

**THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING**

**November 12, 2013–9:00a.m.
6641 Industrial Parkway (Old Canpar office building)**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1	<u>THANK YOU AND ACKNOWLEDGEMENTS</u>		
	a) Roxul - Mr. Elmar Herrmann - Thank you from the City of Grand Forks for the support provided to the City throughout the fire and for providing temporary office space to the City until City Hall has been restored.		
	b) School District #51 - Mr. Kevin Argue - Thank you for support provided by the School District to the City at the time of the fire and for the use of the 5th Street location as temporary office space until City Hall has been restored.		
2	<u>CALL TO ORDER</u>		
	Call meeting to order at 9:00 am		Call the meeting to order
3	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	Agenda for November 12th, 2013	Adopt the Agenda for November 12th, 2013.	Adoption of Agenda
4	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	Interfor - Andrew Horahan of Interfor Mr. Horahan is providing a power point presentation and update to Council on the recent activities of Interfor.		Receive the presentation by Andrew Horahan of Interfor.
5	<u>PRESENTATIONS FROM STAFF</u>		
	Manager of Development and Planning - Comprehensive Water Meter Program Water Metering.pdf	Request for early budget approval for the Comprehensive Water Meter Program	Committee of the Whole receives the Comprehensive Water Meter Program report and refers to the November 12th Regular Meeting.

Manager of Community Services -
Community Events and Organization
Support Policy No. 503
[Community Events.pdf](#)

Discussion regarding the
components of the proposed
policy

That the Committee of the
Whole considers and
discusses the draft policy with
regard to Community Events
and Organization Support,
Policy No. 503 and
determines to direct staff of
any required modifications
prior to consideration of
Council.

And further, that the
Committee of the Whole
recommends to Council to
refer the Policy, whether in its
entirety or as a modified
document, to the November
25th Regular Meeting of
Council.

Corporate Officer - 2014 Regular and
Committee of the Whole Meeting
Schedule
[Calendar of Meetings.pdf](#)

Council discussion of the
Notice of the Schedule of
Regular and Committee of
the Whole Meetings

The Committee of the
Whole receives the 2014
Regular and Committee of
the Whole meeting schedule
and refers the schedule to the
November 25th Regular
Council meeting.

Public Works Department - David
Reid - Snow Clearing Roads and
Airport Policy No:1103 - Power Point
Presentation
[Snow Clearing Roads and Airport.pdf](#)

To identify the City's snow
clearing priorities for roads
and the airport

Receive for information

Public Works Department - David
Reid - Snow Clearing of Sidewalks
Policy No. 1140
[Snow Clearing Sidewalks.pdf](#)

To identify the City's snow
clearing priorities for
sidewalks.

Receive for information

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REPORTS AND DISCUSSION

Monthly Highlight Reports from
Department Managers
[Fire Dept. Report](#)
[Finance Report](#)
[Engineering and Planning report](#)
[Building Inspection Report](#)
[Corporate Administration Report](#)

Staff request for Council to
receive the monthly activity
report from department
managers

That the Committee of the
Wholes recommends to
Council to receive the
monthly activity reports.

7 **PROPOSED BYLAWS FOR DISCUSSION**

Chief Financial Officer - Bylaw # 1992
-2013-2017 Financial Plan
Amendment
[RFD COTW Bylaw 1992 Financial
Plan 2013-2017 Financial Plan
Amendment.pdf](#)

Bylaw No. 1992 2013 -2017,
Financial Plan Amendment
Bylaw

The Committee of the Whole
recommends Council refer
Bylaw No. 1992 2013-2017
Financial Plan Amendment
Bylaw to the November 25th
Regular Meeting of Council.

Building Inspection and Bylaw
Services - Deer Feeding Bylaw No.
1967
[RFD Deer Feeding Bylaw.pdf](#)

A Bylaw to prohibit the
feeding of deer within the
municipal boundary of the
City of Grand Forks

That the Committee of the
Whole recommends to
Council to refer Bylaw
No.1967 to the November
25th Regular Meeting of
Council.

8 **INFORMATION ITEMS**

Chief Financial Officer - 2014
Financial plan Schedule
[Memo - 2014 Financial Plan
Schedule.doc](#)

The tentative 2014-2018
Financial Plan timeline

Receive for information

Councillor Gary Smith - Declaration
Under Section 107 of the Community
Charter
[Declaration -Gary Smith.pdf](#)

Contract with the City of
Grand Forks for Pest Control

Council receives
the Memorandum submitted
by Councillor Smith with
regard to the Declaration
under section 107 of the
Community Charter and
refers it to the November 12th
Regular meeting summary of
information.

Fire Chief / Manager of Emergency
Services - joint fire service agreement
between Grand Forks Rural Fire
Protection and the City of Grand
Forks
[Joint Fire Services.pdf](#)

Receive for information

Phoenix Mountain Alpine Ski Society -
the 2013-2014 ski season
[Phoenix Mountain.pdf](#)

Request for financial support
in the amount of \$25,000 to
ensure continued operation of
the Phoenix Mountain Ski Hill
this season.

The Committee of the Whole
receives the letter from
Phoenix Mountain Alpine Ski
Society for discussion
purposes and direct staff
accordingly.

9 **CORRESPONDENCE ITEMS**

10 **LATE ITEMS**

11 **REPORTS, QUESTIONS AND INQUIRIES**

FROM MEMBERS OF THE COUNCIL
(VERBAL)

12 **QUESTION PERIOD FROM THE PUBLIC**

13 **ADJOURNMENT**

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

DATE: November 12, 2013

TOPIC: Comprehensive Water Meter Program

PROPOSAL: Request for Early Budget Approval for the Comprehensive Water Meter Program

PROPOSED BY: City Staff

SUMMARY:

A key goal for the City of Grand Forks is to ensure a healthy and viable community. Safe drinking water, including effective use of our water resources, is essential to this goal. Therefore, and as part of Council's overall Corporate Strategic Plan for 2012 – 2014, universal water metering has been identified as a critical action for optimizing water system services, reducing energy requirements, and sizing infrastructure for reasonable water consumption rates. Discussions to date with council have included cost estimates, grant applications, potential demand reductions and correlating water conservation to deferred capital projects, methods of delivery, types of technology, and scheduling and phasing options.

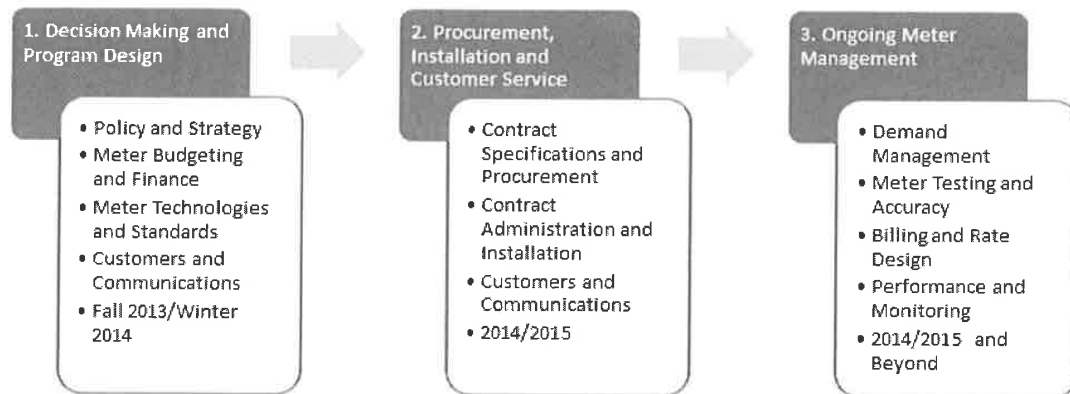
This Request for Decision relates to embarking on a comprehensive water metering program that achieves two key outcomes:

1. Complete the universal water metering program by including single and two family properties, estimated at a total capital cost of \$1,300,000.
2. Integrate the existing meters (all connections other than single and two family properties) with the proposed new meters and create a comprehensive water metering program for all connections in Grand Forks.

The desired approach, as outlined in this report to Committee of the Whole, is aligned with the City's long term Asset Management Program and Sustainable Community Plan and will allow for more effective information and management of the City's water supply and distribution system.

Desired Approach

Water metering is a water measurement tool that provides information to utility staff, Council, customers and the public therefore its impacts are broad-reaching. As a result, the desired approach to implementing water metering must also consider its impacts throughout its life cycle. For example, accessing private dwellings for meter installations requires sufficient authority (e.g. Bylaw) and completing the installation in a manner that provides customer satisfaction requires specific materials and processes for engagement. Overall, there are three phases to the meter program as illustrated below:



Each of the categories mentioned above will be explained in more detail throughout this report to assist Council in making the decision to embark on the comprehensive water metering program. The specifics of the Request for Decision are laid out first.

Implications of Recommendation

General

- Deliver a comprehensive universal metering program in line with the Corporate Strategic Plan for 2012 – 2014 and to deliver on stated priorities regarding community water management.
- Universal water metering is a tool within a water conservation framework that is known to help reduce water consumption and limit the impacts to groundwater capacities, decrease the volume of sewage requiring treatment, as well as, reduce annual power consumption.

Organizational

- With actual meter data, staff can operate the water and wastewater systems more efficiently with respect to the need for additional infrastructure to accommodate excess flows
- Water system decision making and management programs can be improved with respect to more accurate supply and demand assessments
- An ongoing meter program requires allocating existing staff resources, as well as other external resources (i.e. consultants and contractors) to implement the three-phase approach to comprehensive water metering

Financial

- The estimated cost of implementing the final phase of universal water metering is \$1,300,000. This project is to be funded by gas tax funding.
- Ongoing data collection, maintenance, and long-term replacement of water meters will be determined as part of this project. Initial sources of revenue likely include updated water utility rates.

Staff Recommendation

- Committee of the Whole recommends to Council to approve early budget approval for the initiation of the Comprehensive Water Metering Program, in the desired approach as laid out in this report.

Options for Decision

Option 1: Committee of the Whole recommends to Council to approve early budget approval of the comprehensive water metering program as presented.

Option 2: Committee of the Whole recommends to Council to not proceed with universal metering.

Option 3: Committee of the Whole recommends to Council to defer the project.

Benefits, Disadvantages and Negative Impacts

A decision to approve the comprehensive water metering program would advance the City on its stated objective for universal water metering as part of its 5 year capital plan. Proceeding with the program now would result in actual water use data to be integrated into pending capital project decisions for 2015-2016, which as they relate to water and sewer utilities, are affected by water use projections. Also, operational savings from energy reductions for example, would be realized soon after installation as part of the broader conservation framework and reduce some operating costs. Choosing to defer this project would delay the ability to integrate water use data with pending capital projects and may result in under-, or, over-sizing of key water and wastewater facilities in the near future. Further, demonstrating real results for metering and demand management on top of integrating asset management with utility services is a priority for grants. Lastly, a decision to not proceed with universal metering would be contrary to previous Council priorities and require additional review.

Legislative Impacts, Precedents, Policies

The City has completed a number of reports and studies over the past years, including, the Water Conservation Plan, the Water System Audit and Demand Management Plan, and the Drought Management Plan all of which supports the recommendation of implementing a universal water metering program to aid the City's efforts to reduce water consumption. The Community Sustainability Plan states the City's priority to install water meters for ensuring the long-term viability of the City's water system for future generations. Delivering on the water metering program aligns with provincial policy regarding water use for generations and the provincial government has suggested that metering is required to be considered for stimulus funding towards asset management grants.

Discussion**i. Why Meter?**

A water system can reach its full potential for sustaining a community when clear knowledge of water supply and demand is available and integrated as part of utility decision making. Water meters provide direct benefits to three critical utility principals:

- Water Conservation to protect the resource
- Equity billing for user pay financing
- Minimize system losses to provide low cost of service

Water metering directly aligns with all three critical utility principals as it relates to Grand Forks. **Water conservation** will help reduce water demands to a level that can be readily supported by the local groundwater resources. **Equity billing** will help ensure all customers are being billed fairly for their water consumption. **Minimizing** system losses helps reduce the cost of service by reducing water and pumping demands which as a result reduces energy consumption costs. Water metering also helps offset large capital expenditures that are usually triggered by growth. This water metering program is also another example that the City of Grand Forks is “doing more with less” which is one of the provinces key messages for all municipalities throughout British Columbia. So, in effect, the case for metering in Grand Forks relates to City’s stated objectives for water conservation, fair financing of services, and delivering utility services at a low cost. The discussion below translates these stated City-objectives as well as the desired three phase approach into a methodology for delivering on a comprehensive universal metering program.

ii. Comprehensive Metering Program

Water metering is a tool that provides information to utility staff, Council, customers and the public therefore its impacts are broad-reaching. As a result, the desired approach to implementing water metering must also consider its impacts throughout its life cycle. For effective coverage of the issues from start to finish of the universal metering program, three phases have been developed, including:

1. Decision Making and Program Design
2. Procurement, Installation and Customer Service
3. Ongoing Meter Management

Each of the categories mentioned above will be explained in more detail below to assist Council in making the decision to embark on the comprehensive water metering program.

1.0 Decision Making and Program Design

It is important to establish a solid framework prior to implementing the key activities within a metering program. For Phase 1 – Decision Making and Program Design, staff in coordination with consultants will determine the list of actions and key results for each of the following major topics.

1.1 Policy and Strategy

Thorough definition of the necessary policy and regulations to deliver a water meter program will benefit staff, Council and the public because core issues, concerns, and protocols are developed up front. For example, spending the time to conduct the necessary readings of a water meter regulations bylaw will provide the platform for discussion and for confirming program elements. Further, policy and regulations activities in Phase 1 can include:

- Develop necessary authority to complete meter procurement and installation by City staff or contractors (e.g. Water Meter Regulations Bylaw)
- Update other/related bylaws or policies to suit the preferred direction of the meter program
- Confirm insurance requirements
- Create objectives for the water meter program to align the activities, roles, measures, and milestones for Phase 1 to Phase 3

1.2 Meter Budgeting and Finance

Although the funds for the capital installation of the meters are known, it is critical to confirm the timing, the estimated amounts and the revenues for their entire life cycle. For Phase 1, the following activities will be conducted:

- Confirm source and timing of funds for meter procurement and installation
- Determine preferred approach to funding maintenance, testing, and replacement of future meters
- Allocate budgets for procurement, installation, and communications
- Confirm resource requirements for meter data collection and billing
- Determine scope for City resources, consultant(s) and contractor(s)

1.3 Meter Technologies and Standards

Not all meters provide the same performance therefore it is important to identify the preferred technologies so that supplier submissions (during procurement) match the City's needs. As part of Phase 1, the meter program will complete the following activities:

- Identify list of installed meters in place (for all customers other than Single and Two family properties)
- Confirm preferences for yard pit installations versus in-home
- Meter sizing e.g. matching meter size and accuracy to normal operating flows
- Evaluate and confirm preferred meter technologies e.g. interface units, automation, accuracy, testing requirements, data collection/meter reading, materials, maintenance requirements, scheduling, and supplier performance, staff preferences.

1.4 Customers and Communications

Water meters affect all water system users such as businesses, residents, and agricultural properties therefore it is important to consult those affected throughout all three phases of the meter program. Many connections already have meters (about 20% of the City) therefore it will be important to engage with all customers because for some, information regarding water metering will be new. For Phase 1 with respect to Customers and Communications, staff can coordinate the following activities:

- Identify customer consultation objectives and strategies
- Integrate technical installation information with community values
- Explain the rationale for metering, how the program will benefit the utility and individuals, the potential impacts to customers, and provide opportunities for engagement

- Develop communications materials and facilitate customer-oriented sessions

Reporting and Program Scheduling

The results of the activities under each topic in Phase 1 will be summarized into report form, including a schedule with milestones will be provided to Council for information in February 2014.

2.0 Procurement, Installation and Customer Service

With key decisions made and a strong understanding of project milestones, the knowledge gained in Phase 1 will transition into procuring and installing the meters for all single and two family properties. For Phase 2 – Procurement, Installation and Customer Service, staff in coordination with consultants will determine the list of actions and key results for each of the following major topics:

2.1 Contract Specifications and Procurement

Confirming the contract terms is key to evaluating and selecting the right proponent. Also, detailing specifications will confirm the roles of all parties including performance requirements. Activities for Phase 2 under contract specifications and procurement include details for:

- Approved products and meter technologies
- Meter performance requirements (products and installation standards)
- Meter reading and data collection
- Contractor communications: to staff and to customers
- Testing and accuracy compliance
- Staff responsibilities and contractor deliverables
- Phasing the work and schedules
- Tender process and evaluation criteria
- All other common applications for tendering and awarding for goods and services in Grand Forks

2.2 Contract Administration and Installation

With a supplier-contractor confirmed the program transitions to installations and getting the meters into service. Various processes and deliverables are required throughout the installations including contract administration, customer interactions, and commissioning individual meters. Phase 2 activities for Contract Administration and Installation can include:

- Determine specific schedules for block-by-block works including coordinating with homeowners for property access
- Ensure contractor complies with performance criteria as laid out in the contract specifications
- Quality assurance including review of contractor documentation with respect to complying with installation standards and responding to customer complaints
- Coordinating customer complaint process including possible variance processes for non-install

- Regular project updates to Council on recent successes and possible ways to enhance program where required

2.3 Customers and Communications

The objectives, strategies and actions for communications that were identified in Phase 1 that are applicable to Phase 2 will be initiated with the focus on information sharing, as well as reporting and follow-up with customers where there are specific issues. For Phase 2 with respect to Customer Communications, staff can coordinate the following activities:

- Determine customer complaint and dispute processes
- Communicate installation procedures and provide opportunities for additional information or options to suit customer needs
- Transition communications from process of installing meters to future conditions for water meter information including options for water use feedback (one-step before mock billing)
- Provide options and materials to inform residents of cost-effective ways to reduce water consumption
- Evaluate the benefits of rebate programs for high-priority in-home demands

There will be regular reporting throughout Phase 2 whereby various stakeholders will be provided information and opportunities for engagement. Summarizing these experiences for Council will become part of an ongoing reporting process to the broader community.

3.0 Ongoing Meter Management

Phase 3 of the water metering program is long-term and reflects an ongoing program for water management, aided by water meters. The concepts below will be defined following the stated objectives in Phase 1, the feedback received during Phase 2, and other discussions regarding water service delivery and finance to occur over the next 18 months. However, based on industry best practices, the following topics will become part of regular operations and contribute to future decision making at the Council level. In short, Phase 3 – Ongoing Meter Management will include details and activities including:

3.1 Demand Management

- Follow through of the 2011 Demand Management Action Plan
- Applying water conservation tactics that are directly applicable to Grand Forks, as determined by meter data
- Information sharing and reporting to customers based on actual water use and opportunities for reducing consumption
- Conducting annual water audits to reduce unaccounted for water, minimize losses, and determine areas of focus for water management
- Updating levels of service for existing and future water system customers e.g. subdivision and servicing bylaw updates based on actual water use

3.2 Meter Testing and Accuracy

- Conduct routine meter testing to ensure accuracy and to replace meters that do not meet accuracy thresholds
 - Determine how often testing must take place
 - Determine how accuracy will be measured

3.3 Billing and Rate Design

- Determine preferred water system financing principles and develop new rate structure that balances revenue needs, water conservation, meter financing, and asset management requirements
- Engage with stakeholders on water rate principles and practices

3.4 Performance and Monitoring

Performance and monitoring of the meter program will require key topics, such as listed below. This list will be expanded and refined following the end of Phase 1 – Decision Making and Program Design:

- Customer satisfaction
- Use of Meter data
- Meter Accuracy
- Annual water audit
- Water demand rates (e.g. L/day) per customer type
- Organizational Coverage

Reporting

Summary reporting for all aspects of water conservation, metering, utility financing and capital planning will be coordinated as needed and determined by Council at a future date.

iii. Summary and Closure

Water metering is a tool that provides information to utility staff, Council, customers and the public therefore its impacts are broad-reaching. The desired approach as proposed by Staff to implement the water meter program considers water metering from start through to ongoing water management for the long-term. For effective coverage of the issues and opportunities from start to finish of the universal metering program, three phases have been developed, including:

1. Decision Making and Program Design
2. Procurement, Installation and Customer Service
3. Ongoing Meter Management

Each of the categories has been outlined above and formulates the proposed approach to implementing a universal metering program in Grand Forks. The total capital cost of the project is estimated at \$1,300,000 and Phase 2 is schedule for completion at Fall 2015. The proposal for decision by Staff is for Committee of the Whole to recommend to Council for early budget approval to choose to initiate the Comprehensive Water Metering Program as outlined in this report, and expanded on through three phases of work going forward.



Department Head or
Chief Administrative Officer



Reviewed by Chief Administrative Officer

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

DATE : November 1st, 2013

TOPIC : Community Events & Organization Support Policy No. 503

PROPOSAL : Discussion regarding the components of the proposed policy

PROPOSED BY : City Staff

SUMMARY:

At the June, 2013, Committee of the Whole Meeting, the COTW reviewed and discussed a memorandum from Staff that provided options to Grant In Aid Funding. The COTW directed Staff to prepare a Policy that addressed the points within the memorandum so that Council could consider different options. (The memorandum presented at the June Meeting is attached for Council's reference.)

Staff has prepared the attached draft policy for the Committee of the Wholes' consideration and discussion. The policy addresses the points as presented in the memorandum, and is built in such a way, that Council may choose to modify or eliminate sections without affecting the entire policy. Staff would advise that they had some difficulty in devising the Event Host and Hosting Funds section (highlighted in yellow). Staff's intention was to develop an option that would benefit the community as a whole; inasmuch, there is still the potential that organizations could compete for funding. Council should be apprised, that the policy does not bind Council to allocate funds for any area as indicated in the policy in any given budget year if they so choose not to; however, by not approving the "in-kind" funding area, would greatly reduce the services provided by the City in on-going Events as requested throughout the year.

STAFF RECOMMENDATIONS:

Option 1: That the Committee of the Whole considers and discusses the draft policy with regard to Community Events and Organization Support, Policy No. 503 and determines to direct staff of any required modifications prior to consideration of Council.

And further, that the Committee of the Whole recommends to Council to refer the policy, whether in its entirety or as a modified document, to the November 25th Regular Meeting of Council.

OPTIONS AND ALTERNATIVES:

1. **COTW considers and discusses the proposed Policy No. 503, and after determining changes, if any, to recommend to Council to refer to the November 25th Regular Meeting for consideration.**
2. **COTW receives the proposed policy.** This option will see the proposed policy, as presented for information purposes only.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this policy is that Council may choose to allocate funding in a variety of ways with regard to events and to organizations as a fee for service, if Council so wishes.

Option 2: The disadvantage of not having an events policy in place, would reduce activities and functions, as supported by the City

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Council will need to decide within each given year, the amount of funds to be allocated, if any, towards community events.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Council has the authority to allocate funding to community events and organizations as long as it is not offering direct financial assistance to businesses or individuals.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS		
POLICY TITLE:	Community & Organization Support (Events and Community Oriented Services)	POLICY NO: 503
EFFECTIVE DATE:	SUPERSEDES:	
APPROVAL: Council Resolution	PAGE:	1 of 4

POLICY:

1. PROVISION OF INFORMATION REGARDING GRANT OPPORTUNITIES

The City of Grand Forks' website will include a page dedicated to Community and Organizational Grant Funding Opportunities that intends to provide links to current granting information. The City of Grand Forks will provide up to date Grant Opportunities information on a quarterly basis or as currently received to the City from the Provincial and Federal Governments or their individual Ministries to be placed on the City's website. Organizations should be aware that besides governmentally driven funding information that would be provided as information from the City, that research should be done with regard to the multitudes of other funding opportunities available outside of the governmental realm.

2. NON-MONETARY CITY SUPPORT TO ORGANIZATIONS

a) Assistance to Grant Applicants – Although the role of City Staff is not to fill out or submit Grant applications, Staff may be able to provide advice and/or assistance of information pertinent to the municipality, for the benefit of the grant application.

b) Support Letters to Organizations and Groups – City Council authorizes City Staff to provide Letters of Support in an on-going basis to organizations requesting said support to accompany their funding applications. Letters of Support do not commit the City to any monetary commitments unless previously directed by resolution of Council in compliance with budget restraints.

Organizations requiring letters of support should do so in writing or via email outlining the nature of their funding request; the community or organizational benefits if they receive the grant; identify to whom the request should be addressed; and supply instructions to Staff on where the support letter should be sent – whether it be by personal pick-up at the front counter at City Hall, via email (email address required) or by mail (complete mailing address required), and allow City Staff two weeks in advance to provide their support letter.

3. CITY SUPPORT FUNDING OPTIONS

Council may determine to provide support funding at its discretion and subject to the requirements of the Community Charter and provided Council has an annual allocation of funds in the City's Financial Plan for some or all of the following funding components:

a) Umbrella Organizations

Council may choose to appoint a qualified umbrella organization in compliance with the Canada Revenue Agency's Policy Statement CPS-026, "Guidelines for the Registration of Umbrella Organizations" and in compliance with Subsection 149.1(1) of the Income Tax Act, to act as a funding distributor for determined budgeted allocated funds intending to support other registered charitable community organizations. By law, qualified beneficiaries are regarded as registered charities and the umbrella organization must demonstrate that at least 90 percent of the beneficiaries of its service are registered charities.

Council may determine that yearly allocated funds be directed to the care of the Umbrella Organization with consideration of a set of guidelines that would outline specific requirements geared to benefit the City. It would be Council's discretion whether they wish to provide funding to an umbrella organization within any given year.

b) Fees for Services

Council may determine to provide funding to an organization contingent on a community service agreement between the two parties. The organization entering into the agreement would be obligated to provide determined community services in lieu of funding.

Fees for service requests are required to make their presentations to Council on an annual basis during the City's budgeting process (to allow Council to consider allocating funds for the following year), by presenting their business case for the requested funding amount, in addition to in-kind requirements of the City, in any, and outlining the "community as a whole" services that they intend to provide to the City. If an existing funding agreement is already in place, those agreements would remain in effect until their expiry date. Business cases and correspondence should be submitted in writing to the City by October 31st in order to be presented to Council during the budgeting process for the following year. It is Council's prerogative to accept or reject any proposals.

COMMUNITY SPIRIT EVENT FUNDING PROGRAM

The Community Spirit Events funding program would include funding from both in-kind City contributions and by funds set aside for community events and entertainment opportunities throughout the year. The dedication of funds will determine the caliber and quantities of the events for the following year.

a) In-Kind City Services

Council would determine an annual budget amount for the in-kind services. While no money changes hands, events can incur a significant in-kind to dollar amount in the form of wages paid to employees who are dedicating their time to City assistance for and during an event, and also by use of City equipment and supplies such as loaders, water trucks, sound system, barricades, posters, etc.

During the annual budgeting process, Staff will review with Council, the previous & current year's in-kind contributions to date, in addition to including any scheduled, pre-planned significant events for the following year, so that Council will be able to make the next year's in-kind funding decision.

The in-kind funding will support the yearly smaller and "anchor" events. Posting of in-kind services for these events should be clearly identified as per each event so that costs can be properly tracked and will provide the foundation for budgeting purposes. "Anchor" events are identified as those which traditionally repeat themselves year after year such as a Fall Fair, Canada Day, etc.

In order to protect the assets of the City that may be distributed and requested by various groups and organizations, a refundable deposit will be required by the City. The amount of the deposit will be determined by Staff contingent to those assets which are lent out.

City Sponsored Events and/or Activities

Council may determine to allocate a determined amount of funds through the yearly budgeting process to go towards community events and activities. To assist in the determination of total allocated funds for the program, Staff would review and present to Council, the past City funded sponsorships in addition to reviewing and discussing possible future events and activities for which Council may wish the City to participate.

Working with volunteers and various organizations in relation to events, holidays and activities, Staff would have discretion to determine how to utilize the budgeted funds throughout the year, and have the ability to carry over any surplus funding to the following

year with regard to items 1 through 4, as below. An exception to this guideline would be in relation to larger events and requests, such as festivals, where the City is considering or is requested for event funds exceeding \$2,000, wherein Council would be presented with an event & expense plan (complying within the current budget), either by Staff, or by an organization wishing to become an event host.

Organizations seeking funding from the City must first demonstrate, disclose and provide proof of other applications and funding which may be received from other sources paid to that organization for their event. Organizations or groups that have grants or funding applications in process, or pending, must provide acknowledgments and/or correspondence from the other "grantors", prior to making their presentations to Council as a Delegation in accordance with the City's Delegation Policy.

1. **Statutory Holiday & Seasonal Sponsorship** in the form of "no charge" activities and/or entertainment that would be planned and collaborated with City Staff and event volunteers and organizations in relation to the events.
2. **Advertising Sponsorship** where determined funds intending to support events through advertising requests would be allocated by Staff in compliance with the current budget. Some examples, (but not limited to) are: Event & program booklets, newspaper support regarding community events, "Chuckwagon" Tarps;
3. **Educational Scholarships** – Annually, the City receives a request from the Grand Forks Secondary School for two \$500 scholarships to be given out to two graduation students as per the GFSS Scholarship Policy no. 502
4. **Volunteer Appreciation** – Traditionally, on an annual basis, the City contributes funds toward the recognition and appreciation of its Volunteers
5. **City Sponsored Festival Considerations** – The City may decide to sponsor a Seasonal Festival or Festivals e.g. (but not limited to) are: A Winter Festival, and/or a Summer Festival. A festival would require considerable planning with several groups, organizations and volunteers. The City would require an entity to facilitate and coordinate the details. Council should decide during the annual budgeting process, if they are willing to commit funds for Event Hosting each year.

EVENT HOST & HOSTING FUNDS

The City may advertise for organizations to apply to be an Event Host for yearly festivals. Organizations would be encouraged to apply to be the Event Host and subsequently present their business case to Council. As part of the process, the group would apply for a Hosting Fund in order for the group to do the work and would work with vendors, other organizations and volunteer groups that would be involved in the "festival"; in addition, they would be required to outline all expenses expected to be funded by the City for the venue and would follow the following criteria as part of the application:

- Event Host Group must make a presentation to Council at least four months in advance of the event, fair or a tournament. The presentation must be accompanied by a written plan and requests of the City.
- If at all possible, the presentation to be made in conjunction with the City's budgeting process commencing in the fall taking in consideration of at least four months in advance of the event
- The applicants must specify the amount of event host funding required.
- The applicant must demonstrate the acceptability of the event, fair and tournament within the community and the involvement of volunteers
- The applicant must provide a financial plan for the tournament, event or the fair including donations and advertising revenues and specify the financial and in-kind expectations of the City
- The applicant must specify any waivers of fees, charges and permits from the City including city employee commitment required during the event.

General Requirements

Preference may be given to applications that:

- Partner with other service providers in the community;
- Requesting Provincial Grant money as a priority in order to improve community infrastructure with matching funds from donations and grants, rather than requesting ongoing financial support.

ADDITIONAL REQUIREMENTS

Events support funding allocation unspent from operating fund shall be carried forward into the following fiscal year.

Programs, activities and events must not offer direct financial assistance to businesses, individuals or families.

The City has an Events Request Form which must be completed by those requesting City venues, services and staff. As part of the City's contribution, whether it be financially or in-kind, would require the utilization of the City's brand as a supporter of said event.

In order for Staff to facilitate Council's decisions within this policy, forms and applications would be "as appendices" to this policy and would need to be developed and/or altered by Staff from time to time to facilitate event requirements.

CITY OF GRAND FORKS

POLICY TITLE:	GFSS Scholarships	POLICY NO:	502
EFFECTIVE DATE:	March 16, 2009	SUPERSEDES:	
APPROVAL:	Council Resolution	PAGE:	1 of 1

Purpose:

The purpose of this Policy is to establish guidelines for the giving of an annual scholarship to two graduating students from Grand Forks Secondary School.

Policy:

The following procedures are to be followed:

1. Council will provide two scholarships of \$500 each, annually, for two students graduating from the Grand Forks Secondary School
2. The student recipients must reside within the City of Grand Forks
3. The criteria for awarding the scholarships shall read as follows: \$500.00 to be awarded to each of two candidates proceeding to a Technology or Vocational training, who reside within the geographic boundaries of the City of Grand Forks."

Canada Revenue Agency

Home > Charities and Giving > Charities > Policy and guidance

> Policy Statement CPS-026, Guidelines for the Registration of Umbrella Organizations and Title Holding Organizations

Guidelines for the Registration of Umbrella Organizations and Title Holding Organizations

Policy Statement

Reference number

CPS-026

Effective date

May 1, 2008

Purpose

This policy statement outlines the Charities Directorate's policy on registering organizations that support the charitable sector by promoting the efficiency and/or effectiveness of registered charities, or that advance a charitable purpose by working with and through member groups. In this document, these organizations are described under the general term: umbrella organizations. Registered charities that hold title to property on behalf of other registered charities are also outlined in this policy, given their similarities as "enabling" organizations.

Summary

Overview

Subsection 149.1(1) of the *Income Tax Act* (the "Act") sets out the basic framework for the registration of an organization as a charity. The part of this subsection that is most relevant to this policy is found within the definition of charitable organization:

..."charitable organization" means an organization, whether or not incorporated, (a) all of the resources of which are devoted to **charitable activities carried on by the organization itself...**(emphasis added)

This portion of the Act sets out a two-part test. To qualify for registration, an organization must demonstrate that its activities are: (1) charitable in the sense understood by the law, and (2) carried on by the organization itself.

[Footnote 1]

It is the Directorate's position that an organization does not have to work directly with individual charitable beneficiaries in order to be considered to be advancing a charitable purpose. Within the boundaries described by this policy, the Directorate accepts that umbrella organizations can advance a charitable purpose by directing their activities at improving and enhancing the charitable activities of other generally community-level organizations. In fact, the establishment of a coordinating body is often necessary and integral to the success of a program on a larger scale. The work of such organizations is charitable in so far as it contributes to an improvement in the quality of service to the public, as well as increasing the level of service available to the public.

However, while this policy contemplates arrangements under which a registered charity may work with and through non-charitable entities, the **existing restrictions**, as defined by the Act and common law, still apply. **Registered charities** are prohibited from:

- gifting their resources to organizations that are not qualified donees; and
- operating for, or using their resources for, the private benefit of any person or organization (other than a qualified donee).

As a result, nothing in this policy should be construed as to allow registered charities to provide funding for, or to otherwise more than incidentally confer benefits on, organizations that are not qualified donees

[Footnote 2]

Replacement

The Directorate's Policy Statement CPS-008, *Organizations Established to Assist Other Charities* dated January 12, 1996, is withdrawn and replaced by this policy. The Directorate's Policy Statement CPS-009, *Holding of Property for Charities* is withdrawn and replaced by this policy.

Definitions

i) What is an "umbrella organization"?

The term "umbrella organization" is often used interchangeably with the terms "facilitator organization," "parent organization," or "intermediary organization." A **charitable** umbrella organization is one that works to achieve a charitable goal by supporting, improving, and enhancing the work of groups involved in the delivery of charitable programs. In this relationship, work with individual charitable beneficiaries is usually the role of local level groups.

It is important to note that, for the purposes of this policy, where the preponderance of the work done by an entity is intended to benefit or complement a **single** organization's work, the entity is not considered an umbrella organization, **[Footnote 3]** although these may still qualify for registration. However, an organization that is created merely to enable another organization to circumvent restrictions on the use of charitable resources, for example, to carry on all fundraising or other non-charitable activities on behalf of another charity, would not qualify for registration.

ii) Beneficiaries versus members

An organization's eligibility for charitable registration is determined by reference to its beneficiaries rather than its constituent members. These two categories frequently overlap, but are not necessarily the same.

In the context of this policy, "beneficiary" refers to those individuals or organizations that the umbrella organization's charitable programs are designed to ultimately benefit.

A "member" refers to an individual or organization that, generally through a formal process of recognition, is given a defined right to participate in an umbrella organization's sphere of activity. Membership may take many forms (for example, membership, affiliation, association) and eligibility for inclusion is often based on geography, similarity in mandates, and/or other common interests.

iii) Distinction between organizations described in Section A and Section B

It is the long-standing position of the Charities Directorate that an organization that devotes its resources to improving the efficiency and/or effectiveness of the activities of other registered charities is itself charitable. This is so precisely because, as the Act and common law require registered charities to be exclusively charitable, improving the efficiency and/or effectiveness of such groups can only result in an increase to the overall level and quality of charitable activity. It is also in keeping with the general framework of the Act, which allows registered charities to transfer money and other resources to registered charities and qualified donees.

Section A describes umbrella organizations that restrict their beneficiaries to other registered charities. **[Footnote 4]** As outlined above, an umbrella organization that targets its activities at improving the services of other registered charities, can focus on improving most aspects of the beneficiary groups (for example, direct delivery of charitable programs, planning fundraising campaigns, human resources) subject to the procedures below.

By contrast, Section B contemplates umbrella organizations that work through a network of registered charities and non-registered entities to achieve a recognized charitable purpose. Because these non-registered entities may carry on a mix of charitable and non-charitable activities, it cannot be assumed that improving their general effectiveness and efficiency would necessarily lead to an increase or improvement in charitable activity. Furthermore, registered charities are prohibited from using their resources for the private benefit of organizations that are not qualified donees.

As a result, umbrella organizations that work with both registered charities and non-charitable entities must restrict their work with non-charitable entities, to the provision of services that are narrowly focused on increasing, enhancing, or improving the non-charitable entities services to charitable beneficiaries (that is, the public). Such umbrella organizations must also ensure that their activities confer no more than an incidental benefit on non-charitable entities.

The following example illustrates the difference. An umbrella organization, established to increase the capacity of organizations involved with youth homelessness, might carry on the following activities:

- (1) providing training to counselors on addressing drug addiction associated with homeless youth;
- (2) providing guidance on structuring programs to be more appealing, relevant, and responsive to the particular needs of homeless youth;
- (3) training on how to write successful grant applications and secure funding; and
- (4) providing expertise and guidance on operating a successful fundraising campaign.

In this example, all of the activities would be acceptable for an umbrella organization described in Section A, above. Because all of the beneficiaries of the services are exclusively charitable, the training and guidance will result in an

increase in the operational capacity of the member groups. These benefits will necessarily result in an increase in the quality and/or quantum of charitable activities carried out.

An umbrella organization described in Section B that works with a mix of charitable and non-charitable entities could carry on the activities numbered 1 and 2, above. In our view, these could only result in an improvement in the quality of services available to the homeless youth and, as such, would be charitable. However, activity number 3 and 4 would not be acceptable activities. Increasing the general organizational capacity of a non-charitable entity would not necessarily result in the application of additional resources to the advancement of the charitable purpose. It would also be contrary to the requirements of the Act.

Policy guidelines

A) Charities established to assist other registered charities

"Promoting the efficiency and effectiveness of other registered charities" is a valid charitable purpose. The Charities Directorate's position is that providing a service or assistance that directly improves the charitable programs of other registered charities, that improves the efficient administration of other charities, or that enables charities to realize economies of scale that they could not achieve on their own, is charitable.

The Directorate generally views this as charitable because:

- a) activities that improve the efficiency of charities (for example, by reducing the amount of overall charitable property contributed to operational costs and administration) increase the amount of resources dedicated directly to charitable programs; and
- b) activities that improve the effectiveness of charities (for example, by providing assistance and expertise) increase the capacity of charities to deliver programs and serve individual beneficiaries.

i) Beneficiaries

Per the charitable purpose, the beneficiaries of the services of an umbrella organization in this category are registered charities. As such, to qualify for registration, the organization must demonstrate that **at least 90 percent of the beneficiaries of its services are registered charities.**

The Directorate is prepared to accept that an umbrella organization may provide incidental support to organizations that are not registered charities (up to a maximum of 10 percent numerically **and** in terms of devoted resources) provided this support is limited to non-profit groups with purposes focused on providing a benefit to the community-at-large. [Footnote 5]

ii) Formal purpose

To be eligible for registration within this section, the formal purpose of the umbrella organization should be worded in such a manner that it is clear the object of the organization is to improve the efficiency and/or effectiveness of other registered charities.

However, the mere statement "to improve the efficiency and effectiveness of other registered charities" is not sufficient because it is overly broad. For example, under this wording an organization could purport to improve the efficiency of registered charities by only referring employees trained by a particular training company to registered charities. This, of course, would not be acceptable because it would confer an inappropriate private benefit on the training company.

In addition, an umbrella organization may not be established for a purpose that is political within the meaning of **Policy Statement CPS-022, Political Activities**. Even though the activities of such an organization may, arguably, contribute to a realization of economies of scale and realize efficiencies in member groups, such a purpose is not considered charitable under the common law. Furthermore, the Act explicitly restricts the amount of political activity that any particular charity may conduct. As a result, any umbrella organization that exceeds the limit of allowable political activity could not qualify for registration under the Act.

Umbrella organizations must indicate precisely the means by which they intend to improve the effectiveness and/or efficiency of other registered charities. For example, acceptable wording might be:

- To improve the efficiency of other registered charities by providing a facility, **at below-market rates**, to house the operations of other registered charities.
- To improve the effectiveness of other registered charities by providing expertise on planning, structuring, and improving charitable programs to better address the needs of beneficiaries.
- To improve the capacity of other registered charities by providing consulting and training on operational and management issues such as holding effective meetings, attracting and retaining volunteers, and designing successful programs.



CITY OF GRAND FORKS MEMORANDUM

Settle down.

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DATE : May 28th, 2013

TO : Mayor and Council

FROM : Diane Heinrich
Corporate Officer/Manager of Community Services

SUBJECT: Options to Grant In Aid Funding

At the April 2nd, 2013 Committee of the Whole Meeting, Council engaged in a discussion with regard to the current Grant in Aid policy. The following major concerns were discussed:

- There is an economic impact to the community regarding support for events that the current Grant in Aid policy does not support.
- A concern regarding how groups are chosen for funding provisions and how funding is distributed is much like a lottery system.
- It was commented on that Grant in Aid is tax payer dollars and the City can and does show support in other ways such as in-kind support. Further it was commented that tax payer dollars already go towards supporting amenities, for example parks, that requesting groups use.

In addition, Council offered some comments and suggestions that could possibly take the place of their current policy. These suggestions were as follows:

1. The use of an **umbrella organization** such as the Phoenix Foundation, and if they had the capacity to distribute amounts of funding provided from the City as directed by Council, to community organizations.
2. **Fee for Services** – whereas Council would grant a determined amount of funding to an organization contingent on a community service agreement between the two parties. The organization entering into the agreement would be obligated to provide determined community services in lieu of funding.
3. **A Community Spirit Event Funding Program** - A suggestion that a City fund (community spirit fund) could be developed that would support a determined amount of events a year that the city would contribute to; these events would prove to be a benefit to the whole community, i.e. Canada Day – and that those groups who sought grant in aid funding could fundraise at these events.

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Council referred the issues to their Regular Meeting on April 2nd, whereas Council adopted a resolution that rescinded their Grant in Aid Policy, and additionally resolved to direct staff to bring forward options, such as a "Community Spirit" program, which could include community event oriented funding, for Council's consideration. Since the policy was rescinded, requests to Staff regarding Grant in aid have diminished.

* * *

Staff would like to advise that they struggled with numerous challenges when developing this report. Taking into consideration, Council's concerns and suggestions, Staff has compiled and prepared the following information and suggestions for Council's consideration and discussion:

Additional Resources For Organizations

Prior to the City granting any monetary funding to organizations, a directive should be given to the organizations to research other granting options which may be able to them:

1. Provincial and Federal Grants Access

The City could provide funding "pathways" to Provincial & Federal Grants such as the "Building Communities through Arts and Heritage", for one, whose reason for their existence is to support organizations and societies. Council could choose to be the last resort for funding requests or not. A Staff recommendation with this regard is that Council directs Staff to gather Grant information geared to assist organizations and groups within the community requiring funds, and to make the information available on the City's Website on an annual basis.

2. Letters of Support to Organizations

An additional provision to developing the Social Fabric to the community, Staff is recommending that Council consider Council directs City Staff to submit "Letters of Support" as part of those organizations' grant application process upon request from those organizations and giving a reasonable time frame for Staff to be able to submit.

3. The Use of an Umbrella Association to distribute funds to organizations on behalf of Council

Staff looked into the fundamentals with regard to the Phoenix Foundation and its policy on funding distribution:

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- The foundation builds permanent, income earning endowment funds from charitable gifts and donations (dollars) (An endowment fund is an investment fund that is set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes)
- The Phoenix Foundation uses the interest earned from the invested donations to provide grants to local initiatives and groups in the Boundary region
- Grants go to a wide range of projects that are of benefit to the area and provide a service to the community or take an innovative approach to addressing needs and issues with the area. Focus areas are:
 - animal welfare
 - arts and culture
 - children and families
 - elderly and special care
 - environment
 - health and welfare
 - libraries and education
 - social justice
 - youth
- Funds can be set up to meet different needs and match the specific goals of the donor (i.e. The City of Greenwood has a fund that grants only to projects that involve the City of Greenwood.)
- Money is distributed twice a year by the Grants Committee who assesses the proposals based on criteria established by the board and then makes recommendations to the board for final approval to eligible applicants that include registered charities and qualified donees - a sponsoring relationship can be arranged for groups that are not qualified donees
- The endowments are managed by the Investment Committee
- Funds cannot not be used for operational expenses
- Funds are distributed regionally (unless designated to a specific fund)
- As per the granting policy, sports organizations cannot access funds
- 1% of the revenue generated from investments pays for administration costs in the foundation
- This year the foundation has \$1.5 million invested and has \$20,000 to give out in grant funds
- The core investment amount is never granted out.

Pros

- Council may determine a set amount of funds to contribute to the Phoenix Foundation and specify that the organization use the funds to grant only to projects that involve the City of Grand Forks. Those groups approaching the City for funding would be referred to the Foundation
- The Phoenix Foundation covers an array of eligible needs for social, education, arts and culture, health and environment.

Cons

- The initial funds as determined by Council would be added to the foundation “pot” and not directly to the groups that are looking for funding. As shown above, only \$20,000 for 2013 is planned for disbursement from their total funds of \$1.5 million.
- Sports organizations do not have access to funds. One of Council’s main concerns was the exclusion of some groups when distributing funds from the past Grant in Aid policy.
- Someone else is making a decision that should be with Council.

4. Fees for Service

Council could request that some organizations could provide a service to the City and/or community in lieu of funding.

For example, the following organizations are currently included within the current Budget process:

- The Funding agreement for the Art Gallery could essentially be regarded as a fee for service as they operate the Visitor’s Information Centre (who partners with the City for booking the accommodations for the campground). Council may determine that the Art Gallery could have the provision to provide other services geared to the benefit of the community.
- The Boundary Museum Society is currently reviewing a funding agreement “fee for service” as presented by the City as a response for their 2013 Funding request which is included in the 2013-2017 Financial Plan. Their services include the care and security of the community and area’s artifacts, and a commitment to archiving the City’s records in the basement of City Hall

At the Committee of the Whole Meeting on April 2nd, 2013, the Boundary District Arts Council made a presentation to Council requesting funds in the amount of \$4,500 in order for the group to be able to receive matching funds from the Provincial Arts Council. These funds were included in the City’s Financial Plan. A possible consideration for future funding as a fee for service:

- In conjunction with the “Community Spirit Fund” suggestion by Council (as below), a group, such as the BDAC could provide, as a fee for service to the community in lieu of funding, to become the organizer/liaison to the smaller groups involved in community events, in addition to working with the City’s Corporate Community Services with regard to the events. The City would need to clearly define its requirements in this role by providing a “call for submission” for a Lead Coordinator which would outline the expectations required.

Council to direct Staff to prepare a “Call for Submissions” for a registered non-profit Community organization to apply for a provision of a “Fee For Service” as

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Lead Coordinator for larger, City Sponsored Community events and work in conjunction with the City's Community Services Department by a specific date each year and as outlined in a potential policy.

5. A Community Spirit Event Funding Program

An event funding program would have the intent to benefit the community/area as a whole by granting in-kind services and/or funding towards events themselves:

Granting of "In-Kind" City Services

The City offers "in-kind" funding through various event requests by organizations throughout the year. While although no money changes hands, some events can incur a significant *in-kind to dollar* amount via wages paid to employees who are dedicating their time to City assistance for and during an event and also by use of City equipment such as loaders, water trucks, sound system, etc. In 2012, the City incurred a total of \$45,606. of in-kind contributions to anchor events and smaller various events as indicated below:

Smaller Events in addition to the use of City space, smaller events request in-kind needs, such as use of barricades, picnic tables, etc. Additionally, these smaller events may not be on a yearly regular basis, and therefore annual budgeting is difficult to predict. In 2012, the City provided in-kind services to various events in the amount of \$10,172. This amount would encompass Remembrance Day, last year's Fly-in Appreciation, "Light-up" Christmas event, Farmer's Market, Music in the Park and Relay for Life to name a few. Council may determine that Staff allocate a yearly budgeted "in-kind" amount based on past event experience for small events within the community of Grand Forks.

Anchor Events such as the Grand Forks Fall Fair event incurred approximately \$6,186 in-kind in 2012 plus \$500 granted to sponsor a chuck wagon; the Grand Forks International event incurred \$28,052 in-kind (includes event set up/take-down \$9,821; washroom clean-up \$4,848; electrical \$2,465; bleachers and stadium \$5,794; turf management \$5,124), and Canada Day incurred \$1,196 in-kind, as well as an additional \$800 in funding from the City.

1. AN EVENT HOSTING GRANT POLICY PROPOSAL

OPTION 1: Council may choose to put into place an "Event Hosting Grant Policy" where organizations who host community or anchor events would submit applications for in-kind services and/or monetary requests by a deadline date that would align with the yearly budgeting process. This Hosting Grant would generally apply to the yearly regularly scheduled events and larger one-offs which organizations would have pre-planned. Once an application comes in, Staff would review the in-kind requests and place a dollar figure to it as well as

tabulating any funding requests for the event. Council would consider those applications within the financial plan budgeting process.

OPTION 2: Another way of dealing with an event hosting grant policy is that Council may choose to allocate a set amount of funding to go towards an event hosting grant within the budgeting process. The organizations would have to fill out an events hosting grant at least 90 days prior to the event. This option would allow organizations the chance to apply throughout the year rather than plan a whole year ahead.

Pros

An Event Hosting Grant Policy may promote other groups and organizations to collaborate with smaller groups who would also benefit from the event, and may encourage future yearly community or anchor events to be developed.

Funding for events would be included in the Financial Plan and Option 1 would reduce individual organizations requesting funds which might not be included in the budget throughout the year.

Pre-applications would assist Staff in scheduling City venues and developing Park Use Agreements (if required) ahead of schedule.

Cons

In Option 1, events not planned in time for deadline considerations (or last minute) would risk being excluded from receiving City monetary or in-kind funding (unless they fall under the small event category).

Organizations who request the same functions on a yearly may require some guidance from the City during the first year in order to meet the City's Policy requirements

An Event Hosting Grant Policy could be perceived as "Cherry Picking" if the amount of requests for in-kind and monetary exceeds more than what Council is prepared to place in the budget. Inasmuch, Council would still have the choice to provide reduced monetary/in-kind grants other than what an organization(s) is requesting. Differentiating from the traditional Grant in Aid Policy, an event hosting grant policy, upon following a proper set of criteria that the organizations would be required to adhere to in order to qualify for the Grant, would ensure that the Community as a whole would have a chance to benefit from the event in such ways as:

- Provisions of venue for sports activities or culture for the community
 - Economic impact of the event
 - Possible encouragement of out of town visitors
- Provision of opportunities to increase sales for the local business community
 - Possible demonstration of partnerships with other organizations

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Council, if they so chose, could request that Staff develop an Event Hosting Grant Policy with a determined set of criteria requirements, for their consideration.

2. CITY SPONSORED EVENTS

To date, the sole "City Sponsored Event" is the Volunteer Appreciation Evening whereas the City foots the bill and organizes the event. This is usually held in October where the community's volunteers are recognized (as per submission of nominations which Council considers) for their volunteer work throughout the year. The cost of this event is around a \$1,000 which includes refreshments and the cost of certificates.

Of course, the City provides some form of sponsorship or support to almost every community event in one form or another as aforementioned as in-kind support (and some funding). Additionally, the City's newly formed Community Services Department, assists and oversees the requests from organizations and groups pertaining to Event Requests to use City facilities and services.

As part of the Community Spirit Event Funding Program, Council may choose, as an option, to consider hosting one or two Community Festivals per year. The festivals could essentially be a three to five day event, and for example, hosting a Summer Festival and a Winter Festival.

a. POSSIBLE SCENARIO FOR FESTIVAL(S)

"City Sponsored" would mean that the City would supply a determined amount of funding both monetary and in-kind, towards the event that would intend to take care of advertising and schedules of the event, shuttle provisions (if needed), City owned venues, public works labour & equipment requirements, shade support-creation (summer), leashed pet watering stations (summer), snow clearing (winter), and sub event requests (see below) from various non-profit organizations. These sub-event requests could be considered on an equal division basis, where provisions could be divided fairly by 1) sports requirements, 2) arts & culture, 3) family entertainment and 4) music. Within the creation of the event, businesses may want to do sidewalk sales, etc. as well as various food vendors.

An organization, such as the Boundary District Arts Council, just for an example, (see aforementioned Fee for Service piece) could potentially be the "Head" organizer under the guidance and support from the City's Community Services Department. The City would submit a "Call for sub-event requests for the festival" where smaller organizations would apply for their own event within the festival, and would have to submit these to the City prior to a designated deadline. As with the proposed Event Hosting Grant, these requests would clearly outline all

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in-kind and monetary requests from the City. As a municipality, the City is unable to directly support businesses but can support the event itself which would be open to the community as well as to out of town visitors as well as out of town sports teams, artists, and entertainers. These requests would be compiled by the City's community services department and relevant portions delegated to Public Works. The head organizer would assist the smaller groups and organizations in coordinating the event. The in-kind City Services and approved funding would be channeled from Community Services and distributed where required.

b. STATUTORY HOLIDAYS OPTION

In place of, or in addition to the festival(s) option, Council may chose to provide some funding toward some of the Statutory Holidays such as Family Day in February; Easter; Canada Day. This type of community spirit funds may come in the form of the City providing a form of free community entertainment that could be enjoyed by all; for examples a "face painter" or "clowns" for Canada Day, a magician for Family Day or an arrangement of "free skating" at the arena in partnership with the Regional District.

Council may chose to direct Staff include funds within the next budgeting process in the fall to go towards festival event(s) and/or statutory holiday events.

* * *

CONCLUSION

As a snapshot of the above memorandum, Staff included some options that the Committee of the Whole may recommend to Council to consider as possible solutions to assist organizations and the community as follows:

Options for COTW Recommendations to Council:

1. Provincial and Federal Grants Access

Council directs Staff to gather Grant information geared to assist organizations and groups within the community requiring funds, and to make the information available on the City's Website on an annual basis.

2. Letters of Support to Organizations

Council directs City Staff to submit "Letters of Support" as part of those organizations' grant application process upon request from those organizations and giving a reasonable time frame for Staff to be able to submit.

3. Use of an Umbrella Organization

Council may determine a set amount of funds to contribute to the Phoenix Foundation and specify that the organization use the funds to grant only to projects that involve the City of Grand Forks

4. Fees for Service

Council to direct Staff to prepare a "Call for Submissions" for a registered non-profit Community organization to apply for a provision of a "Fee For Service" as Lead Coordinator for larger, City Sponsored Community events and work in conjunction with the City's Community Services Department by a specific date each year and as outlined in a potential policy.

5. A Community Spirit Event Funding Program

Council may determine that Staff allocate a yearly budgeted "in-kind" amount based on past event experience for small events within the community of Grand Forks.

Council, if they so chose, could request that Staff develop an Event Hosting Grant Policy with a determined set of criteria requirements, for their consideration.

Council may chose to direct Staff include funds within the next budgeting process in the fall to go towards festival event(s) and/or statutory holiday events.

Regards,



Diane Heinrich
Corporate Officer/
Manager of Community Services

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

DATE : November 1st, 2013
TOPIC : 2014 Regular & COTW Meeting Schedule
PROPOSAL : Council discussion of:
Notice of the Schedule of Regular & COTW Meetings
PROPOSED BY : City Staff

SUMMARY:

Attached is a 2014 calendar identifying the proposed Regular Meetings and the Committee of the Whole Meetings for the year 2014. There are 2 Regular Meetings per month, except for July and August where there is only one meeting scheduled. All meetings have been scheduled to avoid UBCM, FCM and AKBLG conferences. Traditionally, the adoption of the Meeting Schedule is given in the first week in December (as it coincides with the Inaugural Meeting after an election); however Council has only one meeting this December which occurs on December 16th. In order to allow Committees of Council and Finance Staff to align and plan for their perspective upcoming meetings for next year, Staff is recommending that Council considers referring the formal adoption of meeting dates to the Regular Meeting of November 25th, 2013.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to refer the adoption of the 2014 Regular and Committee of the Whole Meeting Schedule to the November 25th Regular Meeting.

OPTIONS AND ALTERNATIVES:

Option 1: COTW recommends to Council to refer the adoption of the 2014 Regular and Committee of the Whole Meeting Schedule to November 25th Regular Meeting of Council.

Option 2: COTW recommends to Council to refer the adoption of the 2014 Regular and Committee of the Whole Meeting Schedule to December 16th Regular Meeting of Council.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: Proceeding with the listing as presented ensures that meetings will avoid the times that Council is unavailable, such as UBCM and AKBLG, and further than Council Committees and Staff will be able to align upcoming meetings and budget schedules to the 2014 Calendar.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

No impact.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

Once the Meeting Schedule has been adopted by Council, Section 94 of the Community Charter requires that Council publish notice in two consecutive issues of a newspaper, of the intended yearly meeting schedule.



Department Head or CAO



Reviewed by Chief Administrative Officer



Settle down.

January 2014



Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 New Year's Day	2	3	4
5	6	7	8	9	10	11
12	13 COTW Meeting Regular Council Meeting	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Regular Council Meeting	28	29	30	31	



Settle down.



Settle down.

February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 BC Family Day	11 COTW Meeting Regular Council Meeting	12	13	14	15
16	17	18	19	20	21	22
23	24 Regular Council Meeting	25	26	27	28	



Settle down.

March 2014



Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10 COTW Meeting Regular Council Meeting	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Regular Council Meeting	25	26	27	28	29
30	31					



Settle down.

April 2014



Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 COTW Meeting Regular Council Meeting	8	9 AKBLG Creston	10 AKBLG Creston	11 AKBLG Creston	12
13	14	15	16	17	18 Good Friday	19
20	21 Easter Monday	22	23	24	25	26
27	28 Regular Council Meeting	29	30			



Settle down.

May 2014



Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 COTW Meeting Regular Council Meeting2	13	14	15 Deadline for adopting Tax Rates and Financial Plan	16	17
18	19 Victoria Day	20	21	22	23	24
25	26 Regular Council Meeting	27	28	29	30 FCM—Niagara Falls	31 FCM—Niagara Falls



Settle down.

June 2014



Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 FCM—Niagara Falls	2 FCM—Niagara Falls	3	4	5	6	7
8 COTW Meeting Regular Council Meeting	9	10	11	12	13	14
15	16	17	18	19	20	21
22 Annual Report Regular Council Meeting	23	24	25	26	27	28
29	30					



Settle down.

July 2014



Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Canada Day	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 COTW Meeting Regular Council Meeting	22	23	24	25	26
27	28	29	30	31		



August 2014



Settle down.

Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Civic Holiday	5	6	7	8	9
10	11	12	13	14	15	16
17	18 COTW Meeting Regular Council Meeting	19	20	21	22	23
24	25	26	27	28	29	30
31						



September 2014



Settle down.

Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Labour Day	2 COTW Meeting Regular Council Meeting	3	4	5	6
7	8	9	10	11	12	13
14	15 Regular Council Meeting	16	17	18	19	20
21	22 UBCM Whistler	23 UBCM Whistler	24 UBCM Whistler	25 UBCM Whistler	26 UBCM Whistler	27
28	29	30				



Settle down.

October 2014



Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 COTW Meeting Regular Council Meeting	7	8	9	10	11
12	13 Thanksgiving	14	15	16	17	18
19	20 Regular Council Meeting	21	22	23	24	25
26	27	28	29	30	31	



Settle down.

November 2014



Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 COTW Meeting Regular Council Meeting	4	5	6	7	8
9	10	11 Remembrance Day	12	13	14	15 Local Government Election Day
16	17 Regular Council Meeting	18	19	20	21	22
23	24	25	26	27	28	29
30						



December 2014



Settle down.

Settle down.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 Inaugural Meeting	2	3	4	5	6
7	8	9	10	11	12	13
14	15 COTW Meeting Regular Council Meeting	16	17	18	19	20
21	22	23	24	25 Christmas Day	26 Boxing Day	27
28	29	30	31			

CITY OF GRAND FORKS

POLICY TITLE: Snow Clearing Roads & Airport **POLICY NO:** 1103

EFFECTIVE DATE: August 20th, 2012 **SUPERSEDES:**

APPROVAL: Council **PAGE:** 1 of 1

POLICY:

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Roads and the Grand Forks Airport. Snow removal operations shall be carried out in order of street priority, as indicated below.

PURPOSE:

To identify the City's snow clearing priorities for Roads and the Airport.

STREETS: (see attached map)

Priority #1

- Granby Road from Highway 3 to City gravel pit and Valley Heights Dr.
- 2nd Street from Airport to north side of bridge.
- 72nd Ave. from 5th Street to 8th Street.
- 8th Street from 72nd Ave. to Kettle River Dr.
- Kettle River Dr. from 8th Street to 68th Ave.
- 68th Ave. from Kettle River Dr. to Spraggett.
- 7th Street from 72nd Ave. to 75th Ave. (excluding Central Ave)
- 75th Ave. from 7th Street to Riverside Dr.
- Riverside Dr. from 75th Ave. to Riverside Meadows
- Boundary Dr. from 68th Ave. to 77th Ave. (excluding Central Ave)
- 19th Street from 68th Ave. to Donaldson Dr. (excluding Central Ave)
- Donaldson Dr. from 19th Street to North Fork Rd.
- 77th Ave. from Boundary Dr. to 17th Street.
- 17th Street from 77th Ave. to McCallum View Dr.
- McCallum View Dr. from 17th Street to 76th Ave.
- 76th Ave. from McCallum View Dr. to Donaldson Dr.

- 22nd Street from Central Ave. to 78th Ave.
- 76th Ave. from 22nd Street to 23rd Street
- 75th Ave. from 22nd Street to North Fork Rd.
- 27th Street from 68th Ave. to Central Ave.
- 27th Street from Central Ave. to 75th Ave.
- 25th Street from Central Ave. to 75th Ave.
- 73rd Ave from Boundary Drive to 11th Street.
- 11th street from 73rd Ave to Kettle River Dr.
- 72nd Ave. from Boundary Dr. to 12th Street
- 12th Street from 72nd Ave. to 73rd Ave.

Priority #2

- City owned parking lots and general residential streets.

Priority #3

- Cul-de-sacs, lanes and alleys.

Downtown Core Snow Removal

- The downtown core will be cleared when deemed necessary by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator. (Typically a Priority #2, some clearing of piled snow may drop to a Priority #3)

(Downtown snow removal can be complex and should be cleared taking into consideration the amount of snow, temperature, time of day, day of week etc.. Therefore the timing for the removal of snow in the downtown core will be decided on by the Manager of Operations in consultation with the Roads-Airport and Equipment Coordinator)

Airport Snow Removal

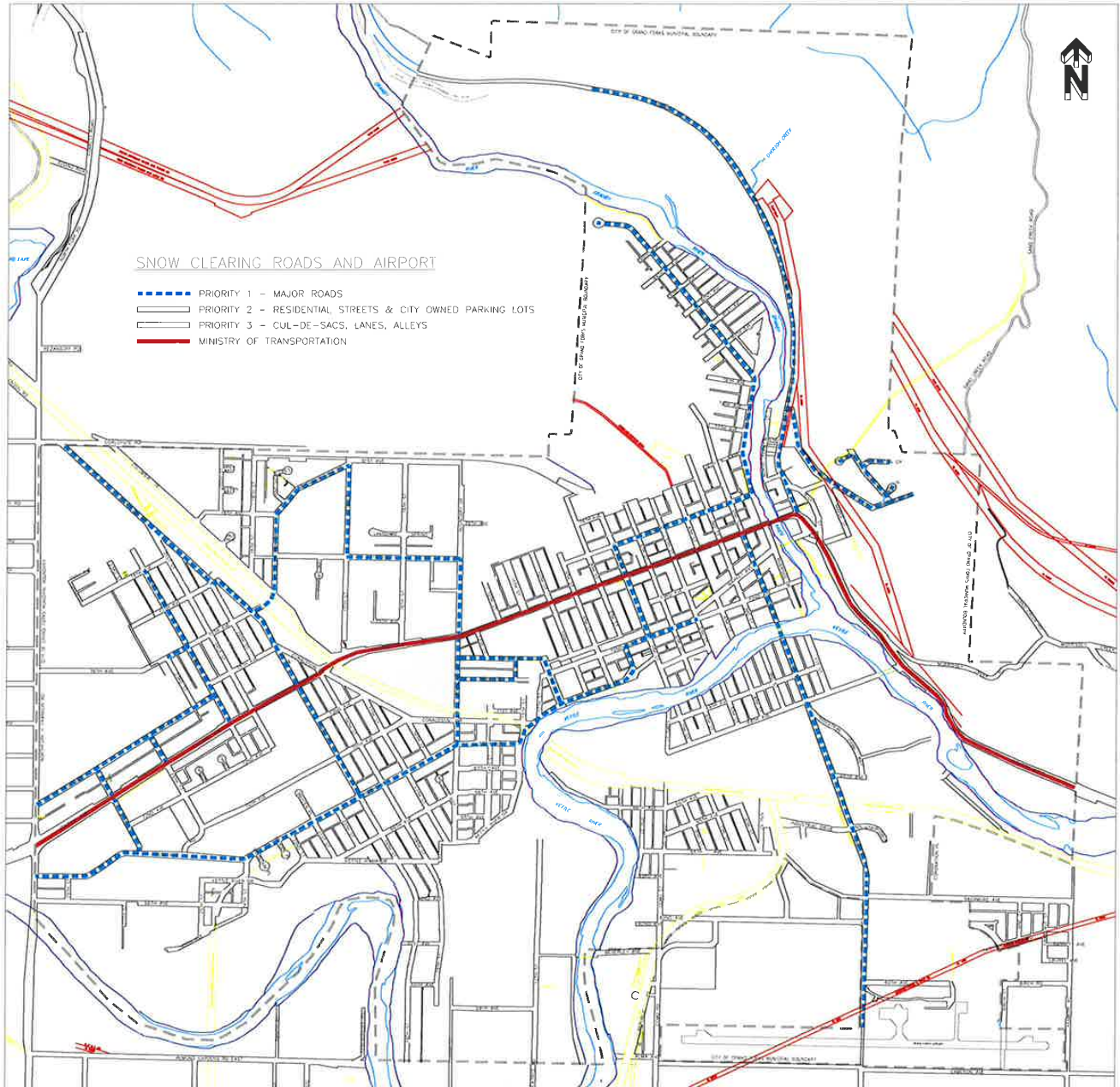
Snow removal at the Municipal Airport shall be as follows:

Priority #1

- When an emergency Medi-vac call originates, personnel will immediately be dispatched to clean the runway and taxiway A of snow.
- When more than 4 inches of snow falls runway and taxiway A are cleared.
- When freezing is expected after melting conditions the runway and taxiway A may be cleared as a Priority #1.
(Not being proactive with removal of slush or melted snow during the day could negate 24 hour Medi-Vac access to the Grand Forks Airport when temperatures drop below freezing)

Priority #2

- At all other times the airport will be considered a priority #2.



CITY OF GRAND FORKS			
POLICY TITLE:	Snow Clearing of Sidewalks	POLICY NO:	1104
EFFECTIVE DATE:	August 20, 2012	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

POLICY:

This policy defines a process by which the City of Grand Forks will provide snow-clearing services for Municipal Sidewalks. The City will clear snow and ice from sidewalks in the priority identified below.

PURPOSE:

To identify the City's snow clearing priorities for Sidewalks.

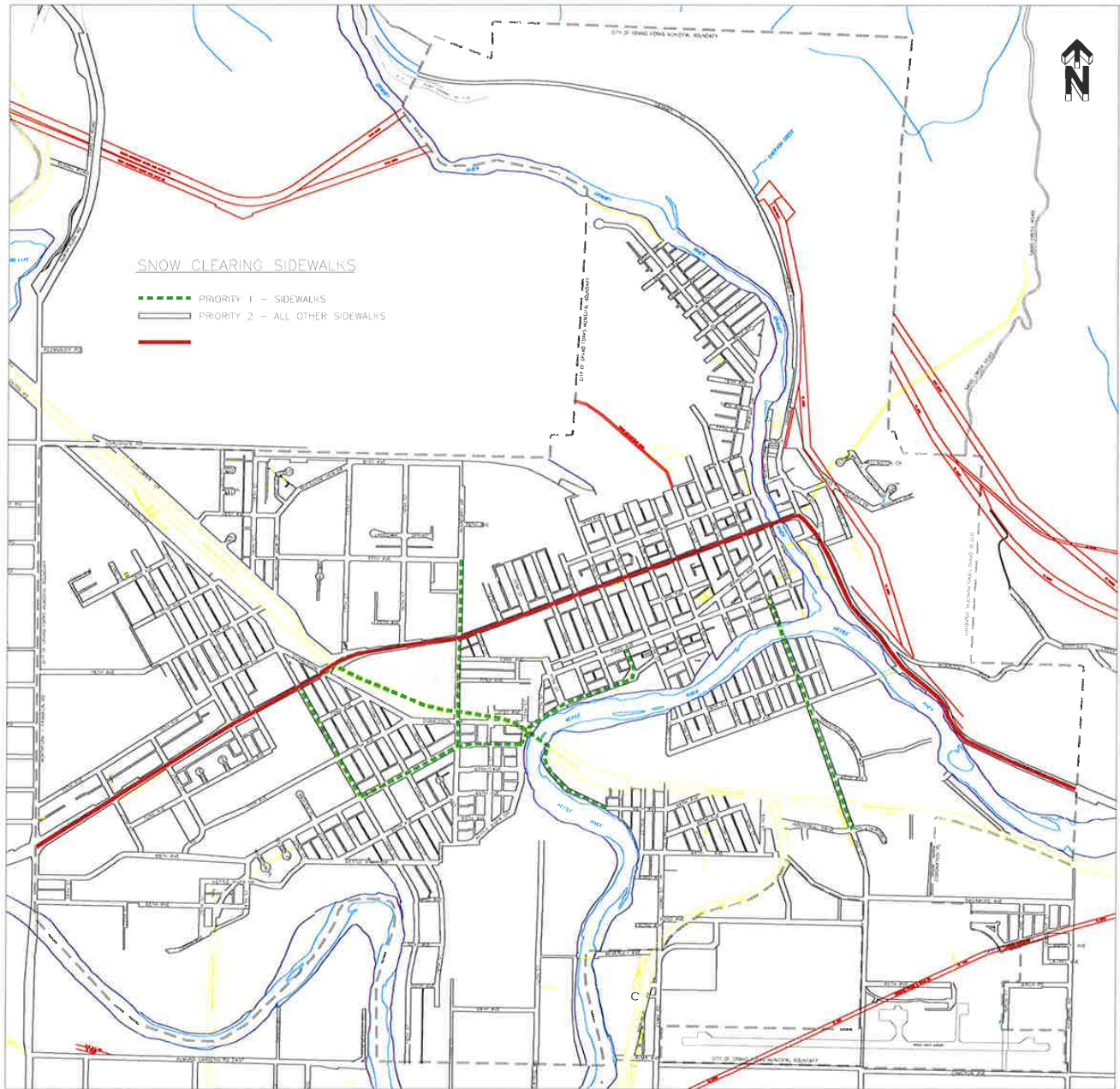
SIDEWALKS: (see attached map.)

Priority #1

- Multi-Use Trail in South Ruckle from Community Garden to Central Avenue
- Central Avenue on south side from Multi-Use Trail end to 19th Street
- Central Avenue on north side from 19th Street to Boundary Drive
- Boundary Drive from 68th Avenue to 77th Avenue
- Central Avenue north side from Boundary Drive to Yale Bridge
- Sidewalks in the downtown core adjacent to city owned property
- Wheel chair ramps and alley drops
- Central Avenue on south side from 2nd to 19th Streets
- 19th Street from Central Avenue to 68th Avenue
- 68th Avenue from 19th Street to Kettle River Drive
- Kettle River Drive from 13th Street to 8th Street
- 8th Street from Kettle River Drive to 72nd Avenue
- 2nd Street from 72nd Avenue to Industrial Drive

Priority #2

- All other sidewalks within the Municipal boundary as deemed most efficient by City Staff.





THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Fire Department
Fire Chief – Dale Heriot

FOR THE MONTH OF October, 2013

OCTOBER'S HIGHLIGHTS:

- ✓ We had 36 calls between September 24-October 24 – 12 fire, 1 rescue, and 23 first responder.
 - Hopper fire at Interfor
 - Haz-Mat – 3 Natural Gas leaks
- ✓ Fire Prevention Week (Oct 6-12)
 - Fire extinguisher training at Interior Health (Bdy Hospital)
 - Volunteers participated in Smoke Detector campaign with Panago Pizza
- ✓ Met with Rotary regarding Fire Safety Plan for Halloween bonfire
- ✓ Fire inspections at Elementary schools
- ✓ Dale – EM186 EOC Information Officer Course (Trail)
- ✓ Kevin – OH&S Conference (Victoria)
- ✓ Joint practice with Big White Fire/Rescue Oct 23th.
- ✓ Consultant on-site Oct 1 to assist with preparation of Aerial RFP.
- ✓ Issued RFP for Aerial Apparatus Oct 25 - closes Dec 16.



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

ROXANNE SHEPHERD
CHIEF FINANCIAL OFFICER

FOR THE MONTH OF OCTOBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Replacing assets from City Hall Fire
- ✓ Moved into temporary location at Canpar
- ✓ Passed Tangible Capital Assets Policy
- ✓ Budget amendment for COTW November
- ✓ Served at Volunteer Appreciation Breakfast
- ✓ 4 current insurance claims open
- ✓ Starting on 2014 Financial Plan



THE CORPORATION OF THE CITY OF
GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Development and
Engineering
MANAGER – Sasha J. Bird

FOR THE MONTH OF OCTOBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Downtown Beautification Upgrades Continue
- ✓ Construction of the Proposed New Liquor Store Continues
- ✓ Granby Building Improvements Continue
- ✓ City of Grand Forks Water Supply Strategy Complete
- ✓ Asset Management Projects Complete
- ✓ Utility Regulation Bylaw Revisions Continue
- ✓ Fees and Charges Bylaw Revisions Continue
- ✓ TCT Multi-Use Pathway Project Complete
- ✓ RFQ for the Emergency Water Supply Upgrades – Electrical Components – Awarded and Commenced
- ✓ Central Ave. Lighting Project Commenced
- ✓ Attended MATI – Community Planning Training



Settle down.

THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM DEPARTMENT MANAGER –WAYNE KOPAN MANAGER – BUILDING INSPECTOR & BYLAW ENFORCEMENT FOR THE MONTH OF OCTOBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Reviewing and follow up on Complaints
- ✓ Preparing Bylaws (Zoning, Deer Feeding)
- ✓ Building Inspection Office new permits for October
 - 1 – Shop Garage
 - 1 – Small residential addition
- ✓ Since July 2 the City has issued building permits for new construction with a value of \$556,800.00
- ✓ Currently have two more commercial ventures pending
- ✓ Continuing with the Building Inspectors Course through BCIT



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Corporate
Administration/Community Services
CORPORATE OFFICER – Diane Heinrich

FOR THE MONTH OF OCTOBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Department prepared Agendas for October 15th & 28th, Council Meetings along with Paper Copies, Website Posting, Drafting Minutes
- ✓ The Department compiled and distributed Weekly Summaries for October 4th, 11th and 25th.
- ✓ Communications continue to provide the public and Local Government Updates to Council and Staff regarding temporary meeting venues and administrative services locations – namely for 5th Street and the old Canpar Office site
- ✓ Completion of proposed Community events policy for presentation to Council at the November 12th Committee of the Whole
- ✓ Organization and attendance at the Volunteer Appreciation Breakfast held on October 22nd

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

DATE : **October 29, 2013**
TOPIC : **Bylaw # 1992 - 2013-2017 Financial Plan Amendment**
PROPOSAL : **Recommend first three readings of 2013-2017 Financial Plan Amendment Bylaw to Council**
PROPOSED BY : **Chief Financial Officer**

SUMMARY:

At the May 21, 2013 Regular Meeting, Council resolved to spend \$20,000 to have solar lighting installed and included in the fabrication of the sign.

At the June 10, 2013 Regular Meeting, Council resolved to fund the Boundary Regional Chamber of Commerce for \$10,000 to be funded from General Surplus.

At the June 24, 2013 Regular Meeting, Council approved amendments for Airport Beacon Site back-up batteries, a sewage pump for Boundary lift station and a water pump for Well #3. The back-up batteries were \$10,130 and it is recommended they are funded from the Capital Reserve. The sewage pump was \$9,276 and it is recommended that it be funded from Sewer Surplus. The water pump was \$16,002 and it is recommended that it be funded from the Capital Reserve.

At the August 19, 2013 Regular Meeting, Council approved additional funding for the Grand Forks Trails Society for \$68,000 to be funded from the Slag Reserve.

At the September 9, 2013 Regular Meeting, Council approved \$96,000 in funding for water infrastructure locates to be funded from Gas Tax.

In addition, the Slag Remediation project, the Highway 3 pedestrian crossing, Public Works furnace and lighting, Fire Hall furnace and City Hall lighting and HVAC will not be completed in 2013.

In summary, the following amendment will be needed to the 2013-2017 Financial Plan expenditures to take the above into account:

20,000	Revenues – Other Sources
-266,340	General Capital
96,000	Water Operating
16,002	Water Capital
10,000	General Community Support
55,000	General Operating
9,276	Sewer Operating
-60,062	Decrease in Expenditures
Funded From:	
20,000	General Surplus
-9,276	Sewer Surplus
78,470	Slag Reserve

66,868	Capital Reserve
<u>-96,000</u>	Gas Tax
-60,062	

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to refer Bylaw #1992 to the November 25th regular meeting of Council for consideration of first, second and third reading.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to refer Bylaw #1992 to the November 25th regular meeting of Council for consideration of first, second and third reading.

Option 2: The Committee of the Whole does not recommend to Council to give first, second and third reading to Bylaw #1992.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

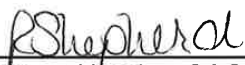
The adoption of a Five Year Financial Plan is an annual requirement under the Community Charter. By the Committee of the Whole recommending to Council to give this Plan first three readings and then final adoption, Council updates the City's authority to operate with the most up to date information regarding the provision of services and the sources of revenue to provide those services. In addition, Council projects a vision of the City's continued operations for the four years following the current operating year.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

The 2013 – 2017 Five Year Financial Plan Amendment includes all intended expenses of the municipality, and the sources of revenue, including property taxes, fees, charges, and grants 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.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1992

**A Bylaw to Revise 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 and that the financial plan may be amended by bylaw at any time;

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

1. Appendix "A" and Appendix "B" 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 Amendment No 1"**.

Read a **FIRST** time this 25st day of November 25, 2013.
Read a **SECOND** time this 25st day of November 25, 2013.
Read a **THIRD** time this 25st day of November 25, 2013.

FINALLY ADOPTED this 16th day of December, 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. 1992, as adopted by the Municipal Council of the City of Grand Forks on the 16th day of December, 2013.

Clerk of the Municipal Council of the
City of Grand Forks

City of Grand Forks
Appendix "A" to Bylaw 1992
Consolidated 5 Year Financial Plan Amended 2013 - 2017

	2013	2014	2015	2016	2017
<u>Revenue</u>					
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	1,682,700	1,714,600	1,747,100	1,780,200	1,813,900
Fees and charges	4,862,243	5,044,600	5,234,100	5,430,800	5,635,200
Grants and other	2,392,317	891,050	897,326	903,627	910,054
Total Revenues	11,891,624	10,686,583	10,972,458	11,267,260	11,571,687
<u>Expenses</u>					
Purchases for resale	3,162,134	3,288,100	3,419,100	3,555,300	3,696,900
Operating	6,844,726	6,704,157	6,803,766	6,904,758	7,007,330
Debt interest	140,168	225,180	225,181	225,182	221,108
Amortization	1,355,668	1,380,224	1,405,242	1,430,732	1,456,703
Total Operating Expenses	11,502,696	11,597,661	11,853,290	12,115,972	12,382,041
Net Revenue (loss)	\$388,927	(\$911,078)	(\$880,831)	(\$848,713)	(\$810,354)
<u>Allocations</u>					
Debt proceeds	3,273,027	1,241,010	1,241,010	1,241,010	1,031,010
Capital expenditures	(6,484,789)	(1,633,700)	(1,638,494)	(1,639,384)	(1,422,772)
Debt principal repayment	(180,568)	(197,211)	(164,687)	(123,530)	(73,270)
Transfers from (to) reserves / surplus	1,647,735	120,756	37,760	(60,116)	(181,317)
Reserve fund in excess of amortization	1,355,668	1,380,224	1,405,242	1,430,732	1,456,703
Financial Plan Balance	\$0	\$0	\$0	\$0	(\$0)

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

General	2013 Plan	2014 Plan	2015 Plan	2016 Plan	2017 Plan
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	185,000	186,900	188,800	190,700	192,600
Slag Sales	255,000	257,550	260,126	262,727	265,354
Fees and Charges	593,043	604,900	617,000	629,300	641,900
Government Grants - Operations	256,846	450,000	450,000	450,000	450,000
Government Grants - Capital	491,844				
Other Sources	179,940	183,500	187,200	190,900	194,700
Restricted Investment Income	-	-	-	-	-
	4,834,472	4,612,050	4,689,926	4,769,127	4,849,954
Expenses					
Airport Cost of Sales	52,734	54,300	55,900	57,600	59,300
Operations Expense	4,343,867	4,409,000	4,475,100	4,542,200	4,610,300
Community Support	256,794	260,646	264,556	268,524	272,552
Preventative Maintenance Program	105,036	106,612	108,211	109,834	111,481
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
Total Expenses	5,586,368	5,706,667	5,795,381	5,885,588	5,973,120
Net Income (Loss) before Other Income	(751,897)	(1,094,617)	(1,105,456)	(1,116,461)	(1,123,166)
Other Income					
Contributions from Electrical	410,000	416,150	422,392	428,728	435,159
Gain (Loss) on Disposition of Assets	-	-	-	-	-
Net Income (Loss)	(341,897)	(678,467)	(683,063)	(687,733)	(688,006)
Allocations					
Debt proceeds	663,511	663,510	663,510	663,510	663,510
Capital Expenditures	(2,073,917)	(630,000)	(630,000)	(630,000)	(648,900)
Capital Planning	(71,667)	-	-	-	-
Debt principal repayment	(94,657)	(139,923)	(139,923)	(139,923)	(90,406)
Transfers from (to) reserves	1,016,908	(257,550)	(260,126)	(262,727)	(270,600)
Transfers from (to) surplus	141,719	267,230	258,898	250,354	211,755
Reserve fund in excess of amortization	760,000	775,200	790,704	806,518	822,648
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

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
Equipment Recoveries					
Operations Expense	\$ 491,742	\$ 497,600	\$ 503,600	\$ 509,600	\$ 515,700
	371,764	377,300	383,000	388,700	394,500
Net Recoveries	119,978	120,300	120,600	120,900	121,200
Debt Interest	3,203				
Amortization	245,568	249,252	252,990	256,785	260,637
Net Recoveries (Loss)	(128,793)	(128,952)	(132,390)	(135,885)	(139,437)
Gain (Loss) on Disposition of Assets	-	-	-	-	-
Net Recoveries (Loss)	(128,793)	(128,952)	(132,390)	(135,885)	(139,437)
Allocations					
Debt proceeds	-	-	-	-	-
Capital Expenditures	(210,000)	(50,000)	(50,000)	(50,000)	(50,000)
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)	44,126	12,102	(28,539)	(28,752)
Reserve fund in excess of amortization	245,568	249,252	252,990	256,785	260,637
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

**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
Electrical					
Revenue					
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
	4,256,000	4,426,200	4,603,300	4,787,400	4,978,900
Expenditure					
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
	3,750,800	3,756,300	3,890,600	4,030,000	4,174,900
Net income (loss) before Contributions to General	505,200	669,900	712,700	757,400	804,000
Contributions to General	410,000	416,150	422,392	428,728	435,159
Contributions to Electrical Capital	245,000	26,800	26,800	26,800	26,800
Contributions to Statutory Reserves	-				
Net income (loss)	(149,800)	226,950	263,508	301,872	342,041
Allocations					
Capital Expenditures	(235,000)	(239,700)	(244,494)	(249,384)	(254,372)
Transfers from (to) reserves	350,800	(21,250)	(53,014)	(86,488)	(121,669)
Reserve fund in excess of amortization	34,000	34,000	34,000	34,000	34,000
Surplus (Deficit)	#REF!	\$ -	\$ -	\$ -	\$ -

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
Water					
Revenue					
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	-	-	-	-
Operations Expense	1,517,014	806,033	821,533	837,333	853,433
Preventative Maintenance Program	834,968	847,500	860,200	873,100	886,197
Studies & Planning	80,000	-	-	-	-
Debt Interest	43,270	81,081	81,081	81,081	81,081
Amortization	186,100	189,822	193,618	197,491	201,441
Total Expenses	1,144,338	1,118,403	1,134,899	1,151,671	1,168,718
Net Income (Loss)	372,675	(312,370)	(313,366)	(314,339)	(315,285)
Allocations					
Debt proceeds	2,046,006	367,500	367,500	367,500	367,500
Capital Expenditures	(2,707,184)	(469,500)	(469,500)	(469,500)	(469,500)
Capital Planning	(131,667)	-	-	-	-
Debt principal repayment	-	47,148	47,148	47,148	47,148
Transfers from (to) reserves	-	-	-	-	-
Transfers from (to) surplus	234,070	177,400	174,600	171,700	168,697
Reserve fund in excess of amortization	186,100	189,822	193,618	197,491	201,441
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

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
Sewer					
Revenue					
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				
	1,284,138	842,300	857,700	873,400	889,400
Operations Expense	701,638	712,200	722,900	733,700	744,700
Preventative Maintenance Program	35,000				
Studies & Planning	-	-	-	-	-
Debt Interest	25,758	43,190	43,190	43,190	43,190
Amortization	130,000	131,950	133,929	135,938	137,977
Total Expenses	892,397	887,340	900,019	912,828	925,867
Net Income (Loss)	391,742	(45,040)	(42,319)	(39,428)	(36,467)
Allocations					
Debt proceeds	563,511	210,000	210,000	210,000	-
Capital Expenditures	(983,687)	(244,500)	(244,500)	(240,500)	-
Capital Planning	(71,667)	-	-	-	-
Debt principal repayment	(6,495)	(30,010)	(30,010)	(30,010)	(30,010)
Transfers from (to) reserves		-	-	-	-
Transfers from (to) surplus	(14,127)	(22,400)	(27,100)	(36,000)	(71,500)
Reserve fund in excess of amortization	130,000	131,950	133,929	135,938	137,977
	\$ 9,276	\$ -	\$ -	\$ -	\$ -
Surplus (Deficit)					

City of Grand Forks
Appendix B to Bylaw 1992
Consolidated 5 Year Financial Plan Amendment 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	24.2%
Parcel taxes	0.7%
User levies	14.2%
Fees and charges	40.9%
Grants and other	20.1%

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 1992
Consolidated 5 Year Financial Plan Amendment 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:

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 ratios of 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.

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

DATE : November 6, 2013
TOPIC : Deer Feeding Bylaw No. 1957
PROPOSAL : To Adopt a new Deer Feeding Bylaw
PROPOSED BY : Manager of Building Inspection & Bylaw Services

SUMMARY:

The current Deer Feeding Bylaw No. 1884 was lacking definitions and did not address the numerous types of food source used for feeding deer. The current bylaw did not give the City the authority to issue tickets as prescribed in the Municipal Ticketing Bylaw No. 1957, 2013.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to receive the report and to refer the issue to the November 25, 2013 Regular Council meeting, in order to rescind Bylaw 1884 and all amendments thereto and further to the request that the new Deer Feeding Bylaw No. 1967, be considered the first three readings.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to consider adopting the new Deer Feeding Bylaw 1967 at the November 25 Regular meeting of Council. This option will see the City maintain better control of non compliance issues within the Municipality.

Option 2: The Committee of the Whole recommends to Council to decline to adopt the new Deer Feeding Bylaw 1967. The current Deer Feeding Bylaw No. 1884 would remain in effect. This option simply makes it difficult to enforce and apply tickets against violations that may occur with regards to the old Deer Feeding Bylaw 1884.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The new Deer Feeding Bylaw 1967, will ensure that violations against the bylaw can be enforced. This will also assist City Staff and the Conservation Officer, when required, to have better control of bylaw violations.

Option 2: The disadvantage is that the existing Deer Feeding Bylaw 1884 did not include the type of foods and the ability to issue tickets, under the Municipal Ticketing Bylaw No. 1957.


COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

None.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Community Charter provides the authority for Council to adopt a Deer Feeding Prohibition Bylaw.



Department Head or CAO

Reviewed by CAO

THE CORPORATION OF THE CITY OF GRAND FORKS

DEER FEEDING BYLAW NO. 1967

**A Bylaw to Prohibit the Feeding of Deer Within the Municipal Boundary of
The City of Grand Forks**

=====

The Council of the City of Grand Forks, in open meeting assembled, **ENACTS** as follows:

1. Title

- 1.1 This bylaw may be cited as “**Deer Feeding Bylaw No. 1967, 2013.**”

2. Definitions

- 2.1 Words or phrases defined in the British Columbia Interpretation Act, the Community Charter or the Local Government Act, or any successor legislation, shall have the same meaning when used in this bylaw unless otherwise defined in this bylaw.

- 2.2 In this bylaw:

“Bylaw Enforcement Officer” means a person designated by Council as a Bylaw Enforcement Officer appointed for the City.

“City” means the Corporation of the City of Grand Forks;

“Conservation Officer” means a person appointed under the Wildlife Act.

“Council” means the Municipal Council of the City of Grand Forks

“Deer” means any member of the family Cervidae

“Feed” means to deliberately lay out food or organic material to attract deer.

“Food” means food, food waste, or any other material that is or is likely to be attractive to deer (as an example, fruits, vegetables, hay, grains and salt licks).

“Municipality” means the area within the municipal boundaries of the City.

- 2.3 In this bylaw the singular includes the plural and the masculine includes the feminine gender.

- 2.4 The headings contained in this bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this bylaw.
- 2.5 If any portion of this bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder of this bylaw.

3. Violation

- 3.1 No person shall provide deer with food, either directly or by leaving or placing in, on or about land or premises food, food waste, or any other material that is or is likely to be attractive to deer for the purpose of feeding deer other than a Conservation Officer acting in the performance of his/her duties, or a person acting under the direction of or with the permission of a Conservation Officer.
- 3.2 No person shall permit deer to be fed on property he or she occupies as a permanent or semi-permanent place of residence.
- 3.3 No person shall be permitted to place a salt lick on the property he or she occupies as a permanent or semi-permanent place of residence to feed deer.
- 3.4 For certainty, the violation in Section 3.1 does not apply in relation to:
- a) farm operations;
 - b) fruit or vegetable gardening for human consumption; or
 - c) ornamental plants and flowers

4. Offence and Penalty

- 4.1 Any person who contravenes or violates any provision of this bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this bylaw or who neglects to do or refrains from doing anything required to be done by any provision of this bylaw, commits an offence.
- 4.2 Each day that a violation continues to exist as submitted in writing, is considered a separate offence against this bylaw as per Schedule 10 of the Municipal Ticketing Information Bylaw No. 1957, 2013.

5. Enforcement

- 5.1 On receiving a written complaint, the City will write a letter to the offending household requesting that occupiers of the residence cease the feeding of deer. This letter will specifically outline how the activities of occupiers of the residence are an offence under the bylaw.

Deer Feeding Bylaw No. 1967

- 5.2 On receiving additional complaints of the same offending household, the occupiers will be sent a letter requesting their attendance at an open Council meeting, at which an opportunity will be provided for the occupiers to "show cause" why the bylaw is not being complied with.

6. Commencement

READ A FIRST TIME this _____ day of _____, 2013.

READ A SECOND TIME this _____ day of _____, 2013.

READ A THIRD TIME this _____ day of _____, 2013.

RECONSIDERED AND FINALLY ADOPTED this _____ day of _____, 2013.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I do hereby certify the foregoing to be a true copy of the Bylaw No. 1967, cited as "Deer Feeding Bylaw No. 1967, 2013, as adopted by the Municipal Council for the City of Grand Forks on the _____ day of _____, 2013.

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

Date Signed: _____

SCHEDULE 10

Bylaw No. 1967 "Grand Forks Deer Feeding Bylaw"

COLUMN 1	COLUMN 2	COLUMN 3
Offence	Section	Fine
First Offence		
Feeding Deer with Food as described in the Definitions	3.1	\$50.00
Salt Lick	3.3	\$50.00
Second Offence		
Feeding Deer with Food as described in the Definitions	3.1	\$100.00
Salt Lick	3.3	\$100.00
Third Offence and any thereafter		
Feeding Deer with Food as described in the Definitions	3.1	\$150.00
Salt Lick	3.3	\$150.00

CITY OF GRAND FORKS

BYLAW NO. 1884

A Bylaw to Prohibit the Feeding of Deer Within the Municipal Boundary of The City of Grand Forks

=====

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

1. Title

- 1.1 This Bylaw may be cited as ***"Deer Feeding Bylaw No. 1884, 2010."***

2. Interpretation

- 2.1 Words or phrases defined in the British Columbia *Interpretation Act*, the *Community Charter* or *Local Government Act* or any successor legislation, shall have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

- 2.2 In this Bylaw:

"City" means the City of Grand Forks; and

"Feed" means to deliberately lay out food to attract deer.

"Deer" means any member of the family Cervidae

- 2.3 In this Bylaw the singular includes the plural and the masculine includes the feminine gender.

- 2.4 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting, the scope or the intent of the provisions of this Bylaw.

- 2.5 If any portion of this Bylaw is for any reason held invalid by any court of competent jurisdiction, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

3. Prohibition

- 3.1 No person shall provide deer with food either directly or by leaving or placing in, on or about land or premises food, food waste, or any other material that is or is likely to be attractive to deer for the purpose of feeding deer other than a conservation officer acting in the performance of his/her duties, or a person acting under the direction of or with the permission of a conservation officer.

- 3.2 No person shall permit deer to be fed on property he or she occupies as a permanent or semi-permanent place of residence.
- 3.3 For certainty, the prohibition in Section 3.1 does not apply in relation to:
- a) farm operations;
 - b) fruit or vegetable gardening for human consumption; or
 - c) ornamental plants and flowers

4. Offence

- 4.1 Every person who contravenes or violates any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any provision of this Bylaw or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence.

5. Enforcement

- 5.1 On receiving a written complaint, the City will write a letter to the offending household requesting that occupiers of the residence cease the feeding of deer. This letter will specifically outline how the activities of occupiers of the residence are an offence under the Bylaw.
- 5.2 On receiving additional complaints of the same offending household, the occupiers will be sent a letter requesting their attendance at an open Council Meeting, at which an opportunity will be provided for the occupiers to "show cause" why the bylaw is not being complied with.

6. Commencement

- 6.1 This Bylaw shall come into force and take effect from and after the date of the final passing thereof.

Read a **FIRST** time this 20th day of September, 2010.

Read a **SECOND** time this 20th day of September, 2010

Read a **THIRD** time this 20th day of September, 2010.

FINALLY ADOPTED this 4th day of October, 2010.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I do hereby certify the foregoing to be a true copy of the Bylaw No. 1884 cited as "Deer Feeding Bylaw No. 1884, 2010", as adopted by the Municipal Council for the City of Grand Forks on the 4th day of October, 2010.

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



CITY OF GRAND FORKS MEMORANDUM

Settle down.

DATE : **October 31, 2013**

TO : **Mayor and Council**

FROM : **Chief Financial Officer**

SUBJECT: **2014 Financial Plan Schedule**

Below is the tentative *2014-2018 Financial Plan* timeline scheduled in conjunction with the Committee of the Whole Meetings for 2013 and 2014.

2014 BUDGET TIMELINE

<i>Due Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
In Progress	Department Heads	2013 Operating and Capital Budgets Five Year Financial Plan
On going	CFO	Historical labor hours to Dept Heads
Nov 12, 2013	CFO	Budget Schedule to Council
Dec 16, 2013	COTW	Financial Plan Schedule review with Council
Jan 13, 2014	COTW	Operations budget presentation by Managers Draft operating budget presented to Council
Feb 11, 2014	COTW Presentation	Capital Budget Presentations by Managers Strategy session to identify Council's prioritization of capital items presented by management and direction of new capital items by Council.

Mar 10, 2014	COTW Workshop	Budget Presentation – Draft version
March 24, 2014	Open Council Meeting	1 st , 2 nd & 3 rd reading Financial Plan Bylaw
April 7, 2014	Open Council Meeting	Adopt Financial Plan Bylaw

The above dates are presented to the Committee of the Whole to consider as the 2014 Budget Timeline.

Staff has aligned the process with the Committee of the Whole meetings so that discussion may ensue between Council, Staff and members of the public.

Thank you for your consideration.

Roxanne Shepherd, BBA, CGA
Chief Financial Officer



Settle down.

CITY OF GRAND FORKS MEMORANDUM

DATE : November 1st, 2013

TO : Mayor Taylor and Members of Council
Cc : Corporate Officer

FROM : Councillor Gary Smith

SUBJECT: Declaration Under Section 107 of the Community Charter – Contract with the City for Pest Control Services

Background:

I have been advised that Section 107 of the Community Charter requires that if a municipality enters into a contract in which a Council Member has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practical at a Council meeting that is open to the public.

Disclosure:

I wish to advise that I have provided pest control services to the City of Grand Forks, as required and requested by City Staff, for many years. There is no other pest control firm available in the immediate Grand Forks area to provide these services. The additional services to alleviate the mouse problem at a James Donaldson Park and the Cemetery Building will amount to approximately an additional \$40.00 per month until the situation has been dealt with. This amount is over and above the \$140 per month average which involves services at various city buildings, including the Fire Hall, Public Works Yard, the Sewage Treatment Plant, and occasionally at City Hall.

I currently provide pest control services to the City Work's Yard, the Municipal Airport, and the Cemetery. I have seven repeater traps deployed

at the various locations (one each at the Airport and Cemetery) and have several disposable “sticky traps” deployed at each location. I provide that service at a cost of \$100/mth.

Additionally, as an ongoing service, I was contracted to provide rodent control at the Station 4 Fire hall. This service began in 2005 and has remained at a rate of \$40.00/month. I have 3 repeater traps there, as well as several disposable “sticky traps”.

I was recently contacted by Dean Chapman, on authority of the Manager of Operations, Hal Wright, to attend to and deploy a “Live Trap” for raccoons resident at the Valley Heights reservoir. In the course of three weeks 5 raccoons and one skunk were trapped and subsequently released in the Gilpin Grasslands area. My service charge for this amounts to $(5 \times \$75 = \$375) + (1 \times \$25 - \text{I only caught the skunk but didn't have to handle it})$. Total = $\$400 + 5\% \text{ PST} = \420.00

At the request of our City’s Fire Chief, I was contracted to provide insect and arachnid management in all five of the Firehalls in October this year. This service I have provided on previous occasions since 2005. I based my rates on the previous service provider’s rates and have not increased them throughout the course of my business with the City. In fact, my rates were lower in the second year of delivery for the Station 4 hall. I have increased each by 10% this year to account for product cost increases, shipping increases, and cost of living increases. The cost of my service amounts to: $(4 \times \$145.00[\text{Rural Halls}] + \$285.00[\text{Station 4 Hall}] + \text{GST} = \$865.00 + \$48.25 = \913.25 .

I have proffered my services to the City of Grand Forks since 2005 on a verbal agreement. I have obtained a City business license every year since I began doing business in Grand Forks. I respond to concerns and requests by City Management to address pest concerns immediately and scale my rodent services to address needs as they arise without any variation in cost.

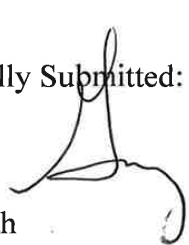
Recommendation:

That Council pass a resolution receiving this disclosure, as required by legislation.

Recommended Resolution:

*“Resolved that the memorandum, dated **October 31, 2013**, from Councillor Gary Smith, outlining that he has been providing pest control services to the City of Grand Forks, and will continue to provide such services, inasmuch as there is no other pest control provider in the immediate Grand Forks area, be received pursuant to Section 107 of the Community Charter“*

Respectfully Submitted:

A handwritten signature in black ink, appearing to be 'G. Smith', written over a horizontal line.

Gary Smith
COUNCILLOR



CITY OF GRAND FORKS MEMORANDUM

Settle down.

DATE : October 31, 2013

TO : Mayor and Council

FROM : Fire Chief/Manager of Emergency Services

SUBJECT: Joint Fire Service Agreement Between Grand Forks Rural Fire Protection District and City of Grand Forks

On November 1, 2006 upon the request of the Grand Forks Rural Fire Protection District the City of Grand Forks entered into an agreement with the Rural Fire Protection District to manage fire protection within the Rural Fire response area. The integration of the two fire departments served the purpose of eliminating competition for volunteers in the valley as well as supplying a stable and experienced fire department in area D . It also was an avenue to reduce costs of equipment, apparatus, and training.

As the integration has evolved the Rural Board has realized that there is little need for Rural administration. In a meeting last fall the board voted in favor of approaching the Regional District of Kootenay Boundary to enter into discussions regarding taking over the contract for fire service agreement with the City of Grand Forks. On October 31, 2013 the Rural Fire Protection District has dissolved and all rights, property, and assets have been transferred to the RDKB and Grand Forks Fire/Rescue will continue to manage operations.

Dale Heriot, Fire Chief

Greetings Brian,

October 29, 2013

As you know, Phoenix Mountain will not be able to apply for funding through the Gaming Commission this year, which leaves us in some dire straits for the upcoming season here at Phoenix. The purpose of this letter is to request financial support in the amount of \$25,000 to ensure continued operation of the Phoenix Mountain Ski Hill.

At our recent AGM, we did resolve to continue to provide affordable, family oriented, fun skiing, close to Grand Forks for as long as it is feasible. However, the loss of support from the Gaming Commission leaves us with a shortfall of \$50,000.00.

In past years, Phoenix Mountain's Board of Directors (Most notably Don Colclough) have pursued the assistance of the local governments of the RDKB, Grand Forks, and Greenwood to secure stable financial funding as a Recreational Services Provider in the Boundary area. During the spring of 2013, it was Phoenix Mountain Alpine Ski Society's understanding that the City of Grand Forks had agreed to line funding, contingent on the cooperation of RDKB area D in which we are asking for the same.

We have been formally told that we are not able to apply for the BC Gaming Grant in 2013 and with the loss of the Gaming Grant revenue coming in the Spring of 2014, we are obviously in dire need of energetic, definitive, and timely assistance from the local governments if we are to continue operating one of the few outdoor recreation areas for winter sports in the Grand Forks area.

In the past, the RDKB office has mentioned several options for procuring solid funding; a standard referendum, an alternative approval process referendum, and a funding through the parks function. PMASS wants to pursue all of these options as soon as possible. Is there any options that the City of Grand Forks has that can help us with permanent funding?

I would like your advisement on the soonest possible implementation of avenues for funding. It would be of great help if you could give advice on when any avenues could begin, how long these procedures usually take, and any other supplementary information about these venues that you may see as relevant.

Current steps the PMASS BOD has taken are to get behind a funding initiative by PMASS Members. "Operation Snowflake" tackles the need for our short fall of just shy of \$50,000, and calls for a rally of current and past residential support. We have secured meetings with the BEDC, Community Futures Boundary BOD, and have asked for support from the Boundary Country Regional Chamber of Commerce.

The PMASS Board has made this issue, pivotal as it is their main concern this year. Please don't hesitate to contact us about meetings, or any other action on our end that may facilitate or expedite the situation.

Please don't let Phoenix Mountain fail as a facility for introduction into that enjoyment for the local population of Area D.

Sincerely,

Dylan Zorn
Vice President
Phoenix Mountain Alpine Ski Society

250-444-4205
dylan@boundarycf.com
dylanzorn@gmail.com

Operation Snowflake



Desperate Times call for Desperate Measures

Phoenix Ski Hill is selling snowflakes. Don't worry, we will leave plenty for the hill. Buy a snowflake for \$50 and we will hang it from the rafters at the lodge with your name on it.

Fifty dollars sounds like a lot so let's put it into perspective:

- * 10 cups of coffee at Jitterz...
- * \$5 once a week until Christmas...
- * Fresh tracks on a powder day... 'PRICELESS'

How do you buy your "limited edition" snowflake? (That's right! We are only selling 1000!)

1. Go to Grand Forks District Credit Union. They will know where to deposit your money.
2. Mail your donation to:

Phoenix Mtn. Alpine Ski Society
Box 2428 Grand Forks, B.C. V0H 1H0

This is a one time only fund raiser to get us over a financial hurdle for the 2013/14 ski/board season.

Thank you for your support!

