



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

Meeting #: C-2019-4
Date: Monday, April 8, 2019, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda
April 8, 2019, Committee of the Whole

Recommendation

THAT the Committee of the Whole adopts the April 8, 2019, agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole
March 11, 2019, Committee of the Whole Meeting Minutes

1 - 9

Recommendation

THAT the Committee of the Whole adopts the March 11, 2019, Committee of the Whole Minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Grand Forks Seniors Society
Business case regarding use of the Public Library basement

10 - 25

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Memo - Grand Forks Public Library Structure and Feasibility Study
Deputy Manager of Operations and Sustainability

26 - 42

Recommendation

THAT the Committee of the Whole receives for information the Grand Forks Public Library Structure and Feasibility Study.

- b. Lewis' Woodpecker Management Plan
Deputy Manager of Operations and Sustainability

43 - 59

Recommendation

THAT the Committee of the Whole recommends to Council to discuss implementing the Lewis' Woodpecker Management Plan at the April 23, 2019, Regular Meeting.

- c. Snow Clearing Policy
Outside Works

60 - 73

Recommendation

THAT the Committee of the Whole asks staff to bring forward the revised snow clearing policy for further consideration at the April 22, 2019, Regular Meeting.

- d. Monthly Highlight Reports
Department Managers

74 - 78

Recommendation

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

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

- a. Bylaw 2058 - 2019 Tax Rates
Chief Financial Officer

79 - 88

Recommendation

THAT the Committee of the Whole selects an option for the 2019 property tax rates and instructs staff to include that option in 2019 Tax Rates Bylaw No. 2058.

Recommendation

THAT the Committee of the Whole directs staff to present the 2019 Tax Rates Bylaw No. 2058 for first three readings at the April 23, 2019, Regular Meeting.

- b. Bylaw 2039-A5 - Proposed Subdivision, Rezoning and Consolidation of approx. 0.5 hectares for parking lot expansion at Hutton School
Development, Engineering & Planning

89 - 117

Recommendation

THAT the Committee of the Whole recommends to Council to give first and second readings to Zoning Bylaw Amendment No. 2039-A5 and instructs staff to schedule a public hearing and proceed with the legislative requirements to complete the subdivision/rezoning/consolidation process and refers the matter to the April 8, 2019, Regular Meeting.

9. INFORMATION ITEMS

10. CORRESPONDENCE ITEMS

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



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

Meeting #: C-2019-3
Date: Monday, March 11, 2019, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

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

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Daphne Popoff - Corporate Administrative Assistant
Juliette Rhodes - Chief Financial Officer
Dolores Sheets - Manager of Development & Engineering Services
David Reid - Manager of Operations
Dale Heriot - Fire Chief
Cavan Gates - Deputy Manager of Operations & Sustainability

GALLERY

1. **CALL TO ORDER**

Mayor Taylor called the March 11, 2019, Committee of the Whole Meeting to order at 9:02 am.

2. **COMMITTEE OF THE WHOLE AGENDA**

- a. Adopt agenda

March 11, 2019, Committee of the Whole

Moved by: Korolek

THAT the Committee of the Whole adopts the March 11, 2019, agenda as presented.

Carried

3. **MINUTES**

- a. Adopt Minutes - Committee of the Whole

February 11, 2019, Committee of the Whole Meeting Minutes

Moved by: Eburne-Stoodley

THAT the Committee of the Whole adopts the February 11, 2019, Committee of the Whole Minutes as presented.

Carried

4. **REGISTERED PETITIONS AND DELEGATIONS**

- a. BC Wildfire Branch

Overview and information

James Katasonoff gave an overview:

- organizational structure
- fire zone area
- Provincial and Boundary zone staffing
- contracted resources
- centralized air tanker fleet
- wildfire prevention and response

- local Government collaboration
- 2018 fire season provincially and Boundary zone
- statistics and fire weather trends

Discussion:

- prevention of man-made fires
- hazard reduction, prescribed burns
- collaboration with US
- planting fire resilient species

b. Gallery 2

Quarterly Report

Tim Van Wijk and Theresa Rezansoff gave an overview:

- exhibitions from February-April
- fiscal update
- year in review highlights
- 2019/2020 preview

c. The Boundary Museum Society

Quarterly Report

Bronwen Bird and Lee Derhousoff gave an overview:

- attendance during winter months
- events during 2018 and upcoming in 2019
- contests
- exhibits
- Archives at City Hall
- building construction to house antique fire trucks

5. **REGIONAL TOPICS FOR DISCUSSION - WITH AREA D**

Mayor Taylor reported that there was an unexpected event at the Curling Rink dealing with equipment.

6. **PRESENTATIONS FROM STAFF**

a. Memo 2019 - Council Workshops

Corporate Services

Discussion:

- priorities for workshops

b. Development permit No. DP 1906

Development, Engineering & Planning

Proposed 10.02m x 1m (32'-10 5/8" x 39") block letter self-illuminated roof signage on the front of the building, a 1.22m (48") diameter self-illuminated roof signage on the side of the building and a 1.82m x 1.85m (71.75" x 72")

Wendy Whelen gave an overview of heritage development, revitalization, and signage policies and guidelines in the downtown core. Pros and cons of proposed Dollarama signage.

Discussion:

- Amber Esovoloff suggested a signed bylaw for consistent signage in the downtown core
- form and character for the downtown core
- historic murals on the south end of the building
- sign brightness and large lettering
- Nigel James spoke in regards to Grand Forks 'Open for Business', the Credit Union sign, advertising businesses

THAT the Committee of the Whole considers whether to recommend that Council approves Development Permit No. 1906 for the following signage for the building located at 7320 4th Street and legally described as Lot A, Plan KAP20156, District Lot 108, Similkameen Division of Yale District: 1) A 10.02m x 1m block letter self

illuminated roof sign on the front of the building 2) A 1.22m diameter self illuminated roof sign on the side of the building 3) A 1.82m x 1.85m Free-Standing sign.

Moved by: Moslin

THAT the Committee of the Whole refers the Development Permit No. 1906, for the signage of the building located at 7320 - 4th Street, Dollarama, to the March 11, 2019, Regular Meeting.

Carried

- c. Library renovations
Deputy Manager of Operations and Sustainability

Discussion:

- Library basement utilization

- Mary Kierans, Library Board Chair, and Cari Lynn Gawletz, Library Director, spoke in regards to the washrooms within the Library and the accessibility to the meeting rooms outside of regular hours. Asking for in-kind support of installing a ramp

THAT the Committee of the Whole recommends to Council to direct staff to submit an application for a grant funding application for the library renovations through the ICIP – Green Infrastructure: Climate Change Mitigation Sub-Stream CleanBC Communities Fund.

THAT the Committee of the Whole recommends to Council to allocate \$16,000 for preliminary engineering to prepare for the grant applications at the March 11, 2019, Regular Meeting;

THAT the Committee of the Whole recommends to Council to support the project and commit to its share (\$250,000) of the project.

Moved by: Thompson

THAT the Committee of the Whole recommends to Council to authorize staff to proceed with providing labour as in-kind support for the installation of an exterior ramp for access to the Public Library Meeting Room, subject to the Library sourcing funding for the material.

Carried

d. Monthly Highlight Reports

Department Managers

Discussion:

- BC Housing communication
- Tim Horton's update
- 68% of normal snowpack currently
- business licence bylaw and Whispers of Hope proposal
- Stephanie Cruik, business owner, spoke on behalf of 'Citizens for a better Grand Forks' regarding the Whispers of Hope location for a soup kitchen. Requesting staff to prepare report, amend Zoning Bylaw, allow input from community group (to be established), allow for public consultation, input from Council and RCMP, would like brought forward to March 11, 2019, Regular Meeting

Moved by: Thompson

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

Carried

7. **REPORTS AND DISCUSSION**

8. **PROPOSED BYLAWS FOR DISCUSSION**

a. Open Projects

Corporate Services

Discussion:

- designated smoking areas
- both bylaws important to go ahead with
- request from staff for all current bylaw titles
- tobacco and cannabis smoking

- b. Bylaw 2057 - Parks and Public Spaces Access Bylaw

Corporate Services

Moved by: Moslin

THAT the Committee of the Whole forwards the proposed bylaws 2057, 1682-R, and 1959-R to the Regular Meeting on March 25 for consideration.

Carried

- c. Bylaw 2056 - Events Delegation

Corporate Services

Moved by: Moslin

THAT the Committee of the Whole forwards the proposed Bylaw 2056 to the Regular Meeting on March 25 for consideration.

Carried

- d. Bylaw 1958-A5 - Fees and Charges Amendment - Solid Waste Collection

Chief Financial Officer

Moved by: Thompson

THAT the Committee of the Whole recommends to Council to give first three readings of the Fees and Charges Amendment Bylaw No. 1958-A5, 2019, at the March 25, 2019, Regular Meeting.

Carried

- e. Bylaw 2055 - Five Year Financial Plan

Chief Financial Officer

Moved by: Thompson

THAT the Committee of the Whole recommends to Council to give first three readings of the 2019-2023 Five Year Financial Plan Bylaw No. 2055 at the March 25, 2019, Regular Meeting.

Carried

Moved by: Thompson

Seconded by: Moslin

THAT the Committee of the Whole directs staff to include in the Five Year Financial Plan an increase of \$13,135 in community support expense for the City's operating contribution to the Boundary area regional transit services and an increase of \$16,000 in capital expenditures for the library preliminary engineering feasibility study, to be funded from reserves.

Carried

9. INFORMATION ITEMS

10. CORRESPONDENCE ITEMS

11. LATE ITEMS

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

13. QUESTION PERIOD FROM THE PUBLIC

- Les Johnson spoke in regards to events being on a Community Events Calendar for the public
- Kate Saylor, Gazette, inquired into the hiring of an Events Manager and a Marketing Coordinator
- Pamela Kennedy inquired as to Whispers of Hope soup kitchen proposal in regards to zoning and licencing
- Nigel James expressed a thank you to Kate Saylor, Gazette, for all of her great work in Grand Forks
- Nigel James spoke in regards to snow removal on sidewalks
- Amber Esovoloff inquired if Whispers of Hope soup kitchen will require a parking variance at the proposed location
- Dianna Darling inquired if the Whispers of Hope proposal is in the proper zoning area for that building

14. ADJOURNMENT

The March 11, 2019, Committee of the Whole Meeting was adjourned at 12:11 pm.

Moved by: Moslin

THAT the March 11, 2019, Committee of the Whole Meeting be adjourned at 12:11 pm.

Carried

Mayor Brian Taylor

Corporate Administrative Assistant -
Daphne Popoff



Online Delegation Form

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

The Grand Forks Seniors Society

TO REQUEST THAT YOU CONSIDER:

Business case for the library space (this will be emailed or dropped off ahead of time)

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

The seniors lost their meeting space during the 2018 flood - with no permanent home now, we are interested in the library space as a seniors centre for Local 68

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

The space will be important to the seniors of the community, as well by leasing this space the seniors will received much needed revenue - the community will benefit with a centrally located space for weddings, funerals, celebration of life, birthday parties and the such

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

The seniors make up over 1/2 the population of Grand Forks (as per the 2016 census) - by denying the seniors a permanent space it could see the demise of the Grand Forks Seniors Society; and a great loss to our seniors and community as a whole

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

we need the City to consider our business plan for renovations to the existing library space that is available as a seniors centre - we would ask that you try to expedite this request, as currently our members are using church space and other venues all over town and are separated

THAT Council supports the project of the use of the library space as a seniors centre;

THAT this project proceed with renovations undertaken and paid by the City;

THAT the full scope of this project be undertaken within this fiscal year;

NAME

Juliana Chadwick

ORGANIZATION

Grand Forks Seniors Society

MAILING ADDRESS

Box 1562

#68 72nd Avenue - the seniors do not have an address at this time this is my
Grand Forks, British Columbia V0H 1H0
Canada

FILE CODE
GF Seniors
D2 - Society - April 8



TELEPHONE NUMBER

250 444 0333

EMAIL ADDRESS

mylesmom@shaw.ca

BUSINESS PLAN FOR SENIORS CENTRE

**CITY OF GRAND FORKS BC
AND SURROUNDING CRD
APRIL, 2019**

Prepared by
Juliana Chadwick on behalf of
Grand Forks Seniors Society Branch 68

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- Summary
- Role in Community
- Social Impact
- Project
- Context for Business Plan
- Map
- Project Needs Including Financials
- Census Information

SUMMARY

- ✕
- ✕ Senior citizens are the heart of a community. Seniors' centres offer a vital service with diverse recreation and social services ranging from physical activity, cultural programs, and outreach to lifelong learning and social support.
- ✕
- ✕ They are community hubs providing resource information, services and critical support to older adults.
- ✕
- ✕ For these reasons, dedicated senior centres are **important to the community**.
- ✕
- ✕ The seniors' centre is a public facility that is operated by a non-profit organization and is targeted to people 55 and older. It offers a diverse range of activities from a facility designed to meet the needs of seniors with regular hours of operation it is accessible to all seniors in the community.



ROLE AND IMPORTANCE OF GRAND FORKS SENIORS' SOCIETY

- ✕
- ✕ The Grand Forks Seniors Society is a non profit organization. Registered with the Seniors Association of BC, they have been in operation since 1974. We operate with an elected Executive (5) and Board of Directors (5).
- ✕
- ✕ Our source of income is from hall rentals. We occasionally obtain grants from New Horizons for major expenses and upgrades to our existing hall and Grant in Aid from the City if required.
- ✕
- ✕ Our members currently enjoy Cribbage Card games, Carpet Bowling, Crafts and Quilting. With an expanded space we could explore new activities such as ballroom dancing, bingo, movies, choir and senior exercises, such as chair yoga.
- ✕
- ✕ As the population of seniors grows, so does the need for support to seniors. Seniors' centres are the primary place for that support. Along with providing opportunities for socialization, ongoing personal development, and recreation, seniors' centres perform a very significant role in keeping seniors healthy and connected to the community. If given a permanent home, the service the centre provides will grow to support the needs of seniors through other community services.
- ✕
- ✕ Seniors involved in creative pursuits live longer, have decreased depression, use less medication and have fewer hospital admissions. Seniors' centres reduce isolation.

BOARD GRAND FORKS SENIORS SOCIETY



SOCIAL IMPACT AND SUSTAINABILITY

- ✕
- ✕ Centres should be fully accessible, located in relative proximity and easily accessed by transit.
- ✕
- ✕ We need a great hall for community use to lease for meetings, seminars, weddings, funerals (Celebration of Life), family reunions, birthday parties (adult and children) and dances. We would have a reasonable rental rate so all members of the community could afford the facility.
- ✕
- ✕ Size of the facility, access to the facility and atmosphere within the facility are very important to seniors. A centre must have enough space to offer programs and activities, but not be so large to be overwhelming. In this case the 6000 square feet offered is too large and the Grand Forks Seniors Society will only require about 3000 square feet of the space allowing the City to choose to renovate only ½ the space now or the full space and allow other user groups to lease the other ½ of the space. In either case it is a win/win for the City. Have a community facility in the heart of the downtown core servicing the community and their user groups.
- ✕
- ✕ As well, the management of the leasing of the extra space can be run by the senior's society. Booking space and maintaining same with custodial service. The monies brought in by such a venture would be revenue for the seniors.
- ✕
- ✕ It can be fun and refreshing to take advantage of social opportunities that let you share and connect with others who are in similar situations. Along with helping you navigate all of the changes that come with growing older, taking care of your social well-being provides mental and physical health benefits. A senior's centre will do all this.



PROJECT ORGANIZATION MANAGEMENT

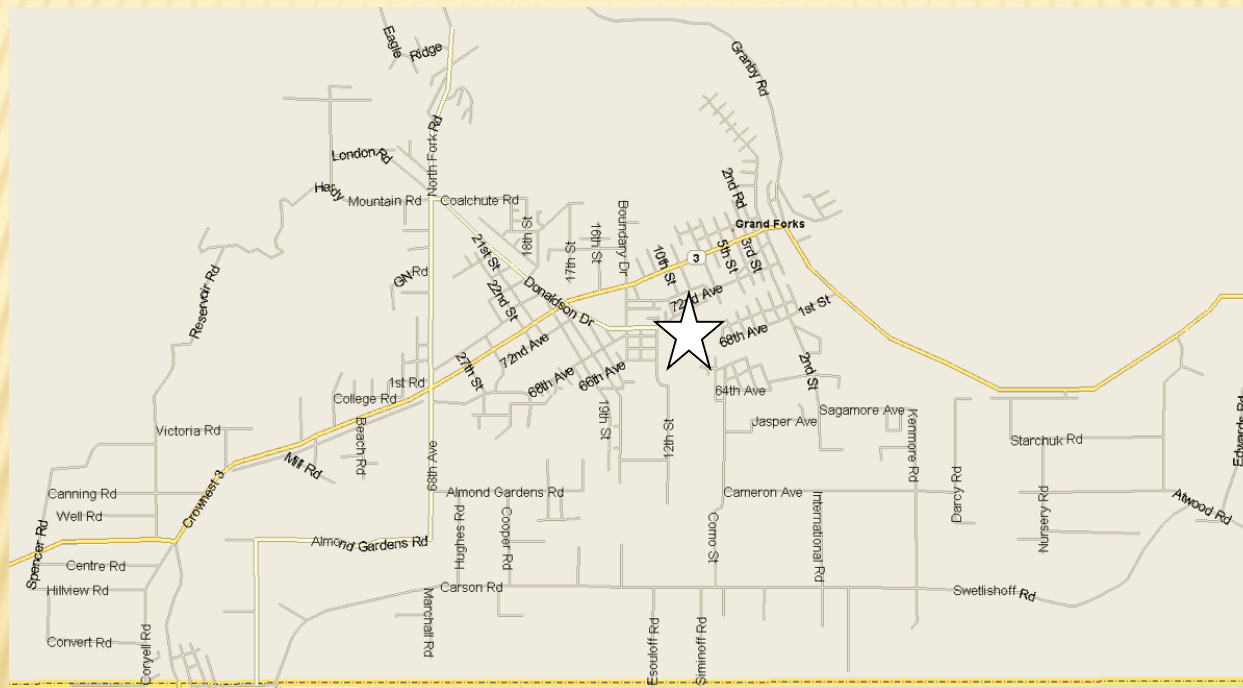
- ✕
- ✕ A facility is required in order to meet the needs of seniors, but in order to maximize use of facility space, the City should explore:
 - ✕
 - ✕ a. actively seek partners for development/redevelopment;
 - ✕
 - ✕ b. the seniors would manage the extra space in the building;
 - ✕
 - ✕ c. a dedicated seniors' space in multi-purpose facilities and,
 - ✕
 - ✕ d. partnering with existing facilities to provide services to seniors (e.g., community leagues)
 - ✕
- ✕ Building lease strategies would include that the seniors centre will retain a long term lease and first right of renewal when the lease is up. The amount of lease will be up to the City but given that we have no source of income unless we are leasing our current space, this amount must be reasonable.
- ✕
- ✕ We may not see as many wedding receptions but conferences, seminars, workshops requiring bigger space – advertising of this would ensure we get large numbers of people attending and using the facility and other services in town.

CONTEXT FOR BUSINESS PLAN

- ✕
- ✕ The purpose of the Grand Forks Seniors' Society is to provide a forum for seniors who are residents of Grand Forks, and the Regional District of Kootenay Boundary in British Columbia, Canada to meet and engage in various activities.
- ✕
- ✕ The Grand Forks Seniors Society has put on a Thanksgiving dinner for seniors in the City of Grand Forks. This event has been put on by the Seniors Society for a number of years. It enabled seniors in the community to enjoy a Thanksgiving dinner with their friends and neighbours at no cost. It sees nearly 200 attend each year. It had to be cancelled this year due to the absence of a venue. With this venue we could possibly host even more events for seniors.
- ✕
- ✕ As well, the senior centre in the past has been set up as a flu clinic for the community.
- ✕
- ✕ The hall that was occupied was also a venue for many rental situations, such as receptions and memorials for the community. Providing much needed revenue for the Seniors Society and their functions.

WHAT IS DOMINION GRANT FOR?

✕ Library/Seniors Centre Central Location



PROJECT REQUIREMENTS/FUNDING

- ✖ Although the City of Grand Forks would ultimately be in charge of the contractors for the renovation and the cost of such renovations, there are numerous grants within the Province to assist. As well, the City would have received/or will be receiving monies from the insurance company for the building in City Park and the flooding of the basement of the library. Some, if not all, of this could go towards a renovation. We expect that assistance will come from the Caribou Regional District since many of their residents are members of our society and welcomed to all events.
- ✖
- ✖ As well completing only ½ of the space would also save some money in the short term. However, it is the long term needs of the community for rental space that the City should consider.
- ✖
- ✖ A further consideration would be to run the basement on its own electrical. This way anyone leasing space downstairs would be responsible for the utilities and this may be beneficial to the City.
- ✖
- ✖ Any space will need handicap access. The form of this access, whether ramp or lift, is at the discretion of the City and current building requirements.
- ✖
- ✖ Existing preliminary drawings already exist for the space - January 10, 2011 Fairbank Architects Ltd. And reside at City Hall; the seniors do have a copy. This may free sometime in the development process and financial costs.
- ✖
- ✖ In addition to detailing demographic trends the summary in this report also provides an assessment of the need for a seniors centre. Collectively, this information provides a profile of current needs for seniors and provides the foundation for the development of this business case.
- ✖
- ✖ As well, the seniors did secure monies from Red Cross to help replace items lost in the flood. These included appliances which could be purchased for the kitchen by the seniors with the money for which it was intended.
- ✖
- ✖ There are grants available from Phoenix; Veterans grant; and United Way available to municipal organizations.

-
- ✖ We have examined in this plan -
 - ✖ ☐ An overview of the development considerations that would influence the project
 - ✖ ☐ A review of financial feasibility
 - ✖ ☐ Options for project governance and management
 - ✖ ☐ Considerations for moving forward with the project
 - ✖
 - ✖ Other considerations:
 - ✖ Parking issues
 - ✖ Repairing failing drainage , this causes “seepage” during flood events
 - ✖ Grants available- veteran grants; phoenix; United way

TABLE FROM CANADA CENSUS SHOWING THAT THE POPULATION OF GRAND FORKS IS ALMOST 1/2 SENIOR CITIZENS

- ✖ Canada census – Grand Forks, British Columbia community profile
- ✖ 2016

- ✖ **Population:**
- ✖ 4,049 (1.6% from 2011)
- ✖ **Land area:**
- ✖ 10.43 km² (4.03 sq mi)
- ✖ **Population density:**
- ✖ 388.1/km² (1,005/sq mi)
- ✖ **Median age:**
- ✖ 55.1 (M: 53.6, F: 56.4) 2016
- ✖ 52.3 (M: 50.6, F: 53.8) 2011
- ✖ 47.7 (M: 46.2, F: 49.0) 2005
- ✖ **Total private dwellings:**
- ✖ 1,944
- ✖ **Median household income:**
- ✖ \$26,395

Memo



To: Committee of the Whole
From: **Deputy Manager of Operations and Sustainability**
Date: 2019-04-08
Subject: Library retrofit feasibility study

Background

In early 2019, Council requested that staff bring back information on potential library renovations to be done in conjunction with the roof repairs and the insurance claim. Council approved money to spend on engineering to explore those opportunities, and to apply for a building retrofit grant. Staff applied for the grant in March 2019 and are waiting to hear back on the results later this year.

The feasibility study explored installing an elevator, adding a second floor, and changing the roof style from flat to peaked. Adding an elevator and changing the roof style are technically feasible. Adding a second floor would overload the building structure and foundation. Adding an elevator means cutting through the existing foundation slab and installing some reinforcement and a mechanical area below. Quotations would be required for detailed budgeting, but similar elevator installation projects have cost between \$60,000 to \$80,000.

It was noted that changing the roof style to a peaked roof would impact snow maintenance in the main parking lot on the north side of the building. With a peaked roof, the snow would shed directly into the parking stalls and the perimeter path. It would also require removing the existing roof joists and installing new trusses. This would exceed the cost of replacing and reinsulating the flat roof and it would make any future rooftop solar projects more expensive. Keeping the flat roof design and retrofitting the building presents the most efficient option.

Staff now present this study for information.

Benefits or Impacts

General

Replacing the flat roof with another flat roof is the most cost effective way to extend its life expectancy.

Adding an elevator is feasible but will cost \$60-80k.

Attachments

Feasibility study

Grand Forks Public Library

2019 Structure and Enclosure Feasibility Study

Grand Forks, BC

March 27, 2019

RJC No. KEL.123799.0001

Prepared for:

David Reid, Operations Manager and
Cavan Gates, Deputy Manager of
Operations and Sustainability
City of Grand Forks
PO Box 220
Grand Forks, BC V0H 1H0

Prepared by:

Read Jones Christoffersen Ltd.
1626 Richter Street, Suite 214
Kelowna, BC V1Y 2M3



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Executive Summary

This report presents results of the study of structural modifications and potential energy improvements that could be realized for the Grand Forks Library. The Grand Forks & District Public Library building is located at 7342, 5th St in Grand Forks, BC. It is a single-storey structure above grade with a flat roof, has a full height basement, and was constructed c. 1981.

Four possible structural alterations to the structure were reviewed at the request of the owner: (1) addition of a lift, (2) addition of a sloped roof, (3) addition of an additional storey, and (4) addition of solar panels to the existing roof. All options with the exception of option (3) were determined to be feasible with varying degree of structural upgrades required, and most required additional review of the soil capacity by a geotechnical engineer. Option (3) was deemed unfeasible as it would require extensive upgrading, likely including a substantial seismic upgrade, and would increase soil loading substantially.

Based on the current electricity usage that was provided, it can be expected that energy-efficient improvements to meet the current building code levels of insulation and air-tightness would result in significant energy savings. The overall energy demand of the building due to losses via the enclosure could be nearly cut in half. Further energy efficiencies could be realized by updating mechanical systems to match the performance of an improved building enclosure system. The option of adding photovoltaic panels to the roof would bring an improved building closer to net zero energy usage.

Opinions of Probable Cost for the building enclosure upgrades and photovoltaic installation are provided.



1.0 Introduction

This report presents results of the study of structural modifications and potential energy improvements that could be realized for the Grand Forks Library as described in Read Jones Christoffersen's (RJC) proposal dated March 6, 2019.

The structural questions raised include:

1. Feasibility of installing an elevator or lift to improve accessibility to the basement.
2. Feasibility of installing a sloped roof rather than replacing the existing flat roof with new flat roofing.
3. Feasibility of adding a second floor, which would include meeting rooms and office spaces.
4. Feasibility of adding solar panels to the existing flat roof.

Potential energy improvements explored by the study take the form of "deep retrofit" strategies. The study includes review of improvements to building thermal performance in the roof, wall, window and below-grade assemblies. In a deep retrofit program, improvements in these systems would reduce energy demand on the building mechanical systems, which could also be upgraded with the potential of being reduced in size and improved in efficiency. Taken together this approach results in synergistic benefits.

To complete this study RJC's services included the following:

- Reviewing available Architectural drawings A1-A7 provided by the City and dated June 4, 1981 to understand the current building systems and their details.
- Attending the site in Grand Forks to complete a visual review, documenting any obvious changes from the drawings and reviewing the structure for visible signs of distress.
- Review of BC Building Code 2018 criteria for each of the four structural items raised.
- Creating energy models in two software programs to calculate and to visualize energy savings.
- Preparation of a written report to summarize findings and provide recommendations for structural modifications and potential energy improvements.

2.0 Building Description



Figure 1: Street elevation of the Grand Forks & District Public Library

The Grand Forks & District Public Library building is located at 7342 5 St in Grand Forks, BC. It is a single-storey structure with a below-grade basement level, constructed c. 1981. The building is rectangular, 100 ft long by 60 ft wide, with an alcove leading to the main entrance centered on the west side. 5th Street runs parallel to the west elevation of the building. On the north, east and south side, the library is surrounded by parking and the road access to the neighbouring post office.

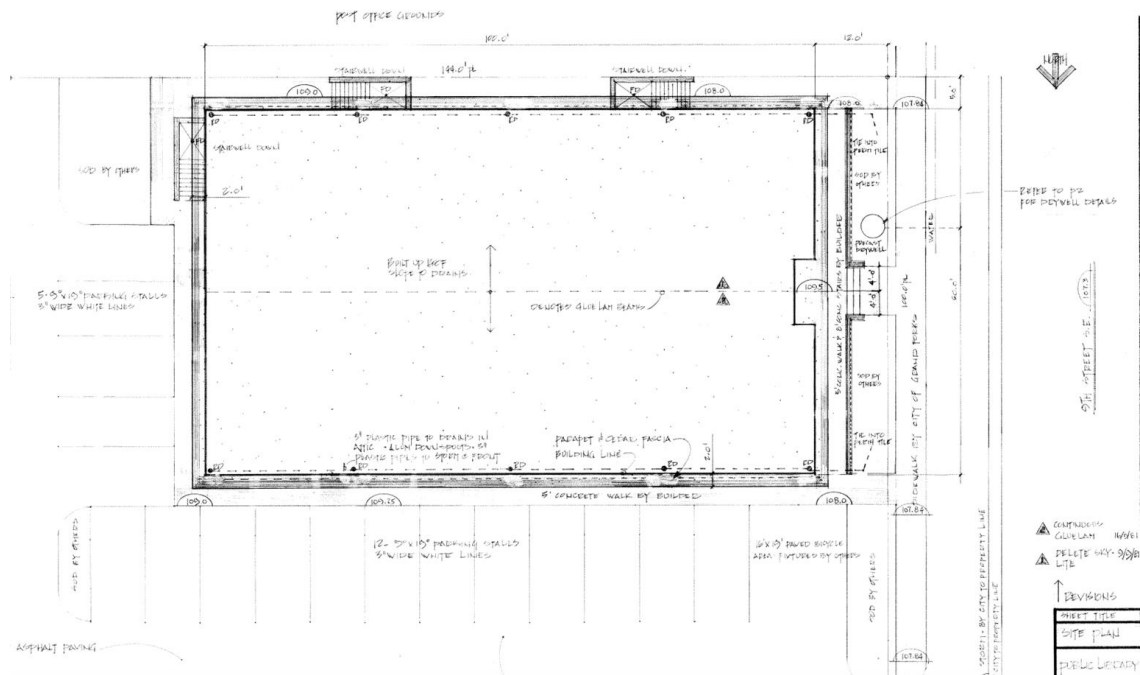


Figure 2: Original site plan dated 1981 (note: 5th Street is marked as 9th Street)

The original building drawings are dated June 4, 1981 by Chernoff Design Services of Grand Forks BC. The drawings provide both structural and architectural details. Based on the date of the drawings and in the absence of structural general notes, it is assumed that the existing building has been designed to the National Building Code of Canada (NBCC) from 1980.

According to the original drawings, the exterior wall consists of 8" clay masonry units on the north, east and south faces, and giant brick walls with large windows along the west face. The walls are insulated with core fill vermiculite; no details regarding air barrier systems are provided. The exterior basement walls consist of reinforced concrete walls—16" wide on the west face and 8" wide on the remaining faces—with 2x4 stud walls on the interior face. There are no details pertaining to a vapour/air barrier or thermal insulation in the basement walls.

The building has a flat roof with R-28 insulation and a polyethylene vapour barrier. The structure is comprised of T&L joists spanning 30' in the north-south direction between the exterior masonry walls and interior glulam beams. The glulam beams span east-west along the centerline of the building and are supported by concrete pilasters and steel pipe columns.

The main floor structure is comprised of 2"x12" joists spanning 15' in the north-south direction. The joists span between ledgers along the exterior concrete basement walls and 3 rows of interior glulam beams. The glulam beams span are supported by 16"x16" concrete pilasters at the east and west exterior walls, and a 15'x20' grid of 5" and 6" diameter steel pipes on the interior. The 6" diameter steel pipes and concrete pilasters along the centerline extend to the underside of the roof to support the roof glulam beams.



The basement floor is comprised of a 4" concrete slab-on-grade over a polyethylene vapour barrier and compacted gravel. There are pad footings supporting the steel pipe columns and 16" wide strip footings supporting the 8" basement walls along the north, east and south faces.

3.0 Structural Visual Review

RJC attended the site on March 12, 2019 to complete a visual review of the structure. Photographs taken during our review are included in Appendix B. Our observations are:

- The glulam beams, columns, ground floor joists and walls were confirmed to be in conformance with the existing building drawings
- The roof joists and foundations were not visible at the time of review, and the overall depth of the roof glulam beams could not be confirmed
- Additional door openings were located in the east masonry wall
- Enclosure structures were located above the stairs on the south face

Overall, the structural elements observed at the time of review appeared to be in good condition and generally in conformance with the existing building drawings.

4.0 Structural Feasibility Review

The following section addresses the structural feasibility of achieving the following modifications: (1) addition of a lift, (2) addition of a sloped roof, (3) addition of an additional storey, and (4) addition of solar panels to the existing roof. The review of each item was completed using the following information:

- Original architectural building drawings A1-A7 dated June 4, 1981 by Chernoff Design Services of Grand Forks BC.
- The *Geotechnical Investigation Town Square Revitalization and City Park Upgrade* report dated September 11, 2007 by Golder Associates Ltd. The bearing capacity of the subject site was assumed to be similar to "Area 3" of the report (150kPa SLS and 225kPa ULS).
- NBCC 1980 to determine design loads from the original building design.
- NBCC 2015 to determine current design loads.

The table below summarizes the feasibility of each modification and what obstructions may impede these modifications or require an associated modification.



Modification	Feasibility	Modifications required	Additional Comments
Addition of Lift	High	Existing L1 joists, L1 beams	
Alteration to Sloped Roof	Moderate	Upgrade existing glulam beams, and possibly remove existing flat roof trusses	Bearing capacity of footings on soil may require re-evaluation
Addition of Additional Storey	Very Low	Upgrade existing roof joists, beams, columns, footings, lateral load paths	Bearing capacity of footings on soil would require re-evaluation
Addition of Solar Panels to Roof	High	Upgrade existing roof trusses	Bearing capacity of footings on soil may require re-evaluation

Many of the structural upgrades involving the roof impose 2018 code snow loading on the existing gravity load structure, which is significantly higher than the code loading at the time of original design. The 16" wide strip footings under the perimeter walls are indicated as overloaded with the soils information available during this review.

4.1 Addition of Elevator or Lift

The addition of a limited use/limited application lift is a feasible modification. The lift would need to be located such that the new opening does not interfere with the existing glulam beams and the new pit does not conflict with existing strip or pad footings. In addition, the lift would require the following structural modifications:

- Addition of a shallow pit below the lift, including localized cutting and removal of the existing slab-on-grade.
- Reframing of the ground floor joists in the location of the lift to frame around the proposed opening. Joists would need to be doubled or tripled on either side of the lift with cross joists on either side of the lift. This would need to be coordinated with any existing mechanical or electrical in the joist space to avoid re-routing of services (conduits, pipes, ducts, etc.)
- Possible addition of structural walls around the perimeter of the new lift, pending the lift manufacturer's requirements. These walls could be constructed from 2x lumber or masonry block.

Specifications of the lift type and the desired location would need to be provided to RJC to provide overall structural modifications to accommodate the lift. The final location desired should be discussed to optimize structural and operational constraints.



4.2 Revision to Sloped Roof

The addition of a sloped roof can be approached in three different ways:

1. The existing roof is retained, and a sloped roof is added that is comprised of two 30' monoslope trusses that span 30' to bear on the existing exterior walls and the roof glulam beams. This option would require glulam beams to be upgraded and may not be feasible if foundation capacity values cannot be increased.
2. The existing roof is removed, and a sloped roof is added that is comprised of two 30' monoslope trusses that span 30' to bear on the existing exterior walls and the roof glulam beams. This option would require the soil capacity to be validated, but may not increase overall loading as much as option 1.
3. The existing roof is retained, and a slope roof is added that spans 60' to bear on the existing exterior walls. This option would likely exceed the soil capacity and be deemed unacceptable.

The roof loading would increase from its existing condition approximately 50% for configuration (1), and 35% for configuration (2). This increase in load is largely due to an increase in code-specified snow loads, and results in an increased demand on the footings, exterior walls, the 6 inch interior pipe columns, and the roof glulam beam.

The increased loads on the footings may warrant a site-specific investigation by a geotechnical engineer to validate soil capacity values as modifications (1), (2) and (3) would result in the strip footing loading exceeding the current allowable bearing capacity exceeded by 5%, 1% and 30%, respectively. If soil bearing capacity is deemed adequate, constructing a sloped roof can be achieved with engineered wood trusses supported by the existing structure.

In configuration (1) the addition of a sloped roof would result in the existing glulam roof beams exceeding their flexural capacity by 7% and would require upgrading the beams. This can be achieved by adding a timber truss spanning parallel over the beam, or adding timber laminations, steel plates or fiber-reinforced polymer wrapping to each beam. Each upgrade option has an associated cost and level of disturbance to occupancy associated with it.

In configuration (2) the addition of a sloped roof with removal of joists would result in the existing glulam roof beams reaching approximately 95% of their capacity. This is considered acceptable.

In configuration (3) the addition of trusses which would span the entire width of the structure would reduce the overall load on the existing glulam roof beams, however the overall load increase on the existing strip footings would increase significantly.

For all three configurations, the exterior walls and columns would likely not require any modification or upgrading. It should be noted that if a sloped roof is used the 6" diameter steel pipe columns



would utilize 94% and 99% of their capacity for configuration (1) and (2) respectively. This is considered acceptable.

The scope of the roof upgrade would trigger the requirement to examine the lateral capacity of this structure to the NBCC 2015 for wind forces and NBCC 2015 Commentary L for seismic forces. For the seismic review, the new and existing structure would need to meet a Level 2 seismic assessment/upgrading level, which uses spectral response acceleration values with probability of exceedance of 10% in 50 years. If the existing structure does not pass the Level 2 assessment, then it would need to be upgraded to meet a Level 3 seismic assessment/upgrading level, which uses spectral response acceleration values with probability of exceedance of 5% in 50 years.

Review of the existing building drawings for the structure indicate long reinforced masonry walls along the north, east and south faces. These walls likely have sufficient capacity to carry the increased lateral loads. A more detailed review would need to be conducted to assess the connection detailing and the overall effect of the loads on the building.

For both assessment levels, it is recommended that non-structural upgrading be conducted for the full building, including exterior falling hazards.

4.3 Addition of Second Storey

The addition of a second storey to the structure would require extensive structural upgrades as summarized by Table 1 and is therefore not recommended as a feasible option.

Table 1: Summary of element capacity exceedance

Element	% capacity exceeded
Roof Trusses	70%
Glulam	16% in Flexure
Columns	5%
Pad Footings	n/a
Wall Footings	70%

4.4 Addition of Solar Panels to Existing Roof

The addition of solar panels may be a feasible option withstanding that current assumed bearing capacity of the soil has been underestimated. Otherwise, additional loading to the strip footing would exceed the bearing capacity of the soil. An additional dead load of 6psf added to the current roof structure can be accommodated by the existing structural elements except for trusses which would need to be upgraded, or additional trusses would need to be added in between the current trusses. Solar panels less than 2.5ft high would not contribute to additional snow loading. However, the additional loading would result in current estimates of soil capacity being exceeding by 5%. This would require assessment by a geotechnical engineer.



5.0 Schematic Design Energy Model

RJC used several energy usage simulation programs to create the three models of the building. These were used to visualize and compare possible alternatives for energy related upgrades to the building. Three scenarios were established:

1. Current building as a baseline following the original building drawings provided by the city, and current records of energy usage,
2. Proposed building with flat or pitched roof, compliant with the current National Energy Code of Canada for Buildings (2011) and the 2018 BCBC Part 10, and
3. Proposed building with pitched roof beyond current energy code requirements, striving toward BC Step Code 3 for commercial buildings.

The energy model for the current building is based on the original drawings from 1981. The existing drawings show little detail regarding air barrier and thermal resistance of the assemblies, which is fairly common for early 1980s construction. According to the drawings, the roof assembly features RSI-4.9 (R-28) batt insulation placed within the truss roof structure, and a polyethylene vapour barrier and gypsum board assembly on the ceiling. The exterior walls have RSI-1.0 (R-5.9) core-fill vermiculite insulation in the giant bricks. The bricks are only partially hollow, some cells are filled with concrete and reinforcing steel, and vermiculite insulation is known to settle in the cells over time. The floors appear to be uninsulated. RJC's energy model includes assumptions about performance of the early 1980's aluminum framed double-paned windows found on site, a relatively high rate of air leakage, and an annual energy demand calibrated to the reported electricity usage.

Different software programs for energy modelling use different simplifications of inputs to calculate the overall energy loads in a building. A simpler and a more detailed model were run, and provided the following estimates of energy demand ranging from 142 to 153 kWh/m²/year (45 to 49 kBtu/ft²/year). The modelling results show that the building energy demand is currently heating dominated, i.e. the largest part of energy is required to heat the building. With no insulation in the exterior walls and floors (basement slabs) and probably walls, these building assemblies have the highest heat transmission losses. As a first step to saving energy in this building, adding a continuous air barrier and insulation to the building enclosure system is seen as the lowest hanging fruit. After that, energy losses due to solar gain against cooling, and transmission through the windows and doors follow.

5.1 Upgrade to Current Energy Code

For the second energy model, the building was upgraded to meet the requirements of the current National Energy Code of Canada for Buildings (NECB). The building form lends itself to an exterior air barrier with exterior insulation and new cladding, connected to a roof barrier in the new roof assembly as a feasible solution. These new assemblies would improve air leakage and the overall thermal performance of the building. Per NECB requirements, exterior walls in new construction



must meet an R-value of RSI-3.6 (R-21). The roof must have an R-value of RSI-5.5 (R-31), and the floors must meet RSI-1.3 (R-7.5) in a zone 1.2 m around the perimeter of the building. Basement walls require RSI-2.6 (R-15). To allow integration of solar a flat roof is preferred, and this has been the approach included in the opinion of probable cost. If a pitched roof is desired, we recommend using batt insulation while the floors and walls below grade can be insulated from the interior using rigid insulation boards.

The windows can be upgraded to double-pane with low-e glazing. U values are mandated by the BC Energy efficiency act, and as far as overall energy use is concerned there is little benefit to improving the windows substantially above these levels. Better windows (triple glazed with high efficiency frames) would result in improved comfort for occupants near to the windows during peak winter and summer conditions

Assuming typical infiltration and ventilation rates, as well as standard values for lighting, mechanical, electrical and HVAC equipment, the upgrades to the building envelope are expected to reduce the building energy demand to between 79 and 110 kWh/m²/year (25 to 35 kBtu/ft²/year). The overall energy loads would be nearly cut in half and would now be considered 'equipment' dominated; this means that for further improvements to the enclosure systems would have diminishing returns on investment, so focus should change to improvements of the buildings mechanical and lighting systems.

RJC's Opinion of Probable Cost (Class D¹) for upgrade scope in this section is \$900,000. The probable cost includes:

Contractor General Conditions	\$110,000
Demolition (doors/windows removal)	\$1,000
Detailing at Openings and Walls	\$30,000
Exterior Membrane	\$30,000
Exterior Insulation	\$40,000
Exterior Cladding	\$265,000
Roofing, Including Removal and Insulation	\$180,000
New Windows	\$45,000
New Doors	\$10,000
Subtotal Hard Costs	\$711,000
Design Contingency	\$71,000
Construction Contingency	\$35,000
Soft Costs	\$85,000
Total OPC	\$902,000 (rounded to \$900,000)

¹ Opinions of probable cost are a Class "D" order of magnitude. A Class D probable cost is based on limited site information and probable conditions of the project. It is usually considered to be +/- 20-30% in accuracy. Actual costs are dependent on final scope and design and would be based on Tender or Construction Management costs.



The opinions of probable cost are for budget purposes only and no detailed cost material estimates were included. The Construction scope includes:

- Demolition to remove existing windows, doors, roofing.
- Preparation of exterior face of block, window and door openings,
- New liquid applied barrier,
- New external insulation (110 mm mineral wool), with new cladding,
- New interior basement floor and wall insulation,
- New double glazed windows and doors,
- New roofing with new insulation (200 mm mineral wool).

5.2 Upgrade to Beyond Energy Code

To reduce the building energy demand further, once current minimum levels of insulation are in place, a next step would be to install more energy-efficient equipment, such as heat recovery ventilation, and heat pump based heating and cooling equipment. In discussion with Stantec, RJC understands that the current HVAC systems are relatively new, and that replacement would not be planned for 15 years +/- . Stantec advised that further energy efficiencies from the existing mechanical design are limited. These include addition of CO₂ sensors and consideration of economizer operations in shoulder seasons.

The Pan-Canadian Framework on Clean Growth and Climate Change strives toward highly energy-efficient buildings that rely on clean electricity and renewable energy. The suggested approach includes retrofitting existing buildings including fuel switching to reduce CO₂ emissions, as well as improving the overall energy efficiency of the built environment, appliances and equipment, with matching increases in insulation and air tightness of the building enclosure systems. For this building, to achieve a performance target near Step Code 3, this would invoke increases in insulation thickness above those listed in 5.1 above, and triple glazing of the window systems. The extent of insulation increases would be determined by calculating Thermal Energy Demand Intensity (TEDI) in coordination with the building services equipment proposed. Costs for this insulation would be incremental costs for increased thicknesses of insulation material, since most other costs for building the assemblies are included in the OPCs for upgrades in 5.1 above, and would not change appreciably.

Matching improvements for equipment efficiency could be provided by a building services engineer. The current building systems are powered electrically. Based on information provided to RJC we understand that the COP for the current mechanical units is approximately 3. Improved mechanical systems such as heat pump heating and cooling systems can achieve similar high-performing COPs. Modification to LED lighting can help reduce heat loads in summer. As noted in the



introduction to this section, Stantec has advised that further energy efficiencies from the existing mechanical design are limited.

RJC reached out to a local provider of photovoltaic systems. Details of the system they suggested and a price quote are included in Appendix C. Installing this capacity of solar panels on the roof could provide about 2/3 of the building's total energy demand after the Current Code (section 5.1) building envelope upgrades. We recommend reviewing details of the installation with your building services engineer, particularly to determine if solar thermal or solar electric panels would be more effective for this building. We note that providing a similar or greater capacity of ground mounted solar panels offsite may be less costly than installing them on the roof.

If a goal of approaching near net-zero energy use for the building is desired, the building's overall annual energy use must be reduced so that the remaining energy demand can be met by generating solar power on-site. Net-zero energy buildings usually require an integrated design and planning phase to balance the building components such as the building envelope, and mechanical and electrical systems. In retrofits of existing buildings such as this one, net-zero energy is far more difficult to achieve and even approaching near net-zero energy demand is considered a success.

6.0 Closing

We trust the above meets with your current requirements. We remain available to review the results of our investigation with yourself and others as required.

Yours truly,

READ JONES CHRISTOFFERSEN LTD.

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Appendix A: Limits of Commission



Limits of Commission

Grand Forks recognizes that special risks occur whenever engineering or related disciplines are applied to identify hidden elements or portions of a building. Even a comprehensive sampling and testing program, implemented with the appropriate equipment and experienced personnel, under the direction of a trained professional who functions in accordance with a professional standard of practice, may fail to detect certain conditions. This is because these conditions are hidden and therefore cannot be considered in the development of a repair program. For similar reasons, actual conditions that the design professional properly inferred to exist between examined conditions may differ significantly from those that actually exist.

The City of Grand Forks realizes that nothing can be done to eliminate these risks altogether. As a result, we cannot guarantee the accuracy of opinions of probable cost and can assume no liability where the probable costs are exceeded.

The City of Grand Forks recognizes that RJC does not have expertise in the identification of, or health risks associated with, mould, mildew or other fungi and therefore cannot provide an opinion as to the extent to which these substances exist in the building or the associated potential health risks to building occupants.

RJC prepared this report for the use of the City of Grand Forks. The material in it reflects RJC's judgement in light of information available to RJC at the time of preparation. Any use that a third party makes of this report, or any reliance or decisions to be based on it, is the responsibility of such third parties. RJC accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

Request for Decision



To: Committee of the Whole
From: **Deputy Manager of Operations and Sustainability**
Date: April 8, 2019
Subject: Lewis' Woodpecker Management Plan
Recommendation: **THAT the Committee of the Whole recommends to Council to discuss implementing the Lewis' Woodpecker Management Plan at the April 23, 2019 Regular Meeting.**

Background

The Urban Forest Policy No. 1105 states that the City will “identify areas with wildlife habitat value and potential danger tree issues requiring further assessment;”, and that “The City will comply with the federal Migratory Birds Convention Act, federal Species at Risk Act and the provincial Wildlife Act”. Lewis' Woodpecker use the many Cottonwood trees in the City as habitat. In fact, the City has the highest density of nesting Lewis' Woodpecker in the province. They listed as Threatened under Schedule 1 of the *Species at Risk Act*. This means their critical habitat, the many Cottonwood trees used in the City, is protected by federal law.

Staff consulted a local biologist and a biologist from Environment and Climate Change Canada about the best course of action to manage Lewis' Woodpecker habitat AKA Cottonwood trees. The advice centered around showing that the City has undertaken all reasonable means to avoid or minimize harm to a species at risk. For example, when habitat is destroyed, it is expected that mitigation measures will take place. One nest tree in City Park had a plan written specifically for it. Because we have so many Cottonwood trees on public land, staff wanted to have a plan that addressed the issue across the City.

The management plan aims to guide the City in maintaining compliance with legislation, to identify appropriate land use decisions, and ultimately to maintain the breeding population of Lewis's Woodpecker. It identifies what areas are potential habitat, and how those areas should be managed. Succinctly, Cottonwood trees are to be protected, new growth restored, and disturbances minimized during the breeding season. By adopting a comprehensive plan, staff will have guidance on maintenance in the habitat areas, compliance with legislation will be enhanced, and tree removal permit applications will better demonstrate that the City has taken all reasonable means to avoid or minimize harm.

Follow up items from the plan include further study to map critical habitat at a finer scale than existing data, incorporating a LEWO Development Permit Area in the Official Community Plan, and designating some critical habitat on City land as Protected Natural Areas.

Benefits or Impacts

General

Implementing the Lewis' Woodpecker Management Plan will ensure compliance with federal legislation and show proper due diligence.

Policy/Legislation

Urban Forest Policy No. 1105

Species at Risk Act

Official Community Plan

Attachments

Lewis' Woodpecker Management Plan

Recommendation

THAT the Committee of the Whole recommends to Council to discuss implementing the Lewis' Woodpecker Management Plan at the April 23, 2019 Regular Meeting.

Options

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

GF Management Plan for Lewis's Woodpecker.docx

Management Plan for the City of Grand Forks



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This report was prepared for the City of Grand Forks by
Jenny Coleshill, MEDes, RPBio of Granby Ecological.

Background

The City of Grand Forks is looking to manage habitat for the Lewis's Woodpecker. The Riparian Black Cottonwood forests in the City of Grand Forks hosts a large breeding population. Several municipalities across Canada have adopted policy and strategies to protect bird populations. These range from adopting a "dark sky" policy, incorporating bird-friendly design into buildings to reduce window collisions, and developing guidelines to protect habitat.

The confluence of the Kettle and Granby Rivers lies within the City of Grand Forks. The habitat adjacent to these rivers is the preferred habitat for the Lewis's Woodpecker in the region. During 2011 and 2013 nest surveys were done and it was determined Grand Forks had the highest density of nesting LEWO in the province (Gyug personal communication).

The City of Grand Forks is looking to address human safety concerns regarding danger trees along trail networks and park settings while considering the habitat needs of the Lewis's Woodpecker. Several nest trees have been identified as dangerous by a certified danger tree assessor within the City of Grand Forks and complete removal has been recommended. The City requires a plan to manage nest trees and habitat for the Lewis's Woodpecker.

This report provides a management plan to address the conservation concerns of the Lewis's Woodpecker within Grand Forks. This management plan will identify goals and objectives, identify existing threats and actions the City can do towards the conservation of LEWO and its habitat.

This plan was developed by reviewing existing federal and provincial management and recovery plans, pertinent scientific literature, Eco-cat and from my own knowledge of the area and the local LEWO population. I am a professional biologist that has worked extensively with this bird species and have been developing and working on implementing conservation plans on both small and large scales. The details include a species description, identifies population threats, conservation efforts, describes local habitat areas, and recommends management actions.

Species Description

Lewis's Woodpecker

Description

The Lewis's Woodpecker *Melanerpes lewis* is a migratory bird common to the riparian cottonwood forests of the Boundary Region during the summer breeding months (May -

September). It is similar in size to a robin or small crow. It has a greenish-black back and rosy belly, grey collar, and maroon face. They are distinct from other woodpeckers as they are the only aerial insectivore. Many individuals will migrate to Mexico for the winter; however, there are a few individuals that will remain overwinter as resident birds.



Figure 1. Picture of a Lewis's Woodpecker resting on a topped cottonwood tree in Grand Forks. Photo courtesy of Janice Redlin.

Nesting Habits

The LEWO's skull is thinner than other woodpeckers (Goodge, 1972) so they aren't very good at excavating. They tend to use natural cavities or previously used cavities. They will sometimes excavate a new cavity in a soft dead standing tree or dead branch of a living tree typical of cottonwoods (Tobalske, Vierling, & Saab, 2013). These birds form long-term or permanent pair bonds and will often return to the same nesting site year after year (Government of Canada, 2016). Nesting begins sometime in the first weeks of May and young hatch about the 3rd week of June. They feed their young for approximately the following 4 weeks. The young will fledge end of July (July 21st) and they return on their migratory journey south the first weeks of September.

Status

There are an estimated 600 breeding pairs of LEWO in the Province of British Columbia (Government of Canada, 2016). They are blue listed in BC and were federally listed as Special Concern under Schedule 1 of the *Species at Risk Act* (SARA) in 2003. They were re-assessed by COSEWIC as Threatened in 2010 and up-listed to Threatened under SARA in 2012 (Ministry of Environment, 2016). Environment and Climate Change Canada's Canadian Wildlife Service is

leading the management and recovery of LEWO. A recovery strategy (Environment and Climate Change Canada, 2017) is posted on the Species at Risk Public Registry.

Threats

Threats identified by the Recovery Action Plan (Environment and Climate Change Canada, 2017) that pertain to LEWO within the City of Grand Forks include urban development, agricultural land conversion and inappropriate livestock grazing, transportation corridors and vehicular impacts, recreational activities (human intrusion that alters behavior), and selective removal of current and future nest trees for human safety. Pesticide use that reduces food supply has also been identified but not quantified for LEWO. These are either direct threats to the individual bird i.e. vehicle impacts and recreational activities, or threats to their habitat i.e. removal of nest trees. Invasive species outcompeting plants of the riparian cottonwood forests are also a concern. This includes but is not limited to cultivar grasses (e.g. lawn, reed canary grass), Norway and Manitoba maple. The population of urban white-tailed deer may also be having a negative impact on LEWO habitat. Through informal observations along the river and when designing and implementing restoration projects, I have observed little to no cottonwood recruitment in the Grand Forks area. This may be a result of high browse pressure and which has been shown to affect bird and insect populations (Chollet, Bergman, Gaston, & Martin, 2014; J. Teichman, E. Nielsen, & Roland, 2013). Beavers may also pose a threat to the limited number of large diameter cottonwood trees.

Conservation Efforts

Support of this species in riparian habitats include protection and restoration of important riparian areas, management of tree cutting activities, maintenance or restoration of natural hydrological regimes, management of grazing pressure to avoid degradation of riparian habitats, and incorporation of provincial best management practices in urban and agricultural development. Other strategies to protect their habitat include setting aside public lands as protected areas, private land stewardship, purchase of private land for protection, and reducing or eliminating environmental degradation (Environment and Climate Change Canada, 2017). Protection and restoration efforts of riparian cottonwood in the Boundary would benefit not only the LEWO but multiple species that depend upon riparian habitat. Several organizations have tried increasing breeding opportunities with the use of nest boxes (e.g. Lake Windermere Rod & Gun Club; East Cascades Audubon Society). The use of nest boxes to substitute the loss of natural cavities has been found to be successful when there is a decline in natural cavities (Kook, D., Moodie, 2008).

Critical Habitat Areas for Lewis's Woodpecker in Grand Forks

Critical habitat for LEWO covers a large portion of Grand Forks. Environment Canada has mapped critical habitat for LEWO (Figure 2). It encompasses riparian areas of the local waterways (i.e. Kettle and Granby Rivers) and some areas beyond¹. The definition of critical habitat by Environment and Climate Change Canada is “the habitat that is necessary for the survival or recovery of a listed wildlife species and that is identified in the recovery strategy or in an action plan for the species.”

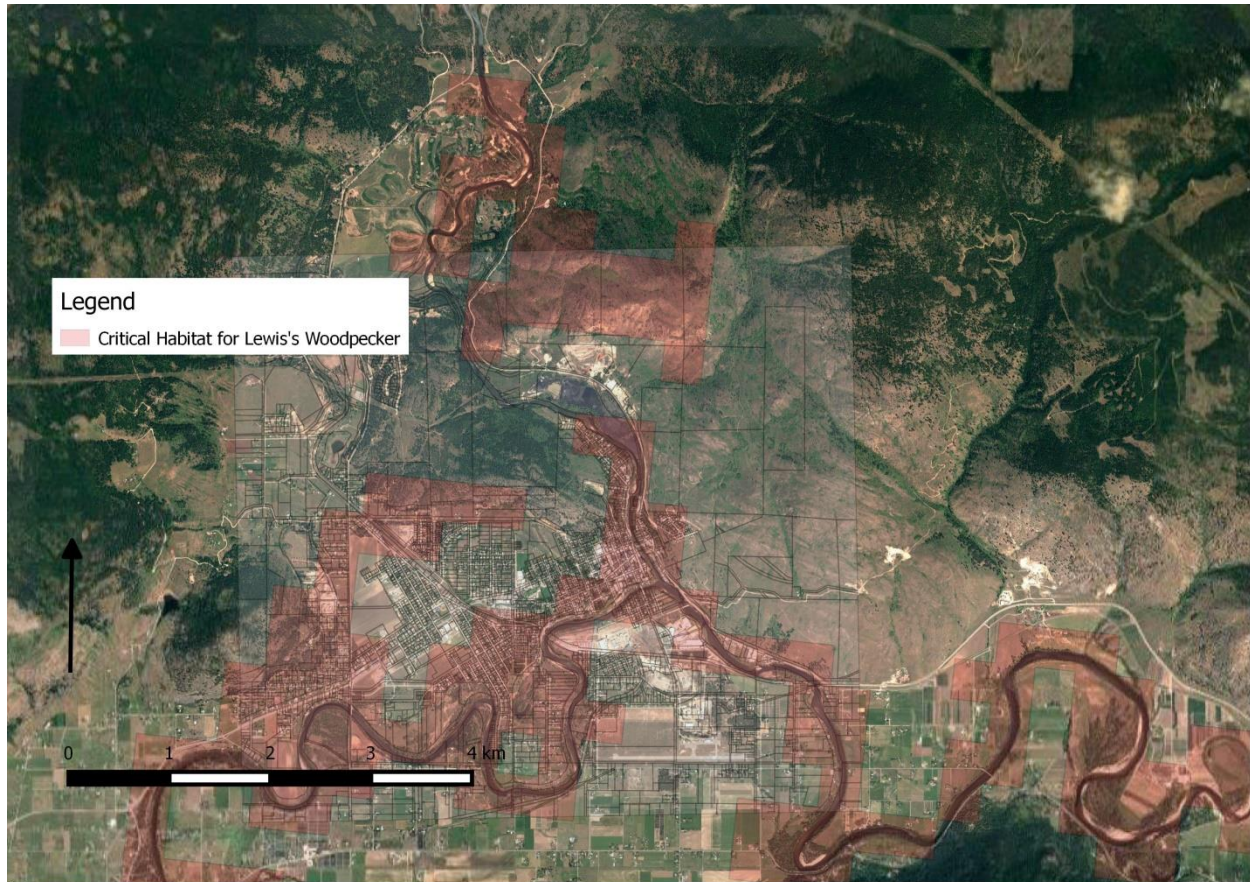


Figure 2. Mapping of Critical Habitat Areas for Lewis's Woodpecker in and around the City of Grand Forks.

The City has the highest density of nesting LEWO in the province of British Columbia (Les Gyug, Personal Communication, November 2013). The characteristics of the local rivers and associated riparian habitat with adjacent grasslands and open areas are typical of their

¹ This data can be freely downloaded from the website <http://donnees.ec.gc.ca/data/species/developplans/critical-habitat-for-species-at-risk-british-columbia/>

preferred habitat. Having done nest surveys and focusing on nest tree stewardship I have been observing the LEWO for several years. Their preferred nesting habitat within this critical habitat is the edge riparian areas adjacent to the Kettle and Granby Rivers. I have seen medium (30cm-50cm dbh (diameter at breast height)) to large (>65 cm dbh) diameter cottonwoods being used for nesting next to the rivers edge. The preferred wildlife trees have a decay class of 3, 4 and 5². One nest in an aspen grove approximately 200 metres away from the river across an open field has been observed.



Figure 3. The wildlife tree (decay class 3) pictured above has several Lewis's Woodpeckers perched on the top branches. This bird is dependent upon primary cavity excavators for nesting holes but will excavate themselves in the soft wood of cottonwoods. The characteristics of this tree above offers a clear flight path for take off and landing and provides places for perching.

Quantity of Riparian Forests and Historical Patterns

One of the most unique features of Grand Forks is the Kettle and Granby Rivers. The associated riparian areas provide critical ecosystem services and recreational opportunities while providing

² for information on decay class of wildlife trees see
<https://www.for.gov.bc.ca/hfp/training/00001/module03/figure08.htm>

habitat for several local species at risk. Riparian areas are even more important in dry areas such as Bird Conservation Region 9 that includes the Boundary; these riparian areas are typically composed of Black Cottonwood plant communities. This type of ecosystem is now reduced to fragments and the remaining stands are considered endangered due to pressures such as urban and agricultural development, grazing, alteration of hydrological regimes, timber harvesting, mining, and recreational uses (Egan, Cadrin, & Cannings, 1997). Black Cottonwood ecosystems of the southern interior are among the rarest plant communities of the province (BC Conservation Data Centre, 2019).

In 2013, a GIS exercise estimated a total of 59 hectares of riparian cottonwood within the boundaries of City of Grand Forks and of this, 27 hectares was on private lands (Table 1) (Coleshill, 2013).

Table 1. The Number of Hectares of Riparian Cottonwood within the City of Grand Forks on Public versus Private Lands.

Riparian Cottonwood (Ha)			% Pub vs Priv	
Total	Private	Public	Private	Public
59	27	33	46	54

Note: Reprinted from report to Canadian Wildlife Service “Prioritizing Riparian Cottonwoods for Conservation in the Boundary Region 2013.”

There has been significant loss of riparian areas within the City of Grand Forks within the past 50 years. In a historical comparison between 1951 and the present there have been a significant increase in roads, buildings, and parking (impermeable surfaces) and a significant loss in riparian vegetation within 50 metres of the rivers (Coleshill & Watt, 2017).

Legislation

For removal of any trees that are known LEWO nesting trees the City of Grand Forks must apply for a permit with Environment Canada and Climate Change. Otherwise this is a violation under the Species at Risk Act and the Migratory Bird Convention Act. Environment and Climate Change Canada states “the law of the migratory bird act and its regulations is to protect migratory birds and prohibit the disturbance or destruction of migratory bird nests and eggs in Canada. The legislation and regulations apply to all lands and waters in Canada, regardless of ownership” (Environment and Climate Change Canada 2016). In the province of British Columbia Section 34 of the Wildlife Act also protects the migratory birds and their occupied nest.

Management Plan for the Lewis's Woodpecker

A management plan is a combination of actions set out to achieve a goal. The goal of a management plan for the City of Grand Forks and the Lewis's Woodpecker is to comply with legislation of critical habitat for the LEWO; make land use decisions that will not negatively impact the population; and maintain a breeding population of LEWO within the City of Grand Forks. The approaches identified include Habitat Protection, Habitat Management and Stewardship. The plan will maintain riparian cottonwood forests to benefit the LEWO, several other species, and contribute to green infrastructure.

It is important for the City of Grand Forks to manage LEWO on their municipal lands. People have a moral obligation to protect species, particularly threatened ones as humans are the sole reason for this status. There are legal obligations where both federal and provincial laws must be complied with. In addition, there are multiple benefits to managing this habitat for the LEWO: several other fish and wildlife species will also benefit from healthy riparian areas, and healthy functioning riparian areas have many ecosystem services including flood and drought control.

Habitat Protection

Mechanisms to delineate areas and what areas will be included

- ❖ Categorize Critical Habitat and Habitat Suitability using available modelling and expert input.
- ❖ Include a LEWO Development Permit Area in the Official Community Plan. Prior to any permits issued a qualified professional would evaluate sites to identify habitat features and recommend measures to protect habitat during any development.
- ❖ Designate High Use and Critical Habitat areas as Protected Natural Areas if owned by the City. These areas may also be considered green infrastructure that provide ecosystem services such as flood control.
 - Prioritize this action so current danger trees identified might be deemed suitable to leave.
- ❖ Leave danger / wildlife trees within natural areas that are outside of designated trails and post public warnings to stay out.

Habitat Management

How designated areas will be managed

- ❖ Identify reference sites in order to have a target to manage habitat areas to.
 - Sites will have structural diversity and plant composition typical of the Riparian Black Cottonwood Plant Community (Ministry of Environment 1997)

Restore riparian areas within Critical Habitat and High Use areas by:

- ❖ Protecting mature cottonwood trees
 - Replace old beaver protection as many mature trees are being girdled URGENT.
 - Install new wrapping on mature trees to protect from beavers.

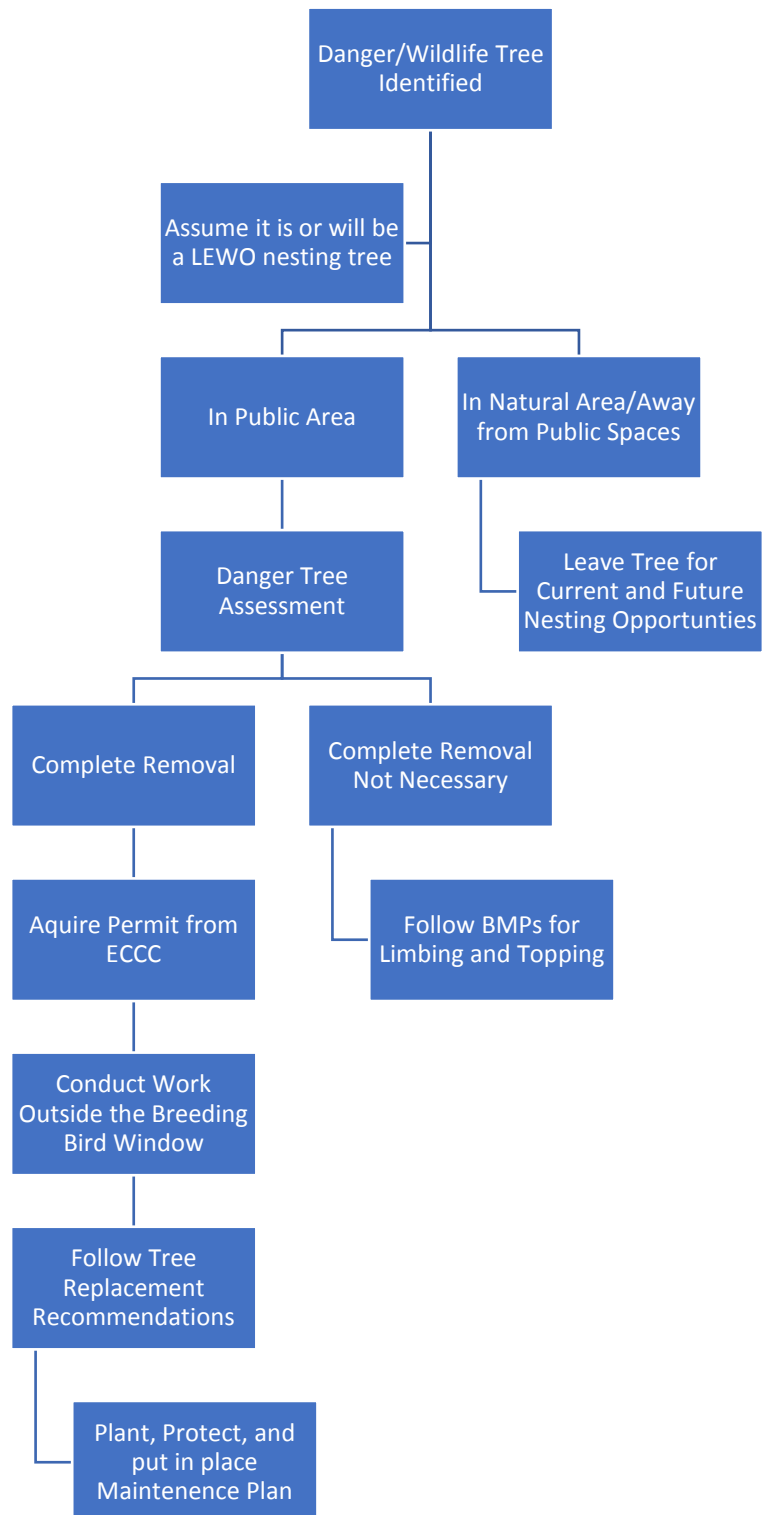
The natural progression is beavers will fall mature cottonwood trees for browsing and the roots will regenerate several trees in its place. Heavy ungulate browse pressure prevents this.

- ❖ Facilitating natural regeneration/recruitment
 - Manage ungulate deer population i.e. enforce feeding by-law, continue educational programming, population reduction.
 - Exclosure fencing to keep out deer in areas targeting natural regeneration.
 - Do not dump grass clippings, snow, or any other matter along embankments.
 - Pull back grass cutting activities further from the river.
 - Consider planting native trees and shrubs in habitat areas to increase tree and shrub cover.
- ❖ Pesticide and herbicide use within identified critical habitat areas
 - Stop use or reduce pesticides in critical habitat areas (Boulton et al. 1999).
 - Consider developing the City of Grand Forks into a pesticide free zone for cosmetic uses.
- ❖ Managing Invasive Species
 - Use mechanical removal of non-native species and replant with native species.

Cottonwoods are a shade-intolerant, canopy cover from non-native species such as the Norway and Manitoba Maple and dense reed canary grass will prevent recruitment.

- ❖ Managing Human Activities
 - During breeding season if birds are detected and a danger tree is identified consider temporarily moving the trail, picnic area, or campgrounds until the non breeding season and works to address the danger can continue.
 - Avoid the use of heavy equipment during sensitive times of the year to avoid disturbing nesting birds immediately adjacent to work areas.
 - Cap the development of public green spaces and trails within Critical Habitat.
 - Restore little used existing green spaces and trails to forested riparian areas in High Use or Critical Habitat areas.
- ❖ Managing Individual Trees
 - Below Figure 3 outlines the steps to take when a tree becomes a safety concern.
 - Have potential danger trees assessed by a certified danger tree assessor. Follow the protocol set out by the *Wildlife/Danger Tree Assessor's Course Workbook* (Wildlife Tree Committee of B.C. 2005) so that all effort can be made to retain wildlife trees and/or be modified in order to retain the wildlife value of the trees.
 - Follow the Province of BC's Best Management Practices for removing danger trees (Ministry of Environment 2006).

Figure 4. Decisions and Steps to Follow when a Tree becomes a Danger Concern.



- Implement a tree replacement program

Federal and Provincial agencies recommend the following criteria for tree replacement

<http://www.env.gov.bc.ca/wld/documents/bmp/treereplcrit.pdf>

(Ministry of Environment Lands and Parks, 1996):

- 0 mm - 151 mm (6") dbh 2 replacement trees (min height 1.5 m), or, 4 shrubs (for up to 50% of trees being replaced in this range);
- 152 mm - 304 mm (12") dbh 3 replacement trees (min height 1.5 m)
- 305 mm - 456 mm (18") dbh 4 replacement trees (min height 2.0 m)
- 457 mm - 609 mm (24") dbh 6 replacement trees (min height > 2.0 m)
- 610 mm - 914 mm (36") dbh 8 replacement trees (min height > 2.0 m)
- Trees > 914 mm dbh (36") will require individual approval and replacement criteria prior to removal.
- Every effort must be made to retain 20% of trees > 304 mm dbh (12") as wildlife snags at minimum height of 3 m.

dbh = diameter breast height

> = greater than

Stewardship Strategies

- ❖ Model a stewardship role for private landowners within the City of Grand Forks
- ❖ Maintain a database on nest trees
 - Obtain data on previously used nest trees and update data with newly confirmed nest trees. This could be done either by a professional or passive collection of data by staff.
 - Knowing what trees are being used as nest trees will inform land use decisions and ensure compliance with legislation.
 - Provides an understanding of preferred habitat and areas within the City.
 - Monitor known nest trees and identify new nest trees.
 - Train staff on the identification of the LEWO and how to identify nest trees.
 - Contract a professional biologist to conduct nest searches periodically.
- ❖ Consider a nesting box program to compensate for the loss of nesting trees that require removal for human safety reasons.
 - Nest boxes will have to be monitored and cleaned out yearly.

- ❖ Get community buy-in through education about the charismatic through community outreach and signage.
- ❖ Partner with local stewardship initiatives that focus on outreach for wildlife and restoration of riparian areas in order to access knowledge in the field and increase capacity for carrying out the work.
- ❖ Ensure internal compliance by educating staff about importance of riparian areas and local species at risk and appropriate measures to reduce human-wildlife conflict.

Literature

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Request for Decision



To: Committee of the Whole
From: **Outside Works**
Date: April 8, 2019
Subject: Snow Clearing Policy
Recommendation: **THAT the Committee of the Whole asks staff to bring forward the revised snow clearing policy for further consideration at the April 22, 2019 Regular Meeting.**

Background

The last snow clearing policies were drafted in 2012 and require updating with new information. The sidewalk clearing Policy 1104 has been incorporated into this revision of Policy 1103. The draft policy lays out the snow clearing priorities and trigger points. No major changes are proposed to the priority routes although they are being updated to include the new Silver Kettle path on 72nd Avenue.

The snow clearing policy sets the minimum standard for roads and sidewalks. After setting the policy, it is important to follow it because of insurance implications. As long as the policy is followed, City liability is minimized if there is an insurance claim.

Service levels are determined by the trigger points and the length of priority one routes. Most trigger points were not defined in the previous policy although some are contained in other policies. Council may adjust the service level and budget required by changing the length of priority one routes or the trigger points. The draft policy approximately reflects the current service level and related budget amount.

Benefits or Impacts

General

The snow policy affects insurance claims as it sets the minimum expected standard for snow clearing.

Strategic Impact



Fiscal Responsibility

- Ensure that service levels align with taxation levels.

Policy/Legislation

This would amend Policy 1103 and rescind Policy 1104.

Attachments

Recommendation

THAT the Committee of the Whole asks staff to bring forward the revised snow clearing policy for further consideration at the April 22, 2019 Regular Meeting.

Options

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



City of Grand Forks
7217 4th Street
Grand Forks, BC V0H 1H0
250.442.8266
www.grandforks.ca

Council Policy

Regular Snow Clearing

Established: April 2019

Rescinded: N/A

Contact Department: Public Works

Guiding Principle

- Staff will clear snow from roads, sidewalks and the airport safely and efficiently at the service level set in this policy.

Purpose

- To identify the snow clearing priorities and trigger points.

Scope

- This policy encompasses all regular snow clearing activities on roads and at the airport.
- Other snow clearing may happen at the discretion of the Manager of Operations or designate.

Policy Statements

Staff will begin to clear priority #1 items within twenty-four hours of checking and reaching a trigger point. The length of time to clear the snow will depend on the frequency and depth of snowfall.

Snow clearing will continue only during regular work hours until priority #1 and #2 items are completed.

Snow clearing on roads may be considered complete when a minimum five meters of width is cleared and the accumulation of loose snow and slush reaches between 6-10cm.

Extra-ordinary snowfalls of more than six inches may be cleared differently according to the Manager of Operations or designate.

Priority #1

Roads

- Granby Road from Highway 3 to City gravel pit and Valley Heights Drive
- 2nd Street from Airport to north side of bridge
- 72nd Avenue from 5th Street to 8th Street
- 8th Street from 72nd Avenue to Kettle River Drive
- Kettle River Drive from 8th Street to 68th Avenue
- 68th Avenue from Kettle River Drive to Spraggett Road
- 7th Street from 72nd Avenue to 75th Avenue (excluding Central Avenue)
- 75th Avenue from 7th Street to Riverside Drive
- Riverside Drive from 75th Avenue to Riverside Meadows
- Boundary Drive from 68th Avenue to 77th Avenue (excluding Central Avenue)
- 19th Street from 68th Avenue to Donaldson Drive (excluding Central Avenue)
- Donaldson Drive from 19th Street to North Fork Road
- 77th Avenue from Boundary Drive to 17th Street.
- 17th Street from 77th Avenue to McCallum View Drive
- McCallum View Drive from 17th Street to 76th Avenue
- 76th Avenue from McCallum View Drive to Donaldson Drive
- 22nd Street from Central Avenue to 78th Avenue
- 76th Avenue from 22nd Street to 23rd Street
- 75th Avenue from 22nd Street to North Fork Road
- 27th Street from 68th Avenue to Central Avenue
- 27th Street from Central Ave. to 75th Avenue

- 25th Street from Central Ave. to 75th Avenue
- 73rd Avenue from Boundary Drive to 11th Street
- 11th Street from 73rd Avenue to Kettle River Drive
- 72nd Avenue from Boundary Drive to 12th Street
- 72nd Avenue 19th St to 26th St
- 12th Street from 72nd Avenue to 73rd Avenue

Sidewalks

- Multi-Use Trail in South Ruckle from Community Garden to Central Avenue
- Central Avenue on south side from Multi-Use Trail end to 19th Street
- Central Avenue on north side from 19th Street to Boundary Drive
- Boundary Drive from 68th Avenue to 77th Avenue
- Central Avenue north side from Boundary Drive to Yale Bridge
- Sidewalks in the downtown core adjacent to City owned property
- Wheel chair ramps and alley drops
- Central Avenue on south side from 2nd to 19th Streets
- 19th Street from Central Avenue to 68th Avenue
- 68th Avenue from 19th Street to Kettle River Drive
- Kettle River Drive from 13th Street to 8th Street
- 8th Street from Kettle River Drive to 72nd Avenue
- 2nd Street from 72nd Avenue to Industrial Drive

Airport

- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A of snow.
- When more than 4 inches of snow falls the runway and taxiway A are cleared.
- When more than 2 inches of wet and heavy snow falls, generally occurring in the temperature range -2 to plus 2C, the runway and taxiway A are cleared..
- When freezing is expected after melting conditions the runway and taxiway A are cleared.

Priority #2

Roads

- General residential streets.
- City owned parking lots.
- Downtown core and on street parking.

Sidewalks

- All other sidewalks.

Airport

- All times outside of the conditions listed under Priority #1.

Priority #3

- Cul-de-sacs, lanes, and alleys. Depending on equipment availability, some lanes and alleys may be done simultaneously with Priority #1 or #2 streets.
- Snow piles.

Trigger points

Triggers will be checked once per day during the regular work week and sporadically via the web cam after snowfall on weekends and statutory holidays.

- Monday to Saturday: Two inches of accumulated snowfall as measured on the snow gauge at the outside works building.

- Sunday, and statutory holidays: Four inches of accumulated snowfall as measured on the snow gauge at the outside works building.
- As listed for the airport priority #1.

DRAFT

CITY OF GRAND FORKS

POLICY TITLE: Snow Clearing Roads & Airport **POLICY NO:** 1103

EFFECTIVE DATE: August 20th, 2012 **SUPERSEDES:**

APPROVAL: Council **PAGE:** 1 of 1

POLICY:

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Roads and the Grand Forks Airport. Snow removal operations shall be carried out in order of street priority, as indicated below.

PURPOSE:

To identify the City's snow clearing priorities for Roads and the Airport.

STREETS: (see attached map)

Priority #1

- Granby Road from Highway 3 to City gravel pit and Valley Heights Dr.
- 2nd Street from Airport to north side of bridge.
- 72nd Ave. from 5th Street to 8th Street.
- 8th Street from 72nd Ave. to Kettle River Dr.
- Kettle River Dr. from 8th Street to 68th Ave.
- 68th Ave. from Kettle River Dr. to Spraggett.
- 7th Street from 72nd Ave. to 75th Ave. (excluding Central Ave)
- 75th Ave. from 7th Street to Riverside Dr.
- Riverside Dr. from 75th Ave. to Riverside Meadows
- Boundary Dr. from 68th Ave. to 77th Ave. (excluding Central Ave)
- 19th Street from 68th Ave. to Donaldson Dr. (excluding Central Ave)
- Donaldson Dr. from 19th Street to North Fork Rd.
- 77th Ave. from Boundary Dr. to 17th Street.
- 17th Street from 77th Ave. to McCallum View Dr.
- McCallum View Dr. from 17th Street to 76th Ave.
- 76th Ave. from McCallum View Dr. to Donaldson Dr.

- 22nd Street from Central Ave. to 78th Ave.
- 76th Ave. from 22nd Street to 23rd Street
- 75th Ave. from 22nd Street to North Fork Rd.
- 27th Street from 68th Ave. to Central Ave.
- 27th Street from Central Ave. to 75th Ave.
- 25th Street from Central Ave. to 75th Ave.
- 73rd Ave from Boundary Drive to 11th Street.
- 11th street from 73rd Ave to Kettle River Dr.
- 72nd Ave. from Boundary Dr. to 12th Street
- 12th Street from 72nd Ave. to 73rd Ave.

Priority #2

- City owned parking lots and general residential streets.

Priority #3

- Cul-de-sacs, lanes and alleys.

Downtown Core Snow Removal

- The downtown core will be cleared when deemed necessary by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator. (Typically a Priority #2, some clearing of piled snow may drop to a Priority #3)

(Downtown snow removal can be complex and should be cleared taking into consideration the amount of snow, temperature, time of day, day of week etc.. Therefore the timing for the removal of snow in the downtown core will be decided on by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator)

Airport Snow Removal

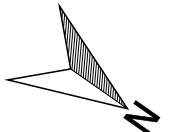
Snow removal at the Municipal Airport shall be as follows:

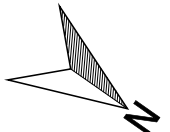
Priority #1

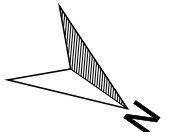
- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A of snow.
- When more than 4 inches of snow falls runway and taxiway A are cleared.
- When freezing is expected after melting conditions the runway and taxiway A may be cleared as a Priority #1.
(Not being proactive with removal of slush or melted snow during the day could negate 24 hour Medi-Vac access to the Grand Forks Airport when temperatures drop below freezing)

Priority #2

- At all other times the airport will be considered a priority #2.







CITY OF GRAND FORKS			
POLICY TITLE:	Snow Clearing of Sidewalks	POLICY NO:	1104
EFFECTIVE DATE:	August 20, 2012	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Sidewalks. The City will clear snow and ice from sidewalks in the priority identified below.

PURPOSE:

To identify the City's snow clearing priorities for Sidewalks.

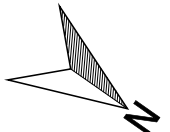
SIDEWALKS: (see attached map.)

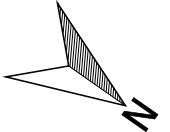
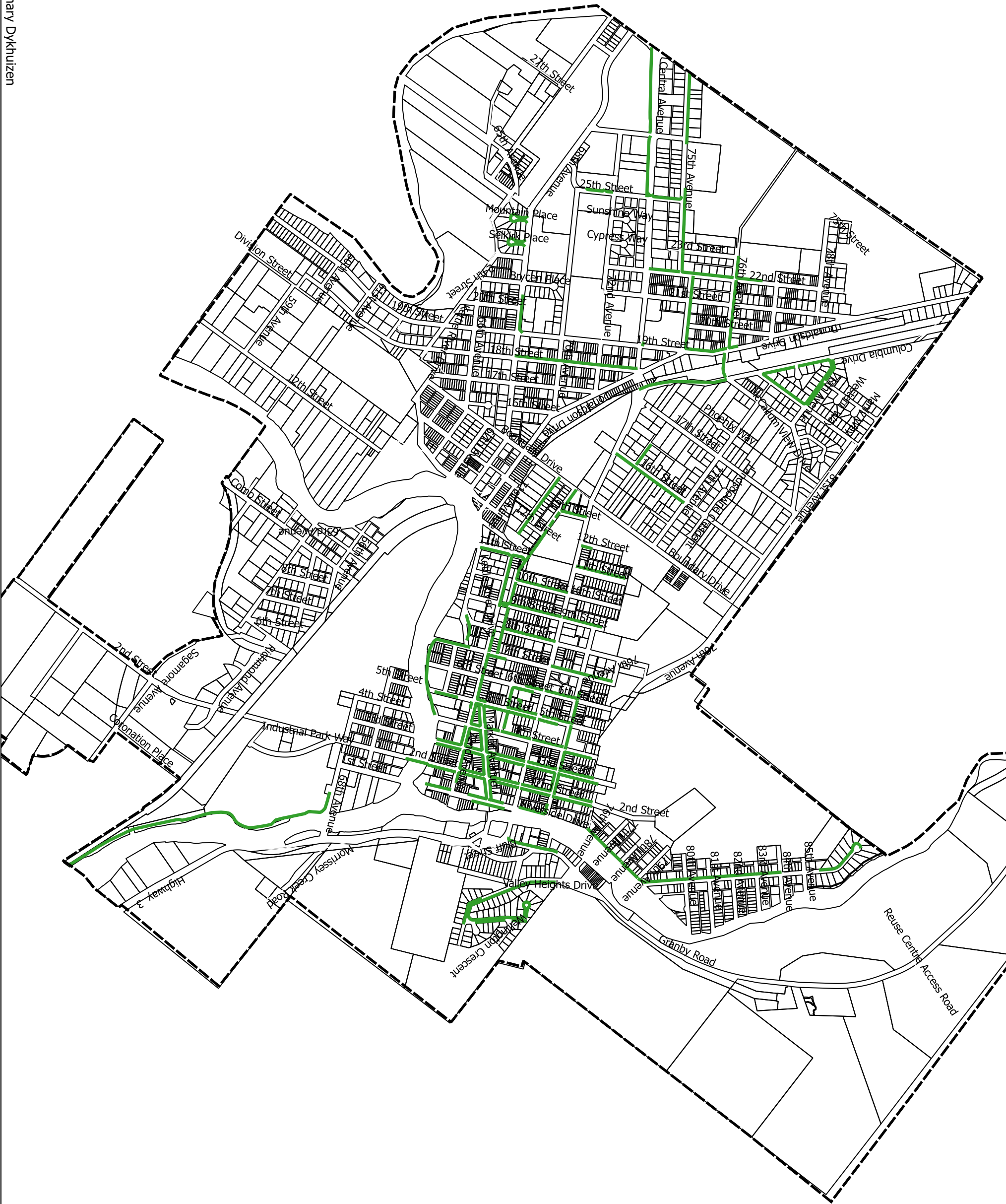
Priority #1

- Multi-Use Trail in South Ruckle from Community Garden to Central Avenue
- Central Avenue on south side from Multi-Use Trail end to 19th Street
- Central Avenue on north side from 19th Street to Boundary Drive
- Boundary Drive from 68th Avenue to 77th Avenue
- Central Avenue north side from Boundary Drive to Yale Bridge
- Sidewalks in the downtown core adjacent to city owned property
- Wheel chair ramps and alley drops
- Central Avenue on south side from 2nd to 19th Streets
- 19th Street from Central Avenue to 68th Avenue
- 68th Avenue from 19th Street to Kettle River Drive
- Kettle River Drive from 13th Street to 8th Street
- 8th Street from Kettle River Drive to 72nd Avenue
- 2nd Street from 72nd Avenue to Industrial Drive

Priority #2

- All other sidewalks within the Municipal boundary as deemed most efficient by City Staff.





Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: April 8, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT the Committee of the Whole receive the monthly highlight report for information.**

Fire Department

General

Calls this month: 37
Year to date calls: 105

- As of March 1st, the snow pack was at 68%, mid March it was at 64%. We are actively monitoring the conditions.
- 'Community Partners in Safety' certificates were handed out to local businesses that supported our fire safety booklet program
- 20 fire inspections were completed
- Despite a higher call volume than February there were no notable fire calls this month
- February's training was a review of confined space equipment and set up. We also focused on drafting and relay pumping.
- Our recruit firefighters completed their first College of the Rockies practical evaluations for the applicable chapter skills. They have also accomplished three out of the next four chapters for their second written examination.

Outside Works

General

- The temporary Administrative Assistant started work. Thank you to Finance for helping with the training.
- Posted for the summer student positions.
- Continued to support flood recovery critical infrastructure and communications.

Fiscal Economic Growth Community Engagement Community Liveability

- Manage South Ruckle Bank Armouring project.
 - Start preliminary work on other flood protection projects.
 - Weekly web and email updates, and one community meeting held.
 - Facilitated interviews for Global News segment on flood recovery.
- Awarded the pavement marking contract.
- Confirmed the campground operator for 2019.
- Applied for the CleanBC grant for the library energy retrofit.

Electrical

- Sump pit installed at the switch yard
- LED Light conversion underway starting with ornamental lights
- Started the 19th St 3 Phase Re-conductoring project
- Responded to an unplanned power outage
- Removed disused pole near Market Ave
- Installed New Pole for Dentist on 19th ST
- Replaced high bay lighting with LED's in Public Works Building

Public Works

- Continued work on the SolarNow project by preparing the concrete supports
- Spring sweeping of roads and sidewalks underway
- Prepared planters for spring plants
- Continued repairing potholes
- 1 Medi-vac landed at the airport
- Winter snow equipment cleaned and stored or transitioned to spring attachments
- Three emergency road repairs due to excessive frost heaving
- Inspected 12th St in Johnson Flats for practical repairs

Water and Sewer

- Met or exceeded permit requirements for water and wastewater systems.
- Repaired a manhole on 3rd St.
- Remediated 5 sewer service blockages.
- Sewer main flushing program.
- Prepared for freshet by cleaning lift station wet wells and pumps.

Development and Engineering

General

- Responded to approximately 75 front counter and telephone inquiries and attended about 5 in-person/teleconference meetings with developers.
- Planning and policy support for flood recovery initiatives.
- Planning for economic recovery initiatives.
- Continued implementation of records management and project/task management & tracking

Capital Projects

- Continued capital projects review and implementation planning.

Current Planning

- Reviewed and coordinated processes and reports for two development permit applications.
- Prepared and processed a rezoning bylaw amendment and subdivision / consolidation.

Long Range/Policy Planning

- Continued research and review of existing and options for new environmental policy/regulation (to implement the Sensitive Ecosystem Inventory and update the OCP with new environmental management tools).

Business Licenses

- Continued review of business license bylaw (to update and incorporate special requirements for cannabis store referrals and licensing, sidewalk patios and mobile food vendors, etc.).
- Attended workshops and meetings regarding inter-community business licencing.
- Processed 7 business licence applications.
- Completed City process for review of three cannabis retail licence applications and prepared report for submission to the LCRB.

Building Inspection and Bylaw Enforcement

General

- Assisting Boundary Flood Recovery team with potential housing options
- Attended Justice Institute's Community Evacuation seminar in Nelson, will attend Economic Development's Natural Disaster forum in Castlegar April 8 – 9.
- Emphasis this month on local clean-up issues, particularly along the river banks

Bylaw Services

- 3 dog barking complaints, referred to the Regional District contractor
- 2 unsightly property concerns
- 2 street debris issues in South Ruckle

Building Inspection

Building Permit applications this month: 7
Year to date Building Permit applications: 28
Year to date construction value: \$7,416,198 (2018 year end = \$9,339,982)

- Applications received for 2 new single-family homes, 3 residential accessory buildings and 2 commercial improvements
- First reporting period since last May where no building applications were received for flood damage repairs or demolitions.

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 1 In-Camera, 1 Public Feedback Session)
- Prepared weekly summaries/updates (5 summaries, 5 updates)
- Corporate Tasks completed: 15
- Human Resources Duties
- Interview and hiring processes for RDF Events Manager position
- Participated in Webinar regarding increasing transparency for meeting management
- Attended Economic Development Conference (CAO)
- Attended Public Administration – Finance Course (Jan-Mar) (Dep. Corporate Officer)
- As part of the Rural Dividend Fund Economic Development grant (~\$332K), the Corporate Department has engaged Community Futures Boundary to oversee the revitalization report portion of the project estimated at ~\$40K
- Bylaw Updates
 - Park Access Bylaw
 - Event Delegation Bylaw
 - Repeal old bylaws
 - Update draft Smoke- and Vape-Free Places Bylaw
- Communications
 - Prepare draft for utility bill insert

Information Technology

- Network security – Updated SSL certificates
- Ongoing support for Recovery Team
- IT Tasks completed: 7
- Prepared and issued Security Systems Upgrade RFP
- Procurement of Network Switches and Desktop Computer replacements

Financial Services

Procurement

RFPs and RFQs Issued

- Security System Panel Upgrades

RFPs and RFQs Awarded

- 2019 Line Painting
- WWTP Aeration Equipment
- WWTP UV Equipment

Purchase Orders Issued

Total value	\$844,973
• Less than \$5,000	21
• \$5,000 to \$25,000	6
• \$25,000 to \$75,000	5
• Greater than \$75,000	2

Total amount of invoices \$543,079

4 direct awards < \$25,000: Microsoft licencing; floodplain mapping; Cisco switches;
library structural feasibility

4 direct awards \$25,000-\$75,000: flood protection engineering for downtown & Johnson
Flats; recloser for FDR5; electrical meters

0 direct awards > \$75,000

General

- Fees & Charges Amendment Bylaw No 1958-A5 (solid waste) first three readings March 25th
- 2019-2023 Five Year Financial Plan Bylaw No. 2055 first three readings March 25th
- 2019 Tax Rates Bylaw No. 2058 to COTW April 8th
- Preparation of 2018 Financial Statements for auditor review in process
- Vadim system changes made for new residential water billing structure and elimination of PST on commercial electrical accounts
- Ongoing review and streamlining of Vadim general ledger, payroll and utilities setup
- Completed Civicinfo surveys for staff and council remuneration
- Ongoing account reactivation and billing adjustments for flood impacted customers
- Responded to requests from the public regarding property damage claims, utility billing and property tax issues

Recommendation

THAT the Committee of the Whole receives the monthly highlight report for information.

Request for Decision



To: Committee of the Whole
From: **Chief Financial Officer**
Date: April 8, 2018
Subject: 2019 Tax Rates Bylaw No. 2058
Recommendation: **THAT the Committee of the Whole selects an option for the 2019 property tax rates and instructs staff to include that option in 2019 Tax Rates Bylaw No. 2058, and FURTHER to present 2019 Tax Rates Bylaw No. 2058 for first three readings at the April 23, 2019 Regular Meeting of Council**

Background

Section 197 of the Community Charter requires the City to adopt an annual property value tax bylaw to establish the tax rates for the collection of municipal revenue as provided in the financial plan, as well as the amounts to be collected on behalf of other local governments or public bodies.

The City has not yet received the 2019 requisition for the Regional District and Hospital, but expects to do so prior to the date of first three readings for this proposed bylaw.

The City has established policies regarding property taxation in its annual financial plan and asset management policy which, in general terms, state:

- that tax shifts and redistributions between the classes will only be undertaken after considerable review and phased in gradually over time.
- tax rates should be kept as competitive as possible to ensure continued investment in the community
- in setting tax rates, Council will take into consideration the tax rates and conversion ratios of other municipalities and the tax share borne by and conversion ratios for each property class.

The amount of 2019 property tax revenue included in proposed Financial Plan Bylaw 2055 is \$3,805,740.

There are a multitude of possible combinations of tax rates which would serve to collect the required amount of revenue. In accordance with established policy, tax rates for the past several years have been set using consistent multiples (conversion ratios) for all classes other than Class 4 (Major Industry). From 2014 to 2016 Class 4 rates used the same multiples; in 2017 and 2018, the tax rate was adjusted to maintain the same revenues for this class as in 2016. Class 2 (Utilities) is capped by legislation at the greater of \$40 per \$1000 of assessed value and 2.5 times the class 6 rate.

Three options which are consistent with the City's policy statements for distributing property taxes, are presented here, as follows:

Option 1 - Under this option, the conversion ratios (multiples) for all classes are the same as in 2018 and the class 2 (utilities) rate is set at the \$40.00 cap. The class 1 (residential) rate is \$4.6948 per \$1000 of assessed value.

Option 2 – The tax rate for class 4 (major industry) is adjusted to collect the same amount of tax revenue as in 2018, the rate for class 2 (utilities) is set at the \$40.00 cap, and the conversion ratios for the remaining classes are the same as in 2018. The residential rate under this option is \$4.6425.

Option 3 – With this option, tax rates are calculated by factoring in market value changes, resulting in a revenue distribution between the different property classes which is similar to 2018. The residential tax rate is lowest under this option, at 4.5198 per \$1000 of assessed value.

According to BC Assessment, the average assessed value of a single family residential property in Grand Forks has increased by approximately 13%, from \$229,000 in 2018 to \$259,000 this year. Thus, municipal taxes for an average valued house would have been \$1,121.50 in 2018. Under the above three options, 2019 taxes would be \$1,215.95 (+8.4%), \$1,202.41 (+7.2%) and \$1,170.63 (+4.4%) respectively.

A schedule of assessed values and tax rates for the three options are included here, along with a table of tax rates for the preceding five years, and tables of 2017/2018 tax rates for other municipalities.

The draft tax rates bylaw is also attached here. The tax rate data in the bylaw schedule "A" will be completed once an option has been chosen and the Regional District and Hospital requisitions are available.

Benefits or Impacts

General

Adoption of an annual property tax rates bylaw before May 15 is a requirement of the Community Charter. The Five Year Financial Plan determines the amount of revenue to be raised by property value taxes and used in the calculation of tax rates.

Strategic Impact



Fiscal Responsibility

The Tax Rates Bylaw has been developed by taking into consideration the taxation policy statements included in the annual financial plan and Asset Management Financial Policy 808.

Property taxation is one of the main sources of revenue for the City. The amount of revenue proposed to be collected through property taxation for 2019 is \$3,805,740.

Policy/Legislation

Section 197 of the Community Charter
Five Year Financial Plan Bylaw 2019-2023, No. 2055
Asset Management Policy Financial Policy 808

Attachments

Draft 2019 Tax Rates Bylaw No. 2058
Appendix A - Options for Municipal Tax Rates
Appendix B - Table of historical tax rates and multiples
Appendix C - Tables of comparative tax rates for other municipalities

Recommendation

THAT the Committee of the Whole selects an option for the 2019 property tax rates and instructs staff to include that option in 2019 Tax Rates Bylaw No. 2058, and FURTHER to present 2019 Tax Rates Bylaw No. 2058 for first three readings at the April 23, 2019 Regular Meeting of Council

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2058

A BYLAW TO IMPOSE RATES ON ALL TAXABLE LAND AND IMPROVEMENTS FOR THE YEAR ENDED DECEMBER 31, 2019

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

1. This bylaw may be cited, for all purposes, as the “2019 Annual Tax Rates Bylaw, No. 2058”.
2. Bylaw No. 2046, cited as “2018 Annual Tax Rates Bylaw”, is hereby repealed.
3. The following Tax Rates are hereby imposed and levied for the Year Ended December 31, 2019:
 - a) For all lawful general purposes of the Municipality on the value of all taxable land and improvements, rates appearing in Column “A” of Schedule “A” attached hereto and forming a part of the bylaw;
 - b) For West Kootenay Boundary Regional Hospital purposes on the value of all taxable land and improvements, rates appearing in Column “B” of Schedule “A” attached hereto and forming a part of the bylaw;
 - c) For purposes of the Regional District of Kootenay Boundary on the value of all taxable land and improvements rates appearing in Column “C” of Schedule “A”, attached hereto and forming a part hereof;
4. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
5. Pursuant to Section 233 of the *Community Charter*
 - a) The due date for taxes shall be the 2nd day of July, 2019.
 - b) The Collector shall, as soon as is practicable on or after the 3rd day of July 2019, add to the unpaid taxes of the current year, in respect of each parcel of land and improvements thereon upon the real property tax roll, ten per centum of the amount unpaid as of the 2nd day of July, 2019.

Read a first, second and third time by the Municipal Council this 23rd day of April, 2019.

Finally adopted on this 6th day of May 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 and correct copy of the "2019 Annual Tax Rates Bylaw, No. 2058 as adopted by the Municipal Council of the City of Grand Forks on this 6th day of May, 2019.

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

Schedule "A"
City of Grand Forks
2019 Property Tax Rates Bylaw 2058

Property Class	Description	"A"	"B"	"C"
		General Municipal	West Kootenay Boundary Regional Hospital District	Regional District of Kootenay Boundary
		(Dollars of tax per \$1,000 taxable assessed value)		
01	Residential			
02	Utility			
03	Supportive Housing			
04	Major Industry			
05	Light Industry			
06	Business/Other			
07	Managed Forest Land			
08	Recreational/Non-Profit			
09	Farm			

CORPORATION OF THE CITY OF GRAND FORKS
APPENDIX A
OPTIONS FOR 2019 MUNICIPAL TAX RATES

2019 REVENUE REQUIREMENT PER FINANCIAL PLAN BYLAW 2055				\$ 3,805,740		
OPTION 1 - Multiple same as 2018, except utilities at \$40.00 cap						
	2019 Revised Roll		OPTION 1			
	Folio Count	Taxable Value	Tax Rate	Multiple	Tax Revenue	% of Revenue
01 - Residential	2,490	464,092,536	4.6948	1.0000	2,178,822	57.25%
02 - Utilities	32	1,351,350	40.0000	8.5201	54,054	1.42%
03 - Supportive Housing	-	-	4.6948	1.0000	-	0.00%
04 - Major Industry	7	18,963,400	41.5625	8.8529	788,166	20.71%
05 - Light Industry	10	3,610,700	13.7558	2.9300	49,668	1.31%
06 - Business And Other	414	65,364,250	11.2206	2.3900	733,426	19.27%
07 - Managed Forest	-	-	14.0844	3.0000	-	0.00%
08 - Rec/Non Profit	75	288,900	3.7558	0.8000	1,085	0.03%
09 - Farm	5	105,271	5.0704	1.0800	534	0.01%
	3,033	553,776,407			\$ 3,805,755	100.00%

OPTION 2 - Multiple same as 2018 except utilities at \$40.00 cap and major industry at 2018 revenue level						
	2019 Revised Roll		OPTION 2			
	Folio Count	Taxable Value	Tax Rate	Multiple	Tax Revenue	% of Revenue
01 - Residential	2,490	464,092,536	4.6425	1.0000	2,154,550	56.61%
02 - Utilities	32	1,351,350	40.0000	8.6160	54,054	1.42%
03 - Supportive Housing	-	-	4.6425	1.0000	-	0.00%
04 - Major Industry	7	18,963,400	43.3013	9.3271	821,139	21.58%
05 - Light Industry	10	3,610,700	13.6025	2.9300	49,115	1.29%
06 - Business And Other	414	65,364,250	11.0956	2.3900	725,255	19.06%
07 - Managed Forest	-	-	13.9275	3.0000	-	0.00%
08 - Rec/Non Profit	75	288,900	3.7140	0.8000	1,073	0.03%
09 - Farm	5	105,271	5.0139	1.0800	528	0.01%
	3,033	553,776,407			\$ 3,805,714	100.00%

OPTION 3 - Multiple adjusted to reflect market changes; utilities at \$40.00 cap						
	2019 Revised Roll		OPTION 3			
	Folio Count	Taxable Value	Tax Rate	Multiple	Tax Revenue	% of Revenue
01 - Residential	2,490	464,092,536	4.5198	1.0000	2,097,605	55.12%
02 - Utilities	32	1,351,350	40.0000	8.8499	54,054	1.42%
03 - Supportive Housing	-	-	4.5198	1.0000	-	0.00%
04 - Major Industry	7	18,963,400	43.8253	9.6963	831,077	21.84%
05 - Light Industry	10	3,610,700	14.2157	3.1452	51,329	1.35%
06 - Business And Other	414	65,364,250	11.7793	2.6062	769,945	20.23%
07 - Managed Forest	-	-	13.5594	3.0000	-	0.00%
08 - Rec/Non Profit	75	288,900	4.0331	0.8923	1,165	0.03%
09 - Farm	5	105,271	5.3479	1.1832	563	0.01%
	3,033	553,776,407			\$ 3,805,738	100.00%

CORPORATION OF THE CITY OF GRAND FORKS
APPENDIX B
HISTORICAL PROPERTY TAX RATES AND MULTIPLES

	2018	2017	2016	2015	2014
Rates					
01 - Residential	4.8974	5.0528	4.8074	4.1646	3.8989
02 - Utilities	40.0000	40.0000	40.0000	40.0000	38.6771
03 - Supportive Housing					
04 - Major Industry	43.3561	43.6629	43.3948	43.3948	43.3948
05 - Light Industry	14.3494	14.8047	14.0857	12.2023	11.4238
06 - Business And Other	11.7048	12.0762	11.4897	9.9534	9.3184
07 - Managed Forest					
08 - Rec/Non Profit	3.9179	4.0422	3.8459	3.3317	3.1191
09 - Farm	5.2892	5.4570	5.1920	4.4978	4.2108
Multiples					
02 - Utilities	8.1676	7.9164	8.3205	9.6048	9.9200
03 - Supportive Housing					
04 - Major Industry	8.8529	8.6413	9.0267	10.4199	11.1300
05 - Light Industry	2.9300	2.9300	2.9300	2.9300	2.9300
06 - Business And Other	2.3900	2.3900	2.3900	2.3900	2.3900
07 - Managed Forest					
08 - Rec/Non Profit	0.8000	0.8000	0.8000	0.8000	0.8000
09 - Farm	1.0800	1.0800	1.0800	1.0800	1.0800

**CORPORATION OF THE CITY OF GRAND FORKS
APPENDIX C
COMPARATIVE TAX RATES OTHER MUNICIPALITIES
2018 - 2017**

	2018				2017		
	Multiple	Municipal	Reg Hosp	Reg Dist	Municipal	Reg Hosp	Reg Dist
GRAND FORKS - POPULATION 4049							
01 - Residential	1.0000	4.8974	0.2767	2.0742	5.0528	0.2893	2.1377
02 - Utility	8.1676	40.0000	0.9685	7.2597	40.0000	1.0126	7.4820
03 - Supportive Housing							
04 - Major Industry	8.8529	43.3561	0.9408	7.0523	43.6629	0.9836	7.2682
05 - Light Industry	2.9300	14.3494	0.9408	7.0523	14.8047	0.9836	7.2682
06 - Business/Other	2.3900	11.7048	0.6779	5.0818	12.0762	0.7088	5.2374
07 - Managed Forest							
08 - Rec/Non Profit	0.8000	3.9179	0.2767	2.0742	4.0422	0.2893	2.1377
09 - Farm	1.0800	5.2892	0.2767	2.0742	5.4570	0.2893	2.1377

CRANBROOK - POPULATION 20,047

01 - Residential	1.0000	7.5447	0.1509	0.1839	7.5743	0.1568	0.1862
02 - Utilities	6.3773	48.1146	0.5283	1.1725	48.5590	0.5489	1.1940
03 - Supportive Housing							
04 - Major Industry							
05 - Light Industry	2.7200	20.5217	0.5132	0.5001	20.5794	0.5332	0.5060
06 - Business/Other	2.5509	19.2459	0.3698	0.4690	19.4236	0.3842	0.4776
07 - Managed Forest							
08 - Rec/Non Profit	2.3367	17.6298	0.1509	0.4296	18.8222	0.1568	0.4628
09 - Farm	2.8100	21.2007	0.1509	0.5166	21.2838	0.1568	0.5234

TRAIL - POPULATION 7709

01 - Residential	1.0000	4.2866	0.2763	2.5543	4.2388	0.2893	2.7369
02 - Utility	9.3314	40.0000	0.9670	8.9402	40.0000	1.0125	9.5792
03 - Supportive Housing							
04 - Major Industry	9.8359	42.1624	0.9394	8.6846	45.7035	0.9836	9.3055
05 - Light Industry	0.6262	2.6842	0.9394	8.6846	2.7829	0.9836	9.3055
06 - Business/Other	2.1097	9.0435	0.6768	6.2581	8.9457	0.7087	6.7054
07 - Managed Forest	2.0111	8.6207	0.8288	7.6629	8.7131	0.8678	8.2107
08 - Rec/Non Profit	1.5915	6.8222	0.2763	2.5543	6.6617	0.2893	2.7369
09 - Farm							

CASTLEGAR - POPULATION 8039

01 - Residential	1.0000	3.4823	0.2763	1.3638	3.5299	0.2915	1.3918
02 - Utility	11.4867	40.0000	0.9669	4.7732	40.0000	1.0202	4.8714
03 - Supportive Housing							
04 - Major Industry	10.0779	35.0944	0.9393	4.6368	36.7377	0.9910	4.7322
05 - Light Industry	3.2123	11.1863	0.9393	4.6368	11.1229	0.9910	4.7322
06 - Business/Other	3.2644	11.3677	0.6768	3.3412	11.5296	0.7141	3.4100
07 - Managed Forest							
08 - Rec/Non Profit	2.3351	8.1314	0.2763	1.3638	7.9860	0.2915	1.3918
09 - Farm							

GREENWOOD - POPULATION 665

01 - Residential	1.0000	7.0300	0.2763	0.5163	7.4000	0.2893	0.5991
02 - Utility	3.5000	24.6050	0.9670	1.8071	25.9000	1.0125	2.0968
03 - Supportive Housing							
04 - Major Industry							
05 - Light Industry							
06 - Business/Other	2.4500	17.2235	0.6769	1.2650	18.1300	0.7087	1.4678
07 - Managed Forest							
08 - Rec/Non Profit	1.0000	7.0300	0.2763	0.5163	7.4000	0.2893	0.5991
09 - Farm							

**APPENDIX C
COMPARATIVE TAX RATES OTHER MUNICIPALITIES
2018 - 2017**

	2018				2017		
	Multiple	Municipal	Reg Hosp	Reg Dist	Municipal	Reg Hosp	Reg Dist
MIDWAY - POPULATION 649							
01 - Residential	1.0000	4.3200	0.2665	0.4693	4.3960	0.2893	0.5253
02 - Utility	5.4372	23.4885	1.0124	1.6474	21.2302	1.0124	1.8385
03 - Supportive Housing							
04 - Major Industry	6.8185	29.4560	0.9835	1.6004	29.3510	0.9835	1.7860
05 - Light Industry	9.5576	41.2888	0.9835	1.6004	38.7650	0.9835	1.7860
06 - Business/Other	2.2655	9.7870	0.7087	1.1499	10.0550	0.7087	1.2875
07 - Managed Forest							
08 - Rec/Non Profit	0.2292	0.9900	0.2893	0.4740	0.8700	0.2893	0.5253
09 - Farm	3.0544	13.1950	0.2893	0.4740	12.0100	0.2893	0.5253

ROSSLAND - POPULATION 3729

01 - Residential	1.0000	7.0819	0.2763	1.8211	7.5132	0.2893	1.9156
02 - Utility	5.6482	40.0000	0.9670	6.3740	41.9000	1.0125	6.7046
03 - Supportive Housing	1.0000	7.0819	0.2763	1.8211			
04 - Major Industry	3.1587	22.3699	0.9393	6.1919			
05 - Light Industry	3.1587	22.3699	0.9393	6.1919	23.7323	0.9835	6.5131
06 - Business/Other	1.7770	12.5845	0.6769	4.4618	13.3509	0.7087	4.6932
07 - Managed Forest	2.1818	15.4513	0.8288	5.4634	16.3923	0.8678	5.7468
08 - Rec/Non Profit	0.8853	6.2697	0.2763	1.8211	6.6515	0.2893	1.9156
09 - Farm	1.0294	7.2901	0.2763	1.8211	7.7341	0.2893	1.9156

NELSON - POPULATION 10,572

01 - Residential	1.0000	4.2987	0.2763	1.3775	4.5410	0.2893	1.5291
02 - Utility	8.2670	35.5375	0.9671	4.8213	33.1457	1.0126	5.3519
03 - Supportive Housing	1.0000	4.2987	0.2763	1.3775			
04 - Major Industry							
05 - Light Industry	1.8843	8.1001	0.9394	4.6835	8.2964	0.9836	5.1989
06 - Business	2.1000	9.0274	0.6766	3.3746	9.5360	0.7086	3.7463
07 - Managed Forest	1.0000	4.2987	0.8289	4.1325	4.5410	0.8679	4.5873
08 - Rec/Non Profit	0.5685	2.4438	0.2763	1.3775	2.6991	0.2893	1.5291
09 - Farm	1.0000	4.2987	0.2763	1.3775	4.5410	0.2893	1.5291

CRESTON - POPULATION 5351

01 - Residential	1.0000	5.5556	0.1502	2.9971	5.7423	0.1568	2.9302
02 - Utility	6.9139	38.4108	0.5258	10.4900	40.0000	0.5489	10.2556
03 - Supportive Housing							
04 - Major Industry							
05 - Light Industry	3.0000	16.6668	0.5108	10.1902	17.1121	0.5332	9.9626
06 - Business/Other	1.9300	10.7223	0.3681	7.3430	10.5659	0.3842	7.1789
07 - Managed Forest							
08 - Rec/Non Profit	1.0000	5.5556	0.1502	2.9971	5.7423	0.1568	2.9302
09 - Farm	1.1000	6.1112	0.1502	2.9971	6.3166	0.1568	2.9302

Request for Decision



To: Committee of the Whole

From: **Development, Engineering & Planning**

Date: April 8, 2019

Subject: Proposed Subdivision, Rezoning and Consolidation of approximately 0.5 hectares for parking lot expansion to relieve traffic congestion and alleviate safety concerns at John A. Hutton Elementary School (File: ZA1903).

Recommendation: **THAT the Committee of the Whole recommends to Council to give first and second readings to Zoning Bylaw Amendment No. 2039-A5 and instructs staff to schedule a public hearing and proceed with the legislative requirements to complete the subdivision/rezoning/consolidation process and refers the matter to the April 8, 2019, Regular Meeting.**

Summary

The City received an application to subdivide and rezone 0.5 hectares (ha) for parking lot expansion to relieve congestion and alleviate safety concerns at John A. Hutton Elementary School.

At the July 17, 2017 council meeting the following resolution was passed by council:

THAT Council supports the application for subdivision of Lot 2, District Lot 520, Plan KAP5090 Land District 54, except Plan 5210, 8653, 11971, 12795, 13376, 19535, 21583, 23494 and 38138, and excluding portions outlined red on Plans B7375 and E10098, located north of 75th Avenue at 25th Street, and direct staff to complete the Local Government Report to Agricultural Land Commission.

On June 6, 2018, ABH Tire Ltd., Inc. No BC0260429 and the Board of Education of School District 51 received approval of their joint submission to the Agricultural Land Commission (ALC) for a lot line boundary adjustment and non-farm use within the Agricultural Land Reserve (ALR). The approval (Resolution #172/2018) from the ALC is subject to several conditions.

The proposal submitted to the ALC is to subdivide 0.5 ha from a 13.4 ha parcel (**Property 1** - farm land) and consolidate the 0.5 ha parcel with the 2.4 ha parcel (**Property 2** – John A. Hutton Elementary School) to permit the construction of additional parking for John A. Hutton Elementary School. This follows a 2004 ALC conditional approval (Resolution #600/2004) of a right-of-way for a bus loop on property 1 that was not executed because it was found to be cost prohibitive.

The current zoning for property 1 is R4A - Rural Residential 4A. The current zoning for property 2 is CU – Community Use.

A rezoning is required because education buildings are not permitted in the R4A zone. Educational buildings permitted use in the CU zone. Section 56.3 of Zoning Bylaw 2039 permits buildings and structures accessory to the uses permitted in the CU zone. The proposed parking lot is an accessory structure.

Background

The City received an application to subdivide and rezone 0.5 hectares (ha) for parking lot expansion to relieve congestion and alleviate safety concerns at John A. Hutton Elementary School.

The properties (see appendix A pages 5 – 6) are located within the ALR. The reconfigured properties will remain in the ALR.

In 2004, a right-of-way to accommodate a bus loop for John A. Hutton Elementary School was conditionally approved (Resolution #600/2004) by the ALC however the bus loop was not constructed because it was cost prohibitive to do so.

In 2018, ABH Tire Ltd., Inc. No BC0260429 and the Board of Education of School District 51 applied for and received approval of their joint submission to the ALC for a lot line boundary adjustment and non-farm use within the ALR. The approval (Resolution #172/2018) from the ALC is subject to several conditions (See Appendix B page 6).

Properties

Property 1

Parcel Identifier: 007-247-095

Legal Description:

Lot 2, District Lot 520, Similkameen Division, Yale District, District Plan 5090,

Except:

1. Plan 5210, 8653, 11971, 12975, 13376, 19535, 21583, 23494, and 38138
2. Parts Outlined in Red on Plans B7375 and E10098.

Area:13.4 ha

Civic Address:

Owner: ABH Tire Ltd.

Property 2

Parcel Identifier: 009-241-051

Legal Description:

Lot A, District Lot 520, Similkameen Division, Yale District, Plan 13376
Area: 2.4 ha
Civic Address: 2575 75th Ave
Owner: John A. Hutton Elementary School

Policy and Zoning Framework

Property 1 is zoned R4A. Property 2 is zoned CU.

The future land use for Property 1 as shown in the Official Community Plan (OCP) is Agriculture/Rural (AR). The future land use for Property 2 as shown in the OCP is Institutional (IN).

One of the guiding principles in the OCP is to ensure safety for all. This is inline with the OCP principle to improve mobility by creating more opportunity for safe and convenient movement around the City by foot and cycle, and eventually by transit. This, when incorporated into working toward a reduced reliance on the automobile over time, moves the City toward its goal of becoming more sustainable.

Neither property 1 nor property 2 are in a development permit area.

The major road fronting John A. Hutton Elementary School, 75th Avenue, is shown as a proposed non-motorized trail in the OCP bicycle network plan.

A rezoning is required because education buildings are not permitted in the R4A zone. Educational buildings is a permitted use in the CU zone. Section 56.3 of Zoning Bylaw 2039 permits buildings and structures accessory to the uses permitted in the CU zone.

The DC Dean Associates Inc. parking and traffic study outlining the requirements for additional parking and improved traffic flow is attached as Appendix C. Amongst other things, the author of the study identified numerous examples of parents making unsafe movements. These unsafe movements included U-turns, driving on the wrong side of the road, picking up in the middle of road, and inappropriate parking choices. Actions, the report author suggests, are likely influenced by the lack of proper facilities and formalized areas of road user space.

Servicing and Infrastructure

The applicant will be required to enter into a Works and Services Agreement with the City. The Works and Services Agreement will be finalized prior to final reading of the rezoning bylaw. Components of the Works and Services Agreement include but are not limited to:

1. The subdivided parcel from Property 1 is to be consolidated with Property 2.
2. Plans, prepared by a qualified professional, are to be submitted to the City for approval. The plans shall show appropriate infrastructure to ensure that pre-

- development storm flows from the site are equal to post-development storm flows from the site.
3. Street, sidewalk, street lighting, fire protection, electrical and other improvements as identified in the traffic and parking study and the city's subdivision servicing and any other applicable bylaws.
 4. Landscaping, screening and fencing to improve safety and to mitigate impacts on adjacent development.
 5. Payment of Development Cost Charges if required.

Proposed Timing

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

ACTIVITY	TIMING
Committee of the Whole recommends that the application / bylaw move forward to the regular meeting for 1 st and 2 nd readings.	April 8, 2019
The rezoning bylaw goes before council for 1 st and 2 nd readings.	April 8, 2019
Bylaw and Public Hearing advertised twice and residents within 30m notified in writing of the application.	April/May, 2019
Public Hearing held by City Council.	April/May, 2019
Third reading of the rezoning bylaw	April/May, 2019
Works and Services Agreement finalized; Ministry of Transportation and Infrastructure Approval	April/May, 2019
Fourth (final) reading of the bylaw	May/June, 2019
Site Servicing completed	May/June, 2019

Benefits or Impacts

General

As outlined above the OCP generally supports the proposed subdivision, rezoning and consolidation of 0.5 hectares (ha) for parking lot expansion to relieve congestion and alleviate safety concerns at John A. Hutton Elementary School.

Strategic Impact



Community Engagement

- The public will be advised and invited to comment on the rezoning application in writing and through advertising in the local newspaper, the Grand Forks Gazette.
- Council will have an opportunity to hear any comments or concerns regarding the proposal.



Community Livability

- The parking lot expansion to relieve congestion and alleviate safety concerns at John A. Hutton Elementary School may encourage increased pedestrian traffic and reduced use of automobiles.

Policy/Legislation

The Official Community Plan, Zoning Bylaw, Local Government Act, Planning and Process and Fee Bylaw, Agricultural Land commission Act.

Attachments

- Appendix A Applicant and Site Information (7 Pages)
Appendix B Agricultural Land Commission Decision - ALC File: 56485 (7 Pages)
Appendix C DC Dean Associates Inc. - Traffic and Parking Study (6 Pages)
Appendix D Draft Bylaw No. 2039-A5 (2 Pages)
-

Recommendation

THAT the Committee of the Whole recommends to Council to give first and second readings to Zoning Bylaw Amendment No. 2039-A5 and instructs staff to schedule a public hearing and proceed with the legislative requirements to complete the subdivision/rezoning/consolidation process and refers the matter to the April 8, 2019, Regular Meeting.

Options

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



THE CORPORATION OF THE CITY OF GRAND FORKS

247 - 4TH STREET, BOX 280 GRAND FORKS, BC V0H 1H0 • FAX 250-442-8000 • TELEPHONE 250-442-8266



REZONING APPLICATION

APPLICATION FEE \$1,000.00 File No. 09-4600-02- _____ Receipt No. 220083

Applicant Information

Registered Owner(s): ABH TIRE LTD

Please note: If the applicant is other than the registered owner(s), an Agent's Authorization form is required.

Owner's Mailing Address:

2923 Central ave Grand Forks BC
V0H 1H2

E-mail Address: _____ Telephone: _____

Property Information

Legal Description: Plan 5090 Lot 2 DL# 520 75th ave
EXC PL: 5210, 8653, 11971, 12795, 13376, 19535, 21583,
23494, 38138

P.I.D.: 007 247 095

Civic Address of Property: _____

Rezoning Proposal

Current Zoning: R4A Current OCP Designation: _____ Proposed Zoning: CU

Summary of Proposal:

Rezoning and subdividing .5 hectare
off of field for Hutton Elementary parking
lot.

Submission Requirements:

Please submit the following information with this application:

- 1) A legible site plan, drawn to scale, showing the following:
 - a) The boundaries and dimensions of the subject property;
 - b) The location, setbacks and dimensions of the proposed and existing buildings;
 - c) The location of off-street parking; and,
 - d) The location of roads, lanes, pedestrian access routes, screening, landscaping and fencing.
- 2) Certificate of Title.
- 3) Site Profile Form.

Please note that upon City Council's approval of this development permit application, you must apply for and obtain a building permit before starting construction.

Applicant Acknowledgement

I, the undersigned, make this application to the City of Grand Forks, have fulfilled the application requirements, and understand that this application is subject to the *Freedom of Information and Protection of Privacy Act* of BC.

[Redacted Signature]

Applicant's signature

[Redacted Date]

Date

Thank you for providing information about your proposal.

If you have any questions, please contact City staff at (250) 442-8266 or planning@grandforks.ca.

THE CORPORATION OF THE CITY OF GRAND FORKS



Subdivision Application Form

- | | | |
|--------------------------------------------------------|---------------------------------|-------------------------------------------|
| <input type="checkbox"/> Preliminary Layout Acceptance | <input type="checkbox"/> PLA | <input type="checkbox"/> PLA Amendment |
| <input type="checkbox"/> Strata Conversion | <input type="checkbox"/> Form P | <input type="checkbox"/> Form P Amendment |
| <input type="checkbox"/> Final Approval | | |

Contact Information

Name of Applicant (Contact Person):

**If the applicant is not the registered owner an Appointment of Agent form will be required.*

Company Name (if applicable):

ABH TIRE LTD

Company Search (if applicable):

Phone 1:

Phone 2:

Fax:

Email:

Mailing Address:

2923 Central ave Grand Forks BC V0H 1H2

Please indicate preferred method of correspondence ☒ Email ☐ Post ☐ Fax

Property

Civic Address of Property:

75th Ave

Zoning of Property:

R4A → CU

Subdivision Type:

All PLA submission application must have previously completed a pre-application meeting.

Please ensure you have completed and signed the PLA or Final Application and Checklist as part of your submission.

Signature for Subdivision Review

I/we hereby declare that all of the above statements and the information and materials submitted in support of this application are, to the best of my knowledge, true and correct in all aspects.

March 20/19

Date

Applicant Signature (print name also)

Date

Applicant Signature (print name also)

THE CORPORATION OF THE CITY OF GRAND FORKS



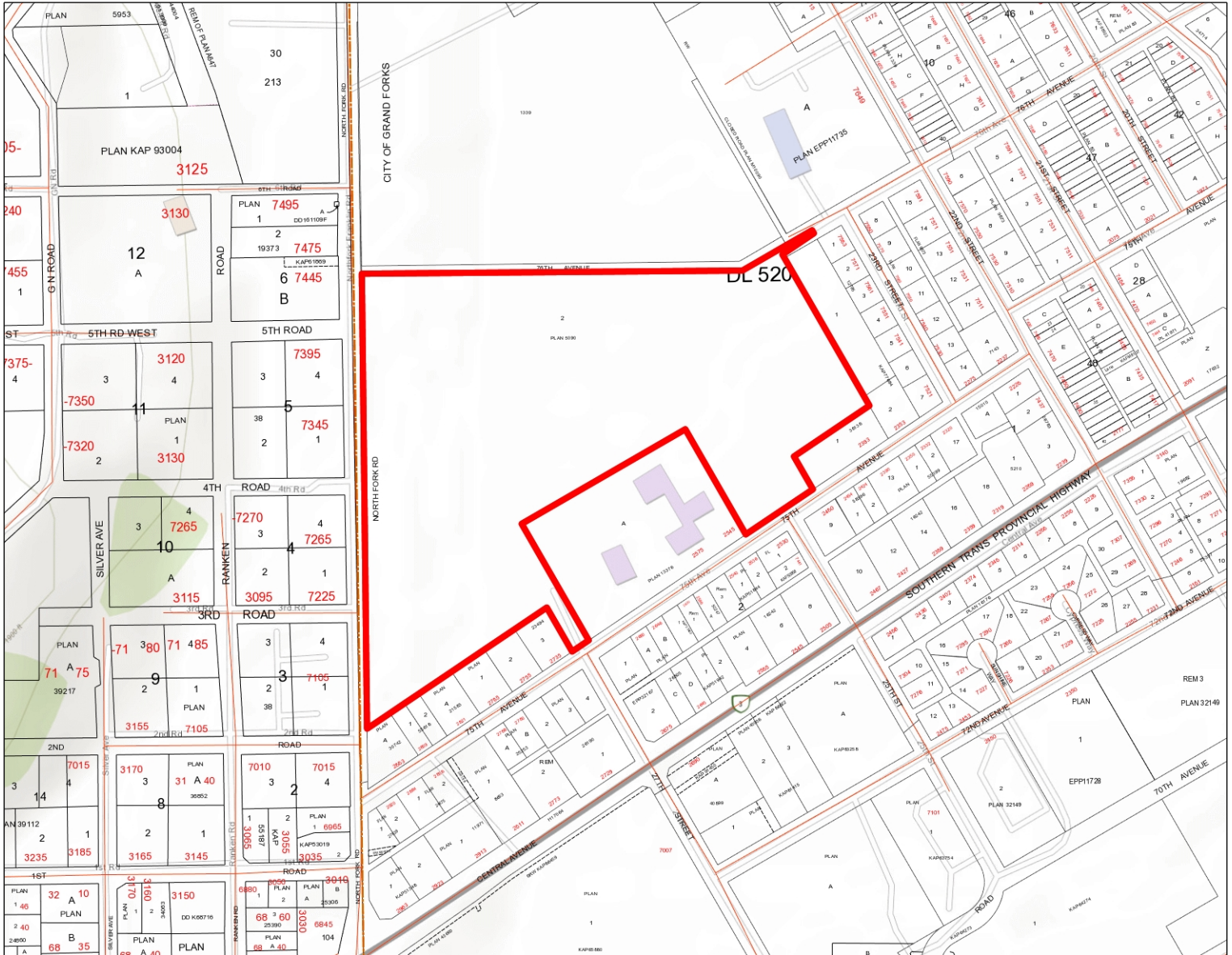
Subdivision Application Fees

PLA Application Fees	
The following fees must be paid to the City of Grand Forks at the time of application:	
<input checked="" type="checkbox"/> Preliminary Layout Acceptance (for one or more lots)	\$400.00
<input checked="" type="checkbox"/> Boundary Adjustment	\$100.00
<input type="checkbox"/> Strata Conversion	\$100.00/unit
<input type="checkbox"/> Form P (for phased strata development)	\$
<input type="checkbox"/> Form P Amendment	\$
<input type="checkbox"/> PLA Extension	\$
<input type="checkbox"/> PLA Amendment	\$

Final Application Fees	
The following fees must be paid to the City of Grand Forks at the time of application:	
<input type="checkbox"/> Final Subdivision Approval	\$
<input type="checkbox"/> Final Approval for each phase of Form P	\$
<input type="checkbox"/> Plan Examination Fee	\$



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 and 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.



Scale 1: 4,514

Legal Information

Plan: KAP5090	Section:	Jurs: 210	Lot Area: 33.061
Block:	Township:	Roll: 1000000	Area Unit: acr
Lot: 2	Land District: 54	PID: 007247095	Width (ft):
District Lot: 520	Electoral Area: City of Grand Forks		Depth (ft):
Street: 2393 75TH AVE			
Description: Lot 2, Plan KAP5090, District Lot 520, Similkameen Div of Yale Land District, Except Plan 5210 8653 11971 12795 13376 19535 21583 23494 38138, & EXC PARTS RED ON PLANS B7375 & E10098			



Scale 1: 2,257

Legal Information

Plan: KAP13376	Section:	Jurs: 210	Lot Area: 6.04
Block:	Township:	Roll: 1040000	Area Unit: acr
Lot: A	Land District: 54	PID: 009241051	Width (ft):
District Lot: 520	Electoral Area: City of Grand Forks		Depth (ft):
Street: 2545 75TH AVE			
Description: Lot A, Plan KAP13376, District Lot 520, Similkameen Div of Yale Land District, SCHOOL LAND			

2018 December 17

Jeremy Martens

DELIVERED ELECTRONICALLY

Dear Sir:

**Re: John A. Hutton Elementary School
Traffic and Parking Study**

John A. Hutton Elementary School in Grand Forks, BC is situated on the north side 75 Avenue between 25 Street and 27 Street as shown in Exhibit 1. The school has been experiencing some safety issues due to congestion and roadway activities that occur during the peak morning drop-off and afternoon pick-up periods.

Consideration is being given to relocate property lines and utilize land to the east of the school site as a means to mitigate the parking and pick-up / drop-off congestion that is occurring. Approval is required from the Agricultural Land Commission for this to occur, and a requirement of their conditional approval is for a traffic and parking study be undertaken in order to confirm that safety issues exist that need mitigation and that a parking plan be developed that minimizes in terms of size and configuration.

Exhibit 1 – School Location



D.C. Dean Associates Inc. was retained to undertake the study, and this letter report documents the findings and presents a recommended site plan for the parking, pick-up and drop-off activities.

Scope of Study

In the 200+ school road safety reviews undertaken by D.C. Dean Associates, a standard process is followed to determine the specific safety issues that are occurring at the school and the mitigation measures that would best address those issues. This process includes the following steps:

- Meeting with School Principal and staff to listen to their concerns regarding the school road safety;
- Collection of data including of students, staff, buses, bus usage, pedestrian usage, and any school or parent safety initiatives;
- Site survey of existing parking spaces, pedestrian facilities, pick-up and drop-off facilities, and lighting;
- Peak pick-up and/or drop-off observations (afternoon pick-up activities are typically the worst case scenario due to need for parents to wait until school is released).

This process allows for a good understanding of the safety issues, identifies the key functional requirements for an effective pick-up / drop-off facility, and yields a road safety plan that minimizes conflicts around the school.

John A Hutton Elementary Numbers



The following data was obtained from staff at the school:





School grades:	Kindergarten to 7 with Strong Start
Number of students:	230
Number of Strong Start:	10
Number of staff:	36
Number of buses:	6
On-site staff parking:	12 in east parking lot / 10 in west parking lot

A survey of vehicles at the school at 1:30 pm (with no parent volunteers in school) counted a total of 33 cars at the school – 12 in the east parking lot, 10 in the west parking lot, and 11 on-street.

Site Observations

A site visit was undertaken during the afternoon peak pick-up period on Wednesday, December 12.

Observation	Picture
At the time of the Termination Bell (3:20 pm) a total of 38 additional vehicles were parked on the street waiting for students. Additional vehicles subsequently arrived, and others left as students were picked up.	
Parking occurs on both sides of 75 Avenue.	

<p>Parking on south side of 75 Avenue requires parents and students to jaywalk across busy roadway.</p>	
<p>No sidewalk on the south side of 75 Avenue necessitates pedestrians to walk on road, and out into the travel lane to get around parked vehicles.</p>	
<p>Parking also occurs within west parking lot expanding out onto street in a haphazard manner.</p>	
<p>Numerous unsafe maneuvers made by drivers including driving on wrong side of road, U-turns, picking-up in middle of road, etc.</p>	

Identified Issues

Discussions with staff and observations of the peak pick-up activities identified a number of key safety issues that are contributing to potential conflicts between students and vehicles. These include:

- **Lack of formalized parking spaces** – It is estimated that approximately ____ students are driven to school on a typical winter day. Parents of younger students desire to leave their vehicle and pick up their child at the school entrance or classroom, and therefore need to park. On-street parking is not formalized with curb and gutter, and vehicles are parked within the pedestrian walking area. Parking in the west parking lot expands beyond the parking lot into the roadway, resulting in cars parked in the travel lane facing the wrong direction.
- **Lack of formalized pick-up / drop-off area** – Many of the parents arriving to drop-off or pick-up their children have no need to get out of their vehicle, but

there is no dedicated pick-up / drop-off area. Students searching for their parents' vehicle walk through areas of vehicle conflict and/or cross the busy roadway to the south side.

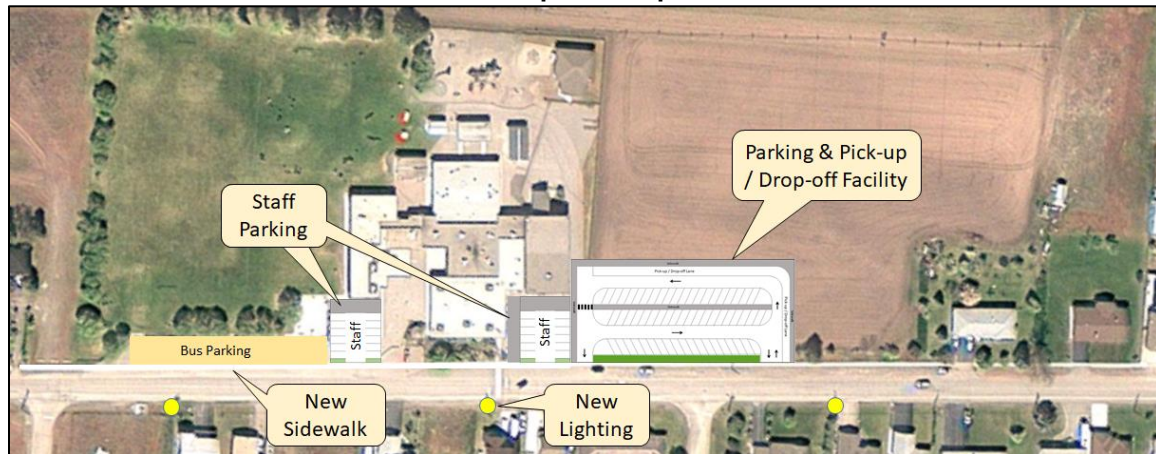
- **Unsafe driving behaviour** – Numerous examples of parents making unsafe movements were observed including U-turns, driving on wrong side of road, picking up in middle of road, inappropriate parking choices. This is quite likely influenced by the lack of proper facilities, and formalized areas of road user space.
- **Inadequate street lighting** – Lease light luminaires were located on every second utility pole creating inadequate lighting on-street. Specifically, there was no luminaire at the crosswalk location in front of the school. Similarly, no luminaires were located within either parking lot, or in the bus parking lot.

Specific to the purpose of the traffic and parking study, it is easily concluded that safety issues exist at John A Hutton Elementary School due to the lack of parking and pick-up / drop-off facilities. Recommendations will be made on improving the street space and existing parking lots, but the extent of the issues can only be fully met by creating more off-street facilities.

Proposed Improvements

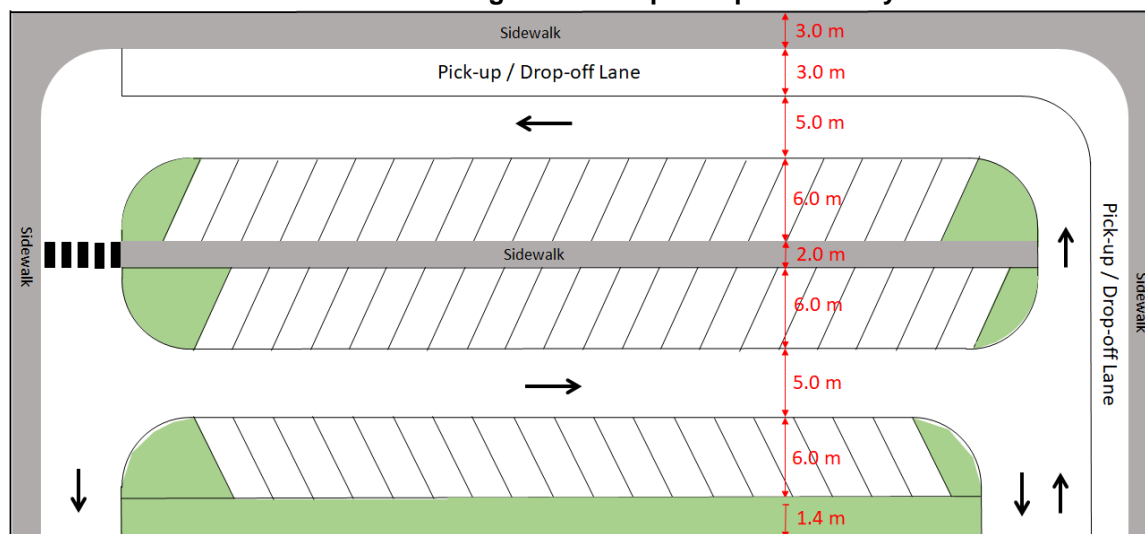
A suite of improvements are proposed in order to address the safety concerns relating to the peak period parking and pick-up / drop-off requirements of the school. Reference is made to Exhibit 2 for a schematic of each of the components:

- **New sidewalk** – A new sidewalk on the north side of 75 Avenue in front of the school will provide formalize space for pedestrian activity, in addition to formally providing a boundary for the existing parking lots.
- **Staff parking lots** – Both the existing east and west parking lot should be curbed to formally create 12 parking stalls in each lot, with a wide pedestrian area between the parking lots and the school. These parking lots should be designated for staff only. This will not accommodate the staff demand of 36 spaces; an additional 12 spaces need to be designated in the new lot.
- **Improved lighting** – At a minimum, additional lease lights should be placed on the utility poles along 75 Avenue adjacent the school grounds. This would include the pole located at the crosswalk location. In addition, the School District should consider lighting the existing parking lots and school bus parking lot.
- **New parking and pick-up / drop-off facility** – In the area to the east of the school, a new parking and pick-up / drop-off facility should be built that meets both the parking and pick-up / drop-off activities in a manner that minimizes conflicts between students and vehicles. This is described in greater detail below.

Exhibit 2 – Proposed Improvements

Parking / Pick-up and Drop-off facilities

The parking and pick-up / drop-off facility proposed for the area east of the school is shown in Exhibit 3. The facility has an approximate 180 metre long pick-up and drop-off lane (typical for a 230 student school) and 58 parking spaces. A total of 12 spaces will be utilized by staff parking, resulting in 46 spaces available for visitors (1 parking spot for every 5 students).

Exhibit 3 – Parking and Pick-Up / Drop-Off Facility

Visitors would enter the facility from the east access and if picking up or dropping off would get in the pick-up / drop-off lane moving forward until stopped. If picking up, motorists would stay in the vehicle continuing to move forward as space becomes available or until their passenger gets picked up. They then would pull into the travel lane to exit by the west access. Visitors wanting to park would travel counter-clockwise until a parking space is available.

A key attribute of a parking and pick-up / drop-off facility is the ability to separate the pedestrian activity from the vehicle movements as much as possible. Pick-up / drop-off lanes are typically on the outside of a counter-clockwise rotation, thereby having all

students exit from the passenger side directly onto a sidewalk that leads to the school entrance without encountering any traffic.

Parking facilities also should have dedicated pedestrian facilities. The proposed design has a sidewalk between the northern two parking rows leading to a crosswalk across the access aisle. Users of the southern row of parking may use the existing City sidewalk. Pedestrians therefore have no need to walk in the traffic aisle, and would not be susceptible to motorists backing up.

The facility utilizes the full width of available space (approximately 79 metres) and is 37.4 metres in depth, utilizing a total area of approximately 2,955 m², or approximately 0.3 hectares. This is less than the maximum allowed in the ALR approval (0.5 ha). The facility sketch is not drawn to scale but does indicate the key dimensions needed for proper circulation and turning movements.

The sketch is also drawn assuming a paved parking lot with pavement markings, curb & gutter, and raised sidewalks. While this would be preferred and provide the safest facility due to formalizing all movements, costs could be saved by using curb stops on a gravel parking lot. Greater education on how to use of the pick-up and drop-off lane may be required in this case as markings on the ground would not be possible.

It is my opinion that the opportunity for this parking and pick-up / drop-off facility allows for a vast improvement in the level of safety that currently exists at John A. Hutton Elementary School. If you have any questions on the report please contact me at your convenience.

Yours truly,

D.C. DEAN ASSOCIATES INC.



David Dean, P.Eng.



Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000
Fax: 604 660-7033
www.alc.gov.bc.ca

June 6, 2018

ALC File: 56485

Jeremy Martens

DELIVERED ELECTRONICALLY

Dear Mr. Martens:

Re: Application 56485 for subdivision in the Agricultural Land Reserve

Please find attached the Reasons for Decision of the Kootenay Panel for the above noted application (Resolution #172/2018). As agent, it is your responsibility to notify the applicant accordingly.

Review of Decisions by the Chair

Under section 33.1 of the *Agricultural Land Commission Act* (ALCA), the Chair of the Agricultural Land Commission (the Commission) has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to Riccardo Peggi at Riccardo.Peggi@gov.bc.ca.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Ric Peggi', is written over a light blue horizontal line.

Riccardo Peggi, Land Use Planner

Enclosure: Reasons for Decision (Resolution #172/2018)
 Decision Map

cc: City of Grand Forks (File: 2017_ALC_56485)



AGRICULTURAL LAND COMMISSION FILE 56485
REASONS FOR DECISION OF THE KOOTENAY PANEL

Subdivision application submitted under s. 21(2) of the *Agricultural Land Commission Act*

Applicants: ABH Tire Ltd., Inc. No. BC0260429
Board of Education of School District 51

Agent: Jeremy Martens

Properties: Property 1
Parcel Identifier: 007-247-095
Lot 2, District Lot 520, Similkameen Division,
Yale District, District Plan 5090, Except:
(1) Plans 5210, 8653, 11971, 12795, 13376,
19535, 21583, 23494, and 38138
(2) Parts Outlined in Red on Plans B7375 and
E10098
Area: 13.4 ha
Civic Address: 2393 75th Ave, Grand Forks, BC
Owner: ABH Tires Ltd.

Property 2
Parcel Identifier: 009-241-051
Lot A, District Lot 520, Similkameen Division, Yale
District, Plan 13376
Area: 2.4 ha
Civic Address: 2575 75th Ave, Grand Forks, BC
Owner: John A. Hutton Elementary School

Panel: David Zehnder , Kootenay Panel Chair
Ian Knudsen

OVERVIEW

- [1] The Properties are located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (ALCA). The Properties are located within Zone 2 as defined in s. 4.2 of the ALCA.
- [2] Pursuant to s. 21(2) of the ALCA, the Applicants are applying to the Agricultural Land Commission (the "Commission") to transfer approximately 0.5 ha from Property 1 to Property 2 through a lot line boundary adjustment. The 0.5 ha area will be utilized as a parking area for John A. Hutton Elementary School to relieve traffic congestion on 75th Avenue and to alleviate safety concerns (the "Proposal").
- [3] The first issue the Panel considered is whether the Proposal would impact the agricultural utility of the Property.
- [4] The second issue the Panel considered is whether the Applicant's submission that the parking lot expansion is required at John A. Hutton Elementary School outweighs the considerations to agriculture.
- [5] The Proposal was considered in the context of s. 4.3 of the ALCA, which states:

When exercising a power under this Act in relation to land located in Zone 2, the commission must consider all of the following, in descending order of priority:

- (a) The purposes of the commission set out in section 6;*
- (b) Economic, cultural and social values;*
- (c) Regional and community planning objectives;*
- (d) Other prescribed considerations*

The purposes of the Commission, set out in s. 6 of the ALCA, are:

- (a) To preserve agricultural land;*
- (b) To encourage farming on agricultural land in collaboration with other communities of interest; and,*

- (c) *To encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.*

EVIDENTIARY RECORD

- [6] The Proposal along with related documentation from the Applicants, Agent, local government and Commission is collectively referred to as the “Application”. All documentation in the Application was disclosed to the Agent in advance of this decision.

BACKGROUND

- [7] In 1992, an exclusion application was submitted for both Property 1 and the adjacent property to the north for the purposes of residential development (ALC Application 1215). This application was refused by Resolution #491/1992 based on the significant agricultural history of the properties.
- [8] In 2004, a right-of-way to accommodate a bus loop for John A Hutton Elementary School (the “School”) (ALC Application 41645) was conditionally approved by Resolution #600/2004. The conditions include the construction of a fence, planting of a vegetative buffer and compliance with the plan which would require approximately 3.3 ha of Property 1 to be added to Property 2.
- [9] In an email dated November 27, 2017, the School District No. 51 (the “School District”) indicated that the plan approved by Resolution #600/2004 was cost prohibitive and therefore was not executed. The School District has partnered with the adjoining land owner (ABH Tire Ltd.) of Property 1 to submit the current Application as an alternative.
- [10] The Application was initially submitted requesting exclusion or subdivision, however, upon discussion with the Applicants, it was determined that the Proposal is for a lot line boundary adjustment and non-farm use within the ALR.

EVIDENCE AND FINDINGS

Issue 1: Whether the Proposal would impact the agricultural utility of Property 1.

[11] Property 1 is currently an open field with a history of agricultural use, while Property 2 is used for the School with buildings and a playing field. As there is an existing School located on Property 2, the Panel based its consideration of agricultural utility on Property 1.

[12] To assess agricultural capability on Property 1, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The unimproved agricultural capability ratings applicable to Property 1 is Class 3; more specifically 3M.

Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

The limiting subclass associated with this parcel of land is M (moisture deficiency).

[13] Based on the agricultural capability ratings, Property 1 has prime (Class 1-3) agricultural capability with the potential for a wide range of agriculture.

[14] The Panel considered whether Property 1 is suitable for agricultural use. While Property 1 is not currently farmed, it has suitability for agriculture based on its size, location and agricultural capability. This suitability is further demonstrated through the refusal of the previous 1992 application 41645 on the grounds that the properties' (both Property 1 and the northern adjacent property) significant agricultural history principally in vegetable production. The Panel therefore finds that Property 1 is suitable for agricultural use.

[15] The Panel considered the Proposal in contrast to the existing Commission approval, by Resolution #600/2004 for a bus loop around the school. The existing approval would impact approximately 3.3 ha of Property 1, while the current Proposal would impact approximately 0.5 ha. The Panel finds that the Proposal, in comparison to the area

approved in Resolution #600/2004 would utilize less land, leaving more of Property 1 available for agricultural use.

[16] The Panel then considered the configuration of the proposed 0.5 ha parking lot and the impact it would have on the use of Property 1 for agriculture. The proposed configuration lies adjacent to the east side of the School on Property 2, however, the impact to Property 1 is the creation of a 0.16 ha (38 m by 42m) area extending between the parking lot and adjacent parcel to the east. The Panel is concerned that that this 0.16 ha area would be challenging to utilize for agriculture in terms of tractor turn radius and wants to ensure a configuration that is suitable for contiguous use with the rest of Property 1. For this reason, the Panel requests that the Applicant provide a rationale of the proposed parking lot area and configuration and if any alternative areas or configurations that maximize the contiguous use of Property 1 for agriculture have been considered.

[17] When considering siting or expansion of non-farm uses, the Commission strives to minimize the impact to agriculture. In this case, the Panel wants to ensure that the proposed 0.5 ha area is necessary to accommodate the long-term requirements of parking for the School. For this reason, the Panel requests that the School provide a parking and traffic study in order to ascertain and justify the amount of parking required. This study should also consider the best configuration or design of the area to make best use of the space while ensuring that traffic flow and safety are improved.

Issue 2: Whether the Applicant's submission that the parking lot expansion is required for the safety of students at John A. Hutton Elementary School.

[18] The Application submits that the current parking lot at the School is overcrowded and that the School is requesting this boundary adjustment and non-farm use for the parking lot expansion for safety reasons. The Panel finds that the request for additional parking is likely necessary to alleviate safety concerns for patrons of John A. Hutton Elementary School.

[19] The Applicants did not provide any further evidence or rationale regarding any economic, cultural and social values that are pertinent to the Application.

Weighing the factors in priority

[20] The Panel finds that the Proposal will have a lesser impact to agricultural land than the previously approved area through Resolution #600/2004 and that the parking lot is likely required to alleviate safety concerns of the patrons of John A. Hutton Elementary School.

[21] The Panel finds that with a traffic and parking study and plan it is possible that the agricultural impact could be further reduced in terms of size and configuration, while also meeting the needs of increased parking and better traffic flow for John A. Hutton Elementary School.

DECISION

[22] For the reasons given above, the Panel approves the Proposal subject to the following conditions:

- a. the submission of a parking and traffic study outlining the requirements for additional parking and improved traffic flow for review and approval by the Commission within three years of the date of this decision letter;
- b. written rationale as to the siting of the parking area and how it is designed to lessen the impact on the farmable areas of Property 1;
- c. the submission of a parking lot plan no more than 0.5 ha to be reviewed and approved by the Commission;
- d. the submission of a survey plan delineating the new boundaries of Property 1 and Property 2;
- e. the survey plan be submitted within three years from the date of release of this decision;
- f. all topsoil over the parking area must be salvaged. If the topsoil is to be placed on other lands within the ALR, it must be done in accordance with the ALCA and Agricultural Land Reserve Use, Subdivision and Procedure Regulation, B.C. Reg. 171/2002; and
- g. the construction and maintenance of a fence for the purpose of separating Property 1 from the Parking Area to be maintained by the School District.



[23] By way of this approval, the Panel rescinds Resolution #600/2004 which allowed a 3.3 ha right-of-way on Property 1 for a bus loop around Property 2.

[24] When the Commission confirms that all conditions have been met, it will authorize the Registrar of Land Titles to accept registration of the subdivision plan.

[25] This decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

[26] These are the unanimous reasons of the Panel.

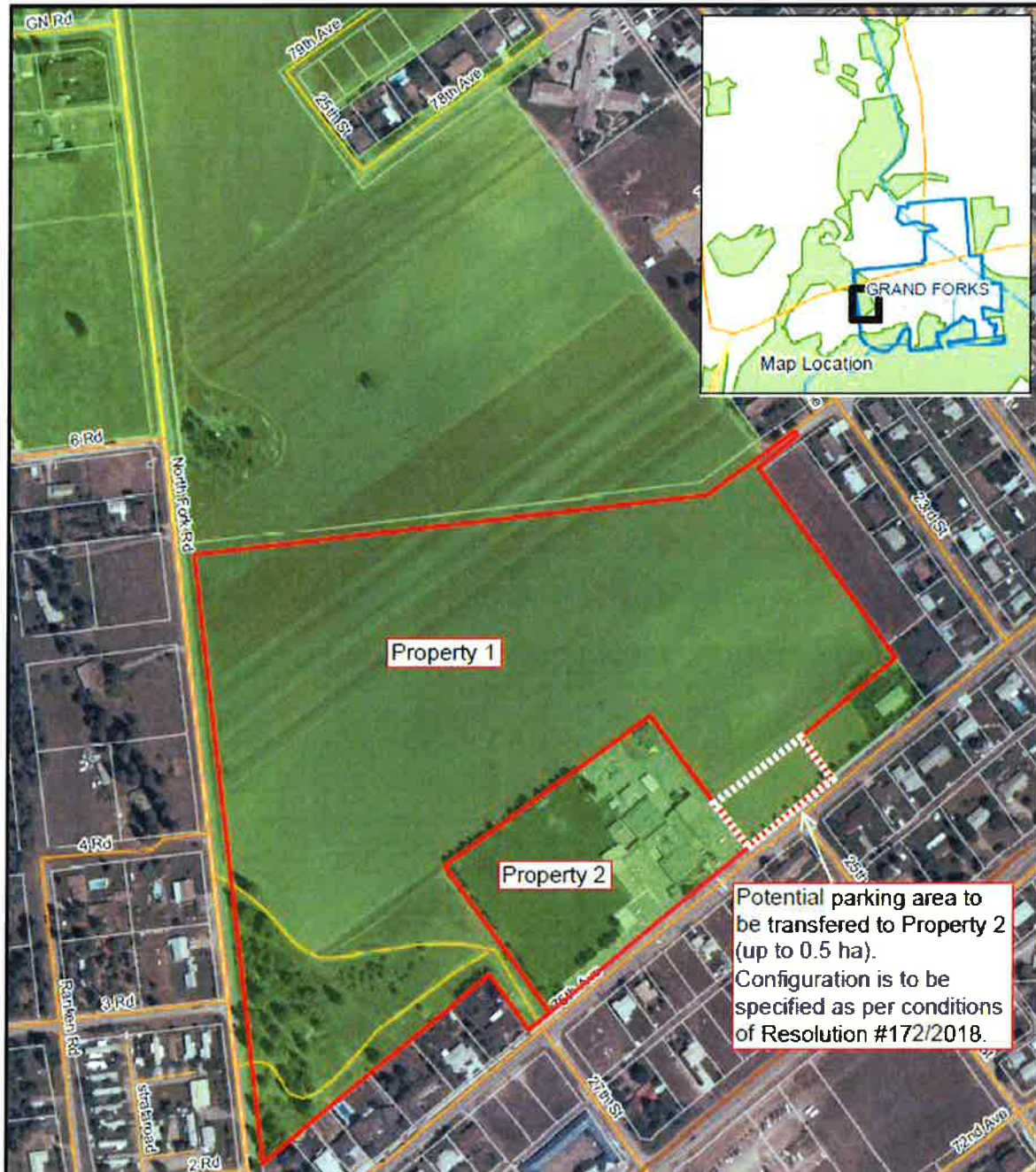
[27] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[28] Resolution #172/2018
Released on June 6, 2018

A handwritten signature in black ink, appearing to read "Zehnder", is positioned above the printed name.

David Zehnder, Panel Chair

On behalf of the Kootenay Panel



THE CORPORATION OF THE CITY OF GRAND FORKS

Bylaw No. 2039-A5

**A Bylaw to Amend the City of Grand Forks
Zoning Bylaw No. 2039, 2019.**

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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 No. 2039-A5, 2019**”.
2. Zoning Bylaw No. 2039 is amended as follows:
 - a. That the property described as “**Insert Legal Description**” and as shown hatched in the sketch plan attached hereto as Appendix “A” is hereby rezoned from R4A (Rural Residential 4A) to CU (Community Use).
 - b. Schedule “A,” Land Use Zoning Map, is hereby amended accordingly.

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

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

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

Approved by the Ministry of Transportation
Pursuant to Section 52 of the Transportation
Act this st day of , 2019

FINALLY ADOPTED this day of , 2019.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2039-A5 as passed by the Council
of the City of Grand Forks on the day of , 2019.

Corporate Officer of the Corporation of the
City of Grand Forks

DRAFT