



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

Meeting #: C-2019-10
Date: Monday, October 7, 2019, 9:00 am
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda
October 7, 2019, Committee of the Whole

Recommendation

THAT the Committee of the Whole adopts the October 7, 2019, agenda as presented.

3. MINUTES

- a. Adopt Minutes - Committee of the Whole
September 3, 2019, Committee of the Whole Meeting Minutes

1 - 6

Recommendation

THAT the Committee of the Whole adopts the September 3, 2019, Committee of the Whole Minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Homeless People of Grand Forks
Request for use of City Park Campground to reside for Winter season
- b. Grand Forks and District Fall Fair
Request for consideration of allowing an area for 4H on Dick Bartlett Park, fencing around the Derby area, and assisting in finding a larger office

7 - 8

9 - 9

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

6. PRESENTATIONS FROM STAFF

- a. Development Variance Permit for proposed Non-Medical Cannabis Retail Store
Licence at 135B Market Avenue
Development, Engineering & Planning

10 - 20

Recommendation

THAT the Committee of the Whole recommends to Council to direct staff to proceed with the statutory requirements for public notice respecting a Non-Medical Cannabis Retail Store Licence application proposed for 135B Market Avenue, legally described as Lot 1, Plan KAP23, District Lot 108, Similkameen Division Yale District PID 012-547-441.

- b. Property Owner Tax Concerns
Financial Services

21 - 35

- c. Monthly Highlight Reports
Department Managers

36 - 41

Recommendation

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

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



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

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

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

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Daphne Popoff - Corporate Administrative Assistant
Juliette Rhodes - Chief Financial Officer
David Reid - Manager of Operations
Graham Watt - Recovery Manager
David Bruce - Manager of Inspection & Bylaw Services

GALLERY

1. CALL TO ORDER

Mayor Taylor called the September 3, 2019, Committee of the Whole Meeting to order at 8:59 am.

2. COMMITTEE OF THE WHOLE AGENDA

- a. Adopt agenda

September 3, 2019, Committee of the Whole

MOVED

THAT the Committee of the Whole adopts the September 3, 2019, agenda as presented.

Carried

3. MINUTES

- a. Adopt Minutes - Committee of the Whole

August 12, 2019, Committee of the Whole Meeting Minutes

MOVED

THAT the Committee of the Whole adopts the August 12, 2019, Committee of the Whole Minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Gallery 2

Fee for Service

Tim Van Wijk and Terry Woodruff presented an overview of Gallery 2: Summer highlights, events, camps, exhibitions, fiscal update of revenues and expenses, capital projects, ongoing partnerships, lifecycle maintenance, Civic Arts Grant, 2020 Fee for Service request, Annual General Meeting Sept. 24th, thank you to City Parks Dept.

- b. Grand Forks Homeowners on the Buy Out List

Request to review and reassess the Flood Mitigation Project and offer pre-flood values to homeowners

Jennifer Houghton presented an overview of: owners of properties the City wants to repurpose for future flood infrastructure, acquisition map, businesses downtown, direct communications - no rumour mills, pre-flood

vs post-flood values, appraisal control sheet, stats, current real estate market in Grand Forks, list of what owners want, Sendai Framework, requests for written communication

Discussion:

- insurance
- pre-flood values, options, alternative plans
- parcel tax
- dredging the river, dikes
- UBCM and questions to Ministers
- Johnson Flats residents

Mayor Taylor called a recess of the September 3rd Committee of the Whole Meeting at 10:45 am.

Mayor Taylor reconvened the September 3rd Committee of the Whole Meeting at 11:01 am.

5. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

Mayor Taylor suggested bringing forth RDKB agenda items for future meetings.

6. PRESENTATIONS FROM STAFF

- a. Procurement Policy 802 Revision v2
Financial Services

Discussion:

- financial reporting back to Council
- 3-5 year contract timeline
- policy statement responsibilities for CFO point a)
- grant funded projects language addition

Procurement Policy 802 Revision V2 is referred to the September 16th Regular Meeting

b. Monthly Highlight Reports

Department Managers

Discussion:

- homeless camp in tree on City property
- Airport Master Plan
- Boundary Drive well casing protection
- Landsdowne Crescent water supply
- Capital projects downtown diking

MOVED

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

Carried

7. REPORTS AND DISCUSSION

8. PROPOSED BYLAWS FOR DISCUSSION

a. Bylaw 2055-A1 - 2019-2023 Financial Plan Amendment

Chief Financial Officer

Discussion:

- Expo sign changes
- insurance payouts for Senior Citizens' Hall and Library
- DMAF consulting
- transportation services
- Capital projects re Interfor

MOVED

THAT the Committee of the Whole recommends to Council to give first three readings of the 2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1, at the September 16, 2019, Regular Meeting.

Carried

- b. Bylaw 2063 - 2020 Revenue Anticipation Borrowing Bylaw

Financial Services

MOVED

THAT the Committee of the Whole recommends that Council give first three readings to “2020 Revenue Anticipation Borrowing Bylaw, No. 2063” at the September 16th, 2019, Regular Meeting.

Carried

- c. Bylaw 2064 - Draft Utility Billing Bylaw

Financial Services

Discussion:

- financial threshold for low income, persons with disabilities, not only Seniors
- Guaranteed Income Supplement
- water use relief as well
- subsidizing

MOVED

THAT the Committee of the Whole recommends to Council to give first three readings of Utility Billing Bylaw No. 2064, 2019, at the September 16th, 2019, Regular Meeting.

Carried

9. INFORMATION ITEMS

10. CORRESPONDENCE ITEMS

- a. Grand Forks International Baseball

Letter of request for support letter from the City in order to receive grants

MOVED

THAT the Committee of the Whole instructs staff to draft a letter of support for the Grand Forks International Baseball Tournament 2001 Society.

Carried

11. **LATE ITEMS**

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

13. **QUESTION PERIOD FROM THE PUBLIC**

- Anne Palmer spoke in regard to other communities and their perspective/stats on a Warming Shelter, churches using their kitchens, policies and rules
- Les Johnson spoke in regard to higher tax rates and assessments

14. **ADJOURNMENT**

The September 3, 2019, Committee of the Whole Meeting was adjourned at 12:13 pm.

Mayor Brian Taylor

Corporate Administrative Assistant -
Daphne Popoff

Council Delegations

Background

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

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Konrad, and Members of Council, I/We are here on behalf of

The homeless people of Grand Forks.

to request that you consider us using City Park Campground
to reside at this winter season.

The reason(s) that I/We are requesting this action are:

We need power, water and washrooms
for basic human survival.

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

We are willing to pay camp fees.

Knowing you are helping your
citizens be well.

Safer than the bush. Less violence,

Council Delegations (cont.)

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

Someone getting hurt by wildlife or from other circumstances
Someone getting sick due to the cold elements-
OR Imminent death

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution

stating: That city park be used to house
some of the home-less for the winter
season of 2019/2020.

Name: Mona Rosengren

Organization: GF. REDUN

Mailing Address: [REDACTED] Grand Forks, B.C. V0H 1H0
(Including Postal Code)

Telephone Number: [REDACTED]

Email Address: [REDACTED]

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

N:Forms/Delegation Form



GRAND FORKS AND DISTRICT FALL FAIR SOCIETY

Box 704, GRAND FORKS, BRITISH COLUMBIA V0H 1H0

September 20th 2019

Council Delegations Presentation Outline

Your Worship. Mayor Taylor and Members of Council, We are here on behalf of the Grand Forks and District Fall Fair Society to report on the 2019 Fair and to request that you consider allowing an area for 4 H on Dick Bartlett Park, consider fence around the Derby area, and the assist us in finding a larger office.

4 H is a huge part of BC Fairs. Fortunately 4 H is growing in our area and they would like to be a part of the Fair starting September 2020. We would require having an area of Dick Bartlett Park to be able to have a ring set up and have bleachers for seating of spectators.

The Derby is growing and portable fencing is not sufficient around the Demolition Derby area. It is easily knocked down and people keep separating the fencing to sneak in. A permanent fence would solve this problem and would alleviate the stress of finding volunteers to erect, fix and supervise. Portable fencing is also a hazard as when a section starts falling it continues to do so in a domino effect and could fall on people.

We require a new location for our office. With just the Committee Heads and Directors the room is packed shoulder to shoulder. We could not fit any more people in which we require as the Fair is growing. The office is not accessible in the winter months because of the snow fall from the roof of the Curling Rink. We need to be able to access the office all year.

We believe that in approving our request the community will benefit by have a large successful Fair.

We believe that by not approving our request the result will be stagnation of the Fair, danger to spectators and missed opportunities by not being able to access our office.

In conclusion we request that the Council for the City of Grand Forks approve our report on Fall Fair 2019 and adopt a resolution to assist the Fair in moving forward with their requests.

Sincerely,

Danna O'Donnell
President

Request for Decision



To: Committee of the Whole

From: **Development, Engineering & Planning**

Date: October 7, 2019

Subject: Development Variance Permit No. DVP1903 Proposed Non-Medical Cannabis Retail Store Licence at 135B Market Avenue

Recommendation: **THAT the Committee of the Whole recommends to Council to direct staff to proceed with the statutory requirements for public notice respecting a Non-Medical Cannabis Retail Store Licence application proposed for 135B Market Avenue, legally described as Lot 1, Plan KAP23, District Lot 108, Similkameen Division Yale District
PID 012-547-441**

Background

The applicant, 429291 BC Ltd, has applied to the City for a Development Variance Permit to vary subsection 58.3 of Zoning Bylaw 2039 which regulates the distance a Non-Medical Retail Cannabis Store can be relative to a Community Use zone, or a youth-centred facility.

The building proposed for the Non-Medical Cannabis store is located within 100m of at least one youth-centred facility, Dazzle Dance, located at 7375 2nd Street.

To date, this office is not in receipt of a notification from the Liquor and Cannabis Regulation Branch (LCRB) that the applicant has applied for a Non-Medical Cannabis Retail Store Licence.

Ownership

Owner(s):
429291 BC Ltd
PO Box 1016
Grand Forks, BC, V0H 1H0

Agent:

Zoning and Policy Context

The property is zoned CC (Core Commercial) and is 0.292 acres in size. As shown in schedule A-1 of zoning bylaw 2039, Non-Medical Cannabis Retail is a permitted use in the CC zone.

The property is in the Historic Downtown Development Permit Area.

Other businesses currently or recently located in the multi-tenant building on this property include a bakery, law office, personal service establishment, veterinarian, Kettle Valley Food Co-op and consignment clothing store.

The building proposed to house the Non-Medical Cannabis Retail Store is 92.3 m from the property boundary of 7372-2nd Street. Dazzle Dance, a youth-centred facility, is located on the 2nd floor of 7372-2nd Street. Zoning bylaw 2039 defines a youth centred facility any school, daycare, playground, community garden, recreation facility or other facility designed for use primarily by minors.

Timing

The following next steps and approximate time frames are outlined in Table 1 below:

TABLE 1 TIMEFRAME	
ACTIVITY	TIMING
<i>Committee of the Whole – Public Introduction of Application</i>	<i>October 7, 2019</i>
<i>Regular Council Meeting – Council Direct staff to proceed with statutory notice (letters to adjacent property owners and notice in 2 issues of the local paper)</i>	<i>October 7, 2019</i>
Letters sent to adjacent property owners	October 12, 2019
Notice published in two consecutive issues of the newspaper	October 9 & 16, 2019
Deadline for receiving written feedback	October 21, 2019
Public Feedback Session	October 21, 2019
Regular Council Meeting <ul style="list-style-type: none">- Staff report on written feedback received- Council decision on DVP Application	October 21, 2019

Benefits or Impacts

General

The regime to legalize the non-medical use and sale of cannabis is a relatively new to British Columbia. The proposed location is less than the required 100m to a youth centred facility.

Strategic Impact



Community Engagement

- Written notice will be provided to adjacent property owners.
- Ads will be placed in 2 editions of the local newspaper.

- A public Feedback session will be held.
- Written comments will be accepted and will be forwarded to the LCRB.

Policy/Legislation

Local Government Act; Community Charter; Zoning Bylaw; Cannabis Control Licencing Act.

Attachments

Appendix 1

Page 1: Aerial Photo showing the subject property
Page 2: Map showing zoning

Appendix 2

Pages 1-6: DVP package submitted by applicant.

Recommendation

**THAT the Committee of the Whole recommends to Council to direct staff to proceed with the statutory requirements for public notice respecting a Non-Medical Cannabis Retail Store Licence application proposed for 135B Market Avenue, legally described as Lot 1, Plan KAP23, District Lot 108, Similkameen Division Yale District
PID 012-547-441**

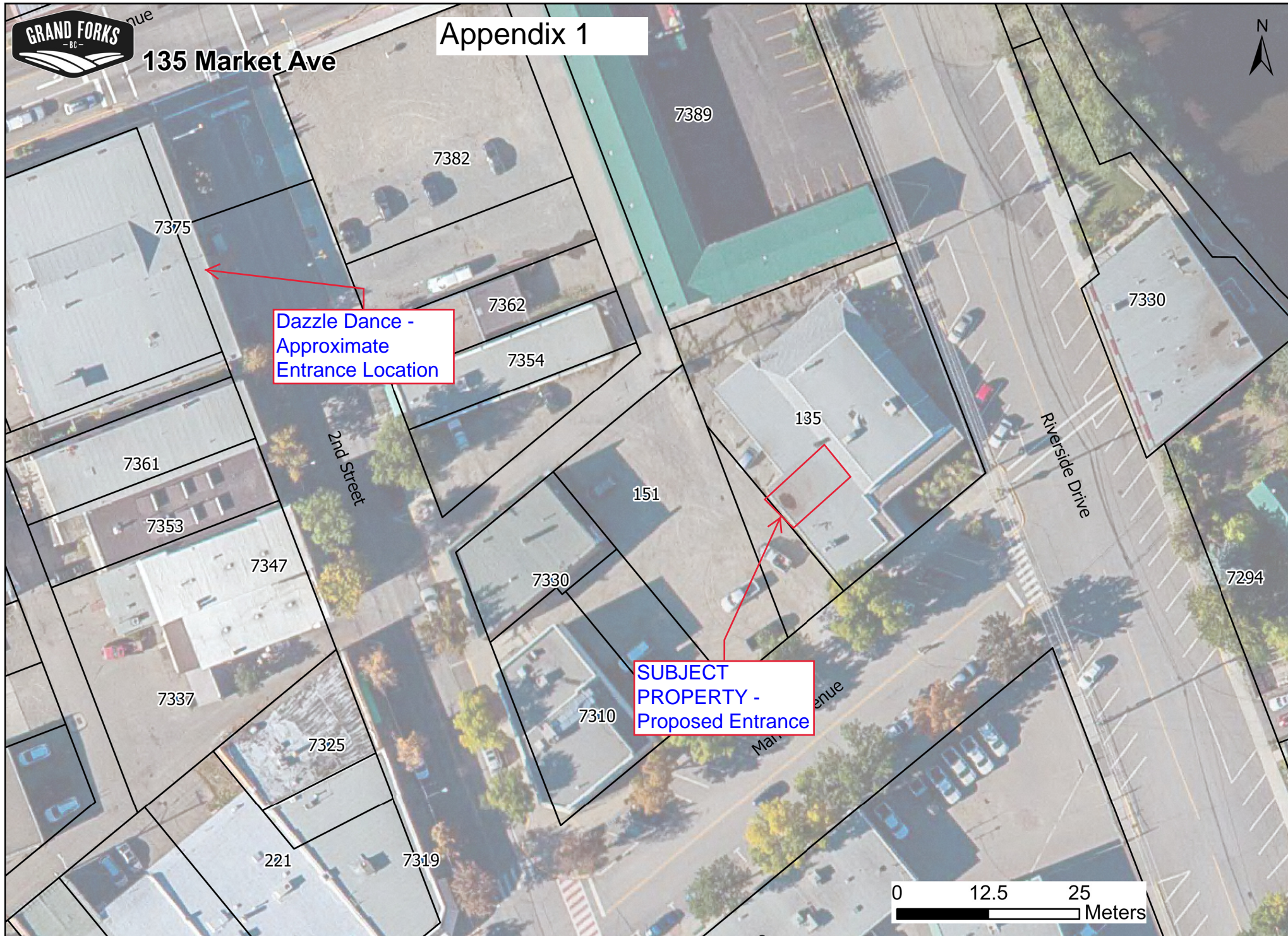
Options

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



135 Market Ave

Appendix 1





135 Market Ave

Legend

parcel_fabric_April2018

CC

CU

331

Central Avenue

Riverside Drive

Dazzle Dance

Subject Property

2nd Street

3rd Street

Market Avenue

4th Street

73rd Avenue

0 12.5 25 50 Meters

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000



DEVELOPMENT VARIANCE PERMIT APPLICATION

412020
File # DVP 1903

APPLICATION FEE

\$350.00

Receipt No. _____

LOCAL GOVERNMENT ACT, SECTION 498

Registered Owner(s):

429291 BC LTD

Mailing Address:

454 WHITMAN WAY

TABER, B.C. V1R 4T9

Telephone:

Home: 250-231-9513 Work _____

Legal Description:

LOT 1, BLOCK 3, PLAN KAP 23, D.L. 108, SIMILKAMEN DIV.
' OF YALE LAND DISTRICT, EXCEPT PLAN 10641 15265
P.I.D. 012 547 441

Civic Address:

135B MARKET AVE GRAND FORKS BC

DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

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

(signature)

August 27, 2019

(date)

THE CORPORATION OF THE CITY OF GRAND FORKS



7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000

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

REQUEST VARIANCE TO ALLOW NON-MEDICINAL
CANNABIS RETAIL SALES AT THIS LOCATION
(135B MARKET AVE GRAND FORKS)
CURRENTLY 92.34 METERS TO "DAZZLE DANCE"
STUDIO. BYLAW STATES 100.0 M SEPARATION

Submit the following information with the application:

1. A legible site plan showing the following:

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

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

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


Signature of Owner

August 27, 2019
Date



THE CORPORATION OF THE CITY OF GRAND FORKS

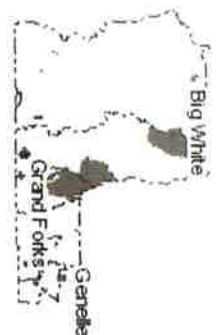
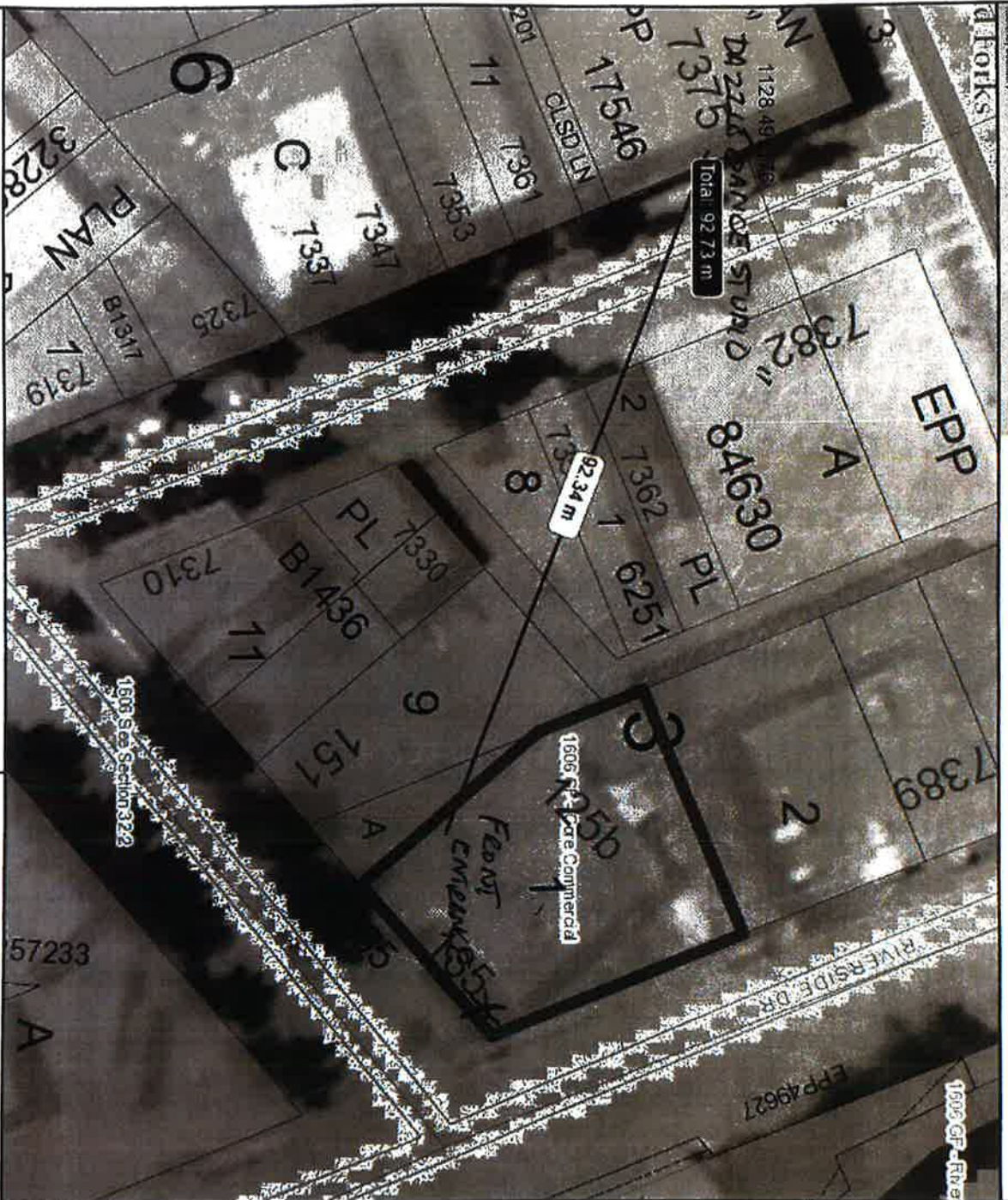
Application for Business Licence

Please answer all applicable questions, sign in the space provided below and return this form, together with the appropriate licence fee to the Licence Department. **PLEASE BE AWARE THAT THE LICENCE FEE PAYMENT IS BASED ON THE CALENDAR YEAR (JANUARY TO DECEMBER, NO MATTER WHEN THE APPLICATION IS MADE).**

1. Trade name of business: 0903141 BC LTD
(DBA/TBD)
2. Business civic address: 135B MARKET STREET G.F.
3. Business mailing address: PO BOX 510 ROSSLAND BC
V0G 1Y0
(address, postal code and email address of the business)
4. Business phone number: 250 368 1452
5. Number of Employees: 6 Expected opening date: MAY 2020
6. Type of Business: NON-MEDICINAL CANNABIS RETAIL
7. Type of service/product sold/contract: SAME AS ABOVE
8. Owner of business: 0903141 BC LTD
(partnership/organizations/limited companies - please attach list of principle officers)
9. Address of Owner(s): PO BOX 510 ROSSLAND BC
10. Previously held licence in Grand Forks Yes ☒ No ☐ Year _____
(circle yes or no)
11. Has licence ever been revoked Yes ☒ No ☐ Year _____
(circle yes or no)
12. Agents last sales area: _____
13. Name of applicant: WARREN WARREN
PO BOX 510 ROSSLAND BC V0G 1Y0
(full name, address and phone number of the applicant)

(cont'd on reverse)

*City of Grand Forks Business Licence Bylaw #1384 and all amendments



Legend



Adminin

Cadastral Lines

CAD_DISTRICT_LOT

CAD_GAS

CAD HIGHWAY

-- CAD HYDRO

CAD_INTER_BODY

— CAD OUTLINE

CAD LOTLINE LICENSE

CAD_LOTLINE_WATER

— CAD RAILWAY

1 CAD RAILWAY ABAN

— CAD-ROAD

CAD TELEPHONE

CAD TOWNSHIP

Miscellaneous Cadastral Lines

CADDY AIRSTRIP

— CALDWELL ARROW

CADMIUM BRIDGE

CADDEN DEWDNEY TRAIL

CADDY_EASEMENT

— **CADMIUM** HOOK

CADDY LEASE LICENSE

Scale: 1:931

1 cm represents 9.3 m



Datum: WGS 84 Projection: Web Mercator

Printed on 25-Jul-2019

Notes:

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

Selkirk College

14. Provincial Certificate of Proficiency

(Applies to Trades qualification or Professional Services Number or Certificate)

Full name of certified: _____

Area of proficiency: _____

CROSS CONNECTION CONTROL PROGRAM

A Cross Connection Control Survey may need to be conducted if your business is deemed to be a High Cross Connection Risk. There may be costs associated with eliminating any cross connections found by officials of the City's Water Department. Should you have any concerns regarding this process, please contact the Water & Sewer System Coordinator at 250-442-8266, Extension 60244.

Initials _____

I/We hereby make application for a licence in accordance with particulars as stated above and declare that the above statement is true and correct. I/We undertake that, if granted, the licence applied for, I/We will comply with each and every obligation contained in all laws and bylaws now in force, and amendments thereto, in the City of Grand Forks, Province of British Columbia.

We consent that the information contained herein may be made available to the B.C. Assessment Authority, Revenue Canada Taxation and the City's website at www.grandforks.ca.

Signature of applicant: _____

Date of application: _____

25 JULY 2019

FOR OFFICE USE ONLY

Classification: _____ Zoning: _____

Licence fee: _____ Receipt # _____ Date Paid: _____

Licensed as: _____

Department approvals Scan To Economic Development: ☒

Building Inspection: _____ Manager of Operations: _____

Cross Connection: YES ☐ NO ☐ If yes, send copy to Water Foreman

Fire Chief: _____ Public Health Certificate: _____

Licence Inspector: _____ Date of Final Approval: _____

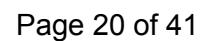
Notes: _____

"The information on this form is collected under the authority of the Community Charter Act in order to process your payment agreement application. Personal information collected is protected pursuant to the Freedom of Information and Protection of Privacy Act. ENQUIRIES: Corporate Officer, the Corporation of the City of Grand Forks, 7217 4th Street, Grand Forks, BC V0H 1H0 Tel: 250.442.8266".

Version: Oct 21/15

N:\forms-lists\business licences\business licence application form

Layout



Memo



To: Committee of the Whole
From: Financial Services
Date: 2019-10-07
Subject: Property Owner Tax Concerns

Background

On August 12 the Committee of the Whole received a presentation from a resident of the municipality illustrating how his property taxes have increased over the last several years. During that meeting, several other taxpayers also voiced their concerns about tax levies and the long-term viability of living within the City.

Staff has been requested to analyze the property tax data for those residents who were present at the COTW with a view to gaining a clearer portrayal of municipal tax impacts compared to those of other taxing authorities.

Staff has prepared a series of graphs for several properties, including those of taxpayers present at the COTW and some randomly selected properties in different areas of the City. Three graphs with data from 2010 to 2019 are provided for each property which depict the following:

- the actual assessed values compared to an assessed valued reflective of the overall residential market increase
- the gross annual tax amounts shown separately as the municipal levy, parcel taxes, and taxes assessed by other taxing authorities (RDKB, Hospital, School, Police, Municipal Finance Authority and BC Assessment).
- the amount of tax increase from year to year segregated into the portions attributable to a) increase in assessed value above market, b) increase in municipal revenue and parcel taxes and c) increase in taxes collected by other authorities.

Some additional graphs have been provided which show the breakdown of municipal tax levies by property class (in dollar amounts and percentages) and annual tax increases for the years 2010 to 2019.




These graphs are attached here as additional background information for further discussion by the COTW.

Benefits or Impacts

General

Property taxation is one of the main sources of revenue for the City. The amount of revenue required from taxation is determined annually through the financial planning process and used in the calculation of tax rates.

Strategic Impact

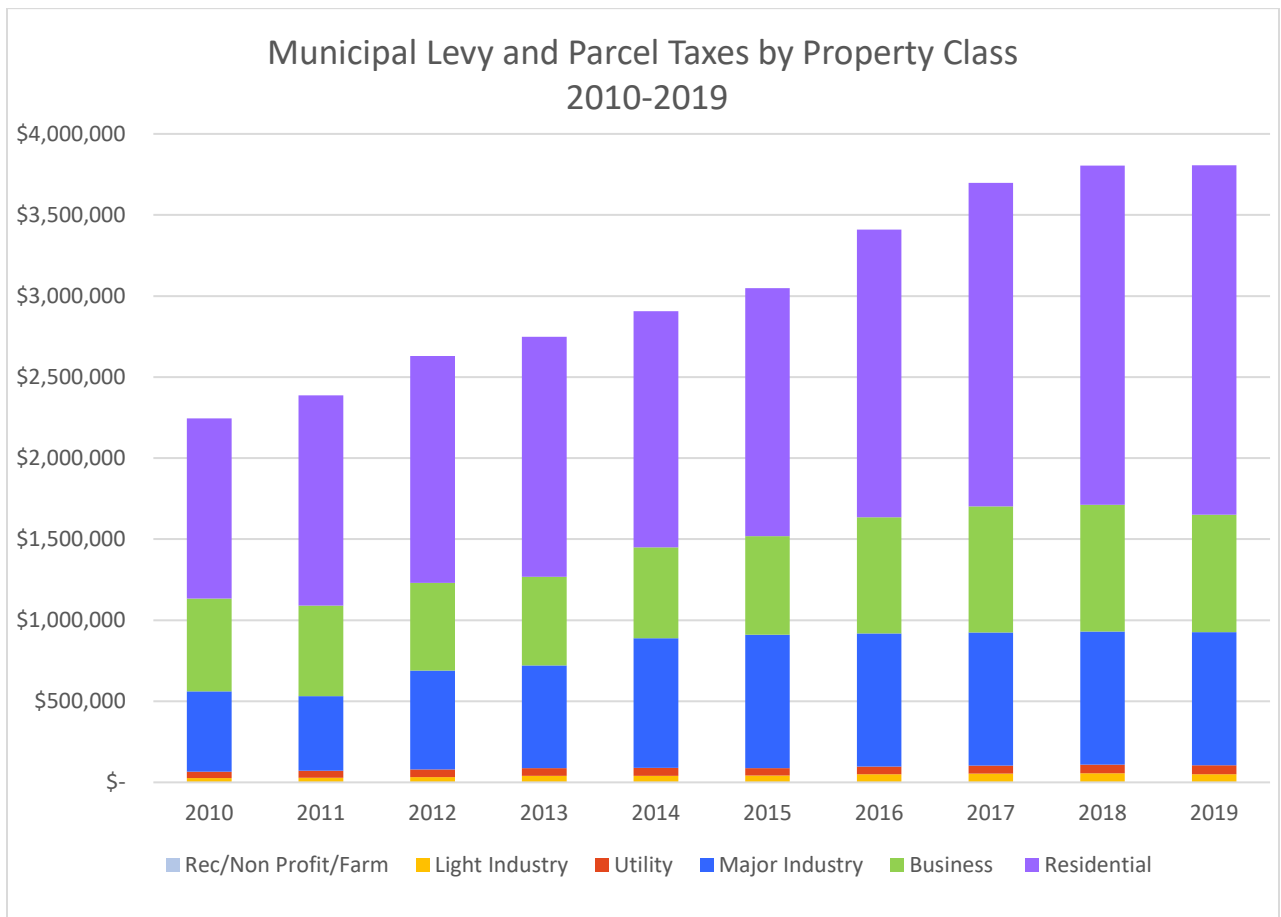
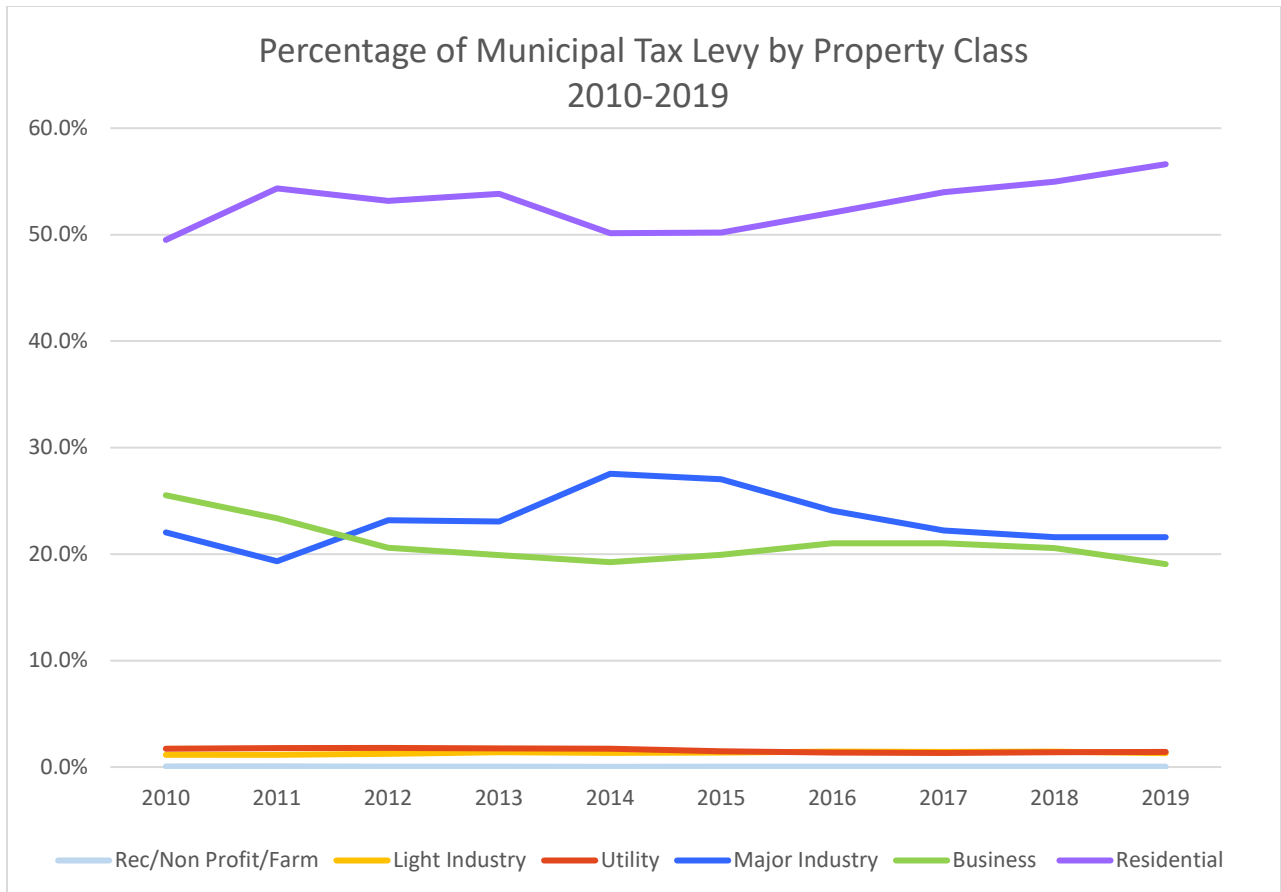
-  Annual property tax revenues should be sufficient to provide for asset renewal and replacement in addition to covering ongoing operational and debt financing costs. Additionally, tax rates should be competitive in order to ensure continued investment in the community.
-  The data presented here has been prepared in response to concerns raised by residents at the August 12th COTW meeting.
-  Certain property owners have voiced concerns that sustained increases in property taxation will deter them from continuing to reside in the City.

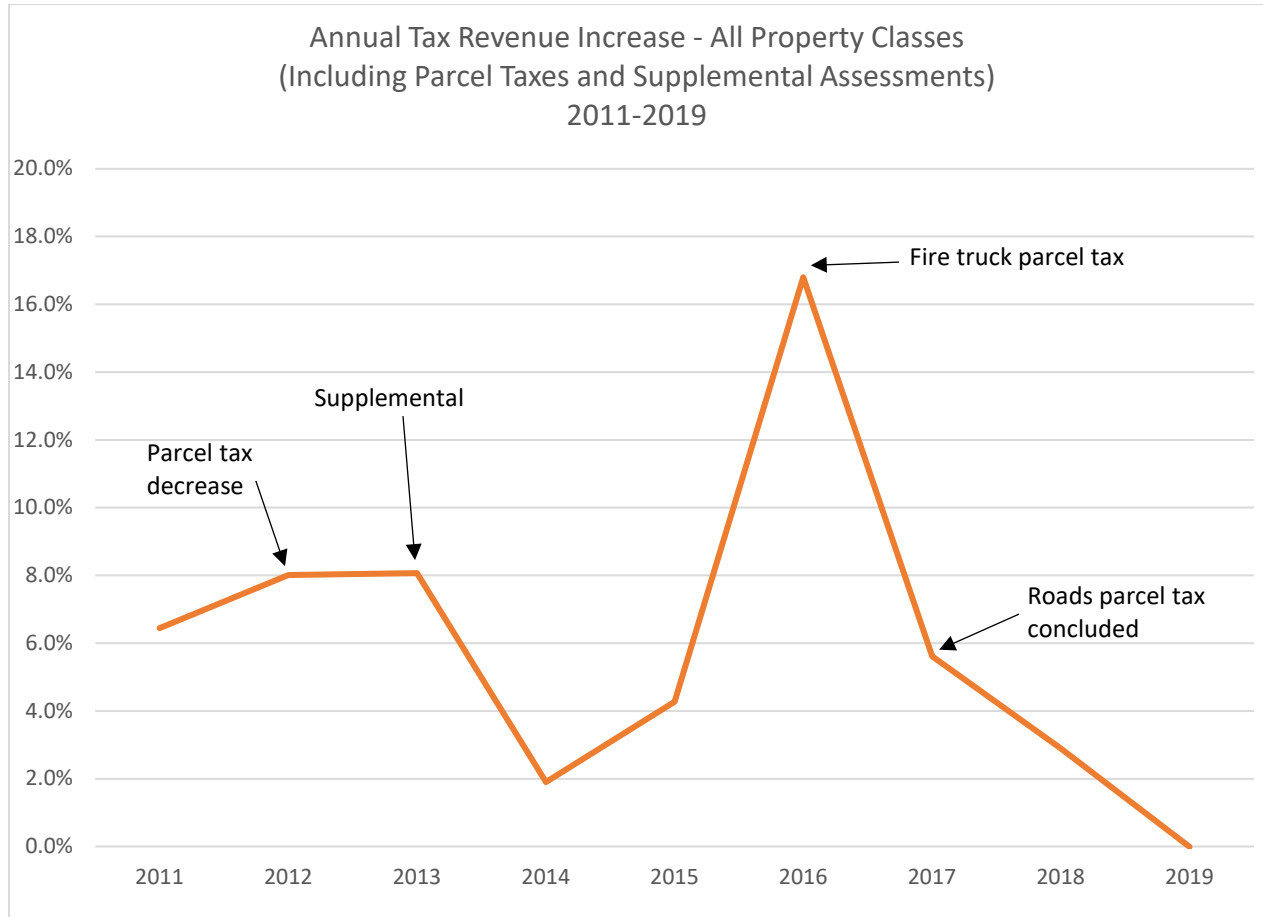
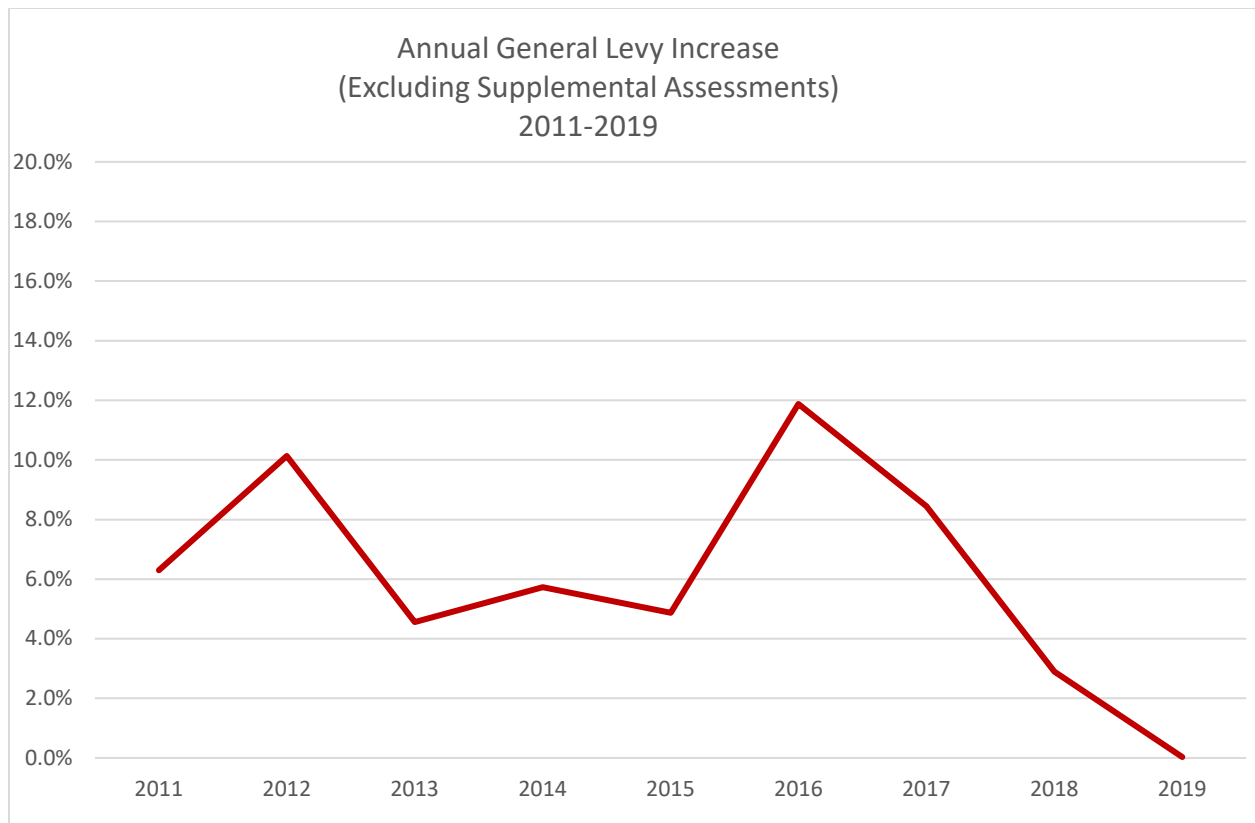
Policy/Legislation

Community Charter Sections 165, 192 & 197
Asset Management Financial Policy 808
City of Grand Forks annual five-year financial plan bylaws

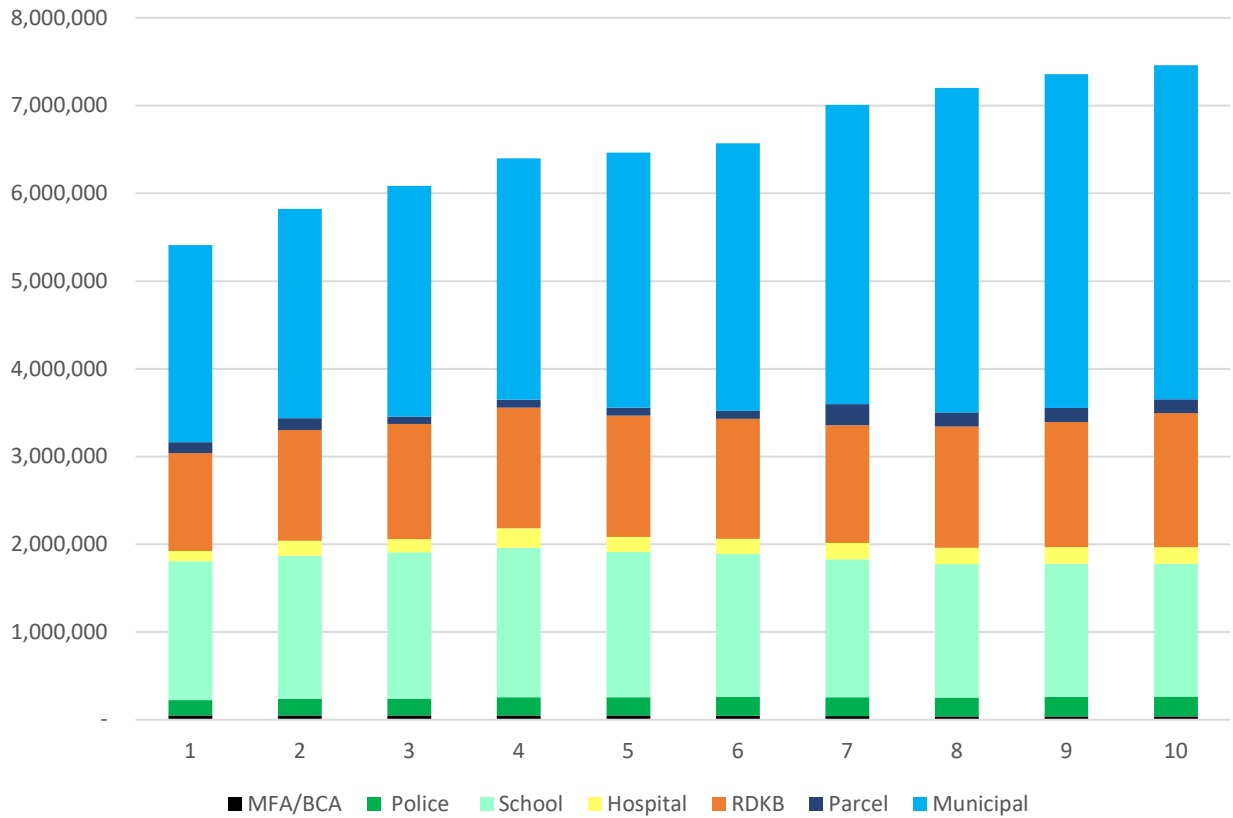
Attachments

Graphs of municipal tax revenues and sample individual residential assessments and tax levies.

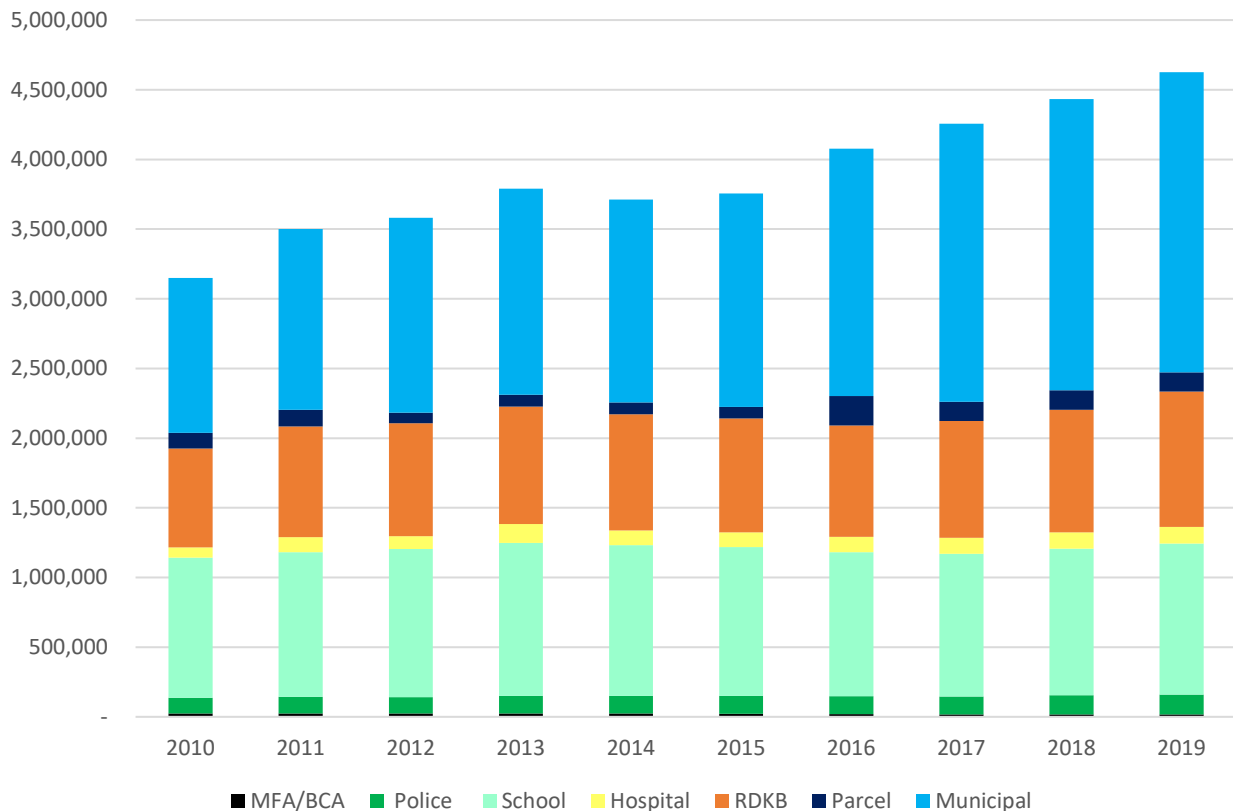




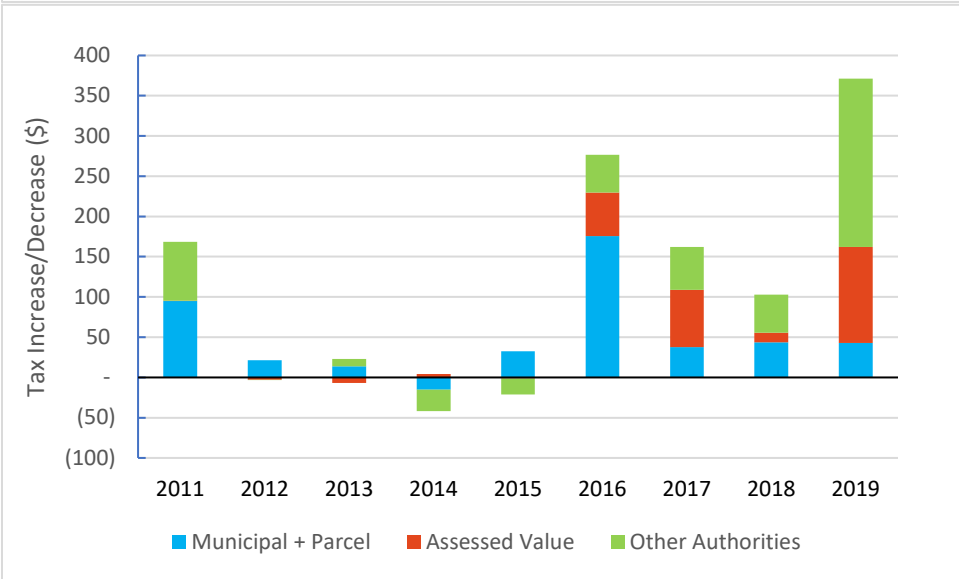
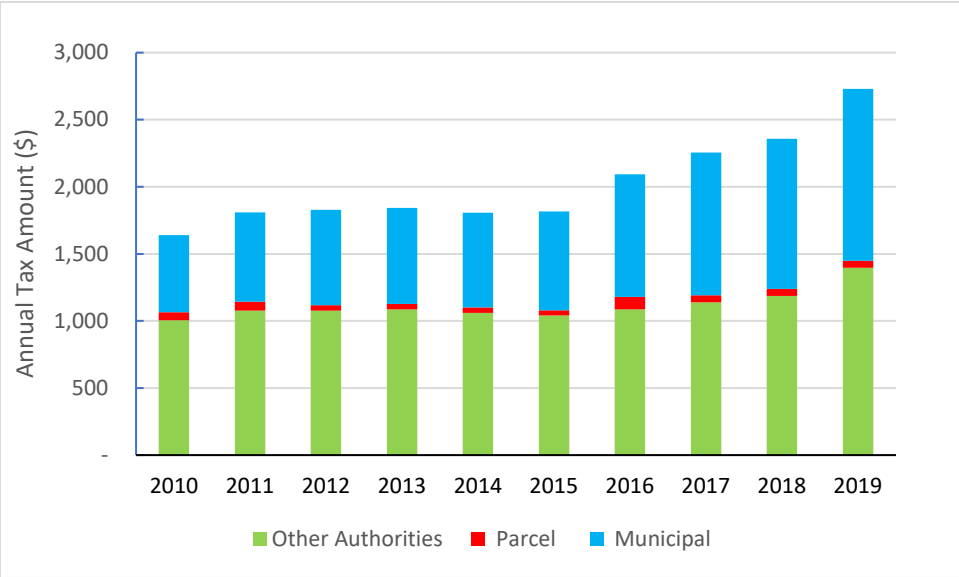
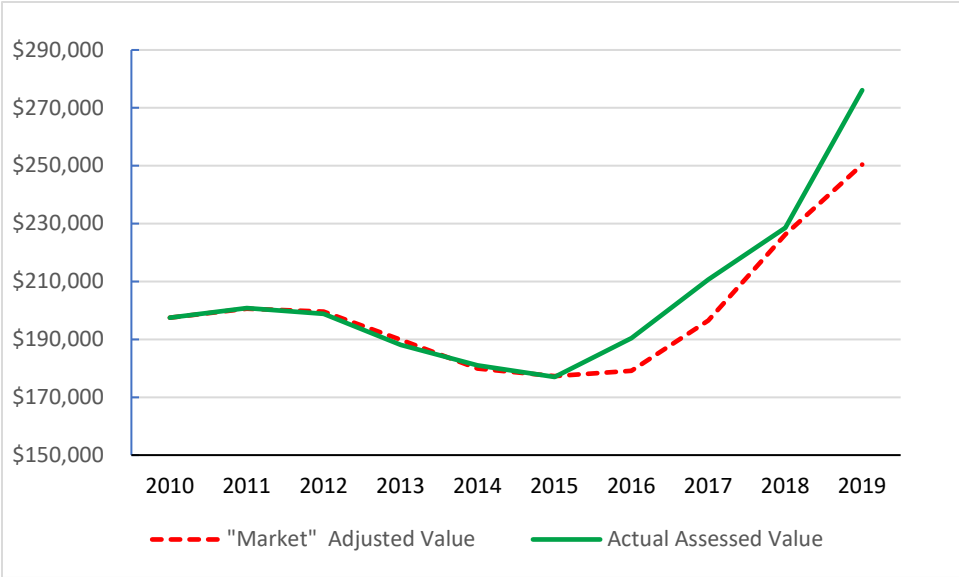
All Property Classes - Levy per Taxing Authority



Class 01 Residential - Levy per Taxing Authority



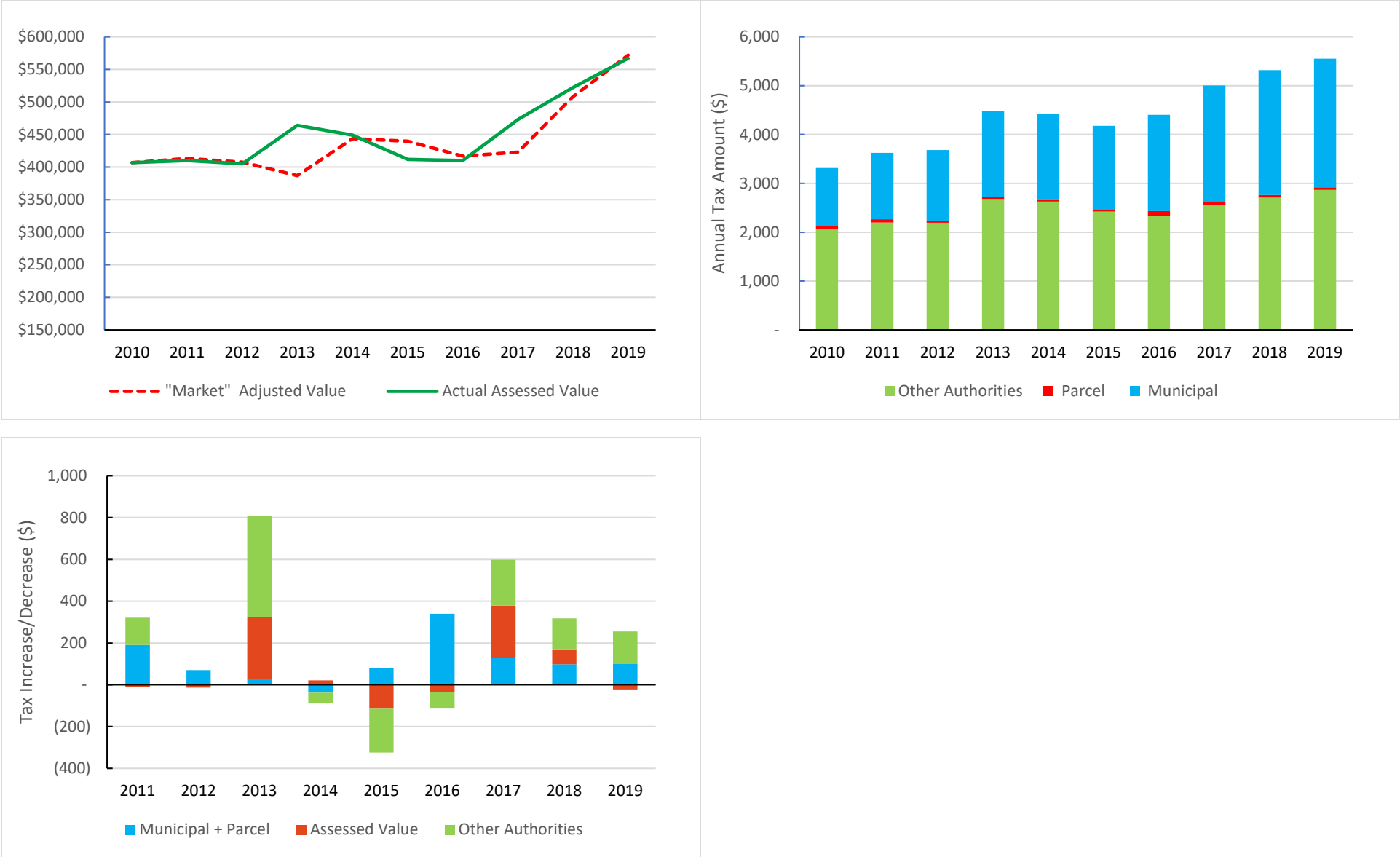
Property #1 306 West End (SW of Railroad) - near Dick Bartlett Park



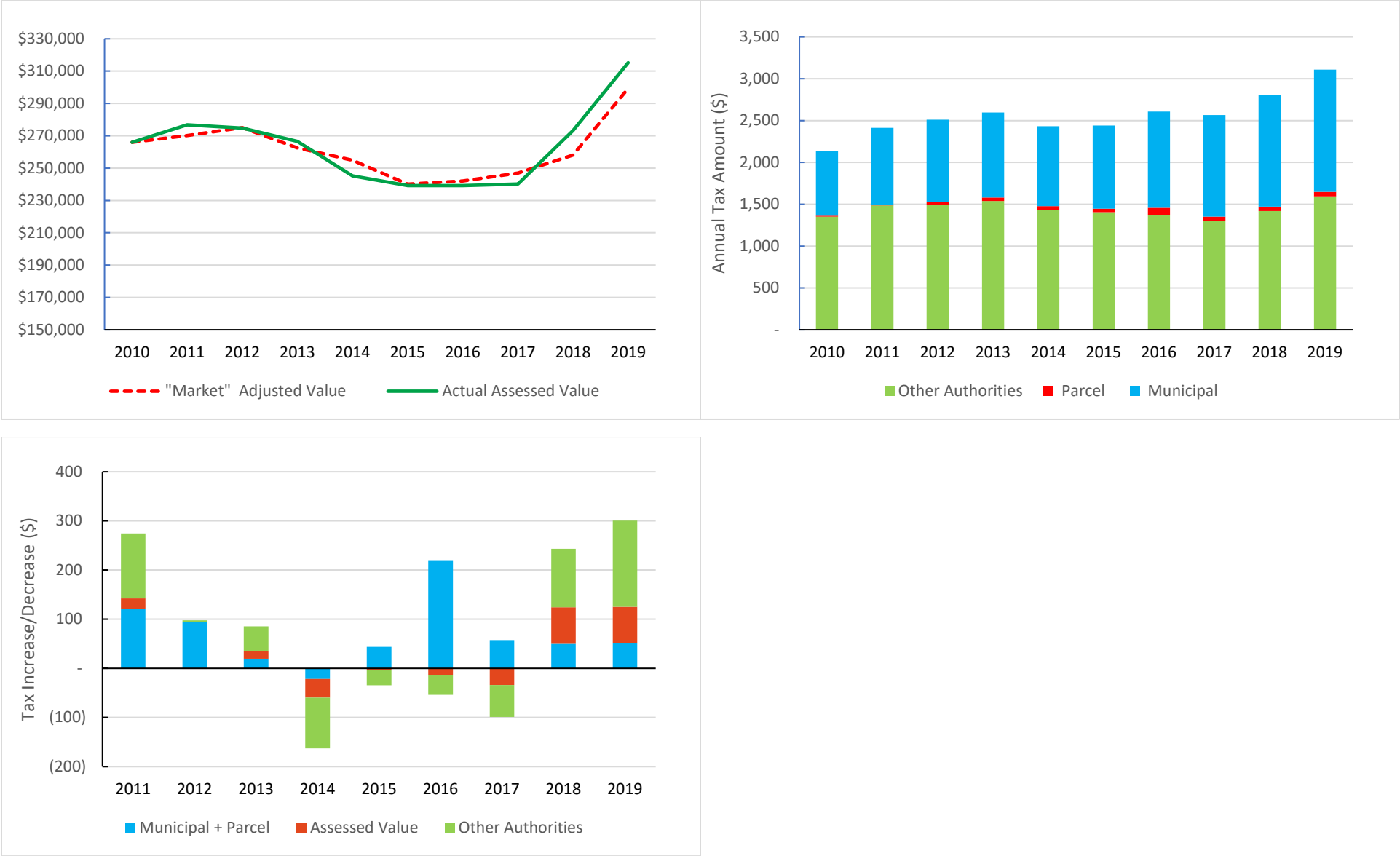
Property #2 306 West End (SW of Railroad) – near Hospital



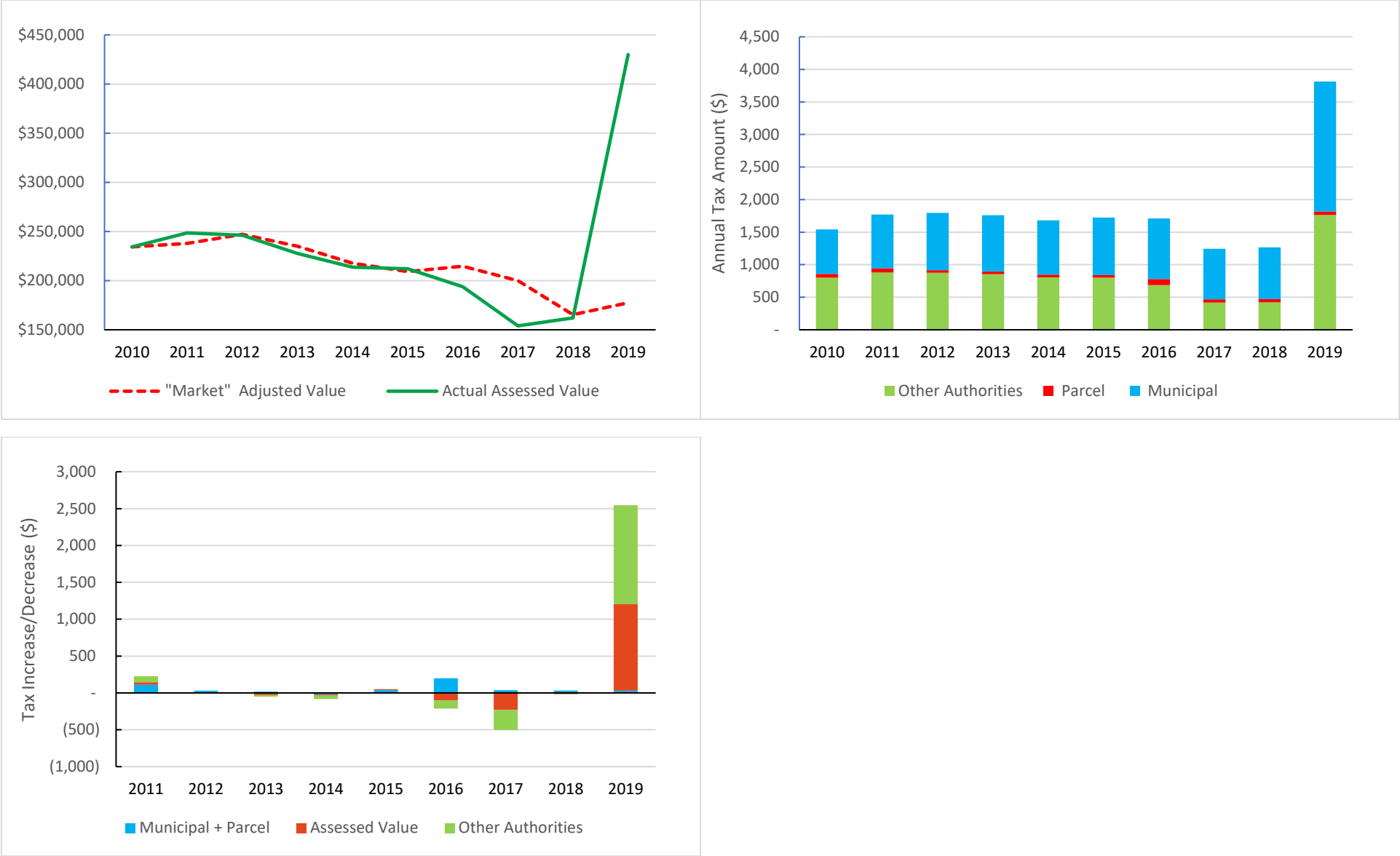
Property #3 306 West End (SW of Railroad) – Johnson Flats



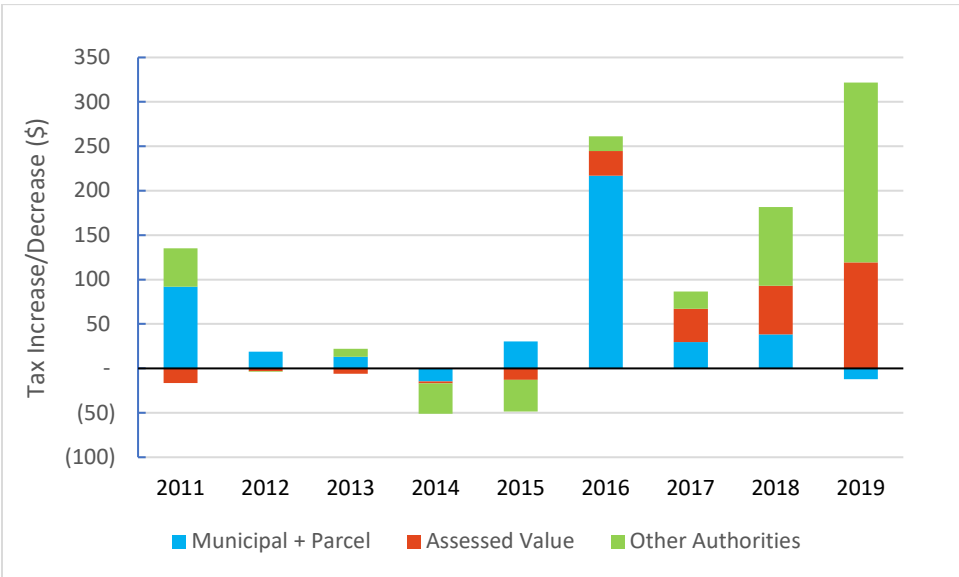
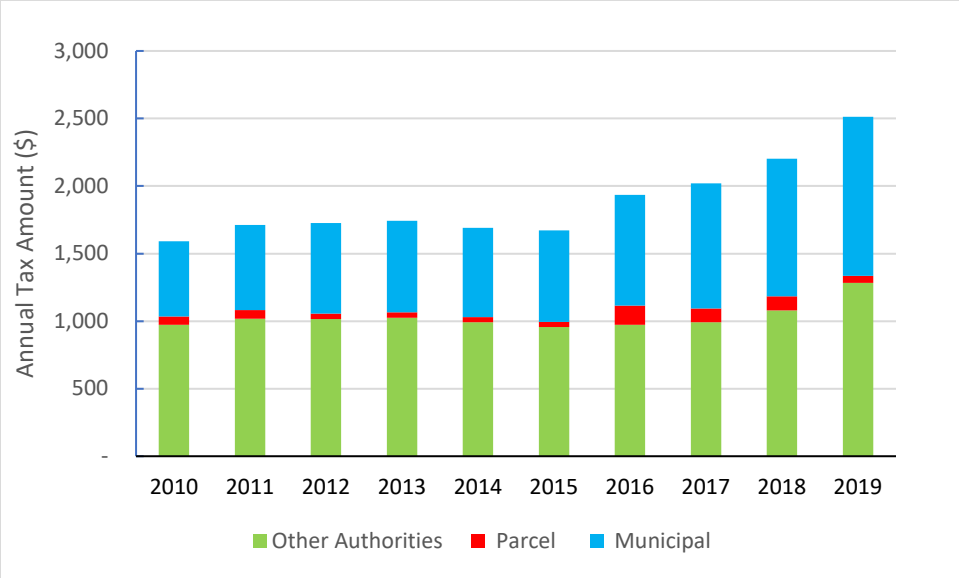
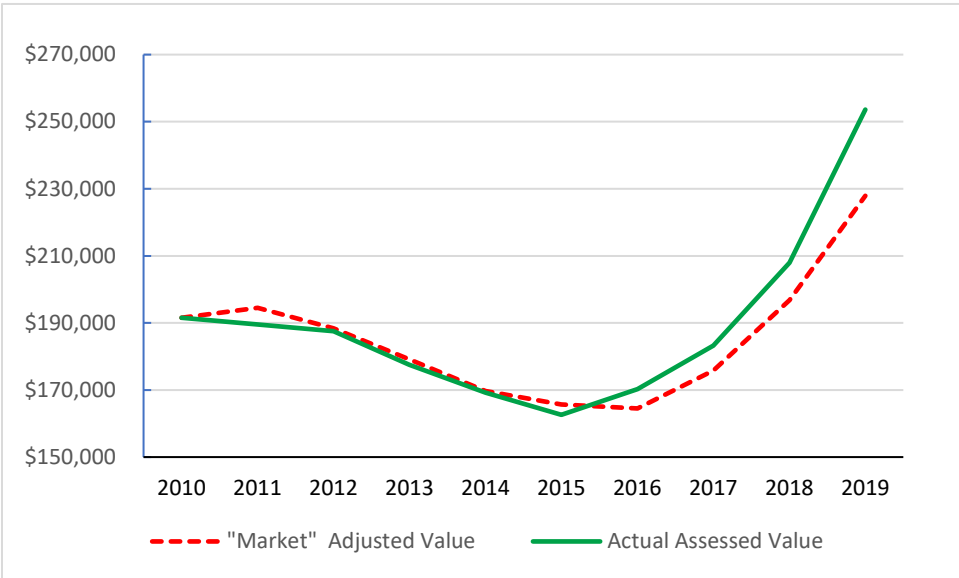
Property #4 306 West End (SW of Railroad) – Johnson Flats



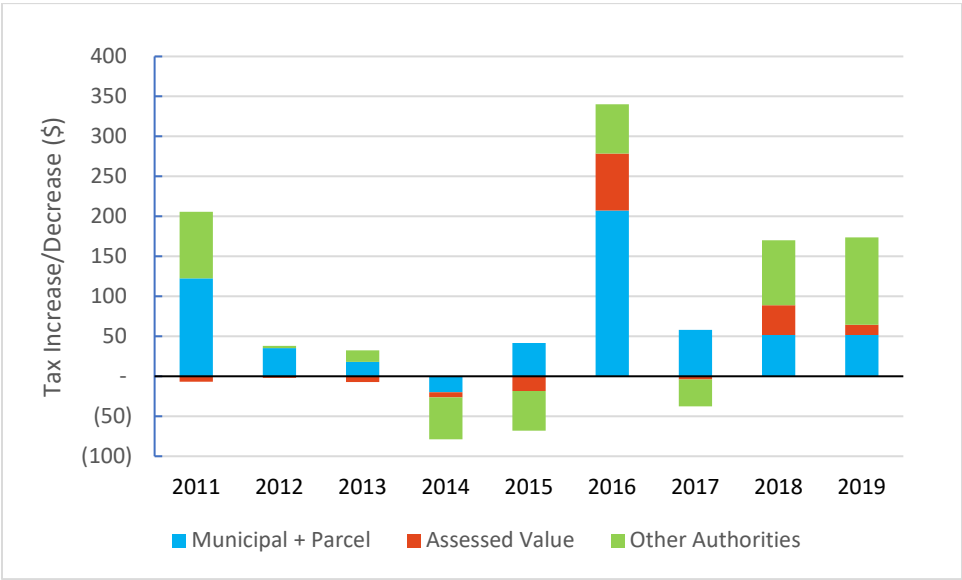
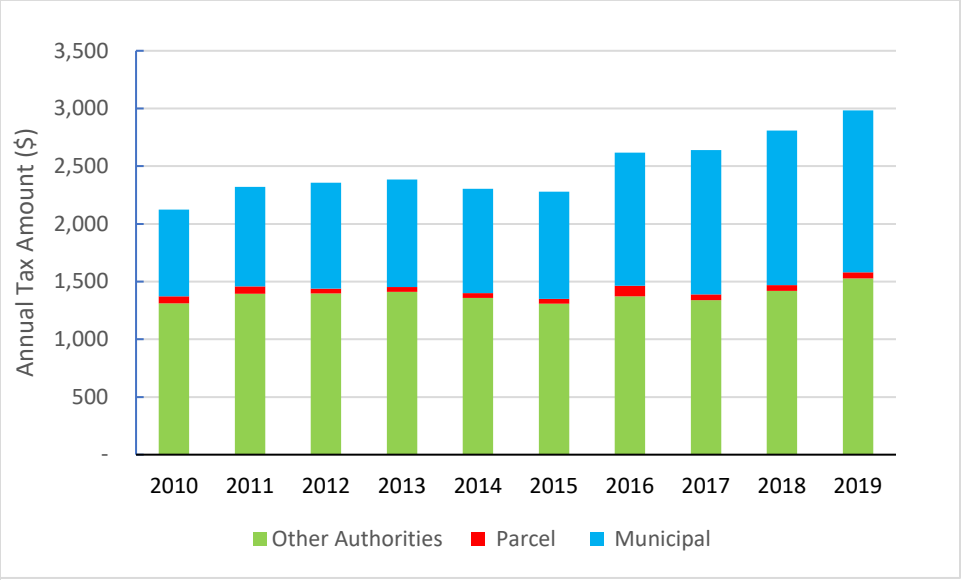
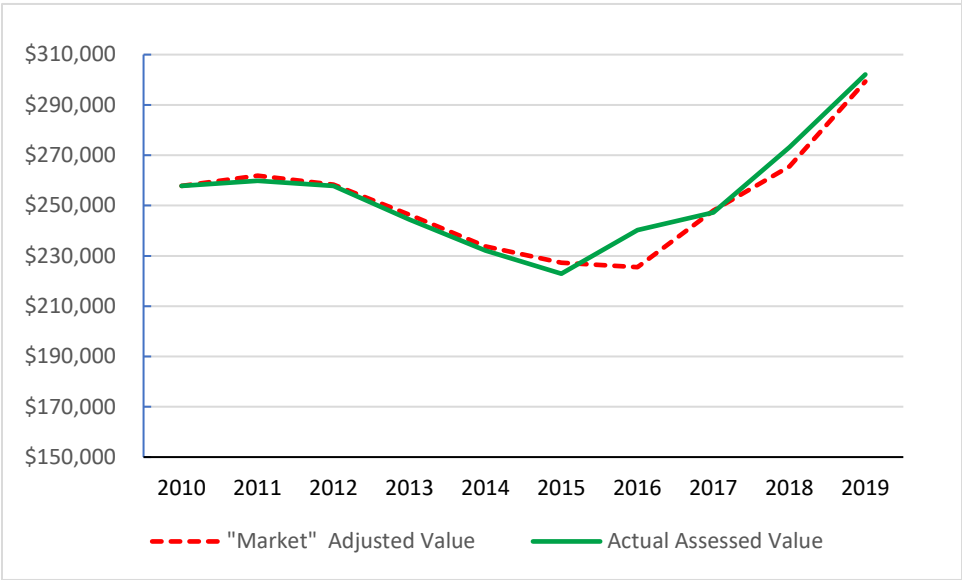
Property #5 306 West End (SW of Railroad) – South of Extra Foods



Property #6 303 Downtown – West of City Hall



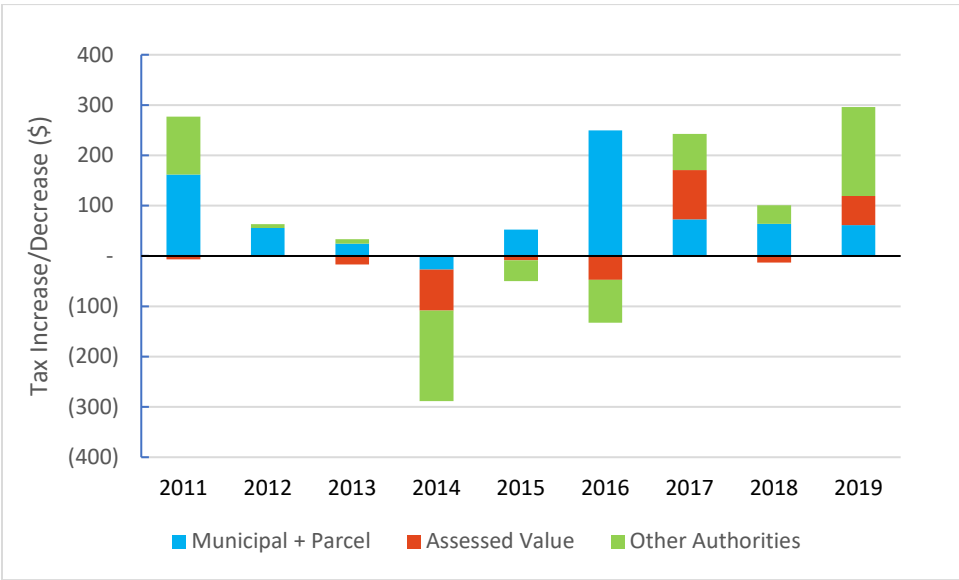
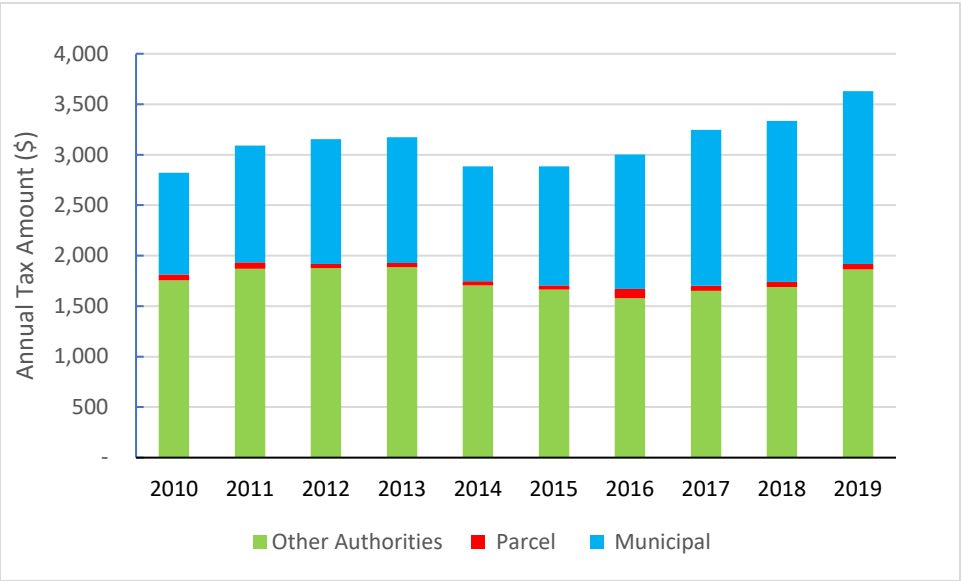
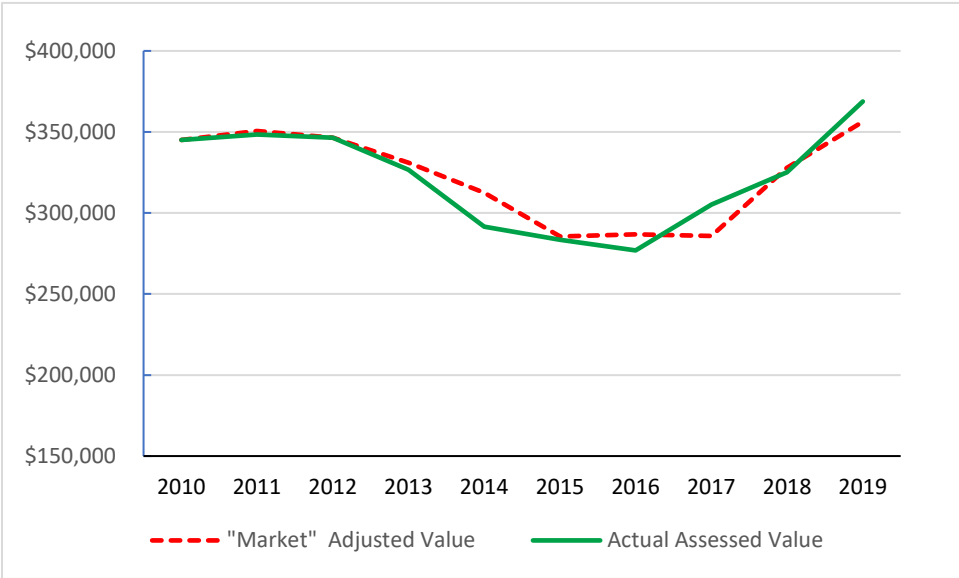
Property #7 301 East of Kettle & Granby – Valley Heights



Property #8 305 Boundary Drive to Railroad – McCallum View



Property #9 306 West End (SW of Railroad) – South of Dick Bartlett Park



Property #10 306 West End (SW of Railroad) – near Gospel Chapel



Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: October 7, 2019
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

Calls this month: 30 (Fire – 20, Rescue – 6, First Responder – 4)
Year to date calls: 290

- After a four-month period, our department's leadership team is back up to a full compliment. Sadly, retired Fire Chief Blair Macgregor will be leaving us in October for warmer temperatures.
- 19 fire inspections were completed this month. This includes all schools and Boundary Hospital.
- We were fortunate to have renowned and well-respected motivational speaker, Michael Bortolotto give a presentation to our volunteer firefighters. This talk was well received and has generated a substantial amount of positive feedback amongst our members.
- Fire practice attendance remained high for the third consecutive month (Sept. 11th – 29 Firefighters (FF), Sept. 18th – 28 FF, Sept. 25th – 31 FF). Morale also continues to improve.
- Our volunteer firefighters held four work parties for the electrical rough-in on the new edition at the Boundary Museum. This new edition will show case four Grand Forks Fire/Rescue vintage apparatus along with other antique items used in the past by our department.
- September's notable calls were a fire at Rockwool, a cardiac arrest and a RV trailer fire located in the Moto area off Morrissey Creek Road.

- Training for the month concentrated primarily on honing our skills and times in preparation for the reaccreditation of the Superior Tanker Service (STS), which expires in February 2020.
- A portion of our recruits and firefighters spent a third and final weekend working on practical skill and evaluations in preparation of moving forward with their next level of training. Several of these same individuals also gave up three evenings, September 23-25, to ensure they completed their evaluations.

Outside Works

General

- Attended the PWABC conference as a speaker
- Attended the Water Supply Association meeting
- Airport watermain phase 2 completed
- Purchase order clean up
- WWTP support
- Fuel Tank soil work
- Disaster Financial Assistance reporting
- Insurance claim review

Electrical

- Installed conduit and transformer for WWTP electrical upgrade
- Changed crossarms and cutouts on 72nd Ave
- Finished 200A portion of the three-phase meter change
- Two new electrical services
- Removed shop crane for repairs
- Ongoing condition assessment
- Tree trimming
- Streetlight repairs
- 70 – planned outage
- 1 – Unplanned outage

Public Works

- Fall Play Field fertilizer program, Angus, James Donaldson, City Park
- Fall Fair Support set up and take down
- Waste water treatment plant upgrades support
- Invasive weed list compiled for city properties
- Pull Hanging Baskets and Planters throughout town
- Two Funerals preformed: one full burial, one ashes
- Tree work underway, pruning, Low limbing, removals of Danger trees
- Irrigation blow outs underway all city parks, and grounds, Public washrooms etc.

Water and Sewer

- WWTP Upgrades.

- New Water/Sewer service installs.
- Water Meter maintenance
- 4 - Sewer service repairs.
- 1 - Sewer main repair on Kettle River Drive
- 0 – Water main or service repairs

Development and Engineering

General

- Michael Von Hausen, president of MVH Urban Planning & Design Inc, a firm that specializes in sensitive land development planning, sustainable urban design, group facilitation, and community partnerships facilitated a 2-day workshop for council and staff. Development, Engineering & Planning department staff worked closely with Mr. Von Hausen to facilitate the 2-day workshop. Council and staff who attended the workshop reported that they came away from the workshop with a better understanding of planning processes and with a list of priorities from a planning perspective. During the workshop council and staff were reminded that it is important to celebrate our successes as we work toward building a stronger and more resilient community.
- Our Capital Projects Manager, Justin Dinsdale, is now onboard. Justin is already deeply immersed in the projects that he will oversee.
- Responded to approximately 65 front counter and telephone inquiries and attended about 10 in-person/teleconference meetings with individuals/developers.
- Ongoing planning and policy support for flood mitigation initiatives.
- Continued implementation of records management and project/task management tracking system.

Capital Projects

- Flood Mitigation Program
 - Distributed a survey to land acquisition residents regarding in-kind support and desirable options and locations
 - Prepared and distributed Request for Proposal for land acquisition team
 - Discussions with provincial and federal governments regarding finalizing contribution agreements

Current Planning

- One development variance permit application is underway in addition to a number of other planning applications currently underway.
- Completed one licence of occupation agreement (Disc Golf facility).
- Continuing to work with developers on potential infill development opportunities and proposals

Long Range/Policy Planning

- Continued research and coordination of housing options on city-owned lands.

Business Licences

- Continued review of business license bylaw (to update and incorporate special requirements for cannabis store referrals and licensing, sidewalk patios and mobile food vendors, etc.).

- 8 business licence issued.
- Completed licencing for three cannabis retail stores

Flood Recovery

- Co-hosted two-day “lessons-learned” workshop with RDKB, Emergency Management BC and multiple other agencies

Building Inspection and Bylaw Enforcement

General

- After having no complaints regarding the use of the Moto area for camping this summer, 9 complaints were received this reporting period. The bylaw office has requested the property owner (the City) to have this non-compliant use resolved.
- Participated in the flood recovery team’s session regarding ‘Lessons Learned’.

Bylaw Services

- 2 unsightly properties in process of resolution.
- The municipal ticketing bylaw needs upgrading and is currently being worked on. Unauthorized use of properties, for instance, is not a recognized violation.
- Trespassing issues near Valmar resolved, security resources instrumental.

Building Inspection

Building Permit applications this month: 10

Year to date Building Permit applications: 92

Year to date construction value: \$19,811,675

- Applications received for 2 new modular residences, and flood damage repairs to the Davis Building.
- Final inspections completed for the B.C. Housing 52-unit residential complex, 5 flood damaged residential repairs and 1 new non-medical cannabis retail store.

Corporate Services

General

- Prepared and facilitated Council Meetings (1 COTW, 2 Regular, 2 In-Camera, 1 Public Hearing, with Planning a 3-part Workshop series)
- Prepared weekly summaries/updates (4 summary, 2 updates)
- UBCM Scheduling
- Corporate Tasks completed: 14
- Human Resources Duties
- Legal
- Media Releases/Communications
 - Provincial ministers, UBCM preparations
- Review Bylaws, related Provincial legislation and Court decisions
- Fee-for-service agreements
- Kevin – Started next PADM course
- Daniel – Attended UBCM with Council, Participated in Lessons learned for BFRé
- Retirement of CAO and on-boarding of interim CAO

Information Technology

- Upgrade/replace desktop, portable, and handheld devices per Capital Project plan
- Alarm panel upgrades for Public Works completed (Capital Project)
- Copier/Printer maintenance
- General IT (desktop) support for the organization
- Continued PC hardware replacement program
- IT Tasks completed: 5

Financial Services

General

- 2020 Revenue Anticipation Borrowing Bylaw 2063 and Financial Plan Amendment Bylaw 2055-A1 to three readings September 16th, for adoption October 7th
- Utility Billing Bylaw 2064 to first three readings September 16th
- Permissive Tax Exemption Bylaw 2061 and Revised Procurement Policy 802 v2 adopted September 16th
- Preparations for annual property tax sale on September 30th
- Discussions with insurance broker and adjuster regarding current status of flood damage claims
- Staff attendance at CentralSquare (Vadim) conference
- Commenced preliminary work on 2020 budget
- Responded to requests from the public regarding annual tax sale, property tax deferrals and utility billing

Procurement

RFPs and RFQs Issued

- Land Acquisition Design & Support

RFPs and RFQs Awarded

- Grand Forks Concrete & Gravel – Winter Sand

Purchase Orders Issued

Total value	\$141,463
• Less than \$5,000	16
• \$5,000 to \$25,000	7
• \$25,000 to \$75,000	0
• Greater than \$75,000	0

Total value of purchases \$556,580

3 direct awards < \$25,000: Urban Systems - flood plain mapping; S Ruckle aquatic habitat offsetting workplan
Classic Displays – Christmas decorative lighting

0 direct award \$25,000-\$75,000:

0 direct awards > \$75,000:

Recommendation

THAT COUNCIL receives the monthly highlight report for information.