

THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA – COMMITTEE OF THE WHOLE MEETING
Tuesday October 15th, 2013 9:00am
RDKB Meeting Room

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>		Call Meeting to order at 9:00am
2. <u>COMMITTEE OF THE WHOLE MEETING AGENDA</u>	Agenda for October 15th, 2013	Adoption of Agenda
3. <u>REGISTERED PETITIONS AND DELEGATIONS:</u> None		
4. <u>PRESENTATIONS BY STAFF:</u>		
a) Chief Financial Officer – Tangible Capital Asset Policy	To Introduce the policy on Tangible Capital Assets	Committee of the Whole recommends to Council to receive the report and refer the matter to the regular Meeting of Council on October 28th for consideration and adoption as presented
b) Canada Calgary PM Office, agents for property owners Crem Holdings Ltd.	Church of Jesus Christ of Latter-day Saints Temporary Use Permit Application	Committee of the Whole recommends to Council to support the temporary use permit application, after hearing from any concerned residents, and to refer the matter to the October 28 th Regular Meeting, for Council's resolution to allow the permit for the above mentioned location to be used by the Church of Jesus Christ of Latter- Day Saints, for their Sunday services.
5. <u>REPORTS AND DISCUSSION:</u>		
a) Chief Administrative Officer - Head Start for Girls and Young Women Program	Report and Discussion regarding the Head Start for Girls and Young Women Program	Committee of the Whole recommends to Council to receive the report and refer to the October 15 th Regular meeting.
b) Monthly Highlight Reports from Department Managers	Staff request for Council to receive the Monthly Activity Reports from department managers	That the Committee of the Whole recommends to Council to receive the monthly Activity Reports
6. <u>PROPOSED BYLAWS FOR DISCUSSION:</u>		.
7. <u>INFORMATION ITEMS:</u> none		

8. **CORRESPONDENCE ITEMS:**
none

9. **LATE ITEMS:**

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

11. **QUESTION PERIOD FROM THE
PUBLIC**

Attendees in the gallery may ask
Council questions at this time.

Hear Presentations and refer any
issues for further discussion.
Hear from the Public

12. **ADJOURNMENT**

Adjournment

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

DATE : **October 3, 2013**
TOPIC : **Tangible Capital Asset Policy**
PROPOSAL : **To introduce the policy on Tangible Capital Assets**
PROPOSED BY : **Chief Financial Officer**

SUMMARY:

In 2010 the Public Sector Accounting Board passed Section PSAB 3150, Tangible Capital Asset standard. This standard requires municipalities to record, report and amortize their physical assets. This Tangible Capital Asset Policy will ensure consistent treatment of capital assets by providing guidelines on capitalization thresholds, useful life expectancies, and accounting that can be followed.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on October 28th for consideration and adoption as presented.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee of the Whole recommends to Council to receive the report and refer the matter to the regular meeting of Council on October 28th for consideration and adoption as presented.

Option 2: The Committee of the Whole does not recommend to Council to adopt the Tangible Capital Asset Policy and therefore remain status quo.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The benefit of this policy is that it brings the City into compliance with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150, provides guidelines for consistent treatment of asset and guidance for financial reporting of assets while meeting our auditors' request for such policy.

Option 2: The disadvantage of not having this policy in place is greater likelihood of inconsistent financial reporting and treatment of assets. Also more staff time would be needed at year end to ensure assets are PSAB compliant.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

In order to properly follow the guidelines of PSAB 3150, a policy is required to ensure the consistent treatment of assets.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS			
POLICY TITLE:	Tangible Capital Assets	POLICY NO:	804
EFFECTIVE DATE:	November 30, 2013	SUPERSEDES:	New
APPROVAL:	Council	PAGE:	1 of 11

POLICY:

The City of Grand Forks will record, account and disclose of its capital assets in accordance with the Public Sector Accounting Board (PSAB) requirements and this policy.

POLICY OBJECTIVE:

Under the *Community Charter*, the municipality is required to comply with the financial reporting requirements of the Public Sector Accounting Board (PSAB).

The objective of this policy is to promote sound asset management and accounting for tangible capital assets ("TCA") by establishing a framework for the accounting of the municipality's TCAs in accordance with PSAB 3150 Tangible Capital Assets. Accordingly, this policy should be considered within the overall context, constraints and requirements of PS3150, which remains the senior authoritative document.

DEFINITIONS

All definitions are taken from PSAB 3150 (as at June 24, 2009) and are included here for ease of reference only; the reader should refer to section 3150 to ensure the definitions remain current.

Tangible Capital Assets: Are non-financial assets having physical substance that:

- Are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets
- Have useful economic lives extending beyond an accounting period
- Are to be used on a continuing basis, and
- Are not for sale in the ordinary course of operations

Cost: The gross amount of consideration given up, and directly attributable to, the acquisition, construction, development or betterment of a TCA. Capital grants would not be netted against the cost of the related TCA.

Betterments: A cost incurred to enhance the service potential of a TCA. Service potential is the output or service capacity of the TCA. Service potential may be

enhanced when:

- There is an increase in the previously assessed physical output or service capacity
- Where associated operating costs are lowered
- The useful life of the property is extended, or
- The quality of the output is improved

Fair Value: The amount of the consideration that would be agreed upon in an arms length transaction between knowledgeable, willing parties who are under no compulsion to act.

Useful Life: An estimate of either the period over which a TCA is expected to be used, or the number of production or similar units that can be obtained from the TCA. The life of a TCA can extend beyond an asset's useful life to the government. In general the life of a TCA, other than land, is finite, and is normally the shortest of the physical, technological, commercial or legal life.

Amortization: A charge to expenditures for the use of a capital asset.

PRINCIPLES

Overarching principles that guide development, interpretation and implementation of the policy.

- The purpose of this policy is for the benefit of the City as a whole; for the users of the City's financial statements and managers of the City's tangible capital assets.
- The cost associated with data collection and storage is balanced with the benefits achieved by users of the data and reports. Materiality and costs vs. benefits is considered.
- The City's capital budget items comply with PSAB 3150 and criteria in this policy.
- All legislation applicable to municipalities will be complied with.
- Financial, operational and information limitations are considered.
- Reporting requirements and deadlines will be met.

POLICY FRAMEWORK

Included in this framework are policies for

- financial accountability
- valuation and measurement
- classification
- recognition
- capitalization thresholds
- segregation and pooling
- work in progress
- write-downs, write-offs, betterments

- amortization
- trade-ins and
- disposal
- presentation and disclosure.

Additional guidelines relating to the purchase and disposal of assets are contained in the City's Contracting Authority and Purchasing Policy 802 and Asset Disposal 804/805.

Financial Accountability

1. Departments are responsible for maintaining tangible capital asset information as provided through the application of these policies.
2. Departments are required to record and report periodic changes in tangible capital assets to the Finance Department consistent with the application of these policies.
3. Departments are required to verify tangible capital assets under their control through the completion of periodic physical counts. A reconciliation of each physical count to the Finance Department's accounting records should be completed as a part of this process.
4. It is policy that physical counts on moveable tangible capital assets be conducted at least annually and verification of non-moveable tangible capital assets be conducted at least every three years.
5. Departments are required to maintain tangible capital information such as location, usage, condition and maintenance records and ensure that proper control of tangible capital assets is maintained.
6. Departments are required to submit periodic tangible capital asset information in the designated format as requested by the Finance Department.
7. The Finance Department is responsible for monitoring the application of this policy and updating the policy on a regular basis.
8. The Finance Department is responsible for facilitating the approval of the capital budget and accounting for tangible capital assets in accordance with this policy, including the application of proper capitalization, categorization and amortization policies of the tangible capital assets.
9. The Finance Department is responsible for the accurate recording and reporting of tangible capital assets in the financial statements of the Corporation of the City of Grand Forks.

Valuation and Measurement

Purchased and constructed TCAs are valued and recorded at cost.

1. Costs for a purchase would include all direct purchase costs such as: purchase price, cost of installation, design and engineering fees, legal fees, survey costs, site preparation costs, freight charges, transportation insurance costs and duties.
2. Cost for constructed assets would include all direct construction costs (equipment, material and labour charges) and directly related overhead.
3. Direct costs DO NOT include:
 - General studies not related to a specific capital works (such as Service Master Plans that detail how to maintain an asset or asset category, or future capital works planning).
 - Carrying costs, such as interest charges on debt incurred to finance the construction, during the period of active construction to the date of substantial completion.
 - Costs for staff (and related operating costs) that perform administrative and managerial functions with respect to the capital works. This would include the management of the overall capital works program including the planning and tendering of works, grant application completion and development and management of related funding structures such as development cost charges.
- Direct costs DO include:
 - Third party costs incurred in anticipation of specific projects such as grant applications (whether approved or not), preliminary design or engineering works, appraisal costs, applications fees, handling and storage costs, advertising, public open houses etc.. These costs may be incurred a number of years prior to the works being approved and started. These costs are capitalized as Work In Progress until such time as the works are completed, or the costs are written off.
 - Costs for City staff who work directly on the construction of the capital works, such as installing a new watermain. Costs would include salary, benefits and an allocation of directly related overhead (public works cost center costs for management, building & equipment, training etc.).
 - Costs for City equipment used directly on the construction of the capital works. Such costs are allocated through the use of equipment charge out rates times actual time spent on the capital work.
4. Costs of betterments are considered to be part of the cost of a TCA and are added to the recorded cost of the related asset.
5. Leased TCAs are valued and recorded in accordance with Public Sector Guidelines PSG-2 -Leased Tangible Capital Assets.
6. Contributed or donated TCAs are

- Valued and recorded at ***fair value*** at the date of contribution. Where an estimate of fair value cannot be made, the TCA is valued and recorded at \$1.
- TCAs contributed in lieu of a developer charge or as part of the normal development process (contribution of infrastructure upon development of a subdivision)

Classification

The level of detail of capital assets maintained by the City is dependent on costs of data collection and storage vs benefit.

1. Primary Asset Classification:

The primary classification breaks down the assets into the various government functions as follows:

- General Government
- Protective Services – Fire
- Protective Services - Other
- Transportation
- Sanitary Sewer System
- Storm Sewer System
- Water System
- Recreation & Culture
- Development Services
- Cemetery
- Other

2. Secondary Asset Classification:

The secondary classification breaks down each asset function into various asset types. The asset types and the assets included in each type, are the same* as that detailed in the Ministry of Municipal Affairs, Local Government Infrastructure and Finance Division, May 2008, *Guide to the Amortization of Tangible Capital Assets*.

The asset types are summarized below (see Attachment A for more details).

- Land
- Land Improvements
- Buildings & Other Structures
- Furniture, Equipment and Technology
- Vehicles .
- Transportation Infrastructure.
- Water Infrastructure
- Sanitary Sewer Infrastructure

- Storm Sewer Infrastructure.
- Other.

* Ministry policy groups Land & Land Improvements; Furniture, Equipment, Technology & Motor Vehicles.

Recognition and Capitalization Thresholds

1. Tangible capital assets are recognized on the date of receipt of the capital goods, or when the asset is put into use for capital construction projects referred to as the “in-service date”. During construction capital work is classified as Work in Progress.
2. Capitalization Thresholds – Thresholds apply to the total cost of the purchased or constructed asset put into use. Future refinement to threshold levels may be necessary

<u>Asset Classification</u>	<u>Threshold</u>
Land	All
Land Improvements	>= \$5,000
Buildings & Other Structures	>= \$5,000
Furniture, Equipment and Technology	>= \$5,000
Vehicles	>= \$5,000
Infrastructure Assets	>=\$10,000
Other	>= \$5,000
Work-in-Progress	All

3. TCAs not meeting the above thresholds are expensed.

Segmentation and Pooling

The total aggregate cost of a capital asset is segmented into components based on useful life. See following table for asset segmentation.

<u>Asset Classification</u>	<u>Level of Segmentation and/or Pooling</u>
Land	Segment by each legal parcel held.
Land Improvements	Segment by individual asset.
Buildings & Other Structures	<p><u>Generally</u> pooled by envelope, roof cover, interior finishes, and services (see Attachment A for a summary of what is included in each pool). May elect to further segment material, distinct components (eg.: electrical, flooring, interior finish etc.) to partially or fully replace the respective pool.</p> <p>The degree of segmentation for each building should be based on the value of the building (net book value) and variances in the useful lives of the various components. In general, a higher value and significant variances in useful lives would lead to greater segmentation.</p> <p>Older buildings owned prior to Jan/1/2009 will be initially accounted for on a single asset basis and converted to a component basis (pooled components or individual material components) as the components are replaced in future years.</p>
Furniture, Equipment and Technology	<p>Individual assets with a value greater than \$15,000 would <u>generally</u> be recorded as single asset.</p> <p>Other assets with individual values less than \$15,000, but where more than one unit exists and the total of the units exceeds \$5,000, will <u>generally</u> be accounted for on a pooled asset basis, utilizing the deemed disposition approach.</p>
Motor Vehicles	<p>Segment by individual asset.</p> <p>Apparatus and equipment added to a vehicle will be accounted for as part of the Vehicle (single asset) if it is expected to have a useful life similar to that of the Vehicle. If it's useful life is significantly different it may be recorded as a separate asset and classified under Furniture, Equipment and Technology.</p>
Infrastructure Assets	<p>Vertical Assets – segment by individual asset and further break into components as deemed appropriate by the Finance Officer.</p> <p>Linear Assets – segment by:</p> <ul style="list-style-type: none"> • Major type as defined in terms of the assets specifications (ex. collector road, rural road etc.) • Then breakdown by length (typically road name measured from center line to centerline)

Work in Progress

1. Work-in-progress includes all current construction or development in progress on all tangible capital assets. These are costs incurred to construct a tangible capital asset before it is available for use. Accumulation of these costs cease when the asset is put into service.
2. All work-in-progress costs are to be reported separately under the work-in-progress asset category. As assets or significant portions of assets become available for service, they must be transferred to the regular asset categories for similar assets.
3. Where an asset has been constructed or developed, the estimated cost of the asset to final completion should be compared with the threshold for the asset category, to determine whether the asset would meet the minimum requirements to be considered a tangible capital asset.
4. Interest costs, incurred during the construction or development of tangible capital assets until the asset is ready for use and the asset is transferred to a regular asset category, may be added to the capitalized asset cost base.
5. Where a tangible capital asset is being constructed the department will clearly identify all costs related to the work and communicate these costs to the Finance Department.

Write-Downs

1. Where it can be objectively estimated that a reduction in a tangible capital asset's useful life or service potential has occurred, and the reduction is expected to be permanent, then the tangible capital asset should be written down to the revised estimate.
2. A write-down shall not be reversed.
3. All write-downs must be approved by Council, with a copy of the approval forwarded to the Finance Department.

Write-Offs

1. When an asset is no longer useful or it is obsolete then it may be written off. When a write-off occurs, the historic cost of the asset and the related accumulated amortization are reduced to zero. Any remaining net book value of the asset becomes an expense in the accounting period.
2. Costs of projects that have been abandoned or indefinitely postponed should be written off in the period of abandonment or indefinite postponement.
3. All write-downs must be approved by Council, with a copy of the approval forwarded to the Finance Department.

Betterments

1. Betterments, which extend the useful life or improve the efficiency of the asset and meet the capitalization threshold of the asset class to which it relates, must be added to the historical cost and amortized.

Amortization

1. Amortization is a non cash expense for the use of the capital asset and is allocated based on its useful life. See Attachment A for Useful Life Estimates.
2. All assets, except land and work in progress assets, are amortized.
3. The amortization basis is straight line basis over the assets useful life, less salvage value if material.
4. Amortization begins on the first day of the month following purchase or construction completion.

Trade-Ins

1. Capital assets may be disposed of by trading them in.

Disposals

1. On disposal of a tangible capital asset, the asset and its associated accumulated amortization are to reduced to zero, and any gain or loss on disposal is recorded as a revenue or expense for the period.

Presentation and Disclosure

1. The City will present in accordance with PSAB
 - a. Cost of the asset
 - b. Additions to the assets
 - c. Disposals of the asset
 - d. Write downs
 - e. Amortization
 - f. Net book value
2. The City's annual audited financial statements will disclose
 - a. Method used to determine asset costs
 - b. Amortization
 - c. Estimated useful life of asset

RELATED POLICIES

Policy No#	Policy Name
802	Contracting Authority & Purchasing
805	Asset Disposal

APPROVED BY:	DATE:
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ATTACHMENT A

SECONDARY ASSET CLASSIFICATION DETAILS

- Land - All land, except held for resale. Includes parkland, land for City facilities and land under roads and sidewalks.
- Land Improvements - All land improvements which will generally decay or break-down over time. Includes: landscaping, lighting (not street-lights), park infrastructure (tennis courts, outdoor pool, playing fields, playground equipment, fencing etc.), etc.
- Buildings & Other Structures - All buildings, arenas, stadiums etc. Includes the envelope/structure (including all studies, architectural and engineering services etc.), roof cover, services (plumbing, HVAC electrical etc.), and interiors (fittings and fixtures, elevators, ceiling/floor/wall finishes, doors etc.). Other structures include: retaining walls and parking structures (parkades).
- Furniture, Equipment and Technology - Includes tools, apparatus, computer equipment, office equipment, furniture and fixtures, vehicle attachments, library books, phone system, etc. May be installed in a building but can be moved and re-installed in another location.
- Vehicles – Insured, means of transportation.
- Transportation Infrastructure – Includes roads (roadway, sidewalks, medians, signage and curb and gutter), street lights, parking lots (but not parkades), alleys, bike and jogging paths, tunnels, bridges, and noise reduction berms.
- Water Infrastructure – Includes supply, distribution and treatment infrastructure.
- Sanitary Sewer Infrastructure – Includes collection, treatment and discharge infrastructure.
- Storm Sewer Infrastructure – Includes culverts and storm drains.
- Other – Includes assets not included in the other categories.

<u>Secondary Asset Classification</u>	<u>Useful Life</u>
Land Improvements	
Playground Equipment	15-20
Fencing	40-50
Artificial Turf Field	10-12
Washrooms	40-50
Building Structure	40-75
Building Improvements	
Exterior envelope	30-40
Services - HVAC systems, Electric/Plumbing/Fire	10-20
Roofs	15-20
Furniture, Equipment and Technology	
Public Works and Parks Equipment	7-10
Fire Services Equipment	15-20
Office Furniture, Fixtures & Equipment	5-20
Information Systems - Hardware	4-5
Information Systems - Software	5-10
Telephone System	7-10
Motor Vehicles	
Cars and Trucks	5-10
Fire Trucks	15-20
Infrastructure Assets	
Transportation	10-100
Water	10-100
Sewer	10-100
Storm Sewer	10-100

THE CITY OF GRAND FORKS

REQUEST FOR COMMITTEE OF THE WHOLE DECISION

DATE: October 2, 2013

TOPIC: Church Jesus Christ of Latter-Day Saints Temporary Use Permit Application

PROPOSAL : Council support the resolution for a temporary use permit to conduct Church services at commercially zoned property located at 7255 Riverside Drive

PROPOSED BY: Canada Calgary PM Office, agents for property owner Crem Holdings Ltd.

SUMMARY:

At the September 30, 2013 Regular meeting, Council directed Staff to draft the appropriate temporary use permit, as requested by the Church of Jesus Christ of Latter-Day Saints, for property located at 7255 Riverside Drive and legally described as Lot A, District Lot 108, S.D.Y.D., Plan KAP82116, to allow the congregation to hold their Sunday services in the building and to proceed with the publishing of the notice of the temporary use application in one issue of the Gazette and to notify the surrounding property owners of the time and date of the Committee of the Whole meeting, scheduled for October 15, 2013 at 9:00 a.m at the Regional District Board Room, located at 2140 Central Avenue., where they will be allowed the opportunity to voice their opinions and concerns with respect to the temporary use application.

Staff advertised the temporary use permit application in the October 9th, 2013 issue of the Gazette and sent letters to the surrounding property owners that were within the 100 foot radius of the subject property (a copy of the letter is attached). There were 6 property owners, in that 100 foot radius area.

STAFF RECOMMENDATIONS:

Option 1: The Committee of the Whole recommends to Council to support the temporary use permit application, after hearing from any concerned residents and to refer the matter to the October 28th Regular meeting, for Council's resolution to allow the permit for the above mentioned location to be used by the Church of Jesus Christ of Latter-Day Saints, for their Sunday services, for a 3 year term.

OPTIONS AND ALTERNATIVES:

Option 1: The Committee recommends that Council approve the recommended resolution, after hearing any concerns, at this meeting, supporting the temporary use permit application for commercial property located at 7255 Riverside Drive, to be used by the Church of Jesus Christ of Latter-Day Saints, to hold their Church services there, for a three year term. This option will allow Staff to draft the appropriate temporary use permit for the Church to use 7255 Riverside Drive as a place of worship, for a 3 year term.

Option 2: The Committee recommends that Council declines to support the application, as presented. This option will allow for the status quo, with no option for the Church to lease the building or to hold their Church services inside the building.

BENEFITS DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: This option allows for the property located at 7255 Riverside Drive to be leased to the Church of Jesus Christ of Latter-Day Saints, to hold their Sunday services at that location, for a 3 year term.

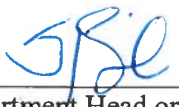
Option 2: This option will allow for the status quo to remain with no potential for the building to be used by the Church of Jesus Christ of Latter-Day Saints, for their Sunday services.

COSTS AND BUDGET IMPACT - REVENUE GENERATION:

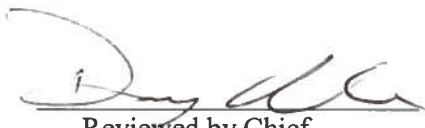
There is the cost of the newspaper advertising and the notification to the surrounding property owners. The costs to the City are covered by the application fees payable at the time of the application.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The ability to issue temporary use permits comes from the Local Government Act. The act stipulates the length of the permit to be for a 3 year period, with a one time opportunity to request another 3 year term and after the extension of time, the building converts to the current commercial use and the Church would have to find other accommodations, to hold their Church services.



Department Head or
Chief Administrative Officer



Reviewed by Chief
Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th Street
P.O. Box 220
Grand Forks, B.C.
V0H 1H0

Telephone: 250-442-8266
Fax: 250-442-8000

TEMPORARY USE PERMIT APPLICATION

APPLICATION FEE \$750.00

Receipt No. 168464

Registered Owner(s): CREM HOLDINGS LTD.

BOX 6036 STATION MAIN

EDSON, AB T7E 1T6

ATTN: EUGENE BACHAND

Mailing Address: AS ABOVE

Telephone: Home: — Work 780-723-2297

Legal Description:

LOT: A

DISTRICT LOT: 108

PLAN: KAP 82116

Street Address: 7261 OR
7255 RIVERSIDE DRIVE

.OVER.....

Description of proposed use and reason for application:

PROPOSED USE IS FOR SUNDAY WORSHIP SERVICES AND
CLASSES. THE APPLICATION IS BEING MADE FOR THIS
SPACE BECAUSE IT IS THE MOST SUITABLE OF ANY
IDENTIFIED IN GRAND FORKS FOR THIS USE.

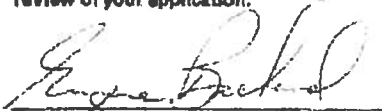
Submit the following information with the application:

1. A legible site plan showing the following:

- (a) The boundaries and dimensions of the subject property.
- (b) The location of any proposed or present buildings.
- (c) The location of off-street parking facilities.
- (d) The location of off-street loading facilities.
- (e) The location of any proposed access roads, screening, landscaping or fencing.
- (f) The location of refuse containers and parking area lighting.

2. Professionally drawn site elevations, façade applications for proposed or present buildings, identifying colours, canopies, window trim and sign specifications.

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


Signature of Owner

4 AUG 2013
Date

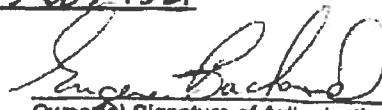
AGENT'S AUTHORIZATION

I hereby authorize the person/company listed below to act on my behalf with respect to this application and that the information provided is full and complete and to the best of knowledge to be a true statement of the facts.

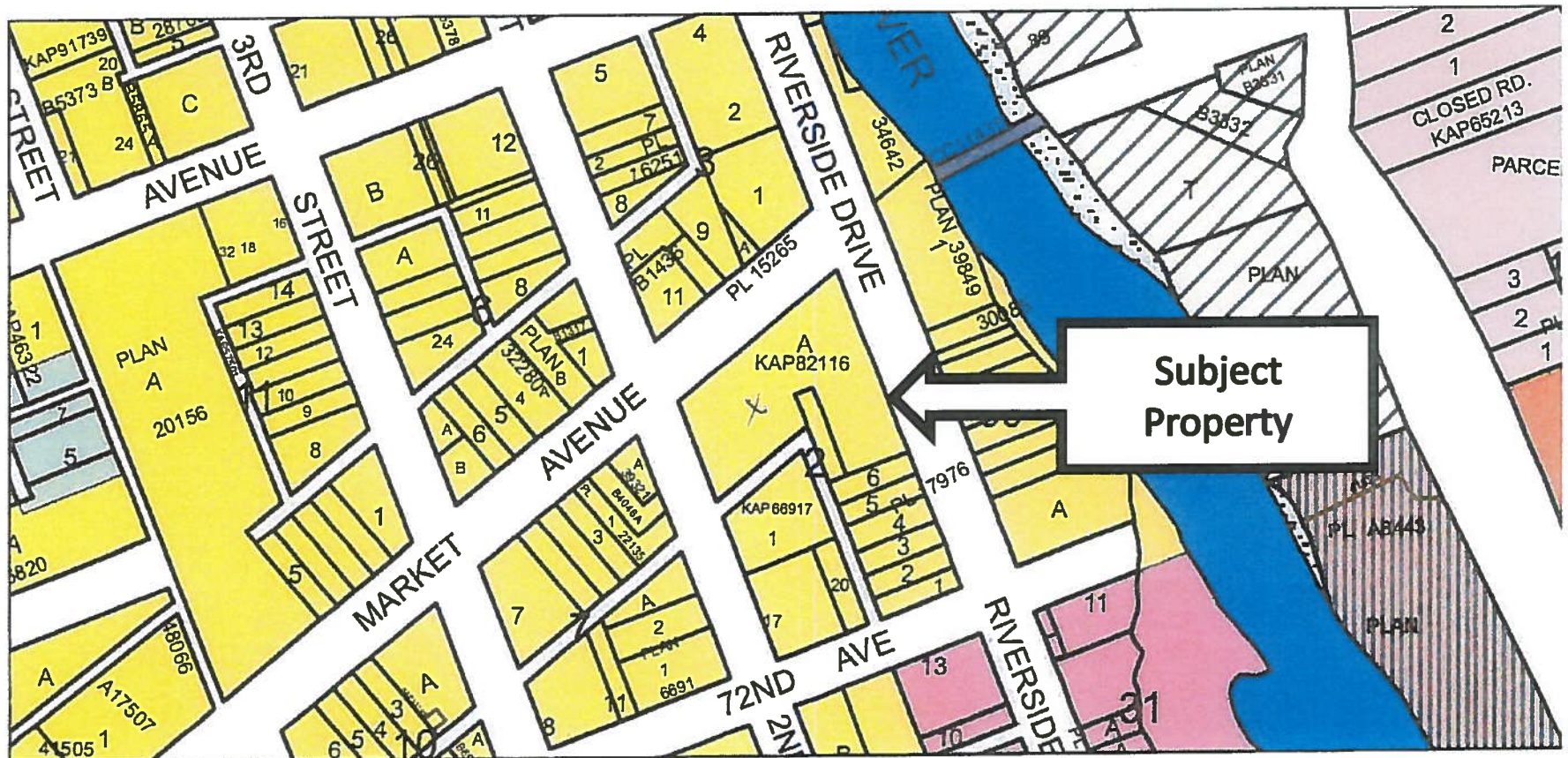
Name of Authorized Agent: JIM KYLE, CANADA CALGARY PM OFFICE

Mailing Address: 109, 7040 FARRELL ROAD SE
CALGARY AB
T2H 0T2

Telephone: 403 669 1521


Owner(s) Signature of Authorization

Location of Property



[illegible]

Front of building looking South



Front of building looking West



Front of building looking Northwest



From front of building looking North



From front of building looking Northeast



From front of building looking East



From front of building looking Southeast



From front of building looking South



Summary of procedures required if temporary use is considered:

- Council must give notice of intentions.
- Notice must be hand delivered to all property owners within a 100 foot radius.
- Notice must be published in the paper.
- Council would hear from any interested parties at a Committee of the Whole meeting.
- Upon hearing public input, Council would adopt a resolution to either issue or deny the permit.

October 1, 2013

Crem Holdings Ltd.
P.O. Box 250
Grand Forks, B.C.
V0H 1H0



Dear Sir/Madame:

Application for a Temporary Use Permit

Applicant: Church of Jesus Christ of Latter-Day Saints, agents
for the owners, Crem Holdings Ltd.
Legal Description: Lot A, D.L. 108, S.D.Y.D., Plan KAP82116
Property Location: 7255 Riverside Drive

As the registered owner/occupier of property located near 7255 Riverside Drive, please be advised that the Jesus Christ of Latter-Day Saints, agents for the above mentioned property, would like to make use of the commercial property as a gathering place to hold their Church services, on a temporary basis, not to exceed a three year period with a further three year allowable extension, through the Temporary Use Permit process.

The Committee of the Whole Council meeting will be considering the application at the next meeting, scheduled for Tuesday, October 15, 2013 at 9:00 a.m., in the Regional District Board Room, located at 2140 Central Avenue, Grand Forks, B.C.

A copy of the temporary use permit may be viewed at the City Works Yard, with the Planning Tech, between the hours of 8:00 a.m. and 3:30 p.m. (excluding holidays), until October 15, 2013, or by calling 250-442-8266 and asking for the Planning Tech.

Members of the public, who deem themselves to be affected by this application, are invited to attend the Committee of the Whole meeting, during which time the Committee will hear comments which pertain to the application. Written submissions will also be accepted until 12 noon on October 4, 2013.

Yours truly,

A handwritten signature in black ink, appearing to read "Kathy LaBossiere".

Kathy LaBossiere
PLANNING TECH

N:\planning/temporary use/Jesus Christ of Latter-Day Saints

August 29, 2013

Email Received by Councillor Cher Wyers

Cher,

I hope you enjoyed your summer.

I am happy to announce to you today that Grand Forks has been selected to participate in the Head Start for Young Women program. I know that this project will be a great success in your community!

I would like to set up a telephone meeting for the two of us to go over in detail the objectives and goals of the program.

Would you be available to meet September 13th? If not, please suggest another date that works better for you.

Thanks so much,
Melissa

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National Programs
Programmes nationaux



FEDERATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
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FCM's Head Start for Girls and Young Women Program
Backgrounder for Participating Councillors
October 2013

About the Program

FCM's *Head Start for Girls and Young Women* is working with 7 municipalities across Canada to deliver a project that is national in scope, engaging girls' and young women's groups from a diverse cross-section of the country on the issues, barriers and solutions to greater civic and political participation within their communities.

This project is designed to run for one year, from October 2013 until the fall of 2014. The objective is to increase the capacity of girls and young women to identify and respond to specific barriers to their full participation in civic, political and community life in Canada. Participating girls and young women, with support from women elected officials and community groups, will develop leadership skills and help deliver innovative girl-led strategies to overcome these barriers and positively impact their communities. Through social media, girls and young women will be able to share stories, learn about exciting and innovative ways to engage their community, and implement strategies to increase their participation in civic and political life.

Expected Results

Expected results include: 1) girls and young women will have gained/strengthened skills to identify and respond to issues relating to their under-representation in civic, political and community life; 2) participants and community partners will have an increased understanding of issues relating to the under-representation of women and girls in civic, political and community life; and 3) community members will have increased their awareness of the issues contributing to girls' and women's under-representation in Canadian civic, political and community life.

Program Activities

The expected results will be achieved through the following activities:

- i. Establishing core groups and wider community participation: In collaboration with FCM, each elected municipal official will establish a working group of young women from the municipality. Other community

groups and individuals with an interest in supporting the project will also be approached to participate in the planning and implementation of the project, including community leaders, young men/boys groups, parents/parental groups, schools/school boards, and student bodies, etc.

- ii. Needs Assessment and Stakeholder Engagement: The core group will meet regularly over the project's planning period to carry out the following:

- 1) conduct a gender-based needs assessment: for increasing girls' and young women's engagement in civic, political and community life; and, identifying barriers as well as priorities and potential strategies for increasing the number of girls and young women involved in civic, political and community life in their community;

- 2) conduct a community consultation: engage a wider group of girls/young women and other stakeholders in identifying gaps, opportunities, resources, and potential strategies as well as existing institutional mechanisms, including policies, programs, services, planning and decision-making processes, etc. within their municipality.

The needs assessment and community consultations will be shared via social media and will play an important role for each core group to learn from the experiences of other core groups in different municipalities.

- iii. Project Planning:

- a. Prioritizing strategies: Following the wider stakeholder consultation, the core group will put forward and prioritize strategies that will have been informed by the wider stakeholder consultation, and will focus on 2 or 3 of them. Criteria for selection will include priorities that: 1) have the highest likelihood of success towards increasing girls' and women's under-representation in civic, political, and leadership roles within their own community; 2) engage a significant proportion of the community on these issues; and 3) are able to be completed over the 6 month implementation period.

- b. The core group will develop a short document that will clearly state the expected results of their activities (i.e. what will the success of their strategies look like at the end of this period); a work-plan to define the roles and responsibilities of each group member, elected municipal official, and other community members/groups); a stakeholder engagement map to clearly illustrate how other people within the community will participate in the projects; and a

communications plan to ensure that their activities secure significant press coverage.

- iv. Implementation phase: During the implementation phase, the working group of girls and young women, supported by their elected municipal official, will work with the community groups identified during the 'planning' and 'prioritizing strategies' phases to implement the project's community-based projects. This phase will span a period of 6 months to allow the working groups and other community stakeholders to implement community projects that allow for constructive engagement, education, and networking with the broader community. FCM will support each of the core groups to share their stories via social media throughout the duration of the implementation phase.
- v. Local, regional, and national sharing, learning, and celebration: Once the implementation phase has been completed, each core group will organize an interactive community presentation to provide an overview of their experience on implementing the girl-/women-led, action-oriented and community-based projects. Community members will be invited to speak of their involvement in the project as well. Discussions will be held on how to enhance and expand these strategies within the community, and how they may be shared, through the core group and others, with neighboring municipalities. Local press will be invited to report these presentations to a wider audience. FCM will consolidate and help to share these stories and experiences via social media. During this 2-month publicity phase, FCM will circulate a story from each of the 7 participating municipalities through its membership of 2,000 municipalities. A summary of the learning and achievements from the overall project will be prepared, and FCM members will be encouraged to engage with the social media and promote similar initiatives within their municipalities. A short presentation of the outcome of the project will be made at FCM's Annual General Meeting.

THE CITY OF GRAND FORKS COMMITTEE OF THE WHOLE RECOMMENDATION

DATE : October 7th, 2013

TOPIC : Monthly Highlight Reports from Department Managers

PROPOSAL : Council to Receive the Monthly Activity Reports

PROPOSED BY : City Staff

SUMMARY:

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

STAFF RECOMMENDATIONS:

That Council receives the monthly highlight report from the department managers.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

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

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no cost attached to the report of Staff

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

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



Department Head or Corporate Officer
Or Chief Administrative Officer


Reviewed by Chief Administrative
Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – OPERATIONS
MANAGER – Hal Wright

FOR THE MONTH OF SEPTEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Completed leveling and installation of grass to infield at J.D. Park
- ✓ Water and Sewer Department continue to locate residential water curb stop valves
- ✓ Electrical Department installed Power line Marker Balls required for Hospital Heliport
- ✓ Repaired Sidewalks at 75th Ave and 5 St. and 72nd Ave and 8 St.
- ✓ City Reservoir leak repaired
- ✓ Restored power to almost 700 customers after electrical storm
- ✓ Public Works invite City Hall Staff to Public Works Building after Fire
- ✓ Started removing hanging baskets from downtown core
- ✓



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 SEPTEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Reviewing and follow up on Complaints
- ✓ Preparing Bylaws
- ✓ Currently taking the Building Inspectors Course through BCIT
- ✓ Completed the Lease Agreement with Habitat for Humanity
- ✓ Reviewing and follow up on open building permit files transferred from the RDKB
- ✓ 5 New Permits issued in September
 - 1 Storage shed
 - 2 Single Family Dwelling
 - 1 Single Family addition
 - 1 Institutional River Valley Community Church



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

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

FOR THE MONTH OF SEPTEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Department prepared Agendas for September 9th & 30th, Council Meeting along with Paper Copies, Website Posting, Drafting Minutes in addition to Special Public Meeting on September 23rd
- ✓ The Department compiled and distributed Weekly Summaries for September 6th, 13th and 27th.
- ✓ Corporate Services – I-Compass Training from Sept 16th to 18th
- ✓ Department continues to deal with issues and communications as a result of the fire at City Hall in addition to providing assistance in the relocation of Downtown City Hall at 5th Street and Administrative relocation at the old Canpar Building



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Development and
Engineering
MANAGER – Sasha J. Bird

FOR THE MONTH OF SEPTEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Downtown Beautification Upgrades Continue
- ✓ Construction of the Proposed New Liquor Store Underway
- ✓ Granby Building Improvements Underway
- ✓ City of Grand Forks Water Supply Strategy Underway
- ✓ First Phase of Crack Sealing Program Completed
- ✓ Asset Management Projects Underway
- ✓ Utility Regulation Bylaw Revisions
- ✓ Fees and Charges Bylaw Revisions
- ✓ TCT Multi-Use Pathway Project Underway
- ✓ Began Implementation of the Animal Aware Program
- ✓ 72nd Ave. Road Closure Completed
- ✓ Received Work Plan for the Revitalization Tax Exemption Program
- ✓ Closed RFQ for the Emergency Water Supply Upgrades – Electrical Components



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

DEPARTMENT – Fire Department
Fire Chief – Dale Heriot

FOR THE MONTH OF September, 2013

SEPTEMBER'S HIGHLIGHTS:

- ✓ We had 38 calls in September – 12 fire, 2 rescue, and 24 first responder.
 - Structure fire at City Hall
 - Structure fire at Roxul (old Canpar tunnels)
- ✓ Fire investigation w/ RCMP and Insurance investigators @ City Hall.
 - Public Open House Sep 27th.
- ✓ Open Burning Ban lifted throughout Southeast Fire Centre region as of September 20.
- ✓ Volunteers completed painting of the City Fire Hall on the weekend of Sep. 6-8.
- ✓ Time trials of the new Tender 4 for Fire Underwriters Survey (recertification of Superior Shuttle Accreditation)
- ✓ Joint practice with Midway Fire/Rescue Sep 18th.
- ✓ Two volunteers took training as "Driving Instructors" with Frontline Fire Dept. Training.
- ✓ October: Fire prevention week, EOC training, OH&S Conference.



THE CORPORATION OF THE CITY OF GRAND FORKS

STAFF REPORT FROM

ROXANNE SHEPHERD
CHIEF FINANCIAL OFFICER

FOR THE MONTH OF SEPTEMBER, 2013

THIS MONTH'S HIGHLIGHTS:

- ✓ Fire – Insurance, Temporary Facilities Set-up
- ✓ Permissive Tax Exemption to Final Reading October 15th
- ✓ Working on Procurement & Budgeting Workshop for end of October
- ✓ Tangible Capital Asset (TCA) Policy to COTW October 15th
- ✓ RFP for Audit Services closed
- ✓ Airport Hanger lease renewed
- ✓ PST filed
- ✓ Reporting for Victim Services completed
- ✓ Prepared Budget Update for Council
- ✓ Preliminary staff discussion on Related Party Transactions policy
- ✓ Continuing to document internal procedures
- ✓ 2014 Budget Timeline to COTW October 15th