis. Ms. Shuker notes that ordering medical cannabis through an LP took 8 months to a year to complete and obtain a license, and renewals are required every year and takes 3 months to complete. When she did try to purchase from the LP, she found that they only offered medical cannabis in dried form and some oils, but did not offer edibles. She relies on the Applicant to purchase her medication because it is of high quality and has a variety of products that help alleviate her symptoms.

(Affidavit #1 of Julia Shuker, paras. 3, 5, 7, 16, 18, 20, 22, 24, and 25)

24. To reiterate, above are some of the affidavits of customers that the Applicant has been able to assist by providing quality products and services, and this is only a small sample of people that the Applicant is able to serve and help on a daily basis through its responsible operation, since on average, one of the Applicant's location in Vancouver sees about 800 people per day (Affidavit #1 of TELLIS, para. 6).
25. Not only is the Applicant able to assuage the potential concerns of the City regarding community safety, youth exposure, and additional costs related to policing, but also benefit the community, as the Applicant feels strongly about social responsibility and supporting the community in which it operates. While awaiting for the decision of City Council, the Applicant has donated the Premises to be used as a homeless warning centre, and intends to continue being an active and supportive member of the community if the Applicant's development variance application is granted but if they are not granted the exemption, they will have to make a difficult business decision.
26. The Applicant's commitment to continue operating as an active and supportive member of the community is also evidenced in the financial investment that the Applicant has made.

The Premises are owned by the numbered company 1179711 B.C. Ltd., where the director is Devon Briere (“Devon”). Devon is the son of Don Briere (“Don”), the director of the Applicant. The Applicant is a family-operated business, where Don’s investment through purchasing the Premises is to provide Devon with the opportunity to become a committed member of the community. It is Don and Devon’s intention to apply the family values which are central to the Applicant’s operation into the development and use of the Premises as a Cannabis Store by contributing to and supporting the community, and its members.

27. The Applicant has also assisted the economic growth of the community, as evidenced in the other location it operates, where the Applicant employs 15 staff members to operate and provide the employees with a wage that is above B.C. minimum wage standards. The highest level of education that nearly all staff members have obtained in that location is their high school diploma. Accordingly, it would be unlikely, without the requisite experience for a given position, that the staff members hired by the Applicant would be able to obtain a wage that is well above the B.C. minimum wage standards in addition to providing health and dental benefits.

(Affidavit #1 of TELLIS, paras. 22-24)

Conclusion

28. The Applicant submits that a strict application of section 58.3 of the Zoning Bylaw 2039-A1 and Zoning Bylaw 2039-A3 would render a majority of the City impermissible for Cannabis Stores to operate within, as the 100m buffer surrounding CU Zones renders nearly all of the Core Commercial Zone impermissible for Cannabis Stores, and the 100m buffer surrounding CU Zones, present throughout the City, renders a number of areas throughout the City impermissible for Cannabis Stores. This impermissibility of Cannabis Stores to operate within the City is aggravated further by operation of section 46 of the consolidated Zoning Bylaw 2039, Zoning Bylaw 2039-A1, and Zoning Bylaw 2039-A3, where Cannabis Stores are not listed expressly as a permitted use under section 46.2, Neighbourhood Commercial Zone.
29. Any concerns of the City in allowing the development variance can be assuaged by the site-specific circumstances surrounding the Premises along with the operational mechanisms that the Applicant will implement to ensure the safety of youth and the community. Furthermore, the Applicant is socially responsible, and its operation will benefit the community at large, as they have countless customers who have attested to the excellent quality of products they carry, professionalism and courtesy of its staff members, and the general cleanliness of the store, both within and surrounding. The Applicant will benefit the local economy by employing staff members from the community and providing them with wages well above the minimum wage in BC along, and health and dental benefits. In addition, the Applicant has presently donated the Premises as a homeless warning centre until a decision is rendered,

and the Applicant intends to continue being an active and supportive member of the community.

30. Therefore, the Applicant requests that the City approve its application for development variance, since although the Premises are located within 100m of a CU Zone, the specific use in which it is 100m within is not a “youth centred facility” as defined in Zoning Bylaw 2039-A1. The Baseball Park is not attended and primarily used by minors – use by youth is merely incidental to the overall use of the Baseball Park as public recreational space. Even if the Baseball Park is used mostly by minors, which it is not, the mechanisms that the Applicant will be placing on the Premises will ensure that youth exposure to cannabis will be eliminated. Furthermore, to emphasize, the Applicant intends to be an active, engaging, and supportive member of the community, and will cooperate with the City to address any concerns, regardless as to the remoteness of the possibility of that occurring.

This is the *1st Affidavit* of
Alice Huynh in this case and
was made on May 9, 2019

DEVELOPMENT VARIANCE PERMIT APPLICATION

To: The Corporation of the City of Grand Forks
7217 – 4th Street
P.O. Box 220
Grand Forks, B.C.
Fax: (250) 442-8000

Submitted by: Weeds Glass & Gifts Ltd. (the “Applicant”)

AFFIDAVIT OF ALICE HUYNH

I, Alice Huynh, c/o Davison Law Group, 1650 – 1130 West Pender Street, Vancouver, BC, V6E 4A4, SWEAR (OR AFFIRM) THAT:

1. I am a lawyer with Davison Law Group, counsel for the Applicant in this matter and as such I have personal knowledge of the facts and information deposed of herein save and except where I state such facts to be on information and belief and where so stated I verily believe those facts to be true.
2. Attached to this my Affidavit and marked as **Exhibit “A”** is a true copy of the minutes of the meeting of the Committee of the Whole of the City of Grand Forks (the “City”) that occurred on February 13, 2018.
3. On or about May 3, 2019, I reviewed the video of the City Council meeting that occurred on April 1, 2018, which was posted online, and I noted the discussions.
4. Attached to this my Affidavit and marked as **Exhibit “B”** are true copies of the services offered at Boundary Child Care, Jazzercise Grand Forks, and Dazzle Dance and Fitness.
5. On or about May 3, 2019, I reviewed the video of the City Council meeting that occurred on May 15, 2017, which was posted online, and I noted the discussions.
6. Attached to this my Affidavit and marked as **Exhibit “C”** is a true copy of the City’s Agenda for February 11, 2019.

7. Attached to this my Affidavit and marked as **Exhibit “D”** is a true copy of the map of a 100m buffer surrounding businesses found within the Core Commercial Use zone.
8. Attached to this my Affidavit and marked as **Exhibit “E”** is a true copy of the google map view of James Donaldson Park.
9. Attached to this my Affidavit and marked as **Exhibit “F”** are true copies of the photo gallery from the website www.grandforksbaseball.com/photos.
10. Attached to this my Affidavit and marked as **Exhibit “G”** is a true copy of the street view image outside of James Donaldson Park.
11. Attached to this my Affidavit and marked as **Exhibit “H”** is a true copy of the street view image outside of the property located at 7500 Donaldson Drive.
12. Attached to this my Affidavit and marked as **Exhibit “I”** is a true copy of the distance measured on google maps from the entrance of the property at 7500 Donaldson Drive to the entrance of James Donaldson Park.
13. Attached to this my Affidavit and marked as **Exhibit “J”** is a true copy of a map of the property at 7500 Donaldson Drive with various use zones labelled.
14. Attached to this my Affidavit and marked as **Exhibit “K”** is a true copy of the letter of support from the owner of the premises in which the Applicant leased from in Vancouver dated April 24, 2019.

SWORN (OR AFFIRMED) BEFORE ME)
 at Vancouver, British Columbia)
 on May 9, 2019.)

 A commissioner for taking affidavits)
 For British Columbia)

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 1650-1130 West Pender Street
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 Tel: 604-424-9472 Fax: 604-629-7810



) Alice Huynh

February 13, 2018



This is Exhibit "A" referred to in the
affidavit of Alice Huynh
sworn before me at Vancouver, BC
this 9th day of May 2019

.....
A Commissioner for taking Affidavits
for British Columbia

The Corporation of the City of Grand Forks
Committee of the Whole
MINUTES

Meeting #: C-2018-02
Date: Tuesday, February 13, 2018, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Frank Konrad
Councillor Julia Butler
Councillor Chris Hammett
Councillor Neil Krog (joined at 9:53 am)
Councillor Colleen Ross (joined at 9:04 am)
Councillor Christine Thompson
Councillor Beverley Tripp

Staff: Diane Heinrich - Chief Administrative Officer / Corporate Officer
Daniel Drexler - Deputy Corporate Officer
Juliette Rhodes - Chief Financial Officer
David Reid - Manager of Operations
Dolores Sheets - Manager of Development & Engineering
Services
Dale Heriot - Fire Chief
Cavan Gates - Deputy Manager of Operations & Sustainability
(joined at 9:50 am)
Graham Watt - Senior Planner
David Bruce - Manager of Inspection & Bylaw Services
Bud Alcock - Bylaw Enforcement Officer

GALLERY

1. CALL TO ORDER

The Committee of the Whole Meeting was called to order at 9:00 am.

2. COMMITTEE OF THE WHOLE AGENDA**a. Adopt agenda**

February 13, 2018, Committee of the Whole

Moved by: Thompson

THAT the COTW adopts the agenda as presented.

Carried

b. In-Camera Meeting Reminder

Reminder:

A Special to go In-Camera meeting of Council will be held directly following the Committee of the Whole.

3. MINUTES**a. Adopt minutes - COTW**

January 15, 2018, Committee of the Whole Meeting minutes

Moved by: Thompson

THAT the COTW adopts the January 15, 2018, Committee of the Whole Meeting minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS**a. Request to submit BikeBC Grant and investigate plowing across Nursery Trestle**

Grand Forks Community Trails Society

Councillor Ross joined the meeting at 9:04 am.

Chris Moslin of the Grand Forks Community Trail Society gave a presentation and discussion ensued regarding:

- 2017 year review

- Trails throughout the City
- Possibility to apply for Bike BC grant
- 2 proposed upgrades to the trail system in Grand Forks
- possibly extension of plowing the Trans Canada Trail into a section of the RDKB area of the trail

Moved by: Tripp

THAT the COTW receives the delegation and presentation from The Grand Forks Community Trails Society for information and the proposed motions for discussion.

Carried

b. 2017 Year-End Summary as per Fee for Service Agreement

The Boundary Museum Society

Shannon Profili and Lee Derhousoff of the Boundary Museum Society gave a presentation and discussion ensued regarding:

- 2017 year in review
- various user groups use the Museum meeting room
- upgrade to meeting room equipment to make the area more user friendly
- various events throughout the year
- restoration of antiques
- Indigenous exhibit and education
- upcoming events for 2018
- trial run of admission fees compared to donations only
- great & important facility to have in community
- possible "passport" in conjunction with other venues in the community

Moved by: Thompson

THAT the COTW receives for information the delegation presentation from The Boundary Museum Society.

Carried

c. Quarterly Update

Grand Forks Art Gallery Society

Tim van Wijk and Gary Babin of the Art Gallery Society gave a presentation and discussion ensued:

- new exhibits at the Gallery facility
- fundraising events
- AGM - retirements, new board members, renaming of a Gallery wing as the "Ted Fogg Gallery"
- planned events for 2018
- other initiatives - strategic plan updates, brand review, asset management and capital budgeting
- year end financials are on track
- importance of arts and culture for the community
- possible admission pricing compared to donations
- comparison to other gallery's in the country
- compensation for artists compared to sales of art work

Moved by: Ross

THAT the COTW receives for information the delegation presentation from the Grand Forks Art Gallery Society.

Carried

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Revision of Policy 1603 – Risk Management City Electrical

Outside Works

Councillor Krog joined the meeting at 9:53 am.

Discussion ensued regarding the proposed policy:

- comparison regarding language between new and old policy
- meant as an over-arching governance policy
- electrical review and safety procedures are in a separate document
- guiding principle is focused on health & safety and risk management of the utility to go hand in hand as part of the overall safety procedures

- procedures are in separate document that are operational in nature
- Councils responsibility is to set policy, not procedures

Moved by: Thompson

THAT the Committee of the Whole recommends to Council to adopt the revised “Policy 1603 – Risk Management City Electrical” at the February 26, 2018, Regular Meeting.

Carried

b. Cannabis Legalization Critical Path

Engineering and Development

Discussion ensued regarding:

- timeline for bylaw changes required
- staff resources required to meet timelines
- comparison with other municipalities and potential of working collectively
- legal counsel consultation and input
- goals of the public survey - to determine possible public consumption and possible retail location
- possible mute point regarding public consultation
- provincial and federal regulations will dictate what the municipality can legislate through a local bylaw
- public survey will be used to draft a smoking bylaw to fill the gaps in provincial and federal legislation

Moved by: Hammett

THAT the Committee of the Whole recommends to Council to approve the bylaw introduction and amendment timeline as presented, at the February 26, 2018, Regular Meeting.

Carried

c. Monthly Highlight Reports

Department Managers

Discussion ensued regarding:

- fire at a homeless camp
- LGMA Bootcamp update
- Right of Way under the rail road as part of the WWTP project
- Second hand dealers bylaw is currently under internal review

Moved by: Ross

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

Carried

7. REPORTS AND DISCUSSION8. PROPOSED BYLAWS FOR DISCUSSION9. INFORMATION ITEMS10. CORRESPONDENCE ITEMS11. LATE ITEMS12. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL (VERBAL)13. QUESTION PERIOD FROM THE PUBLIC

Rod Zielinski:

- sewer phasing plan project - grant project has to be completed by March 31, 2018
- expressed concerns regarding the Electrical Safety Plan

Gene Koch:

- Vienna Woods information submitted to Council
- history of the Vienna Woods area and past Council discussions

- possibility for Council to make a firm commitment to the continued support of the Vienna Woods area - previous resolution did not result in a status change of the property
- bylaw or covenant on the property would be required to ensure protection of the area
- importance of bird habitat for the community
- possible protection of forested areas
- process for advertisement of property due to inquiry from a developer
- sensitive systems inventory by an independent biologist is in final stages, review should be available to Council in March 2018
- danger tree removals on airport grounds in 2016
- environmentally sensitive staff is currently employed at the City
- possible cleanup procedures
- types of owls in the area: grey horned owl, boreal owl, screech owl

14. **ADJOURNMENT**

The Committee of the Whole Meeting was adjourned at 11:07 am.

Moved by: Ross

THAT the Committee of the Whole Meeting be adjourned at 11:07 am.

Carried

Mayor Frank Konrad

Deputy Corporate Officer – Daniel
Drexler



Child Care Resource and Referral Program - Boundary

Serves Boundary communities including Beaverdell, Bridesville, Christina Lake, Grand Forks, Greenwood, Midway, Rock Creek and Westbridge.

Works toward enhancing the availability and quality of a wide range of child care options and events for children and families throughout the Boundary.

Services include:

- Free or low cost training opportunities for parents and care providers
- Bi-monthly newsletter for parents and care providers
- Extensive toy lending and resource library which is free for care providers and for a low annual fee for parents
- Readily available support and consultations
- Public access computer
- Free referrals to child care providers and programs
- Free drop-in Playtime

Call to confirm when open and times of weekly playgroup and other parent / child activities.

Address / Contact Info		Phone Numbers	
7320 4th Street Grand Forks, BC V0H 1H0		Phone : (250) 442-5152	
		Toll-free : 1-800-475-2823	
		Fax : (250) 442-2811	
Coordinator : Louise Heck		Hours of Operation	
Mailing address: Box 435 Grand Forks, BC V0H 1H0		Regular hours: Monday to Thursday, 10am - 4pm	

This is Exhibit " B " referred to in the affidavit of Alice Huynh sworn before me at Vancouver, BC this 9th day of May, 2019

A Commissioner for taking Affidavits for British Columbia



Our Story

JAZZercise GRAND FORKS · THURSDAY, SEPTEMBER 27, 2018

Child-minding available for 4 classes a week.

Dazzle Dance + Fitness *2018-2019* *Class Schedule*

Monday

5pm Inter Jazz (7-9yrs) (Miss Sophia)

6pm Pre-Teen Jazz (9-11yrs) (Miss Sophia)

815pm Bruins Yoga (Miss Jillian)

Tuesday

4pm Preteen/Teen Lyrical (Miss Kayla)

5pm Teen Musical Theatre (10+) (Miss Kayla)

6pm Teen/Pre-Comp Jazz (12+) (Miss Kayla)

7pm * Pre-Comp/Comp Jazz Tech (12+) (Miss Kayla)

8-9:30pm Adult Lyrical (18+) (Miss Kayla)

Wednesday

3pm Creative Dance (3-5yrs) (Miss Stacey)

4pm Creative Dance (3-5yrs) (Miss Stacey)

5pm Junior Ballet (5-7yrs) (Miss Stacey)

6pm Junior Jazz (5-7yrs) (Miss Stacey)

7pm Hip Hop (Miss Stacey + Mr Jalin)

Thursday

4pm Jr tap (5-8yrs) (Miss Kristy)

5pm Inter Tap (9-12yrs) (Miss Kristy)

6pm Pre-Teen/Teen Belly Dance Fusion (9+) (Miss Michele)

7pm Adult Belly Dance (18+) (Miss Michele)

8pm – 10pm Rented

Friday

10am Pre-Teen Ballet (8-11yrs) (Miss Lucy/Miss Sophia/Miss Kayla)

11am *Comp Musical Theatre (12+) (Miss Lucy/Miss Kayla/Miss Sophia)**12pm *Comp Jazz (12+) (Miss Lucy/Miss Sophia/Miss Kayla)****1pm * Comp Lyrical (12+) (Miss Lucy/Miss Sophia/Miss Kayla)**

2pm Teen Ballet (12+) (Miss Lucy/Miss Kayla/Miss Sophia)

Sunday

12pm Acro (5-7yrs) (Miss Dawn)

1pm Acro (8+) (Miss Dawn)

Minimum of 4 students/class to run

*** By audition and invitation only**

*** At times this class will be used for cleaning competition dances**

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The Corporation of the City of Grand Forks

Public Hearing AGENDA

Meeting #: PH-2019-01
Date: Monday, February 11, 2019, 6:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

This is Exhibit "C" referred to in the affidavit of Alice Huynh sworn before me at Vancouver BC this 9th day of May 2019.
A Commissioner for taking Affidavits for British Columbia
Pages

1. Call to Order

The Chair will call the Hearing to Order:

(a) The purpose of this Hearing is to consider certain bylaws which, if adopted, shall amend the City of Grand Forks Zoning Bylaw No. 2039.

(b) All persons who believe that their interest in property within the boundaries of the City is affected by the proposed bylaw(s) shall be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw(s) that are the subject of this Hearing. No one will be or should feel discouraged or prevented from making their views known. This Hearing is open to the public and all representations to Council form part of the public record. A live video and audio feed may be broadcast and recorded by GFTV.

(c) All information, correspondence, petitions or reports that have been received concerning the subject bylaws have been made available to the public. The correspondence and petitions received after Jan 30, 2019 (date of notification) are available for inspection during the course of this hearing and are located on the information table in the foyer of the Council Chamber.

(d) Members of Council may ask questions, if they so wish; however, the main function of Council members is to listen to the views of the public. It is not the function of Council to debate the merits of the proposed bylaw with individual citizens or with each other at this Hearing.

(e) Council debate on the proposed bylaw(s) is scheduled to take place during the next Regular Council meeting after the conclusion of this Hearing. It should be noted, however, that for some items a final decision may not be able to be reached at that meeting.

(f) It must be emphasized that Council will not receive any representation from the applicant or members of the public after conclusion of this Hearing.

(g) During a Public Hearing, people sometimes become enthusiastic or emotional. Regardless of whether you favour or oppose any application or argument, please refrain from applause or other expressions of emotion. Restraint enables others whose views may or may not coincide with your own to exercise their right to express their views and have them heard in as impartial a forum as possible.

2. Notification of Meeting

3. Individual Bylaw Submissions

- a. Public Hearing – Rezoning from R1 - Residential (Single and Two Family Zone) to CD - 1 (Comprehensive Development 1 Zone) to accommodate a Mobile Home Park and Ecological Reserve – Boundary Drive North (File: ZA1803) 3 - 6
Development, Engineering and Planning
- b. Public Hearing - Zoning Amendment Bylaw 2039-A3 7 - 13
Development, Engineering & Planning

4. Adjournment

5. Procedure on each Bylaw Submission

- (a) Brief description of the application by City Staff (Planning Department);
- (b) The Chair will request that the Corporate Officer indicate all information, correspondence, petitions or reports received for the record.
- (c) The applicant is requested to make representation to Council regarding the project and is encouraged to limit their presentation to 15 minutes.
- (d) The Chair will call for representation from the public in attendance as follows:
 - i. The microphone at the delegates table has been provided for any person(s) wishing to make representation at the Hearing.
 - ii. The Chair will recognize ONLY speakers at the delegation table.
 - iii. Those who wish to speak concerning the proposed bylaw should, at the appropriate time, commence your address to the Council and the meeting by clearly stating your name and address.
 - iv. Speakers are encouraged to limit their remarks to 5 minutes; however, if they have additional information, they may address Council again after all other members of the public have been heard a first time.
- (e) Once the public has had an opportunity to comment, the applicant is given an opportunity to respond to any questions raised. The applicant is requested to keep the response to a total of 10 minutes maximum.
- (f) Questions of staff by members of Council must be asked before the Public Hearing is closed and not during debate of the bylaw at the next Regular Meeting, unless for clarification.
- (g) Final calls for representation (ask three times). Unless Council directs that the Public Hearing on the bylaw in question be held open, the Chair shall state to the gallery that the Public Hearing on the Bylaw is closed.

Note: Any applicant or member of the public may use visual aids (e.g. photographs, sketches, slideshows, etc.) to assist in their presentation or questions. Please ask staff for assistance prior to the Hearing if required.

Request for Decision



To: Regular Meeting
From: **Development, Engineering and Planning**
Date: January 28, 2019
Subject: First and Second Reading – Rezoning from R1 - Residential (Single and Two Family Zone) to CD - 1 (Comprehensive Development 1 Zone) to accommodate a Mobile Home Park and Ecological Reserve – Boundary Drive North (File: ZA1803)
Recommendation: **THAT Council gives first and second reading to Zoning Bylaw Amendment No. 2039-A2.**

Background

Overview

At the Committee of the Whole meeting on January 14, 2019 (see Agenda item No. 8.c.), Council recommended that first and second reading be given to Zoning Bylaw Amendment No. 2019-A2 which would rezone 1.2 hectares (3 acres) from R1 – Residential (Single and Two Family Zone) to CD - 1 (Comprehensive Development 1 Zone). This rezoning would accommodate a 25-unit mobile home park and ecological reserve at the northerly extent of Boundary Drive (see proposed bylaw attached).

Once the rezoning bylaw receives first and second reading, Council must hold a Public Hearing to receive community input prior to adopting the bylaw. Notice of the Public Hearing is advertised for two consecutive weeks in the Gazette and sent to all owner/occupants within 30 metres of the site. The Public Hearing is tentatively scheduled for February 11, 2019 (6pm).

Application Details

Details about the applicant and the site are as follows:

Applicant/Owner: Vadim Kobasew, PO Box 779, Osoyoos, BC V0H 1V0

Agent: Orchard Lane Properties Inc., PO Box 779, Osoyoos, BC V0H 1V (250-490-7959)

Civic Address: 7900/8000 Block of Boundary Drive (including 8051 Boundary Drive)

Legal Descriptions (three lots to be consolidated):

Lot 16, Block 1, Plan KAP586, District Lot 380, Land District 54; PID: 012-190-136 (1 acre).

Lot 17, Block 1, Plan KAP586, District Lot 380, Land District 54; PID: 012-190-152 (1 acre).

Lot 18, Block 1, Plan KAP586, District Lot 380, Land District 54; PID: 012-190-217 (1 acre).

Current Zoning: R1 (Residential – Single and Two-Family) Zone.

Proposed Zoning: Comprehensive Development (“CD”) Zone 1 which generally includes a) specific regulations regarding setbacks, fencing, landscaping and size of mobile home spaces; b) site layout and development tied to site specific plans contained in the bylaw; and, c) designation of an ecological reserve area to protect the existing wetland and ensure adequate building setbacks from it.

Issues to be Resolved Prior to Bylaw Adoption

The applicant will be required to address the following matters prior to final adoption of the rezoning bylaw:

- Completion and execution of a Works and Services agreement with the City (as per Bylaw No. 1970) which will specify duties and obligations respecting the provision of sewer, water, roads, drainage, stormwater management, fire protection, electrical and performance securities to ensure that servicing infrastructure is adequately installed and maintained;
- Consolidation of the three parcels into one and submission of a survey of the wetland as endorsed by a qualified environmental professional;
- Landscaping and screening to mitigate impacts on adjacent development and the wetlands including bonding/security to ensure that the landscaping is undertaken and maintained to a specified standard;
- Payment of Development Cost Charges (DCCs) as per City bylaws. *(Note: The applicant is requesting that DCCs be waived for the smaller mobile homes. DCCs are payable at the time of building permit for each dwelling unit and requests to waive DCCs must be made on a case by case basis. DCCs must be paid by the land owner/developer and not be passed on to the owners of the mobile homes);* and
- City acceptance of any latecomer or related agreements proposed as per the Local Government Act or Community Charter.

Timing

If the rezoning application receives first and second reading, the next steps and estimated time frame are outlined below:

Activity	Timing
First and second reading of the rezoning bylaw.	January 28, 2019
Public Hearing advertised twice and residents within 30 metres notified in writing of the application.	January 30 & February 6 th , 2019
Public Hearing held by City Council.	February 11, 2019
Third reading of the rezoning bylaw.	February 11, 2019 (subject to results of Public Hearing)
Works and services agreements finalized; MOTI approval; development permit reviewed.	February/March, 2019
Final reading of the bylaw and Development Permit (Environmental) considered for approval.	March 11 or 25 th , 2019

Activity	Timing
Site servicing; building permit applications reviewed and issued.	April, 2019

Benefits or Impacts

General

This bylaw enacts a zoning provision to accommodate comprehensively designed, site specific developments in the City that involve sensitive ecosystem protection, contain unique elements of benefit to the community or deliver affordable and innovative housing.

Strategic Impact



Community Engagement

- The public will be advised and invited to comment on the rezoning application in writing and through advertisements in the Gazette. A public hearing will be held to allow Council to hear any comments or concerns respecting the proposal.



Community Livability

- The project would contribute much needed affordable housing to the City and offer an alternative to regular rental or fee simple ownership.



Economic Growth

- An alternative housing type may make it easier and more affordable for the local work force to relocate to or remain in Grand Forks. Once a municipal sewer/water line is brought to this site, fronting land owners may be able to utilize the servicing which may induce new developments in the area.

Policy/Legislation

The Official Community Plan, Zoning Bylaw, Local Government Act and the Planning Process and Fees Bylaw.

Attachments

Bylaw No. 2039-A2

Recommendation

THAT Council gives first and second reading to Zoning Bylaw Amendment No. 2039-A2.

Options

1. THAT Council accepts the report and gives first and second readings to Bylaw No. 2039 – A2.
2. THAT Council does not accept the report or undertake the bylaw readings.
3. THAT Council refers the matter back to staff for further information.

Request for Decision



To: Regular Meeting
From: Development, Engineering & Planning
Date: January 28, 2019
Subject: First and Second Reading –Amendments to the Zoning Bylaw with respect to cannabis retail stores, accessible parking spaces and other minor changes (File: ZA1901)
Recommendation: **THAT Council gives first and second reading to Zoning Bylaw Amendment No. 2039-A3, 2019.**

Background

Overview

At the regular meeting on January 14, 2019, Council passed a resolution directing staff to bring forward a zoning bylaw amendment to eliminate the 100 metre separation distance between cannabis retail stores in the City and to eliminate the requirement for signs and the front face on these stores to be at least 50 metres from a controlled highway (i.e., Highway No. 3).

Bylaw No. 2039-A3 (attached) addressed these two regulations as well as several other minor “housekeeping” issues intended to clarify the intent of the zoning bylaw and update certain regulations as summarized in Table 1 below.

Table 1: Summary of Proposed Zoning Bylaw Amendments		
Section Reference	Amendment	Intent
58.3 Cannabis Retail Overlay (CRO)	To delete the 100 metre separation distance required between cannabis retail stores in the City.	To streamline the provincial licencing and municipal approval process and to create market access equity among cannabis retail store applicants. Eliminates municipal involvement in market competition in this retail sector.
58.4 Cannabis Retail Overlay (CRO)	To delete the requirement for building facades and signage to be set back 50 metres from Highway No. 3.	To permit more equitable access to the cannabis retail market among stores in the city.
26.6 Offstreet Parking	To require 2% of parking spaces for non-residential uses to be accessible, with a minimum of one space per site. To require the size of these spaces to	To ensure that suitably sized accessible parking stalls are provided for non-residential land uses in the City. The British Columbia Building Code 2018 no longer regulates accessible parking so it now the responsibility of the City. This

Table 1: Summary of Proposed Zoning Bylaw Amendments		
Section Reference	Amendment	Intent
	be at least 2.8 metres wide with an additional 1.2 metres on both sides of the stall to allow wheelchair access.	amendment brings in regulations for the number and size of accessible parking spaces required for non-residential land uses. The new regulation is based on standards recommended by the <i>Ministry of Transportation and Infrastructure</i> and the <i>Institute of Transportation Engineer's</i> publication entitled "Guidelines for Parking Facility Location and Design".
Sections 36.4 (R-1 zone), 39.5 (R-2 zone) and 40.7 (R-3 zone)	Clarify the types of dwelling units permitted in certain residential zones.	To eliminate ambiguity with respect to the interpretation of these sections.
Various sections; NC, I-1, I-2, I-3, I-4, LF, R-4 and R-4A	Add "animal hospitals" as a permitted use in commercial, industrial and rural residential zones.	To allow animal hospitals to locate in areas other than in the downtown or highway commercial areas.
Section 47 HC Highway Commercial Zone and Section 50 I-1 Light Industrial Zone	Add "professional services" as a permitted use in the HC and I-1 zones.	To allow additional flexibility as to where professional offices (i.e., doctors, lawyers) can locate in the City.

Timing

If the zoning amendment receives first and second reading, the next steps and estimated time frame are outlined below:

Activity	Timing
First and second reading of the zoning bylaw amendment.	January 28, 2019
Public Hearing advertised for two consecutive weeks.	January 30 & February 6 th , 2019
Public Hearing held by City Council.	February 11, 2019
Third and final reading of the zoning bylaw amendment.	February 11, 2019 (subject to results of Public Hearing)
Implementation.	February, 2019

Benefits or Impacts

General

The amendments to the cannabis separation/setback distances will create more equitable access to the market for potential retailers and streamline the provincial/municipal licencing process without compromising other siting regulations related to neighbourhood impacts, safety, etc.

The text amendments will eliminate some regulation ambiguities and allow more flexibility for animal hospitals and professional services to locate in the City.

Strategic Impact



Community Engagement

- A statutory Public Hearing will be held to encourage and receive feedback from the community on the zoning amendment proposals.



Community Livability

- Adding best practices for accessible parking into the zoning bylaw will improve community livability for community members with accessibility challenges.



Economic Growth

- The process for applying for a cannabis retail store licence will be more transparent allowing applicants to make more informed decisions as to where they may propose to establish a store.
- Requiring accessible parking will make it easier for those with mobility challenges to fully participate in the local economy.



Fiscal Responsibility

- The text amendments will provide clarification to the zoning bylaw and reduces staff time associated with interpreting and clarifying the intent of the bylaw.

Policy/Legislation

Freedom of Information and Protection of Privacy Act, Zoning Bylaw, Official Community Plan, Local Government Act, Ministry of Transportation and Infrastructure Policy No. 5.2.4 and "Guidelines for Parking Facility Location and Design" (Institute of Transportation Engineers).

Attachments

Zoning Bylaw Amendment No. 2039-A3, 2019

Recommendation

THAT Council gives first and second reading to Zoning Bylaw Amendment No. 2039-A3, 2019.

Options

1. THAT Council accepts the report and gives first and second reading to the bylaw.
2. THAT Council does not accept the report.
3. THAT Council refers the bylaw back to staff for further information.

THE CORPORATION OF THE CITY OF GRAND FORKS

Bylaw No. 2039-A3

**A Bylaw to Amend the City of Grand Forks
Zoning Bylaw No. 2039, 2018.**

=====

The Corporation of the City of Grand Forks **ENACTS** as follows:

1. This bylaw may be cited for all purposes as “**Zoning Bylaw Amendment Bylaw No. 2039-A3, 2019**”.

2. **Amend Bylaw No. 2039 as follows:**

2.1. **DELETE** subsection 58.3 and replace with:

58.3 Unless otherwise permitted in this bylaw, no building or structure may be within 100m of the nearest parcel boundary of a lot in a Community Use Zone or a youth-centred facility.

2.2. **DELETE** subsection 58.4 and renumber accordingly.

2.3. **DELETE** subsection 26.6 and replace with:

26.6 For non-residential uses, at least 2% of the required offstreet parking areas shall be designated as accessible for persons with disabilities, with a minimum of one space per site. Each offstreet accessible parking spaces for persons with disabilities shall not be smaller than 2.8 metres wide with an additional 1.2 metres on both sides of the space to allow for wheelchair access.

2.4. **DELETE** section 2 (Definitions), subsection 2.1, dwelling unit classification (a) and replace with:

(a) Single-family dwelling, detached, generally designed for and occupied by one family.

2.5. **DELETE** subsection 36.4 and 39.5 and replace subsection 36.4 and 39.5 with:

The following types of dwelling units are allowed on a parcel of land:

- (a) One single-family dwelling, plus one secondary suite and one garden suite; or
- (b) One two-family dwelling, plus one garden suite;

2.6. **DELETE** subsection 40.7 and replace with:

40.7 The following types of dwelling units are allowed:
(a) multi-family dwellings;

(b) apartment buildings.

2.7. **INSERT** *animal hospitals* as a permitted use in the following zones: NC (Neighbourhood Commercial), I-1 (Light Industrial), I-2 (General Industrial), I-3 (Value Added Industrial), I-4 (Gravel/Mineral Processing), LF (Landfill), R-4 (Rural Residential) and R-4A (Rural Residential), and renumber the relevant section(s) or subsection(s) accordingly.

2.8. **INSERT** *professional services* as a permitted use in the following zones: HC (Highway Commercial) and I-1 (Light Industrial) and renumber the relevant section(s) or subsection(s) accordingly.

Read a **FIRST** time this ____ day of _____, 2019.

Read a **SECOND** time this ____ day of _____, 2019.

PUBLIC HEARING HELD this ____ day of _____, 2019.

Read a **THIRD** time this ____ day of _____, 2019.

FINALLY ADOPTED this ____ day of _____, 2019.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2039-A3 as passed by the Council
of the City of Grand Forks on the _____ day of _____ ,

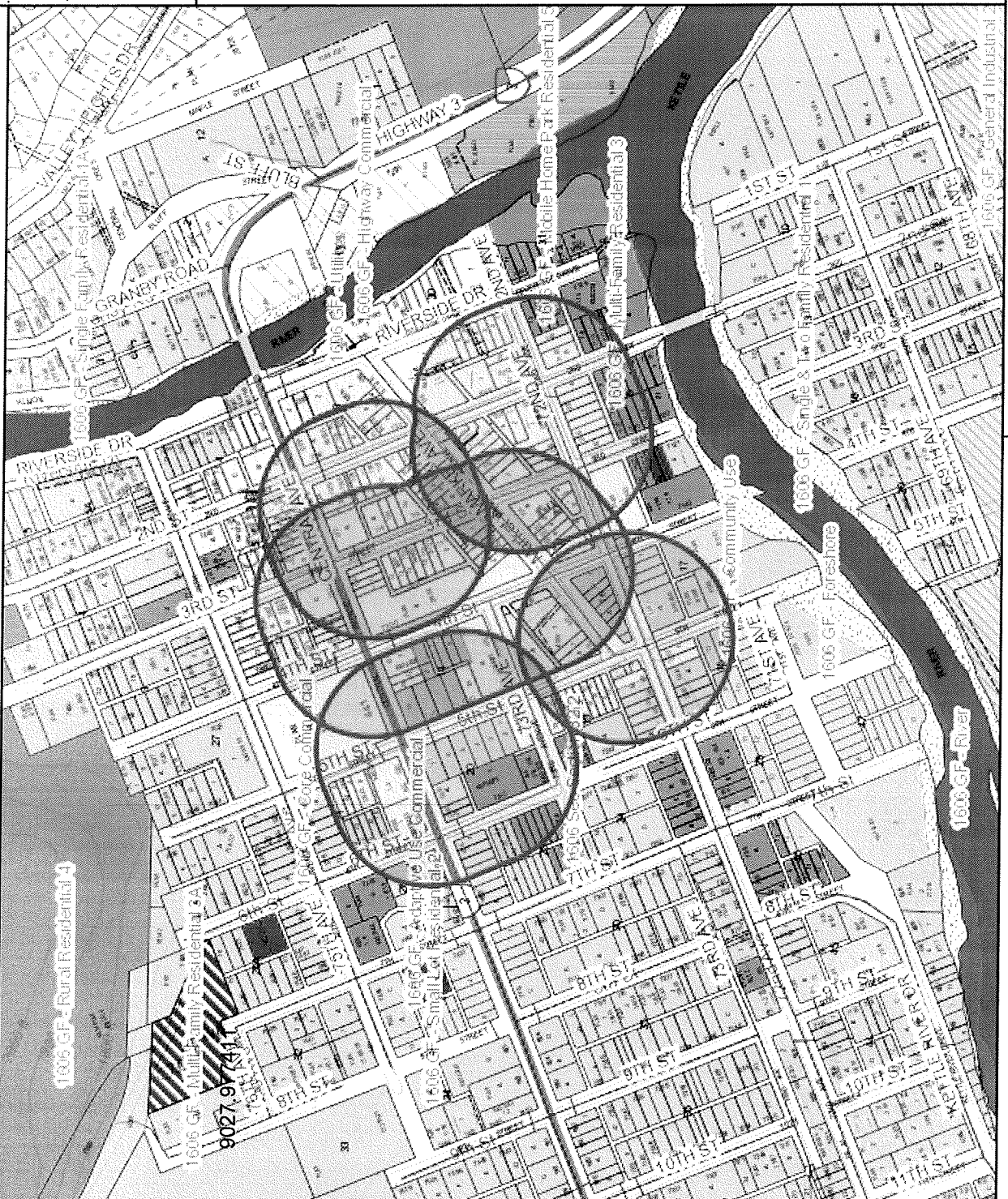
Corporate Officer of the Corporation of the
City of Grand Forks

This is Exhibit "D" referred to in the affidavit of Alice Hrynchuk sworn before me at Vancouver, BC this 04 day of May 2019

A Commissioner for taking Affidavits for British Columbia
Grand Forks

RDKB Internet Mapping

Regional District of Kootenay Boundary
 Interactive Mapping System



Legend

- Admin
- Cadastral Lines
 - CAD_DISTRICT_LOT
 - CAD_GAS
 - CAD_HIGHWAY
 - CAD_HYDRO
 - CAD_INTER_BDY
 - CAD_LOTLINE
 - CAD_LOTLINE_LICENSE
 - CAD_LOTLINE_WATER
 - CAD_RAILWAY
 - CAD_RAILWAY_ABAN
 - CAD_ROAD
 - CAD_TELEPHONE
 - CAD_TOWNSHIP
- Miscellaneous Cadastral Lines
 - CADM_AIRSTRIP
 - CADM_ARROW
 - CADM_BRIDGE
 - CADM_DEWDNEY_TRAIL
 - CADM_EASEMENT
 - CADM_HOOK
 - CADM_LEASE_LICENSE

Scale: 1:7,445
 1 cm represents 74.44 m

Notes:

Printed on 04-May-2019

Datum: WGS 84 Projection: Web Mercator

This map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified.

James Donaldson Park



This is Exhibit "E" referred to in the
affidavit of Alice Huynh
sworn before me at Vancouver, B.C.
this 4th day of May 2019
[Signature]
Commissioner for taking Affidavits
for British Columbia

Imagery ©2019 DigitalGlobe, Map data ©2019 Google



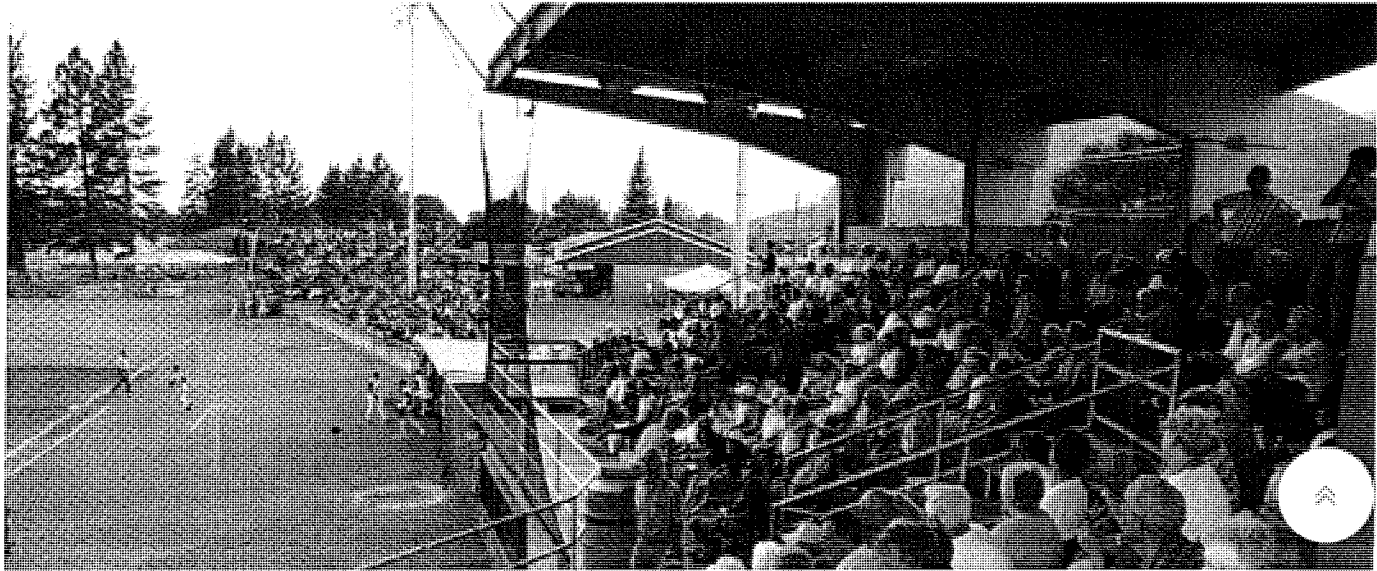
his is Exhibit "F" referred to in the
 affidavit of Alice Hymn
 sworn before me at Vancouver, BC
 this 9th day of May 2019

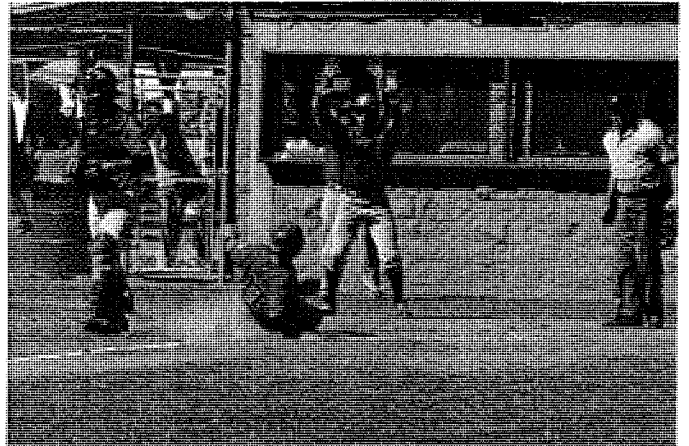
A Commissioner for taking Affidavits
 for British Columbia

Photos









Sponsors

Grand Forks
Gazette

Recent Posts

Tournament Passes on Sale Now

GFI 37th – Teams Announced





GFI 2018 for the NW Honkers



GFI on Facebook



Grand Forks International (...
1,040 likes

Like Page

Share

Timeline

Events

Be the first of your friends to like this





THE CUBANS ARE COMING!

and we need billets!

The GFI is pleased to welcome the
Union de Reyes team from Matanzas, Cuba
to this year's tournament.

We are in need of billets who could provide:

- a bed (no couches please)
- provide meals when the player is not at the ball park
- transport to and from the ball park

Hosts will receive a free tournament pass for each
member of their immediate family.

These are college aged boys that require billeting.
If you have room and would like to
enjoy a cultural experience please contact
the GFI @ 250.442.8323 or
email: gfibaseballsociety@gmail.com





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[GFI HALL OF FAME](#)

[VOLUNTEERS](#)

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[SCHEDULE](#)

[RULES](#)

[SCORES & STANDINGS](#)

[NEWS](#)

Past Teams

[2016 TEAM LINE UP](#)

[2015 TEAM LINE UP](#)

[2012 TEAM LINE UP](#)





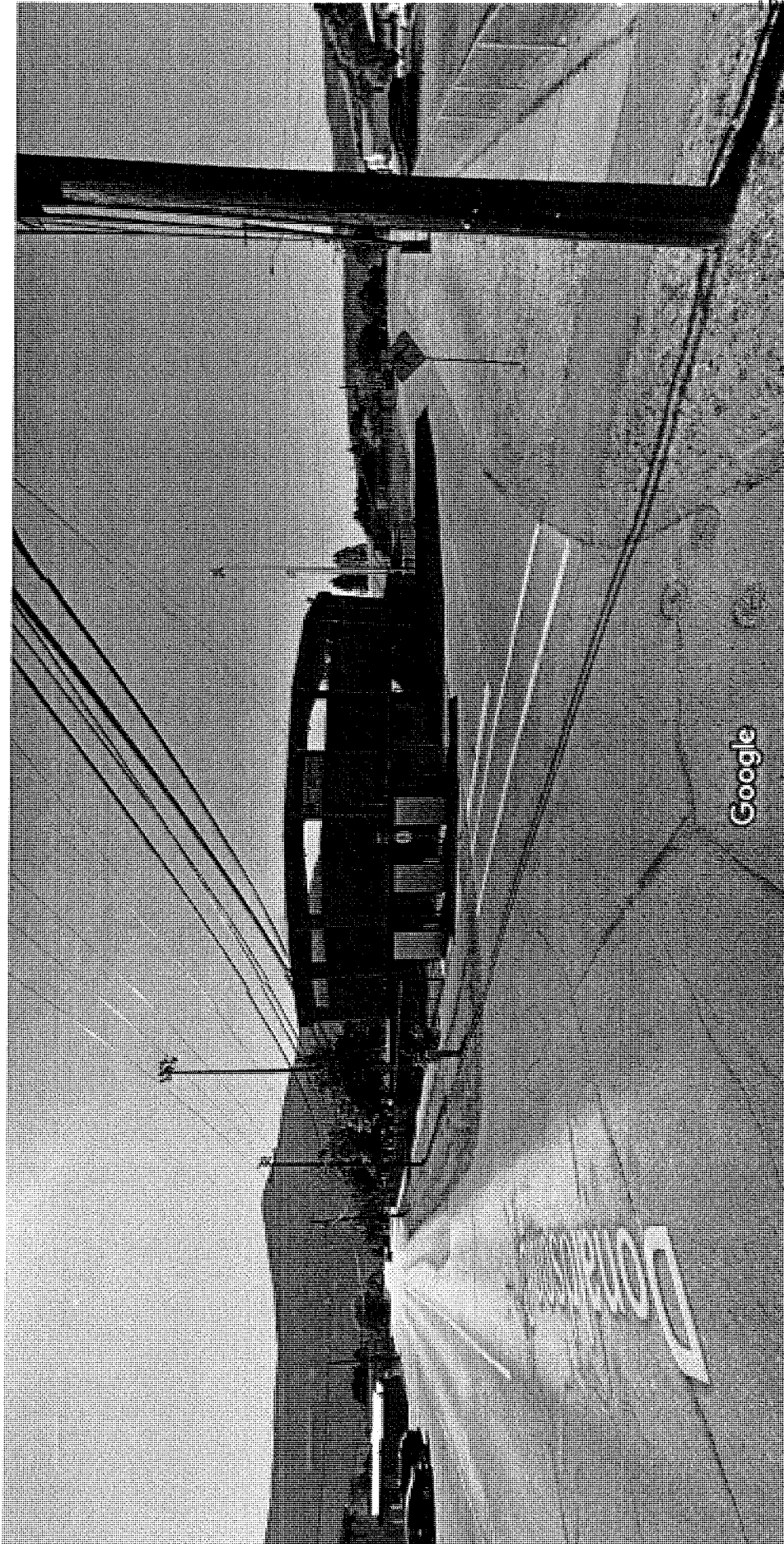
WEBSITE BY CODE'S CAD



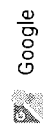
© GRAND FORKS INTERNATIONAL



Google Maps 7515 Donaldson Dr



Grand Forks, British Columbia



Street View - Oct 2012

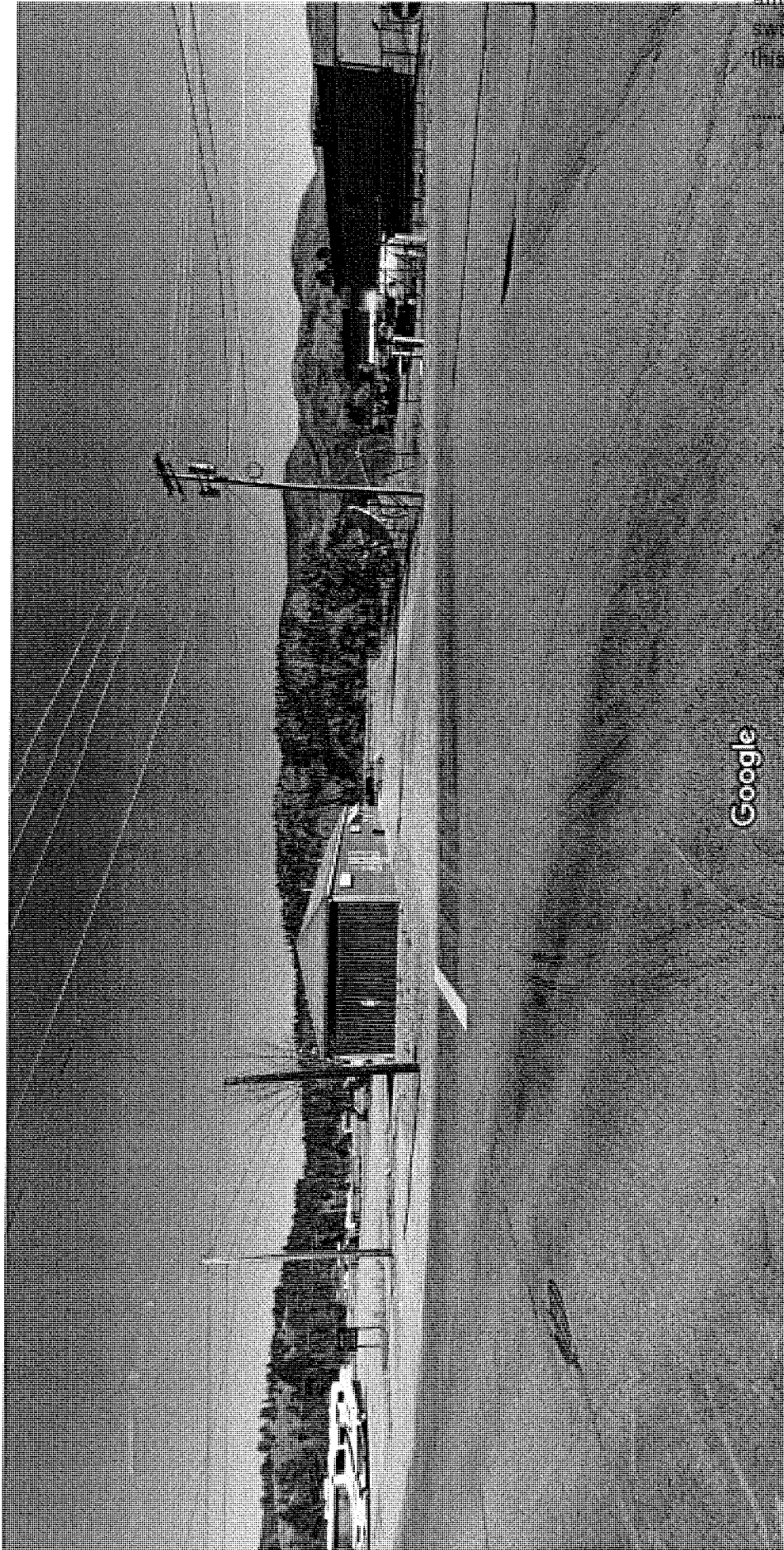


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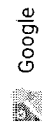
This is Exhibit "A" referred to in the
Affidavit of Alice Huynh
made before me at Vancouver, B.C.
on the 5th day of May, 2019.
[Signature]
Commissioner for taking Affidavits
for British Columbia



19 St



Grand Forks, British Columbia



Street View - Oct 2012



This is Exhibit "H" referred to in the
affidavit of Alice Huynh
sworn before me at Vancouver, B.C.
this 16 day of May, 2019
[Signature]
A Commissioner for taking Affidavits
for British Columbia

Image capture: Oct 2012

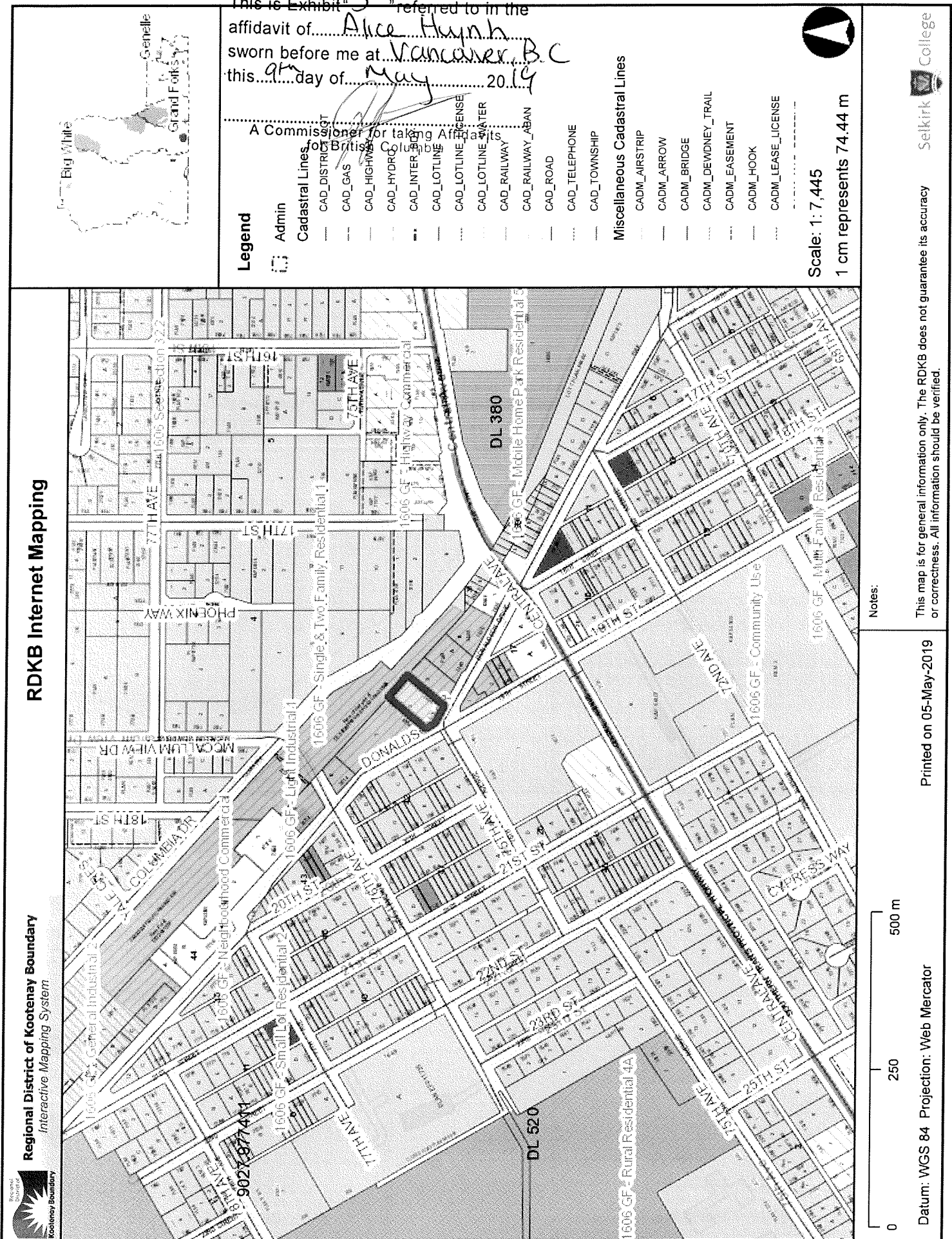


Imagery ©2019 DigitalGlobe, Map data ©2019 Google

Measure distance

Total distance: 61.74 m (202.55 ft)

This is Exhibit "I" referred to in the
affidavit of Alice Hryn
sworn before me at Vancouver, BC
this 14 day of May, 2019
[Signature]
Commissioner for taking Affidavits
for British Columbia



RDKB Internet Mapping

Regional District of Kootenay Boundary
Interactive Mapping System

This is Exhibit "J" referred to in the affidavit of Alice Huynh sworn before me at Vancouver, B.C. this 9th day of May, 2019

A Commissioner for taking Affidavits for British Columbia

Legend

- Admin
- Cadastral Lines
- CAD_DISTRICT_ST
- CAD_GAS
- CAD_HIGHWAY
- CAD_HYDRO
- CAD_INTERLINE
- CAD_LOTLINE
- CAD_LOTLINE_EASEMENT
- CAD_LOTLINE_WATER
- CAD_RAILWAY
- CAD_RAILWAY_ABAN
- CAD_ROAD
- CAD_TELEPHONE
- CAD_TOWNSHIP
- Miscellaneous Cadastral Lines
- CADM_AIRSTRIP
- CADM_ARROW
- CADM_BRIDGE
- CADM_DEWDNEY_TRAIL
- CADM_EASEMENT
- CADM_HOOK
- CADM_LEASE_LICENSE

Scale: 1:7,445
1 cm represents 74.44 m

Notes:

Printed on 05-May-2019

Datum: WGS 84 Projection: Web Mercator

This map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified.





41
This is Exhibit "K" referred to in the
affidavit of..... Alice Huynh.....
sworn before me at Vancouver, BC
this 9th day of May 2019

.....
A Commissioner for taking Affidavits
for British Columbia

April 24th, 2019

Board of Variance, City of Vancouver
Room 112, 1st Floor, City Hall
453 West 12th Avenue
Vancouver, BC V5Y 1R3

Attn: Louis Ng, Gilbert Tan, Denise Brennan, Namtez (Babbu) Sohal, Jasmean Toor and Simona Tudor.

Re: Board of Variance for 2580 Kingsway - DP-2019-0041

Dear Sir/Madam,

I am writing to you as the Landlord of the property located at 2580 Kingsway, which is currently leased to Weeds Glass & Gifts Ltd. I, must admit, that I was, disappointed to hear that the Development Permit was not approved. It seems unfair that the permit was rejected because it was too close to a school. This seems unfair as there are other factors that should be considered that may offset this distance related rejection. As an Owner/Property Manager for over 45 years, (both residential and commercial property), I can honestly say, that "Weeds" has been the best tenant I have ever had. Being my Tenant for over 5 years, they have never been late with the rent, have never complained to me (except when their toilet was plugged), always kept the adjoining vacant lot free of garbage (I learned later that Don Briere, the proprietor of Weeds, started a regular block clean up by the store staff when garbage was an issue) and most importantly, showed the utmost respect to not only me but others as well. It is known they donate funds resources and their time to many good causes. .

There are 5 residential units above the Weeds and for the past 5 years, I have never received any complaints from them or any other neighbours in the area as it relates to noise or selling to youths.

It will be very difficult to find another tenant as responsible as Weeds. To allow and unknown store in the future to be allowed just because they may be a few meters farther from the school seems unfair. Obviously, if Weeds was to close, it will be a hardship for me to find a tenant as responsible and responsive. I anticipate the community in general will also suffer.

Thank you for your time and consideration. I hope you vote to accept the appeal and award Weeds their development permit..

Yours truly,

Kenneth Sam
Owner 2580 Kingsway
604 649-1580

Ken Sam ♦ 1405 47th Ave. East, Vancouver, BC. V5P 1P5 ♦ Tel 604 649-1580





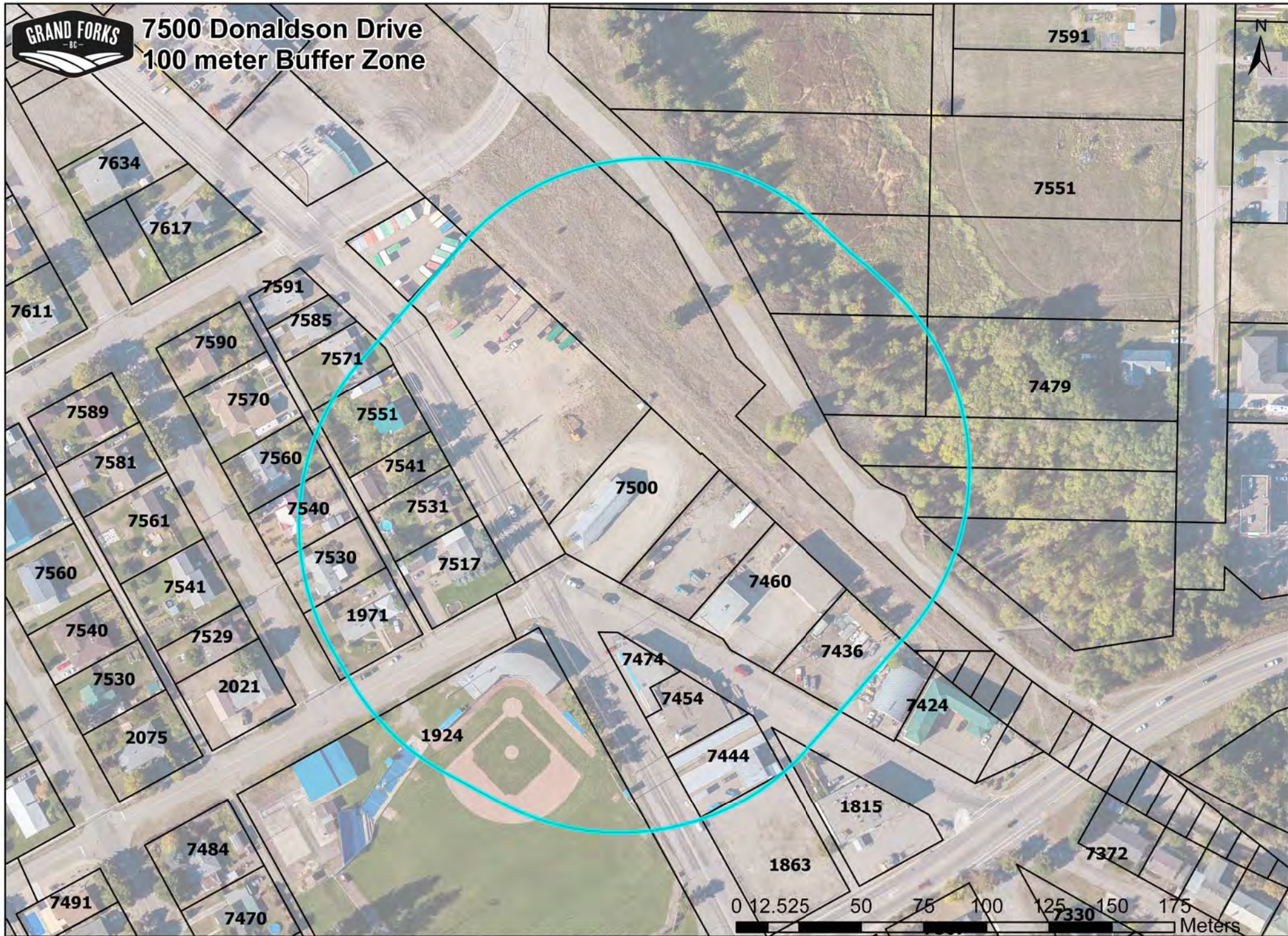
17500 Donaldson

CU	R1
HC	R2
I1	R3
NC	R5





7500 Donaldson Drive 100 meter Buffer Zone



Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: January 27, 2020
Subject: Officer Positions Establishment Bylaw No.2062
Recommendation: **THAT Council give final reading to the Officer Positions Establishment Bylaw No. 2062; AND THAT Council give final reading to the Officer Positions Repeal Bylaw No. 1623-R.**

Background

January 27, 2020 Update:

At the January 13, 2020 Regular Meeting of Council, the new Officers Position Establishment Bylaw No. 2062 and the Officers Positions Repeal Bylaw 1623-R, received first three readings.

The bylaws are now presented for final reading.

January 13, 2020 Update:

At the Regular Meeting of Council on December 16, 2019, Council instructed staff to present the bylaw at the next Committee of the Whole meeting along with the previous bylaw. Council also requested that the repeal bylaw for the previous Officers Establishment Bylaw be included and referenced. Both Bylaws have been amended and attached accordingly.

The below text is from the previous presentation to Council on December 16, 2019:

The City of Grand Forks' existing "Officers and Employees Bylaw No. 1623" was enacted in 2000 and established seven positions as officer positions within the Corporation: City Administrator, City Clerk, Treasurer/Collector, Superintendent of Public Works, Assistant Works Superintendent, Deputy Clerk/Confidential Secretary, and Fire Chief/Municipal Emergency Coordinator.

Since 2000, six of the positions have changed titles rendering the wording of the bylaw obsolete. The transition to the "one employee" model of administration has led to most positions being hired by the Chief Administrative Officer (as defined in management contracts) and not requiring an appointment of Council. Additionally, the job descriptions attached to the bylaw have been amended over time as well and do not represent current contracts.

Using Officer Establishment bylaws of other municipalities as a guideline, the attached replacement Officer Position Establishment Bylaw is presented for Council's consideration. Consistent with the *Community Charter* in language and implementation,

this bylaw reduces the number of officer positions to those of the Chief Administrative Officer, Corporate Officer, and (Chief) Financial Officer.

Benefits or Impacts

General

Modernizes bylaw to existing practices and titles following legal advice.

Policy/Legislation

Community Charter, Division 5 (Sections 146-152)

Attachments

Officer Positions Establishment Bylaw, No. 2062

Officer Positions Repeal Bylaw, No. 1623-R

Officer Positions Establishment Bylaw, No. 1623

Officer Positions Amendment Bylaw, No. 1663

Recommendation

THAT Council give final reading to the Officer Positions Establishment Bylaw No. 2062; AND THAT Council give final reading to the Officer Positions Repeal Bylaw No. 1623-R.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

THE CORPORATION OF THE CITY OF GRAND FORKS
OFFICER POSITIONS ESTABLISHMENT BYLAW NO. 2062
A BYLAW TO DESIGNATE AND ESTABLISH POWERS, DUTIES, AND
RESPONSIBILITIES OF OFFICERS OF THE CITY OF GRAND FORKS.

The Municipal Council for the Corporation of the City of Grand Forks, in open meeting lawfully assembled, **ENACTS** as follows:

Citation

1. This bylaw may be cited as the **“Officer Positions Establishment Bylaw No. 2062”**

Definitions

2. In this bylaw, unless the context otherwise requires:
 - 2.1 **“Chief Administrative Officer”** means the Chief Administrative Officer for the City of Grand Forks;
 - 2.2 **“Chief Financial Officer”** means the Chief Financial Officer for the City of Grand Forks;
 - 2.3 **“Corporate Officer”** means the Corporate Officer for the City of Grand Forks;

Officer Positions

3. Council hereby declares that the persons holding the following positions shall be the Officers of the municipality under Section 146 of the *Community Charter*.
 - 3.1 Chief Administrative Officer;
 - 3.2 Chief Financial Officer;
 - 3.3 Corporate Officer

Powers, Duties, and Responsibilities

4. The *Chief Administrative Officer* shall be responsible for the chief administrative functions of the City of Grand Forks as outlined in Section 147 of the *Community Charter*, in addition to any other powers, duties and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment.
5. The *Corporate Officer* shall be responsible for the corporate administration functions of the City of Grand Forks as outlined in Section 148 of the *Community Charter*, in addition to any other powers, duties and functions assigned by Council, or required or permitted by the *Community Charter* or any other enactment.

Officer Positions Establishment Bylaw No. 2062

6. The *Chief Financial Officer* shall be responsible for the financial administration functions of the City of Grand Forks as outlined in Section 149 of the Community Charter, in addition to any other powers, duties and functions assigned by Council, or required or permitted by the Community Charter or any other enactment.

Repeal

7. The Officers Position Repeal Bylaw No. 1623-R will repeal the following Bylaws and all amendments thereto:
- a) Officers and Employees Bylaw No. 1623, 2000
 - b) Officers and Employees Amendment Bylaw No. 1663, 2001

General

- c) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
9. If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

Read a first, second, and third time by the Municipal Council this 13th day of January, 2020.

Adopted this ____ day of _____, 2020.

Mayor – Brian Taylor

Corporate Officer – Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2062, cited as the “Officer Positions Establishment Bylaw No. 2062”, as passed by the Municipal Council on the ____ day of _____, 2020.

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

THE CORPORATION OF THE CITY OF GRAND FORKS
OFFICER POSITIONS REPEAL BYLAW NO. 1623-R

**A BYLAW TO REPEAL A PREVIOUS OFFICERS ESTABLISHMENT BYLAW
OF THE CITY OF GRAND FORKS.**

The Municipal Council for the Corporation of the City of Grand Forks, in open meeting lawfully assembled, **ENACTS** as follows:

Citation

1. This bylaw may be cited as the “**Officer Positions Repeal Bylaw No. 1623-R**”

Repeal

2. That the following Bylaws and all amendments thereto be repealed:
 - 2.1 **Officers and Employees Bylaw No. 1623, 2000**
 - 2.2 **Officers and Employees Amendment Bylaw No. 1663, 2001**

General

3. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
4. If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

Read a first, second, and third time by the Municipal Council this 13th day of January, 2020.

Adopted this ____ day of _____, 2020.

Mayor – Brian Taylor

Corporate Officer – Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1623-R, cited as the "Officer Positions Repeal Bylaw No. 1623-R", as passed by the Municipal Council on the ____ day of _____, 2020.

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

CORPORATION OF THE CITY OF GRAND FORKS

Bylaw # 1623

A Bylaw to establish the Officer Positions of the Corporation of the City of Grand Forks and to establish the powers, duties and responsibilities of such Officers.

WHEREAS, in accordance with the Municipal Act, a local government must, by bylaw, establish officer positions in relation to Corporate Administration and Financial Administration, with titles it considers appropriate and assign powers, duties and functions to those officers positions;

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

TITLE

1. This Bylaw may be cited as the "Officers and Employees Bylaw No.1623, 2000"

DEFINITIONS

2. In this Bylaw:
 - a. "Act" means the Municipal Act;
 - b. "City" means the Corporation of the City of Grand Forks;
 - c. "Council" means the governing and executive body of the City of Grand Forks constituted as provided in the Act

OFFICER POSITIONS

3. The following positions are hereby established as officer positions of the City of Grand Forks:
 - a. City Administrator
 - b. City Clerk
 - c. Treasurer/Collector
 - d. Superintendent of Public Works
 - e. Assistant Works Superintendent

APPROVED
11-23-2000
No. 1663

- f. Deputy Clerk/Confidential Secretary
- g. Fire Chief/Municipal Emergency Coordinator

POWERS, DUTIES AND RESPONSIBILITIES

- 4.
 - a. The powers, duties and responsibilities of the **City Administrator** are as set out in **Schedule "A"**.
 - b. The powers, duties and responsibilities of the **City Clerk**, are as set out in **Schedule "B"**.
 - c. The powers, duties and responsibilities of the **Treasurer/Collector**, are as set out in **Schedule "C"**.
 - d. The powers, duties and responsibilities of the **Superintendent of Public Works** are as set out in **Schedule "D"**.
 - e. The powers, duties and responsibilities of the **Assistant Works Superintendent** are as set out in **Schedule "E"**.
 - f. The powers, duties and responsibilities of the **Deputy Clerk/Confidential Secretary** are as set out in **Schedule "F"**.
 - g. The powers, duties and responsibilities of the **Fire Chief/Municipal Emergency Coordinator** are as set out in **Schedule "G"**.

In accordance with the Municipal Act, the same person may be appointed to two or more positions.

OATH OF OFFICE

- 5. The oath of office as set out in Schedule "H" to this Bylaw is hereby adopted as the oath of office for officers of the Corporation of the City of Grand Forks


Read a **first** time this 15th day of May, 2000

Read a **second** time this 15th day of May, 2000.

Read a **third** time this 15th day of May, 2000.

Finally adopted this 5th day of June, 2000



Mayor Lori Lum

Lynne Burch, City Clerk

CERTIFICATE

I hereby certify that the foregoing is a true copy of Bylaw No. 1623, as passed by the Municipal Council of the City of Grand Forks on the 5th day of June, 2000.

Clerk of the Municipal Council of the
City of Grand Forks

SCHEDULE " A "

POWERS, DUTIES AND RESPONSIBILITIES

CITY ADMINISTRATOR

Recommends goals, objectives, policies and programs to Council. Meets with Council regularly to review and update. Encourages, and is involved in, an annual corporate planning process with Council.

Directs the implementation and monitors progress of policies and programs approved by Council; evaluates and recommends changes as required. Ensures that Council policies are promptly and effectively discharged. Updates existing policies and ensures that all of Council and staff are aware of current policies.

Coordinates departmental activities; recommends to Council any necessary changes in duties or authority of departments. Chairs regular management team meetings. Ensures that Council is provided with properly researched and coordinated information.

Directs the development of budgets and establishment of financial controls. Works with the Director, Corporate Services in coordinating budget information; assists all Department Heads in preparing their budget estimates. Monitors all municipal investments.

Ensures that expenditures are within the Council approved budget. Ensures that Council is kept aware of any changes to the proposed budget. Reviews Regional District functions and budget requirements.

Within established Council policies and budget guidelines, directs the appointment, promotion, demotion, transfer or dismissal of staff. Ensures that the municipality has a well-developed, comprehensive human resource plan. Recommends the hiring or dismissal of department head staff. Has final authority on subordinate staff (ie. non-department head levels) hiring or dismissal.

Coordinates the prompt and proper handling of all requests, inquiries or complaints by the public. Acts as a liaison between Council and the public.

Directs the execution of all documents, agreements or contracts approved by Council. Ensures that the municipality has a comprehensive records management system.

Attends all regular and special meetings of Council and other meetings as requested by Council. Directs the preparation of Council agenda packages,

including background documentation.. Ensures that all business items are fully researched, including options, and provides a recommendation on each to Council.

Ensures the satisfactory preparation of bylaws and that copies of all official correspondence, records, bylaws, etc., are retained by the office. Ensures that the statutory provisions of the Act are complied with; corrects any deficiencies. Delegates to the Clerk and reviews the work of this office.

Drafts correspondence resulting from decisions of Council. Delegates as appropriate. Ensures that correspondence to the Mayor and Council is responded to under the signature of the Mayor.

Coordinates the provision of special services (eg. legal, audit, consulting) to the City of Grand Forks.

Prepares a monthly report to Council on all major ongoing issues. Updates Council regularly on such issues. Maintains an awareness of Regional District activities.

Prepares resolutions for Council's consideration and the consideration of the provincial and federal municipal associations. Provides comments to Council on the resolutions under consideration by both bodies.

Performs other related duties as may be requested by Council.

SCHEDULE " B"

POWERS, DUTIES AND RESPONSIBILITIES

CITY CLERK

1. Provides advice to the Administrator on appropriate policies for the governance of the Department. Prepares procedural statements in support of approved policies. Performs the duties of the Officer responsible for Corporate Administration as described in the Municipal Act.
 2. Directs, coordinates, supervises and controls assigned staff activities; oversees the work performance. Delegates work appropriately. Hires, trains appraises and releases (as necessary and in consultation with the Administrator) assigned departmental staff within approved personnel policies. Conducts annual appraisals. Directs the planning, development, licensing, personnel and bylaw enforcement functions.
 3. Directs the preparation of the annual and long term budgets for the department. Ensures that departmental spending is appropriately monitored. Approves invoices for payment.
 4. Ensures that Staff are appropriately qualified for their duties. Recommends a staff training program to the Administrator. Conducts annual appraisals of subordinate staff.
 5. Coordinates, facilitates or provides advice to committees, boards or commissions (as appropriate) on matters within the jurisdiction of this department.
 6. Directs or prepares background materials and reports for hearings regarding planning matters. Directs or prepares recommendations for the consideration of Council with respect to appeals to decisions taken by applicable committees; reviews strategy with department staff or external expertise retained by the City.
 7. Directs the preparation of (or provides input to) original or amending planning documents (eg. Official Community Plan, Zoning Bylaw, Site Plan Agreements), and to bylaws impacting animal control.
 8. Prepares or directs the preparation of background reports and recommendations or draft agreements for review by the Legislative Services Committee and/or Council.
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9. Attends or provides departmental representation at meetings or Council, Committees, etc. As necessary or as directed by the Administrator. Oversees the City's advisor regarding matters pertaining to the planning and development functions.
 10. Monitors the duties and responsibilities of the Bylaw Enforcement Officer and the animal control function. Ensures that policies and bylaws are complied with in accordance with departmental policy and bylaws.
 11. Prepares reports and statistical summaries as necessary for review by the Administrator, Council or other bodies. Reviews and assesses long range policy initiatives by Province, other jurisdictions, etc.
 12. Performs other related duties as requested by the Administrator.
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SCHEDULE "C"

POWERS, DUTIES AND RESPONSIBILITIES

TREASURER / COLLECTOR

1. Recommends appropriate policies to govern the Department. Prepares procedural statements in support of approved policies. Provides advice to the Administrator.
2. Discharges the responsibilities of Officer responsible for Financial Administration as defined in the Municipal Act. Discharges the responsibility of the Collector.
3. Coordinates the preparation of short and long term operational and capital budgets. Provides assistance to other senior staff as requested.
4. Ensures that the municipality's assets are invested wisely. Provides advice to the Administrator and to Council on any suggested change in investments. Maintains up-to-date insurance coverage for all municipal assets.
5. Supervises and directs the subordinate staff of the department. Trains and appraises assigned departmental staff within approved personnel policies. Conducts annual appraisals of all subordinate personnel.
6. Controls departmental spending within the approved budget for the Corporate Services department. Approves departmental invoices for payment. Prepares monthly and annual financial statements for the municipality and variance reports as requested. Researches, recommends and prepares other financial management reports.
7. Acts as an advisor to assigned Committee of Council. Attends all meetings of the assigned Committee and Council meetings as requested by the Administrator.
8. Directs the provision of the City's support services, including human resources, audit, accounting, tax and treasury, management information systems, etc.

*amended
by
#1663*

9. Ensures that appropriate financial controls are developed. Advises the Administrator and Council of any changes necessitated by the auditor's report.
 10. Develops appropriate reports of the current and projected financial condition of the municipality (eg. Trend analysis) for Council and senior administrative staff.
 11. Oversees the central computer system. Ensures that appropriate management information systems are developed and that additional staff are trained to act as back-up operators on the computer.
 12. Supervises the City's personnel functions, including such matters as payroll and fringe benefit esquires, grievance procedures, salary reviews, occupational safety regulations, compensation plans, pay equity matters, staff training, etc. Liaises with other senior management with regard to these issues. Stays current with new developments in the field of human resources.
 13. Performs other related duties as requested by the Administrator.
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SCHEDULE " D"

POWERS, DUTIES AND RESPONSIBILITIES

SUPERINTENDENT OF PUBLIC WORKS

1. Plans and directs comprehensive engineering and operational services for all City-owned roads, lanes, water and sewer utilities, electrical department and related facilities. Prepares plans and schedules for the electrical department.
2. Directs the senior supervisory staff. Reviews their activities for optimum results.
3. Prepares the annual and long term operational and capital budgets for the department. Seeks the advice and assistance of senior staff as appropriate. Controls spending within the budget allocation. Approves invoices for payment.
4. Hires, trains, appraises and releases (as necessary and in consultation with the Administrator) all assigned staff within approved personnel policies. Conducts annual appraisals.
5. Acts as the Approving Officer, as required by the Land Titles Act. Reviews all subdivision and development applications for servicing requirements. Performs engineering duties as necessary or as requested. Conducts internal studies within the scope of his competencies.
6. Acts as an advisor to assigned Committees of Council and to Council as a whole, as requested. Attends all Committee Meetings and Council Meetings, as requested.
7. Recommends to the Administrator when external assistance is required. Supervises consultant's work; inspects projects and invoices.
8. Directs the input of Public Works to the preparation of, and revisions to, the Official Community Plan, Land Use Bylaw, and other planning documents.
9. Ensures that there is an appropriate and prompt response to all citizen inquiries and complaints regarding this department.
10. Prepares agendas and chairs, the monthly Public Works staff meeting. Ensures that all staff are regularly and fully informed as to matters impacting this department and the City.
11. Performs other related duties as requested by the Administrator.

SCHEDULE “ E”

POWERS, DUTIES AND RESPONSIBILITIES

ASSISTANT WORKS SUPERINTENDENT

1. Provides advice and assistance to the general public and fellow employees on technical matters and safety relating to public works.
2. Produces layout and field surveys of public works projects and infrastructure.
3. Drafts a variety of maps, plans and presentation documents.
4. Operates computer systems designed for public works.
5. Researches and prepares quotes for major equipment purchases and materials required for public works.
6. Participates with consultants and contractors regarding department related projects and activities.
7. Prepares designs and estimates for municipal related projects.
8. Provides construction coordination for department related projects.
9. Maintains and updates water and sewer records.
10. Inspects works and services to ensure compliance with applicable zoning, subdivision and development bylaws, policies, procedures, contracts and standards are requested.
11. Performs similar duties as assigned.

SCHEDULE " F"

POWERS, DUTIES AND RESPONSIBILITIES

DEPUTY CLERK / CONFIDENTIAL SECRETARY

1. Discharges the responsibilities of the Officer responsible for Corporate Administration as described in the Municipal Act in a back up capacity when the City Clerk is unavailable.
 2. Prepares and assembles Agendas for Regular Council meetings in consultation with the Clerk, the Administrator and the Mayor. Assembles the Agenda package, including the collection of all staff reports and back up documentation.
 3. Provides secretarial services for Council and its committees. Prepares correspondence and meeting materials.
 4. Prepares and publishes notices in the local and regional newspaper.
 5. Types the agenda for senior management meetings and circulates to the Administrator and senior staff. Assists in preparing materials for these meetings.
 6. Files all confidential correspondence. Maintains an appropriate filing system.
 7. Acts as the principal and confidential secretary to the Mayor and Administrator on a daily basis, and for the Council as required.
 8. Receives the mail for the office of the Mayor, Council and Administrator. Reviews how mail should be handled (ie. Priority, method, etc.).
 9. Reviews the Mayor's and Administrator's schedule with each individual. Receives requests for appointments with the Mayor and Administrator and establishes within approved guidelines.
 10. Responds to telephone inquiries. Forwards to the Mayor or Administrator or handles when appropriate.
 11. Assists the City Clerk and City Treasurer in handling secretarial requirements in a back up capacity.
 12. Takes on special projects as delegated.
 13. Performs other related duties as requested.
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SCHEDULE " G"

POWERS, DUTIES AND RESPONSIBILITIES

FIRE CHIEF / MUNICIPAL EMERGENCY COORDINATOR

1. Provides advice and information to the Administrator relating to fire services within the City.
2. Develops, recommends and implements plans and programs for the Fire Department, for presentation by the Administrator to Council, for inclusion in the City's Policy & Procedures Manual.
3. Prepares rules and regulations for the efficient operation of the Fire Department within approved policies, and consults with the Administrator regarding policy issues.
4. Prepares correspondence and Inspection Reports, handles complaints and maintains records.
5. Prepares and monitors the annual and long range operational and capital budgets for the Fire Department, in accordance with approved guidelines, and makes recommendations to the Administrator regarding acquisitions, equipment levels, etc.
6. Recruits, trains, develops and evaluates Fire Department volunteers and makes recommendations to the Administrator regarding staffing levels and training.
7. Reviews existing programs and develops new training programs as required so that Fire Department staff have skills necessary to provide effective fire fighting, fire prevention and other related services. Delegates as appropriate.
8. Conducts fire inspections of commercial, industrial, institutional, and residential buildings as required in the City Bylaws and Fire Code Regulations.
9. Prepares reports and recommendations for committee meetings and attends committee meetings; attends Council meetings as requested.
10. Provides overall direction for the operational maintenance of fire equipment and buildings, and advises on adequacy and recommend replacement policies.
11. Enforces all provincial and municipal fire prevention legislation,

enforces codes, performs inspections and analyzes new and existing structures, reviews and approves plans for construction occupancy, fire protection and exposures.

12. Cooperates and works with all Department Managers in matters concerning public fire safety and assists Managers in fire prevention and safety plans for their areas.
13. Plans, coordinates and directs fire prevention programs for the public, schools, business, volunteer groups, etc. and prepares public information materials relating to safety and fire prevention.
14. Researches and interprets codes, implements policies, testifies at legal proceedings, creates forms and job aids.
15. Perform the duties of Municipal Emergency Coordinator, which is coordinating, development of and maintenance of emergency plans for the city.
16. Coordinates, organizes recruits and trains volunteers, formulates and organizes training programs and assists in carrying out studies, exercises and activities as are required to keep the plan in a state of readiness.
17. Performs other related duties as required by the Administrator.

SCHEDULE “ H”

CORPORATION OF THE CITY OF GRAND FORKS

Oath of Office

I, [] having been appointed to the Office of [insert name of Office] for the Corporation of the City of Grand Forks do hereby promise and swear and/or affirm:

- a. I will faithfully, honestly and impartially, to the best of my knowledge and ability, execute the powers, duties and functions of my Office;
- b. I will treat all matters and information that comes to my attention, as a result of my Office, in confidence;
- c. I have not received, nor will I receive or accept any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the Municipality;
- d. I will not allow my personal interests to conflict with the duties of my Office; and
- e. I will comply with all policies and directives of the Municipality and comply with all laws.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1663

A Bylaw to Amend the Officers and
Employees Bylaw No 1623, 2000

WHEREAS in accordance with the Local Government Act, Council has adopted an Officers and Employees Bylaw;

AND WHEREAS Council has deemed it necessary to amend the Officers and Employees Bylaw

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

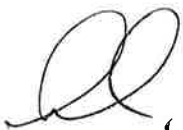
1. That "Amended Schedule C," attached hereto and made part of this Bylaw is hereby declared to be the amended "Powers, Duties and Responsibilities – Treasurer/Collector"
2. This Bylaw may be cited, for all purposes, as the "**Officers and Employees Amendment Bylaw 1663, 2001**".

Read a **FIRST** time this 7th day of May, 2001.

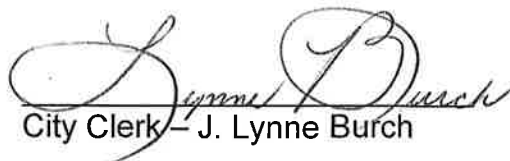
Read a **SECOND** time this 7th day of May, 2001.

Read a **THIRD** time this 7th day of May, 2001.

FINALLY ADOPTED this 10th day of May, 2001.



Mayor Lori Lum


City Clerk – J. Lynne Burch

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1663, as passed by the Municipal Council of the City of Grand Forks on the 10th day of May, 2001.

Clerk of the Municipal Council of the
City of Grand Forks

AMENDED SCHEDULE “ C”

POWERS, DUTIES AND RESPONSIBILITIES

TREASURER / COLLECTOR

1. Recommends appropriate policies to govern the Department. Prepares procedural statements in support of approved policies. Provides advice to the Administrator.
 2. Discharges the responsibilities of Officer responsible for Financial Administration as defined in the Local Government Act. Discharges the responsibility of the Collector.
 3. Discharges the responsibilities of the designated municipal officer delegated the authority to grant, refuse, suspend or cancel business licences, as defined in the Local Government Act.
 4. Coordinates the preparation of short and long term operational and capital budgets. Provides assistance to other senior staff as requested.
 5. Ensures that the municipality's assets are invested wisely. Provides advice to the Administrator and to Council on any suggested change in investments. Maintains up-to-date insurance coverage for all municipal assets.
 6. Supervises and directs the subordinate staff of the department. Trains and appraises assigned departmental staff within approved personnel policies. Conducts annual appraisals of all subordinate personnel.
 7. Controls departmental spending within the approved budget for the Corporate Services department. Approves departmental invoices for payment. Prepares monthly and annual financial statements for the municipality and variance reports as requested. Researches, recommends and prepares other financial management reports.
 8. Acts as an advisor to assigned Committee of Council. Attends all meetings of the assigned Committee and Council meetings as requested by the Administrator.
 9. Directs the provision of the City's support services, including human resources, audit, accounting, tax and treasury, management information systems, etc.
-

10. Ensures that appropriate financial controls are developed. Advises the Administrator and Council of any changes necessitated by the auditor's report.
11. Develops appropriate reports of the current and projected financial condition of the municipality (eg. Trend analysis) for Council and senior administrative staff.
12. Oversees the central computer system. Ensures that appropriate management information systems are developed and that additional staff are trained to act as back-up operators on the computer.
13. Supervises the City's personnel functions, including such matters as payroll and fringe benefit esquires, grievance procedures, salary reviews, occupational safety regulations, compensation plans, pay equity matters, staff training, etc. Liaises with other senior management with regard to these issues. Stays current with new developments in the field of human resources.
14. Performs other related duties as requested by the Administrator.

Request for Decision



To: Regular Meeting
From: **Outside Works / Corporate Services**
Date: January 27, 2020
Subject: Snow Clearing Policy 1103
Recommendation: **THAT Council adopts the new Regular Snow Clearing Policy 1103; AND THAT Council repeals Snow Clearing of Sidewalks Policy 1104.**

Background

January 2020 Update:

Council previously discussed this item at the Committee of the Whole of April 8, 2019 and the Regular Meeting of Council of April 23, 2019. At the April 23, 2019 meeting Council asked staff to review the priorities and report back in July 2019. Due to the Disaster Mitigation and Adaptation Fund award and project start up, all staffing resources were utilized to meet those crucial demands at that time and this item was delayed.

Staff recently reviewed the policy once more within the departments and one addition to the policy was made that seems to have been omitted in all previous version. The addition of the Fire Hall is highlighted in yellow in the attached policy. Staff also corrected some minor formatting inconsistencies.

Previous Regular Meeting of April 23, 2019 report:

The last snow clearing policies were drafted in 2012 and require updating with new information. The sidewalk clearing Policy 1104 has been incorporated into this revision of Policy 1103. The draft policy lays out the snow clearing priorities and trigger points. No major changes are proposed to the priority routes although they are being updated to include the new Silver Kettle path on 72nd Avenue.

The snow clearing policy sets the minimum standard for roads and sidewalks. After setting the policy, it is important to follow it because of insurance implications. As long as the policy is followed, City liability is minimized if there is an insurance claim.

Service levels are determined by the trigger points and the length of priority one routes. Most trigger points were not defined in the previous policy although some are contained in other policies. Council may adjust the service level and budget required by changing the length of priority one routes or the trigger points. The draft policy approximately reflects the current service level and related budget amount.

Staff introduced the new snow clearing policy at the April 8, 2019 Committee of the Whole. Questions were raised around the inclusion of 68th Avenue from the highway to

2nd St, the units of measurement, and the requirement for property owners to maintain sidewalks. That portion of 68th Avenue was added to the list of priority 1 roads and the units of measurement were standardized to metric.

Traffic Regulations Bylaw 1956 section 14.09 states “Every owner or occupier of a parcel shall remove all ice and snow from all sidewalks adjacent to that parcel so that the sidewalks are not covered by snow or ice between the hours of 8:00 a.m. and 8:00 p.m.”. The snow clearing policy could be amended to include a provision recognizing the bylaw. For example, under the scope heading: “Nothing in this policy will remove the bylaw requirement that owners and occupiers of parcels must clear the adjacent sidewalks”, or “City staff will clear public trails, and sidewalks in front of municipal properties”. Staff request direction from Council on the inclusion of this type of statement.

Staff now present the new Policy 1103 for adoption. Because the sidewalk provisions are included in the new policy, the current Policy 1104 should be repealed to avoid parallel policies.

Benefits or Impacts

General

The snow policy affects insurance claims as it sets the minimum expected standard for snow clearing.

Strategic Impact



Fiscal Responsibility

- Ensure that service levels align with taxation levels.

Attachments

Draft revised Policy 1103 (additions in yellow)

Policy 1103

Policy 1104

Recommendation

THAT Council adopts the new Regular Snow Clearing Policy 1103; AND THAT Council repeals Snow Clearing of Sidewalks Policy 1104.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.



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Council Policy

Regular Snow Clearing

Established: January 27, 2020

Rescinded: N/A

Contact Department: Public Works

Guiding Principle

- Staff will clear snow from roads, sidewalks and the airport safely and efficiently at the service level set in this policy.

Purpose

- To identify the snow clearing priorities and trigger points.

Scope

- This policy encompasses all regular snow clearing activities on roads, trails, sidewalks and at the airport.
- Other snow clearing may happen at the discretion of the Manager of Operations or designate.

Policy Statements

Staff will begin to clear priority #1 items within twenty-four hours of checking and reaching a trigger point. The length of time to clear the snow will depend on the frequency and depth of snowfall.

Snow clearing will continue only during regular work hours until priority #1 and #2 items are completed.

Snow clearing on roads may be considered complete when a minimum five meters of width is cleared and the accumulation of loose snow and slush reaches between 6-10cm.

Extra-ordinary snowfalls of more than 15cm may be cleared differently according to the Manager of Operations or designate.

Priority #1

Roads

- Granby Road from Highway 3 to City gravel pit and Valley Heights Drive
- 2nd Street from Airport to north side of bridge
- Fire Hall front bay area facing 2nd Street and rear parking lot
- 72nd Avenue from 5th Street to 8th Street
- 8th Street from 72nd Avenue to Kettle River Drive
- Kettle River Drive from 8th Street to 68th Avenue
- 68th Avenue from Kettle River Drive to Spraggett Road
- 68th Avenue from Highway 3 east to 2nd Street
- 7th Street from 72nd Avenue to 75th Avenue (excluding Central Avenue)
- 75th Avenue from 7th Street to Riverside Drive
- Riverside Drive from 75th Avenue to Riverside Meadows
- Boundary Drive from 68th Avenue to 77th Avenue (excluding Central Avenue)
- 19th Street from 68th Avenue to Donaldson Drive (excluding Central Avenue)
- Donaldson Drive from 19th Street to North Fork Road
- 77th Avenue from Boundary Drive to 17th Street.
- 17th Street from 77th Avenue to McCallum View Drive
- McCallum View Drive from 17th Street to 76th Avenue
- 76th Avenue from McCallum View Drive to Donaldson Drive
- 22nd Street from Central Avenue to 78th Avenue
- 76th Avenue from 22nd Street to 23rd Street
- 75th Avenue from 22nd Street to North Fork Road

- 27th Street from 68th Avenue to Central Avenue
- 27th Street from Central Ave. to 75th Avenue
- 25th Street from Central Ave. to 75th Avenue
- 73rd Avenue from Boundary Drive to 11th Street
- 11th Street from 73rd Avenue to Kettle River Drive
- 72nd Avenue from Boundary Drive to 12th Street
- 72nd Avenue 19th St to 26th St
- 12th Street from 72nd Avenue to 73rd Avenue

Sidewalks

- Multi-Use Trail in South Ruckle from Community Garden to Central Avenue
- Central Avenue on south side from Multi-Use Trail end to 19th Street
- Central Avenue on north side from 19th Street to Boundary Drive
- Boundary Drive from 68th Avenue to 77th Avenue
- Central Avenue north side from Boundary Drive to Yale Bridge
- Sidewalks in the downtown core adjacent to City owned property
- Wheel chair ramps and alley drops
- Central Avenue on south side from 2nd to 19th Streets
- 19th Street from Central Avenue to 68th Avenue
- 68th Avenue from 19th Street to Kettle River Drive
- Kettle River Drive from 13th Street to 8th Street
- 8th Street from Kettle River Drive to 72nd Avenue
- 2nd Street from 72nd Avenue to Industrial Drive

Airport

- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A of snow.
- When more than 10cm of snow falls the runway and taxiway A are cleared.
- When more than 5cm of wet and heavy snow falls, generally occurring in the temperature range -2C to plus 2C, the runway and taxiway A are cleared..
- When freezing is expected after melting conditions the runway and taxiway A are cleared.

Priority #2

Roads

- General residential streets.
- City owned parking lots.
- Downtown core and on street parking.

Sidewalks

- All other sidewalks.

Airport

- All times outside of the conditions listed under Priority #1.

Priority #3

- Cul-de-sacs, lanes, and alleys. Depending on equipment availability, some lanes and alleys may be done simultaneously with Priority #1 or #2 streets.
- Snow piles.

Trigger points

Triggers will be checked once per day during the regular work week and sporadically via the web cam after snowfall on weekends and statutory holidays.

- Monday to Saturday: 5cm of accumulated snowfall as measured on the snow gauge at the outside works building.
- Sunday, and statutory holidays: 10cm of accumulated snowfall as measured on the snow gauge at the outside works building.
- As listed for the airport priority #1.

DRAFT

CITY OF GRAND FORKS

POLICY TITLE: Snow Clearing Roads & Airport **POLICY NO:** 1103

EFFECTIVE DATE: August 20th, 2012 **SUPERSEDES:**

APPROVAL: Council **PAGE:** 1 of 1

POLICY:

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Roads and the Grand Forks Airport. Snow removal operations shall be carried out in order of street priority, as indicated below.

PURPOSE:

To identify the City's snow clearing priorities for Roads and the Airport.

STREETS: (see attached map)

Priority #1

- Granby Road from Highway 3 to City gravel pit and Valley Heights Dr.
- 2nd Street from Airport to north side of bridge.
- 72nd Ave. from 5th Street to 8th Street.
- 8th Street from 72nd Ave. to Kettle River Dr.
- Kettle River Dr. from 8th Street to 68th Ave.
- 68th Ave. from Kettle River Dr. to Spraggett.
- 7th Street from 72nd Ave. to 75th Ave. (excluding Central Ave)
- 75th Ave. from 7th Street to Riverside Dr.
- Riverside Dr. from 75th Ave. to Riverside Meadows
- Boundary Dr. from 68th Ave. to 77th Ave. (excluding Central Ave)
- 19th Street from 68th Ave. to Donaldson Dr. (excluding Central Ave)
- Donaldson Dr. from 19th Street to North Fork Rd.
- 77th Ave. from Boundary Dr. to 17th Street.
- 17th Street from 77th Ave. to McCallum View Dr.
- McCallum View Dr. from 17th Street to 76th Ave.
- 76th Ave. from McCallum View Dr. to Donaldson Dr.

- 22nd Street from Central Ave. to 78th Ave.
- 76th Ave. from 22nd Street to 23rd Street
- 75th Ave. from 22nd Street to North Fork Rd.
- 27th Street from 68th Ave. to Central Ave.
- 27th Street from Central Ave. to 75th Ave.
- 25th Street from Central Ave. to 75th Ave.
- 73rd Ave from Boundary Drive to 11th Street.
- 11th street from 73rd Ave to Kettle River Dr.
- 72nd Ave. from Boundary Dr. to 12th Street
- 12th Street from 72nd Ave. to 73rd Ave.

Priority #2

- City owned parking lots and general residential streets.

Priority #3

- Cul-de-sacs, lanes and alleys.

Downtown Core Snow Removal

- The downtown core will be cleared when deemed necessary by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator. (Typically a Priority #2, some clearing of piled snow may drop to a Priority #3)

(Downtown snow removal can be complex and should be cleared taking into consideration the amount of snow, temperature, time of day, day of week etc.. Therefore the timing for the removal of snow in the downtown core will be decided on by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator)

Airport Snow Removal

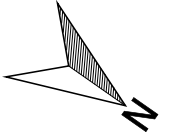
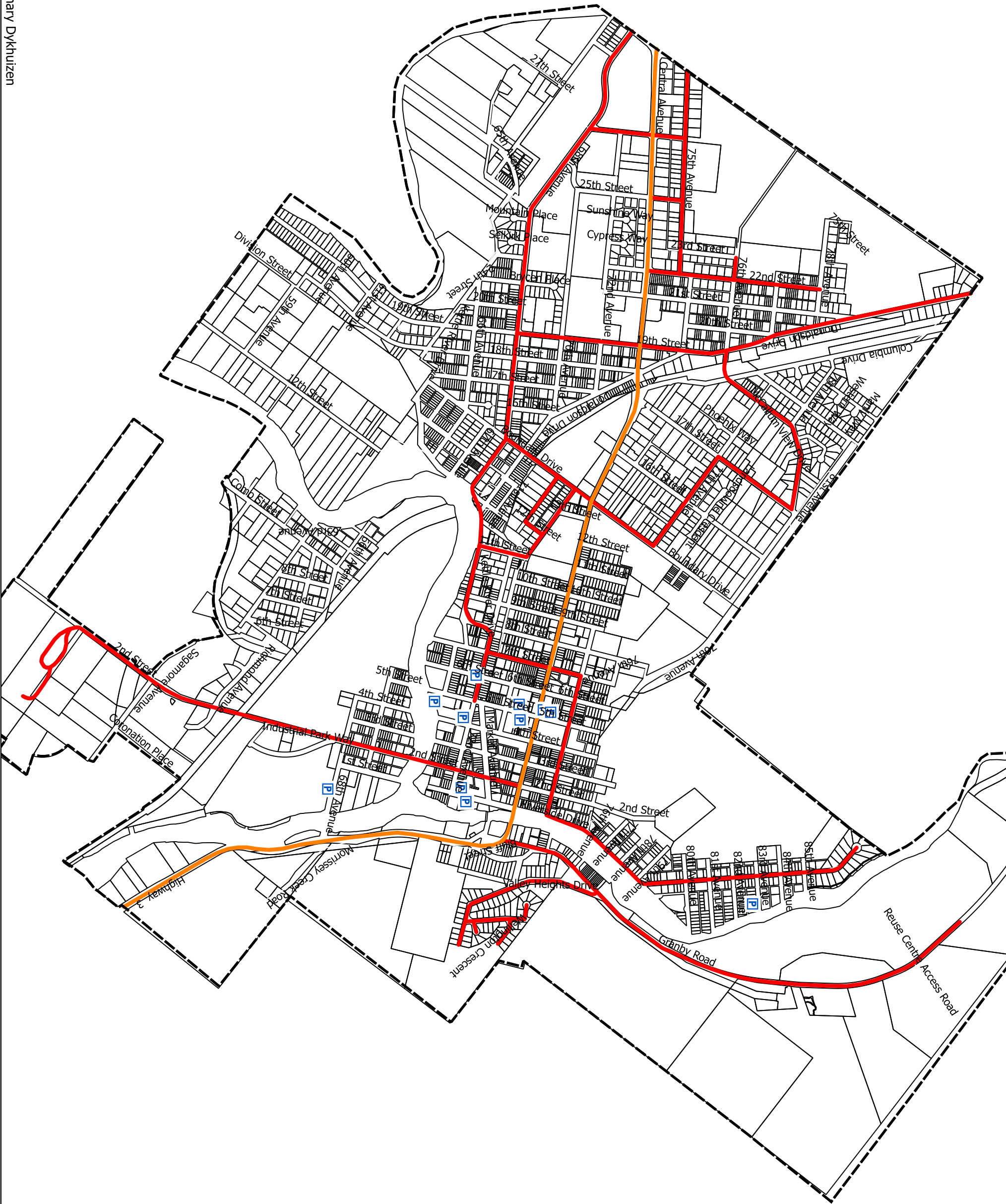
Snow removal at the Municipal Airport shall be as follows:

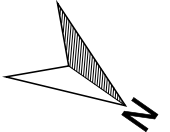
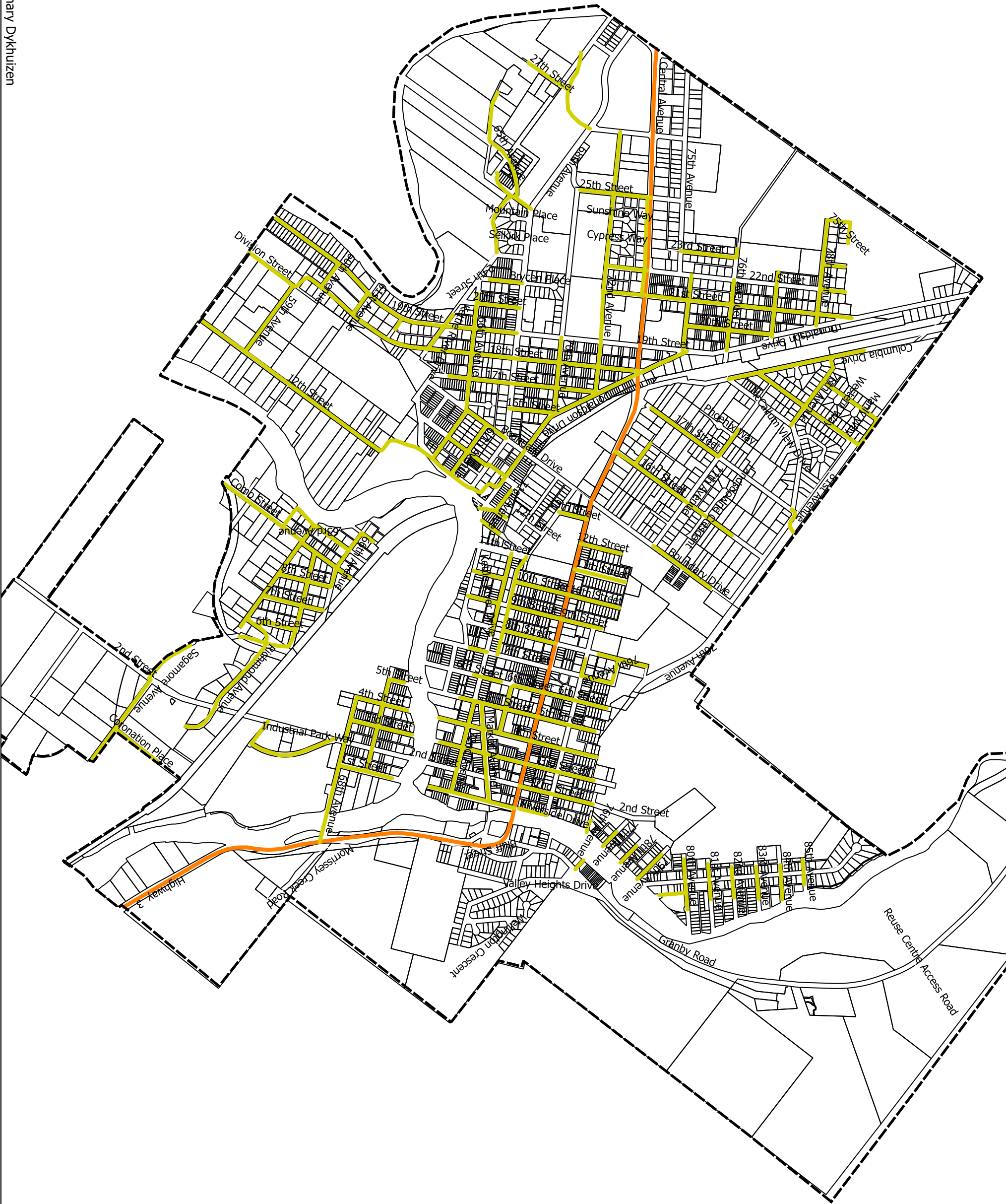
Priority #1

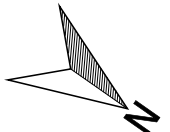
- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A of snow.
- When more than 4 inches of snow falls runway and taxiway A are cleared.
- When freezing is expected after melting conditions the runway and taxiway A may be cleared as a Priority #1.
(Not being proactive with removal of slush or melted snow during the day could negate 24 hour Medi-Vac access to the Grand Forks Airport when temperatures drop below freezing)

Priority #2

- At all other times the airport will be considered a priority #2.







CITY OF GRAND FORKS

POLICY TITLE: Snow Clearing of Sidewalks **POLICY NO:** 1104

EFFECTIVE DATE: August 20, 2012 **SUPERSEDES:**

APPROVAL: Council **PAGE:** 1 of 1

POLICY:

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Sidewalks. The City will clear snow and ice from sidewalks in the priority identified below.

PURPOSE:

To identify the City's snow clearing priorities for Sidewalks.

SIDEWALKS: (see attached map.)

Priority #1

- Multi-Use Trail in South Ruckle from Community Garden to Central Avenue
- Central Avenue on south side from Multi-Use Trail end to 19th Street
- Central Avenue on north side from 19th Street to Boundary Drive
- Boundary Drive from 68th Avenue to 77th Avenue
- Central Avenue north side from Boundary Drive to Yale Bridge
- Sidewalks in the downtown core adjacent to city owned property
- Wheel chair ramps and alley drops
- Central Avenue on south side from 2nd to 19th Streets
- 19th Street from Central Avenue to 68th Avenue
- 68th Avenue from 19th Street to Kettle River Drive
- Kettle River Drive from 13th Street to 8th Street
- 8th Street from Kettle River Drive to 72nd Avenue
- 2nd Street from 72nd Avenue to Industrial Drive

Priority #2

- All other sidewalks within the Municipal boundary as deemed most efficient by City Staff.

