



**The Corporation of the City of Grand Forks
Committee of the Whole Meeting
AGENDA**

Meeting #: C-2018-08
Date: Monday, August 20, 2018, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda
August 20, 2018, Committee of the Whole

Recommendation

THAT the Committee of the Whole adopts the August 20, 2018, agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole
July 23, 2018, Committee of the Whole Meeting Minutes

1 - 6

Recommendation

THAT the Committee of the Whole adopts the July 23, 2018, Committee of the Whole Minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Gallery 2
Quarterly Report presentation

Recommendation

THAT the Committee of the Whole receives for information the delegation presentation from the Grand Forks Art Gallery Society;

AND FURTHER THAT the fee for service request be forwarded to the 2019 budgeting process.

- b. The Boundary Museum Society
Quarterly Report presentation

7 - 13

Recommendation

THAT the Committee of the Whole receives for information the delegation presentation from The Boundary Museum Society;

AND FURTHER THAT the fee for service request be forwarded to the 2019 budgeting process.

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Temporary Use and Development Permit Application 6379-12th Street -
Proposed Tiny House on Wheels
Development and Engineering

14 - 30

Recommendation

THAT the Committee of the Whole recommends to Council, at the August 20th, 2018 Regular Meeting, to:

a) direct staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Tiny House on Wheels (TUP 1802) proposed for 6379 12th Street (Lot A, Plan KAP87507, DL 382, PID: 027-648-273);

b) direct staff to prepare a draft Temporary Use Permit that considers adequate flood management, servicing, building code and bonding requirements; and,

c) waive the \$750 Temporary Use Application fee as part of the City's recovery program to help flood victims in the City.

- b. Monthly Highlight Reports
Department Managers

31 - 34

Recommendation

THAT the Committee of the Whole receives the monthly highlight reports from department managers.

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

- a. Bylaw 2045-A1 - 2018-2022 Financial Plan Amendment
Chief Financial Officer

35 - 41

Recommendation

THAT the Committee of the Whole receives for introduction and discussion "2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1" and refers the first three readings of the Bylaw to the September 4th, 2018, Regular Meeting.

- b. Bylaw 2050 - Proposed Council Members Remuneration and Expenses
Corporate Officer / Chief Financial Officer

42 - 49

Recommendation

THAT the Committee of the Whole recommends to Council to consider the appointment of a committee to advise staff of the annual remuneration amounts for 2019 to 2022 to be included in the Council Remuneration and Expenses Bylaw No. 2050.

Recommendation

THAT the Committee of the Whole recommends to Council to give the first three readings of the proposed Bylaw No. 2050 "Council Remuneration and Expenses Bylaw No. 2050, 2018" at the September 4, 2018, Regular Meeting.

- c. Bylaw 2052 - Nature Park Dedication
Development and Engineering

50 - 60

Recommendation

THAT the Committee of the Whole recommends to Council to give first, second, and third readings of "Nature Park Bylaw No. 2052" at the September 4, 2018, Regular Meeting.

- d. Bylaw 2053 - Cannabis Delegation
Development and Engineering

61 - 65

Recommendation

THAT the Committee of the Whole recommends to Council to give the first three readings to "Cannabis Delegation Bylaw No. 2053" at the September 4, 2018, Regular Meeting;

AND FURTHER THAT the Committee of the Whole recommends to Council to adopt Policy 1504 - Retail Cannabis Licence Recommendation at the September 4, 2018, Regular Meeting.

9. **INFORMATION ITEMS**
10. **CORRESPONDENCE ITEMS**
11. **LATE ITEMS**
12. **REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL (VERBAL)**
13. **QUESTION PERIOD FROM THE PUBLIC**
14. **ADJOURNMENT**



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

Meeting #: C-2018-07
Date: Monday, July 23, 2018, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Frank Konrad
Councillor Julia Butler
Councillor Chris Hammett
Councillor Neil Krog
Councillor / Acting Mayor Christine Thompson
Councillor Beverley Tripp

Absent: Councillor Colleen Ross ('with notice')

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Daphne Popoff - Corporate Administrative Assistant
Juliette Rhodes - Chief Financial Officer
David Reid - Manager of Operations
Dale Heriot - Fire Chief
Cavan Gates - Deputy Manager of Operations & Sustainability
David Bruce - Manager of Inspection & Bylaw Services
Bud Alcock - Bylaw Enforcement Officer

Roly Russell - RDKB Area D Director

GALLERY

1. **CALL TO ORDER**

The July 23, 2018, Committee of the Whole Meeting was called to order at 9:03 am.

2. **COMMITTEE OF THE WHOLE AGENDA**

- a. Adopt agenda

July 23, 2018, Committee of the Whole

Moved by: Thompson

THAT the Committee of the Whole adopts the July 23, 2018, agenda as presented.

Carried

3. **MINUTES**

- a. Adopt Minutes - Committee of the Whole

June 11, 2018, Committee of the Whole Meeting Minutes

Moved by: Thompson

THAT the Committee of the Whole adopts the June 11, 2018, Committee of the Whole Minutes as presented.

Carried

4. **REGISTERED PETITIONS AND DELEGATIONS**

- a. Boundary Country Regional Chamber of Commerce

2018 Quarterly Report

Cathy Korolek presented the Boundary Country Regional Chamber of Commerce Quarterly Report.

- b. BC Emergency Health Services - Community Paramedicine in BC

BC Emergency Health Services - Wayne Hajdasz

Wayne Hajdasz presented on Community Paramedicine in BC. He spoke on community allocations, provincial communities, local team, health clinics, home visits, risks, resources, and any assistance required.

Discussion:

- qualification and staffing levels
- ambulance transports
- services provided vs nurses' services
- patient care with Interior Health
- Jan Fakoski, Unit Chief, gave an overview of Community services being offered

c. Whispers of Hope - Utilization of Dick Bartlett Facilities

Melissa Shulga - Whispers of Hope

Melissa Shulga presented an update on the Whispers of Hope services. She is requesting for drop in services and free lunches at Dick Bartlett Park, around events already approved for the Park. She feels that this would be the best location because of kitchen and washroom facilities in place; at the same time, still trying to look for a permanent place for their trailer.

Discussion:

- partnering with other services
- potential impact from homeless concerns

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

Director Russell had no topics at this time to report on.

6. **PRESENTATIONS FROM STAFF**

a. Monthly Highlight Reports

Department Managers

Discussion:

- power pole fire by Pharmasave
- Fortis substation
- wayfaring signage
- water repair leak in Ruckle
- Tim Horton's development and MOTI reports

- Bitcoin mining and electrical issues
- development of an investment policy and plan

Moved by: Tripp

THAT the Committee of the Whole receives the monthly highlight reports from department managers.

Carried

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

- a. Annual Permissive Tax Exemption Bylaw 2049

Chief Financial Officer

CFO stated that she will be removing the Senior Citizens Center in the Park before first three readings presentation.

Moved by: Thompson

THAT the Committee of the Whole recommends that Council give first three readings to Bylaw No. 2049 “2019 Permissive Tax Exemptions” at the August 20th Regular Meeting of Council.

Carried

9. INFORMATION ITEMS

- a. CFO - Revitalization Tax Exemptions

Chief Financial Officer

Discussion:

- Grand Forks unique form and character opportunities
- exemptions on business community
- residential tax exemptions, assessments, and public engagement
- Kate Saylor, Gazette, inquired as to staff recommendations in report, Council decisions after the Election, and financial impact

Moved by: Hammett

THAT the Committee of the Whole receives the memorandum from the CFO regarding the tax revitalization bylaw for information and discussion.

Carried

10. CORRESPONDENCE ITEMS

11. LATE ITEMS

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

13. QUESTION PERIOD FROM THE PUBLIC

Mayor Konrad called a recess of the Committee of the Whole Meeting at 10:33 am.

Councillor Thompson, as Acting Mayor, reconvened the Committee of the Whole Meeting at 10:57 am. She stated that Mayor Konrad has been taken to the hospital for precautionary reasons and that she will be the Acting Mayor for the remainder of today's meetings.

- Dana O'Donnell, Grand Forks Fall Fair, presented a short report on the Fall Fair activities and requested funding assistance of \$1365 for a street banner and signage. Discussion took place regarding City of Grand Forks branding on the banner

Moved by: Butler

THAT the Committee of the Whole recommends funding assistance of \$1365 for a street banner and signage and presents the resolution for decision at the July 23, 2018, Regular Meeting.

Carried

- Nigel James inquired into the Community Centre proposal and public consultation

14. **ADJOURNMENT**

The July 23, 2018, Committee of the Whole Meeting was adjourned at 11:40 am.

Moved by: Butler

THAT the July 23, 2018, Committee of the Whole Meeting be adjourned at 11:40 am.

Carried

Mayor Frank Konrad

Councillor / Acting Mayor –
Christine Thompson

Corporate Administrative Assistant -
Daphne Popoff

Online Delegation Form

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

The Boundary Museum Society

TO REQUEST THAT YOU CONSIDER:

Receive the Boundary Museum Society's Quarterly Report for information.

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

In compliance with the 2018 Fee For Service Agreement dated May 1st, 2018 between the Boundary Museum Society and the Corporation of the City of Grand Forks summarizing the activities.

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

Transparency with respect to the disposition of taxpayer's annual funding allocated by the Corporation of the City of Grand Forks for Boundary Museum Society operations at 6145 Reservoir Road and the Archival Service located at 7217 - 4th Street in the lower level at City Hall.

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

Not applicable

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

Recommendation that Council accept the Boundary Museum Society's quarterly report as presented at the Committee of the Whole (COTW) meeting on August 20, 2018.

NAME

Shannon Profili Acting Operations Manager

ORGANIZATION

Boundary Museum Society

MAILING ADDRESS

6145 Reservoir Road
Grand Forks, British Columbia V0H 1H5
Canada

TELEPHONE NUMBER

2504423737

EMAIL ADDRESS

boundarymuse@shaw.ca



BOUNDARY MUSEUM

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

Boundary Museum Society – Supporting document for power point presentation
To the Council for Grand Forks City – August 20, 2018 Committee of the Whole

I have included here with the presentation, snip bits from the managers report to the Board of Directors for the Boundary Museum Society, as an FYI to keep the Mayor Frank Konrad and council apprised to the functions at the Museum between reporting periods.

I have simply copied and pasted bits from my reports to the Board, that I thought would be helpful to report along side of the Powerpoint I have handed in.

May 2018

Community Programming:

May has been a month of flood, unfortunately we were bounced, a couple of things were canceled due to the flooding.

Museum Activities and Ongoing Projects -March

- ☐ Lee, Niel McGreggor along with myself met over the fundraiser for June 30th up here at the Museum.
- ☐ Bronwen Bird started her first day on May 9th, and was introduced to the Board, she also starting working with the Foreman/Novak wedding.
- ☐ Our AGM was rescheduled from May 12th due to the flood to June 2nd, and we had a good attendance of 17 registered members attend and our membership as per the date to qualify is: 90 paid up members
- ☐ Due to the flood, the Grand Forks Rotary met 2 times here at the Museum instead of their usual meeting place, and from both the meetings we received a total of \$114.55 was donated for the coffee that was served.
- ☐ The Boundary Country Regional Chamber of Commerce was also bumped from their usual meeting place and held one of their board meetings here at the Museum. As the Chamber lost their meeting room and office, I offered our location for the Executive Director to use providing it is open to use. They also used the Meeting room last night.
- ☐ I did have to cancel a workshop for the 40 x 40 and will rearrange the team to come up in the next week or two to finish setting up the exhibit space to be opened the July 10th when we have our Summer students in place.
- ☐ Due to extreme circumstances, our Gazette Exhibit team has canceled and will schedule as well to go through the Gazette papers for display
- ☐ The Flood relief concert held on the street below asked if people could use our parking lot should they need, I stayed here on site til 8:00 and when no one came I closed the gates.
- ☐ Vanessa Pavan started on May 16th, a great team player, she works with Sue Adrain in archives for 2 half days.
- ☐ I did a training day with Bronwen, Vanessa, and Kalayna over safety, customer service, and the functions and operations at the Museum. We also action plan when they are here so everyone knows the priorities and we have a finishing result at the end of the day.
- ☐ We had a tentative anniversary gathering canceled as they were able to get in the Barbara Anne park after all. They thought they may not have it due to flooding and booked here just in case.

June 2018

We started the Month off with very low attendance, possibly from the flooding. It is now known to be the worst flood BC has had to date in all the years known.

The second half of the Month of June became crazy with school, Brownies, and other user groups such as BFISS. We have the Sunshine Valley Community Services visit every Thursday through the month and will continue to do so until the end of summer. They enjoy the beautiful grounds while they make different crafts up here. They are a very easy group to have as they will set up and clean up after themselves along with putting chairs and tables away.

We had our first wedding of the year with our lovely couple now Susan and Wayne Foreman. They were a pure pleasure to work with, and they stayed throughout the rain, the wind and the cold. I am looking forward to the letter of recommendation Wayne noted to me that he is going to provide, which will go in our portfolio for future weddings. Bronwen tried her wings out for her first event, and the team was fully engaged with her. It was great to be part of a team of doers. Great Job Bronwen!!!

The meeting room was used for two groups on the 12th; the Boundary Country Regional Chamber of Commerce held a quick meeting and then the Granby Wilderness Society held their AGM the evening after. Time was tight but they all made it work.

We were asked to put together an immigration session with a class of Grade 4 and 5's. Vanessa put together an amazing craft for the students. The passports that were organized for the students to put together were a great take away, and a great activity to enhance their visit. We looked at what people did for work and what their life may have been like.

I am very proud to be part of Joan's hard work and the book signing of Marilyn James and her daughter Alexis book. The story telling was done very well and was very captivating.

BFISS arranged the week ahead to have a meeting in the Shade house, they had Wooden Spoon drop off Catering for them.

demonstrations; the Firemen gave out free rides in their truck. The games were such a big hit with the family's, how smart was that for Kalayna to lend them to us. This was a great 1st annual fundraiser, one that can only get better! Thank you Bronwen, for a very nice job, well done! We made over \$1175.00 after expenses. Erika Thorpe arranged early with us to come to the Museum and have a day of activities for her Kindergartens, with a Kindergarten grad. We could not have been successful without the aid of all the volunteers, and their wonderful smiles. Lee was in charge of the washing, hanging, and ironing the laundry. Bob was in charge of the buggies, this provides a great opportunity for the teacher to take pictures of the students. While I was prepping the day before, Joey came up, and he had an idea of shaking the cream, so we fit it in with the buggies, and bam, 10 minutes later they were tasting butter they made. It was such a success to fill the 30 minutes each group had, that they was very little lag. And Joan, and Joan's ability to story tell, WOW, again program being delivered to the students without them even knowing the learning part, too much fun! Great job from Joan with her tours to story. I would say the Kindergarten Grad is by far my favorite thing I have seen.

We again had a last minute School group book, and Joan came in and had an amazing Cold case about Peter Verigin and the bombing on the train that she did with the Grade 8 Russian class from the Grand Forks High School. It was a complete success and Joan had them looking for who did it!!! Roman Wyllie was so excited, and has said he will be back next year with all his rotations to visit the Museum! Thanks Joan, it was very well done!!!

Kathleen Saylor brought her Brownie unit up to the Museum on the 22nd, and held the Spark fly up in the Shade House. Vanessa gave them a requested 10 minute quick tour inside the Museum!!! They were minimal set up, as they prefer to do their own.

We are very fortunate to have Irene and Larry who are two popular people for the Museum, they come up and do the bread making program, it is now back up and running for every Thursday in July and August. In June we had a couple of groups want to do the 3 sessions of washing, drying clothes, buggies and cream, and tour inside. The bread was in the middle of two school classes that visited on the 26th, and both groups had their turn at the sessions, making this a very full day for us at the Museum.

We in turn did it again on the 27th for two more classes, but without the bread and shorter sessions, due to an overworked team of volunteers and staff. The BBQ went over very well, in a very busy weekend, and we are being well talked about for the event. It was a lot of fun and wonderful to be able to open up the 40 x 40. What a stellar job Doreen did – we can't thank her enough for the dedicated and very caring job she did, and so many thanks go to Rick Profili and Dave Schneider for moving all that stuff!!! We had the 4 H club up here doing

fixtures. Kalayna is in charge of keeping the basement clean and as organized as possible, and Eric is in charge of the upstairs. They are to make sure washrooms sparkle and are not only smelling clean but are clean. Glass needs to be polished and no dust webs or flies in the mix. Both Kalayna and Eric are working on small projects to help show off our Museum. We will be in the next month updating items that need paint. Kalayna has been working with Bronwen for the accessioning here and they are going to have things in good order with a updated protocol and process manual along with forms.

The Grand Forks Firefighters (retired) came and cut up the tree that fell behind the 40 x 40, and Mike O'Conner took away the wood. Thanks Bob for being there for that.

We are registered for the Fall Fair and will look at getting a Stage Coach display, of course in need of Volunteers for that. Should be fun!!!

Bronwen has one day a week where she comes in and works on strictly grants, and has submitted her first grant for the Boundary Museums business plan. She has as well been working on getting our data under a proper and easy naming convention.

. Joan and I met to do a planning for program next year, and I plan to spend some time making sure our October is ready for school visits. I am taking back events and will develop it more now that Bronwen is here, and her obvious pull is to Collection management, she will concentrate on data and accessioning entry.

I am happy to say that there are no problems collecting the admission upon entry to the museum, it seems to be an automatic thing.

I am very happy to say that we have the cheque deposited for the Gas Tax Community Works Grant, and looking forward to being able to proceed once we have finished our planning.

I have been able to get things looked at and have started on the filing cabinet, along with Bronwen's data filing, we will match up the both types of files and have a legend written up to show where you can find the file.

Upcoming Events:

Aug 5th -NEW 'STOP OF INTEREST SIGN Unveiling

August 11 Mitchell Wedding

Sept 1 – Celebration of life tentative

Sept 7 & 8 Fall Fair

Sept14,15,16 Blacksmith conference

Sept 22 Rotary Event

Sept 29 Harvest Fest

We are looking forward to the month of September, many activities and events still to come, and the grounds up at the museum are spectacular during the fall.

Respectfully

Shannon Profili

Acting operations Manager

BOUNDARY MUSEUM SOCIETY
Income Statement 01/01/2018 to 07/31/2018

REVENUE

REVENUE

Bread Oven Program	88.00
Flour Sales/1/2 salesUSCC	129.00
Kitchen Appliances	0.00
Gift Shop Sales	27.00
Educational Programing	0.00
Events Revenue/Fundraisers	1,531.30
Admissions	1,009.00
Donations	531.97
Memberships	684.25
Plaques in Memory	0.00
Archival/Photo Reproduction Sales	0.00
Reconstruction Log Building/Bob's T	0.00
Total Revenue	4,000.52
Interest Revenue	409.01
CMA/YCW wages paid back	3,341.25
Govnt of Canada	0.00
RDKB - Operating Funding	4,000.00
Phoenix Foundation	1,237.66
Canadian Railway	0.00
City of GF - Operating Funding	30,000.00
Project Account	47,721.45
Rental (Venue)	867.55
Service Canada/Summer Student	0.00
US Exchange	27.39
USCC Ladies/Buggies/WoodWorkers	0.00
MRDT Revenue	0.00
TOTAL REVENUE	91,604.83

TOTAL REVENUE 91,604.83

EXPENSE

ADMINISTRATION

Exhibit Expense	0.00
Acquistions of artifacts/archives	0.00
Events Expense	287.20
Advertising & Promotions	1,521.85
Bad Debt	80.00
Accounting/Bookkeeping/Professional	1,040.00

Bread Program Expense	76.77
Education & Seminar Expenses	0.00
Bank & Interest Expense	106.13
Yard & Grounds Upkeep & Expense	1,467.47
Building Improvements	192.42
Office Expense - Museum	809.68
Freight Charges	25.62
Postage	85.00
PST Paid on Purchases	39.83
GST CRA 50%	670.37
Insurance	4,706.00
Book Purchases	0.00
Photo Reproduction Expense	0.00
Web Site Expense	131.88
Yearly Dues	288.70
Permits	0.00
Telephone	498.38
Internet Expense	658.52
Irrigation Tax	405.70
E Levy	0.00
Honourarium & Gifts	0.00
Utilities	2,429.23
Wages	49,614.52
EI Expense	1,138.95
CPP Expense	1,704.27
WorkSafe Expense	162.04
Meals & Entertainment	59.63
MRDT Expenses	78.35
(Project Acct)	1,823.29
Archival Office Expense	403.77
Suppliers Interest	9.45
Repair, Cleaning & Maintenance	328.44
Restoration Expense/Wood Workers	246.25
Woodworkers Proj Accnt	1,151.48
Small tools, furniture non-exhibit	48.39
Security Expense	141.51
Uniform Expense	25.22
Travel Expense	226.80
TOTAL ADMINISTRATION	<u>72,683.11</u>
 TOTAL EXPENSE	 <u>72,683.11</u>
 NET INCOME	 <u><u>18,921.72</u></u>

Generated On: 08/07/2018

Request for Decision



To: Committee of the Whole
From: **Development and Engineering**
Date: August 20, 2018
Subject: Temporary Use and Development Permit Application
6379 12th Street - Proposed Tiny House on Wheels
Recommendation: **THAT the Committee of the Whole recommends to Council at the August 20th, 2018 Regular Meeting to:**

a) direct staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Tiny House on Wheels (TUP 1802) proposed for 6379 12th Street (Lot A, Plan KAP87507, DL 382, PID: 027-648-273);

b) direct staff to prepare a draft Temporary Use Permit that considers adequate flood management, servicing, building code and bonding requirements; and,

c) waive the \$750 Temporary Use Application fee as part of the City's recovery program to help flood victims in the City.

Background

Overview

The City has received a temporary use/development permit application for a Tiny House on Wheels at 6379 12th Street in Johnson Flats.

The proposed 238 square foot (72.5 square metre) tiny house on wheels is proposed to be placed on the existing concrete pad at the end of a gravel driveway. It will have a front and back porch with stairs. It will be approximately 8 feet (2.4 m) wide and 34 feet (10.4 m) long with a height of 7 feet 9 inches (2.4 m) to 9 feet 3 inches (2.8 m) with a shed roof.

The existing house (on the concrete pad) on the property will be demolished as it has been subjected to substantial flooding for the past two years. This tiny house on wheels therefore will be the only residence on the property.

The property is 0.345 acre (0.14 hectare) and is zoned R4 – Rural Residential. It is located in the Agricultural Land Reserve ("ALR") where one single-family dwelling is permitted.

Attached in Schedule "A" are further property details and plans of the proposed tiny house on wheels.

Policy and Zoning Framework

In March 2018, a major Official Community Plan (“OCP”) and Zoning Bylaw amendment came into effect allowing Tiny Houses on Wheels in zones where they are not permitted, subject to a temporary use and a development permit. The temporary use permit application process allows the City to review all details of the proposal to ensure it does not impact the neighbourhood, and that it could be bonded for removal if necessary, given that it is not a regularly permitted use in the underlying zone. Tiny Houses on Wheels are also designated as a Development Permit Area where guidelines have been established in the OCP to ensure that their form and character blend in with the neighbourhood and that they are developed in a sustainable manner.

The siting the of Tiny House on Wheels meets the R4 zone setback requirements. It also meets the size and height requirements. Attached in Schedule “B” is an analysis of how this proposal responds to the OCP guidelines.

Flood Management

This property is located in the floodplain and has sustained considerable flood damage. The City’s current Floodplain Management Bylaw requires new dwelling units to be constructed above the designated flood level which can be accomplished on this property by bringing in substantial amounts of fill or constructing a foundation high enough to accommodate habitable space above the designated flood level.

The applicant indicates that these measures are financially impossible to achieve at this time and therefore has opted to place a tiny house on wheels on the property. Allowing the tiny house through a temporary use permit has the following benefits:

- a) The tiny house can be constructed quickly which allows the owner to return to a semi-permanent dwelling on the property as soon as possible;
- b) The tiny house on wheels is an affordable and compact alternative to a conventional home on a flood protected foundation;
- c) Provided that quick servicing disconnects are possible and that the house is maintained for fast relocation, the tiny house can be moved to high ground during a flood event;
- d) Bonding sufficient for removal of the tiny house on wheels can be provided to the City through the temporary use permit mechanism;
- e) The temporary use permit with all site-specific conditions (including flood management measures) is registered on the land title for the property and expires after three years (renewable upon application for another three); and,
- f) As a temporary housing solution, the owner has time (3 to 6 six years) to bring the property up to the required flood elevation and/or to build a house in conformance with the floodplain elevation requirements.

Application Fees

The applicant has requested that the \$750 application fee for a temporary use permit be waived due to hardships associated with mass flooding. This fee is intended to cover staff

resources to process the application, the public notification process and land titles and legal fees. Council has initiated various financial reprieve programs for flood victims, and this request, on a one-time basis, is reasonable given the high priority for flood recovery in the City.

Proposed Timing

If the temporary use/development permit application receives support from Council to move forward, the next steps and estimated time frame are outlined below:

Activity	Timing
Council approves applications to move forward.	August 20, 2018
Immediate neighbours are notified of the proposed permit by mail or hand delivery.	Week of August 20, 2018
Proposed permit conditions are finalized and draft permit prepared.	Week of August 27, 2018
Public notice advertised in the Gazette outlining the nature of application, when it will be considered by Council and where copies of the proposed permit can be inspected.	August 29, 2018
Permit considered by Council.	September 4, 2018
Building permit applied for/issued.	Mid-September, 2018
Permit registered at Land Titles Office.	Mid-September, 2018

Benefits or Impacts

General

By strategically allowing Tiny Houses on Wheels the City of Grand Forks is considered to be a provincial leader in housing innovation and providing options for compact, affordable housing in an urban environment.

Strategic Impact



Community Engagement

- The public and neighbours will be invited to review and comment on the application, thereby encouraging community participation and transparency.



Community Livability

- This compact and affordable type of housing helps keep flood impacted people in the City in secure housing and expands the housing options available in Grand Forks.



Economic Growth

- Having this housing type available makes it easier and more affordable for the local work force to relocate to or remain in Grand Forks.

Policy/Legislation

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

Attachments

Schedule "A": Property details and plans.

Schedule "B": Policy/guideline analysis.

Recommendation

THAT the Committee of the Whole recommends to Council at the August 20th, 2018 Regular Meeting to:

- a) direct staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Tiny House on Wheels (TUP 1802) proposed for 6379 12th Street (Lot A, Plan KAP87507, DL 382, PID: 027-648-273);**
- b) direct staff to prepare a draft Temporary Use Permit that considers adequate flood management, servicing, building code and bonding requirements; and,**
- c) waive the \$750 Temporary Use Application fee as part of the City's recovery program to help flood victims in the City.**

Options

1. RESOLVED THAT Committee of the Whole accepts the report.
2. RESOLVED THAT Committee of the Whole does not accept the report.
3. RESOLVED THAT Committee of the Whole refers the matter back to staff for further information.

Schedule "A"

Property Details and Plans

SEE SCHEDULE "A" AS A SEPARATE ATTACHMENT.

**Schedule “B”
Policy and Guideline Analysis
Proposed Tiny House on Wheels**

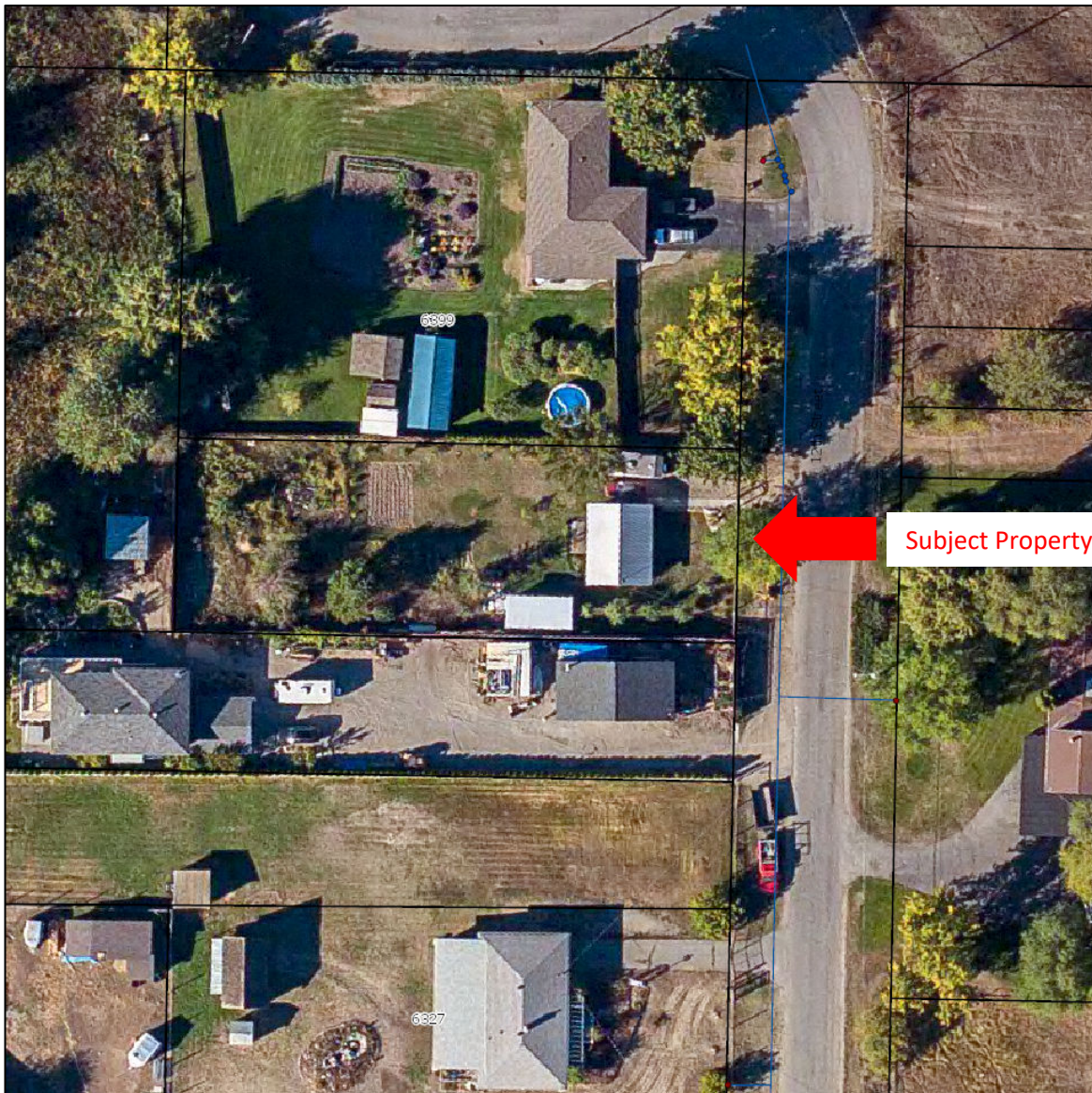
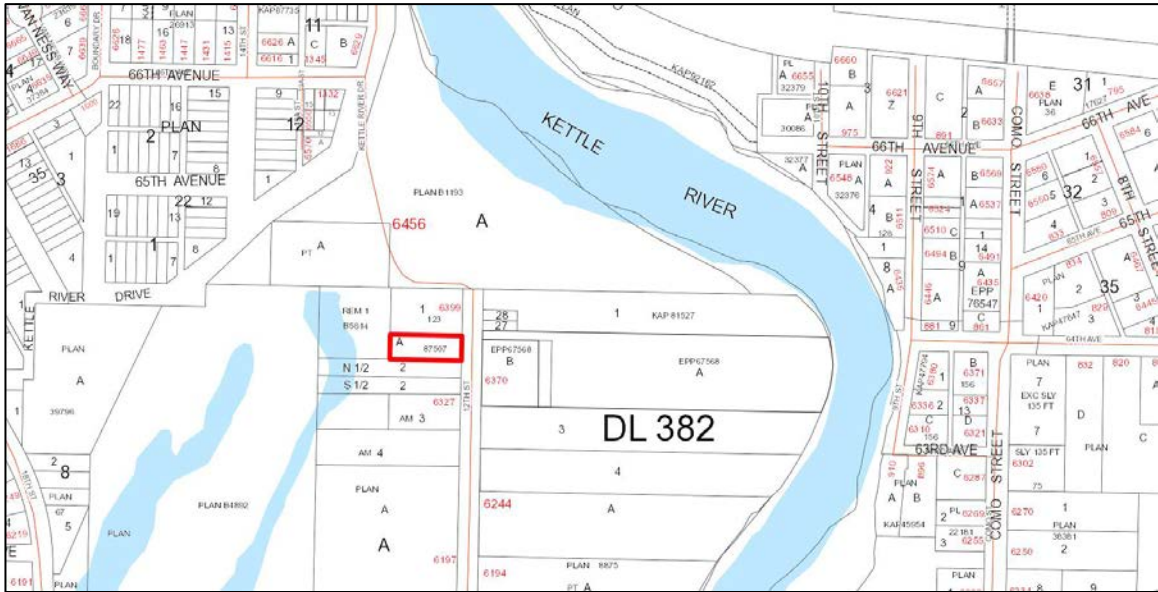
Tiny houses on wheels must comply with Section 14.10 of the Official Community Plan: “*Accessory Dwelling Unit and Tiny House Development Permit Area (ADU DPA)*”. The table below summarizes how this proposal responds to these guidelines.

OCP Guideline	Proposal Response
1. Orient buildings to maximize opportunities for passive solar heating and natural lighting.	The tiny house on wheels is oriented to the south east.
2. Consider adaptable design and universal accessibility.	Can be accommodated.
3. Use natural ventilation and cooling systems.	Yes, windows open.
4. Consider the use of green roof systems to reduce stormwater runoff, reduce energy costs and improve visual appearance.	n/a due to flooding.
5. Use building products that demonstrate re-use, upcycling and green technology.	Re-using metal roof.
6. Developments are encouraged to seek Passive House, LEED, or other sustainability certification.	n/a, not affordable.
7. Where garages or carports are necessary, design them to be recessed within the building or set back from the front face of the building.	n/a
8. Buildings should be clad with durable, aesthetically acceptable and environmentally friendly materials at least as good of quality as primary dwelling; vinyl and aluminum siding is not acceptable.	The original dwelling has vinyl siding.
9. Tiny houses on wheels must be skirted with a finished insulating material the same quality as or complementary to the cladding of the tiny house.	The house will be skirted.
10. In all residential zones, tiny houses on wheels must have a deck or porch attached, with appropriate stairs or ramp, to signify that they are semi-permanent in nature.	The house will have front and back porches and stairs.
11. Buildings must share the services of the primary unit as per the City bylaws for water, sewer and electrical services.	n/a, this will be the primary residence.
12. Entrances should face the street (or laneway, if sited on a lane) and have direct pedestrian access from the street. Windows should provide "eyes on the lane" for security.	Yes, the house will be located on the existing concrete foundation of the original house.
13. Shared driveways are encouraged to reduce paved surfaces.	n/a

OCP Guideline	Proposal Response
14. Provide vehicle access via rear lanes where they are available	n/a
15. Provide private outdoor space of at least 9 square metres for each of the primary residence and accessory dwelling unit.	Yes
16. Provide for clothesline use.	Yes
17. Limit the use of potable water for landscape irrigation.	Yes
18. Provide natural filtration of rainwater into the site through techniques including rain gardens, rainwater collection systems, bio swales and permeable paving or crushed rock for driveways.	n/a, the property is in a floodway.

Schedule "A"

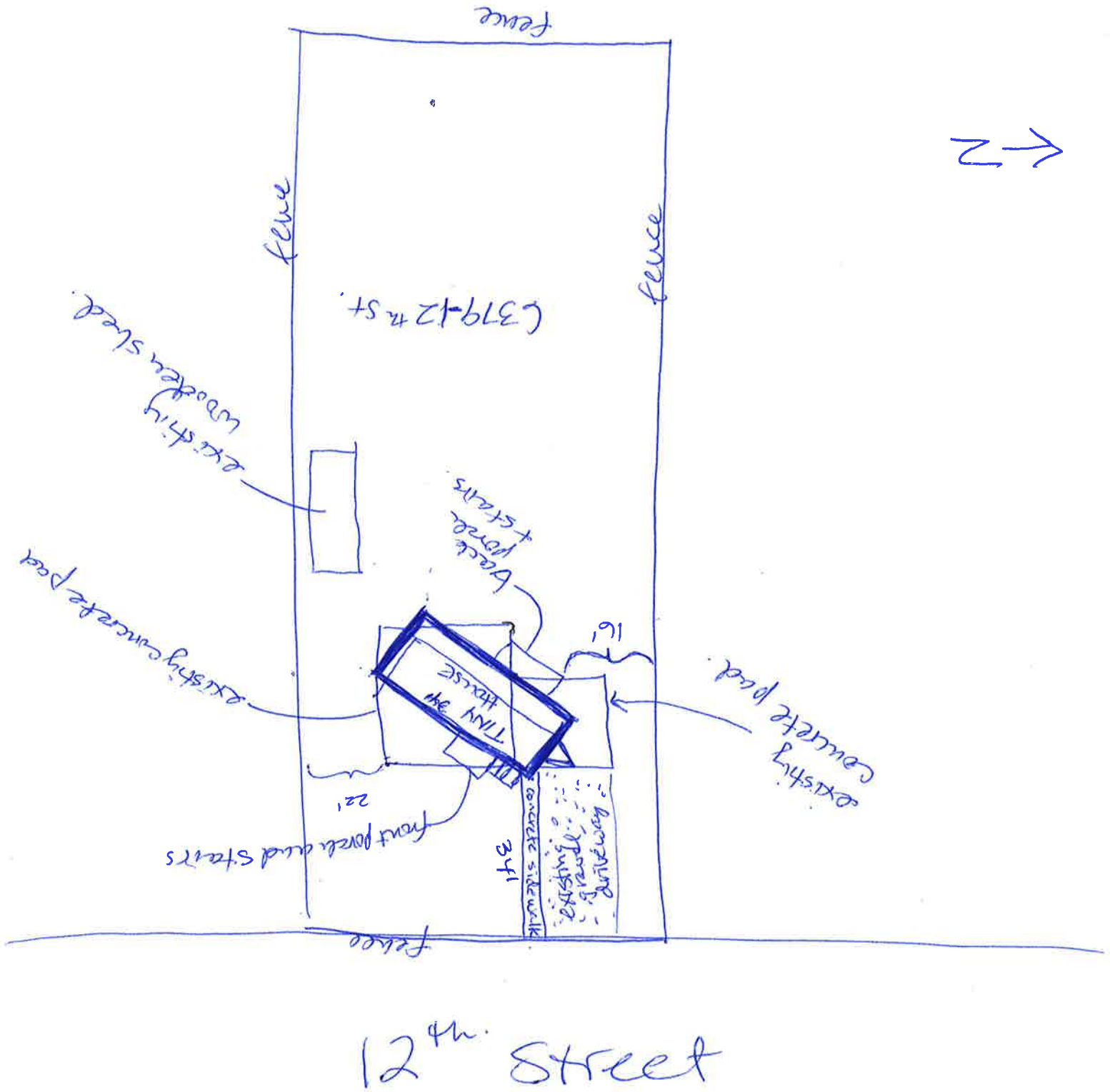
Property Details and Plans

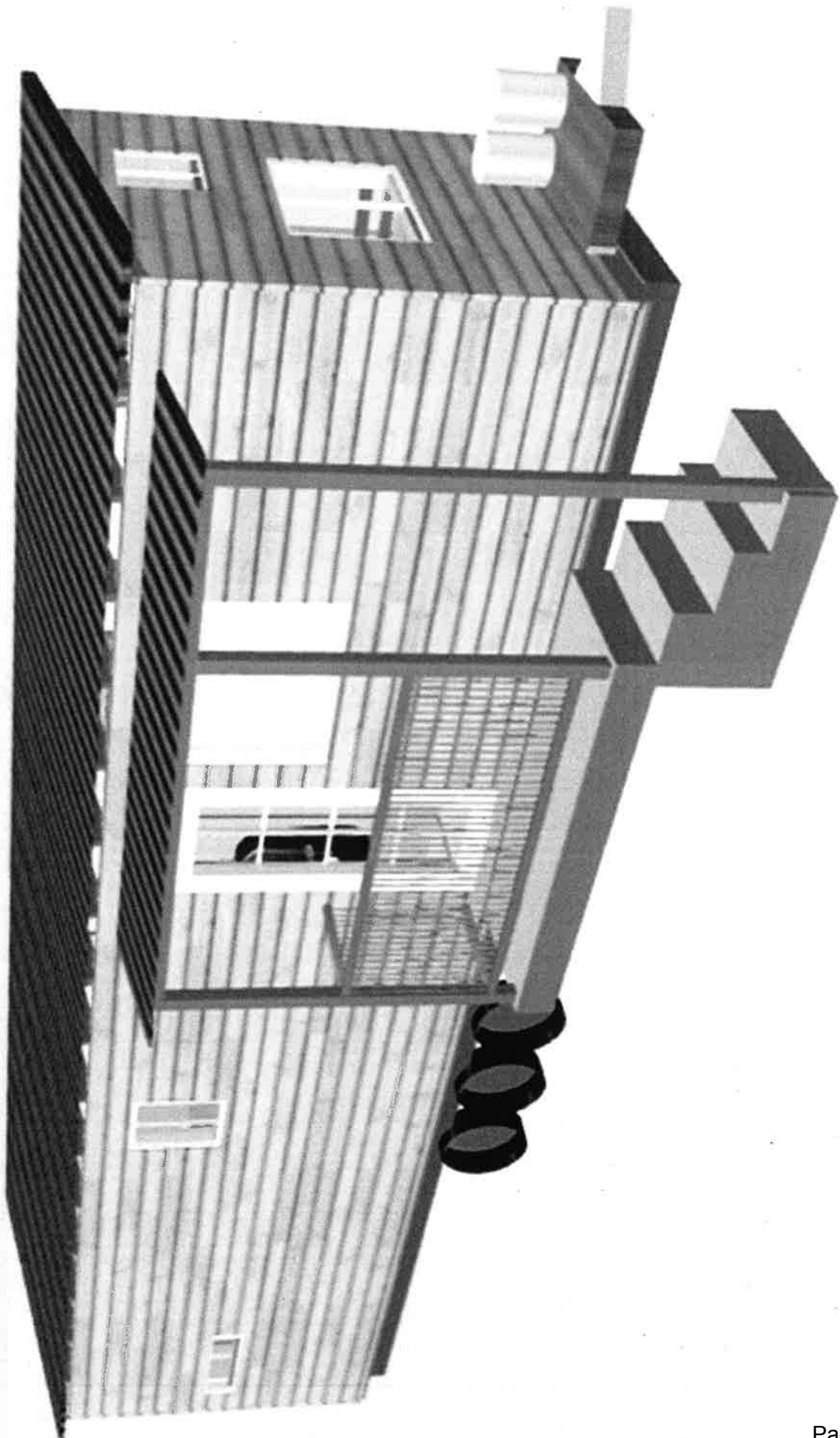


Civic Address: 6379 12th Street
Legal Description: Lot A, Plan KAP87507, District Lot 382, Land District 54, PID: 027-648-273
Size: 0.345 acre (0.14 hectare)
Zoning: R4 – Rural Residential
OCP Designation: Agriculture/Rural
Other: Located in the 1:200 year floodplain (designated in the OCP) and in the Agricultural Land Reserve (“ALR”)

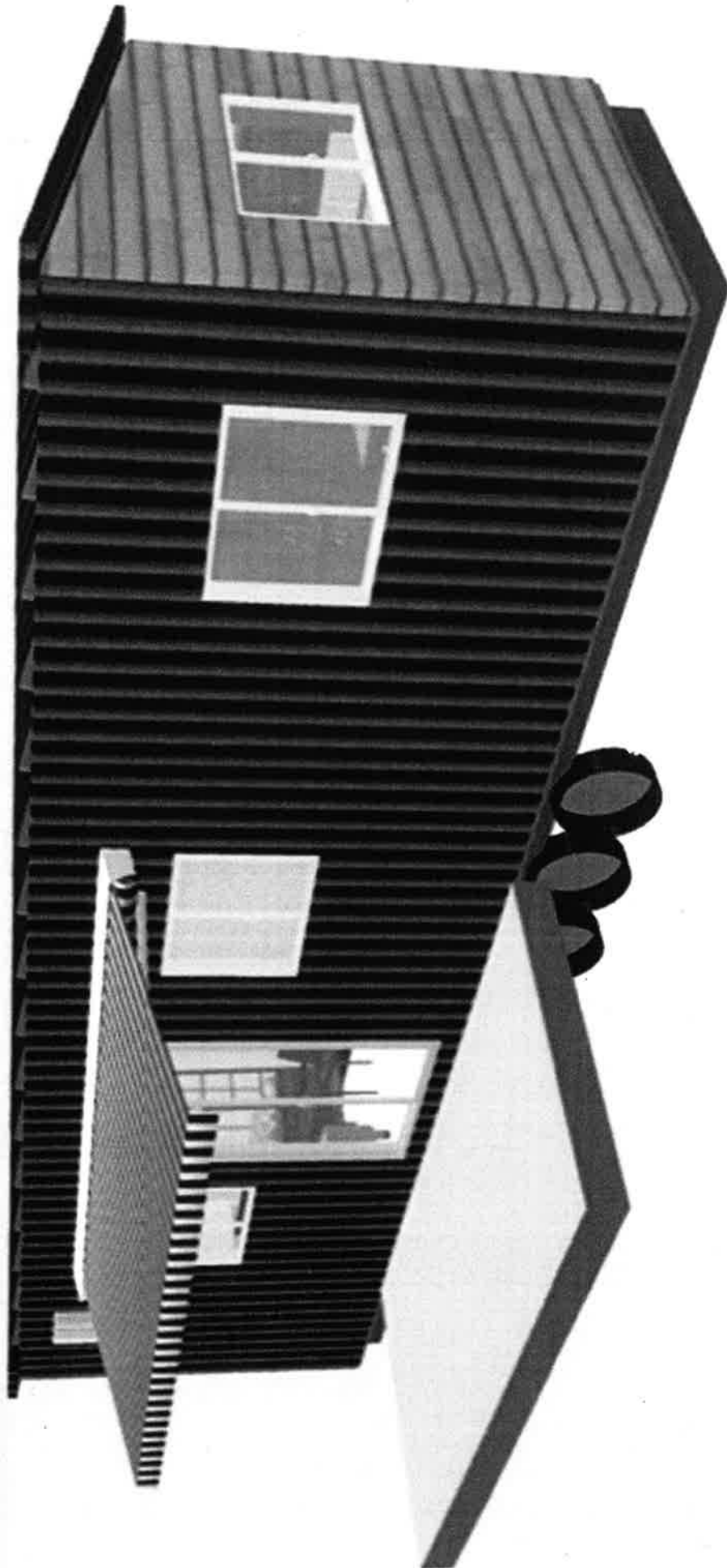


← 2





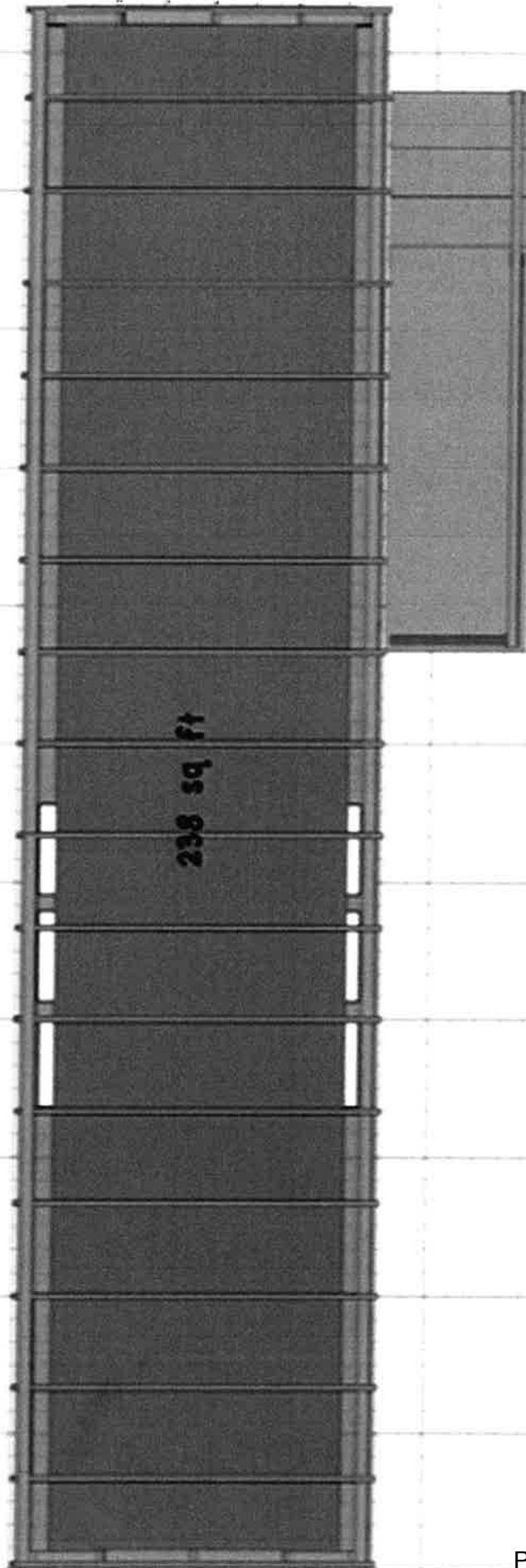
Front

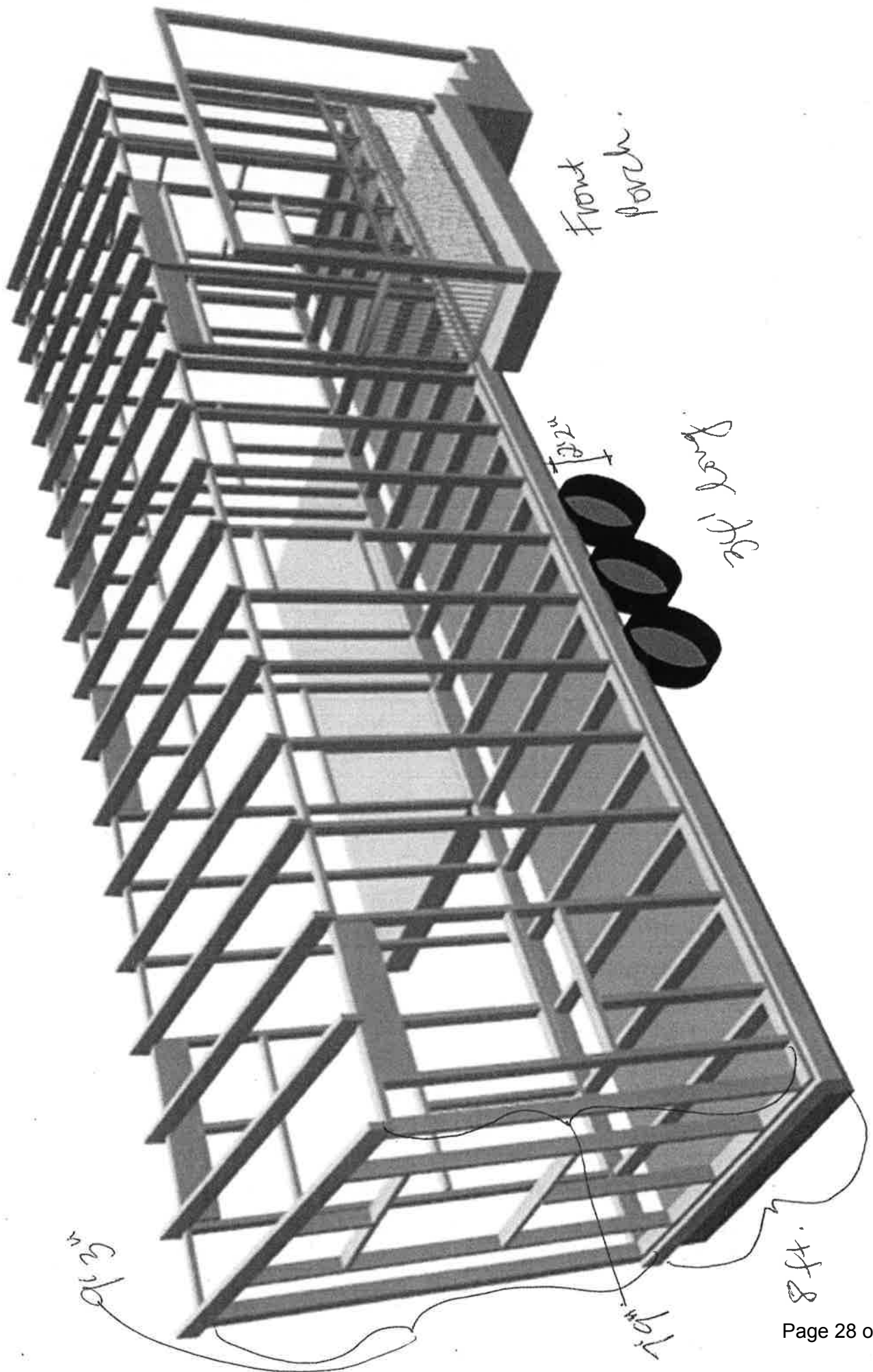


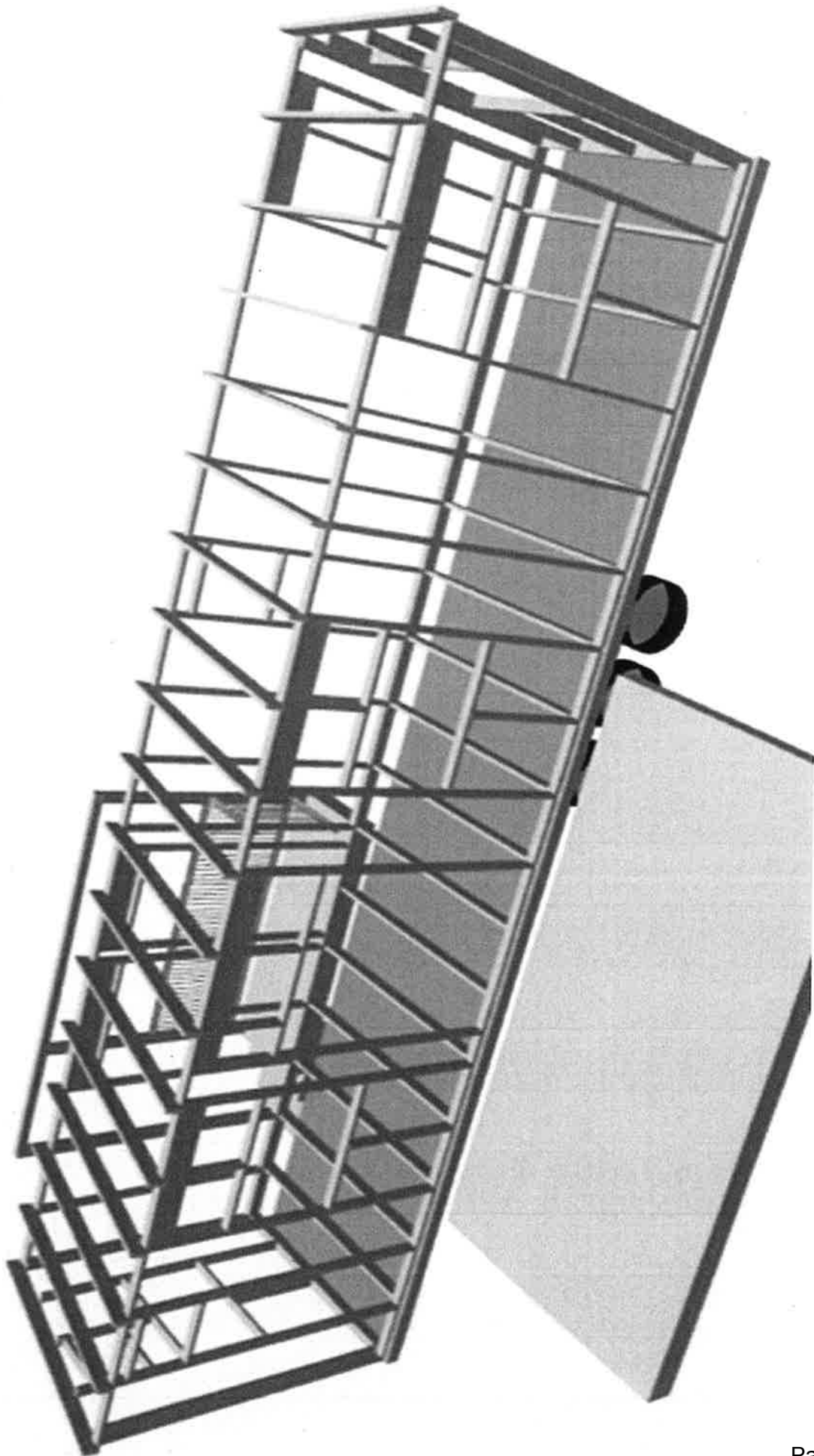
BACK

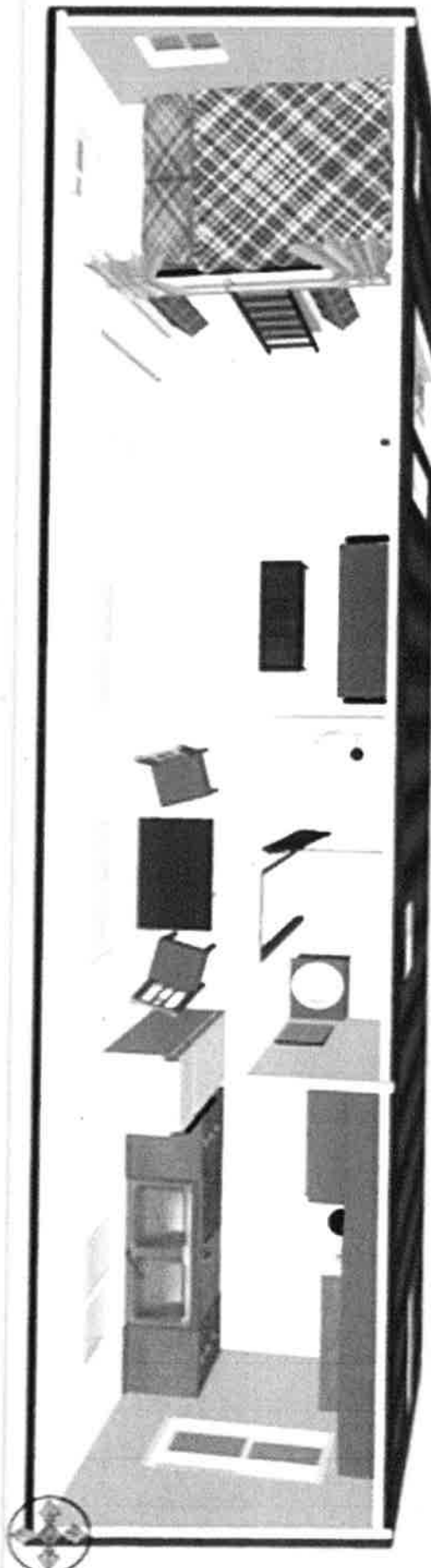
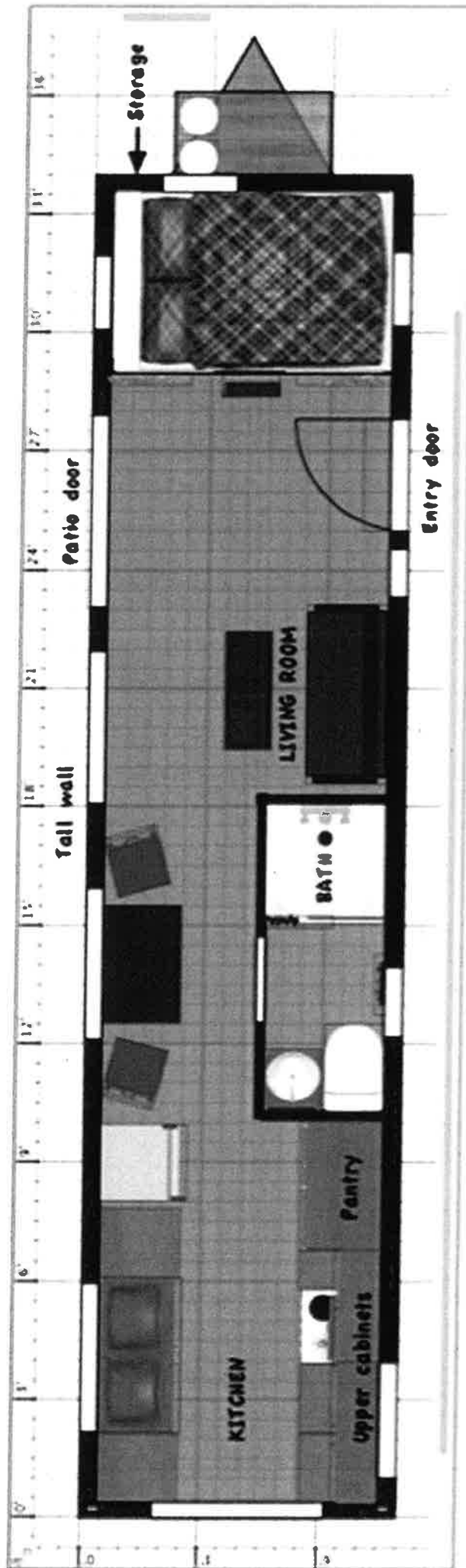
FRAMING MATERIALS

17/8" 2X6 floor joists
 2/16" rim joists & 2/18" rim joists (2X6)
 8/4X8 sheets floor sheathing
 270 sq ft 6"ff insulation (floor) 2X4 batties
 28 / 7-9" studs (8')
 26 / 9-3" studs (10')
 2X8 built-up headers (X2 & 1/2" rigid foam) = 6 / 8'0" & 1 / 10'0"
 17 / 2X6X8" roof joists
 trimmer roof joists: 2/16" & 2/18" (2X6)
 1X4 roof strapping = 8/16" and 8/18"
 Loft above bed: 7/8"0" 2X4 (+ 2/5/8" T&G ply)
 Loft above bath: 7/8"0" 2X4 (+ 2/5/8" T&G ply)
 Triangulation: 4/12 2X4
 238 sq ft total interior









Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: August 20, 2018
Subject: Monthly Highlight Report
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 57 – 24 fire, 7 rescue, 27 first responder medical.
Year to date calls: 343

- Motor vehicle incident which caused a significant brush fire
- Natural gas leak from underground line struck by digging equipment
- Electrical pole fire
- Held weekend re-certification course for first responders – 9 members completed.
- Volunteers participated in Canada Day parade/activities

Outside Works

General

Electrical

- tree trimming around high voltage overhead power lines
- replaced non-functioning electrical meters
- underground locates
- disconnect and reconnect 10 electrical services for repairs or upgrades
- streetlight repairs
- repaired damage and restored power after pole fire downtown
- provided FortisBC assistance switching during unplanned power supply interruption

Public Works

- Alley surface maintenance
- 30 new trees installed with irrigation in Campground
- 2nd Annual Softball tournament prep skins and field at Angus and Bartlett

Fiscal Economic Growth Community Engagement Community Liveability

- 4 funerals performed
- City park play field & Campground prep for Ultimate tournament
- BMX Nationals prep area supply material for track repairs
- Flail mowing throughout town all open spaces
- Bartlett diamond #2 Bleacher pads and back stop barrier installed
- Rebuild Ruckle trail base from flood washout
- Recalibrate Airport PAPI's and install new fuel filters
- Install new bench pads at Barbra Ann park and Cemetery for memorial benches
- Road shouldering Ruckle 5th street corner
- Plus all other regular maintenance throughout town

Water and Sewer

- Ongoing water and sewer service repair/decommissioning
- Sanitary Main flushing
- Confined Space Program review and revision
- Well and Pump maintenance
- Fire Hydrant inspections and painting
- Water and sewer construction inspections for new builds

Development and Engineering

General

- Ongoing planning and policy support for flood recovery initiatives.
- Ongoing implementation of records management and planning file administration.

Capital Projects

- Substantial completion of 22nd Street upgrades.
- Reviewing servicing and development options for airport industrial lands.
- Planning and preparation for tendering final phase of the wastewater treatment plant upgrades project.
- Planning and preparation for construction of 72nd Avenue sidewalk.

Current Planning

- Completed approval of development permit for Tim Hortons.
- Responded to approximately 60 land use/development/servicing inquiries along with numerous planning and zoning inquiries at the front counter.
- Continued process of one subdivision approval.
- Assigned and implemented addresses for 6 properties.
- Continuing coordination of “expressions of interest” for purchase and development on three City-owned properties.
- Provided zoning bylaw interpretation and support related to building permit applications and inquiries.
- Prepared background information and attended various pre-application meetings with development proponents.

Long Range Planning

- Continued review of the Official Community Plan and Zoning Bylaw in regard to recent events and effects on long range plans for the City.

Business Licenses

- Processed and approved six business licences.

Building Inspection and Bylaw Enforcement

General

- Flood recovery continues to be a focus, important to note though that 52 permit applications have been received for non-flood related construction activity.
- Flood damaged properties showing little to no restoration activity are being evaluated for possible demolition. Currently discussing with legal council.

Bylaw Services

- 21 watering violations
- Clean up of 5 abandoned camps
- 3 RV's impounded, 2 evicted from city campground
- Block watch meeting in July, one new area included
- Multiple assist requests from the RCMP
- Demand letter delivered from lawyer to property owner regarding bylaw infraction
- 4 unsightly properties currently being processed (2 fire damage, 2 debris)
- 12 – 15 transients still being monitored, few problems though

Building Inspection

Building Permit applications this reporting period: **61**

Year to date Building Permit applications: **144**

Year to date construction value: **\$6,390,289** (2017 year end = \$3,762,202)

- 46 permit applications received for flood damage repairs (81 total for 2018)
- 5 applications received for flood related residential demolitions (11 total for 2018)
- Application received for Tim Horton's restaurant

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 1 Regular, 1 Special, 3 In-Camera, 2 Special to go In-Camera Meetings)
- Prepared weekly summaries (2 for Council, 4 for Staff and Council)
- Corporate Tasks completed: 43
- Information Technology tasks completed: 17
- Technology support for Recovery Team
- Human Resources Duties
- Minor support for Public Works Event Coordinator

- Continued transition of Corporate Officer and Deputy Corporate Officer duties
- Records Management Update and review – ongoing project for 3 years:
 - SharePoint as records storage location:
 - Mail log changes planning and review with staff
 - Continued general research
 - Access control list configurations
 - Naming conventions review
 - Job classifications
 - Retention and disposition labeling review
 - SharePoint as Photo Storage to resolve in-house storage issues
- ESRI GIS software – Portal configuration
- Attended Recovery Team update meetings and conference calls

Financial Services

General

- Prepared report to Council on revitalization tax exemptions with draft bylaw
- 2019 Permissive Tax Exemption Bylaw 2049 introduction to COTW on July 23
- Prepared Council Remuneration and Expenses Bylaw 2050 for COTW Aug 20th
- Preparation of 2nd quarter financial statements
- Prepared draft surplus cash investment policy; in progress
- Attended flood recovery workshop July 13th
- Follow-up meeting with insurance broker
- Invoices in progress for EOC reimbursement
- Reactivated utility accounts for residents who have reoccupied their homes
- Provided Disaster Financial Assistance eligibility information to Emergency Management BC
- Responded to requests from the public regarding flooding, property damage, disaster financial assistance, utility reconnections and billing, etc.
- Notifications sent to property owners with delinquent taxes re tax sale deadline
- Processed homeowner grant applications and property tax and utility payments

Request for Decision



To: Committee of the Whole
From: Chief Financial Officer
Date: August 20, 2018
Subject: 2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1
Recommendation: **RESOLVED THAT Council receives for introduction and discussion "2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1" and refers the first three readings of the Bylaw to the September 4th, 2018 Regular Meeting of Council.**

Background

Since the adoption of the five year financial plan on April 9th, Council has passed various resolutions to approve additional expenditures for capital projects and requests for community support. An amendment to the financial plan is required to include these costs, as well as those emergency expenditures which have been incurred as a result of the flood, and anticipated future additional expenses and revenue shortfalls. There are also some further adjustments which staff is proposing to be made for capital projects.

Following are the details of changes incorporated into this amendment, along with the Council resolution number, as applicable:

Revenues

- Grants for airport water main/flood plain risk management	(2,126,300)
- DFA - funding for dike repairs	2,724,000
- EOC - recoverable expenses/recovery team	230,000
- DFA and insurance recoveries - expenses	270,000
- Insurance recoveries - capital items	50,000
- Slag sales - revised due to transportation issues	(65,000)
- Campground - flood related loss of use	(35,000)
- Water and sewer revenues - flood billing adjustments	(65,000)
- Gas tax and small communities grants - adjusted to actual	16,452

Expenses

- General government - additional personnel and IT	38,000
- Parks, recreation & cultural - Community Centre study and Fall Fair Society donation; R208/18/07/19 & R225/18/07/23	5,365
- Protective services - costs for recovery team and fire department personnel changes	78,100
- Protective services - EOC costs	200,000
- Transportation and public works - dike repairs	1,000,000
- Planning & development - personnel changes	(18,500)
- Facilities - flood damage recoverable by insurance/DFA	300,000

Capital Projects

- Flood plain risk management project; R214/18/07/19	\$ 225,700
- Airport water main - grant approved	128,000
- Airport water main - removed	(2,480,000)
- 22 nd Street - additional works; R215/18/07/19	50,000
- Voltage conversion - outage rescheduling; R122/18/04/09	10,000
- Annual water and sewer emergency repair fund	50,000
- Waste water treatment plant upgrades - additional costs	454,000
- Dike upgrades to current requirements	2,406,000
- City Hall HVAC	7,500
- Campground upgrades	50,000
- MWR discharge requirements	(400,000)

The net result of the above adjustments is an increase in revenues of \$999,152, an increase in expenses of \$1,602,965, and an increase in capital expenditures of \$501,200.

The annual water and sewer emergency repair fund will need to be increased by an estimated \$50,000 in order to comply with PSAB accounting rules for recording capital items replaced by insurance. The net cash impact of this is zero, as there will be revenue to offset this amount.

The additional funding of \$803,500 which is required from reserves is for the following capital projects:

Dike reconstruction	\$ 682,000
Voltage conversion	10,000
WWTP upgrades	454,000
MWR discharge requirements	(400,000)
City Hall HVAC	7,500
Campground upgrades	50,000

Benefits or Impacts

General

Amending the Financial Plan ensures that the City's additional expenditures are properly authorized and in compliance with provisions of the *Community Charter*.

Strategic Impact



Fiscal Responsibility

- These financial plan amendments will reduce the 2018 surplus by \$585,423 and increase the net transfer out of reserves and surplus by \$1,055,013.

Policy/Legislation

Section 165 (2) of the *Community Charter*

Attachments

2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1

Recommendation

RESOLVED THAT Council receives for introduction and discussion “2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1” and refers the first three readings of the Bylaw to the September 4th, 2018 Regular Meeting of Council.

Options

1. RESOLVED THAT the Committee of the Whole accepts the recommendation.
2. RESOLVED THAT the the Committee of the Whole does not accept the recommendation.
3. RESOLVED THAT the the Committee of the Whole refers the matter back to staff for further information.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2045-A1

A Bylaw to Amend the Five Year Financial Plan For the Years 2018 - 2022

Whereas pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw, 2018-2022, No. 2045" was adopted on April 9, 2018, and

Whereas the financial plan may be amended by bylaw at any time;

Now therefore the Council of the Corporation of the City of Grand Forks, in open meeting assembled, enacts as follows:

1. Five Year Financial Plan Bylaw, 2018-2022, No. 2045 is hereby amended by deleting Schedules "B" and "C" in their entirety, and replacing them with Schedules "B" and "C" attached to and forming part of this bylaw.
2. This bylaw may be cited, for all purposes, as the "2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1".

Read a first, second and third time by the Municipal Council this 4th day of September, 2018.

Finally adopted on this 24th day of September, 2018.

Mayor Frank Konrad

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2045-A1 as adopted by the Municipal Council of the City of Grand Forks on this 24th day of September, 2018.

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

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Amendment Bylaw No. 2045-A1
Schedule "B" Amended Five Year Financial Plan 2018-2022

	2018	2019	2020	2021	2022
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 3,804,524	\$ 3,918,660	\$ 4,036,220	\$ 4,157,307	\$ 4,282,026
Parcel and Frontage Taxes	161,226	161,226	161,226	5,826	5,826
Grants in Lieu of Taxes	17,147	17,661	18,191	18,737	19,299
Percentage of Revenue Tax	99,895	104,000	104,000	104,000	104,000
Sales of Services and User Fees	7,621,866	7,939,156	8,165,690	8,399,021	8,639,352
Grants	6,905,518	1,039,537	1,054,534	1,069,670	1,084,946
Other Revenues	877,300	412,300	412,300	412,300	412,300
Total Revenues	19,487,476	13,592,540	13,952,161	14,166,861	14,547,749
Expenses					
Purchases for resale	3,490,408	3,560,216	3,631,420	3,704,049	3,778,130
General Government	1,334,871	1,371,728	1,398,163	1,425,126	1,452,628
Protective Services	1,204,882	1,004,218	970,553	935,143	953,646
Transportation Services	2,256,315	1,225,341	1,249,848	1,274,845	1,300,341
Environmental & Health Services	236,145	240,868	245,685	250,599	255,611
Public Health Services	84,823	86,519	88,249	90,014	91,814
Planning and Development	426,900	406,768	404,173	411,726	419,430
Parks, Recreation and Cultural Services	1,696,305	1,604,771	1,629,640	1,628,007	1,653,882
Water Services	822,067	787,508	803,258	819,323	835,709
Electrical Services	674,674	688,167	701,930	715,969	730,288
Wastewater Services	700,468	714,477	728,767	743,342	758,209
Amortization	1,849,221	2,102,562	2,185,260	2,209,366	2,239,255
Debt Interest	132,727	188,987	163,262	161,015	160,926
Total Expenses	14,909,806	13,982,130	14,200,208	14,368,524	14,629,869
Surplus (Deficit) for the year	\$ 4,577,670	\$ (389,590)	\$ (248,047)	\$ (201,663)	\$ (82,120)
Adjusted for non-cash items					
Amortization	1,849,221	2,102,562	2,185,260	2,209,366	2,239,255
Total Cash from Operations	\$ 6,426,891	\$ 1,712,972	\$ 1,937,213	\$ 2,007,703	\$ 2,157,135
Adjusted for Cash Items					
Proceeds from Borrowing	1,534,854	-	-	-	-
Capital Expenditures	(11,698,582)	(2,344,000)	(2,259,000)	(2,639,000)	(2,429,000)
Debt Principal Repayments	(324,105)	(373,961)	(328,837)	(213,837)	(181,656)
Transfer from Reserves	5,266,083	2,344,000	2,259,000	2,639,000	2,429,000
Transfer to Reserves	(1,100,000)	(1,300,000)	(1,600,000)	(1,700,000)	(1,900,000)
Transfer to Surplus	(105,141)	(39,011)	(8,376)	(93,866)	(75,479)
	\$ (6,426,891)	\$ (1,712,972)	\$ (1,937,213)	\$ (2,007,703)	\$ (2,157,135)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Amendment Bylaw No. 2045-A1
Schedule "C" - Amended Five Year Financial Plan 2018-2022

CAPITAL EXPENDITURES - 2018			FUNDED FROM											
Description	Fund	Amount	Capital	Electrical Capital	Water Capital	RESERVES	Equipment	Land Sales	Gas Tax	Climate Action	Slag	DEBT	GRANTS	OTHER
2017 Carry Forward Projects														
Silver Kettle Sidewalk	General	181,141	181,141											
Public Works Fuel Tanks	General	53,826	53,826											
Public Works Upgrades	General	20,000	20,000											
Public Works - 22nd Street	General	606,070										606,070		
Wayfaring Signs	General	65,000									65,000			
Airport AWOS Upgrade	General	42,298												
Expo Sign changes	General	35,000									35,000			
Library HRV	General	12,000												
Emergency Repair Fund	General	10,914	10,914											
Flood Plain Mapping & Dike Restoration	General	117,500	50,000											
5 tonne Dump Truck	Fleet	250,000					250,000							
T-Tech trailer	Fleet	11,325					11,325							
Service Truck Replacement	Fleet	15,305	15,305											
Holder Replacement	Fleet	40,541					40,541							
Electrical Engineering	Electrical	30,367	30,367											
Electrical Voltage Conversion	Electrical	545,767	545,767											
Wastewater Treatment Plant UV	Sewer	437,932						145,977					291,955	
Headworks Grinder	Sewer	38,679						38,679						
Water/Sewer Scada	Sewer	2,854						2,854						
3rd Street Sewer Main Repair	Sewer	35,309	35,309											
Wastewater Treatment Plant Upgrades	Sewer	3,202,751	921,288										2,281,463	
Bio-Solids Land Application Plan	Sewer	25,000	25,000											
Sewer Phasing Plan	Sewer	78,500	13,345										65,155	
Water/Sewer Scada	Water	3,219						3,219						
5th Street Watermain Replacement	Water	41,152							41,152					
West Side Fire Protection	Water	923,932										928,784		(4,852)
Water Supply & Conservation	Water	10,000			10,000									
Subtotal 2017 Carry Forward Projects		6,836,382	1,912,836	-	10,000	301,866	190,729	41,152	-	100,000	1,534,854	2,737,797	7,148	

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Amendment Bylaw No. 2045-A1
Schedule "C" - Amended Five Year Financial Plan 2018-2022

CAPITAL EXPENDITURES - 2018			FUNDED FROM										
Description	Fund	Amount	Capital	Electrical Capital	Water Capital	RESERVES	Land Sales	Gas Tax	Climate Action	Slag	DEBT	GRANTS	OTHER
2018 New Projects													
City Park Campground Upgrade	General	70,000	70,000										
Data Collection Equipment	General	30,000	30,000										
Ball Diamond Rebuild to baseball specs	General	10,000	10,000					400,000					
LED Street Lighting	General	400,000											
Public Works Upgrades	General	45,000	45,000										
Facilities Review	General	10,000	10,000										
Annual Facility upgrades and replacement plan	General	15,000	15,000										
Annual Emergency Facility Fund	General	30,000	30,000										
Renewable energy program	General	25,000	25,000										
Replace Crosswalks in City Core	General	50,000						50,000					
Central Ave Sidewalk Replacement	General	40,000						40,000					
Bridge Approach Paving	General	20,000						20,000					
Annual Water and Sewer Emergency Repair Fund	General	100,000	50,000										
7th Street Storm Sewer	General	10,000	10,000						40,000			25,000	
SolarNow Solar Panel Installation	General	65,000											
City Hall HVAC	General	7,500	7,500										50,000
Flood Plain Risk Management & Protection	General	225,700										225,700	
Dike Reconstruction	General	2,406,000	682,000									1,724,000	
Fleet replacement	Fleet	300,000	300,000										
Electric Mower	Fleet	20,000				20,000							
Annual Low Impact Storm water Program	General	25,000	25,000										
Annual Electrical System Upgrade Programs	Electrical	100,000	100,000										
Fuse Coordination Study and Implementation	Electrical	15,000	15,000										
Electrical Master Plan	Electrical	35,000		35,000									
Granby Water Crossing / Yale Bridge water main	Water	10,000			10,000								
Interfor Property Isolation	Water	150,000	150,000										
Well 5 VFD	Water	50,000	50,000										
Shared Property (strata, trailers) Water Meters	Water	50,000						50,000					
Water service upgrade - City Park, 7th St., etc...	Water	125,000	125,000										
136 Sagamore/Airport Water Line Extension	Water	25,000			25,000							128,000	
Airport Water Main Looping	Water	75,000	75,000										
Water Main Airport	Water	128,000											
Sewer Main Relining	Sewer	60,000	60,000										
Lift Station Pumps	Sewer	25,000	25,000										
Granby River Force Main Crossing	Sewer	10,000	10,000										
MWR Discharge Requirements	Sewer	100,000	100,000										
Subtotal 2018 New Projects		4,862,200	2,019,500	35,000	35,000	20,000	-	560,000	40,000	-	-	2,102,700	50,000
TOTAL CAPITAL EXPENDITURES		11,698,582	3,932,336	35,000	45,000	321,866	190,729	601,152	40,000	100,000	1,534,854	4,840,497	57,148

Request for Decision



To: Committee of the Whole

From: **Corporate Officer/Chief Financial Officer**

Date: August 20, 2018

Subject: Proposed Council Members Remuneration and Expenses Bylaw No. 2050

Recommendation: **THAT the Committee of the Whole recommends to Council to consider the appointment of a committee to advise staff of the annual remuneration amounts for 2019 to 2022 to be included in the Council Remuneration and Expenses Bylaw No. 2050.**

THAT the Committee of the Whole recommends to Council to give the first three readings of the proposed Bylaw No. 2050 "Council Remuneration and Expenses Bylaw No. 2050, 2018" at the September 4, 2018, Regular Meeting.

Background

On April 9th, Staff advised Council of changes to Canada Revenue Agency rules which will eliminate the non-taxable portion of municipal officers' remuneration effective January 1, 2019.

The City's existing remuneration bylaw, No. 1743, which has not been amended since its adoption in 2004, should be revised to reflect this change. Staff has also incorporated some additional changes such as benefit eligibility, pre-election remuneration reviews and the removal of verbiage which is addressed in the travel expense allowance policy.

Council Remuneration Policy 305 requires Council to establish a committee to review and make recommendations on remuneration for the next incoming Council during an Election Year. In order to proceed with first three readings of this bylaw, staff will require input from this committee on the amounts to be included in Section 2 of the bylaw.

To facilitate this process, staff has compiled the following data for comparable municipalities in the southern BC interior. These figures, which include both the taxable and non-taxable amounts, are for the year 2017, as this information is not readily available for 2018.

	Population (2016 Census)	2017 Annual Remuneration		Councillor as % of Mayor
		Mayor	Councillor	
Grand Forks	3985	\$ 22,987	\$ 17,240	75%
Armstrong	4815	22,766	13,084	57%
Castlegar	7816	28,000	14,000	50%
Creston	5306	26,494	13,247	50%
Merritt	7113	25,000	15,000	60%
Oliver	4824	27,349	14,586	53%
Osoyoos	4845	27,143	16,543	61%
Peachland	5200	33,311	14,166	43%
Trail	7681	30,330	15,165	50%

The City of Grand Forks 2018 remuneration amounts are \$23,423 and \$17,568 for the Mayor and Councillors respectively. Using the last full year (July 2017 to June 2018) Canadian CPI factor of 2.5%, 2019 remuneration calculated on this basis (and rounded down slightly) would be \$24,000 and \$18,000.

Staff has calculated the amount of remuneration required to equal the same after tax income should Council wish to compensate for the loss of the non-taxable allowance. Using a marginal tax rate of 20.06%, these amounts would be \$26,000 for the Mayor and \$19,500 for Councillors.

The proposed revisions to the remuneration bylaw will allow for the rescission of Council Policies 304 and 305, which will be brought forward at future meeting.

Benefits or Impacts

General

As this is an election year, a decision needs to be made regarding remuneration levels for members of Council for the next four years, pursuant to Council Remuneration Policy No. 305.

Strategic Impact



Community Engagement

- The provisions of Policy 305 require Council to solicit input from members of the community to review and make recommendations regarding Council's remuneration.



Fiscal Responsibility

- The City will incur additional payroll costs in 2019 of approximately \$3,440, including payroll taxes and Worksafe premiums, for a CPI increase of 2.5%. If Council were to increase remuneration to compensate for additional taxes, the City would incur additional expenses of \$15,370 over the 2018 cost.

Policy/Legislation

Council Remuneration and Expenses Bylaw No. 1743, 2004

Council Remuneration Policy No. 305

Minimum Expense, Benefits and Allowance Policy No. 304

Attachments

Draft Council Remuneration and Expenses Bylaw No. 2050, 2018

Council Remuneration Bylaw No. 1743, 2004

City of Grand Forks Council Remuneration Policy No. 305

Recommendation

THAT the Committee of the Whole recommends to Council to consider the appointment of a committee to advise staff of the annual remuneration amounts for 2019 to 2022 to be included in the Council Remuneration and Expenses Bylaw No. 2050.

THAT the Committee of the Whole directs staff to present Bylaw No. 2050 “Council Remuneration and Expenses Bylaw No. 2050, 2018” for first three readings at the September 4, 2018 Regular Meeting of Council.

Options

1. RESOLVED THAT Committee of the Whole accepts the recommendation.
2. RESOLVED THAT Committee of the Whole does not accept the recommendation.
3. RESOLVED THAT Committee of the Whole refers the matter back to staff for further information.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2050

A Bylaw to Provide for Council Members Remuneration and Expenses

The Council of the Corporation of the City of Grand Forks, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the “Council Remuneration and Expenses Bylaw No. 2050, 2018”.
2. There shall be paid out of the annual general revenue of the Corporation of the City of Grand Forks, remuneration as follows:
 - a) Effective the first day of January 2019,
 - i) the annual remuneration for the Mayor for the discharge of the duties of office shall be \$_____; and
 - ii) the annual remuneration for each Councillor for the discharge of the duties of office shall be \$_____.
 - b) For the calendar year 2020 and onward, the annual remuneration set out in subsection (a) shall be increased by the same percentage as the Consumer Price Index (CPI) for Canada (all items) published by Statistics Canada for the period January 1st to December 31st of the preceding year. In years of negative CPI, the percentage increase will be zero.
3. Members of Council will be entitled to health care benefits, including MSP, extended health and dental, accidental death and dismemberment, and life insurance, with 100% of the premium paid by the City of Grand Forks.
4. Members of Council shall be reimbursed for direct costs relating to the performance of municipal duties provided such expenses have been approved by a resolution of Council or by the Chief Administrative Officer prior to being incurred.
5. Members of Council shall be reimbursed for travel expenses for attending conventions, meetings, conferences, workshops and public events in accordance with the “Council Attendance at Conferences/Workshops Policy” and “Travel Expense Allowance Policy”.
6. During the first six months of 2022, and every four years thereafter, a review of the remuneration paid to members of Council shall be undertaken by an advisory group consisting of the Chief Financial Officer and two to four members of the Community selected by Council.

7. This bylaw comes into force and takes effect on January 1, 2019.
8. Bylaw No. 1743, cited as "Council Remuneration and Expenses Bylaw No. 1743, is hereby repealed.

Read a first, second and third time by the Municipal Council this ____ day of _____, 2018.

Finally adopted on this ____ day of _____, 2018.

Mayor Frank Konrad

Corporate Officer - Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2050, as adopted by the Municipal Council of the City of Grand Forks
on the ____ day of _____, 2018

Clerk of the Municipal Council of the
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1743

A Bylaw to Provide for Council Members Remuneration and Expenses

WHEREAS Council may, by bylaw, provide for one or more of certain payments to Council Members, specify what qualifies for payment and the levels at which payment may be made;

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

1. That this bylaw may be cited as the “**Council Remuneration and Expenses Bylaw No. 1743, 2004**”.
2. That Bylaw No. 1530, cited as “Council Remuneration and Expenses Bylaw No. 1530, be hereby repealed.
3. That there be paid to the Mayor of the Corporation of the City of Grand Forks, each year, out of the annual General Revenues of the City, an indemnity for the discharge of the duties of the office of Mayor, an amount of **\$18,104.00** in twenty-six equal payments, of which payment of **\$6,035.000** is provided as an allowance for expenses incidental to those duties.
4. That there be paid to each of the Councillors of the Corporation of the City of Grand Forks, each year, out of the annual General Revenues of the City, an indemnity for the discharge of the duties of the office of Councillor, an amount of **\$13,578.00** in twenty-six equal payments, of which payment of **\$4,526.00** is provided as an allowance for expenses incidental to those duties.
5. That the indemnity paid to the Mayor and each Councillor of the Corporation of the City of Grand Forks be increased annually in January of each year by an amount equal to the Canadian consumer price index percentage of the preceding year only.
6. The Mayor and Councillors represent the City of Grand Forks, from time to time, at conventions, meetings, conferences, workshops and public events. These shall include, but not be limited to, the Association of Kootenay and Boundary Municipalities (A.K.B.M.), the Union of British Columbia Municipalities (U.B.C.M.), the Newly Elected Officials Seminar, Interior Municipal Electrical Utilities (I.M.E.U.), invitations to attend special festivities, parades, conventions, or meetings where a Council Member is an authorized member, Council liaison, or representative to the committee, association, society, organization or group; or,

where the City is a paid member of an association, organization, or society in accordance with the “**Council Attendance at Conferences/Workshops Policy**”.

7. Members of Council shall be reimbursed for actual (including taxes) costs in accordance with the “**Travel Expense Policy**”.


Read a **FIRST** time this 16th day of February, 2004.

Read a **SECOND** time this 16th day of February, 2004.

Read a **THIRD** time this 16th day of February, 2004.

FINALLY ADOPTED this 18th day of February, 2004.



Mayor Jake Raven

Lynne Burch - City Clerk

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1743 as adopted by the Municipal Council of the City of Grand Forks on the 18th day of February, 2004.

Clerk of the Municipal Council of the
City of Grand Forks

CITY OF GRAND FORKS

POLICY TITLE: Council Remuneration **POLICY NO:** 305

EFFECTIVE DATE: January 13th, 2014 **SUPERSEDES:** Feb. 16, 2009

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

POLICY:

During the expiring quarter of a Council's term, Council will establish a committee consisting of 3 to 7 members of the community, to review Council's remuneration, and make recommendations to the current Council for the new incoming Council's remuneration. Council may, if they wish, appoint a member of the current Council to the committee, who is not planning to run in the upcoming election.

The committee shall report back to the current Council with their recommendations at a Regular Council meeting, at least two weeks prior to Election Day.

PURPOSE:

The Council Remuneration Policy establishes a process to review and make recommendations with respect to Council Remuneration for the next incoming Council during an Election Year.

TERMS OF REFERENCE:

The terms of Reference for the Committee shall be:

- to review existing indemnities and "history" of how present rates were established
- to review comparative rates for other municipalities and like bodies where pertinent (e.g. Regional District Boards)
- to consider the workload required, expected and undertaken by members of Council
- to consider any other pertinent data relating to Indemnities
- to recommend any formula which may provide a reasonable basis for establishing remuneration on an ongoing basis
- the Committee may call upon the Chief Administrative Officer, the Chief Financial Officer and the Corporate Officer as resource persons
- To prepare recommendations for Council's consideration no later than two weeks prior to an Election, or at a date set by Council
- Recommendations on indemnities and remunerations accepted by Council shall be effective January 1st following the general election.

Request for Decision



To: Committee of the Whole
From: **Development and Engineering**
Date: August 20, 2018
Subject: Nature Park Dedication Bylaw
Recommendation: **THAT Committee of the Whole recommends to Council to give first, second, and third readings of "Nature Park Bylaw No. 2052" at the September 4, 2018 Regular Meeting.**

Background

In 2017, staff and consulting biologists EcoLogic Consultants undertook the classification of different ecosystem types within City limits using the Sensitive Ecosystem Inventory (SEI) methodology. It is useful for identifying potential areas to prioritize for conservation and areas more suitable for disturbance. Development can be directed to non-sensitive lands and varying degrees of protection could be brought into place for sensitive lands.

Staff presented the Sensitive Ecosystem Inventory at the March 12, 2018 Committee of the Whole. At the March 26, 2018 Regular Meeting, Council passed this resolution:

THAT Council directs staff to develop the implementation of the Sensitive Ecosystem Inventory by drafting amendments to the Official Community Plan and associated bylaws.

The bylaws identified in the staff report were:

1. Zoning Bylaw – refinements to zone locations, boundaries and setbacks;
2. Tree Bylaw – protection for sensitive ecosystems on private lands;
3. Tree Policy – management of City trees in or near sensitive ecosystems; and
4. Nature Park dedication bylaws.

Item 3. "Tree Policy" was adopted at the May 7, 2018 Regular Meeting as Urban Forest Policy No. 1105. In the context of implementing the values from the SEI, the policy's statements are:

The City will manage its urban forest for the public benefit including, but not limited to:

- Reduction of air pollution
- Dust control
- Wind breaks
- Noise control
- Rainfall interception
- Shade
- Habitat improvement
- Aesthetics
- Biodiversity

- Soil stabilization and improvement
- Riparian area improvement

Staff are now bringing forward item 4. “Nature Park dedication bylaws” to protect sensitive lands that are both not suitable for disturbance and that are difficult to develop because of their topography. The areas under consideration are Observation Mountain, the grasslands, hillside and area in the north east portion of City limits in between the landfill and Valley Heights, and a part of the oxbow beneath Valmar. All land is owned by the City. Figures 1 and 2 show the proposed nature park areas and the SEI classes.

The mechanism for dedicating the nature parks is the same as was used for dedicating the Johnson Flats Wetland Nature Park in Bylaw 2035. The proposed Bylaw No. 2052 will repeal and replace Bylaw 2035 to include the additional areas.

Protection of the sensitive ecosystem areas will ultimately involve amendments to the OCP land use designation and zoning in future updates of the OCP and the Zoning Bylaw.

Bylaw No. 2052 is now being introduced at the August 20, 2018 Committee of the Whole. Staff propose the first three readings for the September 4, 2018 Regular Meeting and adoption at the September 24, 2018 Regular Meeting.

Benefits or Impacts

Strategic Impact



Economic Growth

- Ensure that all development is in line with visions and guiding principles of the SCP and current best practices.
- We will develop a sustainability charter.



Fiscal Responsibility

- We will continue to retain our natural assets as a public trust.

Policy/Legislation

Bylaw 2052

Bylaw 2035

Attachments

Bylaw 2052

Bylaw 2035

Figure 1: Proposed nature parks and sensitive ecosystem inventory

Figure 2: Proposed nature parks and sensitive ecosystem inventory

Recommendation

THAT Committee of the Whole recommends to Council to give first, second, and third readings of “Nature Park Bylaw No. 2052” at the September 4, 2018 Regular Meeting.

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS
BYLAW NO. 2052

A Bylaw to dedicate Nature Parks

=====

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

1. Citation

- 1.1 This bylaw may be cited as the “**Nature Park Bylaw No. 2052**”

2. Definitions

- 2.1 In this bylaw, unless the context otherwise requires:

“**Ecological Reserve**” means land used or intended to be used for the preservation of the environment or for scientific research and education pertaining to the studies in the inter-relationships between species and the behaviour of unique flora and fauna.

“**Wetland**” is land that is saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, hydrophytic (water-tolerant) vegetation, and various kinds of biological activity which are adapted to a wet environment.

3. Regulations

- 3.2 The use, development and improvement of the said park must be that of an ecological reserve.
- 3.3 No person shall modify or cause to modify the hydrology, vegetation, or wildlife of the park in a way that diminishes the function of the park as a wetland or an ecological reserve.

4. Schedules

- 4.1 The lands shown outlined in bold on the Schedules listed below, attached to, and forming part of this bylaw, are dedicated as public parks:

Schedule ‘A’ – Johnson Flats Wetland Nature Park
Schedule ‘B’ – Observation Mountain Nature Park
Schedule ‘C’ – Grassland Nature Park
Schedule ‘D’ – Oxbow Nature Park

5. Repeal

- 5.1 The following bylaws and any amendments thereto, are hereby repealed:

- “**Johnson Flats Wetland Nature Park Bylaw No. 2035, 2016**”

Read a first, second, and third time by the Municipal Council this ____ day of _____, 2018.

Adopted this ____ day of _____, 2018.

Mayor Frank Konrad

Corporate Officer – Daniel Drexler




Entirety of:

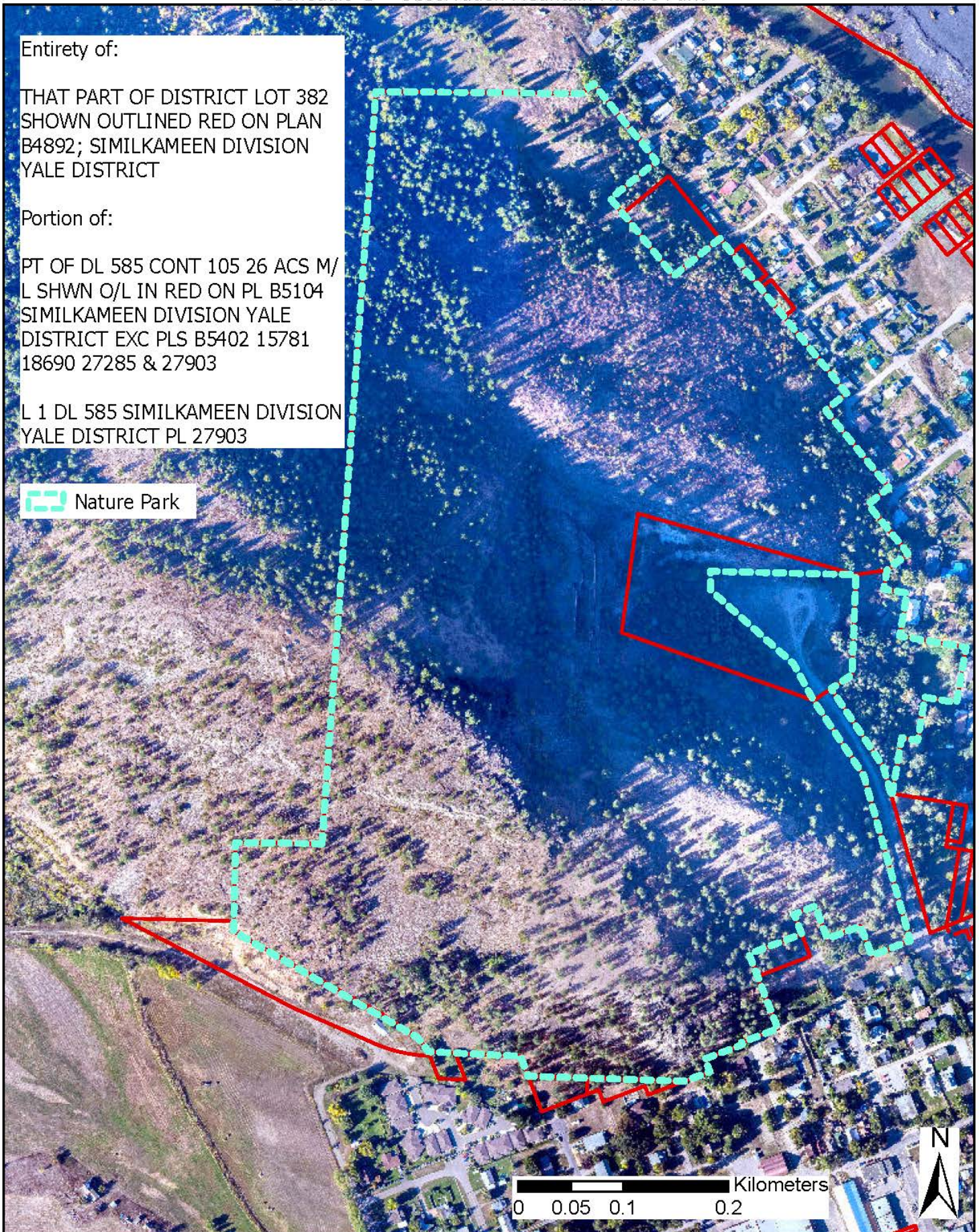
THAT PART OF DISTRICT LOT 382
SHOWN OUTLINED RED ON PLAN
B4892; SIMILKAMEEN DIVISION
YALE DISTRICT

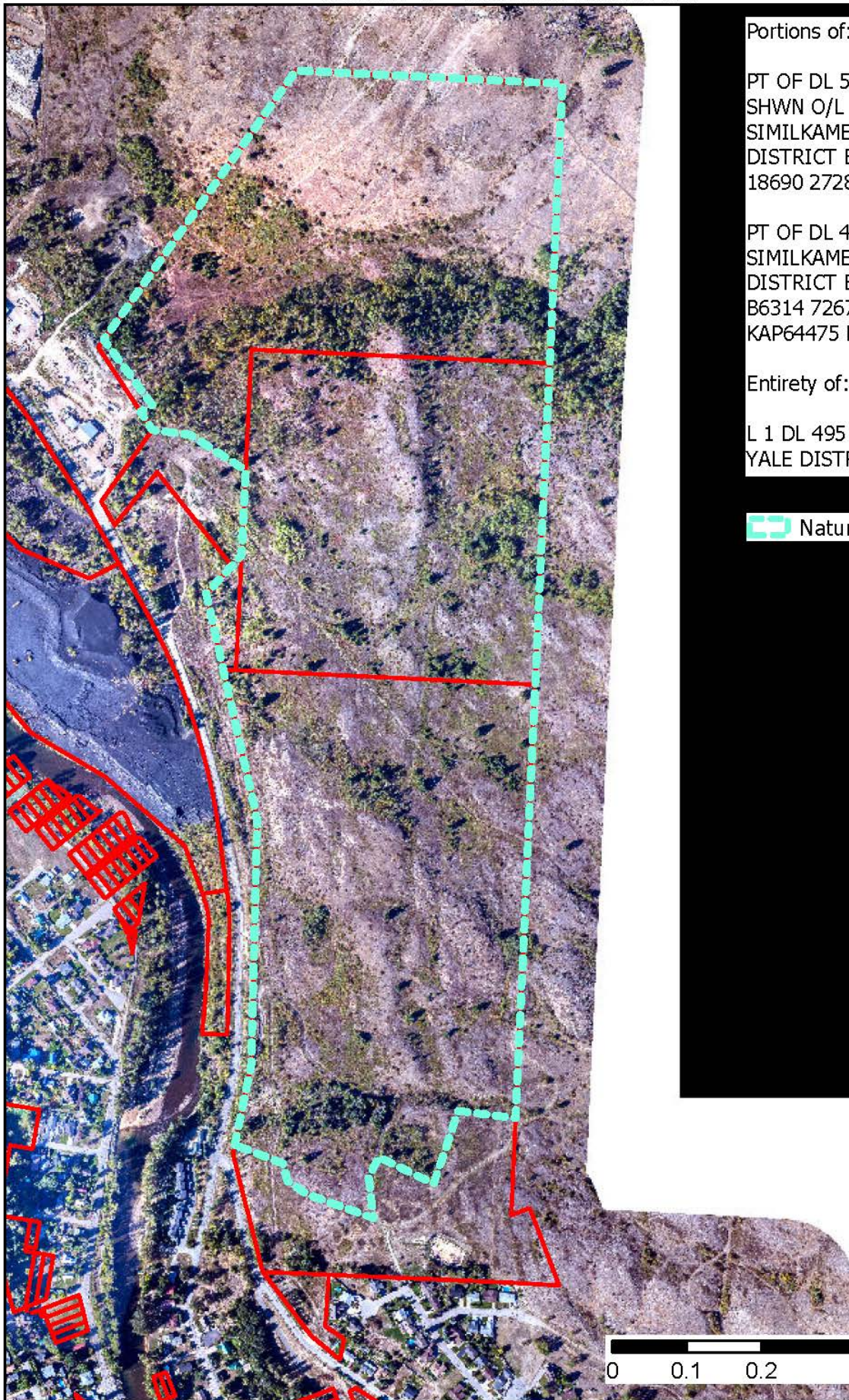
Portion of:

PT OF DL 585 CONT 105 26 ACS M/
L SHWN O/L IN RED ON PL B5104
SIMILKAMEEN DIVISION YALE
DISTRICT EXC PLS B5402 15781
18690 27285 & 27903

L 1 DL 585 SIMILKAMEEN DIVISION
YALE DISTRICT PL 27903

 Nature Park






Portions of:

PT OF DL 585 CONT 105 26 ACS M/L
SHWN O/L IN RED ON PL B5104
SIMILKAMEEN DIVISION YALE
DISTRICT EXC PLS B5402 15781
18690 27285 & 27903

PT OF DL 495 SHWN ON PL B2093
SIMILKAMEEN DIVISION YALE
DISTRICT EXC PLS B5146 B5147
B6314 7267 27381 KAP61265
KAP64475 KAP67245 & KAP67367

Entirety of:

L 1 DL 495 SIMILKAMEEN DIVISION
YALE DISTRICT PL KAP71087

 Nature Park

0 0.1 0.2 0.4 Kilometers



Entirety of:

PCL B (DD J64043) OF L 2 BK 3 DL
380 SIMILKAMEEN DIVISION YALE
DISTRICT PL 586


L 14 BK 3 DL 380 SIMILKAMEEN
DIVISION YALE DISTRICT PL 586

L 4 DL 380 SIMILKAMEEN DIVISION
YALE DISTRICT PL KAP61706

Portion of:

L 3 BK 4 DL 380 SIMILKAMEEN
DIVISION YALE DISTRICT PL 586

L 4 BK 4 DL 380 SIMILKAMEEN
DIVISION YALE DISTRICT PL 586

 Nature Park

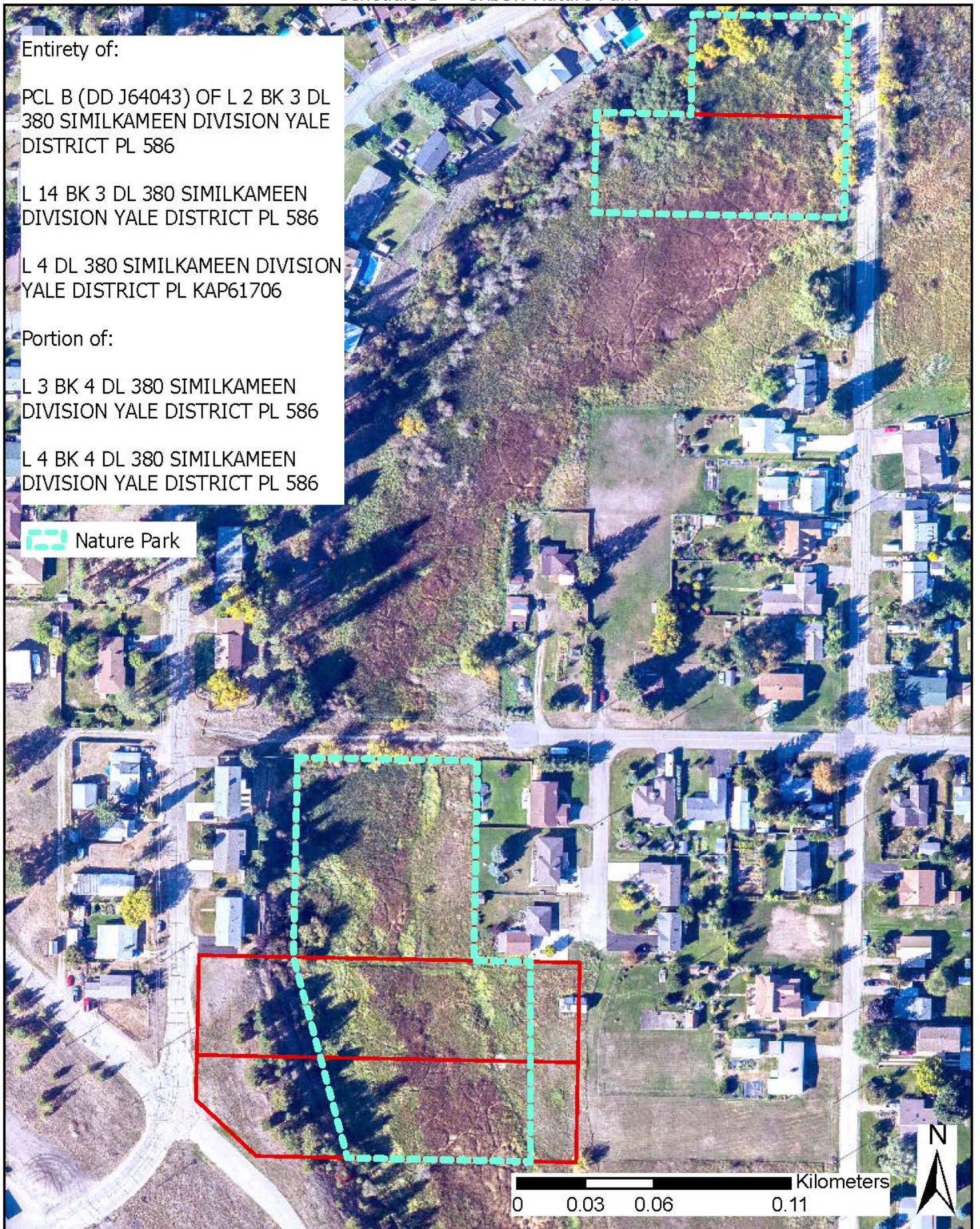
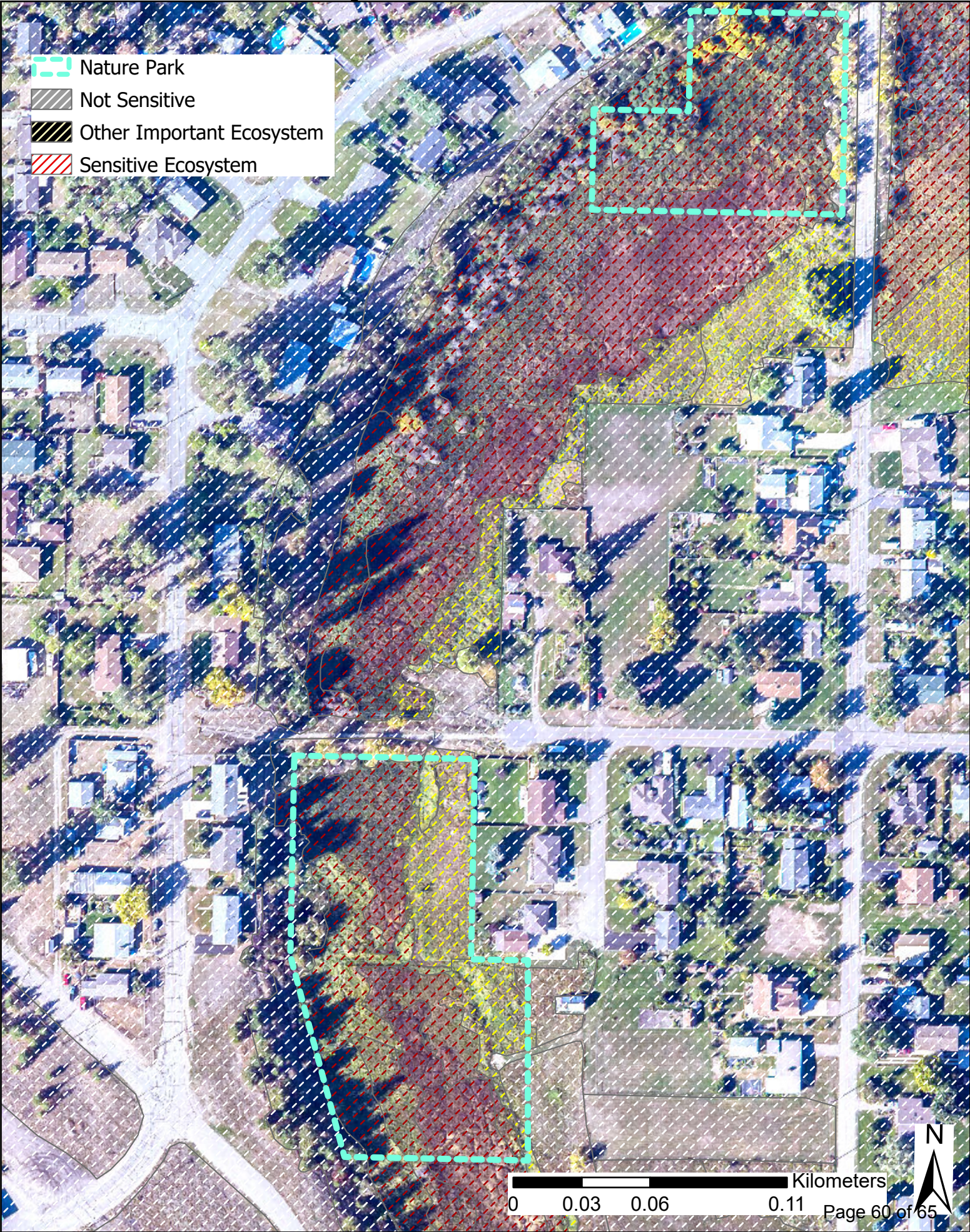


Figure 2: Nature Park and SEI classes



Request for Decision



To: Committee of the Whole
From: **Development and Engineering**
Date: August 20, 2018
Subject: Cannabis Delegation Bylaw
Recommendation: **RESOLVED THAT Committee of the Whole recommends to Council to give the first three readings to “Cannabis Delegation Bylaw No. 2053” at the September 4, 2018 Regular Meeting; and THAT Committee of the Whole recommends to Council to adopt Policy 1504 - Retail Cannabis Licence Recommendation at the September 4, 2018 Regular Meeting.**

Background

Staff introduced the critical path for Cannabis legalization and regulation by the City at the February 13, 2018 Committee of the whole. The Official Community Plan and the Zoning Bylaw have been amended to define where retail Cannabis businesses may operate and where grow operations may be located. The province's retail licencing system includes a referral for recommendation from local government. Without a positive recommendation, the Liquor and Cannabis Regulation Branch (LCRB) will not issue a licence.

According to the LCRB:

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

Staff propose to handle these recommendations in a similar manner to business licencing and planning permits. The initial approval is made at the staff level through delegated authority and reconsiderations are brought to Council. This is done through a delegation bylaw, the draft of which is attached. This ensures a predictable and fair process that allows the business community to make informed decisions when deciding to locate or invest in Grand Forks. Staff would follow a policy set by Council. That draft policy “1504 – Retail Cannabis Licence Recommendation” is attached for review. Please note that the overall potential locations for retail Cannabis stores has already been set by Council in the Zoning Bylaw.

Benefits or Impacts

General

This outlines the process for delivering recommendations to the LCRB on retail Cannabis store licences.

Strategic Impact



Community Engagement

- Policy 1504 mandates staff to engage residents before delivering a recommendation to the LCRB



Economic Growth

- Bylaw 2053 and Policy 1504 outline a predictable and fair process for retail Cannabis businesses.

Policy/Legislation

Cannabis Delegation Bylaw No. 2053

Policy 1504 – Retail Cannabis Licence Recommendation

Attachments

Bylaw 2053

Policy 1504

Recommendation

RESOLVED THAT Committee of the Whole recommends to Council to give the first three readings to “Cannabis Delegation Bylaw No. 2053” at the September 4, 2018 Regular Meeting; and

THAT Committee of the Whole recommends to Council to adopt Policy 1504 - Retail Cannabis Licence Recommendation at the September 4, 2018 Regular Meeting.

Options

1. RESOLVED THAT Committee of the Whole accepts the report.
2. RESOLVED THAT Committee of the Whole does not accept the report.
3. RESOLVED THAT Committee of the Whole refers the matter back to staff for further information.

THE CORPORATION OF THE CITY OF GRAND FORKS
BYLAW NO. 2053

A bylaw to delegate defined authorities to officers of the City

=====

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

1. Citation

1.1 This bylaw may be cited as the “**Cannabis Delegation Bylaw No. 2053**”

2. Delegation of powers and duties

2.1. Council delegates to the Business Licence Inspector, as set in the current Business Licencing Bylaw, the power and duty of Council to provide comments and a recommendation to the Liquor and Cannabis Regulation Branch regarding a cannabis retail store licence application.

3. Policy and Procedure

3.1. The delegate will follow the City’s current Cannabis Business Licencing policy and procedure.

4. Reconsideration by Council

4.1. All of the following apply to any decision by a delegate;

4.2. any owner of property or business that is subject to a decision by the delegate, and who is dissatisfied with the decision is entitled to have the decision reconsidered by Council in accordance with this section;

4.3. an owner who wishes to have a decision reconsidered by Council, must apply for the reconsideration by delivering to the Corporate Officer, within 30 days after the decision is communicated in writing to the owner, a reconsideration application in writing which must set out all of the following:

4.3.1. the name of the delegate who made the decision, the date of the decision and the nature of the decision;

4.3.2. reasons why the owner wishes the decision to be reconsidered by Council;

4.3.3. the decision the owner requests be made by Council, with brief reasons in support of the requested decision; and

4.3.4. a copy of any materials considered by the owner to be relevant to the reconsideration by Council.

4.4. a reconsideration application must be considered by Council at a Regular meeting of Council held at least two weeks after the date on which the reconsideration application is delivered to the Corporate Officer.

- 4.5. in reconsidering a decision, the Council must consider the material that was considered by the delegate in making the decision;
- 4.6. at a reconsideration of a decision, the owner and any other person who is interested in the decision are entitled to be heard by Council; and
- 4.7. after having reconsidered a decision, Council may either confirm the decision or may set aside the decision and substitute the decision of Council.

Read a first, second, and third time by the Municipal Council this ____ day of _____, 2018.

Adopted this ____ day of _____, 2018.

Mayor Frank Konrad

Corporate Officer – Daniel Drexler



City of Grand Forks
 7217 4th Street
 Grand Forks, BC V0H 1H0
 250.442.8266
www.grandforks.ca

Council Policy

Retail Cannabis Licence Recommendation

Established: Date

Rescinded: N/A

Contact Department: Development and Engineering

Purpose

- To define how to deliver Cannabis Retail Licence recommendations to the Liquor and Cannabis Regulation Branch (LCRB).

Definitions (might not be required)

- Liquor and Cannabis Regulation Branch** means that branch of senior government mandated to licence non-medical Cannabis. The current name is used in this document but the intent is to also mean any future branch of government that assumes the same role.

Scope

- This policy only applies to requests from the province for a recommendation on the licencing of Cannabis businesses.

Policy Statements

- The Business Licence Inspector is responsible for following the LCRB's requirements for delivering a recommendation on retail Cannabis licence applications.
- The City will consider the location of any retail store in the application and include its views on the general impact of the store on the community.
- The views of residents and a description of how those views were gathered will be included in the recommendation to the LCRB.
- The recommendation will include a clear approval or rejection along with the basis of the recommendation.
- The Business Licence Inspector will use a method to gather residents' views in keeping with current best practices.

References

- Bylaw 2053 delegates the power and responsibility to deliver the recommendations to the Business Licence Inspector.