



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2018-17
Date: Tuesday, October 9, 2018, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
October 9, 2018, Regular Meeting agenda

Recommendation

THAT Council adopts the October 9, 2018, Regular Meeting agenda as presented.

3. MINUTES

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

3 - 13

Recommendation

THAT Council adopts the September 24, 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

14 - 14

Recommendation

THAT all written reports of Council submitted to the October 9, 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

15 - 15

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. Capital Project Funding from Reserves
Chief Financial Officer

16 - 18

Recommendation

THAT Council approves the change in funding for the Central Avenue Sidewalk Replacement Project from the Community Works Gas Tax Reserve to the Capital Reserve;

AND FURTHER THAT Council amends the 2018-2022 Five Year Financial Plan to include this change.

- b. Temporary Use Permit Application 7255 Riverside Drive for a Church
Development and Engineering

19 - 25

Recommendation

THAT Council directs staff to proceed with the statutory requirements for public notice respecting a Temporary use Permit Application for a Church located at 7255 Riverside Drive.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

11. BYLAWS

- a. Bylaw 2051 - 2019 Revenue Anticipation Borrowing
Chief Financial Officer

26 - 30

Recommendation

THAT Council gives final reading to 2019 Revenue Anticipation Borrowing Bylaw No. 2051.

12. LATE ITEMS

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. ADJOURNMENT



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

Meeting #: R-2018-16
Date: Monday, September 24, 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 Christine Thompson
Councillor Beverley Tripp

Absent: Councillor Colleen Ross ("with notice")

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Juliette Rhodes - Chief Financial Officer
David Reid - Manager of Operations

GALLERY

1. CALL TO ORDER

Mayor Konrad called the September 24, 2018, Regular Meeting to order at 7:00 pm.

2. ADOPTION OF AGENDA

- a. Adopt agenda

September 24, 2018, Regular Meeting agenda

Resolution #: R260/18/9/24

Moved by: Thompson

Seconded by: Krog

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

Amended

Resolution #: R261/18/9/24

Moved by: Tripp

Seconded by: Butler

THAT Council amend the agenda to add a late item, discussion of the updating of floodplain information for the downtown core as relates to new development proposals.

Carried

Resolution #: R262/18/9/24

Moved by: Tripp

Seconded by: Butler

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

Carried

3. **MINUTES**

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

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

Resolution #: R263/18/9/24

Moved by: Thompson

Seconded by: Tripp

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

Carried

- b. Adopt minutes - Regular

September 4, 2018, Regular Meeting minutes

Resolution #: Resolution #: R264/18/9/24

Moved by: Tripp

Seconded by: Thompson

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

Carried

4. **REGISTERED PETITIONS AND DELEGATIONS**

5. **UNFINISHED BUSINESS**

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

- a. Written Reports of Council

In addition to written reports accepted, discussion added:

- Meetings undertaken at UBCM were beneficial. There were more face-to-face sessions than usual.
- The City had three motions on the agenda relating to policing services and the courts; all three were passed.

Resolution #: Resolution #: R265/18/9/24

Moved by: Tripp

Seconded by: Butler

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

Carried

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

a. Verbal Report - RDKB Representative

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

Read the RDKB agendas here:

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

- Planning underway for work on the decking at the Aquatic Centre, budget to be prepared for the next RD meeting.
- BC Transit has advised that Interior Health will be exiting from the transit system partnership. BC Transit is looking into other options for the service.

Resolution #: Resolution #: R266/18/9/24

Moved by: Thompson

Seconded by: Butler

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

Carried

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Appointment of Deputy Chief Elections Officer

Corporate Services

Resolution #: R267/18/9/24

Moved by: Thompson

Seconded by: Hammett

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.

Carried

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a. Memo - Airport Watermain Trees

Deputy Manager of Operations and Sustainability

Resolution #: R268/18/9/24

Moved by: Thompson

Seconded by: Hammett

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

Carried

11. BYLAWS

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

Chief Financial Officer

Resolution #: R269/18/9/24

Moved by: Thompson

Seconded by: Hammett

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

Carried

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

Resolution #: R270/18/9/24

Moved by: Thompson

Seconded by: Butler

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.

Amended

Resolution #: R271/18/9/24

Moved by: Thompson

Seconded by: Butler

THAT Council amend the motion to split final reading of Bylaw 2050, and the rescinds of Policies 304 and 305 into three separate motions.

Carried

Resolution #: R272/18/9/24

Moved by: Thompson

Seconded by: Tripp

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

Carried

Resolution #: R273/18/9/24

Moved by: Thompson

Seconded by: Krog

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

Carried

Resolution #: R274/18/9/24

Moved by: Thompson

Seconded by: Tripp

THAT Council rescinds Council Remuneration Policy No. 305.

Carried

- c. Bylaw 2051 - 2019 Revenue Anticipation Borrowing

Chief Financial Officer

Resolution #: R275/18/9/24

Moved by: Butler

Seconded by: Tripp

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

Carried

- d. Bylaw 2052 - Nature Park Dedication

Development and Engineering

Resolution #: R276/18/9/24

Moved by: Thompson

Seconded by: Butler

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

Carried

- e. Bylaw 2053 - Cannabis Delegation

Development and Engineering

Discussion was given on

- whether the intent of the provincial bill is for Council to delegate to staff,
- whether Council should be denying a business license to a legal business in a properly zoned area.

Resolution #: R277/18/9/24

Moved by: Thompson

Seconded by: Krog

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

Opposed (2): Butler, and Tripp

Carried

12. LATE ITEMS

a. Downtown Floodplain Updates

Discussion of impact of upcoming floodplain updates on downtown development.

Discussion ensued surrounding the process of vetting development permits given the anticipation of changes to floodplain information due in an upcoming report.

- Work is underway on the floodplain mapping through contractors;
- Buildings built to the most recent floodplain specifications, plus freeboard, were largely unaffected by the 2018 flood;
- Any development going through the permitting process will have to abide by any new rules;
- Updated floodplain mapping is anticipated in the spring.

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

Discussion was held regarding an "ad-hoc housing group" and whether such group engaged with BC Housing.

- Recovery teams "housing pillar" worked with a group comprised of various housing project teams to brainstorm regarding displaced flood victims.
- Brainstorming session was not a formal meeting, minutes were not taken; however individual attendees may have informal notes.
- A steering committee was formed two years ago to look at supportive housing, but no report has been returned to Council. Committee representatives included Judith Lloyd and Gene Robert.
- Various groups and individual members of the community have been talking to BC Housing over the past 4-5 years.

Representative from the Downtown Business Association advised that the DBA let BC Housing know they are not opposed to BC Housing's help, but have concerns about the location, residents, and how business may be impacted.

Resolution #: R278/18/9/24

Moved by: Butler

Seconded by: Tripp

THAT Council direct staff to deliver the minutes from any meetings of the ad-hoc housing committee immediately.

Opposed (3): Hammett, Krog, and Thompson

Defeated

Resolution #: R279/18/9/24

Moved by: Butler

Seconded by: Tripp

THAT Council direct staff to deliver notes or minutes taken at meetings of the ad-hoc housing committee within the next week at their convenience.

Opposed (3): Hammett, Krog, and Thompson

Defeated

14. ADJOURNMENT

The September 24, 2018, Regular Meeting was adjourned at 8:36pm.

Resolution #: R280/18/9/24

Moved by: Thompson

Seconded by: Tripp

THAT the Regular Meeting be adjourned at 8:36 pm.

Carried

Mayor Frank Konrad

Deputy Corporate Officer – Kevin
McKinnon

DRAFT

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: October 9, 2018
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **THAT all written reports submitted by members of Council be received.**

Background

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

Benefits or Impacts

General

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

Strategic Impact



Community Engagement

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

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

THAT all 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.

Request for Decision



To: Regular Meeting

From: **Procedure Bylaw / Corporate Services**

Date: October 9, 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.**

Background

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

Benefits or Impacts

General

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

Strategic Impact



Community Engagement

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

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

THAT Mayor 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: Chief Financial Officer
Date: October 9, 2018
Subject: Capital Project Funding from Reserves
Recommendation: **That Council approves the change in funding for the Central Avenue Sidewalk Replacement Project from the Community Works Gas Tax Reserve to the Capital Reserve and further that Council amends the 2018-2022 Five Year Financial Plan to include this change.**

Background

The Five Year Financial Plan which was adopted in April, and recently amended, has the Central Avenue Sidewalk Replacement Project in the amount of \$40,000 being funded from the Community Works Gas Tax Reserve.

At the time the funding sources were determined, it was not established that the City would be using its own employees to work on this project. As we are doing so, and since employee costs are ineligible expenses under the Administrative Agreement for the Federal Gas Tax Fund, the funding source for this project will need to be changed to a different reserve.

Staff is therefore requesting approval from Council to change the funding source for this project from the Gas Tax Reserve to the Capital Reserve.

Benefits or Impacts

General

This change in funding source is required as some of the expenditures for this project will be ineligible for funding from the Community Works Gas Tax Reserve.

Strategic Impact



Fiscal Responsibility

- There will be no financial impact from this decision, as it is solely a change in the source of funds from one reserve to another. The \$40,000 for this capital project will be funded from the Capital Reserve instead of the Gas Tax Reserve.

Policy/Legislation

2018-2022 Financial Plan Amendment Bylaw, 2018-2022, No. 2045-A1.
Administrative Agreement on the Federal Gas Tax Fund in British Columbia, 2014.

Attachments

N/A

Recommendation

That Council approves the change in funding for the Central Avenue Sidewalk Replacement Project from the Community Works Gas Tax Reserve to the Capital Reserve and further that Council amends the 2018-2022 Five Year Financial Plan to include this change.

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:	CFO-reserve funding change.docx
Attachments:	
Final Approval Date:	Sep 25, 2018

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

Diane Heinrich - Sep 25, 2018 - 10:51 AM

Request for Decision



To: Regular Meeting
From: **Development and Engineering**
Date: October 9, 2018
Subject: Temporary Use Permit Application 7255 Riverside Drive for a Church
Recommendation: **THAT Council direct staff to proceed with the statutory requirements for public notice respecting a Temporary use Permit Application for a Church located at 7255 Riverside Drive.**

Background

The City has received a temporary use permit application from the Church of Jesus Christ of Latter-day Saints to continue operating a leased space to host religious worship services and classes at 7255 Riverside Drive (see location map and photo attached).

A temporary use permit for the church was originally issued in October 2013 and was renewed in 2016. The current temporary use permit expires on October 29, 2019. The Church requires that it be re-issued in advance of the expiry date to renew its lease agreement with the owner.

The Church occupies approximately 284 square metres (3,060 square feet) of space in the most southerly unit of the multi-unit commercial building (see conceptual floor plans attached). The Church has invested in considerable improvements to the space and has about 60 community members.

The site is designated Commercial Core in the Official Community Plan and is zoned CC - Core Commercial - which does not permit religious centres. The Church has operated at this location for five years with no known impacts and full taxes have been paid on the entire building.

If Council approves this application to move forward, the permit application would be advertised in the Gazette on October 17, 2018, the immediate neighbours would be notified of the application and a draft permit would be prepared for Council's consideration at its regular meeting of October 22, 2018.

Benefits or Impacts

General

As a temporary use, the space can be converted back to full commercial in 3 years if there is shortage in the commercial core.

Strategic Impact



Community Engagement

- The public and neighbours will be invited to review and comment on this proposal thereby encouraging community participation on land use decisions in the city.



Community Livability

- If approved, residents will continue to have this religious centre as a community option.



Economic Growth

- The commercial building, including this space, has been and would continue to contribute to the commercial tax base in the city.



Fiscal Responsibility

- The permit application cost of \$750 covers the application processing and administration costs.

Policy/Legislation

The Local Government Act and the Official Community Plan.

Attachments

Location Map

Floor Plans (2)

Photo (front of building)

Recommendation

THAT Council direct staff to proceed with the statutory requirements for public notice respecting a Temporary use Permit Application for a Church located at 7255 Riverside Drive.

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:	2018-10-09 TUP 1803 7255 Riverside Drive.docx
Attachments:	- RFD Attachments 2018-10-09.pdf
Final Approval Date:	Sep 28, 2018

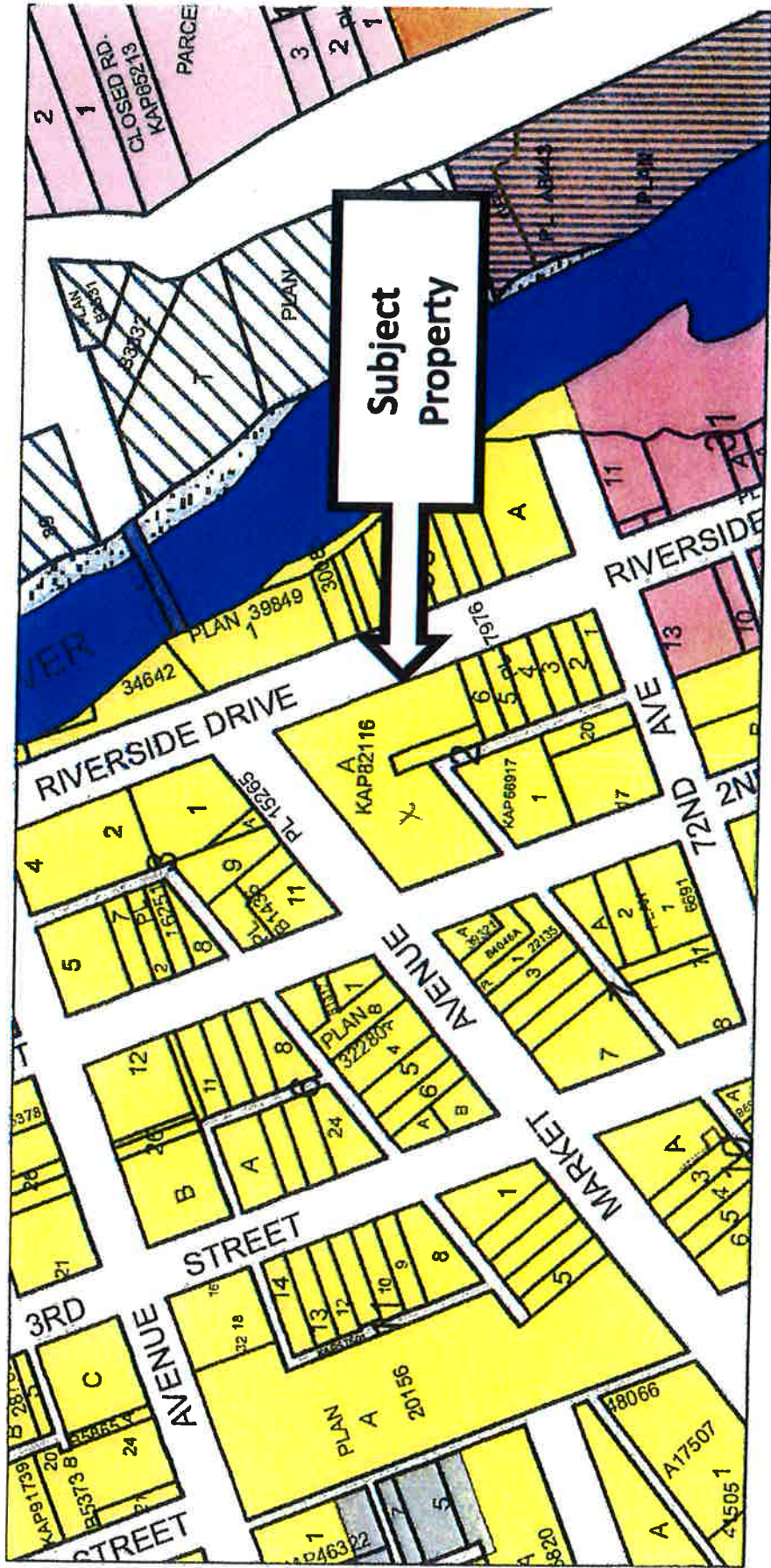
This report and all of its attachments were approved and signed as outlined below:

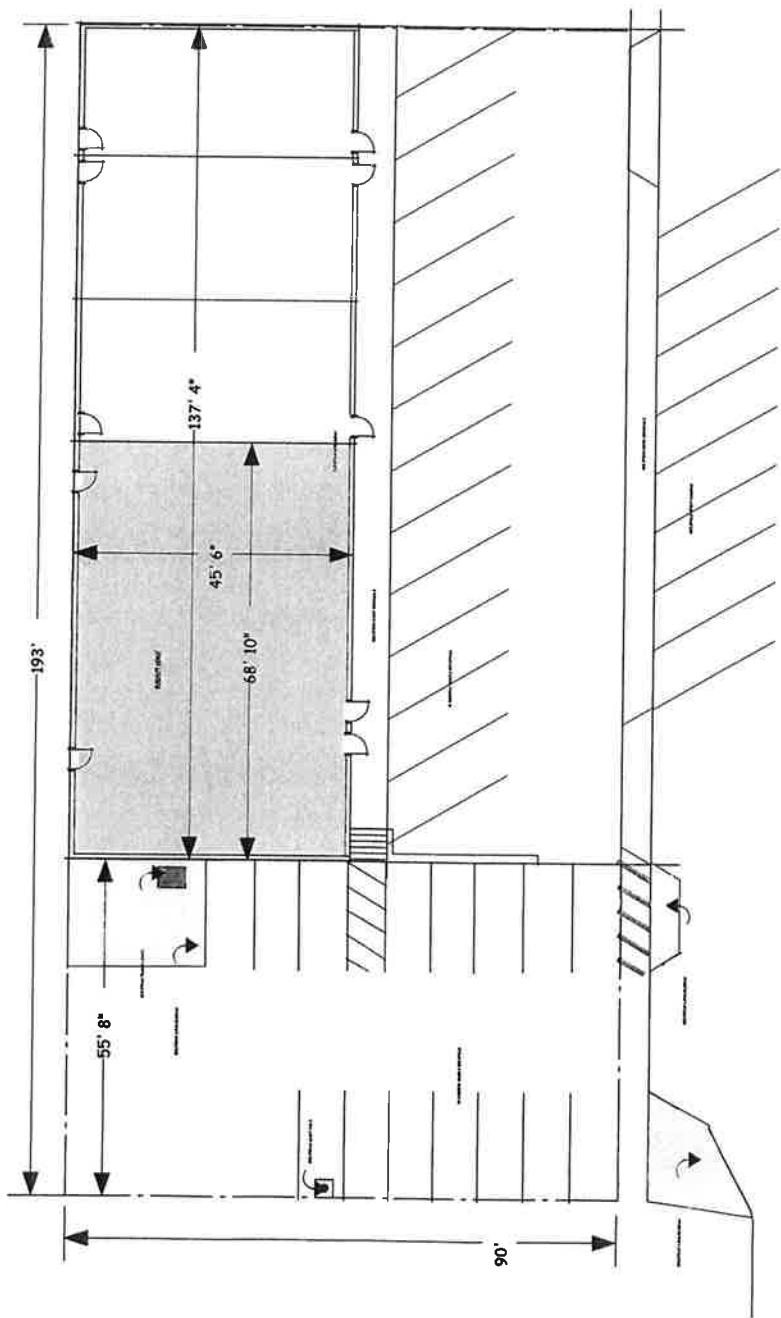
Dolores Sheets - Sep 28, 2018 - 1:41 PM

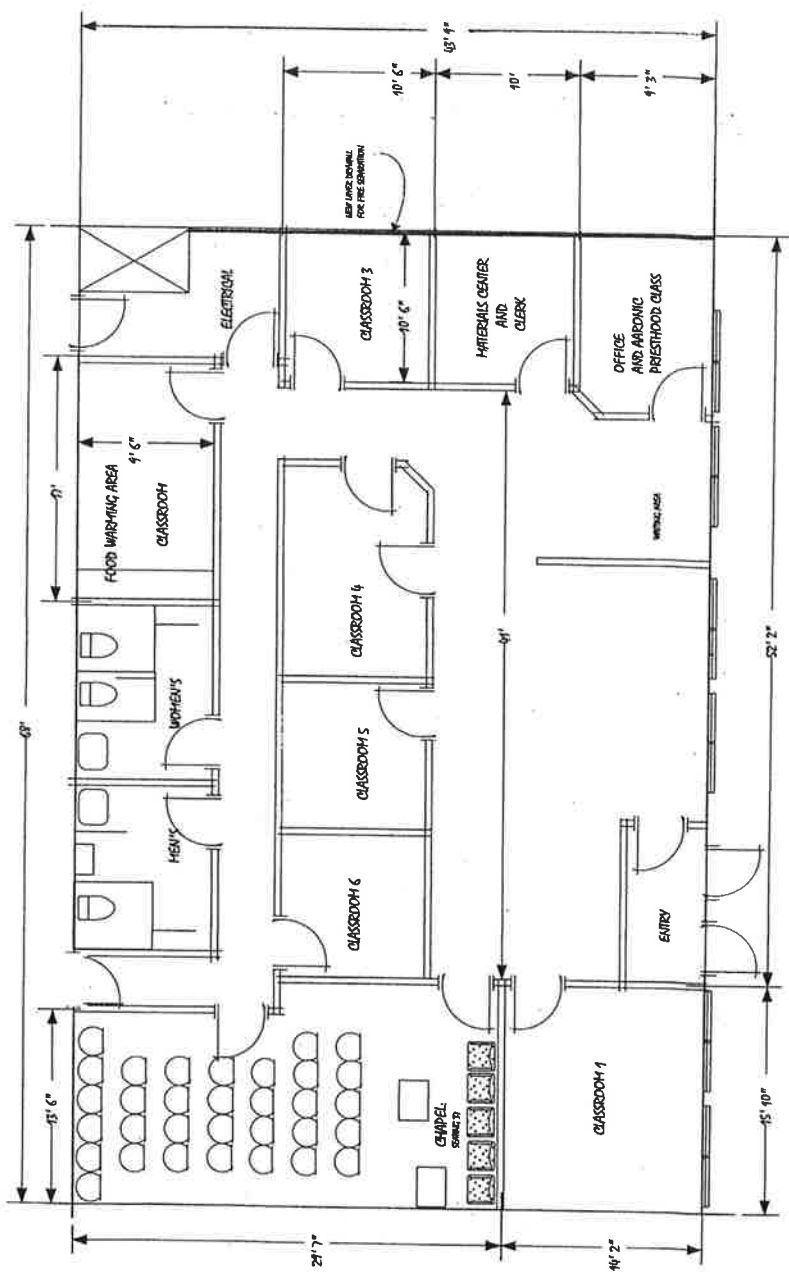
Diane Heinrich - Sep 28, 2018 - 4:25 PM



Location of Property







GRAND FORKS LEASE JUL 2013

Front of building looking West



Request for Decision



To: Regular Meeting
From: Chief Financial Officer
Date: October 9, 2018
Subject: Bylaw No. 2051, 2019 Revenue Anticipation Borrowing Bylaw
Recommendation: **That Council gives final reading to 2019 Revenue Anticipation Borrowing Bylaw, No. 2051.**

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.

2019 Revenue Anticipation Borrowing Bylaw No. 2051 was introduced to the Committee of the Whole on September 4th and given first three readings on September 24th.

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

Recommendation

That Council gives final reading 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 2019 Revenue Anticipation final reading.docx
Attachments:	- By2051 - 2019 Revenue Anticipation.pdf
Final Approval Date:	Sep 25, 2018

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

Diane Heinrich - Sep 25, 2018 - 10:51 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

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 9th day of October, 2018.

Frank Konrad – Mayor

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.

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