

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**AGENDA – COMMITTEE OF THE WHOLE MEETING**  
**Monday March 4th, 2012 9:00am**  
**Council Chambers City Hall**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		Call Meeting to order at 9:00am
2. <b><u>COMMITTEE OF THE WHOLE MEETING AGENDA</u></b> -	Agenda for March 4th , 2013	Adoption of Agenda
3. <b><u>REGISTERED PETITIONS AND DELEGATIONS:</u></b>		
a) Visitor's Choice Publications – Ms. Sandra Barron	Presentation on a proposal for the city of Grand Forks in the 2013 Edition of the Boundary Country Visitor's Choice Publication	The Committee of the Whole recommends to Council to receive the presentation from Sandra Barron of Visitor's Choice Publication and further discusses her request for the City to place a full page ad in the 2013 Visitor's Choice publication in the amount of \$2,360 plus tax.
b) Story & Co – Mr. Matt Thompson	Matt Thompson, the representative for Story & Co, will present to Council information around the development of the new brand for the City of Grand Forks, which Story & Co in conjunction with the Economic Development Advisory Committee.	The Committee of the Whole recommends to Council to receive the presentation made by Story & Co and refers any issues for further discussion
4. <b><u>OPERATIONAL DISCUSSIONS FROM STAFF:</u></b> None		
5. <b><u>RECOMMENDATIONS FOR CONSIDERATION:</u></b>		
a) Manager of Environmental and Building Construction Services - New Office Furniture	Staff request for Council's consideration to proceed with the purchase of the New Office Furniture	The Committee of the Whole recommends to council to direct staff to proceed with the \$12,500 expenditure for the office furniture from reserves as proposed in the 2013 budget
b) Staff Report - James Donaldson Park - Policy	Council's request for Discussion Purposes for usage of Park	That the Committee of the Whole recommends to forward their suggestions and comments back to Staff to research and develop a revised policy to better serve the interests of the community.
c) Chief Administrative Officer – Monthly Highlight Reports from Department Managers	Staff request for Council to receive the Monthly Activity Reports	That the Committee of the Whole recommends to Council to receive the monthly Activity Reports

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|-----|--|--|---|
| 6.  | <b><u>PROPOSED BYLAWS FOR DISCUSSION:</u></b><br>a) Chief Financial Officer - Bylaw 1948 – City for Grand Forks 2013 - 2017 Financial Plan Bylaw | Chief Financial Officer's presentation for the proposed 2013-2017 Financial Plan for Council's consideration on March 18 <sup>th</sup> . | The Committee of the Whole recommends to Council to receive the staff report and consider first three readings at March 18 <sup>th</sup> regular meeting. |
| 7.  | <b><u>INFORMATION ITEMS:</u></b><br>None   |  |   |
| 8.  | <b><u>CORRESPONDENCE ITEMS:</u></b>  |  |   |
| 9.  | <b><u>LATE ITEMS:</u></b>  |  |   |
| 10. | <b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL</u></b>   |  |   |
| 11. | <b><u>QUESTION PERIOD FROM THE PUBLIC</u></b>  | Attendees in the gallery may ask Council questions at this time.   | Hear Presentations and refer any issues for further discussion.<br>Hear from the Public   |
| 12. | <b><u>ADJOURNMENT</u></b>  | Adjournment  |   |

**THE CITY OF GRAND FORKS  
REQUEST FOR COMMITTEE OF THE WHOLE  
RECOMMENDATION  
DELEGATION**

**DATE :** February 26<sup>th</sup>, 2013

**TOPIC :** Visitor's Choice Publications

**PROPOSAL :** Presentation on a proposal for City of Grand Forks to purchase Advertising in the 2013 Edition of the Boundary Country Visitor's Choice Publication

**PROPOSED BY :** Sandra Barron-Visitor's Choice Publications

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**SUMMARY:**

Sandra Barron of Visitor's Choice Publications will make a presentation on her proposal for the City of Grand Forks to purchase advertising in the 2013 Edition of the Boundary Country Visitor's Choice Publication which is to be distributed throughout BC and the Pacific Northwest.

Due to the deadline time frame of March 21<sup>st</sup>, Staff provided an information package to Council at the February 18<sup>th</sup>, Primary Committee Meeting (report is attached for Council's reference), whereas Staff had recommended that Council forward the information, and to further discuss and consider the proposal at the COTW meeting when Ms. Barron made her presentation to Council.

**STAFF RECOMMENDATIONS:**

Option 2: The Committee of the Whole recommends to Council to receive the presentation from Sandra Barron of Visitor's Choice Publication and further discusses her request for the City to place a full page ad in the 2013 Visitor's Choice Publication in the amount of \$2,360 plus tax.

Council to note: That if Council so chooses to place an ad in the Visitor's Information Guide, that the time line may be too close for a decision at the Regular Meeting on March 18<sup>th</sup>, and may choose to refer the issue to the March 4<sup>th</sup> Regular Evening Meeting for a Council resolution.

**OPTIONS AND ALTERNATIVES:**

1. Receive the presentation: Under this option, Council is provided with the information on the proposal for advertising in the Visitor's Choice Publication.
2. That the COTW recommends to Council to receive the presentation made by Sandra Barron and further discusses the option of purchasing advertising in the 2013 Edition of the Boundary Country Visitor's Choice Publication.

**BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:**

Option 1: The main advantage of this option is that information is provided to the City and the Community.

Option 2: The main advantage is same as Option 1 and further assists in reaching a decision regarding Visitor's Guide Advertising. By choosing to advertise the City of Grand Forks in a Visitor's Guide, may be perceived as pro-tourism for the community.

**COSTS AND BUDGET IMPACT - REVENUE GENERATION:**

There is no cost of making the presentation. The cost for advertising will be determined by the size of the advertising, if this is the wish of Council.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council procedures bylaw makes provisions for making presentations to Council.

  
\_\_\_\_\_  
Department Head or CAO

  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer

# 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 Taylor, and Members of Council, I/We are here this evening on behalf of **the Boundary Country Visitors' Choice publication** to request that you consider renewing your full page advertisement in the Boundary's official tourist for 2013, endorsed by the Boundary Regional Chamber of Commerce.

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

- 1) **to promote Grand Forks and its amenities to tourists planning a trip to, or travelling through, the Boundary**
- 2) **to support the Regional Chamber of Commerce in its initiatives to promote the area**
- 3) **to help subsidize this quality publication to enable Visitors' Choice to keep our rates reasonable for the marketplace and enable us to distribute the product throughout the Pacific Northwest.**

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

- 1) **increased exposure of our community to the travelling public**
- 2) **assisting the local tourism industry to become more sustainable and ultimately more profitable**

## Council Delegations (cont.)

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

- 1) **a lack of exposure for Grand Forks in the official tourist guide for the region that is distributed throughout the Pacific Northwest**
- 2) **the risk of not having enough revenue generated to produce a publication of this quality with such a large distribution**

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating: **Council approves the request to renew their full page advertisement in the 2013 Boundary Country Visitors' Choice publication at a cost of \$2360 plus tax.**

Name: **Sandra Barron**

Organization: **Boundary Country Visitors' Choice**

Mailing Address: **Box 1747 Grand Forks V0H 1H0**  
(Including Postal Code)

Telephone Number: **250-442-3766**

Email Address: **sbarron@visitorschoice.com**

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

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## ADVERTISING PROPOSAL

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Prepared for: THE CITY OF GRAND FORKS

Prepared by: SANDRA BARRON, BOUNDARY COUNTRY VISITORS' CHOICE

Date: FEB. 8, 2013

Presentation to Council to Follow on March 4, 2013

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EVENTS | DINING | SHOPPING | ACCOMMODATIONS | **MAPS**

# VISITORS' CHOICE Boundary Country

British Columbia  2012 | 3rd edition



Including:

Christina Lake | Grand Forks | Greenwood  
Midway | Rock Creek | Beaverdell | Bridesville



**BOUNDARY  
COUNTRY**  
Adventure. Unlimited.

  
visitorschoice.com

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## REQUEST

### For Renewal of Stakeholder Support

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For the 2013 edition of the  
BOUNDARY COUNTRY VISITORS' CHOICE Publication

FULL PAGE ADVERTISEMENT AT THE RATE OF \$2360 plus tax

Welcome to  
*Grand Forks*  
Two Rivers...Twice the fun!

Grand Forks, on the confluence of the Kettle and Granby Rivers, has everything one could ask for in four-season recreation—fishing, hunting, hiking, biking, golfing, downhill skiing, cross-country skiing, camping, and all types of water sports on our two pristine rivers and many nearby lakes. Explore the Trans Canada Trail as it takes you through the valley and marvel at the spectacular scenery and the abundance of wildlife.



At first glance, our beautiful tree-lined streets and well-maintained heritage homes of our Solar City will enchant you. But don't stop there—spend some time exploring! Grand Forks has a rich and colourful history in mining, forestry and agriculture. Whether travelling through on the scenic Highway 3 or arriving at our Municipal Airport (CZGF), visit one of our many museums and heritage sites, and when it is time for lunch or dinner, drop in to one of our many restaurants that offer delicious, authentic Russian borsch and a big, thick slice of homemade bread.

Grand Forks Visitor Centre  
524 Central Ave, Grand Forks  
250.442.5835

 **BOUNDARY COUNTRY**  
Adventure Unlimited

[www.city.grandforks.bc.ca](http://www.city.grandforks.bc.ca)

Left: your full-page ad from 2012



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## **SUPPORTING DOCUMENTATION**

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### **The Visitors' Choice Boundary Country Team:**

**Visitors' Choice Boundary Country was first produced in 2010, and is one of 24 tourist guides produced annually in BC by the Visitors' Choice team of professionals.**

**Established in 1995, Visitors' Choice currently represents over 60 communities throughout BC. The Boundary edition of Visitors' Choice is published by local franchise-owner Sandra Barron of Grand Forks.**

**Sandra has over 20 years of publishing and marketing experience. She was born and raised in the Boundary and has a passion for promoting the amazing beauty and bounty of our Boundary Country.**

**Sandra is supported by the Visitors' Choice team of professionals with the Glacier Media Group, which consists of top designers, writers, printers, market researchers, and distribution coordinators.**

**Visitors' Choice invests in its established and carefully tracked distribution network; our key distribution partners cover the Kootenays, Western Canada and the Pacific Northwest.**

**Visitors' Choice uses the power of its established brand to successfully take communities to the mass market, including twitter and face book and on-line at [www.visitorschoice.com](http://www.visitorschoice.com)**

### **Our publication:**

**Visitors' Choice Boundary Country is a dynamic high-end quality, glossy magazine. Endorsed by the Boundary Regional Chamber of Commerce, it is the OFFICIAL tourist guide for the Boundary Country. It is a key source of important planning information including maps, activities, dining and shopping guides, as well as what's happening and when! This guide is an essential tool for visitors as they plan their daily activities, both during their stay, as well as planning their next visit.**

**Our compact size is convenient and easy to use. And, since we produce 24 publications throughout BC, the guide is easily recognizable as a reliable source of information.**

## **Our distribution:**

**30,000 copies are distributed annually through an established and carefully tracked distribution network. Visitors' Choice has two key distribution partners (Go Brochures and Certified) who work with the Vancouver office and myself to cover the Boundary, Kootenays, Western Canada and the Pacific Northwest via: Accommodations, Restaurants, Attractions, Retailers, Realtors, Agencies, Chambers of Commerce, Visitor Information Centres and Automobile Association offices and airports throughout Western Canada and the Pacific Northwest.**

**We are recognized by BC Tourism as the OFFICIAL guide for the Boundary and as such are the ONLY publication for the area that is racked at the six official Tourism BC locations, including YVR airport, Golden, Osoyoos, Peace Arch, Merritt and Mount Robson.**

## **Our online presence:**

**All Visitors' Choice guides, including the Boundary edition are available on line [www.visitorschoice.com](http://www.visitorschoice.com). On-line users are able to access all guide information on-line and explore the ad directory to access interactive features for additional information. We are also on Face book and Twitter.**

**Visitors' Choice Boundary Country is also available as a fully accessible mobile site. Whether you're on an iPhone, Android, Blackberry, iPad tablet, projector screen or desktop, all content will be automatically resized for or best viewing.**



### **VC ON YOUR MOBILE**

According to Google, two-thirds of all online purchases will occur on mobile devices by 2015.

**visitorschoice.com** is now a fully-accessible mobile site, with every book we publish represented online. The Boundary gets the best of both worlds, in print and online, under the Visitors' Choice brand.

#### **Benefits**

- User-friendly website with meaningful information
- Higher traffic from widely-recognized visitorschoice.com brand and web address
- Measurable ROI through site traffic analytics
- Cross-promotion of your website, brand and product/service
- One-click access to your website directly from visitorschoice.com
- Increased brand awareness
- Social media integration and mobile e-commerce capabilities built-in

## **Why partner with Visitors' Choice:**

**British Columbia's tourism industry is continually growing and evolving and the Boundary area holds a key position in B.C.'s tourism economy. With property and tourism stakeholders in our region focused on future growth, tourism is cited as one of the major contributor to revenue in this area.**

**Some would say that the secret to BC's success lies in its stunning natural beauty but as community leaders in Grand Forks, you recognize that there's more to it than that! You are working hard to build a new brand and a unique reputation as a great tourism destination with dynamic attractions, activities and services.**

**You recognize that visitors need to be educated and instructed where to travel and where to spend their tourism dollars. That is a large reason why you've invested in rebranding our community.**

**Visitors' Choice wants to use our proven format and vast distribution network to assist you in marketing your new brand to target potential visitors.**

**In addition, a quality, high-end publication that is distributed effectively throughout the province and the Pacific Northwest is an expensive product to produce and distribute.**

**The market base in the Boundary is limited, and for the most part is made up of small businesses with limited advertising budgets. A publication of this caliber cannot be supported by these businesses alone. Key partners, like the City of Grand Forks, subsidize the publication and allow us to keep the rates at a level that is more affordable for the market.**

**Bottom line. Your support enables us to publish and distribute.**

**Thank you for your consideration.**

**VISITORS' CHOICE**  
PUBLICATIONS

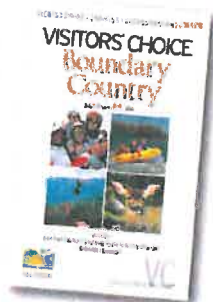
**SANDRA BARRON**

Direct: 250.442.3766

Cell: 250.666.0436

Fax: 250.442.3766

Email: sbarron@visitorschoice.com



# THE CITY OF GRAND FORKS REQUEST FOR PRIMARY COMMITTEE DECISION

COPY

**DATE** : February 12<sup>th</sup>, 2013  
**TOPIC** : Visitor's Guide Advertisement  
**PROPOSAL** : Discussion Regarding Proposed Advertising in 2013 Edition of  
The Boundary Country Visitor's Guide  
**PROPOSED BY** : Sandra Barron

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## **SUMMARY:**

The City is in receipt of an advertising proposal from Sandra Barron of Visitor's Choice Publications requesting Council's consideration to advertise in the 2013 Edition of the Boundary Country Visitor's Guide. Ms. Barron has submitted the advertising details and information which is attached to this report for Council's perusal and consideration. Council to note that in 2012, the City advertised a full page ad as shown in the submitted information. The request for 2013 is for the City to place a full-page advertisement in this year's book at a cost of \$2,360 plus tax.

Through the annual budget approval process within the current Five Year Financial Plan on which the City is currently working, proposed funds have been allocated in the legislative budgets for Council and Administrative purposes that allow support for community ads throughout the calendar year and as well, to fund statutory advertising. Most community support advertising requires small funding amounts ranging around \$40 to \$80, but would allow for an advertising participation of this caliber. Depending on the requests received throughout the year, a larger advertising project such as this may impact the City's ability to support smaller projects closer to the end of the calendar year.

Ms. Barron has advised that she will be presenting this proposal to Council as a Delegation on March 4<sup>th</sup>, 2013 proposed "Committee of the Whole" Meeting, and that the deadline for booking advertising space in the Visitor's Choice Publication is March 21<sup>st</sup>. As Staff, we have suggested that this information be brought forward for Council to consider and discuss prior to the proposed presentation.

## **OPTIONS TO CONSIDER:**

**Option 1:** That the Primary Committee recommends to Council to receive the Corporate Officer's report, dated February 12<sup>th</sup>, 2013, with regard to Visitor's Guide 2013 advertising information for further discussion, and determines to forward the proposal to the March 4<sup>th</sup> Committee of the Whole meeting in conjunction with the Delegation presentation of Sandra Barron of Visitor's Choice Publications. This option intends that Council will further discuss and consider the proposal.

**Option 2:** That the Primary Committee recommends to Council to receive the Corporate Officer's Report. The option allows for the receipt of information to Council and the Community with regard to the advertising opportunity.

COPY

**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

The Budget Impact is the amount of funds, if any, that Council determines to allocate toward advertising in the Boundary Country Visitor's Choice Guide. There are proposed advertising funds allocated within the 2013 Budgeting Process.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

The Community Charter provides the authority for the City to allocate funds that are beneficial to the community, through the Five Year Financial Plan process.

  
\_\_\_\_\_  
Department Head or CAO

  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer

# **THE CITY OF GRAND FORKS**

## **REQUEST FOR COMMITTEE OF THE WHOLE DECISION DELEGATION**

**DATE :** February 26<sup>th</sup>, 2013

**TOPIC :** City of Grand Forks Branding

**PROPOSAL :** To provide information and answer questions regarding the City of Grand Forks branding exercise.

**PROPOSED BY:** Matt Thompson, Story & Co

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### **SUMMARY:**

Matt Thompson, the representative for Story & Co, will present to Council information around the development of the new brand for the City of Grand Forks, which Story & Co in conjunction with the Economic Development Advisory Committee have initiated.

Mr. Thompson has advised that he will be reviewing the brand with Council and answering any questions Council or the public may have with regard to the branding process or branding material, as requested by the Economic Development Advisory Committee.

### **STAFF RECOMMENDATIONS:**

1. The Committee of the Whole recommends to Council to receive the presentation made by Story and Company and refers any issues for further discussion.

### **OPTIONS AND ALTERNATIVES:**

1. Receive the presentation and refer any issues for further discussion.
2. Receive the presentation: Under this option, Council is provided with the information from Matt Thompson of Story and Company.

### **BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:**

Option 1: The main benefit of this option is that Council may discuss this issue further prior to making a decision.

Option 2: The main benefit of this option is that information is provided to the City and the Community.

### **COSTS AND BUDGET IMPACT - REVENUE GENERATION:**

There is no cost associated with making the presentation. Proposed funds for the amount of \$30,000 were allocated by Council Resolution at the May 7<sup>th</sup>, 2012 Regular Meeting (see attached resolution) within the 2012-2016 Financial Plan for Council to participate in a branding process, to develop, with community input, a brand that

represents the City of Grand Forks for use on signage, advertising and any other material and or communications used by or from the City of Grand Forks.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council procedures bylaw makes provisions for making presentations to Council.

  
\_\_\_\_\_  
Department Head or  
Chief Administrative Officer

  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer

**May 7 Regular**

The following motion was tabled at the April 16<sup>th</sup> Regular Meeting of Council.

**MOTION TO LIFT THE MOTION FROM THE TABLE:** SMITH / KENDEL

**RESOLVED THAT** \$5,000 OF THE FUNDING ALLOCATED FOR ENTRANCE SIGNS IN THE CITY'S 2012-2016 FINANCIAL PLAN BE RE-ALLOCATED FOR A LOCAL FACILITATOR TO WORK WITH THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE ON A GRAND FORKS BRANDING EXERCISE.

**AMENDMENT TO THE MOTION:** SMITH / KENDEL

**RESOLVED THAT** THE ABOVE MOTION BE AMENDED TO READ THAT THE \$30,000 OF THE ALLOCATED FUNDING IN THE 2012-2016 FINANCIAL PLAN FOR THE CONSTRUCTION AND INSTALLATION OF ENTRANCE SIGNS BE RE-ALLOCATED FOR A "GRAND FORKS" BRANDING EXERCISE, WITH THE REMAINING FUNDS USED TO LEVERAGE FURTHER FUNDING REQUIRED FOR THE CONSTRUCTION OF ENTRANCE SIGNS.

**MOTION TO DEFER:** SMITH / WYERS

**RESOLVED THAT** THE AMENDED MOTION BE DEFERRED UNTIL NEXT MEETING OF COUNCIL ON MAY 28<sup>TH</sup>, 2012.

MOTION DEFEATED.

**AMENDED MOTION:** SMITH / KENDEL

**RESOLVED THAT** THE \$30,000 OF THE ALLOCATED FUNDING IN THE 2012-2016 FINANCIAL PLAN FOR THE CONSTRUCTION AND INSTALLATION OF ENTRANCE SIGNS BE RE-ALLOCATED FOR A "GRAND FORKS" BRANDING EXERCISE, WITH THE REMAINING FUNDS USED TO LEVERAGE FURTHER FUNDING REQUIRED FOR THE CONSTRUCTION OF ENTRANCE SIGNS.

CARRIED.



GRAND FORKS  
LOGO PRESENTATION



PREPARED BY:

STORY & CO.

DATE:

01.02.13

CONTACT:

MATT THOMPSON  
PHONE: 250.417.5391  
MATT@STORYCO.CA

PREPARED FOR:

GRAND FORKS

## GRAND FORKS LOGO

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This is a first look at our brand in action. There's colours and fonts and textures and text. They are all a part of our brand. But there's one element of our brand that sometimes receives more attention than it deserves. That element is our logo.

Our logo is the beginning of our brand. But it is no way intended to be the whole brand. It cannot and should not even attempt to try and tell our whole story. A logo is almost always used in conjunction with other marketing materials (in a brochure, on a billboard), and rarely used alone. Our logo is simply the simplest and most recognizable element of our brand. Here's how and why it works so well...

Our logo is simple. It can be used in large and small sizes, in black and white and will transfer easily and efficiently to a variety of mediums.

In addition to function, it also possesses meanings and connotations associated with our region's story. The logo contains lines suggesting the valley, its agricultural roots and inherently suggesting a state of opportunity and growth.

The logo is decidedly simple and yet conveys fullness, completeness, and possibility. The lines used in the logo are fluid, rounded and the furrow lines add motion and dynamism. It speaks to freshness, growth and momentum. The logo's shape is also reminiscent of postwar times, an era associated with peacefulness, industry and possibility. It works well with the city's history and built environment, and is distinct from other cities.

The logo's font is Cheap Pine —a robust, simple font that is both bold and confident. It is suggestive of some of the traditional fonts used in Grand Forks' original agricultural and resource industries, and possesses both contemporary and timeless qualities.

The logo's primary colour is black and white, which allows it the utmost flexibility and versatility. For most applications, the black colour is somewhat lightened to soften the contrast.

In addition to the symbol and the font, an interchangeable tagline can be associated with the logo which can assist to focus additional messaging as situations may warrant.

The logo is also intended to be able to utilize separate colours, depending on its employment and application. Metallic inks or foils could possibly be used for official correspondence and communication, blue can be utilized in an industrial/municipal sense, and other colours might be judiciously employed in appropriate strategic applications.





## GRAND FORKS LOGO CONTINUED

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HERE ARE SOME OTHER REASON'S WHY OUR LOGO WORKS...

- *It's simple. It's simplicity means our logo can be used in a variety of different situations, in different ways.*
- *Because it is simple, it works exceptionally in large and small sizes, and in black and white.*
- *Rounded lines signify approachability and accessibility. Both approachability and accessibility are important Grand Forks strengths, but in the past, it has been difficult to readily convey those attributes. Rounded, organic friendly lines help to express that.*
- *The logo is timeless. It gives credit to our past, is contemporary for the present, and possesses flexibility so it can evolve in the future.*
- *The tagline can be interchanged for different target demographics (The URL, industry specific, holistic, etc.)*
- *The logo works exceptionally for Grand Forks' broad and diverse audience. It's simplicity and flexibility ensures that it works for young and old, families, industry, visitors and international audiences.*
- *It's different. Grand Forks' logo is distinctly different from other communities. The logo is a look that is all our own, and successfully differentiates us from our competition.*

There are many communities with mountains and rivers in their logos, but not ours. It's quite fine for our logo to not have imagery we might think is typically associated with our community, in fact many of the best recognized brands have logos that have little to do with their story. Nike's logo is a swoosh. Nobody knew what a swoosh was until over time and with repetition Nike made the world realize that a swoosh meant Nike. Starbuck's coffee has a mermaid. Chevrolet manufacturers cars, but has a stylized cross. Virgin, a company that produces travel, entertainment, airline and communication services and products, simply has their company name in a circle.

At this point, our logo can be said to mean nothing. It is simply a symbol. However, our logo will gather much meaning over time. Our logo is a strong simple symbol, with great flexibility.

Consistent, effective judicious use of our logo will ensure that it comes to possess a deeper meaning as the symbol for Grand Forks' continually evolving story.







**Original peaceful living.**

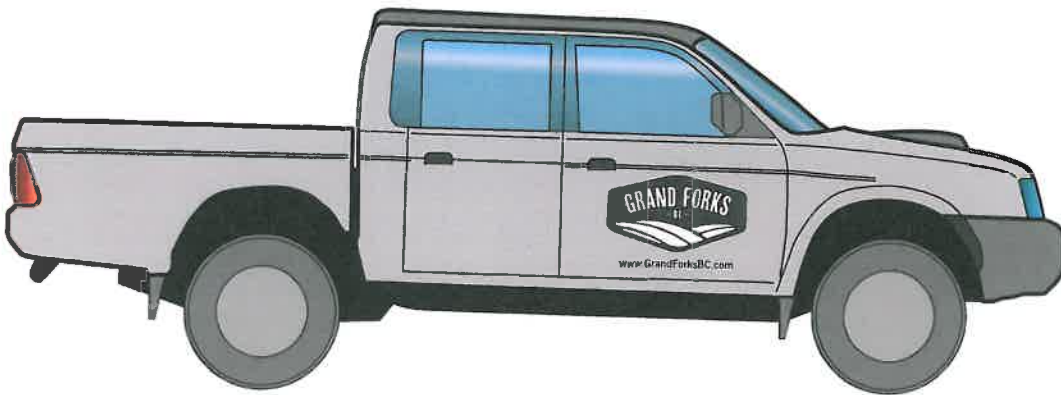


**Settle down.**



**[www.GrandForksBC.com](http://www.GrandForksBC.com)**





# WE GOT RASPBERRY, STRAWBERRY & CHERRY.

— BUT WE'VE NEVER BEEN KNOWN FOR OUR TRAFFIC JAMS. —

Here in Grand Forks, original activities consisted of gardening, growing hemp, making clothes, buildings, jam, bricks and pretty much whatever anyone pleased. Time passes. We still make jam and cheese, grow orchards and hemp, and know how to work hard. But today we also have hot water, an idyllic family-friendly community, a fine climate, the information superhighway and a kick-ass art gallery. Consider yourself warned. Stopping in can lead to settling down.

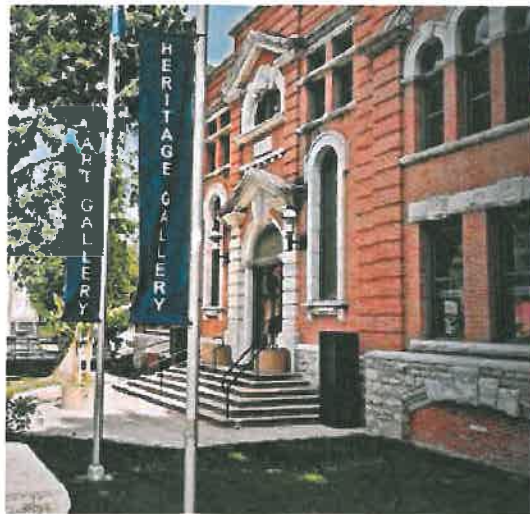
[www.GrandForksBC.com](http://www.GrandForksBC.com)



Original peaceful living.







# WELCOME HOME.

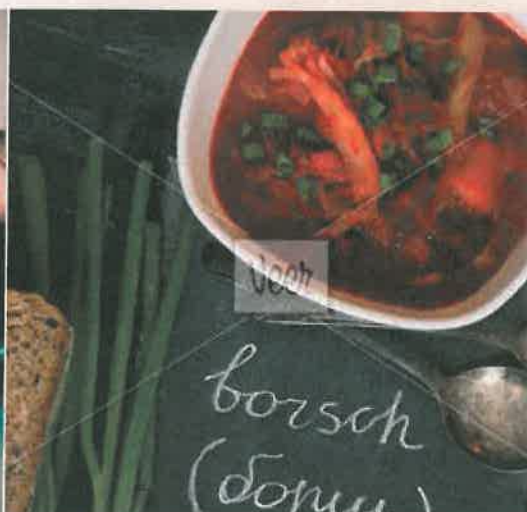
— IT MAY NOT BE YOUR HOME. BUT IT'S OURS. —

Tree-lined streets, warm Canadian climate, small-town charm, idyllic setting and friendly people aside, you'll discover the spirit of Grand Forks is the welcoming sort. Whether you're looking to settle down, settle in, or just stopping by, you'll understand why we're the welcoming home of original peaceful living.

Discover more at: [www.GrandForksBC.com](http://www.GrandForksBC.com)



Original peaceful living.







# WHAT WILL YOU — MAKE OF IT? —

For over 100 years we've been busy making a living and making community. We've made headlines, jam, amazing produce, cheese and hearty blow-yer-mind, world-renowned soup. We've made corners of the mouths turn upwards and encouraged the pursuit of settling down. We've made it open to imagination. We've made it our business to keep the best of small town living here for those who know that grand things come in small packages. That's what we make of Grand Forks. Now, how about you?



Settle down.

Discover more at:  
[www.GrandForksBC.com](http://www.GrandForksBC.com)



# SIMPLE. FRESH. LOCAL.

[ TERMS GENERALLY RESERVED FOR THEIR DIET  
& NOT ONE ANOTHER. ]

Here in Grand Forks, original activities consisted of gardening, growing hemp, making clothes, buildings, jam, bricks, and pretty much whatever anyone pleased. Time passes. We still make jam and cheese, grow orchards and hemp, and know how to work hard. But today we also have hot water, an idyllic family-friendly community, a fine climate, the information superhighway, and a kick-ass art gallery. Consider yourself warned. Stopping in can lead to settling down.



**Settle down.**

Discover more at:

[www.GrandForksBC.com](http://www.GrandForksBC.com)







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# **THE CITY OF GRAND FORKS REQUEST FOR A COMMITTEE OF THE WHOLE DECISION**

**DATE** : **March 4, 2013**

**TOPIC** : **New Office Furniture**

**PROPOSAL** : **To Proceed with the Purchase of the New Office Furniture**

**PROPOSED BY** : **Manager of Environmental and Building Construction Services**

---

## **SUMMARY:**

With the new staff-restructuring plan proceeding, the City has found the need to create two new office spaces in City Hall. This will require the purchase of a couple of new desks and a realignment of some of the existing spaces. After carefully reviewing a workspace plan we have come to the conclusion that the old furniture can no longer be modified to conform to the new work areas that are required.

The existing furniture was purchased 28 years ago and has been modified several times over the years to accommodate the changes and growth within City Halls reception area and offices. By replacing these furnishings, it will provide more efficient workspaces for the staff and give the reception area a new modern and fresh look. We feel this is important because as the general public enters City Hall this is the first thing they see as they are greeted by our staff.

## **STAFF RECOMMENDATIONS:**

**Option 1:** The committee of the whole recommends to council to direct staff to proceed with the \$12,500 expenditure for the office furniture from reserves as proposed in the 2013 budget

**Option 2: The Committee of the Whole receives this for information:** This would result in the status quo.

## **OPTIONS AND ALTERNATIVES:**

**Option 1:** The committee of the whole recommends to council to direct staff to proceed with the \$12,500 expenditure for the office furniture from reserves as proposed in the 2013 budget

**Option 2:** Committee of the whole declines to adopt the plan as presented and will continue to operate status quo.

## **BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:** The purchase of the desks and furnishings will provide these new work areas with adequate storage filing and work space for the staff to function more efficiently.

**Option 2:** This option would leave the staff in a position of trying to fulfill their daily duties with very limited resources

**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

The expenditure of \$12,500 would come from reserves as proposed in the 2013 operating budget plan.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Council has the authority to purchase required assets through the budgetary process within the five year financial plan.

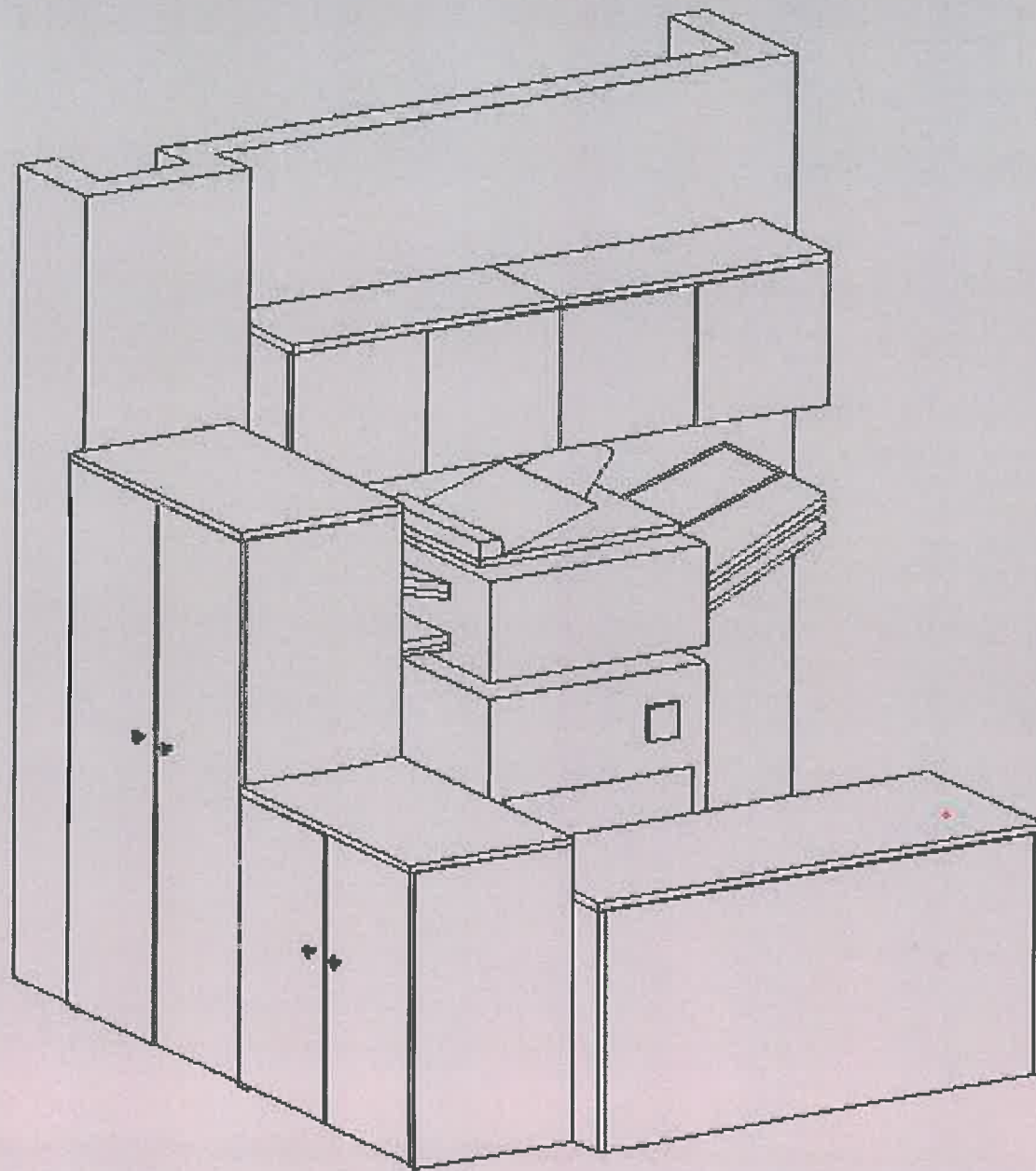


\_\_\_\_\_  
Department Head or CAO

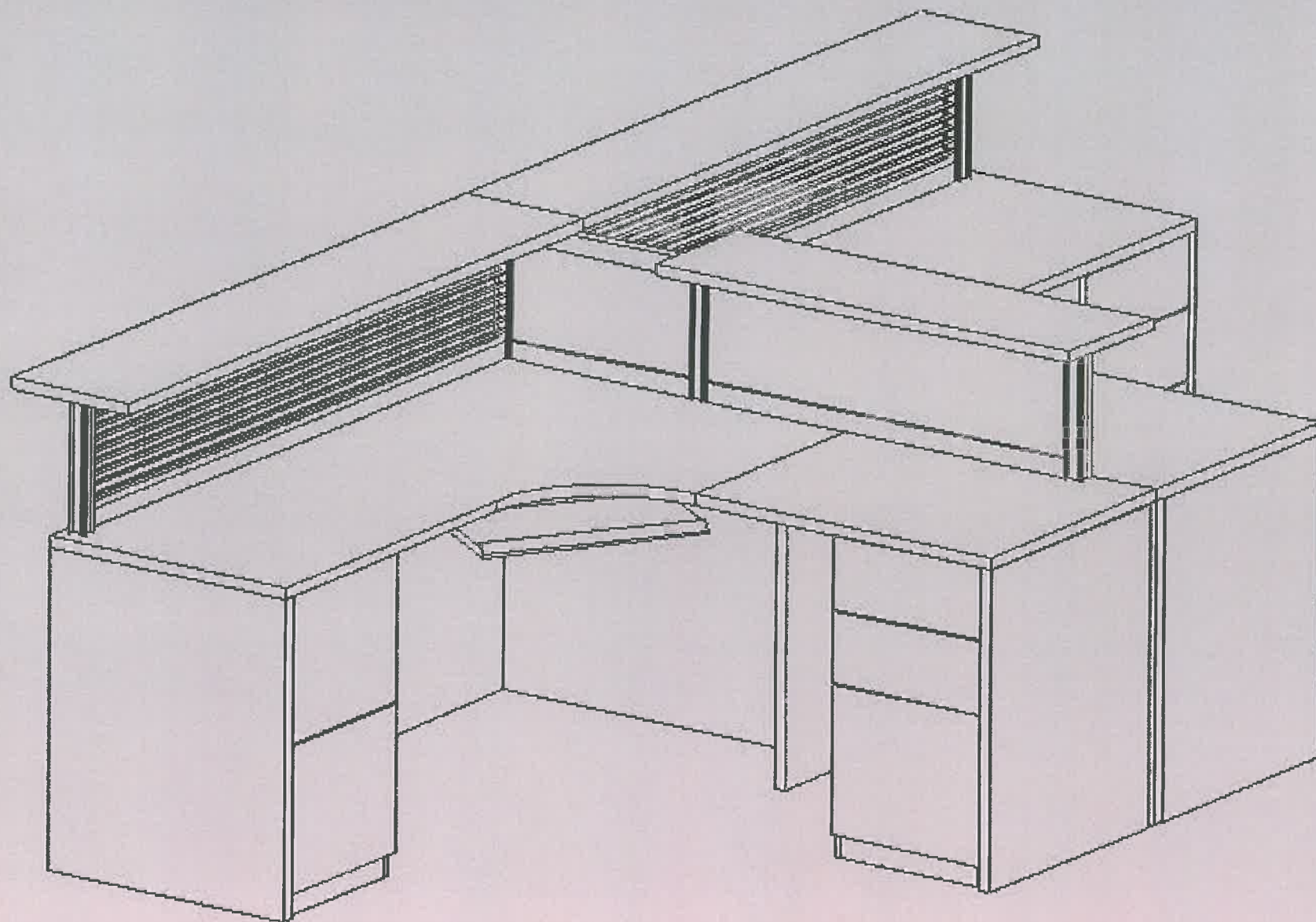


\_\_\_\_\_  
Reviewed by Chief Administrative Officer

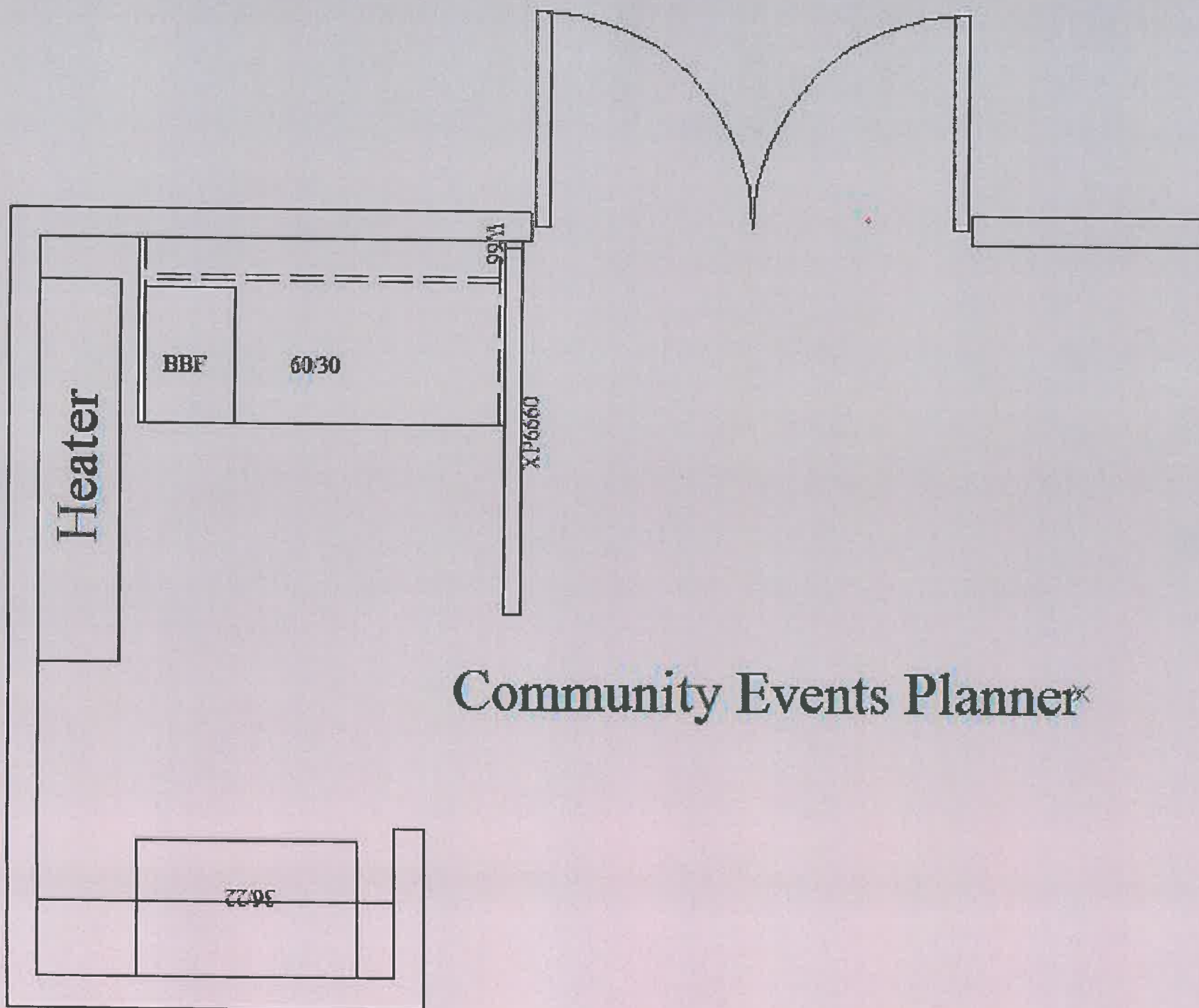




Copier Area



City Hall Reception



Community Events Planner<sup>®</sup>



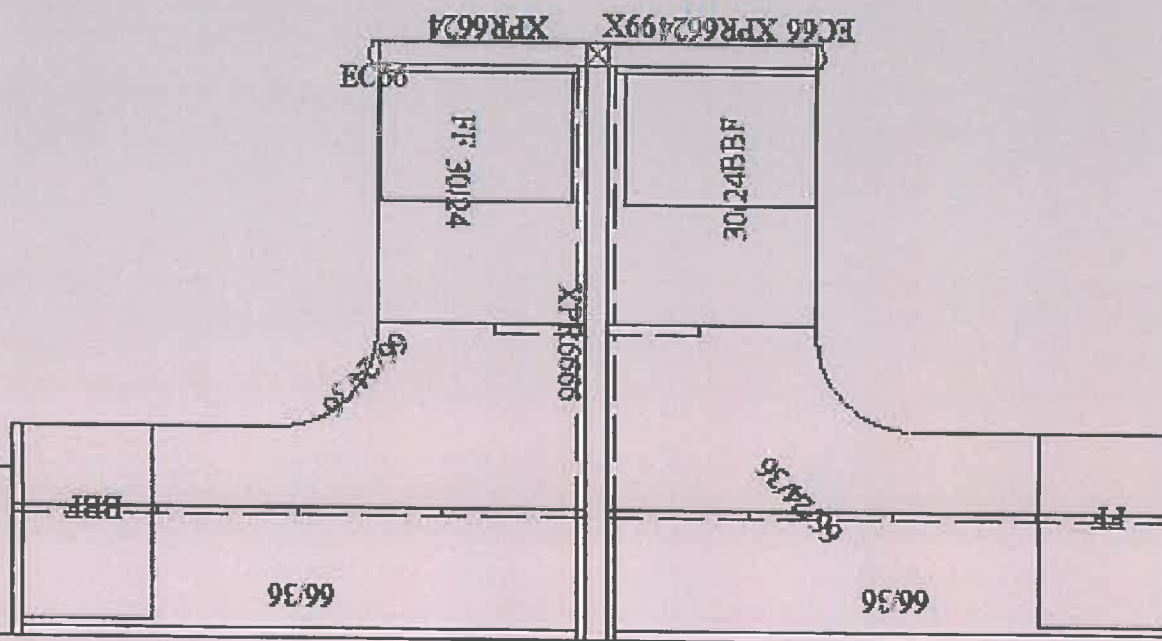
## City Hall

PLANNING &  
GIS TECH OFFICE AREA.

Scanner  
30" x 50"

Plotter  
36" x 79"

3' 6"



# **THE CITY OF GRAND FORKS REQUEST FOR COMMITTEE OF THE WHOLE RECOMMENDATION**

**DATE** : February 25<sup>th</sup>, 2013

**TOPIC** : James Donaldson Park

**PROPOSAL** : Council's Request for Discussion Purposes for usage of the Park

**PROPOSED BY** : Council

---

## **SUMMARY:**

At the Regular Meeting of January 28<sup>th</sup>, 2013, Council adopted a resolution (attached) that directed Staff to bring forward the existing policy regarding the use of James Donaldson Park for discussion and review. Additionally attached for Council's reference, is a sample of a Park User agreement that is currently required for those organizations and groups who use the park.

## **STAFF RECOMMENDATION:**

**Option 1:** That the Committee of the Whole recommends to Council to forward their suggestions and comments back to Staff to research and develop a revised policy to better serve the interests of the community.

## **OPTIONS AND ALTERNATIVES:**

**Option 1:** That the Committee of the Whole recommends to Council to forward their suggestions and comments back to Staff to research and develop a revised policy to better serve the interests of the community.

**Option 2:** Receive the report. This would result in the status quo.

**Option 3:** Determine to delete the existing policy. Under this option, Council would have no policy on the use of James Donaldson Park, as is the case with other city parks with the exception of City Park

## **BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

**Option 1:** The main advantage is that Council will have the opportunity to discuss proposed options for the use the James Donaldson Park.

**Option 2:** Remains as the status quo.





**Option 3:** Deleting the policy all together is not recommended. Protecting the public's investment in James Donaldson Park can only be achieved by outlining for the public what steps need to be taken to protect the existing facility when the facility is not being used for baseball.

**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

There is no direct cost to implementing this policy.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Policies follow from City Bylaws and from the Community Charter and the Local Government Act.

  
\_\_\_\_\_  
Department Head or CAO  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer

**CITY OF GRAND FORKS**

**POLICY TITLE: Use of James Donaldson Park POLICY NO: 1201**

**EFFECTIVE DATE: July 20, 2009**

**SUPERSEDES:**

**APPROVAL: Council**

**PAGE: 1 of 1**

**PURPOSE:**

To establish criteria for the use of James Donaldson Park to protect the substantial taxpayer investment in the baseball facilities in the park.

**POLICY:**

James Donaldson Park is designated as primarily a baseball park. The Park can be used for other events, subject to the following conditions:

1. The organizers enter into a Park User Agreement with the City of Grand Forks, and obtain 3<sup>rd</sup> party liability insurance naming the City as an additional insured on that policy (for the duration of the event).
2. No Cleats are to be worn in the park, with the exception of playing baseball on a 90 foot base field.
3. No change to the in-field can occur. The basic configuration of the baseball field must remain in tact. No changes to the bases, pitcher's mound, etc. will be permitted.



**MOTION: SMITH / O'DOHERTY**

**RESOLVED THAT STAFF BRING FORWARD THE EXISTING POLICY REGARDING THE USE OF JAMES DONALDSON PARK, FOR DISCUSSION AND REVIEW.**

**CARRIED.**

- 
- On January 22<sup>nd</sup> , Councillor Smith advised that he sat down with Wayne Kopan, Manager of Environmental and Building Construction Services, in order to go over Carbon Neutral Kootenays program, to discuss other options to reduce the City's carbon footprint
  - He advised that the Economic Development Advisory Committee had adopted a Strategic Plan on January 22<sup>nd</sup>, where the group identified a number of areas to champion. He further advised that the plan will be available for public information at the February 4<sup>th</sup> Regular Meeting.
  - On January 23<sup>rd</sup>, he reported that he had met with Angela Soukoroff, Christine Thompson and Ellen Strelaeff, regarding Family Friendly Businesses program. He advised that on February 8<sup>th</sup> at 10:00 AM, the program will be unveiled at the Credit Union. Councillor Smith advised that he will be in attendance and encouraged other members of Council to attend
  - He reported on his attendance at the City's Budget Workshop on January 24<sup>th</sup> and 25<sup>th</sup>.
  - He reported on his attendance to the annual Scotch Tasting at Gallery 2 on January 26<sup>th</sup>.

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**Councillor Krog:**

Councillor Krog reported on the following items:

- He reported on his attendance at the January 25<sup>th</sup> Budget Meeting.
- He reported on his attendance at a Boundary Literacy Day on January 25<sup>th</sup>, and spoke with regard to a favourite word contest which was conducted on this day as well.

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**Councillor Wyers:**

Councillor Wyers reported on the following items:

- Please see Councillor Wyers report as attached.

**MOTION: WYERS / SMITH**

**RESOLVED THAT THE COUNCIL APPROVES THE COMPENSATION TO MR. PINARD ON MILEAGE FOR HIS PERSONAL VEHICLE/FUEL USE FOR NEPHELOMETER MONITORING TRIPS DURING NOVEMBER & DECEMBER, AT THE GOVERNMENT RATE FOR A TOTAL OF 241 KILOMETERS.**

**CARRIED.**

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

**AGREEMENT FOR  
THE USE OF JAMES DONALDSON PARK**

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2011.

**BETWEEN:** THE CORPORATION OF THE CITY OF GRAND FORKS  
7217 4<sup>th</sup> Street  
Grand Forks, BC  
V0H 1H0

(hereinafter called the "Municipality")

**AND:** GRAND FORKS INTERNATIONAL  
P. O. Box 2082  
475-73<sup>rd</sup> Avenue  
Grand Forks, BC  
V0H 1H0

(hereinafter called the "Event Manger")

**WHEREAS** the Municipality owns the facility known as James Donaldson Park, which is used primarily by organized baseball groups (the "facility");

**AND WHEREAS** the Event Manager wishes to use James Donaldson Park for the purpose of holding:

Grand Forks International  
Baseball Tournament

**NOW THEREFORE**, in consideration of mutual covenants contained in this Agreement, the Municipality, approves the Application to use the Facility, known as James Donaldson Park, as submitted by the Event Manager, on the form attached hereto and identified as "Schedule A", undertake and agree as follows:

1. The Municipality will grant the Event Manager the use of the Facility, including the ball diamonds, the grandstand, the additional bleachers,

public washrooms and the concession facilities, for the period from  
***August 31st to September 5th, 2011***

2. The Event Manager will be responsible for advising all attendee's and will ensure that all attendee's adhere strictly to all regulations attached hereto as Schedule "B", and other regulations that may be posted on or about the Facility. Failure to adhere to said regulations may result in this permit be revoked.
3. The Event Manager will provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of regulations governing the Facility.
4. The Event Manager agrees to exercise the greatest care in use of the Facility and will further forward to the City of Grand Forks prior to n/a a refundable damage deposit in the amount of n/a.
5. The Event Manager will report in writing all damage immediately to:  
Mrs. Sasha Bird  
Manager of Technical & Services  
City of Grand Forks  
Phone: 442 - 8266
6. The Event Manager will be responsible for any damages incurred. Said damages to be paid firstly by the Event Manager and/or their insurer.
7. The Event Manager agrees to only use Facility named in this Agreement.
8. The Event Manager will not permit any other Group or Organization not named on this Agreement to use the Facility without prior written authorization of the Municipality.
9. The Event Manager will leave the Facility clean. Failure to do so may result in a fee levied for maintenance.
10. The Event Manager agrees to adhere to grass closure, unless prior written authorization has been given by the Municipality. Information may be obtained by the calling the Manager of Works & Services.
11. The Event Manager agrees to not place objects in or on grass fields without first consulting with the Manager of Works & Services.
12. The Event Manager will not permit liquor or beer on the portions of the Premises not covered by Special Occasion Liquor Licences, and will not permit liquor sales unless agreement has been reached with the Liquor Distribution Branch and the RCMP.

13. The Event Manager accepts and will use the Facility at their own risk and agrees that neither the Municipality nor its officers, employees, servants, agents, heirs, successors and assigns have made any warranties or representations respecting the suitability or condition of the premises. The Event Manager further agrees that it will indemnify and save harmless the Municipality and their officers, employees, servants, agents, heirs, successors and assigns from and against any and all claims whatsoever, including all damages, liabilities, expenses, costs, including legal or other fees, incurred in respect of any such claim(s) or any action or proceeding brought thereon arising directly or indirectly, including projectiles leaving the park, in connection with the granting of this Agreement and use of the Facility.
14. The Event Manager will obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Municipality. The Municipality is to be included as an additional named insured. Such policy will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000 per occurrence including \$2,000,000 for bodily injury and/or death or any one or more persons including voluntary medical payments and property damage or such higher limits as the Municipality may require from time to time. The policy will contain a clause providing that the insurer will give the Municipality thirty (30) days prior written notice in the event of cancellation or material change. The Event Manager will provide the Municipality with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the Municipality's Insurance Carrier.
15. The Event Manager shall provide evidence of current liability insurance coverage, which includes the following minimum liability insurance requirements:
  1. \$2,000,000 comprehensive general liability policy with inclusive limits for bodily injury and property damage liability including coverage for participants.
  2. Cross-liability clause.
  3. The City of Grand Forks named as an additional named insured.

The Event Manager shall provide an executed copy of Certificate of Insurance, 10 days prior to the event.

Signed this \_\_\_\_ day of

\_\_\_\_\_, 2011

\_\_\_\_\_  
Signing Officer

Grand Forks International Society  
Name of Organization  
(Event Manager)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

Signed, Sealed & Delivered  
on behalf of the Corporation of  
the City of Grand Forks

\_\_\_\_\_  
Corporate Officer

**"Schedule A"**

**APPLICATION TO HOLD A SPECIAL EVENT**

Date: \_\_\_\_\_.

TO: THE CORPORATION OF THE CITY OF GRAND FORKS

THE: Grand Forks International Society  
(Name of Sponsoring Organization)

P. O. Box 2082, Grand Forks, B. C. 442 - 8323  
(Address) (Phone No.)

Request Permission to Hold Grand Forks International Tournament  
as indicated below:

Description of Event and Participating Sponsors:

\_\_\_\_\_  
Grand Forks International Baseball Tournament  
\_\_\_\_\_

Principal Contact Person (Manager for this Event)

\_\_\_\_\_  
Grand Forks International Baseball Tournament Committee (Phone No.)  
(Organization)

Date(s) August 31st – Sept. 5th, 2011 Time(s) 8:00 a.m. - finished

Anticipated Attendance: \_\_\_\_\_

=====

INCLUDED IN THIS EVENT WILL BE:	YES	NO
---------------------------------	-----	----

Alcoholic Beverages	<u>x</u>	_____
Food Preparation	<u>x</u>	_____
Merchandise or Food Selling	<u>x</u>	_____
Temporary Structures (Stages, tents, etc.)	_____	<u>x</u>
Amplified Music/Speeches	<u>x</u>	_____
Fireworks	_____	<u>x</u>
Other (explain) _____	_____	_____

**INDEMNIFICATION IN THE FORM OF INSURANCE MUST BE PROVIDED AND A COPY OF THE INSURANCE CERTIFICATE ATTACHED.**

Title: Events Manager      Signature \_\_\_\_\_

**“Schedule B”**

**JAMES DONALDSON PARK**

**Regulations / Requirements**

1. In addition to the insurance coverage required by the City of Grand Forks the Event Manager should determine their own additional insurance coverage that they may require, if any, including Workers Compensation, that is necessary and advisable for their own protection and/or to fulfill their obligations in organizing the event.
2. The Event Manager shall be responsible for the disposal of garbage at James Donaldson Park during the event. The Event Manager must contact Alpine Disposal Ltd. and make arrangements for the provision of a garbage bin, if necessary, and the required number of pick-ups.
3. It is recognized that there is no on site parking at James Donaldson Park. The Event Manager is to ensure that cars parked on side streets do not block access to the park for emergency vehicles or private driveways along adjacent streets.
4. The Event Manager is to ensure that the attendance numbers in the park seating do not exceed the occupancy numbers posted.
5. If food is being prepared and sold from the concession facilities, the Health Inspector is to be notified and the required health permit is to be posted in plain view in the concession area.
6. It is the responsibility of the Event Manager to see that the park facilities including the playing fields, the grandstand and bleachers, the concession stand, etc. are left in a clean and tidy manner.
7. Keys to James Donaldson Park will be issued in a controlled manner and will only be available from Public Works Yard.



**THE CITY OF GRAND FORKS  
REQUEST FOR COMMITTEE OF THE WHOLE  
DECISION**

**DATE** : February 25th, 2013

**TOPIC** : Monthly Highlight Reports from Department Managers

**PROPOSAL** : Council to Receive the Monthly Activity Reports

**PROPOSED BY** : City Staff

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**SUMMARY:**

As part of a new initiative, the Managers of each department will submit a brief report of their highlighted projects and tasks from the past month for Council's and the Public's information. This new reporting plan intends to provide a snapshot of some of the tasks and projects that each department may be working on so that Council and members of the public may get a "peek" at some of the daily operations of City Staff, and of projects that are being worked on at present.

**STAFF RECOMMENDATIONS:**

That the Committee of the Whole recommends to Council to receive the monthly highlight report from the department managers.

**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**


The main advantage is that Council is apprised of projects and activities which are currently being undertaken.

**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

There is no cost attached to the report of Staff

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

As part of good legislative practice, Council is provided with information regarding daily operations at Public Works, the Fire Department and City Hall.

  
\_\_\_\_\_  
Department Head or Corporate Officer  
Or Chief Administrative Officer

  
\_\_\_\_\_  
Reviewed by Chief Administrative  
Officer



# THE CORPORATION OF THE CITY OF GRAND FORKS

## STAFF REPORT FROM

DEPARTMENT – OPERATIONS  
MANAGER – Hal Wright

FOR THE MONTH OF FEBRUARY, 2013

### THIS MONTH'S HIGHLIGHTS:

- ✓ Continued snow removal and sanding work
- ✓ Awarded Hanging Basket Program to Kel-Lake Greenhouses
- ✓ Completed interviews for Power Lineman Technician
- ✓ Making plans for required work on James Donaldson ball park
- ✓ Tree trimming and low limb removal work
- ✓ Repaired water leak on Central Avenue
- ✓ Preparing street sweeping equipment for spring cleanup
- ✓ Pre-season checks on all parks equipment (mowers, weed eaters, chainsaws, etc.)
- ✓ Roads Crew - Winter on call and standby ended February 28
- ✓ Checking all City washroom facilities and conducting required repairs
- ✓ Managing inventories in preparation for spring growing season
- ✓ Completed color change and repairs to all City-owned picnic tables
- ✓ Completed repairs to garbage receptacles. Added Recycle Bins



# THE CORPORATION OF THE CITY OF GRAND FORKS

## STAFF REPORT FROM

DEPARTMENT – Planning, Development &  
Engineering  
MANAGER – Sasha J. Bird

FOR THE MONTH OF FEBRUARY, 2013

### THIS MONTH'S HIGHLIGHTS:

- ✓ Completed final Bylaw for Roxul Road closure
- ✓ Composed Bylaw for the rezoning of 6876 Boundary Drive
- ✓ Completed Environmental Assessment on slag piles and Boundary Drive storm sewer
- ✓ Completed design for Boundary Drive
- ✓ Commenced design for rerouting Overton Creek
- ✓ Continued research and review for the new MTI Bylaw and accompanying Bylaws
- ✓ Composed a real estate strategy policy for acquisition, disposition and lease of city owned property
- ✓ Continued work on source protection plan
- ✓ Continued work on appropriate design for the Hwy 3 crossing at the TCT
- ✓ Job shadowed a GFSS student



# THE CORPORATION OF THE CITY OF GRAND FORKS

## STAFF REPORT FROM

DEPARTMENT – Environmental &  
Building Construction  
Services

MANAGER – Wayne Kopan

FOR THE MONTH OF FEBRUARY, 2013

### THIS MONTH'S HIGHLIGHTS:

- ✓ Complete Land Purchase Agreement (7212 Riverside Drive.)
- ✓ Complaints
- ✓ Office Space Planning
- ✓ Updating Security and Alarm Systems
- ✓ Bylaws Reviews
- ✓ Budget Presentations
- ✓ Building Inspector Follow up and Training



# THE CORPORATION OF THE CITY OF GRAND FORKS

## STAFF REPORT FROM

DEPARTMENT – Fire Department  
MANAGER – Dale Heriot

FOR THE MONTH OF FEBRUARY , 2013

### THIS MONTH'S HIGHLIGHTS:

- ✓ January Emergency Response – 35 ( Fire – 8, Rescue – 4, First Responder – 23 ).
- ✓ Volunteer Firefighters' Darcy Skeritt and Dave Squarebriggs receive 20 year fire service medals.
- ✓ Working on EOC presentation for public works and inside staff.
- ✓ Working on Action Plan for slag pile emergency mitigation.
- ✓ EOC monitoring of snow pillow, with levels slightly above average for this time of year.
- ✓ First Responder course completed with 8 new First Responders certified.
- ✓ COTR Firefighter 1 certification written exams completed for 14 personnel.
- ✓ Performed safety tour and held discussions with Interfor safety representatives.
- ✓
- ✓



# THE CORPORATION OF THE CITY OF GRAND FORKS

## STAFF REPORT FROM

ROXANNE SHEPHERD  
CHIEF FINANCIAL OFFICER

FOR THE MONTH OF FEBRUARY, 2013

### THIS MONTH'S HIGHLIGHTS:

- ✓ Working through penny rounding issue in Vadim software
- ✓ Completed year end payroll reporting for Municipal Pension, WCB
- ✓ Finalizing Vacation schedule for Finance team for 2013
- ✓ Working on Payroll Procedures for upcoming temporary leave
- ✓ Completed first Utility Billing of the year
- ✓ Reviewing internal controls, procedures for all Finance areas for audit
- ✓ Posted Temporary Payroll and Casual Admin positions internally and externally



# THE CORPORATION OF THE CITY OF GRAND FORKS

## STAFF REPORT FROM

DEPARTMENT – Corporate Administration  
CORPORATE OFFICER – Diane Heinrich

FOR THE MONTH OF FEBRUARY, 2013

### THIS MONTH'S HIGHLIGHTS:

- ✓ Hiring and commencement of Corporate Training with Sarah Winton
- ✓ Prepared Agendas for Feb 4<sup>th</sup> and 18<sup>th</sup> Council Meetings along with Paper Copies, Website Posting, Drafting Minutes, PowerPoint, Task List
- ✓ The Department compiled and distributed Weekly Summary February 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup>
- ✓ Finalized the final directive for Metal Art Prototype Initiative and advised the three artists participating to go ahead and construct their pieces.
- ✓ Acting CAO role for February 13<sup>th</sup> & 14<sup>th</sup>
- ✓ Department organizing March 12<sup>th</sup> Downtown Business Public open house along with Manager of Technical Service
- ✓ Human Resources – worked with Manager of Finance and Manager of Operations regarding job postings for temporary and casual labour pool
- ✓ Human Resources – participated in the interview process for the Electrical Lineman position



**THE CITY OF GRAND FORKS  
REQUEST FOR COMMITTEE OF THE WHOLE  
DECISION**

**DATE** : February 24, 2013

**TOPIC** : Bylaw 1948 – City of Grand Forks 2013 – 2017 Financial Plan Bylaw

**PROPOSAL** : First Three Readings

**PROPOSED BY** : Chief Financial Officer

---

**SUMMARY:**

During the fall of 2012, Staff began work on the Financial Plan for 2013 – 2017. All departments, department heads and coordinators had direct input into the plan. Staff began with the formulation of an operations plan that listed all of the operational activities carried on by Staff. A capital plan was also developed using information from the Asset Management Plan and Council's Strategic Plan. Further, the plan was finalized with the direct input of Council after Council had considered the feedback and input from the public consultation at the Open House on February 27, 2013.

**STAFF RECOMMENDATIONS:**

The Committee of the Whole recommends to Council to give first three readings to Bylaw No. 1948 which will be presented for Council decision at the March 18<sup>th</sup> Regular Meeting.

**OPTIONS AND ALTERNATIVES:**

No specific options are given due to the fact that the adoption of the annual Financial Plan is a requirement under the Community Charter

**BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:**

The benefit of a balanced budget is that it allows Council to undertake the services that are required to run the municipality.

**COSTS AND BUDGET IMPACTS – REVENUE GENERATION:**

The 2013 – 2017 Five Year Financial Plan includes all intended expenses of the municipality, and the sources of revenue, including property taxes, fees, charges, reserve funds, and grants, that will be required to undertake the services included in the plan.

**LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:**

Section 165 of the Community Charter requires that a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.

  
\_\_\_\_\_  
Chief Financial Officer

  
\_\_\_\_\_  
Reviewed by Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 1948**

### **A Bylaw to Establish the Five Year Financial Plan For the Years 2013 - 2017**

---

**WHEREAS** the Community Charter requires that Council adopt a Five Year Financial Plan annually before the adoption of the annual property tax bylaw;

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

1. Appendix "A" attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the Corporation of the City of Grand Forks for the Years 2013 to 2017.
2. This Bylaw may be cited, for all purposes, as the "**Year 2013 – 2017 Financial Plan Bylaw**".

Read a **FIRST** time this 18th day of March, 2013

Read a **SECOND** time this 18th day of March, 2013

Read a **THIRD** time this 18th day of March, 2013.

**FINALLY ADOPTED** on this 2nd day of April, 2013

---

Mayor Brian Taylor

---

Corporate Officer Diane Heinrich

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

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1948, as adopted by the Municipal Council of the City of Grand Forks on this 2nd day of April, 2013.

---

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

**City of Grand Forks**  
**Appendix "A" to Bylaw 1948**  
**Consolidated 5 Year Financial Plan 2013 - 2017**

	2013	2014	2015	2016	2017
<b><u>Revenue</u></b>					
Property taxes , grants in lieu & franchise Fees	\$ 2,872,799	\$ 2,929,200	\$ 2,986,800	\$ 3,045,500	\$ 3,105,400
Parcel taxes	81,565	107,133	107,133	107,133	107,133
User levies	1,683,700	1,715,600	1,748,100	1,781,200	1,814,900
Fees and charges	4,863,743	5,046,100	5,235,600	5,432,400	5,636,800
Grants and other	2,438,317	1,087,550	1,092,826	1,098,127	856,054
<b>Total Revenues</b>	<u>11,940,124</u>	<u>10,885,583</u>	<u>11,170,458</u>	<u>11,464,360</u>	<u>11,520,287</u>
<b><u>Expenses</u></b>					
Purchases for resale	3,162,134	3,288,100	3,419,100	3,555,300	3,696,900
Operating	6,667,088	6,625,430	6,730,140	6,836,549	6,160,360
Debt interest	140,168	225,180	225,181	225,182	221,108
Amortization	1,355,668	1,489,879	1,634,293	1,820,417	1,122,459
<b>Total Operating Expenses</b>	<u>11,325,058</u>	<u>11,628,590</u>	<u>12,008,715</u>	<u>12,437,448</u>	<u>11,200,828</u>
<b>Net Revenue (loss)</b>	<b>\$615,066</b>	<b>(\$743,007)</b>	<b>(\$838,256)</b>	<b>(\$973,089)</b>	<b>\$319,459</b>
<b><u>Allocations</u></b>					
Debt proceeds	3,266,032	1,241,010	1,241,010	1,241,010	-
Capital expenditures	(6,627,799)	(1,583,700)	(1,588,494)	(1,588,384)	(903,272)
Debt principal repayment	(180,568)	(197,211)	(164,687)	(123,530)	(73,270)
Transfers from (to) reserves / surplus	1,571,602	(206,972)	(283,865)	(376,424)	(465,377)
Reserve fund in excess of amortization	1,355,668	1,489,879	1,634,293	1,820,417	1,122,459
<b>Financial Plan Balance</b>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>\$0</u></u>	<u><u>(\$0)</u></u>	<u><u>\$0</u></u>

**City of Grand Forks  
Five Year Plan 2013 to 2017  
Operations Summary  
Supporting Schedule A**

	<b>2013 Plan</b>	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>
<b>General</b>					
Revenue					
Property Taxes	\$ 2,768,320	\$ 2,823,700	\$ 2,880,200	\$ 2,937,800	\$ 2,996,600
Parcel Taxes					
Payments in Lieu & Franchise Fees	104,479	105,500	106,600	107,700	108,800
Solid Waste Levies	186,000	187,900	189,800	191,700	193,600
Slag Sales	255,000	257,550	260,126	262,727	265,354
Fees and Charges	594,543	606,400	618,500	630,900	643,500
Government Grants - Operations	352,846	450,000	450,000	450,000	450,000
Government Grants - Capital	491,844				
Other Sources	129,940	132,500	135,200	137,900	140,700
Restricted Investment Income	-	-	-	-	-
	<b>4,882,972</b>	<b>4,563,550</b>	<b>4,640,426</b>	<b>4,718,727</b>	<b>4,798,554</b>
Expenses					
Airport Cost of Sales	52,734	54,300	55,900	57,600	59,300
Operations Expense	4,241,505	4,305,100	4,369,700	4,435,200	4,501,700
Community Support	286,794	292,530	298,380	304,348	310,435
Preventative Maintenance Program	105,036	203,000	207,060	211,201	215,425
Studies & Planning	-	-	-	-	-
Debt Interest	67,937	100,910	100,911	100,912	96,838
Amortization	760,000	775,200	790,704	806,518	822,648
<b>Total Expenses</b>	<b>5,514,006</b>	<b>5,731,040</b>	<b>5,822,655</b>	<b>5,915,779</b>	<b>6,006,347</b>
<b>Net Income (Loss) before Other Income</b>	<b>(631,035)</b>	<b>(1,167,490)</b>	<b>(1,182,230)</b>	<b>(1,197,053)</b>	<b>(1,207,793)</b>
Other Income					
Contributions from Electrical	410,000	418,200	426,564	435,095	443,797
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Income (Loss)</b>	<b>(221,035)</b>	<b>(749,290)</b>	<b>(755,666)</b>	<b>(761,957)</b>	<b>(763,995)</b>
Allocations					
Debt proceeds	663,511	663,510	663,510	663,510	-
Capital Expenditures	(2,264,924)	(630,000)	(630,000)	(630,000)	(648,900)
Capital Planning	(71,667)	-	-	-	-
Debt principal repayment	(94,657)	(139,923)	(139,923)	(139,923)	(90,408)
Transfers from (to) reserves	834,570	(257,550)	(260,126)	(262,727)	(270,600)
Transfers from (to) surplus	394,202	338,052	331,500	324,579	951,255
Reserve fund in excess of amortization	760,000	775,200	790,704	806,518	822,648
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks  
Five Year Plan 2013 to 2017  
Operations Summary  
Supporting Schedule A**

	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan
<b>Equipment</b>					
Recoveries	\$ 491,742	\$ 497,600	\$ 503,600	\$ 509,600	\$ 515,700
Operations Expense	371,764	381,100	390,600	400,400	410,400
<b>Net Recoveries</b>	<b>119,978</b>	<b>116,500</b>	<b>113,000</b>	<b>109,200</b>	<b>105,300</b>
Debt Interest	3,203				-
Amortization	245,568	250,479	255,489	260,599	265,811
<b>Net Recoveries (Loss)</b>	<b>(128,793)</b>	<b>(133,979)</b>	<b>(142,489)</b>	<b>(151,399)</b>	<b>(160,511)</b>
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Recoveries (Loss)</b>	<b>(128,793)</b>	<b>(133,979)</b>	<b>(142,489)</b>	<b>(151,399)</b>	<b>(160,511)</b>
<b>Allocations</b>					
Debt proceeds	-	-	-	-	-
Capital Expenditures	(210,000)	-	-	-	-
Debt principal repayment	(79,416)	(74,426)	(41,902)	(745)	-
Transfers from (to) reserves	210,000	(40,000)	(40,800)	(41,616)	(42,448)
Transfers from (to) surplus	(37,359)	(2,074)	(30,298)	(66,839)	(62,852)
Reserve fund in excess of amortization	245,568	250,479	255,489	260,599	265,811
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**City of Grand Forks  
Five Year Plan 2013 to 2017  
Operations Summary  
Supporting Schedule A**

	<b>2013 Plan</b>	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>
<b>Electrical</b>					
<b>Revenue</b>					
User Fees	\$ 4,216,000	\$ 4,384,600	\$ 4,560,000	\$ 4,742,400	\$ 4,932,100
Fees and Charges	40,000	41,600	43,300	45,000	46,800
	<b>4,256,000</b>	<b>4,426,200</b>	<b>4,603,300</b>	<b>4,787,400</b>	<b>4,978,900</b>
<b>Expenditure</b>					
Purchases for resale	3,109,400	3,233,800	3,363,200	3,497,700	3,637,600
Operations Expense	607,400	488,500	493,400	498,300	503,300
Amortization	34,000	34,000	34,000	34,000	34,000
<b>Expenditure</b>	<b>3,750,800</b>	<b>3,756,300</b>	<b>3,890,600</b>	<b>4,030,000</b>	<b>4,174,900</b>
<b>Net Income (loss) before Contributions to General</b>	<b>505,200</b>	<b>669,900</b>	<b>712,700</b>	<b>757,400</b>	<b>804,000</b>
Contributions to General	410,000	418,200	426,564	435,095	443,797
Contributions to Electrical Capital	245,000	26,800	26,800	26,800	26,800
Contributions to Statutory Reserves	-	399,500	425,300	452,100	480,300
<b>Net income (loss)</b>	<b>(149,800)</b>	<b>(174,600)</b>	<b>(165,964)</b>	<b>(156,595)</b>	<b>(146,897)</b>
<b>Allocations</b>					
Capital Expenditures	(235,000)	(239,700)	(244,494)	(249,384)	(254,372)
Transfers from (to) reserves	350,800	380,300	376,458	371,979	367,269
Reserve fund in excess of amortization	34,000	34,000	34,000	34,000	34,000
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks  
Five Year Plan 2013 to 2017  
Operations Summary  
Supporting Schedule A**

	<b>2013 Plan</b>	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>
<b>Water</b>					
<b>Revenue</b>					
Parcel Taxes	\$ 43,270	\$ 33,933	\$ 33,933	\$ 33,933	\$ 33,933
User Levies	752,700	767,800	783,200	798,900	814,900
Fees and Charges	4,200	4,300	4,400	4,500	4,600
Government Grants - Capital	716,844	157,500	157,500	157,500	
	<b>1,517,014</b>	<b>963,533</b>	<b>979,033</b>	<b>994,833</b>	<b>853,433</b>
Operations Expense	738,968	750,100	761,400	772,800	
Preventative Maintenance Program	80,000				
Studies & Planning		-	-	-	
Debt Interest	43,270	81,081	81,081	81,081	81,081
Amortization	186,100	270,200	349,100	454,300	
<b>Total Expenses</b>	<b>1,048,338</b>	<b>1,101,381</b>	<b>1,191,581</b>	<b>1,308,181</b>	<b>81,081</b>
<b>Net Income (Loss)</b>	<b>468,676</b>	<b>(137,848)</b>	<b>(212,548)</b>	<b>(313,348)</b>	<b>772,352</b>
<b>Allocations</b>					
Debt proceeds	2,039,011	367,500	367,500	367,500	-
Capital Expenditures	(2,659,187)	(469,500)	(469,500)	(468,500)	-
Capital Planning	(131,667)	-	-	-	-
Debt principal repayment	-	47,148	47,148	47,148	47,148
Transfers from (to) reserves		-	-	-	-
Transfers from (to) surplus	97,068	(77,500)	(81,700)	(87,100)	(819,500)
Reserve fund in excess of amortization	186,100	270,200	349,100	454,300	-
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks  
Five Year Plan 2013 to 2017  
Operations Summary  
Supporting Schedule A**

	<b>2013 Plan</b>	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>
<b>Sewer</b>					
<b>Revenue</b>					
Parcel Taxes	\$ 38,295	\$ 73,200	\$ 73,200	\$ 73,200	\$ 73,200
User Levies	745,000	759,900	775,100	790,600	806,400
Fees and Charges	9,000	9,200	9,400	9,600	9,800
Government Grants - Capital	491,844	90,000	90,000	90,000	
	<b>1,284,138</b>	<b>932,300</b>	<b>947,700</b>	<b>963,400</b>	<b>889,400</b>
Operations Expense	692,362	702,700	713,200	723,900	734,800
Preventative Maintenance Program	35,000				
Studies & Planning	-	-	-	-	
Debt Interest	25,758	43,190	43,190	43,190	43,190
Amortization	130,000	160,000	205,000	265,000	
<b>Total Expenses</b>	<b>883,121</b>	<b>905,890</b>	<b>961,390</b>	<b>1,032,090</b>	<b>777,990</b>
<b>Net Income (Loss)</b>	<b>401,018</b>	<b>26,410</b>	<b>(13,690)</b>	<b>(68,690)</b>	<b>111,410</b>
<b>Allocations</b>					
Debt proceeds	563,511	210,000	210,000	210,000	
Capital Expenditures	(1,055,354)	(244,500)	(244,500)	(240,500)	-
Capital Planning	-	-	-	-	
Debt principal repayment	(6,495)	(30,010)	(30,010)	(30,010)	(30,010)
Transfers from (to) reserves	-	-	-	-	-
Transfers from (to) surplus	(32,679)	(121,900)	(126,800)	(135,800)	(81,400)
Reserve fund in excess of amortization	130,000	160,000	205,000	265,000	-
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Appendix B to Bylaw 1948**  
**Consolidated 5 Year Financial Plan 2013 - 2017**  
**Revenues, Property Taxes and Exemptions**

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 Bylaw, objectives and policies regarding each of the following:

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

**Sources of Revenue**

Revenue source	% of Total 2013 Revenue
Property taxes , grants in lieu & franchise Fees	24.1%
Parcel taxes	0.7%
User levies	14.1%
Fees and charges	40.7%
Grants and other	20.4%

*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*

- The City will review the fees/charges annually to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue resources instead of property taxes.
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

**Distribution of Property Tax Rates**

In establishing property tax rates, Council will 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

**City of Grand Forks**  
**Appendix B to Bylaw 1948**  
**Consolidated 5 Year Financial Plan 2013 - 2017**  
**Revenues, Property Taxes and Exemptions**

The City will receive the Revised Assessment Roll for 2013 in April and will set the property tax rates based on the assessment before May 15, 2013. The 2013 distribution of property tax rates amongst all the property classifications will not be known until then.

The distribution for 2012 were as follows:

3.46997496	Property Class	% of General Revenue Taxation
	Residential	53.1800%
	Utility	1.8000%
	Major Industry	23.1700%
	Light Industry	1.2300%
	Business and Other	20.5900%
	Recreation / Non-profit	0.0100%
	Farm	0.0200%

**Objective**

To ensure equity among property classes by reviewing the rates or property class allocations annually. In 2009 the industry tax ratio was lowered to 17.06 from 20.52. In 2010, the industry ratio was further lowered to 14.18, in 2011 it was lowered to 11.51, and in 2012 it was lowered to 10.55. As well, in 2011, the business conversion ratio was lowered from 3.47 to 2.75, and in 2012 it was lowered to 2.52. In 2010 the light industry class was lowered from 4.22 to 3.21, in 2012 it was lowered to 2.96. For 2013, consideration for class conversion ratios will be considered in April.

**Policies**

- The City will review and set tax rates and shift each property classification's tax share annually until such time as Council deems the property classifications' share to be equitable.

**Permissive Tax Exemptions**

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.

**Objective**

To optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents, to provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner, to restrict provision of exemption to those providing an extension to city services and to reduce the impact to city revenues.

**Policies**

Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to the public.



City of Grand Forks  
Supporting Schedule B  
Consolidated 5 Year Financial Plan 2013 -2017

	% of 2013 Total funding	2013 \$	2014 \$	2015 \$	2016 \$	2017 \$
<b>FUNDING SOURCES BEFORE TRANSFERS FROM RESERVES / SURPLUS</b>						
Property Tax Levies, Grants in lieu & Franchise Fees	17.12%	2,872,799	2,929,200	2,986,800	3,045,500	3,105,400
Parcel Taxes						
Water	0.26%	43,270	33,933	33,933	33,933	33,933
Sewer	0.23%	38,295	73,200	73,200	73,200	73,200
Total Parcel Taxes	0.49%	81,565	107,133	107,133	107,133	107,133
User Levies						
Water	4.49%	752,700	767,800	783,200	798,900	814,900
Sewer	4.44%	745,000	759,900	775,100	790,600	806,400
Solid Waste	1.11%	186,000	187,900	189,800	191,700	193,600
Total User Levies	10.04%	1,683,700	1,715,600	1,748,100	1,781,200	1,814,900
Fees and charges						
General	3.54%	594,543	606,400	618,500	630,900	643,500
Water	0.03%	4,200	4,300	4,400	4,500	4,600
Sewer	0.05%	9,000	9,200	9,400	9,600	9,800
Electrical Fees	25.13%	4,216,000	4,384,600	4,560,000	4,742,400	4,932,100
Electrical - other fees and charges	0.24%	40,000	41,600	43,300	45,000	46,800
Total Fees and Charges	28.99%	4,863,743	5,046,100	5,235,600	5,432,400	5,636,800
Other sources						
General Operating	0.77%	129,940	132,500	135,200	137,900	140,700
Total Operating Revenue		9,631,747	9,930,533	10,212,833	10,504,133	10,804,933
Slag Sales	1.52%	255,000	257,550	260,126	262,727	265,354
Capital Government grants, DCC's & Gas Tax & Other	12.24%	2,053,377	697,500	697,500	697,500	450,000
Total Revenue	71.17%	11,940,124	10,885,583	11,170,458	11,464,360	11,520,287
Debt proceeds						
General	3.95%	663,511	663,510	663,510	663,510	-
Water	12.15%	2,039,011	367,500	367,500	367,500	-
Sewer	3.36%	563,511	210,000	210,000	210,000	-
Equipment	0.00%	-	-	-	-	-
Total Debt Proceeds	19.47%	3,266,032	1,241,010	1,241,010	1,241,010	-
TOTAL FUNDING SOURCES BEFORE TRANSFERS FROM RESERVES / SURPLUS	90.63%	15,206,155	12,126,593	12,411,469	12,705,370	11,520,287
<b>EXPENDITURES</b>						
Purchases for Resale						
General	0.31%	52,734	54,300	55,900	57,600	59,300
Electrical	18.53%	3,109,400	3,233,800	3,363,200	3,497,700	3,637,600
Total Cost of Sales	18.85%	3,162,134	3,288,100	3,419,100	3,555,300	3,696,900
Operating, Community, Planning & Preventative Expenses						
General	27.62%	4,633,335	4,800,630	4,875,140	4,950,749	5,027,560
Water	4.88%	818,968	750,100	761,400	772,800	-
Sewer	4.34%	727,362	702,700	713,200	723,900	734,800
Electrical	3.62%	607,400	488,500	493,400	498,300	503,300
Equipment net recoveries	-0.72%	(119,978)	(116,500)	(113,000)	(109,200)	(105,300)
Total Operation Expenses	39.74%	6,667,088	6,625,430	6,730,140	6,836,549	6,160,360
Debt interest						
General	0.40%	67,937	100,910	100,911	100,912	96,838
Water	0.26%	43,270	81,081	81,081	81,081	81,081
Sewer	0.15%	25,758	43,190	43,190	43,190	43,190
Equipment	0.02%	3,203	-	-	-	-
Total Debt Interest expense	0.84%	140,168	225,180	225,181	225,182	221,108
Capital expenditures						
General	13.93%	2,336,591	630,000	630,000	630,000	648,900

City of Grand Forks  
Supporting Schedule B  
Consolidated 5 Year Financial Plan 2013 -2017

	% of 2013 Total funding	2013 \$	2014 \$	2015 \$	2016 \$	2017 \$
Water	16.63%	2,790,854	469,500	469,500	468,500	-
Sewer	6.29%	1,055,354	244,500	244,500	240,500	-
Electrical	1.40%	235,000	239,700	244,494	249,384	254,372
Equipment	1.25%	210,000	-	-	-	-
<b>Total Capital Expenditures</b>	<b>39.50%</b>	<b>6,627,799</b>	<b>1,583,700</b>	<b>1,588,494</b>	<b>1,588,384</b>	<b>903,272</b>
<b>Debt principal repayment</b>						
General	0.56%	94,657	139,923	139,923	139,923	90,408
Water	0.00%	-	(47,148)	(47,148)	(47,148)	(47,148)
Sewer		6,495	30,010	30,010	30,010	30,010
Equipment	0.47%	79,416	74,426	41,902	745	-
<b>Total Debt principal repayment</b>	<b>1.08%</b>	<b>180,568</b>	<b>197,211</b>	<b>164,687</b>	<b>123,530</b>	<b>73,270</b>
<b>TOTAL EXPENDITURES</b>	<b>100.00%</b>	<b>16,777,757</b>	<b>11,919,622</b>	<b>12,127,603</b>	<b>12,328,946</b>	<b>11,054,910</b>
<b>NET TRANSFER FROM (TO) RESERVES and SURPLUS</b>	<b>9.37%</b>	<b>1,571,602</b>	<b>(206,972)</b>	<b>(283,865)</b>	<b>(376,424)</b>	<b>(465,377)</b>
<b>RECAP NET TRANSFER FROM (TO) RESERVES</b>						
General (includes slag transfer)		1,228,772	80,502	71,375	61,852	680,655
Water		97,068	(77,500)	(81,700)	(87,100)	(819,500)
Sewer		(32,679)	(121,900)	(126,800)	(135,800)	(81,400)
Electrical		350,800	380,300	376,458	371,979	367,269
Equipment		172,641	(42,074)	(71,098)	(108,455)	(105,300)
<b>Total</b>		<b>1,816,602</b>	<b>219,328</b>	<b>168,235</b>	<b>102,476</b>	<b>41,723</b>
<b>Amortization</b>						
General	4.53%	760,000	775,200	790,704	806,518	822,648
Water	1.11%	186,100	270,200	349,100	454,300	-
Sewer	0.77%	130,000	160,000	205,000	265,000	-
Electrical	0.20%	34,000	34,000	34,000	34,000	34,000
Equipment	1.46%	245,568	250,479	255,489	260,599	265,811
<b>Total Amortization</b>	<b>8.08%</b>	<b>1,355,668</b>	<b>1,489,879</b>	<b>1,634,293</b>	<b>1,820,417</b>	<b>1,122,459</b>
		<b>(245,000)</b>	<b>(426,300)</b>	<b>(452,100)</b>	<b>(478,900)</b>	<b>(507,100)</b>