



# The Corporation of the City of Grand Forks

## Regular Meeting

### AGENDA

Meeting #: R-2019-9  
Date: Monday, May 6, 2019, 7:00 pm  
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda  
May 6, 2019, Regular Meeting agenda

Recommendation

THAT Council adopts the May 6, 2019, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera  
April 15, 2019, Special to go In-Camera Meeting minutes

4 - 5

Recommendation

THAT Council adopts the April 15, 2019, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Special to go In-Camera  
April 23, 2019, Special to go In-Camera Meeting minutes

6 - 7

Recommendation

THAT Council adopts the April 23, 2019, Special to go In-Camera Meeting minutes as presented.

- c. Adopt minutes - Regular  
April 23, 2019, Regular Meeting minutes

8 - 14

Recommendation

THAT Council adopts the April 23, 2019, Regular Meeting minutes as presented.

- d. Adopt minutes - Special to go In-Camera  
April 30, 2019, Special to go In-Camera Meeting minutes

15 - 16

Recommendation

THAT Council adopts the April 30, 2019, Special to go In-Camera Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Reports of Council  
*Councillors*

17 - 18

Recommendation

THAT all reports of Council at the May 6, 2019, Regular Meeting be received.

- b. Request to Create an Electric Vehicle Charging Policy  
*Councillor Zielinski*

Recommendation

THAT Council directs staff to prepare an Electric Vehicle Charging Policy.

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

- a. Verbal Report - RDKB Representative  
*Verbal report from Council's representative to the Regional District of Kootenay Boundary*

19 - 19

Read the RDKB agendas here: <https://rdkb.civicweb.net/filepro/documents/314>

Recommendation

THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Summer Event Liquor Permit Requests  
*Corporate Services*

20 - 23

Recommendation

THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks Car Show from 3:30pm-9:00pm on June 15, 2019, for a fenced-off area on Market Avenue, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.

Recommendation

THAT Council approves the issuing of a Special Occasion Liquor Licence to the Downtown Business Association from 5:00pm-10:30pm on July 20, 2019, for a fenced-off area on Market Avenue, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.

- b. Temporary Use Permit Application - Parking Lot for Cannafest on 2200 Block of 68th Avenue 24 - 29  
*Development, Engineering & Planning*

**Recommendation**

**THAT Council directs staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Parking Lot located on the 2200 Block of 68th Avenue.**

**9. REQUESTS ARISING FROM CORRESPONDENCE**

**10. INFORMATION ITEMS**

- a. Q1 2019 Financial Reports 30 - 39  
*Chief Financial Officer*

**Recommendation**

**THAT Council receives for information the Quarter 1 Financial Reports from the Chief Financial Officer.**

**11. BYLAWS**

- a. Bylaw No. 2058 - 2019 Tax Rates 40 - 45  
*Chief Financial Officer*

**Recommendation**

**THAT Council gives final reading to the 2019 Tax Rates Bylaw No. 2058.**

- b. Proposed Subdivision, Rezoning and Consideration of approx. 0.5 hectares for parking lot expansion at Hutton Elementary 46 - 74  
*Development, Engineering & Planning*

**Recommendation**

**THAT Council gives third reading to Zoning Bylaw Amendment No. 2039-A5.**

**12. LATE ITEMS**

**13. QUESTIONS FROM THE PUBLIC AND THE MEDIA**

**14. ADJOURNMENT**



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

**Meeting #:** SP-2019-07  
**Date:** Monday, April 15, 2019, 10:00 am  
**Location:** 7217 - 4th Street, City Hall Council Chambers

**Present:** Mayor Brian Taylor  
Councillor Cathy Korolek  
Councillor Neil Krog  
Councillor Chris Moslin  
Councillor Christine Thompson  
Councillor Rod Zielinski

**Absent:** Councillor Zak Eburne-Stoodley

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

**GALLERY**

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**1. CALL TO ORDER**

Mayor Taylor called the April 15, 2019, Special To Go In-Camera Meeting to order at 10:08 am.

**2. IN-CAMERA RESOLUTION**

a. Adopt Resolution as per Section 90 (1) (e)

MOVED / SECONDED



**THAT Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)**

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

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

**Carried**

**3. LATE ITEMS**

**4. ADJOURNMENT**

The April 15, 2019, Special to go In-Camera Meeting was adjourned at 10:09 am.

MOVED / SECONDED

**THAT the April 15, 2019, Special to go In-Camera Meeting be adjourned at 10:09 am.**

**Carried**

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Mayor Brian Taylor

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Corporate Officer - Daniel Drexler



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

**Meeting #:** S-2019-08  
**Date:** Tuesday, April 23, 2019, 1:00 pm  
**Location:** 7217 - 4th Street, City Hall Council Chambers

**Present:** Mayor Brian Taylor  
Councillor Cathy Korolek  
Councillor Neil Krog  
Councillor Chris Moslin  
Councillor Christine Thompson  
Councillor Rod Zielinski

**Absent:** Councillor Zak Eburne-Stoodley

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

**GALLERY**

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**1. CALL TO ORDER**

Mayor Taylor called the April 23, 2019, Special To Go In-Camera Meeting to order at 1:00 pm.

**2. IN-CAMERA RESOLUTION**

a. Adopt Resolution as per Section 90

MOVED / SECONDED

**THAT Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)**

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

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

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

**Carried**

**3. LATE ITEMS**

**4. ADJOURNMENT**

The April 23, 2019, Special to go In-Camera Meeting was adjourned at 1:01 pm.

MOVED / SECONDED

**THAT the April 23, 2019, Special to go In-Camera Meeting be adjourned at 1:01 pm.**

**Carried**

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Mayor Brian Taylor

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Corporate Officer - Daniel Drexler



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

**Meeting #:** R-2019-8  
**Date:** Tuesday, April 23, 2019, 7:00 pm  
**Location:** 7217 - 4th Street, City Hall Council Chambers

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

**Staff:** Diane Heinrich - Chief Administrative Officer  
Daniel Drexler - Corporate Officer  
Kevin McKinnon - Deputy Corporate Officer  
Dolores Sheets - Manager of Development & Engineering Services  
Juliette Rhodes - Chief Financial Officer  
David Reid - Manager of Operations  
Cavan Gates - Deputy Manager of Operations & Sustainability  
Graham Watt - Recovery Manager

**GALLERY**

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**1. CALL TO ORDER**

Mayor Taylor called the April 23, 2019, Regular Meeting to order at 7:01 pm.

**2. ADOPTION OF AGENDA**

- a. Adopt agenda

*April 23, 2019, Regular Meeting agenda*

**Resolution #: R140/19/04/23** Moved/Seconded

**THAT Council adopts the April 23, 2019, Regular Meeting agenda as presented.**

**Carried**

**3. MINUTES**

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

*April 8, 2019, Special to go In-Camera Meeting minutes*

**Resolution #: R141/19/04/23** Moved/Seconded

**THAT Council adopts the April 8, 2019, Special to go In-Camera Meeting minutes as presented.**

**Carried**

- b. Adopt minutes - Regular

*April 8, 2019, Regular Meeting minutes*

**Resolution #: R142/19/04/23** Moved/Seconded

**THAT Council adopts the April 8, 2019, Regular Meeting minutes as presented.**

**Carried**

**4. REGISTERED PETITIONS AND DELEGATIONS**

- a. Projects and Services Update

*Manager of Development, Planning, and Engineering / Urban Systems*

Scott Shepherd presented an overview of Urban Systems services and projects currently being undertaken for the City.

Council asked for clarification on costs and fees paid to Urban in 2018, but exact numbers were not immediately available.

**5. UNFINISHED BUSINESS****6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL****a. Reports of Council***Councillors*

Council reviewed their written reports. Councillor Korolek provided her report after the agenda deadline and it is attached to the minutes.

The Mayor advised of intent to move Councillor Korolek into the role of 2nd Representative to the Regional District and Regional Hospital Board, and Councillor Eburne-Stoodley into a role working on Public Safety.

**Resolution #: R144/19/04/23** Moved/Seconded

**THAT Councillor Eburne-Stoodley be appointed to the role of looking at issues related to Public Safety.**

**Carried**

**Resolution #: R143/19/04/23** Moved/Seconded

**THAT Councillor Korolek be appointed to the role of second representative to the Regional District and Regional Health Board.**

**Carried**

**7. REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY****a. Verbal Report - RDKB Representative**

*Verbal report from Council's representative to the Regional District of Kootenay Boundary*

Read the RDKB agendas here:

<https://rdkb.civicweb.net/filepro/documents/314>

There was discussion over the phasing out of Flood Recovery and the Trails Master Plan.

**8. RECOMMENDATIONS FROM STAFF FOR DECISIONS****a. Snow Clearing Policy***Outside Works*

Discussion included the importance of pedestrians in the movement of people around the community and whether the bylaw should be referenced in the policy.

Councillor Moslin proposed deferring the decision so that adjustments to priorities may be reviewed.

**Resolution #: R145/19/04/23** Moved/Seconded

**THAT Council defer discussing the Policy until the July Committee-of-the-Whole meeting.**

**Carried**

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

Discussion included:

- concerns over implications of adopting this policy,
- whether building nesting boxes and planting cottonwood trees would be a viable plan as a matter of course,
- Federal legislation regarding protection of endangered species,
- concern of how this might impact flood mitigation projects, and
- that this plan guides City activities, but is not a bylaw.

**Resolution #: R146/19/04/23**

**THAT Council adopts and directs staff to implement the Lewis' Woodpecker Management Plan**

**Carried**

**c. Wastewater Treatment Plant Budget for 2019***Chief Financial Officer*

**Resolution #: R146/19/04/23**

**THAT Council refers the WWTP 2019 budget adjustment to the five year financial plan amendment process.**

**Carried**

**9. REQUESTS ARISING FROM CORRESPONDENCE**

**10. INFORMATION ITEMS**

- a. BFR Housing Recovery Update

*Recovery Manager*

The Flood Recovery Manager gave a presentation over upcoming recovery projects, including the forthcoming work by Mennonite Disaster Services.

**Resolution #: R147/19/04/23**

**THAT Council support in principle the application through the Canadian Red Cross for a Housing Now coordinator.**

**Carried**

**Resolution #: R148/19/04/23**

**THAT the BFR Housing Memo be received for information.**

**Carried**

- b. Federal Bill C-68 - Reversing Changes to the Fisheries Act

*Cheryl Gallant, MP Renfrew-Nipissing-Pembroke*

**Resolution #: R149/19/04/23**

**THAT Council receive the letter for information.**

**Carried**

- c. Sponsorship to apply for Patagonia Grant

*Boundary Forest Watershed Stewardship Society*

Council was advised that since the request letter was written, sponsorship support is no longer required. The group was meeting to establish their board.



**11. BYLAWS**

- a. 2019 Tax Rates Bylaw No. 2058

*Chief Financial Officer*

**Resolution #: R149/19/04/23**

**THAT Council gives first three readings to the 2019 Tax Rates Bylaw, No. 2058**

**Carried**

**12. LATE ITEMS**

- a. Release from In-Camera

The Mayor advised that information was released from In-Camera earlier in the day and that the resolution read:

**that "City Council has offered the four lots A,B,C,D on 70th Avenue to BC Housing, and that negotiations are ongoing; if this proceeds there will be a public process."**

He further advised that information would be forthcoming as details emerge.

**13. QUESTIONS FROM THE PUBLIC AND THE MEDIA**

Alex Alan (JuiceFM) enquired whether there were any other endangered species in the area in reference to the Lewis's Woodpecker. He was advised that during bank armouring on the Kettle River, work needed to be mindful of the Spotted Dace population.

Svetlana Dalla Lana spoke with regards to mental health crisis as a result of floods, and an increase in anxiety and other symptoms as a result of the approaching anniversary of the 2018 flood.

Scott - Asked regarding the information released from In-Camera about the four lots, and suggested doing an impact study before proceeding to a public hearing.

Nigel James spoke regarding the zoning of lots A-D.

Les Johnson (GFTV.ca) asked about the status of the NDMP grant. Council asked the Recovery Manager to address the question. The grant request was \$3M in partnership with the province. Mr. Johnson asked if there was a plan B

without that funding, and was advised that BFR continues to work with the province to locate funding for the project.

Scott - Spoke with regards to infrastructure for lots A-D.

Danny Delisle (Downtown Business Association) asked why a feasibility study was not required of BC Housing for 2nd Street, and was advised that under current bylaws an impact study is not required.

**14. ADJOURNMENT**

The April 23, 2019, Regular Meeting was adjourned at 8:50 pm.

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Mayor Brian Taylor

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Dep. Corporate Officer – Kevin McKinnon



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

**Meeting #:** SP2019-09  
**Date:** Tuesday, April 30, 2019, 10:00 am  
**Location:** 7217 - 4th Street, City Hall Council Chambers

**Present:** Mayor Brian Taylor  
Councillor Chris Moslin  
Councillor Christine Thompson  
Councillor Rod Zielinski

**Absent:** Councillor Zak Eburne-Stoodley  
Councillor Cathy Korolek  
Councillor Neil Krog

**Staff:** Diane Heinrich - Chief Administrative Officer  
Kevin McKinnon - Deputy Corporate Officer

**GALLERY**

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**1. CALL TO ORDER**

Mayor Taylor called the April 30, 2019, Special Meeting To Go In-Camera to order at 10:02 am.

**2. IN-CAMERA RESOLUTION**

a. Adopt Resolution as per Section 90

MOVED / SECONDED

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

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

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

**Carried**

**3. LATE ITEMS**

**4. ADJOURNMENT**

The April 30, 2019, Special Meeting to go In-Camera was adjourned at 10:03 am.

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Mayor Brian Taylor

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Dep. Corporate Officer – Kevin McKinnon

# Request for Decision



To: Regular Meeting  
From: **Procedure Bylaw / Corporate Services**  
Date: May 6, 2019  
Subject: Reports, Questions and Inquiries from the Members of Council  
Recommendation: **THAT all reports by members of Council be received.**

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## Background

Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

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## Benefits or Impacts

### General

The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

### Strategic Impact



#### Community Engagement

- Members of Council may ask questions, seek clarification and report on issues.

### Policy/Legislation

Procedure Bylaw No. 1946, 2013

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## Recommendation

**THAT all reports by members of Council be received.**

## Options

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

### BFR Transitioning

The BFR Leadership team presented a memo to Council on April 24<sup>th</sup> describing a process to end the response process and emerge out of the state of Local Emergency. The city is no longer in this 'state' but the RD remains with several houses under Evacuation order. Chair Russell commented that there needs to be clarity about who owns what in 6 months. Director McGregor cautioned that local government must stop trying to do everything for people. The BFR team also briefed the DBA this week about funding alternatives for downtown flood protection. As we transition out of the emergency, new possibilities to reshape our town are going to appear.

### Women's Shelter Opening

Also on April 24<sup>th</sup> I attended the celebratory opening of the Women's Transition House. This state-of-the-art community resource was the result of collaboration between BC Housing, the City of Grand Forks and the Boundary Women's Coalition. To help celebrate this opening, citizens are welcome to make donations of new household, personal and entertainment items that women and families can use while living here.

### AKBLG

From Friday, April 26<sup>th</sup> to Sunday April 28<sup>th</sup> I attended the AKBLG in Castlegar. This event was successfully hosted by the city of Castlegar at its Community Recreation complex, the Sandman Inn, and the new city hall. All four of Council's motions were endorsed, but it remains to be seen which ones will be forwarded to UBCM as the Association has a practice of forwarding the five most important selected by the delegates online. Over the three days there were a variety of speakers and discussions: from an explanation of the Columbia Basin Trust to an inspiring keynote speaker that cautioned local politicians can lose focus on their mission when they listen to the 'Grumpy Gus'. Congratulations to Chair Russell on assuming the president's role of the AKBLG.

### Town Hall Meeting on Social Support Services

I regret that I could not attend this important public meeting but I have watched it on GFTV. I look forward to hearing from other councillors who did attend and whatever initiative the community with Council would like to take on supporting these services.

### Communications

There has been lots of recent FaceBook discussion about the lack of a regular update of city activities. Once every two weeks Councillors report back to Council about their activities and observations about the community. These reports are public and handed in 6 days before each regular meeting of Council. They appear in printed form within the regular meeting agenda. If staff or any member of the public wish to use any part of these reports for a local publication, they are more than welcome. We miss the Gazette reporter; however, we do owe Less and Lorraine a huge thank-you for filming and cataloguing and digitally filing entire public meetings.

# Request for Decision



To: Regular Meeting  
From: **Procedure Bylaw / Corporate Services**  
Date: May 6, 2019  
Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary  
Recommendation: **THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.**

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## Background

Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

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## Benefits or Impacts

### General

The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

### Strategic Impact



#### Community Engagement

- Information sharing with members of Council and the Public regarding regional issues.

### Policy/Legislation

Procedure Bylaw No. 1946, 2013

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## Recommendation

**THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.**

## Options

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

# Request for Decision



To: Regular Meeting  
From: **Corporate Services**  
Date: May 6, 2019  
Subject: Summer Event Liquor Permit Requests  
Recommendation: **THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks Car Show from 3:30pm-9:00pm on June 15, 2019 for a fenced-off area on Market Avenue, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed; and THAT Council approves the issuing of a Special Occasion Liquor Licence to the Downtown Business Association from 5:00pm-10:30pm on July 20, 2019 for a fenced-off area on Market Avenue, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.**

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## Background

Under the "Events Delegation" bylaw, events expected to draw crowds of more than 500 persons are required to obtain permission from Council for permission to obtain a Special Occasion Liquor License or variances to other bylaws.

The City has received two requests, attached, for Special Occasion Liquor License approval for events expecting in excess of 500 attendees.

The first is for June 15, 2019 for the Grand Forks Car Show, which will be set up on Market Avenue. The request is for a beer garden to be open from 3:30pm-9:00pm.

The second is for July 20, 2019 for the Downtown Business Association's "Party in the Street", also to be held on Market Avenue. The request is for a beer garden to be open from 5:00pm-10:30pm.

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## Policy/Legislation

Bylaw 2056 – Events Delegation



## Attachments

Special Event Request – Grand Forks Car Show

Special Event Request – Downtown Business Association

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## Recommendation

**THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks Car Show from 3:30pm-9:00pm on June 15, 2019 for a fenced-off area on Market Avenue, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed; and THAT Council approves the issuing of a Special Occasion Liquor Licence to the Downtown Business Association from 5:00pm-10:30pm on July 20, 2019 for a fenced-off area on Market Avenue, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.**

## Options

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

April 24<sup>th</sup> 2019

To whom it may concern,

I am submitting this letter to request permission for a Special Event Permit for the Downtown Business Association (DBA) to be able to organize and execute their plans to host "Party in the Street" on July 20, 2019.

Their plan is to set up this event like the fundraiser put on last year with a main stage area featuring hired entertainment and a beer garden area located at the intersection of Market Ave and 3<sup>rd</sup> St. They also plan to engage local businesses on Market Ave, both stores and restaurants to be a part of this event as well as other planned activities.

We anticipate we will draw a crowd of 2,000 people throughout this event which will run from noon – 10:30 pm, with the beer garden only being open from 5 – 10:30 pm in a fenced off area with only one way in and one way out.

Once the city approves this request at Council Meeting on May 6<sup>th</sup>, the DBA will then apply for all other licenses required.

Submitted for your action and approval.

Thank you,

Erinne Allen  
Event Manager for  
The City of Grand Forks  
Tel #: 780-207-7437  
Email: [eventsmanager@grandforks.ca](mailto:eventsmanager@grandforks.ca)

April 24<sup>th</sup> 2019

To whom it may concern,

I am submitting this letter to request permission for a Special Event Permit for the Grand Forks Car Show to be able to organize and execute their plans to host the car show on June 15, 2019.

Our plan is to set up this event on Market Ave. with a main stage area near The Source with hired entertainment and a beer garden area located at the intersection of Market Ave and 3<sup>rd</sup> St.

We anticipate we will draw a crowd of 2,000 people throughout this event which will run from 10:00am – 9:30 pm, with the beer garden only being open from 3:30 – 9:00 pm in a fenced off area with only one way in and one way out.

Once the city approves this request at Council Meeting on May 6<sup>th</sup>, the Grand Forks Car Show will then apply for all other licenses required.

Submitted for your action and approval.

Thank you,

Grand Forks Car Show

gf carshow@gmail.com

# Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: May 6, 2019

Subject: Temporary Use Permit Application - Parking Lot for Cannafest on the 2200 Block of 68th Avenue (FILE: TUP1901)

Recommendation: **THAT Council directs staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Parking Lot located on the 2200 Block of 68th Avenue.**

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## Background

The City has received a temporary use permit application from the owner of Cannafest to temporarily establish a parking lot on a vacant site adjacent to Brycen Place (Parcel Z). The parking area will accommodate organized day parking for the 3 day Cannafest Music Festival held in August. The temporary use permit, if approved, would be valid for a period of three years (renewable upon application for an additional three years).

Further details about this proposal are:

- The property is 2.7 hectares (6.7 acres) in size and is zoned R1 – Single and Two-family Residential (which does not permit parking lots as a single use on a lot);
- The property will be fenced along 70<sup>th</sup> and 68<sup>th</sup> Avenues during the Cannafest event;
- There will be no overnight parking permitted;
- Parking operations will be managed by on-site security/patrol and patrons will walk north to the event site or take a shuttle;
- A temporary use permit was issued in 2018 to accommodate RV camping immediately west of this site (the site has been fenced and irrigated); and
- A fire protection and suppression plan will be in effect while the site is used for parking.

Further applicant and site information is attached as Appendix A.

If Council approves this application to move forward, the permit application would be advertised in the Gazette and the immediate neighbours would be notified of the application. A draft permit would then be prepared and any comments received from the community would be transmitted for Council's consideration at an upcoming Council meeting.

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## Benefits or Impacts

### General

As a temporary use, the lot can be redeveloped at anytime for it's intended use as low density residential.

### Strategic Impact



#### Community Engagement

- The public and immediate neighbourhood will be invited to review and comment on this proposal thereby encouraging community participation on land use issues in the City.



#### Community Livability

- The property will be used as a parking lot for about 3 days a year. An operations plan will ensure orderly and secure parking options for festival patrons.



#### Economic Growth

- The parking area will foster and support this major community event which brings economic benefits to the entire community.



#### Fiscal Responsibility

- No City financial or staff resources will be used in the operation of this parking area.

### Policy/Legislation

The Local Government Act and the Official Community Plan.

## Attachments

Appendix A: Applicant and Site Information

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## Recommendation

**THAT Council directs staff to proceed with the statutory requirements for public notice respecting a Temporary Use Permit Application for a Parking Lot located on the 2200 Block of 68th Avenue.**

## Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.

3. THAT Council refers the matter back to staff for further information.

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**Applicant and Site Information**  
**Temporary Use Permit Application No. TUP1901**  
**Proposed Temporary Day Use Parking Lot – 2200 Block of 68<sup>th</sup> Avenue**

**Civic Address:** 2200 Block of 68<sup>th</sup> Avenue.

**Legal Description:** Parcel Z; Plan KAP35 District Lot 380 Land District 54; PID 008-286-701.

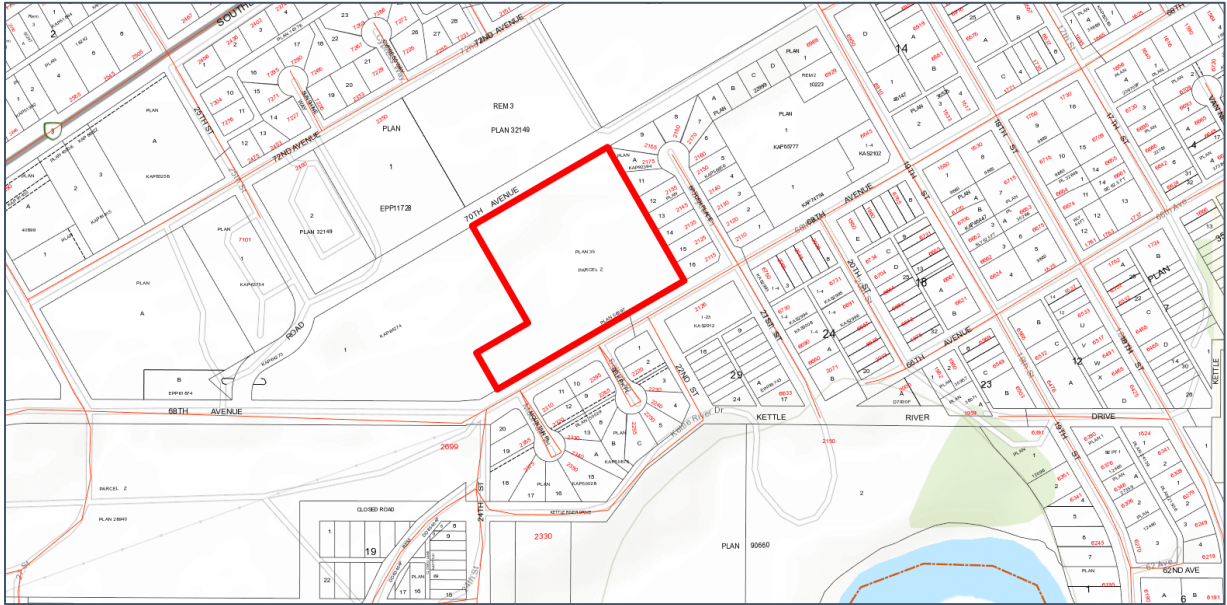
**Applicant/Owner:** 1185487 BC Ltd.

**Proposal:** To establish a temporary day parking area for Cannafest patrons.

**Existing Land Use:** Vacant uncultivated field.

**Adjacent Land Uses:** North – vacant, City-owned property; South – single family residential and an apartment building; East – residential zoned R1 (Brycen Place); West – vacant uncultivated field (irrigated, used for RV camping during Cannafest).

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



**OCP Land Use Designation:** Low Density Residential (LR).

**Development Permit Area:** N/A

**Servicing:** N/A. No infrastructure required.







### Report Approval Details

|                      |   |
|----------------------|---|
| Document Title:      | 2019-05-06 TUP1901-Parking Lot-Cannafest-RMC.docx |
| Attachments:         |   |
| Final Approval Date: | Apr 25, 2019                                      |

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

**Diane Heinrich - Apr 25, 2019 - 4:35 PM**

# Memo



To: Regular Meeting  
From: Chief Financial Officer  
Date: 2019-05-06  
Subject: Quarter 1 2019 Financial Reports

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## Background

The financial reports for the period ending March 31, 2019 are enclosed here for Council's review. These include a balance sheet, statements of revenues, expenditures and capital expenditures, and a reserve continuity schedule.

These statements have been prepared on what is essentially a cash basis, as staff does not normally accrue or defer revenues or expenses for interim financial reporting periods. Consequently, the timing of receipts or invoices may be a factor in whether particular revenues and expenses are captured during the current quarter.

The cutoff date for the bi-monthly utility billing was mid-February, with revenues here representing a month and a half of consumption. Certain revenues, notably franchise fees and business licences are invoiced in January and thus reflect the full annual amount of income. Tax revenues will be recognized upon issuance of the annual tax notices in May and thus will be included in the second quarter results.

The cost of purchased electricity for resale includes January and February amounts, and therefore represents a full two months of expense. Labour costs included in the various operating expenses are current to the pay period ending March 16<sup>th</sup>.

Capital expenditures, which include invoiced amounts only, totalled \$218,087 for the quarter. In addition to this, \$732,000 of purchase orders were issued during the quarter for work in progress or not yet started and therefore not invoiced prior to the end of March.

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## Benefits or Impacts

### General

The quarterly financial reports provide information about the City's financial performance relative to the annual budget.

### **Policy/Legislation**

2019-2023 Five Year Financial Plan Bylaw No. 2055

### **Attachments**

Quarter 1, 2019 Financial Reports

### Report Approval Details

|                      |                                |
|----------------------|--------------------------------|
| Document Title:      | Q1 2019 Financial Reports.docx |
| Attachments:         | - 2019 Q1 Report.pdf           |
| Final Approval Date: | Apr 25, 2019                   |

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

**Diane Heinrich - Apr 25, 2019 - 3:07 PM**

**CITY OF GRAND FORKS  
BALANCE SHEET SUMMARY  
March 31, 2019**

|   | <b>MAR 31<br/>2019</b> | <b>DEC 31<br/>2018</b> |
|---|------------------------|------------------------|
| <b>Financial Assets</b>                         |                        |                        |
| Cash - operating account                        | \$ 3,429,045           | \$ 5,402,456           |
| Cash - reserve accounts                         | 7,992,020              | 6,848,200              |
| Taxes receivable                                | 563,652                | 736,149                |
| Utilities receivable                            | 572,257                | 1,538,534              |
| Grants receivable                               | 248,180                | 294,030                |
| Other accounts receivable                       | 721,893                | 1,345,539              |
| Municipal Finance Authority deposit             | 31,949                 | 31,949                 |
| Inventories for resale                          | 38,216                 | 41,321                 |
| Land held for resale                            | 211,036                | 211,036                |
| Lease receivable                                | 70,175                 | 70,175                 |
|   | <b>13,878,423</b>      | <b>16,519,389</b>      |
| <b>Liabilities</b>                              |                        |                        |
| Trade accounts payable                          | 173,861                | 1,433,713              |
| Payroll liabilities                             | 846,227                | 845,720                |
| School taxes payable                            | -                      | 133,054                |
| Accrued interest payable                        | 965                    | 10,946                 |
| Accrued liabilities and other payables          | 34,658                 | 618,244                |
| Deferred revenues - prepaid taxes and utilities | 424,714                | 362,414                |
| Deferred revenues - grants and other            | 323,604                | 323,604                |
| Municipal Finance Authority short-term loans    | 1,944,280              | 1,944,280              |
| Development cost charges                        | 557,607                | 552,362                |
| Long-term debt                                  | 1,838,008              | 1,873,380              |
|   | <b>6,143,924</b>       | <b>8,097,717</b>       |
| <b>Net financial assets</b>                     | <b>7,734,499</b>       | <b>8,421,672</b>       |
| <b>Non-financial assets</b>                     |                        |                        |
| Prepaid expenses                                | 104,092                | 264,586                |
| Supplies inventory                              | 131,294                | 131,294                |
| Tangible capital assets                         | 26,604,148             | 26,802,859             |
| Assets under construction                       | 2,747,994              | 2,768,950              |
|   | <b>29,587,528</b>      | <b>29,967,689</b>      |
| Accumulated surplus, beginning of period        | \$ 38,389,361          | \$ 36,453,982          |
| Annual surplus                                  | (1,067,334)            | 1,935,379              |
| Accumulated surplus, end of period              | <b>37,322,027</b>      | <b>38,389,361</b>      |



# CITY OF GRAND FORKS REVENUES

For the Three Months Ending March 31, 2019

|  | FULL YEAR<br>2018   | APPROVED<br>BUDGET<br>2019 | YTD<br>2019        | % OF<br>BUDGET<br>2019 |
|--|---------------------|----------------------------|--------------------|------------------------|
| <b>General Fund Revenues</b>             |                     |                            |                    |                        |
| Property taxes                           | \$3,805,740         | \$3,805,740                | \$0                | 0%                     |
| Parcel & frontage taxes                  | 155,006             | 155,000                    |                    | 0%                     |
| Grants and Payments in Lieu              |                     |                            |                    |                        |
| Grants in Lieu                           | 16,626              | 16,627                     |                    | 0%                     |
| 1% Utility                               | 99,895              | 106,323                    |                    | 0%                     |
| Fees and Charges                         |                     |                            |                    |                        |
| Franchise Fees                           | 63,958              | 59,620                     | 59,620             | 100%                   |
| Slag Sales                               | 199,426             | 220,000                    | 47,883             | 22%                    |
| Solid Waste Collection                   | 230,116             | 262,660                    | 38,259             | 15%                    |
| Airport                                  | 108,888             | 83,850                     | 19,865             | 24%                    |
| Cemetery                                 | 23,461              | 21,500                     | 5,364              | 25%                    |
| Campground                               | 6,717               | 60,000                     |                    | 0%                     |
| Business Licences & Municipal Ticketing  | 30,800              | 30,500                     | 31,350             | 103%                   |
| Land Development                         | 42,299              | 37,000                     | 16,306             | 44%                    |
| Building Rentals & Leases                | 104,907             | 125,406                    | 13,476             | 11%                    |
| Miscellaneous Fees & Charges             | 9,576               | 1,000                      | 1,148              | 115%                   |
| Operating Grants & Donations             |                     |                            |                    |                        |
| Small Communities Operating Grant        | 503,246             | 508,000                    |                    | 0%                     |
| Other Operating Grants                   | 30,117              | 1,194,160                  | 331,800            | 28%                    |
| Rural Fire Recovery                      | 282,875             | 298,532                    |                    | 0%                     |
| Donations                                | 57,165              | 40,000                     | 800                | 2%                     |
| Capital Grants                           |                     |                            |                    |                        |
| Community Works Gas Tax                  | 231,206             | 233,000                    |                    | 0%                     |
| Other Capital Grants                     | 107,951             | 17,098,443                 | 15,000             | 0%                     |
| Other Revenues                           |                     |                            |                    |                        |
| Other Recoveries                         | 1,849,017           | 524,500                    | 45,564             | 9%                     |
| Investment Income                        | 121,765             | 102,280                    | 38,945             | 38%                    |
| Penalties & interest                     | 185,976             | 156,463                    | 31,496             | 20%                    |
| Gain on Sale of Assets                   | 224,986             |                            |                    |                        |
| <b>Total General Fund Revenues</b>       | <b>8,491,719</b>    | <b>25,140,604</b>          | <b>696,876</b>     | <b>3%</b>              |
| <b>Water Utility Revenues</b>            |                     |                            |                    |                        |
| Fees and Charges                         | 907,037             | 941,255                    | 143,888            | 15%                    |
| Other Recoveries                         | 35,160              |                            | 450                |                        |
| Capital Grants                           |                     | 128,000                    |                    | 0%                     |
| Other Revenues                           | 4,667               | 4,500                      | 328                | 7%                     |
| <b>Total Water Utility Revenues</b>      | <b>946,864</b>      | <b>1,073,755</b>           | <b>144,666</b>     | <b>13%</b>             |
| <b>Electrical Utility Revenues</b>       |                     |                            |                    |                        |
| Fees and Charges                         | 5,589,547           | 5,052,207                  | 748,555            | 15%                    |
| Other Recoveries                         | 16,563              |                            |                    |                        |
| Capital Grants                           |                     |                            |                    |                        |
| Other Revenues                           | 26,110              | 26,000                     | 1,694              | 7%                     |
| <b>Total Electrical Utility Revenues</b> | <b>5,632,220</b>    | <b>5,078,207</b>           | <b>750,249</b>     | <b>15%</b>             |
| <b>Wastewater Utility Revenues</b>       |                     |                            |                    |                        |
| Parcel & frontage taxes                  | 6,041               | 6,041                      |                    | 0%                     |
| Fees and Charges                         | 897,740             | 910,000                    | 147,544            | 16%                    |
| Other Recoveries                         |                     |                            |                    |                        |
| Capital Grants                           | 608,017             | 2,407,375                  | 174,795            | 7%                     |
| Other Revenues                           | 23,950              | 5,500                      | 300                | 5%                     |
| <b>Total Wastewater Utility Revenues</b> | <b>1,535,748</b>    | <b>3,328,916</b>           | <b>322,639</b>     | <b>10%</b>             |
| <b>TOTAL REVENUES</b>                    | <b>\$16,606,551</b> | <b>\$34,621,482</b>        | <b>\$1,914,430</b> | <b>6%</b>              |



**CITY OF GRAND FORKS**  
**EXPENDITURES**  
For the Three Months Ending March 31, 2019

|   | FULL YEAR<br>2018 | APPROVED<br>BUDGET<br>2019 | YTD<br>2019      | % OF<br>BUDGET<br>2019 |
|---|-------------------|----------------------------|------------------|------------------------|
| <b>GENERAL FUND</b>                     |                   |                            |                  |                        |
| General Government                      |                   |                            |                  |                        |
| Legislative Committees                  | 150               |                            |                  |                        |
| Legislative                             | 232,463           | 278,832                    | 73,164           | 26%                    |
| Administrative                          | 592,644           | 753,909                    | 169,689          | 23%                    |
| Finance                                 | 273,447           | 318,746                    | 67,938           | 21%                    |
| Information Technology                  | 65                |                            |                  |                        |
| Elections                               | 28,923            |                            |                  |                        |
| Communications                          | 9,378             | 58,000                     | 5,651            | 10%                    |
| Protective Services                     |                   |                            |                  |                        |
| Fire & Emergency                        | 657,622           | 695,354                    | 164,035          | 24%                    |
| Emergency Response                      | 565,060           | 128,500                    | 100,171          | 78%                    |
| Bylaw Enforcement & Protective Services | 94,653            | 127,006                    | 36,836           | 29%                    |
| Building Inspection Services            | 122,428           | 84,856                     | 9,986            | 12%                    |
| Wildlife Management                     | 659               | 14,200                     | 318              | 2%                     |
| Transportation Services                 |                   |                            |                  |                        |
| Airport                                 | 181,902           | 154,220                    | 49,921           | 32%                    |
| Roads (incl. flood protection)          | 932,526           | 1,878,664                  | 247,233          | 13%                    |
| Public Works Admin                      | 257,288           | 245,800                    | 74,713           | 30%                    |
| Net fleet revenue                       | (10,899)          | -                          | (7,345)          |                        |
| Development Services                    |                   |                            |                  |                        |
| Zoning & Planning                       | 160,933           | 228,830                    | 35,910           | 16%                    |
| Engineering                             | 148,531           | 174,570                    | 44,065           | 25%                    |
| Economic Development                    | 18,183            | 293,000                    | 6,790            | 2%                     |
| Property Management                     | -                 | 30,500                     | -                | 0%                     |
| Environmental Health Services           |                   |                            |                  |                        |
| Solid Waste                             | 245,383           | 259,160                    | 42,041           | 16%                    |
| Public Health Services                  |                   |                            |                  |                        |
| Cemetery                                | 45,435            | 73,230                     | 4,751            | 6%                     |
| Parks, Recreation and Cultural Services |                   |                            |                  |                        |
| Parks                                   | 516,999           | 567,673                    | 24,778           | 4%                     |
| Campground                              | 26,448            | 31,627                     | 2,496            | 8%                     |
| Fee For Service                         | 348,405           | 339,374                    | 7,300            | 2%                     |
| City Events                             | 14,727            | 18,950                     | -                | 0%                     |
| Public Real Estate                      |                   |                            |                  |                        |
| Facilities                              | 212,635           | 267,200                    | 52,103           | 19%                    |
| Emergency Repairs                       | 1,318,491         | 400,000                    | 149,792          | 37%                    |
| Parcel taxes for City property          | 25,778            | 27,000                     | -                | 0%                     |
| Total Operations                        | 7,020,257         | 7,449,201                  | 1,362,336        | 18%                    |
| Loss on disposal of assets              | 145,682           |                            |                  |                        |
| Debt interest                           | 47,603            | 61,371                     | 20,474           | 33%                    |
| Amortization                            | 1,150,252         | 1,197,732                  | 267,964          | 22%                    |
| <b>TOTAL GENERAL FUND</b>               | <b>8,363,794</b>  | <b>8,708,304</b>           | <b>1,650,774</b> | <b>19%</b>             |



**CITY OF GRAND FORKS**  
**EXPENDITURES**  
For the Three Months Ending March 31, 2019

|                                | FULL YEAR<br>2017 | APPROVED<br>BUDGET<br>2019 | YTD<br>2019      | % OF<br>BUDGET<br>2019 |
|--------------------------------|-------------------|----------------------------|------------------|------------------------|
| <b>WATER UTILITY</b>           |                   |                            |                  |                        |
| Operations                     | 663,709           | 779,430                    | 180,017          | 23%                    |
| Debt interest                  | 11,226            | 25,308                     | 4,260            | 17%                    |
| Amortization                   | 344,000           | 387,838                    | 90,626           | 23%                    |
| <b>TOTAL WATER</b>             | <b>1,018,935</b>  | <b>1,192,576</b>           | <b>274,903</b>   | <b>23%</b>             |
| <b>ELECTRICAL UTILITY</b>      |                   |                            |                  |                        |
| Operations                     | 521,200           | 664,700                    | 163,049          | 25%                    |
| Electrical Purchases           | 3,738,303         | 3,369,715                  | 620,954          | 18%                    |
| Loss on disposal of assets     | 10,388            | -                          | -                |                        |
| Debt interest                  | -                 | -                          | -                |                        |
| Amortization                   | 54,964            | 88,732                     | 28,320           | 32%                    |
| <b>TOTAL ELECTRICAL</b>        | <b>4,324,855</b>  | <b>4,123,147</b>           | <b>812,323</b>   | <b>20%</b>             |
| <b>WASTE WATER UTILITY</b>     |                   |                            |                  |                        |
| Operations                     | 702,992           | 701,960                    | 157,725          | 22%                    |
| Loss on disposal of assets     | 9,600             | -                          | -                |                        |
| Debt interest                  | 75,431            | 75,812                     | 35,195           | 46%                    |
| Amortization                   | 175,565           | 301,118                    | 50,844           | 17%                    |
| <b>TOTAL WASTE WATER</b>       | <b>963,588</b>    | <b>1,078,890</b>           | <b>243,764</b>   | <b>23%</b>             |
| <b>TOTAL EXPENSES</b>          | <b>14,671,172</b> | <b>15,102,917</b>          | <b>2,981,764</b> | <b>20%</b>             |
| <b>DEBT PRINCIPAL PAYMENTS</b> | <b>357,405</b>    | <b>352,847</b>             | <b>35,372</b>    | <b>10%</b>             |





**CITY OF GRAND FORKS**  
**CAPITAL EXPENDITURES**  
For the Three Months Ending March 31, 2019

|   | APPROVED<br>BUDGET<br>2019 | YTD<br>2019 | % OF<br>BUDGET<br>2019 | FUNDING SOURCE               |
|---|----------------------------|-------------|------------------------|------------------------------|
| <b>GENERAL OPERATIONS</b>                     |                            |             |                        |                              |
| Silver Kettle Sidewalk                        | 26,454                     |             | 0%                     | Capital reserve              |
| Public Works Fuel Tanks                       | 92,754                     | 752         | 1%                     | Capital reserve              |
| Public Works - 22nd Street                    | 32,721                     |             | 0%                     | Debt                         |
| Wayfaring Signs                               | 53,750                     |             | 0%                     | Slag Reserve                 |
| Airport AWOS Upgrade                          | 8,377                      | 4,855       | 58%                    | Capital reserve/grant        |
| Expo Sign changes                             | 23,000                     | 54          | 0%                     | Slag Reserve                 |
| Library HRV                                   | 12,000                     |             | 0%                     | Other                        |
| Flood Plain Mapping & Risk Assessment         | 90,160                     | 11,107      | 12%                    | Capital reserve/grant        |
| Flood Plain Risk Management & Protection      | 172,628                    | 21,560      | 12%                    | Grant                        |
| City Park Campground Upgrade                  | 70,000                     |             | 0%                     | Slag Reserve                 |
| Data Collection Equipment                     | 24,661                     |             | 0%                     | Capital reserve              |
| LED Street Lighting                           | 139,700                    | 10,100      | 7%                     | Capital reserve              |
| Public Works Upgrades                         | 6,409                      | 5,874       | 92%                    | Capital reserve              |
| Facilities Review                             | 10,000                     |             | 0%                     | Capital reserve              |
| Annual Facility upgrades and replacement plan | 15,000                     |             | 0%                     | Capital reserve              |
| Annual Emergency Facility Fund                | 30,000                     |             | 0%                     | Capital reserve              |
| City Hall HVAC                                | 7,500                      | 7,270       | 97%                    | Capital reserve              |
| Renewable energy program                      | 25,000                     |             | 0%                     | Capital reserve              |
| Central Ave Sidewalk Replacement              | 11,550                     |             | 0%                     | Capital reserve              |
| 7th Street Storm Sewer                        | 10,000                     |             | 0%                     | Capital reserve              |
| Dike Reconstruction                           | 2,406,000                  |             | 0%                     | Capital reserve/grant        |
| SolarNow Solar Panel Installation             | 38,500                     |             | 0%                     | Climate Action reserve/grant |
| Annual Low Impact Storm water Program         | 25,000                     |             | 0%                     | Capital reserve              |
| Library Roof Repairs                          | 250,000                    |             | 0%                     | Slag Reserve                 |
| Library Feasibility Study                     | 16,000                     |             | 0%                     | Slag Reserve                 |
| Facility Security Systems                     | 50,000                     |             | 0%                     | Slag Reserve                 |
| Printers and IT Equipment                     | 70,000                     | 6,984       | 10%                    | Slag Reserve                 |
| Construction Fencing                          | 15,000                     |             | 0%                     | Capital reserve              |
| Downtown Sidewalk Drops                       | 15,000                     |             | 0%                     | Capital reserve              |
| Storm Water Management Plan                   | 60,000                     |             | 0%                     | Capital reserve              |
| Bridge Repairs                                | 50,000                     |             | 0%                     | Capital reserve              |
| Emergency Gaps Funding                        | 250,000                    | 250         | 0%                     | Capital reserve              |
| SIIP Capital and Planning                     | 1,100,000                  |             | 0%                     | Gas tax/slag/operations      |
| National Disaster Mitigation Plan             | 300,000                    |             | 0%                     | Capital reserve              |
| Disaster Mitigation & Adaptation              | 15,327,471                 |             | 0%                     | Capital reserve/grant        |
| Fleet Replacement                             | 285,900                    |             | 0%                     | Capital reserve              |
| Electric Mower                                | 20,000                     |             | 0%                     | Equipment reserve            |
| Service Truck Replacement                     | 15,300                     | 15,295      | 100%                   | Capital reserve              |
| Command Vehicle 2 Replacement                 | 80,000                     |             | 0%                     | Capital reserve              |
| Land Purchase                                 | -                          | 65,041      |                        |                              |
| <b>ELECTRICAL</b>                             |                            |             |                        |                              |
| Electrical Engineering                        | 30,367                     |             | 0%                     | Capital reserve              |
| Annual Electrical System Upgrade Programs     | 100,000                    | 34          | 0%                     | Electrical capital reserve   |
| Fuse Coordination Study and implementation    | 15,000                     |             | 0%                     | Electrical capital reserve   |
| Electrical Master Plan                        | 35,000                     |             | 0%                     | Electrical capital reserve   |
| Recloser for FDR 5                            | 30,000                     |             | 0%                     | Electrical capital reserve   |
| Electrical System Upgrades                    | 50,000                     |             | 0%                     | Electrical capital reserve   |
| Valley Heights - Transformers                 | 60,000                     |             | 0%                     | Electrical capital reserve   |
| Pole Changes - FDR 3 & 5                      | 20,000                     |             | 0%                     | Electrical capital reserve   |
| Three Phase Meter Change                      | 40,000                     |             | 0%                     | Electrical capital reserve   |



**CITY OF GRAND FORKS**  
**CAPITAL EXPENDITURES**  
For the Three Months Ending March 31, 2019

|  | APPROVED<br>BUDGET<br>2019 | YTD<br>2019    | % OF<br>BUDGET<br>2019 | FUNDING SOURCE           |
|--|----------------------------|----------------|------------------------|--------------------------|
| <b>WASTEWATER</b>                                  |                            |                |                        |                          |
| Wastewater Treatment Plant UV                      | 427,295                    | 13,200         | 3%                     | Land sales reserve/grant |
| 3rd Street Sewer Main Repair                       | 35,300                     |                | 0%                     | Capital reserve          |
| Wastewater Treatment Plant Upgrades                | 2,557,242                  | 29,044         | 1%                     | Capital reserve/grant    |
| Bio-Solids Land Application Plan                   | 25,000                     |                | 0%                     | Capital reserve          |
| Sewer Main Relining                                | 58,785                     |                | 0%                     | Capital reserve          |
| Granby River Force Main Crossing                   | 7,160                      |                | 0%                     | Capital reserve          |
| MWR Discharge Requirements                         | 100,000                    |                | 0%                     | Capital reserve          |
| Inflow & Infiltration Study                        | 50,000                     |                |                        | Capital reserve          |
| Industrial Lift Station Rebuild                    | 300,000                    |                |                        | Capital reserve          |
| Inspection Chamber Installations                   | 10,000                     |                |                        | Sewer capital reserve    |
| City Park Pump Replacement                         | 90,000                     |                |                        | Capital reserve          |
| Flood Alert Sewer Monitoring                       | 24,000                     |                |                        | Sewer capital reserve    |
| Emergency Repair Funds                             | 160,000                    |                |                        | Capital/electrical/water |
| <b>WATER</b>                                       |                            |                |                        |                          |
| 5th Street Watermain Replacement                   | 25,600                     |                | 0%                     | Gas tax reserve          |
| West Side Fire Protection                          | 858,395                    | 25,023         | 3%                     | Debt                     |
| Water Supply & Conservation                        | 10,000                     |                | 0%                     | Water capital reserve    |
| Granby Water Crossing / Yale Bridge water main     | 10,000                     |                | 0%                     | Water capital reserve    |
| Interfor Property Isolation                        | 150,000                    |                | 0%                     | Capital reserve          |
| Well 5 VFD   | 40,000                     | 1,644          | 4%                     | Capital reserve          |
| Shared Property (strata, trailers) Water Meters    | 28,130                     |                | 0%                     | Gas tax reserve          |
| Water service upgrade - City Park, 7th St., etc... | 120,903                    |                | 0%                     | Capital reserve          |
| 136 Sagamore/Airport Water Line Extension          | 25,000                     |                | 0%                     | Water capital reserve    |
| Airport Water Main Looping                         | 60,459                     |                | 0%                     | Capital reserve          |
| Water Main Airport                                 | 128,000                    |                | 0%                     | Grant                    |
| Galvanized Main Replacement                        | 50,000                     |                | 0%                     | Water capital reserve    |
| <b>TOTAL CAPITAL</b>                               | <b>26,967,471</b>          | <b>218,087</b> | <b>1%</b>              |                          |



**CITY OF GRAND FORKS**  
**RESERVE INCOME AND TRANSFERS**  
For the Three Months Ending March 31, 2019

|                               | Climate<br>Action | Capital<br>Reserve | Water<br>Capital | Electrical<br>Capital | Sewer<br>Capital | Equipment     | Land Sales     | Parking      | Slag           | Gas Tax        | Total            |
|-------------------------------|-------------------|--------------------|------------------|-----------------------|------------------|---------------|----------------|--------------|----------------|----------------|------------------|
| <b>Balance - Dec 31, 2018</b> | <b>30,159</b>     | <b>3,974,336</b>   | <b>269,536</b>   | <b>1,050,990</b>      | <b>46,562</b>    | <b>60,153</b> | <b>469,740</b> | <b>4,272</b> | <b>718,584</b> | <b>736,244</b> | <b>7,360,576</b> |
| Interest income               | 251               | 19,711             | 1,337            | 5,212                 | 231              | 590           | 2,188          | 27           | 4,532          | 4,865          | 38,944           |
| Revenue transfers to reserves |                   |                    |                  |                       |                  |               |                |              |                |                |                  |
| Slag revenues                 |                   |                    |                  |                       |                  |               |                |              | 47,883         |                | 47,883           |
| CARIP grant                   |                   |                    |                  |                       |                  |               |                |              |                |                |                  |
| Gas Tax grant                 |                   |                    |                  |                       |                  |               |                |              |                |                |                  |
| <b>Balance - Mar 31, 2019</b> | <b>30,410</b>     | <b>3,994,047</b>   | <b>270,873</b>   | <b>1,056,202</b>      | <b>46,793</b>    | <b>60,743</b> | <b>471,928</b> | <b>4,299</b> | <b>770,999</b> | <b>741,109</b> | <b>7,447,403</b> |

# Request for Decision



To: Regular Meeting  
From: Chief Financial Officer  
Date: May 6, 2019  
Subject: 2019 Tax Rates Bylaw No. 2058  
Recommendation: **THAT Council gives final reading to the 2019 Tax Rates Bylaw No. 2058**

---

## 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 amount of 2019 property tax revenue included in the Five Year Financial Plan is \$3,805,740. This tax rates bylaw sets revenues from Class 4 Major Industry at the same amount as 2018, caps the rate for Class 2 Utilities at \$40 per \$1,000 of assessed value, and uses the same multiples as last year for the remaining classes. The residential tax rate under this option is \$4.6425 per \$1,000 of assessed value.

The tax rates for the regional and hospital districts are determined by the amount levied by those authorities, and are based on legislated provincial class multiples.

The 2019 Tax Rates Bylaw No. 2058 was introduced to the Committee of the Whole on April 8, 2019, and given first three readings on April 23, 2019. The bylaw is presented here for final reading.

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## Benefits or Impacts

### General

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

## Strategic Impact



### Fiscal Responsibility

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

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

## Policy/Legislation

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

## Attachments

2019 Tax Rates Bylaw No. 2058

---

## Recommendation

**THAT Council gives final reading to the 2019 Tax Rates Bylaw No. 2058**

## Options

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

### Report Approval Details

|                      |  |
|----------------------|--|
| Document Title:      | Bylaw 2058 2019 Tax Rates.docx               |
| Attachments:         | - By2058 - 2019 Property Tax Rates Bylaw.pdf |
| Final Approval Date: | Apr 25, 2019                                 |

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

**Diane Heinrich - Apr 25, 2019 - 4:24 PM**

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2058**

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

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

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

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

Finally adopted on this 6<sup>th</sup> day of May 2019.

---

Mayor Brian Taylor

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Corporate Officer Daniel Drexler

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

I hereby certify the foregoing to be a true and correct copy of the "2019 Annual Tax Rates Bylaw, No. 2058 as adopted by the Municipal Council of the City of Grand Forks on this 6th day of May, 2019.

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



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

| Property Class | Description             | "A"   | "B"   | "C"                                    |
|----------------|-------------------------|---|---|--|
|                |                         | General Municipal                                   | West Kootenay Boundary Regional Hospital District | Regional District of Kootenay Boundary |
|                |                         | (Dollars of tax per \$1,000 taxable assessed value) |   |  |
| 01             | Residential             | 4.6425  | 0.2621  | 2.1032                                 |
| 02             | Utility                 | 40.000  | 0.9174  | 7.3612                                 |
| 03             | Supportive Housing      | 4.6425  | 0.2621  | 2.1032                                 |
| 04             | Major Industry          | 43.3013   | 0.8911  | 7.1509                                 |
| 05             | Light Industry          | 13.6025   | 0.8911  | 7.1509                                 |
| 06             | Business/Other          | 11.0956   | 0.6421  | 5.1528                                 |
| 07             | Managed Forest Land     | 13.9275   | 0.7863  | 6.3096                                 |
| 08             | Recreational/Non-Profit | 3.7140  | 0.2621  | 2.1032                                 |
| 09             | Farm                    | 5.0139  | 0.2621  | 2.1032                                 |

# Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: May 6, 2019

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

Recommendation: **THAT Council give third reading to Zoning Bylaw Amendment No. 2039-A5.**

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## Summary

In early 2017, the City received a request to support an application to the Agricultural Land Commission (ALC) to subdivide and rezone 0.5 hectares (ha) for parking lot expansion to relieve congestion and alleviate safety concerns at John A. Hutton Elementary School. The application was submitted to the ALC by the owners of the two properties required for the development to occur: ABH Tire Ltd., Inc. No BC0260429 and the Board of Education of School District 51.

The proposal submitted to the ALC by the applicants was to subdivide 0.5 ha from a 13.4 ha parcel (**Property 1** - farm land) and consolidate the 0.5 ha parcel with the 2.4 ha parcel (**Property 2** – John A. Hutton Elementary School) to permit the construction of additional parking for John A. Hutton Elementary School.

The current zoning for property 1 is R4A - Rural Residential 4A. The current zoning for property 2 is CU – Community Use. A rezoning is required because “educational buildings” are not permitted in the R4A zone. “Educational buildings” are permitted in the CU zone. Section 56.3 of Zoning Bylaw 2039 permits buildings and structures accessory to the uses permitted in the CU zone. The proposed parking lot is an accessory structure.

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

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## Background

At the July 17, 2017 regular meeting, Council supported the application and directed staff to complete the Local Government Report and submit to the Agricultural Land Commission.

On June 6, 2018, the applicants received approval of their joint submission to the Agricultural Land Commission (ALC) for a lot line boundary adjustment and non-farm use within the Agricultural Land Reserve (ALR) (Appendix B).

At the April 8, 2019 regular meeting, Council gave first and second readings for the Zoning Bylaw amendment and instructed staff to schedule a public hearing and proceed with the legislative requirements to complete the subdivision/rezoning/consolidation process required for the development to proceed.

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

## Properties

### Property 1

**Parcel Identifier:** 007-247-095

**Legal Description:**

Lot 2, Plan KAP5090, District Lot 520, Similkameen Division Yale District, Except:

1. Plan 5210, 8653, 11971, 12795, 13376, 19535, 21583, 23494, and 38138
2. Parts Outlined in Red on Plans B7375 and E10098.

**Area:** 13.4 ha

**Civic Address:** 2393 75<sup>th</sup> Ave

**Owner:** ABH Tire Ltd.

### Property 2

**Parcel Identifier:** 009-241-051

**Legal Description:**

Lot A, District Lot 520, Similkameen Division, Yale District, Plan 13376

**Area:** 2.4 ha

**Civic Address:** 2575 75<sup>th</sup> Ave

**Owner:** John A. Hutton Elementary School

## Policy and Zoning Framework

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

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

One of the guiding principles in the OCP is to ensure safety for all. This is inline with the OCP principle to improve mobility by creating more opportunity for safe and convenient movement around the City by foot and cycle.

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

The major road fronting John A. Hutton Elementary School, 75<sup>th</sup> Avenue, is highlighted as part of the proposed non-motorized trail system in the OCP bicycle network plan.

## Servicing and Infrastructure

The applicant will be required to enter into a Works and Services Agreement with the City. The Works and Services Agreement will be finalized prior to final reading of the rezoning bylaw. Components of the Works and Services Agreement may include but are not limited to required infrastructure, landscaping, screening, fencing and fees and charges as required.

## Proposed Timing

If the rezoning application moves forward, the next steps and estimated time frame are as outlined below:

| ACTIVITY   | TIMING  |
|--|---|
| Committee of the Whole recommends that the application / bylaw move forward to the regular meeting for 1 <sup>st</sup> and 2 <sup>nd</sup> readings. | April 8, 2019                                       |
| The rezoning bylaw goes before council for 1 <sup>st</sup> and 2 <sup>nd</sup> readings.   | April 8, 2019                                       |
| Bylaw and Public Hearing advertised twice and residents within 30m notified in writing of the application.   | April 21 <sup>st</sup> & May 1 <sup>st</sup> , 2019 |
| Public Hearing held by City Council.   | May 6 <sup>th</sup> , 2019                          |
| <b>Third reading of the rezoning bylaw</b>   | <b>May 6<sup>th</sup>, 2019</b>                     |
| <b>Works and Services Agreement finalized; Ministry of Transportation and Infrastructure Approval</b>  | <b>April/May, 2019</b>                              |
| <b>Fourth (final) reading of the bylaw</b>   | <b>May 21<sup>st</sup>, 2019</b>                    |
| <b>Site Servicing completed</b>  | <b>May 21<sup>st</sup>, 2019</b>                    |

## Benefits or Impacts

## General

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

## Strategic Impact



### Community Engagement

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



### Community Livability

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

## Policy/Legislation

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

## Attachments

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

## Recommendation

**THAT Council give third reading to Zoning Bylaw Amendment No. 2039-A5.**

## Options

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

## Report Approval Details

|                      |  |
|----------------------|--|
| Document Title:      | 2019-05-06-ZA1903-2575-75th_Ave-SubRezone_D.docx   |
| Attachments:         | <ul style="list-style-type: none"><li>- 2019-04-08-ZA1903-Appendix_A-ApplicantSite_Red_Redacted.pdf</li><li>- 2019-04-08-ZA1903-Appendix_B-ALC56485.pdf</li><li>- 2019-04-08-ZA1903-Appendix_C-DCDeanAss_Traffic_Parking_Study.pdf</li><li>- 2019-04-08-ZA1903-Appendix_D_DRAFT_Bylaw_2039-A5_Rezoning.pdf</li></ul> |
| Final Approval Date: | Apr 29, 2019   |

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

**Dolores Sheets - Apr 25, 2019 - 4:01 PM**

**Diane Heinrich - Apr 29, 2019 - 3:25 PM**



THE CORPORATION OF THE CITY OF GRAND FORKS

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



REZONING APPLICATION

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

Applicant Information

Registered Owner(s): ABH TIRE LTD

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

Owner's Mailing Address:

2923 Central ave Grand Forks BC  
V0H 1H2

E-mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Property Information

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

P.I.D.: 007 247 095

Civic Address of Property: \_\_\_\_\_

Rezoning Proposal

Current Zoning: R4A Current OCP Designation: \_\_\_\_\_ Proposed Zoning: CU

Summary of Proposal:

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

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**Submission Requirements:**

Please submit the following information with this application:

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

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

**Applicant Acknowledgement**

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

|   |   |
|---|---|
|  |  |
| Applicant's signature   | Date  |

Thank you for providing information about your proposal.  
If you have any questions, please contact City staff at (250) 442-8266 or [planning@grandforks.ca](mailto:planning@grandforks.ca).



THE CORPORATION OF THE CITY OF GRAND FORKS



**Subdivision Application Form**

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

**Contact Information**

Name of Applicant (Contact Person):

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

Company Name (if applicable):

ABH TIRE LTD

Company Search (if applicable):

Phone 1:

Phone 2:

Fax:

Email:

Mailing Address:

2923 Central ave Grand Forks BC V0H 1H2

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

**Property**

Civic Address of Property:

75th Ave

Zoning of Property:

R4A → CU

Subdivision Type:

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

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

Signature for Subdivision Review

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

March 20/19  
Date

Applicant Signature (print name also)

Date

Applicant Signature (print name also)



## Subdivision Application Fees

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

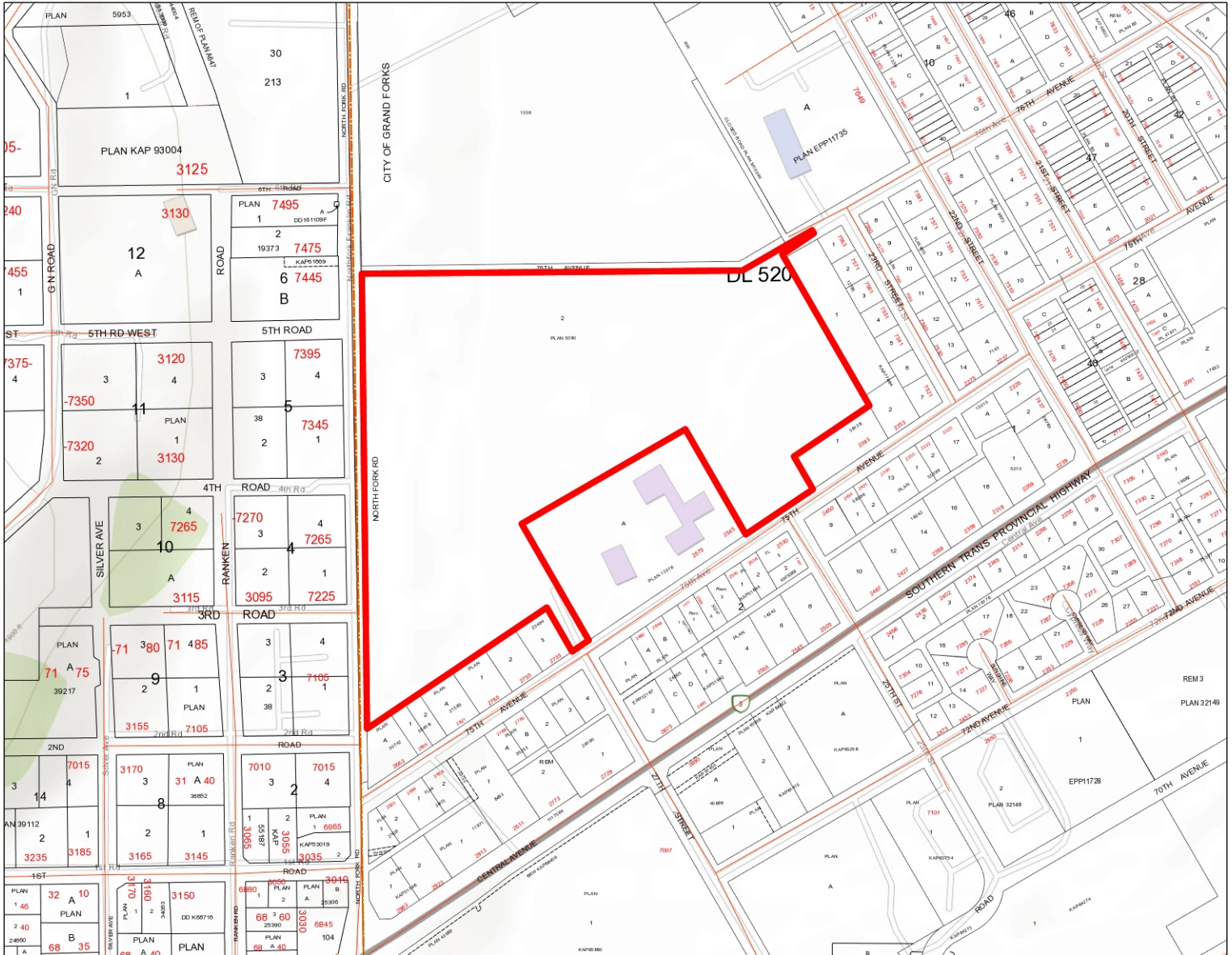
| Final Application Fees   |    |
|--|----|
| The following fees must be paid to the City of Grand Forks at the time of application: |    |
| <input type="checkbox"/> Final Subdivision Approval                                    | \$ |
| <input type="checkbox"/> Final Approval for each phase of Form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





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





Scale 1: 4,514

## Legal Information

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



Scale 1: 2,257

## Legal Information

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



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

June 6, 2018

ALC File: 56485

**Jeremy Martens**

**DELIVERED ELECTRONICALLY**

Dear Mr. Martens:

**Re: Application 56485 for subdivision in the Agricultural Land Reserve**

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

**Review of Decisions by the Chair**

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

**Request for Reconsideration of a Decision**

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

Please direct further correspondence with respect to this application to Riccardo Peggi at [Riccardo.Peggi@gov.bc.ca](mailto:Riccardo.Peggi@gov.bc.ca).

Yours truly,

A handwritten signature in black ink, appearing to read 'Ric Peggi', is written over a light blue circular stamp.

Riccardo Peggi, Land Use Planner

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

cc: City of Grand Forks (File: 2017\_ALC\_56485)



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

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

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

**Agent:** Jeremy Martens

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

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

**Panel:** David Zehnder , Kootenay Panel Chair  
Ian Knudsen

## **OVERVIEW**

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

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

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

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

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



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

## **EVIDENTIARY RECORD**

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

## **BACKGROUND**

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

## **EVIDENCE AND FINDINGS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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



**Weighing the factors in priority**

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

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

**DECISION**

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

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



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

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

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

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

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

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

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

**David Zehnder, Panel Chair**

On behalf of the Kootenay Panel





Agricultural Land Commission Decision Map  
ALC File 56485 (ABH Tires)  
Conditionally Approved Boundary Adjustment  
ALC Resolution #172/2018



2018 December 17

Jeremy Martens

DELIVERED ELECTRONICALLY

Dear Sir:

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

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

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

**Exhibit 1 – School Location**



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

**Scope of Study**

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

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

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

#### John A Hutton Elementary Numbers



The following data was obtained from staff at the school:

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





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

#### Site Observations

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

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



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

### Identified Issues

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

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

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

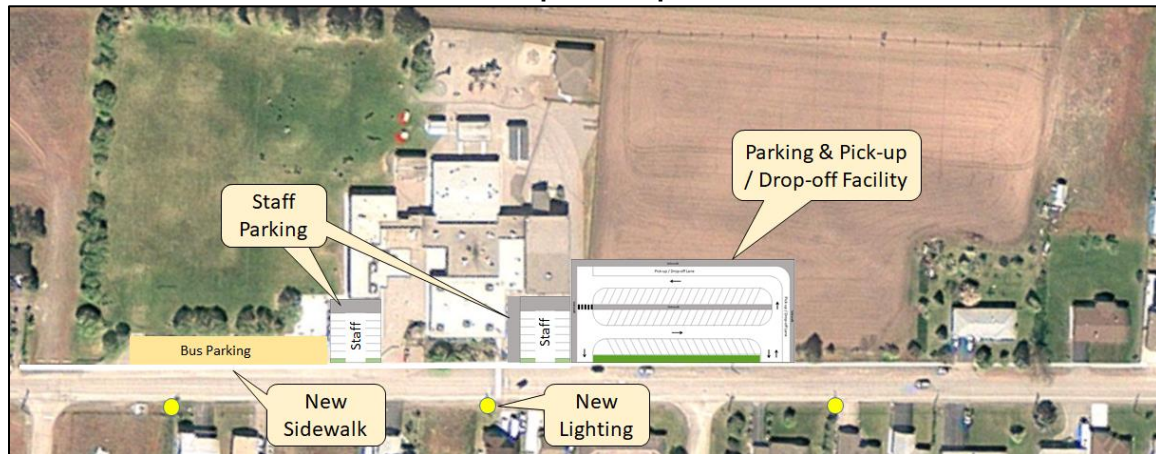
- **Unsafe driving behaviour** – Numerous examples of parents making unsafe movements were observed including U-turns, driving on wrong side of road, picking up in middle of road, inappropriate parking choices. This is quite likely influenced by the lack of proper facilities, and formalized areas of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

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

#### Proposed Improvements

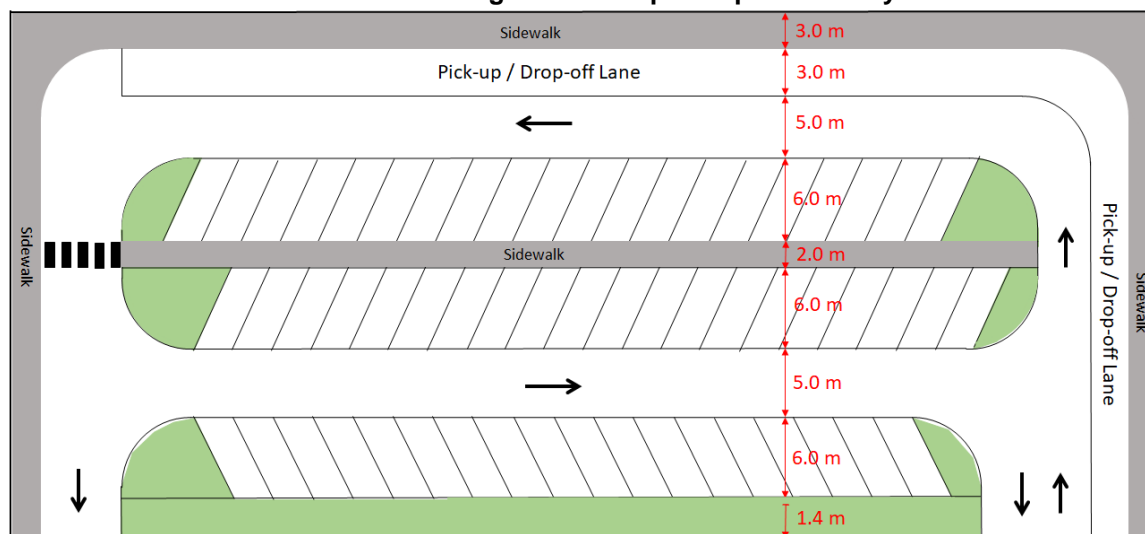
A suite of improvements are proposed in order to address the safety concerns relating to the peak period parking and pick-up / drop-off requirements of the school. Reference is made to Exhibit 2 for a schematic of each of the components:

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

**Exhibit 2 – Proposed Improvements**

### Parking / Pick-up and Drop-off facilities

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

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

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

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

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

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

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

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

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

Yours truly,

D.C. DEAN ASSOCIATES INC.



David Dean, P.Eng.

THE CORPORATION OF THE CITY OF GRAND FORKS

Bylaw No. 2039-A5

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

=====

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

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

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

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

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

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

**FINALLY ADOPTED** this      day of      , 2019.

\_\_\_\_\_  
Mayor Brian Taylor

\_\_\_\_\_  
Corporate Officer Daniel Drexler

**CERTIFICATE**

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

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Corporate Officer of the Corporation of the  
City of Grand Forks

DRAFT