



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2020-09
Date: Monday, June 15, 2020, 2:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
June 15, 2020, Regular Meeting agenda

Recommendation

THAT Council adopts the June 15, 2020, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Regular
May 25, 2020, Regular Meeting minutes

5 - 14

Recommendation

THAT Council adopts the May 25, 2020, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Temporary Market Avenue Closure
Boundary Country Regional Chamber of Commerce / Discover Grand Forks
- b. Support services for vulnerable population
Representatives from Ask Wellness, ANKORS, and Interior Health

15 - 16

Discussion of health and housing options moving forward.

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL AND COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

- a. Reports of Council and Verbal Report of RDKB Representative
Councillors and Council's Representative to the Regional District of Kootenay Boundary

17 - 18

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

Recommendation

THAT all reports by members of Council and Council's Representative on the activities of the Regional District of Kootenay Boundary be received.

- b. Potential Decisions from Registered Delegations
Mayor Taylor

7. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Electrical Capital Budget Items 19 - 21
Financial Services

Recommendation

THAT Council approves a \$30,000 increase in the Electrical Systems Upgrades capital project, to be funded from the Electrical Capital Reserve.

- b. Motocross - proposed solution for restricting access 22 - 22
Building Inspection and Bylaw Enforcement

Proposed solution for restricting access at Motocross site

As instructed by Council through resolution I053/20/05/25: **THAT Council instruct Staff to provide options to restrict access to the area/site while still permitting emergency vehicle access.**

Recommendation

THAT Council approve the recommended solutions for restricting access at the Motocross site.

- c. Temporary Market Avenue Closure 23 - 29
Corporate Services / Economic Development

Recommendation

THAT Council approves of the temporary closure of Market Avenue as presented by the Boundary Regional Chamber of Commerce with the following conditions:

- 3rd Street to remain open for traffic
- closure of Market Ave from 2nd Street to 3rd Street
- closure of Market Ave from 3rd Street to 4th Street
- no permanent road closure infrastructure to be installed
- temporary, from June 29, 2020 to September 30, 2020
- Operations and Emergency Services staff to work with the Boundary Country Regional Chamber of Commerce on a layout and plans for barricades, emergency and delivery vehicle access, and accessible parking.

- d. Local Government Approval for Temporary Expanded Liquor Service Areas - File PD20-13 30 - 45
Development, Engineering & Planning

Recommendation

THAT Council direct staff to inform the Liquor and Cannabis Control Branch (LCRB) that Council wishes to pre-approve all liquor primary, food primary and manufacturer establishments within the City's jurisdiction, that may apply for an expanded service area under LCRB Policy Directive 20-13 Temporary Expanded Service Area Authorization.

Recommendation

THAT Council direct staff to work with all liquor primary, food primary and manufacturer establishments currently regulated by the LCRB within the City's jurisdiction on the new Provincial directive; AND THAT, while the LCRB Policy Directive 20-13 is in effect, Council delegate the authority to the CAO to approve temporary expanded service areas onto City property provided they meet the guidelines contained in this report.

- e. Temporary Use Permit to accommodate a Distillery at 7500 Donaldson Drive
Development, Engineering & Planning

46 - 51

Recommendation

THAT Council direct staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Distillery at 7500 Donaldson Drive, legally described as Lot 2, Plan KAP49207, SDYD, DL 380 PID 018-155-588.

- f. Temporary Use Permit to accommodate a drive-in theatre, RV/tent camping and community celebrations, events and meetings at 2420-68th Avenue
Development, Engineering and Planning

52 - 57

Recommendation

THAT Council grant Temporary Use Permit No. 2002 to Cannafest Music Festival Ltd. on lands zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 and 520 SDYD Plan KAP64274, Parcel Identifier: 024-486-752.

- g. Proposed Lease - Amenity Space for Raven Place on Lots B and C on 70th Avenue
Development, Engineering & Planning

58 - 72

Recommendation

THAT Council authorize staff to enter into a three (3) year lease agreement, with the option to renew at the discretion of the City, with Boundary Family Services Society/BC Housing respecting the use of Lot's B and C on 70th Avenue as amenity space for the residents of Raven Place and FURTHER, to provide public notice of this intention in accordance with Section 94 of the Community Charter.

- h. Approval of DMAF Charter
Development, Engineering and Planning

73 - 99

Recommendation

THAT Council approves the DMAF Project Charter as presented.

8. **REQUESTS ARISING FROM CORRESPONDENCE**

9. **INFORMATION ITEMS**

10. BYLAWS

- a. Bylaw 2039-A13 Amendment - Definitions for Restaurant and Charitable or Non-Profit Food Service
Development, Engineering & Planning

100 - 104

Recommendation

THAT Council give 1st and 2nd reading to Zoning Bylaw Amendment No. 2039-A13 and authorize staff to proceed with the legislative requirements respecting public notification.

11. LATE ITEMS

12. ITEMS RELEASED FROM IN-CAMERA

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. IN-CAMERA RESOLUTION

- a. Adopt Resolution as per Section 90
Corporate Services

Recommendation

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;

(g) litigation or potential litigation affecting 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.

15. ADJOURNMENT



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

Meeting #: R-2020-08
Date: Monday, May 25, 2020, 10:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor (*via Zoom videoconference*)
Councillor Zak Eburne-Stoodley (*via Zoom videoconference*)
Councillor Cathy Korolek (*via Zoom videoconference*)
Councillor Neil Krog (*via Zoom videoconference*)
Councillor/Acting Mayor Chris Moslin (*via Zoom videoconference*)
Councillor Christine Thompson (*via Zoom videoconference*)
Councillor Rod Zielinski (*via Zoom videoconference*)

Staff: Duncan Redfearn - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Daphne Popoff - Corporate Administrative Assistant (*via Zoom videoconference*)
Dolores Sheets - Manager of Development & Engineering Services
Juliette Rhodes - Chief Financial Officer
Graham Watt - Manager of Strategic Initiatives
George Seigler - Fire Chief
Maurice Wutzke - Interim Manager of Operations
Justin Dinsdale - Manager of Capital Projects

GALLERY

1. CALL TO ORDER - via Zoom videoconference

Mayor Taylor called the May 25, 2020, Regular Meeting to order at 10:05 am.

2. ADOPTION OF AGENDA

- a. Adopt agenda

May 25, 2020, Regular Meeting agenda

Resolution #: R113/20/05/25 MOVED/SECONDED

THAT Council adopts the May 25, 2020, Regular Meeting agenda as presented.

Carried

3. MINUTES

- a. Adopt minutes - Regular

May 11, 2020, Regular Meeting minutes

Resolution #: R114/20/05/25 MOVED/SECONDED

THAT Council adopts the May 11, 2020, Regular Meeting minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Drive-In Theatre

Chuck Varabioff (via Zoom videoconference)

Chuck Varabioff gave an overview of the proposed Drive-In Theatre on 68th Avenue.

Discussion:

- entrance and exit
- tickets will only be purchased online
- bathroom cleaning, porta potties, hand washing
- concession, vending machines, prepackaged food
- community response and support, Gem Theatre

- b. Market Avenue Pedestrian Only Order request within Grand Forks Market District

Boundary Country Regional Chamber of Commerce and Market Avenue Owners (via Zoom videoconference)

Sarah Dinsdale and Amber Esovoloff gave an overview of developing a pedestrian only Market Avenue District.

Discussion:

- test run during June 1 - September 30
- accessible parking
- COVID-19 and social distancing schematics
- planning process

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL AND COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

- a. Reports of Council and Verbal Report of RDKB Representative

Councillors and Council's Representative to the Regional District of Kootenay Boundary

Read the RDKB agendas here:

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

- Councillor Korolek reported on her tour of Moto, RDKB Meeting included a brief conversation on policies, bylaws and flood, COVID-19 updates
- Councillor Moslin commented on points in his written report attached, Grand Forks Social Services Advisory Meeting was recorded and is available on YouTube
- Councillor Thompson attended the Grand Forks Social Services Advisory Meeting
- Councillor Eburne-Stoodley reported that the RCMP are keeping watch of downtown

Resolution #: R115/20/05/25 MOVED/SECONDED

THAT all reports by members of Council and Council's Representative on the activities of the Regional District of Kootenay Boundary be received.

Carried

- b. Covid-19 Pandemic Support and Extreme Weather Shelter Program
Councillor Moslin

Discussion:

- COVID-19 and time frame
- support if COVID-19 continues
- previously passed resolution comparison to this resolution
- Boundary Family Services pandemic support services

Resolution #: R116/20/05/25 MOVED/SECONDED

WHEREAS Ask Wellness' mandate to provide services to the vulnerable population will expire by the end of June 2020, and the intent of Council is to be proactive and to ensure a valid provider is available to manage services regarding self-isolation for the vulnerable population beyond June, be it resolved:

THAT Council ask Boundary Family Services and other qualified Non-Profit Operators regarding the possibility for extending the COVID-19 pandemic support services in the event the pandemic continues.

Opposed (3): Eburne-Stoodley, Krog, and Zielinski

Carried

Resolution #: R117/20/05/25 MOVED/SECONDED

THAT Council direct staff to request a full report, including statistics, on the Safe Stay Shelter program from Boundary Family Services, including age, gender, number of incidents, number of guests, number of repeat clients, best practices, number of meals served, origin of guests, and summary of overall experience.

Carried

- c. Film Industry Economic Development Potential

Councillor Eburne-Stoodley

Councillor Eburne-Stoodley stated that there is no report at this time. This topic will go to In-Camera first due to potential land use

- d. Potential Decisions from Registered Delegations

Mayor Taylor

Discussion:

- Public Hearing process for Temporary Use Permit
- COVID-19 immediate plan for downtown core
- more detailed plan for any street closures downtown
- restaurants and parking spots

Resolution #: R118/20/05/25 MOVED/SECONDED

THAT Council directs Staff to move forward with the process of a Temporary Use Permit to Chuck Varabioff for the Drive-In Theatre request on 68th Avenue.

Carried

Councillor Eburne-Stoodley recused himself from the May 25, 2020, Regular Meeting at 11:30 am due to a conflict of interest with his business being in the downtown core.

Resolution #: R119/20/05/25 MOVED/SECONDED

THAT Council directs Staff to consult with the downtown businesses regarding closing Market Avenue from 2nd Street to 4th Street, and bring a report back to Council at the June 15, 2020, Regular Meeting.

Carried

Councillor Eburne-Stoodley returned to the May 25, 2020, Regular Meeting at 11:45 am.

- e. Future Meeting Schedule

Mayor Taylor

Discussion:

- Council Chambers and COVID-19
- Zoom meetings and convenience
- same dates as published for meetings
- morning times for Regular Meetings

7. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Fire Service Operations Level, Revision to Policy #901

Emergency Services

Resolution #: R120/20/05/25 MOVED/SECONDED

THAT Council adopts the revised Fire Service Operations Level Policy No. 901; AND approves the reduction of the Swiftwater Rescue Service to Awareness level from Technician level.

Carried

- b. Investment Policy #809

Financial Services

Resolution #: R121/20/05/25 MOVED/SECONDED

THAT Council approves Policy No. 809 - Investment of Surplus Funds.

Carried

- c. Capital Budget Amendment – City Hall Elevator Repair

Corporate Services

Discussion:

- Gallery 2 elevator status
- Council Chambers Meeting room and mobility in general to upstairs City Hall

Resolution #: R122/20/05/25 MOVED/SECONDED

THAT Council approves a direct award expenditure of \$77,000 to KONE Inc. for the modernization/repair of the City Hall elevator, to be funded from the Capital Reserve.

Carried

- d. Additional Information – Development Variance Permit Application (DVP2002); Proposed Reduction of Setbacks from Residential and Community Use Zones; 105 – 60th Avenue (Cannabis Processing Facility near Airport)

Development, Engineering & Planning

Mayor Taylor recused himself from the May 25, 2020, Regular Meeting at 12:02 pm due to a conflict of interest.

Councillor Moslin became Acting Mayor.

Discussion:

- effectiveness of this type of business
- Health Canada approval
- product packaging, processing, manufacturing of products
- not growing cannabis in facility, no greenhouse
- development of 60th Avenue and egress
- future development and businesses
- approximately 28 job creations for Phase 1, another 26 for Phase 2
- 5 year Financial Plan and 20 year Capital Plan inclusive of 60th Avenue

Resolution #: R123/20/05/25 MOVED/SECONDED

THAT Council allows the petitioner, Daniel Chiu, to join the May 25th Regular Meeting by 'Zoom'.

Carried

Resolution #: R124/20/05/25 MOVED/SECONDED

THAT Council approve the issuance of a Development Variance Permit; inclusive of conditions for design, installation, maintenance and monitoring to mitigate for odour, light pollution and noise; to reduce the setback distance, from 100m to 68m from a residential zone and from 100m to 90m from a community use zone, to allow a cannabis processing facility at 105-60th Avenue, on property legally described as Plan KAP21622 District Lot 534, SDYD, Except Plan 27119 27765, Amended Lot 3 (H365) Exc DDS 3309F & H2108F, with PID 007-376-715.

Opposed (2): Eburne-Stoodley, and Zielinski

Carried

Mayor Taylor returned to the May 25, 2020, Regular Meeting at 12:27 pm.

- e. Land Acquisition Program – Salvage Opportunities

Development, Engineering, and Planning

Discussion took place on the property salvage program details.

Resolution #: R125/20/05/25 MOVED/SECONDED

THAT Council direct Staff to implement a property salvage program to achieve the following outcomes: maintaining value for reinvestment and cost recovery; minimizing cost, waste, risks and liability; and providing property owners the use of reclaimed and recycled materials.

Opposed (1): Zielinski

Carried

- f. Definition - Charitable or Non-Profit Food Service

Development, Engineering & Planning

Discussion:

- Public Hearing process
- emergency shelter, supportive housing, community kitchen definitions as well
- workshop on definitions

Resolution #: R126/20/05/25 MOVED/SECONDED

THAT Council directs staff to include the proposed definitions for Restaurant and Charitable or Non-Profit Food Service in a Zoning Amendment Bylaw and present that Amendment Bylaw at the June 15, 2020 Regular Meeting for first two readings.

Opposed (3): Taylor, Moslin, and Thompson

Carried

g. Re-opening of City Facilities

Chief Administrative Officer

Discussion:

- coordinate openings with other groups involved
- Council and Council Chambers attendance
- elevator maintenance
- public facilities

Resolution #: R127/20/05/25 MOVED/SECONDED

THAT Council direct staff to expedite the reopening of City facilities as soon as the required COVID-19 safety plans as required by WorkSafeBC to provide a safe environment for workers and the public have been developed, and further to focus on outdoor spaces which the Provincial Health Officer has identified as lower risk in coordination with other area recreation facility operators including the RDKB and School District 51.

Carried

8. **REQUESTS ARISING FROM CORRESPONDENCE**

9. **INFORMATION ITEMS**

a. Quarter 1 2020 Financial Reports

Financial Services

Discussion:

- cash flow and COVID-19 impact

10. **BYLAWS**

11. **LATE ITEMS**

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

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. IN-CAMERA RESOLUTION

- a. Adopt Resolution as per Section 90

Corporate Services

Resolution #: R128/20/05/25 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;

(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;

(g) litigation or potential litigation affecting the municipality;

and 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

15. ADJOURNMENT

The May 25, 2020, Regular Meeting was adjourned at 1:10 pm.

Mayor Brian Taylor

Corporate Administrative Assistant –
Daphne Popoff



Online Delegation Form

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

Boundary Country Regional Chamber of Commerce

TO REQUEST THAT YOU CONSIDER:

Pedestrian only access on Market Avenue

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

To allow businesses to expand their footprint (especially eateries) to comply with COVID 19 restrictions.
To allow wider pedestrian walkways to also allow for physical distancing.
To create a more welcoming and pedestrian friendly Market District.

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

Keeping our businesses in the downtown area open, profitable, and able to serve our community.
Creating a safer (COVID-compliant) , family friendly, open, downtown area.

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

A negative economic impact on all business in the area after an already devastating few months.

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

THAT Council approves of the temporary closure of Market Avenue as presented by the Boundary Regional Chamber of Commerce with the following conditions:

- 3rd Street to remain open for traffic
- closure of Market Ave from 2nd Street to 3rd Street
- closure of Market Ave from 3rd Street to 4th Street
- no permanent road closure infrastructure to be installed
- temporary, from June 29, 2020 to September 30, 2020
- Operations and Emergency Services staff to work with the Boundary Country Regional Chamber of Commerce on a layout and plans for barricades, emergency and delivery vehicle access, and accessible parking.

NAME

Sarah Dinsdale

ORGANIZATION

Boundary Country Regional Chamber of Commerce

MAILING ADDRESS

Box 43
Grand Forks, British Columbia V0H 1H0
Canada

TELEPHONE NUMBER

2506858624

EMAIL ADDRESS

sarah.bcrcc@gmail.com

Request for Decision



To: Regular Meeting

From: **Procedure Bylaw / Corporate Services**

Date: June 15, 2020

Subject: Reports, Questions and Inquiries from the Members of Council and Council's Representative to the Regional District of Kootenay Boundary

Recommendation: **THAT all reports by members of Council and Council's Representative on the activities of the Regional District of Kootenay Boundary 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.

Two issues have dominated Council's attention since the last regular meeting: Freshet 2020 and the MOTO encampment. Nonetheless, regular work with the GFSSAG and Recreation Commission also took some time.

Freshet 2020

At the last regular meeting of May 25th Council was feeling optimistic that the rivers had crested and that the worst of the freshet was passed. On May 28th there was a special workshop to update Council on the operational plans for the DMAF project. Then on May 29th Council was informed via Zoom that there was a potentially catastrophic storm moving into the Southern Interior on Saturday night, May 30th. The storm could hold more than 40 mm of rain for the entire Kettle River watershed. This could mean a sudden rise in the river levels over the 2018 flood! The flood response plan was implemented with tiger dams surrounding the downtown core, and a berm to protect industry on 68th. Sandbags and sand were delivered to locations in the city and region. Additional materials and personnel were on hand if more work was necessary. Grand Forks did get over 30 mm of rain but fortunately the rest of the watershed didn't. Volunteers, emergency personnel and city staff were able to prevent most damage. Thank-you everyone! Nonetheless, some areas of the Boundary were impacted this year by erosion and overland flooding, which should be taken into account as the DMAF project is implemented over the next several years.

Moto

At the in-camera meeting of May 25th Council made some key decisions about the future of the homeless encampment at Moto. Unfortunately, there was a delay in consulting with other service agencies and in making those decisions public while the city dealt with the local emergency. Now with those decisions coming out of camera the community should know that Council has authorized staff to limit unauthorized camping at the site and that works will be installed to prevent vehicular access to the site. The city will also clear away wrecks and derelict RV's. Staff will also work with social agencies and other organizations on identifying solutions for people encamped in the area with limited housing opportunities.

GFSSAG

The next meeting of this advisory group has been postponed to June 24 in order to accommodate BFSS strategic planning. For this meeting Mr. Drexler and I have distributed the resolution of Council asking service providers if they are prepared to extend COVID-19 pandemic support to the 'vulnerable populations' should the pandemic continue. I am optimistic that most agencies and NPO's will continue to provide their care and professional support for as long as necessary. Nevertheless, with ASK Wellness planning to leave at the end of June, all agencies are going to have to pitch in to close any shortfalls.

Recreational Facilities

On June 11 Paul Keyes updated the Recreation Commission on the phased reopening of the recreational facilities managed by the RD. Unfortunately, the Aquatic Center, the Arena, and the Fitness room are going to remain closed for the time being. Guidelines provided by the provincial government and the different sporting agencies such as the Lifesaving Society are being studied for implementation. Social distancing and the prohibition of 'high risk' participants will cause a significant shortfall in revenues which will make even partial reopening's difficult. Meanwhile the city ball fields, campground, and playgrounds will reopen provided the public follows public health requirements for social distancing and sanitation.

Request for Decision



To: Regular Meeting
From: Financial Services
Date: June 15, 2020
Subject: Electrical Capital Budget Items
Recommendation: **THAT Council approves a \$30,000 increase in the Electrical Systems Upgrades capital project, to be funded from the Electrical Capital Reserve.**

Background

As reported previously, during preparation of the first quarter financial report, staff recognized that some committed purchase amounts for 2019 electrical projects had not been carried forward into the 2020 budget, thus resulting in a shortfall of approximately \$27,000 for 2020.

Purchase orders totalling \$67,000 for reclosers and current transformers were issued at the end of 2019, with the intention to fully include these commitments in the electrical upgrades program budget for 2020. Due to an oversight, only \$40,347 for the 2019 upgrades project was carried forward into the current year. Consequently, staff is requesting an increase in the project budget to compensate for this shortfall, to be funded from the Electrical Capital Reserve.

Benefits or Impacts

General

The Five Year Financial Plan includes \$50,000 for electrical emergency capital repairs. If this amount is not required in 2020, this will offset the additional funding requested here.

Strategic Impact



Fiscal Responsibility

- An increase of \$30,000 in the Electrical System Upgrades project is necessary to fund commitments carried forward from 2019 which were omitted from the 2020 budget.

Policy/Legislation

2020-2024 Financial Plan Bylaw No. 2071

Attachments

Recommendation

THAT Council approves a \$30,000 increase in the Electrical Systems Upgrades capital project, to be funded from the Electrical Capital Reserve.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.

Report Approval Details

Document Title:	Electrical Capital Projects Budget.docx
Attachments:	
Final Approval Date:	Jun 8, 2020

This report and all of its attachments were approved and signed as outlined below:

Daniel Drexler - Jun 5, 2020 - 3:23 PM

Duncan Redfearn - Jun 8, 2020 - 9:56 AM



Moto

Legend

 Boundary

Install New Gate

Boulder lined controlled access area

Install New Gate

Morrissey Creek Road

Highway 3



Request for Decision



To: Regular Meeting

From: **Corporate Services / Economic Development**

Date: June 15, 2020

Subject: Temporary Market Avenue Closure

Recommendation: **THAT Council approves of the temporary closure of Market Avenue as presented by the Boundary Regional Chamber of Commerce with the following conditions:**

- 3rd Street to remain open for traffic
- closure of Market Ave from 2nd Street to 3rd Street
- closure of Market Ave from 3rd Street to 4th Street
- no permanent road closure infrastructure to be installed
- temporary, from June 29, 2020 to September 30, 2020
- Operations and Emergency Services staff to work with the Boundary Country Regional Chamber of Commerce on a layout and plans for barricades, emergency and delivery vehicle access, and accessible parking.

Background

At the Regular Meeting of Council on May 25, 2020, the Boundary Country Regional Chamber of Commerce (BCRCC) and Discover Grand Forks groups presented regarding a temporary closure of Market Avenue to support the business community during COVID-19 recovery efforts and to provide a test for the overall Marketing Strategy objective regarding implementation of a pedestrian friendly commercial core.

Staff since met via video conference with a traffic engineer to briefly discuss the potential closure. Staff also received a draft report from the traffic engineer shortly before agenda deadline regarding the overall downtown traffic calming options which included a section on Market Street and the recommendations. This is an excerpt from the draft report:

It is easier to manage the operations and safety if Market Avenue is closed to motor vehicle traffic. As Highway 3 and 72nd Avenue are effectively parallel routes, vehicles can easily be detoured away from Market Avenue. The following suggestions are made to close Market Street to vehicular traffic:

- *Close Market Avenue by block: 2nd Street to 3rd Street and 3rd Street to 4th Street. This will allow traffic on 3rd Street to still pass through without requiring a turnaround prior to Market Avenue.*

- *Create traffic control plan to show how traffic control devices will be placed to close Market Avenue from vehicular. This would include of barricades / barriers, signing of road closures, and so on. Note that since there is a relative grid pattern, signing of detours are not needed.*
- *Have a plan to accommodate emergency services during an incident.*

With a recommendation from the draft report of:

Closing Market Avenue form 2nd Street to 4th Street can be accommodated reasonably with little requirements to traffic control. Full closure is preferable to partial closure and there is plenty of parking in the adjacent streets downtown.

Staff also met with the user groups to discuss the challenges for the potential Market Avenue closure and discussion ensued regarding the options to ensure all key objectives are met.

The user groups earlier today presented as a delegation regarding the proposal and to showcase the layout, traffic flow, vision for the future and current trends from other municipalities regarding making streets available for pedestrians and even allowing alcohol consumption in public spaces.

Benefits or Impacts

General

- Providing space for the downtown businesses to expand and equally allow for social distancing for pedestrians

Strategic Impact



Community Engagement

- Partnership with BCRCC and Discover Grand Forks



Community Livability

- Providing for a safe downtown experience for pedestrian and cyclist



Economic Growth

- Implementation of the Marketing Strategy (as a test for the business community)
- Allowing businesses to extend their space to serve their customers while abiding by social distancing rules and guidelines



Fiscal Responsibility

- No permanent infrastructure would be installed

Policy/Legislation

Strategic Plan 2019

Attachments

Previously Received Letters from the BCRCC

Recommendation

THAT Council approves of the temporary closure of Market Avenue as presented by the Boundary Regional Chamber of Commerce with the following conditions:

- 3rd Street to remain open for traffic
- closure of Market Ave from 2nd Street to 3rd Street
- closure of Market Ave from 3rd Street to 4th Street
- no permanent road closure infrastructure to be installed
- temporary, from June 29, 2020 to September 30, 2020
- Operations and Emergency Services staff to work with the Boundary Country Regional Chamber of Commerce on a layout and plans for barricades, emergency and delivery vehicle access, and accessible parking.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.



**Building a Louder Voice
For Small Business in
Boundary Country**

May 20, 2020

Dear whom it may concern,

On behalf of our members, our committees, and stakeholder organizations that the BCRCC works with on a regular basis – including Discover Grand Forks and the Downtown Business Community – We are putting forward a formal request to create a pedestrian only order for Market Ave, within the Grand Forks Market District.

Our current vision is pedestrian only access from 2nd to 4th on Market Ave, From June 1 through September 30. The reasoning for this is two-fold. First, it will allow for a safe approach to increasing general foot traffic to our downtown core. Taking notice from larger cities, there has been a difficulty in maintaining proper social distancing on core commercial sidewalk spaces. While Grand Forks has not had to deal with this issue yet, we feel it is crucial to proactively address before foot traffic increases. With the summer season approaching, and with the Province announcing its staged “re-opening” plans – we expect more people to be out and about in the very near future.

The second aspect of this is around improving safety in the shopping experience, and utilizing outdoor space for commerce. Ideally, we would like to utilize the parking space areas for seating and sales as much as possible. While some of the population will find comfort in the fact that our businesses are following all orders and guidelines around operating safely, consumer confidence in their own safety will be of the utmost importance to a successful “re-opening” of Market. We believe that providing an outdoor shopping experience is one of the best ways to show a noticeable effort in keeping customers safe. We have heard some criticism about the provincial guidelines and orders only protecting shops and staff – not customers.

In the name of flexibility, we are making this request now. We understand the need to plan and prepare for this in order for it to work to its fullest potential. However, we feel that an approval and support from council is the best way to get these plans developed. In our opinion, developing full scale plans before approving the concept will result in delays and likely a missed opportunity.

Our business community understands that approval is not an immediate “go ahead”. Instead, it is the approval to develop a plan, working through the Chamber, business owners, and the City. We all understand the City will be the one

EAT LOCAL | SPEND LOCAL | ENJOY LOCAL | LIVE LOCAL

BoundaryChamber.com | PO Box 43, Grand Forks, BC, V0H 1H0 | 250-442-7263 | info@boundarychamber.com

Agenda Page 26 of 104



**Building a Louder Voice
For Small Business in
Boundary Country**

liable for many potential issues, and we will look for leadership in guidance from your planners on how to best make this work. We look forward to your support on the matter, and to our further discussion on how this can work.

From every crisis stems opportunity – and we would really like to capture any element of opportunity we can for this resilient section of our local economy.

Sincerely,

Boundary Country Regional Chamber of Commerce & Market Street Business Owners

EAT LOCAL | SPEND LOCAL | ENJOY LOCAL | LIVE LOCAL

BoundaryChamber.com | PO Box 43, Grand Forks, BC, V0H 1H0 | 250-442-7263 | info@boundarychamber.com

Agenda Page 27 of 104

On behalf of our members, our committees, and stakeholder organizations that the BCRCC works with on a regular basis – including Discover Grand Forks and the Downtown Business Community – We are putting forward a formal request to create a pedestrian only order for Market Ave, within the Grand Forks Market District.

Our current vision is pedestrian only access from 2nd to 4th on Market Ave, From June 1 through September 30. The reasoning for this is two-fold. First, it will allow for a safe approach to increasing general foot traffic to our downtown core. Taking notice from larger cities, there has been a difficulty in maintaining proper social distancing on core commercial sidewalk spaces. While Grand Forks has not had to deal with this issue yet, we feel it is crucial to proactively address before foot traffic increases. With the summer season approaching, and with the Province announcing its staged “re-opening” plans – we expect more people to be out and about in the very near future.

The second aspect of this is around improving safety in the shopping experience, and utilizing outdoor space for commerce. Ideally, we would like to utilize the parking space areas for seating and sales as much as possible. While some of the population will find comfort in the fact that our businesses are following all orders and guidelines around operating safely, consumer confidence in their own safety will be of the utmost importance to a successful “re-opening” of Market. We believe that providing an outdoor shopping experience is one of the best ways to show a noticeable effort in keeping customers safe. We have heard some criticism about the provincial guidelines and orders only protecting shops and staff – not customers.

In the name of flexibility, we are making this request now. We understand the need to plan and prepare for this in order for it to work to its fullest potential. However, we feel that an approval and support from council is the best way to get these plans developed. In our opinion, developing full scale plans before approving the concept will result in delays and likely a missed opportunity.

Our business community understands that approval is not an immediate “go ahead”. Instead, it is the approval to develop a plan, working through the Chamber, business owners, and the City. We all understand the City will be the one liable for many potential issues, and we will look for leadership in guidance from your planners on how to best make this work. We look forward to your support on the matter, and to our further discussion on how this can work.

From every crisis stems opportunity – and we would really like to capture any element of opportunity we can for this resilient section of our local economy.

Sincerely,

Amber Esauvloff - Work n' Play Amber Esauvloff
LORRAINE VAN BOEYEN - SELECT OFFICE LORRAINE VAN BOEYEN
Roger Souvskov Roger Souvskov
Les Johnson Les Johnson
JACK MORRAT JACK MORRAT
Deborah Baker - GF Funeral Home Deborah Baker
JOHN ZIBIN JOHN ZIBIN
NICOLE BEST - SAFETY'S BEST SOLUTIONS NICOLE BEST
Cheryl Savaria - Thistle Pot Gifts Cheryl Savaria

Savanna Hines - The Board Room Cafe Savanna Hines
JOHN MCNAMARA - DAVENPORT INSURANCE John McNamara
Kayla Sebastian - Wooden Spoon Kayla Sebastian

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: June 15, 2020

Subject: Local Government Approval for Temporary Expanded Liquor Service Areas (File PD20-13)

Recommendation: **THAT Council direct staff to inform the Liquor and Cannabis Control Branch (LCRB) that Council wishes to pre-approve all liquor primary, food primary and manufacturer establishments within the City's jurisdiction, that may apply for an expanded service area under LCRB Policy Directive 20-13 Temporary Expanded Service Area Authorization,**

THAT Council direct staff to work with all liquor primary, food primary and manufacturer establishments currently regulated by the LCRB within the City's jurisdiction on the new Provincial directive; AND THAT, while the LCRB Policy Directive 20-13 is in effect, Council delegate the authority to the CAO to approve temporary expanded service areas onto City property provided they meet the guidelines contained in this report

Background

The Liquor Control and Regulation Branch (LCRB) has issued a new Policy Directive 20-13 (see Appendix 1) to support B.C.'s licensed establishments in safely reopening for business while respecting the Provincial Health Officer's orders and recommendations related to the Covid-19 pandemic. This directive authorizes food primary, liquor primary and manufacturer licensees to temporarily expand their service area footprint until October 31, 2020. It is noted that these temporary approvals will be focused on expanding licensee service areas only and will not increase currently approved person/patron capacities or occupant loads.

Under this Policy Directive, local governments have two options for approval of temporary expansions for liquor primary and manufacturer licensees:

- 1) Pre-approval to cover all liquor primary and manufacturer establishments within their jurisdiction who may apply for an expanded service area; or
- 2) Review/approval of all individual applications for all liquor primary and manufacturer expansions prior to licensees submitting their completed application package to the LCRB.

Currently, the City reviews all new and amended LCRB licence applications and provides a Council resolution in relation to land use and safety regulations as well as potential impacts to the surrounding neighbourhood and the community at large. The City also regulates the use of city property, sidewalks, roads and boulevards through its sidewalk patio and road closure policy and approval process.

Recommended Option

Staff is recommending that Option 1 (pre-approval of all licensees in the City that apply for an expanded service area) be approved by Council for the following reasons:

- a) This will allow for faster processing of applications and enable businesses to open as soon as possible in accordance with new Covid-19 protocols.
- b) Applicants will still be required to disclose that they meet all local government requirements (but the City will not see individual applications in advance of approval).
- c) This option involves less City staff time and resources.
- d) Measures are already in place for staff to regulate the use of city sidewalks and public property (see Appendix 2: Policy No. 111 Sidewalk Patios on City Property, Policy No. 114 Temporary Commercial Use on Public Property and Policy No. 1207 Use of City Properties or Facilities).
- e) The City will receive notice when the expanded service area is authorized by the LCRB.
- f) Staff will work with businesses to ensure that the following guidelines are considered in their expansion plans:
 - Avoid or limit the removal of required on-site parking stalls.
 - No change to entrance and exit routes from the building without City approval.
 - Ensure safe and accessible pedestrian traffic at all times.
 - Provide safe and accessible travel paths for persons with disabilities.
 - Limit any negative effects (noise) the expanded area could have on neighbouring properties.
 - Implement COVID 19 protocols as required by Interior Health and WorkSafe BC.

Benefits or Impacts

Community Engagement
n/a

Community Livability

- Expanded areas and outdoor seating will help enliven the downtown and create a more accessible pedestrian environment.

Economic Impact

- This strategy allows businesses to optimize their business operations faster and safer and reduces approval times.

Fiscal Responsibility

- The recommended option has no financial impact on the City.

Policy/Legislation

Policy Directive 20-13 (Appendix 1), and City Policy No.'s 111, 114 and 1207.

Attachments

Appendix 1 - Policy Directive 20-13

Appendix 2 - City of Grand Forks Policy No.'s 111, 114 and 1207

Recommendation

THAT Council direct staff to inform the Liquor and Cannabis Control Branch (LCRB) that Council wishes to pre-approve all liquor primary, food primary and manufacturer establishments within the City's jurisdiction, that may apply for an expanded service area under LCRB Policy Directive 20-13 Temporary Expanded Service Area Authorization.

THAT Council direct staff to work with all liquor primary, food primary and manufacturer establishments currently regulated by the LCRB within the City's jurisdiction on the new Provincial directive; AND THAT, while the LCRB Policy Directive 20-13 is in effect, Council delegate the authority to the CAO to approve temporary expanded service areas onto City property provided they meet the guidelines contained in this report

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.

Report Approval Details

Document Title:	20200615 RFD RMC LCRB Policy Directive 20-13.docx
Attachments:	- 20200615 Appendix 1 Policy Directive 20-13.pdf - 20200615 Appendix 2 Policies.pdf
Final Approval Date:	Jun 10, 2020

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Duncan Redfearn was completed by assistant Daniel Drexler

Duncan Redfearn - Jun 10, 2020 - 8:34 AM

Date: May 22, 2020

To: All LCRB Staff
All Licensees
All Industry Associations
All local government, First Nations and police agencies

Re: **Temporary Expanded Service Area Authorization**

General Manager Authority

Under the Liquor Control and Licensing Regulation (LCLR), s. 109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area Authorization to food primary, liquor primary, and manufacturer licensees.

New Policy

In response to the COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's March 2020 declaration of a public health emergency, the GM is putting in place time-limited measures to support the Provincial Health Officer's (PHO) direction and recommendations.

This new authorization permits a licensee to temporarily expand their service areas **until October 31, 2020**. The increased service area will allow licensees to serve patrons while complying with the PHO's guidelines regarding physical distancing.

Accordingly, food primary, liquor primary and manufacturer licensees (i.e., wineries, breweries, distilleries) may apply for a Temporary Expanded Service Area Authorization.

To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

An expedited online application will be available for licensees at no charge. Please check our website for a link to the application.

Explanation

The new policy is provided in the context of the provincial state of emergency and public

health emergency related to the COVID-19 pandemic. Increasing the size of existing service areas is expected to support licensees in complying with requirements under the Provincial Health Orders and recommendations, in particular with respect to social/physical distancing.

Further Information

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Original signed by

Mary Sue Maloughney
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch

CITY OF GRAND FORKS

POLICY TITLE:	Sidewalk Patios on City Property	POLICY NO:	111
EFFECTIVE DATE:	February 6, 2006	SUPERSEDES:	
APPROVAL:	February 6^d, 2006	PAGE:	1 of 1

POLICY:

This policy defines a process by which restaurant or Café operators may apply to encroach onto or occupy a portion of the public sidewalk directly adjacent to the restaurant's property for the purpose of extending seating capacity to an outdoor area while enhancing the streetscape of the downtown core.

PURPOSE:

To provide a guide to the issuance of permits for placement of limited street furniture (daytime) and construction of sidewalk cafes or patios associated with adjacent restaurant property.

PROCEDURE:

The following types of applications may be submitted under this policy:

1. **Applications for Small Sidewalk Patios.** Patios where furniture is brought in each evening and does not exceed three (3) tables (maximum 24" width) and six (6) chairs. Permitting shall be at the discretion of the City Manager or a designate and does not require Council approval. The attached application package for Small Sidewalk Patio on City Sidewalks applies.
2. **Applications for a Large Sidewalk Patios.** This involves occupation of City controlled property that is more extensive than (1.) above and/or requires the installation of railings, or other defined boundaries on the sidewalk. The necessary application package is attached. Public Works Superintendent will assist the proponent with this proposal that must be submitted to the City Manager for approval, who may in his discretion refer it to City Council for approval. Any applications that are not approved by the City Manager shall be forwarded to City Council for their information.

CITY OF GRAND FORKS			
POLICY TITLE:	Temporary Commercial Use on Public Property	POLICY NO	114
EFFECTIVE DATE:	March 27, 2017	SUPERSEDES:	Policy 114 v. Feb 2006
APPROVAL:	Council – March 27, 2017	PAGE:	1 of 2

PURPOSE:

To establish guidelines and give direction for orderly establishment and temporary use of available and under-utilized City properties for commercial use where such activities enhance the public convenience, provide complementary services to the users within the area, encourage economic development, improve quality of life and are not in direct conflict with any other use which has a priority.

POLICY:

The use of City properties may be permitted for temporary commercial use provided the property is returned to its original state; the proponent/operator complies with the terms and conditions of any agreement issued and any City Bylaws; and, the proposed business meets health, safety and public sanitation standards. This permission is granted, subject to the realization that City properties are designed and meant for general public use including the City's requirement for utilities and public works and these must always be the first priorities.

The City will interpret this policy in congruence with section 25 (1) of the Community Charter which states that "Unless expressly authorized under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business".

DEFINITIONS:

"Temporary" means for no period greater than 16 hours at a time, unless otherwise approved by the City Manager or his designate.

PROCEDURE:

1. This policy applies to all 'temporary' commercial use of public property, including parks, sidewalks or streets.
2. Site Licences, outlining the details rules for Temporary Commercial Use of Public Property, may be issued authorizing such commercial use.
3. Proximity to permanent businesses offering similar products for sale will be a consideration of any application.

4. The fee charged for a Site Licence is detailed in the Fees and Charges Bylaw.
The City may invoke a minimum fee, which reflects the average cost of similar business operating in the City.
5. It is the Licensee's responsibility to pay for any site preparation and improvement costs and to remove such improvements and restore the site to its prior condition. The City may require a deposit if in the opinion of the City the operator may not be in a position to undertake such work.
6. The City Manager, or his designate, is authorized to approve the issuance of Site Licences in any areas previously approved by Council for Temporary Commercial Use on Public Property.
7. The City reserves the right to revoke any Site Licences issued, at any time, where it is found that the use is creating difficulties deemed unacceptable to the City or where any conditions of this policy or any Site Licence issued have not been met or the operator has consistently and repeatedly ignored requests from the City to rectify the unsatisfactory condition.
8. Licensees should not be selling the same menu items or merchandise, during the same hours as other retailers/operators in the approved larger area, unless the City is satisfied that there are unmet needs and demands.
9. Upon approval of the Site Licence, the applicant is to furnish proof of compliance with all Provincial and Municipal licensing and regulations and proof of any required liability insurance.
10. Applications for a Site Licence must include:
 - (a) a letter of intent that includes the operating period.
 - (b) a site plan indicating parking, fire access, or other convenience and safety requirements.
 - (c) a list of merchandise and services to be provided.

CITY OF GRAND FORKS

POLICY TITLE:	Use of City Property or Facilities	POLICY NO:	1207
EFFECTIVE DATE:	July 17, 2017	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 7

Purpose

To establish guidelines for the use of City property or facilities.

Definitions

Event Organizers means the non-City organizer of the activity or event.

Policy Statements

1. Limitations

The City will endeavour to meet all requests to use its property or facilities so long as it does not represent an unreasonable burden on its resources. The City reserves the right to refuse use of its property for events where there is potential for damage, crowd control issues, liquor abuse, inadequate planning, or if any provision of this policy is not met.

2. Public good

Requests that would require a significant amount of City resources may require a statement of anticipated benefit to the City or its residents, or may be sent to Council for decision.

3. Sufficient notice

Event Organizers will fill out an Event Request Form, available at City Hall, at least one month prior to the event.

4. Food and drink

Event Organizers will follow the Interior Health Authority regulations for permits and food safety.

5. Alcohol

Event Organizers will hold a liquor license and Serving It Right certification.

6. Amplified sound and noise

Event Organizers will comply with the noise bylaw or have an exemption passed by Council.

7. Fires

Event Organizers must follow fire safety protocols acceptable to the fire department.

8. Hazardous materials

All hazardous materials stored or used in an activity or event will follow safety protocols and have emergency plans in place.

9. Waste management

Event Organizers will ensure there are sufficient garbage and recycling bins and that the site is left clean.

10. Electrical services

The City will provide electrical connections at its discretion, where available, and upon request.

11. Road closures

Road closures are at the discretion of the City. The authorization of road closures will take into account the potential impact on emergency access, businesses and residents.

12. Tents, stages, and temporary structures

Temporary structures will be set up safely and in a way that allows emergency access, and must be removed by the event organizer.

13. Liability and Insurance

The City will not be responsible for personal injury or damage, for loss, damage or theft of clothing, materials and/or equipment on the premises. The Event Organizer shall indemnify and save harmless the City and its staff, and will hold adequate insurance that names the City as additional insured.

14. Parking

Activities or events will not block access to private property or public services, or unduly encroach on residential parking. It is the responsibility of the Event Organizer to notify residents if they anticipate an impact.

15. Attendance

Events expecting more than 150 people attending will have a risk management plan.

16. Smoking

Event Organizers must follow provincial smoking regulations, identify a designated smoking area, and provide butt disposal. Smoking is prohibited indoors or around children.

17. Washrooms

Events with public assembly in enclosed areas will meet BC Building Code requirements for the number of washrooms provided. Event Organizers will ensure washrooms are kept in sanitary condition.

18. Commercial Use on Public Property

See Policy 1208: Temporary Commercial Use on Public Property.

19. Playing fields

The City will ensure playing fields are kept in good condition and will accommodate reasonable requests for special maintenance related to the event.

20. City Equipment

The City will lend bleachers, barricades, picnic tables, garbage cans, Hi-Viz vests, and traffic cones as available and upon request.

21. City Facilities

City facilities are available for use subject to the terms of a Facility Use Agreement.

22. Private Equipment Stored on City Property

Private equipment may only be stored on City property by special arrangement. The City is **not** responsible for managing or safeguarding private equipment stored on City property.

23. Damage

The City may require a damage deposit in a Facility Use Agreement.

Event Organizers shall ensure that no person will:

- damage or destroy any sign, building, or property;
- deposit rubbish, garbage, or refuse of any kind except in receptacles provided for that purpose.

24. Security

The City may require the Event Organizer to provide security for large events.

Schedule A: Procedure

Item	Description	Staff responsible or designate
Food and Drink	Obtain copies of the permits or a description of why they are exempt.	Deputy Corporate Officer
Alcohol	Create an RFD for the requested liquor license. Obtain a copy of liquor license if issued. <u>Supporting document:</u> RFD for liquor license request.	Deputy Corporate Officer
Amplified Sound System	Create an RFD for a requested exemption to the noise bylaw. <u>Supporting document:</u> RFD for noise bylaw exemption.	Deputy Corporate Officer
Fires	Coordinate the activity specifications with the requirements of the fire department.	Fire Chief
Hazardous Materials	Obtain a copy of the safety protocols and emergency plan for any hazardous materials.	Deputy Corporate Officer
Waste Management	Ask what type and how much waste will be generated. Offer City equipment as appropriate and make sure the Event Organizer has a plan for managing waste. <u>Supporting document:</u> Event request form	Deputy Corporate Officer
Electrical Services	Have the Event Organizer fill in an Electrical Service Request form and coordinate it with Public Works. <u>Supporting document:</u> Electrical Service Request form	Power Distribution Coordinator and Deputy Corporate Officer

Item	Description	Staff responsible or designate
Road Closures	<p>Have the Event Organizer fill in the "Road Closure Notification" form. Check that all properties that use the affected road are included on the form. Make sure the Event Organizer has the capacity and equipment to safely close the road and put up appropriate signage, and that they notify emergency services.</p> <p><u>Supporting document:</u> Road Closure Notification form</p>	Manager of Operations and Deputy Corporate Officer
Tents, stages, and temporary structures	<p>If many structures are planned, obtain a site plan. Check with Public Works for buried utilities if the structures are heavy or if any stakes etc. are being driven into the ground. Run any site plans past the building inspector and fire department to check for additional requirements.</p> <p><u>Supporting document:</u> Site plan template</p>	Deputy Corporate Officer
Insurance	<p>Check the MIA risk matrix for the appropriate level of insurance.</p> <p><u>Supporting document:</u> MIA risk matrix</p>	Chief Financial Officer and Deputy Corporate Officer
Parking	<p>Obtain a parking plan for large events.</p> <p><u>Supporting document:</u> Parking plan template</p>	Manager of Operations and Deputy Corporate Officer
Attendance	<p>If the event expects more than 150 attendees, then obtain a risk management plan.</p> <p><u>Supporting document:</u> Risk management plan template</p>	Fire Chief and Deputy Corporate Officer

Item	Description	Staff responsible or designate
Smoking	Ask Event Organizer if they will have a designated smoking area. If so, have them mark it on a site plan. <u>Supporting document:</u> Site plan template	Deputy Corporate Officer
Number of Toilets	Check the number of existing facilities against the anticipated number of attendees. If more toilets are required, inform the Event Organizer of how many portable toilets they will need. <u>Supporting document:</u> BC Building Code	Manager of Development and Engineering, and Deputy Corporate Officer
Washrooms	Ensure there are enough City staff on during the event to do extra cleaning, or for larger events, obtain the event plan for janitorial services.	Deputy Corporate Officer
Vending / Commercial Use of Public Property	Follow Policy No. 1208	Deputy Corporate Officer
Playing Fields	Ensure there are enough City staff resources and accommodate all reasonable requests for special maintenance. <u>Supporting document:</u> Event request form	Public Works Coordinator and Deputy Corporate Officer
City Equipment	If available and appropriate, lend City equipment to the Event Organizer. <u>Supporting document:</u> Event request form	Public Works Coordinator and Deputy Corporate Officer
City Facilities	Fill out a facility use agreement and go over it with the Event Organizer. <u>Supporting document:</u> Facility Use Agreement.	Manager of Operations and Deputy Corporate Officer

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: June 15, 2020

Subject: Temporary Use Permit (TUP) No. 2003 to accommodate a Distillery at 7500 Donaldson Drive (File: TUP2003)

Recommendation: **THAT Council direct staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Distillery at 7500 Donaldson Drive, legally described as Lot 2, Plan KAP49207, SDYD, DL 380 PID 018-155-588.**

Background

The City has received an application from the owners of True North Distilleries for a Temporary Use Permit to relocate its liquor distillery from 1460 Central Avenue to an existing building located at 7500 Donaldson Drive. This property previously contained the bus depot and a warming centre, and has been the subject of a Development Variance Permit related to a Cannabis Retail Store.

The property is 0.233 ha (0.576 ac) in size with a 279 sq. m (3,000 sq. ft) building (see property map in Appendix 1). The distillery would occupy the entire existing building and would operate Monday to Saturday from 11am until 4pm, or in accordance with the Liquor and Cannabis Regulation Branch (LCRB) regulations.

The property is zoned I1 - Light Industrial which permits manufacturing facilities but does not specifically permit *liquor* manufacturing facilities. It is noted that the existing True North distillery on Central Avenue is zoned HC - Highway Commercial and is permitted in the HC zone as a "liquor licensed premise".

The City will be undertaking a comprehensive review of the Official Community Plan and Zoning Bylaw which will address, among many other issues, how and where all liquor-related facilities are managed within the City. In the interim, it is appropriate to accommodate this application as a temporary use until the new policy and zoning framework is established.

Based on its floor area (279 sq. m), this manufacturing facility will require one loading space and 6 parking spaces which are easily accommodated on the site.

The operators must obtain the appropriate relocation permit from the LCRB and must operate in accordance with all federal, provincial, and local (i.e., Building Bylaw) laws and regulations.

If approved, the Temporary Use Permit would be valid for a period of 3 (3) years and is renewable, upon application by the permit holder, for an additional three (3) years.

Proposed Temporary Use and Conditions

The temporary land use proposed to be included in the permit is:

Liquor Manufacturer, as defined by the LCRB, which includes wineries, breweries, and distilleries. The “manufacture” of liquor is defined by the LCRB regulations as including one or more activities related to the brewing, distilling, or fermenting of liquor and includes packaging, blending, and flavouring. This also includes a liquor packaging facility that is contracted by a manufacturer to bottle or otherwise put liquor into containers intended for sale to the public or to licensees.

A winery, brewery, or distillery licence may also:

- have a dedicated sampling area to provide samples to the public
- provide guided tours to patrons and serve them samples on the tour, and
- apply for one on-site retail store at the winery, brewery, or distillery.

The proposed conditions of the temporary developments are:

- a) The facility shall obtain all required permits and comply with all federal, provincial, and local requirements, laws, and regulations.
- b) A minimum of one (1) loading space and six (6) parking spaces will be provided on site.
- c) Any new free standing or illuminated signs proposed will require review and approval by the City.

Public Notification

Under the Local Government Act, Council’s intention to approve a Temporary Use Permit must be advertised in the local newspaper not more than two weeks and not less than three days from the day of decision. This permit will be advertised in the Grand Forks Gazette and the public will be invited to attend a Council meeting to express their views and/or submit comments to the City via mail, email, or phone.

In addition, written notification and information about the proposed Temporary Use Permit will be sent to adjacent property owners notifying them of the proposed temporary use and inviting them to provide feedback. Furthermore, notices will be posted on the City website and Facebook page.

Timing

The following table outlines the tentative timeframe associated with this Temporary Use Permit application.

Temporary Use Permit Application No. 2003 – Tentative Timeframe	
ACTIVITY	TIMING
Regular Council Meeting – Council directs staff to proceed with public notification	June 15, 2020
Written notification sent to adjacent property owners	June 16, 2020
Notice published in the Grand Forks Gazette	June 24, 2020
Deadline for submission of written/verbal comments (which are transmitted to Council)	June 26, 2020
Council hears feedback from the public at its regular meeting	June 29, 2020
Regular Council Meeting – Council considers Temporary Use Permit No. 2003 for approval	June 29, 2020

Benefits or Impacts

General

As this application involves a temporary land use only, the property can be redeveloped at anytime for industrial purposes.

Strategic Impact

Community Engagement

- The Temporary Use Permit will be advertised in the paper and written notification to adjacent property owners will invite their feedback. The proposal will also be posted on the City's website and Facebook page.

Community Livability

- This temporary use is generally compatible with surrounding land uses and will have a minimal impact on the neighbourhood.

Economic Growth

- The temporary use permit will allow for the use of an existing underutilized building.

Fiscal Responsibility

- Other than time to prepare the staff reports and permit, minimal staff resources are required for this project. The new use of the property will result in additional tax revenue for the City.

Policy/Legislation

Local Government Act and the Liquor and Cannabis Control Regulations.

Attachments

Appendix 1 - Property location maps

Recommendation

THAT Council direct staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Distillery at 7500 Donaldson Drive, legally described as Lot 2, Plan KAP49207, SDYD, DL 380 PID 018-155-588.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.





Request for Decision



To: Regular Meeting

From: **Development, Engineering and Planning**

Date: June 15, 2020

Subject: Temporary Use Permit (TUP2002) to accommodate a drive-in theatre, RV/tent camping and community celebrations, events and meetings at 2420 68th Avenue

Recommendation: **THAT Council grant Temporary Use Permit No. 2002 to Cannafest Music Festival Ltd. on lands zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 and 520 SDYD Plan KAP64274, Parcel Identifier: 024-486-752.**

Background

At the May 25, 2020 regular meeting, in response to a delegation request, Council directed staff to move forward with the process of a Temporary Use Permit to Chuck Varabioff to allow the operation of a temporary drive-in theatre on a 2.78 hectare (7 acre) property located at 2420 68th Avenue. The applicant subsequently requested other events/activities be added to the permit.

A Temporary Use Permit (No. 1801) was approved for this lot in 2018 to allow temporary RV and tent camping and recreation activities related to the Cannafest music festival. Due to the current COVID-19 situation, the music festival was cancelled, but the owner continued to find ways to offer entertainment and recreation opportunities for the residents of Grand Forks. As a result, the owner appeared before Council requesting approval to operate a seasonal drive-in theatre on the property commencing at the end of June.

Council supported this request and therefore a new Temporary Use Permit is proposed (see Appendix 1) to accommodate the new temporary uses on the property.

The subject property is an unserviced, vacant field 2.78 hectares in size. The site is fenced, irrigated, and contains a storage building on the south side. The lot is designated Low Density Residential in the Official Community Plan and is zoned R-2 (Small Lot Residential).

If approved, the Temporary Use Permit would be valid for a period of 3 years and is renewable, upon application by the permit holder, for an additional three (3) years. Consequently, the property is not 'locked up' as it would be with a rezoning and is available for future development into residential lands once it is feasible to pursue such development.

Proposed Temporary Uses and Conditions

The temporary land uses proposed to be included in the permit are:

- a) Temporary RV and tent camping for special events such as music festivals and sports tournaments.
- b) Seasonal drive in theatre and accessory temporary portable outdoor seating.
- c) Community and family celebrations such as weddings, graduation ceremonies, funerals, and national holiday celebrations with a duration of less than fifteen (15) hours.
- d) Community sports events such as soccer tournaments.
- e) Car shows.
- f) Fairs and agricultural events.
- g) Community non-profit club meets for groups such as Scouts or religious organizations.

The proposed conditions of the temporary developments are:

- a) A seasonal drive in theatre may not operate for more than three (3) days per week.
- b) No other single event or activity shall be carried on for longer than seven (7) consecutive days at a time.
- c) All structures must be movable and temporary in nature.
- d) Lighting must be focused on the site only and not be directed at or impact neighbouring properties.
- e) The site must be fenced, landscaped, and irrigated for dust control.
- f) The site must be professionally supervised, maintained, and regularly cleaned during all events.
- g) RV/tent camping spaces will be organized with space between rows to ensure that fire and emergency vehicles can drive through the site.
- h) All vehicular accesses to the site shall be located away from and vehicular traffic shall not impact nearby residential areas.
- i) All events shall comply with all federal, provincial, and local requirements, laws and regulations.

The draft Temporary Use Permit No. 2002 is contained in Appendix 1.

Public Notification

Under the Local Government Act, Council's intention to approve a Temporary Use Permit must be advertised in the local newspaper not more than two weeks and not less than three days from the day of decision. This permit was advertised in the June 10th edition of the Grand Forks Gazette and the public was invited to attend the June 15th Council meeting via Zoom and/or submit comments to the City via mail, email or phone.

In addition, written notification and information about the proposed Temporary Use Permit was sent to adjacent property owners notifying them of the proposed temporary uses and

inviting them to provide feedback. Furthermore, notices were posted on the City website and Facebook page.

Timing

The following table outlines the tentative timeframe associated with this Temporary Use Permit application.

Temporary Use Permit Application No. 2002 – Tentative Timeframe	
ACTIVITY	TIMING
Regular Council Meeting – Council directs staff to proceed with Temporary Use Permit to accommodate a drive-in theatre	May 25, 2020
Written notification sent to adjacent property owners	June 3, 2020
Notice published in the Grand Forks Gazette	June 10, 2020
Deadline for submission of written/verbal comments (which are transmitted to Council)	June 12, 2020
Council hears feedback from the public via a Zoom meeting (Zoom Meeting ID: 890 2551 9212 Password: 886960)	June 15, 2020 at 2pm
Regular Council Meeting – Council considers Temporary Use Permit No. 2002 for approval	June 15, 2020

Benefits or Impacts

General

As this application involves temporary land uses only, the property can be subdivided, serviced, and redeveloped at anytime for small lot residential.

Strategic Impact

Community Engagement

- The Temporary Use Permit was advertised in the paper and written notification to adjacent property owners invited feedback in writing or at the public feedback session. The proposal was also posted on the City's website and Facebook page.

Community Livability

- This temporary use is generally compatible with surrounding properties and festival/recreational activities have occurred on the property in the past.

Economic Growth

- The temporary use permit will allow interim community-oriented uses on vacant, underutilized property in the City and provide entertainment and community activities for the City's residents.

Fiscal Responsibility

- Other than time to prepare the staff reports and permit, minimal staff resources are required for this project.

Policy/Legislation

Local Government Act, the Official Community Plan, the Zoning Bylaw.

Attachments

Appendix 1 - Draft Temporary Use Permit No. 2002

Recommendation

THAT Council grant Temporary Use Permit No. 2002 to Cannafest Music Festival Ltd. on lands zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 and 520 SDYD Plan KAP64274, Parcel Identifier: 024-486-752.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.

Appendix 1 - DRAFT Temporary Use Permit No. 2002 (TUP2002)

**THE CORPORATION OF THE CITY OF GRAND FORKS
TEMPORARY USE PERMIT NO. 2002**

Issued to: CANNAFEST MUSIC FESTIVAL LTD.

(the "Owner")

Address(s) of Owner: 4229 Burke Street
Burnaby, British Columbia
V5H 1B5

2916 Commercial Drive
Vancouver, British Columbia
V5N 4C9

Date of Issuance: _____, 2020

1. This Temporary Use Permit is issued subject to compliance with all statutes, bylaws, orders or agreements, except as specifically varied by this permit.
2. This Temporary Use Permit applies to those lands within the City of Grand Forks, with the legal description and civic address as follows:

Parcel Identifier: 024-486-752
Lot 1 District Lots 380 & 520 SDYD Plan KAP64274, Land District 54
2420 68th Avenue

(the "Land")

3. The temporary uses permitted on the Land shall be:
 - a. Temporary RV and tent camping for special events such as music festivals and sports tournaments.
 - b. Seasonal drive in theatre and accessory temporary portable outdoor seating.
 - c. Community and family celebrations such as weddings, graduation ceremonies, funerals and national holiday celebrations with a duration of less than fifteen (15) hours.
 - d. Community sports events such as soccer tournaments.
 - e. Car shows.

- f. Fairs and agricultural events.
 - g. Community non-profit club meets for groups such as Scouts or religious organizations.
4. The temporary uses shall be carried out in accordance with the following:
- a. A seasonal drive in theatre may not operate for more than three (3) days per week.
 - b. No other single event or activity shall be carried on for longer than seven (7) consecutive days at a time.
 - c. All structures must be movable and temporary in nature.
 - d. Lighting must be focused on the site only and not be directed at or impact neighbouring properties.
 - e. The site must be fenced, landscaped and irrigated for dust control.
 - f. The site must be professionally supervised, maintained and regularly cleaned during all events.
 - g. RV/tent camping spaces will be organized with space between rows to ensure that fire and emergency vehicles can drive through the site.
 - h. All vehicular accesses to the site shall be located away from and vehicular traffic shall not impact nearby residential areas.
 - i. All events shall comply with all federal, provincial and local requirements, laws and regulations.
5. Notice of this permit shall be filed in the Land Titles Office at Kamloops, B.C. under Section 503 of the Local Government Act and upon such filing the terms of this permit or any amendment hereto shall be binding upon all persons who acquire the land affected by this permit.
6. This permit shall lapse on or before three years from the date of issuance.
7. The Land shall be developed strictly in accordance with the terms, provisions and conditions of this Temporary Use Permit. This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL FOR THE CORPORATION OF THE CITY OF GRAND FORKS AT A REGULAR MEETING HELD THE _____ OF JUNE, 2020.

ISSUED THIS _____ DAY OF JUNE, 2020.

Mayor Brian Taylor

Corporate Officer, Daniel Drexler

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: June 15, 2020

Subject: Proposed Lease - Amenity Space for Raven Place on Lot's B and C on 70th Avenue (File: LS2002)

Recommendation: **THAT Council authorize staff to enter into a three (3) year lease agreement, with the option to renew at the discretion of the City, with Boundary Family Services Society/BC Housing respecting the use of Lot's B and C on 70th Avenue as amenity space for the residents of Raven Place and FURTHER, to provide public notice of this intention in accordance with Section 94 of the Community Charter.**

Background

At the April 6, 2020 in-camera meeting, Council considered a request from the Boundary Family Services Society (BFSS) to use the four City-owned lots on 70th Avenue for additional amenity/green space for the residents of Raven Place (see letter in Appendix 1). Council directed City staff to contact the neighbours to obtain feedback on this request.

On April 30, 2020, a letter was sent to ten neighbouring property owners requesting their comments on this proposal. The City received comments from six neighbouring property owners (see Appendix 2).



BFSS is proposing to construct a gazebo, raised gardens and a small play area for the residents of Raven Place (6895 19th Street). They indicated that relocating and expanding several Raven Place amenities to the 70th Avenue lots would alleviate some of

the concerns expressed by adjacent property owners as well as provide more livable common spaces for the residents.

These lots are designated for single family residential in the Official Community Plan and are zoned R1 - Single Family Residential. Each of the lots is 0.07 ha (0.172 ac) in size for a total of 0.28 ha (0.69 ac). The lots were purchased by the City on March 25, 2019 for the purpose of West End strategic development opportunities, such as potential alternative access to the adjacent housing project, and/or to generally accommodate land uses or partnership opportunities that would be of benefit to the residents of the City. The lots are not serviced with developed roads or utilities.

It is noted that the City is presently undertaking a real estate strategy for City-owned lands, a comprehensive development plan for the West End and a review of the Official Community Plan, all of which may have implications for the future use of these lands.

Neighbourhood Feedback

City staff received comments about this proposal from six neighbouring residents. Four out of the six are generally in favour of this proposal (some conditional) with two responses indicating the amenity area should be open to the public. The full responses received are in Appendix 2. The table below provides an overview.

Response	Position	Comments
Response #1	Opposed	Other multi-family developments have received preferential treatment. There are ample public spaces in the area.
Response #2	In favour	This will address neighbours concerns about noise and smoking along the fence.
Response #3	In favour	This amenity space should be open to the public.
Response #4	In favour	Questions about funding and development.
Response #5	Opposed	Ample green space exists in the area. The lots should be used for access to Raven Place.
Response #6	In favour	This amenity space should be open to the public.

Recommended Option

Based on the feedback received from the community and to optimize the use of these lands for public purposes, staff is proposing that Council consider negotiating a lease with BFSS/BC Housing for the use of the two middle lots only as amenity space (Lots B and C). Lots A and D would remain vacant. The benefits associated with this option are:

- The space (1,390 sq m/15,000 sq ft) would be developed and maintained by Raven Place but public access to the site would be allowed.

- Lots A and D would remain vacant and act as buffers between the amenity space and the neighbouring residents on both sides.
- Lots A and D would remain available for future housing if and when the lands are serviced with water, sewer and roads.
- The upcoming Real Estate Strategy, West End and Official Community Plan reviews would examine options for the ultimate future use of these lands.
- Cost to the City is minimal, involving the preparation of the lease agreement.

It is also recommended that a plan be put in place regarding the improvements to be done to the space and that conditions be imposed to ensure that the space functions with limited impact on the neighbourhood. Some of these conditions would be:

- The western area of Raven Place between the apartment building and adjacent properties on Brycen Place should be declared a no smoking area.
- Social gathering areas should be located away from adjacent residents.
- The new amenity space on Lots B and C must be fenced on the east and west sides to provide a visual/sound buffer.
- The space should be maintained in connection with other outdoor spaces in Raven Place.
- BFSS/BC Housing must carry appropriate liability insurance in accordance with City policy.
- All conditions and requirements would be incorporated into the Lease agreement and the agreement will be vetted by legal counsel.

Staff spoke with a BFSS representative regarding the proposed lease. The BFSS representative concurred that this proposal would work with their plans to ensure that the designated smoking area for Raven Place would be moved away from the western property line and relocated to the lots. Other options were also discussed in the conversation including:

- a. Possible fencing on the north side; however, install a gate for access for the general public
- b. Potential expansion of the lease area to include part of Lot A & D if required while still maintaining a buffer zone

Public Notification

As per the Community Charter, Council's intention to temporarily dispose of City-owned lands to a non-profit organization must be advertised twice in the local paper. This notice will also be posted on the City website and Facebook page.

Benefits or Impacts

General

The recommended option addresses the concerns of both Raven Place and the neighbouring residents. Impacts from a new amenity space would be minimized due to open space buffers surrounding the area. The general public will benefit from having access to additional amenity space in the City.

Strategic Impact

Community Engagement

- Letters were sent to the neighbouring property owners asking them to comment on BFSS's request to use the lots. Council's intention to enter into a lease will be advertised twice in the local paper.

Community Livability

- Additional amenity space and relocating the smoking areas will benefit the entire project and its neighbours.

Fiscal Responsibility

- The recommended option will have minimal financial impact on the City (cost of preparing the agreement only).

Policy/Legislation

Local Government Act and the Community Charter.

Attachments

Appendix 1 - Request from Boundary Family Services Society

Appendix 2 - Responses received from neighbouring property owners

Recommendation

THAT Council authorize staff to enter into a three (3) year lease agreement, with the option to renew at the discretion of the City, with Boundary Family Services Society/BC Housing respecting the use of Lot's B and C on 70th Avenue as amenity space for the residents of Raven Place and FURTHER, to provide public notice of this intention in accordance with Section 94 of the Community Charter.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. Possible options:
 - a. allow for fencing on North side of property with gate access for the public
 - b. allow for lease of portions of Lot A & D if Lots B & C are deemed not large enough

Report Approval Details

Document Title:	20200615 RFD RMC LS2002 70th Ave Lots B and C for BFSS Raven Place.docx
Attachments:	- 20200615 Appendix 1 Letter from BFSS 70th Ave Lots.pdf - 20200615 Appendix 2 Responses_Redacted.pdf
Final Approval Date:	Jun 9, 2020

This report and all of its attachments were approved and signed as outlined below:

Daniel Drexler - Jun 5, 2020 - 2:24 PM

No Signature - Task assigned to Duncan Redfearn was completed by assistant Daniel Drexler

Duncan Redfearn - Jun 9, 2020 - 4:48 PM

Appendix 1

BOUNDARY FAMILY SERVICES SOCIETY

Box 2498
Grand Forks, BC V0H 1H0
Phone: (250) 442-2267



1200 Central Ave., Glanville Centre
Grand Forks, BC V0H 1H0
info@bfiss.org

21February2020

City of Grand Forks
7217 4th Street
Grand Forks, BC



Attn: Mayor and Council

Good afternoon.

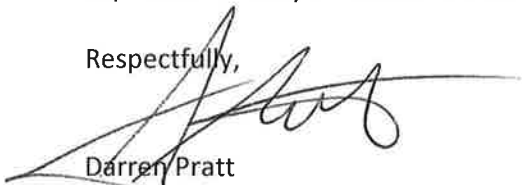
I am writing to continue dialogue about the possible options for the use of the four lots located on 70th Avenue adjacent to the BC Housing affordable housing development.

We have been briefed by City Staff as to the financial and logistical issues with accessing 70th Avenue via these lots. While these issues preclude addressing the safety concerns around access and egress, we would still like to obtain the use of these lots for green space (gazebo, raised gardens, and small play area).

We feel that this would help alleviate some of the concerns expressed by residents of Brycen Place, as well as to provide more livable common spaces for the residents of Raven Place.

My thanks to Mayor and Council for taking the time to consider this proposal.

Respectfully,



Darren Pratt
Executive Director



FILE CODE

Cent. Corp - BFSS re
70th Lots
possible options

Request for Use of City-Owned Properties

My wife and I bought our retirement home on Brycen Place seven years ago. We have met a lot of nice people in the community and love Grand Forks.

Brycen Place used to be one of the preferred areas to live in Grand Forks. Since B.C. Housing started construction on Raven Place, Brycen Place (adjacent) has lost four long time families/home-owners/tax payers. Some had previously been thinking about relocating, but it didn't take long before the construction in their back yards solidified the decision to sell while they still could. There are several more neighbors in the process of selling/listing their homes.

Unfortunately, one of the biggest eye sores in this area is the community garden behind the aquatic centre. I'm sure the City and volunteers had good intentions. Sadly, people willing to lend a hand to see this project to fruition seem few and far between. If the residents of Raven Place want a garden, I'm sure they'd be welcomed with open arms by the persons involved with the aquatic centre project. It's within walking distance from Raven Place for anyone that would like to get dirt under their fingernails!

Any children residing at Raven Place have access to the skating rink, aquatic centre, ball parks, skate park and playgrounds along with the rest of the children in Grand Forks. Questions associated with the proposed play area would be a) who would be on the hook to pay for equipment, etc., b) would it be fenced for access to just Raven Place, and c) who would be responsible for upkeep/maintenance?

Last year it was made abundantly clear by the citizens of Grand Forks that the wet facility proposed by B.C. Housing for the four lots adjacent to Raven Place was not viable. At the time, Council suggested that if a wet facility was not acceptable, perhaps a green space would work. This was also turned down by the citizens, and that a better use for these lots that now belong to the tax payers be thought through.

In short, [REDACTED] of [REDACTED] Brycen Place hereby go on record as saying a definite **NO** to the request for use of City-owned properties for residents of Raven Place. Our main concern is that there are other multi-family dwellings/apartment buildings in Grand Forks and to our knowledge none of these housing developments have received preferential treatment for their residents. Another concern is if there were expenses incurred for a gazebo/play area/raised gardens might they be passed along to Grand Forks tax payers. This would not be acceptable.

From: [REDACTED]
To: [Dolores Sheets](#)
Subject: Feedback for City Owned Properties
Date: Thursday, May 7, 2020 4:36:57 PM
Attachments: [REDACTED]

Hi Dolores

[REDACTED]

I am in support of this project. As it is now, the residents on Brycen Place have lost all sense of privacy and even security. We have also lost the use of our back gates that use to lead to a field and also quick access to the ball parks. This, we know, we will never get back.

As it is now, it is terrible. The 2 smoking huts are right along the fence lines and in behind certain residences. They are packed all day with people all day long. Issues from this is that the noise is constant and the smell of smoke (cigarette and marihuana) is constant. I have had to ask people to be more respectful at times as the language was inappropriate and I have a young child. Most of my neighbours I have spoken with feel they have lost the use of their backyards. In speaking with [REDACTED] he also advised that many tenants do not like the current set up as they don't feel that they have any useable space and that it is simply for the smokers. The current space is too small.

If the common space is moved to those lots, it will clearly help the residents of Brycen Pl. As well, it will greatly benefit the residents of Raven Pl with more space, and more open space for kids to play. It will also give the Raven Pl residents less exposure to the Brycen houses along the fence line and now they will have exposure to the park side, so for those that are considerate, they don't have to be so quiet. It is definitely a plus for all.

I hope my neighbours will speak up, but some are very elderly and may have issues doing so. I have spoken with many of them, and all have expressed frustrations with this current set up. No one is happy, so any change will likely be a benefit.

Please feel free to contact me back if you have any followup questions or concerns.

Thank you

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Received a phone call from [REDACTED] of [REDACTED] Brycen Place at 1:12 pm on May 6, 2020.

[REDACTED] did not have the ability to easily submit something in writing so asked if I could take the information and pass it on to Council. We discussed [REDACTED] comments at length and I read back to [REDACTED] what I would submit to Council.

[REDACTED] is in favour of the park/amenity space but is not in favour of it being open to only the citizens of Raven Place [REDACTED] said [REDACTED] would be quite dismayed (!!!) if [REDACTED] could not access and enjoy the space, meet the neighbours and watch the children play [REDACTED] suggested that the amenity space between Brycen Place and the apartment building could also be a shared space so the neighbours could meet and get to know each other. [REDACTED] also said [REDACTED] looks forward to a neighbourhood meet and greet to get to know the folks living in Raven Place.

From: [REDACTED]
To: [Dolores Sheets](#)
Cc: [Info](#); [Brian Taylor](#); [Zak Eburne-Stoodley](#); [Cathy Korolek](#); [Neil Krog](#); [Chris Moslin](#); [Rod Zielinski](#); [Christine Thompson](#)
Subject: BFSS proposal for 70th Avenue lots
Date: Thursday, May 14, 2020 9:36:46 AM
Attachments: [Raven Place proposed playground.docx](#)

[REDACTED]
Grand Forks, BC

May 11, 2020

Dolores Sheets
Manager of Development, Engineering and Planning
City of Grand Forks

Dear Ms. Sheets,

A neighbour provided me with a copy of your letter regarding the request by BFSS for Raven Place to use the four city-owned lots on 70th Avenue. As very little information was shared in your letter, I would appreciate your reply to my questions listed below.

The absence of foresight by all concerned, but especially BC Housing, when Raven Place was planned and then developed was stunning. The entrance/exit, lack of green space, plus the aspect of the buildings all led to questions as to BCH's competence. It is disappointing that what could have been a much nicer development went ahead without more thought as to the finished product.

The families who live at Raven Place are sorely lacking green space and a playground for the children. The two gazebos bordering on Brycen Place are used extensively, sometimes until late at night. The suggestion by BFSS to use the four city lots on 70th Avenue is interesting. I have several concerns/questions regarding their use, some of which I have listed below.

- Does the current zoning allow for this proposed use?
- Are the lots to be sold, leased or is there some other plan?
- If sold who would be the purchaser? Would the purchase price cover what the taxpayers paid for them?
- Will the facilities be for the sole use of Raven Place?
- Will the area be fenced so that the only entrance is from Raven Place?
- Will there be set times for use of the facility or would a 'quiet time' be imposed?
- Who would carry the liability insurance?
- Will there be any expense to city taxpayers?

If this proposal goes ahead, I am anxious it is carried out thoughtfully and blends in with the surrounding recreational area and residential housing.

I look forward to receiving your response.

Sincerely,

[REDACTED]
[REDACTED]

Copies: City Councillors and City of Grand Forks



Grand Forks B.C.

[REDACTED] VOH 1160

May 9-20

Deborah Skits

City of Grand Forks B.C.

In regards to your letter requesting that
Lots A, B, C & D on 70 Ave be used as green
space for BFSS

I as owner of adjacent land, I totally
disagree with the proposal. There is a
park within 100 ft of Raven Place in
which all residents from town are free
to use

when Raven Place was under
construction, no one even considered a
second driveway which was critical
The women's shelter does not have any
privacy and the daily traffic is just
ridiculous. Instead of a greenspace,
we could use another exit from Raven
Place to 70 Ave. It would be a much
better use of the land. Please consider

yours truly
[REDACTED]

May 13, 2020

Attn: Dolores Sheets

Dear Dolores,

As property owners near the City lots located on 70th Ave we have grave concerns regarding the use of these lots by the occupants of Raven Place.

When the issue of a land swap was brought up last year, both members of council and residents of the area introduced the idea of putting a City parkette on those lots. This would be a park for the residents of the **whole** city, not just Raven Place. We still think that is a very good idea, and hope that the city in its wisdom will follow through on this plan. This would **not** include moving the gazebos onto the 4 lots.

A city parkette would benefit the residents of Raven Place, Sunnyview Apartments, the condos on 19th and the townhouses on 21st and 22nd Streets as well as children attending ball games with their families.

The request that is being put forward is not feasible. Raven Place already has green space on the Westside of the property. If BC Housing, under the management of BFSS wants its residents to have more green space they only have to walk minutes in any direction to have access to the ball park, the river and walking trails. The Community Garden exists just across the black train bridge and the Learning Garden is a stone's throw from Raven Place. The City has already invested considerable money into the Learning Garden; it seems like a perfect fit for the residents of Raven Place to work on gardening with volunteer supervision.

When I, (Elizabeth) lived in the townhouses on 21st street, across the road from Raven Place, I rented a community garden plot for \$15 for the season and accessed the green space all around for daily walks. I do not understand why the residents of Raven Place could not do the same.

Your letter clearly states that the neighbours adjacent to Raven Place have concerns (complaints). Why in the world do you think it would be OK to move the problem from the south end of the property to the north end of the property, affecting a different group of neighbours. We personally witness, on a daily basis, the residents smoking and drinking in the Gazebos, and have heard from residents that it is non-stop partying. We think that it would behoove BFSS and the property manager to enforce a curfew on the space so that neighbours would not be bothered past 10:00 at night.

On a final note, both [REDACTED] and I have found BC Housing to be a terrible neighbour. They did not follow through on any of our complaints regarding cracked tile in our bathroom due to the heavy pounding during construction, or the damage to our driveway due to the compaction of the parking lot (4 times) at The Transition House. As well, despite asking BC Housing, through

[REDACTED], to plant evergreen trees that would have afforded privacy for both Raven Place and ourselves, there has been no action. We feel that if BC Housing gets a foothold on the 4 city lots, there will be no taking them back.

In conclusion, both [REDACTED] and I are vehemently opposed to moving the Gazebos from Raven Place onto the 4 city lots.

Yours respectfully,

[REDACTED]
[REDACTED]
[REDACTED]

Grand Forks, BC V0H 1H0

[REDACTED]
[REDACTED]

City of GRAND FORKS: DMAF PROGRAM CHARTER



Drafted by:

J. Dinsdale

May 4th, 2020

Updated May 22, 2020

TABLE OF CONTENTS

DMAF PROGRAM CHARTER3

1.1 Background..... 4

1.2 GRAND FORKS DMAF PROGRAM GOAL..... 7

1.3 Program Objectives 7

1.4 Guiding Principles 8

1.5 Operational Strategies..... 9

1.6 Program Scope 10

1.7 Program Assumptions 13

1.8 Program Constraints..... 14

1.9 Program Synergies..... 16

1.10 Program Risks..... 17

1.10 Project Prioritizaiton 19

1.11 Program Summary Schedule 20

1.12 Program Governance & Organizational Structure..... 22

1.13 Program Summary Budget 26

DMAF PROGRAM CHARTER

1.1 BACKGROUND

2018 Freshet Flood and Response

In the May of 2018, the City of Grand Forks and the outlying communities along the Kettle and Granby Rivers in the Regional District of Kootenay-Boundary (RDKB) experienced a 1 in 200-year flood event that significantly damaged large portions of the community's infrastructure, dwellings and economic base. A combination of late spring snow accumulation, rain on snow events, and high temperatures resulted in massive snowmelts in an extremely short period of time. Peak flows through Grand Forks reached 1,300 cubic metres per second, overtopping dikes and causing significant damage.

As forecasts predicted river rise above previously recorded highs, response preparation began for potentially catastrophic flooding. RDKB activated an emergency operations centre, the City of Grand Forks declared a state of emergency, and an evacuation order was issued for 1,471 residential and commercial properties in the North Ruckle, South Ruckle, Johnson Flats, and downtown areas as well as areas along the Kettle and Granby Rivers and tributaries in the Boundary Regional District.

More than 400 homes in those areas suffered moderate to major damage, and more than 50 were damaged beyond repair. Response measures such as public outreach, rescue operations, sandbagging, and the provision of needed services and supplies were undertaken collaboratively by local government officials, first responders, non-profit organizations, the Canadian Armed Forces, and hundreds of local volunteers.

Flood Recovery

The Regional District of Kootenay Boundary (RDKB) Emergency Program hired Don Dobson, a flood response expert, to prepare a technical report outlining flood impacts, safety concerns, and recovery options for flooded areas. The Boundary Flood Recovery (BFR) team and the City analyzed long-term flood-protection options provided in the report with technical peer review and internal and external stakeholder discussion of Dobson's report over a series of meetings. Staff submitted the preliminary expression of interest to the Disaster Mitigation and Adaptation Fund (DMAF) based on the outcomes of these analyses and workshops.

With input from all stakeholders through public meetings and a buyout survey, Grand Forks Councillors decided in early September, 2018, which flood-protection measures would best protect property and residents from future flood events and provide the lowest long-term risk. Council chose to increase Grand Forks' climate resilience by mitigating the effects of flooding using a combination of traditional grey infrastructure and innovative natural infrastructure.

The options adopted by Council included:

- Buying out approximately 130 properties in the high-risk floodplain areas such as North Ruckle, South Ruckle, Johnson Flats, and some downtown properties in order to construct dikes, green infrastructure, and create natural floodplains to provide more room for high water flows during flood events;
- Raising high-priority arterial roads;
- Restoring floodplains and riparian areas and protecting critical sites from erosion; and
- Helping affected residents relocate and find new homes and accommodations.

Estimated at close to \$57 million, these flood recovery measures were expected to unfold between 2019 and 2023.

In November 2018, the City hired Keystone Appraisals to estimate the values of properties identified for buyout. This information was needed to prepare an application for Infrastructure Canada's Disaster Mitigation and Adaptation Fund (DMAF). Two public meetings on December 13th, 2018 presented information to South Ruckle residents and the general public. The City also hired consulting engineers from Associated Engineering/Nor-Ex to provide cost estimates and create support documents related to the physical flood protection and floodplain restoration works in the DMAF grant application.

The BFR team, on behalf of the City, reported at late-January and mid-February public meetings that the City had applied for a \$49.9 million DMAF grant to cover the costs of property buyouts and flood protection infrastructure including wetlands, dikes, storm drainage, and riverbank stabilization. The City also applied for a \$3-million grant from the National Disaster Mitigation Program (NDMP) for flood protection and stormwater improvements on the east side of downtown.

In June 2019 Grand Forks received confirmation of \$51.6 million for flood response efforts, including Provincial funding for the work submitted under the NDMP program. The Federal government provided nearly \$20 million, and the Province pledged almost \$28.9 million with an additional \$2.6 million to secure the downtown, and the City committed to contributing \$1 million.

Recovery to Resilience

Through October to December 2019, the City issued an RFP for a consultant to lead the Land Acquisition Program (LAP), and approved implementation of a program Communications Plan developed by Alliance Communications (AC) to ensure all stakeholders and partners are well informed/engaged in discussions about important issues, efforts, and events as the LAP unfolded. This resulted in the City adopting the “Recovery to RESILIENCE” campaign to support community needs during the LAP and flood mitigation program

In January 2020, Council approved the Land Acquisition Program (LAP) design submitted by the Land Acquisition Team (LAT – Keystone Appraisals) on January 20th. Details of the plan, including the approved method for determining fair market value and additional compensation factors, were uploaded to Keystone’s website and shared via a letter to affected property owners the following week. Community engagement and information meetings were also held with potential “buy-out” homeowners throughout this period. As of today, current trends are very positive with respect to the voluntary “buy-out” program, with an anticipated acceptance of initial offers trending well above 90%.

1.2 GRAND FORKS DMAF PROGRAM GOAL

"To protect the community of Grand Forks and the Boundary Region against current and future overland flood and land erosion risk for the next 100+ years."

1.3 PROGRAM OBJECTIVES

The following Program Objectives represent a broad cross section of consensus driven discrete measurable deliverables that if achieved represent overall Program Success.

- (1) Remove and/or significantly reduce overland flood & erosion risk to Residential, Commercial and Industrial neighbourhoods within the City of Grand Forks as soon as prudently possible.**
- (2) Where feasible, leverage program opportunities to re-invest resources made available in the Program, and support the community through direct engagement of local companies and employment opportunities for local residents.**
- (3) Incorporate, expand and/or enhance natural infrastructure and community greenspaces (parks), community access (trails) and other direct and indirect outdoor activities for public use and enjoyment in conjunction with flood mitigation works.**
- (4) Minimize, as economically prudent, physical waste and environmental impacts of physical works and physical assets retained and/or obtained throughout the program, by re-using existing materials, recycling, and reducing the use of non-natural materials.**

1.4 GUIDING PRINCIPLES

The following guiding principles have been adopted to ensure that they align to objectives set out by the Program Sponsors. These principles provide strategic level guidance for all program staff, stakeholders and participants as it is delivered through its various stages. The following principles will help guide and orientate project stakeholders, managers, and staff as they navigate the difficult and sometimes divergent situations that may occur during the program to ensure the Program Objectives are delivered successfully.

(In order of importance)

- 1st Elimination and/or significant reduction of flood risk:** Design and implement effective and sustainable long-term mitigation works that eliminate and/or significantly reduce the overland flood and erosion risks to the residents of Grand Forks, as well as protect the residential, commercial, and industrial sectors of the City and their respective property and operations. Reduce erosion risk and increase floodplain resilience at key sites in the Boundary.
- 2nd Capital Preservation & Optimization:** The program will strive to preserve and optimize Capital Expenditures, as well as create a foundation to leverage, where possible, synergistic revenue generation strategies to ensure adequate funding is maintained to achieve program objectives and maximize the Return of Invested Capital (ROIC).
- 3rd Equity amongst Stakeholders:** The program will strive to provide a balance between all key stakeholders (City Residents, First Nations, Federal and Provincial Funding partners, RDKB) interests as outlined in these guiding principles, and the Program's Objectives. To ensure each stakeholder group has input into the process and are treated fairly, respectfully, and transparently. Collaboration to create WIN, WIN, WIN scenarios is to be aggressively pursued.
- 4th Environmental Stewardship:** The program will develop strategies that minimize environmental impacts at both the regional and local levels. Enhance and expand, where possible, the use of low maintenance and environmentally sustainable engineering and natural infrastructure works to meet program objectives.
- 5th Creation and enhancement of public greenspace opportunities:** The program, where applicable and aligned to the other guiding principles, will incorporate and/or expand opportunities to enhance the natural beauty of the flood mitigation works, and increase public access and enjoyment of the physical flood mitigation works (i.e. trails, park space, leisure spaces and other such indirect amenities).

1.5 OPERATIONAL STRATEGIES

The following operational strategies, along with others that may be developed and initiated from time to time throughout the life of the Program will be implemented, where applicable, to ensure Program objectives are met in accordance with the guiding principles outlined above:

1.5.1 Program Management / Procurement Strategies:

- Contractual procurement methodologies as may be applicable (i.e. Construction Management @Risk, Design-Build, Design-Bid-Build)
- Pre-construction supplier negotiation and/or bulk buying of materials
- Risk shifting through contractual terms
- Limited Bonding, Wrap-up Insurance policies
- Liquidated Damages and/or other performance related clauses

1.5.2 Financial Strategies:

- Investment of Front End Loaded (FEL) money to supplement existing funding
- Delayed City Contributions (where applicable)

1.5.3 Resources Strategies:

- Mandated local company participation and/or local resident employment opportunities
- Re-use and recycle opportunities with existing or purchased assets and materials (i.e. existing diking material/aggregate, purchased houses, etc.)
- Salvage opportunities to residents, non-profits, and/or for-profit companies
- 3rd party (non-profit, for-profit and educational) program participation

1.5.4 Environmental Strategies:

- Environmental offsetting strategies
- Natural vs. manufactured flood control structures (i.e. earth berms vs. flood walls, etc.)
- The ability to incorporate community access trails and greenspaces into or on-top of new constructed flood mitigation works (i.e. dikes and natural flood control structures)
- Erosion control that aids in terrestrial and aquatic and riparian habitat development

1.5.5 Communication Strategies:

- Social Media platforms
- Community engagement and program information sharing meetings
- Set Office hours & Static displays
- Face to Face meetings with key stakeholders (i.e. First Nations, community groups, etc.)

1.6 PROGRAM SCOPE

1.6.1 In Program Scope

The overall scope of the Program will include the construction of both Hard Engineering (Dikes, Flood walls, etc.) and Soft Engineering (vegetative plantings, erosion control, etc.) mainly located within the city limits of Grand Forks. However, some works will be located within the rural areas of the RDKB and encompass site specific erosion control measures. (Please reference attached Section 1.6.3 - Scope of Work Map Reference Map below for more details)

The objective of these individual scopes of work is to first and foremost cumulatively remove or significantly decrease the exposure to overland flood events and associated damage to critical infrastructure systems (electrical distribution, wastewater collection and treatment, water distribution, road and rail transport), as well as protect sensitive land use areas in commercial, industrial and residential areas through-out the City.

The Program will also increase the stability and function of riparian and floodplain environments and decrease the risk of erosion and land loss in rural residential, agricultural and natural ecosystems both within the City and the greater RDKB regional areas.

Specifically, the program will utilize a combination of floodplain re-establishment and the construction of flood mitigation infrastructure to achieve these goals, creating over 40 ha of new floodplain and constructing over 3 km in dikes and flood barriers. Additionally, a new stormwater main will be constructed on the East side of downtown to support drainage during flood events as part of the flood mitigation program. For the erosion protection, riparian restoration techniques will be utilized to reduce erosion and improve natural riparian function throughout the Kettle River Watershed.

To undertake this work, it has been determined that the neighbourhood of North Ruckle due to its high flood risk location is to be “bought-out” and returned to a natural flood plain state, thus increasing short term flood volume capacity at the confluence of the Kettle and Granby Rivers in order to permanently reduce risk in that area and reduce high water flows and minimize overland flooding of more critical areas within the City during annual freshet season. The City will strive to achieve this buyout through an entirely voluntary program, and work to provide fair market value and compensation factors that, as much as feasible, mitigate losses to net worth. However, in order to be equitable to all community residents and stakeholders the program will not provide betterment to these property owners.

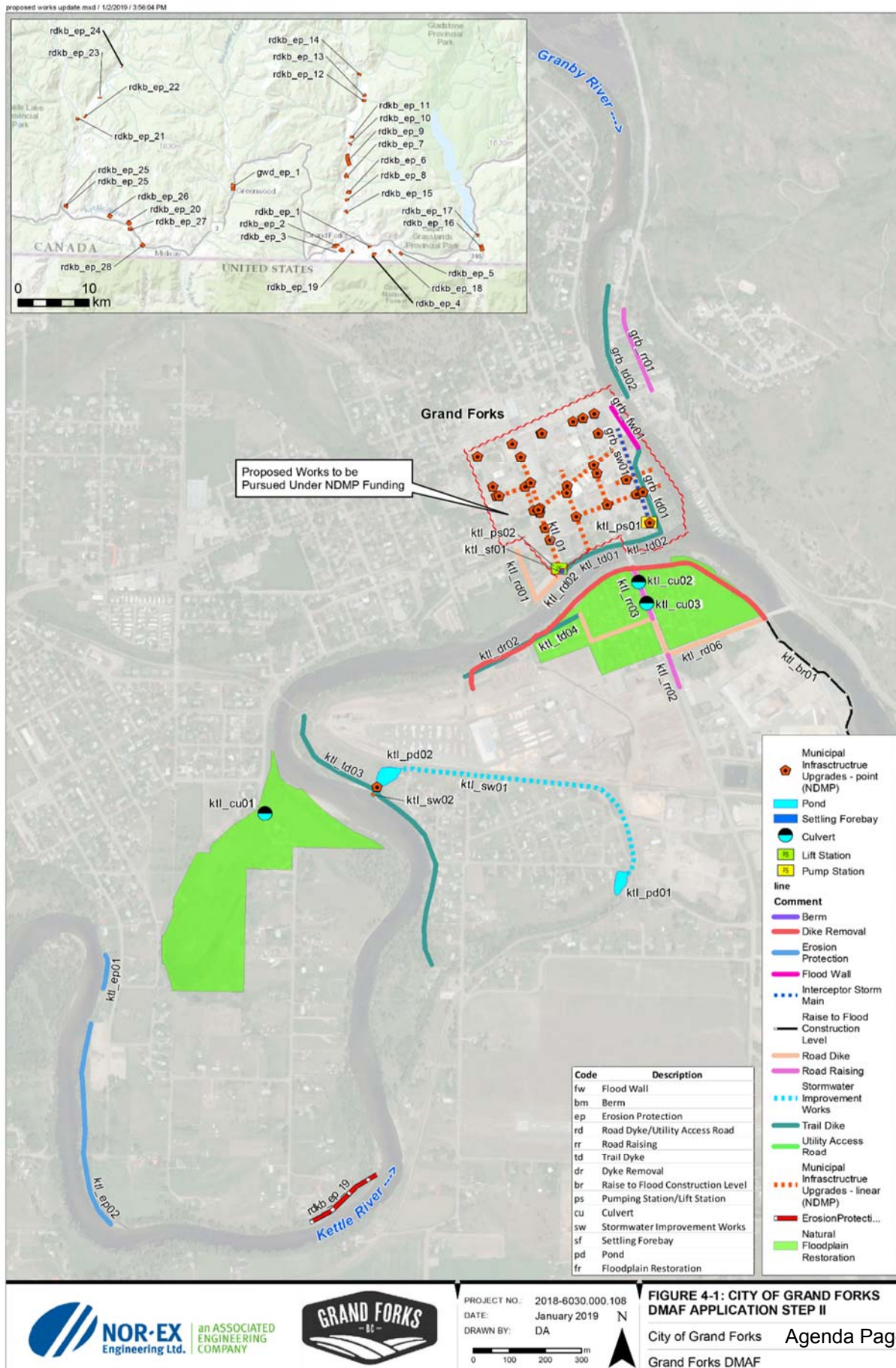
Direct disposal of retained or purchased assets for cost recovery, and/or salvage value for the program is included within this program. (See Out of Scope Section for further clarifications with respect to this element)

1.6.2 Out of Program Scope

The following specific scenarios, opportunities, and works are to be excluded from this Program's scope of work, although the Program may provide the foundations, and fundamental supports necessary for these opportunities:

- Direct or indirect utilization (moving, sale, or disposal) of purchased or retained assets to create affordable, market, or other development opportunities.
- Creation of 3rd party development of social, affordable, or other housing programs.
- Parcel specific, or commercial, industrial and/or residential parcel property flood protection works that are outside of, or not aligned with the broader flood mitigation works

1.6.3 SCOPE OF WORK REFERENCE MAP



1.7 PROGRAM ASSUMPTIONS

The following assumptions are deemed incorporated and understood in the drafting and acceptance of this charter. If the following assumptions materially change, or prove otherwise incorrect, the resulting outcomes, deliverables, and estimations may also change accordingly.

Market Conditions – It is assumed that current construction market condition remain relatively stable at $\leq 2\%$ per annum.

Short Term Flood Risk – It is assumed that the City will not encounter a flood event equal to or greater than 1 in 20yr event prior to 2023 freshet.

Voluntary Land Acquisition Program Success – It is assumed that the voluntary land acquisition program maintains a high degree of success, specifically relating to high priority acquisitions, as so not to delay the Flood Mitigation Project physical start dates.

Funding Security – It is assumed that current COVID-19 environment will not materially affect funding amounts and/or funding commitments as the longer-term impacts of the pandemic become clearer.

Climate Change – It is assumed that longer term climate change impacts with respect to causation, duration, and magnitude of regional flood events of will not substantially change from what has been and will be allowed for in the Flood Mitigation Works designs.

Regulatory Permitting & Approvals – It is assumed that once final detailed designs are complete, Permitting and Approvals to proceed with the works will take no longer than 140 days from Application submittal to final approval to proceed.

COVID-19 Pandemic – It is assumed that the economic, social distancing, supply-chain interruptions, labour and regulatory resources and other general direct and indirect impacts of the current pandemic will not last longer than 4 months in duration, and that the disposition of such activities will generally be similar to that of the pre-pandemic environment.

1.8 PROGRAM CONSTRAINTS

1.8.1 Cost Related Constraints

Program Budget – The program as approved under this Charter in conjunction with our Federal and Provincial funding partners has a limited funding envelope and budget. Possibilities of further funding from our partners, if required, is very low. Given this, there is a budget constraint across the program with respect to the Flood Mitigation Program, especially given that pre-cursor LAP spending trends are above target budgets at the current time.

Macro & Micro Construction Market Conditions – Notwithstanding the current direct impacts of the COVID-19 Pandemic on the regional construction market, there are always typically peaks and valleys with respect to the Macro & Micro Construction Markets. Such natural swings will no doubt be exacerbated by how the markets choose to react to the post-pandemic environment, as such a increase in project costs associated to labour, equipment, and material scarcity is must be considered, and as such could pose a significant budgetary constraints to the program.

1.8.2 Scheduling Constraints

Fish Windows – Perhaps the biggest constraint to scheduling of the physical flood mitigation works is the regulatory requirements as it pertains to working in and in close-proximity to the river. As a large portion of the considered flood mitigation works will require working within the actual river water, work will need to be scheduled around pre-determined “fish windows.” Such windows are regulatory approved timeframes where such works within a stream, river, or water body can occur. Typically, these windows are quite limited and are typically 6-8 weeks long usually starting in the month of August. As such works within a stream or river even though it could be started earlier, will need to be delayed until such a “fish window” occurs. Even though other works such as design, pre-construction, mobilization, and out of stream works can be undertaken, such “fish windows” will provide constraints to optimizing the Programs schedule.

The Boundary fish windows are available from this link.

https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/working-around-water/timing_windows_boundary_may2018.pdf

Freshets – The annual snow melt event known as “freshet” can also cause a constraint to the Program schedule as its timing, duration and magnitude are not normally known until only a few days prior to an event. As such physical works around a river that is experiencing Freshet, can be impact from a scheduling point of view, as the high water table may saturate sub-surface streambanks and surrounding areas making them unstable(dangerous to operate in safely), and/or pose continuous water infiltration issues while excavation and sub-surface works are underway.

Land Acquisition – As logically follows, the higher priority projects from a risk mitigation perspective are those that are situated in the higher risk of flood areas. This situation obviously necessitates the acquisition of those lands prior to physical flood mitigation works starting. The speed and timing of when these properties are acquired also provides a scheduling constraint, in such an event that a property has not been acquired prior to flood mitigation works in that area starting.

Permitting – As stated previously in this Charter, Permitting and Approvals from the various regulatory bodies are estimated to take between 90 to 140 days from application submittal to final permit approval. Such durations when coupled with investigation, design, pre-construction activities may create sub-optimal schedule constraints, as opportunities to start necessary in-stream works during a “fish window” may be missed in a given year.

1.8.3 Scope Related Constraints

Construction Complexity & Interconnectivity – Although the specific projects considered within the program can be considered to be relatively straight forward civil construction projects when viewed independently, their intra-connectivity and relationships with existing public/private infrastructure, each other, and the daily activities of the residents of Grand Forks as they go about their daily activities in the City make the Program much more complex. Such inter-relationships pose their own unique Program and Project level constraints. Ideally, the majority of the projects could be undertaken simultaneously to expedite risk reduction to the City, however, such a plan is fraught with risk, and must be carefully balanced and constrained against the other significant risks and constraints outlined previously. It should be noted that if such a en-masse plan were to be adopted, other very significant negative risks and challenges would like be encountered. Issues such as:

- Overall disruption to City and resident activities as disruptive work commences in multiple areas through-out the City (ie. dust, noise, debris)
- Overall safety relating to industrial traffic moving through-out, into and out of the city, and the necessity for enhanced traffic control measures;
- Related traffic congestion for resident industrial and commercial activities;

- Large scale disruption across the City in economically critical seasons such as summer and fall, thus risk to viability of tourist season;
- The availability of already strained resources such as people, contractors, equipment, and supplies to take on the volume of work, thus creating cost containment/financial risks, etc.
- The ability to City staff to effectively coordinate multiple sites (span of control), and effectively deal with project-specific issues, and interactions with adjacent properties, residents, businesses, etc. (prioritize efforts by greatest impact and scale)

1.9 PROGRAM SYNERGIES

The following synergies (opportunities) have been identified within this Program:

- 1.9.1 Scope Overlap** – Upon review of the various scopes and areas of work contemplated within the program, it was noted that there is potential for the Program works to overlap and/or be undertaken complimentary to other Non-DMAF related planned City works. As such, synergies exist to undertake these works in coordination with each other to leverage economies of scale, optimizing timings of works, reduce disruption, and/or decrease costs associated to set-up, access, material purchase and mobilization.
- 1.9.2 Leveraging of retained Assets** – Although out of the DMAF Program Scope, it has been identified that as properties under the LAP are purchased, the improvements (i.e. Houses, sheds, garages, shops, etc.) do hold value. As such, this creates an opportunity to repair, sell and/or relocate some of these assets for profit and for non-profit when considered and combined with some City investment and other 3rd party benefactor programs (i.e. MDS, Red Cross, Fortis, Habit for Humanity, etc.). Such a Program could feasibly be foundational to developing creative cost-effective solutions to a multitude of affordable housing strategies within the community. Additionally, the City could pursue For-profit Development opportunities and/or Joint Ventures with the private sector to increase housing supply within the community, and boot-strap other development opportunities.

1.10 PROGRAM RISKS

1.10.1 Financial / Budget

The current estimated budget including contingencies is just under \$56.9 Million dollars inclusive of contingencies. Just over \$5.2 Million of this represents the City's current financial exposure within the program. Notwithstanding the contingencies within the budget, and given the overall complexity, duration, and liabilities associated to the Land Acquisition Program, there remains a significant risk with respect to budget across the program, as it is highly unlikely that further funding will be granted from either the Provincial or Federal government. As such the Program team will be extremely prudent in allocation of this funding and have developed strategies to mitigate Financial / Budget risk throughout the Program to ensure adequate funding is available to meet the Program Objectives.

1.10.2 Resources both external and internal

Although as stated previously, the individual projects are relatively small from a physical construction perspective, the overall Program administration, management, and Governance of the Program is complex. As such, the Program requires asymmetric internal resource allocations to ensure it is completed competently and efficiently. Further given the physical distance to large urban commercial areas it may be difficult to find external consultants and contractors willing to undertake the work in a efficient and timely manner, and if so, there will most likely be a cost premium thus increasing the financial risks to the program.

1.10.3 Schedule

The program as stated is complex and thus requires a significant amount of pre-planning, permitting and consultation with stakeholders to ensure positive program outcomes. Although this has been scheduled into the overall program, each area of the pre-construction planning if delayed could pose a schedule "knock-on" effect to program schedule and its associated deliverables.

1.10.4 Continued Flood Risk - Starting in late 2019

The overall program length is estimated to be 5 years in duration with the majority of the physical flood mitigation works occurring in years 2-4. For the city to be fully protected from flood risk, most of flood mitigation work will need to be completed as they work in conjunction and are interrelated to various degrees. As such the City and surrounding areas will continue to experience physical flood risk for the next 1 to 2 years. Given this continued risk, this charter sets out priorities and guiding principles which will inform program staff as to the which sectors of the City are to be protected from future flood risk during the duration of the Program.

1.10.5 Liability Risk associated to Buy-out

One of the key guiding principles of the program is to remove or significantly reduce flood risk to the Community. In alignment with this principle the North Ruckle Neighbourhood is to be bought-out from current homeowners and returned to a natural flood plain. This will be undertaken through the Land Acquisition Program as described in this Program Charter. Although this completely eliminates flood risk to these residents, and indirectly to the City, the Buy-out program is voluntary in nature, and thus a risk arises from Legal Liability to the residents of North Ruckle and other buy-out areas as the program moves through this process.

1.10.6 Covid-19 Pandemic

The current Covid-19 Pandemic has brought unique and never before encountered risks to the Program. The actions by governments pose both positive and negative risk to the Program. Although construction is still considered to be an essential service at this time, the uncertainty around spread, the requirement for social distancing, and the overall general commercial supply chain disruption, among other less direct means pose a significant risk to program administration, design, and physical construction operations, thus potentially exacerbating other negative risks outlined above. Conversely, there is a potential positive risk that given that commercial enterprise has been curtailed for such a period of time, the applicable industry market-place may see significant cost reductions for design and engineering services as well as construction services as it seeks to recover and re-constitute itself immediately after the pandemic passes.

1.10 PROJECT PRIORITIZATION

The specific projects are to be evaluated and prioritized for execution based on the following weighted key criteria, and geographically grouped for economies of scale and mitigation of disruption to day to day City activities:

		Property Acquisition Required	Permitting Complexity	Economic Protection	Critical Infrastructure Protection	Public Safety Protection	Public Opinion	Work Seasonality	Final Total	Priority Ranking
	Weighting	10%	10%	20%	20%	20%	10%	10%	100%	
Work Package	Structural Projects [Hard Engineering]	Score (Weighted Score)								Priority Ranking
Work Package 1	Downtown East (Dike and Stormwater)	4 (0.4)	3 (0.3)	4 (0.8)	5 (1)	2 (0.4)	2 (0.2)	5 (0.5)	3.6	1
	Downtown Trail Dike	3 (0.3)	2 (0.2)	5 (1)	4 (0.8)	3 (0.6)	4 (0.4)	3 (0.3)	3.6	2
Work Package 2	Trail Dike (Rockwool) Raise to FCL	5 (0.5)	3 (0.3)	5 (1)	3 (0.6)	3 (0.6)	2 (0.2)	3 (0.3)	3.5	3
	North Ruckle Dike & Road Raise	5 (0.5)	3 (0.3)	4 (0.8)	4 (0.8)	3 (0.6)	2 (0.2)	3 (0.3)	3.5	3
Work Package 3	South Ruckle Trail Dike	3 (0.3)	3 (0.3)	3 (0.6)	3 (0.6)	4 (0.8)	4 (0.4)	3 (0.3)	3.3	5
	South Ruckle Storm Drain / Ditch	2 (0.2)	4 (0.4)	2 (0.4)	1 (0.2)	2 (0.4)	3 (0.3)	3 (0.3)	2.2	9
Work Package 4	Granby Road Raise	5 (0.5)	4 (0.4)	3 (0.6)	2 (0.4)	1 (0.2)	2 (0.2)	5 (0.5)	2.8	6
	Granby Trail Dike	3 (0.3)	2 (0.2)	3 (0.6)	3 (0.6)	1 (0.2)	2 (0.2)	2 (0.2)	2.3	7
Work Package 5	Johnson Flats Bank Protection	5 (0.5)	2 (0.2)	1 (0.2)	1 (0.2)	2 (0.4)	1 (0.1)	2 (0.2)	1.8	11
Work Package 6	Rural Bank Protection	5 (0.5)	3 (0.3)	1 (0.2)	1 (0.2)	1 (0.2)	1 (0.1)	2 (0.2)	1.7	12
	Natural Infrastructure Projects									
	North Ruckle Floodplain Restoration	0 (0)	3 (0.3)	2 (0.4)	2 (0.4)	3 (0.6)	3 (0.3)	3 (0.3)	2.3	8
	Rural Riparian Restoration	5 (0.5)	3 (0.3)	2 (0.4)	1 (0.2)	1 (0.2)	3 (0.3)	2 (0.2)	2.1	10
Scoring Legend		High [4-5pts]	Medium(2-3 pts)	Low(0-1pts)	Note: Despite being lower in priority, the South Ruckle Storm Drain / Ditch will be done at the same time as the South Ruckle Trail Dike due to the close proximity of the projects.					
Property Acquisition		0-1	2-4	>5						
Permitting		Moderate	Significant	Complex						
Economic Protection		High	Medium	Low						
Public Opinion Sensitivity (?)		High	Moderate	Low						
Critical Infrastructure Protection		High	Moderate	Low						
Public Safety Protection		High	Moderate	Low						
Seasonality Sensitivity (?)		4	2-3	1						

1.11 PROGRAM SUMMARY SCHEDULE

Phase	Description	Target Date(s) & Timeframes
DMAF- Initiation	DMAF Application Submission	Jan 2019
DMAF - Initiation	DMAF Grant Approval	Jun 2019
DMAF - Initiation	Provincial Funding Agreement	Dec 2019
DMAF - Initiation	Federal Funding Agreement	June 2020
Land Acquisition Program		
LAP - Consultant Procurement	LAP Consultant Award	Sept – Nov 2019
LAP - Design	LAP Program Development and Approval	Nov 2019 – Jan 2020
LAP – Execution	Perform Fair Market Value Assessments	Nov 2019 – Jul 2020
LAP – Execution	Formulate and Present Purchase Offers	Jan – Oct 2020
LAP – HAZMAT Review	Assess Houses for Hazmat	Apr – Sep 2020
LAP – Monitor & Control	Process accepted Offers & take possession	April – Mar 2021
LAP – DEMO, Move, Other	DEMO, Sell, or relocate purchased	Oct 2020 – Jan 2021
LAP – Close-Out	All Offers complete and all files finalized	Mar 2021
Flood Mitigation Program		
FMP Planning – Schematic Design	RFP for Program Schematic Design Phase	May 2020
FMP Planning - Detailed Design (Work Package #1)	Included in Schematic Design RFP Above for Downtown Dikes & Stormwater Interceptor	May 2020
Work Package # 1	Downtown – Design and Construction	Aug 2020 - Oct 2021
WP # 1.3 (A)	Riverside Stormwater Interceptor (RSI)	Aug 2020 – Mar 2021
- Design	RSI Design Phase	Aug – Dec 2020
- Permitting	RSI Permitting Phase	Dec 2020 – Jan 2021
- Tender and Construction	RSI Tender and Construction	Dec 2020 – Mar 2021
WP # 1.3 (B)	Downtown Dikes (DD)	Sep 2020 – Oct 2021
- Design	DD Design Phase	Sep - Dec 2020
- Permitting	DD Permitting Phase	Dec 2020 - Jul 2021
- Tender and Construction	DD Tender and Construction	Jul – Oct 2021
Work Package # 2	North Ruckle - Design & Construction	Oct 2020 - Jun 2022
WP # 2.0 - Design	North Ruckle Dike Design Phase (Road Raise & Trail Dike)	Oct 2020 – April 2021
WP # 2.1	North Ruckle Road Raise	Oct 2020 – Oct 2021
- Permitting	North Ruckle Road Raise Permitting	Apr - May 2021
- Tender and Construction	North Ruckle Road Raise Tender and Construction	May - Oct 2021
WP # 2.2	North Ruckle Trail Dike	Oct 2020 – May 2022
- Permitting	North Ruckle Trail Dike Permitting Phase	Apr - Oct 2021
- Tender and Construction	North Ruckle Trail Dike Tender and Construction	Oct 2021 – May 2022

Phase	Description	Target Date(s) & Timeframes
Work Package # 3	South Ruckle - Design & Construction	Mar 2021 – Nov 2022
WP # 3.0 - Design	South Ruckle Design Phase (Culvert and Erosion Protection)	Mar – Aug 2021
WP # 3.1	South Ruckle Culvert	Aug 2021 – May 2022
- Permitting	South Ruckle Culvert Permitting Phase	Aug – Dec 2021
- Tender and Construction	South Ruckle Culvert Tender and Construction	Dec 2021– May 2022
WP # 3.2	South Ruckle Erosion Protection	Aug 2021 – Nov 2022
- Permitting	South Ruckle Erosion Protection Permitting	Aug 2021 – Feb 2022
- Tender and Construction	South Ruckle Erosion Protection Permitting Tender and Construction	May - Nov 2022
Work Package # 4	Granby Road Raise & Dike (GRRD) - Design & Construction	Apr 4 2020 - Nov 2022
WP # 4.0 - Design	GRRD – Design Phase (Road Raise & Trail Dike)	Apr 4 2020 – Oct 2021
WP # 4.1	GRRD – Road Raise	Oct 2021 - Jun 2022
- Permitting	GRRD – Road Raise Permitting Phase	Oct – Dec 2021
- Tender and Construction	GRRD – Road Raise Tender and Construction	Jan – Jun 2022
WP # 4.2	GRRD – Trail Dike	Oct 2021 - Nov 2022
- Permitting	GRRD – Trail Dike Permitting Phase	Oct 2021 – Apr 2022
- Tender and Construction	GRRD – Trail Dike Tender and Construction	May – Nov 2022
Work Package # 5	Johnson Flats Erosion Control (JFEC) - Design & Construction	Apr 2021 - Nov 2022
WP # 5.0	Johnson Flats Erosion Control	Apr 2021 - Nov 2022
- Design	JFEC - Design Phase	Apr – Oct 2021
- Permitting	JFEC - Permitting Phase	Oct 2021 - Mar 2022
- Tender and Construction	JFEC - Tender and Construction	Mar - Nov 2022
Work Package # 6	Rural Erosion Control (REC) - Design & Construction	Apr 2022 - Nov 2023
WP # 6.0	Rural Erosion Control	Apr 2022 - Nov 2023
Design	REC - Design Phase	Apr – Oct 2022
Permitting	REC - Permitting Phase	Oct 2022 – Mar 2023
Tender and Construction	REC - Tender and Construction	Mar – Nov 2023

1.12 PROGRAM GOVERNANCE & ORGANIZATIONAL STRUCTURE

Summary Program Organizational Structure		
Role	Name	Function
Program Sponsors	City Council / CAO	<ul style="list-style-type: none"> The Program Sponsors provide strategic guidance and overarching Program Guidelines and Program Objectives to be achieved. The Sponsors also approve and allocate the specific resources required to complete the Program successfully.
Funding Partners	Province of BC / Govt. Of Canada / City of Grand Forks	<ul style="list-style-type: none"> The responsibility of these “funding” partners is to provide the funding to the program, and ensure the funds are expensed according to their specific respective programs’ requirements.
Program Steering Committee	Duncan Redfearn Dolores Sheets Graham Watt Justin Dinsdale	<ul style="list-style-type: none"> The Program Steering committee provides guidance and deals with issues and decisions that are required from time to time, at a lower level strategic, and higher operational level, that the Program may encounter.
Program Manager	Justin Dinsdale	<ul style="list-style-type: none"> The Program Manager has the over-arching responsibility to ensure the Program is delivered in the manner, schedule, and budget allocated by Program Sponsors and Funding Partners
Flood Mitigation Program [FMP] Track Lead	Justin Dinsdale	<ul style="list-style-type: none"> The FMP Track Lead has the over-all responsibility to manage the Flood Mitigation Program within the overall Program by meeting the objectives and deliverables of the Program Sponsors within the timeframe and budget allocated.

Land Acquisition Program [LAP] Track Lead	Graham Watt	<ul style="list-style-type: none"> The LAP Track Lead has the over-all responsibility to manage the Acquisition of Real Property required as a pre-cursor for the Flood Mitigation Works within the budget and schedule of the overall Program allocations.
Financial Officer	Juliette Rhodes	<ul style="list-style-type: none"> The role of the purchasing officer is coordinate the financial transactions required to purchase the Real Property purchase under the LAP.
Key Stakeholders	<ul style="list-style-type: none"> Residents of Grand Forks & Surrounding community City Council Province of BC Govt. Of Canada RDKB City Staff First Nations 	<ul style="list-style-type: none"> Key stakeholders have significant influence over, and a high degree of interest in the success or failure of the project. As such their function is to provide significant input into the governance and steerage of the Program respective to their interests. Theses interests can be either or both qualitative and quantitative(financial) in nature.
First Nation Accommodation & Consultation Coordination	Graham Watt & Justin Dinsdale	Graham and Justin will spearhead and coordinate First Nations Accommodation and Consultation processes with the various First Nation stakeholders through 3 rd party consultants, and/or first hand interactions.
Subject Matter Experts (SME'S)	Justin Dinsdale (JD) Graham Watt (GW) Dolores Sheets (DS) David Bruce (DB) Juliette Rhodes (JR)	JD - Construction Management, Contract Law, Program Management, Insurance, General Operations, Scheduling GW - Environmental Planning, GHG, First Nations, City Planning, and Land Acquisition Programming DS - Municipal Development, Planning, Engineering, City Planning Strategies DB - Building Codes, Bylaws & Local Regulations JR -City Finances, Budgeting, and Purchasing

RACI Matrix

DMAF

Roles and Responsibilities

Responsible, Accountable, Consulted, Informed

		ROLES																		
		Emergency Management British Columbia	Infrastructure Canada	City Council and Mayor Brian Taylor	CAO Duncan Redfearn	Graham Watt	Justin Dinsdale	Delores Sheets	Daniel Drexler	Dave Bruce	Maurice Wutze	First Nations	Buyout Impacted Residents	Non-Buyout Impacted Residents	FLNRORD	Roly Russell	Chris Marsh	Travis Arnold Consulting	Keystone Appraisals	Alliance Communications
Deliverable or Task	Status	Funders / Leadership				Program Team						Stakeholders						Consultants		
General Project Management																				
Scheduling		I	I	C	C	C	R	C	C	I	C	C	I	I						I
Program Administration		C	C	I	I	C	A	C	I	I	I									
Contract Administration		C	C	I	I	C	A	I	I	I	I									
Budgeting Management		I	I	I	I	C	A	I	I	I	I		I	I						
Contribution Agreements		R	R	I	I	R	R	I	I	I	I	I	I	I						
Permitting		I	I	I	I	C	A	I	I	I	I	C	I	I	R					
Project Charter		I	I	I	C	C	A	C	C	I	I	I	I	I		I		R		I
Press Releases		C	C	C	C	R	A	I	C	I	I	C	I	I		I		I		R
Website Design and Maintenance		I	I	I	C	R	C	I	A	I	C		I	I				C		I
Records Management		C	C	I	I	R	R	I	A	I	I							C		I
Land Acquisition																				
Offers		I	I	I	I	A	C	I	I	I	I		I	I					R	I
Purchases		I	I	I	C	A	C	I	C	I	I		I	I					R	I
Hazmat		I	I	I	I	R	A	I	I	C	C		I	I	C				R	I
House Moving		I	I	I	I	R	A	I	I	C	C		I	I	C				R	I
Demolition		I	I	I	I	R	A	C	I	C	C		C	I	C				R	I
Communications LAP		I	I	C	C	A	R	C	R	I	I		I	I					R	R
Property Management		I	I	C	C	C	A	I	C	I	C		C	I					R	I
Flood Mitigation Program																				
Procurement		I	I	I	C	C	A	C	I	I	I		I	I						I
Consultant Management		I	I	I	C	C	A	C	I	I	I									I
Contractor Management		I	I	I	C	C	A	C	I	I	I									I
Communications FMP		I	I	I	C	C	A	C	R	I	I	I	I	I	I					R
NDMP/Downtown Trail Dike		I	I	I	C	C	A	C	I	I	C	C	I	I	C				C	I
Trail Dike (Rockwool) Raise to FCL		I	I	I	C	C	A	C	I	I	C	C	I	I	C					I
North Ruckle Dike & Road Raise		I	I	I	C	C	A	C	I	I	C	C	I	I	C				C	I
South Ruckle Trail Dike		I	I	I	C	C	A	C	I	I	C	C	I	I	C				C	I
Granby Road Raise		I	I	I	C	C	A	C	I	I	C	C	I	I	C					I
Granby Trail Dike		I	I	I	C	C	A	C	I	I	C	C	I	I	C				C	I
South Ruckle Storm		I	I	I	C	C	A	C	I	I	C	C	I	I	C					I
Johnson Flats		I	I	I	C	C	A	C	I	I	C	C	I	I	C	C				I
Rural Bank Erosion Rock		I	I	I	C	A	R	C	I	I	I	C	I	I	C	C	C			I
Rural River Bank Stabilization		I	I	I	C	A	R	C	I	I	I	C			C	C	C			I
North Ruckle Dike Removal		I	I	I	C	C	A	C	I	I	C	C			C					I
Underground Restoration		I	I	I	C	R	A	C	I	I	C	C			C					I
Surface Restoration		I	I	I	C	C	A	C	I	I	C	I			C					I
Demolition		I	I	I	C	C	A	C	I	I	C	C			I					I
Hazardous Material Assessments		I	I	I	C	R	A	C	I	I	I	C	I		I					I
First Nations Consultation and Adaptation																				
Letter of Notification		C	C	I	C	R	A	C	I	I	I	I			C	I	I			R

R	Responsible
A	Accountable
C	Consulted
I	Informed

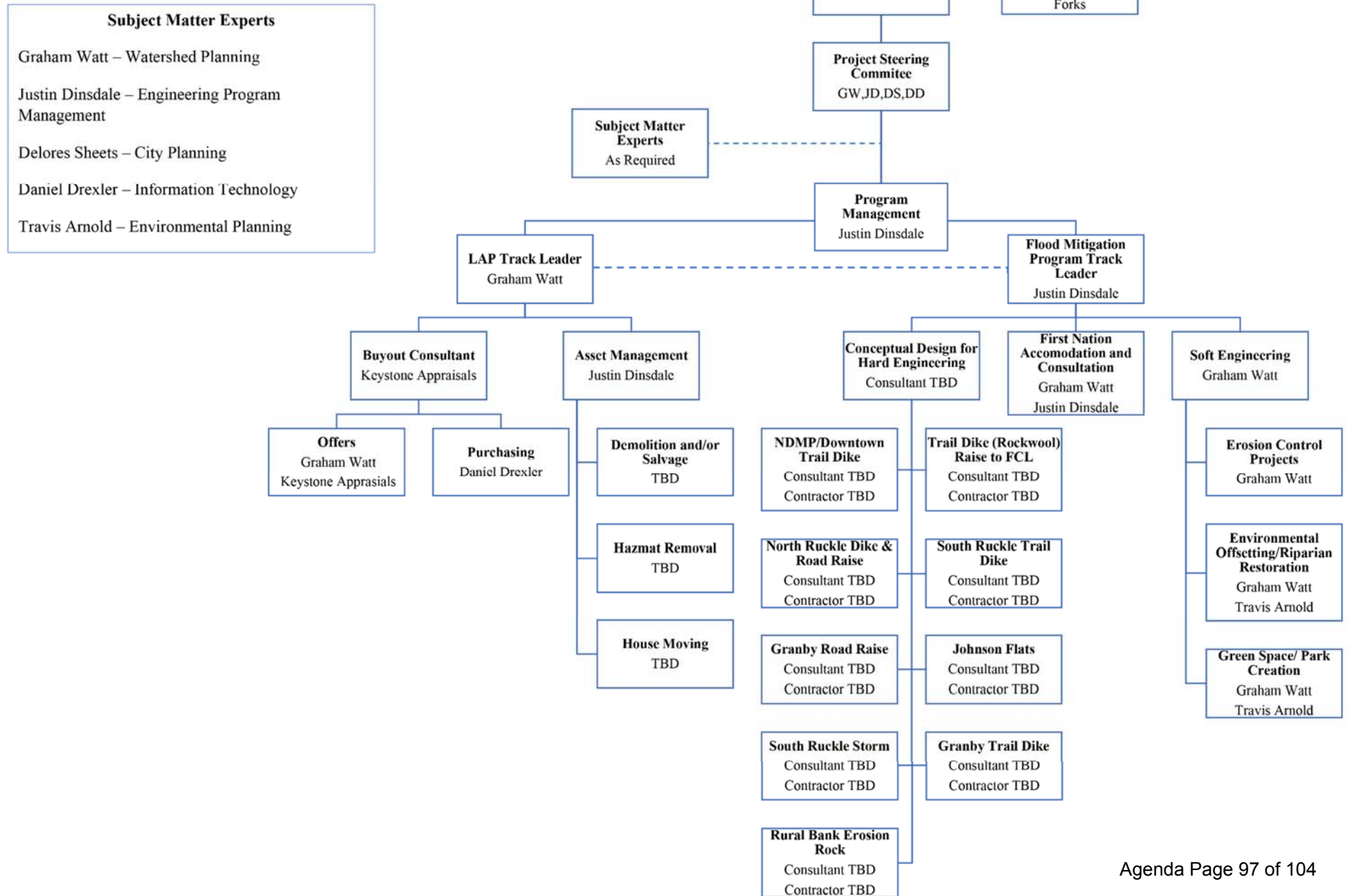
Assigned to complete the task or deliverable.

Has final decision-making authority and accountability for completion. Only 1 per task.

An adviser, stakeholder, or subject matter expert who is consulted before a decision or action.

Must be informed after a decision or action.

ORGANIZATION CHART



1.13 PROGRAM SUMMARY BUDGET

GRAND FORKS DMAF: PROAGRAM BUDGET (est.)	
ELIGIBLE DMAF COSTS	
	Total Project Budget
STRUCTURAL PROJECTS [Hard Engineering]	
Downtown Trail Dike	\$ 1,460,160
Trail Dike (Rockwool) Raise to FCL	\$ 1,583,695
North Ruckle Dike	\$ 7,694,872
East Downtown Structural and Storm (NDMP)	\$ 3,528,156
South Ruckle Trail Dike	\$ 2,915,321
Granby Road Raise	\$ 1,473,257
Johnson Flats	\$ 1,481,969
Rural Bank Erosion Rock	\$ 4,252,409
Granby Trail Dike	\$ 1,460,160
South Ruckle Storm	\$ 3,134,072
Structural Sub-total	\$ 28,984,071
NATURAL INFRASTRUCTURE [Soft Engineering]	
Rural River Bank Stabilization	\$ 2,001,880
North Ruckle Dike Removal	\$ 1,929,280
Underground Restoration	\$ 116,588
Surface Restoration	\$ 855,247
Hazardous Building Material Assesments	\$ 225,500
Demolition	\$ 6,747,040
Natural Sub-total	\$ 11,875,535

SUMMARY BUDGET (CONT.)

PROJECT MANAGEMENT	\$	1,499,900
PROPERTY ACQUISITION [Land Only]		
Property Team Fee & Legal for Fiscal 2019/2020	\$	203,603
Property Acquisitions for Fiscal 2019/2020	\$	2,324,334
Property Team Fee & Legal for Fiscal 2020/2021	\$	406,680
Property Acquisitions for Fiscal 2020/2021	\$	4,703,383
Property Acquisition Sub-total	\$	7,638,000
TOTAL ELIGIBLE COSTS	\$	49,997,506
CONTRIBUTION BREAKDOWN CASHFLOW	Cost Limit	
FEDERAL GOVERNMENT	\$	19,987,653
PROVINCIAL GOVERNMENT	\$	26,509,853
CITY OF GRAND FORKS	\$	3,500,000
INELIGIBLE FEDERAL DMAF COSTS		
Property Acquisition [Improvements Only]		
Property Team Fee & Legal for Fiscal 2019/2020		\$183,397.16
Property Acquisitions for Fiscal 2019/2020		\$2,093,665.80
Property Team Fee & Legal for Fiscal 2020/2021		\$366,320.43
Property Acquisitions for Fiscal 2020/2021		\$4,236,616.61
TOTAL INELIGIBLE FEDERAL COSTS (Eligible Provincial)	\$	6,880,000
CONTRIBUTION BREAKDOWN CASHFLOW	Cost Limit	
FEDERAL GOVERNMENT		N/A
PROVINCIAL GOVERNMENT	\$	5,157,626
CITY OF GRAND FORKS	\$	1,722,374
TOTAL PROGRAM COST (estimated)	\$	56,877,506

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: June 15, 2020

Subject: Zoning Bylaw Amendment No. 2039-A13 Definitions for Restaurant and Charitable or Non-Profit Food Service (File: ZA2002)

Recommendation: **THAT Council give 1st and 2nd reading to Zoning Bylaw Amendment No. 2039-A13 and authorize staff to proceed with the legislative requirements respecting public notification.**

Background

At the Regular Meeting of May 11, 2020, Council discussed land use definitions for community or courtesy kitchens and agreed that staff would bring forward definitions for Council's review. Staff undertook substantial research into related best zoning practices and presented this information to Council at the Regular Meeting on May 25, 2020. Council subsequently directed staff to include the proposed definitions for Restaurant and Charitable or Non-Profit Food Service in a Zoning Bylaw amendment and present that amendment bylaw at the June 15, 2020 Regular Meeting for the first two readings.

Proposed Zoning Amendment Bylaw No. 2039-A13

This Zoning Bylaw Amendment introduces a new definition for "Charitable or Non-Profit Food Service" and also revises the existing definition of "Restaurant" by clarifying that a restaurant does not include a Charitable or Non-Profit Food Service.

The proposed definitions are as follows:

Charitable or Non-Profit Food Service means an establishment where meals are provided to the public by a non-profit or charitable organization on a regular basis but excludes occasional fundraisers and special events where meals may be provided for free.

Restaurant means a building or structure where food and drink are prepared and sold to the public for consumption. The food and drink may be eaten within or outside of the building or structure or taken away from the building or structure. Does not include Charitable or Non-Profit Food Service.

It is noted that this newly defined land use will not be included in any zones at this time due to the impending review of the Official Community Plan (OCP) which will involve a comprehensive review of the land use designations and policies in the City.

Public Notification

As per the requirements of the Local Government Act, the proposed Bylaw will be advertised twice in the local paper advising the public of the date and time of a Public Hearing (which will be held via Zoom Video Conferencing) and ways by which they can provide feedback about the proposed Bylaw. The Public Hearing notice will also be posted on the City website and Facebook page. Comments received will be transmitted to Council for review.

Timing

The following table outlines the tentative timeframe associated with this Zoning Bylaw Amendment.

Zoning Bylaw Amendment No. 2039-A13 – Tentative Timeframe	
ACTIVITY	TIMING
Regular Council Meeting – Council discusses definitions for Community or Courtesy kitchens and directs staff to bring forward definitions for review	May 11, 2020
Council reviews information and directs staff to bring forward a Zoning Bylaw Amendment for first and second reading	May 25, 2020
Council considers Bylaw Amendment for 1st and 2nd reading	June 15, 2020
Public Hearing notice advertised in the Grand Forks Gazette (twice as required by the Local Government Act)	July 8th and July 15th, 2020
Council hears feedback from the public via a Zoom Public Hearing meeting	July 20, 2020
Regular Council Meeting – Council considers feedback from the public and considers Zoning Bylaw Amendment for 3rd and final reading	July 20, 2020

Benefits or Impacts

General

This Zoning Bylaw Amendment introduces a specifically defined land use in the Zoning Bylaw to clarify the difference between a commercial (for profit) restaurant/food service and a non-commercial (non-profit/charitable) restaurant/food service.

Strategic Impact

Community Engagement

- The public has opportunities to provide feedback about the Bylaw Amendment at a Public Hearing or by contacting City staff.

Policy/Legislation

Local Government Act and the Zoning Bylaw.

Attachments

Appendix 1 - Zoning Bylaw Amendment No. 2039-A13

Recommendation

THAT Council give 1st and 2nd reading to Zoning Bylaw Amendment No. 2039-A13 and authorize staff to proceed with the legislative requirements respecting public notification.

Options

1. THAT Council accepts the report.
 2. THAT Council does not accept the report.
-

Appendix 1 - Proposed Zoning Bylaw Amendment No. 2039-A13 (File: ZA 2002)

THE CORPORATION OF THE CITY OF GRAND FORKS

Bylaw No. 2039-A13

**A Bylaw to Amend the City of Grand Forks
Zoning Bylaw No. 2039, 2019.**

=====

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

1. This bylaw may be cited for all purposes as “**Zoning Bylaw Amendment No. 2039-A13, 2020**”.
2. Zoning Bylaw No. 2039 is amended as follows:
 - a. **ADD** to Section 2. Definitions, under subsection 2.1, in alphabetic order, a new definition as follows:

Charitable or Non-Profit Food Service means an establishment where meals are provided to the public by a non-profit or charitable organization on a regular basis but excludes occasional fundraisers and special events where meals may be provided for free.

- b. **DELETE** the definition of “Restaurant” in Section 2. Definitions, and under subsection 2.1 **REPLACE** the definition of Restaurant with the following:

Restaurant means a building or structure where food and drink is prepared and sold to the public for consumption. The food and drink may be eaten within or outside of the building or structure or taken away from the building or structure. Does not include Charitable or Non-Profit Food Service.

Read a **FIRST** time this day of , 2020.

Read a **SECOND** time this day of , 2020.

Read a **THIRD** time this day of , 2020.

FINALLY ADOPTED this day of , 2020.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

