



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

Meeting #: C-2019-01
Date: Monday, January 14, 2019, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda
January 14, 2019, Committee of the Whole

Recommendation

THAT the Committee of the Whole adopts the January 14, 2019 agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole
December 10, 2018, Committee of the Whole Meeting Minutes

1 - 10

Recommendation

THAT the Committee of the Whole adopts the December 10, 2018, Committee of the Whole Minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Interfor and Vaagen Fibre Canada
Presentation regarding Forestry and Flooding from Geoff Bekker, RPF,
Kootenay Woodlands Manager for Interfor and from Dan Macmaster, RPF,
Woodlands Manager for Vaagen Fibre Canada

11 - 12

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. British Columbia Conservation Foundation (BCCF) – WildSafeBC Program for
2018
Development, Engineering & Planning

13 - 21

Recommendation

THAT the Committee of Whole recommends that Council supports staff submitting the grant application for a WildSafeBC Community Coordinator for the 2019 season and commits \$8,500 from the Wildlife Management budget to match and supplement grant funding for decision at the January 14, 2019, Regular Meeting.

- b. Monthly Highlight Reports
Department Managers

22 - 27

Recommendation

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

7. **REPORTS AND DISCUSSION**

8. **PROPOSED BYLAWS FOR DISCUSSION**

- a. Bylaw 1958-A4 - Fees and Charges Amendment
Chief Financial Officer

28 - 34

Recommendation

THAT the Committee of the Whole recommends to Council to give first three readings of the City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2019, at the January 28, 2019, Regular Meeting.

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

35 - 38

Recommendation

THAT the Committee of the Whole receives for discussion the information regarding Bylaw 2050 Council Remuneration and Expenses.

- c. Proposed Comprehensive Development (CD-1) Zone to accommodate a Mobile Home Park and Ecological Reserve – Boundary Drive North (File: ZA1803)
Development, Engineering and Planning

39 - 54

Recommendation

THAT the Committee of the Whole recommends to Council to give first and second reading to Zoning Bylaw Amendment No. 2019-A2 at the January 28, 2019, Regular Meeting.

9. **INFORMATION ITEMS**

10. **CORRESPONDENCE ITEMS**

11. **LATE ITEMS**

12. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL
(VERBAL)
13. QUESTION PERIOD FROM THE PUBLIC
14. ADJOURNMENT



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

Meeting #: C-2018-11
Date: Monday, December 10, 2018, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

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

Absent: Councillor Neil Krog (*with notice*)

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Daphne Popoff - Corporate Administrative Assistant
Juliette Rhodes - Chief Financial Officer
Dolores Sheets - Manager of Development & Engineering Services
David Reid - Manager of Operations
Cavan Gates - Deputy Manager of Operations & Sustainability
Wendy Whelen - Temp. Planning/Dev. Tech. 2
Graham Watt - Recovery Manager

GALLERY

1. **CALL TO ORDER**

The December 10, 2018, Committee of the Whole Meeting was called to order at 9:02 am.

2. **COMMITTEE OF THE WHOLE AGENDA**

a. Adopt agenda

December 10, 2018, Committee of the Whole

Moved by: Eburne-Stoodley

THAT the Committee of the Whole adopts the December 10, 2018, agenda as presented.

Carried

3. **MINUTES**

a. Adopt Minutes - Committee of the Whole

October 9, 2018, Committee of the Whole Meeting Minutes

Moved by: Eburne-Stoodley

THAT the Committee of the Whole adopts the October 9, 2018, Committee of the Whole Minutes as presented.

Carried

4. **REGISTERED PETITIONS AND DELEGATIONS**

a. Gallery 2

Quarterly Report presentation

Tim Van Wijk presented an overview of Gallery 2:

- Director/Curator background
- Gallery 2 history and current structure
- Fall highlights
- Fiscal update
- Signage, wayfinding, and exterior lighting

b. Boundary Museum

Quarterly Report presentation

Shannon Profili and Lee Derhousoff presented an overview of the Boundary Museum:

- Introduction of Board of Directors and background of museum
- Recent events and activities this Fall
- Community Archives
- Recent projects
- Future events in 2019

c. Community Futures Boundary

Presentation regarding 2018 Events

Jennifer Wetmore presented an overview of event coordination from Community Futures:

- Family Day along with community sponsorship and support
- Canada Day
- City of Grand Forks Community Volunteer Awards

Councillor Zielinski left the COTW Meeting at 9:51 am and rejoined the meeting at 9:54 am.

d. Selkirk College and The University of Victoria

Presentation on a street outreach program for marginalized people in Grand Forks

Delegation not in attendance. Will receive information as attached to the agenda.

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

a. RDKB – Aquatic Center Requisition Increase

Corporate Services

Tom Sprado and James Chandler from the RDKB presented the Aquatic Center overview for requisition increase.

Discussion:

- reserves set aside previously for expenditures
- 25% increase every five years in mandate, this year is for deck area only
- Interior Health concerns
- Barry Jarvis inquired in regards to the Learning Garden area adjacent
- increase inquiry for other buildings such as Curling Rink and Arena

Moved by: Thompson

THAT the Committee of the Whole receives the report regarding the Aquatic Center service for discussion purposes and refers the matter to the December 10, 2018, Regular Meeting.

Carried

6. PRESENTATIONS FROM STAFF

a. Economic Recovery Initiative

Chief Administrative Officer / Urban Systems

CAO and Scott Shepherd from Urban Systems presented an overview of the Economic Recovery Initiative:

- Tools able to be used by the City
- Activities to promote Economic Development
- BCEDA recommendations report
- Rural Dividend Fund
- Communication and business engagement
- Leadership and business engagement
- Community planning
- Grant opportunities and loan authorization bylaw
- Sustainable Infrastructure Investment Plan
- Costing

Discussion:

- Freshet 2019
- Concerns on expenditure commitments
- Barry Jarvis spoke in regards to revenue for the City
- Community Futures and Downtown Business Association positions

Moved by: Thompson

THAT the Committee of the Whole recommends to Council to adopt the Economic Recovery Initiative as presented and determine said plan as a priority with the allocation of municipal funds to come from annual surplus in relation to the Economic Profile & Communications priorities - \$75k; annual surplus/deferred capital for adjustments and introductions of Land use adjustments, policies and bylaws to encourage growth and recovery - \$150k; direction to staff for the development of an Airport Master Plan - \$75k from capital; to authorize staff to move forward with the existing Loan Authorization Bylaw to address the new well for fire flow/protections works - \$900k; to authorize staff to seek opportunities from senior levels of government to fund the Eastside Reservoir for the ICIP Grant (100%); and to authorize staff to develop a Sustainable Infrastructure Investment Plan intending to prioritize infrastructure projects to support growth & development - \$1 mil, with funds to come from Operations, Deferred Capital & Reserves; and refer it to the January 14, 2019, Regular Meeting for decision.

Carried

Mayor Taylor called a recess of the Committee of the Whole Meeting at 11:07 am.

Mayor Taylor reconvened the Committee of the Whole Meeting at 11:16 am.

b. 2019 Financial Plan Workshops

Chief Financial Officer

CFO clarified that the February 18, 2019, date should read February 19, 2019, because of the Family Day Stat.

- c. Development Variance Permit application to reduce the parking requirements for a proposed supportive residential housing development at 7382 - 2nd Street

Development, Engineering and Planning

On behalf of an architectural firm from Nelson, BC, an overview of the parking requirement requests were presented.

Discussion:

- Original plan changed to 34 studio units from 48
- Chris Hammett read a letter from Arman, BC Housing, from October, which contradicts this variance request. Suggested that Arman be invited back to further address this issue
- Amber Esovoloff read a statement regarding concerns for the proposed housing development and parking
- John McNamara spoke in regards to the parking downtown and the clarity from BC Housing
- Nigel James spoke in regards to the development project
- Melanie, new business owner downtown, spoke in regards to concerns for parking and events at businesses downtown
- Les Johnson and the Tim Hortons adding to parking downtown

THAT the Committee of the Whole authorizes staff to proceed with the neighbourhood notification requirements in respect of the Development Variance Permit application to reduce the parking requirements from 38 parking spaces to 11 parking spaces in connection with a proposed 4-storey, 34 unit residential building at 7382 2nd Street; and further, THAT the Development Variance Permit application be referred to the January 14, 2018 Regular Meeting of Council for decision.

Moved by: Thompson

THAT the Committee of the Whole defers this process until the January 14, 2019, Regular Meeting when BC Housing has an opportunity to clarify what they are proposing for this project.

Carried

d. Verbal Update on Preparations for 2019 Freshet Season

Manager of Operations

Manager of Operations gave an update on:

- Midway infrastructure
- Greenwood infrastructure
- City of Grand Forks Insurance Claims
- Disaster Financial Assistance Recovery Plan
- Expenditure Authorization Forms
- Grant applications
- Next steps with Paul Edmonds
- Council support

Discussion:

- Industrial lift station
- Kate Saylor, Gazette, inquired into the Greenwood/Midway infrastructure and the 87 EAF submissions
- Gary Smith inquired as to possible funding through the Federation of Canadian Municipalities
- cost repairs
- what is still required to be done before Freshet 2019?
- Ruckle armouring

Moved by: Eburne-Stoodley

THAT the Committee of the Whole receives the verbal report regarding preparations for Freshet 2019 for information.

Carried

Moved by: Thompson

THAT Council determines to dedicate \$250,000 to assist the City for Freshet 2019 preparation not funded by other means with funding to

come from surplus/reserves and forwards this to the December 10, 2018, Regular Meeting.

Carried

Mayor Taylor called a lunch break at 1:01 pm.

Mayor Taylor reconvened the Committee of the Whole Meeting at 1:38 pm.

e. Recovery Housing Plan Update

Flood Recovery Manager / Urban Matters

Graham Watt, Flood Recovery Manager, gave a report overview of:

- the role of Urban Matters
- housing needs assessment
- immediate Winter housing
- results from engagement
- non-profit capacity building
- engagement and implementation
- next steps

Graham Watt gave a second report overview on behalf of Jennifer Wetmore regarding the roles and responsibility of team lead economic recovery, work completed, recommendations for the City

Discussion:

- housing styles - modulars, rv's
- 40 abandoned homes approximately
- revenue lost
- Fortis
- Les Johnson inquired as to any further funding for businesses

Moved by: Korolek

THAT the Committee of the Whole receives the first report from the Recovery Manager regarding the role of Urban Matters for the Housing Plan update for information.

Carried

Moved by: Eburne-Stoodley

THAT the Committee of the Whole receives the second report from the Recovery Manager regarding the roles and responsibilities of team lead economic recovery for information.

Carried

f. Monthly Highlight Reports

Department Managers

Discussion:

- Kate Saylors inquired regarding the Bylaw section as to securing Ruckle properties

Moved by: Thompson

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

Carried

7. **REPORTS AND DISCUSSION**

8. **PROPOSED BYLAWS FOR DISCUSSION**

9. **INFORMATION ITEMS**

10. **CORRESPONDENCE ITEMS**

11. **LATE ITEMS**

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

13. **QUESTION PERIOD FROM THE PUBLIC**

14. **ADJOURNMENT**

The December 10, 2018, Committee of the Whole Meeting was adjourned at 2:06 pm.

Moved by: Thompson

THAT the December 10, 2018, Committee of the Whole Meeting be adjourned at 2:06 pm.

Carried

Mayor Brian Taylor

Corporate Administrative Assistant -
Daphne Popoff

Grand Forks Flood 2018

Unusual Weather Conditions

In the first half of 2018, the Boundary area experienced:

- **Extremely heavy snow loads**—snow pack peaked at 230% of normal levels
- **A later than normal spring**—snow melt normally starts in mid-April but in 2018 was delayed until mid-May
- **A spell of hot weather**—April temperatures were 1-2°C degrees below normal and changed to 5-10°C above normal in the first two weeks of May
- **Heavy rains**—rain accumulation ranged from 25-43 mm from May 8-11

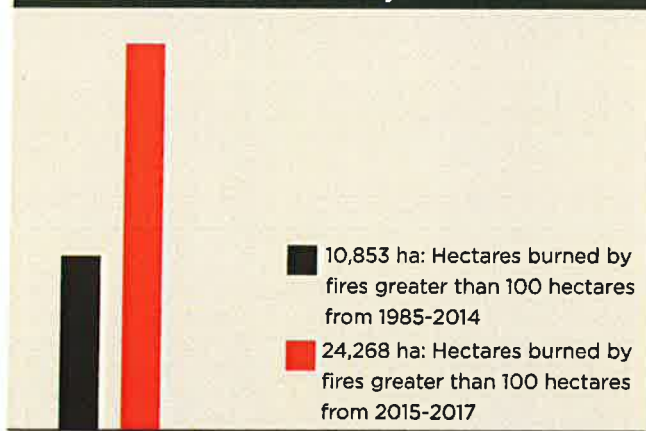
This combination of weather conditions was the main factor in the flooding of Grand Forks in May 2018.

More information on the unusual weather conditions:

- Chantal McCartin, Climatologist, Environment & Climate Change Canada, summarized the weather conditions well on *The Early Edition* on Dec. 20 (listen from 1:22:43 to 1:24:21): <https://www.cbc.ca/listen/shows/the-early-edition/episode/15652035>.
- The Canadian government summarizes the weather conditions well as part of its "Canada's Top 10 Weather Stories of 2018": <https://www.canada.ca/en/environment-climate-change/services/top-ten-weather-stories/2018.html#toc5>.

Wildfires on the Land Base

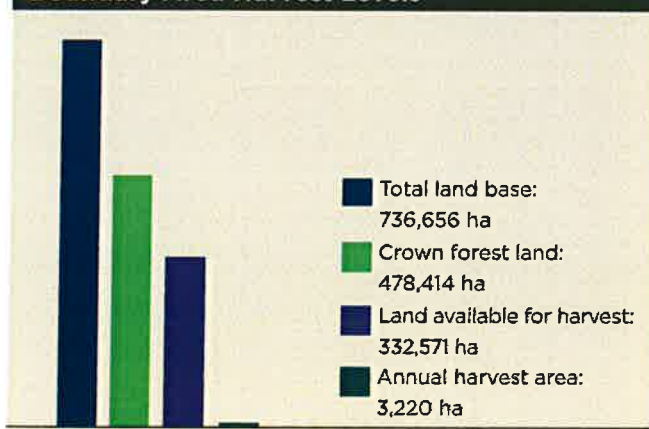
Wildfires in the Kettle Valley Watershed



- The impact of wildfires on the land base has been significant in the last three years.
- More than twice the number of hectares burned in 2015-2017 wildfires than burned in the previous 30 years.
- The charred forests, devoid of vegetation from last summer's wildland fires, were especially vulnerable to flash flooding, mudslides, and debris flows.

Forestry on the Land Base

Boundary Area Harvest Levels



- Within the Boundary area, the annual harvest area is less than 1% of the land available for harvest.
- The number of trees logged year-over-year in the Boundary area does not vary significantly.
- Local forest managers and the provincial government are working together to do a cumulative effects assessment of the Kettle Valley watershed.
- As part of this assessment, a professional hydrologist will interpret risk and make recommendations.



FORESTRY FACTS

FOREST INDUSTRY & WILDFIRE MANAGEMENT

The forest industry helps reduce the risk of and fight wildfires by:

- Logging high hazard fuel types such as insect damaged wood and trees within the wildland-urban interface
- Building and maintaining logging roads that firefighters use to access fires quickly
- Designing layouts and building fire breaks when wildfires occur
- Contributing industrial forestry equipment and operators to fight fires
- Being first on the scene—often forestry workers are the first responders who get wildfires under control when they are still small

SUSTAINABLE FOREST MANAGEMENT IN BC

- BC is a global leader in sustainable forest management and has more certified forest land than any other jurisdiction other than Canada as a whole.
- Our forest professionals use tools such as wildlife tree patches, partial cuts and riparian reserves to manage forests for biodiversity.
- 15% of BC's land base is in provincial and federal parks and protected areas, 23% of BC's land base is available for harvesting.
- The amount of recognized protected land in BC has more than doubled since the early 1990s.

FORESTRY'S LOCAL ECONOMIC IMPACT

- **The Boundary area mills**—Interfor's Grand Forks Division and Vaagen Fibre Canada—**create over 450 jobs.** Between both mills and their woodlands, there are 195 employees and approximately 257 contractors.
- \$442 million in labour income is earned by the Kootenay forest industry.
- More than 6,800 jobs—direct and indirect—are created or supported by the Kootenay forest industry. **That's 10% of the entire Kootenay workforce.**

QUESTIONS?

If you have questions about this fact sheet, please contact us:

Geoff Bekker, RPF
Interfor
geoff.bekker@interfor.com

Dan Macmaster, RPF
Vaagen Fibre Canada
dmacmaster@vaagen.ca

LEARN MORE

Interior Lumber Manufacturers'
Association
www.ilma.com
Council of Forest Industries
www.cofi.org

Request for Decision



To: Committee of the Whole

From: **Development, Engineering & Planning**

Date: January 14, 2019

Subject: British Columbia Conservation Foundation (BCCF) – WildSafeBC Program for 2018

Recommendation: **THAT the Committee of the Whole recommends that Council supports staff submitting the grant application for a WildSafeBC Community Coordinator for the 2019 season and commits \$8,500 from the Wildlife Management budget to match and supplement grant funding for decision at the January 14, 2019, Regular Meeting.**

Background

WildSafeBC has launched its seventh season and may again provide funding to assist with the hiring of a Community Coordinator for 2019. During 2013 - 2017 the Grand Forks coordinators engaged in activities aimed at reducing human-wildlife conflict through education, innovation and cooperation. Keeping WildSafeBC and its message of attractant management in the public eye was the focus for the 2013-2017 seasons as well as providing concrete solutions to human-wildlife conflict through educational displays, door-to-door visits, presentations with field experts, media releases, community Facebook page, etc.

In 2018, WildSafeBC was delivered by 28 programs in many communities and regional districts throughout BC. Looking forward to the 2019 season, WildSafeBC would like to continue to collaborate with community partners to make concrete solutions available for local wildlife issues through education.

Partnering organizations, such as the City, contribute a minimum of \$4,000.00 towards the program delivery costs and the BCCF provides \$8,668.00 that is allocated towards wages for the Community Coordinator to work, part-time, in the community during the period May through November. The hiring, training and supervision of Human Resource aspects of the program are managed by the BCCF. Additionally, the BCCF provides \$2900 in training and related expenses as well as a community toolkit containing resources for the delivery of the program including brochures, bookmarks, posters, door hangers, tattoos, Junior Ranger kits, display boards, banners and various props.

The application process and timeline for 2019 are as follows;

- 1) Jan. 2: Application forms sent out to prospective partners
 - 2) Feb. 1: Application forms are due by 4:30 pm PST
- Applications are ranked according to a matrix that considers items such as:
- Monetary support above the base \$8,668.00 (accounting for population served as well)

- The amount of in-kind support provided such as office space, printing and photocopy privileges, a designated phone (or phone number), and a computer.
 - The number of years the community has had a program in place
- 3) Mar. 29: Successful applicants are notified;
 - 4) Apr. 30: Funding payments are due for partner's share of the program;
 - 5) May 1: Communities with returning coordinators start their program;
 - 6) May 13: New coordinator training (in Kamloops);
 - 7) May 21: New coordinators begin work in the community;
 - 8) Nov. 30: Program ends (typical date).

Communities have the opportunity for contributing additional funds including a wage top-up for the position to ensure that a quality individual can be hired into the Community Coordinator position. For the 2017 season, the City contributed a wage top-up of \$4.81 per hour plus extra funding to help cover expenses for a total commitment of \$8,500. The City was not selected in 2018 to receive funding for this position.

Benefits or Impacts

General

The objective is to continue with the initiative of the Grand Forks Deer Committee to hire a WildSafeBC Community Coordinator.

Strategic Impact



Community Engagement

- Wildlife management is an important issue to the citizens of the City and Council would be continuing a proactive educational campaign aimed at reducing human-wildlife conflicts.



Community Livability

- Continuing to mitigate the impact of wildlife on the community.



Fiscal Responsibility

- The minimum financial commitment for the program is \$4,000.00. Wage top-up and extra expenses (including in-kind) have been committed in all previous years. The program would be funded through the Wildlife Management budget.

Policy/Legislation

The Official Community Plan states that protecting the natural environment is an important sustainable principle to guide the community and one of the objectives is to promote city-wide environmental stewardship and education.

Attachments

- 1) WildSafeBC Program: 2019 Application Form
 - 2) WildSafeBC Financial Worksheet 2019
 - 3) 2019 WildSafeBC Grant Options
-

Recommendation

THAT the Committee of the Whole recommends that Council supports staff submitting the grant application for a WildSafeBC Community Coordinator for the 2019 season and commits \$8,500 from the Wildlife Management budget to match and supplement grant funding for decision at the January 14, 2019, Regular Meeting.

Options

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



WildSafeBC Program: 2019

Application Form

For Community Coordinator or Seed Grant



BRITISH COLUMBIA
CONSERVATION
FOUNDATION

1. Applying for:

☐ Community Coordinator Grant ☐ Training Grant ☐ Ambassador Grant ☐ Seed Grant*

**If applying for a Seed grant please attach a short description of your planned expenditures.*

2. Name of First Nation, Municipality or Regional District: _____

3. If not approved for a Community Coordinator Grant would your community be interested in a modified grant program in order to get you some funding? Y/N _____

4. Contact name and title _____

5. Contact mailing address _____

6. Telephone _____

7. Email _____

8. Please list all communities and the approximate population that would be serviced by this program:

Community	Approximate population

WildSafeBC Program: 2019 Application Form For Community Coordinator or Seed Grant



9. Please fill out the following form with regards to BearSmart initiatives undertaken within your community. Consult the Province's BearSmart guidelines at:

<http://www.env.gov.bc.ca/wld/bearsmart/#first>

	Not started	In progress	Completed
1. Prepare a bear hazard assessment of the community and surrounding area.			
2. Prepare a human-bear conflict management plan that is designed to address the bear hazards and land-use conflict identified in the previous step.			
3. Revise planning and decision-making documents to be consistent with the bear-human conflict management plan.			
4. Implement a continuing education program directed at all sectors of the community.			
5. Develop and maintain a bear-proof solid waste management system.			
6. Implement "Bear Smart" bylaws prohibiting the provision of food to bears as a result of intent, neglect, and irresponsible management of attractants.			

10. Amount of funding the applicant will provide in 2019: _____
Please note: For Seed Grants this is a minimum of \$500, for a Coordinator position the minimum is **\$4,000** –please fill out and attach the provided spreadsheet.

11. Applicant can provide the following in-kind support (circle yes or no)

Item	Yes	No
Office space		
Office phone		
Cell phone		
Printing, fax, copying		

Other, describe: _____

WildSafeBC Program: 2019

Application Form

For Community Coordinator or Seed Grant



CONDITIONS OF APPLICATION

1. **The applicant acknowledges that submission of an application does not guarantee funding.** Should funding be awarded by BCCF to a successful applicant, it is only for the current year and does not guarantee success in subsequent years. BCCF is a non-profit organization and funding availability changes annually and therefore, so does the amount of funding allocations available.
2. The applicant agrees to all funding commitments made herein during the term of the program.
3. Upon acceptance partners will receive an invoice from BCCF for the balance indicated on your application, which will be due in 30 days of receipt.
4. The applicant acknowledges that funding is to be used towards the wages of a WildSafeBC Community Coordinator or as designated by BCCF.
5. WildSafeBC Community Coordinators are employees of BCCF.
6. The hiring, training, and supervision of WildSafeBC Community Coordinators are the responsibility of the BCCF.
7. If there are problems with the Community Coordinator, such as posts on Facebook that you do not agree with please contact the BCCF and we will speak with our employees.
8. The applicant agrees to work on becoming a Bear Smart Community and working at completing some or all of the Bear Smart criteria in due course.
9. A WildSafeBC final report for the 2019 program will be completed by the WildSafeBC Community Coordinators in the prescribed WildSafeBC format that will be made available to all interested parties.
10. The WildSafeBC Program is politically, socially, and culturally neutral with respect to wildlife management.
11. The base program is designed to run from May 1st, 2019 to November 30th, 2019.
12. Please note: Monies unspent during the program year will automatically be rolled over for use in subsequent years unless specified by our partner. Monies that are unspent and returned to the partner will be pro-rated based upon original contributions. Carried over funds will not be considered as part of the annual required contribution in subsequent years.

Upon program approval by BCCF, this signed application forms the contract between your community and the BCCF.

By signing below, I agree to the terms and conditions of the application and I acknowledge that the information contained herein is true and correct to the best of my knowledge:

Date: _____ at _____
(dd/mm/yyyy) (Place)

Name: _____

Signature: _____

WildSafeBC

Financial Worksheet 2019

This form must accompany your application Part 1

Instructions for use: All cells are locked except the coloured ones - this is where you enter your numbers.

1. Enter the amount of a wage top-up (per hour amount) that your community is willing to pay the coordinator over and above the base wage of \$14.50/hour into cell B16. For example, if you would like the coordinator to be paid \$18/hr type \$3.50 in B16.*
2. Enter the number of extra hours beyond the 420 base hours of the program that your community is willing to support in cell B18 - note, this amount is limited to the list that appears.*
3. Enter the amount over and above the base \$4,000 amount that your community will put forward to cover **non-wage related expenses** of the program in cell C20*
4. The amount you, the Funding partner, will contribute is highlighted in cell C21.*
5. Save this workbook as: 2019 WildafeBC Community Name.xls and attach it as a file with your application form.

BCCF administration fees are added into every calculation

Base program (420 hours @ \$14.50/hour base wage) supplied by BCCF		\$	8,667.84
Base program expenses supplied by community		\$	4,000.00
Wage top-up (communities can fund above the \$14.50/hour base) Refer to #1 above. This amount will be reflected for the total wages of the employee.	\$ -	\$	-
Subtotal for community's contribution		\$	4,000.00
Extra hours the community will support: Refer to #2 above	0		
Cost of extra hours		\$	-
Extra expenses that the community will cover: Refer to #3 above		\$	-
Total cost to community		\$	4,000.00

6. This worksheet hereby forms a portion of your application and becomes part of the contract indicating your intent to contribute the above amount to the 2019 WildSafeBC program.

WildSafeBC (WSBC) Grant Options 2019

BCCF Community Coordinator Grant: Application Required

Funding Partners	Cost	Description
Community	\$4,000 min	Upon approved application, this option provides funds to pay a part-time BCCF employee to deliver a 420 hour base WSBC program (\$14.50 base wage) within the community/regional district/First Nation. The coordinator is hired, supervised, and an employee of the BCCF, attends a training session in May in Kamloops, receives a toolkit and is provided with ongoing support throughout the season. The coordinator position typically runs from May-Nov. If communities are able to commit additional funds above the \$4,000 minimum they could have a greater chance of their application being approved as it is one of the criteria in the decision-making matrix.
BCCF	\$8,668	
BCCF In-Kind Large Toolkit & Training	\$2,900	
Total	\$15,568	

Seed Grant: Application Required

Funding Partners	Cost	Description
Community	\$500*	If approved, this grant will provide funds to acquire items such as signage and bear-resistant garbage bins. Communities apply and are awarded grants, dependent on funding, and on a first-come first-served basis. A short description of the planned purchases, including quotes for items where available, must be submitted with the application. *The \$500 minimum is dependent on funding constraints. **BCCF grants will be also awarded up to a maximum of \$1,500 as funding allows.
BCCF	\$1,500*	
Total	\$2,000	

Training Grant Option A: Application required and approval based on funding

Funding Partners	Cost	Description
Community	\$750	Communities are invited to apply for this grant, which provides funds for a community member, such as a resident or Bylaw Officer, to attend the training session at the end of May in Kamloops. This grant includes accommodation, food, travel expenses as determined by BCCF, classroom training, a WSBC manual, a WildSafeBC toolkit, and on-going support from the WildSafeBC Provincial Coordinator. Communities must apply and are awarded grants, dependent on funding, on a first-come, first-served basis.
BCCF	\$750	
BCCF In-Kind Small Toolkit	\$500	
Total	\$2,000	

Training Grant Option B: Guaranteed placement in training program

Funding Partners	Cost	Description
Community	\$1,500	This option permits a community member, such as a resident or Bylaw Officer, to attend the training session in Kamloops. This grant includes accommodation, food, classroom training and manual, a WildSafeBC toolkit, and on-going support from the WildSafeBC Provincial Coordinator. Communities request attendance to the training session and are guaranteed a space as they are contributing the full cost of training.
BCCF In-kind Small Toolkit	\$500	
Total	\$2,000	

Canada Summer Jobs (CSJ) Ambassador Grant – Community Coordinator Program Augmentation

Application Deadline January 25, 2019*

Funding Partners	Cost	Description
Community	\$4,000 min	Canada Summer Jobs provides federal funding to help employers create summer job opportunities for students. This provides a full-time employee for 4-6 weeks during the summer. Canada Summer Jobs pays the base wage of \$13.85/hour and the community is required to pay the top up of \$1.15 to make it \$15.00/hour. The CSJ Ambassador is hired, supervised, and an employee of the BCCF. This CSJ option can be used to augment a coordinator position, allowing for the full-time CSJ to cover more ground with door-to-door campaigns, and events etc. The community is required to fund the wage top-up and some expenses such as mileage. BCCF will provide the training, and travel expenses, as determined by BCCF, to the training. If additional materials are needed due to increased coverage, BCCF will provide up to another half toolkit. * Submission of an application for the CSJ Grant does not guarantee funding will be available from BCCF
CSJ Federal Funds	~ \$3,000	
BCCF In-Kind Toolkit (if required) & Training	Up to \$2,500	
Total	~ \$9,500	

Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: January 14, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 35
Year to date calls: 551

- Total calls in 2019 were 551 / total calls in 2017 were 480 and total calls in 2016 were 441 – Call volume for our department is definitely on an upward trend.
- 20 fire inspections were completed this month.
- Pre-construction meeting was attended for the new fire engine at Hall 352 (Carson Hall).
- Crews responded to two notable fire calls – an RV fire up the North Fork and a structure fire on Donaldson Drive.
- Due to 2018 Spring flooding, the majority of the restoration project at the downtown fire hall has been completed.
- December's training concentrated on a continuation of firefighter/Rapid Intervention Team (RIT) skills.
- Recruit firefighters have completed the first three chapters of their NFPA 1001 level 2 training program.
- Volunteer firefighters were awarded a second-place ribbon for their Santa Claus Parade float.

Boundary Flood Recovery

General

- Chris Marsh (Manager of Emergency Programs at RDKB) confirmed as Deputy Recovery Manager; Mark Stephens confirmed as Interim Manager of Emergency Programs.
- See Outside Works for Communications and Critical Infrastructure.

Housing

- Propane tank rental and mobilization funding approved for 13 households living in RVs.

Outside Works

General

- Managed the City's flood insurance claim.
- Organized condition assessments of sewer system and storm system for the Disaster Financial Assistance recovery plan.
- Purchase order review.
- Budgeting for Capital projects.
- Budgeting with outside works departments.

Boundary Flood Recovery support

- Communications
 - Four update videos published.
 - Five public meetings supported and attended.
 - Weekly e-newsletters, website, and Facebook updates produced.
- Critical infrastructure
 - Extensive work on the Disaster Mitigation and Adaptation Fund grant application.
 - Continued to support the Village of Midway and City of Greenwood recovery.
 - South Ruckle River bank armouring.
 - Gave input to consultant on the new flood response plan.
 - Met with industry to discuss the planned flood protection infrastructure improvements.

Capital projects

- SolarNow: finalized grant agreement and budget extension. Preliminary drawings received and reviewed.
- LED Street Lights: Proposals reviewed by third party with recommendations. Light acquisition significantly lower priced than anticipated.
- Westside Fire Protection: two test wells were drilled and one was pump tested.
- Well 5 project.

Electrical

- Set up roadway lighting downtown and on Highway 3.
- Prepare for light up in Gyro park.
- Pole change on Central Ave by A&W.
- Armouring preparation for poles in City park.
- Disconnects and meter changes.
- Work on gate access at airport .
- NWPPA online training.
- 1 disconnect due to a house fire.
- Adding to LED lighting at outside works.

1 planned outage
0 unplanned outages

Public Works

- Gyro park light up and Santa parade.
- Working upstairs at Outside works.
- Flag raising for Louis Riel.
- Planter preparation work.
- Winter preparation with equipment and yard.
- Responded to weather events including a wind storm and a major (more than six inch) snowfall.

Water and Sewer

- Water valve leak repair off 6th and Central Ave.
- Water valve leak repair off 8th and Central Ave.
- Abandonment old 4" water main off of 8th St. and 72nd Ave.
- (2) Sewer service blockages.
- Sewer main repair.
- Sewer main flushing.
- Snow removal.

Development and Engineering

General

- Customer assistance at City Hall front counter and phones.
- Ongoing utility/servicing assistance for 8 new single-family homes.
- Ongoing civic address assignment and review in the City.
- Planning and policy support for flood recovery initiatives.
- Records management and planning file administration.
- Zoning and development support for building permit issues.
- Developed and presented departmental workshop for council.

Capital Projects

- Ongoing support for implementation of Well 5 project and Westside fire protection initiative.
- Coordinating land surveys for capital and administration projects.
- Continued stakeholder consultation regarding airport development.
- Continued review of servicing and development options for airport industrial lands.

Current Planning

- Prepared background information and attended five pre-application/development-related meetings.
- Coordinated two development permit applications, two development variance applications and one heritage alteration permit application.
- Facilitated development meetings and prepared draft zoning bylaw amendment to accommodate new housing.

- Coordinated the finalization of land purchase and sales agreement.
- Reviewed 2 major signage proposals.
- Responded to approximately 30 land use, business license, servicing and other property-related inquiries.

Long Range Planning

- Implementation and processing of cannabis policy, regulations and applications.
- Commenced review and consolidation of environmental policy and regulations in the City.
- Commenced review of sidewalk patio policy for downtown.
- Ongoing coordination and updating of planning processes and procedures.
- Ongoing administrative consolidation (for convenience) of Zoning Bylaw and OCP.

Business Licences

Processed/approved 2 business licences.

Building Inspection and Bylaw Enforcement

General

- In 2018, 113 permits were issued for flood damage repairs and 14 for demolitions due to flood damage.
- The new B.C. Building Code is now in effect, a summary of changes is available at the City Hall information desk.

Bylaw Services

- Quiet month, one snow clearing and two noise complaints.
- A few transient camp issues, working with security to resolve.
- 3 additional homes secured, 2 due to flood damage and 1 a result of fire.

Building Inspection

- Building Permit applications this month: **5**
- Year to date Building Permit applications: **210** (2017 year end = 91)
- Year to date construction value: **\$9,339,982** (2017 year end = \$3,762,202)

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 1 Regular)
- Prepared weekly summaries/updates (2 for each)
- Corporate Tasks completed: 10
- Human Resources Duties
- Attended Recovery & Housing related meetings
- Attended EOC Post-Flood debrief session

Information Technology

- Information Technology tasks completed: 4
- Ongoing technology support for Recovery Team
- Review results of IT Security audit
- Records Management Update and review – ongoing project for several years:
 - SharePoint as records storage location:
 - Backup of Cloud Storage configured
 - Continued general research
 - Continued Access control list configurations
 - Naming conventions review
 - Retention and disposition labeling review with Managers (Disposition schedule creation continues)

Financial Services

General

- Ongoing account reactivation and billing adjustments for flood impacted customers
- Invoices in progress for EOC and insurance reimbursement
- Mailed out equal payment plan letters
- Updated signing authorities for bank accounts to reflect new Council
- Responded to requests from the public regarding property damage claims, utility billing and property tax issues
- Analysis of water consumption to determine new rates for 2019 billing
- Preliminary work on 2019 budget
- Discussions with new payment processor for debit/credit transactions
- Provided information to insurers for 2019 property and liability renewals
- Established on-site audit date - week of January 21st

Procurement

RFPs and RFQs Awarded

- Wesco Distribution - Supply of LED Street Lights
- Sky Fire Energy - Solar Edge Electric System

Purchase Orders Issued

Total value	\$559,358
• Less than \$5,000	21
• \$5,000 to \$25,000	9
• \$25,000 to \$75,000	3
• Greater than \$75,000	2

Total value of purchases \$520,584

5 direct awards < \$25,000 - Water meter reader/support; airport gate operator; land surveying - South Ruckle; Rockwool dike assessment

2 direct awards > \$25,000 - Engineering for storm system; test wells; Kettle River
revetment

Strategic Summary



Community Engagement

-



Community Livability

-



Economic Growth

-



Fiscal Responsibility

-

Recommendation

THAT COUNCIL receives the monthly highlight report for information.

Request for Decision



To: Committee of the Whole
From: Chief Financial Officer
Date: January 14, 2019
Subject: Fees and Charges Amendment Bylaw 1958-A4
Recommendation: **That the Committee of the Whole recommends to Council to give first three readings of the City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2019 at the January 28, 2019 Regular Meeting.**

Background

In late November 2017, Council voted to implement mock billing of residential water consumption for a one year transition period prior to proceeding with actual billing under the new rate structure proposed after a comprehensive water rates review. Staff commenced mock billing for the February 2018 billing cycle, with a full year completed upon the latest billing cycle in mid-December 2018.

The new rate structure approved by Council in November 2017 comprises a fixed and variable component, with 50% of revenues coming from fixed charges and 50% from consumption. Staff has reviewed water consumption data and other statistics for the last year in order to determine the appropriate fixed and usage charges required in order to meet revenue targets.

Some assumptions and estimates have been made in calculating the new water rates, as follows:

- a revenue target of \$950,000, which approximates the original 2018 budget amount of \$946,157 and thus assumes no increase for 2019
- a reduction of 25% in residential consumption volumes from 2018 actuals, to allow for anticipated decreases in usage once customers begin to pay for their consumption
- the exclusion of revenues for approximately 100 inactive accounts which represent properties impacted by the 2018 flood

The rates proposed during the 2017 water rates review were an annual fixed charge of \$217 for a 1" and smaller service, increasing proportionately with service size, and a consumption charge of \$0.56 per cubic meter. These rates were based on a revenue target of \$927,000. By comparison, the new rates included in this bylaw have been calculated as \$240 annually and \$0.55 per cubic meter, based on revenues of \$950,000.

The proposed Fees & Charges Amendment Bylaw No. 1958-A4, along with the new Schedule J - Water Service Charges, is presented here for review and discussion.

Benefits or Impacts

General

The new water rates included in this bylaw amendment provide greater equity between low and high water consumers, and should encourage water conservation.

Strategic Impact



Fiscal Responsibility

- These rates have been calculated using conservative estimates in order to achieve minimum revenues comparable to the 2018 approved budget amount.

Policy/Legislation

Attachments

Draft Fees and Charges Amendment Bylaw No. 1958-A4, 2019.

Recommendation

That the Committee of the Whole recommends to Council to give first three readings of the City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2019 at the January 28, 2019 Regular Meeting.

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1958-A4

A BYLAW TO AMEND THE CITY OF GRAND FORKS FEES AND CHARGES BYLAW NO. 1958

The Council of the Corporation of the City of Grand Forks, enacts as follows:

1. This bylaw may be cited as the “City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2019”.
2. That “Fees and Charges Bylaw No. 1958, 2014” be amended as follows:
Append “Schedule J – Water Service Charges” as attached in Appendix 1 of this bylaw.
3. The effective date of this amending bylaw shall be February 15, 2019..

Read a first, second and third time this 28th day of January, 2019.

Finally adopted this 11th day of February, 2019.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1958-A4, as passed by the Municipal Council of the City of Grand Forks on this 11th day of February, 2019.

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

APPENDIX 1

Updated Schedule

SCHEDULE “J”

WATER SERVICE CHARGES

1. *Installation of Water Service*

*** Water meter mandatory at additional cost per Section 2.**

- | | |
|--|-------------|
| (a) Residential - 19 mm diameter (3/4”) & 24.5 mm diameter (1”)
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (b) Commercial, Industrial & Institutional
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (c) Renewal (upgrading, including meter retrofit)
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (d) Additional service costs not included in (a), (b), and (c) above: | |
| i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length) | Actual Cost |
| ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping | Actual Cost |
| iii) Inspections and/or pressure testing | \$150.00 |

2. *Water Meter Installation*

- | | |
|---|------------|
| (a) Pit meter installation (meter included) | \$3,000.00 |
| (b) Complete pit meter assembly | \$1,600.00 |
| (c) Replacement meter - inside meter | \$450.00 |

3. *Charges for each time the water supply is turned on/off*

During normal working hours (Monday – Friday)	no charge
---	-----------

4. *Charges for after-hours callout – evenings, weekends, statutory holidays*

Private property issue	\$ 200.00
------------------------	-----------

5. **Additional Charges**

(a)	Manual meter reading charge – per occurrence	\$ 25.00
(b)	Meter re-read at Customer's request – per occurrence	\$ 25.00
(c)	Additional meter reading outside normal billing cycle	\$25.00
(d)	Provision of water consumption information only	\$5.00
(e)	Meter testing at Customer's request – per occurrence	Actual Cost
(f)	Water meter tampering charge – per occurrence	\$200.00
(g)	Charge to repair damage caused by tampering	Cost plus 15%
(h)	Curb stop damaged by owner	Cost plus 15%

6. **Water User Fees**

6.1. Unmetered User Fees (per unit)

(a)	Unmetered Residential	
	(i) Single family dwelling or duplex (per unit)	\$76.00
	(ii) Secondary suite or dwelling unit (per unit)	\$44.00
(b)	Unmetered Multi-Family Residential and Strata (per unit)	\$52.00
(c)	Unmetered Business, Industrial, Utility, Institutional Recreational, Non-Profit and all other classes Bi-monthly fixed charge, based on service size as per Section 6.2 (b), plus estimated usage at \$0.55 per cubic meter*	
(d)	Buildings not connected to water system on lots where service is available	\$40.00
(e)	Buildings with service shut off for minimum of one entire bi-monthly billing cycle	\$40.00

6.2. Metered User Fees

(a)	Residential	
	Water consumption charge per cubic metre	\$0.55
	plus	
	Bi-monthly fixed charge	\$40.00

- (b) Business, Industrial, Utility, Institutional, Recreational, Non-Profit, Multi-Family Residential, Strata, and all other classes

Water consumption charge per cubic metre \$0.55

plus

Bi-monthly fixed charge based on service size as follows:

16 mm and 20 mm (1/2" and 3/4") service	\$40.00
25 mm (1") service	\$40.00
32 mm (1 1/4") service	\$62.50
40 mm (1 1/2") service	\$90.00
50 mm (2") service	\$160.00
63 mm (2 1/2") service	\$250.00
75 mm (3") service	\$360.00
100mm (4") and greater	negotiated rate

7. Bulk Water Purchases

From City bulk water facility - per cubic metre or portion thereof \$2.00

* Usage to be estimated using available data for similar property class and function

Memo



To: Committee of the Whole
From: Chief Financial Officer
Date: 2019-01-14
Subject: Council Remuneration

Background

On November 19, 2018 Council requested a review of elected officials remuneration, as the recently adopted Council Members Remuneration and Expenses Bylaw No. 2050 does not fully compensate Council for the additional tax payable as a result of the elimination of the one-third non-taxable allowance. The issue of reimbursements for local travel expenses was also raised at that meeting.

Prior to the election, staff provided the previous Council with a report on the City's remuneration levels compared to similar municipalities, along with the amounts of remuneration required to compensate for the loss of the tax-free allowance. The outgoing Council voted to adopt a bylaw increasing 2019 remuneration by a CPI factor of 2.5% to annual amounts of \$24,000 and \$18,000 for the Mayor and Councillors respectively.

There are a few options available to compensate Council for additional expenses incurred in the course of performing their duties. Some of these include:

- a) Payment of a per kilometer travel reimbursement for local travel. This would require Council members to keep track of their mileage for tax-free reimbursement at approved CRA rates. Travel to attend Council meetings would not be eligible, but travel to other local functions would be.

This option would not require a bylaw amendment, as it falls under the provisions of the existing Travel Expense Allowance Policy 112-A1.

- b) Payment of a (taxable) per diem or additional allowance for attending engagements and events outside of scheduled Council meetings.
- c) Increasing remuneration amounts to compensate for the elimination of the tax-free allowance. Using a marginal tax rate of 20.06%, the equivalent amounts for 2019 would be \$26,000 for the Mayor and \$19,500 for Councillors. This was the option proposed to the previous Council and rejected in favour of a CPI increase.

After reviewing remuneration levels for other comparable municipalities, staff would like to draw attention to some anomalies regarding Councillor pay for Grand Forks. The first is that the 2018 remuneration amounts for this City's Councillors were significantly higher than the average for other municipalities of similar size and secondly, the ratio of

Councillor to Mayor compensation, at 75%, is well outside the 50-60% range of other municipalities.

In addition, the COTW should be aware that not all municipalities pay the premiums for Council members' extended health and dental coverage and MSP.

The following table of data for comparable municipalities, which is similar to the 2017 data provided previously, has been updated with 2018 remuneration amounts for further reference.


	Population	2018 Annual Remuneration		Councillor as
		Mayor	Councillor	% of Mayor
Grand Forks	4049	\$ 23,423	\$ 17,568	75%
Armstrong	4815	22,893	13,027	57%
Castlegar	8039	32,000	16,000	50%
Gibsons	4605	31,485	14,601	46%
Merritt	7139	26,010	15,606	60%
Oliver	4928	27,907	14,883	53%
Osoyoos	5085	27,822	16,957	61%
Peachland	5428	36,111	14,449	40%
Rossland	3729	17,184	8,763	51%
Trail	7709	30,936	15,468	50%

If Council chooses to proceed with payment of per diems, or an increase in remuneration, the existing bylaw will have to be amended or replaced.

Benefits or Impacts

General

Strategic Impact

-  The financial impact of options (a) and (b) is unknown at this time.
- Option (c) above would increase 2019 expenses by approximately \$12,000.

Policy/Legislation

Council Members Remuneration and Expenses Bylaw No. 2050, 2018.

Attachments

Council Members Remuneration and Expenses Bylaw No. 2050, 2018.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2050

A Bylaw to Provide for Council Members Remuneration and Expenses

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

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

7. This bylaw comes into force and takes effect on January 1, 2019.
8. Bylaw No. 1743, cited as "Council Remuneration and Expenses Bylaw No. 1743, 2004 is hereby repealed.

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

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



Mayor Frank Konrad

Corporate Officer - Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2050, as adopted by the Municipal Council of the City of Grand Forks on the 24th day of September, 2018

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

Request for Decision



To: Committee of the Whole
From: **Development, Engineering and Planning**
Date: January 14, 2019
Subject: Proposed Comprehensive Development (CD-1) Zone to accommodate a Mobile Home Park and Ecological Reserve – Boundary Drive North (File: ZA1803)
Recommendation: **THAT Committee of the Whole recommends to Council to give first and second reading to Zoning Bylaw Amendment No. 2019-A2 at the January 28, 2019 Regular Council Meeting.**

Background

Overview

The City has received a rezoning application to rezone 1.2 hectares (3 acres) to accommodate a 25-unit mobile home park at the northerly extent of Boundary Drive. The site is currently zoned R1 – Residential (Single and Two Family Zone) and a portion of the site is an ecologically sensitive wetland which is proposed to be preserved as part of the City's protected area network.

Due to the uniqueness of the site and the development scheme, staff is proposing that a new "site-specific" type of zoning be used for this project to ensure that it is developed in accordance with specific plans approved by City Council. Thus, a "Comprehensive Development (CD)" zone (see Appendix B) is proposed to explicitly apply to this property for the following reasons:

- The northwest portion of the site has been identified as an ecologically sensitive wetland area - this zoning will ensure it is protected in perpetuity;
- The 25-unit mobile home park is put forth by the applicant as an affordable housing project and therefore has unique development requirements;
- The City's Mobile Home Parks Bylaw No. 1001 is from the 1970s and was designed to accommodate "old-style" mobile homes and larger mobile home parks – this is a small mobile home park which will incorporate tiny houses as well as regular mobile homes (all constructed to CSA standards);
- The site is in a semi-rural and isolated area of the City (but within walking distance to the high school and limited commercial); and,
- Substantial off-site water, sewer and electrical infrastructure is required to service the site.

Details about the applicant and the site are listed in Appendix A. A site plan, rendering and landscape plans for the project are contained in Appendix B as part of the draft CD zone bylaw.

Policy and Zoning Framework

- In March, 2018 a major Official Community Plan (“OCP”) amendment came into effect promoting and accommodating more affordable housing types and developments in the City (see Section 4 of the OCP). This project will help fulfill this objective.
- Boundary Drive is designated in the OCP and the Utilities Capital Plan (2009) as a proposed major road, to be upgraded (medium priority in the future). The road upgrade is currently not identified in our Capital Plan.
- The north west portion of the most northerly Lot 18 is a wetland and seasonally flooded field in the Sensitive Ecosystem Inventory and as such will be protected and incorporated into the Protected Area Network via land protection or dedication. The applicant has expressed interest in exploring options in relation to the Ecological Gifts Program once the rezoning is finalized. The ecologically sensitive lands are identified in the proposed CD-1 zone.
- This proposal fronts onto Boundary Drive which is part of the City’s main bicycle trail network. Boundary Drive connects to the trail along the old east/west railbed to the north.
- If a CD zone were not proposed, the Zoning Bylaw (R5) and the Mobile Home Parks Bylaw would apply. To accomplish this project, a number of variances to these bylaws would be required. For reference, Appendix C contains an analysis of the differences between the existing bylaws and the new CD-1 zone.

Servicing and Infrastructure

The applicant will be required to enter into a Works and Services agreement with the City, which will be finalized prior to final reading of the rezoning bylaw. Some components of this agreement are:

- The three parcels will need to be consolidated, the wetland surveyed, and the extent of the wetland/setback requirement be clarified prior to final reading of the rezoning bylaw.
- The provision of an extended gravity sewer main to the site and appropriate on-site sewer collection.
- The provision of an extended water main to the site.
- On-site storm water/runoff management to the extent that all storm water is contained on the site and drainage into the City’s system is maintained at pre-development flows.
- Electrical service as per the City’s bylaws.
- Landscaping and screening to mitigate impacts on adjacent development and the wetlands including bonding/security to ensure that the landscaping is undertaken and maintained to a specified standard.
- Road upgrades as per City bylaws.
- Fire protection (hydrants, access, etc.)
- Payment of Development Cost Charges (DCCs) as per City bylaws. *(Note: The applicant is requesting that DCCs be waived for the tiny houses. DCCs are payable at the time of building permit for each mobile home/tiny house and requests to waive*

DCCs must be made on a case by case basis. DCCs must be paid by the land owner/developer and not be passed on to the owner of the mobile homes).

- Other works and services requirements as per Bylaw No. 1970.

Proposed Timing

If the rezoning application receives support from Council to move forward, the next steps and estimated time frame are outlined below:

Activity	Timing
Council approves application/bylaw to move forward.	January 14, 2019
First and second reading of the rezoning bylaw.	January 28, 2019
Bylaw and Public Hearing advertised twice and residents within 100 metres notified in writing of the application.	January 30 & February 6 th , 2019
Public Hearing held by City Council.	February 11, 2019
Third reading of the rezoning bylaw.	February 11, 2019
Works and services agreements finalized; MOTI approval; development permit reviewed.	February/March, 2019
Final reading of the bylaw and Development Permit (Environmental) considered for approval.	March 11 or 25 th , 2019
Site servicing completed; building permit applications reviewed and issued.	April, 2019

Benefits or Impacts

Strategic Impact



Community Engagement

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



Community Livability

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



Economic Growth

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

Policy/Legislation

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

Attachments

Appendix A: Applicant and Site Information Sheet

Appendix B: Draft Bylaw No. 2039 – A2 (Comprehensive Development CD-1 Zone)

Appendix C: Summary of Differences between City Bylaws and the CD-1 Zone

Recommendation

THAT Committee of the Whole recommends to Council to give first and second reading to Zoning Bylaw Amendment No. 2019-A2 at the January 28, 2019 Regular Council Meeting.

Options

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



Subject Property (3 lots)
Buildings have been removed

Appendix B
Draft Comprehensive Development Zone (CD-1)

THE CORPORATION OF THE CITY OF GRAND FORKS

Bylaw No. 2039-A2

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

=====

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

1. This bylaw may be cited for all purposes as “**Zoning Bylaw Amendment Bylaw No. 2039-A2, 2019**”.
2. Amend Bylaw No. 2039 as follows:
 - a. **INSERT** under Part VI Zones after Section 58, a Section 59 CD (Comprehensive Development) Zones; and CD-1 (Comprehensive Development 1) Zone (Boundary Drive North Mobile Home Park):

“59 CD (Comprehensive Development) Zones

- 59.1 Comprehensive Development Zones are intended to accommodate and regulate the development of a use or mixture of uses based on a comprehensive plan and are typically created for reasons such as sensitive ecosystem protection, to ensure specific design and permitted use provisions or to accommodate affordable or innovative housing or cluster development.
- 59.2 Parts 1 to 11 apply to the Comprehensive Development Zones except where there is an inconsistency with a specific regulation in Part 59, in which case the specific regulation applies.
- 59.3 CD-1 (Comprehensive Development 1) Zone (North Boundary Drive Mobile Home Park)
 - 59.3.1 Every subsection in Section 59.3 refers to the CD-1 (Comprehensive Development 1) Zone.
 - 59.3.2 Location: This mobile home park is located on the west side of the 8000 Block of Boundary Drive including Lot 16, 17 and 18, Block 1, Plan KAP586, District Lot 380, Land District 54; PID: 012-190-136; PID: 012-190-152; and, PID: 012-190-217(as consolidated).

59.3.3 Intent: The intent of this zone is to allow for the development of a maximum 25-unit mobile home park, to ensure protection of an ecologically sensitive area in perpetuity, and to accommodate innovative, affordable home ownership and rental options in the City.

59.3.4 Development Areas: This CD Zone is divided into two areas as shown in Schedule A-I appended to this bylaw:

Area	Land Use
Area 1	Ecological reserve, conservation area, no build area.
Area 2	Comprehensively designed mobile home and tiny house park.

59.3.5 Within the CD-1 Zone, the lands shall be developed for a comprehensively designed 25-unit mobile home and tiny house park and a protected ecological reserve in accordance with the plans and drawings in Schedules A-2, A-3 and A-4 appended to this bylaw.

59.3.6 The following uses and no others are permitted in Area 1:
(a) ecological reserve.

59.3.7 The following uses and no others are permitted in Area 2:
(a) dwelling units;
(b) tiny houses on wheels;
(c) mobile home park;
(d) recreation facilities;
(e) laundry facilities; and
(f) home occupations.

59.3.8 A maximum of one accessory single-family dwelling is permitted in the mobile home park.

59.3.9 Permitted accessory uses and buildings include buildings or structures accessory to any of the uses permitted in Area 1 and 2 of this zone.

59.3.10 The minimum parcel size for subdivision purposes is 0.4 hectares.

59.3.9 The maximum permitted lot area coverage for all buildings and structures shall be 60%.

59.3.10 No principal building or structure shall exceed 7.5 metres in height.

59.3.11 The minimum size for a mobile home, tiny house or accessory single-family dwelling shall be 19 square metres.

59.3.12 The minimum size of a mobile home space shall be 325 square metres and the minimum size of a tiny house space shall be 228 square metres.

59.3.13 Off-street parking shall be provided in accordance with the Grand Forks Zoning Bylaw as amended.

59.3.14 Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:

- (a) 3 metres of the front parcel line on Boundary Drive, except for mobile home spaces No. 1, 2 and 16 shown on the concept plan in Schedule II, where no building or structure shall be located within 4.6 metres of the front parcel line on Boundary Drive;
- (b) 1.5 metres of a side parcel line; or
- (c) 3 metres of a rear parcel line or exterior side parcel line.

59.3.15 On each mobile home space only 1 detached storage shed or accessory building not exceeding 13 square metres in size, may be located, subject to the following regulations:

- (a) that such storage shed or accessory building be constructed and finished so that the design, construction and finish will complement and blend in with the mobile home;
- (b) that the height of the storage shed or accessory building not exceed 2.5 metres; and,
- (c) that such storage shed or accessory building be located to the side or rear of the mobile home and placed not closer than 1 metre to the mobile home.

59.3.16 A fence not more than 1.8 metre high, a continuous vegetative landscape screen not less than 1.8 metres high, or a combination of both shall be located around the perimeter of the site.

59.3.17 The mobile home and tiny house park shall be landscaped in accordance with the landscape concept plan as shown in Schedule A-3 appended to this bylaw

3. Incorporation

Schedule "A-1", "A-2", "A-3" and "A-4" are hereby made part of Bylaw No. 2039.

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

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

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

FINALLY ADOPTED this day of , 2019.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2039-A2 as passed by the Council
of the City of Grand Forks on the day of , 2019.

Corporate Officer of the Corporation of the
City of Grand Forks

DRAFT



59.1m

Area 1
Ecological Reserve
0.13 ha

41.3m

Land areas shown are approximate.
All land areas to be confirmed by survey and a qualified environmental
professional.

Area 2
Mobile Home Park
1.09 ha

Boundary Drive

Ecological Reserve

0 5 10 20 30 40 50

Meters



Red Outline denotes spaces available for "Tiny Homes"

L1

DATE : DEC 2018
DRAWN BY: AC
DESIGN BY: AC
SCALE: 1/8" = 1' 0"

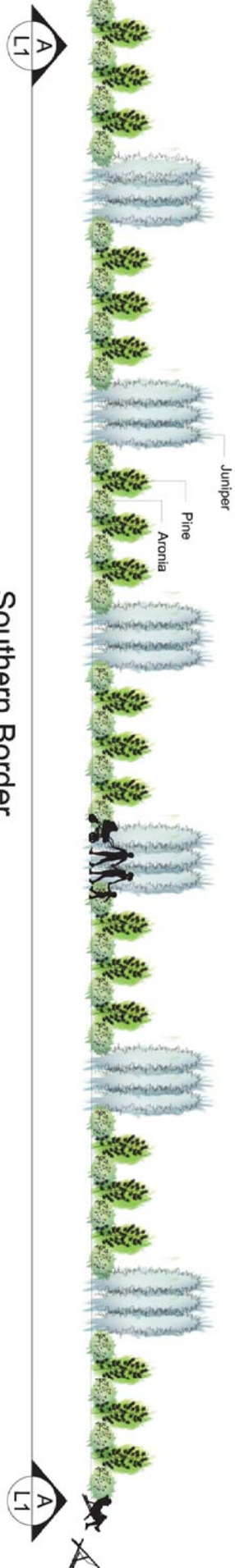


REVISIONS		
date	comments	by
01/23/18	Client review	AC
01/23/18	Client review	AC
01/23/18	Client review	AC

CONCEPT LAYOUT

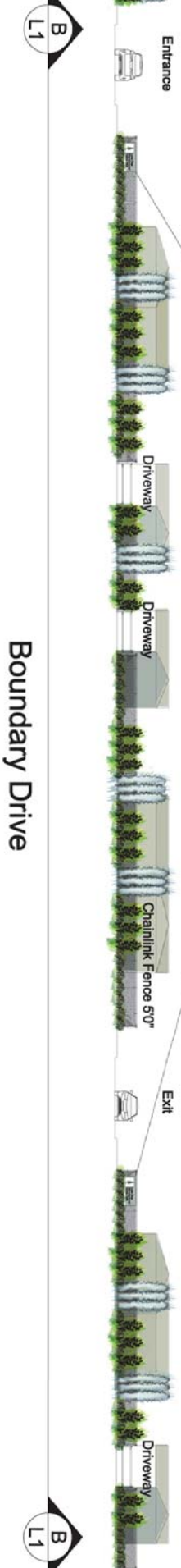
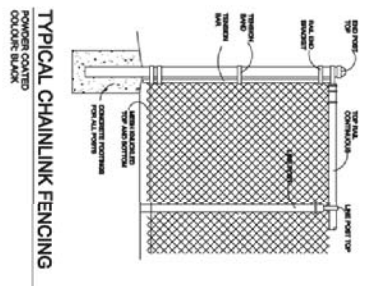
Lone Pine Manufactured Home Park, Grand Forks BC
2018





PLANT LIST

Scientific Name	Common Name	Spacing (HxS)	Size	Hardy Zone
<i>Aronia melanocarpa</i> 'Low Scape Mound'	Low Scape Mound Chokeberry	2'x2'	2 gal.	3-9
<i>Juniperus virginiana</i> 'Blue Arrow'	Blue Arrow Juniper	15'x3'	2 gal.	4-9
<i>Pinus mugo</i> 'Columnaris'	Columnar Mugo Pine	7.5'x3'	2 gal.	2-7



Schedule "A-3" - Landscape Plan

REVISIONS

DATE	COMMENTS	BY

DATE: DEC 2016

DRAWN BY: AC

DESIGN BY: AC

SCALE: 1/8"

L2

Schedule "A-4" - Site Plan



Appendix C
Summary of Differences between the Proposed CD-1 Zone and the Zoning Bylaw (R-5) and Mobile Home Parks Bylaw
Mobile Home and Tiny House Park on Boundary Drive North
Rezoning Application No. ZA 1803 (from R-1 to CD-1)

Proposed Variances to the Regulations of Zoning Bylaw No. 2039 – R-5 (Mobile Home Park) Zone			
Existing Regulation	Proposed Variance	Proponent's Rationale	Staff Comments
1) 4.6 metre (15 foot) setback from all lot lines required.	Side yard – 5 feet (north and south property lines). Front yard on Boundary Dr. – 10 feet (except for sites #1, 2 and 16 which will have a 15 foot setback). Rear yard on west lot line – 10 feet.	A 5 foot side yard setback is equivalent to all other residential zones in the City. A 10 foot front and rear yard setback will facilitate more affordable units.	The 5 foot side yard setback is consistent with other zones (including multi-family). The north side yard will abut green space (an undeveloped road allowance). The south side yard will need to be landscaped to buffer the development from the existing house. All other residential zones in the City have a 20 foot front and rear yard setback requirement which is intended to allow for front yard open space, driveways and parking. Parking in this project will be accessed from inside the park rather than from the street (except for sites # 1, 2 and 16), so reduced front and rear yard setback along with a landscaped 10 foot strip along the street may be acceptable.

Proposed Variances to the Regulations of the Mobile Home Parks Bylaw No. 1001			
Existing Regulation	Proposed Variance	Proponent's Rationale	Staff Comments
1) 25 foot buffer required around the perimeter of mobile home park.	Eliminate the buffer requirement entirely.	Buffer would take up 25 % of the site therefore reduce the number of units.	The buffer requirement may be somewhat antiquated (the bylaw is from 1977) and was intended to shield mobile home parks from adjacent land uses and provide open space on the mobile home park site. This proposal involves a sizable (approximately 0.13 hectare) protection or dedication of open space (ecological reserve) which will create a sense of open space on the property. Further, lands to the north are owned by the City and used for recreational purposes so will likely also remain as open space.
2) A maximum 6 foot high tightboard fence or vegetative landscape screen required around perimeter of mobile home park.	Allow fence to be of a different material.	A tightboard fence may give appearance of a fenced stockade. Chain link may be preferable.	An alternative fencing style may be acceptable provided it is combined with adequate landscaping (especially along the south property line and Boundary Drive). It's recommended that a landscaping plan be submitted and reviewed prior to building permits.

Proposed Variances to the Regulations of the Mobile Home Parks Bylaw No. 1001			
Existing Regulation	Proposed Variance	Proponent's Rationale	Staff Comments
3) Mobile homes (& other buildings) must be at least 20 feet apart.	Let the building code and mobile home space size dictate separation distances.	Construction standards for mobile homes have changed and therefore 20 feet separation is no longer required.	It is possible to ensure adequate separation through the issuance of building permits. For example, the building code indicates: "Spatial separation calculations (as detailed in Section 9.10 of the B.C. Building Code) will determine the minimum distance between neighboring units, despite individual pad line variances. Exterior wall size and construction, and size of unprotected openings (windows, doors) will be needed prior to issuing individual building permits".
4) Mobile home spaces must be 3,000 square feet for a single-wide and 4,000 square feet for a double-wide.	3,500 square foot minimum for all mobile home spaces and 2,450 square foot minimum for tiny houses.	Allows for more efficient use of the site and accommodates small floor plans such as tiny houses. Tiny houses have a reduced footprint which allows for smaller lot/space.	A scan of other mobile home park bylaws in the province suggests that a 3,500 square foot space for a mobile home is common practice. Assuming that tiny houses are typically about 400 – 500 square feet in size, the 2,450 square foot space proposed appears acceptable.
5) No mobile home space can have direct access from a public road.	Allow 3 tiny house spaces (#1, 2 and 16) fronting on Boundary Drive to have direct access.	The looping configuration of the interior road does not allow for access to 3 mobile home spaces.	The 3 sites with direct access from Boundary Drive are proposed to have a minimum setback of 15 feet. The sites appear to have adequate space to accommodate 2 parking stalls.
6) For every 4 mobile homes, an additional parking space is required (i.e., for visitors).	Eliminate this requirement.	Most homes will have a carport and room for at least one extra parking space.	One space per dwelling unit for units under 90 square metres is the current parking regulation in the zoning bylaw (this project complies with the Zoning Bylaw but not the Mobile Home Parks bylaw). The mobile home spaces will accommodate at least 2 parking spaces, which exceeds the zoning bylaw requirement.

[Note: Distances/areas are expressed in feet instead of metres for convenience - measurements in the Mobile Home Park Bylaw (1977) are expressed in feet].