



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2019-2
Date: Monday, January 28, 2019, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
January 28, 2019, Regular Meeting agenda

Recommendation

THAT Council adopts the January 28, 2019, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera
January 14, 2019, Special to go In-Camera Meeting minutes

4 - 5

Recommendation

THAT Council adopts the January 14, 2019, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Regular
January 14 2019, Regular Meeting minutes

6 - 16

Recommendation

THAT Council adopts the January 14, 2019, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Circle of Indigenous Nations Society
Requesting support of an implementation proposal for an Aboriginal Head Start Program in Grand Forks

17 - 64

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Written Reports of Council
Councillors

65 - 69

Recommendation

THAT all written reports of Council submitted to the January 28, 2019, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative 70 - 70
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 Taylor'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. Council – Local Travel Reimbursement 71 - 73
Corporate Services / Finance

Recommendation

THAT Council instructs staff to amend Travel Expense Policy 112-A1 to include a "Local Travel Reimbursement Allowance" of \$50 for each Councillor per month until October 2022.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

11. BYLAWS

- a. Bylaw 1958-A4 Fees and Charges Amendment 74 - 91
Chief Financial Officer

Recommendation

THAT Council gives first three readings of the City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2019.

- b. Bylaw 2039-A2 First and Second Reading Zoning Bylaw Amendment - North Boundary 92 - 104
Drive Mobile Home Park
Development, Engineering and Planning

Recommendation

THAT Council give first and second reading to Zoning Bylaw Amendment No. 2039-A2.

- c. Bylaw 2039-A3 First and Second Reading – Zoning Bylaw Amendment Cannabis Retail 105 - 112
Stores, Accessible Parking spaces and other minor changes
Development, Engineering & Planning

Recommendation

THAT Council gives first and second reading to Zoning Bylaw Amendment No. 2039-A3, 2019.

12. LATE ITEMS
13. QUESTIONS FROM THE PUBLIC AND THE MEDIA
14. ADJOURNMENT



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

Meeting #: SP-2019-01
Date: Monday, January 14, 2019, 5:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

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

Absent: Councillor Rod Zielinski

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer

GALLERY

1. CALL TO ORDER

Mayor Taylor called the Special To Go In-Camera Meeting to order at 5:05 pm.

2. IN-CAMERA RESOLUTION

a. Adopt Resolution as per Section 90

Moved by: Korolek

Seconded by: Thompson

THAT Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (2)

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

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

Carried

3. LATE ITEMS

4. ADJOURNMENT

The January 14, 2019, Special to go In-Camera Meeting was adjourned at 5:06 pm.

Moved by: Thompson

THAT the Special to go In-Camera Meeting be adjourned at 5:06 pm.

Carried

Mayor Brian Taylor

Corporate Officer - Daniel Drexler



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

Meeting #: R-2019-1
Date: Monday, January 14, 2019, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

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

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Dolores Sheets - Manager of Development & Engineering Services
David Reid - Manager of Operations
Dale Heriot - Fire Chief

GALLERY

1. CALL TO ORDER

Mayor Taylor called the January 14, 2019, Regular Meeting to order at 7:01 pm.

2. ADOPTION OF AGENDA

- a. Adopt agenda

January 14, 2019, Regular Meeting agenda

Resolution #: R001/19/01/14

Moved by: Eburne-Stoodley

Seconded by: Krog

THAT Council adopts the January 14, 2019, Regular Meeting agenda as presented.

Carried

3. MINUTES

- a. Adopt minutes - Regular

December 10, 2018, Regular Meeting minutes

Resolution #: R002/19/01/14

Moved by: Korolek

Seconded by: Thompson

THAT Council adopts the December 10, 2018, Regular Meeting minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Development and Heritage Alteration Permit Applications – New Façade Signage for Grand Forks Art Gallery 2 (Files: DP1902/HA1901)

Development, Engineering and Planning

There was discussion over whether the proposed changes would require MOTI approval. The applicant advised that the pylon in question was replacing an existing component and no new additions along the Highway were planned.

Resolution #: R003/19/01/14

Moved by: Zielinski

Seconded by: Thompson

THAT Council approves Development Permit Application No. DP1902 and Heritage Alteration Permit Application No. HA1901 to allow for the installation of new façade signage on the Grand Forks Art Gallery 2 located at 524 Central Avenue.

Carried

b. BC Housing - Development at 7382 2nd Street

Armin Amrolia, Assoc. VP, Development Strategies, BC Housing

Council requested clarification of information which was presented at the December 10, 2018 Committee of the Whole meeting regarding the BC Housing project at 7382 2nd Street.

The delegation was unable to attend due to travel issues flying into the West Kootenays. Councillor Thompson summarized information presented during a telephone conference call earlier in the day.

The clarifications previously asked for were addressed.

- The development is intended to be 34 one-bedroom units and will accommodate handicapped access.
- The facility will be staffed 24-7
- Meals will be provided to residents but not open to public (no soup kitchen)
- BC Housing would like to award the management contract by end of January and break ground within 6 weeks.
- Parking requirements - 11 for staff

Armin Amrolia has reiterated her willingness to come back to meet council and answer further questions.

Resolution #: R004/19/01/14

Moved by: Korolek

Seconded by: Zielinski

THAT Council receive the information presented for discussion purposes and directs staff to move forward with the Development Variance Request process utilizing the corrected information.

Carried

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

a. Written Reports of Council

Councillors

Councillor Moslin added congratulations to staff for steps completed regarding South Ruckle river armoring. He further added additional commentary on the third point of his report, housing.

Resolution #: R005/19/01/14

Moved by: Thompson

Seconded by: Eburne-Stoodley

THAT all written reports of Council submitted to the January 14, 2019, 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>

The RDKB representative highlighted these points from the recent RDKB board meeting:

- The plan to remove Rockwool product from the landfill will no longer occur.

- Transit sponsorship is being considered, but no decision has been made regionally. Options include the City or a non-profit running the service. Interior Health sponsorship ends in March.
- Watershed management as approved by referendum is being setup.

Resolution #: R006/19/01/14

Moved by: Thompson

Seconded by: Korolek

THAT Mayor Taylor'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. Fuel Tanks Replacement Budget Amendment**

Deputy Manager of Operations and Sustainability

Council requested that Staff clarify the reason for the request.

Staff gave additional information for the reason for the request, which will be to determine the extent of possible contamination due to a leak of undertermined size and duration that was detected while the removal was underway.

After discussion, the proposed motion was reworded to include the funding source.

Resolution #: R007/19/01/14

Moved by: Thompson

Seconded by: Korolek

THAT Council gives Early Budget Approval to \$50,000 in additional funding to advance the fuel tank replacement capital project, to be funded from Capital Reserve.

Carried

b. Fire Season Deployment Re-imbursement Memo

Fire Chief

After discussion, Council adjusted the proposed motion to allow funding to any firefighter training, not specifically designating the Fire Training Grounds.

Resolution #: R008/19/01/14

Moved by: Thompson

Seconded by: Korolek

THAT Council approves of the surplus 2018 provincial fire season deployment funds after expenses, in the amount of approximately \$10,100, to be applied to Volunteer Firefighter Training.

Carried

Resolution #: R009/19/01/14

Moved by: Thompson

Seconded by: Korolek

THAT Council approves any annual net funds received from EMBC for emergency work based on volunteer time be allocated specifically for use in volunteer firefighters' training.

Carried

c. British Columbia Conservation Foundation (BCCF) – WildSafeBC Program for 2019

Development, Engineering & Planning

There was discussion on where in the budget this program is funded, and the reason it was not allocated in the previous fiscal year.

Staff clarified for Council that the funding for this is contingent on receiving a grant.

Resolution #: R010/19/01/14

Moved by: Moslin

Seconded by: Krog

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.

Carried

- d. Development Permit Application No. DP1901 Proposed Dentist Clinic at 1899 68th Avenue

Development, Engineering and Planning

Resolution #: R011/2019/01/14

Moved by: Krog

Seconded by: Zielinski

THAT Council approves Development Permit application No. DP1901 for a 2043 square foot (189.8 square meter) dentist clinic to be located at 1899 68th Avenue, legally described as Lot 2, District Lot 54, SDYD, Plan KAP38528, generally in accordance with the site layout and development drawings contained in Appendix I.

Carried

- e. Update to Policy 617 - EOC Overtime

Corporate Services

Staff clarified for Council that EOC overtime hours are billed back to EMBC.

Resolution #: R012/19/01/14

Moved by: Thompson

Seconded by: Korolek

THAT Council adopts the proposed changes to Policy 617.

Carried

f. Economic Recovery Initiative

Chief Administrative Officer

The proposed motion was moved and seconded. Discussion considered:

- whether funding would be allocated as Early Budget Approval or simply referred to the upcoming budget process for consideration later in the month,
- timelines involved in some of the projects, and that a finalized financial plan for the projects would be needed before they could move ahead,
- whether the motion should be split into individual motions,
- the urgency of commencing work on the Fire Flow project

The proposed motion was removed from the table, discussion continued on replacement wording and the loan authorization bylaw for the new well (west side fire flow).

The original proposed motion was re-introduced with amended wording.

Resolution #: R013/19/01/14

Moved by: Thompson

Seconded by: Korolek

THAT Council adopts the Economic Recovery Initiative as presented and determines said plan as a priority with the allocation of municipal funds to come from: 1) annual surplus in relation to the Economic Profile & Communications priorities - \$75k; 2) annual surplus/deferred Capital for Adjustments and Introductions of Land Use Adjustments, Policies and Bylaws to encourage growth and recovery - \$150k; 3) direction to Staff to proceed with the development of an Airport Master Plan - \$75k from Capital funds; 4) to authorize staff to move forward with the existing Loan Authorization Bylaw to address the new well for Fire Flow/Protection Works - \$900k; and 5) to authorize staff to develop a Sustainable Infrastructure Investment Plan (SIIP) intending to prioritize infrastructure projects to support community growth and development - \$1 mil, with funds to come from operations, deferred capital & reserves, and further all initiatives to be included into the 2019-2023 Financial Plan.

Carried

Resolution #: R014/19/01/14

Moved by: Korolek

Seconded by: Krog

THAT Council authorizes and supports Staff in seeking opportunities from senior levels of government to apply for the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Program, to fund the Eastside Reservoir and new Westside well for Fire Flow/Protection Works.

Carried

Resolution #: R015/19/01/14

Moved by: Krog

Seconded by: Thompson

THAT Council directs staff to present option(s) that freeze or partially freeze 2019 Tax and Utility Revenues during the Financial Plan and Tax Rates budgeting process.

Carried

Resolution #: R016/19/01/14

Moved by: Krog

Seconded by: Korolek

THAT Council directs staff to research the suspension of the Development Cost Charges Bylaw for up to two years and to report back to Council of any probable options to assist in attracting new development.

Carried

9. REQUESTS ARISING FROM CORRESPONDENCE**10. INFORMATION ITEMS****a. Grand Forks Snow Pitch Tourney**

Letter of request for a Special Occasion Liquor Licence from January 25-27, 2019

Resolution #: R017/2019/01/14

Moved by: Thompson

Seconded by: Eburne-Stoodley

THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks Snow Pitch Tourney from January 25-27, 2019, at James Donaldson Park, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.

Carried

11. BYLAWS**a. Bylaw 2039 – Cannabis Retail Separation Distance**

Development, Engineering & Planning

The Planning department explained the Cannabis business licence application process between City and Provincial agencies.

After discussion, Council directed Staff to prepare an amendment to the Zoning bylaw removing the 100m separation between Cannabis retail stores, and to remove the 50m highway setback.

Resolution #: R018/19/01/14

Moved by: Moslin

Seconded by: Zielinski

THAT Council directs staff to bring forward an amendment to Zoning Bylaw No. 2039 to remove the 100-metre separation distance

requirement between Non-Medical Cannabis Retail stores, and removal of the 50m highway setback.

Carried

12. LATE ITEMS

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. ADJOURNMENT

The January 14 Regular Meeting was adjourned at 8:12 pm.

Resolution #: R001/19/01/14

Moved by: Thompson

Seconded by: Korolek

THAT the January 14, 2019 Regular Meeting be adjourned at 8:12 pm.

Carried

Mayor Brian Taylor

Corporate Officer - Daniel Drexler

DELEGATION



RECEIVED

JAN 21 2019

THE CORPORATION OF
THE CITY OF GRAND FORKS

Online Delegation Form

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

Circle of Indigenous Nations Society.

TO REQUEST THAT YOU CONSIDER:

Supporting our Implementation Proposal for an Aboriginal Head Start Program in Grand Forks.

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

SD#51 reports over 25% of their student population identifying as Indigenous. We have also heard from a number of Indigenous parents that they are not accessing some local services because they are not delivered with an Indigenous lens.

You see, we were told that our initial Expression of Interest (EOI) for this project placed 14th in the Province and only the first 12 got to move into the Implementation Proposal (IP) phase. However, we learned last week that some projects were not successful in moving forward so we now have a second chance to embrace the Implementation Proposal phase but need the support of the City of Grand Forks to make this happen for our community! (Both the initial EOI and the IP will be forwarded in an email asap by Laranna Androsoff, my Early Years employee in Grand Forks.)

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

Addressing childcare gaps and improving outcomes for Indigenous children and families in the Boundary. It would also bring additional well paying jobs to Grand Forks and a sense of belonging to vulnerable, under serviced Indigenous citizens.

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

That our application to bring this free family resource early intervention program will be denied without the support of and collaboration with the City of Grand Forks.

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

We are seeking a donation of land that is at least 75 feet by 100 feet that can be commercially zoned to place a modular home (with a basement). This building will house 24 child care spaces as well as 4 offices for Early Years staff and a cultural/ ceremonial gathering space that will be used by our programs, local Elders groups and other community service agencies.

NAME

Kris Salikin

ORGANIZATION

Circle of Indigenous Nations Society

MAILING ADDRESS

FILE CODE

D2 - Circle of Indigenous Nations Society

DELEGATION



1005 2nd Street
Castlegar, British Columbia V1N 1Y4
Canada

TELEPHONE NUMBER

250-231-4968

EMAIL ADDRESS

coinations@gmail.com

From: Laranna Androsoff <laranna.coinations@gmail.com>
Sent: January 21, 2019 2:59 PM
To: Info
Cc: Kris Salikin (COINS)
Subject: COINS request to meet with GF City Council
Attachments: COINS Expression of Interest AHS.pdf; Implementation Proposal_FILLABLE FORM_3rd round.pdf

Good afternoon!

This is a follow up email re: the Delegation Form Presentation Outline recently submitted by my boss, Kris Salikin with the Circle of Indigenous Nations Society. Please share the following two supporting documents, as well as this email, to provide further clarity for Grand Forks City Council members:

- Our initial Expression of Interest
- The Implementation Proposal application

Also, please feel free to view our website for more information about the Circle of Indigenous Nations Society and the regional programs and services we provide in the Grand Forks/ Boundary area: <https://www.coinations.net/>

Please note this is a very time sensitive request as our Implementation Proposal is due February 22, 2019 with the timeline to complete the project being March 31, 2020. Therefore, due to the February deadline we would like to be placed on the January 28th agenda please.

Feel free to call myself at 250-443-4387 or my boss Kris at 250-231-4968 if you have any questions or require anything further from us. Thank you!!!

Respectfully & with all my relations,

Laranna Androsoff, BA CYC

Boundary Aboriginal Infant & Supported Child Development Consultant

Regional Aboriginal Engagement Coordinator

Circle of Indigenous Nations Society

Cell: 250-443-4387

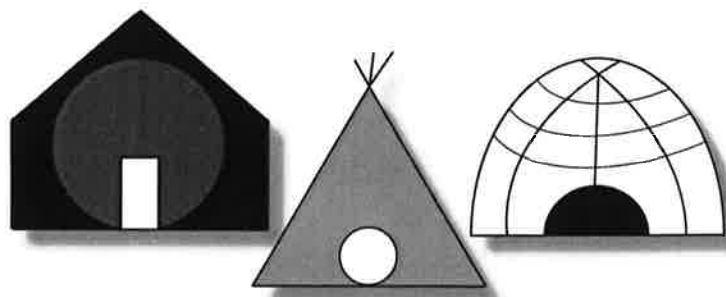
"Let us put our minds together to see what we can build for our children."

- Chief Sitting Bull



Growing AHS in BC Provincial Initiative

E.O.I.



Growing AHS in BC: EXPRESSION OF INTEREST (EOI)

PART A: OPPORTUNITY OVERVIEW

A. Introduction

The BC and Canadian Governments, under the Early Learning and Child Care agreement, support Aboriginal Head Start expansion in BC. Growing AHS in your community is intended to provide new licensed child care spaces that are offered to families at no cost, support children with extra support needs, and commit to providing a respectful working wage for the Early Childhood profession.

The Aboriginal Head Start Association of BC (AHSABC) and the Province of BC are working in partnership to create opportunities to **GROW AHS in BC**. Indigenous Child Care Expansion is being proposed with this new funding. The Aboriginal Head Start (AHS) program will be expanded beyond the current model to provide fully operational child care with wrap around family support for:

1. **Urban Communities in BC with Aboriginal Head Start** programming who wish to expand AHSUNC programs to include licensed child care;
2. **Urban Communities in BC with no existing Aboriginal Head Start** programming who need licensed child care.

Note: Funding for on-reserve AHS expansion will be administered through the First Nations Health Authority (FNHA).

This Provincial investment will provide:

- An estimated 320 Indigenous families in BC with improved access to an affordable, accessible and high quality child care model at no fee for families;
- AHS-designed Child Care Services for Indigenous children and families that include culturally safe programming to foster family preservation and healthy child development;
- Wrap-around services for families (e.g., parent education and linkages to early intervention and prevention services) in support of MCFD's commitment to family preservation;
- Positive measures concerning the social determinants of health through the delivery of **quality** early learning holistic child care. (The quality of the system depends on Early Childhood Educators; they must be well-educated, respected and fairly-compensated.)
- Action to address Truth and Reconciliation Commission call to action #5 ("call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate parenting programs for Aboriginal families"); and an opportunity under the Early Learning and Child Care framework (Canada-BC Agreement).

B. Background of AHS

ABORIGINAL HEAD START (AHS) is an early intervention, locally controlled and designed program which began in Canada in 1995 to provide early learning and care experiences for First Nations, Métis and Inuit children (from birth to 6 years of age) and their families living in urban settings across the country. AHS is based on caring, creativity and pride following from the knowledge of traditional community beliefs, within a holistic and safe environment. As a proven 'Family Wellness' program, AHS programming can provide Indigenous children, their parents and families with a positive sense of themselves, a desire for learning, and opportunities to develop fully within a caring and supportive community.

Within communities, the range of services for children and families can include family healing support, health services, child welfare and early intervention programs. At the community level, these work together in a flexible way to meet the needs of children and families. The focus of this initiative is on direct service to children and families. As such the development of Aboriginal Head Start projects through this initiative must meet child, family and community needs. Aboriginal Head Start projects, therefore, need to establish relationships with related community programs while recognizing that communities can also shape their projects to meet families' social and economic goals. Where services to Aboriginal children and families are lacking in the community, the AHS projects may begin to fill the gap in services to Aboriginal children and families.

The Aboriginal Head Start Initiative must not only be diverse and flexible enough to meet the range of needs of First Nations, Métis and Inuit families, but also focus on providing programs that promote and protect Aboriginal languages and cultures. It must be structured to ensure the development of locally controlled projects and reflect the uniqueness of First Nations, Métis and Inuit communities and cultures, as they strive to instill in children and parents, a sense of pride and confidence, a desire to learn, parenting skills, opportunities for positive social and emotional development and improved family relationships.

Please review the **AHS Principles and Guidelines** available for download at www.ahsabc.com

C. Aboriginal Head Start Association of BC

AHSABC is a non-profit society made up of the 12 urban AHS sites in BC. In collaboration with AHS Parents, Elders, program partners and government, members share the responsibility of growing quality early learning environments for Indigenous children and families.

AHSABC's role as the accountable partner in this initiative is to provide the BC Expansion of AHS plan and lead the Implementation process where AHS programs are needed most with eligible Aboriginal Organizations. Once the new AHS communities are selected AHSABC will work closely and support the development, implementation and quality monitoring for all new AHS Child Care Services. AHSABC will provide ongoing support and training to new AHS communities through their leadership in management and program design.

D. Growing AHS Advisory Circle

AHSABC is working in partnership with an independent Growing AHS Advisory Circle that consists of Indigenous Elders and Knowledge Keepers who will provide Project oversight, advice and direction to key processes and decisions throughout the Procurement process until implementation and delivery of AHS Child Care Services.

E. Who Can Apply

Eligible Organizations:

- Non-profit Aboriginal Organizations
- Organizations who support the AHS Principles and Guidelines (www.ahsabc.com)
- Organizations who **have** the federally-funded **AHSUNC** program in their communities and need AHS Child Care or
- Organizations in communities that **DO NOT have AHS** programming and have a need for AHS child care.

All Expressions of Interest will be reviewed and screened for eligibility by AHSABC and measured by the independent Growing AHS Advisory Circle. The committee will be looking for:

- ✓ Evidence that the AHS program model and **AHS Principles and Guidelines** are an ideal fit for the proposed urban community and compliment the needs in the urban community.
- ✓ Evidence that there is a **need** in the proposed urban community for the AHS Child Care Services proposed.
- ✓ Evidence that there are strong **community partnerships, collaboration** and in-kind contributions that will support the program development and ongoing delivery of the AHS Child Care Services.
- ✓ Evidence that there is **capacity and will** to support the Early Learning and Child Care Principles of **Accessibility, Affordability, Quality, and Valued Workforce**.
- ✓ Evidence of **successful community service** delivery and positive reputation within the community. Organization and partners are in good standing with provincial and federal funders; i.e., Record of reporting on time, in good standing with the Registrar for Child Care Licensing.
- ✓ Evidence that the proposed geographic location is currently under serviced / has limited Indigenous Early Learning and Child Care services.
- ✓ Evidence that the \$600,000 maximum capital investment per community will adequately fund the capital needs required to support the development for AHS child care services to be delivered by December 2019.

Ineligible Organizations include any of the above organizations that:

- Are not in good standing with the Provincial Government Federal funding agencies / departments (e.g. in repayment or in arrears).
- Have a history of ongoing non-compliance (infractions/violations) under the *Community Care and Assisted Living Act* and Child Care Licensing Regulation.
- Are intending to create unlicensed child care spaces.
- Are intending to create licensed child care spaces for Occasional Child Care, Child Minding and Residential Care.
- Are intending to create licensed child care spaces on reserve. (FNHA is providing another process for on-reserve programs.)
- Are already open and operating the proposed licensed AHS Child Care Services.

AHSABC will work in partnership with the Province to cross reference and verify eligibility of organizations based on the above criteria.

F. Funding Streams

Funding for GROWING AHS in BC is available to support **Capital** and **Operating** costs for the development and delivery of **new** licensed AHS child care services in urban locations.

- AHSABC's funding contribution for CAPITAL costs will be considered up to the maximum \$600,000
- AHSABC's funding contribution for OPERATING costs will be based on a per licensed child care space rate, not to exceed \$500,000 per funded program per year.

G. Funding Considerations

Funding may be considered for the following eligible project costs. Ineligible costs will not be funded. AHSABC has the sole discretion and reserves the right to determine items that may receive funding. (See **Appendix A** on page 8 for the full list.)

The AHSABC and Province of BC Growing AHS in BC Agreement is effective April 2018 to March 2020. AHSABC will be working closely with the Province to secure ongoing funding for these newly developed AHS Child Care spaces beyond March 2020. Extensions of this agreement beyond March 31, 2020 are dependent on:

- Whether the proposed ELCC Agreement is still in effect after March 31, 2020 between the Province of BC and the Government of Canada;
- The Province determines in its discretion, that sufficient funding is available;
- The Province determines that a continuation of funding under this Agreement is desirable;

Funding will be considered for:

- Building a new child care facility.
- Purchasing commercial land and/or commercial or residential buildings for group child care spaces.
- Purchasing and assembling a modular building.
- Site development costs.
- Renovations to a commercial building/space or classroom.
- Costs associated with operating AHS Child Care Services facilities.
- Non-capital items such as toys, art supplies, books, games, and small appliances
- Purchasing eligible equipment and furnishings as part of the above activities to create new spaces

Funding will not be considered for:

- Projects proposing to re-locate or enhance existing spaces without creating new licensed child care spaces.
- Projects proposing to create Child Minding, Occasional Child Care, and/or Residential Care spaces.
- Projects completed and/or licensed prior to signing the Funding Agreement.
- Costs associated with assets acquired prior to signing a funding agreement.
- Vehicles
- Capital costs for facilities that have already received Child Care Major Capital Funds from the Province of BC.
- On-reserve projects.

H. Application and Implementation Process and Key Dates:

Stage One EXPRESSION OF INTEREST (EOI) Opens	Step 1: April 6 - 30, 2018: Expression of Interest I (EOI) will demonstrate readiness to begin implementation of AHS in communities	Friday, April 6, 2018
Information Sessions	Session #1	10:00 – 11:30 am PDT Tuesday April 10, 2018
	Session #2	12:00 – 1:30 pm PDT Wednesday April 11, 2018
	Session #3	2:00 – 3:30 pm PDT Thursday April 12, 2018
	Session #4	7:00 – 8:30 pm PDT Thursday April 12, 2018
Stage One Expression of Interest Closes	EOIs will be accepted for review up to April 30, 2018	4:30 pm PDT Monday, April 30, 2018
Stage One EOI Internal Review and Results Issued	<ul style="list-style-type: none"> AHSABC will provide quality and eligibility review and forward eligible EOIs to the Growing AHS Advisory Circle for review and recommendations Short listed Expressions of Interest will be invited to work in partnership with AHSABC to develop a Growing AHS Implementation Proposal. 	May 1 – 11, 2018
Stage Two Implementation Proposal Opens	<ul style="list-style-type: none"> Funding will be made available to support communities to develop their implementation proposals. AHSABC Implementation Team will be available to support communities with their proposal development. AHSABC Implementation team will visit proposed AHS Child Care facility locations and meet with Community and Partners during Implementation Proposal process. 	May 14, 2018
Stage Two Implementation Proposal Closes		4:30 pm PDT Friday June 29, 2018
Stage Two Implementation Proposal Internal Review		July 3 – 19, 2018
Stage Two Successful Proponents notified	Contribution Agreement with AHSABC and Implementation of Proposals initiated.	July 16 – 19, 2018
Growing AHS 2018 Successful AHS Child Care Proposals Public Announcement	Press Release and celebration.	July 20, 2018
AHSABC Monitoring and Quality Support	AHSABC will work in partnership with all new AHS Child Care Organizations to deliver quality early years programs. AHSABC will provide the quality monitoring, ongoing support, resources and training to all new AHS Child Care Service organizations and staff.	Ongoing until March 31, 2020

The timeline of the Review and Implementation is estimated at three months. We acknowledge that this is a tight timeline and commit to working closely and cooperatively with communities to support the successful development and implementation of the AHS Child Care Proposals.

I. Public Information Sessions

Learn more about this Provincial initiative by taking part in the Growing AHS in BC webinars / teleconferences that are scheduled to offer background information and details on implementation process and timelines. Participation is voluntary and encouraged. You may attend as often as you like.

Webinar info:

Prepare to access the webinars by clicking on the link below and installing the 'Meeting Center' plug-in (only required once). If needed, copy and paste the url into your browser to access the site.

At the time of the Webinar sessions, click the link and choose the 'Call Me' feature. The operators will call your phone number to add you as a participant.

<https://my.conferencing.com/GrowingAHSinBC>

Web-based participation is preferred, but for those with no internet connection, you can participate by phone:

Telephone: 1-877-733-5390 Use Conference code: 9243084525#

Information Session Schedule		
Session #1	10:00 – 11:30 am PDT	Tuesday April 10, 2018
Session #2	12:00 – 1:30 pm PDT	Wednesday April 11, 2018
Session #3	2:00 – 3:30 pm PDT	Thursday April 12, 2018
Session #4	7:00 – 8:30 pm PDT	Thursday April 12, 2018

J. Contact Information & Enquiries

Expression of Interest documents for Growing AHS in BC are on the AHSABC webpage: www.ahsabc.com

Proponents can email executivedirector@ahsabc.com or telephone 1-250-858-4543 for more information or with questions about this opportunity.

Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information may be posted to www.ahsabc.com or otherwise distributed to prospective proponents at the Association's discretion.

Appendix A - ELIGIBLE ITEMS

Items not on this list are considered ineligible unless approved by AHSABC

<p>Large appliances</p> <ul style="list-style-type: none"> o Fridge/freezer o Stove o Dishwasher o Microwave o Washer/dryer o Vacuum cleaner o Carpet cleaner <p>Furniture and equipment</p> <ul style="list-style-type: none"> o Sinks/toilets o Change table/cots o Strollers o Tables/chair/couches o Room dividers o Sleeping mats/cribs/mattresses/cots/bedding <p>Fixtures and Equipment required by Fire Regulations</p> <ul style="list-style-type: none"> o Fire alarms/fire doors/exit signs/fire exiting/fire extinguishers o First Aid kits o Earthquake kits <p>Permanently installed equipment</p> <ul style="list-style-type: none"> o Whiteboards/bulletin boards o Cubbies/storage units/permanent shelving/cupboards/locked medicine container o Lighting fixtures o Washroom dividers <p>Large educational materials</p> <ul style="list-style-type: none"> o Sand/water tables o Art easels/art drying racks <p>Dramatic play furniture</p> <ul style="list-style-type: none"> o Activity tables o Child-size sink/stove/fridge/work bench o Puppet theatre o Indigenous drums and drumming logs (for Indigenous language and cultural teaching) <p>Office equipment</p> <ul style="list-style-type: none"> o Filing cabinet o Desk/chairs o Telephone/cell phone o Computer equipment <p>Housewares</p> <ul style="list-style-type: none"> o Pots/pans/dishes/plastic cups/flatware o Brooms/dustpans o Mops/buckets o Garbage cans o Permanent wall soap dispensers/wall mounted hand sanitizers o Diaper disposal units 	<p>Indoor play structures</p> <ul style="list-style-type: none"> o Climbers/tunnels o Mats/cushions <p>Permanent outdoor equipment</p> <ul style="list-style-type: none"> o Fencing o Covered entrance/play area o Outdoor playground prep (pea gravel, resilient surfacing, pavement, concrete) <p>Outdoor play equipment</p> <ul style="list-style-type: none"> o Nature-based landscaping/adventure playgrounds o Climbers/swing sets/sandbox o Basketball hoop o Wheeled toys <p>Accessibility equipment</p> <ul style="list-style-type: none"> o Wheelchair ramps o Lifts o Accessible playground equipment o Accessibility playground prep o Hand rails o Automated Door openers o Modified bathroom equipment with an accessible toilet, grab bars and tabs (i.e. countertops, change tables) o Additional space to store children's equipment o Building Costs/Site Development <p>Paid skilled labour</p> <ul style="list-style-type: none"> o Carpenter o Electrician o Plumber <p>Materials</p> <ul style="list-style-type: none"> o Building supplies <p>Other Costs</p> <ul style="list-style-type: none"> o Donated materials (Fair, verifiable market value) o Cost of land (verifiable market value) when purchased from or donated by private sources with transferred title and will be used immediately o Signage o Parking Lot Upgrade <p>Fees</p> <ul style="list-style-type: none"> o Architects fees, landscape architect fees o Contractors fees <p>General</p> <ul style="list-style-type: none"> o Site development (required utility hook-ups such as hydro, water, sewer)
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PART B: APPLICATION***GROWING AHS in BC EXPRESSION OF INTEREST****A. Applicant Information*

Aboriginal Organization Name:	Circle of Indigenous Nations Society
Organization Address:	1005 2nd Street Castlegar BC V1N 1Y4
Organization Website / social media links:	www.coinations.net OR https://www.facebook.com/circleofindigenoussnations/
Incorporation Number:	S-0061003 <input checked="" type="checkbox"/> Certificate of Good Standing provided
Name of contact person:	Kris Salikin
Position of contact person:	Executive Director
Telephone:	250-231-4968
Email:	coinations@gmail.com
Alternate contact person:	Gerry Rempel
Position of Alternate contact person:	Director
Telephone:	250-365-9882
Email:	grempel@castlegar.ca
Organization Mission / Vision Statement:	<input checked="" type="checkbox"/> Evidence of Aboriginal organization mandate, structure and leadership provided (i.e., Organization TOR, Constitution)
Demonstrated need for Aboriginal Early Years services in community:	<input checked="" type="checkbox"/> Community, organization needs assessment, Child Care Facilities Licensing Officer recommendation, evidence of unmet needs / waitlist and or relevant evidence provided

B. Partnering / Collaborating Organizations Information

Strong **community partnerships, collaboration** and in-kind contributions that will support the program development and ongoing delivery of the AHS child care services are essential to the success of any new programs. Provide contact information and supporting documents to confirm a minimum of two partnerships that are established and ready to support this **Expression of Interest** and the development of Growing AHS in your community. If you have additional community partnerships or collaborations, please copy form on page 11 and include with your submission.

1. Organization Name:	Please see attached documents
Organization Address:	
Organization Website / social media links:	
Incorporation Number:	
Name of contact person:	
Position of contact person:	
Telephone:	
Email:	
Organization Mission / Vision Statement:	
Description of In-kind Support, Role and contribution to service delivery:	
<input type="checkbox"/> Letter of support provided	

2. Organization Name:	Please see attached documents
Organization Address:	
Organization Website / social media links:	
Incorporation Number:	
Name of contact person:	
Position of contact person:	
Telephone:	
Email:	
Organization Mission / Vision Statement:	
Description of In-kind Support, Role and contribution to service delivery:	
<input type="checkbox"/> Letter of support provided	

C. Proposed AHS Program Service delivery Information:

1. Briefly describe the service you propose to deliver through the Growing AHS Funding opportunity. Include the number of children to be served, according to age group (Infant/Toddler; 3-5 years)

Our proposed AHS program in Grand Forks will address childcare gaps in the community and improve outcomes for Indigenous children and families while reducing vulnerabilities on our current EDI. The local Aboriginal Early Years Table, (Talking Little Feet) will act as an advisory through the application process and they will continue to support the AHS Center once it is open and running. There is clearly an identified need for such a service not only due to the fact that there is only one licensed group childcare center in the Grand Forks area, but also due to a lack of cultural space/services for Indigenous families to feel safe and comfortable to access services. School District #51 has over 25% of self-identified Indigenous students. We have heard from a number of Indigenous parents that they are not accessing some local services because the current services are not delivered with an Indigenous lens. Our AHS program will offer:

- 12 childcare spaces made up of four infant/toddler spaces and eight 3-5yr old spaces.
- childcare services Monday through Thursday from 8am to 4pm (note: our schools run on a 4 day week).
- cultural programs within the childcare service that address holistic child development supporting spiritual, mental, emotional, and physical wellness.
- Elders visits/involvement in programming and teaching culture.
- Wrap around services that include AIDP and ASCD programs, as well as Aboriginal Family Programs that are currently being delivered by our agency. Staff from these programs will have access to office space in our center to meet/support families.
- support to families without transportation to access our center through our Aboriginal Early Years Outreach program.
- a gathering space for local Elders to connect.
- a meeting space for the local Aboriginal Engagement Early Years Council
- space for other Aboriginal projects/programs when the center is not being used (ie) traditional parenting programs, drum circles, and other cultural gatherings

PLEASE NOTE: We have made the request for our letter of "good standing" however, given the timelines for this application, we have not received it as of yet, but will submit it as soon as we do.

2. Explain how you will address your staffing needs. Do you have trained, certified Early Childhood Educators ready to deliver the new AHS child care services? If not, explain your recruitment plan to attract and retain qualified personnel.

The wage suggested within this opportunity of \$25 for ECE's will increase our chances of hiring the staff needed for our center. This wage may in fact, attract qualified applicants from other areas who might be willing to move to the Grand Forks area.

We are aware of 1 local Indigenous woman who is part of the Talking Little Feet Council who is registered for the ECE program in September and plans to apply for a position with our AHS Center next year.

Other recruitment strategies:

- we will offer an extended health benefit package
- we will post positions at surrounding college's who offer ECE training
- we will advertise positions through our existing local, regional, and provincial Indigenous early years/social sector contacts as well as local job banks
- we will use our established social media sites to advertise the positions

Retention strategies:

We offer 4 weeks holidays per year, paid sick time as well as a group extended health benefit plan. Leadership within our society is rooted in culture and we hold our staff with high regard for the quality work they do. We work from a strength's based perspective, and use ceremony and traditional ways to guide our work and support our staff. Our leadership structure and values within our organization care for staff in a holistic way ensuring their spiritual, emotional, mental and physical needs are supported and nurtured. Using this model (way of being) has helped us to successfully retain current staff for the past 5 years. We have yet to have a staff resign from their position to take another job elsewhere since our emergence in March 2013.

3. Where will your new program be delivered from? Provide a description of site location, structure, facility, etc. (Include photos where possible). Does this facility meet Community Care Facilities Licensing requirements?

If we are successful with this stage of the application process, we will consider 2 options:

1. We will research and explore a partnership with School District #51 to place 2 portables on school district property.
2. We will explore the option to purchase a house that has adequate space for the proposed childcare spaces, and would then plan to renovate the home to meet the Community Care Facilities Licensing requirements.

Both spaces would provide a fenced outdoor space. We will be looking in the central downtown location in an effort to make the center accessible for children and families.

Given the timelines for this stage of the application, we weren't able to fully explore these 2 options, thus have limited information to provide at this time.

4. Define / outline your estimated capital cost needs. Identify all funding sources. Full budget not required at this time.

We are providing estimated costs for Option 2, the purchase of a house, since SD#51 was not able confirm the security of land or building for our Centre given the tight timelines.

\$300,000 - house in Grand Forks
 \$150,000 - in door renovations to meet requirements
 \$4000 - appliances (fridge, stove, freezer, washer/dryer, dishwasher)
 \$20,000 - furniture
 \$10,000 - cultural resources (books, toys, sand trays etc)
 \$20,000 - indoor/outdoor play equipment
 \$10,000 - office equipment/housewares
 \$10,000 - outdoor renovations/fence

514,000 TOTAL

One of our Early Years Contracts will be offering a contribution of \$7000 for these costs using a surplus from 2017-2018.

5. Provide a brief outline with timeline of your work plan steps:
- What steps will you take to make your plan possible?
 - When do you plan to have AHS Child Care Services up and running?

August-September 2018- Hire a Proposal Consultant/Researcher

September-October 2018- Purchase Building

October-March 2018 - Consult with the local Talking Little Feet Council regarding planning of renovations

October 2018 - Consult with a contractor specializing in renovations for child care centers and begin renovations

February 2019 to March 2019- Renovations complete

April 2019 to May 2019- Post and hire ECE and other positions

May to June 2019 - Open the Center

6. What support / resources do you need for the **Stage 2 Implementation Proposal** development? For example; resources, funding to hire proposal development consultants, contractor, etc.?

We will need the following:

\$6000 - 150 hrs proposal development consultant/researcher to:
 - research childcare space guidelines and licensing requirements
 - research real estate and contractors to get estimates on costs
 - assist with gathering other data for the proposal such as operating costs, staffing costs, insurance, estimates on play structures, and cultural resources etc.
 - consult with the Talking Little Feet Council and COINS Executive Director for direction

\$1000 - 25 hrs proposal writing

We will be using in-kind contributions from COINS to travel to some Aboriginal Head Start programs that are currently operating.

D. Eligibility check list

[PLEASE PRINT THIS COMPLETED PAGE AND SIGN. SCAN AS A PDF TO BE RETURNED WITH THE APPLICATION PAGES.]

All **Expressions of Interest** will be reviewed for completeness and eligibility by AHSABC Administration and measured by an independent Growing AHS Advisory Circle for prioritization. The committee will be looking for the following necessary criteria to be met in order to be invited to move on to the **Stage 2 - Implementation Proposal**.

Please check off / agree to the following to confirm eligibility:

- ☒ The AHS program model and **AHS Principles and Guidelines** are an ideal fit for our Aboriginal Organization and compliment the needs in our urban community.
- ☒ There is a **need** in our community for the AHS Child Care Services proposed.
- ☒ We have strong **community partnerships, collaboration** and in-kind contributions that will support the program development and ongoing delivery of the AHS Child Care Services.
- ☒ We have **capacity and will** to support the Early Learning and Child Care Principles of **Accessibility, Affordability, Quality, and Valued Workforce**.
- ☒ Our Aboriginal Organization demonstrates **successful community service** delivery and has a positive reputation. Our Organization and partners are in good standing with provincial and federal funders; i.e., Record of reporting on time, in good standing with Registrar.
- ☒ The proposed geographic location is currently under-served and/or has limited Aboriginal Early Learning and Child Care services.
- ☒ The \$600,000 maximum capital investment per community will adequately support the capital needs required for development of AHS Child Care Services to be delivered by December 2019.
- ☒ We agree and recognize that as a successful AHS Child Care Organization, we will work closely with AHSABC to ensure the development, implementation and ongoing delivery of high quality services that meet the AHS Principles and Guidelines.

On behalf of our organization, I agree to the above conditions and certify that the information provided in connection with this Expression of Interest is true, accurate and complete.

Signed by authorized representative

Kris Salikin

Print Name

April 27, 2018

Date

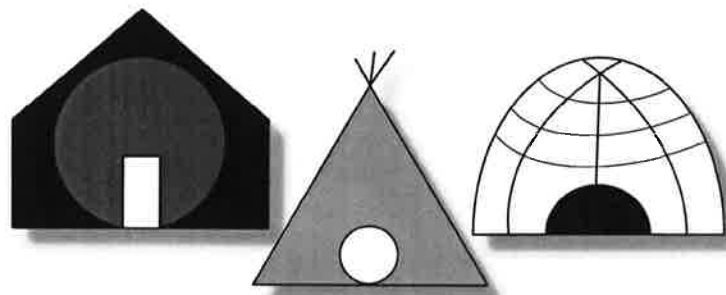
Deadline to submit Expression of Interest is **April 30, 2018**

Forward completed **EXPRESSION of INTEREST** to AHSABC by email: admin@ahsabc.com

[Please include a read receipt on your email. All emails received by AHSABC will be sent a confirmation receipt.]



AHS Child Care Services Implementation **PROPOSAL**



AHSABC staff will work closely to support thorough completion of the Implementation Proposal with all organizations who are invited to Stage Two of the Growing AHS in BC Provincial Initiative.

SECTION 1 – APPLICANT

A. ORGANIZATION INFORMATION

APPLICANT INFORMATION	
Aboriginal Organization Name:	
Organization Address:	
Do you currently operate an AHSUNC program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Organization Website / social media links:	
Incorporation Number:	
Name of contact person:	
Position of contact person:	
Telephone:	
Email:	
Alternate contact person:	
Position of Alternate contact:	
Telephone:	
Email:	
Check to confirm the following has been provided in your Expression of Interest (EOI), if not include:	<input type="checkbox"/> Certificate of Good Standing
	<input type="checkbox"/> Evidence of Aboriginal Organization mandate
	<input type="checkbox"/> Evidence of structure and Aboriginal leadership provided (i.e., Organization TOR, Constitution)
	<input type="checkbox"/> Community, organization needs assessment, Child Care Facilities Licensing Officer recommendation, evidence of unmet needs / waitlist and or relevant evidence provided
	<input type="checkbox"/> Letters of support with in-kind contribution submitted

B. PARTNERSHIP INFORMATION

Share names of Partners identified in your Expression of Interest and additional partners if applicable. (Add more spaces as necessary.)

PARTNERSHIP INFORMATION	
1. Organization Name:	
Organization Address:	
Organization Website:	
Partner agency has experience in this Early Childhood service delivery?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Organization Name:	
Organization Address:	
Organization Website:	
Partner agency has experience in this Early Childhood service delivery?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3. Organization Name:	
4. Organization Name:	
5. Organization Name:	

Attachments for Section 1 – APPLICANT INFORMATION

- Any documentation missing from Stage One EOI such as Certificate of Good Standing; Evidence of Aboriginal Organization structure/ mandate/ leadership; letters from at least 2 community partners detailing their contributions to the project.

SECTION 2 – ACCOUNTABILITY AND MANAGEMENT

The success of your Implementation Proposal and development of your new AHS Child Care Services Program is dependent on your Accountability and Management structures. These must be based on the **AHS Principles and Guidelines** and reflect the mandated beliefs and values in all aspects of design, management and accountability. Eligibility of your proposal will be focused on these qualities.

It is essential for each program to be locally designed and managed. Parent, Elder and Community participation at all levels is essential to ensuring that the program reflects the Indigenous values, cultures and practices of your community.

It is important that all stakeholders and partners involved in Growing AHS in BC are aware of the unique qualities of AHS programs that make them different from other child care programs. Research has shown that AHS is a Family Wellness program as well as a holistic early learning program for children. The inclusion of Parents as partners in the program's management is essential.

We have provided in your package and on our website a PDF called **Aboriginal Head Start Principles and Guidelines: BC Edition**. Please review and refer to pages 24 –37 for guidelines on accountability and management of AHS programs.

☐

We confirm that the **AHS Principles and Guidelines** were read, understood and accepted as the operating mandate by all stakeholders and partners included in this proposal.

A. ORGANIZATION AND COMMUNITY ASSETS

1. Describe your organization's experience within the AHS/ Child Care/ Early Years fields. If you are expanding an existing AHS program provide project information and details of program assets, strengths, challenges.

2. Describe your Organization and services it provides that will compliment, enhance and support your AHS Child Care Service program (If applicant is a Friendship Centre / Community Service Hub include details of how the organization will contribute to the project).

B. STAFFING AND HUMAN RESOURCE INFORMATION

Share information about your Organization's current Staff and Management Assets that will make your AHS successful.
(Add more spaces as necessary.)

1. Title	
a. Name	
b. Contact info	
c. Experience and skills they bring to AHS development <input type="checkbox"/> Resume provided	
d. Roles and responsibilities related to the development and delivery of your AHS Child Care program	
2. Title	
a. Name	
b. Contact info	
c. Experience and skills they bring to AHS development <input type="checkbox"/> Resume provided	
d. Roles and responsibilities related to the development and delivery of your AHS Child Care program	
3. Title	
a. Name	
b. Contact info	
c. Experience and skills they bring to AHS development <input type="checkbox"/> Resume provided	
d. Roles and responsibilities related to development and delivery of AHS CC program	

4. Title	
a. Name	
b. Contact info	
c. Experience and skills they bring to AHS development <input type="checkbox"/> Resume provided	
d. Roles and responsibilities related to the development and delivery of your AHS Child Care program	

C. PROPOSAL DEVELOPMENT COMMITTEE

- To help with the planning and implementation of your AHS Child Care Service it is recommended that you invite community participation to help develop your Implementation Proposal. Use the spaces below to identify your AHS Proposal Development Committee. (Add more spaces as necessary.)

ROLE in COMMUNITY	NAME
Representative from your organization	
Elder /Knowledge Keeper	
Parent / recipient of services	
Community Partner	
Other (include role in community)	

- Describe how the community consultation took place: e.g., held open house; sent out newsletter; held a number of meetings; committee terms of reference, etc.

D. HEALTH AND SAFETY

1. Describe your organization's practices to ensure healthy and safe employment practices; i.e., code of conduct, personnel manual, Criminal Record Checks, etc.

2. How will your AHS staff provide a safe, healthy and nurturing environment for children and families?

E. STAFFING RECRUITMENT PLAN

1. Describe the recruitment strategies to ensure that the facility has the provincially legislated qualified staffing resources in place upon opening. Provide a detailed list of qualified staff you'll be seeking for the program. Is extra staff required for children with extra support needs?

2. What strategies will you use to support employee retention? Is your staffing ratio determined?

3. What policies and practices are in place to ensure safety and confidentiality is maintained and respected? When new staff or volunteers come on board, what is involved in their orientation to the program? How do you ensure that criminal record checks are done, reviewed and recorded?

F. TRAINING AND RESOURCE NEEDS

Provide details of your projected training needs and how you will address and support ongoing professional development for the AHS team. Will training be provided for staff, Elders, volunteers, and parents? How is this training determined?

Attachments for Section 2 – ACCOUNTABILITY and MANAGEMENT

- Management and Staff resumes from your Organization

SECTION 3 – AHS CHILD CARE SERVICES PROGRAM

A. COMMUNITY NEED

1. Summarize the community's need for additional Full-day Child Care spaces. Provide evidence of Community Needs (minimum of two documents, including those submitted in Stage One EOI). Include an explanation of how the project will meet the needs of local families and provide new child care spaces not currently available in the community.

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2. Provide wait list statistics from other child care services in the community.

Name of current facility (if expansion) or nearest comparable facility:	Number of Children on Waitlist	Group Child Care (Under 36 Months)	Group Child Care (30 Months to School Age)

B. PROGRAM DESIGN

1. Provide details of the AHS Child Care program structure and type you will be providing. (ie: Group Child Care – under 36 months, Group Child Care – 30 months to school age)

Do you have a name for your new AHS?							
Type of AHS Child Care	Group Child Care (Under 36 Months)				Group Child Care (30 Months to School Age)		
Number of New Spaces							
Number of New Spaces							
How many Full-time spaces do you propose to create?							
Which days of the week will the facility be in operation?	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Facility Hours of operation:	From				To		
	Does Facility offer extended daily hours?						
	<input type="checkbox"/> Before 6 am <input type="checkbox"/> After 7 pm <input type="checkbox"/> Overnight						
If different hours on different days, please explain.							
Proposed Name of Facility Licensee:							
Proposed Name of Facility Manager:							
Name of Licensing Officer you are working with							

2. How will your program promote itself and share information in community?

3. What will be the roles and responsibilities of parents and Elders in your program? How can their roles be further developed and why?

C. ADDRESSING ACCESSIBILITY

1. Describe approaches regarding accessibility and inclusiveness for children with extra support needs.

2. What policies and practices are in place to ensure children who will benefit most from the program are being reached and served?

3. How will you know if your program is reaching the children and families who need the services most?

D. COMMUNITY BASED AND HOLISTIC

1. Describe how your AHS will reflect the Aboriginal values, cultures and practices of your community. Include your plans to integrate Elders, Knowledge Keepers, and Cultural teachers, in the design, development and delivery of the project.

2. Describe how you will ensure that your programming will be culturally diverse to celebrate and reflect the diversity of the First Nation, Métis and Inuit population of families who attend your program.

E. AHS PROGRAM COMPONENTS

1. Each AHS Child Care Service program will provide services to Indigenous children and families and will include the following six components. Describe how the **6 Components of AHS** will be reflected/implemented into the design and delivery of your program.

COMPONENT	WHAT WE PLAN TO DO
1. CULTURE AND LANGUAGE	
The purpose is to provide children with a positive sense of themselves as Aboriginal children... with the goal that children will aspire to learn their respective languages and participate in their communities' cultures after leaving AHS.	
2. EDUCATION	
The purpose is to support and encourage each Aboriginal child to enjoy life-long learning by providing each child with enjoyable opportunities to learn... with the goal that they carry forth the enthusiasm, self-esteem and initiative to learn in the future.	
3. HEALTH PROMOTION	
The purpose is to empower children and parents and others to increase control over and improve their health... with the goal that those involved with AHS take actions that contribute to holistic health.	
4. NUTRITION	
The purpose is to ensure that children are provided with nutritious food and to educate staff and parents about the relationship of nutrition to development... with the goal to empower children and parents to develop or enhance nutritional eating habits.	
5. PARENT & FAMILY INVOLVEMENT	
The purpose is to support the parents' and family's role as children's primary teachers... with the goal that they become more confident and assertive and have a deeper understanding of their children.	
6. SOCIAL SUPPORT	
The purpose is to ensure that the families are made aware of resources and community services available to impact their quality of life... with the goal to empower parents to access assistance and services which will support them to be active participants in their children's lives and AHS	

2. Will your AHS Child Care Service program follow a set curriculum? If so, please explain?

SECTION 4 – CAPITAL/ FACILITY

A. PROPOSED AHS PROGRAM FACILITY INFORMATION

1. If known, provide details of the physical space where the AHS Child Care Services will be delivered from.

AHS Child Care Facility Physical Address:		
City/Town:		
Land and/or Facility is:	<input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased	<input type="checkbox"/> Provide proof
The project is a	<input type="checkbox"/> ground-up new build <input type="checkbox"/> modular or portable including exterior <input type="checkbox"/> renovation including exterior <input type="checkbox"/> interior renovation only	
Name of Construction Company, if known		
Contact information		
Name of General Contractor, if known		
Contact information		
Name of Architect, if known		
Contact information		
Total Area for New Spaces (in square meters)		
Total Area for Under 36 Months		
Total Area for 30 Months to School Age		

2. Share your plan on how your proposed AHS Child Care Service will reflect the community aspect of AHS? For example, kitchen and storage for serving meals; a room for parents; Elders' accommodation needs; area for health services such as OT, SLP, dentist and other professionals; access for vehicles, etc.

3. Describe any challenges with safety or insurance issues in this location and how you will overcome these challenges.

4. Is this facility location close to another AHS Program? Is this site associated with other Indigenous services? (Friendship Centres, Family Supports, counseling, etc.)

5. Describe the outdoor space you require and how it will be developed?

6. Projects must obtain all necessary permits and ensure all local requirements are satisfied, such as: zoning, fire, septic, HVAC, by-law, provincial and municipal licensing square footage considerations, etc.

Summarize provincial and local requirements for the project and describe the actions that will be taken, or have been taken, to satisfy the requirements.

Attachments for Sections 3 to 4 –PROGRAM MANAGEMENT/ FACILITY/ LEGAL:

- Proof confirming status of actions to satisfy provincial and local government requirements. Example: a copy of a submitted re-zoning application.
- Letter of support/ involvement from your Licensing Officer. (Include Officer's name and location of office.)
- Proof of ownership of land and building or a rental or lease agreement. Note: Awards between \$25,000 and \$300,000 require a 5 year commitment and awards over \$300,000 require a 10 year commitment.
- Organizations/Individuals renting/leasing on public school grounds must provide a letter from the School District confirming support for the project and up to 10 year facility operating commitment.
- Evidence that proposed space meets regulations for number of children served. (Provide letter from Licensing Officer)
- Photos of the proposed location (minimum two).
- Detailed drawings including floor plans, room dimensions and locations of infant/toddler/group spaces. (If available)

SECTION 5 – FINANCIAL PLANNING

A. FUNDING STREAMS

Funding for GROWING AHS in BC is available to support **Capital** and **Operating** costs for the development and delivery of **new** licensed AHS child care services (Group Child Care for Under 36 months and Group Child Care for 30 months to School Age) in urban locations.

- AHSABC's funding contribution for CAPITAL costs will be considered up to the maximum \$600,000.
- AHSABC's funding contribution for OPERATING costs will be based on a per licensed child care space rate, not to exceed \$500,000 per funded program per year.

B. FUNDING CONSIDERATIONS

Funding may be considered for the following eligible project costs. Ineligible costs will not be funded. AHSABC has the sole discretion and reserves the right to determine items that may receive funding. (See **Appendix A** for the full list.)

Funding will be considered for:

- Building a new child care facility.
- Purchasing commercial land and/or commercial or residential buildings for group child care spaces.
- Purchasing and assembling a modular building.
- Site development costs.
- Renovations to a commercial building/space or classroom.
- Costs associated with operating AHS Child Care Services facilities.
- Non-capital items such as toys, art supplies, books, games, and small appliances
- Purchasing eligible equipment and furnishings as part of the above activities to create new spaces

Funding will NOT be considered for:

- Projects proposing to re-locate or enhance existing spaces without creating new licensed child care spaces.
- Projects proposing to create Child Minding, Occasional Child Care, Preschool / ½ day programs and/or Residential Care spaces .
- Projects completed and/or licensed prior to signing the Funding Agreement.
- Costs associated with assets acquired prior to signing a funding agreement.
- Vehicles
- Capital costs for facilities that have already received Child Care Major Capital Funds from the Province of BC.
- ½ day, part-time programs.

Note: Costs will be reviewed to determine if they are reasonable and have been accurately estimated.

C. CONSTRUCTION COSTS

1. AHSABC recognizes the timeline for the Implementation Proposal may not provide enough time to get all quotes and costs related to construction, provide the following Construction / Renovation estimates where possible.

Expense	Description	Costs
Site development costs		
Construction/ renovation costs		
Professional Fees		
Equipment costs		
Legal fees and Insurance		
Total project cost		
Cost per space (Calculation: = # of spaces divided by total project costs)		
Total Funding contributions (provide proof of additional funding sources)		
In kind contributions		

2. If costs were not provided above please explain.

D. PROJECT SCHEDULE

List estimated start and completion dates for the main activities of your project. Add or remove activities as necessary. NOTE: After submission, any major schedule changes must be reported to AHSABC.

Activity	Start Date	Completion Date
Project Start Date		
Project Design		
Site Development		
Construction		
Electrical		
Plumbing		
Interior Finishing		
Equipment		
Furnishings		
Opening Date		
Project Reconciliation		
Other (please specify)		

E. PROJECTED OPERATING BUDGET

1. Income / In-Kind Contributions

Income Source	Descriptions	Cost
Growing AHS in BC proposed contribution		\$
Other Income from all Sources		\$
		\$
		\$
Total Income		\$

2. Expenses - (Add more spaces as necessary.)

Expenses	Descriptions	Cost
Personnel		
Program Coordinator / Family Involvement Worker (FIW)		
Lead ECE / SN / FIW		
IT ECE		
IT ECE		
ECE / ASCD		
ECE		
ECE Assistant		
Additional Support Staff		
Cook / Support		
Elder / Knowledge sharer		
Wage contingency (Substitutes)		
Total personnel wages		
Benefits		
Total personnel wages + benefits		\$
Program Materials/ Supplies/ Resources		
Nutrition program		
Program supplies		
Culture and Language Resources		
Office supplies		
Maintenance supplies		
Special Events / Fieldtrips		
Total Program Materials/ Supplies/ Resources		\$
Facility Costs		
Rent / mortgage payment / property taxes		
Utilities		
Janitorial Service/ supplies		

Professional fees (accounting/ legal)		
Maintenance and repairs		
Insurance (Property/ Liability – minimum \$2Million liability coverage)		
Maintenance contingency (up to 5% of maintenance budget)		
Total Facility Costs		\$
Training and Professional Development		
Staff Professional development		
Staff travel to training		
Total Training and Professional Development / Networking		\$
TOTAL PROPOSED DRAFT BUDGET		\$
Total / Number of new licensed child care spaces = \$ per child		\$

Consider:

- Costs of nutrition/ food? How many meals will be served?
- Do you have a cultural training component that adds to costs?
- Pay commitment of at least \$25 per hour for qualified ECE staff.
- Are you eligible for grants to participate in work experience for staff /students?
- Will other community groups contribute to future expenses and/or provide in kind?

F. ORGANIZATION SUPPORT/ IN KIND CONTRIBUTIONS

What support/ resources do you need for the ongoing development of your program? For example; peer mentoring, AHS curriculum resources, funding to hire specialists, honorariums for Elders (ceremonies), etc.?

G. CASH FLOW REQUIREMENTS

Explain your cash flow needs for both capital and operating expenses. For example, what percentage of funding do you require immediately and what are your preferred and needed payment allocations?

Attachments for Section 5 – FINANCIAL PLANNING:

- Most recent year-end Financial Statement for your organization.
- If available, two detailed quotes for each of the following: site development; construction or renovation costs; professional fees (legal/ consultation/ insurance/ etc.); and equipment costs. A detailed quote means all components of the quote are priced.
- Quotes for site development on public school grounds and building development costs are subject to school district capital development policy. One quote may be appropriate.
- Proof of all funding contributions including in-kind and capital contributions.
- Names and contact information for all Construction company / contractors, if known.

STAGE TWO REQUIRED DOCUMENTS CHECKLIST

- ☐ Completed Stage Two Submission Form, signed and dated by the authorized signatory
- ☐ Management and Staff resumes for your Organization
- ☐ Proof of ownership of land and building or a rental or lease agreement:
 - Note: Awards between \$25,000 and \$300,000 require a 5 year commitment and awards over \$300,000 require a 10 year commitment.
 - Organizations/Individuals renting/leasing on public school grounds must provide a letter from the School District confirming support for the project and up to 10 year facility operating commitment.
- ☐ Evidence that proposed space meets regulations for number of children served.
- ☐ Photos of the proposed location (minimum two).
- ☐ Detailed drawings including floor plans, room dimensions and locations of infant/toddler/group spaces.
- ☐ Proof confirming status of actions to satisfy provincial and local government requirements.
Example: a copy of a submitted re-zoning application.
- ☐ Letter of support/ involvement from your Licensing Officer. (Include Officer's name and location of office.)
- ☐ Most recent year-end Financial Statement for your organization.
- ☐ If available, two detailed quotes for each of the following: site development, construction or renovation costs, professional fees and equipment costs.
 - Quotes for site development on school grounds and construction or renovation costs are subject to school district capital development policy. (One quote may be appropriate.)
 - Names and contact info of contractors/ construction companies
- ☐ Proof of all funding contributions including in-kind and capital contributions.
- ☐ Additional documents as necessary to support the proposal and/or missing from Stage One submission; i.e., Community Needs Assessment, Child Care Facilities Licensing Officer recommendation, evidence of unmet needs/ waitlist and or other relevant evidence (minimum two documents)

DECLARATION

Please fill and print this form, then sign and date before submitting with other required documentation.

On behalf of _____ (name of Applicant), I hereby certify that all of the information provided on behalf of the organization(s) is true and complete to the best of my knowledge and belief. I also agree and commit, on behalf of the organization(s), to the terms, conditions and commitments outlined in the AHS Principles and Guidelines: BC Edition.

Authorized Signing Authority Name	Authorized Signing Authority Position
Authorized Signing Authority Signature	Date Signed

Stage Two Evaluation Criteria

NOTE: All **Stage Two - Implementation Proposals** will be reviewed for completeness and eligibility by AHSABC Administration using the Evaluation Criteria attached (Appendix C). All completed Implementation Proposals will be valued and results shared with the Independent Growing AHS Advisory Circle for a final decision and recommendations.

Implementation Proposals will be evaluated on (but not limited to) the following criteria:

- Organizational Experience
- Demonstrated incorporation of AHS Principles and Guidelines in program design and management
- Community Need as demonstrated by proponent's supporting documentation and as determined by the Aboriginal Head Start Association of BC (AHSABC)
- Ability to secure and support staffing resources
- Financial considerations, such as project costs and the cost per space
- Availability of Program Funds

AWARD PROCESS

Organizations with successful Implementation Proposal Submissions will be invited to enter into a Funding Agreement with AHSABC that includes Award Commitments.

Commitment to Continuing the Child Care Operation (Service Delivery Obligation)

- For Capital projects between \$25,000 and \$300,000 where the recipient is renovating existing leased or rented space the recipient of funding must commit to continuing the child care operation for a minimum period of **five** years.
- For Capital projects between \$25,000 and \$300,000 where the recipient owns the building and/or land the recipient of funding must commit to continuing the child care operation for a minimum period of **ten** years.
- For all Capital projects over \$300,000 the recipient of funding must commit to continuing the child care operation for a minimum period of **ten** years.

Appendix A - ELIGIBLE ITEMS

Items NOT included in this list are considered **ineligible** unless approved by AHSABC.

<p>Large appliances</p> <ul style="list-style-type: none"> ○ Fridge/freezer ○ Stove ○ Dishwasher ○ Microwave ○ Washer/dryer ○ Vacuum cleaner ○ Carpet cleaner <p>Furniture and equipment</p> <ul style="list-style-type: none"> ○ Sinks/toilets ○ Change table/cots ○ Strollers ○ Tables/chair/couches ○ Room dividers ○ Sleeping mats/cribs/mattresses/cots/bedding <p>Fixtures and Equipment required by Fire Regulations</p> <ul style="list-style-type: none"> ○ Fire alarms/fire doors/exit signs/fire exiting/fire extinguishers ○ First Aid kits ○ Earthquake kits <p>Permanently installed equipment</p> <ul style="list-style-type: none"> ○ Whiteboards/bulletin boards ○ Cubbies/storage units/permanent shelving/cupboards/locked medicine container ○ Lighting fixtures ○ Washroom dividers <p>Large educational materials</p> <ul style="list-style-type: none"> ○ Sand/water tables ○ Art easels/art drying racks <p>Dramatic play furniture</p> <ul style="list-style-type: none"> ○ Activity tables ○ Child-size sink/stove/fridge/work bench ○ Puppet theatre ○ Indigenous drums and drumming logs (for Indigenous language and cultural teaching) <p>Office equipment</p> <ul style="list-style-type: none"> ○ Filing cabinet ○ Desk/chairs ○ Telephone/cell phone ○ Computer equipment 	<p>Indoor play structures</p> <ul style="list-style-type: none"> ○ Climbers/tunnels ○ Mats/cushions <p>Permanent outdoor equipment</p> <ul style="list-style-type: none"> ○ Fencing ○ Covered entrance/play area ○ Outdoor playground prep (pea gravel, resilient surfacing, pavement, concrete) <p>Outdoor play equipment</p> <ul style="list-style-type: none"> ○ Nature-based landscaping/adventure playgrounds ○ Climbers/swing sets/sandbox ○ Basketball hoop ○ Wheeled toys <p>Accessibility equipment</p> <ul style="list-style-type: none"> ○ Wheelchair ramps ○ Lifts ○ Accessible playground equipment ○ Accessibility playground prep ○ Hand rails ○ Automated Door openers ○ Modified bathroom equipment with an accessible toilet, grab bars and tabs (i.e. countertops, change tables) ○ Additional space to store children's equipment ○ Building Costs/Site Development <p>Paid skilled labour</p> <ul style="list-style-type: none"> ○ Carpenter ○ Electrician ○ Plumber <p>Materials</p> <ul style="list-style-type: none"> ○ Building supplies <p>Other Costs</p> <ul style="list-style-type: none"> ○ Donated materials (Fair, verifiable market value) ○ Cost of land (verifiable market value) when purchased from or donated by private sources with transferred title and will be used immediately ○ Signage ○ Parking lot upgrade
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Housewares <ul style="list-style-type: none"> ○ Pots/pans/dishes/plastic cups/flatware ○ Brooms/dustpans ○ Mops/buckets ○ Garbage cans ○ Permanent wall soap dispensers/wall mounted hand sanitizers ○ Diaper disposal units 	Fees <ul style="list-style-type: none"> ○ Architects fees, landscape architect fees ○ Contractors fees General <ul style="list-style-type: none"> ○ Site development (required utility hook-ups such as hydro, water, sewer)
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Appendix B. Stage Two Implementation Process and Key Dates:

AHS Child Care Services Implementation Proposal Opens	<ul style="list-style-type: none"> • Funding will be made available to support communities to develop their Implementation proposals. • AHSABC Implementation Team will be available to support communities with their proposal development. • AHSABC Implementation team will visit proposed AHS Child Care facility locations and meet with Community and Partners during Implementation Proposal process. 	January, 2019
Implementation Proposal Closes		Friday, February 22, 2019 at 12:00 PM noon PDT
Implementation Proposal Internal Review		February, 2019
Successful Proponents notified	Contribution Agreement with AHSABC and Implementation of Proposals initiated.	March, 2019
Successful AHS Child Care Services Proposals Public Announcement	Press Release and celebration.	March, 2019
AHSABC Monitoring and Quality Support	AHSABC will work in partnership with all new AHS Child Care Organizations to deliver quality early years programs. AHSABC will provide the quality monitoring, ongoing support, resources and training to all new AHS Child Care Service organizations and staff.	Ongoing until March 31, 2020

Appendix C

Stage Two Evaluation Criteria

NOTE: All **Stage Two - Implementation Proposals** will be reviewed for completeness and eligibility by AHSABC Administration using the Evaluation System below. All completed Implementation Proposals will be valued and results shared with the Independent Growing AHS Advisory Circle for a final decision and recommendations.

Implementation Proposals will be evaluated on (but not limited to) the following criteria:

- Organizational Experience
- Demonstrated incorporation of AHS Principles and Guidelines in program design and management
- Community Need as demonstrated by proponent's supporting documentation and as determined by the Aboriginal Head Start Association of BC (AHSABC)
- Ability to secure and support staffing resources
- Financial considerations, such as project costs and the cost per space
- Availability of Program Funds

Stage Two Evaluation Criteria for Implementation Proposals

Implementation Proposal Content	Content Requested	Content Value	Content Evaluation
SECTION 1 – APPLICANT			
ORGANIZATION INFORMATION	complete	1	
PARTNERSHIP INFORMATION	complete	1	
SECTION 1 Total		2	
SECTION 2 – ACCOUNTABILITY AND MANAGEMENT			
ORGANIZATION AND COMMUNITY ASSETS	Demonstrated experience within the AHS/ Child Care/ Early Years fields.	5	
	Demonstrated complimentary services to enhance and support AHS Child Care Services	5	
STAFFING AND HUMAN RESOURCE INFORMATION	Organization's current Staff and Management Assets provided	5	
PROPOSAL DEVELOPMENT COMMITTEE	AHS Proposal Development Committee defined	2	
	Demonstrated community participation in Proposal development	3	
HEALTH AND SAFETY	Demonstrated practices to ensure healthy and safe environment for staff, children and families	5	
STAFFING RECRUITMENT PLAN	Detailed list of qualified staff required for AHS services provided.	1	
	Strategies to support staff retention explained.	2	
	Policies and practices are in place to ensure safety and confidentiality is maintained and respected.	2	
TRAINING AND RESOURCE NEEDS	Professional development plan provided	5	
SECTION 2 Total		35	
SECTION 3 – AHS CHILD CARE SERVICES PROGRAM			
COMMUNITY NEED	Evidence of Community need provided	3	
	Wait list statistics provided	2	
PROGRAM DESIGN	AHS child care service explained	5	
	Community information sharing plan provided	1	

	Evidence program will reach children and families who need the services most.	2	
	Parents and Elders in your program roles explained	2	
ADDRESSING ACCESSIBILITY	Approaches regarding accessibility and inclusiveness for children with extra support needs provided	3	
	Policies and practices are in place to ensure children who will benefit most from the program are being reached and served.	2	
COMMUNITY BASED AND HOLISTIC	Plans provided to integrate Elders, Knowledge Keepers, Cultural teachers, in the design, development and delivery of the project.	3	
	Program will be culturally diverse and reflect the diversity of the First Nation, Métis and Inuit population of families who attend.	2	
AHS PROGRAM COMPONENTS	6 Components of AHS detailed	12	
	Curriculum to be used explained	3	
SECTION 3 Total		40	
SECTION 4 – CAPITAL/ FACILITY			
PROPOSED AHS PROGRAM FACILITY INFORMATION	Re-zoning application / legal documents related to capital ventures provided	1	
	Letter from Licensing Officer provided	1	
	Proof of ownership of land and building or a rental or lease agreement provided	1	
	Evidence that proposed space meets regulations	1	
	Photos of the proposed location (minimum two).	2	
	Detailed drawings including floor plans included	1	
	Facility plans include additional space and resources that reflect the community aspect of AHS	1	
	Demonstrated association with other Indigenous services	1	
	Outdoor space plan provided	1	
SECTION 4 Total		10	
SECTION 5 – FINANCIAL PLANNING			
CONSTRUCTION COSTS	Construction / Renovation estimates provided	3	
	If costs estimates were not provided explanation provided	2	
PROJECT SCHEDULE	Estimated start and completion dates provided	5	
PROJECTED OPERATING BUDGET	Proof of all funding contributions including in-kind and capital contributions included.	5	
	Detailed budget reflects AHS principles and values	5	
SUPPORT DOCUMENTATION	Year-end Financial Statement provided	1	
	Two detailed quotes included for: site development; construction or renovation costs; professional fees (legal/ consultation/ insurance/ etc.); and equipment costs.	1	
	Names and contact information for all Construction company / contractors provided	1	
	Completed Stage Two Submission Form signed and dated by the authorized signatory	1	
	Management and Staff resumes for your Organization provided	1	
SECTION 5 Total		25	
TOTAL of ALL Sections		112	

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: January 28, 2019
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.

REPORT TO COUNCIL

FROM: Councillor Christine Thompson

DATE: January 28, 2019

SUBJECT: Report to Council

I attended the monthly meeting of the Grand Forks Downtown Business Association on January 15th. I was very interested in the activities being planned by Madeline Williams for the Family Day Activities. This young lady is very eager to ensure the event is one that will be enjoyed by all ages.

January 16th the Phoenix Foundation of the Boundary Communities held their monthly meeting January 16th. The Board is actively seeking people interested in serving on the Board of Directors. It is my intention to invite one or two individuals to attend the next meeting scheduled for February 20th.

Respectfully submitted,

Councillor Christine Thompson

Good Morning All,

Along with the Mayor I attended a meeting at the Warming Centre.

- Met the Board
- Listened to the immediate plans
- Meals are being provided by a local caterer
- several staff have been hired
- education for Centre employees as well as volunteers well under way
- 10/11 individuals receiving meals and finding overnight shelter

Later that evening participated in the COP (Citizens on Patrol)

- 19 people in attendance
- Rob Vere Chairman
- Discussed schedule for patrols
- Received very small grant from ICBC
- Possible need for new updated equipment
- Posed questions regarding Warming Centre and 2nd and Central project. COP not in favour of 2nd and Central.

BCRCC (Boundary Country Regional Chamber of Commerce)

- Attended Board meeting as City liaison
- James Wilson Chairman
- DBA Chair and vice chair participating
- Membership renewals out soon. Online payments now available.
- 2019 budgeting process underway
- Board working hard to ensure future with DBA is well thought out

Attended Women's March, Saturday the 20th. Interesting.

Attending -

- Forum Jan 22nd regarding Forest Practices convened by Jennifer Houghton.

Held at USCC(?)

- Community Meeting Jan 24th

Thank you

Cathy Korolek

.Attended BMTS Hollywood Showcase: Well attended, great to see some staff out at local events

.Attended BDAC meeting: lots of great events coming up from the different groups, the board has been busy getting their web site and other on-line presence back in order. They have sorted out their finances and at this point are on track for a great new year

Zak Eburne Stoodley



I had the pleasure of attending my first ever Recreation Commission meeting on January 17th. This volunteer committee generally meets once a month and makes recommendations to Council and the Area D Director for the administration of our recreational facilities and activities. And the facilities need some major improvements over the next 5 to 10 years. The first upgrade will be the tiling around the Aquatic Center pool. This will involve the grinding away of the current surface and the application of new ceramic tile. IHA is requiring this upgrade for health reasons as the old surface was too porous. The project has been posted on BC Bid. Although there is no deadline for this project the pool will probably be closed for the last two weeks of August and the first 2 weeks of September. Another upgrade that has been completed in the Jack Goddard Arena is the installation of the new clock. Incidentally the old one works and is for sale if anyone is interested. Over the next 5 years major architectural, mechanical and electrical improvements planned for this 60 year-old building could cost over 3 million dollars.

Meanwhile these facilities remain well used and appreciated by the public. Any drops in attendance in younger programs have been taken up by those that involve older clientele. Family Day activities are being planned at the pool and the arena and a new co-ed drop-in hockey program is being developed.

There was some concern raised at the meeting about responses to recent emergency caused by the propane leak. The power to the arena were cut off and could not warm those folks evacuated to those sites. Although the emergency was handled well, it pointed to the need for a written and rehearsed emergency response plan for the Highway 3 corridor.

Once last difficult item was the discussion of the lease renewal for the Learning Garden. This volunteer development on the south side of the pool has been stalled in recent years and has become unsightly. Hopefully, this can be remedied in the near future.

I also attended a meeting with the Library Board along with the Mayor and Councillor Thompson. This facility is also in need of some important repairs and upgrades. A new HVAC has been promised for a couple of years and there is a leak in the roof. Their public washrooms also need to be upgraded for accessibility. The basement of this central facility was flooded in May. The 6000 sq foot basement has been cleaned out, the gyproc removed and stands ready for some transformation. Utilizing this civic space must be considered against the costs of bringing the basement up to current codes of accessibility and fire-proofing. Plans for these repairs and upgrades will be part of the budget discussions this winter.

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: January 28, 2019
Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary
Recommendation: **THAT Mayor Taylor'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 Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.

Options

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

Request for Decision



To: Regular Meeting
From: **Corporate Services / Finance**
Date: January 28, 2019
Subject: Council – Local Travel Reimbursement
Recommendation: **THAT Council instructs staff to amend Travel Expense Policy 112-A1 to include a “Local Travel Reimbursement Allowance” of \$50 for each Councillor per month until October 2022.**

Background

At the Committee of the Whole on January 14, 2019, Council discussed Bylaw #2050 - Council Remuneration and Expenses.

In the discussion, the COTW asked for a decision to be brought to a Regular Meeting of Council to discuss a \$50 per month reimbursement per Councillor, for local travel only.

Staff has prepared the above resolution to allow for a \$50 per month per Councillor reimbursement until the end of term of this current Council in October 2022.

The Council Remuneration and Expenses Advisory group will review this monthly reimbursement as part of their workplan in the first six months of 2022 to determine whether to include this item in a future bylaw or policy on a permanent basis.

Benefits or Impacts

General

To provide for an allowance for Councillors for the use of personal vehicles.

Strategic Impact



Fiscal Responsibility

- Additional expenses to the City of \$350 per month. (\$4200 per year)

Policy/Legislation

Bylaw # 2050 Council Remuneration and Expenses

Attachments

n/a

Recommendation

THAT Council instructs staff to amend Travel Expense Policy 112-A1 to include a “Local Travel Reimbursement Allowance” of \$50 for each Councillor per month until October 2022.

Options

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

Report Approval Details

Document Title:	RFD 2019 - Council - Local Travel Reimbursement .docx
Attachments:	
Final Approval Date:	Jan 17, 2019

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

Diane Heinrich - Jan 17, 2019 - 4:14 PM

Request for Decision



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

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 was introduced to Council on January 14, 2019 and is now presented for first three readings.

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.

Fees and Charges Amendment Bylaw No. 1958-A3, 2018 (with rates in effect until the new bylaw is adopted).

Recommendation

That Council gives first three readings of the City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2019.

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:	2019 Water Utility Fees 3 readings.docx
Attachments:	- By1958-A4 - Fees and Charges Amendment 2019.pdf - By1958-A3 - to amend Fees Charges Bylaw No. 1958.pdf
Final Approval Date:	Jan 17, 2019

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

Diane Heinrich - Jan 17, 2019 - 9:08 AM

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:
Replace “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

Bi-Monthly Charge

(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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1958-A3

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

WHEREAS the Community Charter empowers Council to acquire, accept and hold any property in the Municipality for pleasure, recreation or Community uses of the public and to make regulations governing the management, maintenance, improvement, operation, control and use of such property;

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-A3, 2018**”.
2. That “Fees and Charges Bylaw No. 1958, 2014” be amended as follows:
 - a. Under Section 3.1:
 - i. ADD “Schedule J – Water Service Charges”
 - ii. ADD “Schedule K – Sewer Service Charges”
 - b. INSERT “Schedule J – Water Service Charges” as attached in Appendix 1 of this bylaw.
 - c. INSERT “Schedule K – Sewer Service Charges” as attached in Appendix 1 of this bylaw.
 - d. DELETE the existing “Schedule A - General Office and Administration Fees and Charges” and REPLACE it with “Schedule A – General Office and Administration Fees and Charges” as attached in Appendix 1 of this bylaw.
3. This bylaw shall come into force and effect on its adoption.

INTRODUCED this 11th day of December, 2017.


Read a **FIRST** time this 15th day of January, 2018.

Read a **SECOND** time this 15th day of January, 2018.

Read a **THIRD** time this 15th day of January, 2018.

FINALLY ADOPTED this 29th day of January, 2018.



Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1958-A3, as passed by the
Municipal Council of the City of Grand Forks on this 29th day of January, 2018.

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

APPENDIX 1

Updated Schedules

SCHEDULE "A"

GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

For Freedom of Information Requests

Locating and retrieving a record		
- first three hours at no charge; thereafter	\$7.50	per 1/4 hour
Producing a record manually	\$7.50	per 1/4 hour
Shipping copies	at cost	
Photocopying, please see fees below		

Administrative Fees

Copy of Council Minutes	\$0.50	per page
Miscellaneous Copies/Reports	\$0.50	per page
Information requiring research		
- billable in 1/4 hour increments	\$45.00	per hour
Copy of the List of Electors	\$10.00	each
Mortgage Roll Register	\$5.00	per folio
Tax Demand Notice (other than to an owner)	\$5.00	each
Certificate of Tax Status	\$25.00	each
Mobile Home Tax Status Certificate	\$25.00	each
Compliance Letter	\$25.00	each
Property Tax Notice/Utility Bill Reprint	\$10.00	each
Real Estate Board Data File	\$200.00	each
Account Transfers or Refunds		
- 1st per annum per folio or account	no charge	
- upon sale of property or final billing	no charge	
- all other	\$25.00	each
Returned Cheques/ N.S.F. Payment	\$25.00	each
Issuance of Certified Cheque or Bank Draft	\$25.00	each
Interest on overdue accounts receivable	1%	per month
Penalty on overdue utility accounts	2%	bimonthly

City of Grand Forks "Sustainable Community Plan" Bylaw

Current Bylaw - includes all amendments and maps	\$30.00	per copy
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City of Grand Forks "Zoning" Bylaw

Bylaw Text	\$20.00	per copy
36 x 36 Colour Map	\$15.00	per copy

City of Grand Forks "Subdivision, Development and Servicing" Bylaw

Current Bylaw - includes all amendments and design standards

\$30.00 per copy

All other Bylaws

\$0.50 per page

Maps - Plotter Printing Fees

Black & White

\$2.00 per square foot

Colour

\$4.00 per square foot

Subdivision Application Fees (non- refundable)

Pre-application meeting and letter of requirements

\$100.00

Application - examination fee

\$400.00

plus fee for each new lot created

\$100.00

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
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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)	Meter testing at Customer's request – per occurrence	Actual Cost
(d)	Water meter tampering charge – per occurrence	\$200.00
(e)	Charge to repair damage caused by tampering	Cost plus 15%
(f)	Curb stop damaged by owner	Cost plus 15%

6. Water User Fees

6.1. Bi-Monthly Flat Rate User Fees (per unit)

(a)	Residential	
	(i) Single family dwelling or duplex (per unit)	\$72.00
	(ii) Secondary suite or dwelling unit (per unit)	\$43.00
(b)	Unmetered Multi-Family Residential and Strata (per unit)	\$50.50
(c)	Unmetered Business, Industrial, Utility, Institutional Recreational, Non-Profit and all other classes Flat fee calculated as bi-monthly fixed charge, based on service size as per Section 6.2 (b), plus estimated usage at \$0.25 per cubic meter*	
(d)	Buildings not connected to water system on lots where service is available	\$36.00
(e)	Buildings with service shut off for minimum of one entire bi-monthly billing cycle	\$36.00

6.2. Metered User Fees

(a)	Residential - Single Family or Duplex	flat rate only
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* Usage to be estimated using available data for similar property class and function

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

Water consumption charge per cubic metre \$0.25
plus

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

16 mm and 20 mm (1/2" and 3/4") service	\$56.00
25 mm (1") service	\$56.00
32 mm (1 1/4") service	\$88.00
40 mm (1 1/2") service	\$126.00
50 mm (2") service	\$224.00
63 mm (2 1/2") service	\$350.00
75 mm (3") service	\$504.00
100mm (4") and greater	negotiated rate

7. Bulk Water Purchases

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

SCHEDULE "K"

SEWER SERVICE CHARGES

1. **Installation of Sewer Service**

- | | |
|---|---|
| <p>(a) Residential - 100 mm (4") diameter</p> <p>Work to be performed by City approved contractor, arranged by and billed direct to customer</p> | Actual Cost |
| <p>(b) Commercial, Industrial, Institutional, Multi-Family - 152 mm (6") diameter</p> <p>Work to be performed by City approved contractor, arranged by and billed direct to customer</p> | Actual Cost |
| <p>(c) Additional service costs not included in (a), (b), and (c) above:</p> <p>i) Service or main extension (100 mm to 152 mm diameter and/or where the service length exceeds 15 m)</p> <p>ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping</p> <p>iii) Inspections and/or pressure testing</p> | Actual Cost

\$150.00 |

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

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

3. **Sewer User Fees**

3.1. Bi-Monthly Flat Rate User Fees

- | | |
|---|-------------------------------|
| <p>(a) Residential</p> <p style="padding-left: 20px;">(i) Single family dwelling or duplex (per unit)</p> <p style="padding-left: 20px;">(ii) Secondary suite or dwelling unit (per unit)</p> | <p>\$85.00</p> <p>\$50.00</p> |
| <p>(b) Unmetered Multi-Family Residential and Strata (per unit)</p> | <p>\$50.00</p> |
| <p>(c) Unmetered Business, Industrial, Utility, Institutional, Recreational, Non-Profit and all other classes</p> <p>Flat fee calculated as bi-monthly fixed charge of \$75.00 plus estimated usage charge per 1/3 cubic meter of metered water at \$0.48 per cubic meter</p> <p>(Usage to be estimated using available data for similar property class and function)</p> | |

- | | |
|--|---------|
| (e) Buildings not connected to sewer system on lots where service is available | \$52.50 |
|--|---------|

3.2. Metered User Fees

- | | |
|---|----------------|
| (a) Residential - Single Family or Duplex | flat rate only |
|---|----------------|

- (b) Multi-Family Residential and Strata

Bi-monthly fixed charge (per unit)	\$40.00
------------------------------------	---------

plus

Sewer usage charge per 1/3 cubic metre of metered water	\$0.48
---	--------

- (c) Business, Industrial, Utility, Institutional, Recreational, Non-Profit and all other classes

Bi-monthly fixed charge	\$75.00
-------------------------	---------

plus

Sewer usage charge per 1/3 cubic metre of metered water	\$0.48
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Request for Decision



To: Regular Meeting

From: **Development, Engineering and Planning**

Date: January 28, 2019

Subject: First and Second Reading – Rezoning from R1 - Residential (Single and Two Family Zone) to CD - 1 (Comprehensive Development 1 Zone) to accommodate a Mobile Home Park and Ecological Reserve – Boundary Drive North (File: ZA1803)

Recommendation: **THAT Council give first and second reading to Zoning Bylaw Amendment No. 2039-A2.**

Background

Overview

At the Committee of the Whole meeting on January 14, 2019 (see Agenda item No. 8.c.), Council recommended that first and second reading be given to Zoning Bylaw Amendment No. 2039-A2 which would rezone 1.2 hectares (3 acres) from R1 – Residential (Single and Two Family Zone) to CD - 1 (Comprehensive Development 1 Zone). This rezoning would accommodate a 25-unit mobile home park and ecological reserve at the northerly extent of Boundary Drive (see proposed bylaw attached).

Once the rezoning bylaw receives first and second reading, Council must hold a Public Hearing to receive community input prior to adopting the bylaw. Notice of the Public Hearing is advertised for two consecutive weeks in the Gazette and sent to all owner/occupants within 30 metres of the site. The Public Hearing is tentatively scheduled for February 11, 2019 (6pm).

Application Details

Details about the applicant and the site are as follows:

Applicant/Owner: Vadim Kobasew, PO Box 779, Osoyoos, BC V0H 1V0

Agent: Orchard Lane Properties Inc., PO Box 779, Osoyoos, BC V0H 1V (250-490-7959)

Civic Address: 7900/8000 Block of Boundary Drive (including 8051 Boundary Drive)

Legal Descriptions (three lots to be consolidated):

Lot 16, Block 1, Plan KAP586, District Lot 380, Land District 54; PID: 012-190-136 (1 acre).

Lot 17, Block 1, Plan KAP586, District Lot 380, Land District 54; PID: 012-190-152 (1 acre).

Lot 18, Block 1, Plan KAP586, District Lot 380, Land District 54; PID: 012-190-217 (1 acre).

Current Zoning: R1 (Residential – Single and Two-Family) Zone.

Proposed Zoning: Comprehensive Development (“CD”) Zone 1 which generally includes a) specific regulations regarding setbacks, fencing, landscaping and size of mobile home spaces; b) site layout and development tied to site specific plans contained in the bylaw; and, c) designation of an ecological reserve area to protect the existing wetland and ensure adequate building setbacks from it.

Issues to be Resolved Prior to Bylaw Adoption

The applicant will be required to address the following matters prior to final adoption of the rezoning bylaw:

- Completion and execution of a Works and Services agreement with the City (as per Bylaw No. 1970) which will specify duties and obligations respecting the provision of sewer, water, roads, drainage, stormwater management, fire protection, electrical and performance securities to ensure that servicing infrastructure is adequately installed and maintained;
- Consolidation of the three parcels into one and submission of a survey of the wetland as endorsed by a qualified environmental professional;
- 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;
- Payment of Development Cost Charges (DCCs) as per City bylaws. *(Note: The applicant is requesting that DCCs be waived for the smaller mobile homes. DCCs are payable at the time of building permit for each dwelling unit 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 owners of the mobile homes);* and
- City acceptance of any latecomer or related agreements proposed as per the Local Government Act or Community Charter.

Timing

If the rezoning application receives first and second reading, the next steps and estimated time frame are outlined below:

Activity	Timing
First and second reading of the rezoning bylaw.	January 28, 2019
Public Hearing advertised twice and residents within 30 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 (subject to results of Public Hearing)
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

Activity	Timing
Site servicing; building permit applications reviewed and issued.	April, 2019

Benefits or Impacts

General

This bylaw enacts a zoning provision to accommodate comprehensively designed, site specific developments in the City that involve sensitive ecosystem protection, contain unique elements of benefit to the community or deliver affordable and innovative housing.

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

Bylaw No. 2039-A2

Recommendation

THAT Council give first and second reading to Zoning Bylaw Amendment No. 2039-A2.

Options

1. THAT Council accepts the report and gives first and second readings to Bylaw No. 2039–A2.
2. THAT Council does not accept the report or undertake the bylaw readings.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	2019-01-28-ZA1803-North_Boundary_Drive_Mobile_Home_Park.docx
Attachments:	- Bylaw 2039-A2 CD1 Zone Final 2019-01-28.pdf
Final Approval Date:	Jan 17, 2019

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

Dolores Sheets - Jan 17, 2019 - 3:59 PM

Diane Heinrich - Jan 17, 2019 - 4:13 PM

**Comprehensive Development Zone (CD-1)
Ecological Reserve and 25-unit Mobile Home Park
North Boundary Drive**

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 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. They are typically created for reasons such as:

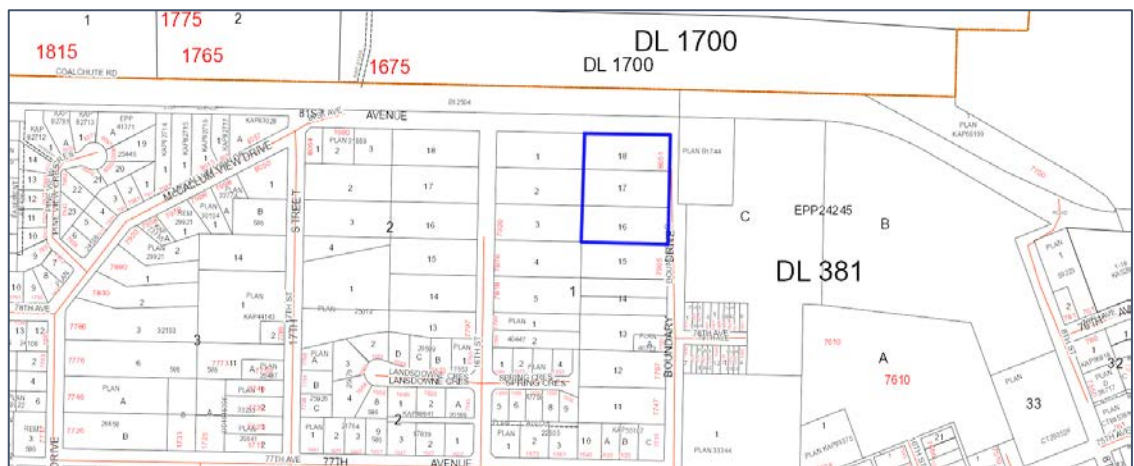
- a) sensitive ecosystem protection;
 - b) to ensure specific design and permitted use provisions;
 - c) to accommodate affordable or innovative housing; and/or
 - d) to encourage development with unique elements of benefit to the community.

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 in Part 59 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 CD-1 zone applies to approximately 1.2 hectares (3 acres) located on the west side of the most northerly extent of Boundary Drive as shown on the map below.



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 park.

59.3.5 Within the CD-1 Zone, the lands shall be developed for a comprehensively designed 25-unit mobile home 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) one single-family dwelling;
(c) mobile home park;
(d) recreation facilities;
(e) laundry facilities; and
(f) home occupations.

59.3.8 No buildings or structures shall be located within 15 metres of the edge of the wetland or ecological reserve identified in Schedule A-1.

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 0.5 hectares.
- 59.3.11 The maximum permitted lot area coverage for all buildings and structures shall be 60%.
- 59.3.12 No principal building or structure shall exceed 7.5 metres in height.
- 59.3.13 The minimum size for a mobile home or single-family dwelling shall be 30 square metres.
- 59.3.14 The minimum size of a regular (double-wide) mobile home space shall be 325 square metres and the minimum size of a small (single-wide) mobile home space shall be 228 square metres.
- 59.3.15 Off-street parking shall be provided in accordance with the Grand Forks Zoning Bylaw as amended.
- 59.3.16 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.
- 59.3.17 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 the height of the principle dwelling (mobile home); 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.
- 59.3.18 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.
- 59.3.19 The mobile home 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.

APPROVED by the Ministry of Transportation and Infrastructure 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



City of Grand Forks Comprehensive Development Zone 1 - Conservation Development Areas

Schedule "A-1" - Development Areas



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

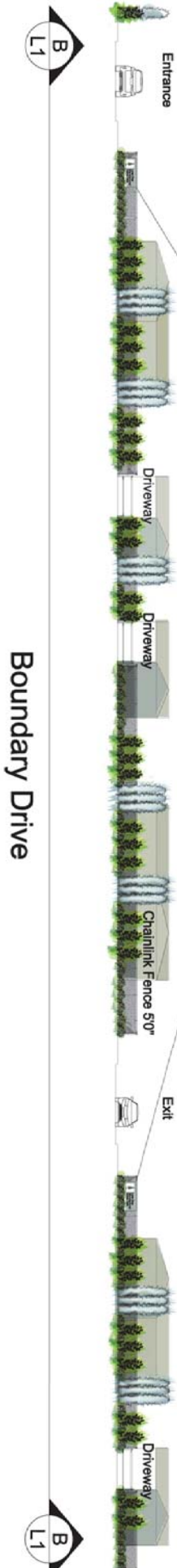
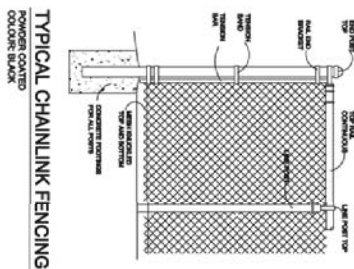
Meters



Red Outline denotes spaces available for "Tiny Homes"



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-4" - Site Plan



L3

DATE: DEC 2018
DRAWN BY: AC
DESIGN BY: VK
SCALE: 1/64" = 1' 0"



REVISIONS	DATE	BY	DESCRIPTION
1	12/18/18	AC	Initial Design
2	12/18/18	AC	Final Design
3	12/18/18	AC	Final Design

25 MOBILE HOME SITES
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Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: January 28, 2019

Subject: First and Second Reading –Amendments to the Zoning Bylaw with respect to cannabis retail stores, accessible parking spaces and other minor changes (File: ZA1901)

Recommendation: **THAT Council give first and second reading to Zoning Bylaw Amendment No. 2039-A3, 2019.**

Background

Overview

At the regular meeting on January 14, 2019, Council passed a resolution directing staff to bring forward a zoning bylaw amendment to eliminate the 100 metre separation distance between cannabis retail stores in the City and to eliminate the requirement for signs and the front face on these stores to be at least 50 metres from a controlled highway (i.e., Highway No. 3).

Bylaw No. 2039-A3 (attached) addressed these two regulations as well as several other minor “housekeeping” issues intended to clarify the intent of the zoning bylaw and update certain regulations as summarized in Table 1 below.

Table 1: Summary of Proposed Zoning Bylaw Amendments		
Section Reference	Amendment	Intent
58.3 Cannabis Retail Overlay (CRO)	To delete the 100 metre separation distance required between cannabis retail stores in the City.	To streamline the provincial licencing and municipal approval process and to create market access equity among cannabis retail store applicants. Eliminates municipal involvement in market competition in this retail sector.
58.4 Cannabis Retail Overlay (CRO)	To delete the requirement for building facades and signage to be set back 50 metres from Highway No. 3.	To permit more equitable access to the cannabis retail market among stores in the city.
26.6 Offstreet Parking	To require 2% of parking spaces for non-residential uses to be accessible, with a minimum of one space per site. To require the size of these spaces to	To ensure that suitably sized accessible parking stalls are provided for non-residential land uses in the City. The British Columbia Building Code 2018 no longer regulates accessible parking so it now the responsibility of the City. This

Table 1: Summary of Proposed Zoning Bylaw Amendments		
Section Reference	Amendment	Intent
	be at least 2.8 metres wide with an additional 1.2 metres on both sides of the stall to allow wheelchair access.	<p>amendment brings in regulations for the number and size of accessible parking spaces required for non-residential land uses.</p> <p>The new regulation is based on standards recommended by the <i>Ministry of Transportation and Infrastructure</i> and the <i>Institute of Transportation Engineer's</i> publication entitled "Guidelines for Parking Facility Location and Design".</p>
Sections 36.4 (R-1 zone), 39.5 (R-2 zone) and 40.7 (R-3 zone)	Clarify the types of dwelling units permitted in certain residential zones.	To eliminate ambiguity with respect to the interpretation of these sections.
Various sections; NC, I-1, I-2, I-3, I-4, LF, R-4 and R-4A	Add "animal hospitals" as a permitted use in commercial, industrial and rural residential zones.	To allow animal hospitals to locate in areas other than in the downtown or highway commercial areas.
Section 47 HC Highway Commercial Zone and Section 50 I-1 Light Industrial Zone	Add "professional services" as a permitted use in the HC and I-1 zones.	To allow additional flexibility as to where professional offices (i.e., doctors, lawyers) can locate in the City.

Timing

If the zoning amendment receives first and second reading, the next steps and estimated time frame are outlined below:

Activity	Timing
First and second reading of the zoning bylaw amendment.	January 28, 2019
Public Hearing advertised for two consecutive weeks.	January 30 & February 6 th , 2019
Public Hearing held by City Council.	February 11, 2019
Third and final reading of the zoning bylaw amendment.	February 11, 2019 (subject to results of Public Hearing)
Implementation.	February, 2019

Benefits or Impacts

General

The amendments to the cannabis separation/setback distances will create more equitable access to the market for potential retailers and streamline the provincial/municipal licencing process without compromising other siting regulations related to neighbourhood impacts, safety, etc.

The text amendments will eliminate some regulation ambiguities and allow more flexibility for animal hospitals and professional services to locate in the City.

Strategic Impact



Community Engagement

- A statutory Public Hearing will be held to encourage and receive feedback from the community on the zoning amendment proposals.



Community Livability

- Adding best practices for accessible parking into the zoning bylaw will improve community livability for community members with accessibility challenges.



Economic Growth

- The process for applying for a cannabis retail store licence will be more transparent allowing applicants to make more informed decisions as to where they may propose to establish a store.
- Requiring accessible parking will make it easier for those with mobility challenges to fully participate in the local economy.



Fiscal Responsibility

- The text amendments will provide clarification to the zoning bylaw and reduces staff time associated with interpreting and clarifying the intent of the bylaw.

Policy/Legislation

Freedom of Information and Protection of Privacy Act, Zoning Bylaw, Official Community Plan, Local Government Act, Ministry of Transportation and Infrastructure Policy No. 5.2.4 and “Guidelines for Parking Facility Location and Design” (Institute of Transportation Engineers).

Attachments

Zoning Bylaw Amendment No. 2039-A3, 2019

Recommendation

THAT Council give first and second reading to Zoning Bylaw Amendment No. 2039-A3, 2019.

Options

1. THAT Council accepts the report and gives first and second reading to the bylaw.
2. THAT Council does not accept the report.
3. THAT Council refers the bylaw back to staff for further information.

Report Approval Details

Document Title:	2019-01-28-ZA-Zoning_Bylaw_2039_A3 RFD.docx
Attachments:	- ZA1901-2019-01-28_Zoning_Bylaw_No_2039A3.docx
Final Approval Date:	Jan 21, 2019

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

Dolores Sheets - Jan 18, 2019 - 2:49 PM

Diane Heinrich - Jan 21, 2019 - 9:56 AM

THE CORPORATION OF THE CITY OF GRAND FORKS

Bylaw No. 2039-A3

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

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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-A3, 2019**”.

2. **Amend Bylaw No. 2039 as follows:**

2.1. **DELETE** subsection 58.3 and replace with:

58.3 Unless otherwise permitted in this bylaw, no building or structure may be within 100m of the nearest parcel boundary of a lot in a Community Use Zone or a youth-centred facility.

2.2. **DELETE** subsection 58.4 and renumber accordingly.

2.3. **DELETE** subsection 26.6 and replace with:

26.6 For non-residential uses, at least 2% of the required offstreet parking areas shall be designated as accessible for persons with disabilities, with a minimum of one space per site. Each offstreet accessible parking spaces for persons with disabilities shall not be smaller than 2.8 metres wide with an additional 1.2 metres on both sides of the space to allow for wheelchair access.

2.4. **DELETE** section 2 (Definitions), subsection 2.1, dwelling unit classification (a) and replace with:

(a) Single-family dwelling, detached, generally designed for and occupied by one family.

2.5. **DELETE** subsection 36.4 and 39.5 and replace subsection 36.4 and 39.5 with:

The following types of dwelling units are allowed on a parcel of land:

- (a) One single-family dwelling, plus one secondary suite and one garden suite; or
- (b) One two-family dwelling, plus one garden suite;

2.6. **DELETE** subsection 40.7 and replace with:

40.7 The following types of dwelling units are allowed:
(a) multi-family dwellings;

(b) apartment buildings.

2.7. **INSERT** *animal hospitals* as a permitted use in the following zones: NC (Neighbourhood Commercial), I-1 (Light Industrial), I-2 (General Industrial), I-3 (Value Added Industrial), I-4 (Gravel/Mineral Processing), LF (Landfill), R-4 (Rural Residential) and R-4A (Rural Residential), and renumber the relevant section(s) or subsection(s) accordingly.

2.8. **INSERT** *professional services* as a permitted use in the following zones: HC (Highway Commercial) and I-1 (Light Industrial) and renumber the relevant section(s) or subsection(s) accordingly.

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

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

PUBLIC HEARING HELD 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

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of Bylaw No. 2039-A3 as passed by the Council
of the City of Grand Forks on the _____ day of _____ ,

Corporate Officer of the Corporation of the
City of Grand Forks