



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

Meeting #: C-2018-04  
Date: Monday, April 9, 2018, 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 9, 2018, Committee of the Whole

**Recommendation**

**THAT the COTW adopts the April 9, 2018, agenda as presented.**

**3. MINUTES**

- a. Adopt Minutes - Committee of the Whole  
March 12, 2018, Committee of the Whole Meeting Minutes

1 - 6

**Recommendation**

**THAT the COTW adopts the March 12, 2018, Committee of the Whole Minutes as presented.**

**4. REGISTERED PETITIONS AND DELEGATIONS**

- a. Sergeant Fenske, Grand Forks RCMP  
Annual report on RCMP activities in Grand Forks
- b. Boundary Country Regional Chamber of Commerce  
Quarterly Report
- c. Grand Forks Wildlife Association  
Request to grant a Licence to Occupy for a portion of City property located just west of the City landfill

7 - 19

20 - 20

21 - 39

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

**6. PRESENTATIONS FROM STAFF**

- a. Temporary Use Permit for Tourist Commercial / Special Event Camping  
Development and Engineering Services

40 - 42

**Recommendation**

**THAT the Committee of the Whole recommends to Council at the April 9, 2018, Regular Meeting to direct staff to proceed with statutory requirements for public notice of the decision at April 23, 2018, Regular Meeting regarding the Temporary Use Permit for Tourist Commercial / Special Event Camping purposes on land zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 & 520 SDYD Plan KAP64274.**

- b. Tree Policy  
Outside works

43 - 47

**Recommendation**

**THAT the Committee of the Whole recommends to Council to adopt the Urban Forest Policy #1105 at the April 23, 2018, Regular Meeting.**

- c. Monthly Highlight Reports  
Department Managers

48 - 51

**Recommendation**

**THAT the COTW receives the monthly highlight reports from department managers.**

**7. REPORTS AND DISCUSSION**

**8. PROPOSED BYLAWS FOR DISCUSSION**

- a. Bylaw 2039-A1 - Zoning Bylaw Cannabis Amendment  
Development and Engineering

52 - 56

**Recommendation**

**THAT the Committee of the Whole recommends to Council to give first and second readings to Zoning Bylaw Amendment No. 2039-A1 at the April 23, 2018, Regular Meeting.**

- b. Bylaw 2046 - 2018 Tax Rates  
Chief Financial Officer

57 - 66

**Recommendation**

**THAT the Committee of the Whole selects an option for the 2018 property tax rates and instructs staff to include that option in 2018 Tax Rates Bylaw No. 2046;**

**AND FURTHER to present the 2018 Tax Rates Bylaw No. 2046 for first three readings at the April 23, 2018, Regular Meeting.**

- c. Bylaw 2047 - Freedom of Information and Protection of Privacy Update  
Corporate Services

67 - 81

Recommendation

THAT the Committee of the Whole recommends to Council to give the first three readings of the proposed Freedom of Information and Protection of Privacy Bylaw No. 2047 at the April 23, 2018, Regular Meeting.

- d. Bylaw 2048 - Records and Information Management Program Bylaw update  
Corporate Services

82 - 90

Recommendation

THAT the Committee of the Whole recommends to Council to give the first three readings of the proposed Records and Information Management Program Bylaw No. 2048 at the April 23, 2018, Regular Meeting.

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



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

**Meeting #:** C-2018-3  
**Date:** Monday, March 12, 2018, 9:00 am  
**Location:** 7217 - 4th Street, City Hall Council Chambers

**Present:** Mayor Frank Konrad  
Councillor Julia Butler  
Councillor Chris Hammett (*joined the COTW Mtg. at 9:05 am*)  
Councillor Neil Krog  
Councillor Colleen Ross  
Councillor Christine Thompson  
Councillor Beverley Tripp

Roly Russell, RDKB Area D Director

**Staff:** Diane Heinrich - Chief Administrative Officer / Corporate Officer  
Daniel Drexler - Deputy Corporate Officer  
Daphne Popoff - Corporate Administrative Assistant  
Juliette Rhodes - Chief Financial Officer  
David Reid - Manager of Operations  
Dolores Sheets - Manager of Development & Engineering Services  
Cavan Gates - Deputy Manager of Operations & Sustainability  
Graham Watt - Senior Planner  
Bud Alcock - Bylaw Enforcement Officer

**GALLERY**

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**1. CALL TO ORDER**

The March 12, 2018, Committee of the Whole Meeting was called to order at 9:02 am.

**2. COMMITTEE OF THE WHOLE AGENDA**

a. Adopt agenda

March 12, 2018, Committee of the Whole

Moved by: Tripp

**THAT the COTW adopts the March 12, 2018, agenda as presented.**

**Carried**

b. In-Camera Reminder

Reminder:

A Special to go In-Camera meeting of Council will be held following the COTW Meeting.

**3. MINUTES**

a. Adopt Minutes - Committee of the Whole

February 13, 2018, Committee of the Whole Meeting Minutes

Moved by: Ross

**THAT the COTW adopts the February 13, 2018, Committee of the Whole Minutes as presented.**

**Carried**

**4. REGISTERED PETITIONS AND DELEGATIONS**

a. Fred Marshall, Gene Koch and Others

Saving the Vienna Woods

- Gene Koch passed out a document to all Council prior to beginning his overview of the Ponderosa Pines and introduced Fred Marshall

- Fred Marshall spoke in terms of the value of Vienna Woods/Ponderosa Pines based on his knowledge and history of the area
- discussion took place in regards to the handout information

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

- Area D Director, Roly Russell, spoke in regards to budgeting, new staff positions, economic development services, advisory committees, Community Futures, version 2.0 complete of Agricultural Plan and now moving to version 3.0, and fire services

**Discussion:**

- rural fire service delivery, Community Centre study, Agricultural Plan development, roll of the ALR in the region, and food charter

**6. PRESENTATIONS FROM STAFF**

- Sensitive Ecosystem Inventory Draft Report  
Engineering and Development

**Overview:**

- sensitive ecosystem inventory highlights and implementation
- at risk and ecologically fragile ecosystems, criteria, data collection, ecosystem mapping, and potential next steps

**Discussion:**

- Overton-Moody watershed area, invasive species, and species at risk

Moved by: Ross

**THAT the Committee of the Whole accepts the Sensitive Ecosystem Inventory report for information;**

**AND FURTHER THAT the Committee of the Whole recommends to Council to direct staff to implement the Sensitive Ecosystem Inventory in the Official Community Plan, at the March 26, 2018 Regular Meeting of Council.**

**Carried**

***A recess was called at 10:26 am.***

***The meeting reconvened at 10:33 am.***

- a. Monthly Highlight Reports

Department Managers

**Discussion:**

- bridge report for insurance purposes and maintenance plan, new Event Coordinator internal posting, gas tax grant implementation, and septic survey

Moved by: Tripp

**THAT the COTW receives the monthly highlight reports from department managers.**

**Carried**

**7. REPORTS AND DISCUSSION**

**8. PROPOSED BYLAWS FOR DISCUSSION**

- a. 2018 Elections Bylaws updates

Corporate Services

Moved by: Thompson

**THAT the Committee of the Whole recommends to Council to give the first three readings of the “General Local Government Election Bylaw No. 2042, 2018”, at the March 26, 2018, Regular Meeting;**

**Carried**

Moved by: Thompson

**AND FURTHER THAT the Committee of the Whole recommends to Council to give the first three readings of the “Automated Voting Machines Authorization Bylaw No. 2043, 2018”, at the March 26, 2018, Regular Meeting.**

**Carried**

- b. Bylaw No. 2045 Five Year Financial Plan

Chief Financial Officer

**Discussion:**

- rate of inflation, voltage conversion, and well decommissioning

Moved by: Tripp

**THAT the Committee of the Whole discusses a tax revenue increase of either 2% or 3% and recommends that Staff includes the amount in Financial Plan Bylaw No. 2045;**

**Amended**

**Amended Motion:**

Moved by: Krog

**THAT the Committee of the Whole recommends a tax revenue increase of 3% and recommends that Staff includes the amount in Financial Plan Bylaw No. 2045;**

Opposed (1): Tripp

**Carried**

Moved by: Ross

**AND FURTHER THAT the Financial Plan Bylaw No. 2045 be presented for first three readings at the March 26, 2018, Regular Meeting of Council.**

**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**

- Kate Saylor, Gazette, inquired as to the history of voting machines and when were they introduced? CAO replied that the voting machines were used for the first time during the 2014 Election and were efficient for counting the ballots and receiving the results faster. Also inquired if the cost of running the Election was



reduced because of the voting machines? CAO responded that the cost of service due to voting machine lease amount is typically more, but is offset by less hours tallying votes manually

- Cindy Anthony, Grand Forks Realty, spoke in regards to concerns over new Bylaw proposal, providing some input on affordable rental housing, management of rental properties, mortgage qualifications, secondary suites, tiny home concerns and attracting buyers

- Gloria Koch inquired as to stats on affordability of homes in the Grand Forks area? Cindy Anthony replied approximately 20%

**14. ADJOURNMENT**

The Committee of the Whole Meeting was adjourned at 11:03 am.

Moved by: Ross

**THAT the Committee of the Whole Meeting be adjourned at 11:03 am.**

**Carried**

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Mayor Frank Konrad

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Corporate Administrative Assistant -  
Daphne Popoff

**2017**  
***Annual Report to Mayor and Council and***  
***Area Directors “C” and “D”***  
***Grand Forks Detachment***  
***Royal Canadian Mounted Police***



**Sergeant Jim Fenske**  
**March 2018**



## Section:

1..... Executive Summary

2..... Grand Forks Detachment

3..... Planning for 2018

4.....Crime Statistics



## *Section 1*

# Executive Summary

2017 saw a continuation of normal operations at Grand Forks Detachment. We experienced severe resource shortages during almost the entire year, sometimes operating at 50% of our allotted establishment (human resources).

With the assistance and funding granted from Regional District of Kootenay Boundary a Reserve Constable was once again, deployed to Christina Lake for the months of July and August. Area C Director, Grace McGregor worked with Sgt. Fenske to make this partnership agreement occur again. This unique initiative continues to vastly increase presence on the water at Christina Lake with over 121 files generated for vessel checks and infractions in 2017. Ten charges under the Small Vessels Regulations were issued. One Impaired Operations of a vessel charge was pursued criminally. Overall statistics showed minimal changes in criminal activity during the summer months as this deployment is maintaining the decreases previously attained. RCMP presence on the Lake has had a significant impact on boater safety and incidents related to boating.

Reserve Constable Chris Cottrill will be returning this coming summer. Reserve Constable Darryl Hammond will be assisting Cottrill as required.

During the summer of 2017 Seasonal Policing funds were once again allocated from South East District for additional Policing at Christina Lake. This funding was not fully utilized due to the 2017 Interface wildfires.

In 2016 Both Cst. Venema and Cst. Kalnin transferred out and were replaced by two new members, Cst. Tabert and Cst. Forbes. Within a year the Detachment has gone from a fairly senior Detachment to a fairly junior Detachment. In 2018 Sgt. Fenske will be departing and Sgt. Fenske's replacement will be staffed via a promotion process.



## *Section 2*

### *Grand Forks RCMP*

Grand Forks RCMP are responsible for policing a vast geographical area. Stretching from the Trans Canada trail crossing west of Eholt to the east side of the Paulson Bridge. South to the United States/Canada Border to approximately 100 km North on North Fork Road, Grand Forks Rural, Grand Forks City and Christina Lake within the Kootenay Boundary Regional District. We also provide policing services to Granby Provincial Park and Gladstone Provincial Park

In April 2016 Grand Forks and Midway Detachment (Boundary Regional RCMP) were de-integrated making both Detachments, Midway and Grand Forks separate RCMP Detachments. We operate the Detachment in Grand Forks, however we fall under a Regionalized model known as the Kootenay Boundary Regional Detachment. Resource sharing between the Kootenay Boundary Regional Detachment (KBRD) is a reality as we shift people from area to area for special events such as “Shambala”, the Nakusp Music Festival and “Cannafest”.

Currently our established Full Time Employee Strength and distribution is the following:

#### **Grand Forks**

- 1 Sgt. Detachment Commander (Sgt. Jim Fenske)
- 1 Cpl. Operations NCO (Corporal Phil Crack)
- 8 Cst. General Duty Investigators
- 2 Public Service Full time Employee/Unit Clerk
- 3 Casual employees
- 2 Victims Services workers (based out of Midway)

The total estimated population in our service area was approximately 8462 in 2016.



We experience a significant increase in seasonal population during the summer months in the Christina Lake Area (triples in population)

Boundary Regional is a Provincial Contract RCMP Unit. All funding for police operations is supplied through the Provincial and Federal Government. Municipalities who do not have Policing contracts now pay a portion of policing costs to the Provincial Government who in turn contracted the Royal Canadian Mounted Police to supply Policing services in the Grand Forks area.

We provide 24 hour emergency response, but not 24 hour policing. General response times can vary throughout the year for non-emergency calls.

Our Detachment buildings are owned and operated by the RCMP, as are all equipment and vehicles.

Primary training for RCMP members is provided by the RCMP in Regina Saskatchewan. Continuing mandatory skills and advanced training is provided by RCMP E Division at Chilliwack at our Pacific Regional Training Centre.

Continuous learning and development of our personnel is an organizational priority. During the course of any given year we invest in training by sending our members on training courses to better their abilities to serve the communities we police. Although training does take members out of the community for brief periods of time the return in improved policing effectiveness is obvious. During the past year our members have participated in training for Investigator Development, Sexual Assault Investigation, Child interviewing, Field Sobriety testing, Intoximeter, PRIME computer training, Drug Recognition Expert Training, Scenes of Crime Examiner as well as mandatory training and re-certifications in Police weapons, Critical Incident Intervention Management, Firearms and First Aid. Members are required to attend Pacific Regional Training Centre every 3 years for a week long Police Skills training course.



## *Section 3*

### *Planning for 2018*

Our efforts in pursuing Prolific Offenders and known Property Crime Offenders continue.

Within the Grand Forks RCMP we are continuing to work on our initiatives regarding Crime Reduction. In the interests of a multi-faceted approach we continue to liaise with agencies in our Communities such as Interior Health, Probation, Ministry of Children and Families, Mental Health and others.

The lack of easily accessible services for addictions, substance abuse and mental health treatment remains a concern in our communities. In many cases we see people dealt with in the Criminal Justice System that would be more appropriately dealt with via by the Health system.

Sgt. Fenske has prepared and forwarded a detailed business case requesting an extra Constable be added to Grand Forks Detachment. The total cost to add a member is \$249,000. The annual cost of a Constable is roughly \$161,000.

Sgt. Fenske prepared a business case and was successful in adding an additional police vehicle and 2 UTV's (side by sides) to the Grand Forks Detachment.

Due to the new safety regulations in regards to fentanyl drug exhibits the Grand Forks Detachment has an Ion scanner and a fume hood (this equipment cost \$75,000). The costs for this were paid by the Province due to our funding formula.

Sgt. Fenske was able to substantially upgrade the Detachment boat.

Resource shortages are being offset by Reserve Constables. Currently the Detachment is down 3 out of 8 Constables (37%). In May that number is supposed



to change to 2 out of 8 (25%). Sgt. Fenske is actively engaged with this issue.

Currently we are looking into a cost recovery process for “Cannafest”. Since 2015 the event has grown from 2000 attendees to the 12000 attendees planned for 2018. The Grand Forks RCMP operational plan indicates that nearly \$11,000 in policing costs is required to properly police this event.

### **Major initiatives that are currently operating or in progress are:**

Citizens on Patrol for Grand Forks and Christina Lake  
Restorative Justice MOU with Crown Counsel - Boundary Restorative Justice Society  
School Liaison, DARE program and youth safety education.  
Block Watch  
529 Garage program for bike thefts.  
Pawnbroker Bylaw  
Prolific Offender program which includes participation of external agencies and services  
Case management teams with Probation, Mental Health and substance abuse workers and Domestic violence teams (ICAT)  
SKY (safe kids and youth)  
Conservation Officer Service  
Christina Lake Summer policing. (Small Vessel Regulation Enforcement, Christina Lake)  
Training sessions with the local Search and Rescue organization.  
SAFE Program

### **Our major objectives for 2018 are to:**

Continue to target property crime related to drug use/abuse.

Continue efforts towards identifying and prosecuting Methamphetamine and Fentanyl Dealers.





Continue to target known prolific/problematic offenders.

Monitor and enforce Bail, Probation and Conditional Sentence orders.

Ensure that our roads are safe with traffic enforcement focusing on speed, distracted driving, impaired driving (both alcohol and drug) and winter tire enforcement/education.

Ensure that complaints of Domestic Violence are treated with priority and fully investigated.



## ***Section 4***

### ***CRIME STATISTICS AND CALLS FOR SERVICE***

In 2017 several Crime Reduction strategies were introduced at Boundary Regional RCMP. We saw a spike in Property Crime in the area, and we focused on charging the prolific/problematic offenders. Overall calls for service was up 12%. Some of the increase can be attributed to an increasing amount of criminal activity and some can be attributed to file scoring as we encouraged people to report crime and provide evidence for charges. This resulted in an increase in crime statistics (especially property crime).

***Overall Criminal offences were up 7% from 2016***

***Overall Property Crime offences were up 16% from 2016***

***Overall calls for service was up 12% from 2016***

These increases are attributable to several factors. The predominant factors were;

1. Police resources were diminished from 20% to 50% almost the entire year. Approximately 370 hours of policing was lost to the 2017 Provincial interface fire deployments.
2. An increased amount of the travelling criminal element (almost all Detachments along Highway #3 had similar increases).
3. In increase in Mental Health related calls for service kept officers from pro-active police work.
4. Members encouraged businesses/employees to provide evidence to support charges instead of just requesting that police temporarily fix the problem. For example, a file that used to be scored as “Breach of the Peace”, was properly scored as “Mischief Affecting the Lawful Use and Enjoyment of Property” thus falling under property crime statistics.



5. Enforcement of Bail, Probation and conditional Sentence orders has led to apprehension of prolific/problematic offenders.

### ***Grand Forks RCMP Totals***

Calls for Service increased from 3000 (2016) to 3353 (2017)

Of these calls for service:

168 were false/abandoned 911 calls

216 were False Alarms

93 were Animal calls

292 were Traffic calls

Criminal Code offences were up 7% from 2016 (188 to 201 instances)

Violent Crime down 16 % from 2016 (37 to 31 instances)

Property Crime up 16% from 2016 (119 to 138 instances)

In 2016 Grand Forks RCMP responded to 14 Human Deaths, in 2017 we responded to 31 Human Deaths. Most of this increase is related to the opiate crisis.

In 2016 161 files were scored as Mental Health Act. In 2017 179 files were scored as Mental Health Act. This does not include files where there was a Mental Health component to the investigation. Approximately 20% of all files in Grand Forks have a Mental Health component.

In 2016 257 prisoners were lodged in the Grand Forks RCMP Detachment

In 2017 193 prisoners were lodged in the Grand Forks RCMP Detachment



In 2017 members of the Grand Forks RCMP administered naloxone to 3 people to prevent death by drug overdose. Because of a change in response to complaints where an overdose is suspected I do not have any naloxone data from BC Ambulance service.

In 2017 Our 12 most prolific offenders were directly linked to over 380 calls for service (14%) of files. This does not include investigations in which we suspect they are linked, these are investigations in which we know they are linked. Of note almost all of these offenders spent time in jail in 2017, all were arrested at least once and most were arrested on multiple occasions.

Of these 12 offenders, three are currently incarcerated, one is not allowed in Grand Forks for the next 2 ½ years, one has passed on, and all remaining offenders are on release conditions and have pending charges before the courts.

Prepared by:

Sgt. Jim Fenske  
Detachment Commander  
Grand Forks RCMP



**GRAND FORKS DETACHMENT  
MAYOR'S REPORT  
QUARTER 4, 2017**



Grand Forks RCMP Detachment

1608 Central Ave

Box 370

Grand Forks, B.C.

Telephone (250) 442-8288 Fax (250) 442-3919

**City of Grand Forks**

Mayor KONRAD and Council

PO Box 220

Grand Forks, B.C. V0H 1H0

March 9, 2018

Dear Mayor KONRAD and Council,

**RE: Quarterly Crime Statistics - October / November / December**

**FILE CODE**  
GF RCMP - Quarterly  
R5 - Crime Stats  
Oct - Nov - Dec

CRIME CATEGORIES	GRAND FORKS Q4 2016	GRAND FORKS Q4 2017	CHRISTINA LAKE 2016	CHRISTINA LAKE Q4 2017	RURAL Q4 2016	RURAL 2017	Q4	GF DET TOTALS Q4 2016	GF DET TOTALS Q4 2017
Homicide / Attempted Homicide	0	0	0	0	0	0		0	0
Assaults	8	9	0	1	2	1		10	11
Sexual Offences	0	1	0	0	0	0		0	1
Robbery	1	1	0	0	0	0		1	1
Auto Theft	0	5	0	1	0	1		0	7
Break and Enters	12	17	5	0	3	6		20	23
Theft From Motor Vehicle	2	6	4	0	0	1		6	7
Drug Investigations	8	5	3	1	0	3		11	9
<b>TOTAL PERSONS/VIOLENT CC</b>	<b>13</b>	<b>17</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>1</b>		<b>16</b>	<b>19</b>
<b>TOTAL PROPERTY CC</b>	<b>56</b>	<b>71</b>	<b>12</b>	<b>2</b>	<b>8</b>	<b>21</b>		<b>76</b>	<b>94</b>
<b>TOTAL OTHER CC</b>	<b>20</b>	<b>24</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>		<b>20</b>	<b>25</b>
<b>TOTAL CRIMINAL CODE (CC)</b>	<b>89</b>	<b>112</b>	<b>12</b>	<b>4</b>	<b>11</b>	<b>22</b>		<b>112</b>	<b>138</b>

<b>TOTAL CALLS FOR SERVICE</b>	<b>446</b>	<b>463</b>	<b>81</b>	<b>66</b>	<b>92</b>	<b>138</b>		<b>619</b>	<b>667</b>
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**GRAND FORKS DETACHMENT**  
**MAYOR'S REPORT**  
 QUARTER 4, 2017

TRAFFIC AND IMPAIRED	GRAND FORKS Q4 2016	GRAND FORKS Q4 2017	CHRISTINA LAKE Q4 2016	CHRISTINA LAKE Q4 2017	RURAL Q4 2016	RURAL Q4 2017	GF DET TOTALS Q4 2016	GF DET TOTALS Q4 2017
Motor Vehicle Collisions	11	10	3	6	10	18	24	34
Motor Vehicle Collisions W Fatal	0	0	0	0	0	2	0	2
Impaired Driving - CC	0	1	0	0	1	2	1	3
Impaired Driving - MVA (IRPs)	6	2	0	1	0	0	6	3

COMMUNITY	GRAND FORKS Q4 2016	GRAND FORKS Q4 2017	CHRISTINA LAKE Q4 2016	CHRISTINA LAKE Q4 2017	RURAL Q4 2016	RURAL Q4 2017	GF DET TOTALS Q4 2016	GF DET TOTALS Q4 2017
Files with youth negative contacts	5	0	0	1	0	1	5	2
Mental Health Related Calls	17	13	4	8	7	4	28	25
Files involving Alcohol / Drugs	45	26	8	2	9	9	62	37
Domestic Violence Files	4	2	0	0	1	1	5	3

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-442-8288.

Yours truly,

Jim Fenske, Sgt., NCO I/C  
 Grand Forks RCMP Detachment





2018 Budget 2018 Actual

**REVENUE**

**Revenue**

Memberships	\$14,000.00	\$7,473.75
Interest Revenue		\$0.00
Insurance Commissions	\$3,500.00	\$707.97
Movie in Park Sponsorship	\$3,000.00	\$500.00
Fundraising-	\$5,000.00	\$0.00
Fee for Service - City of GF	\$15,000.00	\$0.00
Grants - Regional Dictrict	\$7,500.00	\$0.00
Grants	\$20,000.00	\$0.00
Other Revenue- Banner ads, newsletter ads,	\$1,000.00	\$0.00
<b>Net Revenue+A:A</b>	<u>\$69,000.00</u>	<u>\$8,681.72</u>

**TOTAL REVENUE**

\$69,000.00    \$8,681.72

**EXPENSE**

**Expenses**

Advertising & Promotions	\$2,000.00	\$2,028.84
Events	\$1,000.00	\$0.00
Events - Movie in the Park	\$1,000.00	\$0.00
Meetings	\$800.00	\$12.27
Office Administration	\$54,200.00	\$17,602.90
Promotion & Education - Boundary Co	\$1,500.00	\$865.78
Promotion & Education- DBA	\$0.00	-
Promotion & Education - City of GF	\$2,500.00	\$1,177.60
Travel- - .53 per km	\$6,000.00	\$474.53

**Total General & Admin. Expenses**

\$69,000.00    \$22,161.92

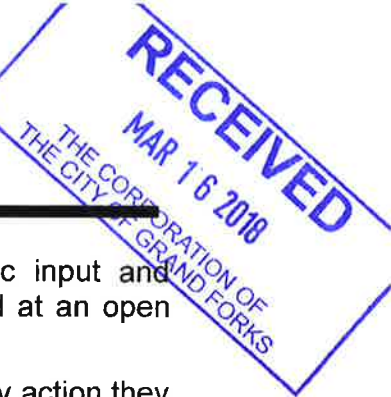
**TOTAL EXPENSE**

\$69,000.00    \$22,161.92

**NET INCOME**

\$0.00    (\$13,480.20)

## City of Grand Forks Council Delegation



**BACKGROUND:** Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they may take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming.

### Presentation Outline

*Your Worship, Mayor Konrad, and Members of Council, I am here on behalf of: the Grand Forks Wildlife Association. My name is Frank Usselman, I am a director with the GFWA.*

*to request that you consider: granting the Grand Forks Wildlife Association a License to Occupy for a portion of City property located just west of the City landfill.*

*The reason(s) that I am requesting this action are: to obtain an official License to Occupy on a section of City property that has historically been used and is currently being used as a portion of the Grand Forks Wildlife Association's, RCMP approved, firing range.*

*I believe that in approving our request the community will benefit by:*

*(a) having a certified, secure and maintained year round facility where members and guests can safely discharge their firearms.*

*(b) provide a structured, safe environment for new and young target shooters to learn and enhance their skills.*

*(c) provide a facility that is relatively close and easily accessible to our members and guests.*

*(d) continue to provide a facility where law enforcement can practice and qualify.*

**FILE CODE**  
GF Wildlife  
D2 - Association  
Page 21 of 90



## City of Grand Forks Council Delegation

*I believe that by not approving our request the result will be:*

(a) a non-certified shooting range will pop up on the outskirts of town, that may not be properly monitored and/or maintained.

(b) cause great inconvenience and possible legal ramifications for a number of our members.

*In conclusion, I request that the Council adopts the following resolution:* issue a License to Occupy for the portion of City property currently in use by and attached to, the Grand Forks Wildlife Association's firing range, located just west of the City landfill.

*Attachments:* see attached document package.

Name:	Frank Usselman
Organization:	Grand Forks Wildlife Association
Mailing Address (incl. Postal Code)	8810 Granby Rd. P.O Box 774 Grand Forks, BC V0H 1H0
Telephone Number:	250 442 0454
Email Address:	konadog@telus.net

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council or Committee of the Whole. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks. The "Council – Meetings – Delegation – Petition Protocol Policy" No. 106 can be found at: <http://www.grandforks.ca/wp-content/uploads/Delegation-Protocol-2013.pdf>

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# Grand Forks Wildlife Association

Our club has been in Grand Forks since at least 1902, when it was known as the Kettle Valley Rifle Association(1,2). The firing range has been in it's current location (or the general vicinity) in various forms since that time(2,3).

We also had a shotgun and rifle range at motocross, which we had to move from when the Valley Heights subdivision started. In 1972 the G.F.W.A was leased/sold land at the end of 2<sup>nd</sup> Ave, for the purpose of building a hall/indoor range, as well as a rifle and shotgun range. Due to various reasons, including the range distance being too short and the proximity to residence's, it was later agreed upon by the club and the City that the outdoor range would be moved to the range which was already in use next to the dump(4).

A special use permit was obtained for the range property around 1971 and the G.F.W.A has held the land lease for this site since then(5,6). We have also had a "gentleman's" agreement with the City since that time to use a portion of their property for our range(7,8).

Our current lease for the property is valid until Oct. 15, 2045(6).

I have included a couple of permits issued to the property(9,10).

I have also provided some information about the ranges use, from the C.F.O. Basically what this is stating is that all firearms up to and including .338 Lapua, all calibres of black powder and all gauges of shotgun may be used at the 272 metre range, while ammunition up to and including 12 gauge 7 1/2 shot may be used at the trap range(11).

# Grand Forks Wildlife Association

## 2017

319 memberships sold.

244 sold to people with a Grand Forks address and those 244 memberships represent approximately 412 people. Over 10% of the city's population.

82 people from the immediate area (Christina Lake, Greenwood, etc.)

33 people from outside the immediate area (Midway, Winnipeg, 100 Mile House, Alberta, etc.)

The range is used on an almost daily basis by members and guests who use it for target shooting, trap shooting, benchrest shooting, archery shooting and youth based shooting events. Our range is also utilized by the R.C.M.P, C.B.S.A and the C.O service for their annual range qualifications.

Between January 1, 2017 and December 31, 2017 a minimum of 726 individuals used our range and this number is likely much higher due to members and guests forgetting to sign in.

# THE EVENING SUN

VOL. 1

GRAND FORKS AND COLUMBIA, B. C. TUESDAY, JUNE 24, 1902.

NO. 167

## R. M. R. ENCAMPMENT

According to a message received by Capt. Fraser, satisfactory arrangements have been arrived at, and the R. M. R. will be here on Sunday evening, June 29. The following is a list of the prizes to be shot for at the meet to be held on Monday, June 30:

**Nursery Match**—Open to all members of military or civilian rifle associations who have never won a prize to the value of \$5 or upwards in any military rifle association. First prize \$5, second \$4, third \$3, fourth prize \$2, five prizes of \$1. Entrance fee 50c, seven shots; position, prone.

**Grand Forks Corporation Match**—Open to all members of military or civilian rifle associations. Cop, presented by the corporation of the city of Grand Forks, to become the property of any competitor winning it twice out of three consecutive matches, or three times in all. First prize cup and \$10, second \$8, third \$7, fourth \$6, fifth \$5, sixth \$4, seventh \$3, three prizes of \$2, five prizes of \$1. Entrance fee 75c, including sighting shot. Ranges 200, 300 and 600 yards, seven shots at each range. Position at 200 yards, kneeling; at 300 and 600, any with head to target.

**Team Match**—Open to all members of any military or civilian rifle association, teams to be of four men resident in any one town or district. First prize cup and \$30, second \$16, third \$12, fourth \$8. Entrance fee \$1 per man. Ranges 200, 300 and 600 yards, seven shots at each. Position at 200, prone; at 300 and 600 any with head to target.

**R. M. R. Skirmishing Match**—By sections of eight men and team in charge. First prize shield and \$18, second \$9. The shield is presented by the Kettle River Valley Rifle Association, to become the property of any competing team winning it twice out of three consecutive matches, or three times in all. Team to form up in single rank; at given signal advance from some point beyond 600 yard range and extend, after which target will appear and finish in 10 minutes. Any position. No entrance fee.

**Extra Series Matches**—At 200, 300 and 600 yards respectively, will be fired as targets are vacant. The number of entries will be unlimited, but no competitor to take more than one prize at each range. Entrance fee 25 cents each entry. Position, any with head to target. First prize, 30 per cent of entrance fee; second, 20 per cent; third, 10 per cent; fourth, 5 per cent; fifth, 5 per cent; sixth, 5 per cent.

### REGULATIONS.

Lee-Enfield or Lee-Method rifles to be used in all competitions, and all shooting to be governed by the Dominion Rifle association rules.

Ammunition will be supplied at 25c per packet when required.

Provision to be made with the accom-

panying series matches will be shot when targets are vacant.

Ties for trophies to be shot off. Other ties to be settled as laid down in Dominion Rifle association's rules.

One sighting shot at each range is allowed, and must be fired.

Challenges may be made on deposit of 50c with the range officer. This shall be forfeited if after examination the marking is judged to be correct.

Firing tickets will be issued by the secretary, and must be handed in to the register keeper before firing.

The first match will begin at 9 a.m., Monday, June 30.

Officers—Captain, Geo. A. Fraser; secretary, T. A. Kannon; range committee, Fred Cooper, T. Wright, J. Hardy, Capt. H. E. Macdonnell. Range officer will be appointed later.

## TOPICS OF THE TOWN

Meeting of the Kettle River Valley Rifle association will be held on their range tomorrow from 6 to 9 a. m. and from 4 to 7 p. m. Ranges, 200, 300 and 600 yards. Rounds, seven at each range. Entrance fee 25 cents, 75c per cent of the entrance fees to be divided into prizes for the best first and second scores in the aggregate. Sighting shots must be fired at each range. Marker and scorer will be provided.

The meeting held in Alberta hall last Friday evening for the purpose of organizing a bicycle club was well attended, and much enthusiasm was displayed in the project. A temporary organization was effected, with the following officers: Chairman, A. A. Freuchette; secretary, R. W. Buckley. A committee consisting of T. Brennan, Peter A. Z. Pare and Robert Prilliskay was appointed to interview the directors of the race track association in reference to a bicycle track at the park, and also to arrange for wheelmen's races during the Dominion day celebration. Another meeting will be held tonight, when permanent officers will be elected. All wheelmen are cordially invited to attend.

The Ladies' Aid of the Catholic church gave a very successful lawn ice cream social on the vacant lots on upper Bridge street last Sunday evening. The number of people to attendance was so great that the ladies sold all the ice cream and strawberries that could be procured. The grounds were prettily decorated.

John Peterson, of the Columbia hotel, gave an enjoyable dance Saturday evening to a few invited guests.

The Grand Forks and Granby amateur baseball clubs initiated the new diamond at the Driving and Athletic park Sunday afternoon with a rattling good game. At the end of the fifth inning the score stood 4 to 1, but after that the Grand Forks boys put on their slugging clothes and at the end of the ninth they had batted out

## GRAND FORKS Friday, June 27 GENTRY BROS. Famous Shows

The Best Show of  
It's Kind on Earth

600 People and Animals Employed 600  
Transported in Their Own Train of Special Cars



Trained Ponies, Dogs and Monkeys—A Whole Herd of Lilliputian Elephants, the Smallest on Earth.

TRAINED CAMELS AND SACRED CATTLE—The Most Wonderful Trained Animals on Earth.

A Show that is Honorably and Faithfully Conducted. Exhibiting in Our Own Waterproof Tents.

Seating Capacity, 3,000

Watch for the Free Street Parade—Free to Everyone—at 10 a.m. Handsome Trappings, Glittering Chariots, Cages and Bands of Music.

REMEMBER DAY AND DATE

GENERAL ADMISSION CHILDREN 50c. ADULTS \$1



LIBRARY, MANITOWAG COUNTY  
OCT 10 1912  
VICTORIA, B.C.

# The Grand Forks Sun

and  
Kettle Valley Orchardist

No. 46—ELEVENTH YEAR

GRAND FORKS, B. C., FRIDAY, OCTOBER 4, 1912

PRICE 5 CENTS

## THE ANNUAL SHOOT

**Kettle River Valley Rifle Association Distributes Many Prizes**

**Three Local Records Were Broken During the Thirtieth Events**

The annual shoot of the Kettle River Valley Rifle Association was successfully held on October 1 and 2. The number of entries was less than last year, but this was probably due to the fact that the first fair being held September 28 and 29, a great many could not get away from their work another two days in the following week.

Some very good shooting was done. S. G. Kirk made the possible at 200 yards, winning the Royal high-emp. John Hay was the Burns cup with 53 in the rapid fire at 200 yards. Captain Sprague's prize again was the cup in the team shoot at 500 yards. The cup now becomes the property of the winners. There was a difference of only six points. Mr. Kirk's team leading with the last man first.

The aggregate score for the 200, 300 and 400 yards was 57 by S. G. Kirk, which is a very good score.

Three local records were broken. The possible made by S. G. Kirk at 200 yards, the score of 53 in the rapid fire made by Mr. Hay, and the aggregate score of 94 for the 200, 300 and 400 yards made by Mr. Kirk.

A very fatal wind sprang up about noon of the first day and continued throughout the afternoon. The second day was more windy than the first, and at times the targets were very busy, caused by the winds from the north, which is only 200 yards distant. The wind increased to almost a gale, and was very untidy while the 1000 yards event was shot off, which accounts for the poor scores made at this range.

The association wishes to thank the donors of prizes for the trophies. The prizes were given without having been solicited, and are exhibited in the window of A. D. Morrison's store.

The following is a list of the winners:

Event	Winner	Score
Event I—200 yards, 7 shots and sighter	S. G. Kirk, Royal high-emp.	51.00
1. Leo Mader	50.00	35
2. John Hay	50.00	35
3. F. Hutton	50.00	35
4. H. Talbot	50.00	35
5. Wm. Baynes (type)	50.00	35
6. J. Slater	50.00	35

Event III—300 yards off hand, 7 shots and sighter

Winner	Score
1. Wm. Baynes, Frapp	44.00
2. S. G. Kirk	40.00
3. John Hay	39.00
4. Leo Mader	38.00
5. H. Talbot	37.00
6. H. Talbot	36.00

Event IV—400 yards, rapid fire, 7 shots in 60 seconds

Winner	Score
1. John Hay, Burns	44.00
2. S. G. Kirk	40.00
3. Leo Mader	39.00
4. W. Talbot	38.00

## SOUTHERN ROUTE

**Canadian Pacific Will Reduce Distance Across Continent**

**Financial Times' Interview With the President of the Company**

The special representative of the London Financial Times, H. Woodhouse, is an interview with Sir Thomas Shaughnessy, the president of the Canadian Pacific Railway company, on behalf of his paper, elicited some facts of great general interest in connection with the new proposed southern main line to the Pacific coast, a route which will shorten the distance from Winnipeg to the coast by no less than four hundred miles, and the time of the journey by twenty hours, on some consideration to the public, especially in view of the continually increased congestion of the railway year by year. Mr. Woodhouse's interview is herewith reproduced:

There is no time in the day when the average healthy man feels better than after a good breakfast, when, under pleasant surroundings and in good company, he sits down to enjoy a good cigar. It is under ideal conditions such as these that I have mentioned that I approached Sir Thomas. For a few minutes we chatted on general topics, and when I saw that the cigar was burning perfectly, and the length of the seat was causing him considerable satisfaction, I fired at him my leading question.

"What information can you give me about the new southern main line, sir?"

"Well, we are progressing very satisfactorily," replied Sir Thomas. "It is a great big job and, considering the amount of other work in hand, is being built very rapidly," and putting his finger on the map he pointed out the route. "We have already built out from Wayburn about 170 miles and the steel will be laid this fall, while from the Shirling and we have graded the road for 35 miles and shall lay the steel at once."

"When do you expect to complete this section?"

"Fairly early next year. In fact, as soon as possible."

"Do I understand, Sir Thomas, that you are going straight through Shirling and are going to make Lethbridge?"

"Yes, we are," replied the president of the road.

"Now, how about the tunnel at Hope, between Hope and Penticton?" I inquired.

"Not so fast, not so fast," said Sir Thomas, laughing. "We must be satisfied with reaching Shirling for the moment. Tunnels of the twenty million dollar variety need some thinking about and providing for; we do not build railways quite as fast, even in Canada, young man. As I said, you must be satisfied with the fact that we are building the"

Cooper Bros. have on exhibition in a store window in this city a number of ripe and perfectly developed Japanese walnuts. The

## NEWS OF THE CITY

**P. Burns & Co.'s Manager Promoted to a Position in Victoria**

**Bert Lane, of Kaslo, Has Been Appointed to Succeed Him**

George Goshard, who has been manager for P. Burns & Co. in this city for a couple of years, has been promoted to a position with the company in Victoria. Mr. Goshard has rented his residence here to A. D. Morrison, and will leave for Victoria in a few days. Mrs. Goshard left for that city early in the week. During their residence here Mr. and Mrs. Goshard have made a wide circle of friends, all of whom will regret to learn of their departure. It is said that Mr. Goshard's promotion is due to the fact that he has been the most efficient manager the company has had here. He has shown his faith in Grand Forks by purchasing property here, and by improving it.

Bert Lane, of Kaslo, has been appointed manager of P. Burns & Co.'s meat market in this city. Mr. Lane is an energetic young man, and comes here highly recommended. He arrived in the city today, and will take immediate charge of the business.

A team from the Grand Forks Gun club, consisting of R. E. Gibson, W. R. Cookson, Fred Russell, H. O. Niles and L. Stinson, went up to Greenwood on Tuesday and engaged in a competitive shoot with a team from the Greenwood club. Grand Forks won by a score of 199 to 184.

Vander J. Ross died from heart failure at the Rock Creek hotel last Thursday, aged 45 years. He was ill but a few days, although his health had not been good for some time. The funeral took place at Rock Creek last Saturday, and was largely attended.

H. G. Johnson, an immigration inspector from Winnipeg, arrived in Midway last week to investigate some difficulties between Robert Kerr and the railway contractors over the importation of alien labor from Spokane to work on the Kettle Valley line goods.

James Miller, a native of Scotland, 34 years of age, who has been working with the C.P.R. bridge crew for some months, died at the Cottage hospital last Saturday. The funeral was held on Monday.

The proprietor of the Prudence hotel was fined \$125 in the police court today for keeping his bar open on Sunday. The complaint was made by the police commissioners.

Three methods of potatoes are being loaded in this city today. The scarcity of sacks is said to retard shipments at present as much as the lack of a market.

Nancy has an aviation record that ought to entitle it to some expert notice in these days of flying records.

Ed Clayton is confined to his

Stirling I will not discuss with you for the time being."

Sir Thomas is not a man to argue with, and as the cigar was fast nearing its end I hesitated and then risked one last question, "How will this affect Lethbridge?"

Sir Thomas looked at me quietly and gently blew the smoke from the cigar into the air and replied irreverently, "It will not do Stirling any harm."

The cigar went out; Sir Thomas went out; and then I went out.

## SOCIAL AND PERSONAL

Angus Cameron and Miss Cameron, of Canada, and Miss Ethel Clark and Marjorie Mann, of Grand Forks, left for the Spokane fair on Wednesday.

Les Ceder and Elmer Rinn will spend next week up in the North Fork country, enjoying themselves by hunting and doing assessment work.

W. O. Miller, of Nelson, district superintendent of the Canadian Pacific railway, was in the city on Wednesday.

A. R. Humphreys, traveling immigration inspector, and Mrs. Humphreys were in the city yesterday.

Mrs. George Goshard left on Wednesday for a visit with friends and relatives in Spokane and Portland.

Frank Haverly and James Hardy left for the Spokane Interstate fair on Wednesday.

Joe Collins and Ab Poe will leave for Franklin today next week.

Ben Blackburn will leave for the North Fork next Monday.

F. Schibbe left for the Spokane fair on Tuesday.

R. F. Patrie made a business trip to Nelson this week.

Ed Mann left for Prince Rupert on Wednesday.

## METEOROLOGICAL

The following is the maximum and minimum temperature for each day during the past week, as recorded by the government thermometer on Cooper Bros.' ranch:

	MAX.	MIN.
Friday	52	33
Saturday	59	33
Sunday	56	37
Monday	50	34
Tuesday	61	40
Wednesday	63	33
Thursday	42	34
Rainfall during week	0.18	inches.

One's vanity got a hard job when the children got to expressing their opinions.

It is reported that the plans for the new Greenwood postoffice are now nearly completed, and that tenders will shortly be called for.

A man is sure to change his opinions when he finds them interfering with his comfort.

R. E. Morgan, of Three Hills, Alta., has purchased the Stark store in Greenwood from Hugh Smith.

What has become of the old-fashioned girl who used to collect, press and varnish autumn leaves?

The fruit growers of the valley have started to pick their fall and winter apples.

Money has an aviation record that ought to entitle it to some expert notice in these days of flying records.

Ed Clayton is confined to his



3

Oliver, B. C.  
May 9/69.

Grand Forks Museum Soc.  
Grand Forks, B. C.

Dear Sirs:-

The minute book of the Kettle River Valley Rifle Association was found in the effects of the late John A. Hutton of Grand Forks.

I am sure that it would be his wish that this book be placed in your building, as it contains the records of the Association from 1911 to 1935.

It contains many names of the old-timers and their sons that competed in the activities held on the old rifle range at the base of the hill just East of the present slag piles , North of the city.

Yours truly,

*C. Hutton*  
C. Hutton for the  
Hutton family.

ch

This letter is attached to the inside cover of the  
KRVRA minutes book circa 1911

*The K.R.V.R.A. <sup>SSoc'y</sup>*

*Minute Book.*

*From April 1900*

*Order  
BOOK*



## Alive and Well

Photo by Jon Sterlind - Gazette

Mixed feelings are probably shared by fourteen-year-old Barry Bader, son of Mr. and Mrs. Roy Bader of Central in the West End, as he examines his wrecked 10-speed and looks thoughtfully at his eleven-year-old brother, Regan. Regan, while riding his brother's bike on Seventh Street, had ventured on Central and was in collision with a 1970 Toyota truck driven by Walter Johnson of Oliver, B.C. Damage to the vehicle was estimated at about \$300, while Regan suffered only minor bruises and lacerations. The

accident occurred Friday, about 6:10 in the afternoon.

Only recently have the residents in the West End area had the Highways Department move the 30 mile speed limit some hundred yards further west on Central. They now feel the urgency to have a crosswalk put in because there's a large number of youngsters in the area who have to cross Central on their way to the John A. Hutton School. It is hoped no serious accident will occur before people realize the necessity of this crosswalk.

## Sprinkling Rules Cause Furor

The issue of sprinkling regulations became the topic of heated debate at the Council Chamber at the Monday meeting of the aldermen. It was brought to the attention of the councilmen that there were some complaints regarding the lack of water pressure available to residents for the purpose of sprinkling. Some residents have openly violated the sprinkling regulations because they felt they were not getting enough water during the time allotted them.

It was suggested in council that special permits be issued to these people to sprinkle dur-

ing the restrict hours. Another suggestion was made to change the present sprinkling hours as it was felt that getting up at five in the morning to turn on the water was ridiculous.

The debate led to the cause of the water problem, with one alderman suggesting that the loss of water, some 3,000 gallons per hour, resulted from a deteriorating reservoir which had not been repaired. Some homes are serviced by half-inch pipes while others on the same line have switched to three-quarter inch, which would decrease the pressure.

## GREENWOOD GLEANINGS

'Buff' Colin who is taking electrical course was home visiting his family Mr. and Mrs. Pete Colin over the week-end.

Mr. and Mrs. Lee Cudworth Allan of Clinton, have moved back to Greenwood and are residing in the Campbell apartments.

Mr. Reg McCrea of Prince was a caller in town over week-end.

Mr. and Mrs. Vaughan Cog-

gan and family spent the week-end in Vernon.

Miss Arlene Tateyama is doing her practicum teaching in Grand Forks and is residing with her parents Mr. and Mrs. Shinny Tateyama in Greenwood for the duration.

Mr. and Mrs. Bill Jones, Daren and Karen of Elkford, B. C., are visiting for a week with his parents Mr. and Mrs. Gwyn Jones.

expect to hire as many local men on the project as possible. There will probably be a peak of about 40 men employed.

Pending the awarding of the

## RIVERSIDE RESIDENTS

## To Fight Rifle Range

Terry Sankey, on behalf of the Riverside residents, delivered about a twenty-minute, well-prepared brief, along with a 300-name petition, to the City Council, opposing the construction of the rifle range. The report condemned the Council for allowing such a lease to be given without a proper research being made. It pointed out that a due and proper notice was not given by the Council regardless of the announcements made by the radio station.

The brief went on to make several good points against the feasibility of the 12th Street site, such as the long range shooting preferred by many hunters, which is not possible there. Trap and skeet shooting were also unsatisfactory. The safety factor, involving many children who use the mountain-side as a playground, was not totally guaranteed. Although a shoot-out was held at the site, it was felt strongly that 10 rounds was hardly an adequate comparison to the noise that would generate after several hours of shooting.

The Council was also asked why an alternate site near the City dump, which is also being used, was not chosen.

Continued on page 2

Miss Darlene Riddle, of North Vancouver, is home visiting her parents, Mr. and Mrs. Riddle for the week-end.

Mr. and Mrs. Allen Clark of Vancouver are visiting Mr. and Mrs. Shoni Higashi.

Miss Beverley Cox of Vancouver, is visiting her parents, Mr. and Mrs. Morgan Cox, over the week-end.

struck an oncoming logging truck. Both were reported to have died instantly.

A double service was held in Grand Forks at the U.S.C.C. Community Centre, Saturday, May 6th, and interment was side by side in the S.I.O.N. cemetery.

Robert Allan Vatin, son of Mr. and Mrs. George Lobay, was born November 19, 1953, in Grand Forks. He was a graduate of the Secondary School in 1971 and was employed by Boundary Forest Products at the time of his death. He was



A kind of landmark for many of the youngsters who frequented the City Park for the past twenty years is doomed for the axe. An order was given by the City Council last Monday night to have all the apple trees in the City Park axed because they appear to

Library & Archives  
Bldgs.  
S. C.

MAY 10, 1972



5

DISTRICT S.D.Y.D  
on No. 15 Compt. No. 3  
32 E-1-d

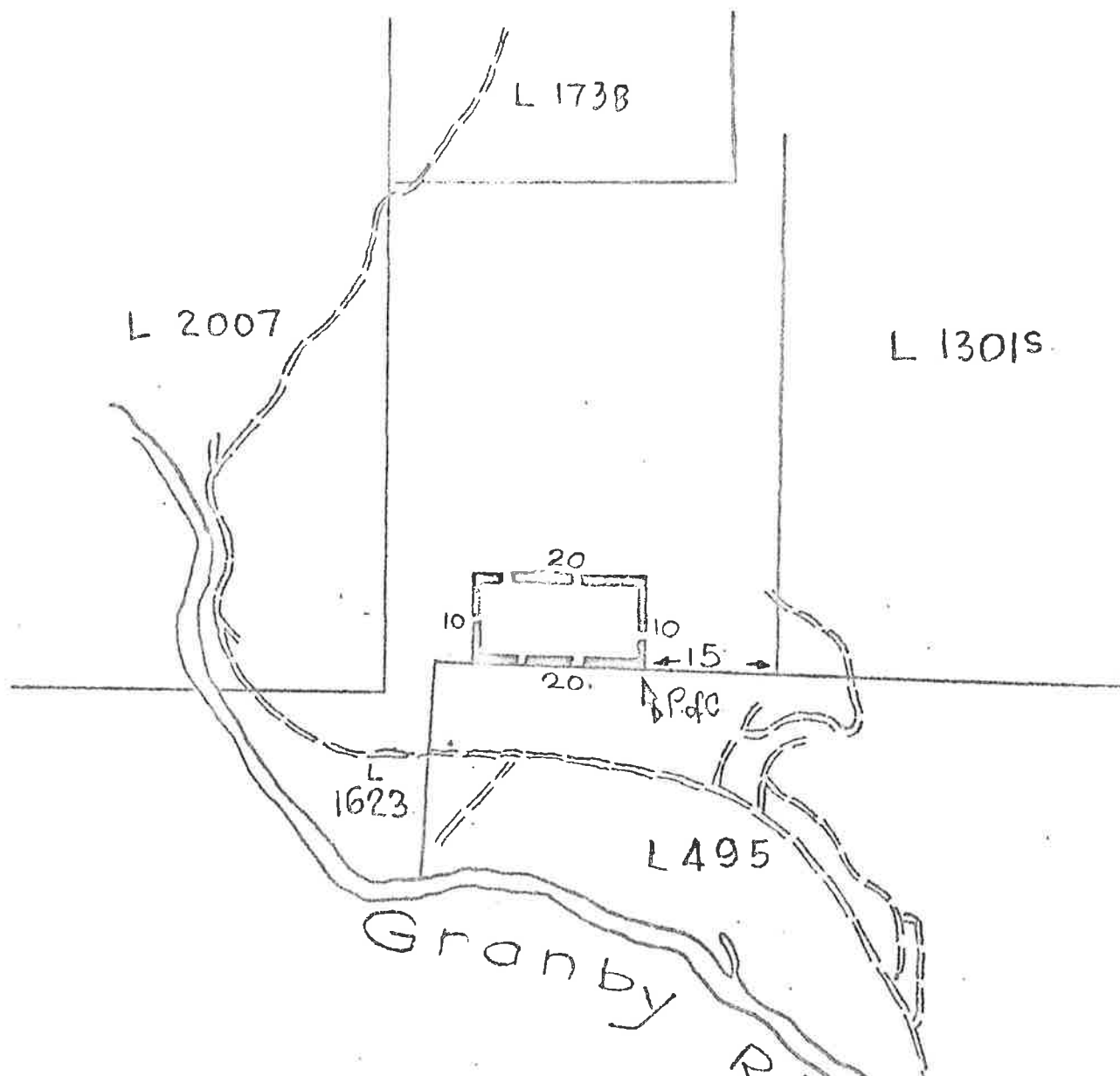


EXHIBIT A  
Date June 9 1971  
Atlas Ref. R82E/5E(a-

S.U.P WILDLIFE Assn 6970

vn Acres ± 35 R.D. 12 Scale 20 chs. = 1

restricted: March 23, 1973.





Our File: 4490050

February 22, 2016

Grand Forks Wildlife Association  
PO Box 774  
Grand Forks, BC V0H 1H0

Attention: Brian Hancock

Dear Brian Hancock:

Enclosed is an executed copy of Licence of Occupation Number 405244 and approved Management Plan covering that part of District Lot 2700, SDYD, Except Sub-Lot 1, Plan 1183, Sub-Lot 1A, Plan 1183, Sub-Lot 4, Plan 1183, Sub-Lot 5, Plan 1183, Sub-Lot 14, Plan 1183, 2 Railway RW'S, more particularly shown on the Legal Description Schedule and containing 9.12 hecatres, more or less.

The Licence of Occupation is issued in your name for a term of 30 years commencing October 25, 2015 for community rifle range purposes.

This Licence replaces Licence of Occupation No. 403755 which has been noted as expired.

Should you have any questions regarding this matter, please contact me at 250 426-1756.

Yours truly,

A handwritten signature in dark ink, appearing to read "Kathy Pasqua".

Kathy Pasqua  
Portfolio Administrator

Pc: B.C. Assessment Authority, Kelowna

(7)



# GRAND FORKS WILDLIFE ASSOCIATION

BOX 774 - GRAND FORKS, B.C. - V0H 1H0



*Planning*  
*2/5/81*

February 17, 1981

City of Grand Forks,  
Mayor and Council,

Dear Sirs;

Please be advised that the Grand Forks Wildlife Association plans to Fence and Post it's S. L. F. located North of the Garbage dump.

For a number of years we have been utilizing city property as a parking area and for shooting and trap. (original permission by Past Mayor Goddard).

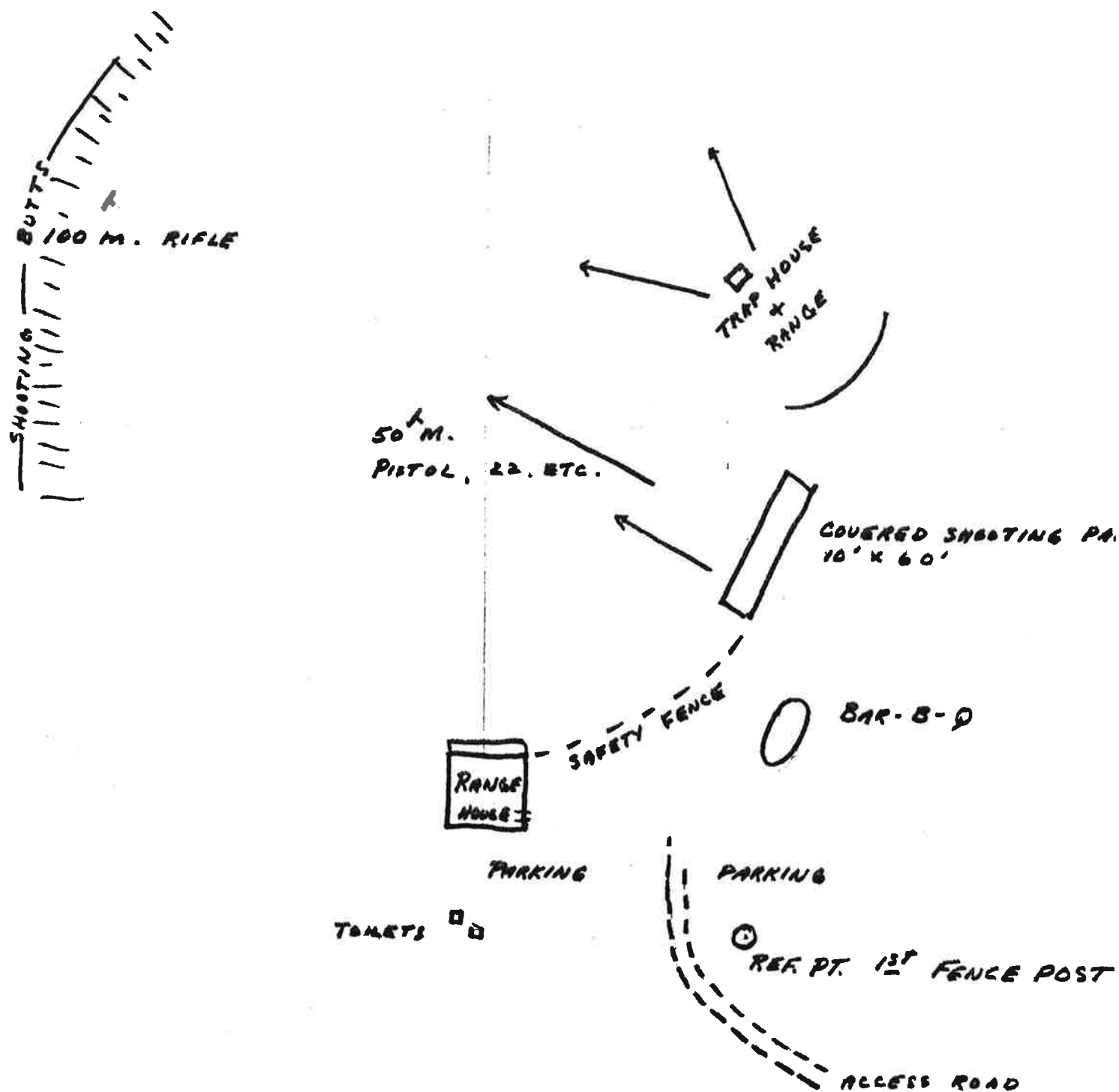
We would appreciate your authorization to continue utilizing this area for parking and the setting up of a stationary trap.

Please note that we were moved from our original shooting area at the Golf links and we were later denied plans for utilizing the natural safe bowl at the club house.

We have enclosed a sketch showing the area in question and we thank you for any consideration that can be extended in this matter.

Sincerely,

*[Signature]*



COMPASS SKETCH PLAN  
OF UPPER RANGE

8

add to  
News letter

Something or Fire on  
Shooting range.

On our shooting range we have  
be able to secure a <sup>gun</sup> land lease.  
situation rather than a <sup>normal</sup> special  
use permit. ~~to~~ Also the city  
has allowed us to include some  
of their property to enhance a  
co-ordinated development of shooting  
facilities. - A fence has been constructed  
along the south Boundary of the range  
and the range has been posted with  
Range signs. A large Burn or  
Back stop has been ~~created~~ <sup>bulldozed</sup> to allow  
~~for a 50 or 100 yd shoot - the~~  
~~area~~ area has also been graded and  
leveled to allow co-ordinated  
development of a ~~50~~ <sup>100</sup> yd range ~~and~~ 100 yd  
and a trap shoot. On completion of this  
project all three of these shoots could  
be run simultaneously.

- Letter to Fish & Wildlife  
Re - the attendance  
of Range meet

1981

SEND  
TO

West Kodak Light & Power  
Grand Forks  
ATT. K. Kormann

FROM

Dec 12/87

SUBJECT

Pole Contact

Request Permission to Contact pole on cross  
Right of way with primary Service Line.

Location:

Grand Forks Sling Pole - to Grand Forks Wildlife  
Association Rifle Range.

X Prockman  
City of Grand Forks.

REPLY

See Grand Forks for more information

(10)



# Building Permits & Inspections

## Building Permit Application

### Address

8810 GRANBY RD

### Folio Number

17 712 10386.050

### Owner(s)

GRAND FORKS WILDLIFE A SSN

PO BOX 774

GRAND FORKS BC

V0H1H0

### Legal Description

DL: 2700

Township:

Plan:

Range:

Lot:

Meridian:

LD: 54

Section:

PID:

Block:

### Free Form:

Lease/Permit/Licence # 403755, FIREARMS RANGE AND CLUB HOUSE

Code: 3

Size:

19.768

Appl. No.

2013-D

Violations:

2013-D

Stop Work: ☐

Zoning 1:

Zoning 2:

Zoning 3:

RECEIVED:

Apr 27, 79

Approved Use: 06.0

Permit Type: B

Area

Applicant(s):

Jurisdiction: AD

D

Owner(s):

H:

W:

Contractor(s):

H:

W:

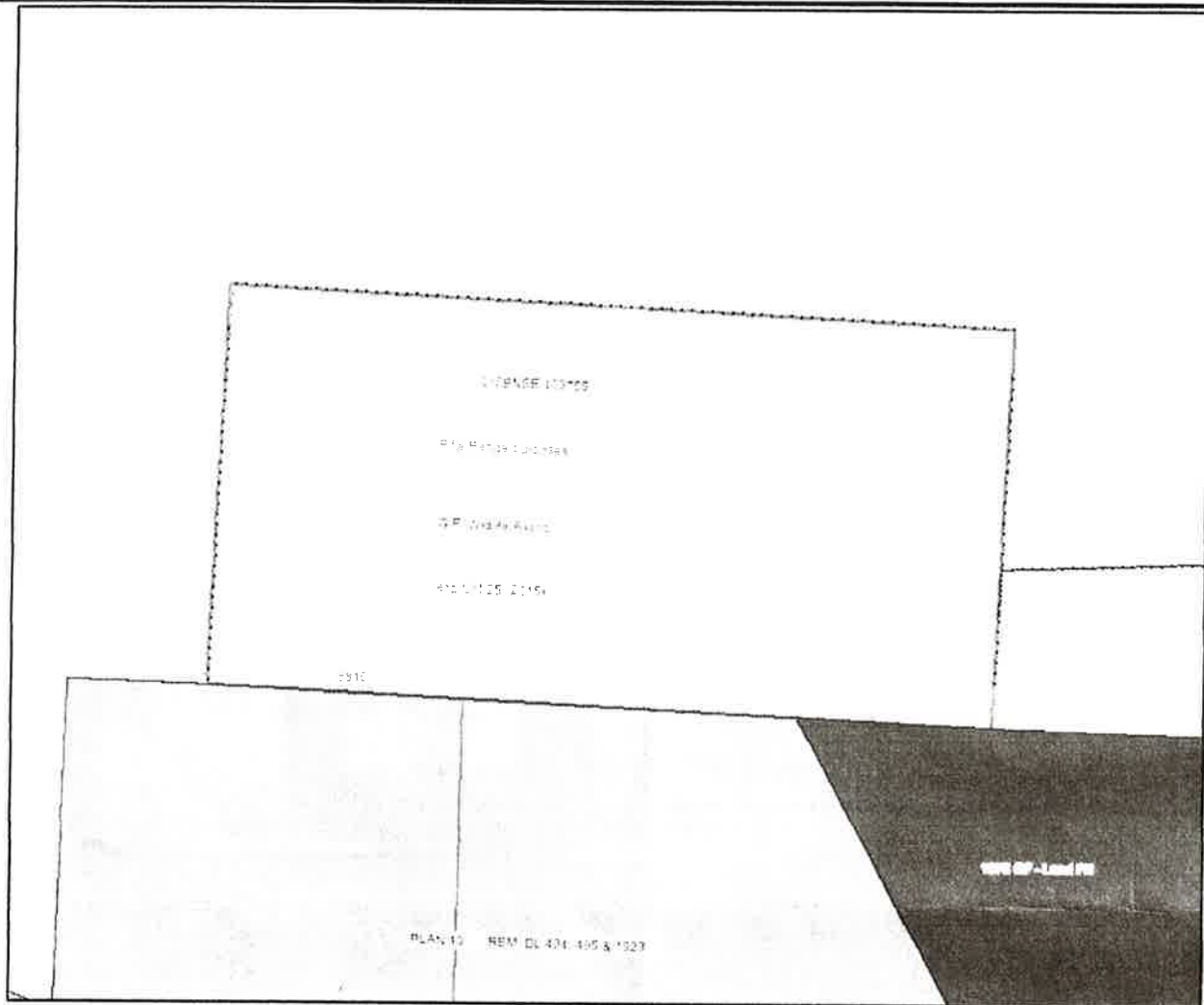
Architect(s):

H:

W:

H:





Map Scale 1:2450

## Legal Information:

<b>Plan:</b>	<b>Section:</b>	<b>Jurs:</b> 712	<b>Lot Area:</b> 19.768
<b>Block:</b>	<b>Township:</b>	<b>Roll:</b> 10386050	<b>Area Unit:</b> acr
<b>Lot:</b>	<b>Range:</b>	<b>PID:</b>	<b>Width:</b> 0
<b>District Lot:</b> 2700			<b>Depth:</b> 0
<b>Description:</b> Lease/Permit/Licence # 403755 FIREARMS RANGE AND CLUB HOUSE.			

Address 3810 Granby RD

Building Permit for an open shed  
April / 1979



Chief Firearms Office for British Columbia and Yukon Territory  
9101 Pineo Court  
Summerland, BC V0H 1Z0

Grand Forks Wildlife Association  
Box 1396  
Grand Forks, BC V0H 1H0

December 22, 2016

Dear Club Members:

Re: Range Inspection Grand Forks Wildlife Association.

On November 18, 2016 a routine range inspection was conducted on your range, Grand Forks Wildlife Association (GFWA), by Firearms Officers Samuel LEE and Gary WONG with the cooperation of club executives Frank USSELMAN and Ken FINCHAM. The last range inspection conducted for the range property was on June 10, 2001.

The inspectors identified the following:

**272 Metre Static: Rifle / Rim-fire Rifle / Handgun / Black Powder Rifle Target Range – MGRS 94156 33996 - Direction of Fire 48 Degrees.**

**General** – This range is allows static shooting from the firing line. The club utilises paper targets at 25, 49, 92, 192 and 272 metres. The target stands were made of metal and wood. **The metal was exposed and not clad with wooden material.**

**Danger Area** – This range was approved in 2001 with the Danger Area Template of .338 Lapua magnum with the conditions (copied from the 2001 inspection report and italicized):

- *To reduce the possibility of a ricochet striking near the area of the land fill site east of the main firing line, a side berm must be installed at the 300 metre target area. It must be constructed on the right side of the bullet impact area and must extend for a minimum distance of **ten metres** towards the main firing line. The side berm must be constructed of earth be a minimum of 2.5 metres in height, 1.5 metres wide at the crest and have a face slope of 30 degrees.*
- *In order to reduce or prevent ricochets, all steel rails used as target stands must be either clad in wood, covered in earth or replaced with another material that will not cause ricochets.*
- *To assist in reducing ricochets, all large rocks must be removed from bullet impact areas and the range floor.*

*The danger area for this range in the direction of fire is contained to the south-west side of the natural topographical feature that is the primary backstop for this range venue. However, the danger area extends approximately 650 metres south-east of the range crossing over the Grand Forks Land Fill site.*

Canada

shooting stations. As noted in the 2001 report, this still currently applies: *The danger area for this range in the direction of fire is contained to the south-west side of the natural topographical feature that is the primary backstop for this range venue. However, the danger area extends approximately 650 metres south-east of the range crossing over the Grand Forks Land Fill site.*

**Summary:** This range has several items to address as noted above. General maintenance must be performed and kept. A follow up inspection will be needed to ensure compliance of minimum safety standards.

This range is approved for static firing of calibres of ammunition up to and including .338 Lapua magnum and all calibres of Black Powder ammunition.

**Range #2 Trap Range Facility – Left MGRS 94183 33986, Direction of Fire 64.6 degrees; Right MGRS 94190 33977; Direction on Fire 27.6 degrees**

**General:** This is a standard type trap range. The club utilises standard clay pigeons as targets for this range venue. This range is only used during specific times as set up by the range schedule. When trap range is used, only the 25 metre target stands on the rifle range are allowed to be used as it is protected by the berm.

**Danger Area:** Using the known projectile distance of # 7.5 cartridge of 204 metres, projectiles may leave the range properties. The trap field drops off (cliff) at about 34 metres from the far right shooting station. From this cliff the area and below it is an empty field that does not have direct public access. However, this field may be exposed to discharged projectiles from the trap shooting line. It is unknown at this time if this empty field belongs to the GFWA or not. It is the GFWA's responsibility to measure if projectiles are landing in adjacent properties. If projectiles are landing on property not controlled by the GFWA, the range may have to obtain a written Land Use Agreement with the property owners.

**Firing Line:** The standard trap firing line is used at this range venue.

**Summary:** Calibres of ammunition up to and including 12 gauge 7½ shot are approved for use on this range.

**Range #3 18 Metre Indoor Handgun/Rim-fire Rifle Target Range. CLOSED. NO LONGER ACTIVE.**

#### **GENERAL ITEMS:**

**Range Rules and Safety Flags:** Range rules and safety flags were visible. The trap range would need range rules posted in the covered area behind the firing line.

**Signs:** The range facility may need to post additional signs along the perimeter of its property. Only a handful of signs were visible. The minimum criteria is that a sign must be:

Canada

# Request for Decision



To: Committee of the Whole

From: **Development and Engineering Services**

Date: April 9, 2018

Subject: Temporary Use Permit for Tourist Commercial / Special Event Camping

Recommendation: **THAT Committee of the Whole recommends to Council at the April 9, 2018, Regular Meeting to direct staff to proceed with statutory requirements for public notice of the decision at April 23, 2018, Regular Meeting regarding the Temporary Use Permit for Tourist Commercial / Special Event Camping purposes on land zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 & 520 SDYD Plan KAP64274.**

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## Background

- CannaFest Music Festival Ltd. (CannaFest) has applied to the City for a Temporary Use Permit (TUP) to host RV and tent camping for special events such as CannaFest on their property between 68<sup>th</sup> and 70<sup>th</sup> Ave south of Silver Kettle.
  - The subject property is an unserviced, vacant field 2.78 hectares in size and is legally described as Lot 1 District Lots 380 & 520 SDYD Plan KAP64274. It is zoned R-2 (Small Lot Residential) and is in the Low Density Residential land use in the Official Community Plan.
  - CannaFest proposes to fence the property, prepare the landscape for unserviced RV sites, install irrigation for dust control and keeping the field green, and construct a pavilion and water / charging station near one of the entrances. Guests would then be able to walk or bike the three blocks to James Donaldson Park or have other shuttle or carpooling options. Site lighting would be limited to access and egress locations and amenities, and driveway accesses would be placed away from nearby residential areas to avoid traffic conflicts.
  - Under the Local Government Act, TUPs must be advertised in the local newspaper not more than two weeks and not less than three days from the day of decision. Letters would also be sent to adjacent property owners notifying them of the proposed Temporary Use change and time of decision. If Council directs staff to proceed with notification for April 23 decision, staff have notices prepared to send out to affected parties and the newspaper.
  - The TUP is for three years and may be renewed once to provide a total of 6 years, so the land is not 'locked up' as with a rezoning and is available for future development into residential lands once it is economically feasible to pursue such development.
-

## Benefits or Impacts

### Strategic Impact



#### Economic Growth

- We foster a vibrant economic environment
- We are open yet disciplined in land development decisions

### Policy/Legislation

Local Government Act; Official Community Plan; Zoning Bylaw

## Attachments

Site plan for CannaFest TUP area.

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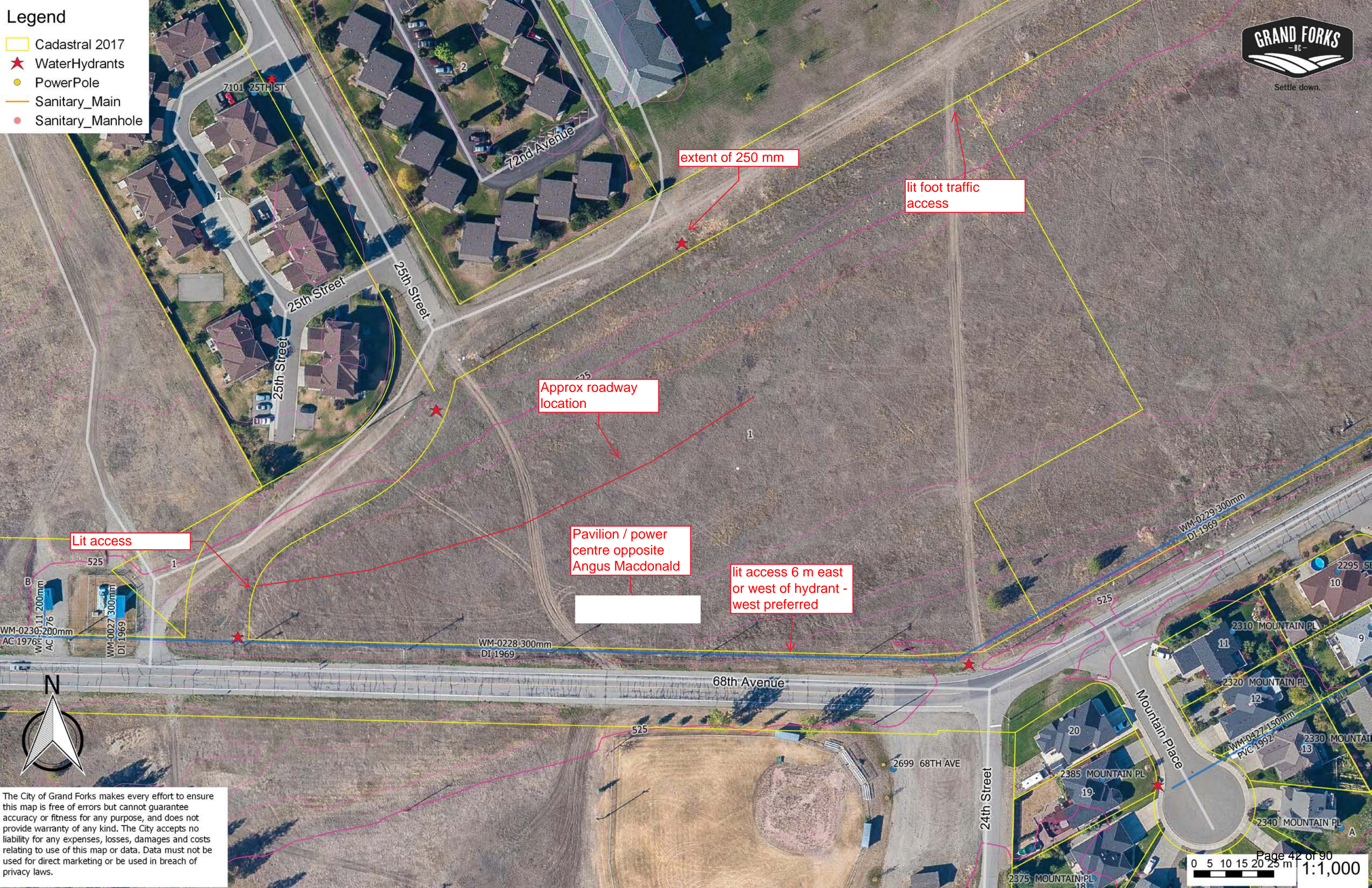
## Recommendation

**THAT Committee of the Whole recommends to Council at the April 9, 2018, Regular Meeting to direct staff to proceed with statutory requirements for public notice of the decision at April 23, 2018, Regular Meeting regarding the Temporary Use Permit for Tourist Commercial / Special Event Camping purposes on land zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 & 520 SDYD Plan KAP64274.**

## Options

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





Legend

- Cadastral 2017
- WaterHydrants
- PowerPole
- Sanitary\_Main
- Sanitary\_Manhole



The City of Grand Forks makes every effort to ensure 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 and costs relating to use of this map or data. Data must not be used for direct marketing or be used in breach of privacy laws.



# Request for Decision



To: Committee of the Whole  
From: **Outside works**  
Date: April 9, 2018  
Subject: Tree Policy  
Recommendation: **THAT Committee of the Whole recommends to Council to adopt the Urban Forest Policy # 1105 at the April 23, 2018 Regular Meeting.**

---

## Background

The Urban Forest Policy regulates the management of trees on City property, for example, on roads, parks, and boulevards. It covers the reasons for maintaining an urban forest, risk assessment, species at risk and habitat, tree donations, and removal criteria. The policy covers the broad criteria for planting, pruning, or removing trees and vegetation. It allows Council to set targets for staff to follow, for example, replacing every removed tree with two new trees where possible.

The City does not have a current policy that guides tree maintenance. Creating this policy makes sure that the criteria are consistently applied and clarifies the decision making process. It also serves as a values statement by setting the compliance and direction of the City's actions in maintaining green infrastructure and the reasons for managing an urban forest.

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## Benefits or Impacts

### General

Staff will have increased guidance on tree maintenance decisions. Residents will have a more consistent explanation for why trees are being removed, replaced, or pruned.

### Policy/Legislation

This establishes a new policy.

## Attachments

Urban Forest Policy # 1105

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## Recommendation

**THAT Committee of the Whole recommends to Council to adopt the Urban Forest Policy # 1105 at the April 23, 2018 Regular Meeting.**

## Options

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



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

# Council Policy

**Urban Forest**

**Established: March 26, 2018**

**Contact Department: Public Works**

## **Guiding Principle**

A healthy urban forest provides habitat, ecosystem function and amenity values to the City.

## **Purpose**

To provide regulations for the control and management of trees and vegetation on City owned property.

## **Definitions**

In this policy, unless the context otherwise requires:

“**certified danger tree assessor**” means someone who has completed dangerous tree risk assessment training recognized by WorkSafeBC

“**dangerous tree**” means the same as in the Occupational Health and Safety Regulation

“**managed open space**” means all City-owned parks, playgrounds, pathways and boulevards

“**recreational trail**” means an informal trail used by the public for accessing natural areas and waterways and not established or maintained by the City.

“**Wildlife Trees**” means any standing dead or live tree with special characteristics that provide valuable habitat for the conservation or enhancement of wildlife.

## **Scope**

This policy applies to City staff and contractors maintaining the City's urban forest.

## **Policy Statements**

The City will manage its urban forest for the public benefit including, but not limited to:

- Reduction of air pollution
- Dust control
- Wind breaks
- Noise control
- Rainfall interception
- Shade
- Habitat
- Aesthetics
- Soil stabilization and improvement
- Riparian area improvement



**Risk management**

The City will manage risk in accordance with industry standards for recreational trails and areas. The City will provide minimal oversight of natural areas with no City maintained infrastructure.

To manage risk for trees with the potential to interact with City-maintained public use areas, trails, roads, and infrastructure, and private property, the City will undertake a periodic risk assessment of trees and vegetation to:

- inform planning decisions and management procedures regarding trails, parks, recreation, infrastructure and property protection;
- identify areas with wildlife habitat value and potential danger tree issues requiring further assessment;
- inspect trees capable of causing damage.
- minimize the spread of invasive species.

The City will follow best practices to insure compliance with the federal Migratory Birds Convention Act, federal Species at Risk Act and the provincial Wildlife Act. Tree-cutting will be avoided during the bird nesting season and a Qualified Environmental Professional (QEP – includes Arborist, R.P. Biologist, or R.P. Forester) is required to complete an assessment prior to cutting during bird nesting season.

**Tree Donations by Individuals**

At the discretion of the Manager of Operations or designate, the City will accept donations by individuals for trees. Tree location and species must be approved by Manager of Operations or designate. Fees may apply.

**Prohibitions**

The City of Grand Forks shall not permit the planting or pruning of any tree on property owned by the City except in compliance with the guidelines set by the Provincial and Federal legislation or this policy.

**Tree Selection**

The selection of City tree types shall be chosen from the recommended list of trees by the public works department and will take into account the input from the affected neighbors.

**Exemptions and Removal Criteria**

The City of Grand Forks public works department may remove, transplant or otherwise dispose of any City tree or authorize the removal, transplantation or disposal of any City tree if in the opinion of the Manager of Operations, or designate, the tree:

1. is infected by disease or injurious insects;
2. is planted too close to an abutting tree that it impedes growth of either or both;
3. interferes with the lines, poles, pipes, sewer lines, traffic control devices, streetlighting or other public utilities, and the problem cannot be corrected by trimming;
4. A Wildlife / Danger Tree Assessment evaluation has been performed by a certified danger tree assessor and the tree is deemed with a high hazard rating for life or property;

If a tree does not meet the criteria above, a person may apply in writing to the Manager of Operations or designate for permission to remove a tree. The following conditions must be met:

1. The tree is not a significant neighborhood asset, and the removal does not harm the public interest;
2. Removal will be conducted by a City approved contractor (with the proper insurance and licenses) according to specifications provided by the City; and
3. All removal and replacement costs are covered by the homeowner including the replacement trees in which number, placement, size and species is authorized by the Manager of Operations or designate. If the removal is for the purpose of improving “grey infrastructure” (e.g. new construction, road or utilities infrastructure) and no alternatives exist, then the benefits of removal will need to be weighed against the loss of green infrastructure. A plan to replace or improve “green infrastructure” may be a condition of approval.

### **Reconsideration**

If not in agreement on a tree removal decision, by the Manager of Operations or authorized designate, that the home owner would like the tree removed and it was **not** deemed a hazard by the City’s hazard evaluation, the home owner can request written permission to remove the tree from City Council

# Monthly Highlight Report



To: Committee of the Whole  
From: **Management Team**  
Date: April 9, 2018  
Subject: Monthly Highlight Report  
Recommendation: **THAT the Committee of the Whole receives the monthly highlight report for information.**

---

## Fire Department

### General

Calls this month (to Mar 29): 25 – 8 Fire-related, 6 Rescue, 11 First responder (medical)  
Year to date calls: 93

- ❖ Completed hiring process for new Deputy Chief
- ❖ Preparing for transition to Kelowna Dispatch Centre
- ❖ 8 members trained as “Fire Service Instructor level 1”
- ❖ Meeting with engineers working on Regional District firehall expansion project
- ❖ Presentation to Wildfire personnel on fire risks near structures (w/Midway, Big White Fire)
- ❖ Monitoring snow levels in region
- ❖ Preparation for freshet season (flooding)
- ❖ Assist Public Works with procedures for Confined Space work

Snowpack levels (measured as “Snow-Water Equivalent”) are approaching last years levels, however approximately 6 weeks earlier than last years peaks. Depending on daytime/nighttime temperatures and precipitation, this could permit a slower controlled melt. As of March 29, no appreciable increase in water levels on area rivers, however we are monitoring daily.

## Outside Works

### Safety Focus

- ❖ Worker instruction and supervision
- ❖ Impairment

### General

- ❖ Voltage conversion project – continued contract administration, planning, and outage notifications.
- ❖ HR – finished interviews and hired temporary operators and electrician.

- ❖ Procurement – proceeded with disposition of old AWOS equipment; received quotations for campground host and sewer main relining contracts; reservoir cleaning RFQ awarded.
- ❖ OFA level 1 course

## **Electrical**

- ❖ The two new linemen started March 12
- ❖ 2 service / structure repairs
- ❖ 1 new primary service
- ❖ 1 new pole, anchor and transformer bank
- ❖ FortisBC Cat 5 System Safety and Lockout Training for all
- ❖ Traffic Control course for all
- ❖ System locates, meter reads, streetlight maintenance

## **Public Works**

- ❖ Traffic flagging training successfully completed by all
- ❖ Pothole patching throughout town
- ❖ Snow removal and hauling snow piles
- ❖ Switch over of winter snow equipment to spring cleanup equipment
- ❖ Street and sidewalk sweeping under way throughout town
- ❖ Park and field preparation for spring season
- ❖ Planning garden beds for spring
- ❖ City Hall rear steps / loading dock completion of concrete and pavers
- ❖ Green house and planter prep for spring floral displays in planters

## **Events**

- ❖ Easter egg hunt at City park took place on March 31<sup>st</sup> a great success again
- ❖ Event requests continue to come in for the upcoming season
- ❖ Event planning and meetings ongoing for some of the bigger events such as Cannafest, GFI, and Park in the Park.

## **Water and Sewer**

- ❖ Extensive seasonal maintenance complete at lift stations.
- ❖ 3<sup>rd</sup> St sewer service repair complete.
- ❖ Carrier pipe installation under train grade for WWTP upgrade complete ahead of schedule.
- ❖ Water Meter and Cross connection control program ongoing.
- ❖ Sewer collection system flushing and maintenance anticipating freshet.

## **Development and Engineering**

### **General**

- ❖ Purchase GIS software
- ❖ Asset Management integration planning.
- ❖ Received over 55 enquiries from the public and developers.
- ❖ Initiated Community Emergency Preparedness Fund grant project.

- ❖ Received the Gas Tax Strategic Priorities Fund grant of \$225,700 and initiated project.
- ❖ Processed 5 business licence applications.
- ❖ Erosion survey conducted for a vulnerable portion of the Kettle River.

### **Capital Projects**

- ❖ Received septic health surveys and compiled results for inclusion in sewer phasing study.
- ❖ West end fire protection project groundwater modeling complete, review and technical memo scheduled for completion in April.
- ❖ Initiated WWTP railway crossing project.
- ❖ Sewer phasing plan draft report completed.
- ❖ Posted RFQ for 72<sup>nd</sup> Sidewalk project.
- ❖ Completed WWTP Railway Crossing project.
- ❖ Completed grant reporting requirements for WWTP project.

### **Planning**

- ❖ Tabulated and presented results from the Cannabis survey.
- ❖ Facilitated land disposition processes.
- ❖ Facilitated development processes.
- ❖ Completed review and preparation for final reading of zoning bylaw and SCP.
- ❖ Three subdivision applications in review/development.
- ❖ Five development permit applications in process.
- ❖ Facilitated a temporary use permit application process.
- ❖ Completed inventory phase of Sensitive Ecosystem Inventory.

## **Building Inspection and Bylaw Enforcement**

### **Bylaw Services**

- With the snow melt comes a rise in unsightly property activity.
- Refereeing neighbor disputes also on the rise.
- Considerable interaction with the RCMP. 2 breaks and enters observed and reported, 1 suspected stolen vehicle reported.
- Camp removed from Angus McDonald Park, numerous syringes on city property disposed, RV off Granby Road given 2 weeks to move or be towed.
- 'Do Not Feed Deer' signs posted - many complaints of this activity occurring and creating potentially serious traffic concerns, currently discussing with reported individuals and will fine if personally witnessed or multiple complaints received.
- 'Block Watch' signs in process of posting, program is quite active (50+ members)
- Volunteer work with community members cleaning riverbanks prior to high water.

### **Building Inspection**

- Building Permit applications this month: 8
- Year to date Building Permit applications: 18
- Year to date construction value: \$1,165,765.00
- Construction inspections and proposal reviews ongoing.

## Corporate Services

### General

- Prepared and facilitated Council Meetings
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning transition to different events delivery model through Public Works
- Records Management Update and review – ongoing project for 3 years:
  - reviewed and updated FOI Bylaw
  - reviewed and updated Retention Bylaw
  - SharePoint as records storage location:
    - Continued research
    - configuration of file structure
    - retention and disposition labeling review
- ESRI GIS software implementation with Engineering Technologist and Senior Planner
- Attended the PADM Corporate Administration Part 2 Training (Deputy Corporate Officer)
- Preparations for AKBLG and LGMA chapter meetings
- Secondhand dealers and pawnbrokers Bylaw review with Bylaw Enforcement

## Financial Services

### General

- First three readings of Five Year Financial Plan bylaw
- Tax Rates bylaw for introduction to COTW on April 9
- Completion of on-site audit procedures
- Preparation of draft financial statements and statement of financial information
- Data collection for response to FOI request
- Support for capital projects with respect to bonding and insurance
- Staff training in Vadim utility billing
- Responded to requests for information from other municipalities on various issues and the public regarding property taxes, new utility rates and mock billing

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## Strategic Summary

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## Recommendation

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



# Request for Decision



To: Committee of the Whole  
From: **Development and Engineering**  
Date: April 9, 2018  
Subject: Zoning Bylaw Cannabis Amendment  
Recommendation: **THAT Committee of the Whole recommends to Council to give first and second reading to Zoning Bylaw Amendment No. 2039-A1 at the April 23, 2018 Regular Meeting**

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## Background

Staff introduced the Cannabis Legalization Critical Path at the February 26, 2018 Regular Meeting. It identified the bylaws that need to be amended to accomplish the community's goals for regulating legalized cannabis. The Zoning Bylaw regulates where production facilities and retail cannabis businesses may operate. A community survey on retail cannabis businesses was administered at the end of February. The Zoning Bylaw amendments will be used to implement the feedback.

Residents who responded to the survey would like to see retail cannabis businesses located away from youth related premises, not along the highway, but in downtown and the west end. Overlay zones regulating the location of cannabis retail and production facilities have been created to spatially define these criteria.

The department proposes to work through the bylaw adoption process and bring the bylaw for final reading concurrent with implementation of provincial and federal regulations.

---

## Benefits or Impacts

### General

### Strategic Impact



#### Community Engagement

- Hold open houses and promote activities that engage the public and encourage feedback.



#### Community Livability

- Responding to community feedback regarding the location of cannabis businesses increases community livability.



#### Economic Growth

- Defining where cannabis related businesses are permitted gives feedback to the business community and stability to encourage investment.

#### **Policy/Legislation**

This amends the Zoning Bylaw No. 2039.

#### **Attachments**

Zoning Bylaw Amendment No. 2039-A1

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#### **Recommendation**

**THAT Committee of the Whole recommends to Council to give first and second reading to Zoning Bylaw Amendment No. 2039-A1 at the April 23, 2018 Regular Meeting**

#### **Options**

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

# THE CORPORATION OF THE CITY OF GRAND FORKS

## Bylaw No. 2039-A1

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

=====

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

1. This bylaw may be cited for all purposes as the “**Zoning Bylaw Amendment Bylaw No. 2039-A1, 2018**”.
2. Amend Bylaw No. 2039 as follows:

- a. **INSERT** under Part II Interpretation Section 2 Definitions in correct alphabetical order:

“Cannabis Retail means any fixed retail space licenced to sell recreational cannabis by the provincial government.”

“Cannabis Production, Processing or Distribution space means any facility licenced federally for the purposes of cannabis cultivation, nursery, or processing, or licenced provincially for wholesale and distribution of cannabis products.”

“Youth-Centred Facility means any school, daycare, playground, community garden, recreation facility or other facility designed for use primarily by minors.”

- b. **INSERT** under Part VI Zones after CU (Community Use) Zone in Section 57:

#### **57 Cannabis Production, Processing and Distribution Overlay (CPO)**

- 57.1 Every subsection in Section 57 refers to the Cannabis Production and Processing and Distribution Overlay (CPO).
- 57.2 The following uses and no others are permitted:
  - (a) Cannabis Production, Processing, or Distribution;
  - (b) Cannabis Retail; or
  - (c) Any use or structure permitted in the underlying zone.
- 57.3 Permitted accessory uses and buildings include:
  - (a) buildings or structures accessory to a permitted use.
- 57.4 Unless otherwise permitted in this bylaw, no building or structure may be within 100 m of the nearest parcel boundary of a lot in a residential zone or Community Use Zone, or having a youth-centred facility
- 57.5 See Sections 12 to 33 and 50 to 55 of this bylaw.

**58 Cannabis Retail Overlay (CRO)**

58.1 Every subsection in Section 58 refers to the Cannabis Retail Overlay (CRO).

58.2 The following uses and no others are permitted:

- (a) Cannabis Retail;
- (b) Any use or structure permitted in the underlying zone.

58.3 Unless otherwise permitted in this bylaw, no building or structure may be within:

- (a) 100 m from the nearest parcel boundary of a lot in a Community Use Zone;
- (b) 30 m from the nearest parcel boundary of a lot having a youth-centred facility;  
and
- (c) 100 m from the nearest edge of building of another Cannabis Retail site.

58.4 The front face of a building and any signage may be no less than 50 m from a controlled highway.

58.5 Permitted accessory uses and buildings include:

- (a) buildings or structures accessory to a permitted use.

58.6 See Sections 12 to 33 and 50 to 55 of this bylaw

**3 Incorporation**

3.1 Schedule "A-1" Cannabis Land Use Overlay Map is hereby made part of Bylaw No. 2039.

Read a **FIRST** time this      day of      , 2018.

Read a **SECOND** time this      day of      , 2018.

Read a **THIRD** time this      day of      , 2018.

**FINALLY ADOPTED** this      day of      , 2018.

\_\_\_\_\_  
Mayor Frank Konrad

\_\_\_\_\_  
Corporate Officer Diane Heinrich

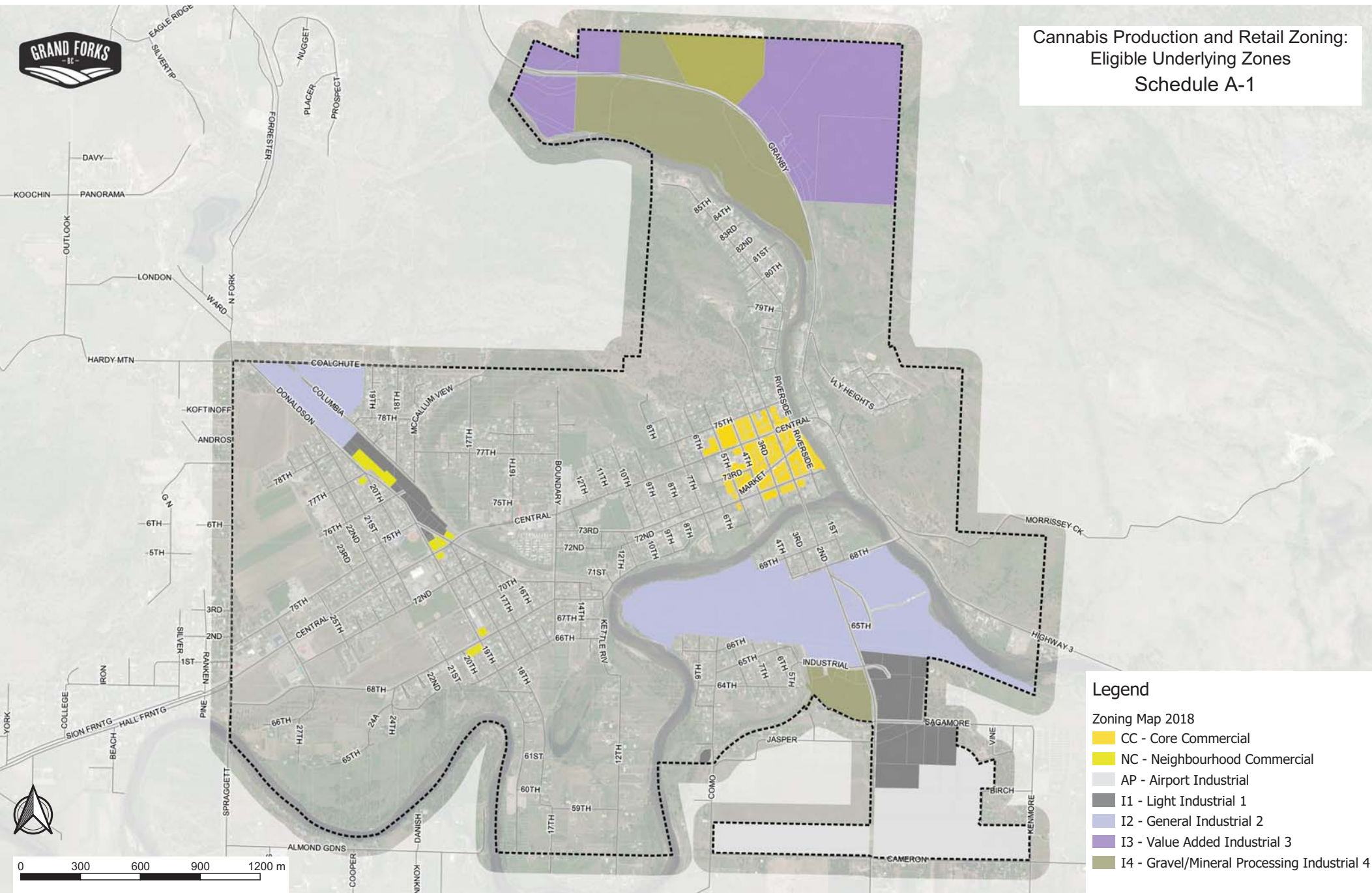
**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 2039-A1 as passed by the Council  
of the City of Grand Forks on the      day of      , 2018.

\_\_\_\_\_  
Corporate Officer of the Corporation of the  
City of Grand Forks



Cannabis Production and Retail Zoning:  
Eligible Underlying Zones  
Schedule A-1



# Request for Decision



To: Committee of the Whole  
From: **Chief Financial Officer**  
Date: April 9, 2018  
Subject: 2018 Tax Rates Bylaw No. 2046  
Recommendation: THAT the Committee of the Whole selects an option for the 2018 property tax rates and instructs staff to include that option in 2018 Tax Rates Bylaw No. 2046, and FURTHER to present 2018 Tax Rates Bylaw No. 2046 for first three readings at the April 23, 2018 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 2018 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 2018 property tax revenue included in proposed Financial Plan Bylaw 2045 is \$3,804,524.

There are a multitude of possible combinations of tax rates which would serve to collect the required amount of revenue. In determining tax rate options, staff follows the afore-mentioned policies while also taking the following factors into consideration:

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 - thus at \$40.

Class 4 (Major Industry) has assessed values calculated on a depreciable cost base rather than market value. The 2018 assessed value for this class has increased only 0.71% as compared to the other classes, which have increased from 3.87% to 8.07%.



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

Option 1 - The conversion ratios (multiples) for all classes are the same as for 2017. Under this option, class 2 (utilities) has a tax rate below the \$40.00 allowed cap, while the class 1 (residential) rate would be \$4.9249 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 2017, while the rate for class 2 (utilities) is increased to the \$40.00 cap, and the conversion ratios for the remaining classes are the same as in 2017. The residential rate under this option is \$4.8974.

Option 3 – The tax rate for class 2 (utilities) is increased to the \$40.00 cap, while the conversion ratios (multiples) for the remaining classes are the same as for 2017. This option results in tax rates and a distribution very similar to Option 1.

The amount of municipal taxes collected for the average house value of \$234,000 under the above three options would be \$1,152.43, \$1,145.99 and \$1,152.01 respectively.

The above options and associated tax rate calculations are based on the Revised Assessment Roll, whereas residential tax rates used for the recent five year plan presentations were based on the Completed Roll. The difference between the two rolls reflects a reduction of approximately \$1.76 million in residential and \$0.29 million in business class property values.

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 2016/2017 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 2018 is \$3,804,524.

## Policy/Legislation

Section 197 of the Community Charter  
Five Year Financial Plan Bylaw 2018-2022, No. 2045  
Asset Management Policy Financial Policy 808

## Attachments

Draft 2018 Tax Rates Bylaw No. 2046  
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

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## Recommendation

**THAT the Committee of the Whole selects an option for the 2018 property tax rates and instructs staff to include that option in 2018 Tax Rates Bylaw No. 2046, and FURTHER to present 2018 Tax Rates Bylaw No. 2046 for first three readings at the April 23, 2018 Regular Meeting of Council**

## Options

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

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**BYLAW NO. 2046**

**A BYLAW TO IMPOSE RATES ON ALL TAXABLE LAND  
AND IMPROVEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018**

=====

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 "2018 Annual Tax Rates Bylaw, No. 2046".
2. Bylaw No. 2038, cited as "2017 Annual Tax Rates Bylaw", is hereby repealed.
3. The following Tax Rates are hereby imposed and levied for the Year Ended December 31, 2018:
  - 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 3th day of July, 2018.
  - b) The Collector shall, as soon as is practicable on or after the 4th day of July 2018, 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 3rd day of July, 2018.

Read a first, second and third time by the Municipal Council this 23<sup>rd</sup> day of April, 2018.

Finally adopted on this 7<sup>th</sup> day of May 2018.

\_\_\_\_\_  
Mayor Frank Konrad

\_\_\_\_\_  
Corporate Officer – Diane Heinrich

### **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 “2018 Annual Tax Rates Bylaw, No. 2046 as adopted by the Municipal Council of the City of Grand Forks on this 7th day of May, 2018.

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

**Schedule "A"**  
**City of Grand Forks**  
**2018 Property Tax Rates Bylaw 2046**

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)		
1	Residential			
2	Utility			
4	Major Industry			
5	Light Industry			
6	Business/Other			
8	Rec/Non-Profit			
9	Farm			

**CORPORATION OF THE CITY OF GRAND FORKS**  
**APPENDIX A**  
**OPTIONS FOR 2018 MUNICIPAL TAX RATES**

2018 REVENUE REQUIREMENT PER FINANCIAL PLAN BYLAW 2045					\$3,804,524	
OPTION 1 - Multiple same as 2017						
	2018 Revised Roll		OPTION 1			
	Folio Count	Taxable Value	Tax Rate	Multiple	Tax Revenue	% of Revenue
01 - Residential	2,502	427,084,314	4.9249	1.0000	2,103,348	55.29%
02 - Utilities	32	1,317,735	38.9875	7.9164	51,375	1.35%
04 - Major Industry	7	18,939,400	42.5577	8.6413	806,017	21.19%
05 - Light Industry	11	3,835,000	14.4300	2.9300	55,339	1.45%
06 - Business And Other	414	66,846,149	11.7705	2.3900	786,813	20.68%
08 - Rec/Non Profit	74	275,500	3.9399	0.8000	1,085	0.03%
09 - Farm	5	105,271	5.3189	1.0800	560	0.01%
	3,045	518,403,369			\$ 3,804,537	100.00%

<b>OPTION 2 - Multiple same as 2017 except utilities at \$40.00 cap and major industry at 2017 revenue level</b>						
	<b>2018 Revised Roll</b>		<b>OPTION 2</b>			
	<b>Folio Count</b>	<b>Taxable Value</b>	<b>Tax Rate</b>	<b>Multiple</b>	<b>Tax Revenue</b>	<b>% of Revenue</b>
01 - Residential	2,502	427,084,314	4.8974	1.0000	2,091,603	54.98%
02 - Utilities	32	1,317,735	40.0000	8.1676	52,709	1.39%
04 - Major Industry	7	18,939,400	43.3561	8.8529	821,138	21.58%
05 - Light Industry	11	3,835,000	14.3494	2.9300	55,030	1.45%
06 - Business And Other	414	66,846,149	11.7048	2.3900	782,420	20.57%
08 - Rec/Non Profit	74	275,500	3.9179	0.8000	1,079	0.03%
09 - Farm	5	105,271	5.2892	1.0800	557	0.01%
	3,045	518,403,369			\$ 3,804,536	100.00%

<b>OPTION 3 - Multiple same as 2017, except utilities at \$40.00 cap</b>						
	<b>2018 Revised Roll</b>		<b>OPTION 3</b>			
	<b>Folio Count</b>	<b>Taxable Value</b>	<b>Tax Rate</b>	<b>Multiple</b>	<b>Tax Revenue</b>	<b>% of Revenue</b>
01 - Residential	2,502	427,084,314	4.9231	1.0000	2,102,579	55.27%
02 - Utilities	32	1,317,735	40.0000	8.1250	52,709	1.39%
04 - Major Industry	7	18,939,400	42.5421	8.6413	805,722	21.18%
05 - Light Industry	11	3,835,000	14.4247	2.9300	55,319	1.45%
06 - Business And Other	414	66,846,149	11.7662	2.3900	786,525	20.67%
08 - Rec/Non Profit	74	275,500	3.9384	0.8000	1,085	0.03%
09 - Farm	5	105,271	5.3169	1.0800	560	0.01%
	3,045	518,403,369			\$ 3,804,499	100.00%



**CORPORATION OF THE CITY OF GRAND FORKS**  
**APPENDIX B**

**HISTORICAL PROPERTY TAX RATES AND MULTIPLES**

<b>Rates</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
01 - Residential	5.0528	4.8074	4.1646	3.8989	3.8105
02 - Utilities	40.0000	40.0000	40.0000	38.6771	37.8060
04 - Major Industry	43.6629	43.3948	43.3948	43.3948	42.4043
05 - Light Industry	14.8047	14.0857	12.2023	11.4238	11.1465
06 - Business And Other	12.0762	11.4897	9.9534	9.3184	9.1127
08 - Rec/Non Profit	4.0422	3.8459	3.3317	3.1191	3.0297
09 - Farm	5.4570	5.1920	4.4978	4.2108	4.0988
<b>Multiples</b>					
02 - Utilities	7.9164	8.3205	9.6048	9.9200	9.9215
04 - Major Industry	8.6413	9.0267	10.4199	11.1300	11.1283
05 - Light Industry	2.9300	2.9300	2.9300	2.9300	2.9252
06 - Business And Other	2.3900	2.3900	2.3900	2.3900	2.3915
08 - Rec/Non Profit	0.8000	0.8000	0.8000	0.8000	0.7951
09 - Farm	1.0800	1.0800	1.0800	1.0800	1.0757

**CORPORATION OF THE CITY OF GRAND FORKS**  
**APPENDIX C**  
**COMPARATIVE TAX RATES OTHER MUNICIPALITIES**  
**2017 - 2016**

	2017				2016		
	Multiple	Municipal	Reg Hosp	Reg Dist	Municipal	Reg Hosp	Reg Dist
<b>GRAND FORKS - POPULATION 4049</b>							
01 - Residential	1.0000	5.0528	0.2893	2.1377	4.8074	0.2999	2.1816
02 - Utility	7.9164	40.0000	1.0126	7.4820	40.0000	1.0497	7.6356
04 - Major Industry	8.6413	43.6629	0.9836	7.2682	43.3948	1.0197	7.4174
05 - Light Industry	2.9300	14.8047	0.9836	7.2682	14.0857	1.0197	7.4174
06 - Business/Other	2.3900	12.0762	0.7088	5.2374	11.4897	0.7348	5.3449
07 - Managed Forest							
08 - Rec/Non Profit	0.8000	4.0422	0.2893	2.1377	3.8459	0.2999	2.1816
09 - Farm	1.0800	5.4570	0.2893	2.1377	5.1920	0.2999	2.1816

**CRANBROOK - POPULATION 20,047**

01 - Residential	1.0000	7.5743	0.1568	0.1862	7.4207	0.1518	0.1842
02 - Utilities	6.4110	48.5590	0.5489	1.1940	48.5404	0.5314	1.2051
04 - Major Industry							
05 - Light Industry	2.7170	20.5794	0.5332	0.5060	20.1604	0.5162	0.5005
06 - Business/Other	2.5644	19.4236	0.3842	0.4776	19.4161	0.3720	0.4820
07 - Managed Forest							
08 - Rec/Non Profit	2.4850	18.8222	0.1568	0.4628	18.4403	0.1518	0.4578
09 - Farm	2.8100	21.2838	0.1568	0.5234	20.8520	0.1518	0.5177

**TRAIL - POPULATION 7709**

01 - Residential	1.0000	4.2388	0.2893	2.7369	3.9101	0.2986	2.7819
02 - Utility	9.4366	40.0000	1.0125	9.5792	40.0000	1.0451	9.7367
04 - Major Industry	10.7822	45.7035	0.9836	9.3055	42.9001	1.0153	9.4584
05 - Light Industry	0.6565	2.7829	0.9836	9.3055	2.6570	1.0153	9.4584
06 - Business/Other	2.1104	8.9457	0.7087	6.7054	8.2403	0.7316	6.8157
07 - Managed Forest	2.0556	8.7131	0.8678	8.2107	12.1952	0.8958	8.3457
08 - Rec/Non Profit	1.5716	6.6617	0.2893	2.7369	6.1698	0.2986	2.7819
09 - Farm							

**CASTLEGAR - POPULATION 8039**

01 - Residential	1.0000	3.5299	0.2915	1.3918	3.3668	0.2982	1.3845
02 - Utility	11.3318	40.0000	1.0202	4.8714	38.2587	1.0437	4.8457
04 - Major Industry	10.4076	36.7377	0.9910	4.7322	31.7791	1.0139	4.7072
05 - Light Industry	3.1511	11.1229	0.9910	4.7322	10.9434	1.0139	4.7072
06 - Business/Other	3.2663	11.5296	0.7141	3.4100	11.4846	0.7306	3.3920
07 - Managed Forest							
08 - Rec/Non Profit	2.2624	7.9860	0.2915	1.3918	8.4784	0.2982	1.3845
09 - Farm							

**GREENWOOD - POPULATION 665**

01 - Residential	1.0000	7.4000	0.2893	0.5991	7.2436	0.2986	
02 - Utility	3.5000	25.9000	1.0125	2.0968	25.3525	1.0451	
04 - Major Industry							
05 - Light Industry							
06 - Business/Other	2.4500	18.1300	0.7087	1.4678	17.7467	0.7316	
07 - Managed Forest							
08 - Rec/Non Profit	1.0000	7.4000	0.2893	0.5991	7.2436	0.2986	
09 - Farm							

**CORPORATION OF THE CITY OF GRAND FORKS**  
**APPENDIX C**  
**COMPARATIVE TAX RATES OTHER MUNICIPALITIES**  
**2017 - 2016**

2017				2016		
Multiple	Municipal	Reg Hosp	Reg Dist	Municipal	Reg Hosp	Reg Dist

**MIDWAY - POPULATION 649**

01 - Residential	1.0000	4.3960	0.2893	0.5253	4.3165	0.2986	0.5577
02 - Utility	4.8294	21.2302	1.0124	1.8385	20.8560	1.0451	1.9518
04 - Major Industry	6.6768	29.3510	0.9835	1.7860	28.9593	1.0153	1.8960
05 - Light Industry	8.8182	38.7650	0.9835	1.7860	28.7230	1.0153	1.8960
06 - Business/Other	2.2873	10.0550	0.7087	1.2875	9.8082	0.7316	1.3668
07 - Managed Forest							
08 - Rec/Non Profit	0.1979	0.8700	0.2893	0.5253	0.7500	0.2986	0.5577
09 - Farm	2.7320	12.0100	0.2893	0.5253	7.3900	0.2986	0.5577

**ROSSLAND - POPULATION 3729**

01 - Residential	1.0000	7.5132	0.2893	1.9156	7.1725	0.2986	1.9097
02 - Utility	5.5769	41.9000	1.0125	6.7046	40.0000	1.0451	6.6840
04 - Major Industry							
05 - Light Industry	3.1587	23.7323	0.9835	6.5131	22.6561	1.0153	6.4930
06 - Business/Other	1.7770	13.3509	0.7087	4.6932	12.7455	0.7316	4.6788
07 - Managed Forest	2.1818	16.3923	0.8678	5.7468	15.6490	0.8958	5.7292
08 - Rec/Non Profit	0.8853	6.6515	0.2893	1.9156	6.3499	0.2986	1.9097
09 - Farm	1.0294	7.7341	0.2893	1.9156	7.3894	0.2986	1.9097

**NELSON - POPULATION 10,572**

01 - Residential	1.0000	4.5410	0.2893	1.5291	4.6142	0.2976	1.7139
02 - Utility	7.2992	33.1457	1.0126	5.3519	32.0984	1.0416	5.9987
04 - Major Industry							
05 - Light Industry	1.8270	8.2964	0.9836	5.1989	8.4159	1.0118	5.8573
06 - Business	2.1000	9.5360	0.7086	3.7463	9.2498	0.7289	4.1991
07 - Managed Forest	1.0000	4.5410	0.8679	4.5873	4.6142	0.8928	5.1417
08 - Rec/Non Profit	0.5944	2.6991	0.2893	1.5291	2.7856	0.2976	1.7139
09 - Farm	1.0000	4.5410	0.2893	1.5291	4.6142	0.2976	1.7139

**CRESTON - POPULATION 5351**

01 - Residential	1.0000	5.7423	0.1568	2.9302	5.5340	0.1506	2.8369
02 - Utility	6.9658	40.0000	0.5489	10.2556	40.0000	0.5269	9.9292
04 - Major Industry							
05 - Light Industry	2.9800	17.1121	0.5332	9.9626	17.1554	0.5119	9.6455
06 - Business/Other	1.8400	10.5659	0.3842	7.1789	10.5534	0.3688	6.9504
07 - Managed Forest							
08 - Rec/Non Profit	1.0000	5.7423	0.1568	2.9302	5.5340	0.1506	2.8369
09 - Farm	1.1000	6.3166	0.1568	2.9302	6.0874	0.1506	2.8369

# Request for Decision



To: Committee of the Whole  
From: **Corporate Services**  
Date: April 9, 2018  
Subject: Bylaw 2047 – Freedom of Information and Protection of Privacy Update  
Recommendation: **THAT the Committee of the Whole recommends to Council to give the first three readings of the proposed Freedom of Information and Protection of Privacy Bylaw No. 2047 at the April 23, 2018 Regular Meeting of Council.**

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## Background

As part staff's ongoing review process regarding procedures, policies, and bylaws; it was determined that the Freedom of Information Bylaw needs to be updated.

The currently active bylaw (Bylaw No. 1423) is from 1994 and was established before the latest edition of the Freedom of Information and Protection of Privacy Act was established in 1996 and amended several times thereafter. The bylaw is also referencing outdated sections and overall procedures that are not required to be listed.

Municipalities and Regional Districts must have a bylaw to designate related roles and to establish a fee schedule for Freedom of Information request related charges.

Attached is the proposed modernized Bylaw No. 2047 to designate those roles and establish the fees accordingly. Once adopted, the next revision of the Fees and Charges bylaw would see the removal of a few line items that will be no longer required.

---

## Benefits or Impacts

### General

Updating outdated bylaws helps reduce risk to the organization and ensures up to date legislation is referred to.

### Strategic Impact



#### Community Engagement

- Freedom of Information requests are an integral component of Community Engagement

**Policy/Legislation**

Freedom of Information and Protection of Privacy Act

**Attachments**

Proposed Bylaw No 2047

Current Freedom of Information Bylaw No. 1423, 1994

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**Recommendation**

**THAT the Committee of the Whole recommends to Council to give the first three readings of the proposed Freedom of Information and Protection of Privacy Bylaw No. 2047 at the April 23, 2018 Regular Meeting of Council.**

**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

## BYLAW NO. 2047

### A Bylaw for the Administration of the Freedom of Information and Protection of Privacy Act

---

The Municipal Council for the Corporation of the City of Grand Forks, in an open meeting of Council, **ENACTS** as follows:

#### 1. **Citation**

- 1.1 This bylaw may be cited as the “**Freedom of Information and Protection of Privacy Bylaw No. 2047**”.

#### 2. **Definitions**

- 2.1 In this bylaw,

“**Act**” means the Freedom of Information and Protection of Privacy Act, R.S.B.C., 1996 Chapter 165, as amended from time to time.

- 2.2 The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

#### 3. **Designations**

- 3.1 The Corporate Officer is designated as the Head for the purpose of the Act.
- 3.2 The Deputy Corporate Officer is designated as the Information and Privacy Coordinator for the purpose of the Act and is authorized to perform the duties and functions of the Head.

#### 4. **Fees**

- 4.1 The Schedule of Maximum Fees as established by British Columbia Regulation 155/2012 (Freedom of Information and Protection and Privacy Regulation), as amended from time to time, shall be the maximum fees charged by the City as permitted under the Act.

#### 5. **General**

- 5.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 5.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the



remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

**6. Repeal**

6.1 The following bylaws and any amendments thereto, are hereby repealed:

- **“City of Grand Forks Freedom of Information Bylaw No. 1423, 1994”**

Read a first, second, and third time by the Municipal Council this \_\_\_\_ day of \_\_\_\_\_, 2018.

Finally Adopted this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor, Frank Konrad

\_\_\_\_\_  
Corporate Officer, Diane Heinrich

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of the “Freedom of Information and Protection of Privacy Bylaw No. 2047”, as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Corporate Officer of the Corporation of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1423

A BYLAW FOR THE ADMINISTRATION OF THE FREEDOM OF  
INFORMATION AND PROTECTION OF PRIVACY ACT

---

**WHEREAS** under Section 76.1 of the Freedom of Information and Protection of Privacy Act, a local government

- a) must designate a person or group of persons as the head of the Municipality for the purposes of the Freedom of Information and Protection of Privacy Act; and
- b) may authorize any person to perform any duty or exercise any function under the Freedom of Information and Protection of Privacy Act of the person or group of persons designated as the head of the Municipality; and
- c) may set any fees the local public body requires to be paid under Section 75 of the Freedom of Information and Protection of Privacy Act.

**NOW THEREFORE** the Council of the Corporation of the City of Grand Forks, **ENACTS** as follows:

1.0 This bylaw may be cited, for all purposes, as the "**City of Grand Forks Freedom of Information Bylaw No. 1423, 1994**".

2.0 Definitions and Interpretation

2.1 The definitions contained in Schedule 1 of the Act shall apply to this bylaw, except where the context requires otherwise.

2.2 In this bylaw:

"**Act**" means the Freedom of Information and Protection of Privacy Act, Stats B.C. 1992, c.61.

"**Commercial Applicant**" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.

"**Coordinator**" means the person designated in Section 3.2 as the Information and Privacy Coordinator.

"**Council**" means the Council of the Corporation of the City of Grand Forks.

**"Head"** means the person or group of persons designated as the Head of the municipality under Section 3 of this bylaw.

**"Municipality"** means the Corporation of the City of Grand Forks.

**"Request"** means request under Section 5 of the Act.

### 3.0 Administration

3.1 The Administrator is designated as the Head for the purposes of the Freedom of Information and Protection of Privacy Act.

3.2 The Duties and Functions of Head, which remain those of the Head, are set out for reference in Appendix 1.

3.3 The Council hereby designates the Clerk to be the Information and Privacy Coordinator.

### 4.0 Power of Coordinator

The Council hereby authorizes the Coordinator to perform the following duties or exercise the following functions of the Head, under the Act:

#### 4.1 Responding to Requests

- (1) The duty to create a record from a machine readable record in the custody or under the control of the Municipality using its normal computer hardware and software and technical expertise if creating the record would not unreasonably interfere with the operations of the Municipality;
- (2) The power to respond to a request except where the Head has the discretion under the Act, to determine whether a record shall be released or withheld from disclosure.
- (3) The power to respond to a request after the Head has made a decision regarding the disclosure or non-disclosure of a record.
- (4) The power to refuse in a response to confirm or deny the existence of:
  - a) a record containing information described in Section 15 of the Act (information harmful to law enforcement) or
  - b) a record containing personal information of a third party if disclosure of the existence of the information would be an unreasonable invasion of that party's personal privacy.

- (5) The duty to:
  - a) provide an applicant with a copy of a record or part of a record with a response where the record can reasonably be reproduced, or
  - b) to give reasons for the delay in providing the record.

#### 4.2 Extension of Time

- (1) The power to extend time for responding to a request for up to 30 days.
- (2) The power to apply to the Information and Privacy Commissioner for a longer time period for response to a request where:
  - a) the applicant does not give enough detail to enable the municipality to identify a requested record,
  - b) a large number of records is requested or must be searched and meeting the time limit would unreasonably interfere with the operations of the Municipality,
  - c) more time is needed to consult with a third party or other public body before the Head can decide whether or not to give the applicant access to a requested record, or
  - d) a third party asks for a review under Section 52(2) or 62(2) of the Act.
- (3) The power to tell the applicant the reason for an extension, when a response can be expected and that the applicant may complain about the extension under Section 42(2)(b) or 60(1)(a) of the Act where the time for a response to a request has been extended under Section 10(1) of the Act.

#### 4.3 Transfer Request

- (1) The power to transfer a request and, if necessary, the records to another public body if:
  - a) the record was produced by or for the other public body,
  - b) the other public body was the first to obtain the record, or
  - c) the record is in the custody or under the control of the other public body.

- (2) The power to notify the applicant of the transfer.

#### 4.4 Information to be Released Within 60 Days

- (1) The power to refuse to disclose information that is available for purchase by the public under Section 20(1)(a) of the Act.
- (2) The power to notify an applicant of the publication or release of information that the Head has refused to disclose under Section 20(1)(b) of the Act on the basis that the information is to be published or released to the public, within 60 days after the applicant's request is received.

#### 4.5 Business Interests

- (1) The power to refuse to disclose to an applicant, information:
  - a) that would reveal
    - (i) trade secrets of a third part, or
    - (ii) commercial, financial, labour relations, scientific or technical information of a third party
  - b) that is supplied, implicitly or explicitly, in confidence, and
  - c) the disclosure of which could reasonably be expected to
    - (i) harm significantly the competitive position or interfere significantly with the negotiating position of the third party,
    - (ii) result in similar information no long being supplied to the public body when it is in the public interest that similar information continues to be supplied,
    - (iii) result in undue financial loss or gain to any person or organization, or
    - (iv) reveal information supplied to, or the report of, an arbitrator, mediator, labour relations officer or other person or body appointed to resolve or inquire into a labor relations dispute.
- (2) The duty to refuse to disclose to an applicant, information that was collected on a tax return or gathered for the purpose of determining tax liability or collecting a tax.



- (3) The duty set out in paragraphs (1) and (2) is subject to Section 21(3) of the Act which provides that the duty to refuse disclosure does not apply if a third party consents to the disclosure or the information is in a record that is in the custody or control of the British Columbia Archives and Records Service or the archives of a public body and that has been in existence for 50 or more years.

#### 4.6 Notification

- (1) The power to notify a third party that the Municipality intends to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under Section 21 (information harmful to business interests of a third Party) or Section 22 (information harmful to personal privacy) of the Act.
- (2) The power to give a notice under Section 23(1.2) of the Act where the Coordinator does not intend to give access to a record that contains information excepted from disclosure under Section 21 (third party) or Section 22 (information harmful to personal privacy) of the Act.
- (3) The power to give written notice of the decision whether or not to give access to a record that the Coordinator has reason to believe contains information that might be excepted from disclosure under Section 21 or 22 of the Act to the applicant and a third party.

#### 4.7 Public Interest

The power to disclose information in accordance with Section 25 of the Act to the public, to an affected group of people or to an applicant:

- a) about a risk of significant harm to the environment or to the health or safety of the public or a group of people, or
- b) the disclosure of which is, for any other reason, clearly in the public best interest.

#### 4.8 Information Protection

- (1) The power to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.
- (2) The duty to refuse to disclose information to an applicant if the disclosure is prohibited or restricted by or under another Act.

#### 4.9 Commissioner's Orders

The power to comply with an order of the Information and Privacy Commissioner.

#### 5.0 Fees

An applicant making a request shall pay to the Municipality, the fees set out in Schedule "A" for the purpose of:

- a) locating, retrieving and producing the record;
- b) preparing the record for disclosure;
- c) shipping and handling the record;
- d) providing a copy of the record.

6.0 This bylaw shall come into force and effect upon proclamation of Stats B.C. 1992, c.46.

**INTRODUCED** this 17<sup>th</sup> day of October, 1994.

Read a **FIRST** time this 17<sup>th</sup> day of October, 1994.

Read a **SECOND** time this 17<sup>th</sup> day of October, 1994.

Read a **THIRD** time this 17<sup>th</sup> day of October, 1994.

**FINALLY ADOPTED** this 7<sup>th</sup> day of November, 1994.

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Y. Sugimoto – Mayor

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J.L. Burch – City Clerk

#### **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1423,  
as passed by the Municipal Council of the City of Grand Forks  
on the 7<sup>th</sup> day of November, 1994.

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Clerk of the Municipal Council of the  
City of Grand Forks

## APPENDIX 1

### **DUTIES AND FUNCTIONS OF THE HEAD WHICH REMAIN THOSE OF THE HEAD**

<u>Section</u>	<u>Description</u>
6(1)	The duty to assist applicants.
12.1	The power to refuse to disclose to an applicant, information that would reveal: <ul style="list-style-type: none"><li>a) a draft of a resolution, bylaw or other legal instrument by which the local public body acts or a draft of a private bill, or</li><li>b) the substance of deliberations or a meeting of its elected officials or of its governing body or a Committee of its governing body, if an <u>Act</u> or a regulation under this <u>Act</u> authorizes the holding of that meeting in the absence of the public.</li></ul>
13	The power to refuse to disclose information that would reveal advice or recommendations developed by or for a public body.
14	The power to refuse to disclose information subject to solicitor/client privilege.
15	The power to refuse to disclose information if the disclosure could reasonably be expected to harm a law enforcement matter or that would have any of the other results set out in Section 15 of the <u>Act</u> .
16	The power to refuse to disclose information if the disclosure could reasonably be expected to be harmful to intergovernmental relations or negotiations in accordance with Section 16 of the <u>Act</u> .
17(1)	The power to refuse to disclose information which could reasonably be expected to harm the financial or economic interests of a local public body or the government of British Columbia or the ability of that government to manage the economy including the matters set out in Section 17(1) of the <u>Act</u> .
17(1.1)	The power to refuse to disclose research information under Section 17(1.1) of the <u>Act</u> .

- 18 The power to refuse to disclose information, if the disclosure could reasonably be expected to result in damage to or interfere with the conservation of any of the things referred to in Section 18 of the Act (heritage sites, endangered species, etc.).
- 19(1) The power to refuse to disclose information, including personal information about an applicant, where the disclosure could reasonably be expected to threaten anyone else's safety or mental or physical health or interfere with public safety under Section 19(1) of the Act.
- 19(2) The power to refuse to disclose to an applicant, personal information about the applicant if the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's safety or mental or physical health under Section 19(2) of the Act.
- 22 The power to refuse to disclose personal information if disclosure would be an unreasonable invasion of a third party's personal privacy under Section 22 of the Act.
- 24 The duty to make a decision and to give written notice of a decision under Section 24 of the Act.
- 70 The duty to make available to the public manuals, instructions, or guidelines issued to the offices or employees of the public body or substantive rules or policy statements adopted by the public body in accordance with Section 70 of the Act.
- 71 The power to prescribe categories of records that are in the custody or under the control of the public body and that are available to the public on demand without request for access under the Act, to require persons who ask for a copy of an available record to pay a fee to the public body in accordance with Section 71 of the Act.
- 75(5) The power to excuse an applicant from paying all or part of a fee if, in the Head's opinion, the applicant cannot afford the payment or for any other reason it is fair to excuse payment where the record relates to a matter of public interest, including the environment or public health or safety.

## **SCHEDULE "A"**

### **SCHEDULE OF MAXIMUM FEES**

1. For applicants other than Commercial applicants:
  - a) for locating and retrieving a record \$7.50/1/4 hour  
after the first  
3 hours
  - b) for producing a record manually \$7.50/14 hour
  - c) for producing a record from a machine  
readable record \$16.50/minute  
for cost of use of  
central mainframe  
processor and all  
locally attached  
devices plus \$7.50/  
¼ hour for develop-  
ing a computer  
program to produce  
the record.
  - d) for preparing a record for disclosure and  
handling a record \$7.50/1/4 hour
  - e) for shipping copies actual costs of  
shipping method  
chosen by applicant
  - f) for copying records \$0.25/page
    - photocopies and computer printouts (8.5x11 & 8.5x14)  
\$0.30/page (11x17)
    - floppy disks \$10.00/disk
    - computer tapes \$40.00/tape up to  
2,400 feet
    - microfiche \$10.00/fiche
    - 16mm microfilm duplication \$25.00/roll
    - 35mm microfilm duplication \$40.00/roll



- microfilm to paper duplication	\$0.50/page
- photographs (colour/black & white)	\$5.00 to produce a negative \$12.00 (16"x20") \$9.00 (11"x14") \$4.00 (8"x10") \$3.00 (5"x7")
- photographic print of textual, graphic or cartographic record (8"x10") black & white	\$12.50 each
- hard copy laser print, b/w, 300 dots/inch	\$0.25 each
- hard copy laser print, b/w, 1200 dots/inch	\$0.40 each
- hard copy laser print, colour	\$1.65 each
- photomechanical reproduction of 105mm cartographic record/plan	\$3.00 each
- slide duplication	\$0.95 each
- plans	\$1.00/sq.m.
- audio cassette duplication	\$10.00 plus \$7.00/1/4 hour of recording
- video cassette (1/4" or 8mm) duplication	\$11.00/60 min. cassette plus \$7.00/1/4 hour of recording;  \$20.00/120 min. cassette plus \$7.00/1/4 hour of recording
- video cassette (1/2") duplication	\$15.00/cassette plus \$11.00/1/4 hour of recording
- video cassette (3/4") duplication	\$40.00/cassette plus \$11.00/1/4 hour of recording

- |    |   |   |
|----|---|---|
| 2. | For commercial applicants for each service listed in item 1 | the actual cost of providing that service |
|----|---|---|

# Request for Decision



To: Committee of the Whole  
From: **Corporate Services**  
Date: April 9, 2018  
Subject: Bylaw 2048 – Records and Information Management Program Bylaw update  
Recommendation: **THAT the Committee of the Whole recommends to Council to give the first three readings of the proposed Records and Information Management Program Bylaw No. 2048 at the April 23, 2018 Regular Meeting of Council.**

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## Background

As part of staff's ongoing review process regarding procedures, policies, and bylaws; it was determined that the Records Retention and Scheduling Bylaw needs to be updated.

The currently active bylaw (Bylaw No. 1662) is from 2001 and was established to include all disposition and retention schedules directly within the bylaw. Several of these timelines are outdated and other items that need to be included are not on the list, while others need to be completely removed.

In discussion with other municipalities, it was determined that the best approach would be at this point to introduce a full Records and Information Management Program and associated Bylaw. This coincides with the overall records and information management review and update that Staff has been working on. Staff is in the progress of finishing up the first phase of the records and information management overhaul and requires having Bylaw 1662 replaced by a modernized bylaw to continue with the process.

As the retention and classification schedules for records continually change and evolve, this modernized bylaw removes the retention and disposition schedules from the actual bylaw but integrates those and more dynamic content into a Records and Information Management Program that will be continually updated as necessary or as legislation and best practices change.

Attached is the proposed modernized Bylaw No. 2048 to authorize the Corporate Officer to implement, review, amend, and maintain the Records and Information Management Program along with its operational procedures, manuals, policies, and other related items for the organization.

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## Benefits or Impacts

## General

Updating outdated bylaws helps reduce risk to the organization and ensures up to date legislation is referred to.

## Strategic Impact



### Community Engagement

- An effective Records and Information Management program is integral for expedient access to data and records
- Support for access for Freedom of Information requests



### Fiscal Responsibility

- Removing often time-consuming searches for documents and records by all of staff will increase productivity throughout the organization

## Policy/Legislation

Freedom of Information and Protection of Privacy Act

Community Charter

## Attachments

Proposed Bylaw No 2048

Current Retention and Scheduling Bylaw No. 1662, 2001

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## Recommendation

**THAT the Committee of the Whole recommends to Council to give the first three readings of the proposed Records and Information Management Program Bylaw No. 2048 at the April 23, 2018 Regular Meeting of Council.**

## 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

## BYLAW NO. 2048

### A Bylaw for the Administration of the Records and Information Management Program

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The Municipal Council for the Corporation of the City of Grand Forks, in an open meeting of Council, **ENACTS** as follows:

#### 1. **Citation**

- 1.1 This bylaw may be cited as the “**Records and Information Management Program Bylaw No. 2048**”.

#### 2. **Definitions**

- 2.1 In this bylaw,

“**Corporate Officer**” means the Officer assigned responsibility for corporate administration under the *Community Charter*, or their Deputy.

“**Records and Information Management Program**” means a program used by the City to manage the life-cycle of records of the City from record creation through to final disposition.

“**Records Schedules**” means the records classification and retention schedules prepared under Part 3, as amended from time to time.

- 2.2 The definitions contained in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C., 1996 Chapter 165, as amended from time to time, shall apply to this bylaw except where the context requires otherwise.

#### 3. **Records and Information Management Program**

- 3.1 The Records and Information Management Program is established under the direction of the Corporate Officer to provide for the systematic control of the creation, use, maintenance, storage, security, retrieval, and disposition of records created or received by the City in the conduct of its operations.

- 3.2 Records of the City are created, accessed, maintained and disposed of only as provided by the records schedule.

- 3.3 The Corporate Officer is authorized to create and maintain a manual of policies and procedures that provides for the management of the records of the City and includes those related to the records schedules for:

- a) Classification of records
- b) Custody & Control of records;



- c) Creation or Receipt of records;
  - d) Access to records;
  - e) Disclosure of records;
  - f) Retention, Security and Storage of records;
  - g) Disposition of records;
  - h) Preservation of records; and
  - i) Vital records;
  - j) Any other matter(s) the Corporate Officer authorizes to be included in the manual.
- 3.4 The Corporate Officer is authorized to review and amend the Records and Information Management Program as required.

**4. General**

- 4.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 4.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

**5. Repeal**

- 5.1 The following bylaws and any amendments thereto, are hereby repealed:
- **“Records Retention and Scheduling Bylaw No. 1662”**

Read a first, second, and third time by the Municipal Council this \_\_\_\_ day of \_\_\_\_\_, 2018.

Finally Adopted this \_\_\_\_ day of \_\_\_\_\_, 2018.

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Mayor, Frank Konrad

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Corporate Officer, Diane Heinrich

**C E R T I F I C A T E**

I hereby certify the foregoing to be a true copy of the "Records and Information Management Program Bylaw No. 2048", as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_, 2018.

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Corporate Officer of the Corporation of the  
City of Grand Forks

**THE CORPORATION OF THE CITY OF GRAND FORKS**

**BYLAW NO. 1662**

**A Bylaw to provide for the Retention and Disposition of Records  
of the City of Grand Forks**

=====

**WHEREAS** provisions of Section 198 of the Local Government Act, vests the responsibility for the care of all municipal records, with respect to retention and disposal, in the City Clerk;

**NOW THEREFORE**, Council of the Corporation of the City of Grand Forks, in open meeting assembled, ENACTS as follows:

1. That the Clerk shall ensure the retention and disposal of records in compliance with the terms and conditions of the policy, attached hereto as Schedule "A".
2. That this Bylaw may be cited, for all purposes, as the "Records Retention and Scheduling Bylaw No. 1662".
3. City of Grand Forks "Records Retention and Scheduling Bylaw No. 1471" is hereby repealed.

Read a **FIRST** time this 22<sup>nd</sup> day of May, 2001.

Read a **SECOND** time this 22<sup>nd</sup> day of May, 2001.

Read a **THIRD** time this 22<sup>nd</sup> day of May, 2001.

**FINALLY ADOPTED** this 4<sup>th</sup> of June, 2001.



\_\_\_\_\_  
Lori Lum, Mayor



\_\_\_\_\_  
J. Lynne Burch, City Clerk

n/Lynne/Policy

**C E R T I F I C A T E**

I hereby certify the foregoing to be a true copy of Bylaw No. 1662 as passed by the Municipal Council of the City of Grand Forks on the 4<sup>th</sup> day of June, 2001.

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Clerk of the Municipal Council of the  
City of Grand Forks

**Schedule 'A'**

**FIVE YEARS:**

- ◆ Correspondence - general

**TWO YEARS:**

- ◆ Bylaw Enforcement Complaints
- ◆ Accounting Records - payroll transaction sheets, staff travel expenses, etc.
- ◆ Public Works Administration Records

**INDIVIDUALLY IDENTIFIED:**

- ◆ Other Insurance's - (i.e. fire, vehicle) - **one year after expiry.**
- ◆ Debentures (paid) - **two years after fully paid.**
- ◆ Time Cards - **three years after audit.**
- ◆ Consultants Reports, Municipal maps and plans - **when obsolete.**
- ◆ Contracts, Leases and Agreements - **when expired plus one year.**
- ◆ Voters Lists - **when new one prepared.**
- ◆ Voters Registration Cards - **after recorded on the voters list.**
- ◆ Disclosure Statements – **seven years after the voting day to which they relate**
- ◆ Development Permits and Design Review Applications - **life of building.**
- ◆ Variance Permits - **life of building.**
- ◆ Water, Sewer Service Connection Applications - **life of building.**
- ◆ Tax Notices - **after one year.**
- ◆ Fire & Fire Inspection Reports - **life of building.**
- ◆ Fire Manuals & Reference Material - **when obsolete.**

RECORDS AND DOCUMENTS TO BE RETAINED:

PERMANENTLY:

- ◆ Bylaws
- ◆ Minute Books
- ◆ Burial Permits
- ◆ Certificates of Title
- ◆ Legal Matters - claims and cases
- ◆ Personnel records - including payroll, W.C.B. time loss
- ◆ Assessment roll
- ◆ Insurance Policies - liability, errors and omissions.
- ◆ Engineering & Electrical Records - relating to projects.
- ◆ Public Works Plans - electrical, subdivisions, etc.
- ◆ Easements, Rights of Way, Restrictive Covenants and Encroachments

TEN YEARS:

- ◆ Fire Fighter Response Records

EIGHT YEARS:

- ◆ Cemetery receipts
- ◆ Tax Rolls
- ◆ Tax Information Requests
- ◆ Bank Statements
- ◆ Canceled cheques
- ◆ Vouchers
- ◆ Utility Billings and Registers
- ◆ Custom Work Orders
- ◆ Budgets
- ◆ Cash Receipts - Tax Receipts
- ◆ Business Licenses