



# The Corporation of the City of Grand Forks

## Regular Meeting

### AGENDA

Meeting #: R-2018-16  
Date: Monday, September 24, 2018, 7:00 pm  
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda  
September 24, 2018, Regular Meeting agenda

Recommendation

THAT Council adopts the September 24, 2018, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera  
September 4, 2018, Special to go In-Camera Meeting minutes

4 - 5

Recommendation

THAT Council adopts the September 4, 2018, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Regular  
September 4, 2018, Regular Meeting minutes

6 - 16

Recommendation

THAT Council adopts the September 4, 2018, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Written Reports of Council  
Corporate Officer's Report

17 - 26

Recommendation

THAT all written reports of Council submitted to the September 24, 2018, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative  
Corporate Officer's Report

27 - 27

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

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

**Recommendation**

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

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a. Appointment of Deputy Chief Elections Officer  
Corporate Services

28 - 30

**Recommendation**

**THAT Council appoints Kevin McKinnon, Deputy Chief Elections Officer, at a rate of \$800, for the City of Grand Forks for the purpose of conducting the 2018 Local Government Election.**

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a. Memo - Airport Watermain Trees  
Deputy Manager of Operations and Sustainability

31 - 38

**Recommendation**

**THAT Council receives for information the memo from the Deputy Manager of Operations and Sustainability regarding the Airport watermain trees.**

11. **BYLAWS**

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

39 - 46

**Recommendation**

**THAT Council gives final reading to 2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1.**

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

47 - 60

**Recommendation**

**THAT Council gives final reading to Council Remuneration and Expenses Bylaw No. 2050, 2018, and THAT Council rescinds Minimum Expense, Benefits & Allowance Policy No. 304, and THAT Council rescinds Council Remuneration Policy No. 305.**

- c. Bylaw 2051 - 2019 Revenue Anticipation Borrowing  
Chief Financial Officer 61 - 65

**Recommendation**

**THAT Council gives first three readings to 2019 Revenue Anticipation Borrowing Bylaw, No. 2051.**

- d. Bylaw 2052 - Nature Park Dedication  
Development and Engineering 66 - 75

**Recommendation**

**THAT Council adopts "Nature Park Bylaw No. 2052".**

- e. Bylaw 2053 - Cannabis Delegation  
Development and Engineering 76 - 80

**Recommendation**

**THAT Council adopts "Cannabis Delegation Bylaw No. 2053".**

12. **LATE ITEMS**

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

14. **ADJOURNMENT**



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

**Meeting #:** SP-2018-16  
**Date:** Tuesday, September 4, 2018, 10:00 am  
**Location:** 7217 - 4th Street, City Hall Council Chambers

**Present:** Mayor Frank Konrad  
Councillor Julia Butler  
Councillor Chris Hammett  
Councillor Neil Krog  
Councillor Colleen Ross  
Councillor Christine Thompson

**Absent:** Councillor Beverley Tripp

**Staff:** Diane Heinrich - Chief Administrative Officer  
Daniel Drexler - Corporate Officer  
Kevin McKinnon - Deputy Corporate Officer

**GALLERY**

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**1. CALL TO ORDER**

Mayor Konrad called the September 4, 2018, Special To Go In-Camera Meeting to order at 10:55 am.

**2. IN-CAMERA RESOLUTION**

a. Adopt Resolution as per Section 90

Moved by: Ross

Seconded by: Thompson

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

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

**BE IT FURTHER RESOLVED THAT persons, other than members, officers, or other persons to whom Council may deem necessary to conduct City business, will be excluded from the In-Camera Meeting.**

Opposed (1): Butler

**Carried**

**3. LATE ITEMS**

**4. ADJOURNMENT**

The September 4, 2018, Special to go In-Camera Meeting was adjourned at 10:56 am.

Moved by: Ross

Seconded by: Thompson

**THAT the September 4, 2018, Special to go In-Camera Meeting be adjourned at 10:56 am.**

**Carried**

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Mayor Frank Konrad

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Corporate Officer - Daniel Drexler



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

**Meeting #:** R-2018-15  
**Date:** Tuesday, September 4, 2018, 7:00 pm  
**Location:** 7217 - 4th Street, City Hall Council Chambers

**Present:** Mayor Frank Konrad  
Councillor Julia Butler  
Councillor Chris Hammett  
Councillor Neil Krog  
Councillor Colleen Ross  
Councillor Christine Thompson

**Absent:** Councillor Beverley Tripp (with notice)

**Staff:** Diane Heinrich - Chief Administrative Officer  
Daniel Drexler - Corporate Officer  
Juliette Rhodes - Chief Financial Officer  
David Reid - Manager of Operations  
Cavan Gates - Deputy Manager of Operations & Sustainability  
Graham Watt - Recovery Manager  
Dale Heriot - Fire Chief  
David Bruce - Manager of Inspection & Bylaw Services

**GALLERY**

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**1. CALL TO ORDER**

Mayor Konrad called the September 4, 2018, Regular Meeting to order at 7:00 pm.

**2. ADOPTION OF AGENDA**

- a. Adopt agenda

September 4, 2018, Regular Meeting agenda

**Resolution #: R242/18/09/04**

Moved by: Ross

Seconded by: Butler

**THAT Council adopts the September 4, 2018, Regular Meeting agenda as presented.**

**Carried**

**3. MINUTES**

- a. Adopt minutes - Special to go In-Camera

August 20, 2018, Special to go In-Camera Meeting minutes

**Resolution #: R243/18/09/04**

Moved by: Ross

Seconded by: Hammett

**THAT Council adopts the August 20, 2018, Special to go In-Camera Meeting minutes as presented.**

**Carried**

- b. Adopt minutes - Regular

August 20, 2018, Regular Meeting minutes

**Resolution #: R244/18/09/04**

Moved by: Ross

Seconded by: Thompson

**THAT Council adopts the August 20, 2018, Regular Meeting minutes as presented.**

**Carried**

**4. REGISTERED PETITIONS AND DELEGATIONS**

- a. Boundary Country Regional Chamber of Commerce  
2019 Fee for Service and Quarterly Report

Ross / Thompson

Kendra Begg and Cathy Korolek gave the quarterly update presentation for the Boundary Country Regional Chamber of Commerce (BCRCC) including:

- support as part of the flooding event
- impacts on the BCRCC from flooding
- partnership with Community Futures as part of flood recovery
- events hosted, promoted, and attended
- upcoming events throughout the Boundary region, including all candidate's election forum
- financials and membership updates
- Fee for Service history and request for 2019 - \$5,000 leverage for grants, \$10,000 invested into Grand Forks annually

Discussion ensued regarding:

- increase of funding request to a total of \$25,000 (from \$15,000 in 2018)
- fundraising activities
- potential impacts on BCRCC board members when becoming a candidate for any type of election
- funding requests to RDKB for additional support

**Resolution #: R245/18/09/04**



Moved by: Ross

Seconded by: Thompson

**THAT Council receives for information the delegation presentation from the Boundary Country Regional Chamber of Commerce.**

**Carried**

**Resolution #: R246/18/09/04**

Moved by: Thompson

Seconded by: Ross

**THAT Council forwards the fee for service request to the 2019 budgeting process.**

**Carried**

**5. UNFINISHED BUSINESS**

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

**a. Written Reports of Council**

Corporate Officer's Report

Brief discussion ensued regarding attendance and presentations at the Library Reading Club Wind-Up.

**Resolution #: R247/18/09/04**

Moved by: Ross

Seconded by: Thompson

**THAT all written reports of Council submitted to the September 4, 2018, Regular Meeting be received.**

**Carried**

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

a. Verbal Report - RDKB Representative

Corporate Officer's Report

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

Read the RDKB agendas here:

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

Mayor Konrad advised that there was nothing to report pertaining to the City of Grand Forks.

**8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

a. Manager, Building Inspection and Bylaw Services

Show Cause Hearing - 7316 Donaldson Drive

Mayor Konrad asked if any representative for the property is present - no person came forward and discussion ensued regarding:

- property only has foundation left
- give 14 day notice first and then proceed with cleanup

**Resolution #: R248/18/09/04**

Moved by: Ross

Seconded by: Butler

**THAT Council considers the Show Cause Hearing request, should the property owners appear before Council, and determines the next steps required in obtaining compliance with the City's Unsightly Premises Bylaw No. 1962;**

**and FURTHER, should the property owners choose not to appear, THAT Council directs staff to deliver a Third Notice as per the City's Unsightly Premises Bylaw No. 1962 to the property owners, Andrew and Tammie Buchinski, for the property civically addressed as 7316 Donaldson Drive, Grand Forks, BC; whereas, the Third Notice will advise of a date and time which the City and/or its contractors intend to enter the property to remove and/or secure the structure and any surrounding materials that are in violation of the City's Unsightly Premises Bylaw No. 1962.**

**Carried**

b. Manager, Building Inspection and Bylaw Services

Show Cause Hearing - 7346 Donaldson Drive

Mayor Konrad asked if any representative for the property is present - no person came forward and discussion ensued regarding:

- property owner is working on partially demolishing
- owner is hopeful to reconstruct
- 14 day notice recommended at this time

**Resolution #: R249/18/09/04**

Moved by: Ross

Seconded by: Thompson

**THAT Council considers the Show Cause Hearing request, should the property owner appear before Council, and determines the next steps required in obtaining compliance with the City's Unsightly Premises Bylaw No. 1962;**

**and FURTHER, should the property owner choose not to appear, THAT Council directs staff to deliver a Third Notice as per the City's Unsightly Premises Bylaw No. 1962 to the property owner, Daryl McNevin, for the property civically addressed as 7346 Donaldson Drive, Grand Forks, BC; whereas, the Third Notice will advise of a date and time which the City and/or its contractors intend to enter the property to remove and/or secure the structure and any surrounding materials that are in violation of the City's Unsightly Premises Bylaw No. 1962.**

**Carried**

c. Consideration for Approval – Temporary Use and Development Permits at 6379 12th Street – Proposed Tiny House on Wheels

Development and Engineering

**Resolution #: R250/18/09/04**

Moved by: Ross

Seconded by: Thompson

**THAT Council grant a Temporary Use and a Development Permit for a Tiny House on Wheels to Jennifer Houghton on land zoned R4-Rural Residential, located at 6379 - 12th Street, legally described as Lot A, Plan KAP87507, DL 382, LD 54 PID: 027-648-273.**

**Carried**

**9. REQUESTS ARISING FROM CORRESPONDENCE**

**10. INFORMATION ITEMS**

a. Green Communities Committee

Letter of congratulations on reduction of GHG emissions in the 2017 reporting year

b. Hydrology Report - Verbal Update

Recovery Team

The Recovery Team gave an update regarding the Hydrology Report including:

- in-camera discussions today and release of information
- a summary of final resolutions for various flooding affected areas

Mayor Konrad informed the public that Graham Watt is now the Recovery Manager. He also advised that the best options were chosen not necessarily the cheapest.

The Recovery Team presented a short slide show regarding the survey results. Council's decisions closely match the survey results from the individual neighbourhoods.

c. District of Coldstream

'Modernizing the Relationship between Local Government and Agriculture' White Paper

Brief discussion ensued regarding the Agricultural Report and potential impacts:

- of modernizing agriculture while farmers are trying to make a living
- on some municipalities from agriculture

**11. BYLAWS**

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

Chief Financial Officer

**Resolution #: R251/18/09/04**

Moved by: Thompson

Seconded by: Ross

**THAT Council gives first three readings to 2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1.**

**Carried**

- b. Bylaw 2049 - 2019 Annual Permissive Tax Exemptions

Chief Financial Officer

**Resolution #: R252/18/09/04**

Moved by: Thompson

Seconded by: Butler

**THAT Council gives final reading to the 2019 Annual Tax Exemption Bylaw No. 2049.**

**Carried**

- c. Bylaw 2050 - Council Members Remuneration and Expenses

Corporate Officer and Chief Financial Officer

**Resolution #: R253/18/09/04**

Moved by: Thompson

Seconded by: Butler

**THAT Council gives first three readings to Council Remuneration and Expenses Bylaw No. 2050, 2018.**

Opposed (2): Konrad, and Krog

**Carried**

d. Bylaw 2052 - Nature Park Dedication

Development and Engineering

Discussion ensued regarding:

- grasslands during fire season and mitigation of risk
- possibility to have a fire safety plan
- potential buffer zone

**Resolution #: R254/18/09/04**

Moved by: Hammett

Seconded by: Ross

**THAT Council gives first, second, and third readings of “Nature Park Bylaw No. 2052”.**

**Carried**

e. Bylaw 2053 - Cannabis Delegation

Development and Engineering

Discussion ensued regarding:

- possibility to delegate to staff
- possibility to continue to have decisions come to Council
- bylaws and regulations are guideline for staff to use

**Resolution #: R255/18/09/04**

Moved by: Ross

Seconded by: Thompson

**THAT Council gives the first three readings to “Cannabis Delegation Bylaw No. 2053”.**

Opposed (1): Butler

**Carried**

**Resolution #: R256/18/9/4**

Moved by: Thompson

Seconded by: Ross

**THAT Council adopts Policy 1504 - Retail Cannabis Licence Recommendation.**

**Carried**

**12. LATE ITEMS**

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

Kate Saylors, GF Gazette, inquired regarding:

- if the voting results from the in-camera meeting will be made available to the public - she was advised that voting details will stay in-camera at this point
- amount of homes requiring buyout - she was advised that it will depend on final analysis and engineering reports but likely around 80-100 homes
- rough cost on the overall project - she was advised that the total would be around \$60 million +/- 50% Class D estimate; next steps would be to get a more detailed estimate
- potential for costs to the City - she was advised that the Provincial & Federal Government would be funding this project

Laurie Edeburn inquired regarding:

- if late survey results would be accepted - she was advised that there is a potential to aggregate results in the future
- potential for trade of properties between South and North Ruckle

Les Johnson, GFTV inquired regarding

- buyout time period - he was advised that the only decision that was made was to give directions to the recovery team to work with Provincial agencies regarding funding of the process
- potential time line for buyouts for North Ruckle properties - he was advised that Urban Matters is working on a housing plan which will go hand in hand with a buyout process and involve transitioning to new housing

John McNamara expressed concerns with survey questions and distribution for business community and downtown property owners

**14. ADJOURNMENT**

The September 4, 2018, Regular Meeting was adjourned at 8:19 pm.

**Resolution #: R257/18/09/04**

Moved by: Ross

Seconded by: Butler

**THAT the September 4, 2018, Regular Meeting be adjourned at 8:19 pm.**

**Carried**

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Mayor Frank Konrad

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Corporate Officer - Daniel Drexler



# Request for Decision



To: Regular Meeting  
From: **Procedure Bylaw / Corporate Services**  
Date: September 24, 2018  
Subject: Reports, Questions and Inquiries from the Members of Council  
Recommendation: **THAT all written reports submitted by members of Council be received.**

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## Background

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

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## Benefits or Impacts

### 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

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## Recommendation

**THAT all written reports submitted 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.

## Councillor's Report

September 24, 2018

Julia Butler

This month, I was very grateful to have been able to attend the 2018 UBCM convention in Whistler. Conventions are the most effective job training program for councils to receive updated information on a host of local government issues, meet with ministers and staff from government bodies, network with their peers in other communities to learn from their experiences and hone their presenting skills in a large meeting setting while debating motions that are important to their communities. The Local Government Leadership Academy recognises the workshops from the UBCM and AKBLG as merits toward their certificates in local government leadership. I was honored to receive my level one certificate this year from Selina Robinson, Minister of Municipal Affairs and Housing.

Minister Robinson made herself very available to the local governments that she oversees both during official sessions and at the receptions in the evenings. As a council, with our MLA, staff and Regional Director, we met with her privately to discuss our concerns surrounding the new supportive housing development just announced for Grand Forks. The Minister has a huge heart for disadvantaged people in her province and although council was upset with the way this program was rolled out and the location chosen, she was committed to making this project a success for the community as a whole. Indeed, a further meeting with BC Housing confirmed their willingness to listen to feedback from the community and be flexible moving forward. Although BC Housing and the Ministry are firm on their decision to place this facility at this location, it is my hope that the ideas council discussed with BC Housing can be implemented. Some of these include:

Council will be on the selection committee when choosing a non-profit to run the complex

The number of units will be reduced to 38

Not all residents will have mental health or addictions issues

There will be background checks with the RCMP to eliminate repeat offenders

The non-profit selected can choose a drug free policy for the facility

Commercial space on the ground floor including health related agencies.

Heritage components built into the façade of the building.

The day following our meeting with the Minister we were pleasantly surprised to hear of a second BC Housing project for families and seniors affected by the flooding in our community. I learned at a workshop earlier in the week that BC Housing has five revenue streams and that we are eligible to have a project in each stream. These include:

Supportive Housing

Low income Families and Seniors

Women's Transition Housing

## Indigenous Community

Housing Hub - works with non-profits and private developers, faith groups, property owners, federal and local governments, and Indigenous partners to locate, use, or repurpose, land in communities where affordability is an issue. The goal is to build houses for people of middle income, to rent or buy.

The workshop was hosted by a panel of experts from BC Housing, The Ministry of Municipal Affairs and Housing, BC Non-Profit Housing Assoc. and two doctors on public policy. Because of the housing crisis in the lower mainland, the speculation tax was a hot topic. So too was the issue of homelessness, with the province promising to soon release their BC wide homeless count this fall. A "Housing Action Response Team" has been set up to do outreach in homeless camps. Seven billion dollars over four years has been committed by the province, to fund their thirty-point plan on housing to deal with these issues. Local governments will now be required to file a housing needs assessment every five years. New rental zoning has been introduced for the multi family residential zone, a rental housing task force has been formed and a new online portal for tenancy disputes has been set up. Statistics on the rental housing index were discussed that showed the increasing percentage of income people are spending on rent.

The two doctors on policy addressed the myth that increasing density increases affordability. The move away from single family detached neighbourhoods to higher density apartment complexes in their opinion (and many graphs of statistics!) did not make the rental or real estate market more affordable. A fact that they said developers hate to hear, as this type of rezoning often concentrates the land ownership into the hands of developers and not families.

I did attend four other workshops during the week in between minister meetings and plenary sessions. One was specific to the new Housing Hub initiative, another focussed on the RCMP and police services in BC, the third was on the opioid crisis and the fourth on the new legislation for cannabis. The opioid discussion troubled me the most. With the huge number of ODs in Vancouver alone, local government resources are being strained responding to them all and costs are skyrocketing. 200 ODs per year used to be a pretty constant average but 2017 saw 1450! This increase was due mainly to pentanol.

I was reminded how many opioid addicts were created by the effective advertising of the pharmaceutical companies to doctors. Many patients, in an effort to manage pain, were prescribed highly addictive substances with little warning. An estimated 55 000 people have been diagnosed in BC with opioid addiction. How many go undiagnosed?! Sadly 80% of deaths are males who die alone. The construction industry sees a higher percentage of addicts perhaps because of the highly physical nature of the work. Once addicted to opioids, doctors see permanent brain changes and quitting, usually only leads to relapse. Because of this, lifelong suboxone treatment is recommended but only 10% manage to stay on it over two years. I found it ironic that the same companies that got people hooked on the opioids are now selling the lifelong cure. \$\$

The RCMP may soon become unionized! This from the Assistant Deputy Minister and Director of Police Services, Public Safety and Solicitor General. Together with Eric Stubbs from RCMP E Division, they gave a summary of the structure of policing in Canada under the RCMP Act and the BC Police Act. The RCMP forms municipal unit agreements with municipalities and once a community breaches 5000 people, they become responsible for their own police force or share a detachment with their neighbours. The costs

include accommodation, supplies, support staff and lock ups. In Grand Forks because we are under 5000 we pay 33% of just the basic costs, through the police tax. There was a comment that patchwork funding agreements exist in BC, which made me realize the complexity of the funding structure. Provincial and federal policing services have different responsibilities. Federal policing is responsible for national security, serious and organized crime, financial crime, cybercrime on the Wild Wild Web!, protective policing and border crime. Provincial police are responsible for response calls, investigative services, traffic, security policing for events and emergencies. RCMP responded to 1.4 million calls last year in BC. With a recent court decision to reduce wait times for court, timelines for police to get their disclosure packages to crown council have been shortened. With pot legalization this fall, work loads are expected to actually increase, not decrease.

In September 2017 the province engaged the public in discussions about legalization. October 2017, the province formed a joint working group with the UBCM and in May 2018, provincial legislation was passed. Council put most of our zoning and other regulations in place this summer in advance of legalization October 17<sup>th</sup>. Again, this marijuana workshop delineated the federal and provincial responsibilities. Federal: medical marijuana, criminal activities, product standards, labelling, packaging, promotion, advertising, commercial production, impaired driving (THC levels – 2-5 ng/ml blood as determined by an oral fluid screening device). Provincial: distribution and retail, Cannabis Control and Licencing Act, Cannabis Distribution Act, amendments to the Motorized Vehicle Act (no TCH for graduated licencing). So far, 31 licenced producers have been approved for the liquor distribution branch's online sales and stand alone stores, with over 100 strains. Over 100 licence applications have been received and regular inspections are performed after the licence is granted. Tax sharing is still being worked out between the province and municipalities, with \$400 million the estimated intake in the first year alone. Taxes are set at \$1/gram or 10% of the final retail price (whichever is higher), plus 7% provincial tax.

This year's small talk forum had some great ideas that I'd love to see Grand Forks try out. The District of Clearwater talked about the success they have had with two biomass energy systems. Using wood waste, this project has reduced carbon emissions and provided substantial cost savings. The neighbourhood golf cart pilot project was started by the Ministry of Transportation and Infrastructure in Chase. Modified golf carts are now a permanent fixture on summer streets. Childcare needs in small communities was also highlighted with the \$10/day child care option presented. An idea that kept popping up over the week was the concept of having a community forest. The two communities I spoke with about it, said how profitable it had been for them and that it provided more grant opportunities for them. Our regional director for area D said that this is something that the regional district has been looking into. I would like to get more information on this option for Grand Forks.

Finally, I'd just like to say how happy I was with our meeting with Premier Horgan. The Premier took extra time with Grand Forks to listen to our most urgent flood related concerns. Acting Mayor Thompson read the motions that council had passed for each area and the Premier asked us questions pertinent to each one of the areas. We highlighted the urgent need for winter housing and assistance for our business community to get back on their feet. In his closing address to the convention on Friday Premier Horgan mentioned Grand Forks specifically and encouraged us that all of BC was supporting us in our recovery.

Respectfully Submitted, Julia Butler

Councillor Colleen Ross, Report  
September 24, 2018

\*Flood Recovery Meeting with MP, Friday September 7—Met with MP Richard Cannings. Richard asked specifically to review the most recent recommendations, and the reports from the advisors and Flood Recovery Team. Graham Watt (Recovery Team Manager) made a comprehensive presentation, followed by a tour of each flood affected neighborhood, and the downtown businesses. ***Richard will advocate for disaster relief and grant funding support at the federal level.***

Summary: Richard wanted to be updated so that he could advocate with the fullest understanding of the reports and recommendations. Richard has visited GF on several occasions since the flood in May, including 2, day long visits, and onsite tours of the flood effected zones during the week of the flood. (Mayor Konrad was not available on the day of the visit on Sept. 7th)

\*Attended public meeting regarding decisions and recommendations related to 2018 flood disaster.

\*BC Timber Sales: Met with several staff members of BCTS to tour and discuss forest plans, and the logging that is currently happening at Miller and Hornet Creek. We spent considerable time in the logging sites, discussing details of the current forest practice methodologies, size of the blocks, rationales for logging where they are (steeper and deeper), AAC, watershed, and future plans.

Some points of interest for follow up include:

- BCTS currently appears to have no interest in having the AAC reduced
- BCTS will cut the lower part of Hornet Creek, impacting the water source for residents in the area, but they are saying that they will compensate the landowner by assisting with infrastructure to capture and store water when it is at a higher flow. Landowner is engaging with BCTS and has serious concerns about losing his water source.
- BCTS will cut Hornet Mountain right to the Granby Road, and along Granby Road
- BCTS does not think that forestry impacts the rate at which freshet melts, especially at lower elevations
- BCTS can advise the city about how to manage forest/urban interface to reduce fire risk

## REPORT TO COUNCIL

FROM: Councillor Christine Thompson

DATE: September 4, 2018

SUBJECT: Report to Council

I attended the Flood Recovery Meeting on September 5<sup>th</sup> where the very difficult decisions that Council made September 4<sup>th</sup> regarding endorsements of options that we believed were in the best interests of not only those affected by the flood, but our City as a whole, were discussed. We knew from the outset that not all people impacted would be happy with the choices that we made; however, it was felt that people needed to know the direction Council wanted to go to make their own decisions regarding their futures.

I attended the annual UBCM conference the week of September 10<sup>th</sup>, along with Councillors Hammett and Butler and our CAO Diane Heinrich. Because Mayor Konrad was not able to attend, he asked me to represent our City as Acting Mayor. It was a very full week of meetings with several Ministers, our Premier, the RCMP, BC Housing, Emergency Management BC, and the Insurance Bureau of Canada.

### **Mayor's Caucus**

The presentations centered around the opioid crisis in BC, poverty and homelessness. Minister of Mental Health and Addictions, Judy Darcy, advised that this issue is having a devastating impact in all of BC. There are no quick fixes and no one pathway to hope. The government has committed \$322 million over 3 years to address this issue including harm reduction and treatment. An Emergency Over Dose Response Centre has been created. Innovation grants are available, and each Health Authority has an Outreach Team.

Dr. Mark Tindell talked about harm reduction and stated that innovation starts at the community level. He went on to advise that in 2017 there were 1500 over dose deaths in BC and that 2018 could meet or surpass 2017. No region has been spared, and that 80% of deaths are male. 81% of those who died had fentanyl in them. He suggested that there needs to be a safer supply with no additives; there needs to be decriminalization; and, that there should be identity verifying vending machines for dispensing methadone and other harm reducing medications.

Minister of Municipal Affairs and Housing, Selena Robinson, talked about housing strategies. The Cities of Coquitlam and Kelowna have housing strategies, and Kelowna's is specifically an affordable housing strategy. Municipalities can zone land specifically for rental housing. She talked about community housing initiatives, including BC Housing's Housing Hub, a new program offered by her Ministry. She expressed her sincere thanks to Mayors for all that they do in times of turmoil. She also advised that the limits on spending in local elections will be closely monitored.

## REPORT TO COUNCIL

The final presenter was Donald MacPhearson, Executive Director of the Canadian Drug Policy Coalition. He advised that municipalities need to act locally and think nationally; and that there needs to be new approaches to intervene, including openly acknowledging the issue, facilitate harm reduction, advocate for the decriminalization for personal use, public health distribution systems, end prohibition and care for those that need it.

### **Minister of Municipal Affairs and Housing**

We met with Minister of Municipal Affairs and Housing, Selena Robinson, to discuss the role of BC Housing in supporting the development of rapid-response programs that empower local home-owners to add new rental housing to existing housing stock through new detached accessory dwellings and upgrading under-utilized or partly developed secondary suites. We also advised that there are mixed use buildings in the downtown core that are currently uninhabitable due to the renovations required. Owners are actively seeking financing to complete these upgrades to current building standards. We asked for provincial funding to assist with rental management and matching landlords and potential tenants. We also brought to the Minister's attention Council's concern that BC Housing did not consult with Council prior to making the purchase of land on 2<sup>nd</sup> Street and Central Avenue and subsequently making their intentions public. We encouraged the Minister to reconsider the direction BC Housing is intending to go with supportive housing, and instead provide multi-family housing units to address our immediate needs for displaced homeowners and tenants resulting from the May floods.

Minister Robinson's response is that her Ministry is working with communities across the province to provide supportive housing. She advised that there is a misconception of what supportive housing is province wide. She further advised that this housing will be for those currently in Grand Forks who are homeless, and that no one from other communities will be brought in and housed in that facility.

### **Attorney General**

We requested Attorney General David Eby, for support to increase access to the courts by providing a bi-monthly circuit court judge; increase the number of crown counsel lawyers in BC and change the burden of proof criteria for Crown Counsel from a substantial likelihood of conviction to a reasonable likelihood of conviction. We advised that it is our understanding that police in BC are not permitted to lay charges. Once offenders have been apprehended and the RCMP has recommended charges, crown seldom lays charges and these offenders are released only to reoffend. Reference was made regarding 2 prolific offenders, one with an arrest warrant for failure to appear and whose charges are no longer in the system, and one where the victim was requested to drop the charges. The lack of RCMP resources in our community is, in Council's opinion, exasperating the level of criminal activity and increases the frustration of our community members, particularly the business community.

## REPORT TO COUNCIL

The Attorney General advised that he will ask his Deputy Minister to look into the issue of the 2 repeat offenders and to make inquiries to the Chief Judge regarding service levels in Grand Forks.

### **Premier Horgan**

Rural Grand Forks Director Roly Russell, RDKB Administrator Mark Andison and Flood Recovery Team Manager Graham Watt accompanied us to this meeting.

We advised Premier John Horgan that the solution to the catastrophic flooding experienced in our City requires both leadership and financial commitment on the part of the Provincial Government as our City does not have the financial resources to ensure reasonable protective measures are in place for the future of our City. We advised him of the very difficult decisions Council endorsed after consideration of engineering reports, consultations with each impacted neighbourhood and the results of a survey that gave each affected property owner the choice of options Council was considering. We further advised the Premier that we knew we could not make everyone happy but resolved to do what we believed was in the best interests of the City as a whole.

Premier Horgan asked if the buy out would be based on assessed values, and we responded we were advocating for pre-flood market value plus the cost of repairs spent to bring these homes to a standard that would keep residents safe, secure and dry over the upcoming winter. He inquired how the City intended to pay for this, and we advised that this is where the Province comes in.

### **Minister of Forest, Lands, Natural Resource Operations, and Rural Development**

Rural Grand Forks Director Roly Russell, RDKB Administrator Mark Andison and Flood Recovery Team Manager Graham Watt accompanied us to this meeting.

We advised Minister Doug Donaldson of the same issues that were discussed with Premier Horgan and the decisions of Council outlined above.

Director Russell brought forward the economic picture and the need to talk about supports on the table for small business and agriculture. He advised that small businesses are falling through the cracks. FRT Manager Graham Watt advised of a case study being undertaken that looks at land swaps and green spaces, and that this is being captured in the plan.

Minister Donaldson thanked Council for our long-term vision for solutions and supports for the community at risk. He commented on the incredible amount of coordination done to come to the resolutions that we did. He also said the “eyes” will be on what the City and the Province do together.



## REPORT TO COUNCIL

### **Other Meetings**

#### **Insurance Bureau of Canada**

Councillor Hammett and I, along with CAO Diane Heinrich met with representatives of the Insurance Bureau of Canada. We advised them of the frustrations of those insured, and particularly owners of business and their tenants, who do not agree with the recommendation(s) of their insurance company's adjuster. We have invited them to come to Grand Forks to present to our residents the options available to them when there is a disagreement. They will be coordinating this presentation with FRT Manager Graham Watt. Mr. Watt will also invite the Insurance Association of BC to attend this presentation.

#### **Emergency Management BC**

At the invitation of Director Russell, we attended their meeting in support of them.

#### **RCMP**

We advised that Council is concerned with the number of members in our Detachment that are available to deal with the increase in criminal activity in our City. We advised that we were aware that E Division had requested funding for up to 150 additional members and inquired what Council can do to support this request. We were advised that Council could send a letter in support of this request to the Solicitor General and Minister of Public Safety.

#### **BC Housing**

We met with Armin Amrolia, Associate Vice President, Development Strategies, to express our deep concern that Council had not been consulted regarding the supportive housing to be built on land purchased by BC Housing on the south side of Central Avenue and 2<sup>nd</sup> Street. We advised that while BC Housing's representative had consulted with the City's Planning Department regarding zoning and permitted uses, Council was not made aware of this purchase and intended development until the day before the notification was delivered to the business community who are extremely upset with this development proposal. We have invited Ms. Amrolia to come to Grand Forks September 24<sup>th</sup> to meet with the business community and to make a presentation to Council regarding this and other housing issues in our community, and she has advised that she will be here for the day.

I came away from our meetings with a positive feeling. It is my belief that the Premier and his Ministers will support Council's asks as much as they can. I am encouraged by the responses from the Insurance Bureau of Canada and BC Housing. I also want to thank our MLA Linda Larson and her Executive Assistant Colleen Misner for attending most of our meetings where they did not conflict with other municipality's in her riding.

## REPORT TO COUNCIL

Unfortunately, the number of meetings we had, precluded me from attending the workshops I wanted to; however, the business of the City took precedence.

Lastly, I am please to advise that the City of Grand Forks received an Honourable Mention for our Sustainable Service Delivery Tool in Excellence in Asset Management category at the 2018 Community Excellence Awards.

Respectfully submitted,

Councillor Christine Thompson

# Request for Decision



To: Regular Meeting  
From: **Procedure Bylaw / Corporate Services**  
Date: September 24, 2018  
Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary  
Recommendation: **THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.**

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## Background

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

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## Benefits or Impacts

### General

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

### Strategic Impact



#### Community Engagement

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

### Policy/Legislation

Procedure Bylaw No. 1946, 2013

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## Recommendation

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

## Options

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

# Request for Decision



To: Regular Meeting  
From: **Corporate Services**  
Date: September 24, 2018  
Subject: Appointment of Deputy Chief Elections Officer  
Recommendation: **THAT Council appoints Kevin McKinnon, Deputy Chief Elections Officer, at a rate of \$800, for the City of Grand Forks for the purpose of conducting the 2018 Local Government Election.**

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## Background

Council already appointed a Chief Election Officer (Dawn Attorp) and Deputy Chief Election Officer (Daniel Drexler) in April 2018. Since the appointments, and after the flooding events, staff roles changed and Kevin McKinnon was appointed by Council as the Deputy Corporate Officer in late June 2018.

To accommodate all needs of the elections team on General Election Day (October 20, 2018), Mr. Drexler will be working exclusively with the mobile special voting team. Mr. McKinnon would remain at the main voting location for the general voting day as a Deputy to Ms. Attorp. This will also provide an excellent opportunity for succession planning in those critical roles.

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## Benefits or Impacts

### General

The Local Government Elections are a legislatively required process.

### Strategic Impact



#### Community Engagement

- General Voting is a public process

### Policy/Legislation

Part 3 of the Local Government Act outlines the Electors and Elections process. Council adopts an Elections Bylaw that outlines specific directions that govern the local election process

## Attachments

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### **Recommendation**

**THAT Council appoints Kevin McKinnon, Deputy Chief Elections Officer, at a rate of \$800, for the City of Grand Forks for the purpose of conducting the 2018 Local Government Election.**

### **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.

### Report Approval Details

Document Title:	2018 09 24 - Appointment of Deputy Election Officer.docx
Attachments:	
Final Approval Date:	Sep 18, 2018

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

**Diane Heinrich - Sep 18, 2018 - 3:02 PM**



# Memo



To: Regular Meeting  
From: **Deputy Manager of Operations and Sustainability**  
Date: 2018-09-24  
Subject: Airport watermain, road right of way, and trees.

## Background

Council approved the project to upgrade the watermain at the airport in the 5-year Financial Plan adopted in 2018. The path of the watermain upgrade at the airport goes through a treed area and the trees must be removed to dig the trench for the watermain and to clear the road right of way. The right of way extends twenty metres from the north end of the airport parcel away from Unifab as shown in Figure 1. Most of it is clear already, but the section closest to 2<sup>nd</sup> Street has two stands of Ponderosa pine trees. A biologist was engaged to review the area for any sensitive habitat and to provide recommendations for controlling the establishment of invasive species after ground disturbance. Staff will implement these recommendations in the project.







Images 1: Area to be thinned on the left, cleared on the right.

No obvious wildlife use was noted in the right of way although specific trees outside of it were identified as being used by woodpeckers. The overall habitat value of the trees in the road right of way was deemed to be low. Thinning was recommended for the area outside of the road right of way. Specifically, all trees with a diameter at breast height of less than 7cm should be removed and this accounts for about eighty percent of the trees in the stand. This creates a closer approximation to the high value habitat described as widely spaced clumps or individual mature ponderosa pines with an understory of bunchgrass and some shrubs.

In recognition of the 0.28ha of area to be disturbed, staff plan to plant an equivalent area along the Kettle or Granby rivers to restore riparian area habitat. Success of the restoration planting means the survival of planted native trees and shrubs such that they provide valuable ecosystem services.

Council passes Urban Forest Policy #1105 in May of 2018. It provides the guidelines for tree removal, one of which is the interference with municipal or utility infrastructure. The trees within the road right of way fit within that justification for removal. The policy directs staff to manage the urban forest for public benefits including habitat improvement and riparian area improvement. The thinning and subsequent improvement of the rest of the treed area and planned planting along riparian areas work towards these objectives.





Image 2: Area to be cleared.




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## Benefits or Impacts

### General

Overall, the watermain project creates additional development potential at the airport which creates economic benefits like an expanded tax base and additional employment.

### Strategic Impact

-  We will continue to proactively identify and plan for infrastructure repair and replacement.
-  We foster a vibrant economic environment.
-  We are open yet disciplined in land development decisions.

### Policy/Legislation

Urban Forest Policy 1105

### Attachments

Kettle Ecological Technical Memo

### Report Approval Details

Document Title:	Memo 2018 - Airport Watermain Trees.docx
Attachments:	- Grand forks airport Rd tree removal vCouncil.pdf
Final Approval Date:	Sep 19, 2018

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

**No Signature - Task assigned to David Reid was completed by assistant Cavan Gates**

**David Reid - Sep 19, 2018 - 12:49 PM**

**No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler**

**Diane Heinrich - Sep 19, 2018 - 2:38 PM**

2018-09-17

Dave Reid  
Operations Manager, City of Grand Forks  
250-442-8266  
[dreid@grandforks.ca](mailto:dreid@grandforks.ca)

Re: Project to remove trees by Grand Forks airport to construct a road on existing road right-of-way.

Mr. Reid

Thank you for meeting me on site to explain the proposed project. After our meeting I surveyed the trees on the existing road right of way where removal is planned to document wildlife usage and habitat values. Considering several federal and provincially listed bird species could potentially be using the trees (Lewis's woodpecker and Western Screech owl) it is important to identify and assess potential impact of tree removal on habitat values for these species and other more common wildlife species to enable retention of important habitat features. A wildlife tree typically provides a unique feature that is used by wildlife. An example is presence of excavated nest cavities, heavy branches or dense foliage to support platform nesting raptors or owls, broken tops or other unique features that wildlife species depend on for successful reproduction or improve foraging potential by providing a vantage point higher than the tree canopy.

On the project site the stand of ponderosa pine trees (*Pinus ponderosa*) has a mix of age classes but overall is a fairly young stand with extensive ingrowth due to fire suppression (picture 4). Forest ingrowth is a common issue in the Ponderosa Pine bunchgrass Biogeoclimatic Zone in our area as a result of history of fire suppression that can be addressed through better management practices. A healthy high value stand of trees in this hot dry valley bottom site would be widely spaced clumps or individual trees of mature ponderosa pine (<40 dbh) with some dead or defect trees (broken top, spike top, presence of rot) with an understory of primarily bunchgrass and a few widely spaced shrubs. I did observe a small amount of woodpecker feeding on some larger trees within the retention area along with a couple larger broken top trees (picture 3). I did not observe any obvious wildlife use on trees within the road right-of-way. There are invasive weeds in the non-forested portions of the road right-of-way that will be removed as the road surface is built (Picture 5).

The habitat value of the stand on the road right-of-way currently is low since the stand is young (Picture 1 and 2), canopy is open, the trees have not yet matured sufficiently to provide unique features like heavy branches or rot pockets in the stems, and there is no evidence of excavated nests or platform nests. There are a few large diameter trees (>40 cm dbh) on the road right-of-way that will be removed by the project that would be considered future recruitment wildlife trees. It takes a long time to grow a large tree so considering future wildlife tree recruitment is important. As they mature they would have become more valuable to wildlife so the complete tree removal on the road right-of-way will have a small long-term impact. All the small diameter trees on the road right of way are of low habitat value and should be removed to create a

## Kettle Ecological

healthier stand of trees by reducing stem density. Since the road development will be limited to the 20 m right of way it will leave a significant portion of the tree stand intact (retention area).

There are far too many trees on the site and thinning should be done in the retention area off the right-of-way as the road is built. Removal of the small understory trees in the retention area will not only improve wildlife habitat values it will also reduce risk of a crown fire.

Based on my survey I am providing the following recommendations:

1. After the road is constructed all disturbed areas beyond the road surface should be revegetated with suitable drought resistant grass mix to prevent establishment of invasive plants. Specific recommendations have been provided in a separate email.
2. Habitat improvement should be undertaken within the retention area to remove young ingrowth and create coarse wood debris. This should include removal of all trees with a diameter at breast height (dbh) of less than 7 cm dbh and removal of 90% of the trees between 7 cm and 30 cm dbh. This should remove about 80% of the stems from the site opening up the canopy to release the grasses and forbs growing in the understory. The 10% of trees between 7 cm and 30 cm dbh to be retained should be the ones located in proximity to or within clumps of larger trees being retained to create a clumpy distribution. A few medium diameter trees harvested from the road right-of-way should be placed as coarse woody debris in the retention area to create habitat for snakes and small mammals. Ensure the equipment operators do all work in the retention area in a manner to minimize damage to trees and soil disturbance. There is a large opening between tree clumps within the current loop road where a few small ponderosa pine should be planted or transplanted. This opening was likely a result of previous construction work.
3. To compensate for the loss of the large trees on the new road right of way I am recommending an offset planting of the equivalent area (145 m x20 m) (0.28 ha) be completed along the Kettle or Granby rivers to restore valuable habitat at another location. The offset planting site should be an area that had historical tree clearing along the river and involve planting to establish a native tree and shrub community to provide future habitat for a large variety of bird species. Successful restoration planting requires not only planting but also protection from browsing and girdling in addition to watering for the first couple years to give the trees and shrubs a good start in our hot dry climate. Specific details on the offset planting would need to be provided once a suitable location is selected.

Sincerely,



Barb Stewart  
BSc, RP Bio # 1835  
Kettle Ecological



## Kettle Ecological

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Picture 1. Young trees along road right of way to be harvested (looking east)



Picture 2. Young clump along road right of way on east end looking west.



Picture 3. Higher value broken top tree in the retention area.



Picture 4. Young tree in-growth in the retention area that should be removed.



Picture 5. Invasive plants on existing road right of way that will be removed by construction of the road.

# Request for Decision



To: Regular Meeting  
From: Chief Financial Officer  
Date: September 24, 2018  
Subject: 2018-2022 Financial Plan Amendment Bylaw, No 2045-A1  
Recommendation: **THAT Council gives final reading to 2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1.**

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## Background

Since the adoption of the five year financial plan on April 9<sup>th</sup>, 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 has made for capital projects.

This Bylaw was introduced to the COTW on August 20, 2018 and given first three readings on September 4, 2018.

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
- Insurance proceeds (added since bylaw introduction)	700,000

### 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
- Facilities - flood damage expenses (added since bylaw introduction)	700,000

### 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 <sup>nd</sup> 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 \$1,699,152, an increase in expenses of \$2,302,965, and an increase in capital expenditures of \$501,200.

The annual water and sewer emergency repair fund has been increased by \$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



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## 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

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## Recommendation

**THAT Council gives final reading to 2018-2022 Financial Plan Amendment Bylaw, No. 2045-A1.**

## Options

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

### Report Approval Details

Document Title:	By2045-A1 Financial Plan Amendment adopt.docx
Attachments:	- By2045-A1 - Five Year Financial Plan Amendment 2018-2022.pdf
Final Approval Date:	Sep 7, 2018

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

**Diane Heinrich - Sep 7, 2018 - 11:32 AM**

# 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**

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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 24<sup>th</sup> day of September, 2018.

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Mayor Frank Konrad

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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 24<sup>th</sup> day of September, 2018.

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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**

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenues</b>					
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	1,577,300	412,300	412,300	412,300	412,300
<b>Total Revenues</b>	<b>20,187,476</b>	<b>13,592,540</b>	<b>13,952,161</b>	<b>14,166,861</b>	<b>14,547,749</b>
<b>Expenses</b>					
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	2,396,305	1,298,771	1,317,520	1,309,645	1,329,152
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
<b>Total Expenses</b>	<b>15,609,806</b>	<b>13,676,130</b>	<b>13,888,088</b>	<b>14,050,162</b>	<b>14,305,139</b>
<b>Surplus (Deficit) for the year</b>	<b>\$ 4,577,670</b>	<b>\$ (83,590)</b>	<b>\$ 64,073</b>	<b>\$ 116,699</b>	<b>\$ 242,610</b>
<b>Adjusted for non-cash items</b>					
Amortization	1,849,221	2,102,562	2,185,260	2,209,366	2,239,255
<b>Total Cash from Operations</b>	<b>\$ 6,426,891</b>	<b>\$ 2,018,972</b>	<b>\$ 2,249,333</b>	<b>\$ 2,326,065</b>	<b>\$ 2,481,865</b>
<b>Adjusted for Cash Items</b>					
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)	(1,600,000)	(1,900,000)	(2,100,000)	(2,300,000)
Transfer to Surplus	(105,141)	(45,011)	(20,496)	(12,228)	(209)
	<b>\$ (6,426,891)</b>	<b>\$ (2,018,972)</b>	<b>\$ (2,249,333)</b>	<b>\$ (2,326,065)</b>	<b>\$ (2,481,865)</b>
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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	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						67,500	
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	Equipment	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											
Airport Water Main Looping	Water	75,000			25,000								128,000	
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: Regular Meeting  
From: Corporate Officer and Chief Financial Officer  
Date: September 24, 2018  
Subject: Council Members Remuneration and Expenses Bylaw No. 2050

Recommendation: **THAT Council gives final reading to Council Remuneration and Expenses Bylaw No. 2050, 2018.**

**THAT Council rescinds Minimum Expense, Benefits & Allowance Policy No. 304.**

**THAT Council rescinds Council Remuneration Policy No. 305.**

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## Background

The City's existing Council Remuneration Bylaw 1743 requires amendment in order to reflect the new Canada Revenue Agency rules which eliminate the non-taxable expense allowance for municipal officers on January 1, 2019.

Staff has also made the following changes to the bylaw which will allow for the rescission of the "Minimum Expense, Benefits & Allowance Policy" No. 304 and "Council Remuneration Policy" No. 305:

- new sections (3 and 4) which cover the provision of health care benefits and reimbursement of direct expenses, which are currently included in Policy 304.
- a new section (6) which provides for the review of Council remuneration prior to municipal elections every four years, which is the subject of Policy 305.

Staff has also deleted verbiage regarding attendance at conferences, workshops and other events which is included in Policy 301, Council & Staff Memberships and Conferences Policy, and thus not relevant to this bylaw.

Council Remuneration and Expenses Bylaw 2050 was introduced to the Committee of the Whole on August 20, 2018 and given first three readings on September 4, 2018. This bylaw will increase remuneration by 2.5% to an annual amount of \$24,000 and \$18,000 for the Mayor and Councillors respectively, commencing January 1, 2019, and provides for annual increases based on Canadian CPI for 2020 and thereafter.

Staff has also included resolutions for Council to rescind Policy 304, the majority of whose provisions are duplicated in Travel Expense Allowance Policy No. 112-A1, and Policy 305, which is now covered by section 6 of Bylaw 2050.

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## Benefits or Impacts

### General

### Strategic Impact



#### Fiscal Responsibility

- The City will incur additional payroll costs of approximately \$3,440 in 2019 as a result of the 2.5% increase in remuneration.

### Policy/Legislation

Council Remuneration and Expenses Bylaw No. 1743, 2004

Council Remuneration Policy No. 305

Minimum Expenses, Benefits & Allowance Policy, No. 304

## Attachments

Council Remuneration and Expenses Bylaw No. 2050, 2018

Council Remuneration and Expenses Bylaw No. 1743, 2004

Council Remuneration Policy No. 305

Minimum Expenses, Benefits & Allowance Policy, No. 304

Travel Expense Allowance Policy, No. 112-A1

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## Recommendation

**THAT Council gives final reading to Council Remuneration and Expenses Bylaw No. 2050, 2018.**

**THAT Council rescinds Minimum Expense, Benefits & Allowance Policy No. 304.**

**THAT Council rescinds Council Remuneration Policy No. 305.**

## Options

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



### Report Approval Details

Document Title:	By2050 Council Remuneration adoption.docx
Attachments:	<ul style="list-style-type: none"><li>- By2050 - Council Remuneration 2018.pdf</li><li>- By1743 Council Remuneration 2004.pdf</li><li>- 305 - Council Remuneration.pdf</li><li>- 304 - Council Elected Members Minimum Expense Benefits Allowance Policy.pdf</li><li>- 112-A1 - Travel Expense Allowance.pdf</li></ul>
Final Approval Date:	Sep 7, 2018

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

**Diane Heinrich - Sep 7, 2018 - 11:41 AM**

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

## **BYLAW NO. 2050**

### **A Bylaw to Provide for Council Members Remuneration and Expenses**

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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 \$24,000; and
    - ii) the annual remuneration for each Councillor for the discharge of the duties of office shall be \$18,000.
  - 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 1<sup>st</sup> to December 31<sup>st</sup> 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, 2004 is hereby repealed.

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

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

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Mayor Frank Konrad

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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 24<sup>th</sup> day of September, 2018

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Corporate Officer 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

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**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 \$6,035.00 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.

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Mayor Jake Raven

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Lynne Burch - City Clerk

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

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.

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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 13<sup>th</sup>, 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 1<sup>st</sup> following the general election.

CITY OF GRAND FORKS			
POLICY TITLE:	Council-elected members	POLICY NO:	304
	Minimum Expense, Benefits & Allowance Policy		
EFFECTIVE DATE:	February 16, 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 2

**POLICY:**

Subject to the Remuneration and Expense Bylaw governing the remuneration and allowance, members elected to City Council shall be reimbursed for benefits premiums, allowances and expenses, as provided herein and this policy shall be reviewed by Council on an annual basis, as proposed by the City Manager. Where there is a conflict between this Policy and the Bylaw or the Community Charter or the Local Government Act, the Bylaw or the Act shall prevail.

**PURPOSE:**

To ensure that elected members have a policy that provides guidance to Staff and the general public for reimbursement of expenses and allowances when members of Council are engaged in performing the duties of the City within and outside the Municipal boundaries.

**Reimbursement Policy applies to the following:**

**Medical, Vision, Dental & Extended Health:**

The City contributes 100% of the premiums for medical, dental, vision and extended health benefits to ensure that the member has coverage that equals the minimum coverage offered in any City collective agreement, provided there is a minimum group enrolment available for the members of Council.

**Life Insurance and AD& D:**

The City contributes 100% of the premiums for life insurance for coverage of \$30,000.00 per member while the member is engaged in the traveling to and from Council meetings and travels outside the Municipal boundaries of Council, provided there is a minimum group enrolment available for the members of Council.

**Car allowance and mileage:**

Where an elected member is required to use his or her own vehicle for City purposes outside the boundaries of the City, the member shall be reimbursed for mileage at the rate specified in the Income Tax Act. A monthly allowance may be paid, provided prior to the use of personal vehicle, an agreement on the amount of allowance has been reached with the City Manager or the City Council, by a resolution.

**Accommodation:**

When a member is required to attend approved meetings and approved workshops related to the business of the City, the City shall reimburse 100% of the accommodations paid by the member.

**Meals and Allowances: Within and Outside of Municipal Boundaries.**

Members of Council are entitled to the reimbursement of meals while the members have been called to meetings at City Hall or at another designated place or have been engaged in meetings with Staff on Municipal business and also engaged in meetings prior to the regularly scheduled meetings of Council.

Reimbursement for meals shall be provided when the member is performing duties of the City outside the Municipal boundaries. The reimbursement shall be the actual cost of the meals.

**Internet and email account Charges:**

Members of Council may receive 50% reimbursement of Internet charges for cost of Internet and email for the convenience of receiving electronic communication from the City Staff.

**Accident Deductible reimbursement:**

Where a member's personal vehicle is involved in an accident outside the Municipal boundaries, while performing the duties of the City and provided the member is not at fault, the City shall reimburse the amount of the deductible the member is required to pay.

**Rental of Vehicle and other Transportation Charges:**

Members of Council are entitled to the reimbursement of rental of vehicles, ferry charges, airline tickets and related charges, bus tickets, rail tickets and other transportation charges while traveling on approved Municipal business outside the Municipal boundaries.

**Direct Expenses:**

Members of Council may be reimbursed for any direct costs relating to the performance of Municipal duties, provided such direct cost has been approved, prior to the incurrence of the expenses, either by a resolution of Council or by the City Manager and such direct cost shall not relate to these:

- Entertainment of constituents and meeting costs associated with constituents
- Municipal Elections
- Campaign Expenses
- Distribution of Flyers on any municipal issues
- Advertising in newspaper and radio or any form of media
- Legal and accounting fees
- Consultant Fees
- Engineering Fees
- Indemnification of members, unless there is a bylaw for Indemnification
- Loss of personal property of any nature and value
- Personal expenses of any amounts and for any purposes
- Laundry expenses, unless it was incurred while traveling on municipal business.

**General Prohibition on Expenses Reimbursement:**

An expense not provided for reimbursement in this policy is not eligible to be reimbursed unless the member has received prior approval, by a resolution of Council.



## **CITY OF GRAND FORKS**

**POLICY TITLE:** Travel Expense Allowance

**POLICY NO:** 112-A1

**EFFECTIVE DATE:** September 14, 2015

**SUPERSEDES:** MARCH 6<sup>TH</sup>, 2012

**APPROVAL:** Council

**PAGE:** 1 of 4

### **POLICY:**

The Chief Financial Officer (CFO) or the Chief Administrative Officer (CAO) on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a Council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

### **PURPOSE:**

To reimburse allowable travel expenses associated with City business and ensure expenditures are accountable, cost effective and practicable.

### **PROCEDURE**

1. All travel must be authorized prior to departure using the standard City travel form authorization. The CAO will approve Mayor and Council expense claims. CAO or Manager will pre-approve staff attendance and days of travel.  
Any attendance at pre-convention and post-convention seminars and courses must be approved prior to departure.
2. All travel reservations for mode of travel, car rental, event attendance and accommodation should be made by City staff who should obtain most economical rates. City staff should use City credit cards.
3. All allowable travel expenses other than per diem costs may be paid with City credit cards by card holders.
4. Original expense receipts and documentation on reason for travel such as meetings, conference, training, etc. should be attached to travel claim. All expense receipts should indicate event, person for and date.
5. Travel claim to be completed within 5 working days after travel and submitted on the standard City travel expense form.
6. Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the City Chief Administrative Officer must be sought before an expense is incurred.
7. Travel advances of City representative's meal and incidental allowances may be applied for when travel is for 5 or more working days. Travel advances may be permitted as authorized by the CAO.
8. Spousal travel costs will be paid by the City representative unless specifically authorized otherwise by the Chief Administrative Office.

9. All claims for reimbursement of expenses must be signed by the claimant, CFO and Manager or CAO who has responsibility for the budget where the expenditures will be charged.

**TRAVEL BY VEHICLE-** If available for use, using a City owned vehicle for City business should be the first priority mode to minimize costs. Fleet should be booked as soon as travel approved.

- Actual expenses incurred supported by receipts will be reimbursed. No mileage claim is allowed for City owned vehicles.
- When City owned vehicle is not available and personal vehicle has to be used then reasonable expenses upon proof of payment will be reimbursed including actual mileage.
- If personal vehicle is preferred vehicle of choice then mileage allowance must be approved by CAO prior to travel. Otherwise only actual expenses such as fuel, ferry, parking supported by receipts will be reimbursed.
- Mileage reimbursement will be at the rate approved by CRA allowance.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled, provided by an acceptable explanation or at the discretion of the CFO or CAO or acting person therein.

#### **ACCIDENT DEDUCTIBLE REIMBURSEMENT**

- Where City staff's personal vehicle is involved in an accident outside the Municipal boundaries, while performing the duties of the City and provided the member is not at fault and had sufficient business insurance coverage, the City shall reimburse the amount of the deductible the member is required to pay.

#### **TRAVEL BY AIRFARE**

- City staff should book air travel. Lowest possibly economy fare should be booked.
- Payment of actual costs of domestic economy airfare rates or actual costs of international economy airfare rates.

#### **CAR RENTAL**

- Car rental to travel to destination may be an economical mode of travel. A car rental quote should be obtained by City staff to ensure cost effective.
- Car rental at the destination may be appropriate when a cost savings can be justified such as travelling in a group of 3 or more City representatives and requiring numerous taxi rides each day.

#### **FERRY, BUS, TRAIN, SHUTTLE, AIRPORT LIMO, TAXI FARES**

- Actual cost supported by receipt.

#### **ACCOMMODATION**

- Actual hotel room cost for single accommodation supported by hotel/motel receipt and tips and gratuities. Hotel expenses such as in room movies, mini bar are not allowed.
  - o City staff to make reservations and to obtain government rate or

special event rate where applicable. When a spouse accompanies an employee on a trip only the single rate will be allowable.

- Alternate accommodation allowance of \$40.00 per night in lieu of hotel will be allowed without submission of receipts.
- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City unless circumstances such as unsafe weather arises.
- Actual cost of business internet, telephone and telefax charges supported by receipts.

**WORKSHOP, SEMINAR OR CONVENTION REGISTRATION/COURSE/TRAINING MATERIALS/FEES** Actual costs supported by receipts.

**MEALS:**

<b><u>DAILY MEAL</u></b>	<b>WITHIN MUNICIPAL BOUNDARY</b>	<b>OUTSIDE MUNICIPAL BOUNDARY</b>	<b>VANCOUVER- 100 KM RADIUS &amp; INTERNATIONAL</b>
<b>Breakfast</b>	<b>\$15</b>	<b>\$15</b>	<b>\$20</b>
<b>Lunch</b>	<b>\$20</b>	<b>\$25</b>	<b>\$30</b>
<b>Dinner</b>	<b>\$30</b>	<b>\$35</b>	<b>\$40</b>

-Meal allowance in lieu of actual costs is provided while on travel status requiring overnight stay.

-The per diem allowance for the day of departure and day of return will be calculated on a pro rate basis with one half the per diem payable for any portion of the day prior to 12:00 noon and one –half of the per diem payable for any portion of the day after 12:00 noon.

-Travel of less than one day by City representative can claim actual costs of expenses supported by receipts. Reimbursed expense must not exceed meal allowance amount.

-Meal rate will be reduced when a meal is provided at the function attending.

-International meals will be the foreign currency equivalent to allowance.

**DAILY INCIDENTAL ALLOWANCE:**

- A per diem allowance of \$15.00 for reimbursement for incidental expenses such as dry cleaning, gratuities, etc will be paid for each full day of travel status

**TELEPHONE/FAX**

- Actual costs supported by receipt.

**MEMBERSHIP FEES/DUES**

Actual costs in approved and direct work-related organizations.

**PARKING FEES**

- Actual costs supported by receipts.

**TRAVEL INSURANCE**

- Actual costs supported by receipts.

**OTHER REIMBURSEMENTS**

- Entertaining visitors, guests, members of Council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts. Actual costs for extra meals supported by receipts. Names of persons entertained and company name, City business must be indicated on receipts.

-

**INELIGIBLE EXPENSES FOR REIMBURSEMENT:**

- Vehicle infractions
- Alcoholic beverages
- Parking tickets, fines, towing charges
- Vehicle damages
- Mini bar chargers, in-room movies or personal services
- Costs for spouse/partner programs unless approved as allowable
- Recreation and social activities not included in registration fee

**SPOUSAL/PARTNER EXPENSES**

- Spousal expense may be paid by the City if it is beneficial for the interests of the City, such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.
- Spousal expenses may be paid in relation to Banquet/Reception meals

Other expenses of the spouse shall not be reimbursed by the City and are the costs of the City representative.

# Request for Decision



To: Regular Meeting  
From: Chief Financial Officer  
Date: September 24, 2018  
Subject: Bylaw No. 2051 - 2019 Revenue Anticipation Borrowing Bylaw  
Recommendation: **That Council gives first three readings to 2019 Revenue Anticipation Borrowing Bylaw, No. 2051.**

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## Background

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year and the property tax payment due date of the first working day after July 1.

Although the City does not anticipate any need to borrow against its line of credit, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's operating loan (overdraft) agreement with the Grand Forks Credit Union.

Bylaw 2051 is the City's proposed 2019 Revenue Anticipation Borrowing Bylaw.

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## Benefits or Impacts

### General

This bylaw is a statutory and contractual requirement for the City's overdraft arrangements with the Grand Forks Credit Union.

### Strategic Impact



#### Fiscal Responsibility

The City currently has an operating loan agreement to borrow up to \$2,000,000 (two million dollars).

### Policy/Legislation

This is an annual bylaw which is covered under Section 177 of the Community Charter and fulfils the requirement of the banking agreement with the Credit Union.

## Attachments

2019 Revenue Anticipation Borrowing Bylaw, No. 2051

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## Recommendation

**That Council gives first three readings to 2019 Revenue Anticipation Borrowing Bylaw, No. 2051.**

## Options

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

### Report Approval Details

Document Title:	Bylaw 2051 Revenue Anticipation three readings.docx
Attachments:	- By2051 - 2019 Revenue Anticipation.docx
Final Approval Date:	Sep 6, 2018

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

**Diane Heinrich - Sep 6, 2018 - 10:07 AM**

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2051**

### **A Bylaw Authorizing the Corporation of the City of Grand Forks to Borrow the Sum of Two Million Dollars to Meet the Current Lawful Expenditures of the City**

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

1. This bylaw may be cited, for all purposes as the “2019 Revenue Anticipation Borrowing Bylaw, No. 2051”.
2. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
3. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2019.
4. That the amounts so borrowed shall be a liability payable out of the City’s revenues for the year ended December 31st, 2019.
5. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2019.

Read a first, second and third time by the Municipal Council this 24th day of September, 2018.

Finally adopted on this 9<sup>th</sup> day of October, 2018.

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Frank Konrad – Mayor

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Corporate Officer - Daniel Drexler



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

I hereby certify the foregoing to be a true and correct copy of "2019 Revenue Anticipation Borrowing Bylaw, No. 2051", as adopted by the Municipal Council of the Corporation of the City of Grand Forks on the 9th day of October, 2018.

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

# Request for Decision



To: Regular Meeting  
From: **Development and Engineering**  
Date: September 24, 2018  
Subject: Nature Park Dedication Bylaw  
Recommendation: **RESOLVED THAT Council adopts "Nature Park Bylaw No. 2052".**

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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.

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.

Committee of the Whole considered this bylaw at the August 20, 2018 meeting. Bylaw No. 2052 was given its first three readings at the September 4, 2018 Regular Meeting and is now presented for adoption.

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## 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

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## Recommendation

**RESOLVED THAT Council adopts “Nature Park Bylaw No. 2052”.**

## Options

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



### Report Approval Details

Document Title:	RFD 2018 - Nature Park Dedication Bylaw 2052 RM2.docx
Attachments:	- By2052 Nature Park Bylaw.pdf
Final Approval Date:	Sep 17, 2018

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

**Dolores Sheets - Sep 17, 2018 - 2:34 PM**

**Diane Heinrich - Sep 17, 2018 - 2:52 PM**

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

**A Bylaw to dedicate Nature Parks**

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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 4<sup>th</sup> day of September, 2018.

Adopted this 24<sup>th</sup> day of September, 2018.

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Mayor Frank Konrad

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Corporate Officer – Daniel Drexler








Entirety of:

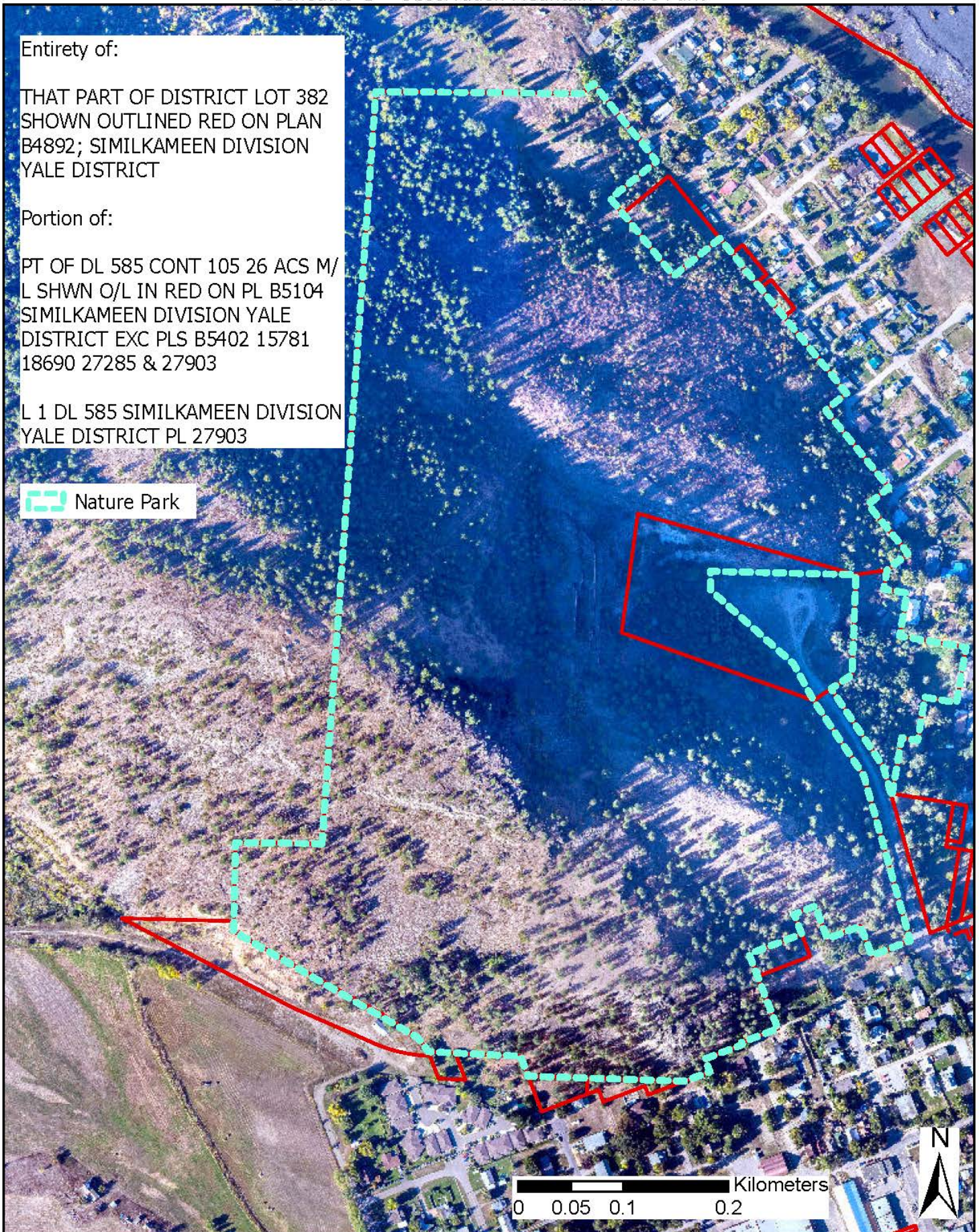
THAT PART OF DISTRICT LOT 382  
SHOWN OUTLINED RED ON PLAN  
B4892; SIMILKAMEEN DIVISION  
YALE DISTRICT

Portion of:

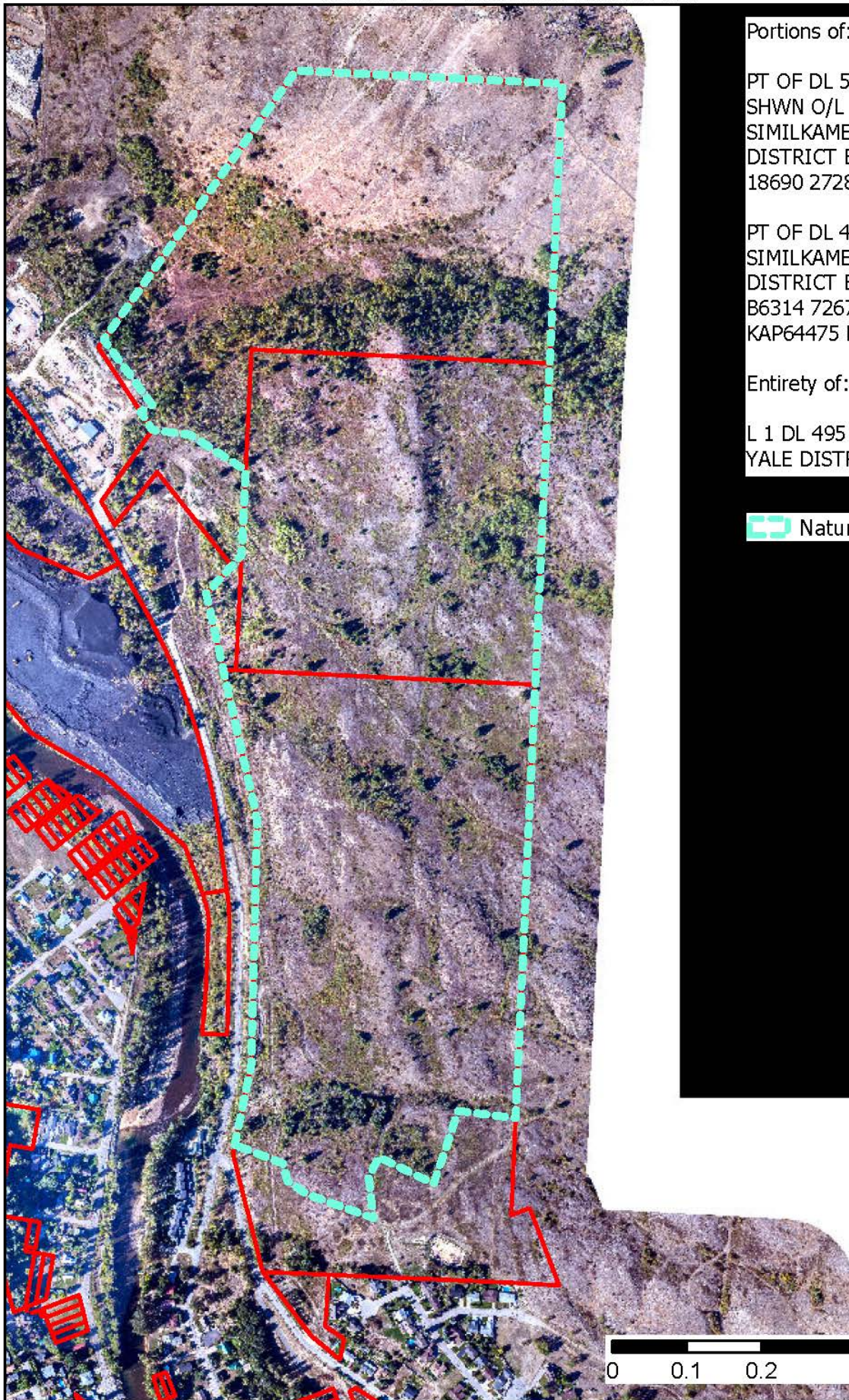
PT OF DL 585 CONT 105 26 ACS M/  
L SHWN O/L IN RED ON PL B5104  
SIMILKAMEEN DIVISION YALE  
DISTRICT EXC PLS B5402 15781  
18690 27285 & 27903

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



Entirety of:

PCL B (DD J64043) OF L 2 BK 3 DL  
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DISTRICT PL 586


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

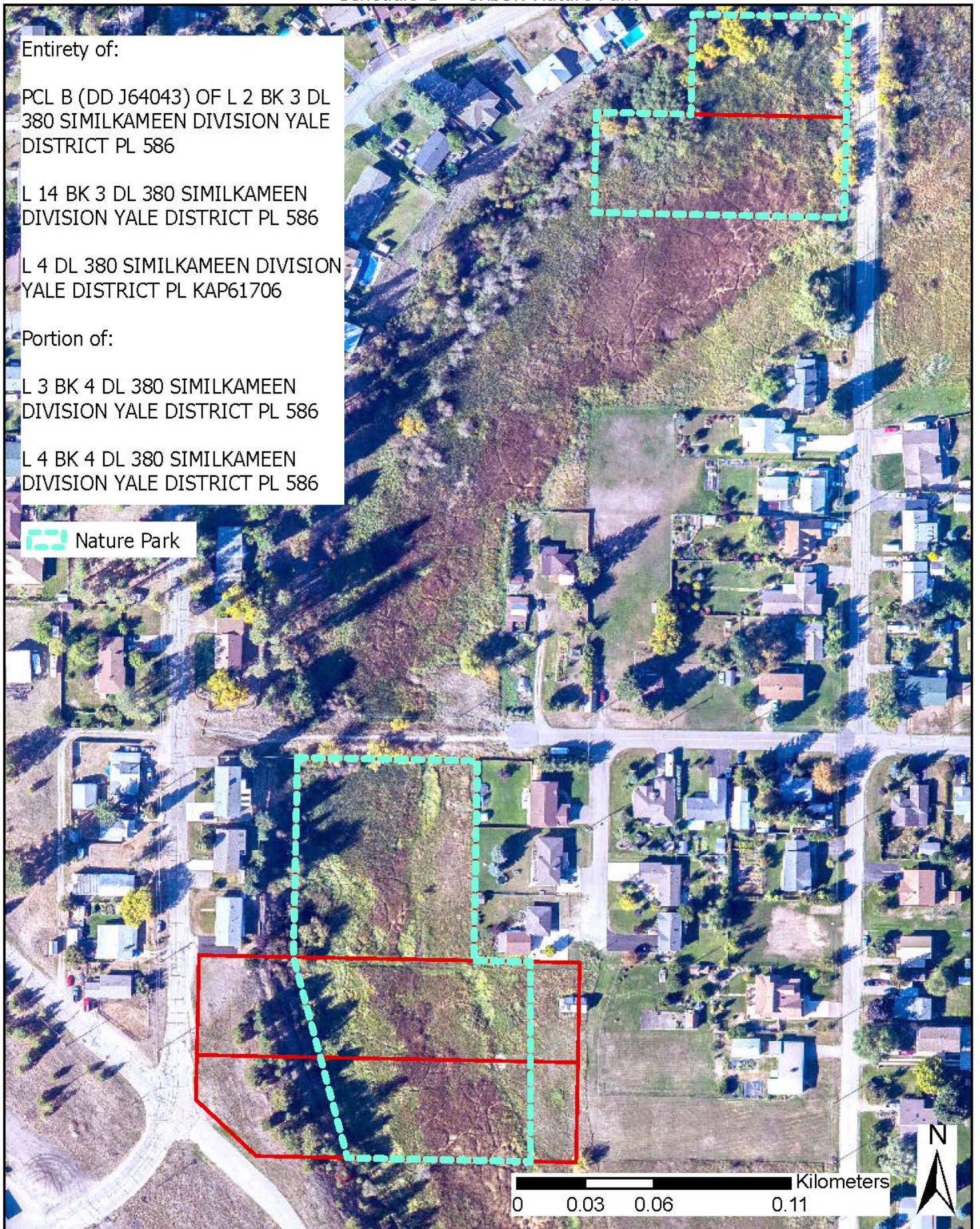
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YALE DISTRICT PL KAP61706

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





# Request for Decision



To: Regular Meeting  
From: **Development and Engineering**  
Date: September 24, 2018  
Subject: Cannabis delegation bylaw  
Recommendation: **RESOLVED THAT Council adopts “Cannabis Delegation Bylaw No. 2053”.**

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## 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.

Committee of the Whole considered this bylaw and policy at the August 20, 2018 meeting. There was some concern over delegating this power to staff. The goal of the delegation is to present the business community with a consistent approvals standard and environment. Staff would still be required to consult with the public and Council can set the standard for public consultation within Policy 1504. This delegation bylaw would

mean that Cannabis retail business approvals would be handled by the same department, and with the same care and attention, as business licence and development approvals.

Bylaw 2053 and Policy 1504 were given the first three readings and adoption respectively at the September 4, 2018 Regular Meeting. Bylaw 2053 is now presented for adoption.

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## 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

## Attachments

Bylaw 2053

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## Recommendation

**RESOLVED THAT Council adopts “Cannabis Delegation Bylaw No. 2053”.**

## Options

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

### **Report Approval Details**

Document Title:	RFD 2018 - Cannabis Delegation Bylaw adoption.docx
Attachments:	- By2053 - Cannabis Delegation Bylaw.docx
Final Approval Date:	Sep 17, 2018

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

**Dolores Sheets - Sep 17, 2018 - 2:37 PM**

**Diane Heinrich - Sep 17, 2018 - 2:51 PM**

**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:
- a) the name of the delegate who made the decision, the date of the decision and the nature of the decision;
  - b) reasons why the owner wishes the decision to be reconsidered by Council;
  - c) the decision the owner requests be made by Council, with brief reasons in support of the requested decision; and
  - d) 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.

**5. General**

- 5.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 5.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

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