



The Corporation of the City of Grand Forks  
Regular Meeting  
REVISED AGENDA

Meeting #: R-2019-17  
Date: Monday, October 7, 2019, 7:00 pm  
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda  
October 7, 2019, Regular Meeting agenda

Recommendation

THAT Council adopts the October 7, 2019, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera  
September 16, 2019, Special to go In-Camera Meeting minutes

4 - 5

Recommendation

THAT Council adopts the September 16, 2019, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Regular  
September 16, 2019, Regular Meeting minutes

6 - 12

Recommendation

THAT Council adopts the September 16, 2019, Regular 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*

13 - 16

Recommendation

THAT all reports of Council at the October 7, 2019, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative 17 - 17  
*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. Development Variance Permit Proposed Non-Medical Cannabis Retail Store Licence at 135B Market Avenue 18 - 29  
Development, Engineering & Planning

Recommendation

THAT Council directs 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.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

11. BYLAWS

- a. Bylaw 2055-A1 - 2019-2023 Financial Plan Amendment 30 - 43  
Financial Services

Recommendation

THAT Council gives final reading to the 2019-2023 Financial Plan Amendment Bylaw 2055-A1.

- b. Bylaw 2063 - 2020 Revenue Anticipation Borrowing 44 - 48  
Financial Services

Recommendation

THAT Council gives final reading to 2020 Revenue Anticipation Borrowing Bylaw 2063.

12. LATE ITEMS

- \*a. Asset Management Investment Plan Update 49 - 51  
Development, Engineering, and Planning

**Recommendation**

THAT Council approve application for the UBCM Asset Management Planning Program grant to update the City's Asset Management Investment Plan and include the City's portion of \$12,500 in the 2020 financial plan.

13. **ITEMS RELEASED FROM IN-CAMERA**
14. **QUESTIONS FROM THE PUBLIC AND THE MEDIA**
15. **ADJOURNMENT**



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

**Meeting #:** SP-2019-21  
**Date:** Monday, September 16, 2019, 4:30 pm  
**Location:** 7217 - 4th Street, City Hall Council Chambers

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

**Absent:** Councillor Zak Eburne-Stoodley

**Staff:** Daniel Drexler - Corporate Officer  
Kevin McKinnon - Deputy Corporate Officer

**GALLERY**

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**1. CALL TO ORDER**

Mayor Taylor called the September 16, 2019, Special To Go In-Camera Meeting to order at 4:30 pm.

**2. IN-CAMERA RESOLUTION**

- a. Adopt Resolution as per Section 90

MOVED / SECONDED

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

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

**(c) labour relations or other employee relations;**

**(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 September 16, 2019, Special to go In-Camera Meeting was adjourned at 4:30 pm.

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Mayor Brian Taylor

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Dep. Corporate Officer – Kevin McKinnon



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

**Meeting #:** R-2019-16  
**Date:** Monday, September 16, 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:** Daniel Drexler – Acting CAO / Corporate Officer  
Kevin McKinnon - Deputy Corporate Officer  
Daphne Popoff - Corporate Administrative Assistant  
Juliette Rhodes - Chief Financial Officer  
Graham Watt - Recovery Manager  
David Bruce - Manager of Inspection & Bylaw Services

**GALLERY**

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**1. CALL TO ORDER**

Mayor Taylor called the September 16, 2019, Regular Meeting to order at 7:00 pm.

**2. ADOPTION OF AGENDA**

- a. Adopt agenda

September 16, 2019, Regular Meeting agenda

**Resolution #: R314/19/09/16 MOVED/SECONDED**

**THAT Council adopts the September 16, 2019, Regular Meeting agenda as presented.**

**Carried**

**3. MINUTES**

- a. Adopt minutes - Special to go In-Camera Meeting , Public Hearing Meeting, and Regular Meeting

August 28 and September 3, 2019, Special to go In-Camera Meeting minutes, September 3, 2019, Public Hearing Meeting minutes, and September 3, 2019, Regular Meeting minutes

**Resolution #: R315/19/09/16 MOVED/SECONDED**

**THAT Council adopts the August 28 and September 3, 2019, Special to go In-Camera Meeting minutes, the September 3, 2019, Public Hearing minutes, and the September 3, 2019, Regular Meeting minutes as presented.**

**Carried**

**4. REGISTERED PETITIONS AND DELEGATIONS**

**5. UNFINISHED BUSINESS**

**6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

- a. Reports of Council

*Councillors*

- Planning Workshops took place and were informative with a great understanding of the department

- Fall Fair was very well done

- update on Airport Master Plan

- impressed how good City looks with planters

**Resolution #: R316/19/09/16 MOVED/SECONDED**

**THAT all reports of Council at the September 16, 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>

- no comment on RDKB this evening, last meeting date conflicted with the meeting regarding Flood Recovery

- Forestry issues being discussed at the Boundary Economic Development

**Resolution #: R317/19/09/16 MOVED/SECONDED**

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

**Carried**

**8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

**a. Revised Policy 802 - Procurement**

Financial Services

**Resolution #: R318/19/09/16 MOVED/SECONDED**

**THAT Council approves and adopts Procurement Policy 802, Revision version 2.**

**Carried**



**9. REQUESTS ARISING FROM CORRESPONDENCE**

- a. Boundary Family Services Society

Letter of intent to open dialogue about possible options for use of the four lots located on 70th Avenue

**Resolution #: R319/19/09/16 MOVED/SECONDED**

**THAT Council refers the letter of intent, from Boundary Family Services regarding possible options for use of the four lots located on 70th Avenue, to staff for discussion with BC Housing, Boundary Women's Coalition and Boundary Family Services for their intended proposal.**

**Carried**

- b. Flippin Fun Gymnastics

Request for Letter of Support in Principle

**Resolution #: R320/19/09/16 MOVED/SECONDED**

**THAT Council directs staff to send a letter of support for the proposed Multi-Use Facility Project as requested by Flippin Fun Gymnastics.**

**Carried**

- c. Granby Wilderness Society

Flow-through grant to Granby Wilderness Society in partnership with high school students for riparian restoration

**Resolution #: R321/19/09/16 MOVED/SECONDED**

**THAT Council supports the application of Granby Wilderness Society for a RBC Youth Grant of \$15,000 by acting as the sponsor organization.**

**Carried**

**10. INFORMATION ITEMS**

- a. Council Remuneration Advisory Group

Corporate Services/Finance

**Discussion:**

- only one application was received
- UBCM website has more information with a policy document on Council remuneration comparisons of other places

**Resolution #: R322/19/09/16 MOVED/SECONDED**

**THAT Council defers the Council remuneration decision to after the UBCM Conference.**

**Carried**

**11. BYLAWS**

- a. Bylaw 2039-A8 - Proposed rezoning of 7351 Hwy 3, approx. 0.3399 Hectare or 0.84 acre parcel, from Highway Commercial to Tourist Commercial zone

Development, Engineering & Planning

**Resolution #: R323/19/09/16 MOVED/SECONDED**

**THAT Council gives fourth reading to Zoning Bylaw Amendment 2039-A8, 2019.**

**Carried**

- b. Bylaw 2061 - Annual Permissive Tax Exemption  
Financial Services

**Resolution #: R324/19/09/16 MOVED/SECONDED**

**THAT Council gives final reading to Bylaw No. 2061 “2020 Permissive Tax Exemptions”.**

**Carried**

- c. Bylaw 2063 - 2020 Revenue Anticipation Borrowing Bylaw  
Financial Services

**Resolution #: R325/19/09/16 MOVED/SECONDED**

**THAT Council gives first three readings to 2020 Revenue Anticipation Borrowing Bylaw No. 2063.**

**Carried**

d. Bylaw 2064 - Utility Billing

Financial Services

**Discussion:**

- security deposits and prepayments - credit history

**Resolution #: R326/19/09/16 MOVED/SECONDED**

**THAT Council gives first three readings to Utility Billing Bylaw No. 2064, 2019.**

**Carried**

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

Financial Services

**Discussion:**

- Capital expenditures update

**Resolution #: R327/19/09/16 MOVED/SECONDED**

**THAT Council gives first three readings to the 2019-2023 Financial Plan Amendment Bylaw No. 2055-A1.**

**Carried**

12. **LATE ITEMS**

13. **ITEMS RELEASED FROM IN-CAMERA**

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

- Angela Nichols inquired into the Planning Workshop and zoning plans
- Nigel James inquired to the 5-year plan and who wrote the policies and objectives, efficiency
- Jensen Edwards, Gazette, inquired in regard to Weeds suing the City, and if there was any news on Tim Hortons still coming to Grand Forks

**15. ADJOURNMENT**

The September 16, 2019, Regular Meeting was adjourned at 7:40 pm.

**Resolution #: R328/19/09/16 MOVED/SECONDED**

**THAT the September 16, 2019, Regular Meeting be adjourned at 7:40 pm.**

**Carried**

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Mayor Brian Taylor

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Corporate Administrative Assistant –  
Daphne Popoff

# Request for Decision



To: Regular Meeting  
From: **Procedure Bylaw / Corporate Services**  
Date: October 7, 2019  
Subject: Reports, Questions and Inquiries from the Members of Council  
Recommendation: **THAT all reports by members of Council be received.**

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## Background

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

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## Benefits or Impacts

### General

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

### Strategic Impact



#### Community Engagement

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

### Policy/Legislation

Procedure Bylaw No. 1946, 2013

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## Recommendation

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

## Options

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

### **Grand Forks Social Service Advisory Group Sept. 17th**

At this meeting the group mulled over several possible sites for an extreme weather shelter. The old Women's Transition House by the hospital was one possibility of several discussed. It was decided that letters to several agencies and churches would be written appealing for space and funding. Unfortunately, the chair, Everett Baker, announced his resignation shortly afterwards. The group will have to pick a new chair at the next meeting from those attending.

### **The Recreation Commission Sept. 19**

The new pool decking is significantly under budget and should be substantively completed by the end of September. The costs are well covered by the new requisition. Nonetheless, it is anticipated that user fees will go up about 2% in the new year. A trial contract for new digital signage services has been signed, so look for new screens in the arena and the pool. The Rec Director, Tom Stoppard, retired this past month and I would like to thank him for his years of service. He has been an astute and dedicated director for these programs and the infrastructure that provides them.

### **UBCM Sept 23 - 27**

This was my first UBCM since 2010 and once again I was impressed by the array of resources spread before the representatives of local government. It is an exhausting 5 days of workshops, speeches and resolutions and it is difficult to report on everything. Here are some of the more significant take-aways for this councilor.

#### **Emergency Services**

The events of 2017 and 2018 have left a lasting impression on the provincial government. They have started the process of rewriting the Emergency Program Act which will outline the responsibilities of the different levels of government. There will be new emphasis on recovery and mitigation. They will also be streamlining support agencies for those impacted by disaster. A great deal of interest and awareness has been directed to Grand Forks and the Boundary as the rest of the province watches closely to see how our community handles recovery. In fact, the folks of the Fraser Basin Council would like to invite Boundary flood victims to respond to the development of their new Flood Management Strategy. You can find out more online at their website [floodstrategy.ca](http://floodstrategy.ca)

#### **Assistance for North Ruckle**

The purpose of two ministerial appointments was to advocate for more cash and in-kind assistance for the families faced with losing their homes. The city brought forward its plans to develop parcels of city and provincial lands with the infrastructure necessary to support residential and industrial lands; and requested provincial assistance. The hope is to retain people and attract development into the community by creating affordable land. Both the premier and the minister were impressed and asked staff to look into contributing to this opportunity.

#### **The Housing Crisis**

The provincial government's response to the housing crisis has been significant. Minister Robinson stated that more low-rental, transition and supportive housing units have been built in the past 24 months than had been built in the previous 16 years. The government is committed to continuing this building using BC built modular construction that is quick to assemble and occupy. The Minister advised local governments to prepare applications for a second phase coming this year.

#### **CleanBC and Active Transportation**

The BikeBC initiative is being replaced with the active Transportation strategy: Move Commute Connect. This comes with detailed plans on the construction of cycling infrastructure. This is all very timely as we need to install a new bike friendly riverfront with the mitigation works. Incidentally, our staff is preparing an application to further develop our cycling network. This increased provincial investment is a real opportunity to stretch municipal dollars.

#### **Keynote: Peter Mansbridge**

The iconic Canadian journalist started with a tip of his hat to the audience by saying how standing for public office is one of the most courageous things a person could do. Once again, he is doing a documentary for the election and has been interviewing everyday citizens everywhere. He identifies a growing disconnect between the media and the people. His advice to young journalists is to start local. The big issues always start in the small communities. And those issues play out across all the cities of the country with remarkable similarity. He has interviewed all the prime ministers since 1972 and has an amazing perspective on the history of our country. He maintained that it is our responsibility to make sure the children of today have the same pride in the country. "We are lucky to be Canadian."

**The Grand Forks Community Action Group Sept. 30**

Over 25 people including emergency and health professionals as well as community members participated in a session led by Amanda Erickson in an examination of the four pillars of the Canadian Drugs and Substances Strategy. Amanda is planning to return twice a month to continue this awareness training and lateral knowledge exchange between services that is critical for reducing overdose deaths.

**Celebration of the Mennonite Disaster Services Oct. 2**

Council members attended a brief reception for this amazing group of volunteers that has provided such an amazing service to our community. It is hard to express the gratitude that we have for these fine people who take it upon themselves to make a real difference in the lives of disaster victims. THANK-YOU.

**Tony N' Tina's Wedding**

My wife and I attended this remarkable experience this past Saturday. Hats off to our local thespians that guided us into the workings of an Italian wedding. The Bride and Groom are going to have to come back to renew their vows. Congratulations everyone!

**And a BIG WELCOME to Ron Mattiussi**

I am looking forward to taking advantage of his years of experience in Kelowna as a planner and the CAO. He was with the city when it went through the flooding of 2017. He also has valuable experience working with BC Housing to build a wide spectrum of housing in the Okanagan. I am confident that his work in our city over the next several months will leave a lasting impression and enable us to tackle the huge challenges ahead.

## REPORT TO COUNCIL

FROM: Councillor Christine Thompson

DATE: October 7, 2019

SUBJECT: Report to Council

Wednesday and Thursday, September 18<sup>th</sup> and 19<sup>th</sup>, I attended a comprehensive workshop on Flood Recovery: Lessons Learned. This workshop included Emergency Management BC representatives from different departments within their organization; Red Cross, Flood Recovery Team members, consultants that provided services to our community; Boundary Family Services, Community Futures, and local politicians. I found this workshop very enlightening, and an excellent opportunity to express some opinions and concerns I had. It is my understanding that the Province will be revising the Emergency Management Act, and that they intend to utilize some of the “lessons learned” here in this revision.

Friday, September 20<sup>th</sup>, I attend Rockwool’s celebration of their 20<sup>th</sup> anniversary in Grand Forks. We were given a tour of their plant and were invited to stay for refreshments.

The week of September 23<sup>rd</sup> thru September 27<sup>th</sup>, I attended the UBCM Annual Convention. Council met with the Minister of Municipal Affairs and Housing, Selena Robinson; the Minister of Mental Health and Addictions, Judy Darcy; and Premier Horgan. I feel that we were heard. This was confirmed for me during a workshop I attended when I spoke to a staff member of the Ministry of Municipal Affairs and Housing about funding assistance that might be available to our City in relocating water and sewer services that will be removed from North Ruckle. I was advised that Minister Robinson’s Deputy had already discussed this matter with him and that they will be working with our staff in this regard. Of the 4 resolutions our Council put forward, 3 were passed during the resolution sessions, and the 4<sup>th</sup> was referred to the UBCM Executive (along with others) as the time for resolutions had ended. Those that passed related to funding additional detox and rehabilitation centres in rural BC; a review of insurance practices during and after disasters; and, changing the requirements under the Disaster Financial Assistance for small businesses.

Monday, September 30, 2019, I attended a meeting of the Grand Forks Community Action Team. I found this to be a very informative and interactive meeting. Attendees included representation from IHA, RCMP, Council, BFSS, WoH, ANKORS, Fire Department, and concerned citizens.

Wednesday, October 2, 2019, I attended a reception to honour and thank the Mennonite Disaster Services members for the assistance they provided to some of our residents who suffered losses during the flood.

October 4<sup>th</sup>, I attended the opening of the 52-unit affordable housing development on 19<sup>th</sup> Street by the Minister of Municipal Affairs and Housing, Selena Robinson.

Sadly, I attended the service for the late Jacob Noseworthy on Saturday, October 5<sup>th</sup>. Jacob was a good friend, with an insatiable appetite for politics and sports. He will be missed.

Respectfully,

Christine Thompson, Councillor



# Request for Decision



To: Regular Meeting  
From: **Procedure Bylaw / Corporate Services**  
Date: October 7, 2019  
Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary  
Recommendation: **THAT Mayor Taylor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting, be received.**

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## Background

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

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## Benefits or Impacts

### General

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

### Strategic Impact



#### Community Engagement

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

### Policy/Legislation

Procedure Bylaw No. 1946, 2013

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## Recommendation

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

## Options

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

# Request for Decision



To: Regular Meeting

From: **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 Council 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**

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## 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 2<sup>nd</sup> 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 7372-2<sup>nd</sup> Street. Dazzle Dance, a youth-centred facility, is located on the 2<sup>nd</sup> floor of 7372-2<sup>nd</sup> 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
<b><i>Committee of the Whole – Public Introduction of Application</i></b>	<b><i>October 7, 2019</i></b>
<b><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></b>	<b><i>October 7, 2019</i></b>
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"><li>- Staff report on written feedback received</li><li>- Council decision on DVP Application</li></ul>	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.

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## **Recommendation**

**THAT Council 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 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:	20191007-135B Market Ave CANNABIS Retail 1st2nd Reg.docx
Attachments:	- 20191007 DVP1903 135B Market Ave Appendix 1 1st2nd Reg.pdf - 20191007 DVP1903 135B Market Ave Appendix 2 1st2nd Reg.pdf
Final Approval Date:	Sep 28, 2019

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

**Dolores Sheets - Sep 27, 2019 - 2:33 PM**

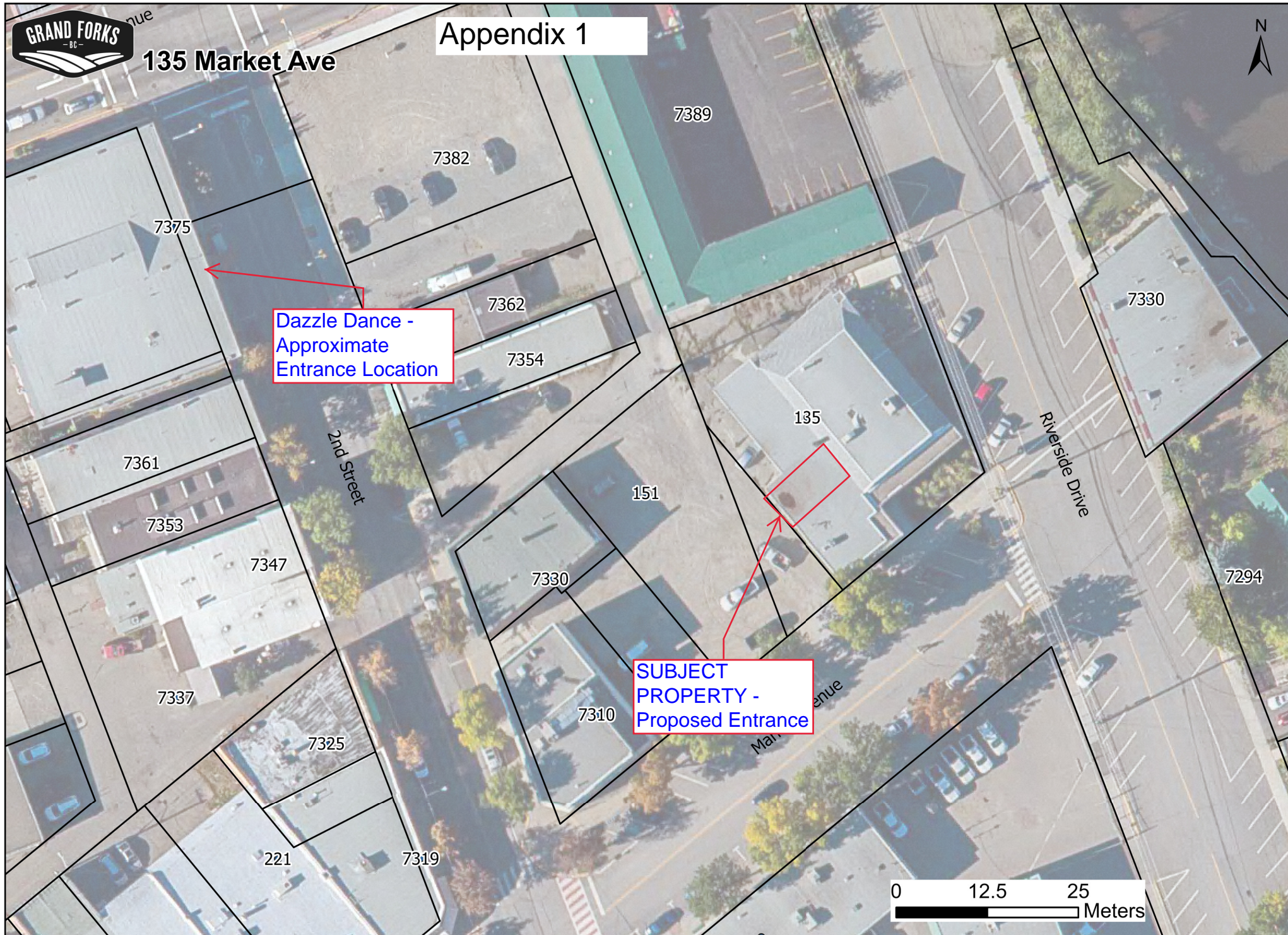
**Daniel Drexler - Sep 28, 2019 - 1:12 PM**





135 Market Ave

## Appendix 1







135 Market Ave

Legend

parcel\_fabric\_April2018

CC

CU

331

Central Avenue



Dazzle Dance

Subject Property



# THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4<sup>th</sup> 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

TABUL, 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 S. MIERVILLE, 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)

Website: [www.grandforks.ca](http://www.grandforks.ca) Email: [info@grandforks.ca](mailto:info@grandforks.ca)



# THE CORPORATION OF THE CITY OF GRAND FORKS



7217-4<sup>th</sup> 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

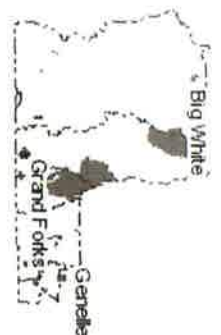
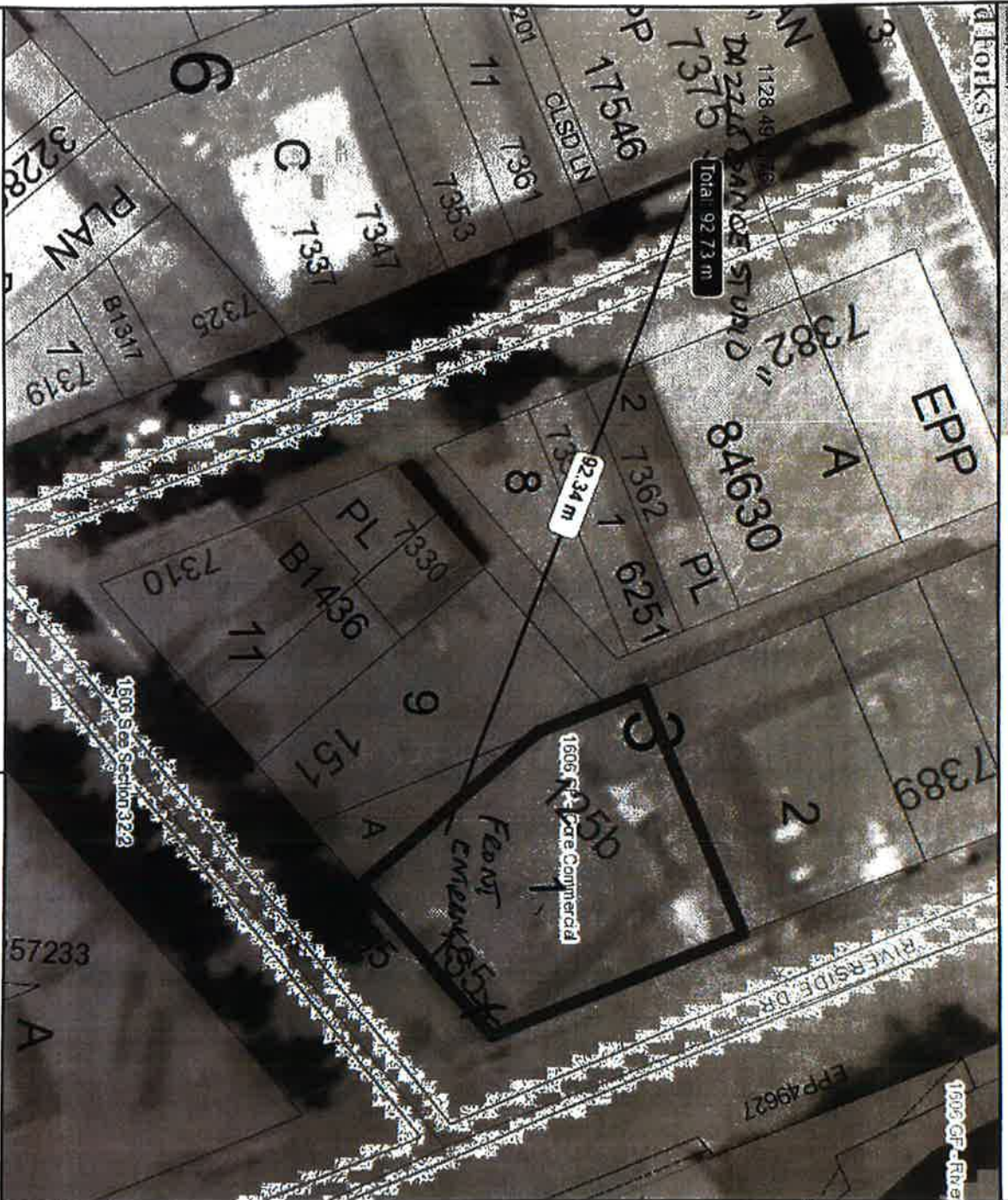
Please answer all applicable questions, sign in the space provided below and return this form, together with the appropriate licence fee to the Licence Department. **PLEASE BE AWARE THAT THE LICENCE FEE PAYMENT IS BASED ON THE CALENDAR YEAR (JANUARY TO DECEMBER, NO MATTER WHEN THE APPLICATION IS MADE).**

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\_ABBAN

— CAD\_ROAD

CAD TELEPHONE

**CAD TOWNSHIP**

### Miscellaneous Cadastral Lines

CADDY AIRSTRIP

— CALVIN ARBON

**CADMIUM BRIDGES**

CADDY\_DENVONNEY\_\_TRAIL

CADDY\_EASEMENT

— **CADMIUM** —

**CADU LEASE LICENSE**

.....

le: 1:931

**m represents 9.3 m**

Scale: 1:931

**1 cm represents 9.3 m**

**Notes:**

Datum: WGS 84 Projection: Web Mercator

Printed on 25-Jul-2019

**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](http://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 4<sup>th</sup> Street, Grand Forks, BC V0H 1H0 Tel: 250.442.8266".

Version: Oct 21/15

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



### Layout



# Request for Decision



To: Regular Meeting  
From: Financial Services  
Date: October 7, 2019  
Subject: 2019-2023 Financial Plan Amendment Bylaw, No 2055-A1  
Recommendation: **THAT Council gives final reading to the 2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1**

---

## Background

Since the adoption of the five year financial plan on April 8<sup>th</sup>, Council has passed various resolutions to approve additional operating and capital expenditures. An amendment to the financial plan is required to include these costs, as well as any other anticipated future expenses and revenue shortfalls. There are also some further adjustments which staff has made based on actual amounts or a better estimate.

The following are details of the changes incorporated into this amendment:

### Revenues

- Property & parcel taxes and payments in lieu – adjusted to actual	695
- Campground revenues – anticipated shortfall	(10,000)
- Building permits – additional revenues	28,000
- EMBC, DFA and insurance recoveries – primarily S Ruckle armouring	806,480
- Investment and interest income	55,000
- Electrical revenues – decreased consumption; BC Housing recovery	6,760
- Gas tax and small communities grants - adjusted to actual	<u>238,887</u>
Total revenue adjustments (increase)	\$1,125,822

### Expenses

- General government – administration	30,000
- Protective services – fire department	53,000
- Electrical utility – decreased consumption	(56,930)
- Outside works & utilities – add back SIIP allocation	200,000
- Flood protection – decrease & reallocation to capital	(900,000)
- Facilities – additional insured expenses (revenue to offset)	130,000
- Debt interest – interim funding converted to long-term debt	(18,815)
- Amortization - capital addition/timing adjustments	<u>(10,082)</u>
Total expense adjustments (decrease)	\$(572,827)

### Capital Projects

- LED Streetlights/Public Works Fuel Tanks/Wayfinding Signs			
	+50,000	-10,000	-40,000
- Donaldson Drive/Expo Sign Changes/Construction Fencing			
	+25,000	-17,000	-8,000
- WWTP Upgrades/MWR Discharge Req./NDMP Program			
	+400,000	-100,000	-300,000
- Command 3 Vehicle			(80,000)
- Fire Department Equipment			27,000
- 19 <sup>th</sup> Street Service Upgrade			85,000
- West Side Fire Protection			(814,985)
- Public Works – 22 <sup>nd</sup> Street			(952)
- 70 <sup>th</sup> Avenue Lots			65,041
- Interfor Property Isolation			(150,000)
- South Ruckle Revetment			950,000
- SIIP Capital and Planning			(700,000)
- DFA Recovery – Capital items			500,000
- Dike Reconstruction – reallocated from expense			600,000
- DMAF – Supplemental Consulting			<u>525,750</u>
Total Capital Project adjustment			\$1,006,854

The additional funding of \$283,811 which is required from reserves is for the following capital projects:

WWTP upgrades	376,820
Dike reconstruction	\$ (80,800)
Interfor Property Isolation	(150,000)
SIIP Capital & Planning	(500,000)
DMAF Consulting	525,750
DFA Recovery Capital Items	100,000
70 <sup>th</sup> Avenue Lots	65,041
Fire Department Fleet	(53,000)

This amendment bylaw was given first three readings at the September 16, 2019 Regular Meeting and is presented here for final reading.

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## **Benefits or Impacts**

### **General**

Amending the Financial Plan ensures that the City's additional expenditures are properly authorized and in compliance with provisions of the *Community Charter*.

## Strategic Impact



### Fiscal Responsibility

- These financial plan amendments will increase the 2019 surplus by \$1,698,649, increase capital expenditures by \$1,006,854 and increase the net transfer out of reserves and surplus by \$134,224.

## Policy/Legislation

Section 165 (2) of the *Community Charter*

## Attachments

2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1  
Five Year Financial Plan Bylaw, 2019-2023, No. 2055

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## Recommendation

**THAT Council gives final reading to the 2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1**

## Options

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



### Report Approval Details

Document Title:	By2055-A1 2019-2023 Financial Plan Amendment.docx
Attachments:	- By2055-A1 - Five Year Financial Plan Amendment 2019-2023.pdf - By2055 - Establish Five-Year Financial Plan 2019-2023.pdf
Final Approval Date:	Sep 17, 2019

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

**Daniel Drexler - Sep 17, 2019 - 11:11 AM**

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2055-A1**

### **A Bylaw to Amend the Five Year Financial Plan For the Years 2019 - 2023**

---

Whereas pursuant to Section 165 of the *Community Charter*, “Five Year Financial Plan Bylaw, 2019-2023, No. 2055” was adopted on April 8, 2019, and

Whereas the financial plan may be amended by bylaw at any time;

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

1. Five Year Financial Plan Bylaw, 2019-2023, No. 2055 is hereby amended by deleting Schedules “B” and “C” in their entirety, and replacing them with Schedules “B” and “C” attached to and forming part of this bylaw.
2. This bylaw may be cited, for all purposes, as the “2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1”.

Read a first, second and third time by the Municipal Council this 16th day of September, 2019.

Finally adopted on this 7<sup>th</sup> day of October, 2019.

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Mayor Brian Taylor

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Corporate Officer Daniel Drexler

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 2055-A1 as adopted by the Municipal Council of the City of Grand Forks on this 7<sup>th</sup> day of October, 2019.

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

**CORPORATION OF THE CITY OF GRAND FORKS**  
**Five Year Financial Plan Amendment Bylaw No. 2055-A1**  
**Schedule "B" Five Year Financial Plan 2019-2023**

	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget
<b>Revenues</b>					
Property Taxes	\$ 3,805,354	\$ 3,919,515	\$ 4,037,100	\$ 4,158,213	\$ 4,282,959
Parcel and Frontage Taxes	160,349	161,226	5,826	5,826	-
Grants in Lieu of Taxes	18,400	18,952	19,521	20,107	20,710
Percentage of Revenue Tax	106,323	106,323	106,323	106,323	106,323
Sales of Services and User Fees	7,744,758	7,980,455	8,207,587	8,441,533	8,680,471
Grants	19,005,577	12,684,691	8,462,412	9,570,198	7,645,657
Other Revenues	4,906,543	465,243	422,743	422,743	422,743
<b>Total Revenues</b>	<b>35,747,304</b>	<b>25,336,405</b>	<b>21,261,512</b>	<b>22,724,943</b>	<b>21,158,863</b>
<b>Expenses</b>					
Purchases for resale	3,362,785	3,430,041	3,498,642	3,568,614	3,639,986
General Government	1,439,487	1,324,817	1,350,653	1,377,006	1,463,886
Protective Services	974,416	894,560	912,251	930,296	948,702
Flood Response & Recovery	128,500	65,535	-	-	-
Transportation Services	1,813,684	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	1,436,824	1,380,914	1,381,612	1,408,844	1,436,621
Water Services	789,430	835,819	852,535	869,586	886,978
Electrical Services	714,700	779,994	795,594	811,506	827,736
Wastewater Services	701,960	726,199	740,723	755,537	770,648
Amortization	1,965,338	2,216,142	2,231,602	2,234,111	2,240,755
Debt Interest	143,676	120,085	117,222	117,100	117,100
<b>Total Expenses</b>	<b>14,530,090</b>	<b>14,161,269</b>	<b>14,111,030</b>	<b>14,347,201</b>	<b>14,652,304</b>
<b>Surplus (Deficit) for the year</b>	<b>\$ 21,217,214</b>	<b>\$ 11,175,136</b>	<b>\$ 7,150,482</b>	<b>\$ 8,377,742</b>	<b>\$ 6,506,559</b>
<b>Adjusted for non-cash items</b>					
Amortization	1,965,338	2,216,142	2,231,602	2,234,111	2,240,755
<b>Total Cash from Operations</b>	<b>\$ 23,182,552</b>	<b>\$ 13,391,278</b>	<b>\$ 9,382,084</b>	<b>\$ 10,611,853</b>	<b>\$ 8,747,314</b>
<b>Adjusted for Cash Items</b>					
Proceeds from Borrowing	75,179	-	-	-	-
Capital Expenditures	(27,974,325)	(14,037,124)	(9,398,852)	(10,526,253)	(8,609,683)
Inventory Expenditures	(50,000)				
Debt Principal Repayments	(352,847)	(261,689)	(150,140)	(115,157)	(115,157)
Transfer from Reserves	6,414,348	2,594,750	2,014,000	2,049,000	2,072,500
Transfer to Capital Reserves	(1,100,000)	(1,600,000)	(1,800,000)	(2,000,000)	(2,000,000)
Transfer to/from Operating Reserves	(4,096)	(15,000)	(15,000)	(15,000)	(15,000)
Transfer to Surplus	(190,811)	(72,215)	(32,092)	(4,443)	(79,974)
	<b>\$ (23,182,552)</b>	<b>\$ (13,391,278)</b>	<b>\$ (9,382,084)</b>	<b>\$ (10,611,853)</b>	<b>\$ (8,747,314)</b>
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**CORPORATION OF THE CITY OF GRAND FORKS**  
**5 Year Financial Plan Amendment Bylaw No. 2055-A1**  
**Schedule "C" - Five Year Financial Plan 2019-2023**

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Reserves	Land Sales Reserve	Debt	Grants	Other
<b>2018 Carry Forward Projects</b>							
Silver Kettle Sidewalk	General	26,454	26,454				
Public Works Fuel Tanks	General	82,754	82,754				
Public Works - 22nd Street	General	31,769	-		31,769		
Wayfaring Signs	General	13,750	13,750				
Airport AWOS Upgrade	General	8,377	2,095			6,282	
Expo Sign changes	General	6,000	6,000				
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	189,700	189,700				
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	3,006,000	601,200				2,404,800
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	43,410	-		43,410		
Water Supply & Conservation	Water	10,000	10,000				
Granby Water Crossing / Yale Bridge water main	Water	10,000	10,000				
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				
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	2,957,242	1,211,550			1,745,692	
Bio-Solids Land Application Plan	Sewer	25,000	25,000				
<b>Subtotal 2018 Carry Forward Projects</b>		<b>8,417,063</b>	<b>3,377,125</b>	<b>142,432</b>	<b>75,179</b>	<b>2,405,527</b>	<b>2,416,800</b>

**CORPORATION OF THE CITY OF GRAND FORKS**  
**5 Year Financial Plan Amendment Bylaw No. 2055-A1**  
**Schedule "C" - Five Year Financial Plan 2019-2023**

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
			Land Sales		Debt	Grants	Other
Description	Fund	Amount	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	7,000	7,000				
Downtown Sidewalk Drops	General	15,000	15,000				
Storm Water Management Plan	General	60,000	60,000				
Bridge Repairs	General	50,000	50,000				
Donaldson Drive Repairs	General	25,000	25,000				
Land Purchase	General	65,041		65,041			
Fire Department Equipment	General	27,000	27,000				
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 & 5/19th Street	Electrical	20,000	20,000				
19th Street Service Upgrade	Electrical	85,000					85,000
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	Various	24,000	24,000				
Emergency Repair Funds	Sewer	160,000	160,000				
Emergency Gaps Funding	General	250,000	250,000				
SIIP Capital and Planning	General	400,000	300,000				100,000
South Ruckle Revetment	General	950,000					950,000
DMAF Supplemental Consulting	General	525,750	525,750				
DFA Recovery - Capital Items	General	500,000	100,000				400,000
Disaster Mitigation & Adaptation	General	15,327,471	200,000			15,127,471	
Subtotal 2019 New Projects		19,557,262	2,829,750	65,041	-	15,127,471	1,535,000
TOTAL CAPITAL EXPENDITURES		27,974,325	6,206,875	207,473	75,179	17,532,998	3,951,800

# 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**

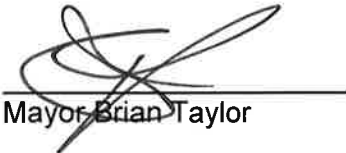
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The Council for the Corporation of the City of Grand Forks, in open meeting assembled, enacts as follows:

1. This bylaw may be cited, for all purposes, as the "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 25<sup>th</sup> day of March, 2019.

Finally adopted on this 8<sup>th</sup> 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 8<sup>th</sup> 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.

<b>Revenue Source</b>	<b>Amount</b>	<b>% of Total Revenue</b>
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%
<b>TOTAL</b>	<b>\$ 41,643,135</b>	<b>100.0%</b>

**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:

<b>Property Class</b>	<b>Rate Multiple</b>	<b>% of Property Value Tax</b>
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%
<b>TOTAL</b>		<b>100.00%</b>

**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**

	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenues</b>					
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
<b>Total Revenues</b>	<b>34,621,482</b>	<b>25,323,888</b>	<b>21,250,347</b>	<b>22,715,175</b>	<b>21,150,536</b>
<b>Expenses</b>					
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
<b>Total Expenses</b>	<b>15,102,917</b>	<b>14,198,777</b>	<b>14,154,612</b>	<b>14,398,244</b>	<b>14,722,076</b>
<b>Surplus (Deficit) for the year</b>	<b>\$ 19,518,565</b>	<b>\$ 11,125,111</b>	<b>\$ 7,095,735</b>	<b>\$ 8,316,931</b>	<b>\$ 6,428,460</b>
<b>Adjusted for non-cash items</b>					
Amortization	1,975,420	2,250,511	2,272,720	2,283,379	2,309,455
<b>Total Cash from Operations</b>	<b>\$ 21,493,985</b>	<b>\$ 13,375,622</b>	<b>\$ 9,368,455</b>	<b>\$ 10,600,310</b>	<b>\$ 8,737,915</b>
<b>Adjusted for Cash Items</b>					
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)
	<b>\$ (21,493,985)</b>	<b>\$ (13,375,622)</b>	<b>\$ (9,368,455)</b>	<b>\$ (10,600,310)</b>	<b>\$ (8,737,915)</b>
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**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			
<b>2018 Carry Forward Projects</b>							
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				
<b>Subtotal 2018 Carry Forward Projects</b>		<b>8,500,000</b>	<b>2,948,105</b>	<b>142,432</b>	<b>891,116</b>	<b>4,506,347</b>	<b>12,000</b>

**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			
<b>2019 New Projects</b>							
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	
<b>Subtotal 2019 New Projects</b>		<b>18,467,471</b>	<b>3,040,000</b>	<b>-</b>	<b>-</b>	<b>15,127,471</b>	<b>300,000</b>
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>26,967,471</b>	<b>5,988,105</b>	<b>142,432</b>	<b>891,116</b>	<b>19,633,818</b>	<b>312,000</b>

# Request for Decision



To: Regular Meeting  
From: Financial Services  
Date: October 7, 2019  
Subject: Bylaw No. 2063 - 2020 Revenue Anticipation Borrowing Bylaw  
Recommendation: **That Council gives final reading to 2020 Revenue Anticipation Borrowing Bylaw, No. 2063.**

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## Background

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year and the property tax payment due date of the first working day after July 1.

Although the City does not anticipate any need to borrow against its line of credit, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's operating loan (overdraft) agreement with the Grand Forks Credit Union.

Bylaw 2063 is the City's proposed Revenue Anticipation Borrowing Bylaw for next year. This bylaw was given first three readings on September 16 and is presented here for final reading.

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## Benefits or Impacts

### General

This bylaw is a Statutory and Contractual requirement for the City's overdraft arrangements with the Grand Forks Credit Union.

### Strategic Impact



#### Fiscal Responsibility

The City currently has an operating loan agreement to borrow up to \$2,000,000 (two million dollars).

### Policy/Legislation

This is an annual bylaw which is covered under Section 177 of the Community Charter and fulfils the requirement of the banking agreement with the Credit Union.

## Attachments

Bylaw No. 2063 “2020 Revenue Anticipation Borrowing Bylaw”

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## Recommendation

**That Council gives final reading to 2020 Revenue Anticipation Borrowing Bylaw, No. 2063.**

## Options

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

### Report Approval Details

Document Title:	Bylaw 2063 2020 Revenue Anticipation.docx
Attachments:	- By2063 - 2020 Revenue Anticipation.pdf
Final Approval Date:	Sep 17, 2019

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

**Daniel Drexler - Sep 17, 2019 - 11:40 AM**

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2063**

### **A Bylaw Authorizing the Corporation of the City of Grand Forks to Borrow the Sum of Two Million Dollars to Meet the Current Lawful Expenditures of the City**

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

1. This bylaw may be cited for all purposes as the "2020 Revenue Anticipation Borrowing Bylaw, No. 2063".
2. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
3. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2020.
4. That the amounts so borrowed shall be a liability payable out of the City's revenues for the year ended December 31st, 2020.
5. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2020.

Read a first, second and third time by the Municipal Council this 16th day of September, 2019.

Finally adopted on this 7<sup>th</sup> day of October, 2019.

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Brian Taylor – Mayor

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Corporate Officer - Daniel Drexler

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

I hereby certify the foregoing to be a true and correct copy of "2020 Revenue Anticipation Borrowing Bylaw, No. 2063", as adopted by the Municipal Council of the Corporation of the City of Grand Forks on the 7th day of October, 2019.

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



# Request for Decision



To: Regular Meeting  
From: **Development, Engineering and Planning**  
Date: October 7, 2019  
Subject: Asset Management Investment Plan Update  
Recommendation: **RESOLVED THAT Council approve application for the UBCM Asset Management Planning Program grant to update the City's Asset Management Investment Plan and include the City's portion of \$12,500 in the 2020 financial plan.**

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## Background

Staff would like to update the City's 2010 Asset Management Investment Plan (AMIP) in order to improve asset management information. The cost to update the AMIP will be \$25,000 and would allow for the planned update to the renewal targets identified in Policy 808 and updates to the City's long-term capital and financial plans. Through a recently completed asset management assessment, there are several gaps in asset data, costs and attributes that need to be addressed to inform updates to the City's planning documents. The proposed methodology builds on the previous work completed by the City in 2010-13.

The investment plan is a cost forecast that is based on existing information, and the focus would be to consolidate relevant infrastructure information and convey it in the most appropriate manner for supporting ongoing decision-making and future iterations of the capital plan. Primary sources of information include the previous 2010 asset management plan information as well as current PSAB information, updated GIS and CADD data, infrastructure master plans, condition assessments and other inventory data sources. The proposed approach differs significantly from traditional data-centric information-gathering exercises that are often time consuming and costly, taking years to complete with few tangible results.

This grant opportunity provides matching funds of 50% and can be leveraged with the FCM Municipal Asset Management Program funding stream which funds up to 80%, which allows the City to leverage both programs to meet the community contribution requirements.

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## Benefits or Impacts

### General

Updated and improved asset management information feeds into the renewal targets identified in Policy 808 as well as the City's long-term capital and financial plans.

## Strategic Impact



### Community Livability

- Assets provide services that contribute to our quality of life and each asset performs a function which provides a service that our residents value and have come to expect. Actively managing assets can ensure they will continue to contribute to the quality of life of our citizens now and in the future.



### Economic Growth

- By acting before a crisis or service failure occurs, we minimize and prevent those events through active management and formalized planning. This leads to stable long-term revenue requirement projections and provision of services without disruption.



### Fiscal Responsibility

- Priority project partially funded by others.

## Policy/Legislation

Policy 808

## Attachments

N/A

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## Recommendation

**RESOLVED THAT Council approve application for the UBCM Asset Management Planning Program grant to update the City's Asset Management Investment Plan and include the City's portion of \$12,500 in the 2020 financial 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:	20191007 Asset Management Plan Investment Update.docx
Attachments:	
Final Approval Date:	Oct 4, 2019

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

**No Signature - Task assigned to Ron Mattiussi was completed by assistant Daniel Drexler**

**Ron Mattiussi - Oct 4, 2019 - 12:28 PM**