



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2019-3
Date: Monday, February 11, 2019, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
February 11, 2019, Regular Meeting agenda

Recommendation

THAT Council adopts the February 11, 2019, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera
January 28, 2019, Special to go In-Camera Meeting minutes

5 - 6

Recommendation

THAT Council adopts the January 28, 2019, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Regular
January 28, 2019, Regular Meeting minutes

7 - 14

Recommendation

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

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Written Reports of Council
Councillors

15 - 18

Recommendation

THAT all written reports of Council submitted to the February 11, 2019, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative 19 - 19
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. RDKB Bylaw 1698 - Economic Development Service 20 - 46
Corporate Services / RDKB

Recommendation

THAT the Municipal Council for the Corporation of the City of Grand Forks consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1698 being the "Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018."

- b. RDKB Bylaw 1699 - Boundary Economic Development Service Amendment 47 - 79
Corporate Services / RDKB

Recommendation

THAT the Municipal Council for the Corporation of the City of Grand Forks consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1699 being the "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1699, 2018."

- c. Early Budget Approval – Information Technology 80 - 82
Corporate Officer / Manager of Information Technology

Recommendation

THAT Council approves the "Security Systems" capital project budget of \$50,000; AND THAT Council approves the "Printers and IT equipment" project budget of \$70,000; AND THAT these projects be included in the 2019-2023 Financial Plan.

- d. Early Budget Approval for time sensitive Capital Projects 83 - 85
Outside Works

Recommendation

THAT Council approves the "Three phase electrical meter replacement" capital project budget of \$40,000; AND THAT Council approves the "Recloser for feeder #5" capital project budget of \$30,000; AND THAT Council approves the "Flood alert monitoring" capital project budget of \$24,000; AND THAT these projects be included in the Five Year Financial Plan for the years 2019-2023.

- e. Development Permit No. DP1903 Proposed Non-Medical Cannabis Retail Store Licence at 426 Central Ave. 86 - 114
Development and Engineering Services

Recommendation

THAT Council directs staff to proceed with the statutory requirements for public notice respecting a Non-Medical Cannabis Retail Store Licence application proposed for 426 Central Ave, legally described as Lot 1, District Lot 108, SDYD, Plan KAP46322, PID 017-570-221.

- f. Development Permit No. DP1905 Proposed 52 Unit Multi-Family Development on the 0.925 Hectare (2.29 Acre) Parcel at 6895-19th Street 115 - 144
Development & Engineering Services

Recommendation

THAT Council approves Development Permit No. DP1905 for a 52 Unit Multi-Family Development to be located on 19th Street on the lot legally described as Lot 1, District Lot 380, Similkameen Division Yale District, Plan KAP85777, generally in accordance with the site layout and development drawings contained in Appendix A & B.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a. Memo 2019 - Engineer of Record 145 - 147
Chief Administrative Officer

Recommendation

THAT Council receives the memorandum regarding the Engineer of Record for 2019/2020 for information purposes.

- b. Downtown Business Association 148 - 149
Letter of request for bike parking space on Market Avenue in front of Work n'Play Clothing

Recommendation

THAT Council directs staff to include the request from the Downtown Business Association regarding a bike parking spot on Market Avenue to the budgeting process.

11. BYLAWS

- a. Bylaw 1958-A4 - Fees and Charges Amendment 150 - 168
Chief Financial Officer

Recommendation

THAT Council gives final reading to the City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2019.

- b. Bylaw 2039-A3 - Third and Final Reading – Amendments to the Zoning Bylaw with respect to cannabis retail stores, accessible parking spaces and other minor changes 169 - 176
(File: ZA1901)
Development, Engineering & Planning

Recommendation

THAT Council gives third and final 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-2019-02
Date: Monday, January 28, 2019, 4:00 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

GALLERY

1. CALL TO ORDER

Mayor Taylor called the January 28, 2019, Special To Go In-Camera Meeting to order at 4:24 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 (1)

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

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

Carried

3. LATE ITEMS

4. ADJOURNMENT

The January 28, 2019, Special to go In-Camera Meeting was adjourned at 4:24 pm.

Moved by: Thompson

THAT the January 28, 2019, Special to go In-Camera Meeting was adjourned at 4:24 pm.

Carried

Mayor Brian Taylor

Corporate Officer - Daniel Drexler



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

Meeting #: R-2019-2
Date: Monday, January 28, 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
Dolores Sheets - Manager of Development & Engineering Services
Juliette Rhodes - Chief Financial Officer

GALLERY

1. CALL TO ORDER

Mayor Taylor called the January 28, 2019, Regular Meeting to order at 7:02 pm.

2. ADOPTION OF AGENDA

a. Adopt agenda

January 28, 2019, Regular Meeting agenda

Resolution #: R020/19/01/28

Moved by: Korolek

Seconded by: Krog

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

Carried

3. MINUTES

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

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

Resolution #: R021/19/01/28

Moved by: Thompson

Seconded by: Korolek

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

Carried

- b. Adopt minutes - Regular

January 14 2019, Regular Meeting minutes

Resolution #: R022/19/01/28

Moved by: Eburne-Stoodley

Seconded by: Thompson

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

Carried

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

Kris Salikin, Laranna Androsoff, and Jean Lloyd of the Circle of Indigenous Nations Society (COINS) presented their proposal to Council and discussion ensued regarding:

- 25% of students at SD51 identify as indigenous
- support from local organizations
- Application deadline is February 22
- 10 years of operational funding, plus \$600K in capital funding for structures
- looking for donated land or long-term lease
- potential future center in Midway
- transportation could be an issue if located in rural area
- concerns about tight timelines
- day care facilities in Grand Forks are mainly full
- potential for COINS to partner with school district on land
- COINS does not require commercial zoning

Resolution #: R023/19/01/28

Moved by: Thompson

Seconded by: Krog

THAT staff be instructed to work with COINS on potential properties and provide a report on options to Council.

Carried

Resolution #: R024/19/01/28

Moved by: Thompson

Seconded by: Zielinski

THAT Council provide a letter of support in principle of the project pending further clarification from the project initiators and staff.

Carried

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

a. Written Reports of Council

Councillors

Brief discussion ensued regarding:

- infrastructure challenges from recreation commission of the RDKB
- library board meeting and facility challenges

Resolution #: R025/19/01/28

Moved by: Korolek

Seconded by: Zielinski

THAT all written reports of Council submitted to the January 28, 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>

Mayor Taylor gave a brief update regarding:

- another meeting later this week
- budget orientation sessions
- working on asset management plans
- assets within the City of Grand Forks and repair challenges

- very complex organization

Resolution #: R026/19/01/28

Moved by: Thompson

Seconded by: Krog

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. Council – Local Travel Reimbursement

Corporate Services / Finance

Discussion ensued:

- support for independent review
- support for recommendation to include the \$50 allowance
- 2 representatives of the public to sit on a review group after tax period is concluded to re-evaluate the remuneration and expenses of Council

Resolution #: R027/19/01/28

Moved by: Thompson

Seconded by: Korolek

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 or sooner.

Carried

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

11. **BYLAWS**

a. Bylaw 1958-A4 Fees and Charges Amendment

Chief Financial Officer

Brief discussion ensued regarding:

- increase in rates to 0.55 per cubic meter
- low water users are subsidizing high water users currently
- possible annual review

Resolution #: R028/19/01/28

Moved by: Eburne-Stoodley

Seconded by: Krog

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

Opposed (1): Zielinski

Carried

b. Bylaw 2039-A2 First and Second Reading Zoning Bylaw Amendment - North Boundary Drive Mobile Home Park

Development, Engineering and Planning

Discussion ensued regarding:

- access concerns - engineers, fire chief, planning staff have looked at the proposal and there are no concerns
- 66ft road right of way is highway standard to accommodate sidewalks on both sides, lights, etc. - this standard is not expected to be required at the end of a road
- potential CD zone/planning workshop
- sensitive eco systems - plans are in place to subdivide the property

Resolution #: R029/19/02/11

Moved by: Korolek

Seconded by: Thompson

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

Carried

- c. Bylaw 2039-A3 First and Second Reading – Zoning Bylaw Amendment Cannabis Retail Stores, Accessible Parking spaces and other minor changes

Development, Engineering & Planning

Discussion ensued regarding:

- household amendments
- cannabis retail zone amendment - current and future conflicts due to bylaw setbacks between properties
- possible inclusion of definition of commercial business to be defined
- definition of business could be "to make money" - staff advised that this would then exclude all charities

Resolution #: R030/19/01/28

Moved by: Krog

Seconded by: Thompson

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

Carried

Resolution #: R031/19/01/28

Moved by: Moslin

Seconded by: Zielinski

THAT the matter be referred to staff for further advice regarding public accessibility in commercial buildings.

Opposed (1): Thompson

Carried

12. LATE ITEMS

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. ADJOURNMENT

The January 28, 2019, Regular Meeting was adjourned at 8:08 pm.

Resolution #: R032/19/01/28

Moved by: Thompson

THAT the January 28, 2019, Regular Meeting be adjourned at 8:08 pm.

Carried

Mayor Brian Taylor

Corporate Officer - Daniel Drexler

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: February 11, 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: February 11, 2019

SUBJECT: Report to Council

I am proposing that the following resolution be included in the Committee of the Whole Meeting for debate by Council prior to referring it to the Regular Meeting for consideration and adoption. It can then be forwarded to the Association of Kootenay Boundary Local Governments (AKBLG) prior to their deadline for submissions (March 1) for consideration at their Annual General Meeting scheduled in April.

WHEREAS ADDICTION, particularly drug addiction, is considered a mental health issue;

AND WHEREAS smaller communities do not have many of the supports required to assist those wanting to recover from addiction;

AND WHEREAS detox followed by immediate rehabilitation is necessary in order to recover;

AND WHEREAS the wait time between detox and rehabilitation can be up to 3 months,

THEREFORE BE IT RESOLVED that the Ministry of Mental Health and Addictions be encouraged to fund more detox and rehabilitation centres throughout the Province.

Respectfully submitted,

Councillor Christine Thompson

February 11th, 2019 Councillor Moslin's Report

There are two critical issues facing our city right now: flood mitigation and housing. I would like to report on each today and propose a motion that I would like Council to consider forwarding to the AKBLG.

City staff with the Boundary Flood Recovery Team continue to work on preparations for freshet 2019. David Reid, the city's manager of operations, is hoping to start the construction of the rip rap armoring of the river bank in South Ruckle by the 19th of this month. The rock has been ordered. The land survey is completed. Preliminary designs have been shared. Section 11 permits are in hand. David is still trying to get right of way agreements in order with the land owners involved. But at this point it looks really positive that construction can start on this essential piece of city infrastructure.

And Paul Edmond continues to work with RDKB and city staff to develop an emergency response plan that will take advantage of local volunteers and their know how. If you are in a flood impacted neighborhood you can expect to hear much more about how you can help prepare for spring freshet by the end of March.

The second issue facing our community and region is the lack of housing. BC Housing has initiated two projects that will add to our city's housing spectrum and go a long way to addressing that need. Although both projects have been cleared by the city's planning department, the public still has concerns about their impact. Unfortunately, BC Housing continues to insist that they know best and they are in the best position to decide the location and timing of these investments. This 'professional reliance' excludes the input from local government and the community that could make these projects fit our community rather than forcing our community to fit the projects. Therefore, I presented a motion for Council's consideration at this morning's COTW meeting. If approved this motion will carry on for further debate at the meeting of the Association of Kootenay Boundary Local Governments in late April in Castlegar. If approved there, it will be carried forward to this fall's session of the Union of BC Municipalities.

Proposed Motion for AKBLG

Whereas the City of Grand Forks has been devastated by a recent flood and is challenged to protect and to rebuild its downtown core as a vibrant commercial area;

Whereas BC Housing failed to consult Council about the location or size of the facility before land was purchased and a design chosen and the project put to tender;

Be it resolved that BC Housing seek local government's approval before supportive housing initiatives are tendered for construction.

Councillor Korolek's report for Feb 11th

- Participated in IHA informational meeting
- Listened to presentations from various departments for Mental health and addictions
- Had tour of the BFSS facility and discussion with Darren Pratt
- Attended warming centre meeting
- Workshops on safety and overdose intervention are planned as well as how to manage de- escalation of mental health issues
- Staff at the Warming Centre are trained in Harm reduction, 1st Aid and in responding to street drug use
- Warming Centre beginning the Good Neighbour process
- Meeting with BFSS, Executive Director Darren Pratt
- Discussion re BCHC projects
- 2 Budget process workshops

Through all this trying to prioritize important capital expenditures.

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Cathy Korolek,
Councillor
City of Grand Forks
250-442-8266 (City
Hall)
www.GrandForks.ca

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: February 11, 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 / RDKB**
Date: January 28, 2019
Subject: RDKB Bylaw No. 1698 Economic Development Service for Grand Forks and Area D
Recommendation: **THAT the Municipal Council for the Corporation of the City of Grand Forks consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1698 being the "Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018."**

Background

The RDKB Boundary Community Development Committee discussed various economic development service models for the Boundary and decided to undertake the following:

1. Create a new Econ Dev Service for only RDKB Electoral Area E/West Boundary,
2. **Create a new Econ Dev Service for only Area D and the City of GF (Bylaw 1698),** and
3. Amend the original Boundary Econ Dev Service Establishment Bylaw 1389 (attached) with bringing Area C back into the Service (Area C withdrew from the Service via 1517 in 2012/2013). That amending bylaw is presented tonight as RDKB Bylaw No. 1699

The RDKB Board of Directors gave all three of the aforementioned Bylaws first, second and third readings on Dec.12, 2018. The RDKB is now seeking consent from the service participants to adopt bylaw 1698 (and 1699).

The total budget for the service is expected to be \$48,463 for 2019 and reduces to ~\$36,500 in the following years.

The City's portion collected through requisition would be \$27,414 for 2019 and reduces to ~\$20,700 in the following years.

Attached are the original service establishment bylaw 1389, the proposed new Area D /City of GF Economic Development Service Establishment Bylaw 1698, RDKB staff reports for background information, and the Conceptual Model for the service deliveries.

Benefits or Impacts

General

To provide a local (with Area D) Economic Development Service for Grand Forks.

Strategic Impact



Community Engagement

- Partnership with Area D



Economic Growth

- Provide a Grand Forks and Area Economic Development Service



Fiscal Responsibility

- Leveraging regional funding to provide a shared service

Policy/Legislation

RDKB Bylaws 1389, 1698, 1699

Attachments

RDKB Bylaw 1389

RDKB Bylaw 1698

RDKB – Letter of Consent request for Bylaw 1698

RDKB Staff Report Jan 4, 2018

RDKB Staff Report Apr 27, 2018

RDKB Staff Report Nov 16, 2018

RDKB Budget for the Service

RDKB Consent from Area D

RDKB Conceptual Model

Recommendation

THAT the Municipal Council for the Corporation of the City of Grand Forks consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1698 being the “Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018.”

Options

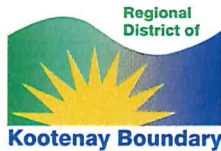
1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	RFD 2019 - RDKB Bylaw No. 1698 Economic Development Service for Grand Forks and Area D.docx
Attachments:	<ul style="list-style-type: none">- 1 - Original Boundary EconDev Service Establishment-Bylaw 1389.pdf- 2 - RDKB Bylaw1698-GF Area Econ-Dev-ServiceEstablishment-3rd Rdng.pdf- 3 - RDKB Letter-GF-Consent-Bylaw 1698-GF Area EconDev-Service Establisht-Dec 14_18.pdf- 4 - RDKB Boundary EconDev-Jan 4 2018 Staff Report.pdf- 5 - RDKB Boundary EconDev-April 27 2018 Staff Report.pdf- 6 - RDKB Boundary EconDev-Nov 16 2018 Staff Reports.pdf- 7 - Economic Development - Electoral Area D and Grand Forks.pdf- 8 - RDKB Bylaw 1698-Area D-Consent to Adopt-Jan_19.pdf- RDKB - Boundary Economic Development Conceptual Model.pdf
Final Approval Date:	Jan 31, 2019

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

Diane Heinrich - Jan 31, 2019 - 10:14 AM



BYLAW NO. 1389

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to establish an Economic Development Service in the Boundary.

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 323 of the Revised Statutes of British Columbia and amendments thereto, a Board may by Bylaw establish a service for the promotion of economic development;

AND WHEREAS the Board of Directors has deemed it appropriate to establish different terms from those outlined in the *Local Government Act* for service review and service withdrawal;

AND WHEREAS the Board of Directors has deemed it appropriate to accept consent to adopt this bylaw from both the municipal and electoral area participating areas;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. CITATION

- a. This bylaw may be cited for all purposes as “Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008.”

2. ESTABLISHMENT AND DESCRIPTION OF SERVICE

- a. The Board of Directors of the Regional District of Kootenay Boundary hereby establishes a service for the promotion of economic development in the Boundary communities to be known as the “Boundary Economic Development Service”.
- b. This service shall provide for the promotion of economic development in the Boundary communities and, for that purpose, the Board of the Regional District of Kootenay Boundary, or its designates, is empowered and authorized to do all things necessary, including, without limiting the generality of the foregoing, obtaining required permits and licenses, employing staff, purchasing equipment or services, and entering into contracts for the purposes of the Boundary Economic Development Service.

3. SERVICE BOUNDARIES AND PARTICIPANTS

- a. The boundaries of this service shall be the boundaries of Electoral Areas C, D, and E and inclusive of the Cities of Greenwood and Grand Forks and the Village of Midway as outlined on the plan attached as Schedule ‘A’.
- b. The participants of this service are Electoral Area C, Electoral Area D, Electoral Area E, the Village of Midway, the City of Greenwood, and the City of Grand Forks.

4. COST RECOVERY

- a. The costs for this service shall be recovered utilizing one or more of the following:
 - i. Property Value Taxation
 - ii. Fees and Charges
 - iii. Revenues raised pursuant to the Local Government Act or other legislation
 - iv. Revenues received by way of agreement, gift, enterprise, grant or otherwise.

5. SERVICE REVIEW AND DISPUTE RESOLUTION

- a. This service shall be reviewed in the fourth quarter of 2009 and every three years thereafter.
- b. The review will look at the effectiveness and value of the service.
- c. The costs of the scheduled service review shall be borne by the service, including any facilitation or consulting costs deemed appropriate by the participants.
- d. Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:
 - i. The leaving participant will still be responsible for their share of any existing debt or commitment.
 - ii. The leaving participant will have no claim on the assets of the service.
- e. Should enough participants leave the service as to make the service unsustainable, any assets of the service will be liquidated and allocated:
 - i. Firstly, to the reduction of any existing debt or commitments of the service
 - ii. Secondly, to the participants on the basis of the participating member's relative share of the 2008 converted assessment.
- f. Should any participant initiate service review outside of the schedule established herein, that participant will be responsible for all costs associated with the review, unless otherwise agreed to by at least 2/3's of the participants.

Read a **FIRST** time this 30th day of October, 2008.

Read a **SECOND** time this 30th day of October, 2008.

Read a **THIRD** time this 30th day of October, 2008.

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1389 cited as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008".



 Director of Corporate Administration

Written consent to adopt this bylaw was received from the Director of Electoral Area C the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the Director of Electoral Area D the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the Director of Electoral Area E the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the City of Grand Forks the 6th day of January, 2009.

Written consent to adopt this bylaw was received from the City of Greenwood the 16th day of January, 2009.

Written consent to adopt this bylaw was received from the Village of Midway the 5th day of January, 2009.

APPROVED by the Inspector of Municipalities this 4th day of February, 2009.

RECONSIDERED AND FINALLY ADOPTED this 26th day of February, 2009.



 Chair

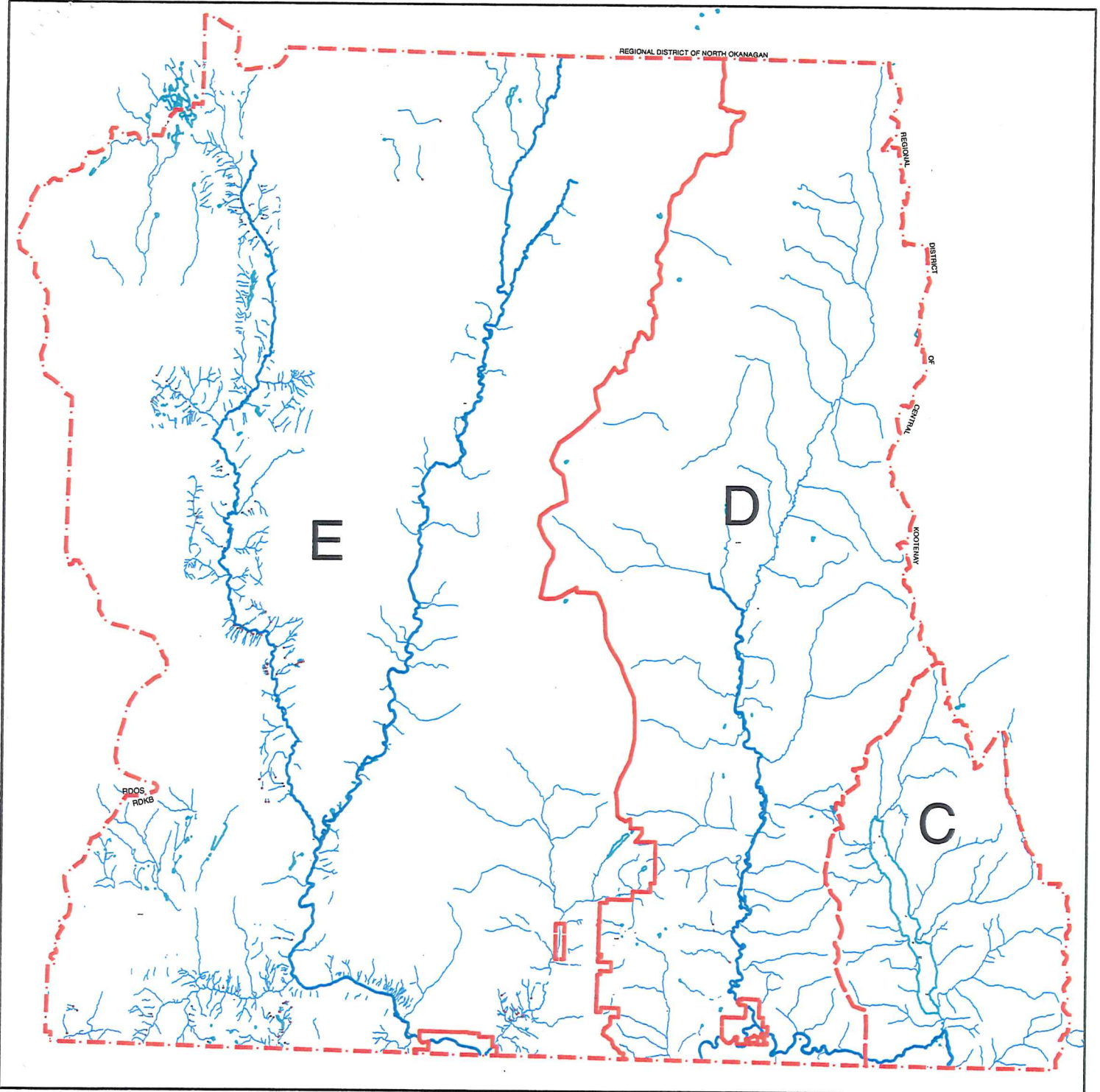


 Director of Corporate Administration

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1389 cited as the "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008" as reconsidered and finally adopted this 26th day of February, 2009.



Director of Corporate Administration



I hereby certify this Schedule A to be a true and correct copy and that this Schedule A correctly outlines the properties to be included in the Boundary Economic Development Service Establishment Bylaw "Regional District of Kootenay Boundary Bylaw No. 1389."

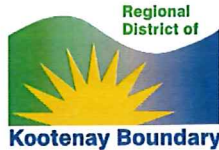
J. Kumar

Director of Corporate Administration

Oct. 30/08



Scale
1:500,000
Agenda Page 26 of 176



BYLAW NO. 1698

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to establish an Economic Development Service in the Grand Forks area.

WHEREAS a Regional District may, by bylaw, establish and operate a service under the provisions of the *Local Government Act*;

AND WHEREAS the Board of Directors has deemed it appropriate to establish different terms from those outlined in the *Local Government Act* for service review and service withdrawal;

AND WHEREAS the Board of Directors has deemed it appropriate to accept consent to adopt this bylaw from both the municipal and electoral area participating areas;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. ESTABLISHMENT AND DESCRIPTION OF SERVICE

- a. The Board of Directors of the Regional District of Kootenay Boundary hereby establishes a service for the promotion of economic development in the Grand Forks area to be known as the "Grand Forks Area Economic Development Service".
- b. This service shall provide for the promotion of economic development in the Grand Forks area and, for that purpose, the Board of the Regional District of Kootenay Boundary, or its designates, is empowered and authorized to do all things necessary, including, without limiting the generality of the foregoing, obtaining required permits and licenses, employing staff, purchasing equipment or services, and entering into contracts for the purposes of the Grand Forks Area Economic Development Service.

2. SERVICE BOUNDARIES AND PARTICIPANTS

- a. The boundaries of this service area shall be the boundaries of Electoral Area D/Rural Grand Forks combined with the City of Grand Forks as outlined on the plan attached as Schedule A.
- b. The participants of this service are Electoral Areas D/Rural Grand Forks and the City of Grand Forks.

3. COST APPORTIONMENT AND RECOVERY

- a. The costs of this service shall be apportioned amongst the participants on the basis the individual participant's relative share of the converted value of land and improvements in the service area.
- b. The costs for this service shall be recovered utilizing one or more of the following:
 - i. Property Value Taxation
 - ii. Fees and Charges
 - iii. Revenues raised pursuant to the Local Government Act or other legislation
 - iv. Revenues received by way of agreement, gift, enterprise, grant or otherwise.

4. SERVICE REVIEW AND DISPUTE RESOLUTION

- a. This service shall be reviewed in the fourth quarter of 2021 and every three years thereafter.
- b. The review will look at the effectiveness and value of the service.
- c. The costs of the scheduled service review shall be borne by the service, including any facilitation or consulting costs deemed appropriate by the participants.
- d. Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:
 - i. The leaving participant will still be responsible for their share of any existing debt or commitment.
 - ii. The leaving participant will have no claim on the assets of the service.
 - iii. The decision to leave the service must be communicated to the RDKB Board no later than July 1 of the year following the completion of the review and will take effect in the subsequent year.
- e. Should participant(s) representing 25% or more of the assessment base leave the service, and therefore make the service unsustainable, any assets of the service will be liquidated and allocated:
 - i. Firstly, to the reduction of any existing debt or commitments of the service
 - ii. Secondly, to the participants on the basis of the participating member's relative share of the previous year's converted assessment.
- f. Should any participant initiate service review outside of the schedule established herein, that participant will be responsible for all costs associated with the review, unless otherwise agreed to by at least 2/3's of the participants.

5. CITATION

- a. This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018".

Read a **FIRST and SECOND** time this 12th day of December, 2018.

Read a **THIRD** time this 12th day of December, 2018.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1698 cited as "Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018" as read a third time this 12th day of December, 2018.


 Manager of Corporate Administration/Corporate Officer

Written consent to adopt this bylaw dated _____ was received
 from the Director of Electoral Area D/Rural Grand Forks.

Written consent to adopt this bylaw dated _____ was
 received from the City of Grand Forks.

APPROVED by the Inspector of Municipalities this _____ day of _____, 2018.

RECONSIDERED AND ADOPTED this _____ day of _____, 2018.

 Chair

 Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1698 cited as the "Regional District of Kootenay Boundary Economic Development (Grand Forks Area) Service Establishment Bylaw No. 1698, 2018" as reconsidered and adopted this _____ day of _____, 2018.

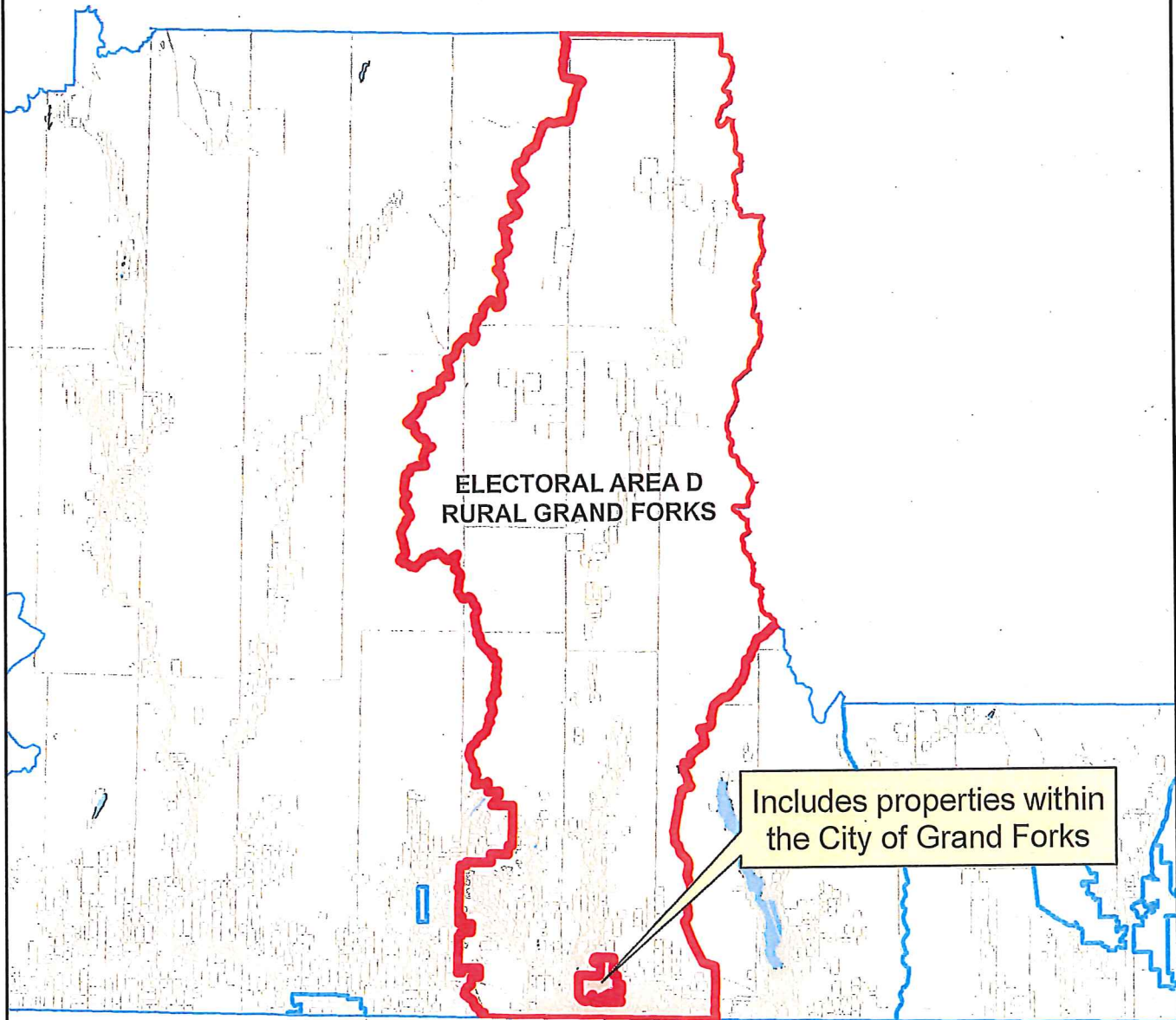
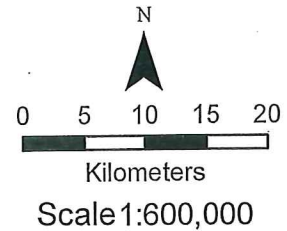
 Manager of Corporate Administration/Corporate Officer



Schedule A

Regional District of Kootenay Boundary
Grand Forks Area Economic Development
Service Establishment Bylaw No. 1698, 2018

Date: 2018/10/02

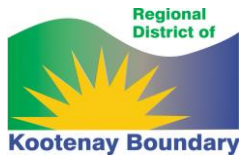


I hereby certify this Schedule A to be a true and
correct copy and that this Schedule A correctly
outlines the participating areas included in the
"Regional District of Kootenay Boundary Bylaw No. 1698."

Manager of Corporate Administration

12/12/18

Date



January 4, 2018

City of Grand Forks

Attn: Daniel Drexler, Corporate Officer

**Re: RDKB Bylaw No. 1698, 2018
RDKB Economic Development (Grand Forks Area)
Service Establishment**

RDKB Bylaw No. 1698 was given first, second and third readings by the RDKB Board of Directors on December 12, 2018 (Bylaw 1698 is attached for your information).

Pursuant to Sections 349(b) and 346 of the *Local Government Act*, Bylaw 1698 requires approval from two-thirds of the participants prior to it receiving Adoption by the RDKB Board of Directors.

Accordingly, the RDKB requires your Council to adopt the following resolution.

That the Municipal Council for the Corporation of the **City of**
[REDACTED] consents to the Regional District of Kootenay
Boundary Board of Directors adopting Bylaw No. 1698 being the "Regional
District of Kootenay Boundary Economic Development (Grand Forks Area)
Service Establishment Bylaw No. 1698, 2018."

Please refer this matter to your Council as soon as possible. Should your Council agree and adopt the resolution, I must receive a standalone written letter (can be attached to an email).

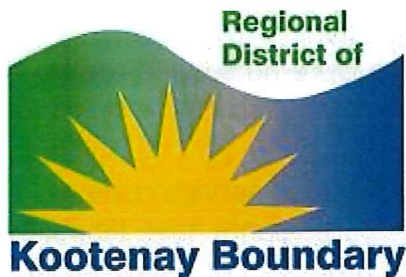
Thank you for your attention to this matter and as always, feel free to contact me should you have any questions etc.

Sincerely,

Theresa Lenardon,
Manager of Corporate Administration/Corporate Officer-FOIAPP Officer

TL

Encls.

**STAFF REPORT**

Date: 04 Jan 2018
To: Chair Russell and Boundary Community Development Committee
From: Mark Andison, Chief Administrative Officer
Re: Boundary Economic Development Service Review Process

File BEDS

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, outlining the service review provisions relating to the Boundary Economic Development Service pursuant to Service Establishment Bylaw No. 1389, 2009.

History/Background Factors

At its November meeting, the Boundary Community Development Committee directed staff to prepare a report outlining the service review process for the Boundary Economic Development Service. The original service establishment bylaw, Regional District of Kootenay Boundary Service Establishment Bylaw No. 1389, 2009 establishes the procedural framework for regular service reviews. It established that the first service review would occur in the fourth quarter of 2009 and every three years thereafter. Based on the review schedule dictated by the original service establishment bylaw, the service is due for a regular service review in 2018.

Implications

As the Province's attached service review document describes, there are three types of service review that regional districts may undertake: an informal review; a bylaw-based review; or a statutory review. For informal reviews, there is no tie-in to service withdrawal for participants - the process is simply intended to improve the functioning of the existing service. Service withdrawal may occur as a consequence of either a bylaw-based service review or a statutory service review. The benefit of having service review provisions included in the service establishment bylaw for the Boundary Economic Development Service is that they allow greater flexibility in how the participants design the service review process. The statutory service review

process, on the other hand, is strictly dictated by the provisions of the *Local Government Act* and would be the default process if there were no service review provisions included in the service establishment bylaw.

So, with the original service establishment bylaw having included service review provisions, the Boundary Economic Development Service participants have flexibility in how they may wish to proceed with the service review process. For bylaw-based reviews, it is the Board of Directors that initiates the service review process and either the Board or a Board-appointed steering committee is responsible for undertaking the service review process.

The attached service review document prepared by the Provincial government outlines some recommendations relating to the process.

The first step in the process would be for the Boundary Community Development Committee to recommend to the Board of Directors that the regular three-year service review, as dictated by the Boundary Economic Development Service Establishment Bylaw, be initiated.

Advancement of Strategic Planning Goals

The initiation of a service review in 2018, as dictated by Boundary Economic Development Service Establishment Bylaw No. 1389, advances the Board's strategic priorities to "...continue to focus on good management and governance" and "...review and measure service performance"

Background Information Provided

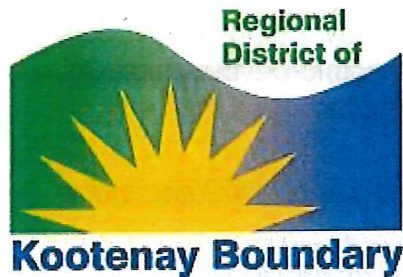
Regional Service Reviews: An Introduction

Alternatives

1. Recommend to Board of Directors that a service review be initiated for the Boundary Economic Development Service; or
2. Defer consideration of the service review pending further information.

Recommendation(s)

That the Boundary Community Development Committee recommend to the Board of Directors that a service review be undertaken in 2018 for the Boundary Economic Development Service pursuant to the service review provisions included in Service Establishment Bylaw No. 1389, 2009.

**STAFF REPORT****Date:** 27 Apr 2018**File**Boundary Economic
Development -
Service Review**To:** Chair McGregor and Members of
the Boundary Community
Development Committee**From:** Mark Andison, Chief Administrative
Officer**Re:** Boundary Economic Development
Service Review**Issue Introduction**

A staff report from Mark Andison, Chief Administrative Officer providing information relating to issues raised at the April 2018 BCDC meeting regarding the service review considerations for the Boundary Economic Development Service pursuant to Service Establishment Bylaw No. 1389, 2009.

History/Background Factors

At the April BCDC meeting, the Committee discussed two related issues regarding the future of the Boundary Economic Development Service:

1. the establishment of a regional advisory committee structure, including the options and anticipated outcomes relating to such a structure; and
2. the service review, and more specifically, what are the options for service structure and delivery given the expressed interest from Electoral Area 'E'/West Boundary in withdrawing from the regional service model and establishing its own stand-alone economic development service.

Jennifer Wetmore is providing a separate report outlining some options relating to a regional advisory committee structure. The viability of those options will need to be considered as the Committee reviews potential future service delivery models for economic development in the Boundary. It will likely be more difficult to institute a system of regional advisory committees if the participants decide to pursue a less regional form of service delivery in the future.

With respect to the service review for the Boundary Economic Development Service, the terms of the review process are established in RDKB Economic Development Service Establishment Bylaw No. 1389, 2009. The bylaw states:

1. *This service review shall be reviewed in the fourth quarter of 2009 and every three years thereafter.*
2. *The review will look at the effectiveness and value of the service.*
3. *The costs of the scheduled service review shall be borne by the service, including any facilitation or consulting costs deemed appropriate by the participants.*
4. *Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:*
 - a. *the leaving participant will still be responsible for their share of any existing debt or commitment.*
 - b. *the leaving participant will have no claim on the assets of the service.*
5. *Should enough participants leave the service as to make the service unsustainable, any assets of the service will be liquidated and allocated:*
 - a. *Firstly, to the reduction of any existing debt or commitments of the service*
 - b. *Secondly, to the participants on the basis of the participating member's relative share of the 2008 converted assessment.*
6. *Should any participant initiate service review outside of the schedule established herein, that participant will be responsible for all costs associated with the review, unless otherwise agreed to by at least 2/3 of the participants.*

With the original service establishment bylaw having included these service review provisions, the Boundary Economic Development Service participants have flexibility in how they may wish to proceed with the service review process. For bylaw-based reviews, it is the Board of Directors that initiates the service review process and either the Board or a Board-appointed steering committee is responsible for undertaking the service review process. The first step in the process was taken at the January 25, 2018 meeting when the Board of Directors passed the following resolution:

"That the Regional District of Kootenay Boundary Board of Directors approves a service review be undertaken in 2018 for the Boundary Economic Development Service pursuant to the service review provisions included in Service Establishment Bylaw No. 1389, 2009."

Based upon the discussion at the April BCDC meeting, it appears that the Committee is most interested at this point in reviewing options for the provision of economic development services in the Boundary moving forward.

Service Delivery Options

Status Quo: Currently, the Boundary Economic Development Service provides a regional level of service to five participating municipalities and electoral areas. A regional service model provides opportunities for collaboration and has proven to be an advantageous model for attracting grant funds, as many grant programs include regional collaboration as one funding criteria. There are economies of scale in having multiple participants included in the service. Sharing the costs of contracting with Community Futures for service administration allows the participants to share the costs of a single contract administrator to manage both service area-wide projects and those that are more localized. The disadvantage of the regional model, as articulated by Director Gee at the April meeting, is that individual service participants have limited autonomy in promoting and funding area-specific initiatives (eg. Big White) that are viewed by other participants as having limited benefit to their areas.

Four-Participant Service, excluding Electoral Area 'E'/West Boundary:

At this point, Electoral Area 'E'/West Boundary is the only participant that has expressed an interest in leaving the Boundary Economic Development Service. As noted above, the Service Establishment Bylaw states: *Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:*

- a. *the leaving participant will still be responsible for their share of any existing debt or commitment.*
- b. *the leaving participant will have no claim on the assets of the service.*

A possible outcome of the service review process might be an amendment to the Service Establishment Bylaw to exclude Electoral Area 'E'/West Boundary as a service participant. The service could then continue operate with the remaining four participants without the requisition revenue contributed by Electoral Area 'E'/West Boundary. However, Electoral Area 'E'/West Boundary contributes 48.5% of the requisition revenue to the service (2018), so the loss of that revenue may have a significant impact upon the ability of the service to operate as it has in the past, without increased taxation revenue from the remaining participants in the service.

In terms of process, this option would entail the Electoral Area 'E'/West Boundary notifying the other participants of its intent to leave the service, providing enough time to draft and adopt a service establishment bylaw amendment before the end of 2018. The remaining members would then have to determine whether they wish to remain in a four-participant Boundary Economic Development Service. If other participants also decide to leave the service, that information will also need to be provided early to ensure that a bylaw to either amend or rescind the service establishment bylaw can be adopted by the end of 2018.

Rescind Service Establishment Bylaw No. 1389, 2009: Should enough participants wish to leave the service so as to make the service unsustainable, it may be necessary to simply rescind the RDKB Economic Development Service Establishment Bylaw No. 1389, 2009. Once again, direction from the participants to rescind bylaw would need to be provided in a timely manner in order to provide sufficient time to rescind the bylaw before the end of 2018. This option would effectively terminate the provision of a regional economic development service to the Boundary, leaving the option open for individual communities or partnering communities to pursue more localized economic development services. This would not necessarily completely eliminate opportunities for communities to collaborate with one another on economic development initiatives, but any such arrangements or relationships would be less formal. Several individual economic development services could operate independently of one another in the Boundary, but participate together at some form of regional table to facilitate cooperation between the services on regional-level projects and initiatives (eg. TOTA, Boundary Regional Trails Master Plan, Okanagan Film Commission, etc.). Without a core regional service though, there may be additional administrative and coordination challenges associated with pursuing those types of initiatives without a shared financial and administrative structure to work within. (i.e. the regional service).

Implications

Depending on which of the service delivery options is selected by the various participants, the implications will vary.

Pursuing the status quo option, and perhaps building on the achievements of the current service delivery model with the establishment of regional advisory committees to help direct the activities of the service, would be most straightforward of the options. The Boundary Economic Development Service has evolved over the years to provide a number of economic development services and to sponsor a range of regional projects. There is a current contract in place with Community Futures to provide administrative and project management services over the next three years.

Any change in the composition of the service will require a review of the initiatives and projects currently undertaken under the Boundary Economic Development Service. The contract with Community Futures is based upon the current composition of the service and the tax requisitions that fund the existing service. Changes to the service and the potential of establishing new, more localized services would trigger a re-consideration of the Community Futures contract, funding arrangements, and staffing related to any new service arrangement. There would be considerably more work generated by the establishment of new services than simply establishing, rescinding and/or amending service establishment bylaws. Such

processes and considerations will likely be quite time-consuming and will require a considerable amount of staff involvement. As a contracted service, the Boundary Economic Development Service has a very limited allocation of RDKB staff time to the service within the budget. In fact, the Board fee is the only real allocation of funding for staff time to the service, amounting to \$4,323 in 2018. The work entailed in overhauling the economic development service delivery model in the Boundary hasn't been included in the 2018 service work plan.

Advancement of Strategic Planning Goals

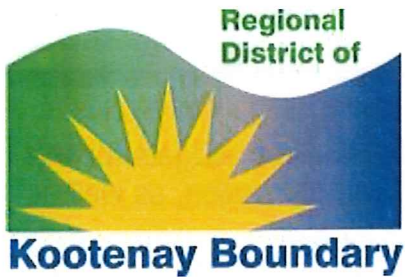
Reviewing the Boundary Economic Development Service on a regular basis, as per the service review provisions of RDKB Service Establishment Bylaw No. 1389, 2009, advances the Board of Directors strategic objective to "... review and measure service performance."

Background Information Provided**Alternatives**

1. Receive the staff report.
2. Provide direction to provide further information.
3. Defer consideration.

Recommendation(s)

That the staff report from Mark Andison, Chief Administrative Officer, regarding Boundary Economic Development Service review options be received.



STAFF REPORT

Date: 16 Nov 2018

File

Boundary Economic
Development Service
Review

To: Chair McGregor and Members of
the Boundary Community
Development Committee

From: Mark Andison, Chief Administrative
Officer

Re: Boundary Economic Development
Service Review - Establishment of
Local and Regional Services

Issue Introduction

A staff report from Mark Andison, CAO providing further information relating to the establishment of distinct local and regional economic development services in the Boundary.

History/Background Factors

There have been questions raised in the past as to whether an electoral area may participate in two separate economic development services. The "Option 4" model (attached), which has been suggested as an alternative to the existing model of economic development service delivery in the Boundary, would entail the electoral areas participating in both a local economic development service as well as a broader regional economic development service. Staff has received written confirmation that the structure envisioned under "Option 4" would be acceptable from the perspective of the Ministry of Municipal Affairs and Housing.

At it last service review meeting, the participants in the Boundary Economic Development Service requested staff to draft the necessary service establishment and amendment bylaws, as well as some initial draft budgets for review. Since the last meeting, staff at the Ministry of Municipal Affairs and Housing have reviewed the draft service establishment bylaws and have deemed them acceptable.

Implications

Attached to this report are the draft bylaws and initial versions of budgets for the four potential Boundary economic development services for discussion, as well as the conceptual framework that is being considered.

Advancement of Strategic Planning Goals

Continuing to discuss alternative models for the delivery of economic development services in the Boundary advances the Board's strategic objective of continuing to focus on good management and governance.

Background Information Provided

1. Local & Regional Boundary Economic Development Services Framework
2. Draft service establishment and amendment bylaws.
3. Initial budgets for the services for discussion.

Alternatives

N/A

Recommendation(s)

That the participants in the Boundary Economic Development Service review the draft bylaws and budgets relating to a the proposed structure for the delivery of economic development in the Boundary and provide direction.



**REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN**

**EXHIBIT NO XXX
ECONOMIC DEVELOPMENT - GRAND FORKS & ELECTORAL AREA 'D'**

PARTICIPANTS: Grand Forks, & Electoral Area 'D'

	PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET	
							\$	%
REVENUE								
Property Tax Requisition	2	0	0	0	0	48,463	48,463	0.00
11 210 100 Federal Grant In Lieu	3	0	0	0	0	0	0	0.00
11 210 172 Government/Agency Grants	4	0	0	0	0	0	0	0.00
11 590 159 Miscellaneous Revenue	5	0	0	0	0	0	0	0.00
11 911 100 Previous Year's Surplus	6	0	0	0	0	0	0	0.00
11 921 205 Revenue From Reserve	7	0	0	0	0	0	0	0.00
Total Revenue		0	0	0	0	48,463	48,463	0.00
EXPENDITURE								
12 698 210 Travel & Conference & Admin	8	0	0	0	0	0	0	0.00
12 698 226 Contracted Services	9	0	0	0	0	20,000	20,000	0.00
12 698 229 B.E.D.C. Projects	10	0	0	0	0	27,000	27,000	0.00
12 698 230 Board Fee	11	0	0	0	0	1,463	1,463	0.00
12 698 239 Memberships	12	0	0	0	0	0	0	0.00
12 698 570 Community Tourism Prgm Projects	13	0	0	0	0	0	0	0.00
12 698 741 Contribution To Reserve	14	0	0	0	0	0	0	0.00
12 698 990 Previous Year's Deficit	15	0	0	0	0	0	0	0.00
Total Expenditure		0	0	0	0	48,463	48,463	0.00
Surplus (Deficit)		0	0	0	0			

2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
36,492	36,522	36,553	36,584
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
36,492	36,522	36,553	36,584
0	0	0	0
20,000	20,000	20,000	20,000
15,000	15,000	15,000	15,000
1,492	1,522	1,553	1,584
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
36,492	36,522	36,553	36,584

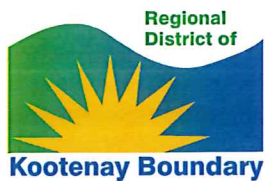
REGIONAL DISTRICT OF KOOTENAY BOUNDARY

Five Year Financial Plan

Name	Property Tax Requisition	2019 Budget		2020 Budget		2021 Budget		2022 Budget		2023 Budget
2018 Actual	Description	Amount		Amount		Amount		Amount		Amount
-	11 830 200 XXX Grand Forks	27,414	#DIV/0!	20,643		20,659		20,677		20,694
-	11 830 904 XXX EA 'D' / Rural Grand Forks	21,049	#DIV/0!	15,850		15,863		15,876		15,889
-	Sub	48,463		36,492		36,522		36,553		36,584
	This Year Requisition	48,463		36,492		36,522		36,553		36,584
		48,463		36,492		36,522		36,553		36,584

8988.28

Notes:



From the desk of:
Roly Russell,
Director-Electoral Area 'D'/ Rural
Grand Forks
5800 Edwards Road,
Grand Forks, B.C. V0H 1H9
250-442-5840



January 4, 2019

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC V1R 4S8

**Attn: Board of Directors,
Regional District of Kootenay Boundary**

**Re: Letter of Consent
Economic Development (Grand Forks Area)
Service Establishment Bylaw No. 1698, 2018**

Pursuant to Section 347 (2) of the *Local Government Act*, I Roly Russell, Director, RDKB Electoral Area 'D'/Rural Grand Forks do hereby consent to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1698, 2018 being the:

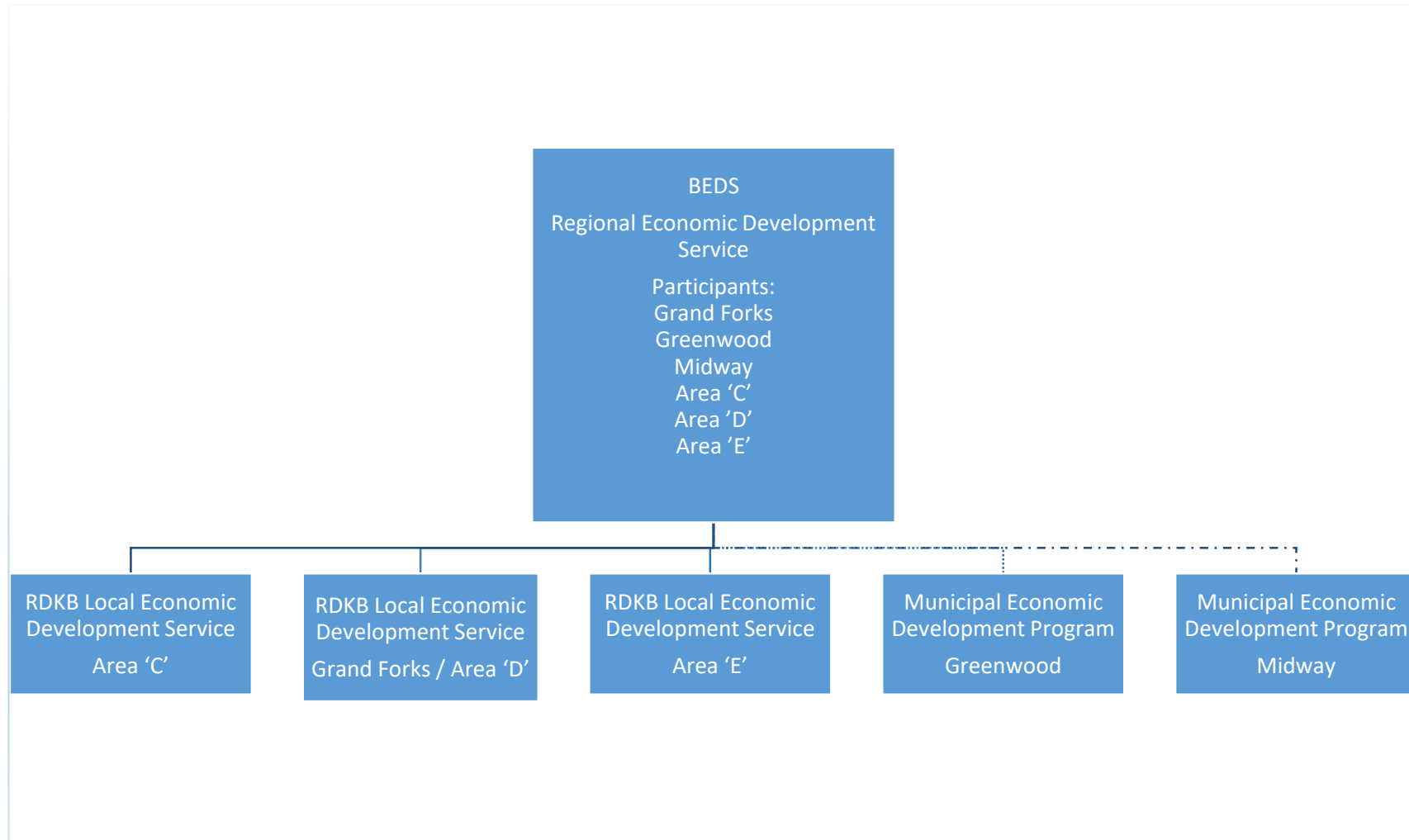
"Regional District of Kootenay Boundary Economic Development
(Grand Forks Area) Service Establishment Bylaw No. 1698, 2018."

Sincerely,

A handwritten signature in blue ink, appearing to read "Roly Russell".

Roly Russell,
Director, RDKB Electoral Area 'D'/Rural Grand Forks

Conceptual Framework for Economic Development Services in the Boundary



Regional vs Local Projects

BEDS	
Boundary Regional Economic Development Service	
Projects/Costs (using 2018 budget numbers):	
Contract Service Delivery	\$60,000
Advertising	\$5,000
TOTA Funding	\$20,000
Recreation Trails Master Plan	\$44,685
Ag Plan Update – Food Security	\$10,900
Boundary Museum Society	\$2,000
Tri-Regional District Ag Project	<u>\$63,000</u>
TOTAL:	\$182,740



Request for Decision



To: Regular Meeting
From: **Corporate Services / RDKB**
Date: January 28, 2019
Subject: RDKB Bylaw No. 1699 Boundary Economic Development Service Amendment
Recommendation: **THAT the Municipal Council for the Corporation of the City of Grand Forks consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1699 being the “Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1699, 2018.”**

Background

The RDKB Boundary Community Development Committee discussed various economic development service models for the Boundary and decided to undertake the following:

1. Create a new Econ Dev Service for only RDKB Electoral Area E/West Boundary,
2. Create a new Econ Dev Service for only Area D and the City of GF (Bylaw 1698) (this bylaw was subject to an earlier report at tonight's meeting), and
3. Amend the original Boundary Econ Dev Service Establishment Bylaw 1389 (attached) with bringing Area C back into the Service (Area C withdrew from the Service via 1517 in 2012/2013). That amending bylaw is presented tonight as RDKB Bylaw No. 1699

The RDKB Board of Directors gave all three of the aforementioned Bylaws first, second and third readings on Dec.12, 2018. The RDKB is now seeking consent from the service participants to adopt bylaw 1699 (and 1698 earlier tonight).

The total budget for the service is expected to be \$90,555 for 2019 and reduces to ~\$42,500 in the following years.

The City's portion collected through requisition would be \$17,198 for 2019, and reduces to ~\$7,900 in the following years.

Attached are the original service establishment bylaw 1389, the Area C withdrawal Bylaw 1517, the proposed new Boundary Economic Development Service Establishment Amendment Bylaw 1699, RDKB staff reports for background information, and the Conceptual Model for the service delivery.

Benefits or Impacts

General

To provide a regional Economic Development Service for the Boundary Region.

Strategic Impact



Community Engagement

- Partnership with Area D



Economic Growth

- Adds Area C to the already existing Boundary wide Economic Development Service



Fiscal Responsibility

- Leveraging regional funding to provide a shared service

Policy/Legislation

RDKB Bylaws 1389, 1517, 1698, 1699

Attachments

RDKB Bylaw 1389

RDKB Bylaw 1517

RDKB Bylaw 1699

RDKB – Letter of Consent request for Bylaw 1699

RDKB Staff Report Jan 4, 2018

RDKB Staff Report Apr 27, 2018

RDKB Staff Report Nov 16, 2018

RDKB Budget for the Service

RDKB Consent from Area D

RDKB Conceptual Model

Recommendation

THAT the Municipal Council for the Corporation of the City of Grand Forks consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1699 being the “Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1699, 2018.”

Options

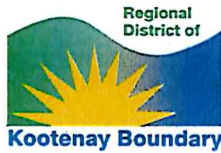
1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	RFD 2019 - RDKB Bylaw No. 1699 Economic Development Service Amendment.docx
Attachments:	<ul style="list-style-type: none">- 1 - RDKB Bylaw 1389 2008-Boundary Econ Dev Service Establishment Bylaw.pdf- 2 - RDKB Bylaw 1517-Amending Bylaw1389-Area C Wthdraw Boundary EconDev-2012.pdf- 3 - RDKB Bylaw 1699-Area C-Serv Establishment Amendment.pdf- 4 - RDKB Letter-GF-Consent-Bylaw 1699-Amending Boundary EconDev-Bylaw1389-Dec 14_18.pdf- 5 - RDKB Boundary EconDev-Jan 4 2018 Staff Report.pdf- 6 - RDKB Boundary EconDev-April 27 2018 Staff Report.pdf- 7 - RDKB Boundary EconDev-Nov 16 2018 Staff Reports.pdf- 8 - BEDS Service Budget With Area C.pdf- 9 - RDKB Bylaw No. 1699-Consent to Adopt-Areas C-D-E-Jan_19.pdf- RDKB - Boundary Economic Development Conceptual Model.pdf
Final Approval Date:	Jan 31, 2019

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

Diane Heinrich - Jan 31, 2019 - 11:08 AM



BYLAW NO. 1389

A Bylaw of the Regional District of Kootenay Boundary, in the Province of British Columbia, to establish an Economic Development Service in the Boundary.

WHEREAS pursuant to the provisions of the *Local Government Act*, being Chapter 323 of the Revised Statutes of British Columbia and amendments thereto, a Board may by Bylaw establish a service for the promotion of economic development;

AND WHEREAS the Board of Directors has deemed it appropriate to establish different terms from those outlined in the *Local Government Act* for service review and service withdrawal;

AND WHEREAS the Board of Directors has deemed it appropriate to accept consent to adopt this bylaw from both the municipal and electoral area participating areas;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled, enacts as follows:

1. CITATION

- a. This bylaw may be cited for all purposes as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008."

2. ESTABLISHMENT AND DESCRIPTION OF SERVICE

- a. The Board of Directors of the Regional District of Kootenay Boundary hereby establishes a service for the promotion of economic development in the Boundary communities to be known as the "Boundary Economic Development Service".
- b. This service shall provide for the promotion of economic development in the Boundary communities and, for that purpose, the Board of the Regional District of Kootenay Boundary, or its designates, is empowered and authorized to do all things necessary, including, without limiting the generality of the foregoing, obtaining required permits and licenses, employing staff, purchasing equipment or services, and entering into contracts for the purposes of the Boundary Economic Development Service.

3. SERVICE BOUNDARIES AND PARTICIPANTS

- a. The boundaries of this service shall be the boundaries of Electoral Areas C, D, and E and inclusive of the Cities of Greenwood and Grand Forks and the Village of Midway as outlined on the plan attached as Schedule 'A'.
- b. The participants of this service are Electoral Area C, Electoral Area D, Electoral Area E, the Village of Midway, the City of Greenwood, and the City of Grand Forks.

4. COST RECOVERY

- a. The costs for this service shall be recovered utilizing one or more of the following:
 - i. Property Value Taxation
 - ii. Fees and Charges
 - iii. Revenues raised pursuant to the Local Government Act or other legislation
 - iv. Revenues received by way of agreement, gift, enterprise, grant or otherwise.

5. SERVICE REVIEW AND DISPUTE RESOLUTION

- a. This service shall be reviewed in the fourth quarter of 2009 and every three years thereafter.
- b. The review will look at the effectiveness and value of the service.
- c. The costs of the scheduled service review shall be borne by the service, including any facilitation or consulting costs deemed appropriate by the participants.
- d. Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:
 - i. The leaving participant will still be responsible for their share of any existing debt or commitment.
 - ii. The leaving participant will have no claim on the assets of the service.
- e. Should enough participants leave the service as to make the service unsustainable, any assets of the service will be liquidated and allocated:
 - i. Firstly, to the reduction of any existing debt or commitments of the service
 - ii. Secondly, to the participants on the basis of the participating member's relative share of the 2008 converted assessment.
- f. Should any participant initiate service review outside of the schedule established herein, that participant will be responsible for all costs associated with the review, unless otherwise agreed to by at least 2/3's of the participants.

Read a **FIRST** time this 30th day of October, 2008.

Read a **SECOND** time this 30th day of October, 2008.

Read a **THIRD** time this 30th day of October, 2008.

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1389 cited as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008".


 Director of Corporate Administration

Written consent to adopt this bylaw was received from the Director of Electoral Area C the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the Director of Electoral Area D the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the Director of Electoral Area E the 18th day of December, 2008.

Written consent to adopt this bylaw was received from the City of Grand Forks the 6th day of January, 2009.

Written consent to adopt this bylaw was received from the City of Greenwood the 16th day of January, 2009.

Written consent to adopt this bylaw was received from the Village of Midway the 5th day of January, 2009.

APPROVED by the Inspector of Municipalities this 4th day of February, 2009.

RECONSIDERED AND FINALLY ADOPTED this 26th day of February, 2009.

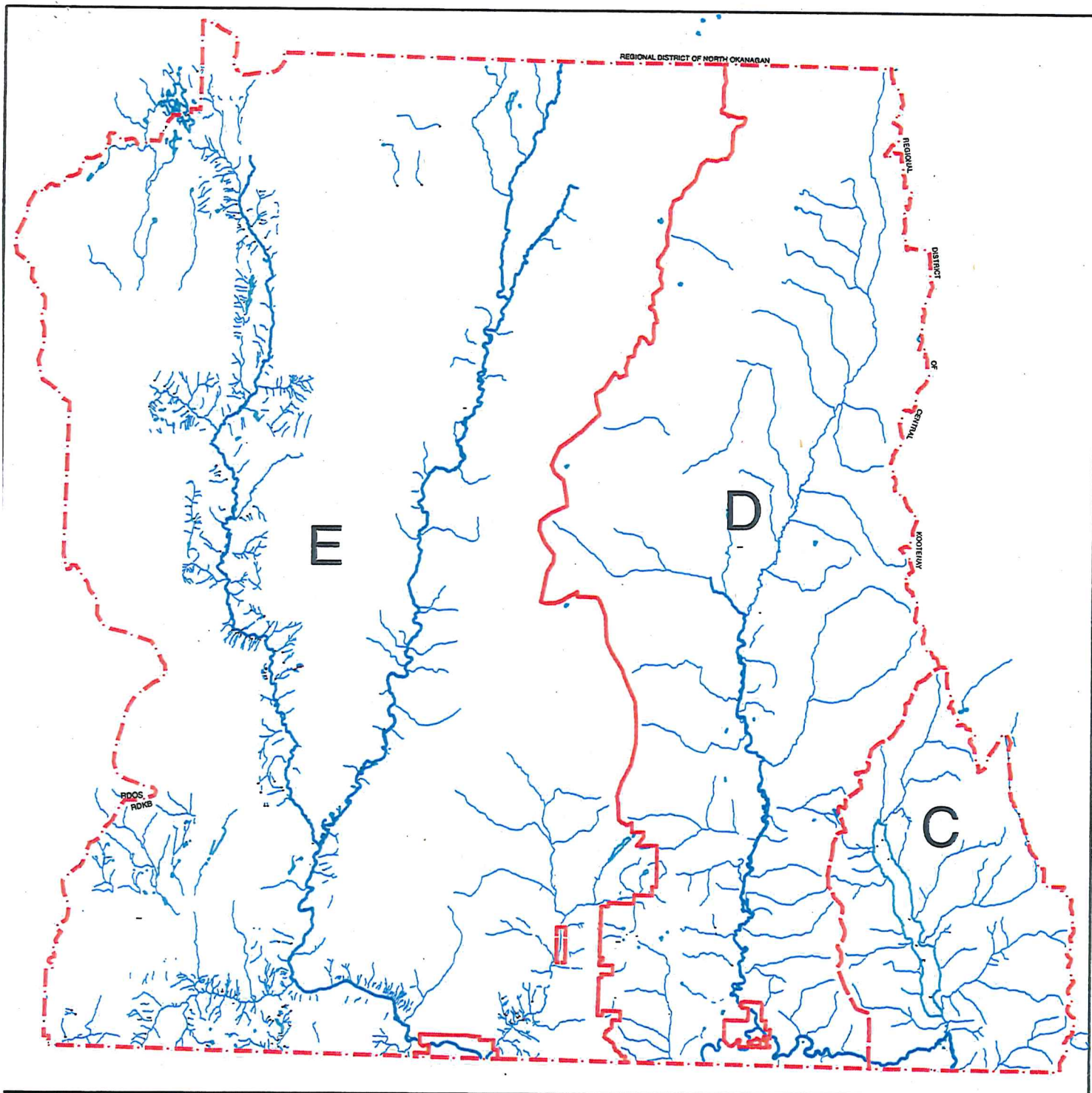

 Chair


 Director of Corporate Administration

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Regional District of Kootenay Boundary Bylaw No. 1389 cited as the "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Bylaw No. 1389, 2008" as reconsidered and finally adopted this 26th day of February, 2009.



Director of Corporate Administration



I hereby certify this Schedule A to be a true and correct copy and that this Schedule A correctly outlines the properties to be included in the Boundary Economic Development Service Establishment Bylaw "Regional District of Kootenay Boundary Bylaw No. 1389."



Scale

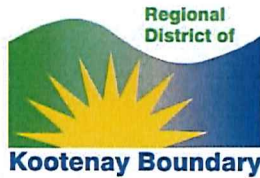
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Agenda Page 54 of 176

J. Kumar

Oct. 30/08

Director of Corporate Administration



REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BYLAW NO. 1517

A Bylaw to amend Bylaw No. 1389 cited as a Bylaw to establish an Economic Development Service in the Boundary, to exclude Electoral Area 'C'.

WHEREAS the Regional District of Kootenay Boundary established a service for the promotion of economic development within the Boundary of the Regional District of Kootenay Boundary with the adoption of Bylaw No. 1389;

AND WHEREAS the participants within the service were the Corporation of the City of Grand Forks, the Corporation of the City of Greenwood, the Corporation of the Village of Midway and Electoral Areas 'C', 'D' & 'E';

AND WHEREAS the Director for Electoral Area 'C' has requested that Electoral Area 'C' be allowed to withdraw from the service;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors wishes to amend Bylaw No. 1389 to allow the withdrawal of Electoral Area 'C' from the service area;

AND WHEREAS the Regional District of Kootenay Boundary has received the written approval from the Corporation of the City of Grand Forks, the Corporation of the City of Greenwood, and Electoral Areas 'C', 'D' & 'E' to amend Bylaw No. 1389;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled enacts as follows:

1. This bylaw may be cited as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1517, 2012."
2. Bylaw No. 1389 is hereby amended as follows:

Section No. 3 a. & b. shall read:

- a. The boundaries of the service shall be the boundaries of Electoral Areas 'D' & 'E' and inclusive of the Corporation of the City of Grand Forks, the Corporation of the City of Greenwood and the Corporation of the Village of Midway as outlined on the Plan attached as Schedule 'A'.
- b. The participants of this service are Electoral Areas 'D' & 'E', the Corporation of the City of Grand Forks, the Corporation of the City of Greenwood and the Corporation of the Village of Midway.

Read a **FIRST** time this 6th day of December, 2012.

Read a **SECOND** time this 6th day of December, 2012.

Read a **THIRD** time this 6th day of December, 2012.

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1517, 2012 cited as “Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1517, 2012” as read a third time this 6th day of December, 2012.



Director of Corporate Administration

Written consent to adopt this bylaw was received from the Director of Electoral Area ‘C’.

Written consent to adopt this bylaw was received from the Director of Electoral Area ‘D’.

Written consent to adopt this bylaw was received from the Director of Electoral Area ‘E’.

Written consent to adopt this bylaw was received from the Corporation of the City of Grand Forks .

Written consent to adopt this bylaw was received from the Corporation of the City of Greenwood.

APPROVED by the Inspector of Municipalities this 18th day of December, 2012.

RECONSIDERED, finally passed and adopted this 31st day of January, 2012.




Chair

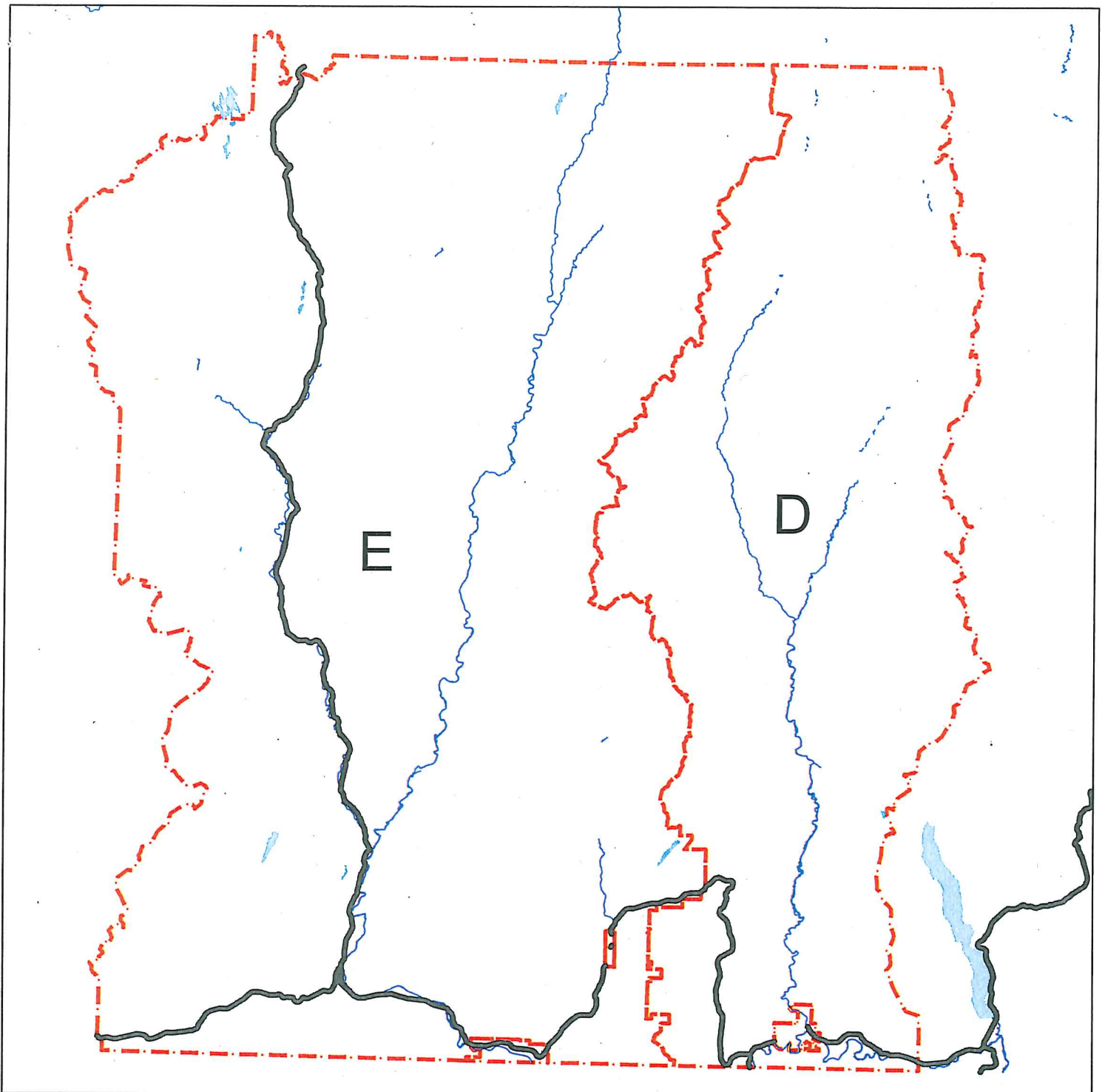


Director of Corporate Administration

I, Elaine Kumar, Director of Corporate Administration of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1517, 2012 cited as “Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1517, 2012” as reconsidered and finally adopted this 31st day of January, 2012.



Director of Corporate Administration



I hereby certify this Schedule A to be a true and correct copy and that this Schedule A correctly outlines the properties to be included in the Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1517, 2012."

L. Kumar

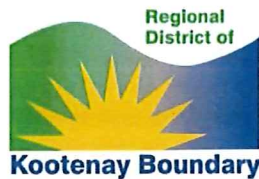
Director of Corporate Administration

Dec. 6/12

Date



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REGIONAL DISTRICT OF KOOTENAY BOUNDARY

BYLAW NO. 1699

A Bylaw to amend Bylaw No. 1389 cited as a Bylaw to establish an Economic Development Service in the Boundary, to include Electoral Area 'C'/Christina Lake.

WHEREAS the Regional District of Kootenay Boundary established a service for the promotion of economic development within the Boundary of the Regional District of Kootenay Boundary with the adoption of Bylaw No. 1389, 2008;

AND WHEREAS the participants within the service are the Corporation of the City of Grand Forks, the Corporation of the City of Greenwood, the Corporation of the Village of Midway and Electoral Area D/Rural Grand Forks and Electoral Area 'E'/West Boundary;

AND WHEREAS the Director for Electoral Area 'C'/Christina Lake has requested that Electoral Area 'C'/Christina Lake be allowed to join the service;

AND WHEREAS the Regional District of Kootenay Boundary Board of Directors wishes to amend Bylaw No. 1389, 2008 to allow the addition of Electoral Area 'C'/Christina Lake to the service area;

AND WHEREAS the Regional District of Kootenay Boundary has received the written approval from: the City of Grand Forks; the City of Greenwood; the Village of Midway; Electoral Area 'C'/Christina Lake; Electoral Area 'D'/Grand Forks; and Electoral Area 'E'/West Boundary to amend Bylaw No. 1389, 2008;

NOW THEREFORE BE IT RESOLVED that the Board of the Regional District of Kootenay Boundary, in open meeting assembled enacts as follows:

1. AMENDMENT

Bylaw No. 1389, 2008 is hereby amended as follows:

Section No. 3 a. and b. shall be amended to read:

- a. The boundaries of this service shall be the boundaries of Electoral Areas 'C'/Christina Lake, Electoral Area D/Rural Grand Forks, Electoral Area E/West Boundary and inclusive of the Cities of Greenwood and Grand Forks and the Village of Midway as outlined on the plan attached as Schedule A.
- b. The participants of this service are Electoral Area C/Christina Lake, Electoral Area D/Rural Grand Forks, Electoral Area E/West Boundary, the Village of Midway, the City of Greenwood, and the City of Grand Forks.

2. CITATION

This bylaw may be cited as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1699, 2018."

Read a **FIRST and SECOND** time this 12th day of December, 2018.

Read a **THIRD** time this 12th day of December, 2018.

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1699, 2018 cited as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1699, 2018" as read a third time this 12th day of December, 2018.


Manager of Corporate Administration/Corporate Officer

Written consent to adopt this bylaw dated _____ was
received from the Director of Electoral Area C/Christina Lake.

Written consent to adopt this bylaw dated _____ was
received from the Director of Electoral Area D/Rural Grand Forks.

Written consent to adopt this bylaw dated _____ was
received from the Director of Electoral Area E/West Boundary.

Written consent to adopt this bylaw dated _____ was
received from the Corporation of the City of Grand Forks.

Written consent to adopt this bylaw dated _____ was
received from the Corporation of the City of Greenwood.

Written consent to adopt this bylaw dated _____ was
received from the Corporation of the Village of Midway.

APPROVED by the Inspector of Municipalities this _____ day of _____, 2018.

RECONSIDERED AND ADOPTED this day of , 2018.

Chair

Manager of Corporate Administration/Corporate Officer

I, Theresa Lenardon, Manager of Corporate Administration/Corporate Officer of the Regional District of Kootenay Boundary, do hereby certify the foregoing to be a true and correct copy of Bylaw No. 1699, 2018 cited as "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1699, 2018" as reconsidered and adopted this day of , 2018.

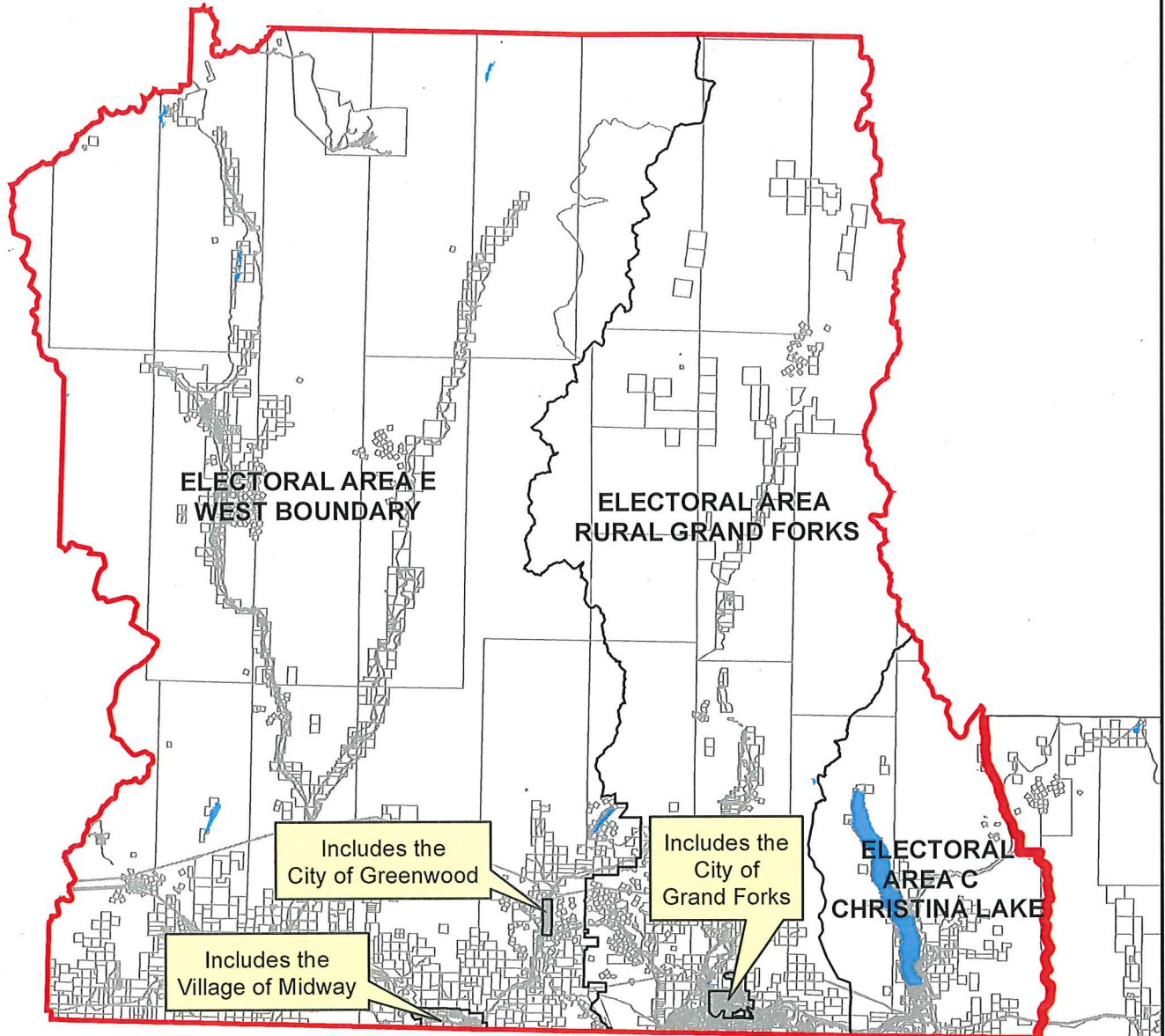
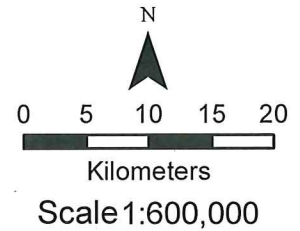
Manager of Corporate Administration/Corporate Officer



Schedule A

Regional District of Kootenay Boundary
Economic Development (Boundary) Service
Establishment Amendment Bylaw No. 1699, 2018

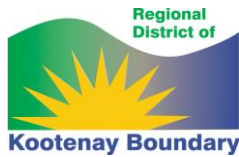
Date: 2018/10/02



I hereby certify this Schedule A to be a true and correct copy and that this Schedule A correctly outlines the participating areas included in the "Regional District of Kootenay Boundary Bylaw No. 1699."

Manager of Corporate Administration

Date



January 7 2019

City of Grand Forks

Attn: Daniel Drexler, Corporate Officer

**Re: RDKB Bylaw No. 1699, 2018
RDKB Economic Development (Boundary)
Service Establishment Amendment**

RDKB Bylaw No. 1699 was given first, second and third readings by the RDKB Board of Directors on December 12, 2018 (Bylaw 1699 is attached for your information).

Pursuant to Sections 349(b) and 346 of the *Local Government Act*, Bylaw 1699 requires approval from two-thirds of the participants prior to it receiving Adoption by the RDKB Board of Directors.

Accordingly, the RDKB requires your Council to adopt the following resolution.

That the Municipal Council for the Corporation of the City of [redacted] consents to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1699 being the "Regional District of Kootenay Boundary Economic Development (Boundary) Service Establishment Amendment Bylaw No. 1699, 2018."

Should your Council agree and adopt the resolution, I must receive a standalone written letter (can be attached to an email).

Thank you for your attention to this matter and as always, feel free to contact me should you have any questions etc.

Sincerely,

A handwritten signature in black ink, appearing to read "Theresa Lenardon".

Theresa Lenardon,
Manager of Corporate Administration/Corporate Officer-FOIAPP Officer

TL
Encls.

**STAFF REPORT**

Date: 04 Jan 2018
To: Chair Russell and Boundary Community Development Committee
From: Mark Andison, Chief Administrative Officer
Re: Boundary Economic Development Service Review Process

File BEDS

Issue Introduction

A staff report from Mark Andison, Chief Administrative Officer, outlining the service review provisions relating to the Boundary Economic Development Service pursuant to Service Establishment Bylaw No. 1389, 2009.

History/Background Factors

At its November meeting, the Boundary Community Development Committee directed staff to prepare a report outlining the service review process for the Boundary Economic Development Service. The original service establishment bylaw, Regional District of Kootenay Boundary Service Establishment Bylaw No. 1389, 2009 establishes the procedural framework for regular service reviews. It established that the first service review would occur in the fourth quarter of 2009 and every three years thereafter. Based on the review schedule dictated by the original service establishment bylaw, the service is due for a regular service review in 2018.

Implications

As the Province's attached service review document describes, there are three types of service review that regional districts may undertake: an informal review; a bylaw-based review; or a statutory review. For informal reviews, there is no tie-in to service withdrawal for participants - the process is simply intended to improve the functioning of the existing service. Service withdrawal may occur as a consequence of either a bylaw-based service review or a statutory service review. The benefit of having service review provisions included in the service establishment bylaw for the Boundary Economic Development Service is that they allow greater flexibility in how the participants design the service review process. The statutory service review

process, on the other hand, is strictly dictated by the provisions of the *Local Government Act* and would be the default process if there were no service review provisions included in the service establishment bylaw.

So, with the original service establishment bylaw having included service review provisions, the Boundary Economic Development Service participants have flexibility in how they may wish to proceed with the service review process. For bylaw-based reviews, it is the Board of Directors that initiates the service review process and either the Board or a Board-appointed steering committee is responsible for undertaking the service review process.

The attached service review document prepared by the Provincial government outlines some recommendations relating to the process.

The first step in the process would be for the Boundary Community Development Committee to recommend to the Board of Directors that the regular three-year service review, as dictated by the Boundary Economic Development Service Establishment Bylaw, be initiated.

Advancement of Strategic Planning Goals

The initiation of a service review in 2018, as dictated by Boundary Economic Development Service Establishment Bylaw No. 1389, advances the Board's strategic priorities to "...continue to focus on good management and governance" and "...review and measure service performance"

Background Information Provided

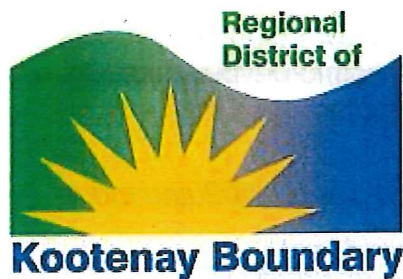
Regional Service Reviews: An Introduction

Alternatives

1. Recommend to Board of Directors that a service review be initiated for the Boundary Economic Development Service; or
2. Defer consideration of the service review pending further information.

Recommendation(s)

That the Boundary Community Development Committee recommend to the Board of Directors that a service review be undertaken in 2018 for the Boundary Economic Development Service pursuant to the service review provisions included in Service Establishment Bylaw No. 1389, 2009.

**STAFF REPORT****Date:** 27 Apr 2018**File**Boundary Economic
Development -
Service Review**To:** Chair McGregor and Members of
the Boundary Community
Development Committee**From:** Mark Andison, Chief Administrative
Officer**Re:** Boundary Economic Development
Service Review**Issue Introduction**

A staff report from Mark Andison, Chief Administrative Officer providing information relating to issues raised at the April 2018 BCDC meeting regarding the service review considerations for the Boundary Economic Development Service pursuant to Service Establishment Bylaw No. 1389, 2009.

History/Background Factors

At the April BCDC meeting, the Committee discussed two related issues regarding the future of the Boundary Economic Development Service:

1. the establishment of a regional advisory committee structure, including the options and anticipated outcomes relating to such a structure; and
2. the service review, and more specifically, what are the options for service structure and delivery given the expressed interest from Electoral Area 'E'/West Boundary in withdrawing from the regional service model and establishing its own stand-alone economic development service.

Jennifer Wetmore is providing a separate report outlining some options relating to a regional advisory committee structure. The viability of those options will need to be considered as the Committee reviews potential future service delivery models for economic development in the Boundary. It will likely be more difficult to institute a system of regional advisory committees if the participants decide to pursue a less regional form of service delivery in the future.

With respect to the service review for the Boundary Economic Development Service, the terms of the review process are established in RDKB Economic Development Service Establishment Bylaw No. 1389, 2009. The bylaw states:

1. *This service review shall be reviewed in the fourth quarter of 2009 and every three years thereafter.*
2. *The review will look at the effectiveness and value of the service.*
3. *The costs of the scheduled service review shall be borne by the service, including any facilitation or consulting costs deemed appropriate by the participants.*
4. *Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:*
 - a. *the leaving participant will still be responsible for their share of any existing debt or commitment.*
 - b. *the leaving participant will have no claim on the assets of the service.*
5. *Should enough participants leave the service as to make the service unsustainable, any assets of the service will be liquidated and allocated:*
 - a. *Firstly, to the reduction of any existing debt or commitments of the service*
 - b. *Secondly, to the participants on the basis of the participating member's relative share of the 2008 converted assessment.*
6. *Should any participant initiate service review outside of the schedule established herein, that participant will be responsible for all costs associated with the review, unless otherwise agreed to by at least 2/3 of the participants.*

With the original service establishment bylaw having included these service review provisions, the Boundary Economic Development Service participants have flexibility in how they may wish to proceed with the service review process. For bylaw-based reviews, it is the Board of Directors that initiates the service review process and either the Board or a Board-appointed steering committee is responsible for undertaking the service review process. The first step in the process was taken at the January 25, 2018 meeting when the Board of Directors passed the following resolution:

"That the Regional District of Kootenay Boundary Board of Directors approves a service review be undertaken in 2018 for the Boundary Economic Development Service pursuant to the service review provisions included in Service Establishment Bylaw No. 1389, 2009."

Based upon the discussion at the April BCDC meeting, it appears that the Committee is most interested at this point in reviewing options for the provision of economic development services in the Boundary moving forward.

Service Delivery Options

Status Quo: Currently, the Boundary Economic Development Service provides a regional level of service to five participating municipalities and electoral areas. A regional service model provides opportunities for collaboration and has proven to be an advantageous model for attracting grant funds, as many grant programs include regional collaboration as one funding criteria. There are economies of scale in having multiple participants included in the service. Sharing the costs of contracting with Community Futures for service administration allows the participants to share the costs of a single contract administrator to manage both service area-wide projects and those that are more localized. The disadvantage of the regional model, as articulated by Director Gee at the April meeting, is that individual service participants have limited autonomy in promoting and funding area-specific initiatives (eg. Big White) that are viewed by other participants as having limited benefit to their areas.

Four-Participant Service, excluding Electoral Area 'E'/West Boundary:

At this point, Electoral Area 'E'/West Boundary is the only participant that has expressed an interest in leaving the Boundary Economic Development Service. As noted above, the Service Establishment Bylaw states: *Should any participant wish to leave the service after a scheduled service review they will be allowed to subject to the following restrictions:*

- a. *the leaving participant will still be responsible for their share of any existing debt or commitment.*
- b. *the leaving participant will have no claim on the assets of the service.*

A possible outcome of the service review process might be an amendment to the Service Establishment Bylaw to exclude Electoral Area 'E'/West Boundary as a service participant. The service could then continue operate with the remaining four participants without the requisition revenue contributed by Electoral Area 'E'/West Boundary. However, Electoral Area 'E'/West Boundary contributes 48.5% of the requisition revenue to the service (2018), so the loss of that revenue may have a significant impact upon the ability of the service to operate as it has in the past, without increased taxation revenue from the remaining participants in the service.

In terms of process, this option would entail the Electoral Area 'E'/West Boundary notifying the other participants of its intent to leave the service, providing enough time to draft and adopt a service establishment bylaw amendment before the end of 2018. The remaining members would then have to determine whether they wish to remain in a four-participant Boundary Economic Development Service. If other participants also decide to leave the service, that information will also need to be provided early to ensure that a bylaw to either amend or rescind the service establishment bylaw can be adopted by the end of 2018.

Rescind Service Establishment Bylaw No. 1389, 2009: Should enough participants wish to leave the service so as to make the service unsustainable, it may be necessary to simply rescind the RDKB Economic Development Service Establishment Bylaw No. 1389, 2009. Once again, direction from the participants to rescind bylaw would need to be provided in a timely manner in order to provide sufficient time to rescind the bylaw before the end of 2018. This option would effectively terminate the provision of a regional economic development service to the Boundary, leaving the option open for individual communities or partnering communities to pursue more localized economic development services. This would not necessarily completely eliminate opportunities for communities to collaborate with one another on economic development initiatives, but any such arrangements or relationships would be less formal. Several individual economic development services could operate independently of one another in the Boundary, but participate together at some form of regional table to facilitate cooperation between the services on regional-level projects and initiatives (eg. TOTA, Boundary Regional Trails Master Plan, Okanagan Film Commission, etc.). Without a core regional service though, there may be additional administrative and coordination challenges associated with pursuing those types of initiatives without a shared financial and administrative structure to work within. (i.e. the regional service).

Implications

Depending on which of the service delivery options is selected by the various participants, the implications will vary.

Pursuing the status quo option, and perhaps building on the achievements of the current service delivery model with the establishment of regional advisory committees to help direct the activities of the service, would be most straightforward of the options. The Boundary Economic Development Service has evolved over the years to provide a number of economic development services and to sponsor a range of regional projects. There is a current contract in place with Community Futures to provide administrative and project management services over the next three years.

Any change in the composition of the service will require a review of the initiatives and projects currently undertaken under the Boundary Economic Development Service. The contract with Community Futures is based upon the current composition of the service and the tax requisitions that fund the existing service. Changes to the service and the potential of establishing new, more localized services would trigger a re-consideration of the Community Futures contract, funding arrangements, and staffing related to any new service arrangement. There would be considerably more work generated by the establishment of new services than simply establishing, rescinding and/or amending service establishment bylaws. Such

processes and considerations will likely be quite time-consuming and will require a considerable amount of staff involvement. As a contracted service, the Boundary Economic Development Service has a very limited allocation of RDKB staff time to the service within the budget. In fact, the Board fee is the only real allocation of funding for staff time to the service, amounting to \$4,323 in 2018. The work entailed in overhauling the economic development service delivery model in the Boundary hasn't been included in the 2018 service work plan.

Advancement of Strategic Planning Goals

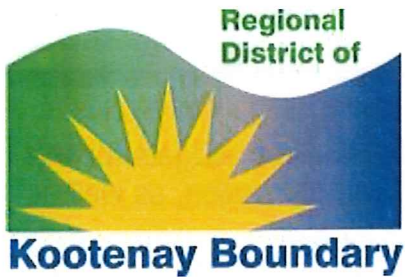
Reviewing the Boundary Economic Development Service on a regular basis, as per the service review provisions of RDKB Service Establishment Bylaw No. 1389, 2009, advances the Board of Directors strategic objective to "... review and measure service performance."

Background Information Provided**Alternatives**

1. Receive the staff report.
2. Provide direction to provide further information.
3. Defer consideration.

Recommendation(s)

That the staff report from Mark Andison, Chief Administrative Officer, regarding Boundary Economic Development Service review options be received.



STAFF REPORT

Date: 16 Nov 2018

File

Boundary Economic
Development Service
Review

To: Chair McGregor and Members of
the Boundary Community
Development Committee

From: Mark Andison, Chief Administrative
Officer

Re: Boundary Economic Development
Service Review - Establishment of
Local and Regional Services

Issue Introduction

A staff report from Mark Andison, CAO providing further information relating to the establishment of distinct local and regional economic development services in the Boundary.

History/Background Factors

There have been questions raised in the past as to whether an electoral area may participate in two separate economic development services. The "Option 4" model (attached), which has been suggested as an alternative to the existing model of economic development service delivery in the Boundary, would entail the electoral areas participating in both a local economic development service as well as a broader regional economic development service. Staff has received written confirmation that the structure envisioned under "Option 4" would be acceptable from the perspective of the Ministry of Municipal Affairs and Housing.

At it last service review meeting, the participants in the Boundary Economic Development Service requested staff to draft the necessary service establishment and amendment bylaws, as well as some initial draft budgets for review. Since the last meeting, staff at the Ministry of Municipal Affairs and Housing have reviewed the draft service establishment bylaws and have deemed them acceptable.

Implications

Attached to this report are the draft bylaws and initial versions of budgets for the four potential Boundary economic development services for discussion, as well as the conceptual framework that is being considered.

Advancement of Strategic Planning Goals

Continuing to discuss alternative models for the delivery of economic development services in the Boundary advances the Board's strategic objective of continuing to focus on good management and governance.

Background Information Provided

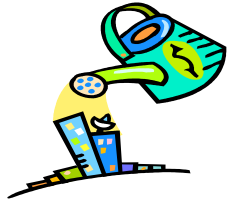
1. Local & Regional Boundary Economic Development Services Framework
2. Draft service establishment and amendment bylaws.
3. Initial budgets for the services for discussion.

Alternatives

N/A

Recommendation(s)

That the participants in the Boundary Economic Development Service review the draft bylaws and budgets relating to a the proposed structure for the delivery of economic development in the Boundary and provide direction.



REGIONAL DISTRICT OF KOOTENAY BOUNDARY
FIVE YEAR FINANCIAL PLAN

EXHIBIT NO 008
BOUNDARY ECONOMIC DEVELOPMENT

PARTICIPANTS: Grand Forks, Greenwood, Midway,
Electoral Areas 'D' & 'E'
Note: Area 'C' withdrew from Service in 2012

	PAGE	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	(OVER) UNDER	2019 BUDGET	Increase(Decrease) between 2018 BUDGET and 2019 BUDGET		2020 BUDGET	2021 BUDGET	2022 BUDGET	2023 BUDGET
							\$	%				
REVENUE												
Property Tax Requisition	2	109,499	158,322	158,322	(0)	90,555	(67,767)	(42.80)	41,397	41,487	41,579	41,672
11 210 100 Federal Grant In Lieu	3	290	100	327	(227)	100	0	0.00	100	100	100	100
11 210 172 Government/Agency Grants	4	3,788	0	9,980	(9,980)	0	0	0.00	0	0	0	0
11 590 159 Miscellaneous Revenue	5	65,384	97,000	49,489	47,511	116,000	19,000	19.59	0	0	0	0
11 911 100 Previous Year's Surplus	6	35,827	6,401	6,000	401	4,754	(1,647)	(25.73)	0	0	0	0
11 921 205 Revenue From Reserve	7	11,298	12,000	0	12,000	32,000	20,000	166.67	0	0	0	0
Total Revenue		226,086	273,823	224,118	49,705	243,409	(30,414)	(11.11)	41,497	41,587	41,679	41,772
EXPENDITURE												
12 698 210 Travel & Conference & Admin	8	111	1,500	74	1,427	0	(1,500)	(100.00)	0	0	0	0
12 698 226 Contracted Services	9	62,982	61,000	70,000	(9,000)	50,000	(11,000)	(18.03)	0	0	0	0
12 698 229 B.E.D.C. Projects	10	139,853	194,000	139,967	54,033	184,000	(10,000)	(5.15)	32,000	32,000	32,000	32,000
12 698 230 Board Fee	11	4,238	4,323	4,323	0	4,409	86	1.99	4,497	4,587	4,679	4,772
12 698 239 Memberships	12	12,500	13,000	5,000	8,000	5,000	(8,000)	(61.54)	5,000	5,000	5,000	5,000
12 698 570 Community Tourism Prgm Projects	13	0	0	0	0	0	0	0.00	0	0	0	0
12 698 741 Contribution To Reserve	14	0	0	0	0	0	0	0.00	0	0	0	0
12 698 990 Previous Year's Deficit	15	0	0	0	0	0	0	0.00	0	0	0	0
Total Expenditure		219,684	273,823	219,364	54,459	243,409	(30,414)	(11.11)	41,497	41,587	41,679	41,772
Surplus (Deficit)		6,401		4,754								

REGIONAL DISTRICT OF KOOTENAY BOUNDARY Five Year Financial Plan

[illegible]

Notes:

Base Without Electoral Area C	302,421,972
Base With Electoral Area C	384,644,298
Area C withdrew from the service during the 2012 Budget year	

82,222,326 Christina Lake Converted Assessed Value
21.4%



From the desk of:
Grace McGregor,
Director-Electoral Area 'C'/
Christina Lake
Box 355, Christina Lake, BC V0H 1E0
250-447-9293
gem9293@gmail.com



January 7, 2019

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC V1R 4S8

**Attn: Board of Directors,
Regional District of Kootenay Boundary**

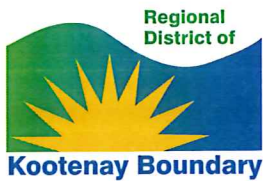
**Re: Letter of Consent
RDKB Economic Development (Boundary)
Service Establishment Amendment Bylaw No. 1699, 2018**

Pursuant to Section 347 (2) of the *Local Government Act*, I Grace McGregor, Director, RDKB Electoral Area C/Christina Lake do hereby consent to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1699, 2018 being the:

"Regional District of Kootenay Boundary Economic Development
(Boundary) Service Establishment Amendment Bylaw No. 1699, 2018."

A handwritten signature in black ink, appearing to read "Grace McGregor".

Grace McGregor,
Chair, RDKB/Director Electoral Area 'C'-Christina Lake



From the desk of:
Roly Russell,
Director-Electoral Area 'D'/ Rural
Grand Forks
5800 Edwards Road,
Grand Forks, B.C. V0H 1H9
250-442-5840



January 7, 2019

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC V1R 4S8

**Attn: Board of Directors,
Regional District of Kootenay Boundary**

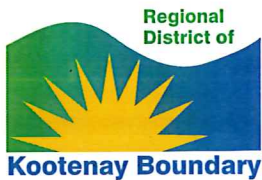
**Re: Letter of Consent
Economic Development (Boundary)
Service Establishment Amendment Bylaw No. 1699, 2018**

Pursuant to Section 347 (2) of the *Local Government Act*, I Roly Russell, Director, RDKB Electoral Area 'D'/Rural Grand Forks do hereby consent to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1699, 2018 being the:

"Regional District of Kootenay Boundary Economic Development
(Boundary) Service Establishment Amendment Bylaw No. 1699, 2018."

Sincerely,

Roly Russell,
Director, RDKB Electoral Area 'D'/Rural Grand Forks



From the desk of:
Vicki Gee
Director-Electoral Area 'E'/West
Boundary
P. O. Box 55,
Bridgesville, B.C. V0H 1B0
250-446-2042



January 7, 2019

Regional District of Kootenay Boundary
843 Rossland Avenue
Trail, BC V1R 4S8

**Attn: Board of Directors,
Regional District of Kootenay Boundary**

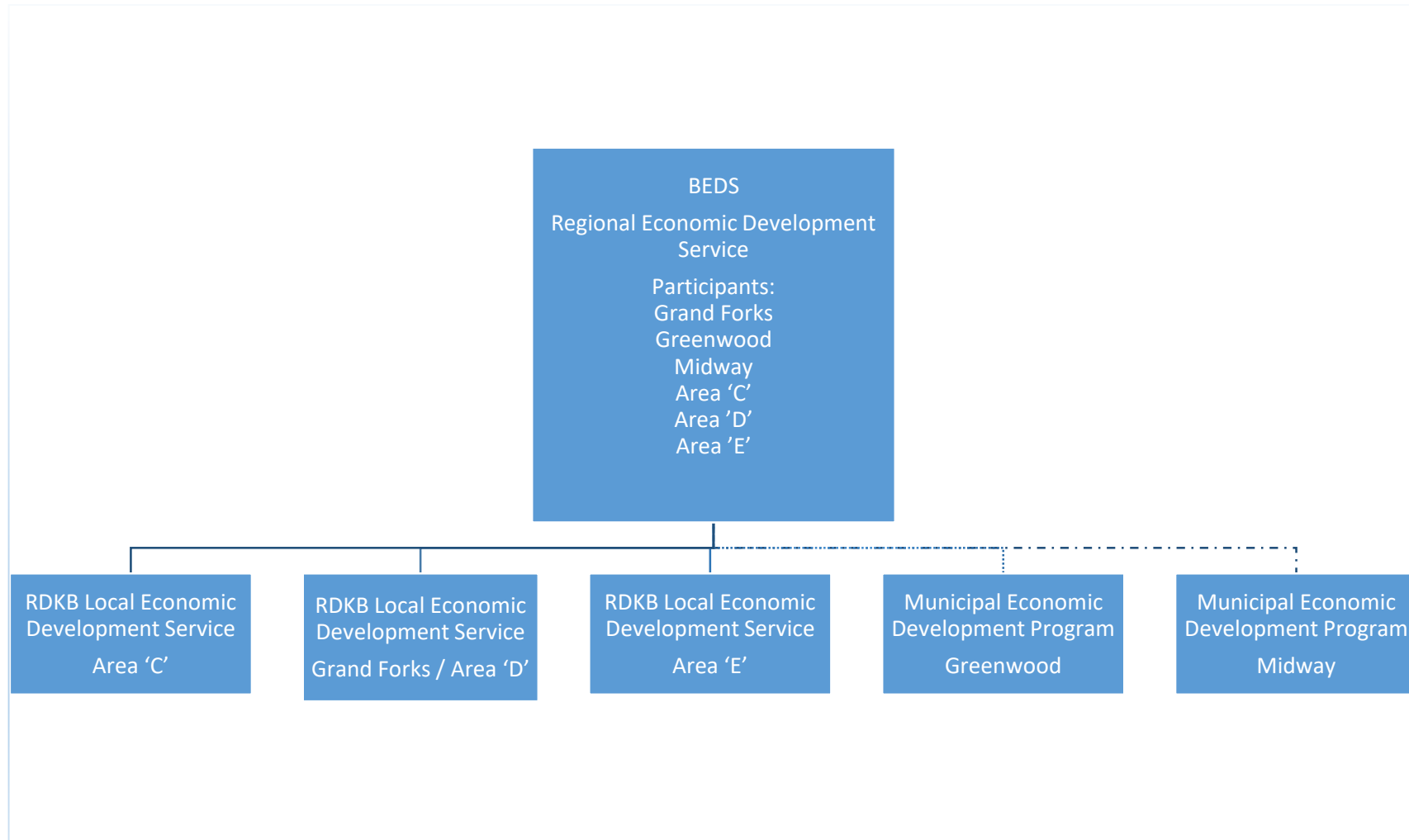
**Re: Letter of Consent
Economic Development (Boundary)
Service Establishment Amendment Bylaw No. 1699, 2018**

Pursuant to Section 347 (2) of the *Local Government Act*, I Vicki Gee, Director, RDKB Electoral Area E/West Boundary do hereby consent to the Regional District of Kootenay Boundary Board of Directors adopting Bylaw No. 1699, 2018 being the:

"Regional District of Kootenay Boundary Economic Development
(Boundary) Service Establishment Amendment Bylaw No. 1699, 2018."

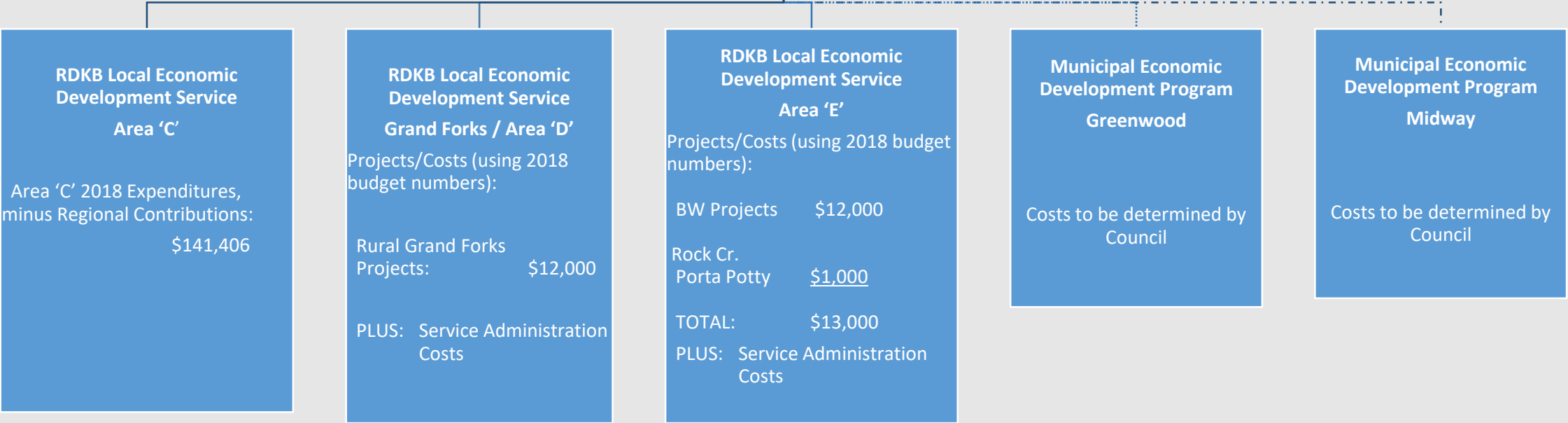
Vicki Gee,
Director, RDKB Electoral Area E/West Boundary

Conceptual Framework for Economic Development Services in the Boundary



Regional vs Local Projects

BEDS	
Boundary Regional Economic Development Service	
Projects/Costs (using 2018 budget numbers):	
Contract Service Delivery	\$60,000
Advertising	\$5,000
TOTA Funding	\$20,000
Recreation Trails Master Plan	\$44,685
Ag Plan Update – Food Security	\$10,900
Boundary Museum Society	\$2,000
Tri-Regional District Ag Project	<u>\$63,000</u>
TOTAL:	\$182,740



Request for Decision



To: Regular Meeting

From: **Corporate Officer / Manager of Information Technology**

Date: Click or tap to enter a date.

Subject: Early Budget Approval – Information Technology

Recommendation: **THAT Council approves the “Security Systems” capital project budget of \$50,000; AND THAT Council approves the “Printers and IT equipment” project budget of \$70,000; AND THAT these projects be included in the 2019-2023 Financial Plan.**

Background

Staff presented the Information Technology capital projects to Council at the Capital Budget Workshop on January 28, 2019.

The two Information Technology related projects for 2019 are:

1. Security Systems - \$50,000
To replace the Alarm Monitoring System in all City facilities with modern technology (most old systems are 20-30 years in age) – reduction of phone lines will create operational savings.
2. Printers and IT equipment - \$70,000
Replacements of:
 - 10-15 computers
 - 1 Network Switch
 - Large Format Printers
 - 2 Copiers

Staff is asking for early budget approval on both projects to allow for the time required for procurement and installation throughout 2019.

The Security Systems project in particular is time sensitive due to the impending retirement of our local security contractor and to allow for collaboration (and possible cost savings) with the School District No. 51 Technology Department.

For the Printer and IT equipment replacements time needs to be allocated, procurements processed, and replacements scheduled with all departments of the City to replace some key items such as, but not limited to, the network switch for the Fire Department. It will be more efficient to schedule these changes throughout the entire year (starting now) while there is no emergency situations (Flood/Fire) in progress.

Benefits or Impacts

General

Efficient allocation of resources during non-emergency times of the year. Ensuring devices are replaced when necessary will allow for more productivity from staff.

Strategic Impact



Community Engagement

- Partnership with SD51



Fiscal Responsibility

- Asset replacements following purchasing policy, partnership with SD51 will save costs, further sale of old items to off-set purchase prices.

Policy/Legislation

Attachments

Recommendation

THAT Council approves the “Security Systems” capital project budget of \$50,000; AND THAT Council approves the “Printers and IT equipment” project budget of \$70,000; AND THAT these projects be included in the 2019-2023 Financial Plan.

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 - Early Budget Approval - IT.docx
Attachments:	
Final Approval Date:	Jan 31, 2019

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

Diane Heinrich - Jan 31, 2019 - 1:39 PM

Request for Decision



To: Regular Meeting
From: **Outside works**
Date: February 11, 2019
Subject: Early budget approval for time sensitive capital projects
Recommendation: **THAT Council approves the “Three phase electrical meter replacement” capital project budget of \$40,000; AND THAT Council approves the “Recloser for feeder #5” capital project budget of \$30,000; AND THAT Council approves the “Flood alert monitoring” capital project budget of \$24,000; AND THAT these projects be included in the Five Year Financial Plan for the years 2019-2023.**

Background

Staff are requesting early budget approval for three capital projects that are time sensitive. The full budget approval process finishes in May, but these projects would be best started before then because of verification deadlines, risk of equipment failure, or freshet preparations.

Three phase electrical meters replacement

Budget: \$40,000

The City of Grand Forks will be able to consolidate an existing 12 poly phase meters types into 2 types which will make inventory, installation, and re-verification much easier going forward. It is mandatory that different sample batches of meters get changed out for testing to maintain compliance.

Recloser for feeder #5

Budget: \$30,000

The Grand Forks electrical distribution system has four VWE type re-closers. The re-closers need repair or replacement because bushings are showing signs of cracking, and the internal components are due for a service overhaul. The new FortisBC substation can supply up to 12.7 kA of fault current which is slightly beyond the 12 kA rated capacity of the existing VWE re-closers. Staff propose installing new and correctly rated equipment.

Flood Alert Monitoring units

Budget: \$24,000

By installing sensors in manholes that measure the level of fluid in the system, operations can track potential backups before they cause problems. These sensors are used in other municipalities in BC and Alberta. This project will test three sensors to see how effective they are in Grand Forks and can be used in many different applications.

Benefits or Impacts



Fiscal Responsibility

- We will continue to proactively identify and plan for infrastructure repair and replacement.
-

Recommendation

THAT Council approves the “Three phase electrical meter replacement” capital project budget of \$40,000;
AND THAT Council approves the “Recloser for feeder #5” capital project budget of \$30,000;
AND THAT Council approves the “Flood alert monitoring” capital project budget of \$24,000; AND
THAT these projects be included in the Five Year Financial Plan for the years 2019-2023.

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 Early capital approval .docx
Attachments:	
Final Approval Date:	Jan 31, 2019

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

David Reid - Jan 30, 2019 - 5:03 PM

Diane Heinrich - Jan 31, 2019 - 10:31 AM

Request for Decision



To: Regular Meeting

From: **Development and Engineering Services**

Date: February 11, 2019

Subject: Development Permit No. DP1903 Proposed Non-Medical Cannabis Retail Store Licence at 426 Central Ave.

Recommendation: **THAT Council directs staff to proceed with the statutory requirements for public notice respecting a Non-Medical Cannabis Retail Store Licence application proposed for 426 Central Ave, legally described as Lot 1, District Lot 108, SDYD, Plan KAP46322, PID 017-570-221.**

Background

The applicant, BC BASE CAMP INVESTMENT LTD., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) Licence proposed to be located at 426 Central Avenue.

The Owner has applied to the City for a Development Permit to vary three (3) of four (4) regulations in section 58 of the Zoning Bylaw that regulate the location of retail cannabis stores.

The City separately initiated an amendment to the regulations in section 58 of the Zoning Bylaw at the January 28, 2019 meeting. Some of the changes proposed in the Zoning Bylaw amendment, if passed, would affect whether all or some of the variances requested in this development permit need to be considered.

There is an existing, established (non-BC Government) liquor store on the property.

The applicant is proposing to redevelop the 2,282 square feet (212 square meter) existing liquor store building as follows:

1. Non-Medical Cannabis Retail Store – 238 square feet (22.1 square meter) complete with a separate entrance
2. Liquor Store – 2044 square feet (189.9 square meter).

Request for Decision



Ownership

Owner(s):

0785681 BC Ltd.
2891 Abbott Street
Kelowna, BC
V1Y 1G5; and

Brown Bridge Ventures Ltd
16-414 West Avenue
Kelowna, BC, V1Y 4Z4

Agent: Susanna Mayhew

BC Base Camp Investment Ltd.
250-493-0600

Zoning and Policy Context

The property is approximately 0.1 hectare in size. The property is zoned Core Commercial (CC) in Zoning Bylaw 2039. The Zoning Bylaw permits Non-Medical Cannabis Retail Stores in the CC zone.

The property is in the Historic Downtown (HD) Development Permit Area (DPA) in the OCP. As part of the Core Commercial area of the City, it is subject to the DPA guidelines respecting site design, and building form and character identified in the OCP.

The redevelopment of the site entails partitioning off 238 square feet (22.1 square meters) from the existing 2282 square feet (212 square meter) liquor store complete with a separate new entrance. See Appendix 1 and Appendix 2.

The DPA guidelines are intended to ensure that developments in the core commercial area compliment the Historic Downtown area, have a high standard of visual character and help establish strong community identity.

The owner has applied for the variances outlined in Table 1 below. The owner's rationale for the variance(s) requested is also contained in Table 1.

Table 1 Variance Requested and Proponent's Rationale for Variances		
Zoning Bylaw Section Reference	Variance Requested	Proponent's Rationale for Variance
58.3 Cannabis Retail Overlay (CRO) - No building or structure may be within 100m of the nearest parcel boundary of a lot in a Community Use Zone ,	Reduce the distance to 15m	The application is for the sale of a controlled product, for sale to individuals 19 years of age and older. This location has been selling controlled retail products since 1985 with no issues
58.3 Cannabis Retail Overlay (CRO) - No Building or Structure may be within 100m of the nearest parcel boundary of a youth-centred facility	Reduce the distance to 91m	A Cannabis retail store operates under the same guidelines as a licenced retail liquor store. The operations are controlled by the LCRB and the RCMP. Any infraction can close the store indefinitely.
58.4 Cannabis Retail Overlay (CRO) - The front face of a building and any signage may be no less than 50m from a controlled highway	Reduce the required distance to 10m	This location successfully operated a drive thru liquor retail store from 1985 to 2012. There newer was any issues with department of highways. Any signage must first be approved by the City of Grand Forks. Size and location of signage will be discreet and tasteful.

This development does not meet the following criteria for exemption from a commercial development permit:

1. Internal alterations, which do not affect the outer appearance of the building
2. Construction of an accessory building or addition to a commercial building that does not alter patterns or requirements of parking, access, loading or landscaping on the site, and
3. Replacement of an existing sign or canopy, where the size and design of the replacement sign or canopy are generally consistent with the site or canopy being replaced.

For the above reasons a development permit application was submitted for this redevelopment.

Table 2 contains the list of DPA Guidelines applicable to this proposal and how the project responds to these guidelines.

Table 2 Historic Downtown Development Permit Area Guidelines for Development	
Development Permit Area Guideline	Project Response
1. Each building speaks to its period of construction. Interventions to existing buildings should be undertaken in a way that ensures that the character defining elements of that building and the downtown are conserved. Work to existing buildings must be visually and physically compatible with the character defining elements of the building.	The applicant will closely match the new store entrance to the look and feel of the existing store entrance. No other exterior changes are contemplated.
2. Off-street parking and loading should be encouraged where possible and designed to promote safe and efficient vehicle entrances and exits, and on-site circulation.	See Table 3 below.
3. No sign should be constructed or situated so that it disfigures or conceals any significant architectural feature of the building.	Applicant to supply additional information.
4. Off-street parking and loading should be encouraged where possible and designed to promote safe and efficient vehicle entrances and exits, and on-site circulation.	There is offstreet parking and loading for this development.

Access, Parking and Site Layout:

1. Existing vehicle access to the site can be gained from either Highway 3 (Central Avenue) in the front (north) or the alley to the rear (south) of the building. See appendix 2.
2. Highway 3 is a controlled access highway.
3. Section 26 of zoning bylaw 2039 regulates offstreet parking on the site. The parking regulations require that this retail store development provide a total of (6) offstreet parking spaces. See Table 3 below.
4. An aerial view of the property shows seven (7) offstreet angled parking spaces. The orientation of the offstreet parking spaces differs from that

- submitted with this application. The applicant will provide and updated drawing that shows the actual offstreet parking space layout.
5. Vehicles exiting the site should not be directed to 4th street because it is not a dedicated road right of way.
 6. The offstreet loading area is on the south side of the property (see table 3 below). Although not a Zoning Bylaw requirement offsite loading is a consideration for a development permit.
 7. The landscaped area fronting Highway 3 varies in depth from 2.6m to 3.6m.

Table 3 Parking Requirements for Modified Liquor Store and Proposed Non-Medical Cannabis Retail Store				
	Land Use	Floor Area (estimate)	Parking Requirement as per Zoning Bylaw	Parking Stalls Required
Winnipeg Liquor Store	Retail Store	2,044 sq. m.	one space per every 45 square metres of floor area	5
Non-Medical Cannabis Retail Store (Proposed)	Retail Store	189.9 sq. m.	one space per every 45 square metres of floor area	1
Total required for entire development				6
		Total provided with site redevelopment (aerial photo)		7

Comments from Referral Agencies

The project is being reviewed by affected referral agencies and a staff report will be presented to the committee.

Timing

The following next steps and time frames are outlined in Table 4 below:

Table 4 Timeframe	
ACTIVITY	TIMING
Committee of the Whole – Public Introduction of Application	February 11, 2019
Regular Council Meeting – Council Direct staff to proceed with statutory notice (letters to adjacent property owners and notice in 2 issues of the local paper)	February 11, 2019
Letters sent to adjacent property owners	February 12, 2019

Notice published in two consecutive issues of the newspaper	February 13 & February 20, 2019
Deadline for receiving written feedback	February 27, 2019
Committee of the Whole - Staff report on written feedback received	March 11, 2019
Regular Council Meeting - Council decision on DP Application - Council decision and direction to staff to send a letter of RECOMMENDATION or REJECTION of the Non-Medicinal Cannabis Retail Store Licence application to the LCRB	March 11, 2019

Benefits or Impacts

General

This regime to legalize the non-medical use and sale of cannabis is a new one to British Columbia. The application and implementation processes are therefore in their infancy. This is the first Non-Medical Cannabis Retail Licence application being considered by council.

Strategic Impact



Community Engagement

- Notice will be provided to adjacent property owners and in 2 editions of the local newspaper. Written comments will be accepted and will be forwarded to the LCRB.



Economic Growth

- The project may provide additional jobs and growth opportunities for the existing business.

Policy/Legislation

Local Government Act; Official Community Plan; Zoning Bylaw, Cannabis Control Licencing Act.

Attachments

Appendix 1:

- Pages 1: Aerial Photo with 100m Buffer
- Pages 2 - 3: Context maps
- Pages 4 - 5: Application notification Letter from Liquor and Cannabis

Regulation Branch
Page 6: Floor Plan submitted with LCRB application
Page 7: Revised Floor Plan submitted to LCRB
Pages 8 - 9: Development Permit Application (DP)
Pages 10-11: Development Variance Permit (variances combined in DP)
Appendix 2:
Page 1: Rev. 2 – Original Traffic Plan submitted for highways approval
Pages 2-10: Architectural Plans – Original Building Permit Submission.

Recommendation

THAT Council directs staff to proceed with the statutory requirements for public notice respecting a Non-Medical Cannabis Retail Store Licence application proposed for 426 Central Ave, legally described as Lot 1, District Lot 108, SDYD, Plan KAP46322, PID 017-570-221.

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:	2019-02-11-DP1903-426_Central_Ave-CANNABIS_RETAIL_RFD.docx
Attachments:	- 2019-01-31-DP1903-Appendix_1_Cannabis_Retail_426_Central_Ave.pdf - 2019-01-31-DP1903-Appendix_2_Cannabis_Retail_426_Central_Ave.pdf
Final Approval Date:	Feb 1, 2019

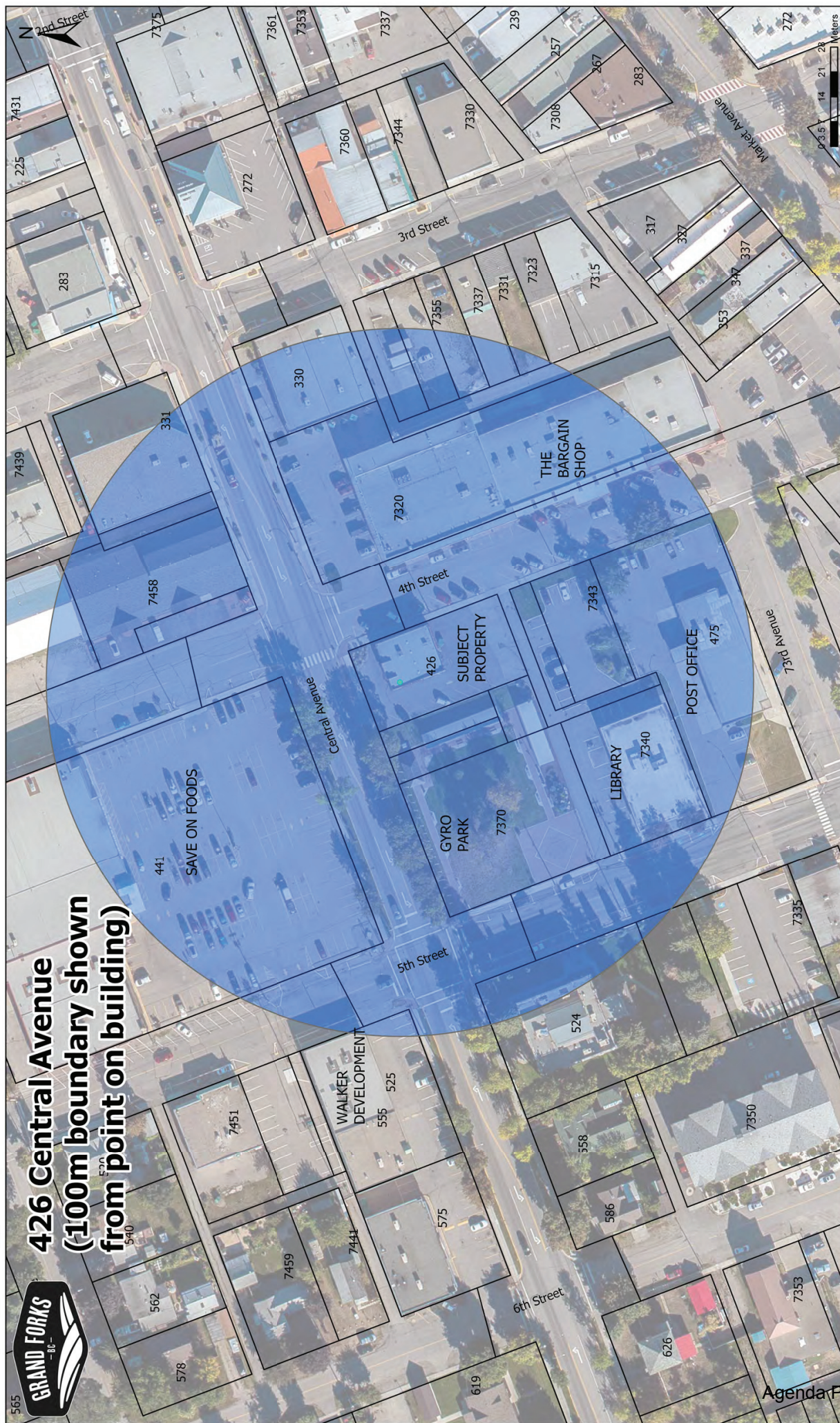
This report and all of its attachments were approved and signed as outlined below:

Dolores Sheets - Feb 1, 2019 - 1:59 PM

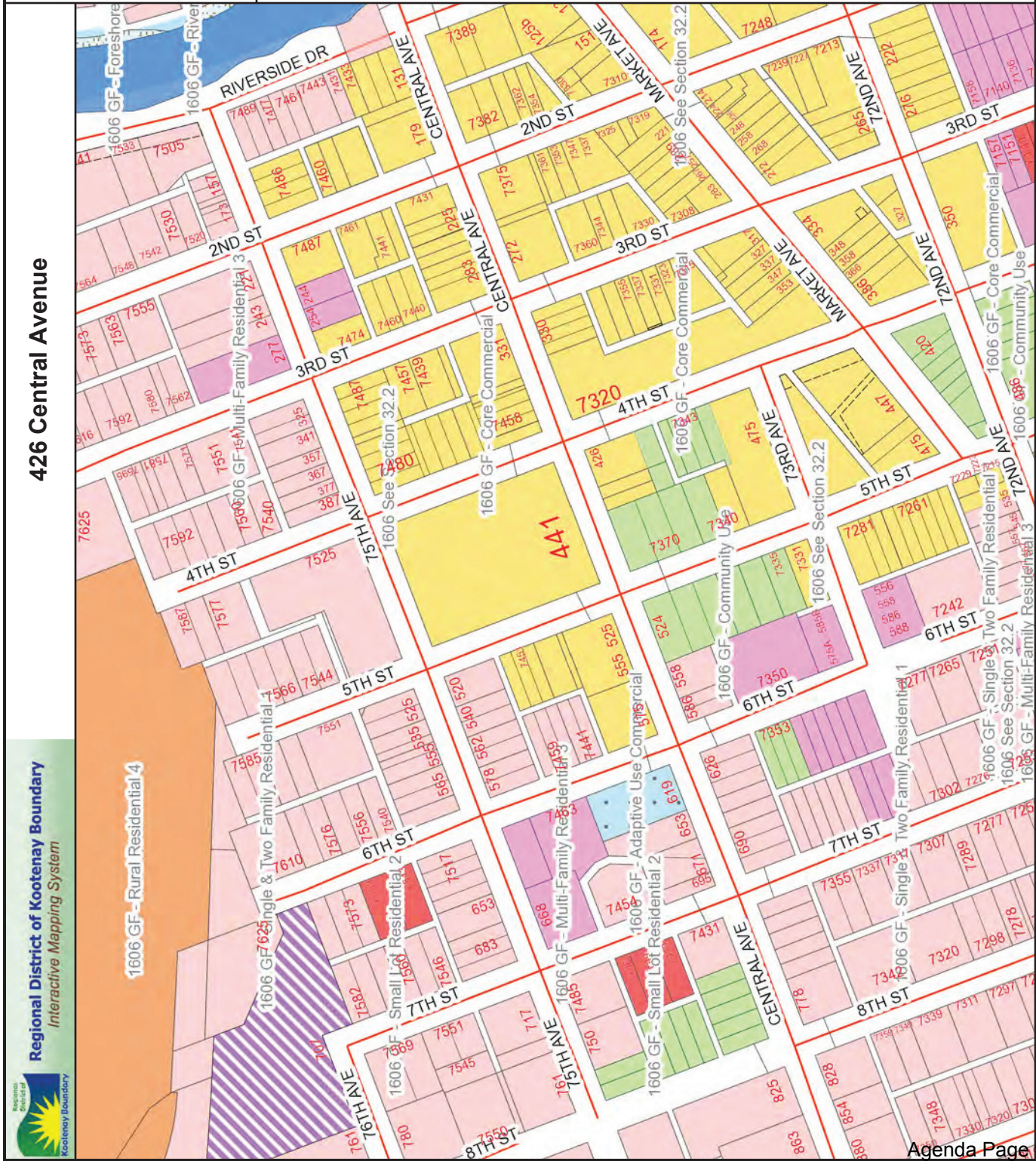
Diane Heinrich - Feb 1, 2019 - 2:22 PM



426 Central Avenue (100m boundary shown from point on building)

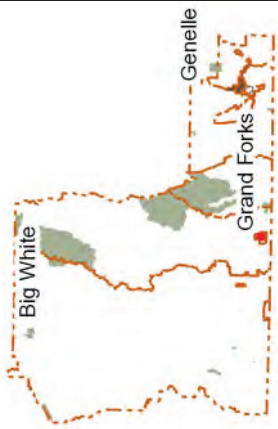


The City of Grand Forks makes every effort to ensure that this map is free of errors but cannot guarantee accuracy or fitness for any purpose, and does not provide warranty of any kind. The City accepts no liability for any expenses, losses, damages or costs relating to the use of this map or data. Data must not be used for direct marketing or be used in the breach of the privacy laws. This map must not be used for direct marketing or be used in the breach of privacy laws, it is intended only for the requested use. The data must not be circulated or copied without prior consent of the City of Grand Forks.



426 Central Avenue

Regional District of Kootenay Boundary
Interactive Mapping System



Scale: 1:3,547

1 cm represents 35.47 m

Notes:

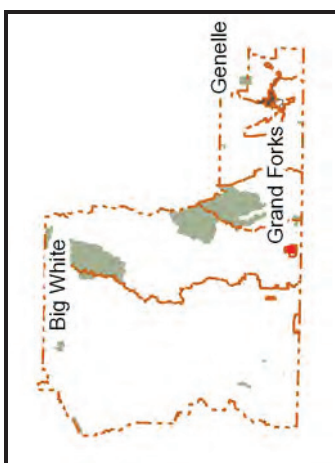


This map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified.

Printed on 02-Jan-2019

Datum: NAD 1983 Projection: UTM Zone 11N





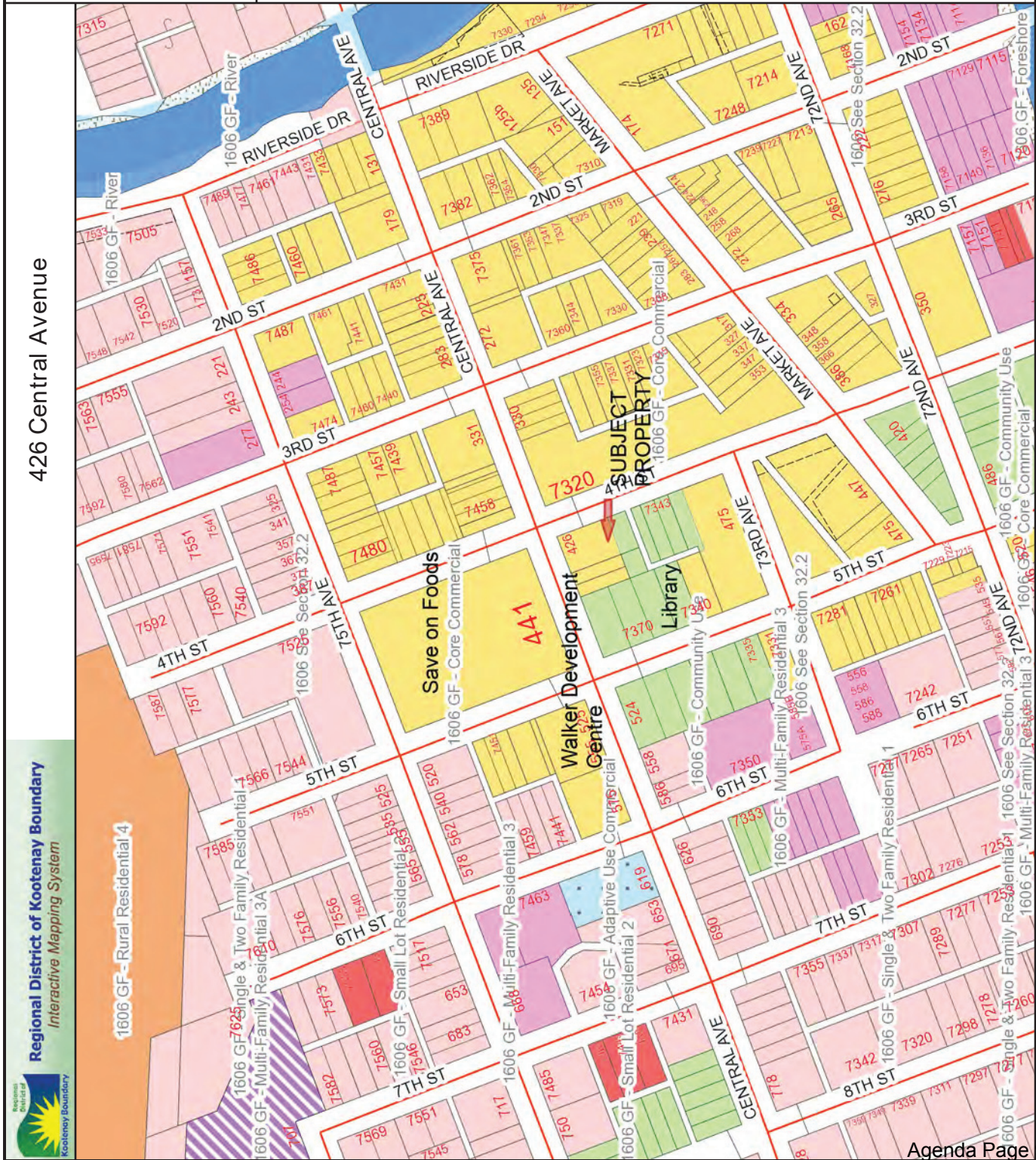
Legend

- Admin**
- Cadastral Lines**
 - CAD_DISTRICT_LOT
 - CAD_GAS
 - CAD_HIGHWAY
 - CAD_HYDRO
 - CAD_INTER_BDY
 - CAD_LOTLINE
 - CAD_LOTLINE_LICENSE
 - CAD_LOTLINE_WATER
 - CAD_RAILWAY
 - CAD_RAILWAY_ABAN
 - CAD_ROAD
 - CAD_TELEPHONE
 - CAD_TOWNSHIP
- Miscellaneous Cadastral Lines**
 - CADM_AIRSTRIP
 - CADM_ARROW
 - CADM_BRIDGE
 - CADM_DEWDNEY_TRAIL
 - CADM_EASEMENT
 - CADM_HOOK
 - CADM_LEASE_LICENSE

Scale: 1:3,547
1 cm represents 35.47 m



426 Central Avenue



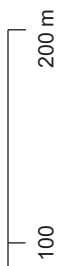
Notes:



This map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified.

Printed on 02-Jan-2019

Datum: NAD 1983 Projection: UTM Zone 11N





Job #001819

November 30, 2018

Leford Lafayette
Planning Technician
7217 4th St
Grand Forks, BC V0H 1H0

Dear Leford Lafayette:

Re: Application for a Non-Medical Cannabis Retail Store Licence
Applicant: BC BASE CAMP INVESTMENT LTD.
Proposed Establishment Name: Cannabis Corner
Proposed Establishment Location: 426 Central Avenue in Grand Forks

The Applicant, BC BASE CAMP INVESTMENT LTD., has applied to the Liquor and Cannabis Regulation Branch (LCRB) for a Non-Medical Cannabis Retail Store (CRS) licence proposed to be located at the above-noted address. The applicant is requesting operating hours from 9:00am to 11:00pm, seven days a week. The applicant contact is Susanna Mayhew who can be reached at (250) 493-0600 or Susanna.Mayhew@ca.gt.com.

Local governments and Indigenous nations are a crucial part of the licensing process. Section 33(1) of the [Cannabis Control and Licensing Act](#) prevents the LCRB from issuing a CRS licence without a positive recommendation regarding the CRS licence application from the local government or Indigenous nation.

The LCRB is requesting the City of Grand Forks to consider the application and provide the LCRB with a written recommendation with respect to the application. To assist with your assessment of the application, a site map of the proposed cannabis retail store is attached. The following link opens a document which provides specific and important information and instructions on your role in the CRS licensing process, including requirements for gathering the views of residents.

[Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores](#)

OR

[Indigenous Nations' Role in Licensing Non-Medical Cannabis Retail Stores](#)

The LCRB will initiate an applicant suitability assessment regarding this CRS application, also known as a “fit and proper” assessment, which is comprised of financial integrity checks and security screenings of the applicant and persons associated with the applicant. Once the

**Liquor and Cannabis
Regulation Branch**

Mailing Address:
PO Box 9292 Stn Prov Govt
Victoria BC V8W 9J8

Location:
645 Tyee Road
Victoria BC V9A 6X5
Phone: 250 952-5787
Facsimile: 250 952-7066

Website:
[www.gov.bc.ca/cannabisregulation
andlicensing](http://www.gov.bc.ca/cannabisregulationandlicensing)

assessment is complete, you will be notified of the LCRB's determination. You may choose to withhold your recommendation until the LCRB has made a final decision regarding the applicant's suitability.

If you choose not to make any recommendation regarding this application, please contact the LCRB at the earliest convenience. Please note that a Cannabis Retail Store Licence cannot be issued unless the LCRB receives a positive recommendation from the local government or Indigenous nation. Similarly, if a local government or Indigenous nation decides not to make any recommendation, the LCRB will not consider the application any further.

If you have any questions regarding this application please contact me at (778) 974-2552 or carly.milton@gov.bc.ca.

Sincerely,



Carly Milton
Senior Licensing Analyst

Attachment

copy: LCRB Inspector
BC BASE CAMP INVESTMENT LTD.

GRAND FORKS
SITE PLAN



425 CENTRAL AVENUE

Corner Landscaping
Bench and Signage

80'-00" (24.38m)
100'-00" (30.48m)

Customer Parking (6.5ft x 22ft)
1 per 454sf = 4.17 spaces

HDCP

EXISTING ACCESS OFF
CENTRAL TO REMAIN

LOT 1

(11,826.5sf - 1,098.75m)

Proposed Lot Coverage = 17.05%

Lot 12

Lot 20

147.65ft (45.00m)
150'-01'-40"

Possible Large Vehicle / RV Parking

4TH STREET

ROAD (10ft Wide)

147.65ft (45.00m)
150'-00'-00"

9ft Setback to Roof (4ft to Walls)

NEW BUILDING
(2,016 sq. ft.)

Staff

Staff

OFFSTREET
LOADING (12ft x 30ft)

2 dumpsters

10ft x 30ft x 8ft x 20ft

80'-00" (24.38m)
100'-00" (30.48m)

LANE (12ft Wide)

Lot 2

LANE

SITE PLAN
Scale: 1" = 20ft

LEGAL DESCRIPTION
Lot 1 Plan: KAP46322

These Plans (WINNIPEG LI
425 Central A
Grand Forks,

Prelim
Not for

Buy
Low
FOODS

Prelim
Not for

GRAND FORKS
SITE PLAN



425 CENTRAL AVENUE

Corner Landscaping
Bench and Signage

90,064 (Cal. 400m)
88 - 00 - 00

Customer Parking (0.50 x 220)
1 per 434sf = 4,17 spaces

HDCP

EXISTING ACCESS OFF
CENTRAL TO REMAIN

LOT 1

(11,826.5sf - 1,098.71m)

Proposed Lot Coverage = 17.05%

Lot 12

Lot 20

CITY

PARK

147,688' (45.00m)
158 - 01 - 40

Possible Large Vehicle / RV Parking

4TH STREET

ROAD (10ft Wide)

147,688' (45.00m)
158 - 00 - 00

3ft Setback to Roof (4ft to Yalley)

NEW BUILDING
(2,016 sq. ft.)

OFFSTREET
LOADING (108 x 208)

Staff

Staff

2 dumpsters

110' x 20' Setback

90,118 (Cal. 40m)
88 - 00 - 00

LANE (12ft Wide)

Lot 2

LANE

buy
Low
Foods

LRS
ENTRANCE

ENTRANCE TO STORE

These Plans (WINNIPEG LI 425 Central A Grand Forks,

LEGAL DESCRIPTION
Lot 1 Plan: KAP46322

SITE PLAN
Scale: 1" = 20ft



DEVELOPMENT PERMIT APPLICATION

LOCAL GOVERNMENT ACT, SECTION 490

APPLICATION FEE \$200.00

Receipt No. _____

Requirement of the City of Grand Forks Sustainable Community Plan Bylaw No. 1919 for all multi-family, hillside development, commercial, light industrial and environmentally sensitive developments, alterations and subdivisions. All new development where City services are available will be subject to Development Cost Charges.

Registered Owner(s): BROWN BRIDGE VENTURES LTD
AND 0785681 B.C. LTD

Mailing Address: 2891 ABBOTT ST
KELOWNA, B.C. V1Y 1G5

Telephone: Home: 25 Work 250-859-3877

Legal Description & P.I.D.:
LOT 1, PLAN KAP46322, DISTRICT LOT 108, SIMILKAMEEN DIV OF YALE LAND DIST.
PID: 017-570-221

Street Address: 426 CENTRAL AVE

DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

I, WILLIAM IRVINE, owner of the subject property described on this application form, hereby declare that the land which is the subject of this application has not, to my knowledge, been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities" (Schedule 2) of the Contaminated Sites Regulation (B.C. Reg. 375/96). I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the Waste Management Act.


William Irvine
 (signature)

JANUARY 29, 2019
 (date)

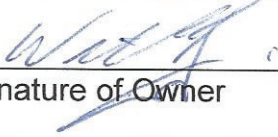
Description of Proposed Subdivision and or Development to be included in the Development Permit Area:

A NEW / SEPARATE ENTRANCE IN A BUILDING IN THE HISTORIC
DOWNTOWN DEVELOPMENT PERMIT AREA

Submit the following information with the application:

1. For Commercial or Industrial subdivision applications  plan showing new lots to be created.
2. For development purposes, a legible site plan drawn to scale, showing the following:
 - (a) The boundaries and dimensions of the subject property.
 - (b) The location of any proposed or present buildings.
 - (c) Color rendition of proposed development.
 - (d) The location of off-street parking facilities.
 - (e) The location of off-street loading facilities.
 - (f) The location of any proposed access roads, screening, landscaping or fencing.
 - (g) The location of refuse containers and parking area lighting.
3. Professionally drawn site elevations, façade applications for proposed or present buildings, identifying colors, canopies, window trim and sign specifications.
4. Site Profile (if necessary in accordance with Section 557 of the Local Government Act).

Other information or more detailed information may be requested by the City of Grand Forks upon review of your application.


Signature of Owner

JAN 29, 2019
Date



I hereby authorize the person/company listed below to act on my behalf with respect to this application and that the information provided is full and complete and to the best of knowledge to be a true statement of the facts.

Name of Authorized Agent: _____

Mailing Address: _____

Telephone: _____ Email: _____

Owner(s) Signature of Authorization

THE CORPORATION OF THE CITY OF GRAND FORKS

7217 - 4TH STREET, BOX 220 · GRAND FORKS, BC V0H 1H0 · FAX 250-442-8000 · TELEPHONE 250-442-8266



DEVELOPMENT VARIANCE PERMIT APPLICATION

LOCAL GOVERNMENT ACT, SECTION 498

APPLICATION FEE \$350.00

Receipt No. 218629

Registered Owner(s): BROWN BRIDGE VENTURES LTD

AND 0785681 B.C. LTD

OWNERS OF BUILDING

Mailing Address: 2891 ABBOTT STREET

KELOWNA, B.C. V1Y 1G5

Telephone:

Home:

Work: 250-859-3877

Email:

billirvine@shaw.ca

Legal Description: LOT 1, PLAN KAP46322, DISTRICT LOT 108, SIMILKAMEN DIV OF YALE L.D.

P.I.D: 017-570-221

Street Address: 426 CENTRAL AVE, GRAND FORKS, B.C. V0H 1H2

DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

I, William Irvine, owner of the subject property described on this application form, hereby declare that the land which is the subject of this application has not, to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities" (Schedule 2) of the Contaminated Sites Regulation (B.C. Reg. 375/96). I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the Waste Management Act.

(signature)

(date)

JANUARY 3, 2019

Outline the provisions of the respective Bylaw(s) that you wish to vary and give your reasons for making this request:

SECTION 58 OF ZONING BYLAW 2039

1. NO BUILDING OR STRUCTURE MAY BE WITHIN 100M OF THE NEAREST PARCEL BOUNDARY OF A LOT IN COMMUNITY USE. REQUIRED 100M PROPOSED 25M

- THE APPLICATION IS FOR THE SALE OF A CONTROLLED PRODUCT, FOR SALE TO INDIVIDUALS 19 YEARS OF AGE AND OLDER. THIS LOCATION HAS BEEN SELLING CONTROLLED RETAIL PRODUCTS SINCE 1985 WITH NO ISSUES.

2. 100M OF THE NEAREST PARCEL BOUNDARY OF A YOUTH CENTRED FACILITY

REQUIRED	PROPOSED
100M	91M

- A CANNABIS RETAIL STORE OPERATES UNDER THE SAME GUIDELINES AS A LICENSED RETAIL LIQUOR STORE. THE OPERATIONS ARE CONTROLLED BY THE LCRB AND THE RCMP. ANY INFRACTIONS CAN CLOSE THE STORES INDEFINITELY.

3. 100M OF THE NEAREST EDGE OF BUILDING OF ANOTHER CANNABIS RETAIL SITE - COMPLIANT

4. THE FRONT FACE OF A BUILDING AND ANY SIGNAGE MAY BE NO LESS THAN 50M FROM A CONTROLLED HIGHWAY. REQUIRED 50M PROPOSED 10M

- THIS LOCATION SUCCESSFULLY OPERATED A DRIVE THRU LIQUOR RETAIL STORE FROM 1985 TO 2012. THERE NEVER WAS ANY ISSUES WITH DEPT OF HIGHWAYS

ANY SIGNAGE MUST FIRST BE APPROVED BY THE CITY OF GRAND FORKS. SIZE AND LOCATION OF SIGNAGE WILL BE DISCREET AND TASTEFUL.

Submit the following information with the application:

1. A legible site plan showing the following:

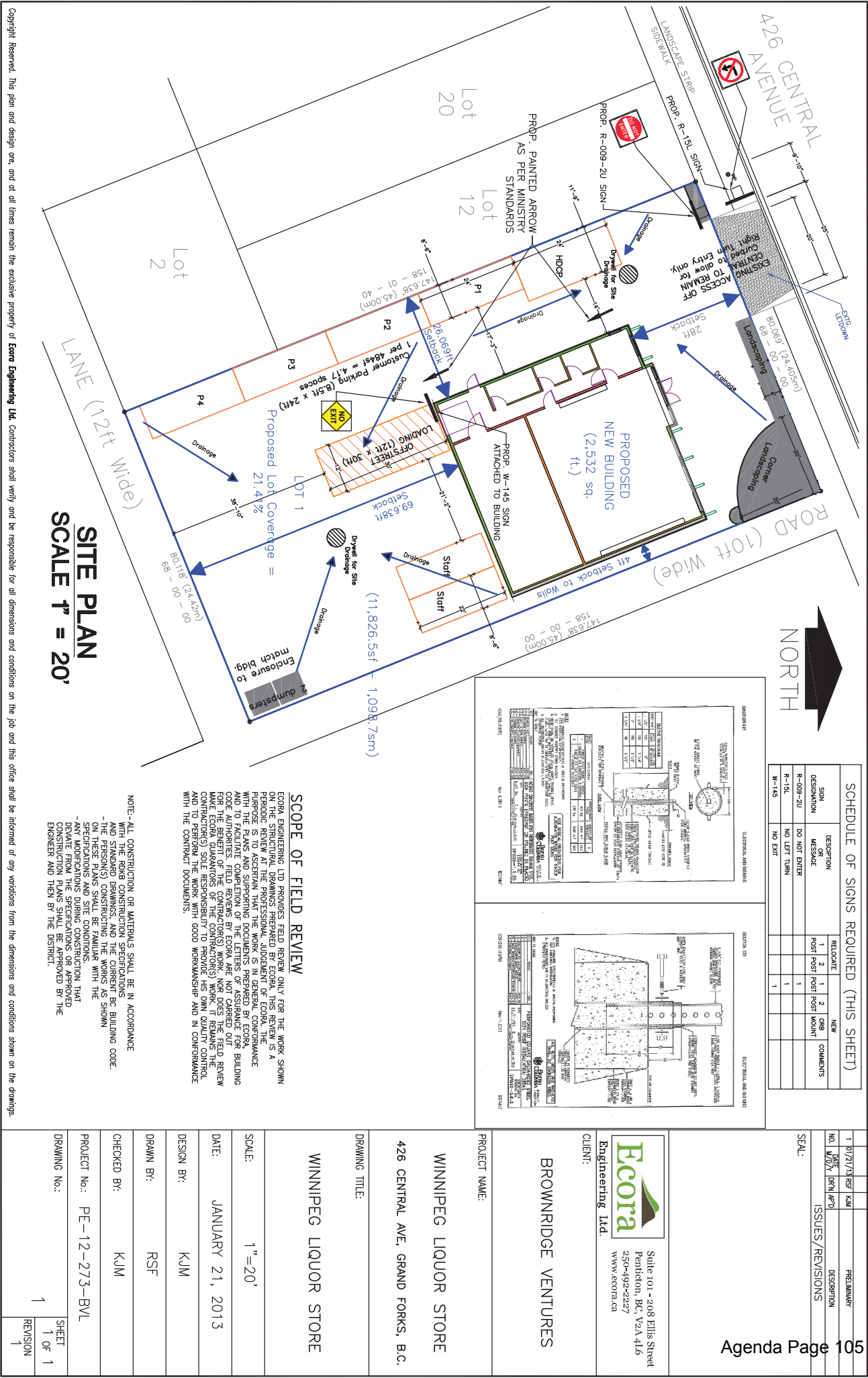
- The boundaries and dimensions of the subject property.
- The location of permanent or proposed buildings and structures existing on the property.
- The location of any proposed access roads, parking, screening, landscaping or fencing.
- The location and nature of any physical or topographic constraints on the property (stream, ravines, marshes, steep slopes, etc.)

Other information or more detailed information may be requested by the City of Grand Forks upon review of your application.

The information provided is full and complete and to the best of knowledge to be a true statement of the facts, relating to this application.

Signature of Owner

Date

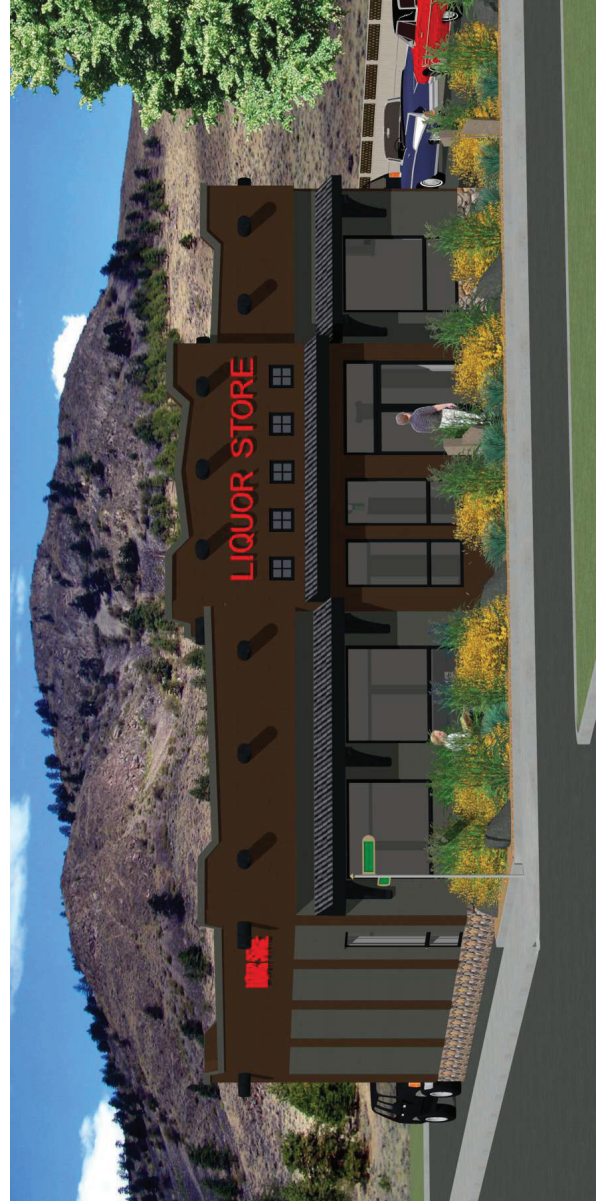


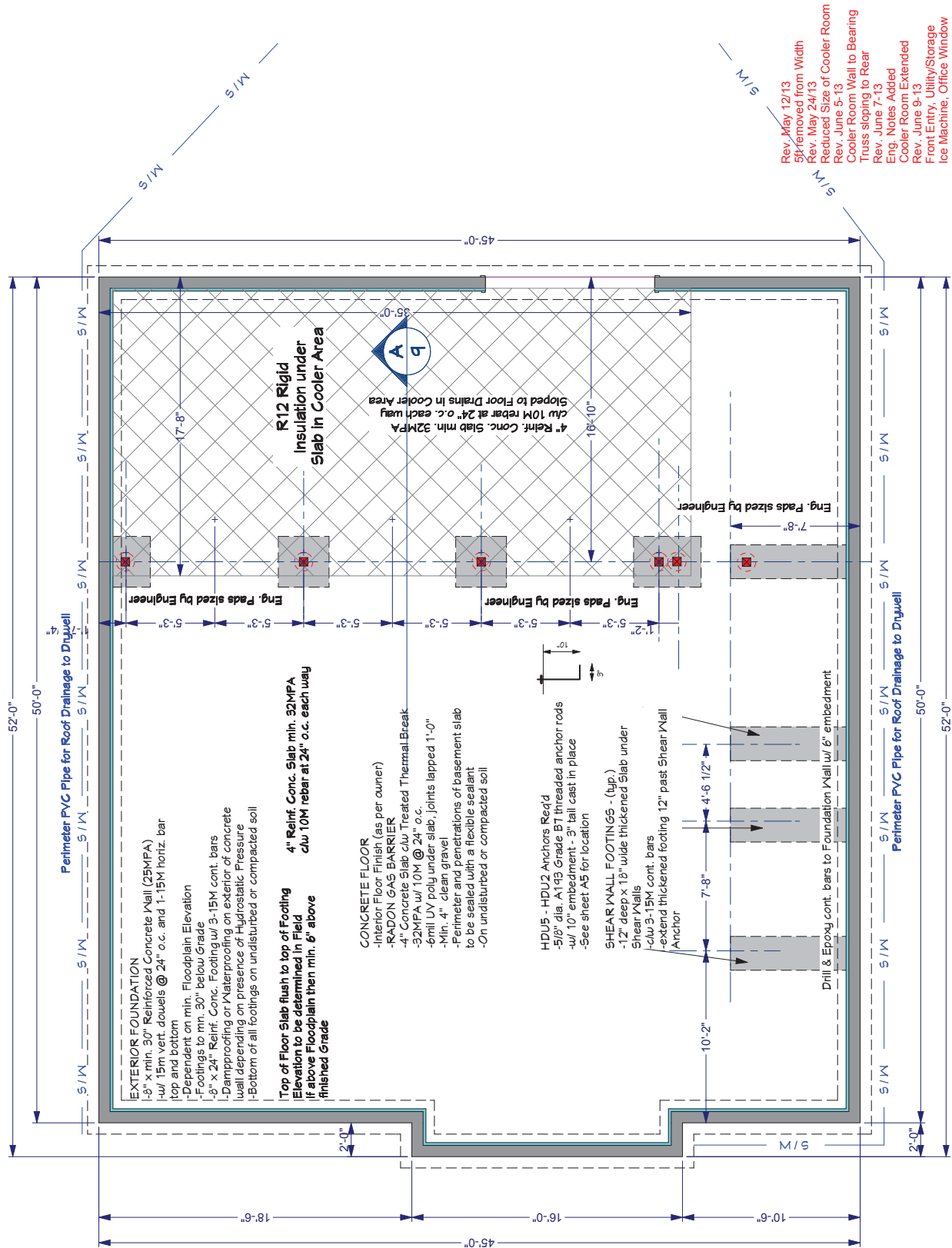
Copyright Reserved. This plan and design are, and at all times remain the exclusive property of Ecora Engineering Ltd. Contractors shall verify and be responsible for all dimensions and conditions on the job and this office shall be informed of any variations from the dimensions and conditions shown on the drawings.

Rev. May 12/13
 5ft removed from Width
 Rev. May 24/13
 Reduced Size of Cooler Room
 Rev. June 5-13
 Cooler Room Wall to Bearing
 Truss sloping to Rear
 Rev. June 7-13
 Eng. Notes Added
 Cooler Room Extended
 Rev. June 9-13
 Front Entry, Utility/Storage
 Ice Machine, Office Window

These Plans only for use at:
 WINNIPEG LIQUOR STORE
 426 Central Avenue
 Grand Forks, BC

3D RENDERINGS





FOUNDATION PLAN
Scale: 1/4" = 1' - 0"



Date: 10/06/2013
Page: 5 of 9
Scale: As Indicated

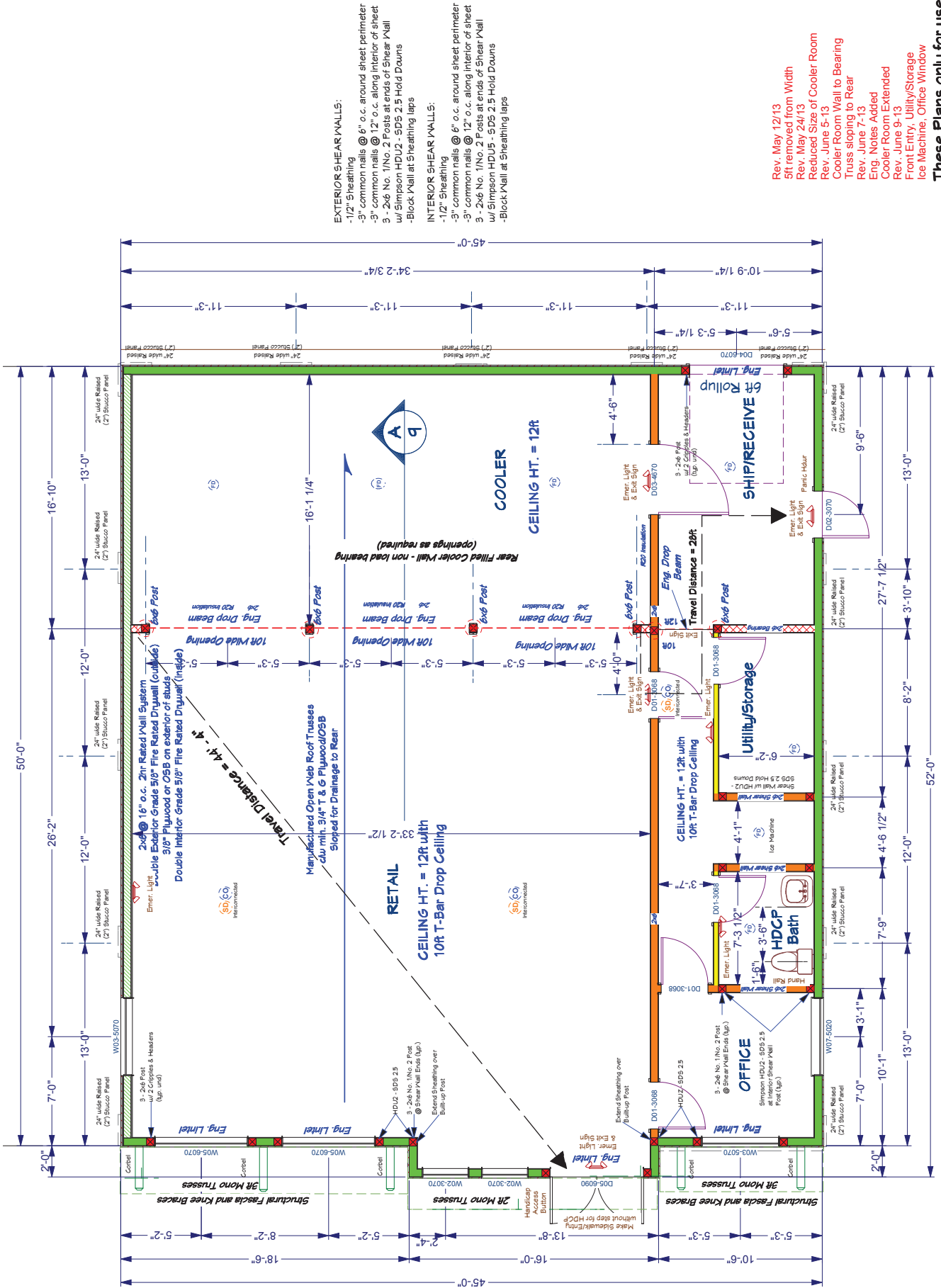
NOTES:
Use in conjunction with
Engineers Drawings
FOR BUILDING PERMIT

gm@vdp.net
Box 136, Osoyoos, BC
pht (250) 493-5266

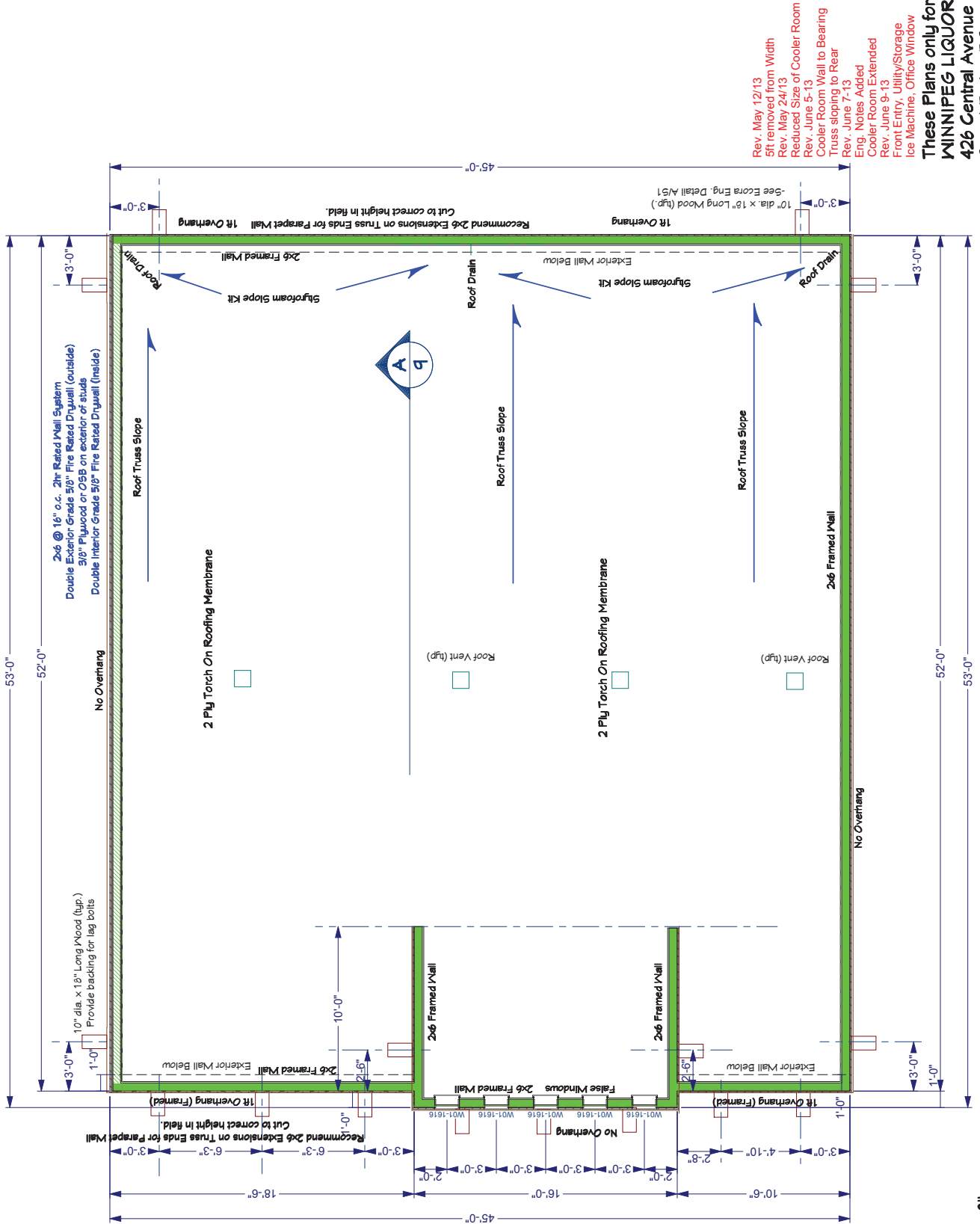
Custom Drafting & Design
by Grant ASCT, CRD, CEA

Rev. May 12/13
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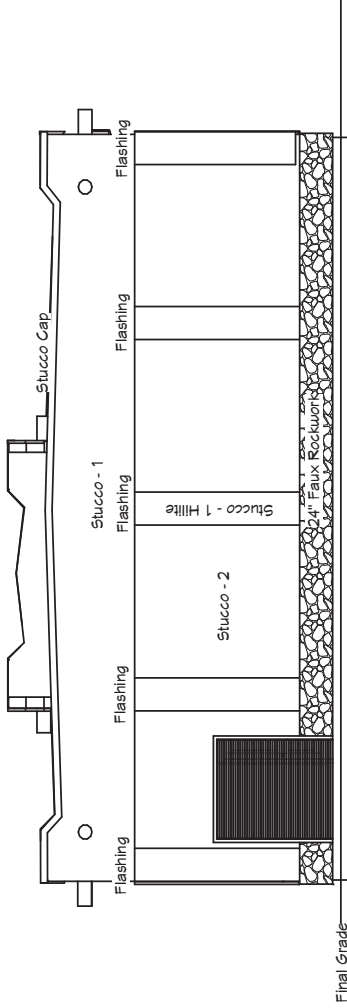
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426 Central Avenue
Grand Forks, BC



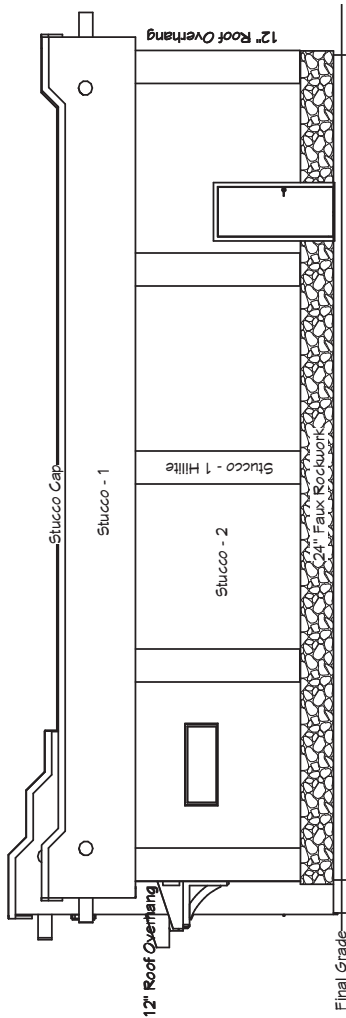
MAIN FLOOR PLAN
Scale: 1/4" = 1' - 0"



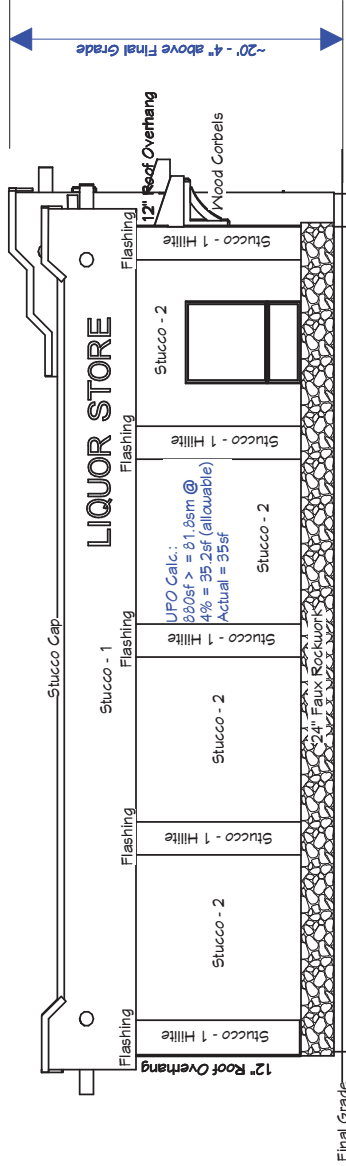
REAR ELEVATION
Scale: 3/16" = 1' - 0"



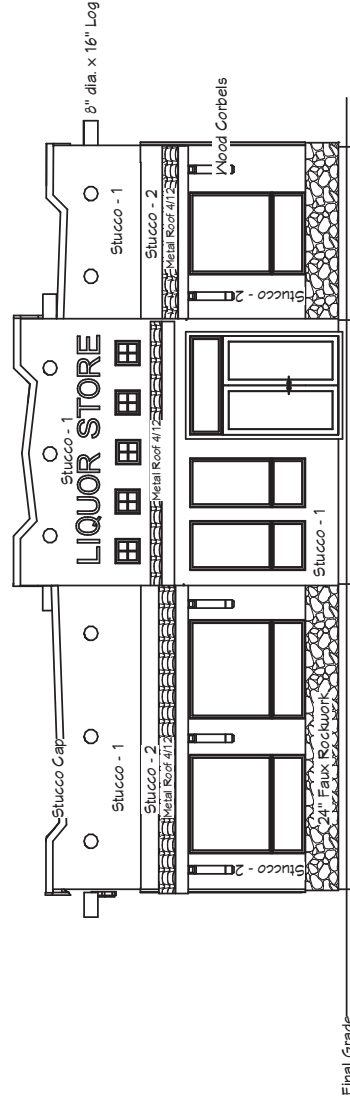
RIGHT ELEVATION
Scale: 3/16" = 1' - 0"



LEFT ELEVATION
Scale: 3/16" = 1' - 0"



FRONT ELEVATION
Scale: 3/16" = 1' - 0"



ROOM FINISH SCHEDULE	
ROOM NAME	STD. AREA (SQ. FT.)
COOLER	573
OFFICE	108
RETAIL	1162
SHIP/RECEIVE	245
HDCP BATH	53
STORAGE	83
UTILITY	49
TOTALS:	2273

DOOR SCHEDULE			
NUMBER	LABEL	QTY	FLOOR
D01	D01-3068	6	1
D02	D02-3070	1	1
D03	D03-4670	1	1
D04	D04-6070	2	1

WINDOW SCHEDULE			
NUMBER	LABEL	QTY	FLOOR
W01	W01-1616	5	2
W02	W02-3070	3	1
W03	W03-5070	1	1
W04	W04-6013	1	1
W05	W05-6070	2	1

Date: 10/06/2013
Page: 7 of 9
Scale: As Indicated

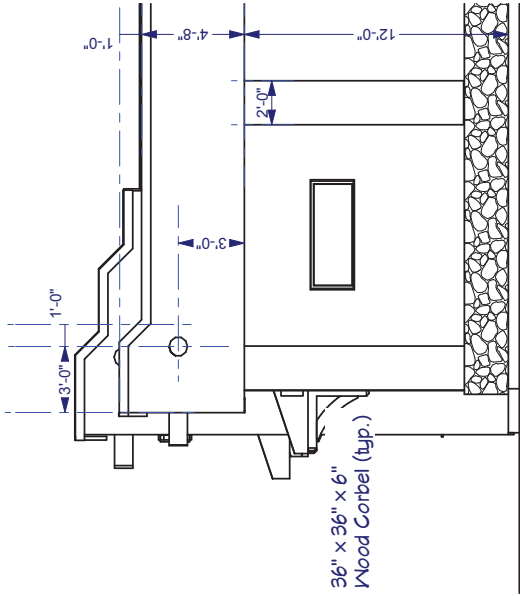


NOTES:
FOR BUILDING PERMIT
Use in conjunction with
Engineers Drawings

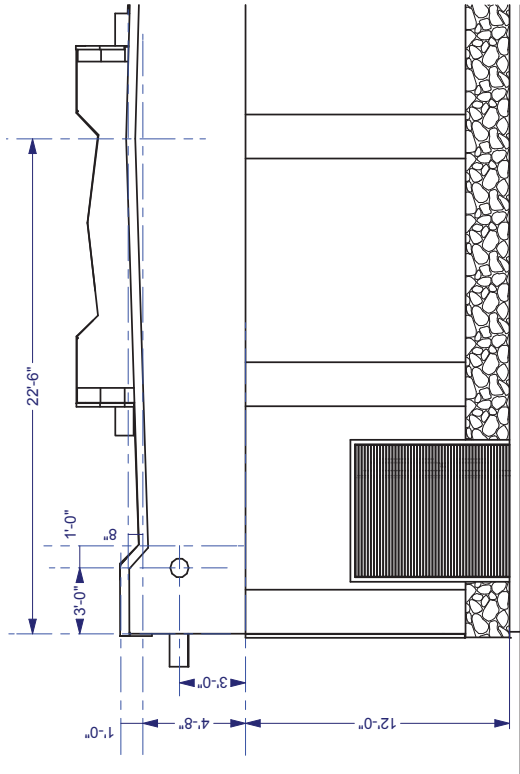
All drawings remain the property of Grant Management
Box 136, Osoyoos, BC
pht: (250) 493-5266
gmont@vip.net

Custom Drafting & Design
... by Grant ASCT, CRD, CEA

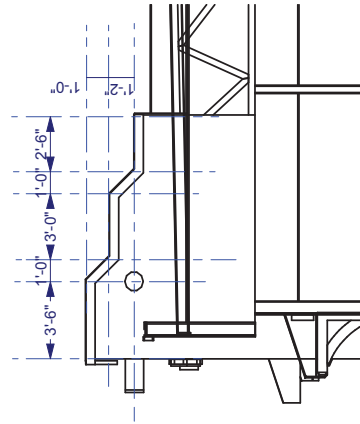
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Ice Machine, Office Window
These Plans only for use at:
WINNIPEG LIQUOR STORE
426 Central Avenue
Grand Forks, BC



FRONT RIGHT PARAPET ELEVATION
Scale: 1/4" = 1' - 0"



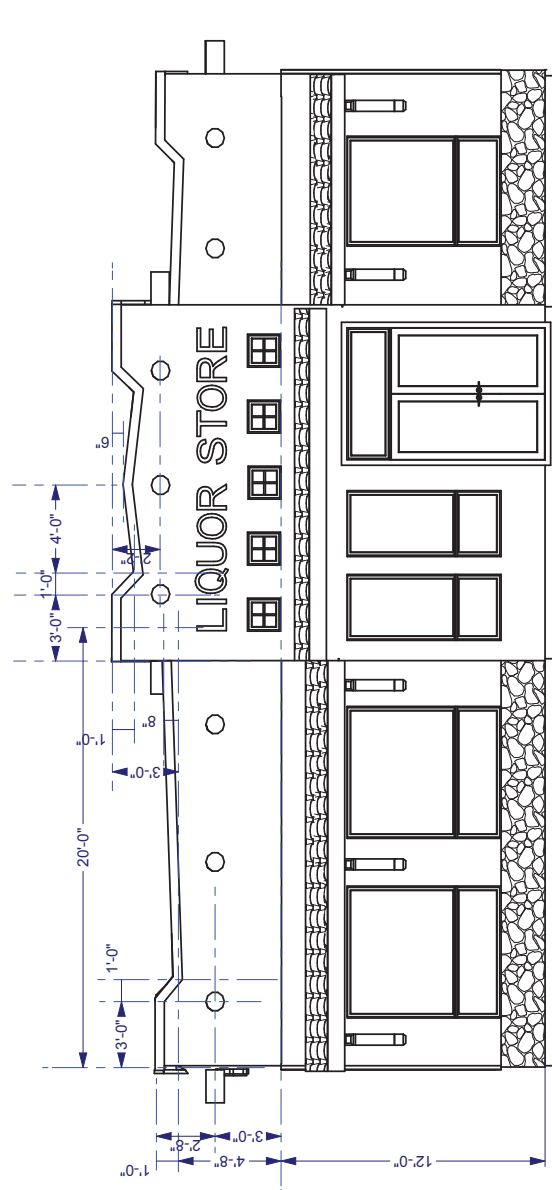
REAR LEFT PARAPET ELEVATION
Scale: 1/4" = 1'-0"



FRONT RIGHT RAISED PARAPET ELEVATION
Scale: 1/4" = 1' - 0"

Rev. May 12/13
5ft removed from Width
Rev. May 24/13
Reduced Size of Cooler Room
Rev. June 5-13
Cooler Room Wall to Bearing
Truss sloping to Rear
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Rev. June 9-13
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Ice Machine, Office Window

**These Plans only for use at:
WINNIPEG LIQUOR STORE
426 Central Avenue
Grand Forks, BC**



FRONT PARAPET ELEVATION
Scale: 1/4" = 1' - 0"

These Plans only for use at:
WINNIPEG LIQUOR STORE
426 Central Avenue
Grand Forks, BC

Request for Decision



To: Regular Meeting

From: **Development & Engineering Services**

Date: February 11, 2019

Subject: Development Permit No. DP1905 Proposed 52 Unit Multi-Family Development on the 0.925 Hectare (2.29 Acre) Parcel at 6895-19th Street

Recommendation: **THAT Council approves Development Permit No. DP1905 for a 52 Unit Multi-Family Development to be located on 19th Street on the lot legally described as Lot 1, District Lot 380, Similkameen Division Yale District, Plan KAP85777, generally in accordance with the site layout and development drawings contained in Appendix A & B.**

Background

The applicant is proposing to move forward with phase 2 of the development of this property which entails the construction of a 52 Unit Multi-Family Development on the 0.925 Hectare (2.29 Acre) site. The applicant has applied for a development permit for this development (See Appendix C).

This phase of the development entails construction of the following:

1. Two, five unit, two storey townhouses for a total of ten (10) units.
2. A three storey, Forty-Two (42) unit apartment building.

Phase 2 of this development which entailed the construction of a 450 square meter transition house, is scheduled for completion in 2019.

Ownership:

Owner:

PROVINCIAL RENTAL HOUSING
CORPORATION
INC.NO.BC0052129
1701-4555 Kingsway
Burnaby, BC
V4H 4V8

Agent:

Brock Elliot
Horizon North
540 Athabasca Street West
Kamloops, BC, V2H 1C4

Zoning and Policy Context

The property is 0.925 Hectares (2.29 Acres) in size.

The property is zoned R3 (Multi-Family Residential 3) in Schedule A of the Zoning Bylaw. As shown in Table 1 below, the south portion of the property is designated MR (Medium Density Residential) and north portion of the property is designated LR (Low Density Residential) in schedule B of the Official Community Plan (OCP).

Table 1 Property Zoning & OCP Summary			
	Current Zoning	OCP Designation Sch. B	OCP Development Permit Area Sch. C
6895 – 19 th Street	R-3 ¹	MR – Medium Density Residential and LR- Low Density Residential	MP – Multiple Housing Residential DPA
1. The property is incorrectly shown as R3A on the application submitted.			

Dwelling units is a permitted use in the R-3 zone.

Excepting the requirement in subsection 40.7 of the Zoning Bylaw, all bylaw regulations (building & structure setbacks, building heights, etc.) are met. At the January 28, 2019 regular meeting Zoning Bylaw Amendment Bylaw No. 2309-A3, 2019 received 1st and 2nd reading. If the bylaw amendment is passed, this proposed construction would be compliant with Zoning Bylaw 2039 and consistent with the affordable housing initiatives in Part 2, Section 4.0 of the Official Community Plan.

The lot area coverage shown on the drawings submitted by the applicant is incorrect as it includes only one of the two town house buildings. The corrected Lot Area Coverage is 24.4% which is well within the maximum permitted of 50%.

This site is in the Multiple-Housing Residential (MP) Development Permit Area (DPA) in the OCP and is subject to the DPA guidelines respecting site design, and building form and character as identified in the OCP. The objective is to ensure that multiple-housing developments are attractive and compatible with the surrounding area.

As per the OCP Multiple-housing residential includes all developments with three or more dwelling units per building or lot.

The DPA guidelines are intended to ensure that developments enhance the area.

Table 2 contains the list of DPA Guidelines applicable to this proposal and how the project responds to these guidelines.

Table 2 Multiple-Housing Development Permit Area (“DPA”) Guidelines for Development	
Development Permit Area Guideline	Project Response
1. The scale, siting and shape of buildings should be consistent with the adjacent development and prevailing neighbourhood character;	<p>The proposed building fits in with existing adjacent development. The adjacent developments include:</p> <p>North: Apartment building(s) with hip roofs and stucco facades. South: Residential, Multi-family and Neighbourhood commercial. East: Neighbourhood Commercial and Residential single-family homes with a mix of building styles. Under construction multi-family residential on the same parcel. West: Existing single family residential</p>
2. Monolithic structures and long expanses of straight walls should be avoided.	Long expanses of straight walls are broken up by strategic placement of balconies and decks as well as the placement of building jobs, windows and railings.
3. Large buildings should be designed in a way that creates the impression of smaller units and less bulk through the use of building jogs, irregular faces and architectural features such and gables, dormers, balconies, chimneys, special window features, canopies, verandas, porches and railing.	See 2 above.
4. Clustering and other creative spatial arrangements with common open areas and facilities are encouraged. These types of housing should be designed to promote visual quality and efficient use of land and building materials	<p>The townhouse units are clustered in two 5-unit clusters while the 42-unit apartment building forms another cluster.</p> <p>This placement of the townhouses provides some transition from residential to multi-family.</p>

Table 2 Multiple-Housing Development Permit Area (“DPA”) Guidelines for Development	
Development Permit Area Guideline	Project Response
	The placement of the apartment building on the site allows for the possibility of a future laneway to the west and in the interim affords a special separation between multi-family and residential.
5. All multiple-housing development should be connected to a community water system and community sewer system.	This multi-family development is connected to the community water system and the community sewer system.
6. Parking lots shall be landscaped to provide shade and to enhance the appearance of the overall development. Parking areas with greater than 10 stalls should be broken into smaller groups, divided by landscaping.	<p>As shown in drawing LDP 1, the parking lot is landscaped to provide shade and enhance the appearance of the overall development.</p> <p>The parking arrangement balances the need for efficient emergency vehicle (fire, ambulance and police) access with the guideline to break up the parking into smaller groups divided by landscaping.</p>
7. Safe and efficient vehicle entrances and exits, and on-site circulation should be provided.	There is one entry and one exit from the site. The entry/exit will accommodate the largest anticipated emergency vehicle that will be entering the site.
8. Consideration should be given to safe and efficient pedestrian and bicycle access. Provision shall be made for such features as pedestrian sidewalks or pathways, bicycle lands and bicycle racks.	Drawing DP1.00 and LDP 1 show the provision of bicycle racks for the development. Pedestrian walkway to be incorporated into the design.
9. The site should be provided with screening in the forms of walls, fencing, hedging, planting and other screening materials or a combination of materials in the following areas: <ul style="list-style-type: none"> <input type="checkbox"/> Around outdoor storage areas and waste containers, heating and cooling equipment and other service areas; 	<p>As shown on drawing DP1.01 the screening is provided for the outdoor waste containers.</p> <p>The parking area is well away from the closest street of 19th Avenue. The building under construction that fronts 19th street, provides screening for the parking areas for this phase of the development.</p>

Table 2 Multiple-Housing Development Permit Area (“DPA”) Guidelines for Development	
Development Permit Area Guideline	Project Response
<input type="checkbox"/> Between parking areas and the street; and <input type="checkbox"/> Between parking areas and neighbouring properties.	Landscaping is proposed to screen the parking from neighbouring properties.
10. The site should be provided with landscaping in the following areas: <input type="checkbox"/> Along the property edge next to roadways; <input type="checkbox"/> Between buildings and parking areas; <input type="checkbox"/> Along the sides of the buildings; <input type="checkbox"/> And in other open space areas not required for parking, access roads or walkways.	These elements are addressed in plan LDP 1.
11. Freestanding signage should be low, front lit or unlit, with a landscaped base.	No additional signage is shown for the site.
12. The general character of signs should be similar in design to the associated building.	No additional signage is shown for the site.

The number of offstreet parking spaces required for this development is outlined in Table 3.

Table 3 Parking Requirements for Phase 2 (Multi-Family)					
Land Use	Number of Units	Floor Area (estimate)	Parking Requirement as per Zoning Bylaw	Parking spaces Required	Parking spaces Available
Multi-Family (Existing)		Parking spaces from existing development allocated to new development			6
Multi-Family (proposed)	10	Dwelling unit (greater than 90 sq. m.)	Two (2) spaces per unit	20	20
Multi-Family (proposed)	42	Dwelling unit (equal to or under 90 sq. m.)	One (1) space per unit	42	36
		Total provided with site development:		62	62

Staff have asked the applicant to consider relocating the composting facility to allow some separation from the neighbour.

Modifications were made to the design based on fire department requirements.

Material schedules, elevation renderings, and landscape plans are shown on Appendix A attached. Building Development Permit Plan Set is attached as Appendix B.

Referral comments received will be included in a memo to council.

Benefits or Impacts

General

The construction method used for this development will be factory construction of major components offsite and assembly and finishing onsite to allow for a compressed construction timeframe.

Strategic Impact



Community Engagement

- The zoning for the property is compliant with the proposed development and the development is consistent with the Official Community Plan.



Community Livability

- These units fill a need identified by local, and provincial organizations.
- There are provisions for bicycle parking.
- This development is adjacent to major transportation routes (19th Street and 68th Avenue) and near schools, recreation facilities and at least one major grocery store.
- Providing quality affordable housing to the citizens of Grand Forks.



Economic Growth

- It is anticipated that there will be opportunity during construction for local businesses and workers to participate in the onsite construction of these buildings.



Fiscal Responsibility

- No offsite infrastructure upgrades are triggered by this development.

Policy/Legislation

Attachments

Appendix A

Page 1 – 4: Material Schedule, elevation renderings, and landscape plan

Appendix B

Page 1 – 16: Building Development Permit Plan Set

Appendix C

Page 1-3: Development Permit Application.

Appendix D

Page 1-4: Draft Development Permit

Recommendation

THAT Council approves Development Permit No. DP1905 for a 52 Unit Multi-Family Development to be located on 19th Street on the lot legally described as Lot 1, District Lot 380, Similkameen Division Yale District, Plan KAP85777, generally in accordance with the site layout and development drawings contained in Appendix A & B.

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.

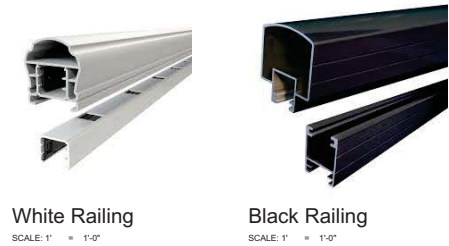
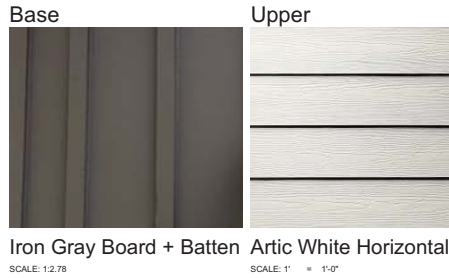
Report Approval Details

Document Title:	2019-02-11-DP1905-6895_19th_St_BC_Housing_Ph2_RFD.docx
Attachments:	- 2019-02-11-DP1905-Appendix_A_BC_Housing_DP.pdf - 2019-02-11-DP1905-Appendix_B_BC_Housing_DP.pdf - 2019-02-11-DP1905-Appendix_C_BC_Housing_DP_Application.pdf - 2019-02-11-DP1905-APPENDIX_D_DRAFT-6895_19th_St_BC_Housing.docx
Final Approval Date:	Feb 6, 2019

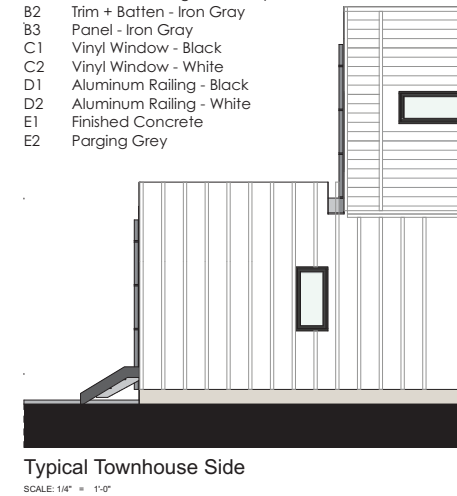
This report and all of its attachments were approved and signed as outlined below:

Dolores Sheets - Feb 6, 2019 - 12:42 PM

Diane Heinrich - Feb 6, 2019 - 1:25 PM



- Material Legend**
- A1 Horizontal Siding - Arctic White
 - A2 Trim + Batten - Arctic White
 - A3 Panel - Arctic White
 - B1 Horizontal Siding - Iron Gray
 - B2 Trim + Batten - Iron Gray
 - B3 Panel - Iron Gray
 - C1 Vinyl Window - Black
 - C2 Vinyl Window - White
 - D1 Aluminum Railing - Black
 - D2 Aluminum Railing - White
 - E1 Finished Concrete
 - E2 Parging Grey



Suite 500, 110 - 120 Avenue SW
Calgary, Alberta, Canada, T2K 0J7
T 403.470.7000
www.s2architects.com

Material Schedule

19TH STREET GRAND FORKS BC
GRAND FORKS MULTI-FAMILY
HORIZON NORTH

218229



This drawing supersedes previous issues. Do not scale these drawings.

Verify all dimensions, elevations and datums, and report any discrepancies to the Architect prior to construction. Dimensions are taken to face of exterior sheathing, face of concrete block, face of stud for interior partitions, and centreline of demising walls, unless noted otherwise on the drawing.

All drawings remain the property of the Architect. These drawings are Copyright 2013, S2 Architecture. These drawings may not be reproduced without the permission of the Architect.

REVISIONS	DATE
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DRAWING NO.

DP 500



Suite 501, 110 - 12th Avenue SW
Calgary, Alberta, Canada, T2N 0G7
403.670.7000
www.s2architecture.com

Colour Project Elevations

19TH STREET GRAND FORKS BC
GRAND FORKS MULTI-FAMILY
HORIZON NORTH

218229



This drawing supersedes previous issues. Do not scale these drawings.
Verify all dimensions, elevations and datums, and report any discrepancies to the Architect prior to construction. Dimensions are taken to face of exterior sheathing, face of concrete block, face of stud for interior partitions, and centreline of demising walls, unless noted otherwise on the drawing.
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REVISIONS	DATE
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SCALE AS NOTED
DATE Tuesday, January 29, 2019
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CHECKED BY bc

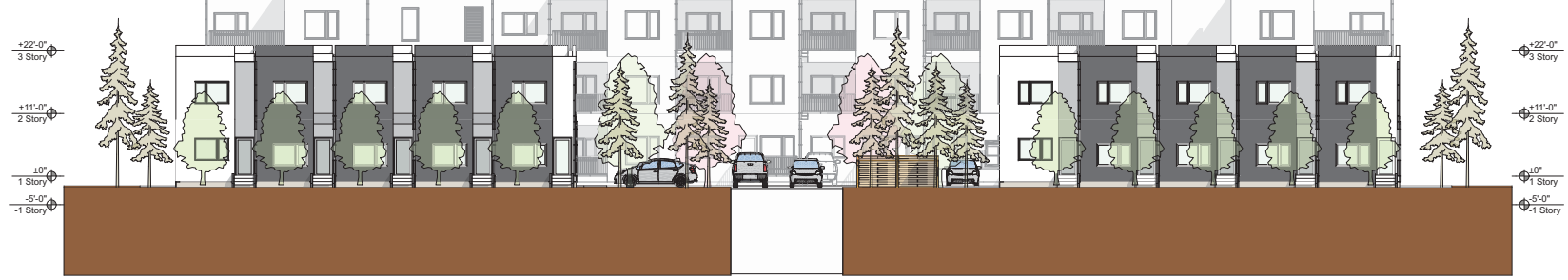
DRAWING NO.

DP 501



E5 West Apartment Elevation

SCALE: 3/32" = 1'-0"



SCALE: 3/32" = 1'-0"

E3 East Townhouse Elevation

SCALE: 3/32" = 1'-0"



E6 North Site Elevation

SCALE: 3/32" = 1'-0"



S2
architecture
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Calgary, Alberta, Canada, T2N 0E7
T 403.670.7000
www.s2architecture.com

Colour Project Elevations

19TH STREET GRAND FORKS BC

GRAND FORKS MULTI-FAMILY

HORIZON NORTH

218229



This drawing supersedes previous issues. Do not scale these drawings.
Verify all dimensions, elevations and datums, and report any discrepancies to the Architect prior to construction. Dimensions are taken to face of exterior sheathing, face of concrete block, face of stud for interior partitions, and centreline of demising walls, unless noted otherwise on the drawing.
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REVISIONS	DATE
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SCALE AS NOTED
DATE Tuesday, January 29, 2019
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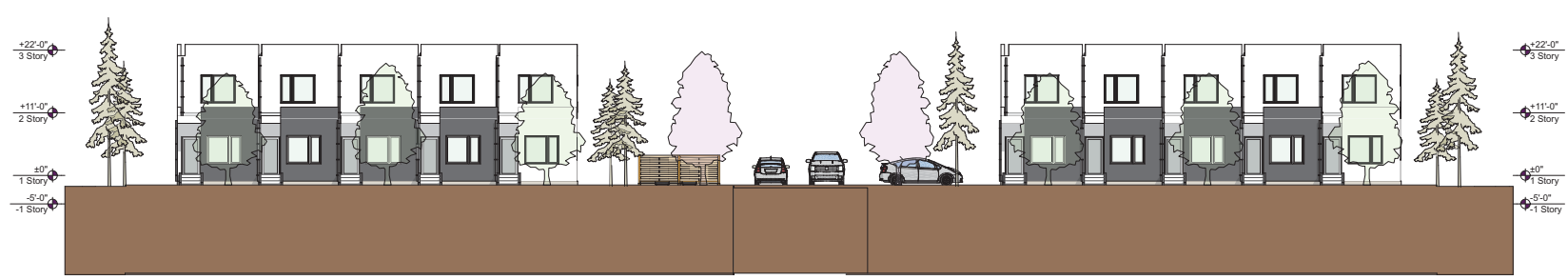
DRAWING NO.

DP 502



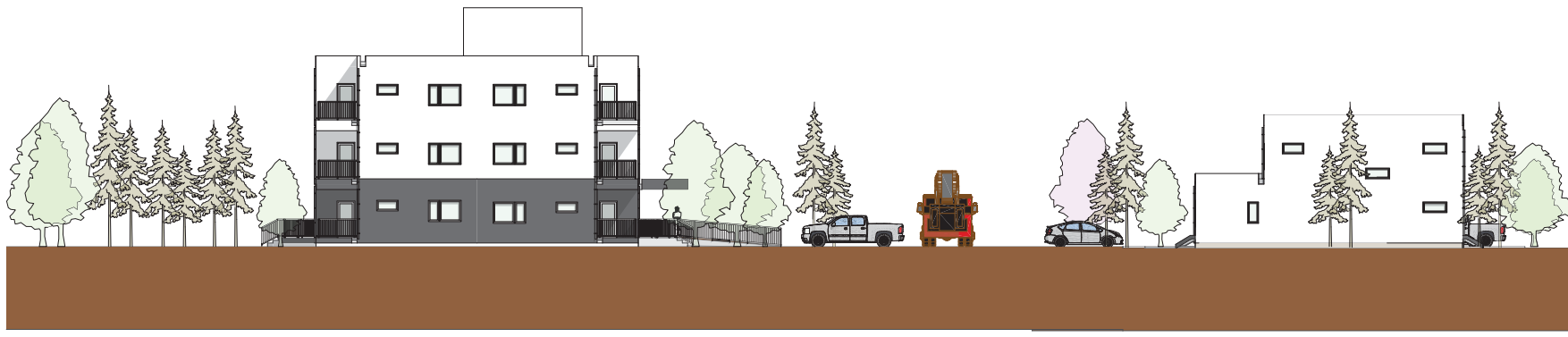
E1 East Apartment Elevation

SCALE: 3/32" = 1'-0"



E2 West Townhouse Elevation

SCALE: 3/32" = 1'-0"



E4 South Site Elevation

SCALE: 3/32" = 1'-0"

52 UNIT MULTI-FAMILY DEVELOPMENT

DEVELOPMENT PERMIT SUBMISSION

01.31.2019

BC HOUSING
FAMILY AND INDEPENDENT HOUSING

19th STREET, GRAND FORKS, BRITISH COLUMBIA



CONTACT INFORMATION
BROCK ELLIOTT
TEL : 778-471-8108
BGAEP@HORIZONNORTH.CA



CONTACT INFORMATION
SCOTT LAMBERT
TEL : 603-470-7050 EXT. 1090
M.MCCANN@S2ARCHITECTURE.COM



CONTACT INFORMATION
ROBERT FERSHAU
TEL : 250-460-7744
ROBERT.FERSHAU@WSP.COM



CONTACT INFORMATION
BLAKE LAWSON
TEL : 250-622-3220
BLAKE@LAWSONDEVELOPMENTS.COM

C:\Users\p1012029\Documents\52 Unit Multi-Family Development\52 Unit Multi-Family Development.dwg

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1	01.31.2019	DEVELOPMENT PERMIT SUBMISSION		
No.	YMD	Revision Description	Issued By	



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CHECKED BY: Checker

52 UNIT MULTI-FAMILY DEVELOPMENT - GRAND FORKS

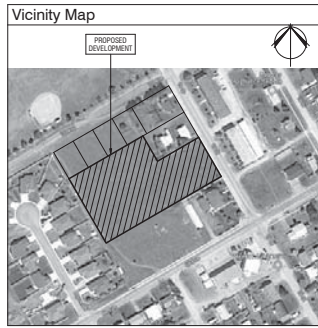
19th STREET
GRAND FORKS, BC

COVER SHEET

DRAWING NO.

DP0.00

Drawing List	
DP0.00	COVER SHEET
DP0.01	PROJECT STATISTICS & PHOTOS
DP0.02	EXISTING SITE SURVEY
DP1.00	SITE PLAN
DP1.01	SITE SECTIONS & SITE DETAILS
DP2.00	APARTMENT MAIN FLOOR PLAN
DP2.01	APARTMENT SECOND FLOOR PLAN
DP2.02	APARTMENT THIRD FLOOR PLAN
DP2.03	APARTMENT ROOF PLAN
DP2.10	TOWNHOUSE FLOOR PLANS & EXTERIOR ELEVATIONS
DP2.11	TOWNHOUSE EXTERIOR ELEVATIONS & BUILDING SECTIONS
DP3.00	APARTMENT EXTERIOR ELEVATIONS
DP3.01	APARTMENT EXTERIOR ELEVATIONS
DP4.01	APARTMENT BUILDING SECTIONS / SCHEDULE OF EXTERIOR DOORS & WINDOWS
DP5.00	SCHEDULE OF EXTERIOR MATERIALS
S-1	OVERALL SITE SERVICING PLAN
LDP1	LANDSCAPE DEVELOPMENT PERMIT



Municipal Address
19th STREET GRAND FORKS, BC CANADA

Legal Address
L1T1 DISTRICT LOT 389 50MLKAMEN DIVISION YALE DISTRICT PLAN KAP05/77

Site Summary
PROPOSED 52 UNIT MULTI-FAMILY DEVELOPMENT ON A 0.925 HECTARE SITE

By-Law Zoning
R-3 (Multi-Family Residential) Zone

By-Law Setback
MINIMUM SETBACK: FRONT: 6.0m (20 ft) OF A FRONT PARCEL LINE REAR: 6.0m (20 ft) OF A REAR PARCEL LINE SIDE: 1.5M (5 ft) OF AN INTERIOR SIDE PARCEL 4.0M (15 ft) OF AN EXTERIOR SIDE PARCEL
PROVIDED SETBACK: FRONT: 6.0m (20 ft) OF A FRONT PARCEL LINE REAR: 17.0m (55 ft) OF A REAR PARCEL LINE SIDE: 6.0m (20 ft) OF AN INTERIOR SIDE PARCEL 6.0m (20 ft) OF AN EXTERIOR SIDE PARCEL

Proposed Development
MULTI-FAMILY DWELLING UNITS (PERMITTED USE)
BUILDING CLASSIFICATION AS PER BC BUILDING CODE APARTMENT BUILDING GROUP C, THREE STOREY, LIMITED AREA, SPRINKLERED TOWNHOUSE BUILDINGS GROUP C, ONE STOREY, LIMITED AREA, SPRINKLERED

Building Height
MAXIMUM BUILDING HEIGHT NO DWELLING SHALL EXCEED 15 METERS (50 FT) IN HEIGHT APARTMENT BUILDING PROPOSED: 10 METERS (33 ft)
TOWNHOUSE BUILDINGS PROPOSED: 7 METERS (23 ft)

Floor Area Ratio
MAXIMUM PERMITTED F.A.R. Not Required
PROPOSED F.A.R. 0.57 FAR

Density
MIN. PERMITTED NA
DENSITY (UNITS PER HECTARE) MAX. PERMITTED NA
PROPOSED 58

Area Summary
NOTE: BALCONY, PATIO, TERRACE, AND DECK AREAS; MECHANICAL PENTHOUSES, AND ABOVE GRADE PARKING AREAS ARE NOT INCLUDED.

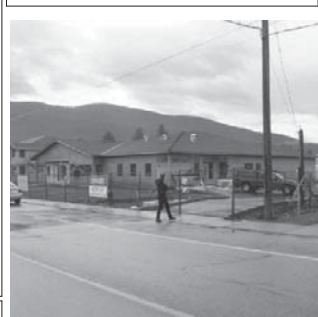
SITE AREA	
SITE AREA	0.925 ha (9250 sqm)
MINIMUM PARCEL SIZE FOR SUBDIVISION	800 sqm
EXISTING BUILDINGS	450 sqm (4880 sqft)
APARTMENT FOOTPRINT	1125 sqm (12100 sqft)
TOWNHOUSE FOOTPRINT	340 sqm (3675 sqft)
TOTAL BUILDING FOOTPRINT	1915 sqm
MAXIMUM PERMITTED SITE COVERAGE	30%
PROPOSED SITE COVERAGE	1915/6250 sqm = 30.7%

GROSS FLOOR AREA	
APARTMENT LEVEL 1	1125 sqm
APARTMENT LEVEL 2	1070 sqm
APARTMENT LEVEL 3	1070 sqm
TOTAL APARTMENT	3265 sqm
TOWNHOUSE LEVEL 1	340 sqm
TOWNHOUSE LEVEL 2	270 sqm
TOTAL TOWNHOUSE	610 sqm
TOTAL GROSS AREA	3885 sqm

UNIT SUMMARY			
UNIT NAME	UNIT TYPE	UNIT AREA	QUANTITY
APARTMENT	1BED ACCESSIBLE	900 sqft (83 sqm)	6
APARTMENT	1 BEDROOM	550 SQFT (51 sqm)	18
APARTMENT	2 BEDROOM	750 sqft (70 sqm)	18
TOWNHOUSE	3 BEDROOM	1180 sqft (110 sqm)	10
TOTAL			52

Dwelling Unit Count			
UNIT SUMMARY			
UNIT NAME	UNIT TYPE	UNIT AREA	QUANTITY
APARTMENT	1BED ACCESSIBLE	600 sqft (56 sqm)	6
APARTMENT	1 BEDROOM	550 sqft (51 sqm)	18
APARTMENT	2 BEDROOM	750 sqft (70 sqm)	18
TOWNHOUSE	3 BEDROOM	1180 sqft (110 sqm)	10

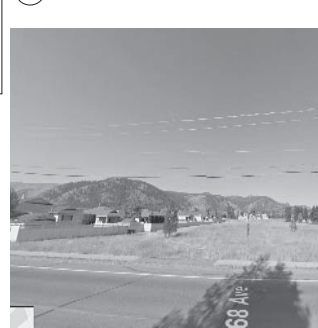
RESIDENTIAL - UNIT PARKING				
DESCRIPTION	QUANTITY	FACTOR (STALL PER UNIT)	REQUIRED	PROVIDED
APARTMENT UNITS	42	1	42	42
TOWNHOUSE UNITS	10	2	20	20
TOTAL	52		62	62



1 SW Entrance
DP0.01



3 East Side
DP0.01



5 North 68th Ave
DP0.01

RESIDENTIAL - BIKE RACKS				
DESCRIPTION	UNITS	FACTOR (STALL PER UNIT)	REQUIRED	PROVIDED
BIKE RACKS	52	0.3/ UNIT	N/A	18



2 SW Entrance - Frontage
DP0.01



4 North 68th Ave
DP0.01

RESIDENTIAL - WASTE & RECYCLING					
BUILDINGS #	NO. OF BINS (3 yd³)	STORAGE	STAGING		
DESCRIPTION	QUANTITY	REQUIRED	PROVIDED	REQUIRED	PROVIDED
DWELLING UNIT	52	4	4	38 sqm	38 sqm
				18 sqm	18 sqm



6 North 68th Ave
DP0.01

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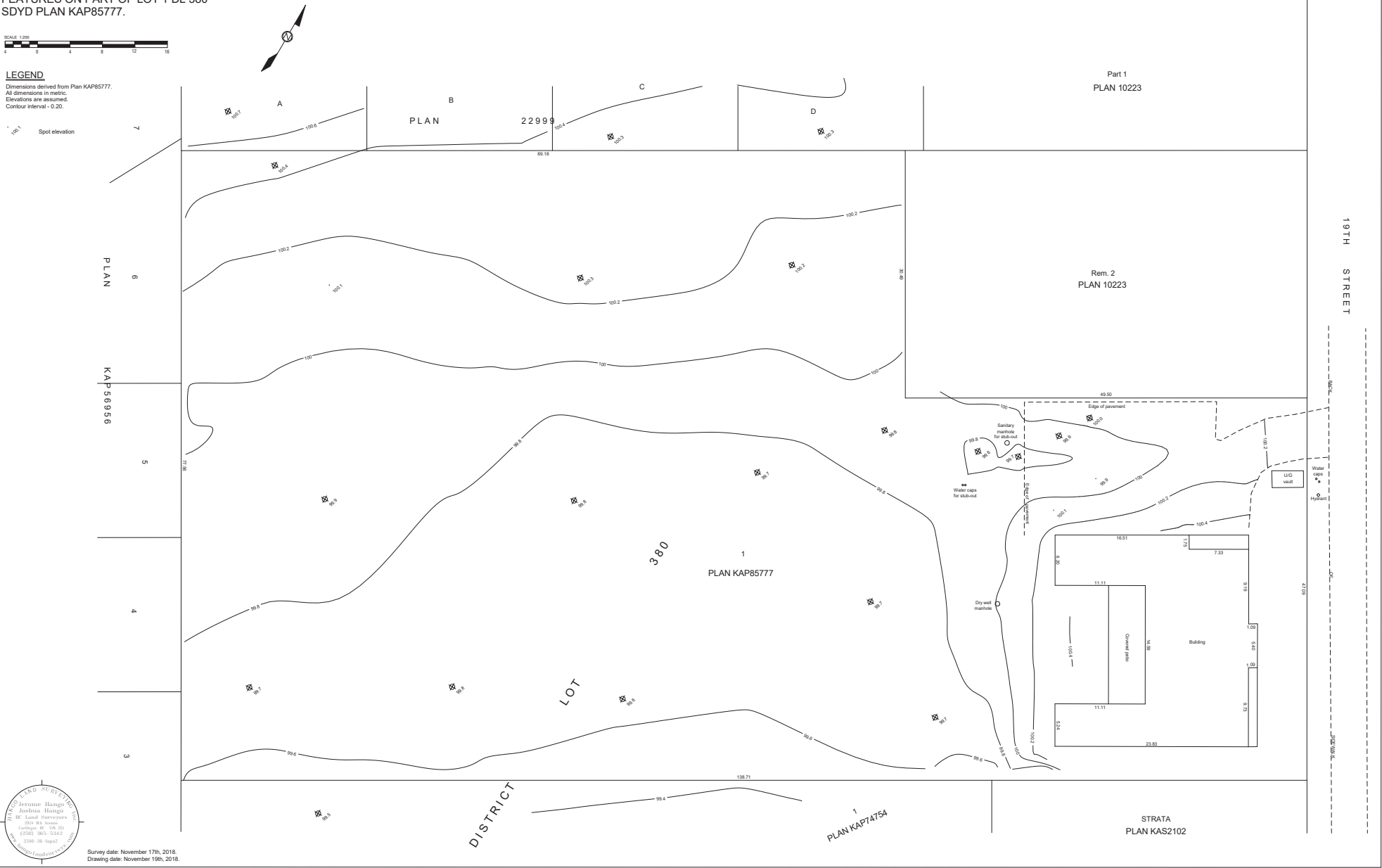
52 UNIT MULTI-FAMILY DEVELOPMENT - GRAND FORKS		DRAWING NO.
19th STREET GRAND FORKS, BC		DP
PROJECT STATISTICS & PHOTOS		

TOPOGRAPHIC PLAN SHOWING SELECT
FEATURES ON PART OF LOT 1 DL 380
SDYD PLAN KAP85777.



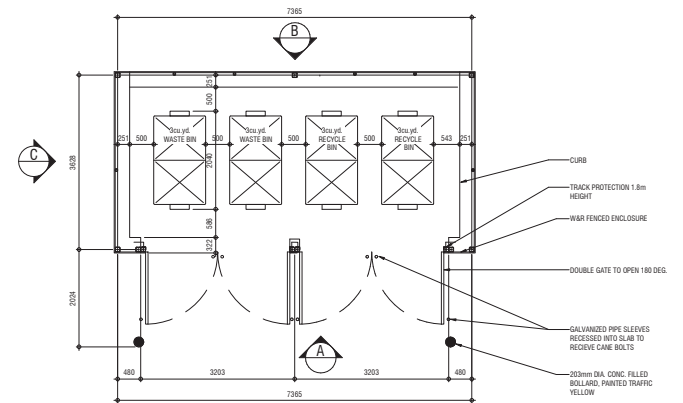
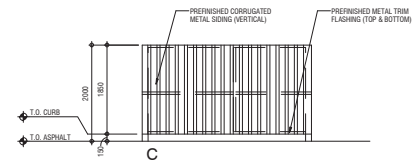
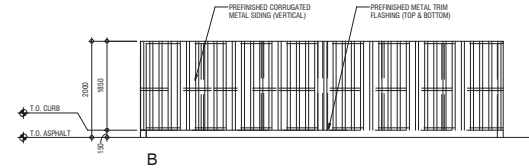
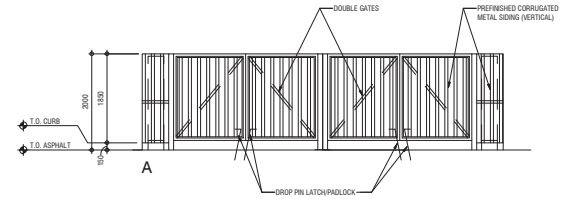
LEGEND
Dimensions derived from Plan KAP85777.
All dimensions in metric.
Elevations are assumed.
Contour interval - 0.20.

Spot elevation



Survey date: November 17th, 2018.
Drawing date: November 19th, 2018.

1 Existing Site Survey Plan
3800/ SCALE: 1:200



5 Site - Garbage Enclosure Details
DP1.01 SCALE: 1/4" = 1'-0"

DP1.01



1 Main Floor Plan
SCALE: 1/8" = 1'-0"

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52 UNIT MULTI-FAMILY DEVELOPMENT - GRAND FORKS

19th STREET
GRAND FORKS, BC
APARTMENT MAIN FLOOR PLAN

DRAWING NO.

DP2.00



1 Second Floor Plan
SCALE: 1/8" = 1'-0"
DP2.01
DP2.00

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52 UNIT MULTI-FAMILY DEVELOPMENT - GRAND FORKS

19th STREET
GRAND FORKS, BC
APARTMENT SECOND FLOOR PLAN

DRAWING NO.

DP2.01



1 Third Floor Plan
SCALE: 1/8" = 1'-0"
DP2.02

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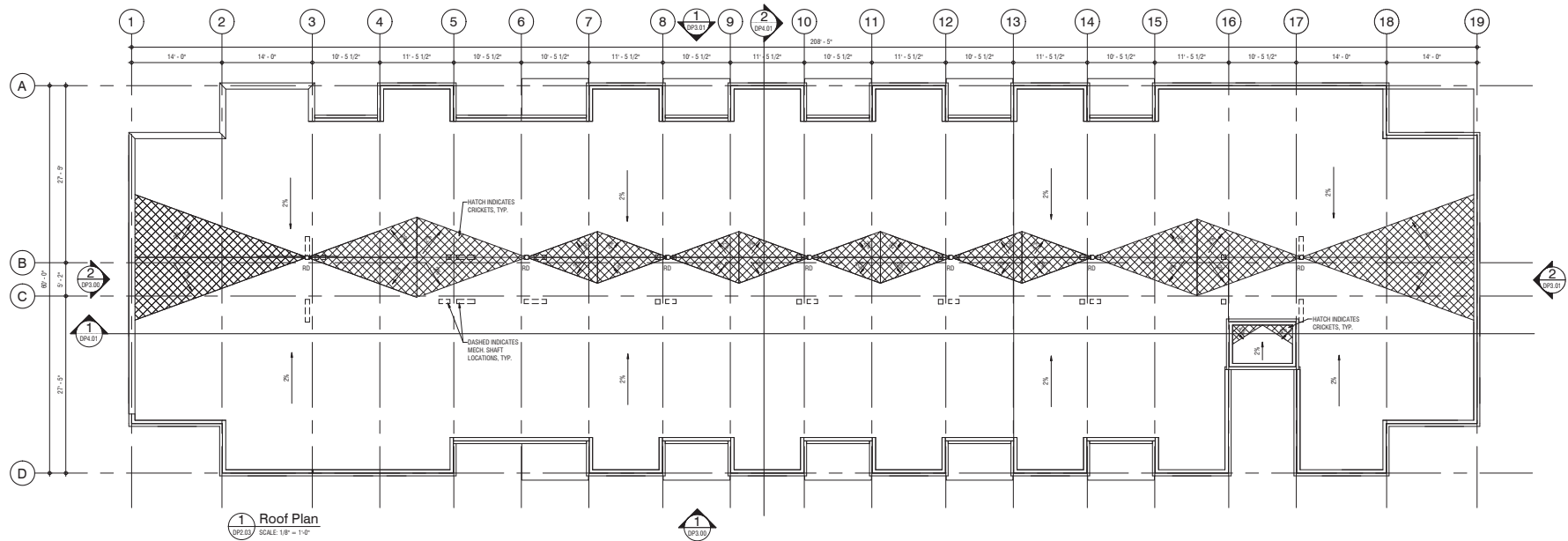
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SCALE:
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CHECKED BY: Checker

52 UNIT MULTI-FAMILY DEVELOPMENT - GRAND FORKS

19th STREET
GRAND FORKS, BC
APARTMENT THIRD FLOOR PLAN

DRAWING NO.

DP2.02



1 Roof Plan
DP2.03 SCALE: 1/8" = 1'-0"

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52 UNIT MULTI-FAMILY DEVELOPMENT - GRAND FORKS

19th STREET
GRAND FORKS, BC

APARTMENT ROOF PLAN

DP2.03



- Agenda Page 135 of 176



1. ALL ALUMINIUM SOFFT, EAVES & RAINWATER LEADERS TO MATCH ADJACENT FINISHES
2. ALL PRE-FINISHED METAL FLASHING TO MATCH ADJACENT FINISH
3. REFER TO DPS.00 FOR DETAILED ELEVATIONS AND COLOURS

1	FIBRE CEMENT PLANK LAP SIDING - COLOUR ARCTIC WHITE
2	FIBRE CEMENT BOARD AND BATTEN SIDING - COLOUR ARCTIC WHITE
3	FIBRE CEMENT BOARD AND BATTEN SIDING - COLOUR IRON GRAY
4	METAL BALCONY RAIL - COLOUR BLACK
5	PRESSURE TREATED WOOD STAIRS
6	PVC WINDOW - COLOUR WHITE
7	PVC WINDOW - COLOUR BLACK





Elevation - General Notes

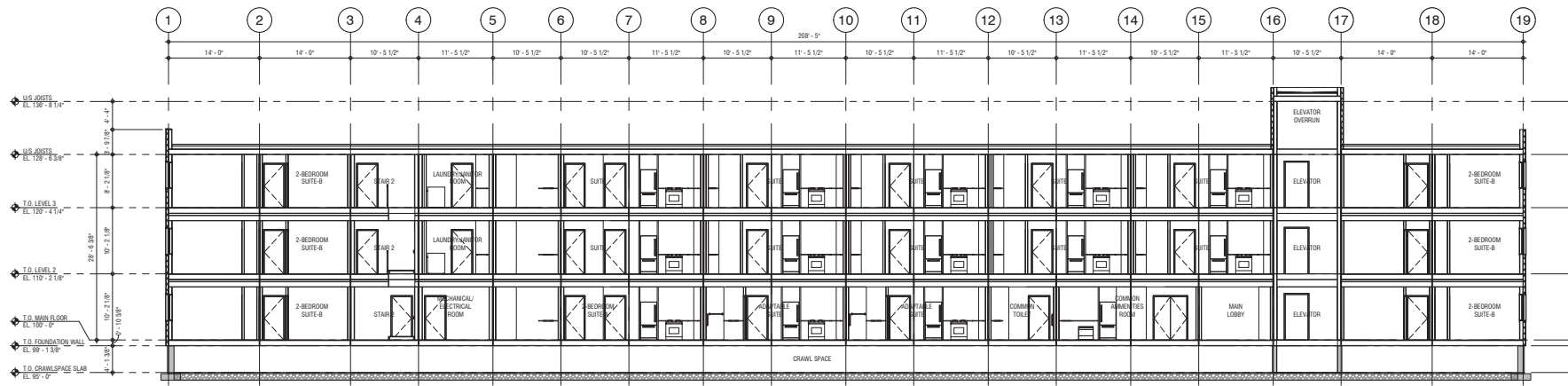
1. ALL ALUMINIUM SOFT, KINES & RAINWATER LEADERS TO MATCH ADJACENT FINISHES
2. ALL PRE-FINISHED METAL FLASHING TO MATCH ADJACENT FINISH
3. REFER TO DPS-00 FOR DETAILED ELEVATIONS AND COLOURS

Elevation - Color Legend

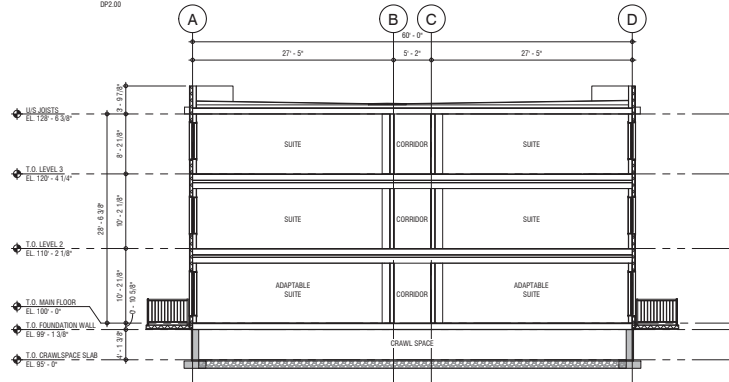
1	FIBRE CEMENT PLANK LAP SIDING - COLOUR ARTIFIC WHITE
2	FIBRE CEMENT BOARD AND BATTEN SIDING - COLOUR ARTIFIC WHITE
3	FIBRE CEMENT BOARD AND BATTEN SIDING - COLOUR IRON GRAY
4	METAL BALCONY RAIL - COLOUR BLACK
5	PRESSURE TREATED WOOD STAIRS
6	PVC WINDOW - COLOUR WHITE
7	PVC WINDOW - COLOUR BLACK

1	21.31.2019	DEVELOPMENT PERMIT SUBMISSION	
No.	YMD	Revision Description	Issued By



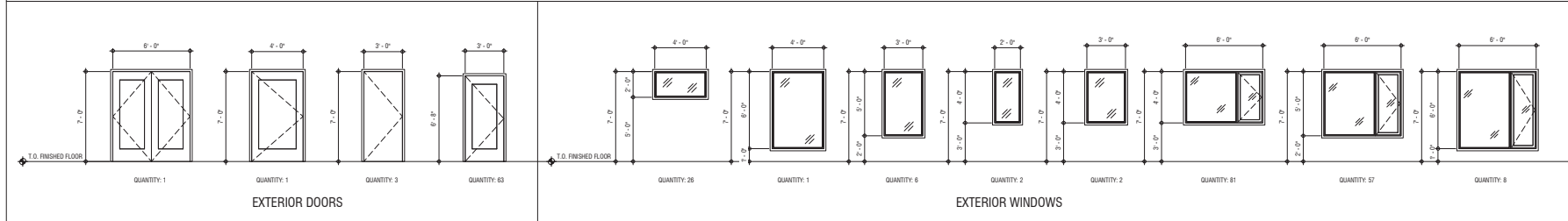


1 Longitudinal Section
SCALE: 1/8" = 1'-0"
DP4.01
DP2.00



2 Cross Section
SCALE: 1/8" = 1'-0"
DP4.01
DP2.00

EXTERIOR DOOR AND WINDOW SCHEDULE



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52 UNIT MULTI-FAMILY DEVELOPMENT - GRAND FORKS

19th STREET
GRAND FORKS, BC
APARTMENT BUILDING SECTIONS / SCHEDULE OF EXTERIOR DOORS & WINDOWS

DRAWING NO.

DP4.01



No.: DP1905

Development Permit

City of Grand Forks ("the "City")

ISSUED TO:

PROVINCIAL RENTAL HOUSING CORPORATION, INC. NO.
BC0052129
1701-4555 Kingsway
Burnaby, BC, V5H 4V8

(the "Permittee")

Development

This Development Permit authorizes the development of a 52 Unit Multi-Family Development in Grand Forks, BC.

General

1. This Development Permit is issued subject to compliance by the Permittee with all bylaws, orders, regulations or agreements except as specifically varied or supplemented by this Development Permit.
2. This Development Permit applies to that real property including land with or without improvements located within the City of Grand Forks, with the legal description and civic address as follows:

Parcel Identifier: 027-357-635
Lot 1, District Lot 380, SDYD, Plan KAP85777
6895 19th Street, Grand Forks, BC

3. This permit is not transferrable unless specifically permitted by the City. The authorization to transfer the permit shall, if deemed acceptable, be granted by Council resolution.
4. This Development Permit shall lapse if the Permittee does not substantially start any construction with respect to which this development permit is issued, within two (2) years after the date this development permit is issued.

DRAFT

Terms and Conditions

5. The Permittee shall develop the exterior of the property as shown generally on the attached site plan as Schedule A and Landscape Plan as Schedule B. Securities in the form acceptable to the City for the provision of landscaping may be required prior to the issuance of a Building Permit.
6. The Permittee shall follow the “form and character” design in the development of the exterior of the buildings/structures on the site – as generally shown in drawings attached as Schedule C. Any minor changes or substitutions will be subject to approval by the Manager of Engineering and Development Services.
7. The issuance of the Development Permit and/or a Building Permit may be subject to completion of a Works and Services Agreement:
 - a. Executed between the Permittee and the City of Grand Forks;
 - b. Prepared at the cost of the Permittee and submitted to the City for review and acceptance;
 - c. Contents of this agreement shall ensure the implementation of Engineering designs and reports completed by Professional Engineers at the Permittee’s expense, subject to the City’s review and acceptance;
 - d. Requirements identified may include (but not be limited to) water services, sanitary sewer services, drainage and storm water requirements, street lighting, fire hydrants, frontage upgrade (sidewalk, curb and gutter), landscaping and other requirements as per the Grand Forks Subdivision, Development and Servicing Bylaw.
8. Sustainable Development elements to be included as part of the development include:
 - a. Drought resistant (xeriscape) landscaping;
 - b. Water conservation measures;
9. The Permittee shall prepare and follow a construction work plan to the satisfaction of the City of Grand Forks. This shall include:
 - a. Provision for a pre-construction meeting with City staff and a communications protocol;
 - b. Hours of construction (compliance with Grand Forks Noise Bylaw);
 - c. Parking of equipment;
 - d. Parking of employee/worker vehicles;
 - e. Dust control;
 - f. Delivery vehicle routes;
 - g. Flagging requirements; and,
 - h. Other requirements deemed necessary by the City of Grand Forks.

DRAFT

10. A monitoring and inspections schedule for work being undertaken and to be completed is required:
 - a. For matters pertaining to the Works and Services Agreement - these are to be included in the said agreement;
 - b. For matters involving the Landscape Plan and exterior site development, these shall be as follows:
 - i. Substantial completion - the amount of Securities (Item #13) may be reduced by the amount agreed upon by the City of Grand Forks and the Permittee's Landscape Architect or reputable site designer;
 - ii. Final completion - relinquishing all obligations of the Securities as agreed upon by the City of Grand Forks and the Permittee's Landscape Architect or reputable site designer; and,
 - iii. Holdback release - final release of 10% Securities holdback subject to inspection of landscaping works one year from final completion.
11. Development Cost Charges (DCC's) under the City of Grand Forks Bylaw No. 1425 shall be paid to the City of Grand Forks; due no later than at the Building Permit approval stage.
12. The development of the site will require a Building Permit to be issued pursuant to the BC Building Code and the City's Building Bylaw.
13. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Permit, within the time provided, the City may use the security to carry out the work by its servants, agents or contractors and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Permit within the time set out above, the security shall be returned to the Permittee.
 - The security shall be in the form of a letter of credit, bond or certified cheque;
 - The amount of the security will be based on the estimated full costs of the landscaping and exterior site development; and,
 - Said costs are to be estimated and submitted to the City for approval by a Landscape Architect or reputable site designer or contractor.
14. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Development Permit, the Works and Services Agreement (if required) and any plans and specifications attached to the Permit which shall form a part hereof.

DRAFT

15. This Permit is not a Building Permit.

16. Upon enacting the requirements of this permit, the Permittee hereby covenants and agrees to save harmless and effectually indemnify the City against:

- a. All actions and proceedings, costs, damages, expenses, claims and demands whatsoever brought, due to the City granting the said permit;
- b. All costs, expenses, claims that may be incurred by the City, if the construction of engineering or other types of works as called for by the Permit results in damage to any property owned in whole or in part by the City or which the City by duty or custom is obligated directly or indirectly in any way or in any degree, to construct, repair, or maintain; and,
- c. The Permittee further covenants and agrees that when granted this Development Permit, the City may withhold granting any Occupancy Permit for the occupancy and/or use of any building or part thereof constructed upon the hereinbefore referred to land until all of the engineering works called for by the Permit and Works and Services Agreement have been completed to the satisfaction of the City's Engineer and the Manager of Development and Engineering Services.

17. Should there be any changes in ownership or legal description of the property, the Permittee shall undertake to notify the Manager of Development Services immediately.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL FOR THE CORPORATION OF THE CITY OF GRAND FORKS AT A REGULAR MEETING HELD THE 11th day of Feb, 2019.

Daniel Drexler, Corporate Officer
City of Grand Forks, BC

Development Permit ISSUED this _____ day of _____, 2019.

Dolores Sheets, Approving Officer
City of Grand Forks, BC

Memo



To: Regular Meeting
From: **Chief Administrative Officer**
Date: 2019-02-11
Subject: Engineering Consulting Services Contract

Background

After reviewing the recommendation from the City's Manager of Development and Engineering, I concur with the recommendation and have instructed the manager to extend Urban Systems contract as the Engineer of Record for the City of Grand Forks for an additional year.

Urban Systems is an integral part of various ongoing projects such as the Waste Water treatment Plant Upgrades, UV Chamber, various grants, and especially Floodplain mapping and recovery related projects.

Benefits or Impacts

General

To ensure that the projects in progress continue as efficient and cost effective as possible.

Attachments

Memorandum from the Manager of Engineering and Development

MEMORANDUM



DATE : January 31, 2019

TO: Chief Administrative Officer

FROM : Manager of Development & Engineering

SUBJECT: Engineering Consulting Services Contract

As per the City's purchasing policy, a Request for Proposals was posted for the above-noted project in 2012. The resulting contract, for services supplied by Urban Systems Ltd., was for an initial three-year term with the provision for multiple one-year extensions. The last one-year extension of the contract began March 13th of 2018 and expires on March 12th of 2019.

The purpose of engaging in a long-term contract with a firm such as Urban Systems is to ensure City staff have access to a variety of professionals as needed for changing projects and conditions within the community. The team at Urban Systems is comprised of professional engineers, community planners, policy analysts, landscape architects, environmental scientists, communication experts, technologists, legal surveyors and administrative professionals. Their areas of practice include asset management, community energy solutions, community planning, economic development, environment, geographic information systems (GIS), governance and finance, land development, land economics, land surveying and geomatics, landscape architecture, transportation, and water. For this type of consultant to deliver the products we require in a timely and economically responsible manner, they need to be well versed in the workings of the City. Urban Systems offers both a wealth of local experience and a multiple-disciplined team capable of assisting with the broad range of projects undertaken by the City.

Currently, Urban Systems is intricately involved in several of the City's major capital projects including Wastewater Treatment UV Disinfection, Wastewater Treatment Plant Upgrades, Floodplain Risk Assessment, Floodplain Hydraulic and Hydrologic modeling, flood recovery, economic recovery and numerous smaller capital and operational projects. The team at Urban Systems consults extensively on grant applications and are at least partially responsible for the acquisition of grant monies for at least five of the City's current projects. Without their dedication and intimate knowledge of our infrastructure, including policies and bylaws, it is unlikely the City

MEMORANDUM



would have experienced such a high degree of success attaining grant funding in the past few years.

For the sake of continuity and financial prudence, I recommend the City continue with Urban Systems as consulting engineers for the City for an additional one-year term, beginning March 13th 2019.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be "D. Sheets", with a stylized, cursive-like flourish.

Dolores Sheets
Manager of Development & Engineering

February 4, 2019

To Mayor and Council



The Grand Forks Downtown Business Association would like to request that the first parking space in front of 221A Market Ave. (Work n' Play Clothing) be turned into bike parking. Customers and merchants would benefit from adequate bike parking downtown. There are not sufficient places to safely leave bikes while at work or shopping. The parking space mentioned is the ideal location because it is next to outdoor seating and visible to patrons and employees for security reasons. Thank you for considering this request. We look forward to working with the city to make our downtown more bicycle and pedestrian friendly.


Amber Esovoloff
GFDBA Chair

FILE CODE

WE3
or DI - DBA request for
Parking Space on
Market

ULINE
.ca

1-800-295-5510

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Double-Sided Grid Bike Rack - 18 Bike Capacity, Black



Everybody's biking! Secures bikes, deters theft. For commuter stations, libraries, schools.

- Sturdy 14-gauge construction, attractive powder coating.
- Rust-resistant bike rack.
- Bike rack mounting hardware Included.

[More Images](#)

MODEL NO.	DESCRIPTION	SIZE L x W x H	BIKE CAP.	WT. (LBS.)	PRICE EACH		ADD TO CART
					1	3+	
H-2541BL	Double-Sided	110 x 36 x 31"	18	112	\$699	\$660	<input type="text" value="1"/> <input type="button" value="ADD"/>

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Request for Decision



To: Regular Meeting
From: Chief Financial Officer
Date: February 11, 2019
Subject: Fees and Charges Amendment Bylaw 1958-A4
Recommendation: **That Council gives final reading to 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 given first three readings on January 28, 2019 and is now presented for final reading.

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

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 final reading to 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

Report Approval Details

Document Title:	2019 Water Utility Fees final reading.docx
Attachments:	- By1958-A4 - Fees and Charges Amendment 2019.pdf - By1958-A3 - to amend Fees Charges Bylaw No. 1958.pdf
Final Approval Date:	Jan 31, 2019

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

Diane Heinrich - Jan 31, 2019 - 9:43 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
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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)	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.

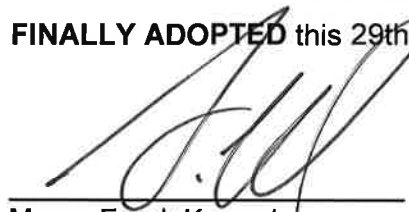
INTRODUCED this 11th day of December, 2017.


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
---	-----------

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
-----	---------------------------------------	----------------

* 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*

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

- | | |
|--|---------|
| (a) Residential | |
| (i) Single family dwelling or duplex (per unit) | \$85.00 |
| (ii) Secondary suite or dwelling unit (per unit) | \$50.00 |
| (b) Unmetered Multi-Family Residential and Strata (per unit) | \$50.00 |
| (c) Unmetered Business, Industrial, Utility, Institutional, Recreational, Non-Profit and all other classes | |
| 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 | |
| (Usage to be estimated using available data for similar property class and function) | |

- | | |
|--|---------|
| (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
---	--------

Request for Decision



To: Regular Meeting
From: **Development, Engineering & Planning**
Date: February 11, 2019
Subject: Third and Final Reading –Amendments to the Zoning Bylaw with respect to cannabis retail stores, accessible parking spaces and other minor changes (File: ZA1901)
Recommendation: **THAT Council gives third and final 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).

Council gave first and second reading of the Zoning Bylaw amendment at the January 28, 2019 meeting. The bylaw was advertised in two consecutive (January 30th and February 6th, 2019) issues of the local paper. Council heard comments from the public at the hearing held on February 11th, 2019 at 6:00 pm as well as any written feedback.

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.

Table 1: Summary of Proposed Zoning Bylaw Amendments		
Section Reference	Amendment	Intent
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 be at least 2.8 metres wide with an additional 1.2 metres on both sides of the stall to allow wheelchair access.	<p>To ensure that suitably sized accessible parking stalls are provided for non-residential land uses in the City.</p> <p>The British Columbia Building Code 2018 no longer regulates accessible parking so it now the responsibility of the City. This 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

The bylaw received first and second reading. The timing for 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

- An notice was advertised for two consecutive weeks in the local weekly newspaper and a statutory Public Hearing was held to encourage and receive feedback from the community on the proposed zoning amendments.



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 gives third and final reading to Zoning Bylaw Amendment No. 2039-A3, 2019.

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:	2019-02-11-ZA1901-Zoning_Bylaw_2039_A3_RFD.docx
Attachments:	- ZA1901-2019-01-28_Zoning_Bylaw_No_2039A3.docx
Final Approval Date:	Feb 5, 2019

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

Dolores Sheets - Feb 5, 2019 - 12:12 PM

Diane Heinrich - Feb 5, 2019 - 3:56 PM

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