



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2019-14
Date: Monday, August 12, 2019, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
August 12, 2019, Regular Meeting agenda

Recommendation

THAT Council adopts the August 12, 2019, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Regular
July 15, 2019, Regular Meeting minutes

6 - 17

Recommendation

THAT Council adopts the July 15, 2019, Regular Meeting minutes as presented.

- b. Adopt minutes - Public Hearing
July 15, 2019, Public Hearing minutes

18 - 21

Recommendation

THAT Council adopts the July 15, 2019, Public Hearing Meeting minutes as presented.

- c. Adopt minutes - Special to go In-Camera
July 15 and July 23, 2019, Special to go In-Camera Meeting minutes

22 - 26

Recommendation

THAT Council adopts the July 15 and the July 23, 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

27 - 30

Recommendation

THAT all reports of Council at the August 12, 2019, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative

31 - 31

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

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

Recommendation

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

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Fire Department Capital and Operating Budget re-allocation

32 - 41

Emergency Services / Corporate Services

Recommendation

THAT Council approves the following items: 1. Remove the Capital Project "Command Vehicle 2" - \$80,000, 2. Create a new Capital Project "Fire Dept. Equipment" - \$27,000, 3. Allocate an additional \$53,000 to the Fire Department Operating Budget; and directs staff to amend the Five-Year Financial Plan bylaw to include these changes.

- b. Voting Delegates – Municipal Insurance Association of BC

42 - 43

Corporate Services

Recommendation

THAT Council appoint _____ as delegate to the Municipal Insurance Association of BC Annual General Meeting and _____ and _____ as alternate delegates.

- c. Funding Source – 70th Avenue lots A-D

44 - 46

Corporate Services

Recommendation

THAT Council determine to fund the completed purchase of the four lots legally described as: Lot A, DL 380, SDYD, KAP22999; Lot B, DL 380, SDYD, KAP22999; Lot C, DL 380, SDYD, KAP22999; Lot D, DL 380, SDYD, KAP22999 from the Land Sales Reserve.

Recommendation

THAT Council directs Staff to include the change as part of the financial plan amendment process.

- d. Formal Designation of the "Market District"

47 - 55

Development, Engineering and Planning

Recommendation

THAT Council receives this report for information.

Recommendation

THAT Council designates the properties along Market Avenue as a distinct geographical area in the City entitled “The Market District” for purposes of land use management, signage design, urban design, tourism development and revitalization initiatives.

- e. Wayfinding Strategic Plan Rural Dividend Fund Application
Development, Engineering and Planning

56 - 58

Recommendation

THAT Council directs staff to apply for the Rural Dividend Fund for \$40,000 of a \$50,000 Wayfinding Strategic Plan.

- f. Strategies to Increase Affordable and Attainable Housing Options in Grand Forks
Development, Engineering and Planning

59 - 79

Recommendation

THAT Council delegate the issuance of Development Permits for Garden Suites to City Staff.

Recommendation

THAT Council direct staff to:

1) Obtain servicing and development costs, undertake financial and feasibility analyses and report back to Council on the potential City-initiated housing projects outlined in this report (and listed in Appendix “A”); 2) Move forward with advertising and communications to heighten awareness in the community about secondary and garden suites, tiny homes and infill housing opportunities; and 3) Waive the development and building permit fees for garden and secondary suites in the City.

- g. Revised Policy 802 - Procurement
Financial Services

80 - 101

Recommendation

THAT Council approves Procurement Policy 802, Revision version 2.

- h. Audit Services for years ending December 31, 2019 and December 31, 2020
Financial Services

102 - 104

Recommendation

THAT Council approves the City’s entering into a contract with KH Burch Kientz Inc. for audit services for the 2019 and 2020 fiscal years.

Recommendation

THAT Council appoints KH Burch Kientz Inc. as auditors for the 2019 and 2020 fiscal years.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a. Q2 2019 Financial Reports 105 - 114
Chief Financial Officer
- b. Flippin Fun Gymnastics 115 - 115
Letter of request for multi-purpose location
- c. Grand Forks Community Trails Society 116 - 116
Email of concern for the Trans Canada Trail between Coalshute and Central
- d. Heather, Chilliwack, BC 117 - 117
Email of good remarks regarding our Campground Attendant

11. BYLAWS

- a. Bylaw No. 2039-A7 Proposed Rezoning from R1 to R2 at 2680 - 75th Avenue 118 - 127
Development, Engineering & Planning

Recommendation

THAT Council approves the variance request for relaxation of the rear yard setback from 6.0m to 2.72m on proposed Lot 2.

Recommendation

THAT Council gives Fourth reading to Zoning Bylaw Amendment Bylaw 2039-A7.

- b. Bylaw Amendment No. 2039-A8 Proposed Rezoning of approx. 0.3399 Hectare (0.84 acre) parcel from Highway Commercial to Tourist Commercial 128 - 139
Development, Engineering & Planning

Recommendation

THAT Council give first and second readings to Zoning Bylaw Amendment No. 2039-A8 at the August 12, 2019, Regular Council Meeting.

Recommendation

THAT Council waive the \$1,000.00 rezoning application fee.

Recommendation

THAT Council direct staff to move forward with the legislative requirements for the rezoning.

12. LATE ITEMS

13. ITEMS RELEASED FROM IN-CAMERA

- a. Release of In-Camera Minutes 140 - 152
July 15, 2019 - Minutes regarding Roxul Inc. Group - Licence of Occupation for City owned land

No Resolution of Council is necessary.

14. QUESTIONS FROM THE PUBLIC AND THE MEDIA

15. ADJOURNMENT



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

Meeting #: R-2019-13
Date: Monday, July 15, 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
Juliette Rhodes - Chief Financial Officer
Cavan Gates - Deputy Manager of Operations & Sustainability
Wendy Whelen - Planning Technician
Graham Watt - Recovery Manager
David Bruce - Manager of Inspection & Bylaw Services

GALLERY

1. CALL TO ORDER

Mayor Taylor called the July 15, 2019, Regular Meeting to order at 7:00 pm.

2. ADOPTION OF AGENDA

- a. Adopt agenda

July 15, 2019, Regular Meeting agenda

The Mayor asked that several late items be added to section 12 of the agenda subsequent to the morning's Committee-of-the-Whole meeting.

Resolution #: R236/19/07/15 MOVED/SECONDED

THAT Council adopts the July 15, 2019, Regular Meeting agenda as amended.

Carried

3. MINUTES

- a. Adopt minutes - Public Hearing and Public Feedback

June 24, 2019, Public Hearing and Public Feedback minutes

Resolution #: R237/19/07/15 MOVED/SECONDED

THAT Council adopts the June 24, 2019, Public Feedback and Public Hearing Meeting minutes as presented.

Carried

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

June 24, 2019, Special to go In-Camera Meeting minutes

Resolution #: R238/19/07/15 MOVED/SECONDED

THAT Council adopts the June 24, 2019, Special to go In-Camera Meeting minutes as presented.

Carried

- c. Adopt minutes - Regular

June 24, 2019, Regular Meeting minutes

Councillor Moslin asked Council to provide notice of motions in advance of meetings when possible.

Resolution #: R239/19/07/15 MOVED/SECONDED

THAT Council adopts the June 24, 2019, Regular Meeting minutes as presented.

Carried

d. Release of In-Camera Minutes

June 10, 2019 - Minutes regarding purchase of 70th Avenue properties

Resolution #: I058/19/06/10 MOVED / SECONDED

THAT Council release from In-Camera the June 10, 2019, Request for Decision regarding "Release of Minutes from In-Camera", all minutes relating to the purchase and use of lots A-D on 70th Avenue from February 11, 2019 to May 10, 2019, as attached in Appendix 1, and the Letter-of-Intent signed with BC Housing.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

a. Reports of Council

Councillors

Councillor Eburne-Stoodley reviewed his written report, and noted that at the Block Watch meeting discussion included the thought that there was more room for bylaw enforcement in Grand Forks, and the police advised that the City could advocate for more officers.

Councillor Moslin summarized his report, spoke to the "Roger Brooks 'To-Do'" list, and proposed a resolution to contribute to a mural painting at 3rd and Market.

Discussion ensued regarding:

- Concerned about the City providing a benefit to the building owner,
- That the design is not specifically related to one business, and the wall faces the west side of the downtown core,

- 'Community art projects' in other municipalities where long-term agreements have been made with building owners,
- The mural was advocated by the Brooks' revitalization plan.

Council unanimously agreed to allow Amber Esovoloff (Downtown Business Association) to speak, and she confirmed that there would be an agreement with the owner of the building.

Staff noted that having an agreement in place prior to starting would be advisable; there may be RDF money available to help fund this.

An amendment to the motion was accepted.

Councillor Korolek advised that she had attended her first West Kootenay Regional Hospital Board meeting in Castlegar and extended congratulations to the organizers of the GFI.

Mayor Taylor also acknowledged the legacy of Larry Seminoff and Gerry Foster as celebrated at the GFI.

Resolution #: R240/19/07/15 MOVED/SECONDED

THAT the City contribute \$1,000 towards the mural painting of the "Copy Cat" wall, pending fundraising outcomes and necessary agreements to be in place; to be funded from the economic development budget.

Opposed (1): Thompson

Carried

Resolution #: R241/19/07/15 MOVED/SECONDED

THAT all reports of Council at the July 15, 2019, Regular Meeting be received.

Carried

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

- a. Verbal Report - RDKB Representative

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

Read the RDKB agendas here:

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

The Mayor had no report from the RDKB, and there were no Regional District-related questions from Council.

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Amendment of 2019 Council Meeting Schedule

Corporate Services

Resolution #: R242/19/07/15 MOVED/SECONDED

THAT Council directs staff to change the dates of the final three meeting days scheduled in 2019 to November 12 and 25, and December 16.

- b. Events Insurance

Corporate Services

Resolution #: R243/19/07/15 MOVED/SECONDED

THAT Council approves the Service Provider Agreement of the Municipal Insurance Association of BC for the Events Manager Service between the City of Grand Forks and Erinne Allen, and the addition of Ms. Allen as an Associate Member to the City's MIABC policy.

Carried

- c. Long Term Borrowing for the Fall 2019 MFA Issue - Loan Authorization Bylaws No. 1922 and 1923

Chief Financial Officer

The Chief Financial Officer clarified that the proposed resolutions were to convert two short-term (interim) loans into long-term borrowing as authorized in Bylaws 1922 and 1923 (both passed in 2011). In order to convert to long-term borrowing, the process involves approval by the Regional District and these resolutions must be forwarded to their upcoming meeting.

Resolution #: R244/19/07/15 MOVED/SECONDED

THAT Council approves borrowing from the Municipal Finance Authority of British Columbia, as part of the 2019 Fall Borrowing Session, \$425,000 as authorized through the “City of Grand Forks Emergency Water Supply for Fire Protection Loan Authorization Bylaw No 1922, 2011” and that the Regional District of Kootenay Boundary be requested to consent to the City’s borrowing over a twenty-five year term and include the borrowing in a Security Issuing Bylaw.

Carried**Resolution #: R245/19/07/15 MOVED/SECONDED**

THAT Council approves borrowing from the Municipal Finance Authority of British Columbia, as part of the 2019 Fall Borrowing Session, \$1,495,000 as authorized through the “City of Grand Forks Capital Renewal Loan Authorization Bylaw No 1923, 2011” and that the Regional District of Kootenay Boundary be requested to consent to the City’s borrowing over a twenty-five year term and include the borrowing in a Security Issuing Bylaw.

Carried

- d. Weeds Glass & Gifts Non-Medical Cannabis Retail Licence Application
Development, Engineering & Planning

Discussion around the proposed variance included:

- Existing definition of Community Use zone,
- The setback distance as currently defined,
- Desire to apply zoning bylaws as currently enacted,
- The debate which led to the 100m setback when the original zoning overlay was passed,
- Concern that the 100m setback is overly restrictive.

Resolution #: R246/19/07/15 MOVED/SECONDED

THAT Council DENY the Development Variance Permit Application to reduce, from 100m to 36m, the setback distance from a building or structure to a Community Use Zone.

Opposed (3): Taylor, Krog, and Moslin

Carried

Resolution #: R247/19/07/15 MOVED/SECONDED

THAT Council receives the report for a NEGATIVE recommendation for the Non-Medical Cannabis Retail Store Licence Application from 1179711 BC Ltd. (Weeds Glass & Gifts) at 7500 Donaldson Drive.

Opposed (2): Taylor, and Moslin

Carried

- e. Consideration of In-Kind Support for Property Owners in DMAF Land Acquisition

Development, Engineering & Planning

The Recovery Manager and Deputy Operations Manager presented some resolutions as options for Council to consider. After discussion, Council opted to use the second set of proposed resolutions, which itemize each policy objective individually.

Resolution #: R248/19/07/15 MOVED/SECONDED

THAT Council endorses the Policy Objectives.

Opposed (1): Zielinski

Carried

Resolution #: R249/19/07/15 MOVED/SECONDED

THAT Council endorses the objective to support viable and attainable options for relocation within the City of homeowners in the buy out area within their respective means;

Opposed (1): Zielinski

Carried

Resolution #: R250/19/07/15 MOVED/SECONDED

THAT Council endorses the objective of equity and fairness and to not provide a financial lift through in-kind supports;

Opposed (1): Zielinski

Carried

Resolution #: R251/19/07/15 MOVED/SECONDED

THAT Council endorses the objective of making sound investment positions in following with Asset Management Financial Policy;

Opposed (1): Zielinski

Carried

Resolution #: R252/19/07/15 MOVED/SECONDED

THAT Council endorses the objective of minimizing administrative complexity.

Opposed (2): Moslin, and Zielinski

Carried

Resolution #: R253/19/07/15 MOVED/SECONDED

THAT Council directs staff to hold exploratory discussions with landowners on identified options and present findings to Council for decision.

Carried

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

11. BYLAWS

- a. Bylaw 2045-A2 - 2018-2022 Financial Plan Amendment
Financial Services

Resolution #: R254/19/07/15 MOVED/SECONDED

THAT Council gives final reading to the 2018-2022 Financial Plan Amendment Bylaw No. 2045-A2.

Carried

- b. Bylaw 2060 - Reserve Fund Establishment

Financial Services

Resolution #: R255/19/07/15 MOVED/SECONDED

THAT Council gives final reading to Reserve Fund Establishment Bylaw No. 2060, 2019.

Carried

- c. Bylaw 2039-A4 Final Reading - Rezoning from R1 Residential to R4 Rural Residential to accommodate agricultural uses on the 7600 Block of 8th Street

Development, Engineering and Planning

Resolution #: R256/19/07/15 MOVED/SECONDED

THAT Council gives final reading to Bylaw No. 2039-A4.

Carried

- d. Bylaw 2039-A7 - Proposed Rezoning from R1 to R2 - 2680-75th Avenue

Development, Engineering and Planning

Discussion on the proposal included:

- Concern that precedent could be set for subdividing garden suites off into single-family residential,
- Concern that density may not match the neighbourhood, and that any R1 lot could become 5 units,
- Traffic at the intersection at Central and 27th,
- That a shortage of affordable housing has been identified, and the prior council identified small-lot housing as a remedy,

- That this type of development of larger lots should be encouraged,
- That the proximity to school and shopping should attract young families.

Resolution #: R257/19/07/15 MOVED/SECONDED

THAT Council gives third reading to Zoning Bylaw Amendment No. 2039-A7.

Opposed (2): Moslin, and Zielinski

Carried

12. LATE ITEMS

a. Discover Grand Forks

The Corporate Officer spoke to the five points in the proposed motion. There was brief discussion over the inclusion of the first point, as Council is waiting for an ICBC traffic report.

Resolution #: R258/19/07/15 MOVED/SECONDED

THAT Council support the recommendations from the Economic Development Steering Team; AND THAT Council instructs staff to support the following recommendations, specifically:

- 1. 4-way stop on 2nd Street and Market with funding of up to \$10,000 with a funding source to be determined at a later point. (#3)**
- 2. Adopt a “Market District” (#6)**
- 3. Support mailing of the “Best of Grand Forks” brochures through the Utility Billing Cycle for a first mail-out. (#9)**
- 4. Creation of a City-wide wayfinding signage plan (#10)**
- 5. Develop and implement downtown bylaws regarding Exterior Displays, Blade Signs, Retail Mix and other bylaws seen as beneficial for the Marketing Strategy created by Roger Brooks. (#11)**

Carried

b. Appointment of Council Representatives

Councillor Moslin will accept an appointment as Council liaison to the new Discover Grand Forks team.

Councillor Eburne-Stoodley was asked to represent Council as liaison to the Young Professionals (millennials) group.

Resolution #: R259/19/07/15 MOVED/SECONDED

THAT Council appoints Councillor Moslin to the Discover Grand Forks team as a Council liaison.

Carried

Resolution #: R260/19/07/15 MOVED/SECONDED

That Council appoints Councillor Eburne-Stoodley to the Young Professionals group as a Council liaison.

Carried

c. Council Remuneration

As discussed at the Committee-of-the-Whole meeting earlier in the day, Staff brought discussion of a review of Council remuneration back for discussion.

Resolution #: R261/19/07/15 MOVED/SECONDED

THAT Council instructs Staff to proceed with the review of Council Remuneration, with a report to be completed by the end of February, 2020.

Carried

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

Questions and commentary from the Gallery included:

- Current procurement for cannabis products, given that products purchased online require credit card payment, record of which may be accessed by customs officials,
- The 100m setback distance between Community Use zoning and cannabis retailers,

- The floats featured in the Canada Day parade,
- Thanks from the DBA for the bike rack installed by the City in front of Work'n'Play, which has seen extensive use since it was put in.

14. ADJOURNMENT

The July 15, 2019, Regular Meeting was adjourned at 8:26 pm.

Mayor Brian Taylor

Dep. Corporate Officer – Kevin McKinnon

DRAFT



The Corporation of the City of Grand Forks
Public Hearing of Council
MINUTES

PH-2019-5

Monday, July 15, 2019, 6:00 pm

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

GALLERY

1. Call to Order

The Chair will call the Hearing to Order:

(a) The purpose of this Hearing is to consider certain bylaws which, if adopted, shall amend the City of Grand Forks Zoning Bylaw No. 2039.

(b) All persons who believe that their interest in property within the boundaries of the City is affected by the proposed bylaw(s) shall be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw(s) that are the subject of this Hearing. No one will be or should feel discouraged or prevented from making their views known. This

Hearing is open to the public and all representations to Council form part of the public record. A live video and audio feed may be broadcast and recorded by GFTV.

(c) All information, correspondence, petitions or reports that have been received concerning the subject bylaws have been made available to the public. The correspondence and petitions received after July 3, 2019 (date of notification) are available for inspection during the course of this hearing and are located on the information table in the foyer of the Council Chamber.

(d) Members of Council may ask questions, if they so wish; however, the main function of Council members is to listen to the views of the public. It is not the function of Council to debate the merits of the proposed bylaw with individual citizens or with each other at this Hearing.

(e) Council debate on the proposed bylaw(s) is scheduled to take place during the next Regular Council meeting after the conclusion of this Hearing. It should be noted, however, that for some items a final decision may not be able to be reached at that meeting.

(f) It must be emphasized that Council will not receive any representation from the applicant or members of the public after conclusion of this Hearing.

(g) During a Public Hearing, people sometimes become enthusiastic or emotional. Regardless of whether you favour or oppose any application or argument, please refrain from applause or other expressions of emotion. Restraint enables others whose views may or may not coincide with your own to exercise their right to express their views and have them heard in as impartial a forum as possible.

Mayor Taylor called the July 15, 2019, Public Hearing to order at 6:00 pm.

2. Notification of Meeting

The Corporate Officer will affirm that Notice of Public Hearing was given in compliance with Section 466 of the *Local Government Act*.

3. Individual Bylaw Submissions

Development, Engineering and Planning

Development, Engineering, and Planning gave a brief overview of the proposed bylaw amendment.

Kent Riddle, proponent representative, gave an overview of the development opportunity. The developer had unused modular units available and felt that

Grand Forks small home opportunities were a good fit for the company's plans. Other municipalities in Alberta are looking at doing similar projects, but Grand Forks is further ahead in zoning. The design is an entry-level 3-bedroom home with small footprint.

Frank Triviri spoke of his concern about the increase in density in the neighbourhood and traffic on 75th which is an access corridor to Hutton School, the hospital, and a church.

He indicated that he was not dissatisfied with the final result of the construction - neither building looks out of place in the neighbourhood, however he was not in favour of constructing an additional duplex on the lot and believes that subdivision should have been proposed before construction began.

Dan Norton spoke of his concern about the resale value of neighbouring lots with the addition of small-lot housing in the area, and the precedent for zoning small lots in the neighbourhood.

Mr. Riddle noted that he recently became attached to this particular development, and did not have the background on the original zoning.

Staff clarified that the original plan was to build a duplex and garden suite, and that buildings were situated accordingly on the lot.

Mr. Riddle gave further details on the upgrades to the existing modules and the mixed use of new/old components. He noted that the developer has not proceeded with any development which exceeds the existing zoning, pending the outcome of this public hearing.

There was a brief discussion over parking. The developer feels that based on the site plan presented parking is adequately covered and minimizes the need for street parking.

Mr. Triviri questioned the zoning of the existing two buildings and reiterated his concern about adding another duplex.

4. Adjournment

The July 15, 2019, Public Hearing was adjourned at 6:46 pm.

5. Procedure on each Bylaw Submission

(a) Brief description of the application by City Staff (Planning Department);

(b) The Chair will request that the Corporate Officer indicate all information, correspondence, petitions or reports received for the record.

(c) The applicant is requested to make representation to Council regarding the project and is encouraged to limit their presentation to 15 minutes.

(d) The Chair will call for representation from the public in attendance as follows:

- i. The microphone at the delegates table has been provided for any person(s) wishing to make representation at the Hearing.
- ii. The Chair will recognize ONLY speakers at the delegation table.
- iii. Those who wish to speak concerning the proposed bylaw should, at the appropriate time, commence your address to the Council and the meeting by clearly stating your name and address.
- iv. Speakers are encouraged to limit their remarks to 5 minutes; however, if they have additional information, they may address Council again after all other members of the public have been heard a first time.

(e) Once the public has had an opportunity to comment, the applicant is given an opportunity to respond to any questions raised. The applicant is requested to keep the response to a total of 10 minutes maximum.

(f) Questions of staff by members of Council must be asked before the Public Hearing is closed and not during debate of the bylaw at the next Regular Meeting, unless for clarification.

(g) Final calls for representation (ask three times). Unless Council directs that the Public Hearing on the bylaw in question be held open, the Chair shall state to the gallery that the Public Hearing on the Bylaw is closed.

Note: Any applicant or member of the public may use visual aids (e.g. photographs, sketches, slideshows, etc.) to assist in their presentation or questions. Please ask staff for assistance prior to the Hearing if required.

Mayor Brian Taylor

Dep. Corporate Officer – Kevin McKinnon



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

Meeting #: SP-2019-12
Date: Monday, July 15, 2019, 10:30 am
Location: 7217 - 4th Street, City Hall Council Chambers

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

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

GALLERY

1. CALL TO ORDER

Mayor Taylor called the July 15, 2019, Special To Go In-Camera Meeting to order at 1:26 pm.

2. IN-CAMERA RESOLUTION

a. Adopt Resolution as per Section 90

The resolution was amended to include a discussion on potential litigation.

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;

(g) litigation or potential litigation affecting 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 July 15, 2019, Special to go In-Camera Meeting was adjourned at 1:29 pm.

MOVED / SECONDED

THAT the July 15, 2019, Special to go In-Camera Meeting be adjourned at 1:29 pm.

Carried

Mayor Brian Taylor

Corporate Officer - Daniel Drexler



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

Meeting #: SP-2019-13
Date: Tuesday, July 23, 2019, 4:30 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

GALLERY

1. CALL TO ORDER

Mayor Taylor called the July 23, 2019, Special To Go In-Camera Meeting to order at 4:30 pm.

2. Liquor and Noise Variance Permits - CannaFest

Corporate Services

MOVED / SECONDED

THAT Council approve the request to extend the Noise Control Bylaw No 1963 to 12:00am from August 8th to 10th, 2019 for the CannaFest Music Festival.

Carried

MOVED / SECONDED

THAT Council approves the issuing of a Special Occasion Liquor License to CannaFest Music Festival, Ltd. for the 2019 CannaFest Music Festival, between the hours of 2:00pm and 11:00pm daily from August 8th to 10th, 2019 at James Donaldson Park, subject to obtaining third-party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on the policy; all event liquor providers shall hold a valid Serving It Right license certificate, and ICBC “Drinking and Driving” warning posters shall be displayed.

Carried

3. 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;

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

4. LATE ITEMS

5. ADJOURNMENT

The July 23, 2019, Special to go In-Camera Meeting was adjourned at 4:35 pm.

Mayor Brian Taylor

Dep. Corporate Officer – Kevin McKinnon

DRAFT

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: August 12, 2019
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **THAT all reports by members of Council be received.**

Background

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

Benefits or Impacts

General

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

Strategic Impact



Community Engagement

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

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

THAT all 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.

REPORT TO COUNCIL

FROM: Councillor Christine Thompson

DATE: August 12, 2019

SUBJECT: Report to Council

I participated in Council's Strategic Planning session on July 16th facilitated by Kevin Ramsey. This was a very interactive process that included our CAO, Diane Heinrich, and our CO, Daniel Drexler. While the Plan has not yet been finalized, I believe that it will be one that is achievable and that will allow us to move forward for the next 3 years.

On July 22nd and at the invitation of the DBA, I attended the first meeting of the Discover Grand Forks Committee as an observer. Those attending volunteered to serve on several committees to foster many of the recommendations brought forward during Roger Brooks' workshop. It is so exciting to see the enthusiasm of both the business and resident community working together to develop plans that will make our City inviting to both tourists and potential investors.

As Council is aware, I am interested in arranging a meeting with our medical community to discuss any issues they may have that we might be able to bring to the attention of the Ministry of Health and the Interior Health Authority. I have been made aware that the appropriate way is to make this request formally by sending a letter, and accordingly, I am requesting Council's permission to do so.

The DBA held their monthly meeting on July 30th. Agenda items included a report on the successful first meeting of the Discover Grand Forks Committee; the success of placing plants and seating outside some businesses; a recap of Party in the Street; and, the approval of a new administrator of the DBA Facebook page.

Respectfully submitted,

Councillor Christine Thompson

The Grand Forks Social Services Advisory Group

Now that the GFSS Advisory Group has been formed, I regret the haste with which Council instructed staff to 'enforce' City zoning bylaws on June 24th. I do not believe Council should have acted without consultation with the community and staff. Council's position brought the eviction of Whispers of Hope and the loss of a BC housing financial support. However, I am hopeful that the challenge of finding a location for a year-round or seasonal shelter will galvanize the community into supporting this obvious need. These people are addicted and desperate, and in some cases mentally ill. For their safety and that of the entire community, they need supervision and services. BC Housing is supplying the resources to do that. It is up to Council and the community to either designate a zone or approve a specific location. It makes no sense to deny these services a location. The Grand Forks Social Services Advisory Group meets tomorrow at 1 PM at the RDKB building to discuss a way forward on this social challenge. I hope they can eventually make clear recommendations to Council.

Another DMAF Plan

On September 8, 2018 the previous council set a course for the application of the DMAF grant. For many months after that we were caught in a limbo waiting to hear about the grant application. Now that we know what the province and the federal governments are going to pay for it is time to get down to the details and begin to steer these works to the benefit of all our residents.

Earlier today we heard from Graham Watt about the take up on the city's offer of in-kind help. It seems that many residents would rather take a 'pre flood buyout' than participate with any in-kind offering of the city's.

"Moved that the City of Grand Forks formally request the Provincial government grant additional funds for expropriated properties at a pre-flood value."

We also discussed the flexibility of the DMAF plan to specific projects, disbursement, and timelines. The prospect of a delayed project with increased costs is a significant risk to the city. It may be time to rethink the original DMAF plan so that Council also fulfills its duty to steward city lands for the future. We can live with the river without sacrificing one neighborhood for another. Nor do we need to throw away over 11 ha of developed and serviced city land at great expense. I know how hard any plan is going to be on the people of North Ruckle. They have lost not just lost money but homes. In some cases, homes that have been in the family for generations. For these reasons buy outs should be voluntary and residential space should be preserved as much as possible. I very humbly submit 'Another DMAF Plan' to start a conversation within the community about alternate ways forward.

"Moved that Council review the operating mandate of the DMAF project at the September 3, 2109 regular meeting."

Destination Grand Forks

I attended the first meeting of Destination Grand Forks on July 22 as the Council liaison. The group is moving ahead to form a registered association. An official mission statement was discussed as well as potential bylaws. Table officers were selected and there will be a Chair, Secretary and Treasurer. Sub-committees were also formed. I have joined a sub-committee to discuss the promotion of our trails with improved signage and trailheads and make recommendations for creating a truly bike-friendly town. As part of that committee I am adding trails and 'routes' to TrailForks. Please join that map site and log some of our new trails. If you are a biker, hiker or rider you can follow and add your favorite trails in our town. . You can also add photos and comments about our trail friendly town. If you have photos or gps kml files of our beautiful trails please go take a look and contribute to bringing our amazing collection of trails closer to visitors. This new association is next meeting on August 19th at 6:30 PM at the Station Pub.

Congratulations to CannaFest, the City and all the volunteers for another great show! Thank-you for rocking our town!

COUNCILLOR REPORT

August 12, 2019

Rod Zielinski

I have not attended any meetings over the last couple of weeks but I would like to convey my concerns that we are not tackling our current issues in a concise and expedient manner. I know we can get better at this to provide leadership and direction to the organization and the community as a whole.

It is through this report that I would like to request an accounting on the City's legal costs for 2018 and a year-to-date amount for expenditures for 2019. I would like to also request an in camera agenda item of our current litigation activities (who we are in court with and why).

Thank-you

Rod Zielinski

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: August 12, 2019
Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary
Recommendation: **THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.**

Background

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

Benefits or Impacts

General

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

Strategic Impact



Community Engagement

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

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

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

Options

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

Request for Decision



To: Regular Meeting

From: **Emergency Services / Corporate Services**

Date: August 12, 2019

Subject: Fire Department Capital and Operating Budget re-allocation

Recommendation: **THAT Council approves the following items:**
1. Remove the Capital Project “Command Vehicle 2” - \$80,000,
2. Create a new Capital Project “Fire Dept. Equipment” - \$27,000,
3. Allocate an additional \$53,000 to the Fire Department Operating Budget;
and directs staff to amend the Five-Year Financial Plan bylaw to include these changes.

Background

Due to the recent Fire Department review and Worksafe BC workplace investigations, the department will experience cost overruns on the operating budget.

To mitigate this, staff is asking to remove a Fire Department Fleet replacement scheduled for this year, effectively saving \$80,000 in the capital budget.

Staff will require an increase in the operating budget by \$53,000 to cover operational expenses.

Staff also requires \$27,000 in a new capital project “Fire Department Equipment” to allow for procurement of hoses and other items that have been found to be out of Worksafe compliance.

Below is a breakdown on the operating cost expenses to date that were not anticipated during the budget cycle. Additional management wages are not included in this breakdown but are estimated at \$3,000 to date. Additional expenses are required as well from the outcome of the audit that was recently performed in accordance with the Office of the Fire Commissioners Checklist.

Future operating and capital budgets will also see an increase due to the outcome of the review, audit, and Worksafe BC investigation. Increased annual budgets are anticipated due to mandatory annual testing procedures. Capital budget changes are anticipated to accommodate findings of the Office of the Fire Commissioners Checklist and replacement needs.

Item	Capital / Operating	Costs to date (approximate)
Investigative Report	Operating	\$10,164
Additional HR support	Operating	\$2,756
Audit – Fire Commissioners Checklist & Safety program	Operating	\$12,440
Review of Workplace policies	Operating	\$10,000
Hose Testing	Operating	\$8,060
Hearing Testing	Operating	\$3,675
Fit Testing	Operating	\$1,733
Personal Protective Equipment	Capital	\$15,000
Hose replacements (due to testing)	Capital	\$12,000
Current total		\$75,828.00

Benefits or Impacts

General

Adjusting capital and operating budgets to meet the current needs of the organization.

Strategic Impact



Fiscal Responsibility

- Deferring purchase of a Command Vehicle, while replacing other aged out equipment and funding unanticipated operating expenses.

Policy/Legislation

Five-Year Financial Plan Bylaw No. 2055

Attachments

Five-Year Financial Plan Bylaw No. 2055

Recommendation

THAT Council approves the following items:

- 1. Remove the Capital Project “Command Vehicle 2” - \$80,000,**
 - 2. Create a new Capital Project “Fire Dept. Equipment” - \$27,000,**
 - 3. Allocate an additional \$53,000 to the Fire Department Operating Budget;**
- and directs staff to amend the Five-Year Financial Plan bylaw to include these changes.**

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:	2019-08-12 - Fire Department Capital and Operations Budgets.docx
Attachments:	- By2055 - Establish Five-Year Financial Plan 2019-2023.pdf
Final Approval Date:	Aug 6, 2019

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

No Signature - Task assigned to George Seigler was completed by assistant Kevin McKinnon

George Seigler - Aug 6, 2019 - 12:21 PM

Diane Heinrich - Aug 6, 2019 - 3:31 PM

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2055

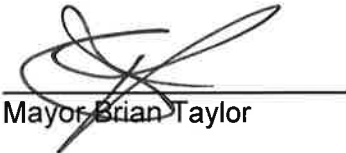
A Bylaw to Establish the Five Year Financial Plan For the Years 2019 - 2023

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 "Five Year Financial Plan Bylaw, 2019-2023, No. 2055".
2. Schedule "A" attached hereto and forming part of this bylaw is hereby adopted as the Statement of Objectives and Policies for the Five Year Financial Plan for the years 2019 to 2023.
3. Schedules "B" and "C" attached hereto and forming part of this bylaw are hereby adopted as the Financial Plan schedules of proposed funding sources, expenditures, and transfers between funds for the years 2019 to 2023.

Read a first, second and third time by the Municipal Council this 25th day of March, 2019.

Finally adopted on this 8th day of April, 2019.


Mayor Brian Taylor


Corporate Officer Daniel Drexler

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of the "Five Year Financial Plan Bylaw, 2019-2023, No. 2055", as adopted by the Municipal Council of the City of Grand Forks on this 8th day of April, 2019.

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

**CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2055
Schedule "A" Statement of Objectives and Policies**

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Objective:

- For operations, to maintain annual increases to a level that approximates the annual increase in inflation unless a specific program or project is identified that requires tax revenue funding.
- For capital and fiscal, to review and address annually the long term needs for capital infrastructure.

Policies

- After an initial correction period, ensure that property tax increases remain as stable as possible over time and within 2 percent above inflation.
- Increase utility rates consistently over time, between 3 and 4 percent, to fund the asset management capital reserves.
- Evaluate and set user fees and charges fairly for the services received.
- Set taxes, fees and charges to achieve full cost recovery, where appropriate, for operating costs.
- Periodically review fees and charges to ensure that they account for inflation and changes in the level of service provided.
- Encourage the use of alternate revenue resources instead of property taxes.

Revenue Source	Amount	% of Total Revenue
Property Value Taxes	\$ 3,928,690	9.4%
Parcel Taxes	161,041	0.4%
Fees and Charges	7,804,998	18.7%
Other Sources	22,726,753	54.7%
Proceeds from Borrowing	891,116	2.1%
Reserve Funding	6,130,537	14.7%
TOTAL	\$ 41,643,135	100.0%

Distribution of Property Taxes

Objective:

- To ensure property taxes and rates are sufficient to meet the City's short and long-term needs.
- To ensure equity among the property classes by reviewing the ratios of property class allocations annually.

Policies:

- Conduct periodic reviews of taxes paid by individual classes.
- Consider tax shifts or redistributions only where a full comprehensive analysis and impact is undertaken.
- Where a tax shift is required, consider a gradual phase-in to allow the properties in the class to adjust their budgets accordingly.
- In establishing property tax rates, take into consideration:
 - The amount of property taxes levied as compared to other municipalities.
 - The property class conversion ratio as compared to other municipalities.
 - The tax share borne by each property class.
 - The tax ratios of each property classification.

The 2019 distribution of property taxes rates among the different classes has not yet been determined. The following distribution is based on rate multiples consistent with prior years:

Property Class	Rate Multiple	% of Property Value Tax
01 Residential	1.00	56.86%
02 Utilities	8.62	1.42%
03 Supportive Housing	1.00	0.00%
04 Major Industry	9.11	21.08%
05 Light Industry	2.93	1.33%
06 Business	2.39	19.27%
07 Managed Forest	3.00	0.00%
08 Recreation/Non Profit	0.80	0.03%
09 Farm	1.08	0.01%
TOTAL		100.00%

Permissive Tax Exemptions**Objective**

- Optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict the provision of exemption to those providing an extension to City services and minimize the impact on City revenues.
- Consider the development of a revitalization tax exemption program as a means of encouraging commercial investment and increasing the availability of housing in the community.

Policies

- Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to all members of the public.
- In guiding and approving permissive tax exemptions, Council will take into consideration:
 - Not-for-profit occupiers of City property for the duration of their occupancy.
 - Land and improvements surrounding a statutorily exempt building for public worship.

CORPORATION OF THE CITY OF GRAND FORKS
Five Year Financial Plan Bylaw No. 2055
Schedule "B" Five Year Financial Plan 2019-2023

	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 3,805,740	\$ 3,919,912	\$ 4,037,509	\$ 4,158,634	\$ 4,283,393
Parcel and Frontage Taxes	161,041	161,226	5,826	5,826	-
Grants in Lieu of Taxes	16,627	17,126	17,640	18,169	18,714
Percentage of Revenue Tax	106,323	106,323	106,323	106,323	106,323
Sales of Services and User Fees	7,804,998	8,032,202	8,260,885	8,496,431	8,737,015
Grants	21,867,510	12,676,856	8,454,421	9,562,049	7,637,348
Other Revenues	859,243	410,243	367,743	367,743	367,743
Total Revenues	34,621,482	25,323,888	21,250,347	22,715,175	21,150,536
Expenses					
Purchases for resale	3,419,715	3,488,109	3,557,871	3,629,028	3,701,608
General Government	1,409,487	1,294,217	1,319,441	1,345,169	1,431,412
Protective Services	921,416	894,560	912,251	930,296	948,702
Flood Response & Recovery	128,500	65,535	-	-	-
Transportation Services	2,628,684	1,350,157	1,377,160	1,404,704	1,432,798
Environmental & Health Services	259,160	264,343	269,630	275,023	280,523
Public Health Services	73,230	74,695	76,189	77,713	79,267
Planning and Development	726,900	697,968	507,217	517,161	527,304
Parks, Recreation and Cultural Services	1,251,824	1,380,914	1,381,612	1,408,844	1,436,621
Water Services	779,430	825,619	842,131	858,974	876,153
Electrical Services	664,700	728,994	743,574	758,445	773,614
Wastewater Services	701,960	726,199	740,723	755,537	770,648
Amortization	1,975,420	2,250,511	2,272,720	2,283,379	2,309,455
Debt Interest	162,491	156,956	154,093	153,971	153,971
Total Expenses	15,102,917	14,198,777	14,154,612	14,398,244	14,722,076
Surplus (Deficit) for the year	\$ 19,518,565	\$ 11,125,111	\$ 7,095,735	\$ 8,316,931	\$ 6,428,460
Adjusted for non-cash items					
Amortization	1,975,420	2,250,511	2,272,720	2,283,379	2,309,455
Total Cash from Operations	\$ 21,493,985	\$ 13,375,622	\$ 9,368,455	\$ 10,600,310	\$ 8,737,915
Adjusted for Cash Items					
Proceeds from Borrowing	891,116	-	-	-	-
Capital Expenditures	(26,967,471)	(14,001,374)	(9,298,852)	(10,991,253)	(8,551,183)
Inventory Expenditures	(50,000)				
Debt Principal Repayments	(352,847)	(310,848)	(199,299)	(164,316)	(164,316)
Transfer from Reserves	6,130,537	2,559,000	1,914,000	2,514,000	2,014,000
Transfer to Capital Reserves	(1,100,000)	(1,600,000)	(1,700,000)	(1,900,000)	(2,000,000)
Transfer to/from Operating Reserves	(4,096)	(15,000)	(15,000)	(15,000)	(15,000)
Transfer to Surplus	(41,224)	(7,400)	(69,304)	(43,741)	(21,416)
	\$ (21,493,985)	\$ (13,375,622)	\$ (9,368,455)	\$ (10,600,310)	\$ (8,737,915)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw No. 2055
Schedule "C" - Five Year Financial Plan 2019-2023

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Land Sales		Debt	Grants	Other
			Reserves	Reserve			
2018 Carry Forward Projects							
Silver Kettle Sidewalk	General	26,454	26,454				
Public Works Fuel Tanks	General	92,754	92,754				
Public Works - 22nd Street	General	32,721	-		32,721		
Wayfaring Signs	General	53,750	53,750				
Airport AWOS Upgrade	General	8,377	2,095			6,282	
Expo Sign changes	General	23,000	23,000				
Library HRV	General	12,000	-				12,000
Flood Plain Mapping & Risk Assessment	General	90,160	38,366			51,794	
City Park Campground Upgrade	General	70,000	70,000				
Data Collection Equipment	General	24,661	24,661				
LED Street Lighting	General	139,700	139,700				
Public Works Upgrades	General	6,409	6,409				
Facilities Review	General	10,000	10,000				
Annual Facility upgrades and replacement plan	General	15,000	15,000				
Renewable energy program	General	25,000	25,000				
Central Ave Sidewalk Replacement	General	11,550	11,550				
7th Street Storm Sewer	General	10,000	10,000				
SolarNow Solar Panel Installation	General	38,500	22,232			16,268	
City Hall HVAC	General	7,500	7,500				
Flood Plain Risk Management & Protection	General	172,628	-			172,628	
Dike Reconstruction	General	2,406,000	682,000			1,724,000	
Annual Low Impact Storm water Program	General	25,000	25,000				
Annual Emergency Facility Fund	General	30,000	30,000				
Fleet replacement	Fleet	285,900	285,900				
Electric Mower	Fleet	20,000	20,000				
Service Truck Replacement	Fleet	15,300	15,300				
Electrical Engineering	Electrical	30,367	30,367				
Annual Electrical System Upgrade Programs	Electrical	100,000	100,000				
Fuse Coordination Study and implementation	Electrical	15,000	15,000				
Electrical Master Plan	Electrical	35,000	35,000				
5th Street Watermain Replacement	Water	25,600	25,600				
West Side Fire Protection	Water	858,395	-		858,395		
Water Supply & Conservation	Water	10,000	10,000				
Granby Water Crossing / Yale Bridge water main	Water	10,000	10,000				
Interfor Property Isolation	Water	150,000	150,000				
Well 5 VFD	Water	40,000	40,000				
Shared Property (strata, trailers) Water Meters	Water	28,130	28,130				
Water service upgrade - City Park, 7th St., etc...	Water	120,903	120,903				
136 Sagamore/Airport Water Line Extension	Water	25,000	25,000				
Airport Water Main Looping	Water	60,459	60,459				
Water Main Airport	Water	128,000	-			128,000	
Sewer Main Relining	Sewer	58,785	58,785				
Granby River Force Main Crossing	Sewer	7,160	7,160				
MWR Discharge Requirements	Sewer	100,000	100,000				
Wastewater Treatment Plant UV	Sewer	427,295	-	142,432		284,863	
3rd Street Sewer Main Repair	Sewer	35,300	35,300				
Wastewater Treatment Plant Upgrades	Sewer	2,557,242	434,730			2,122,512	
Bio-Solids Land Application Plan	Sewer	25,000	25,000				
Subtotal 2018 Carry Forward Projects		8,500,000	2,948,105	142,432	891,116	4,506,347	12,000

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw No. 2055
Schedule "C" - Five Year Financial Plan 2019-2023

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Land Sales		Debt	Grants	Other
			Reserves	Reserve			
2019 New Projects							
Library Roof Repairs	General	250,000	250,000				
Library Feasibility Study	General	16,000	16,000				
Facility Security Systems	General	50,000	50,000				
Printers and IT Equipment	General	70,000	70,000				
Construction Fencing	General	15,000	15,000				
Downtown Sidewalk Drops	General	15,000	15,000				
Storm Water Management Plan	General	60,000	60,000				
Bridge Repairs	General	50,000	50,000				
Command Vehicle 2 Replacement	Fleet	80,000	80,000				
Recloser for FDR 5	Electrical	30,000	30,000				
Electrical System Upgrades	Electrical	50,000	50,000				
Valley Heights - Transformers	Electrical	60,000	60,000				
Pole Changes - FDR 3 & 5	Electrical	20,000	20,000				
Three Phase Meter Change	Electrical	40,000	40,000				
Galvanized Main Replacement	Water	50,000	50,000				
Inflow & Infiltration Study	Sewer	50,000	50,000				
Industrial Lift Station Rebuild	Sewer	300,000	300,000				
Inspection Chamber Installations	Sewer	10,000	10,000				
City Park Pump Replacement	Sewer	90,000	90,000				
Flood Alert Sewer Monitoring	Sewer	24,000	24,000				
Emergency Repair Funds	Sewer	160,000	160,000				
Emergency Gaps Funding	General	250,000	250,000				
SLIP Capital and Planning	General	1,100,000	800,000				300,000
National Disaster Mitigation Plan	General	300,000	300,000				
Disaster Mitigation & Adaptation	General	15,327,471	200,000			15,127,471	
Subtotal 2019 New Projects		18,467,471	3,040,000	-	-	15,127,471	300,000
TOTAL CAPITAL EXPENDITURES		26,967,471	5,988,105	142,432	891,116	19,633,818	312,000

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: August 12, 2019
Subject: Voting Delegates – Municipal Insurance Association of BC
Recommendation: **THAT Council appoint _____ as delegate to the Municipal Insurance Association of BC Annual General Meeting and _____ and _____ as alternate delegates.**

Background

The Municipal Insurance Association of BC (MIABC) Annual General Meeting will be held in conjunction with UBCM on September 24, 2019. MIABC requires a voting delegate and two alternates registered; two of the three on file from the previous meeting are no longer members of Council.

MIABC requires a resolution of Council to change the delegate and/or alternates (currently Councillor Thompson, former Councillor Ross, and former Mayor Konrad).

Benefits or Impacts

General

- Without current delegate information the City of Grand Forks will be excluded from voting the City's interests at the MIABC Annual General Meeting.

Attachments

Recommendation

THAT Council appoint _____ as delegate to the Municipal Insurance Association of BC Annual General Meeting and _____ and _____ as alternate delegates.

Options

1. THAT Council update the delegate and alternates to the MIABC AGM.
2. THAT Council make no changes to the delegate and alternates to the MIABC AGM.

Report Approval Details

Document Title:	2019-08-12-RFD-MIABC-Voting-Delegates.docx
Attachments:	
Final Approval Date:	Jul 23, 2019

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

Daniel Drexler - Jul 23, 2019 - 9:27 AM

No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler

Diane Heinrich - Jul 23, 2019 - 9:27 AM

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: August 12, 2019
Subject: Funding Source – 70th Avenue lots A-D
Recommendation: **THAT Council determine to fund the completed purchase of the four lots legally described as: Lot A, DL 380, SDYD, KAP22999; Lot B, DL 380, SDYD, KAP22999; Lot C, DL 380, SDYD, KAP22999; Lot D, DL 380, SDYD, KAP22999 from the Land Sales Reserve; and THAT Council directs Staff to include the change as part of the financial plan amendment process.**

Background

At the In-Camera meeting on February 25, 2019, Council passed resolution I016/19/02/25:

THAT Council direct staff to move forward with the acquisition of four lots legally described as: Lot A, DL 380, SDYD, KAP22999; Lot B, DL 380, SDYD, KAP22999; Lot C, DL 380, SDYD, KAP22999; Lot D, DL 380, SDYD, KAP22999 at a price not higher than \$64,000, for the purpose of West End strategic development opportunities.

The funding source was not specified in the resolution. The item has been released from In-Camera, and staff recommends the attached resolution to assign the funding and to refer the purchase to the forthcoming budget amendment process.

Benefits or Impacts

General

Strategic Impact



Fiscal Responsibility

- Assign the purchase to the Land Sales Reserve

Policy/Legislation

Recommendation

THAT Council determine to fund the completed purchase of the four lots legally described as: Lot A, DL 380, SDYD, KAP22999; Lot B, DL 380, SDYD, KAP22999; Lot C, DL 380, SDYD, KAP22999; Lot D, DL 380, SDYD, KAP22999 from the Land Sales Reserve; and

THAT Council directs Staff to include the change as part of the financial plan amendment process.

Options

1. THAT Council accepts the recommendation.
2. THAT Council chooses an alternate source for funding.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	2019-08-12-70thAveFundingSource.docx
Attachments:	
Final Approval Date:	Aug 6, 2019

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

No Signature - Task assigned to Daniel Drexler was completed by assistant Kevin McKinnon

Daniel Drexler - Aug 6, 2019 - 11:23 AM

Diane Heinrich - Aug 6, 2019 - 11:27 AM

Request for Decision



To: Regular Meeting
From: **Development, Engineering and Planning**
Date: August 12, 2019
Subject: Formal Designation of the “Market District” (FILE: 4600)
Recommendation: **THAT Council receives this report for information; and,**

THAT Council designates the properties along Market Avenue as a distinct geographical area in the City entitled “The Market District” for purposes of land use management, signage design, urban design, tourism development and revitalization initiatives.

Background

At its regular meeting of July 15th, 2019, Council passed a resolution to direct staff to support the following downtown initiatives:

1. 4-way stop on 2nd Street and Market with funding of up to \$10,000 with a funding source to be determined at a later point.
2. Adopt a “Market District”.
3. Support mailing of the “Best of Grand Forks” brochures through the Utility Billing Cycle for a first mail-out.
4. Creation of a City-wide wayfinding signage plan.
5. Develop and implement downtown bylaws regarding Exterior Displays, Blade Signs, Retail Mix and other bylaws seen as beneficial for the Marketing Strategy created by Roger Brooks.

The purpose of this report is to update Council as to how these initiatives will be accomplished and to seek Council’s formal designation of the new downtown “Market District”.

Project Update

1. **Four-way stop on 2nd Street and Market**
 - Staff is currently exploring funding sources for the \$10,000 required to implement a four-way stop at Market Avenue and 2nd Street.
 - The request is under review through a comprehensive traffic and risk study being undertaken by ICBC at their cost.
 - It is expected that a recommendation will be received from ICBC this fall after which the funding for the four-way stop will be presented to Council for final approval and implementation.

2. Adopt a “Market District”

- The first step in creating the Market District is to officially designate it as a specific geographic area and destination within Grand Forks.
- The Market District consists of 39 property owners and businesses plus a city parking lot and City Hall/park (see list of properties and maps attached).
- Once it is formally designated by Council resolution, followed by policies in the Official Community Plan, reference to the district will be incorporated into private and public branding and marketing activities.
- The Market District can then be referenced in highway and downtown signage and a specific marketing and development strategy will commence.

3. Sending out the “Best of Grand Forks” brochures with utility bills

- The brochures are being prepared through the “Discover Grand Forks” team and are expected to be funded through the Municipal and Regional District Tax (MRDT) program.
- Once the brochures are finalized and printed, they will be included with the next cycle of utility bills (both by mail and e-mail) either at the end of August or October, 2019.
- The Discover Grand Forks team will coordinate with the Regional District to distribute the brochures to residents in Area D.

4. Creation of a City-wide wayfinding signage plan

- This includes engaging a consultant to design a wayfinding system unique to Grand Forks followed by manufacturing and installing the wayfinding system.
- The City will work with Community Futures to seek funding for this project, which may cost about \$40,000.
- The project is expected to commence in January 2020 subject to funding.

5. Develop downtown bylaws to implement the marketing vision

- This project involves preparing new design guidelines for inclusion in the Official Community Plan and new/amended zoning bylaw regulations to support the new vision for the Market District and downtown in general.
- The policies and regulations will address exterior displays, signs, amenity development and retail mix based on the marketing strategy created by Roger Brooks.
- This project will be led by the City in close collaboration with the Discover Grand Forks team and the Downtown Business Association (“DBA”) and will take approximately 5 months commencing in August, 2019.
- A tentative work plan for this project is outlined in the table below.

ACTIVITY	TIMING
Project Initiation	
Council initiates the “Market District” designation.	July 15, 2019 (after a presentation by the DBA).

ACTIVITY	TIMING
Project Initiation	
Set up work plan and identify/engage necessary resources (graphics and design assistance, project coordinator). Align process with Roger Brook's recommendations (as approved by Council).	August, 2019
Identify issues to be addressed and components of the final product (new policies, zoning, etc.).	August, 2019
Notify stakeholders (i.e., property owners, DBA, Chamber of Commerce, Community Futures) that process is starting and what they might expect, including a date for a meeting to present and get input on options.	September, 2019
Developing the Market District Plan ▼	
Prepare policies and design guidelines for buildings, signs, street and public spaces (land use and place-making concepts).	September - October, 2019
Staff prepares: <ul style="list-style-type: none"> – Vehicular/pedestrian/bike circulation plan and possible parking analysis. – Zoning regulations. – Servicing and capital plan components and budget/timing if applicable. 	September - October, 2019
Staff hosts public consultations on the above proposals, including an open house with display boards, a downtown stakeholder meeting and online input opportunities.	November, 2019
Refining the Market District Plan ▼	
Adjust the proposals based on open house results, stakeholder feedback and on-line feedback results.	December, 2019
Completing the Market District Plan	
Finalize document(s).	December, 2019
Present to Council for consideration.	December, 2019
Public hearings (OCP and zoning amendments).	January, 2020
Implementation.	January, 2020

Benefits or Impacts

General

Building on the enthusiasm and momentum currently exhibited by downtown business owners, this revitalization initiative confirms the City's commitment and support for the creation of a vibrant downtown.

Strategic Impact



Community Engagement

- Stakeholder and broader community consultation will be ongoing throughout the downtown revitalization process.



Community Livability

- An economically viable, safe and vibrant downtown benefits all the residents in Grand Forks and the region by creating more shopping, dining and entertainment options.



Economic Growth

- Downtown improvements and successful businesses increase the tax base and make the City more attractive for new businesses and investment.



Fiscal Responsibility

- The Market District designation has no immediate financial implications. Future expenditures related to improving the downtown will be considered by Council for approval on a project specific basis.

Policy/Legislation

The Official Community Plan.

Attachments

Map “A” – The Market District (Designated Area)

Map “B” – The Market District within the Commercial Core (Downtown)

List of Properties and General Tenancy

Recommendation

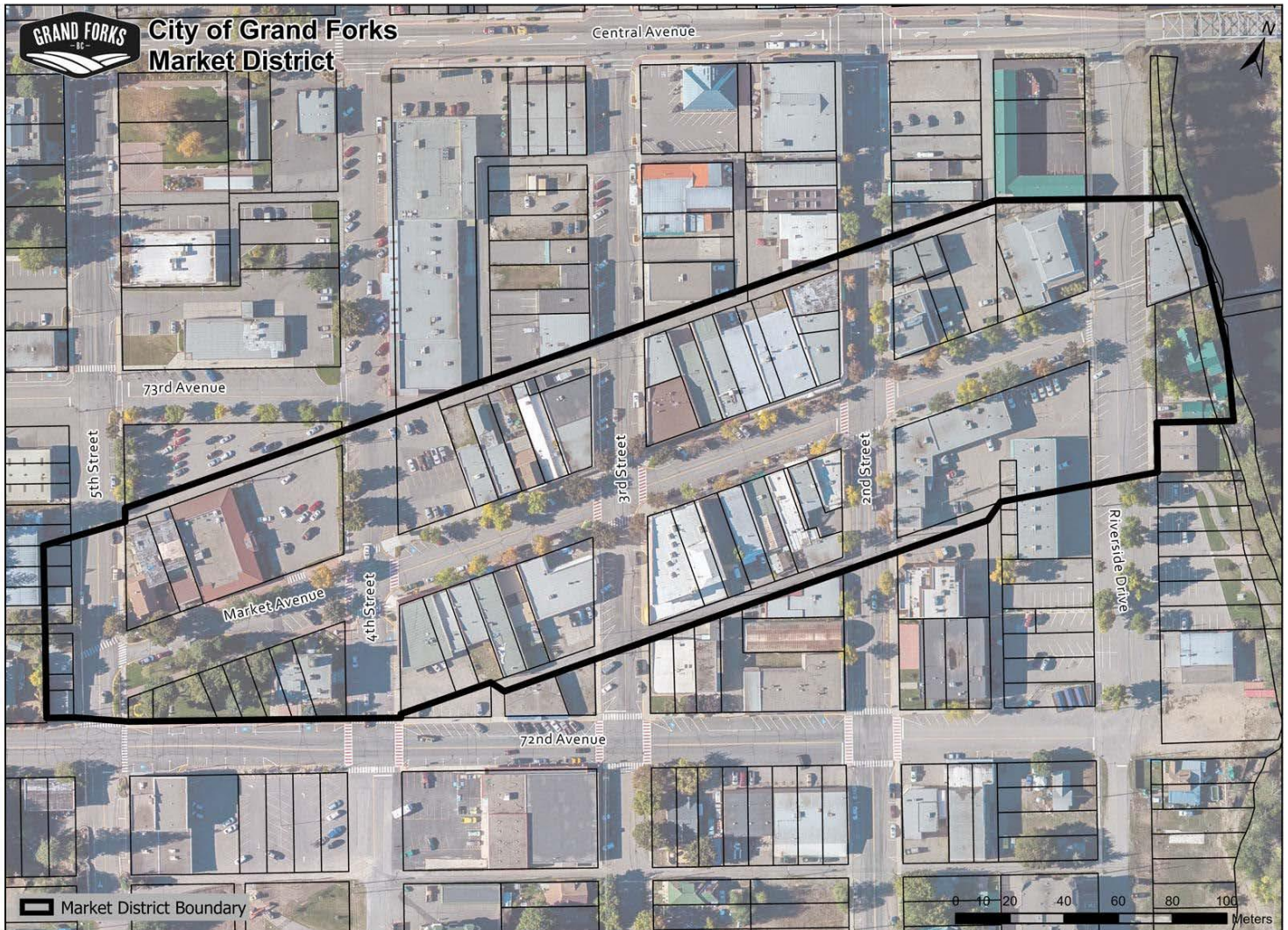
THAT Council receives this report for information; and,

THAT Council designates the properties along Market Avenue as a distinct geographical area in the City entitled “The Market District” for purposes of land use management, signage design, urban design, tourism development and revitalization initiatives.

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.

Market District Boundaries

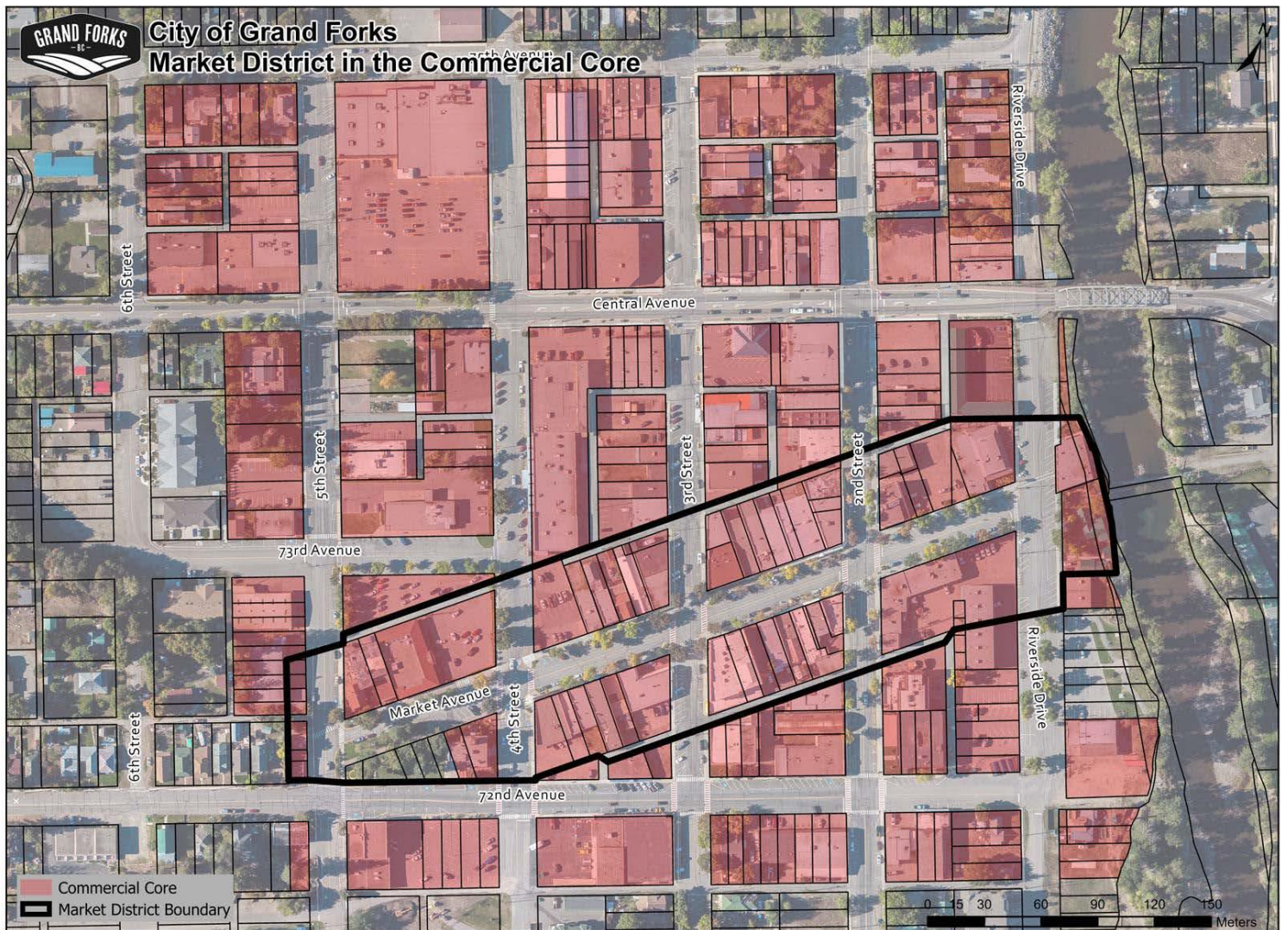


July 31, 2019

Map Produced By: Rosemary Dykhuizen

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

Market District in the Commercial Core (Downtown)



July 31, 2019

Map Produced By: Rosemary Dykhuizen

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

List of Properties and General Tenancies

Property Address	Property PID	Business/Tenant
1) 174 MARKET AVENUE	018-266-941, 001-576-411	Service BC
2) 135 MARKET AVENUE 125B MARKET AVENUE	012-547-441	Food Co-op, Law office, CRUs
3) MARKET AVENUE	001-576-283, 001-576-364, 001-576-330	City, parking
4) 7310 2 ND STREET	012-792-845	CIBC Bank
5) 7330 2 ND STREET	004-503-007, 004-503-015	Gazette, Studio
6) 221 MARKET AVENUE 7) 221A & 221B	003-501-281, 012-794-490	Wooden Spoon, Work and Play
8) 7319 2 ND AVENUE	010-357-424	Chiropractor, Therapist
9) 7325 2 ND AVENUE	012-794-511	Golden Chopsticks
10) 239 MARKET AVENUE	003-501-272, 012-794-520	Vacant 5,000 sq ft
11) 257 MARKET AVENUE	004-466-322	Gem Theatre
12) 267 MARKET AVENUE	002-114-631	Vacant/Spa
13) 283 MARKET AVENUE	016-005-180	Avalon Garden and Gift
14) 7308 3 RD STREET	016-005-171	Office 2,000 sq ft
15) 214 MARKET AVENUE	010-191-852	Borsht Bowl
16) 224 MARKET AVENUE	012-795-798, 012-795-810	Vacant/travel agent
17) 236 MARKET AVENUE	007-068-654	Joga's restaurant
18) 248 MARKET AVENUE	006-853-536	Photographer, art gallery
19) 258 MARKET AVENUE	012-795-828	Vacant/former restaurant
20) 268 MARKET AVENUE	012-795-844	Boundary Women's Resource Centre
21) 272 MARKET AVENUE	003-041-051, 003-041-069	Davis Building
22) 334 MARKET AVENUE	023-331-976	The Source
23) 348 MARKET AVENUE	012-782-297	Studio
24) 358 MARKET AVENUE	012-796-051	Gym
25) 366 MARKET AVENUE	012-796-085	Masonic Lodge
26) 386 MARKET AVENUE	002-589-923, 002-589-931	Dave Dale Insurance
27) 317 MARKET AVENUE	010-167-463, 010-167-480, 010-167-617	Vacant/retail
28) 327 MARKET AVENUE	012-796-191	Thyme and Plate
29) 337 MARKET AVENUE	012-796-204	Thistle Pot Gifts
30) 347 MARKET AVENUE	012-796-212	Realty office
31) 353 MARKET AVENUE	012-796-247	Board Room
32) 7320 4 TH STREET	005-439-086	Parking lot beside the Board Room
33) 447 MARKET AVENUE	014-254-000, 014-512-301	Bank

Property Address	Property PID	Business/Tenant
34) 475 485 MARKET AVENUE	004-348-192, 004-348-206	Funeral Home, Florist
35) 420 MARKET AVENUE 7217 4 TH STREET	012-790-796, 012-790-800 012-796-581, 012-796-751	City Hall, Park
36) 7215 5 TH STREET	018-590-161	Office
37) 7223 5 TH STREET	018-590-152	Vacant
38) 7229 5 TH STREET	018-590-144	Future community kitchen
39) 7261 5 TH STREET	012791091, 012791121, 012791148, 012797022, 012791083, 012791164	Nick's Feed Centre
40) 7330 RIVERSIDE DRIVE	002-940-868, 029-737-583, 029-737-664/672/681/699/ 702/711/729	The Granby Building
41) 7290 & 7294 RIVERSIDE DRIVE	011525134	Single family homes (2)

Report Approval Details

Document Title:	2019-08-12 Market District Designation.docx
Attachments:	
Final Approval Date:	Aug 1, 2019

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

Dolores Sheets - Aug 1, 2019 - 9:44 AM

Diane Heinrich - Aug 1, 2019 - 10:12 AM

Request for Decision



To: Regular Meeting
From: **Development, Engineering and Planning**
Date: August 12, 2019
Subject: Wayfinding Strategic Plan Rural Dividend Fund Application
Recommendation: **THAT Council directs staff to apply for the Rural Dividend Fund for \$40,000 of a \$50,000 Wayfinding Strategic Plan.**

Background

In 2017-2018 staff developed a preliminary wayfinding sign project for downtown areas per Council request. A set of colourful signs were developed and installed over the last year.

After the 2018 flood, the BC Economic Development Association (BC EDA) recommended that the City apply to the Rural Dividend Fund to support the creation of a new wayfinding strategy that combines wayfinding signage and mobile apps.

Roger Brooks (Destination Development) echoed the emphasis on wayfinding in his report to the Discover Grand Forks Steering Committee in June. Brooks recommended replacing the existing wayfinding signs with a professionally designed and integrated system of wayfinding signs and kiosk maps that connects drivers, cyclists and pedestrians to core amenities and trails.

The BC EDA also recommended implementation of the 468 Insider App to complement the Wayfinding initiative. When funded, the Wayfinding Strategic Plan would enable linkage to deployment of the app and other trail and amenity information online, through smartphone scannable 'QR' codes.

Based on research on similar wayfinding initiatives in BC communities, staff estimates preparation of such a plan to be between \$40,000 and \$50,000. Capital expenditures resulting from the designs in the plan would be scheduled for the 2020 capital budget.



Figure 1. Wayfinding sign in London. Credit: Andrew Nash, flickr, Attribution-ShareAlike 2.0

At the time of writing the report the grant application was still being drafted; staff will provide a presentation on the grant application at Committee of the Whole.

In the grant, a maximum of 80% funding may be from the Rural Dividend Fund; no more than 10% of project costs can be in-kind. A \$50,000 project budget would entail a request to RDF for \$40,000 with the remainder to be provided from the remaining funds in the current wayfinding project budget. As part of the grant, the City would be required to submit by August 15th the Council resolution, current financial statements and detailed budget. Further requirements can be found at: <https://www2.gov.bc.ca/gov/content/employment-business/economic-development/support-organizations-community-partners/rural-economic-development/rural-dividend/program-details2>.

Benefits or Impacts

Strategic Impact



Economic Growth

- Supports implementation of recommendations for flood recovery and economic revitalization

Recommendation

THAT Council directs staff to apply for the Rural Dividend Fund for \$40,000 of a \$50,000 Wayfinding Strategic Plan.

Options

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

Report Approval Details

Document Title:	2019-08-12-RFD-RMC-RDF2019Wayfinding.docx
Attachments:	
Final Approval Date:	Aug 1, 2019

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

Dolores Sheets - Aug 1, 2019 - 3:41 PM

Diane Heinrich - Aug 1, 2019 - 4:40 PM

Request for Decision



To: Regular Meeting

From: **Development, Engineering and Planning**

Date: August 12, 2019

Subject: **Strategies to Increase Affordable and Attainable Housing Options in Grand Forks (FILE: 4710-01)**

Recommendation:

THAT Council delegate the issuance of Development Permits for Garden Suites to City Staff; and FURTHER,

THAT Council direct staff to:

- 1) Obtain servicing and development costs, undertake financial and feasibility analyses and report back to Council on the potential City-initiated housing projects outlined in this report (and listed in Appendix "A");**
- 2) Move forward with advertising and communications to heighten awareness in the community about secondary and garden suites, tiny homes and infill housing opportunities; and**
- 3) Waive the development and building permit fees for garden and secondary suites in the City.**

Background

On July 15th, 2019, Council considered and approved a report respecting policy objectives, process and the provision of "in-kind" housing support for property owners involved in the impending flood plain buy-out. A major policy direction of this initiative is to identify and facilitate the provision of affordable and attainable housing options for households affected by the buy-out.

The purpose of this report is to provide further detail about housing options and to seek Council's approval for several housing strategies to move forward immediately.

Housing Initiatives and Strategies

Housing options and the associated strategies to facilitate the availability of housing for flood impacted households are described below and are summarized in Appendix "B".

Rental Housing Development

- 1) 19th Street BC Housing Project (owned by BC Housing and operated by Boundary Family Services Society)

- This project consists of 42 apartments and 10 townhouses estimated for occupancy by the end of the year.
 - BC Housing has indicated that priority placement will be given to flood impacted households and individuals based on immediacy of need.
- 2) Secondary and Garden Suites on Existing Properties
- In 2018, the Zoning Bylaw was changed to allow suites within houses (i.e., a basement suite) and detached garden suites (with a development permit). The intent of this was to increase the rental stock in the City.
 - Secondary suites require only a building permit. Garden Suites require a development permit as stipulated in the Official Community Plan. The purpose of the development permit is to ensure that the smaller dwelling fits in with the neighbourhood.
 - To date, no applications have been received for garden suites although there have been numerous inquiries. This may be because (among other things such as cost) residents are unaware that garden suites are allowed in the City.
 - To heighten awareness in the community that these rental units are allowed, it is proposed that this message be communicated to property owners through advertising and brochures (see draft Garden Suite brochure in Appendix “C”).
 - To make it easier for homeowners to build a secondary or garden suite, staff is proposing that the permit process be simplified and that a small financial incentive be introduced to encourage more rental units on private property.
 - It is proposed that the issuance of development permits for garden suites be delegated to City staff and that the development permit and building permit fees be waived. This could potentially save an applicant about \$1,000.
 - Staff will also further investigate City incentives for rental unit development using a revitalization tax exemption bylaw (based on preliminary research, this tool is yet unproven for this purpose).
- 3) Tiny Houses
- In early 2018, the OCP and Zoning Bylaw were changed to allow tiny houses on wheels in the City subject to the issuance of a temporary use permit.
 - This housing option provides a rental opportunity as an accessory dwelling or as an affordable ownership option on privately owned or leased land (temporary use permits are issued for three years, renewable for an additional three).
 - To date one tiny house on wheels has been approved (in the flood plain in Johnson Flats).
 - To heighten awareness in the community that tiny houses on wheels are allowed with a temporary use permit, it is proposed that this message be communicated to property owners through advertising and brochures (see draft Tiny Houses on Wheels brochure in Appendix “D”).

City-owned Lots – Long Term Lease Option

Some flood impacted households may be interested in moving an existing, pre-fabricated or build a new dwelling on City-owned land and enter into a long term

lease in order to maintain affordability but allow for ownership and future sale of improvements (i.e., a moved house, manufactured home, modular home).

Offering these leased lots must provide a long term sound investment for the City which means the costs to service the lots and the forgone taxes must be repaid through lease rates.

City staff will consult with local banks as to the mortgage requirements and recommended terms for leased lots to enable lessees to qualify for mortgages if applicable.

Some potential locations (see Appendix “A”) for long term leased lots in the City are:

- +/- 20 lots on 24A Street south of 68th Avenue (existing small lots in the ALR);
- 8 - 10 lots on a portion of the 5-acre Lot 3 on 72nd Avenue (beside Silver Kettle); and,
- Undetermined number of lots on a portion (location to be determined) of Parcel Z on the west end of 68th Avenue.

City staff will determine the costs of servicing and developing these lots as a basis for establishing lease rates.

City staff is working with the Agricultural Land Commission to confirm that the +/- 20 lots on 24A Street (south of Angus MacDonald Park) can be made available if they are feasible to service.

All of these potential housing projects will require subdivision and servicing plans and approvals. Most of the costs of the feasibility studies for this initiative can be covered through the West End Infrastructure Servicing Strategy, which is currently in process. Costs over and above the West End Study are anticipated to be covered by the Department’s 2019 consulting budget.

City-owned Lots – Purchase Option

Many of the flood impacted households wish to secure full ownership of a property but can do so only with some in-kind assistance. In this case, City-owned lots could be offered for sale or potentially through a land trade, at market value. Because there are no readily serviced lots in the City, nor a current budget to service any, the servicing costs to make lots market-ready must be recovered over time through a mechanism such as a local service tax (parcel tax)¹. It is noted that smaller lot size would be favoured to more efficiently service the lots and maintain affordability.

¹ On July 15th, 2019, City Council approved a policy respecting sound investment: planning, development and servicing investments must provide a long-term benefit for the City or leverage additional development; and lifecycle costs are to be paid for over the life of development through taxes, lease income, servicing fees and utility fees.

There may also be an option involving partial ownership of a lot by the City (i.e., equity financing of a portion of property value to be recouped on future sale of property) to reduce up-front costs for the purchasers. City staff will explore this option more thoroughly to determine its viability.

Although it may be possible to pursue creating fee simple lots on the above city-owned properties (with rezoning) rather than lots for lease, the city-owned land on 71nd Avenue/Donaldson Drive/13th Street may be appropriate for fee simple ownership.

City staff will determine the costs of servicing and developing these lots as a basis for establishing the market/purchase price.

Partnership-based Townhouse of Condominium Projects on City-owned Land

There may be city-owned property available for third party development in a strata-type format. Using City-owned land could potentially pass savings in land value on to owners with an affordability contract in place with a developer.

There may also be opportunities for cooperative housing ventures instead of conventional developer ownership and financing.

Lot 1, 7850 2nd Street, at the north end of 2nd Street (currently a Licence of Occupation for a church) may be a lot suited to this option. City staff will explore this option in more detail and develop a strategy to entice the development community to partner with the City to accomplish affordable townhouse or condo units in the City.

Conclusion

The intent of the strategies contained in this report is to facilitate the creation of approximately 80 lots/units to replace the 80 lots scheduled for buy-out, and therefore maintain a reasonable inventory of single family lots and other housing units in the City.

Households receiving buy-outs will have varying needs and abilities to replace the home and lifestyle they had in the flood plain areas. Increasing the rental housing stock in the City along with developing city-owned lands for residential purposes may help these households more easily attain new places to live.

Decisions to proceed with creating new lots on city-owned land must be sound investments on behalf of the public, be based upon equity and fairness for all residents/taxpayers in the City and must be easily administered within the City's existing capacity to manage its public assets.

Benefits or Impacts



Community Engagement

- A series of meetings with those affected by the impending buy-out were held to generally discuss the options identified in this report (the results of these meeting will be transmitted to Council under separate cover).



Community Livability

- The location of new lots will take into consideration amenities available and proximity to schools, shopping and recreation.



Economic Growth

- The strategies presented are intended to foster new residential development and provide attainable housing for flood impacted households, allowing them to stay in Grand Forks and contribute to the economy.



Fiscal Responsibility

- The cost implications of waiving the development and building permit fees for secondary and garden suites maybe offset by the increase in taxes received from the secondary dwelling.
- There are substantial costs associated with creating and servicing new lots in the City. In accordance with Council approved policy, a specific housing project will not be deemed feasible if there is no mechanism available to recoup the costs (plus) over time through surcharges, fees or parcel taxes (i.e., if it is not a sound investment on behalf of the taxpaying public).

Policy/Legislation

The Local Government Act, the Community Charter, the Official Community Plan, the Zoning Bylaw and the City of Grand Forks Real Estate Strategy Policy.

Attachments

Appendix "A": List and Map of Potential City-Initiated Housing Projects on City-Owned Land

Appendix "B": Summary of Strategies to Increase Housing Options for Property Owners Scheduled for a Buy-out

Appendix "C": DRAFT Garden Suite Guide

Appendix "D": DRAFT Tiny House (on wheels) Guide

Recommendation

THAT Council delegate the issuance of Development Permits for Garden Suites to City Staff; and FURTHER,

THAT Council direct staff to:

- 1) Obtain servicing and development costs, undertake financial and feasibility analyses and report back to Council on the potential City-initiated housing projects outlined in this report (and listed in Appendix “A”);**
- 2) Move forward with advertising and communications to heighten awareness in the community about secondary and garden suites, tiny homes and infill housing opportunities; and**
- 3) Waive the development and building permit fees for garden and secondary suites in the City.**

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.

Appendix “A”
List of Potential City-Initiated Housing Projects on City-Owned Land
(see map attached)

Potential Housing Project	Est. No. of Units	Size/Type of Units	Comments
Portion of Lot 3, 72nd Avenue beside Silver Kettle	8 – 10	Single family lots Multiple family potential with partnership	Approx. 2 acres are on short term reserve for a seniors apartment project. Zoned CU – Community Use which only allows partnership for development. Lots limited to long term lease.
24A Street, Block 19 south of Angus Macdonald Park	+/- 20	Small single family lots	Existing small lots in the ALR. Zoned CU. Proposal under review by the Agricultural Land Commission.
Portion of Parcel Z (south of Extra Foods)	undetermined	undetermined	If existing lots on 24A St are serviced, creating lots or strata units here may be feasible.
71 st Street & Donaldson Drive, City-owned (beside the Grand Trail)	8 - 12	Small single family lots	Properties must be replotted into a feasible lot configuration, but servicing is nearby.
Lot 1, 7850 2 nd Street, at the north end of 2 nd Street (currently a Licence of Occupation for a church)	2.5 acres	Suitable for multiple family units only (due to site constraints)	Potential for a city partnership (long term).

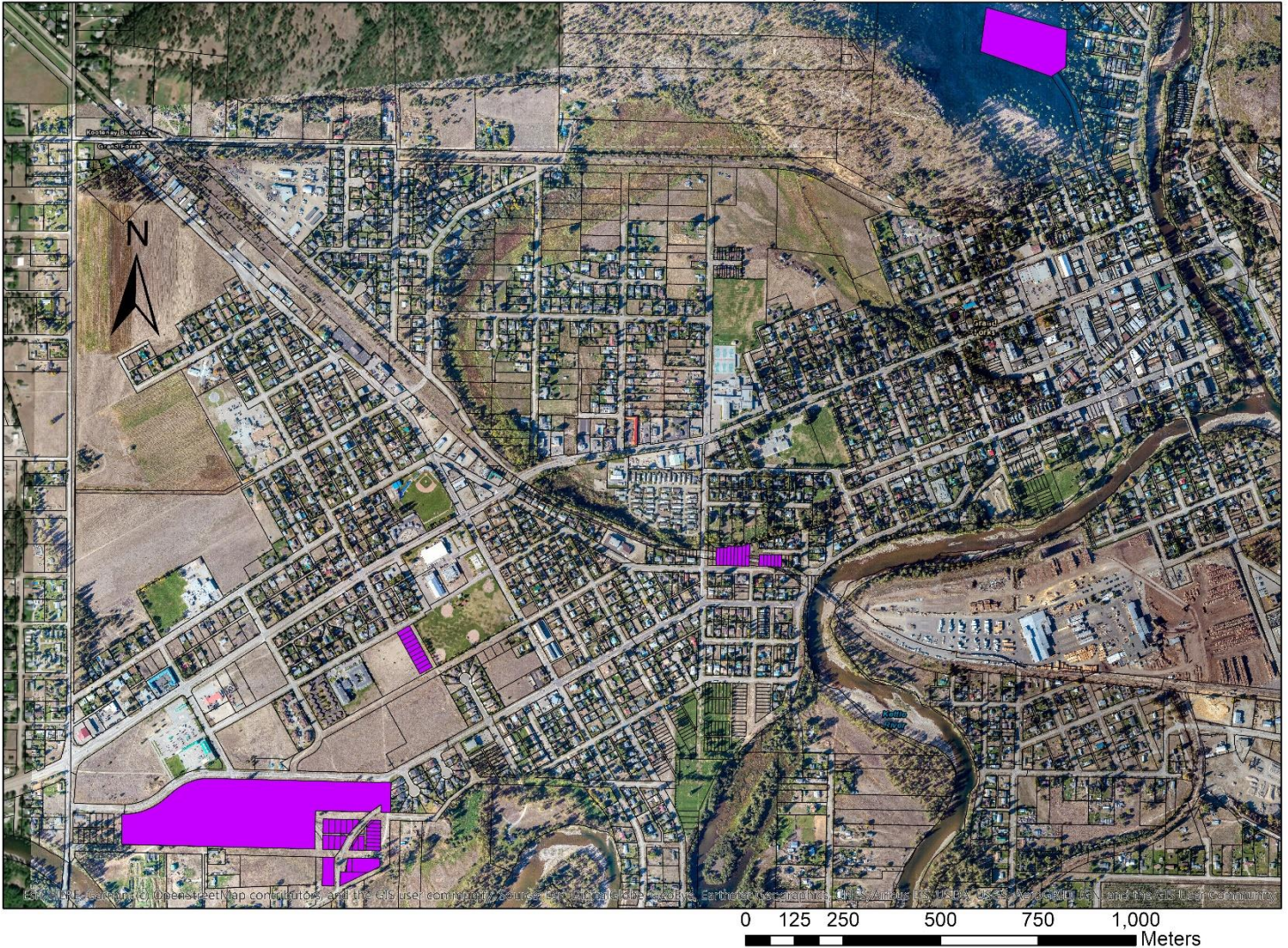
Municipal Parcels with Development Potential

Created by: Travis Arnold

Date: August 2, 2019

Datum: NAD 83 UTM Zone 11N

Data Source: City of Grand Forks



Appendix “B”
Summary of Strategies to Increase Housing Options for Property Owners
Scheduled for a Buy-out

Strategy 1: For the BC Housing project on 19th Street, give priority to flood impacted households and individuals based on immediacy of need.

Strategy 2: Delegate the issuance of development permits for garden suites to City staff.

Strategy 3: Waive the development permit and building permit fees for garden suites and secondary suites.

Strategy 4: Implement a communication strategy advising residents that secondary suites, garden suites and tiny houses are allowed in Grand Forks.

Strategy 5: Implement a communication strategy advising residents that tiny homes on wheels are allowed in Grand Forks subject to a temporary use permit.

Strategy 6: Consult with local banks to work out lease rates and terms that will enable flood impacted households to secure mortgages on leased lots at a reasonable cost while ensuring that the value of the asset for existing taxpayers is maintained.

Strategy 7: Engage a consultant to determine the costs of servicing and developing the city-owned properties identified in this report as a basis for establishing lease rates, funding mechanisms and purchase prices.

Strategy 8: Confirm with the Agricultural Land Commission that the +/- 20 lots on 24A Street (south of Angus MacDonald Park) can be made available if they are feasible to service.

Strategy 9: Determine the viability of the City retaining ownership of a fraction of a market lot to potentially reduce the up-front costs for purchasers of city-owned lots.

Strategy 10: Develop a strategy to entice the development community to partner with the City to develop affordable townhouse or condo units in the City.

Appendix “C”
D R A F T Garden Suite Brochure



A Guide to Garden Suites

Garden Suites are allowed in Grand Forks!

In 2018, following public consultation and a public hearing, Grand Forks City Council decided to make it easier for homeowners to build a garden suite (also known as a laneway house or carriage house) on their property.

What is a Garden Suite?

A garden suite is a separate smaller home, typically located in your backyard or above a garage and detached from the main dwelling. Garden suites are designed to be long-term rental housing; they cannot be strata titled or sold. They also require a development permit to make sure they fit into the neighbourhood and a building permit to ensure they are safe and livable.

Property owners may build a new garden suite alone or on a garage or convert an existing accessory building if it meets the BC Building Code.

Why are Garden Suites good for Grand Forks?

Garden suites use existing infrastructure, providing a sustainable and economical way to increase and diversify the rental housing stock. They provide housing for a variety of people, including those who would like to downsize, relatives of homeowners, aging parents and renters who would like a detached dwelling rather than a condo or basement suite. Rental income also helps to reduce housing costs for homeowners. Garden Suites must adhere to a set of design guidelines to ensure that they will fit with the existing streetscape and atmosphere of the neighbourhood.

Where are Garden Suites permitted?

Garden Suites are permitted in the two main residential zones (R1 and R2) in Grand Forks, and in the Neighbourhood Commercial (NC) and Tourist Commercial (TC) zones. The Grand Forks Zoning Bylaw indicates that in the R1 and R2 residential zones, the following dwelling units are permitted: (a) one single family dwelling, plus (b) one secondary suite and one garden suite; or (c) one two-family dwelling, plus (d) one garden suite.

To find out if the zoning on your property allows a garden suite, contact City staff at 250-442-8246 or info@grandforks.ca, or view the Grand forks Zoning Map on our website.

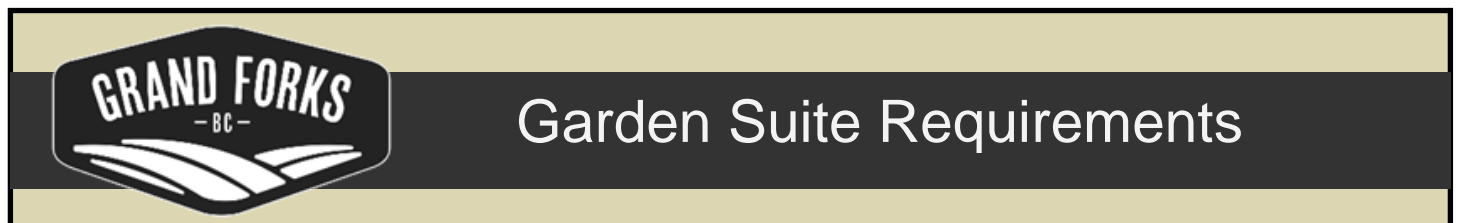
Your garden suite must also meet the requirements of the Zoning Bylaw (Section 22), and the Development Permit Area Guidelines prescribed in the Official Community Plan (Section 14.10). These requirements are summarized below.

I want to build a Garden Suite. What do I need to do?

- 1) Check to see if your property is eligible for a garden suite.
- 2) Review the regulations and guidelines for garden suites.
- 3) Contact City staff to discuss your plans and the requirements for your application: 250-442-8246 or info@grandforks.ca.
- 4) Prepare your plans and apply for a Development Permit which includes a questionnaire to ensure your proposal meets the guidelines for garden suites. When you are ready, contact City staff to book an appointment to submit your application.
- 5) Once approved, apply for the necessary building permits.
- 6) When all permits are in hand, you are ready to build.

What will it cost to get my Garden Suite approved?

Permit or Service	Cost
Development Permit application	\$200 (under review)
Building Permit (approximate)	\$8 per \$1,000 of declared or assessed value + \$10 per plumbing fixture (under review)
Sewer	Shared with main house (additional usage)
Water	Shared with main house (additional usage)
Electric & gas	Shared with main house (additional usage)



Once you have confirmed that a garden suite is allowed on your property, the suite must be sited and designed according to the following regulations and guidelines.

Zoning Regulations

In addition to the zoning requirements regarding setbacks, height and lot coverage in the applicable zone, garden suites must comply with the following regulations (as per Section 22 of the Zoning Bylaw):

1. A minimum floor area of 12 sq. m. and a maximum floor area of 90 sq. m.

2. Must satisfy all the requirements of the British Columbia Building Code and other associated bylaws and regulations.
3. If a Garden Suite does not have direct access to a highway on an exterior side or rear parcel line, it shall have private or emergency access via an unobstructed pathway constructed and maintained between the public street and the Garden Suite entrance, with a minimum width of 1 m.
4. Must be sited on a permanent foundation.
5. A Garden Suite cannot be strata titled.

Development Permit Area Guidelines

Garden suites must comply with Section 14.10 of the Official Community Plan: "Accessory Dwelling Unit and Tiny House Development Permit Area (ADU DPA)". These guidelines are as follows:

Buildings and Structures

1. Orient buildings to maximize opportunities for passive solar heating and natural lighting.
2. Consider adaptable design and universal accessibility.
3. Use natural ventilation and cooling systems.
4. Consider the use of green roof systems to reduce storm water runoff, reduce energy costs and improve visual appearance.
5. Use building products that demonstrate re-use, upcycling and green technology.
6. Developments are encouraged to seek Passive House, LEED, or other sustainability certification.
7. Where garages or carports are necessary, design them to be recessed within the building or set back from the front face of the building.
8. Buildings should be clad with durable, aesthetically acceptable and environmentally friendly materials at least as good of quality as primary dwelling; vinyl and aluminum siding are not acceptable.

Utilities / Servicing

9. Buildings must share the services of the primary unit as per the City Bylaws for water, sewer, electrical services.

Parking / Access

10. Entrances should face the street (or laneway, if sited on a lane) and have direct pedestrian access from the street. Windows should provide "eyes on the lane" for security.
11. Shared driveways are encouraged to reduce paved surfaces.
12. Provide vehicle access via rear lanes where they are available.

Screening and Landscaping

13. Provide private outdoor space of at least 9 square metres for each of the primary residence and accessory dwelling unit.
14. Provide for clothesline use.
15. Limit the use of potable water for landscape irrigation.

16. Provide natural filtration of rainwater into the site through techniques including raingardens, rainwater collection systems, bio-swales and permeable paving or crushed rock for driveways.



What is the process to develop a garden suite?

1. Pre-application meeting

Contact City staff to discuss your ideas and preliminary plans for your garden suite. Note that you will be required to apply for both a Development Permit and a Building Permit. City staff will help to define the next steps in the process. Although the City will notify neighbouring properties about your development permit application after you apply, it is suggested that you discuss your proposal with your neighbours to gain their support.

2. Apply for a Development Permit

Make an appointment with City staff to submit your application. A Development Permit Application must be accompanied by drawings/plans, including:

- 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) Photos or elevation plans showing height, exterior finishing and colour, windows and doors, roof pitch, etc.

3. Plan Check and Referral

The application will be checked by City staff to ensure that it is complete and that the proposed garden suite conforms to City requirements. Staff may also refer the application to the Fire and Public Works Departments for review.

4. Neighbours are Notified of the Proposal for a Garden Suite

All landowners within 30 metres (100 ft) of your property will be notified in writing of your application. It is advisable to consult with your neighbours in advance to gain support for your garden suite proposal.

6. Development Permit is Issued

City staff will then issue a development permit (with or without conditions). This permit will be sent to the Land Titles Office and registered on the title of your property.

7. Apply for a Building Permit

Once your Development Permit is issued, you may apply for a Building Permit. In most cases a building permit and development permit application may be reviewed by City staff concurrently.

Appendix “D”
D R A F T Tiny House on Wheels Brochure



A Guide to Tiny Houses in Grand Forks

Tiny Houses on Wheels are allowed in Grand Forks!

In 2018, following public consultation and a public hearing, Grand Forks City Council adopted an amendment to the Official Community Plan and Zoning Bylaw to accommodate *tiny houses on wheels* in the City. Before placing a tiny house on property in the City, a Temporary Use Permit must be obtained to ensure that the tiny house fits in with the neighbourhood and is safe and livable.

What is a Tiny House on Wheels?

A *tiny house on wheels* is a dwelling unit on a wheeled chassis, greater than 12 square metres (129 square feet) and less than 29 square metres (312 square feet). A tiny house in Grand Forks must be constructed to be used as a full-time residence in this climate and must comply with the current British Columbia Building Code. If premanufactured, the tiny house must comply with the CSA Z240 or Z240RV standard.

Tiny houses can be either a second smaller home on a lot (accessory dwelling unit), or in some cases, be the only home on a lot. Both options require the landowner to apply for and obtain permits from City Council.

Why are Tiny Houses good for Grand Forks?

Tiny houses provide an alternative housing solution for a variety of people, including those who would like to downsize, relatives of homeowners, aging parents and renters. Rental income can help to reduce housing costs for homeowners (i.e., mortgage helpers), and increase options for affordable rental housing in the City. Tiny houses use very little city infrastructure, providing a sustainable and economical way to increase and diversify the housing stock in the city.

Where are Tiny Houses on Wheels permitted?

Tiny houses on wheels are permitted outright in industrial zones in Grand Forks. In all other zones (i.e., residential) they must receive approval through a permit process (Temporary Use Permit). This process involves an application and review process, public notification and consideration by City Council.

Before buying or building a tiny house, please contact City staff at 250-442-8246 or info@grandforks.ca to learn about the process and requirements for placing a tiny house on your property.

I want to place a Tiny House on Wheels on my lot. What do I need to do?

1. Review the regulations and guidelines for tiny houses on wheels in the Zoning Bylaw and the Official Community Plan.
2. If you are planning to place a tiny house on a residential property, you must apply for a temporary use permit. Before you proceed, contact city staff to discuss the application requirements (250-442-8266 or info@grandforks.ca).
3. Prepare your plans and apply for a [Temporary Land Use Permit](#) to ensure your application meets the guidelines for tiny houses in Grand Forks. When you are ready, contact City staff to book an appointment to submit your application.
4. Your application will be forwarded to City Council for authorization to proceed to public notification, which includes advertising in the local paper and notifying neighbouring property owners.
5. Your application will proceed to Council for a second time where, based on any comments received by the public, Council will approve (or deny) the permit.
6. The permit will be issued and be valid for a period of three years. A renewal for an additional three years can be applied for prior to the expiry date of the original permit.
7. You may apply for a building permit.
8. When all permits are in hand, you are ready to build or place the tiny house on your land.



Tiny House Requirements

Once you have confirmed that a tiny house on wheels is suitable for your property, it must be sited and designed in accordance with the following regulations and guidelines.

Zoning Regulations

In addition to the zoning requirements regarding setbacks, height and lot coverage in the applicable zone, *tiny houses on wheels* must comply with the following regulations (as per Section 23 of the Zoning Bylaw):

- 1) A tiny house on wheels must be constructed to be used as a full-time residence according to the current British Columbia Building Code or the CSA Z240 or Z240RV standard if it is premanufactured.
- 2) For residential zones permitting a single-family dwelling with a floor area between 18 and 29 square metres or a garden suite, the tiny house on wheels must be converted to a single-family dwelling or a garden suite by placement on a full-depth perimeter or point support foundation, subject to the conditions of a building permit from the City.
- 3) A person must obtain a temporary use permit to place a *tiny house on wheels* that is not converted to a principal dwelling or garden suite in a zone where it is not permitted, such that:
 - (a) bonding sufficient for removal of the tiny house on wheels is provided to the City before the time of placement; and
 - (b) the tiny house on wheels is removed at the end of the permit period; or
 - (a) to remain on the property the tiny house on wheels must be converted as per no. 2 above.

Development Permit Area Guidelines

Tiny houses on wheels must comply with Section 14.10 of the Official Community Plan: "*Accessory Dwelling Unit and Tiny House Development Permit Area (ADU DPA)*", as outlined below:

Buildings and Structures

- 1) Orient buildings to maximize opportunities for passive solar heating and natural lighting.
- 2) Consider adaptable design and universal accessibility.
- 3) Use natural ventilation and cooling systems.
- 4) Consider the use of green roof systems to reduce stormwater runoff, reduce energy costs and improve visual appearance.
- 5) Use building products that demonstrate re-use, upcycling and green technology.
- 6) Developments are encouraged to seek Passive House, LEED, or other sustainability

certification.

- 7) Where garages or carports are necessary, design them to be recessed within the building or set back from the front face of the building.
- 8) Buildings should be clad with durable, aesthetically acceptable and environmentally friendly materials at least as good of quality as primary dwelling; vinyl and aluminum siding are not acceptable.
- 9) Tiny houses on wheels must be skirted with a finished insulating material the same quality as or complementary to the cladding of the tiny house.
- 10) In all residential zones, tiny houses on wheels must have a deck or porch attached, with appropriate stairs or ramp, to signify that they are semi-permanent in nature.

Utilities / Servicing

- 1) Buildings must share the services of the primary unit as per the City bylaws for water, sewer and electrical services.

Parking / Access

- 1) Entrances should face the street (or laneway, if sited on a lane) and have direct pedestrian access from the street. Windows should provide "eyes on the lane" for security.
- 2) Shared driveways are encouraged to reduce paved surfaces.
- 3) Provide vehicle access via rear lanes where they are available.

Screening and Landscaping

- 1) Provide private outdoor space of at least 9 square metres for each of the primary residence and accessory dwelling unit.
- 2) Provide for clothesline use.
- 3) Limit the use of potable water for landscape irrigation.
- 4) Provide natural filtration of rainwater into the site through techniques including raingardens, rainwater collection systems, bio swales and permeable paving or crushed rock for driveways.



How to Get Approval for a Tiny House

1. Pre-application meeting

Contact City staff to discuss your ideas and preliminary plans for your tiny house. Note that you will be required to apply for a Temporary Use Permit and a Building Permit. City staff will help to define the next steps in the process. Although the City will notify

neighbouring property owners about your application for a tiny house, it is suggested that you discuss your proposal with your neighbours to gain their support.

2. Apply for a Temporary Land Use Permit

This permit is required to ensure that the form and character of the tiny house fits into the existing neighbourhood and that it meets the regulations and guidelines. Make an appointment with City staff to submit your application. A [Temporary Land Use Permit Application](#) must be accompanied by a completed questionnaire and drawings/plans, including:

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 present buildings.
- c. The location of off-street parking.
- d. The location of proposed access roads, pedestrian access routes, screening, landscaping and fencing.
- e. Photos and/or elevation plans showing height, exterior finishing and colour, windows and doors and roof pitch.

The questionnaire will help determine if your proposed tiny house meets the Development Guidelines in the Grand Forks Official Community Plan (OCP).

3. Plan check and referral

The application will be checked by City staff to ensure that it is complete and that the proposed tiny house conforms to City requirements. Staff may also refer the application to the Fire and Public Works Departments.

4. Application is considered by Grand Forks City Council for the first time

An initial staff report with recommendations will be considered by City Council at one of its regular Council meetings. You are welcome to attend to answer any questions. Council will pass a resolution authorizing (or not) staff to proceed with the public notification process.

5. Neighbours are notified of the proposal for a tiny house on wheels

All landowners within 30 metres of your property will be notified in writing of your application and invited to ask questions and/or provide comments to City staff. All written comments will be transmitted to City Council when it considers your permit application for final approval.

6. Proposal is advertised in the local newspaper

The proposal for a tiny house is advertised in the local newspaper to advise the public of the application and when it will be given final consideration by City Council.

7. Application is considered by Grand Forks City Council for the second time

After hearing any comments received as a result of the above public notification process, City Council will pass a resolution to approve (or deny) the permit.

8. Temporary Land Use Permit is Issued

City staff will then issue the permit (with or without conditions). This permit will be sent to the Land Titles Office and registered on the title of your property.

9. Apply for a Building Permit

Once your Temporary Use Permit is issued, you may apply for a [Building Permit](#). It is noted that in most cases a building permit and temporary use permit application may be reviewed by City staff concurrently. Information respecting building permits and inspections can be found [here](#).

Report Approval Details

Document Title:	2019-08-12 Strategies to Increase Attainable and Affordable Housing RMC.docx
Attachments:	
Final Approval Date:	Aug 6, 2019

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

Dolores Sheets - Aug 6, 2019 - 12:23 PM

Diane Heinrich - Aug 6, 2019 - 3:37 PM

Request for Decision



To: Regular Meeting
From: Financial Services
Date: August 12, 2019
Subject: Revised Policy 802 - Procurement
Recommendation: **THAT Council approves Procurement Policy 802, Revision version 2.**

Background

Staff has for some time struggled with the interpretation and application of the existing purchasing policy, which lacks clear direction related to commonly occurring situations and some critical areas. It is also outdated with respect to its references to trade agreements and omits some of the more recently created staff positions from the list of spending authorities.

Finance staff has undertaken a substantial amount of research and review of other municipal purchasing policies and procurement documentation in order to produce a new policy which addresses the practical requirements of those responsible for procurement, while maintaining sufficient controls and direction to ensure that the stated objectives are achieved. This policy also aims to incorporate many of the recommendations and best practices advocated by the Auditor General for Local Government.

The proposed new policy is a complete re-write of the previous version, with the following changes made to provide better direction to staff and for conformity with current best practices :

- the removal of definitions, which are generally redundant and unnecessary, and clauses which relate to procedure rather than policy
- rewording of provisions regarding ethics and conflicts of interest, as these are addressed in other policies and employment contracts
- expansion of the responsibilities statements and guidelines to address best value, sustainable procurement, and co-operative purchasing
- inclusion of additional sourcing methods such as expressions of interest, vendor pre-qualifications and standing offers
- addition of sections which cover change orders, selection of consultants and professional service providers, on-going contracts, performance evaluations, and unsolicited proposals
- more clearly defined purchase order exemptions
- clarification regarding direct awards greater than \$25,000 and of the type of situations which may justify sole sourcing

The spending authorities and thresholds for the different sourcing methods are for the most part unchanged. Where changes have been proposed, it is for reasons of practicality and should not compromise controls or create additional risk to the organization.

These changes include the following:

- use of generic, rather than specific, position titles for staff spending limits
- increase in purchase order amounts from \$1,000 to \$1,500, to be consistent with the spending limit for coordinators
- increase in the direct acquisition threshold from \$5,000 to \$10,000, for purchases where no individual item is greater than \$5,000
- Increase in the threshold for verbal and written quotes, along with some added flexibility related to verbal quotes

Following a recommendation made during the COTW meeting, staff has added a reference to other provisions in the policy with respect to the Chief Financial Officer's responsibility for approval of sole source purchases.

The revised policy was introduced to the Committee of the Whole on July 15, 2019 and is presented here for approval and adoption.

Benefits or Impacts

General

The policy revisions included here provide more definitive direction to staff in the procurement of goods and services.

Strategic Impact



Fiscal Responsibility

- This policy mandates practices which are aimed at achieving best value for money in procurement, while maintaining appropriate controls to minimize risk and ensure compliance with trade agreements.

Policy/Legislation

Council has the authority to approve policy.

Attachments

Proposed Procurement Policy 802 revision v2

Existing Contracting Authority and Purchasing Policy 802A-1

Recommendation

THAT Council approves Procurement Policy 802, Revision version 2.

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:	Procurement Policy Regular Meeting.docx
Attachments:	- Procurement Policy 802-A2 2019.pdf - 802A-1 - Contracting Authority and Purchasing.pdf
Final Approval Date:	Jul 23, 2019

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

No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler

Diane Heinrich - Jul 23, 2019 - 7:57 AM



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

Council Policy

Procurement

Established: March 20, 2006

Rescinded: N/A

Contact Department: Finance

Purpose

This policy establishes general guidelines, authorizations, and approval limits for the procurement of goods and services on behalf of the City.

Objectives

The objectives of this policy are to:

- a) Establish authority and limits for the purchase of goods and services on behalf of the City.
- b) Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining controls appropriate for a public sector body.
- c) Promote fair, open, accountable and transparent purchasing practices.
- d) Encourage as a preference, contracting agreements and purchasing criteria that consider total life cycle costs and minimize environmental impacts.
- e) Ensure that the City acts in accordance with all applicable legislation and trade agreements.

Scope

This policy applies to all procurement of goods and services, including construction, consulting or professional services, made by or on behalf of the City by employees and other authorized personnel.

Policy Statements

1. Responsibilities

Chief Administrative Officer to:

- a) approve and issue administrative directives to implement this policy
- b) review and approve sole and single source purchases greater than \$25,000
- c) approve recommendations for contract awards
- d) approve term contracts of less than 5 years

Chief Financial Officer to:

- a) monitor adherence to the provisions of this policy and record events of non-compliance
- b) approve and implement administrative procedures necessary for compliance with this policy
- c) review and approve sole and single source purchases as stated in Section 8.
- d) remain informed of current legislation and ensure compliance with trade agreements

Department Heads to:

- a) ensure that their departments' purchasing activities meet the objectives and administrative requirements of this policy
- b) ensure funds are available for departmental spending and within the spending authority of those authorized to make purchases on behalf of the department

- c) ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, a legal review for bid compliance

All employees are expected to conduct themselves with personal integrity, ethics, honesty, and diligence when acquiring goods and services on behalf of the City, and shall exercise impartiality and fairness at all times in evaluating suppliers and awarding contracts. Employees must comply with other City policies regarding conflicts of interest and receipt of gifts, and shall maintain confidentiality of information which the City is obligated to protect.

2. Exclusions

The following transactions are, by their nature, not generally considered procurements of goods and services, and are thus excluded from the provisions of this policy:

- Payments made with respect to payroll taxes and source deductions, union dues, workers' compensation assessments, and similar payments.
- Payments of debt interest and principal
- Transfers to and from investment accounts
- Payments in respect of taxes collected on behalf of other authorities
- Donations, grants and fee-for-service payments
- Fire department cost sharing and volunteer payment agreements
- Payment of damages or settlements
- Acquisition of land and improvements, by purchase, lease or other agreement

The hiring of regular, temporary and casual employees is also outside the scope of this policy.

3. Compliance

All employees and other authorized personnel responsible for purchasing goods and services, for approving the purchase of goods and services, or for executing contracts on behalf of the City must adhere to this policy.

Any employee who willfully acquires goods or services in contravention of this policy is liable to disciplinary action. Activities such as making unauthorized purchases, committing the City without appropriate authority, disclosure of suppliers' confidential or proprietary information, or dividing contracts or purchases to avoid the thresholds of this policy are expressly prohibited.

All incidents of non-compliance, including those requiring special approvals shall be documented and reported to the appropriate level of management, or Council if warranted.

4. Authority

Under authority delegated by Council to the Chief Administrative Officer, the following authorizations are provided to management and employees of the City in order to give administrative effect to this policy:

- a) Authority to Execute Contracts
- i) The Chief Administrative Officer shall execute contracts awarded through the public tendering process.
 - ii) All contracts with a term greater than 5 years require Council resolution, and are to be executed by both the Mayor and the Corporate Officer.
 - iii) Contracts within the parameters of the Financial Plan (5 years or less) require approval by both the CAO or Authorized Delegate and the Corporate Officer.

b) **Spending Authority**

City employees may approve purchases of goods and services up to their individual approval limits as set out in Appendix B. When an authorized staff member is away, the staff member performing their duties during the period of their absence is authorized up to the spending limit of the absentee member.

5. **Purchasing Guidelines**

Best Value

Purchase decisions should take into consideration the total cost of ownership, and not just the lowest purchase price. The total life cycle cost, including acquisition, shipping, disposal, operating, and maintenance costs should be assessed, in addition to taking into account other characteristics such as availability, suitability, serviceability, warranty, training requirements, and environmental impact.

Sustainable Procurement

The City will procure goods with due regard to its commitment to encourage the use of environmentally friendly products and processes which reduce waste, air and water pollution and the use of chemicals.

The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.

Cooperative Purchasing

Wherever possible, the City will participate in cooperative purchasing with other public agencies to maximize cost savings. The cooperative procurement process may be conducted in accordance with the procurement policy of the leading organization.

Trade Agreements

The City shall comply with the relevant provisions of all trade agreements to which it is subject. These agreements generally state that goods, services and construction above certain dollar thresholds must be publicly tendered so as not to discriminate among bidders on the basis of origin.

6. **Purchasing Methods**

Petty Cash

A petty cash fund is an alternative for small value purchases which do not warrant the processing of an invoice through accounts payable. Purchases made using petty cash should generally not exceed \$50 per transaction.

Credit Cards

Credit cards will be assigned to staff according to their purchase needs. City staff may use credit cards for bona fide City expenses within their assigned credit limits.

Purchase orders are required for credit card transactions in accordance with the provisions of this policy.

Purchase Orders

Unless exempted below, purchase orders shall be issued for all goods and services costing in excess of \$1,500, including Provincial Sales Tax, but excluding freight and delivery charges.

Where the exact purchase amount is unknown but is anticipated to exceed \$1,500, the purchase order should be issued using a reasonable estimate or, if quantities are unknown, a specified hourly or unit cost.

Annual standing purchase orders may be issued to frequently used suppliers, for supplies of a repetitive or continuous nature.

An authorized purchase order must be in place prior to any commitment being made for the purchase of goods and services.

Purchase Order Exemptions

The following expenditures do not require a purchase order:

- Association dues and membership fees, publications/subscriptions
- Legal and accounting fees
- Postage machine replenishment
- Utilities such as electricity, gas internet, telephone, and cell phone
- Procurements made under annual or other contracts, such as janitorial services and equipment leases
- Courses, seminars, conventions, workshops, and other training fees
- Travel expenses and advances
- Licenses and permits
- Freight and courier charges
- Insurance and payroll benefit plan premiums
- Expenditures made during situations of declared emergency or other threat to public health or safety necessitating immediate action

Where there is no breach of the competitive process or risk to the City, an unintentional failure to issue a purchase order as noted above is subject only to internal administrative redress.

7. Change Orders

Managers will have the authority to approve change orders subject to the following conditions:

- there are sufficient uncommitted funds within the existing project budget to cover the cost of the change order;
- the change order does not materially alter the scope of work of the project; and
- the change order does not exceed the lesser of 10% of the original purchase amount and the manager's authority limit.

8. Sourcing Methods

Direct Acquisition

Goods or services with an estimated cost of less than \$10,000, where no individual item is greater than \$5,000 in value, may be purchased directly from a supplier; however staff is expected to make a reasonable effort to obtain the best value.

Verbal Quote and Request for Quotation (RFQ)

A minimum of three suppliers shall be solicited for price quotations for purchases between \$10,000 and \$50,000 in value.

While staff are recommended to obtain written quotes for all purchases over \$10,000, verbal quotes may be used for lower dollar value purchases (under \$25,000), with a written record maintained of the businesses contacted and the quote amount, or lack of response if applicable. Written price quotations are required for purchases between \$25,000 and \$50,000 and may be sought through direct request to qualified suppliers, or through an invitational or public tendering process.

The award will be made to the respondent who has submitted the lowest price and that meets all the specifications of the RFQ. However, in determining the best qualified and acceptable quote, consideration should be given to other factors such as vendor qualifications, quality, source of supply, availability and supplier's past performance. The City reserves the right to accept a quote other than the lowest bid based on a higher evaluation of the criteria noted above.

Requests for Expressions of Interest and Vendor Pre-Qualification

A prequalification process may be used whereby vendors or contractors are requested to provide an expression of interest (REOI) or qualifications (RQ) to be used in developing a short list of prospective qualified suppliers. Prequalification of vendors may be used as a preliminary step in the public tendering process, providing the requirements for advertising noted below are met.

Requests for Standing Offers - Hired Equipment

The City may issue a request for standing offers (RFSO) or EOI for the registration of equipment for hire on an as-and-when-required basis. The City will maintain a list of prequalified providers, with equipment to be hired based upon criteria such as price, availability, and condition.

Formal Public Tendering and Request for Proposals

Invitations to Tender (ITT) and Requests for Proposal (RFP) are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000. All competitive procurement opportunities shall be advertised in BC Bid or other electronic tendering system, and must follow the City's established processes and procedures for receiving and opening tenders.

Other than unique situations entailing mandate from Council, the maximum term for a contract for services, including any renewals, shall be five years. Continuing contracts, other than those included as professional services in Section 10, or contracts with multiple indefinite annual renewals are expressly prohibited.

The approval level for contracts with a duration of greater than one year is calculated as the total financial obligation over the term of the contract, including any options for extension.

Once a service contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

Direct Award (Sole or Single Sourcing)

A purchase of goods or services below \$75,000 may be made by direct award where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. Sole source purchasing shall not be conducted in order to avoid competition between or discriminate against suppliers. Failure to plan appropriately does not provide justification for sole sourcing in a situation of urgency.

Circumstances that may support sole sourcing include (but are not limited to) the following:

- there has been limited or no response to an RFQ which has been posted publicly for at least one week;
- an unforeseeable situation of urgency exists and the goods or services cannot be obtained in time through the competitive procurement process;
- the expenditure is minor and the potential savings available through competitive contracting do not justify the increased time and costs involved in obtaining quotes;
- in the case of cooperative purchasing, where the cost of the goods or services is verifiably competitive;
- services and supplies are provided by utility companies on a monopoly or regulated tariffed basis;
- there is an absence of competition for technical reasons and the goods or services can be only be supplied by one particular service provider, with no reasonable alternative or substitute;
- there is only one service provider who has the unique qualifications or skills needed for the work;
- there is a need to maintain compatibility with existing products or specialized products which can only be provided by the manufacturer or representative of the product;
- the work is a continuation or follow-up and is most appropriately done by the original service provider;
- an opportunity arises to take advantage of cost savings realizable when non-resident contractors are already available locally for a limited time (eg. paving contractors);
- an item is offered for sale by tender, auction or negotiation and purchasing the item is clearly in the best interest of the City; or
- the project is highly sensitive or confidential, and advertising it through open competition is not appropriate.

Direct award purchases require a documented request and justification with approval of the Chief Financial Officer. Direct award purchases between \$25,000 and \$75,000 require additional approval from the Chief Administrative Officer, or designate.

A direct award for construction contracts below \$200,000 may be made in exceptional circumstances, with justification provided to, and with the approval of, the Chief Financial Officer, Chief Administrative Officer and Council.

Direct awards greater than \$25,000 should be reported to Council through the regular monthly procurement reporting process or similar means.

9. Selection of Consultants and Professional Services

Consultants and professional service providers may be engaged directly for services under \$25,000, where a reasonable evaluation or pre-qualification process has been completed.

A Public Call for Written Proposals or direct invitation shall be sought from at least three qualified consultants where the anticipated cost of engaging the consultant is \$25,000 or more.

Consultants will be retained on the basis of expertise, experience, professional reputation, ability to complete the work and to provide cost effective advice and solutions. The City will not rely on one consultant to provide the majority of project consulting services. To achieve best value for money, staff will endeavour to engage consultants by means of a direct contract rather than subcontracting through an intermediary.

The following criteria shall be taken into consideration when evaluating potential candidates:

- the firm's relevant experience and past performance
- familiarity with municipal procedures and practices
- references from former or current clients
- fees to be charged
- potential for conflict or perceived conflict of interest

10. Contracts for On-Going Professional Services

Where professional services are to be retained on an ongoing basis, a review will be undertaken of such services every five years, if not more frequently. These services will be requested by way of an Expression of Interest or Request for Proposal. Ongoing professional services include the following:

Banking and Investment Services
Legal Services
Employee Benefit Plan Brokerage Services
Professional Engineering Services for the electrical distribution system and utility

11. Performance Evaluation

Contractor and consultant evaluations are essential to proper contract management in order to ensure that performance issues are addressed quickly and effectively. The manager responsible for a particular contract shall implement a performance evaluation process for all contracts over \$50,000 and lower valued contracts as appropriate, and will maintain written records of any performance issues, including correspondence and notifications sent to the service provider.

At the outset of the contract, the responsible manager will provide the supplier with copies of the evaluation reports that will be used to rate the supplier's performance. The overall performance rating and copies of the completed evaluation reports will be provided to the supplier upon completion of the contract.

The performance evaluation shall rate the contractor or supplier based on standard criteria adopted from time to time, including, but not limited to the following:

- ability to meet contract specifications, cost, delivery, terms or conditions
- project management
- time planning and scheduling
- quality of workmanship
- health, safety and other regulatory compliance

Performance evaluations from previous contracts will be taken into consideration when evaluating and awarding future work, with legal advice to be obtained when necessary.

12. Unsolicited Proposals

Unsolicited proposals received by the City will be reviewed by the Department Head to determine the merit of services offered and appropriate response. Any purchasing activity resulting from the receipt of an unsolicited proposal must comply with the provisions of this Policy.

Related Bylaws and Policies

- City of Grand Forks Delegation Bylaw No. 1831
- City of Grand Forks Employee Conflict of Interest Policy 602
- City of Grand Forks Asset Disposal Procedure Policy 805

References

- Auditor General for Local Government (AGLG) Perspectives Series
 - Improving Local Government Procurement Processes
 - Oversight of Capital Project Planning & Procurement
- Global Affairs Canada - International Trade Agreements and Local Government: A Guide for Canadian Municipalities
- New West Partnership Trade Agreement (NWPTA)
- Canadian Free Trade Agreement (CFTA)
- Comprehensive Economic and Trade Agreement (CETA)

APPENDIX A

METHOD AND FORM OF PURCHASE

Method and Form of Purchase	PO Required	Limit
Petty Cash	No	< \$50
Credit Card Purchase (receipt/invoice required)	No	< \$1,500
Credit Card Purchase (receipt/invoice required)	Yes	> \$1,500
Direct Purchase without quotation	No	< \$1,500
Direct Purchase without quotation - no single item > \$5,000	Yes	< \$10,000
Verbal Quote - minimum 3 quotes (to be documented)	Yes	< \$25,000
Written Quotes and RFQ - minimum 3 quotes	Yes	\$25,000 - \$50,000
Direct award (approval of CFO)	Yes	\$5,000 - \$25,000
Direct award (approval CFO and CAO)	Yes	> \$25,000
Public Tender - ITT and RFP	Yes	> \$50,000
Term Contracts < 5 years - CAO approval	No	All amounts
Term Contracts > 5 years - Council resolution	No	All amounts

APPENDIX B
SPENDING AUTHORITY

Position	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000
Corporate Officer	\$10,000
Department Heads/Managers	\$10,000
Deputy Managers	\$ 5,000
Coordinators	\$ 1,500
Mechanic	\$ 1,500
Accountant/Comptroller	\$ 1,500
Public Works Administrative Assistant	\$ 500
Other permanent employees	\$ 100

THE CITY OF GRAND FORKS

POLICY TITLE: Contracting Authority & Purchasing

POLICY NO: 802A-1

EFFECTIVE DATE: February 23, 2015

SUPERSEDES:
802

APPROVAL: Council

PAGE: 1 of 8

POLICY:

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

POLICY OBJECTIVES:

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
 - (i) promotes reduction of Green House Gases.
 - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
 - (iii) seeks the best value and service.

In addition to the objectives outlined above, City employees will demonstrate ethical purchasing behavior, including:

- Declaration of Interest – An employee who has a direct or indirect interest with the supplier should disclose this relationship and will be excluded from the quote or tender process;
- Confidentiality and Accuracy of Information – The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- Competition – While considering the advantages of the City of Grand Forks maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided;
- Business Gifts and Hospitality – To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts;

PROCEDURE

General:

a) Responsibilities:

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

b) Sustainable Business Practice:

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.
- ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000.00
Corporate Officer	\$10,000.00
Deputy Corporate Officer	\$10,000.00
Manager of Operations	\$10,000.00
Public Works Foreman	\$10,000.00

Manager of Development & Engineering	\$10,000.00
Fire Chief	\$10,000.00
Deputy Fire Chief	\$10,000.00
Manager of Building Inspection & Bylaw Services	\$ 5,000.00

Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	Spending Limit	Type of Goods
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Permanent Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

Definitions:

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO2) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost,

maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

Responsibilities

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on

behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
 - Official; 8 ½" x 11" sequentially numbered form.
 - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
 - Copy distribution: White - Accounting
Scanned to Manager
Scanned electronically
 - May have additional information attached such as drawings, detailed specifications, samples, etc.
 - Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
 - Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000.00, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees

7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$5,000.00.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000.00 and \$10,000.00.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000.00 and not exceed \$50,000.00.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000.00. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;

- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
- Verbal and late bids will not be accepted.
- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing day.
- Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.
- Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.
- Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.
- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

viii. Notwithstanding Section v and vi above, a purchase or contract may be sole sourced when:

- Goods, services or construction are urgently required and delay would be injurious to the public interest; or
- Recurring or Non-Competitive Expenditures – these are for specifically identified items such as training and statutory payments
- Only one party is available and capable of performing the contract
- Professional Consulting Services

The City purchasing practices for sole sourced procurements shall employ such value analysis and negotiation methods as deemed appropriate for the occasion

by the Chief Financial Officer

All sole sourcing requests between \$5000 and \$25,000 will require approval of the Chief Financial Officer. Any sole source purchase over \$25,000 will require a Staff report to City Council.

Request for Decision



To: Regular Meeting
From: Financial Services
Date: August 12, 2019
Subject: Audit Services for the years ending December 31, 2019 and December 31, 2020
Recommendation: **THAT Council approves the City's entering into a contract with KH Burch Kientz Inc. for audit services for the 2019 and 2020 fiscal years.**

THAT Council appoints KH Burch Kientz Inc. as auditors for the 2019 and 2020 fiscal years.

Background

During the latter part of 2016, the finance department posted a Request for Proposals (RFP) for audit services for the three year period covering the 2016-2018 fiscal years. With Council's approval, KH Burch Kientz Inc. was awarded the contract and appointed as the City's auditors for that period of time.

Because the original RFP was for a three year period which is now expiring, staff would normally be required to initiate the competitive bidding process for contracting these services, as the cost over two years would be in excess of the \$50,000 threshold for sole sourcing.

Staff is requesting Council approval to enter into a contract with KH Burch Kientz Inc. to provide audit services to the City for a further two years, after which a formal public tendering process will be conducted. Staff feels that a three year audit term is overly brief considering the investment of staff time required in familiarizing the audit team with our accounting system structure, staff capabilities, processes and procedures, and in establishing a solid working relationship. Additional factors which staff considers important, and which we have with KH Burch Kientz, are continuity of the audit team assigned to us and a local presence here in Grand Forks.

If Council approves this request, a resolution under Section 169(1) of the *Community Charter* is required to appoint KH Burch Kientz Inc. as the City's auditor.

Benefits or Impacts

General

Financial statement audits are a normal annual operating requirement for the City under Section 167 of the *Community Charter*.

Strategic Impact



Fiscal Responsibility

- The cost of the annual audit fees are accommodated within the City's annual operating budget and five year financial plan.

Policy/Legislation

Community Charter Sections 167 and 169

Attachments

N/A

Recommendation

THAT Council approves the City's entering into a contract with KH Burch Kientz Inc. for audit services for the 2019 and 2020 fiscal years.

THAT Council appoints KH Burch Kientz Inc. as auditors for the 2019 and 2020 fiscal years.

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:	Audit Services for 2019 and 2020 .docx
Attachments:	
Final Approval Date:	Aug 1, 2019

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

Diane Heinrich - Aug 1, 2019 - 11:22 AM

Memo



To: Regular Meeting
From: Chief Financial Officer
Date: 2019-08-12
Subject: Quarter 2 2019 Financial Reports

Background

The financial reports for the period ending June 30, 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-June, with five and a half a months of customer water and electricity usage revenue represented here. Certain revenues, notably franchise fees and business licences are invoiced in January and thus reflect the full annual amount of income. Tax revenues have also been recorded in full for the year; any changes between now and year-end will result from the issuance of supplementary tax assessments.

The cost of purchased electricity for resale includes January to May amounts, and thus represents only five months of expense. Labour costs included in the various operating expenses are current to the pay period ending June 22nd.

Capital expenditures, which include invoiced amounts only, totalled \$1,574,095 for the first half of the year. In addition to this, \$1,178,622 of purchase orders were outstanding at the end of June, representing work in progress or completed work not invoiced prior to quarter end.

During the second quarter, the long-term loan for the Ruckle lift station reached the end of its 20 year term and was paid out. Annual payments of principal and interest on this loan were \$10,610.

In July, the City received a one-time bonus payment of \$231,206 under the Community Works Fund program, in addition to 50% of its annual allocation amount of \$225,560. The regular allocation amount has been reduced by approximately \$5,600 since 2018, however, and is \$7,440 under the budgeted \$233,000.

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 2, 2019 Financial Reports

Report Approval Details

Document Title:	Q2 2019 Financial Reports.docx
Attachments:	- 2019 Q2 Financial Report.pdf
Final Approval Date:	Jul 30, 2019

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

Diane Heinrich - Jul 30, 2019 - 1:46 PM



**CITY OF GRAND FORKS
BALANCE SHEET SUMMARY
June 30, 2019**

	JUN 30 2019	DEC 31 2018
Financial Assets		
Cash - operating account	\$ 5,986,437	\$ 5,402,456
Cash - reserve accounts	8,291,923	6,848,200
Taxes receivable	2,697,926	736,149
Utilities receivable	1,213,715	1,538,534
Grants receivable	75,730	294,030
Other accounts receivable	1,343,882	1,345,539
Municipal Finance Authority deposit	27,792	31,949
Inventories for resale	28,774	41,321
Land held for resale	211,036	211,036
Lease receivable	70,175	70,175
	19,947,390	16,519,389
Liabilities		
Trade accounts payable	304,792	1,433,713
Payroll liabilities	855,252	845,720
School & other tax levies payable	2,323,489	133,054
Accrued interest payable	15,394	10,946
Accrued liabilities and other payables	72,688	618,244
Deferred revenues - prepaid taxes and utilities	156,991	362,414
Deferred revenues - grants and other	323,624	323,604
Municipal Finance Authority short-term loans	1,844,821	1,944,280
Development cost charges	761,710	552,362
Long-term debt	1,787,641	1,873,380
	8,446,402	8,097,717
Net financial assets	11,500,988	8,421,672
Non-financial assets		
Prepaid expenses	104,317	264,586
Supplies inventory	131,294	131,294
Tangible capital assets	26,585,377	26,802,859
Assets under construction	3,684,464	2,768,950
	30,505,452	29,967,689
Accumulated surplus, beginning of period	38,389,361	36,453,982
Annual surplus	3,617,079	1,935,379
Accumulated surplus, end of period	\$ 42,006,440	\$ 38,389,361



**CITY OF GRAND FORKS
REVENUES**
For the Six Months Ending June 30, 2019

	FULL YEAR 2018	APPROVED BUDGET 2019	YTD 2,019	% OF BUDGET 2019
General Fund Revenues				
Property taxes	\$ 3,805,740	\$ 3,805,740	\$ 3,805,354	100%
Parcel & frontage taxes	155,006	155,000	154,153	99%
Grants and Payments in Lieu				
Grants in Lieu	16,626	16,627	18,401	111%
1% Utility	99,895	106,323	106,323	100%
Fees and Charges				
Franchise Fees	63,958	59,620	59,620	100%
Slag Sales	199,426	220,000	113,712	52%
Solid Waste Collection	230,116	262,660	122,671	47%
Airport	108,888	83,850	32,633	39%
Cemetery	23,461	21,500	10,128	47%
Campground	6,717	60,000	22,404	37%
Business Licences & Municipal Ticketing	30,800	30,500	32,400	106%
Land Development	42,299	37,000	58,258	157%
Building Rentals & Leases	104,907	125,406	40,946	33%
Miscellaneous Fees & Charges	9,576	1,000	3,363	336%
Operating Grants & Donations				
Small Communities Operating Grant	503,246	508,000	523,122	103%
Other Operating Grants	30,117	1,194,160	331,800	28%
Rural Fire Recovery	282,875	298,532	298,532	100%
Donations	57,165	40,000	2,300	6%
Capital Grants				
Community Works Gas Tax	231,206	233,000	-	0%
Other Capital Grants	107,951	17,098,443	4,909	0%
Other Revenues				
Other Recoveries	1,849,017	524,500	606,220	116%
Investment Income	121,765	102,280	79,893	78%
Penalties & interest	185,976	156,463	58,304	37%
Gain on Sale of Assets	224,986			
Total General Fund Revenues	8,491,719	25,140,604	6,485,446	26%
Water Utility Revenues				
Fees and Charges	907,037	941,255	448,043	48%
Other Recoveries	35,160		2,950	
Capital Grants		128,000		0%
Other Revenues	4,667	4,500	1,534	34%
Total Water Utility Revenues	946,864	1,073,755	452,527	42%
Electrical Utility Revenues				
Fees and Charges	5,589,547	5,052,207	2,347,430	46%
Other Recoveries	16,563		15,243	
Capital Grants				
Other Revenues	26,110	26,000	9,561	37%
Total Electrical Utility Revenues	5,632,220	5,078,207	2,372,234	47%
Wastewater Utility Revenues				
Parcel & frontage taxes	6,041	6,041	6,041	100%
Fees and Charges	897,740	910,000	449,562	49%
Other Recoveries			150	
Capital Grants	608,017	2,407,375	174,795	7%
Other Revenues	23,950	5,500	5,491	100%
Total Wastewater Utility Revenues	1,535,748	3,328,916	636,039	19%
TOTAL REVENUES	\$ 16,606,551	\$ 34,621,482	\$ 9,946,246	29%



CITY OF GRAND FORKS
EXPENDITURES
For the Six Months Ending June 30, 2019

	FULL YEAR 2018	APPROVED BUDGET 2019	YTD 2019	% OF BUDGET 2019
GENERAL FUND				
General Government				
Legislative Committees	\$ 150			
Legislative	232,463	278,832	126,220	45%
Administrative	592,644	753,909	379,012	50%
Finance	273,447	318,746	159,587	50%
Information Technology	65			
Elections	28,923			
Communications	9,378	58,000	7,831	14%
Protective Services				
Fire & Emergency	657,622	695,354	353,688	51%
Emergency Response	565,060	128,500	67,397	52%
Bylaw Enforcement & Protective Services	94,653	127,006	65,348	51%
Building Inspection Services	122,428	84,856	25,222	30%
Wildlife Management	659	14,200	639	5%
Transportation Services				
Airport	181,902	154,220	81,564	53%
Roads & Flood Protection Works	932,526	1,878,664	633,835	34%
Public Works Admin	257,288	245,800	140,889	57%
Net fleet expense/(revenue)	(10,899)	-	11,035	
Development Services				
Zoning & Planning	160,933	228,830	76,408	33%
Engineering	148,531	174,570	80,695	46%
Economic Development	18,183	293,000	57,740	20%
Property Management	-	30,500	-	0%
Environmental Health Services				
Solid Waste	245,383	259,160	105,601	41%
Public Health Services				
Cemetery	45,435	73,230	18,939	26%
Parks, Recreation and Cultural Services				
Parks	516,999	567,673	204,740	36%
Campground	26,448	31,627	18,285	58%
Fee For Service	348,405	339,374	128,848	38%
City Events	14,727	18,950	1,065	6%
Public Real Estate				
Facilities	212,635	267,200	111,143	42%
Emergency Repairs	1,318,491	400,000	37,144	9%
Parcel taxes for City property	25,778	27,000	27,440	102%
Total Operations	7,020,257	7,449,201	2,920,315	39%
Loss on disposal of assets	145,682			
Debt interest	47,603	61,371	28,540	47%
Amortization	1,150,252	1,197,732	536,152	45%
TOTAL GENERAL FUND	8,363,794	8,708,304	3,485,007	40%



CITY OF GRAND FORKS
EXPENDITURES
For the Six Months Ending June 30, 2019

	FULL YEAR 2017	APPROVED BUDGET 2019	YTD 2,019	% OF BUDGET 2019
WATER UTILITY				
Operations	663,709	779,430	367,380	47%
Debt interest	11,226	25,308	8,212	32%
Amortization	344,000	387,838	181,345	47%
TOTAL WATER	1,018,935	1,192,576	556,937	47%
ELECTRICAL UTILITY				
Operations	521,200	664,700	351,559	53%
Electrical Purchases	3,738,303	3,369,715	1,383,234	41%
Loss on disposal of assets	10,388	-	-	
Debt interest	-	-	-	
Amortization	54,964	88,732	56,639	64%
TOTAL ELECTRICAL	4,324,855	4,123,147	1,791,432	43%
WASTE WATER UTILITY				
Operations	702,992	701,960	355,672	51%
Loss on disposal of assets	9,600	-	-	
Debt interest	75,431	75,812	38,192	50%
Amortization	175,565	301,118	101,927	34%
TOTAL WASTE WATER	963,588	1,078,890	495,791	46%
TOTAL EXPENSES	\$ 14,671,172	\$ 15,102,917	\$ 6,329,167	42%
DEBT PRINCIPAL PAYMENTS	\$ 357,405	\$ 352,847	\$ 185,199	52%



CITY OF GRAND FORKS
CAPITAL EXPENDITURES
For the Six Months Ending June 30, 2019

	APPROVED BUDGET 2019	YTD 2019	% OF BUDGET 2019	FUNDING SOURCE
GENERAL OPERATIONS				
Silver Kettle Sidewalk	\$ 26,454		0%	Capital reserve
Public Works Fuel Tanks *	82,754	34,162	41%	Capital reserve
Public Works - 22nd Street	32,721		0%	Debt
Wayfaring Signs *	13,750		0%	Slag Reserve
Airport AWOS Upgrade	8,377	4,855	58%	Capital reserve/grant
Expo Sign changes *	6,000	259	4%	Slag Reserve
Library HRV	12,000		0%	Other
Flood Plain Mapping & Risk Assessment	90,160	26,160	29%	Capital reserve/grant
Flood Plain Risk Management & Protection	172,628	50,780	29%	Grant
City Park Campground Upgrade	70,000	8,755	13%	Slag Reserve
Data Collection Equipment	24,661	2,621	11%	Capital reserve
LED Street Lighting *	189,700	147,557	78%	Capital reserve
Public Works Upgrades	6,409	5,874	92%	Capital reserve
Facilities Review	10,000	9,736	97%	Capital reserve
Annual Facility upgrades and replacement plan	15,000		0%	Capital reserve
Annual Emergency Facility Fund	30,000	4,500	15%	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 - flood protection works	2,406,000	896,967	37%	Capital reserve/grant
SolarNow Solar Panel Installation	38,500	38,400	100%	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	11,500	72%	Slag Reserve
Facility Security Systems	50,000		0%	Slag Reserve
Printers and IT Equipment	70,000	21,437	31%	Slag Reserve
Construction Fencing *	7,000		0%	Capital reserve
Downtown Sidewalk Drops	15,000	128	1%	Capital reserve
Storm Water Management Plan	60,000		0%	Capital reserve
Bridge Repairs	50,000		0%	Capital reserve
Emergency Gaps Funding	250,000		0%	Capital reserve
SIIP Capital and Planning	1,100,000		0%	Gas tax/slag/operations
National Disaster Mitigation Plan *	-			Reallocated to WWTP Upgrades
Disaster Mitigation & Adaptation	15,327,471		0%	Capital reserve/grant
Land Purchase *	65,041	65,041		Land sales reserve
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
Donaldson Drive Repairs *	25,000			Capital reserve
ELECTRICAL				
Electrical Engineering	30,367		0%	Capital reserve
Annual Electrical System Upgrade Programs	100,000	3,057	3%	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	2,316	5%	Electrical capital reserve
Valley Heights - Transformers	60,000		0%	Electrical capital reserve
Pole Changes - FDR 3 & 5/ 19th Street *	20,000		0%	Electrical capital reserve
19th Street Service Upgrade *	85,000		0%	Customer/operations
Three Phase Meter Change	40,000		0%	Electrical capital reserve



CITY OF GRAND FORKS
CAPITAL EXPENDITURES
For the Six Months Ending June 30, 2019

	APPROVED BUDGET 2019	YTD 2019	% OF BUDGET 2019	FUNDING SOURCE
WASTEWATER				
Wastewater Treatment Plant UV	427,295	30,609	7%	Land sales reserve/grant
3rd Street Sewer Main Repair	35,300	35,235	100%	Capital reserve
Wastewater Treatment Plant Upgrades *	2,957,242	58,234	2%	Capital reserve/grant
Bio-Solids Land Application Plan	25,000		0%	Capital reserve
Sewer Main Relining	58,785	38,485	65%	Capital reserve
Granby River Force Main Crossing	7,160		0%	Capital reserve
MWR Discharge Requirements *	-			Reallocated to WWTP Upgrades
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	23,501		Sewer capital reserve
Emergency Repair Funds	160,000			Capital/electrical/water
WATER				
5th Street Watermain Replacement	25,600		0%	Gas tax reserve
West Side Fire Protection	858,395	29,717	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
TOTAL CAPITAL	\$ 27,117,512	\$ 1,574,095	6%	

* Council approved increase/decrease - for budget amendment



CITY OF GRAND FORKS
RESERVE INCOME AND TRANSFERS
For the Six Months Ending June 30, 2019

	Climate Action	Capital Reserve	Water Capital	Electrical Capital	Sewer Capital	Equipment	Land Sales	Parking	Slag	Gas Tax	Total
Balance - Dec 31, 2018	\$ 30,159	\$ 3,974,336	\$ 269,536	\$ 1,050,990	\$ 46,562	\$ 60,153	\$ 469,740	\$ 4,272	\$ 718,584	\$ 736,244	\$ 7,360,576
Interest income	418	41,659	2,825	11,016	488	924	4,781	50	8,794	8,938	79,893
Revenue transfers to reserves											
Slag revenues									113,712		113,712
CARIP grant											
Gas Tax grant											
Balance - Jun 30, 2019	\$ 30,577	\$ 4,015,995	\$ 272,361	\$ 1,062,006	\$ 47,050	\$ 61,077	\$ 474,521	\$ 4,322	\$ 841,090	\$ 745,182	\$ 7,554,181

Flippin Fun Gymnastics Board of Directors

July 30, 2019

Svetlana Dalla Lana - President
Vendela Villanueva - V President
Leanne Harris - Treasurer
Claire Stanhope - Secretary
Amanda Sjoden - Director / Coach
Kristal Smith - Director
Kayla Ferguson - Director

Grand Forks Curling Rink
(May-Sept)

Pines Bible Camp
(October-April)

www.grandforksgymnastics.com

grandforksgymnastics@gmail.com
250-442-7441



To: The City of Grand Forks Mayor and City Council

Thank you for the formal opportunity to present our Gymnastics Program and vision for a year round / multipurpose / open for business daily, Youth and Health Wellness Center to you on Monday July 15 2019 at City Hall Chambers. We would like to take this opportunity and follow up with a letter to you regarding what our specific ask is.

Gymnastics is in need of a permanent home and given our high numbers of child/youth enrollment we see gymnastics being a viable and ever growing sport in Grand Forks where other gymnastics club will eventually come to us and enjoy competition and comoradidy. Our community is in desperate need of a multi- purpose, year round place that Youth can call their home. Other user groups of this facility may include long standing Jaccersize, CrossFit, KickBoxing and Martial Arts, who are also looking for a permanent home. We are primarily focusing on the mental health and wellbeing of our future generations delivered through social connection and movement. Mental illness is on the fast rise and Grand Forks is not immune to the spreading epidemic.

We are kindly requesting for a consideration to a CENTRAL & SERVICED piece of property to start the building process. There is a highly motivated group of people in this community that would participate in a project of such nature at the building and operation level. Horizon North Logistics (Calgary Office), Mr. Gary Swift, has been participating alongside this project. Gymnastics is currently being considered for Sponsorship and Donation from Horizon North, as this company focuses on Youth, Mental Health and Community Engagement.

We can also appreciate the study Jennifer Wetmore from Community Futures is currently conducting for a possible Community Center. Gymnastics was part of the stakeholder meeting on April 30, 2019, in creating a possible vision building and would enjoy nothing more than to be seriously considered for a permanent spot somewhere in this blueprint. A permanently set-up home with 20ft high ceiling is an absolute must in order to fulfill safety and insurance purposes as set out for us by our Provincial Regulating Body, Gymnastics BC.

Gymnastics has a temporary home (Curling Rink/Pines) until August 2020 so we know the next one year is secure enough to hopefully have a long-term plan in place moving forward. It would be a pleasure working with The City of Grand Forks on this life giving community project.

We thank you for your serious consideration and hard work as Grand Forks moves forward with resilience, revitalization and positive growth.

We look forward to your thoughts on this matter and will see you on Monday August 12, 2019 at The City Hall 7pm evening meeting.

Sincerely,

Svetlana Dalla Lana & Team

FILE CODE

WE3
9/1 - Flippin' Fun
Gymnastics request
for multi-purpose location
Agenda Page 115 of 152

[REDACTED]

Subject: Concern for the TCT between Coalshute Rd and Central Ave post property purchase continuation

Dear Mayor and Council:

We are writing in support of the continuation of public access to the Trans Canada Trail which historically has followed the Rail Trail between Central Avenue and Coalshute Road. It is our understanding that the property through which the trail runs has recently been purchased by South Field Real Estate Ltd., and Westfield Mortgage Corporation. Through discussion of the purchase with one of the purchasing partners, [REDACTED] it was revealed that there is only an easement allowing the TCT to pass through this property but no legal "right of way" has been registered.

We believe the original intention by the City was to register a right of way and would support such a move to ensure the trail's contiguous use for future generations. In addition to encouraging healthy physical activity beneficial to all residents and visitors, a comprehensive system of trails such as ours generates community pride and economic benefits.

As Grand Forks is embarking on branding itself as the Cycling Capital of B.C., it is key to ensure this short but important section of the trail remains accessible. We call on you to take whatever steps necessary to register this easement as a legal Right of Way and support the new property owners in seeking a formal recognition of the trail as they finalize their plans for the property.

[REDACTED]

[REDACTED]

Grand Forks Community Trails Society

[REDACTED]

[REDACTED]

[REDACTED]

From: [Heather](#) [REDACTED]
To: [Info](#)
Subject: grand forks campground attendant
Date: August 5, 2019 5:26:34 PM

Hi. I want to give kudos to your campground attendant "JKH" on Aug 4 of the long weekend. She handled arrivals until well after dark, making sure that people knew where to park, camp, etc and the next morning she was back at her desk. The Grand Forks municipal campground is a well run jewel of a campground. Thank you to Grand Forks and to JKH. She rocks!

Heather [REDACTED]
Chilliwack BC

Request for Decision



To: Regular Meeting
From: **Development, Engineering & Planning**
Date: August 12, 2019
Subject: Bylaw No. 2039-A7 Proposed Rezoning from R1 (Single and Two Family Residential) to R2 (Small Lot Residential) 2680 75th Avenue (FILE: ZA1907)
Recommendation: **THAT Council approves the variance request for relaxation of the rear yard setback from 6.0m to 2.72m on proposed Lot 2;**

AND FURTHER THAT Council gives Fourth reading to Zoning Bylaw Amendment Bylaw 2039-A7

Background

On June 24th, 2019, Council gave first and second readings to Bylaw No. 2039-A7 (Appendix "1") which would rezone the property at 2680 75th Avenue from R1 (Single and Two Family Residential) to R2 (Small Lot Residential). Council further approved (in principle) the request for a variance to relax the minimum rear yard setback requirement for one of the proposed new lots.

At the July 15th, 2019 public hearing Council heard comments and concerns from the public. Notice of the public hearing was advertised in the Grand Forks Gazette on July 3rd and 10th, 2019 and notices were sent to eleven neighbouring property owners within 30 metres of the site, advising them of both the public hearing and the proposed development variance permit.

Council gave third reading to the bylaw at the July 15th, 2019 regular meeting.

Because the property is within 800 metres of Highway No. 3 the rezoning bylaw was forwarded to the Ministry of Transportation and Infrastructure (MOTI) for approval/signature on July 18th, 2019.

The proposal is now before Council for fourth reading.

Proposal

The rezoning bylaw and variance will enable the property to be subdivided into three lots to accommodate two duplexes and a single-family home as per the attached preliminary plan of subdivision (Appendix "2").

The applicant and property information is shown attached as Appendix "3."

Under the existing R1 zoning, the property can be subdivided into two lots, each with a minimum area of 697 square metres (0.17 acre). Rezoning to R2 will permit a subdivision into three lots each with a minimum area of 485 square metres (0.12 acre).

Duplexes, single family homes, secondary suites and garden suites are permitted in both the R1 and the R2 zones. The City's Official Community Plan ("OCP") encourages residential densification, infill development and a variety of housing forms in established, serviced residential areas in the City. This proposal fulfils this policy direction in the OCP (see analysis below).

To accommodate a single family home on one of the lots, a development variance permit has been applied for to reduce the rear yard setback from the required 6.0 metres to 2.72 metres (see site layout in Appendix "2"). The side yards on this proposed lot exceed the required minimum setbacks thereby providing adequate yard space and separation from the adjacent future dwellings. Given that all of the residential dwellings will be new construction on newly created lots, the variance will have no impact on adjacent existing properties.

Policy Framework

After an intensive year long OCP/zoning review process, in March 2018, City Council approved a series of OCP policies and zoning bylaw amendments respecting how to accommodate new and additional housing in the City. These new policies were used to evaluate the proposed rezoning as follows:

- 1) *Encourage a wide range of housing styles.*
This proposal encompasses single family dwellings and duplexes, all with full basements (potential for secondary suites).
- 2) *Encourage and support the development of affordable housing for low-income families, individuals, seniors and those with disabilities.*
The new modular homes are considered to be "market affordable" because they will be duplexes on smaller lots.
- 3) *Encourage higher density residential development and increase variety in housing forms within developed areas of Grand Forks.*
This is considered to be a developed area and rezoning to R2 will allow for 3 rather than 2 new lots to be created.
- 4) *Encourage new residential development to respect the scale and character of surrounding residential neighbourhoods.*
The proposed homes are one story high on traditional foundations and regular driveway accesses. This building form blends with the neighbouring homes.
- 5) *Manage the growth of Grand forks within municipal boundaries in a manner which utilizes existing serviced lands and lands that can be serviced within the capacity of existing infrastructure.*
This development will use existing services which have adequate capacity.

- 6) *Enable increased residential density across all residential land uses through incremental development of small dwellings, suites, micro-apartments and tiny houses.*

This rezoning will allow for single family dwellings, duplexes, suites and garden suites.

- 7) *Encourage infill development and redevelopment to minimize the need for services to be expanded.*

The additional residential lots will use existing services.

Next Steps

If Council deems it appropriate to give fourth reading to the bylaw staff will move forward with the subdivision review and approval process.

Conclusion

This zoning bylaw amendment will create the opportunity for subdivision to accommodate at least five new homes which fulfils the OCP mandate to foster infill development and residential densification, and more efficiently utilize existing City services. The property is well located adjacent to a school and close to shopping and recreation. As the site is a corner lot with lane access, adequate on-site parking and convenient access can be accommodated thereby reducing traffic impacts on the neighbourhood.

It is in order that council give fourth reading / adoption to the zoning bylaw amendment.

Benefits or Impacts

General

The proposal fulfils the policy directions in the OCP with respect to infill housing and infrastructure and will add new housing options to Grand Forks' limited housing stock.

Strategic Impact



Community Engagement

- The rezoning proposal, development variance application and public hearing were advertised twice in the local paper and landowners within 30 metres of the proposal were notified. The community had the opportunity to make their views known to Council at the public hearing on July 15th, 2019.



Community Livability

- The rezoning will create much needed, affordable market housing in close proximity to schools, shopping and recreation.



Economic Growth

- This addition to the housing stock in Grand Forks will give residents/workers more affordable options for home ownership.



Fiscal Responsibility

- The rezoning will provide for more efficient and better utilization of existing services and infrastructure in the City.

Policy/Legislation

The Local Government Act, the Official Community Plan, the Zoning Bylaw and the Subdivision, Development and Servicing Bylaw.

Attachments

Appendix "1": Bylaw No. 2039-A7

Appendix "2": Preliminary Plan of Subdivision

Appendix "3": Applicant and Property Information

Recommendation

THAT Council approves the variance request for relaxation of the rear yard setback from 6.0m to 2.72m on proposed Lot 2;

AND FURTHER THAT Council gives Fourth reading to Zoning Bylaw Amendment Bylaw 2039-A7

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.

Appendix “1”

**THE CORPORATION OF THE CITY OF GRAND FORKS
Bylaw No. 2039-A7**

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

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-A7, 2019**”.
2. Zoning Bylaw No. 2039 is amended as follows:
 - a. The property described as “Lot 1, Plan EPP32167, District Lot 520, Similkameen Division of Yale District” and as shown attached hereto as Appendix “A” is hereby zoned R2 (Small Lot Residential 2).
 - b. Schedule “A” to Zoning Bylaw No. 2039, Land Use Zoning Map, is hereby amended accordingly.

Read a **FIRST** time this 24th day of June, 2019.

Read a **SECOND** time this 24th day of June, 2019.

Read a **THIRD** time this 15th day of July, 2019.

Approved by the Ministry of Transportation and Infrastructure
Pursuant to Section 52 of the Transportation Act this day of , 2019.

Approving Officer, Ministry of Transportation and Infrastructure

FINALLY ADOPTED this day of , 2019.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

Appendix "A" to Bylaw No. 2039-A7



Appendix "2": Preliminary Plan of Subdivision

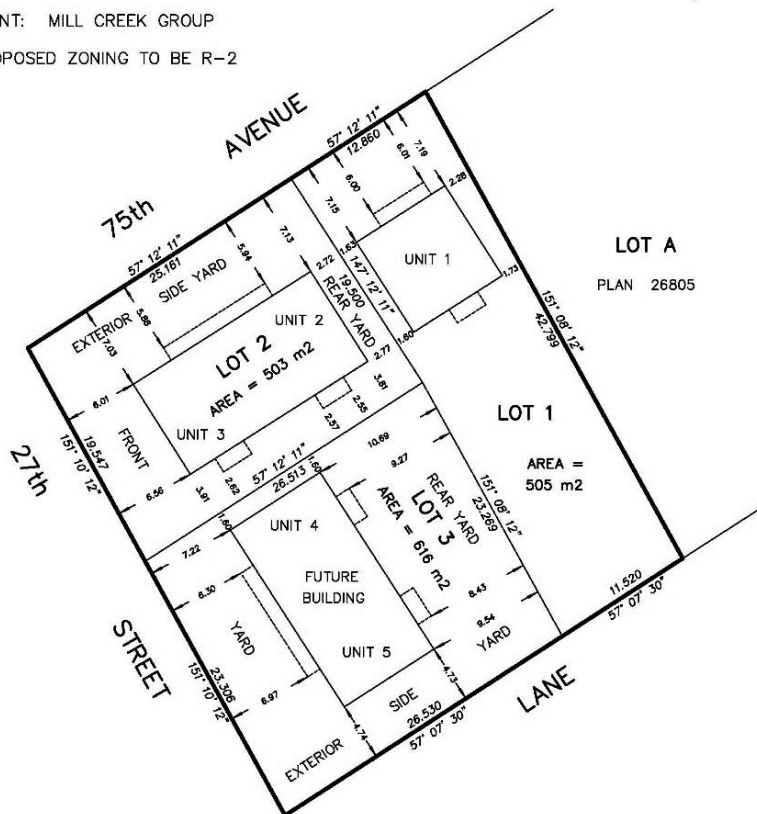
PROPOSED SUBDIVISION PLAN OF
LOT 1, DL 520, SDYD, PLAN EPP32167

PID: 029-148-405
CHARGES: NONE

SCALE 1:300
0 6 12 18 24
ALL DISTANCES SHOWN ARE IN METRES.

VERSION 3
PROPOSED DUPLEX ON THIRD LOT
DATE: APRIL 26/19

CLIENT: MILL CREEK GROUP
PROPOSED ZONING TO BE R-2



NOTES:

FOUNDATIONS FOR UNITS 1, 2, AND 3 HAVE BEEN CONSTRUCTED
AND DIMENSIONS SHOWN TO PROPOSED PROPERTY LINES ARE
AS CURRENTLY EXIST.

PROPOSED FUTURE BUILDING CONTAINING
UNITS 4 & 5 IS A DUPLICATION OF UNITS 2 & 3

EXISTING BUILDING CONTAINING UNITS 2 & 3 (LOT 2)
DOES NOT HAVE THE REQUIRED MINIMUM REAR YARD SETBACK
DIMENSION, AND A VARIANCE MUST BE APPLIED FOR.

LOT DIMENSIONS ARE DERIVED
FROM LAND TITLE OFFICE RECORDS
PLAN EPP32167

PENDERGRAFT PROFESSIONAL
LAND SURVEYING INC.
BOX 640
OSOYOOS, B.C. ©
VOH 1V0
PHONE: (250) 495-7127
email: brod@pendergrafterveysing.ca
OUR FILE NO. 1122293 PROJ.DWG
DC FILE NO. 1162612

Appendix “3”: Background (Applicant and Property) Information

Civic Address: 2680 75th Avenue

Legal Description: Lot 1, District Lot 520, Similkameen Division, Yale District, Plan EPP32167; Parcel Identifier 029-148-405.

Lot Area: 0.167 hectares (17,437 square feet).

Applicant/Owner: Lakota Holdings Inc.



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

Proposed Zoning: R2 (Residential – Small Lot) Zone.

OCF Land Use Designation: Low Density Residential

Development Permit Area: n/a

Proposal: To rezone the subject property from R1 (Residential – Single & Two Family) to R2 (Residential – Small Lot) zone to accommodate two duplexes and a single family home on three new lots.

Existing Land Use: Vacant with 2 homes currently under construction (permitted within the R1 zone).

Adjacent Land Uses: North – Hutton schoolyard; South – residential zoned R1; East – residential zoned R1; West – vacant land zoned R1. The site is located half a block from Highway No. 3 (zoned HC – Highway Commercial).

Access: Corner lot with access from 75th Avenue and 27th Street. The property also has lane access from the south.

Servicing: There are existing water, sewer and electrical services adjacent. A Works and Services Agreement will be required at the time of subdivision.



Report Approval Details

Document Title:	2019-08-12-ZA1907 2680 75th Ave Decision.docx
Attachments:	
Final Approval Date:	Aug 6, 2019

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

Dolores Sheets - Aug 6, 2019 - 10:03 AM

Diane Heinrich - Aug 6, 2019 - 10:49 AM

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: August 12, 2019

Subject: Proposed Rezoning of the approximately 0.3399 Hectare (0.84 acre) parcel from Highway Commercial to Tourist Commercial.

Recommendation: **THAT Council give first and second readings to Zoning Bylaw Amendment No. 2039-A8 at the August 12, 2019 Regular Council Meeting.**

THAT Council waive the \$1,000.00 rezoning application fee.

THAT Council direct staff to move forward with the legislative requirements for the rezoning.

Background

At the August 12th, 2019 meeting, the Committee of the Whole recommended that Council give first and second readings to Zoning Bylaw Amendment No. 2039-A8.

The City received an application from the property owner of 7351 Highway Drive to rezone the 0.3399 Hectare (0.84 acre) from Highway Commercial (HC) to Tourist Commercial (TC).

The subject property is legally described as Lot 1, Plan KAP89, District Lot 493, Similkameen Division of Yale Land District. The property is approximately 0.3399 Hectare (0.84 acre) in size. The property is adjacent to the Yale bridge on Highway 3 and backs onto the Granby River. The parcel report for the property is attached as Appendix A. The general location of the property is attached as Appendix B.

Staff have been working toward implementing the policies set out in the Official Community Plan (OCP). Schedule B of the OCP shows the future development of property as Highway & Tourist Commercial. The property is subject to two (2) Development Permit Area (DPA) criteria, namely Commercial (DPA) and Environmentally Sensitive Area DPA.

At the time of the application the property owner, Bayroot Enterprises Ltd. (Operating as Riverside Motel), reported that the motel operations on the property are still curtailed due to the impacts of the 2018 flooding. The rezoning would permit the use of the property or portions of the property as campgrounds.

At least 5 buildings and structures are currently located in the 30m floodplain setback. No site-specific exemptions have been found for the buildings and structures that are in the floodplain on the property.

The City's floodplain bylaw is being updated to meet current and future conditions using best practices and incorporating observations from the 2018 flooding.

Considering the foregoing there is support for the City to waive the rezoning application fee because in the absence of the property owner coming forward, as part of implementing the OCP policies and Floodplain Bylaw regulations, the City would initiate the rezoning.

Table 1 provides clarity to the text amendment proposed for subsection 49.2 of the zoning bylaw.

Table 1: Summary of Proposed Zoning Bylaw Amendments		
SECTION REFERENCE	AMENDMENT	INTENT
49.2 (a) Tourist Commercial Zone	To <u>delete</u> "inn" and <u>add</u> "motel" as a use in the zone.	Removes some ambiguity in the zoning bylaw. Inn is not defined in the zoning bylaw while hotel and motel are defined in the zoning bylaw. In many respects an inn may be viewed and/or defined as a small hotel therefore the removal of this term clarifies the intent of the bylaw.

As shown in Table 2, the uses permitted in the TC zone are more restrictive than the HC zone; therefore, the rezoning is potentially reducing the risks associated with the flooding on the property. The rezoning is generally consistent with the Official Community Plan (OCP), the City's Strategic Plan and the City's Floodplain Bylaw insofar as the repurposing of those portions of the property that are within the floodplain setbacks.

Table 2: Permitted uses in the HC and TC zones	
EXISTING PERMITTED USES - Zoning Bylaw 2039 Section 47 HC (Highway Commercial) Zone	PROPOSED PERMITTED USES – Zoning Bylaw 2039 Section 49 TC (Tourist Commercial Zone)
The following uses and no others are permitted in a HC zone: (a) Hotels and motels; (b) Restaurants;	The following uses and no others are permitted in the TC zone: (a) Hotels or motels; (b) Recreational businesses and campgrounds;

Table 2: Permitted uses in the HC and TC zones	
EXISTING PERMITTED USES - Zoning Bylaw 2039 Section 47 HC (Highway Commercial) Zone	PROPOSED PERMITTED USES – Zoning Bylaw 2039 Section 49 TC (Tourist Commercial Zone)
(c) Automobile sales and parts supply, service stations; (d) Convenience stores including gas bars; (e) Car wash establishments; (f) Retail sales establishments; (g) Personal service establishments (h) Liquor licensed premises (i) Animal hospitals; (j) Building supply establishments (k) Offices; (l) Tool and equipment rental establishments.	(c) Tourist facilities and related amenities; (d) Retail establishments; (e) Restaurants; (f) Convenience stores including gas bars

The draft zoning bylaw amendment bylaw is shown attached as Appendix C.

Proposed Timing

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

ACTIVITY	TIMING
Committee of the Whole recommends that the application / bylaw move forward to the regular meeting for 1st and 2nd readings.	August 12, 2019
The rezoning bylaw goes before council for 1st and 2nd readings.	August 12, 2019
Bylaw and Public Hearing advertised twice and residents within 30m notified in writing of the application.	August 21 st & August 28 th , 2019
Public Hearing held by City Council.	September 3 rd , 2019
Third reading of the rezoning bylaw	September 3 rd , 2019
Works and Services Agreement finalized; Ministry of Transportation and Infrastructure Approval	August, 2019
Fourth (final) reading of the bylaw	September 16 th , 2019

Benefits or Impacts

General

The rezoning of the property is in-line with the City's Strategic Plan economic growth principles of supporting the health, growth and retention of existing businesses. The property owner's stated goal of developing campgrounds on the property through this rezoning is an innovative alternative use of the property that if done correctly combines flood resilience while fostering economic growth since campground users would likely use other City amenities and visit neighbouring businesses such as grocery stores, restaurants and pubs.

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 proposed rezoning.
- The public participated in the public process for the adoption of the OCP.



Economic Growth

- Provides options for redevelopment of an existing business that is still closed due to flood damage.

Policy/Legislation

The Official Community Plan, Zoning Bylaw, Local Government Act, Planning and Process and Fee Bylaw, City of Grand Forks Strategic Plan 2015-2019.

Attachments

Appendix A Parcel Report (1 page).

Appendix B Location Current Zoning (3 pages).

Appendix C Draft Zoning Bylaw Amendment No. 2039-A8 (2 pages).

Recommendation

THAT Council give first and second readings to Zoning Bylaw Amendment No. 2039-A8 at the August 12, 2019 Regular Council Meeting.

THAT Council waive the \$1,000.00 rezoning application fee.

THAT Council direct staff to move forward with the legislative requirements for the rezoning.

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.

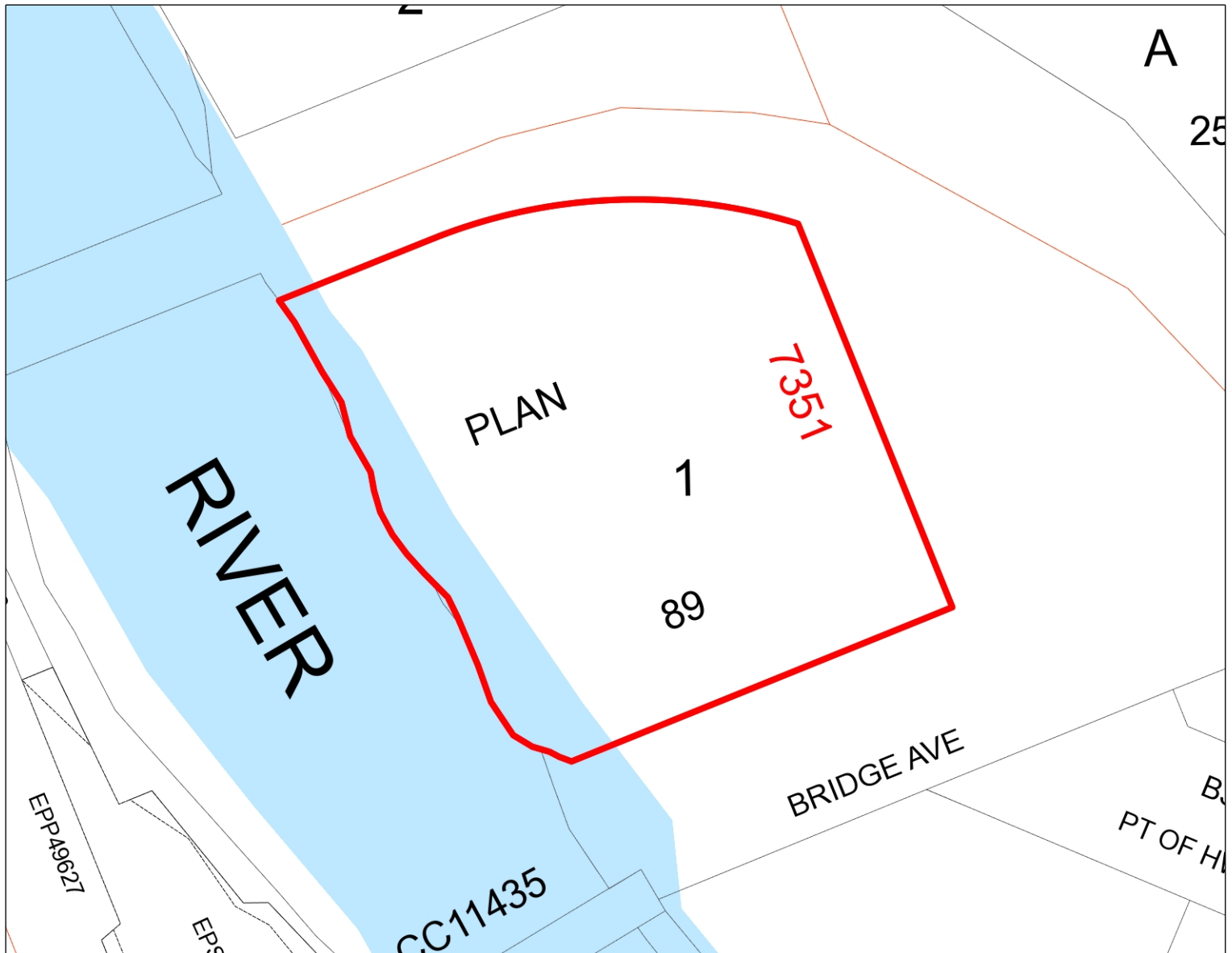
Report Approval Details

Document Title:	2019-08-12-ZA1908 Rezone 7351 Hwy 3 FirstSecond.docx
Attachments:	- 2019-08-12-ZA1908-Appendix A Parcel Report.pdf - 2019-08-12-ZA1908-Appendix B Location Current Zoning.pdf - 2019-08-12-ZA1908-Appendix C DRAFT_Bylaw_2039- A8_Rezoning.pdf
Final Approval Date:	Aug 6, 2019

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

Dolores Sheets - Aug 6, 2019 - 10:46 AM

Diane Heinrich - Aug 6, 2019 - 10:55 AM



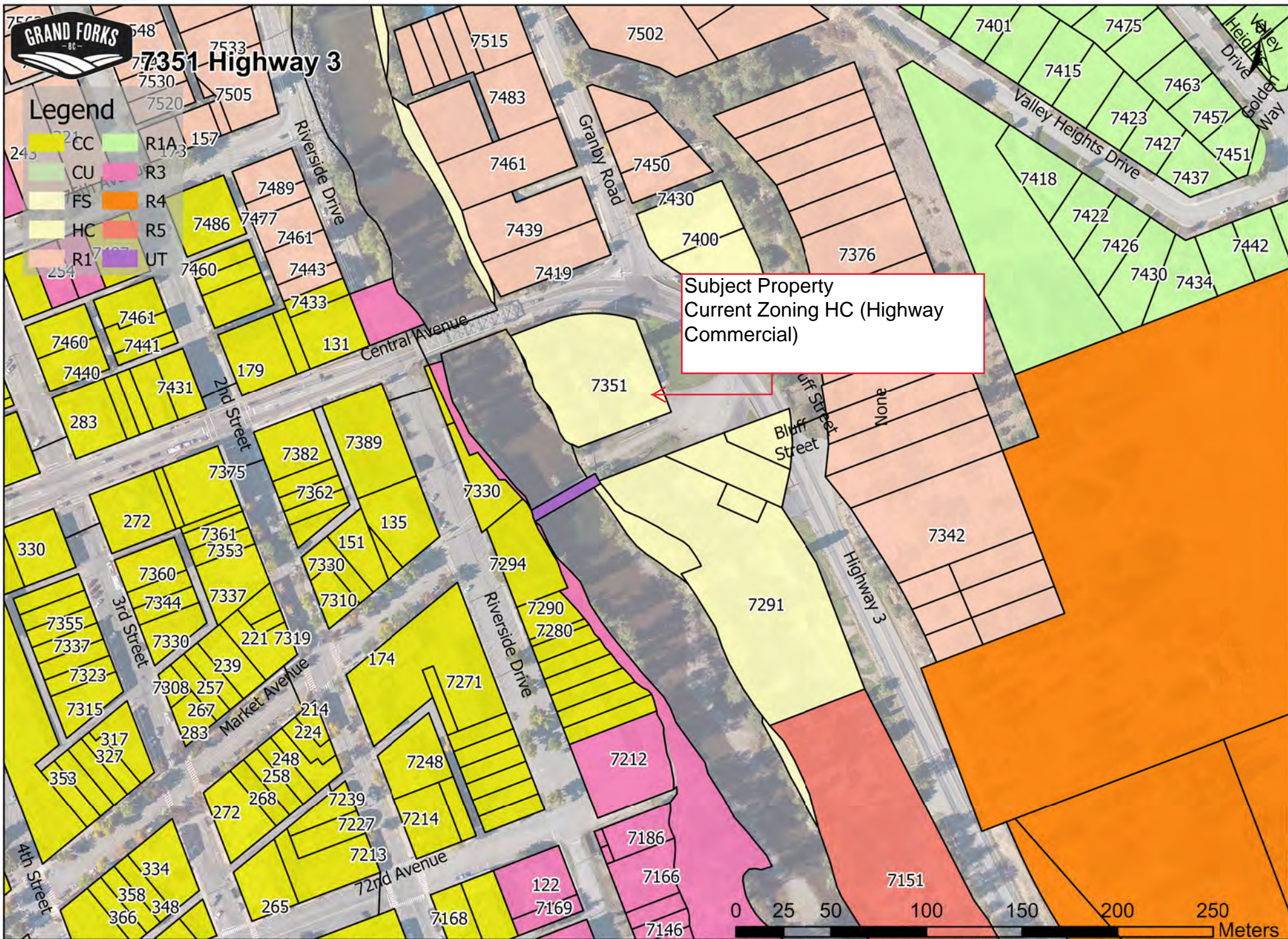
Scale 1: 564

Legal Information

Plan: KAP89	Section:	Jurs: 210	Lot Area: 0.84
Block:	Township:	Roll: 1330000	Area Unit: acr
Lot: 1	Land District: 54	PID: 012647497	Width (ft):
District Lot: 493	Electoral Area: City of Grand Forks		Depth (ft):
Street: 7351 HIGHWAY 3 W			
Description: Lot 1, Plan KAP89, District Lot 493, Similkameen Div of Yale Land District			



Subject Property

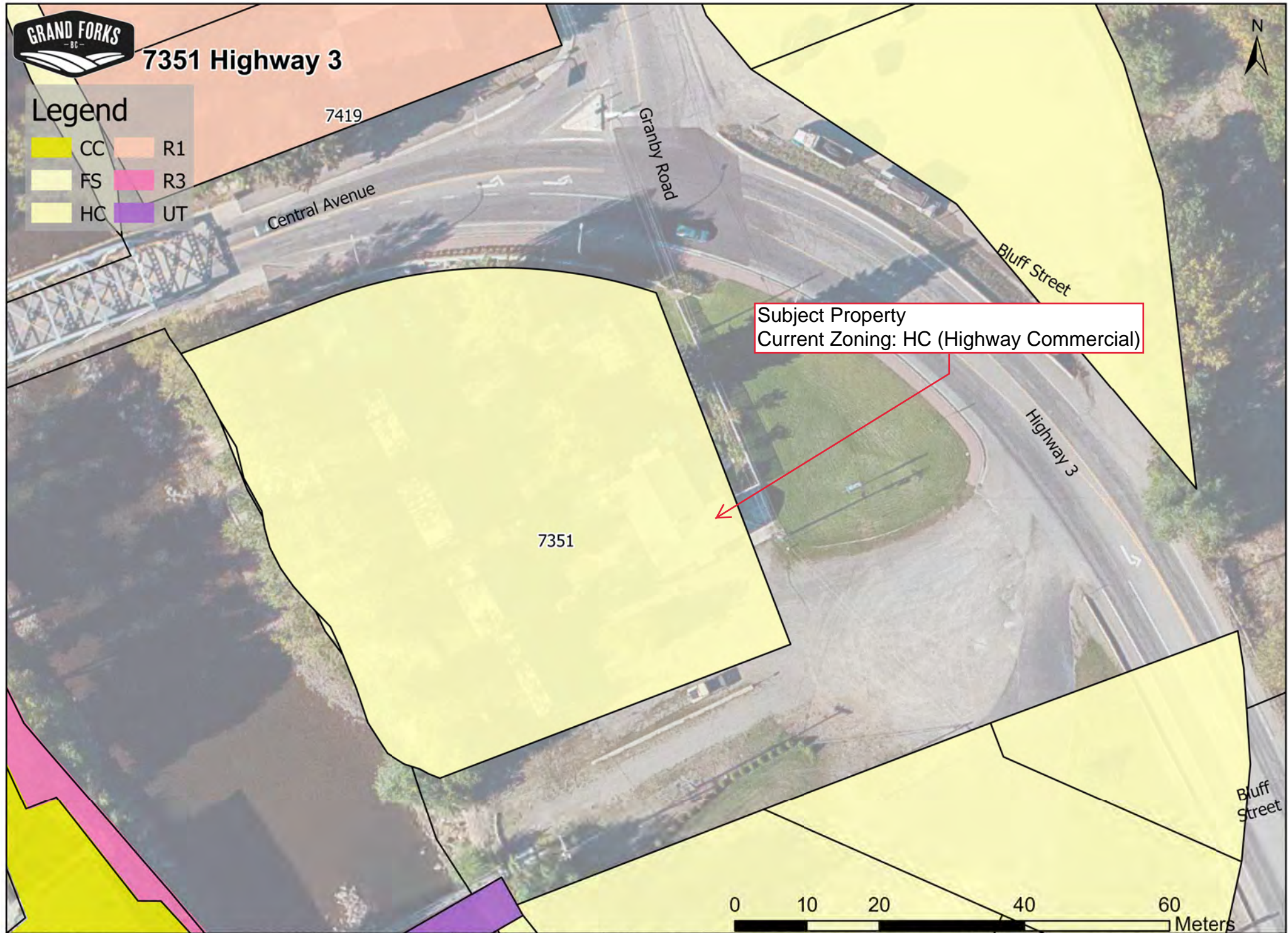




7351 Highway 3

Legend

- | | |
|---|--|
|  CC |  R1 |
|  FS |  R3 |
|  HC |  UT |



Subject Property
Current Zoning: HC (Highway Commercial)



THE CORPORATION OF THE CITY OF GRAND FORKS

Bylaw No. 2039-A8

**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-A8, 2019**”.
2. Zoning Bylaw No. 2039 is amended as follows:
 - a. That the property legally described as “**Lot 1, Plan KAP89, District Lot 493, Similkameen Division of Yale District**” and as shown attached hereto as Appendix “A” is hereby rezoned from HC (Highway commercial) to TC (Tourist Commercial).
 - b. Schedule “A,” Land Use Zoning Map, is hereby amended accordingly.
 - c. **DELETE** subsection 49.2 (a) and replace with:
49.2 (a) hotels or motels.

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 ____ day of _____, 2019

Approving Officer, Ministry of Transportation

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-A8 as passed by the Council of the City of Grand Forks on the _____ day of _____, 2019.

Corporate Officer of the Corporation of the
City of Grand Forks

DRAFT

Request for Decision



**In Compliance with the Community charter Section 90(1)(e)
Acquisition, Disposition or Expropriation of Land or Improvements
The disclosure of which Could Reasonably be
Expected to Harm the Interests of the Municipality**

To: In-Camera Meeting

From: **Development, Engineering and Planning**

Date: June 24, 2019

Subject: Roxul Inc. Group – Licence of Occupation for City owned land

Recommendation: **THAT Council direct staff to move forward with the Licence of Occupation to Roxul Inc. for the property legally described as: Lot 5, Plan KAP17928, DL 534, SDYD Exclusive of the City's Wastewater Treatment Facility and;**

THAT this in-camera Council report and resolutions respecting the Licence of Occupation for the property Legally described as Lot 5, Plan KAP17928, DL 534, SDYD be released as public municipal record.

Background

Roxul Inc. has an existing licence of occupation (LO) for the property legally described as: Lot 5, KAP17928, DL 534, SDYD exclusive of the City's infrastructure on the property.

Roxul Inc. uses the property as a storage facility for materials required for its manufacturing process.

The City has wastewater treatment facilities on this property. There has been no conflict between the uses on the property.

During the review process staff realized that there appears to be no legal access to the property; therefore, through this licence of occupation (LO), staff are proposing to secure a right-of-way agreement for access through Roxul Inc.'s property.

Benefits or Impacts

General

Through the Official Community Plan (OCP) the lease rather than the sale of City-owned lands is encouraged. This LO is consistent with the OCP and Real Estate Strategy Policy No. 806.

Roxul Inc. is one of the major employers within the City of Grand Forks. Roxul Inc. has had the lease for the property for several years. As outlined in the attached LO agreement, Roxul Inc. uses the property for the storage of materials required in their manufacturing process.

The LO allows for Roxul Inc. to use the property but does not grant Roxul Inc. the exclusive use of the property. The City has wastewater treatment facilities on this property. There has been no conflict between the uses on the property.

Staff have negotiated a LO rate that is consistent with market rates as follows:

1. **Period covering July 1, 2019 – June 30, 2024:** the annual payment will be \$11,080 (+GST) for the duration of the term.

Strategic Impact



Community Engagement

- The public will be notified of this LO agreement consistent with Section 26 of the Community Charter which, amongst other things, requires that a notice be published in a newspaper that is distributed at least weekly.



Community Livability

- The LO allows the city to maximize current and future use and revenue from the property.



Economic Growth

- A large employer within the City boundaries is afforded non-exclusive use of the property at market rates.



Fiscal Responsibility

- The LO agreement allows the City to utilize the property for its own purpose while generating revenue from the property.

Policy/Legislation

Community Charter, Official Community Plan, Real Estate Strategy Policy No. 806.

Attachments

Appendix 1

Page 1-8 Draft Licence of Occupation 2019 - 2024

Appendix 2

Page 1 Ad for placement in June 26th and July 3rd issues of the Gazette

Recommendation

THAT Council direct staff to move forward with the Licence of Occupation to Roxul Inc. for the property legally described as: Lot 5, Plan KAP17928, DL 534, SDYD Exclusive of the City's Wastewater Treatment Facility and;

THAT this in-camera Council report and resolutions respecting the Licence of Occupation for the property Legally described as Lot 5, Plan KAP17928, DL 534, SDYD be released as public municipal record.

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:	2019-06-24-Roxul-Licence_of_Occupation01.docx
Attachments:	- 2019-06-24-Appendix_1-Rockwool_Lot_5_LOC_2019-2024.pdf - 2019-06-24-Appendix_2-Roxul_Lot_5_LOC_2019-2024-Gazette_Ad.pdf
Final Approval Date:	Jun 19, 2019

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

Dolores Sheets - Jun 19, 2019 - 12:24 PM

No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler

Diane Heinrich - Jun 19, 2019 - 12:26 PM

LICENCE OF OCCUPATION

THIS LICENCE made the ____ day of _____, 2019.

BETWEEN:

THE CORPORATION OF THE CITY OF GRAND FORKS

7217 4th Street, P.O. Box 220
Grand Forks, British Columbia, V0H 1H0

(the "City")

AND:

ROXUL INC.

P.O. Box 2890
Grand Forks, British Columbia, V0H 1H0

(the "Licensee")

WHEREAS:

- A. The City is the legal and beneficial owner of those lands and premises located in the City of Grand Forks and legally described as:

Parcel Identifier: 008-338-175

Legal Description: Lot 5, DL 534, Plan KAP17928, SDYD
Exclusive of the City's Wastewater Treatment Facility
(the "Land")

- B. The Licensee wishes to occupy a portion of the Land.
- C. The City wishes to grant a Licence of Occupation to the Licensee for the described Land, as outlined on the sketch plan attached hereto as Schedule "A" (the "Licensed Area").

NOW THEREFORE, in consideration of the sum of one dollar (\$1.00) paid by the Licensee to the City, the premises and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

1. Grant of Licence

The City hereby grants to the Licensee and their employees, contractors, subcontractors and agents a non-exclusive licence to use and occupy the Licensed Area for purposes incidental to the operations of the Rockwool Insulation Manufacturing Facility located at 6526 Industrial Park Way, being the storage of minerals.

2. City Access Easement

The Licensee is the legal and beneficial owner of those lands and premises located in the City of Grand Forks and legally described as:

Parcel Identifier: 029-526-691
Legal Description: Lot 1, DL 534, Plan EPP23764, SDYD
(the "Property")

The Licensee hereby grants to the City and their employees, contractors, subcontractors and agents an easement ("the Easement") to enter onto and cross over those portions of the Property to access and maintain City facilities on the Land, including during emergency situations.

3. Rent

The Licensee shall pay to the City annually a rent in the amount of \$11,080.00, plus GST for the use of the Licensed Area (the "Rent"). The Rent shall be billed annually in advance.

4. Term

The term of the Licence shall be five (5) years, commencing on the 1st day of July, 2019 and expiring on the 30th day of June, 2024. (the "Term")

5. Renewal

At its election, the Licensee may, by written notice to the City given on or before six (6) months prior to the expiry of the Term, request that the Licence be renewed for an additional term of five (5) years commencing on the 1st day of July, 2024 and expiring no later than the 30th day of June, 2029. The City, acting reasonably, would grant the Licence renewal unless the Land were required for City purposes. The City, at its option and as a condition of renewal, may negotiate a new rate for the rent.

6. Condition of the Licensed Area

The Licensed Area is licensed to the Licensee on an "as is" basis, and the City makes no representation or warranties with respect to the condition of the Licensed Area.

7. Licensee's Covenants

The City covenants with the Licensee:

- a) To use the Land for the purposes incidental to the operations of the Rockwool Insulation Manufacturing Facility located at 6526 Industrial Park Way, being the storage of minerals.
- b) To keep the Land free from permanent structures;
- c) Not to bring Contaminants (as defined below) onto, into or under the Licensed Area; For the purpose of this Licence, "Contaminants" means any substance including without limitation, urea formaldehyde, hydrocarbons, lead, pollutants, polychlorinated biphenyls ("PCBs), contaminants, deleterious substances, dangerous substances or goods, hazardous, corrosive, or toxic substances, special waste, waste, pesticides, asbestos-containing materials, PCB-containing equipment or materials, and any other storage, manufacture, handling, disposal, treatment, generation, use, transport, remediation or release into the environment of which is now or hereinafter prohibited, controlled or regulated under any applicable laws.

8. Inspection

The City, and its officials, employees, contractors, subcontractors and agents may enter the Licensed Area to inspect the Licensed Area and the Works to ensure compliance with the terms and conditions of the Licence.

9. Dispute Resolution

The parties shall use commercially reasonable efforts to agree on any matter or resolve any dispute arising under this Agreement. If, despite the efforts of the parties, the parties are unable to determine the matter or resolve the dispute within thirty (30) days of the matter or dispute arising, the parties may, by further agreement, refer the matter or dispute to a mediator acceptable to each of the parties. Where the parties are unable to determine the matter or resolve the dispute with the assistance of a mediator, the parties may, by further agreement, refer the matter or dispute to a single arbitrator for determination in accordance with the Commercial Arbitration Act (British Columbia).

10. Termination

- a) The City may terminate this Licence upon thirty (30) days prior written notice to the Licensee in the event that the Licensee breaches a term of the Licence, which breach has not been remedied within 14 days of receiving notice of such breach from the City.
- b) Either party may terminate this Licence upon ninety (90) days prior written notice to

the other party. In the event that the Licence is terminated under this clause, the Licensee will remove all privately owned property from the Licensed Area.

10. Indemnity

Notwithstanding any other terms, covenants and conditions contained in the Licence, the Licensee will indemnify and save harmless the City and those for whom the City is responsible in law from and against any and all liabilities, claims suits, actions, including actions of third parties, damages and costs, including, without limitation, legal fees on a solicitor and own client basis, which the City may incur, suffer or be put to arising out of or in connection with any breach or non-performance of the obligations of the Licensee under this Licence, any loss or damage to property or personal injury or bodily injury, including death, of any person or any wrongful act or neglect of the Licensee, its employees, contractors, subcontractors or agents on or about the Licensed Area, or arising out of or in connection with the use and occupation of the Licensed Area, its employees, contractors, subcontractors or agents. This indemnity will survive the expiration or earlier termination of this Licence.

11. Release

The Licensee does hereby release and discharge the City from any and all actions, causes of action, suits and demands whatsoever and whether at law or in equity or otherwise arising which the Licensee may at any time have by reason of the exercise of the rights granted to the Licensee hereunder.

12. Non-liability of the City

The City will not be liable or responsible in any way for any personal injury that may be sustained by the Licensee, its invitees, those for whom the Licensee is responsible in law or any other person who may be upon, within or under the Licensed Area, or for any loss of or damage or injury to property belonging to or in the possession of the Licensee, its invitees, those for whom the Licensee is responsible in law or any other person or for any matter or things of whatsoever nature or kind arising from or in connection with the Licensee's use and occupation of the Licensed Area or otherwise.

13. Insurance

The Licensee, at its cost, will obtain and keep in force:

- a) All risks property insurance covering all of the Licensee's property in the Licensed Area, property for which the Licensee is legally liable, and property installed by or on behalf of the Licensee within the Licensed Area;
- b) Comprehensive general liability insurance (including legal liability insurance) against claims for personal injury, death or property damage occurring upon, within or about the Licensed Area, such coverage to include the activities and operations conducted by the Licensee and those for whom the Licensee is in law responsible. Such policies will be written on a comprehensive basis with inclusive limits of not less than

\$2,000,000 per occurrence or such higher limit as the City, acting reasonably, may require from time to time; and

- c) Any other form of insurance or such higher limits as the City, acting reasonably, may require from time to time, in form, in amounts and for insurance risks against which a prudent licensee would insure.

The Licensee will affect all insurance policies with reputable insurers licensed to do business in British Columbia and upon terms and in amounts, as to deductibles and otherwise, reasonably satisfactory to the City. The Licensee will deliver to the City within 30 days of the date first written above, and upon reasonable request from time to time, certificates of insurance (and upon request by the City, copies of the insurance policies) and will deliver to the City a certificate of renewal for each policy not less than 10 days prior to its respective expiry date. The Licensee will cause all insurance policies to contain an undertaking by the respective insurer to notify the City at least 30 days prior to cancellation or prior to making any other change material to the City's interest. The liability policy of the Licensee will include the City as an additional named insured with a cross-liability and severability of interest clause. The Licensee will cause all insurance policies to contain a waiver of subrogation clause in favour of the City and those for whom it is in law responsible.

14. Nature of Licence

The occupancy of the Licensed Area by the Licensee will, under all circumstances, be viewed as a licence only and will not create or be deemed to create any interest in the Licensed Area in the Licensee's favour.

15. Assignment

The Licensee will not be entitled to assign or transfer this Licence. The Licensed Area, or any portion thereof, may not be further licensed or leased without the prior written consent of the City, which consent may be withheld in its sole discretion.

16. No Derogation

Nothing contained or implied herein will derogate from the obligations of the Licensee under any other agreement with the City, or if the City so elects, prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions pursuant to the Community Charter (British Columbia) and the Local Government Act (British Columbia), or any other Act of the legislature of the Province of British Columbia, as amended from time to time and the rights, powers, duties and obligations of the City under all public and private statutes, bylaws, orders and regulations, all of which may be, if the City so elects, as fully and effectively exercised in relation to the Lands and the City as if this Licence had not been executed and delivered by the City to the Licensee.

17. Builders' Liens

The Licensee will not suffer or permit any liens under the Builders' Lien Act to be

registered against title to the Lands, including the Licensed Area, by reason of labour, services or materials supplied to the Licensee. In the event that any lien is so filed, the Licensee will take immediate action to cause same to be removed.

18. Compliance With Laws

The Licensee, at its sole cost and expense, will promptly comply with all applicable requirements of governmental or administrative authorities, including, without limiting the generality of the foregoing, all municipal bylaws, which relate, directly or indirectly, to the use of the Licensed Area.

19. Further Assurances

The parties will execute and deliver all such further documents and do such other things as the other party hereto may request in order for this Licence to be given full effect.

20. Waiver

The waiver by the City of any breach of a term, covenant or condition of this Licence will not be considered to be a waiver of any subsequent breach of the term, covenant or condition or another term, covenant or condition. No breach of a term, covenant or condition of this Licence will be considered to have been waived by the City unless acknowledged by the City in writing as waived.

21. Severance

If any section, subsection, sentence, clause or phrase in the Licence is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Licence. The parties hereto shall agree upon an amendment to be made to the section, subsection, sentence, clause or phrase previously found to be invalid and shall do or cause to be done all acts reasonably necessary in order to amend the Licence so as to reflect its original spirit and intent.

22. Notices

Any notice required or permitted to be given hereunder will be in writing and will be sufficiently given if it is delivered personally or mailed by prepaid mail to the intended party at its address set out on page 1 of the Licence. A notice will be deemed to be received on the day it is delivered, if delivered personally, or 4 business days after the date it was mailed.

23. Governing Law

The Licence will be governed by and construed in accordance with the laws of British Columbia and the parties hereby agree to attorn to the courts of British Columbia.

24. Singular and Plural

Wherever the singular or masculine is used herein the same shall be construed as meaning the plural, feminine or the body corporate or politic where the contents or the parties so require.

25. Enurement

The Licence will enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed the Licence as of the day and year first above written:

THE CORPORATION OF THE CITY
OF GRAND FORKS, by its authorized
signatories:

THE LICENSEE, by its
authorized signatories:

Name: Brian Taylor, Mayor

Name:

Name: Daniel Drexler, Corporate Officer

Name:

THE CORPORATION OF THE
CITY OF GRAND Forks



PUBLIC NOTICE
POSTING OF PARCEL FOR PROPOSED
DISPOSITION PURSUANT TO SECTION 26 OF
THE COMMUNITY CHARTER

WHEREAS Section 26 of the Community Charter requires that before Council disposes of land or improvements, it must publish notice of the proposed disposition.

Public Notice is hereby given that Council for the Corporation of the City of Grand Forks proposes to dispose of, by lease, City owned property legally described as Lot 5, Plan KAP17928, DL 534, SDYD, Exclusive of the City's Wastewater Treatment Facility to Roxul Inc. for the annual sum of \$11,080 (+GST) for the Period July 1, 2019 – June 30, 2024.

PROPERTY LOCATION

