

**THE CORPORATION OF THE CITY OF GRAND FORKS  
AGENDA – REGULAR MEETING**

**April 28th, 2014 - 7 p.m.  
6641 Industrial Parkway (Old Canpar Office Building)**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		
2. <b><u>ADOPTION OF AGENDA</u></b>		
a) Adoption of the April 28th, 2014, Regular Meeting Agenda		Adopt the Agenda
3. <b><u>MINUTES</u></b>		
a) April 7th, 2014 <a href="#">Minutes - COTW - April 7th, 2014.pdf</a>	COTW Meeting Minutes	Adopt the minutes
b) April 7th, 2014 <a href="#">Minutes - Regular meeting -April 7th, 2014..docx.pdf</a>	Regular Meeting Minutes	Adopt the minutes
4. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
5. <b><u>UNFINISHED BUSINESS</u></b>		
6. <b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u></b>		
a) <b><u>CORPORATE OFFICER'S REPORT</u></b>		
Verbal Reports of Council <a href="#">RFD - CAO - Procedure Bylaw Reports, Questions &amp; Inquiries.pdf</a>		That all reports of members of Council, given verbally at this meeting, be received.
7. <b><u>REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u></b>		
a) Corporate Officers Report <a href="#">RFD - Council - Procedure Bylaw Report to RDKB.pdf</a>	RDKB Representatives Report	That the Mayor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

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|--|--|---|
| a) Corporate Services<br><a href="#">RFD - Corp. Serv. - Main &amp; Second Floor City Hall Restoration.pdf</a> | Main Floor and Second Floor<br>- City Hall Restoration | That Council approves the finishes and layout proposal, as presented by staff, for the main floor and second floor of City Hall, and further directs staff to move forward with the project within the insurance allotment. |
| b) Chief Administrative Officer<br><a href="#">RFD - Respectful Workplace Policy No. 616.pdf</a>               | Respectful Workplace Policy #616                       | That Council adopt Policy #616 - "Respectful Workplace Policy".   |

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

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| a) 2014 BC Commuter Challenge<br><a href="#">Summary of Info. - BC Commuter Challenge June 1-7.pdf</a>           | Request to assist with 2014 BC Commuter Challenge   | Receive for information, the Commuter Challenge banner has been added to the City website. |
| b) Boundary Taxi Company<br><a href="#">Summary of Info. - Boundary Taxi Company - Metered Rates Clarify.pdf</a> | Municipality is advised of rate increase as part of the Passenger Transportation Board guidelines | Receive for information  |
| c) Phyllis Dubosoff<br><a href="#">Summary of Info. - Dubosoff, Phyllis re ALR Split Concern.pdf</a>             | Agricultural Land Reserve   | Receive correspondence for information and discussion.                                     |
| d) Chief Administrative Officer<br><a href="#">Summary of Info. - LGMA - Article Proactive Transparency.pdf</a>  | LGMA Article - "Proactive Transparency"   | Receive for information  |

11. **BYLAWS**

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|--|--|---|
| a) Manager of Development and Engineering<br><a href="#">RFD - Close Portion of 81st Ave. N of 8091 Pineview Cres..pdf</a> | To close a portion of 81st Avenue and to consolidate that portion with Lot 18, Plan 25445 located north of 8091 Pineview Crescent. | That Council give final reading to Bylaw No. 1995, being a bylaw to close and remove the dedication of a road shown on Plan 586, District Lot 380, S.D.Y.D., as shown on Schedule "A" reference plan and forming part of the bylaw. |
|--|--|---|

- b) Chief Financial Officer  
[RFD - CFO - First Three Readings of  
2014 Tax Rates Bylaw 1997.pdf](#)

First three readings of the  
2014 Tax Rates Bylaw 1997

That Council give first three  
readings to 2014 Tax Rates  
Bylaw 1997 as referred to the  
Special meeting of May 5th,  
2014

- c) Chief Financial Officer  
[RFD - CFO - 2014-2018 Financial  
Plan Bylaw 1996.pdf](#)

2014-2018 Financial Plan  
Bylaw 1996

That Council adopt 2014-  
2018 Financial Plan Bylaw  
1996

12. **LATE ITEMS**

- a) Chief Financial Officer

External Auditor Presentation  
of Financial Statement

That Council receive the  
presentation made by Berg,  
Lehmann Chartered  
Accountants with regard to  
the 2013 Audited Financial  
Statements and further  
approves and accepts the  
2013 Audited Financial  
Statements as required under  
the Community Charter.

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

14. **ADJOURNMENT**



## THE CORPORATION OF THE CITY OF GRAND FORKS

### COMMITTEE OF THE WHOLE MEETING

Monday, April 7th, 2014, 9:00 am

PRESENT: MAYOR BRIAN TAYLOR  
COUNCILLOR BOB KENDEL  
COUNCILLOR PATRICK O'DOHERTY  
COUNCILLOR GARY SMITH  
COUNCILLOR MICHAEL WIRISCHAGIN  
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER	D. Allin
CORPORATE OFFICER	D. Heinrich
CHIEF FINANCIAL OFFICER	R. Shepherd
DEPUTY CORPORATE OFFICER	S. Winton
MANAGER OF DEVELOPMENT AND ENGINEERING	S. Bird
FIRE CHIEF	D. Heriot
MANAGER OF BUILDING AND BYLAW INSPECTION SERVICES	W. Kopan
MANAGER OF OPERATIONS	R. Huston

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### CALL TO ORDER

The Mayor called the meeting to order at 9:00 am

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### COMMITTEE OF THE WHOLE AGENDA

Adoption of April 7th, 2014, COTW Meeting agenda

MOTION: SMITH

**RESOLVED THAT THE AGENDA FOR THE APRIL 7TH, 2014, COTW MEETING BE  
ADOPTED AS PRESENTED.**

CARRIED.

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### REGISTERED PETITIONS AND DELEGATIONS

a) Carbon Neutral Kootenays - Patricia Dehnel

Patricia Dehnel, representative for the Carbon Neutral Kootenays program spoke with

regard to:

- The CNK program and provided background information
- Intention is to work towards carbon neutrality
- Provided a review of the 5 year program
- The education, inventories and planning of the program
- Value in Communities
- The change in energy and GHG's (green house gas emissions) from 2008

Mayor advised that the City has saved CNK dollars for 2 years and will continue to do so, and further that the dollars will be used for a carbon neutral project in the community.

MOTION: O'DOHERTY

**RESOLVED THAT COUNCIL RECEIVE THE PRESENTATION FROM PATRICIA DEHNEL REGARDING THE CARBON NEUTRAL KOOTENAYS PROJECT.**

CARRIED.

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b) WildsafeBC Program - Laurie Grant

Laurie Grant, project coordinator for the WildsafeBC program spoke with regard to:

- Deer Conflict Reduction Program for 2014 contract for the City of Grand Forks.
- The Wildlife Alert Reporting Program (data collection program)

Ms. Grant provided an overview of the Grand Forks program to Council and advised that there is a deer count on April 25<sup>th</sup> with the Deer Committee.

MOTION: SMITH

**RESOLVED THAT COUNCIL RECEIVE THE PRESENTATION FROM LAURIE GRANT REGARDING THE WILDSAFEBC PROGRAM.**

CARRIED.

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c) Gallery 2

The Manager of Building and Bylaw Services spoke with regard to the Gallery 2 request. He advised:

- The plans were done at the same time that the original renovation was designed, but budget did not permit the project to move forward
- He provided a review of the requested changes.
- The renovation will be funded from the Gallery 2 budget
- The estimated cost of the renovation is not clear at this time

MOTION: O'DOHERTY

**RESOLVED THAT COUNCIL RECEIVE THE PRESENTATION FROM THE BYLAW AND BUILDING INSPECTION OFFICER REGARDING THE REQUEST TO MAKE ALTERATIONS TO THE GALLERY 2 AND HERITAGE CENTRE GIFT SHOP ENTRANCE**

**AND REFER IT TO THE APRIL 7<sup>TH</sup>, 2014, REGULAR MEETING FOR DECISION.**

CARRIED.

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**PRESENTATIONS FROM STAFF**

Chief Administrative Officer

The Chief Administrative Officer spoke with regard to the Respectful Workplace Policy. He advised that the purpose of the policy is to:

- Formalize the responsibility and commitment of the City in ensuring all employees, elected officials, volunteers, residents, customers and visitors enjoy a workplace and service environment that is free from any form of discrimination or harassment.
- To establish that the City promotes a work environment in which everyone is treated with respect and dignity and contribute to a productive and professional atmosphere
- To develop an understanding of what is meant by a respectful workplace and ensure that a respectful workplace is created and maintained
- To provide processes and procedures to handle complaints and remedy situations when they occur.

MOTION: SMITH

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS THAT COUNCIL ADOPT POLICY #616 - RESPECTFUL WORKPLACE POLICY AND FORWARDS THE POLICY TO THE APRIL 28<sup>TH</sup> REGULAR MEETING FOR COUNCIL CONSIDERATION.**

CARRIED.

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Manager of Development and Engineering Services

The Manager of Development and Engineering Services advised that this discussion regarding the 81<sup>st</sup> Avenue Road Closure Bylaw is not a Public Hearing as in a re-zoning or OCP process, but that discussion regarding the road closure has been made open to the public.

MOTION: O'DOHERTY

**RESOLVED THAT THE COTW HEARS ANY COMMENTS AND CONCERNS AND/OR ACCEPTS WRITTEN CORRESPONDENCE FROM THE SURROUNDING PROPERTY OWNERS AND THE PUBLIC REGARDING BYLAW 1995 - 81ST AVENUE ROAD CLOSURE BYLAW.**

CARRIED.

There were no comments or concerns voiced from the public

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Monthly Highlight Reports from Dept. Managers

The Chief Administrative Officer reviewed the Monthly Management reports.

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The Chief Administrative Officer spoke with regard to the proposed amendments to the Fees and Charges Bylaw.

Mr. Triveri , a member of the gallery, spoke with regard to the 2014-2018 Financial Plan.

The Chief Financial Officer responded with regard to the 2014-2018 Financial Plan and advised that there was approximately 1.2 million dollars in the combined reserve funds at the end of 2013.

The Chief Administrative Officer spoke with regard to water meters and the installation of a new well and further to the utilities of the City. He advised that the City does use revenue from utility and other services to fund other activities, projects and social issues of the City. He further advised that there were several Budget discussions at the COTW meetings where the public has been encouraged to attend.

Ms. ChristineThompson, a member of the gallery, spoke with regard to the level of service the City provides and how the community pays for the current level of service; whether through tax increases or reduction in service levels.

Mr. Nigel James, another member of the gallery, spoke with regard to the 2014-2018 budget, street sweeping, electrical utility, and the Traffic Control Bylaw.

The Chief Administrative Officer spoke with regard to the Traffic Control Bylaw and the responsibilities of property owners to clear snow, and sweep sidewalks, etc.

The Mayor recessed the meeting at 10:20 am

The Mayor reconvened the meeting at 10:33 am

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## **REPORTS AND DISCUSSION**

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## **PROPOSED BYLAWS FOR DISCUSSION**

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## **INFORMATION ITEMS**

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Boundary Family and Individual Services Society Correspondence:  
Leda Leander, Executive Director of Boundary Family and Individual Services Society  
and Connie Bielert, BFISS Board Chair were present in the gallery.

Ms. Leander spoke with regard to the Social Policy Framework that social service



agencies across BC are asking the Province to develop.

MOTION: O'DOHERTY

**RESOLVED THAT THE COTW RECEIVE THE INFORMATION FROM THE BOUNDARY FAMILY AND INDIVIDUAL SERVICES SOCIETY REGARDING SUPPORT FOR A MOTION ON SOCIAL POLICY THAT IS BEING BROUGHT FORWARD TO THE AKBLG AGM FOR CONSIDERATION AND REFERS THE MATTER TO THE APRIL 7TH, 2014, REGULAR MEETING FOR DECISION.**

CARRIED.

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**CORRESPONDENCE ITEMS**

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**LATE ITEMS**

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

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**QUESTION PERIOD FROM THE PUBLIC**

Mr. Gene Koch

He spoke with regard to the Community Charter and specifically, petitions to Council and the Alternative Approval Process.

The Chief Administrative Officer spoke with regard to the why's and why not's of water meters.

Mr. Nigel James

He spoke with regard to water.

Mr. Les Johnson

He spoke with regard to power and energy sales.

Mr. Frank Triveri

Spoke with regard to the generators that the City installed in relation to fire protection.

The Fire Chief advised that the generators do satisfy the needs for fire protection for the area.

The Mayor spoke with regard to the necessary replacement of Well 2 because it had reached its life expectancy.

Ms. Christine Thompson

She spoke with regard to selling electricity back to BC Hydro.

Councillor Wirischagin

He spoke with regard to Kimberley selling power back to the grid.

Ms. Donna Semenoff

She spoke with regard to selling power back to the grid.

The Chief Administrative Officer spoke with regard to Well #2 and the expected 2014 replacement.

Ms. Donna Semenoff

She spoke with regard to water meters.

She spoke with regard to the Request for Proposal for water meter installation.

She spoke with regard to water meter installation.

The Chief Administrative Officer advised that the engineers who prepare reports for the City can prepare information at the City's request, but there would be costs associated with the request.

The Mayor advised that there is a conflict with releasing the Water Meter RFP to the public, and that the request to do so is being looked at by the City's legal team at this time.

Mr. James Hamilton

He spoke with regard to the public process and the passing of bylaws, and whether they would be impacted by the International Council of Environmental Issues.

Mr. Les Johnson

On behalf of viewer Ms. Julia Butler regarding:

Power in Dick Bartlett Park and renovations to City Hall

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### **ADJOURNMENT**

MOTION: O'DOHERTY

The meeting was adjourned at 12:06 pm

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**CERTIFIED CORRECT:**

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MAYOR BRIAN TAYLOR

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DEPUTY CORPORATE OFFICER-  
SARAH WINTON

NOT ADOPTED, SUBJECT TO CHANGE



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

**REGULAR MEETING OF COUNCIL**  
**MONDAY, APRIL 7<sup>TH</sup>, 2014**

**PRESENT:**

MAYOR BRIAN TAYLOR  
COUNCILLOR BOB KENDEL  
COUNCILLOR PATRICK O'DOHERTY  
COUNCILLOR GARY SMITH  
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER  
DEPUTY CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
MANAGER OF BUILDING & BYLAW INSPECTION  
SERVICES  
GALLERY

D. Allin  
S. Winton  
R. Shepherd  
W. Kopan

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**CALL TO ORDER**

- a) The Mayor called the meeting to order at 7 pm
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**ADOPTION OF AGENDA**

The Mayor advised that there is a LATE ITEM: The Liquor Licensing Branch has requested a change of wording for the liquor license application to the Happy Day's 50's Diner resolution from Council.

- a) Adoption of the April 7th, 2014, Regular Meeting agenda

MOTION: SMITH / KENDEL

**RESOLVED THAT COUNCIL ADOPT THE APRIL 7TH, 2014, REGULAR MEETING  
AGENDA AS AMENDED.**

CARRIED.

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**MINUTES**

- a) March 24th, 2014, Regular Meeting minutes

MOTION: O'DOHERTY / WYERS

**RESOLVED THAT COUNCIL ADOPT THE MARCH 24TH, 2014, REGULAR MEETING**

MINUTES AS CIRCULATED.

CARRIED.

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**REGISTERED PETITIONS AND DELEGATIONS**

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**UNFINISHED BUSINESS**

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

**a) Corporate Officer's Report- Verbal Reports of Council**

Councillor Smith

He reported that

- On April 3<sup>rd</sup>, he attended the Environment Committee meeting where they discussed air quality issues in the area. He advised that Barb Stewart of the Boundary Invasive Plant Management Program is interested in developing a City/RDKB partnership in the weed control program

-On April 4<sup>th</sup>, he attended the Vital Signs meeting and discussed the upcoming program

-The next Deer Committee meeting is on April 25<sup>th</sup> at 5:30 am for the deer count with a meeting to follow

-He spoke with regard to the bat houses that are being built and advised that within the month, they will be ready to be erected

MOTION: SMITH / WYERS

**RESOLVED THAT COUNCIL DIRECT STAFF TO PREPARE A LETTER TO THE FIRE DEPARTMENT VOLUNTEERS THANKING THEM FOR THEIR WATER CONSERVATION EFFORTS.**

CARRIED.

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Councillor Kendel

He reported that

- On March 25<sup>th</sup>, he reported his attendance at a Boundary Country Chamber of Commerce monthly meeting and advised that the Greenwood Board of Trade has agreed to form a partnership with the Chamber. He advised that the board is considering initiating a substantial community ambassador program in the near future, if anyone was interested, to please contact James at the Chamber Office in Grand

Forks.

-On April 2<sup>nd</sup>, he met with Kerri Wall from Interior Health and James Wilson regarding the Vital Signs questionnaire including economic development elements

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Councillor Wyers

She reported that

-She attended a March 26<sup>th</sup> meeting with the Boundary Museum Society, Flour Mill and Venture Grand Forks, who are preparing to open the season at the Flour Mill on May 1<sup>st</sup>.

-On March 28<sup>th</sup>, she attended BC Liberal Women's Network in Kelowna and heard from Pamela Martin. She spoke with the MLA, Linda Larson, who is coming to Grand Forks on April 17<sup>th</sup> and will meet with the Head Start group.

-On March 31<sup>st</sup>, she attended the Multi Use Trail education session, hosted by the ATV Club meeting for the introduction of the new trail system

-She attended the Head Start For Young Women meeting on Saturday, April 12<sup>th</sup>

-She participated in the Environment Committee meeting on April 3<sup>rd</sup>, where Councillor Smith spoke to brown field programs. She requested Council support her request to send a letter to Air Quality subcommittee members Peter Shilton, Paul Pinnard, Michelle Caskey and Chris Moslin, thanking them for work done over the past few years in air quality.

MOTION: WYERS / O'DOHERTY

**RESOLVED THAT COUNCIL DIRECT STAFF TO PREPARE A LETTER ON BEHALF OF COUNCIL, TO THE AIR QUALITY SUBCOMMITTEE, THANKING THEM FOR THE GREAT WORK DONE ON AIR QUALITY IN THE CITY.**

**CARRIED.**

- She attended the April 3<sup>rd</sup> Kettle River Water Shed Advisory Committee meeting, and advised there is an upcoming meeting on April 15<sup>th</sup> on riparian area management

-She advised the Grand Forks Flying Association is inviting the Snow Bird Aerial Performance group to participate in 2017 for Canada's birthday.

-Citizens on Patrol have been active and they have submitted a letter to the City requesting to expand their patrolling area to include Area D

MOTION: WYERS / SMITH

**RESOLVED THAT COUNCIL SUPPORT THE CITIZENS ON PATROL EXPANDING THEIR TERRITORY TO INCLUDE AREA D AND FURTHER TO USE THE CITY VAN.**

**CARRIED.**

-The AKBLG AGM is this week in Creston, the theme this year is ties between our communities.

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Councillor O'Doherty

He reported that

-The Grand Forks International board is busy planning the ball tournament, and after Easter weekend, will go full speed ahead

-Music in the park is booked for the season

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Mayor Taylor

He spoke with regard to

- The SPCA issue and the lack of available humane resources in the community for dealing with animals. He pointed out that there are problems with feral cats and he would like to appeal to the public to volunteer to manage a program

MOTION: SMITH / O'DOHERTY

**RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

CARRIED.

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

- a) Corporate Officer's Report- RDKB Representatives report  
Mayor Taylor spoke with regard to the meeting of the Boundary Economic Development Committee. He advised that there is an effort on behalf of Community Futures and Area E Director, Bill Baird, to have a Welcome Centre/Information booth at Rock Creek. The Mayor further spoke with regard to West Kootenay Boundary Regional Hospital Board.

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**



CARRIED.

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**RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Building Inspection and Bylaw Services  
Alteration to Gallery 2 facility

MOTION: SMITH / O'DOHERTY

**RESOLVED THAT COUNCIL APPROVE THE ALTERATION PLANS TO THE ENTRY  
DOORWAY OF THE GIFT SHOP AT THE GALLERY 2 FACILITY.**

CARRIED.

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**REQUESTS ARISING FROM CORRESPONDENCE**

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**INFORMATION ITEMS**

- a) Boundary Taxi Company  
Rate increase information

MOTION: KENDEL / SMITH

**RESOLVED THAT COUNCIL RECEIVE FOR INFORMATION THE CORRESPONDENCE  
FROM THE BOUNDARY TAXI COMPANY REGARDING RATE INCREASES.**

CARRIED.

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- b) Public Works Association of British Columbia  
Public Works Week

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT COUNCIL DIRECTS STAFF TO WRITE A LETTER TO PUBLIC WORKS  
THANKING STAFF FOR ALL THEY DO IN RECOGNITION OF PUBLIC WORKS WEEK.**

CARRIED.

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- c) Boundary Family and Individual Services Society

Request from Boundary Family and Individual Services Society for Council to support  
a resolution regarding Social Policy framework at AKBLG.

MOTION: WYERS / O'DOHERTY

**RESOLVED THAT COUNCIL SUPPORT THE REQUEST FROM BOUNDARY FAMILY AND INDIVIDUAL SERVICES SOCIETY FOR COUNCIL TO SUPPORT A RESOLUTION REGARDING SOCIAL POLICY FRAMEWORK AT AKBLG.**

CARRIED.

The resolution which will be presented for consideration at the AKBLG reads as follows:

**WHEREAS EVERY BRITISH COLUMBIAN DEPENDS ON SOCIAL SERVICES, HEALTH CARE, JUSTICE AND EDUCATION SERVICES;**

**AND WHEREAS OUR COMMUNITIES ARE PARTNERS IN THE DELIVERY OF MANY OF THESE SERVICES AND ARE FACING INCREASINGLY COMPLEX SOCIAL CHALLENGES REQUIRING COORDINATION BETWEEN MULTIPLE SOCIAL MINISTRIES OF GOVERNMENT, MUNICIPALITIES AND THE COMMUNITY AGENCIES AND ORGANIZATIONS THAT DELIVER SERVICES TO THE PUBLIC;**

**THEREFORE BE IT RESOLVED THAT THE MUNICIPAL GOVERNMENTS OF BRITISH COLUMBIA CALL UPON THE PREMIER TO BEGIN A CONSULTATION WITH BRITISH COLUMBIANS TO INITIATE THE DEVELOPMENT OF A SOCIAL POLICY FRAMEWORK THAT WILL SET OUT KEY POLICY DIRECTIONS, VALUES, PRIORITIES, ROLES AND EXPECTATIONS AND GUIDE THE CREATION OF PUBLIC POLICY TO MEET OUR SOCIAL NEEDS NOW AND INTO THE FUTURE.**

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### **BYLAWS**

- a) Chief Financial Officer  
2014-2018 Financial Plan

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT COUNCIL GIVE THIRD READING TO 2014-2018 FINANCIAL PLAN BYLAW 1996.**

CARRIED.

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### **LATE ITEMS**

- a) Manager of Development and Engineering

Liquor License for Happy Day's 50's Diner

The Liquor Licensing Branch has requested a change of wording for the liquor license application to the Happy Day's 50's Diner resolution from Council, to read as follows:

MOTION: O'DOHERTY / SMITH

**RESOLVED THAT COUNCIL RECEIVE THE STAFF REPORT DATED JANUARY 10TH, 2014, WITH REGARD TO THE HAPPY DAY'S 50'S DINER APPLICATION TO THE LIQUOR CONTROL AND LICENSING BRANCH FOR A LIQUOR LICENSE APPLICATION FOR PREMISES LOCATED AT 131 CENTRAL AVENUE, AS OUTLINED IN THEIR APPLICATION AND FURTHER ADOPTS THE FOLLOWING RESOLUTION TO BE SENT TO THE LIQUOR CONTROL AND LICENSING BRANCH;**

**WHEREAS THE NEW LIQUOR LICENSE APPLICATION FOR THE 139 SQUARE METER OF THE DINING AND DANCING AREA OF THE RESTAURANT INTENDED ON ACCOMMODATING APPROXIMATELY 50 SEATS, INSIDE THE ESTABLISHMENT, WILL HAVE NO POTENTIAL FOR ADDITIONAL NOISE, AS IT IS AN INDOOR LICENSED AREA WITH NO OUTDOOR SEATING;**

**AND WHEREAS THE IMPACT ON THE SURROUNDING COMMUNITY WILL SEE THAT THE HAPPY DAY'S 50'S DINER PATRONS WILL BE LOCATED IN A CONTROLLED INDOOR AREA, FOR THE PATRON'S PARTICIPATION, AS REQUESTED IN THE APPLICATION;**

**AND WHEREAS THE CITY OF GRAND FORKS HAD NOTIFIED THE SURROUNDING PROPERTY OWNERS BY WRITTEN CORRESPONDENCE AND NO INDIVIDUALS HAD RESPONDED EITHER BY CORRESPONDENCE OR IN PERSON AT THE DEADLINE DATE STATED IN THE CORRESPONDENCE;**

**AND WHEREAS THERE WILL BE NO AMENDMENT REQUIRED FOR THE ESTABLISHMENT BEING OPERATED IN A MANNER THAT IS CONTRARY TO THE PRIMARY PURPOSE, WHICH WILL BE A LIQUOR LICENSED RESTAURANT AND IS A PERMITTED USE IN THE CURRENT ZONING OF THE PROPERTY;**

**BE IT FURTHER RESOLVED THAT COUNCIL ADVISES THE LIQUOR CONTROL AND LICENSING BRANCH OF COUNCIL'S SUPPORT FOR HAPPY DAY'S 50'S DINER LIQUOR LICENSE APPLICATION, AS DESCRIBED IN THE APPLICATION AND DETERMINES THAT THERE WERE NO NEGATIVE RESPONSES WITH REGARD TO THE APPLICATION.**

**BE IT FURTHER RESOLVED THAT COUNCIL ADVISES THE LIQUOR CONTROL AND LICENSING BRANCH OF COUNCIL'S SUPPORT FOR THE HAPPY DAY'S 50'S DINER APPLICATION FOR A PERMANENT LIQUOR LICENSE AREA FOR PATRON PARTICIPATION ENTERTAINMENT ENDORSEMENT TO HAVE 50'S SOC-HOPS FOUR TO FIVE TIMES A YEAR ENDING AT 10:00 PM AND TO HOST BANQUETS FOR PARTIES WHICH SUPPLY FOOD FROM THE MENU, ENDING AT 12:00 AM AND THAT ANY NEGATIVE IMPACT AND POTENTIAL FOR NOISE TO THE SURROUNDING BUSINESSES AND RESIDENTS WOULD BE CONSIDERED STANDARD FOR THIS AREA OF THE CITY.**

CARRIED.

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**QUESTIONS FROM THE PUBLIC AND THE MEDIA**

Ms. Donna Semenoff

She spoke with regard to the water meter RFP.

The Chief Administrative Officer advised that he anticipates that the water meter project will take more than a year to complete.

Ms. Semenoff spoke further to the water meter project.

The Mayor advised that Council is elected to look after City business.

The Chief Administrative Officer advised that the type of meter chosen for installation would adhere to Federal health and environmental standards.

James Hamilton

He spoke with regard to Bylaws

The Mayor advised that Bylaws are not made in closed meetings, but must be presented and adopted before the public.

The Chief Administrative Officer spoke with regard to the process for passing a bylaw as legislatively required.

Ms. Chris Thompson

She spoke with regard to voluntary water meters and advised she would like to volunteer to be one of the first.

Mr. Roy Ronaghan

He spoke with regard to the Carbon Neutral Kootenay program and the Provincial program.

The Mayor spoke with regard to the Carbon Neutral Kootenay program and the process.

The Chief Administrative Officer advised that a meeting with the building inspector and bylaw officer and Mr. Ronaghan could be arranged to discuss the carbon neutral program.

Mr. Les Johnson

On behalf of Julia Butler through Facebook

She spoke with regard to Build Canada Grant.

Mayor Taylor spoke with regard to gas tax funding and explained that the Canada Build funding could be matched by the province to assist with the infrastructure replacement program.

Mr. Nigel James

He spoke with regard to the Snow Birds (Sarah, what is this in reference to?) and the presentation that the Chief Administrative Officer gave at the COTW with regard to the water system.

He spoke further to the SPCA

He spoke further to the restoration of City Hall

He spoke further to the Fire Protection System and services.

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**ADJOURNMENT**

MOTION: O'DOHERTY

**RESOLVED THAT COUNCIL ADJOURN THE APRIL 7<sup>TH</sup>, 2014, REGULAR MEETING AT 8:05 pm**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR BRIAN TAYLOR

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DEPUTY CORPORATE OFFICER-  
SARAH WINTON



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** April 28th, 2014  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

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

---

**Benefits or Impacts of the Recommendation:**

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

**Strategic Impact:** Members of Council may ask questions, seek clarification and report on issues.

**Policy/Legislation:** The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

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**Recommendation:** **RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

- OPTIONS:**
- 1. RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED**
  - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.**
  - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**
- 

 Department Head or CAO	 Chief Administrative Officer
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# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** April 28th, 2014

**Subject:** Report – from the Council's Representative to the Regional District of Kootenay Boundary

**Recommendation:** **RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

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

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**Benefits or Impacts of the Recommendation:**

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

**Policy/Legislation:** The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

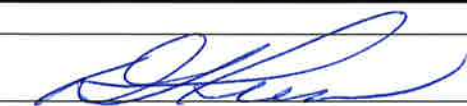
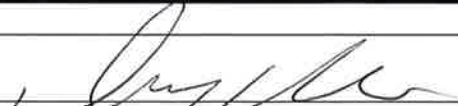
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**Recommendation:** **RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

**OPTIONS:**

- 1. RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**
- 2. RECEIVE THE REPORT AND REFER ANY ISSUES FOR FURTHER DISCUSSION OR A REPORT: UNDER THIS OPTION, COUNCIL PROVIDED WITH THE INFORMATION GIVEN VERBALLY BY THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY DIRECTOR REPRESENTING COUNCIL AND REQUESTS FURTHER RESEARCH OR CLARIFICATION OF INFORMATION FROM STAFF ON A REGIONAL DISTRICT ISSUE.**

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Department Head or CAO	Chief Administrative Officer



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Corporate Services

**Date:** April 14<sup>th</sup>, 2014

**Subject:** Main Floor & Second Floor – City Hall Restoration

**Recommendation:** **RESOLVED THAT COUNCIL APPROVES THE FINISHES AND LAYOUT PROPOSAL, AS PRESENTED BY STAFF, FOR THE MAIN FLOOR AND SECOND FLOOR OF CITY HALL, AND FURTHER DIRECTS STAFF TO MOVE FORWARD WITH THE PROJECT WITHIN THE INSURANCE ALLOTMENT.**

---

**BACKGROUND:** Since the fire at City Hall in September 2013, staff has been working diligently in preparation of the rebuild.

### **RECONSTRUCTION INITIATIVES AND TIMELINE**

The main floor of the building received the most severe damage and has been the focus of staff who have been working with insurance, restoration and other companies to determine the scope of work and settlement amount. In January, Hatch Interior Design was hired to create a schematic for the main floor which included extensive consultation with staff and council to better meet the needs of the public. The project management team is working closely with Hatch and engineering team to develop the RFP that will go out for General Contracting Services in the rebuild of City hall. An Expression of Interest was recently posted to pre-qualify potential General Contractors for the project with a deadline of April 17<sup>th</sup>, 2014, with the intention of expediting the tender process. The tender will be posted in the first week of May and will close in the last week of May with the tender to be awarded in the first week of June. The Project team aims to have construction begin in the second week of June.

### **DESIGN CONCEPTS FOR MAIN FLOOR AND SECOND FLOOR**

At the March 10<sup>th</sup>, 2014, Regular Meeting, the Chief Administrative Officer presented the layout for the main floor of City Hall as well as the proposed design concepts.(as attached)

Schematic boards illustrating the new design and plan for the main floor of City hall were housed at four locations in Grand Forks; the Aquatic centre, Library, temporary City Hall at Industrial Parkway and 5<sup>th</sup> Street to provide the public with an opportunity to view the design and interior layout for City Hall and to have the opportunity to provide feedback with regard to the proposed design concept. Administration, to date, has not received any written feedback regarding these concepts.

The second floor received minor smoke damage for which a sealant was applied over most exposed hard surfaces and required the removal and disposal of any soft surfaces such as carpet and cloth furniture. On March 20<sup>th</sup>, Council and staff met at City Hall to discuss future options for layout, furniture and decoration for Council Chambers and meeting rooms. While considering Council's wishes with regard to the refinishing and multi usage of the second floor of City Hall, staff determined to utilize recommendations made by Hatch Interior for the

# REQUEST FOR DECISION

— REGULAR MEETING —



main floor and apply them to the second floor to maintain some continuity and consistency throughout the building. Recommendations and wishes of Council were used to select a sample of modular furniture that would be both flexible and comfortable and meet the layout wishes as determined by Council (Memorandum and modular furniture examples attached).

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**Benefits or Impacts of the Recommendation:**

To meet the needs of the community in the rebuilding of City Hall utilizing concepts from the past architecture of the original interior as well as utilizing contemporary design for a logical functionality for the public, Council and staff.

**Strategic Impact:** N/A

**Financial:** Staff is working within the insurance allotment – any enhancements required outside the insurance parameters will be brought to Council for their consideration and approval prior to moving forward.

**Policy/Legislation:** N/A

**Attachments:** City Hall Reconstruction Timeline, Summary of March 20<sup>th</sup> Council Chamber meeting, example of modular furniture, March 10<sup>th</sup> PowerPoint presentation regarding the Main floor layout and proposed design concepts

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**Recommendation:** **RESOLVED THAT COUNCIL APPROVES THE FINISHES AND LAYOUT PROPOSAL, AS PRESENTED BY STAFF, FOR THE MAIN FLOOR AND SECOND FLOOR OF CITY HALL, AND FURTHER DIRECTS STAFF TO MOVE FORWARD WITH THE PROJECT WITHIN THE INSURANCE ALLOTMENT.**

**OPTIONS:**

1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

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Department Head or CAO	Chief Administrative Officer

[illegible]



# MEMORANDUM



**DATE :** April 11, 2014  
**TO:** Council  
**FROM:** Corporate Services  
**SUBJECT:** Council Chambers

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On March 20<sup>th</sup>, Council and Staff met at City Hall to discuss layout options for Council Chambers. Below are ideas that were shared.

## **Design**

- Utilize wall space to tell the story of the City (using historical photos)
- For consistency use the same carpeting, paint colour and flooring being used on main level

## **Furniture Layout**

- Furniture laid out in a semi circle on the south side of the room
- Gallery to go in front of Council along the North wall
- North door would be entrance for the public
- The South West door for Council use
- Staff area set up along east wall

## **Logistics**

- Wires and plug ins come up through floor instead of from the walls (to avoid any tripping hazards)
- Main screen to remain as is
- Invest in a 2<sup>nd</sup> screen
- Remote control cameras
- Recessed speakers
- Secure lock up for electronics
- Back lighting for recorded council meetings
- Lapel microphones for Council

## **Considerations**

- Capacity of room
- Creating a multipurpose space
- Any furniture needs to be portable
- Donation of current Council furniture to library
- Reduce size of pillars in chambers

## **Mayor and Council Rooms**

- Meeting space
- Small table
- Inviting for Councillors to host meetings
- Office security

The above cosmetic items are included in the insurance claim and the Design firm Hatch is including the associated costs into the build budget. The logistics and technological items are currently under negotiation with the insurance company, as are the heating system and fixture upgrades (such as low flow toilets and low flow faucets).

## **CITY HALL RESTORATION PROJECT UPDATE**

- A standard bidder's package has been assembled
- Hatch is developing a Class C budget
- The mechanical company is currently reviewing all options for the heating and cooling system
- Argosy Construction continues negotiations with the insurance company ensuring complete coverage of the build.





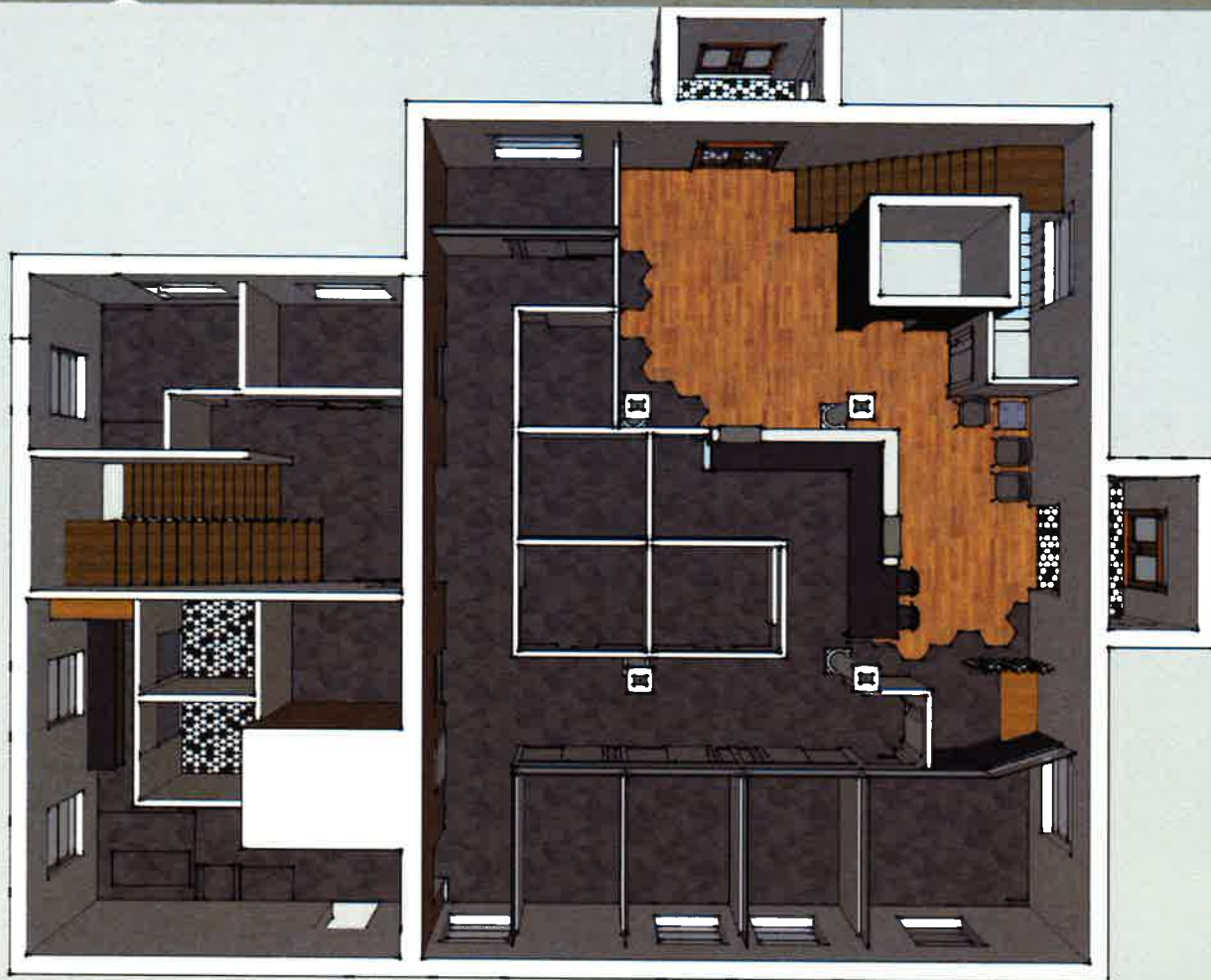


# City Hall Restoration Proposal from Hatch Designs





# Proposed Aerial Floor Plan



# Proposed Aerial Floor Plan



Main Floor Plan  
Scale: 1/4" = 1'-0"



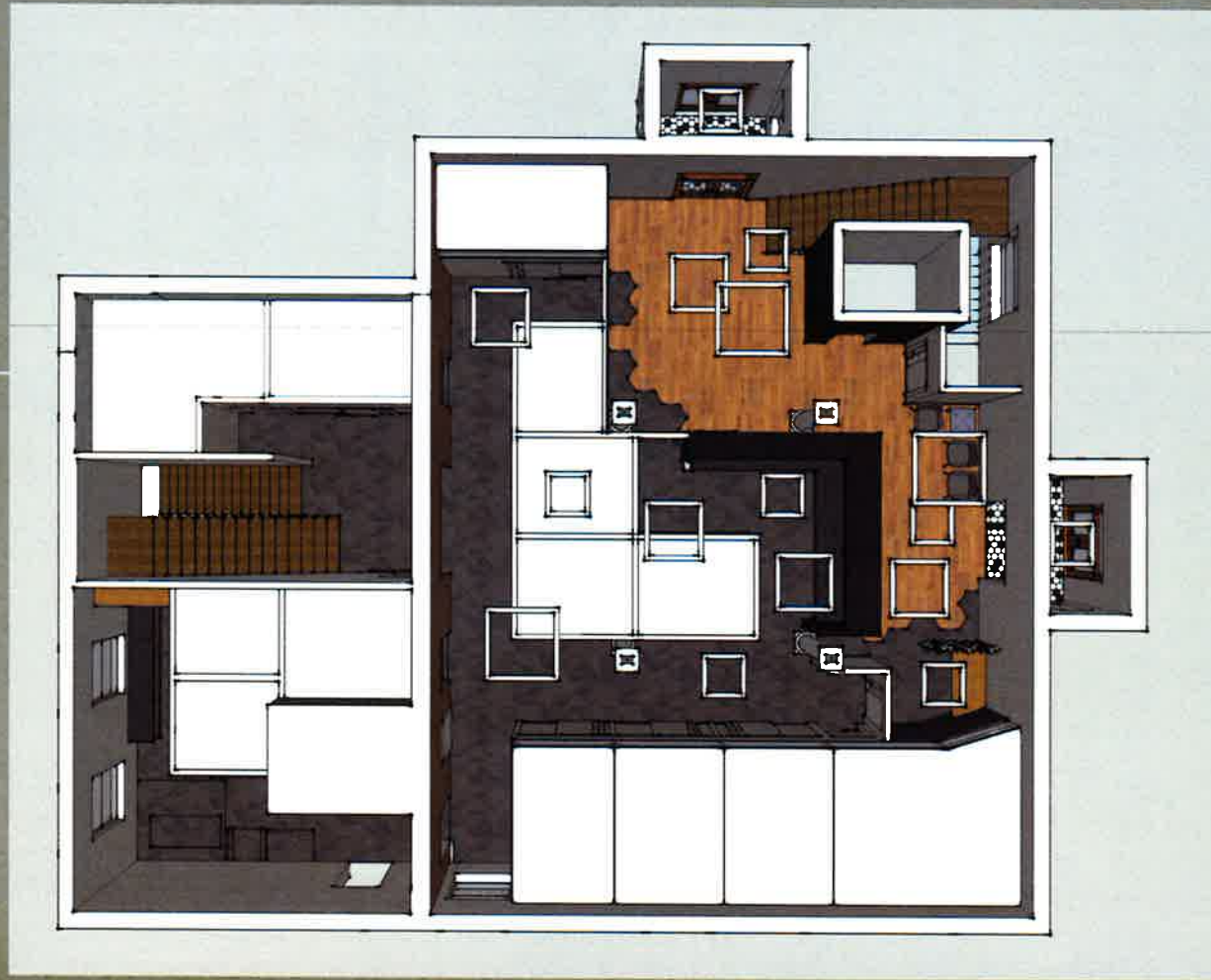
[www.GrandForks.ca](http://www.GrandForks.ca)

**Grand Forks Administration Offices  
Floor Plan**

**hatch**  
INTERIOR DESIGN



# Floor Plan showing offices with interior ceilings for privacy



# Proposed Elevation from 4<sup>th</sup> Street Entrance

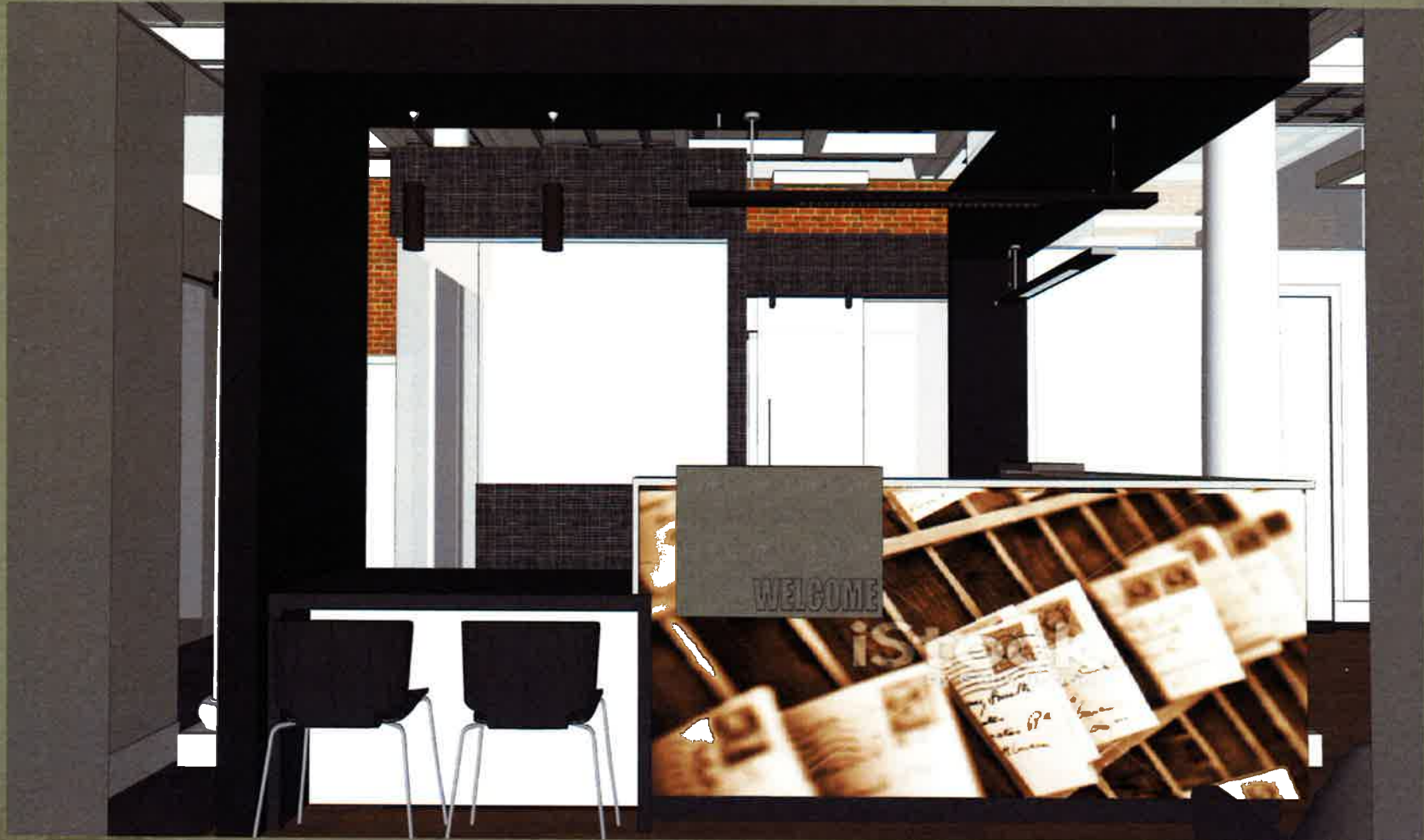




# Proposed Elevation from 4<sup>th</sup> Street Entrance



# Proposed Elevation from 4<sup>th</sup> Street Entrance

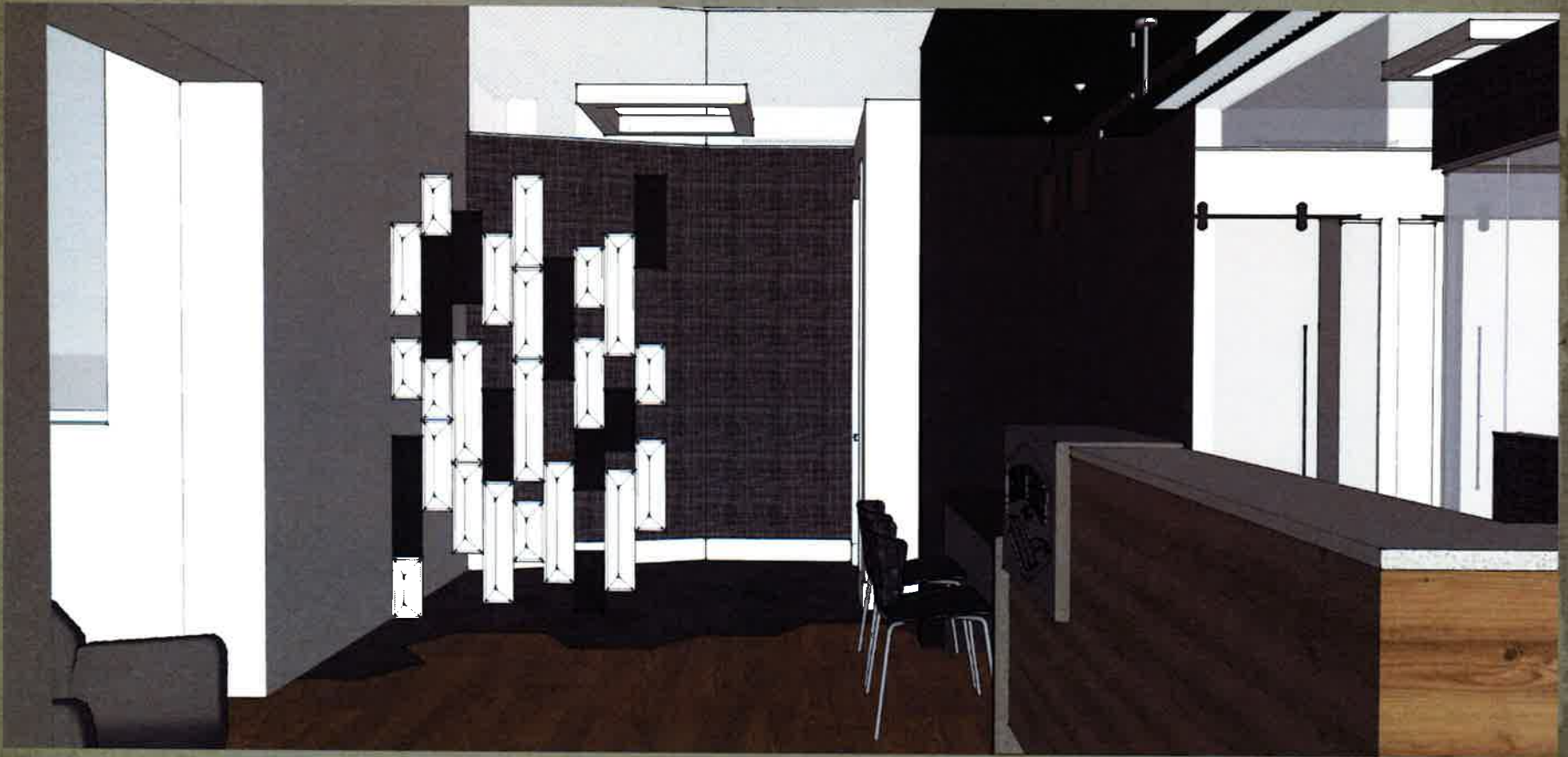




# Proposed Elevation from Market Avenue Entrance



# Elevation looking South by 4<sup>th</sup> Street Entrance (Privacy Area)



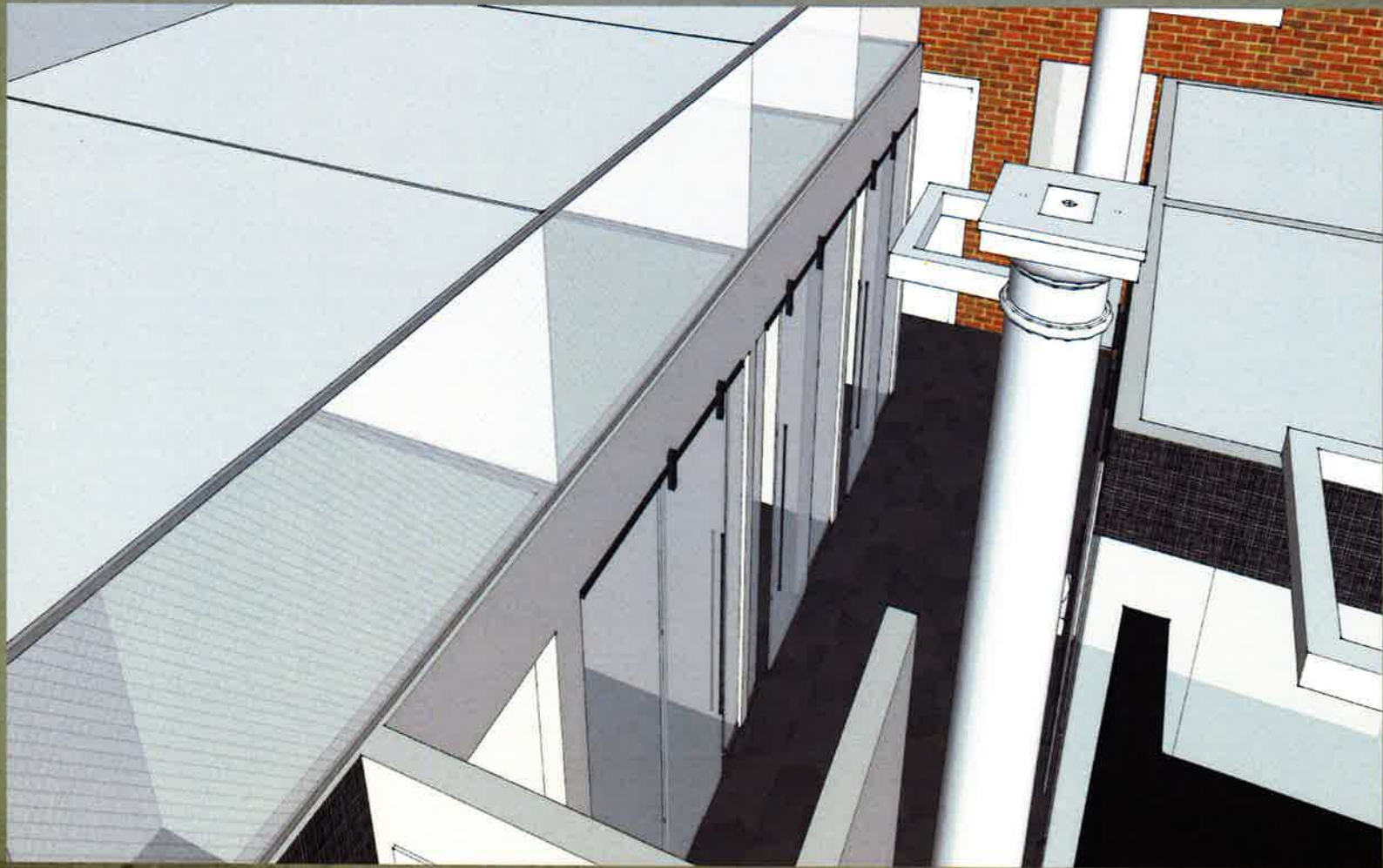


# Ariel of City Hall showing Staircases and Elevator

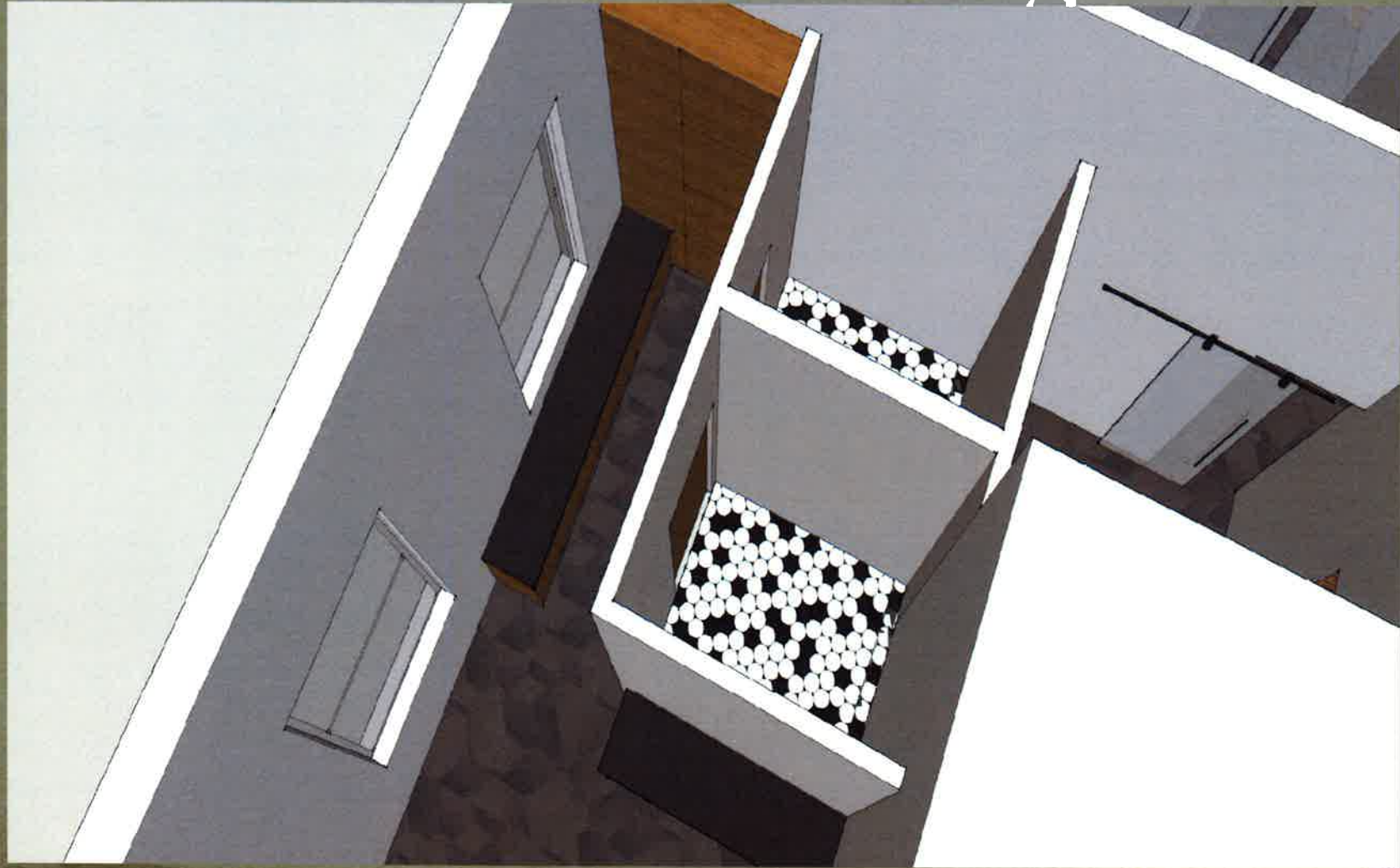




# View of Office Frontages – South Wall



# Washroom/Printer Area West Side of Building







History  
Sustainability



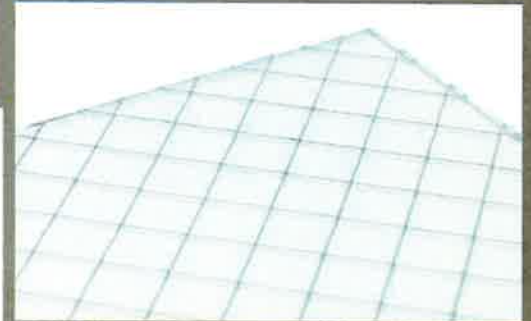
Black/White  
Wood



Post Office



History  
Acoustics



History  
Recycled Sustainability



History  
& Contemporary



Acoustic



Slag  
Sustainability



History  
Recycled Content



History  
Recycled Sustainability

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Doug Allin, Chief Administrative Officer  
**Date:** March 27, 2014  
**Subject:** Respectful Workplace Policy #616  
**Recommendation:** **RESOLVED THAT** Council adopt Policy #616 - "Respectful Workplace Policy".

---

**BACKGROUND:** At the April 7, 2014 Committee of the Whole meeting, Council received Staff's report and accepted the proposed Respectful Workplace Policy #616 and resolved that Council adopt Policy #616 – Respectful Workplace Policy at the Regular meeting to be held on April 28, 2014.

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## **Benefits or Impacts of the Recommendation:**

**General:** A respectful workplace is one which is free from discrimination and harassment as prohibited by the B.C. Human Rights Code. Discrimination and harassment will not be tolerated in the City of Grand Forks. All employees, elected officials, volunteers, residents, customers and all contractors and visitors at the City of Grand Forks shall have a respectful experience, free from discrimination and harassment. A respectful workplace is a workplace where everyone feels comfortable and is treated fairly and civilly by others and to conduct themselves in a friendly, courteous and professional manner – "treat others as you would have them treat you". A respectful workplace promotes cooperative and collaborative behaviors, including healthy group dynamics and proactive problem solving.

**Strategic Impact:** Outlines the acceptable conduct necessary for the orderly operation of the organization and benefits and protects the rights and safety of all persons with whom the City comes in contact with.

**Financial:** n/a

**Policy/Legislation:** As set out in the B.C. Human Rights Code.

**Attachments:** - Copy of Policy #616 – Respectful Workplace Policy

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# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:** **RESOLVED THAT** Council adopt Policy #616 - "Respectful Workplace Policy".

- 
- OPTIONS:
1. COUNCIL CHOOSES TO SUPPORT THE RECOMMENDATION.
  2. COUNCIL CHOOSES TO NOT SUPPORT THE RECOMMENDATION.
  3. COUNCIL CHOOSES TO REFER THE POLICY BACK TO STAFF FOR MORE INFORMATION.
- 

	
Department Head or CAO	Chief Administrative Officer



<b>CITY OF GRAND FORKS</b>		
<b>POLICY TITLE:</b>	<b>Respectful Workplace Policy</b>	<b>POLICY NO: 616</b>
<b>EFFECTIVE DATE:</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE: 1 of 6</b>

**PURPOSE:**

The purposes of the Respectful Workplace are:

- to formalize the responsibility and commitment of the City of Grand Forks to ensure that all employees, elected officials, volunteers, residents, customers and visitors enjoy a workplace and service environment that is free from any form of discrimination or harassment (including sexual harassment).
- to establish that the City of Grand Forks promotes a work environment in which all employees, elected officials and volunteers are treated with respect and dignity and can contribute to a productive and professional atmosphere.
- To ensure that all employees, elected officials and volunteers understand what is meant by a respectful workplace and know what to do to ensure that a respectful workplace is created and maintained at the City of Grand Forks.
- To provide processes and procedures to handle complaints and remedy situations when workplace discrimination, harassment or conflict, as defined by this policy, occurs.

Nothing in this Policy should be construed as depriving employees covered under the collective agreement of CUPE Local 4728, of their rights under the collective agreement. The intention is for this policy to work in conjunction with any language on discrimination contained in the collective agreement.

**IMPLICATIONS OF POLICY:**

**GENERAL**

**What is a respectful workplace?**

- ❖ A respectful workplace is one which is free from discrimination and harassment as prohibited by the BC Human Rights Code. Discrimination and harassment are not tolerated at the City of Grand Forks. All employees, elected officials, volunteers, residents, customers and visitors at the City of Grand Forks shall have a respectful experience free from discrimination and harassment.
- ❖ A respectful workplace is a workplace where each employee, elected official, volunteer, resident, customer and visitor feels comfortable and is treated fairly and civilly by others. All employees, elected officials and volunteers of the City of

Grand Forks are expected to conduct themselves in a friendly, courteous and professional manner. The philosophy which must be shared by employees, elected officials and volunteers of the City of Grand Forks, is "treat others as you would have them treat you". Employees and elected officials are expected to consider the feelings and pride of others and to respect their unique backgrounds and contributions.

- ❖ A respectful workplace promotes cooperative and collaborative behaviors including healthy group dynamics and proactive problem solving.

Each member of management and elected official at the City of Grand Forks will act as a model for his/her staff and will perform his/her supervisory duties in a respectful, non-discriminatory way.

In order to foster a respectful workplace, everyone at the City of Grand Forks must understand that this policy applies to all. Every employee, elected official and volunteer must accept his or her responsibility and accountability to ensure that a discrimination and harassment free work and service environment exists at the City of Grand Forks.

### **Our Commitment to Employment Equity**

The City of Grand Forks incorporates the intent of the respectful workplace policy in its hiring practices. The City of Grand Forks promotes equal access to jobs, promotions, transfers, pay increases, training and development opportunities, and other aspects of employment to all individuals.

The City of Grand Forks will provide fair and equal opportunities to all employees and prospective employees. The City of Grand Forks will employ people who are capable of carrying out the work available, regardless of their ethnicity, gender, culture, religion, age or affiliations.

### **How Do We Define Respectful Communication**

English is the language for communicating about the work of the business. While employees may speak in a language other than English at work, each employee must be aware of how their choice of language is affecting others. If an individual in a group does not understand the language being spoken, he/she may feel excluded and uncomfortable. This is contrary to the spirit of a respectful workplace, which promotes a workplace where employees feel comfortable and included.

### **What is Discrimination**

Discrimination refers to unfair, differential treatment of individuals or groups and is prohibited by law. Discrimination may be intentional or unintentional and often stems from prejudice and/or stereotypes we have of others. Discrimination can result in one individual or group having an advantage over another. Discrimination can cause an individual or group to be excluded from activities, which they have the right to be included in.

All employees, elected officials and volunteers at the City of Grand Forks are protected from discrimination in employment by the BC Human Rights Code on the following grounds: race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, political belief or unrelated criminal or summary conviction.

All residents and visitors who access the services provided by the City of Grand Forks are protected from discrimination by the BC Human Rights Code on the following grounds: race, color, ancestry, place of origin, religion, marital status, family status physical or mental disability, sex or sexual orientation of that person or class of persons.

### **What is Harassment**

Harassment is a type of discrimination. It is a serious violation of fundamental human rights. Harassment means engaging in a course of annoying comment or conduct that is known or ought reasonably to be known to be unwelcome, and is tied to a prohibited ground of discrimination. It is behavior which causes distress and serves no legitimate work related purpose. Harassment attacks a person's dignity, health and well being. It is unwarranted comment or conduct that humiliates, intimidates, excludes, isolates and undermines the individual's self esteem due to membership in a protected group. It can be a single incident (in the case of physical contact) or a pattern of repeated incidents directed against an individual or group. Whether intentional or unintentional, harassment demonstrates a lack of respect for the individuality and the dignity of those it targets.

Harassment behaviour includes, but is not limited to:

- Physical threats or intimidation
- Words, gestures, actions or jokes which may humiliate, degrade or abuse
- Distribution or displaying of offensive pictures or materials, including materials on computers.

### **What is Sexual Harassment**

Sexual harassment is a type of discrimination under the BC Human Rights Code. Sexual harassment is uninvited and unwelcome conduct this is sexual in nature that may detrimentally affect the work or service environment or lead to adverse job related or other consequences for the victim of harassment. The term "sexual harassment" has come to be used to identify those kinds of sexual coercion and exploitation of women and men in a formal or structured relationship in which we have an expectation that the relationship has nothing to do with sex or sexuality.

Sexual harassment behavior includes, but is not limited to:

- Remarks, jokes, innuendoes or derogatory or demeaning comments regarding someone's body, appearance, physical or sexual characteristics or clothing;

- Displaying of sexually offensive or derogatory pictures, cartoons or other material;
- Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation;
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the victim of harassment;
- **Unwanted** physical contact of any kind.

### **What is Criminal Harassment**

Criminal harassment may be defined as adverse differential treatment of an individual or individuals which involves assault, damage to personal property or company property, and stalking.

### **What is a Poisoned Environment**

Harassment can "poison" the work environment for the victim of harassment as well as for others who share the work environment. A "poisoned" work environment is one which is hostile, intimidating or offensive. Comments or actions of a co-worker or a supervisor may create a poisoned environment. This unethical behavior and/or actions make the workplace uncomfortable and can interfere with productivity and interactions of the work group. The poisoned environment forms an unequal term or condition of employment and is therefore a violation of the right to be free from discrimination.

### **ORGANIZATIONAL:**

The City of Grand Forks Official Harassment Complaint Procedure is outlined in Council Policy 605 – Harassment Policy.

### **What About Workplace Conflict**

Discrimination and harassment are specific types of conflicts which are prohibited by the BC Human Rights Code. There are many other types of conflicts that can arise in the workplace that are not dealt with by the BC Human Rights Code. For the purpose of this Policy, these other types of conflicts are dealt with as "Workplace Conflict".

Getting along with co-workers or supervisors may not always be easy, but making an effort to resolve conflict at work should be a goal of all employees at the City of Grand Forks. It is the expectation of the City of Grand Forks that each employee will try his/her best to get along with his/her co-workers. This means:

- Respect the fact that others may be different from you and that they may have a different approach or way of doing something than you do.
- Be aware of the fact that how you act can impact others in the workplace.
- Avoid talking negatively, gossiping or being judgmental about your co-workers. This type of behavior encourages conflict in the workplace, and is not consistent with the goals of the Respectful Workplace Policy.

- If you are not sure if your behavior is welcome, ask.

## **Workplace Violence**

Employees must not engage in any improper activity or behavior or violent behavior in the Workplace that might create or constitute a hazard to them or any other person.

Improper activity or behavior includes the attempted exercise by a person towards another person in the workplace of any physical force or violence so as to cause injury and includes any threatening statement or behavior which gives a person reasonable cause to believe he or she is at risk of injury. Improper activity or behavior also includes physically or mentally bullying, tormenting or other demeaning behaviors towards another person.

## **Workplace Bullying**

Workplace bullying can be defined as a conscious, willful and deliberate hostile activity intended to harm.

Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Bullying can also be described as the assertion of power through aggression.

Bullying or other aggressive or demeaning behaviors towards others are contrary to a respectful workplace and will not be tolerated at the City of Grand Forks. Individuals who are found to be bullying or otherwise tormenting others, either physically or mentally, will be subject to discipline.

## **Workplace Conflict Complaint Procedure**


If someone is behaving in a way that makes you feel uncomfortable at work, or if you are having a conflict with someone at work, you are encouraged to try and speak with the person directly and discuss the matter with him/her. If you do not feel comfortable dealing with the individual directly, you should speak to the Chief Administrative Officer (and a union official, if he/she wishes) who will assist you in resolving the situation. If the complaint involves the Chief Administrative Officer, the complaint should be reported another Manager.

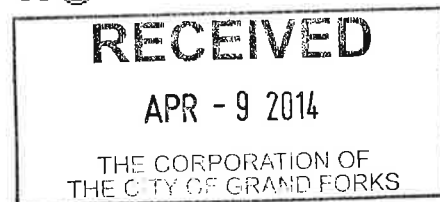
If you see others behaving in a way that is inappropriate or disrespectful, try and speak to the person(s) involved or bring the matter to the attention of the Chief Administrative Officer.

## **Workplace Conflict Discipline Procedure**

All employees are subject to the following disciplinary procedures:

- ❖ First contravention: verbal warning followed up with a letter which will be placed in the employee's personnel file;
- ❖ Second contravention: one day work suspension without pay;
- ❖ Third contravention: one week work suspension without pay;
- ❖ Fourth contravention: termination of employment.

From: ■ "Sinead Stinson" <commuterchallenge@best.bc.ca> 08/04/20...   
Subject: 2014 BC Commuter Challenge  
To: ■ Info City of Grand Forks



Attachments: ■ 2014BCCommuterChallengeInfoPkgSM.pdf / Uploaded File (1.2...

To whom it may concern,

My name is Sinéad and I'm organizing this year's BC Commuter Challenge. It's a free event that takes place June 1<sup>st</sup> -7<sup>th</sup> promoting more sustainable forms of transportation. I've attached a short information package, or you can see our website [here](#) for more details. I've got a number of municipalities that take part in the Vancouver area every year, and I'm hoping to branch out to the rest of BC this year! If you have any questions at all, please don't hesitate to ask!

Kind regards,

Sinéad

**Sinéad Stinson**

BC Commuter Challenge Coordinator  
at Better Environmentally Sound Transportation (BEST)  
604-669-2860 (ext #207)  
209 – 175 East Broadway  
Vancouver BC V5T 1W2  
Like our [Facebook Page](#)  
Follow us on Twitter [@BC Commuter](#)

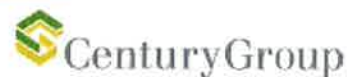
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BC Commuter Challenge  
B1- June 1-7 Page 55 of 87

# 2014 BC Commuter Challenge



Challenge yourself. Challenge your team.

June 1st to 7th, 2014





## 2014 BC Commuter Challenge - June 1st to 7th, 2014



Are you looking for a fun, easy and engaging team building activity for your organization?

The Commuter Challenge is a fun, friendly competition between individuals and workplaces. Participants walk, cycle, take transit, ride share or work from home.

In BC, the Commuter Challenge has been happening for 16 years. Last year, over 120,000 employees from over 200 companies participated in BC. Help us hit our goal of over 150,000 employees and 250 companies in 2014!



### OUR GOAL:

To encourage healthy, safe and green communities.

### YOUR GOAL:

To get **EVERYONE** in your workplace involved.

...oh! Did we mention, there are lots **PRIZES?!**



### WORKPLACE COORDINATORS NEEDED:

It's an easy, rewarding experience. All we need you to do is:

- Register your workplace (and yourself, of course!)
- Remind your colleagues to register and track their commute online
- Get great prizes and come to the party!

### GREAT PRIZES TO BE WON:

- Participants can win gift cards, bicycles, membership to fitness clubs, books, tickets for sporting events, coffee, and much more!
- Super benefits for workplace coordinators including gift cards, relaxation prizes, books and much more!
- Tons of prizes for the workplace!

## SIGN UP YOUR TEAM TODAY!



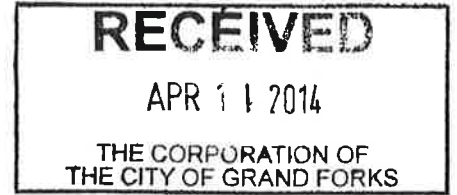
**Step 1:** Appoint your Workplace Coordinator

**Step 2:** Let us know you want to participate. Email us at: [commuterchallenge@best.bc.ca](mailto:commuterchallenge@best.bc.ca)

**Step 3:** Register your team at [www.commuterchallengebc.com](http://www.commuterchallengebc.com)

**Step 4:** Get ready to have fun!





To: City of Grand Forks

From: Boundary Taxi Company

Date: April 4, 2014

To whom it may concern,

The folks at the Passenger Transportation Board have asked me to further clarify to you the details of my request to them for a raise to the metered rates of the Boundary Taxi service.

In addition to the fee hikes that I mentioned in my March 4<sup>th</sup>, 2014 letter to you, I have asked that the three different fees I now charge be combined to just one. You see at this point my # 1 or daily rate is \$3.20 flag plus \$2.02 per Km. and \$37.45 per hour wait time. My #2 rate or night rate (10pm to 7am) is \$4.30 flag plus \$2.41 per Km. with no wait time currently being charged. My #3 or long distance rate (over 50 Km) is \$3.20 flag plus \$1.21 per Km. and no wait time.

I am asking that I now have just one rate for everything, which is now my #2 rate or \$4.30 flag plus 2.41 per Km. plus a wait time of \$37.45 per hour.

As my personal income has declined by 25% since the arson attacks on the Grand Forks Hotel and the Winnie, I am hoping that this rate hike can help keep the taxi service going here in Grand Forks.

Yours Truly,

A handwritten signature in blue ink that reads "William Schneider". The signature is written in a cursive style.

William Schneider

Sole Proprietor

**FILE CODE**  
Boundary Taxi Company  
C/O - Metered Rates Clarify  
(Comments 000)

WE3



Apr 7/2014

ATTENTION TO -

Mayor Brian Taylor  
& Council members.

It recently came to my attention  
the our ALR is to be split up  
into zone 1 & 2.

I feel it is extremely important  
to preserve these lands in order  
to provide food security for this  
& future generations.

As a concerned citizen  
I request that council act  
quickly to reverse Bill 24.

Thank you

Phyllis Dubasoff  
Box 1451  
Grand Forks, ND  
250-442-4088.

**FILE CODE**

Dubasoff, Phyllis  
C/O - re ALR Split Concern  
(Comments & Requests)

WE3

**RECEIVED**

APR 8 2014

THE CORPORATION OF  
THE CITY OF GRAND FORKS





# PROACTIVE transparency

By Therese Mickelson, ABC

**H**esitancy. Caution. Restraint. Avoidance. Any of these words can be used to describe how governments of the past responded to the concept of proactive release of information to citizens. It sometimes seems that the instinct to resist releasing any information beyond what is absolutely required is ingrained in the government psyche. But there are a growing number of communities that are forcibly extracting themselves from this mindset and shifting towards open, transparent information sharing.

Proactive transparency is the trailblazing step of sending out information to community members before they demand it or request it through formal processes such as a Freedom of Information (FOI) request. It is important to note, however, that there will continue to be a need for clearly-defined processes that allow local governments to review requests for information to ensure that personal information and other confidential matters are redacted (edited out).

Communication is at the heart of proactive transparency, and it is central to building trust and democracy in government.

"I think transparency is more than scorekeeping on government decisions," says Elizabeth Denham, B.C.'s Information and Privacy Commissioner. "It's about making information available to have a meaningful conversation and engagement with the public about policies, and I think that when citizens feel their local government is being open with them, it leads to better trust and confidence in decisions being made by government."

As part of this, Denham encourages local governments to take steps to make activities and policy decisions as widely available as possible outside of the FOI process.

"The FOI process was always supposed to be a process of last resort," says Denham. "It was never designed to contain all the rules for when citizens can get information from public bodies, but some governments have defaulted to no information being released without an FOI request. I also think proactive disclosure is becoming more the norm, and it's what citizens expect from all government bodies."

Denham notes that agencies that are making information available online and through other forums end up with fewer FOI requests, fewer appeals to the Office of the Privacy Commissioner (OIPC) and a greater level of citizen trust. Based on her experience, Denham has found that there are key types of information that can and should be released proactively to the community. The list includes the decision-making process, policy and procedures for how decisions are made, travel and hospitality expenses for senior executives, and information such as costs and key deliverables for outsourcing and contracts.

Denham also credits local and provincial governments for the progress being made in releasing information in open formats that people can search, combine and use in new ways by connecting different data sets.

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**"Transparency is more than scorekeeping on government decisions. It's about making information available to have a meaningful conversation and engagement with the public."**

---

"People now live their lives online and they expect timely access to online resources, so by making this information readily available, and allowing the public to use the information that has been collected, government is helping to meet those expectations," she says. "B.C. is a leader in this open government space and I'm really proud of that record, but we can do more by getting out what I call high value information such as local government decision-making and how they are spending tax dollars."

The push to be more proactive with release of information is more than an ideal. There is a requirement in the *Freedom of Information and Privacy Protection Act* (FIPPA) that requires public bodies to establish a list of records for disclosure that can be released proactively outside of FOI requests. The OIPC provides guidance around how to comply with this Section 71 requirement in its *Open Government Report*.

For some, the culture shift from a history of hesitancy to proactively releasing information – especially when it could be embarrassing or be viewed in a negative light – is difficult to overcome. Others are willing to release the information and deal with any issues or fallout as needed.

Denham sees a trend towards being more open and links it in part to a new culture where government and citizens are coming to terms with new technology, accessibility and the fact that people are forgiving of mistakes when organizations are honest.

"It's really difficult to hide things – there are anonymous brown envelopes dropped off to media and our office – so recognize that the information will get out and that it's better on an ethical basis, trust basis and accountability basis to deal with these problems up front," says Denham. "In most cases, when a public body tells it all, tells it fast and tells the truth, citizens can understand that mistakes can happen."

## PROACTIVE IN PORT MOODY

A recent example involved a privacy breach related to a failed server security patch. It affected many communities in B.C., but it also provided the City of Port Moody with an opportunity to showcase how being proactive about releasing information can build trust. The City moved quickly to contact affected individuals directly, engage the media, post information on their website and via social media, and encourage residents to contact the City and their banks with any concerns.

Their messaging was up front about what happened, but they were also reassuring in terms of the limited risk, the actions underway to complete a thorough audit to confirm their initial risk assessment, and the immediate steps being taken to prevent future incidents. They also used the opportunity to equip residents with tips on what they could do to protect their information, such as how to create strong passwords.

"You can't just inform people when it's convenient for you," says Dave Teixeira, Project Manager, Civic Engagement for the City of Port Moody. "You have to notify them when it's convenient and important for the customer. We gained a lot of credibility with the media and the public about how we're committed to be transparent, and it was great because we heard from other communities and the Privacy Commissioner who told us we'd done some great things with this release."

Teixeira notes that the community response was surprisingly positive.

"I could understand that when you communicate something like this, staff may feel that you're pointing to someone being at fault, so we were very careful to note that it was thanks to great work by our Information Technology team that the risk was identified quickly and solutions implemented immediately," says Teixeira. "While it took some convincing at the time, this proactive communication approach has started a culture shift in our organization, where there is a recognition in the value of being out there and providing information up front."

#### TRANSPARENCY IN GRAND FORKS

In Grand Forks, the City launched a comprehensive and proactive communications campaign to share information about incorporating water meters into their community.

"When you talk about transparency, it comes down to the leadership style and how they deal with difficult situations," says Doug Allin, Chief Administrative Officer for the City of Grand Forks. "Whether you deal with a conflict head on or defer it to another day, the situation will eventually come at you. For us, we wanted to release information proactively and get ahead of the issue by sharing information early in the process and well ahead of the installation of water meters."

The City delayed installation of its water meters to provide time to explain the program and why water conservation is important. They established the needs and benefits related to meters and shared the extensive research and assessment that helped them reach their decision.

"The biggest challenge was trying to sum up 15 years of information in an open house process to help the community understand why we were doing this and the work Council had done on a weekly basis to reach their decision," says Allin. "We were also very transparent about the costs involved by providing specific examples of the costs of water metering compared to flat fees."

Allin says they learned that many concerns were broader than water meters and related more to how local government works in general, including how it reaches its decisions. Most of the concerns related specifically to water meters were about the rate structure. In response, the Mayor suggested the City form a committee involving citizens so they could be directly involved in setting the rates.

"Interestingly, no one took him up on this offer," says Allin.

By being consistently transparent and proactive about sharing information, the City has made significant progress in building trust and focusing in on the real concerns about the water metering program.

Allin shares that they didn't hold anything back. The consensus was that everything should be transparent, even if it might not be popular. "The only way to get them (the community) to trust you is to walk the walk, share all the facts and show them how you came to your decision."

#### BUILDING TRUST THROUGH CONSISTENCY

Trust is also built with your community when you are consistent in how you apply your standards for redacting and releasing information through FOI requests. In the District of North Vancouver, they are applying consistency to their privacy protection and release of information to build trust and awareness of information management. As an example, they proactively release permit and licence information online so residents can easily see what is being done on properties. It also helps realtors to see if work on a property has met all the permit requirements.

"It can be difficult to shift a mindset towards being more proactive in the release of information and making it easier for citizens to access that information, but I think the shift is happening," says Louise Simkin, the District of North Vancouver's Administrative, Information and Privacy Coordinator.

"But on the flip side, it's still important to do a risk assessment and review because there may be potential ramifications in terms of personal information being released."

## Murdy McAllister

B A R R I S T E R S & S O L I C I T O R S

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# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Sasha Bird, Manager of Development and Engineering Services

**Date:** March 27, 2014

**Subject:** To close a portion of 81<sup>st</sup> Avenue and to consolidate that portion with Lot 18, Plan 25445 located north of 8091 Pineview Crescent.

**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to Bylaw No. 1995, being a bylaw to close and remove the dedication of a road shown on Plan 586, District Lot 380, S.D.Y.D., as shown on Schedule "A" reference plan and forming part of the bylaw.

---

**BACKGROUND:** At the March 24, 2014 Regular meeting, Council gave first, second and third readings to Bylaw No. 1995, being a bylaw to close and remove the dedication of a road shown on Plan 586, District Lot 380, S.D.Y.D., as shown on Schedule "A" reference plan and forming part of the bylaw.

On March 25, 2014, letters were sent to the surrounding property owners inviting them to the April 7, 2014 Committee of the Whole meeting and the required advertising was done in two issues of the Gazette. Bylaw No. 1995 was sent to the Ministry of Transportation and Infrastructure for their signature, prior to final reading of the bylaw.

At the April 7, 2014 Committee of the Whole, Council heard from anyone with any comments or concerns regarding the proposed road closure bylaw. The Committee of the Whole recommended that Council now give Bylaw 1995, being a bylaw to close and remove the dedication of a road shown on Plan 586, District Lot 380, S.D.Y.D., final reading.

---

### **Benefits or Impacts of the Recommendation:**

**General:** By giving final reading to Bylaw No. 1995, the benefit of the closure of that portion of 81<sup>st</sup> Avenue would be that the 81<sup>st</sup> Avenue road closure process would be complete from between 17<sup>th</sup> and 18<sup>th</sup> Street.

**Strategic Impact:** n/a

**Financial:** The City of Grand Forks would see no cost to the taxpayers for the closure and would also benefit from an increased tax base.

**Policy/Legislation:** The requirements to close a portion of road are legislated in the Community Charter.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Attachments:**

-Copy of Bylaw #1995 and reference plan – a bylaw to close and remove the dedication of a road shown on Plan 586, District Lot, as at third reading and with the Ministry of Transportation & Infrastructure signature;

-The City of Grand Forks Road Closure Policy.

**Recommendation:**

**RESOLVED THAT COUNCIL** give final reading to Bylaw No. 1995, being a bylaw to close and remove the dedication of a road shown on Plan 586, District Lot 380, S.D.Y.D., as shown on Schedule "A" reference plan and forming part of the bylaw.

**OPTIONS:**

- 1. COUNCIL CHOOSES TO SUPPORT THE RECOMMENDATION.**
- 2. COUNCIL CHOOSES NOT TO SUPPORT THE RECOMMENDATION.**
- 3. COUNCIL CHOOSES TO REFER BACK TO STAFF FOR MORE INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1995

A Bylaw to Close and Remove the Dedication of that portion of road  
Shown on Plan 586, District Lot 380, S.D.Y.D.

---

**WHEREAS** in accordance with the Community Charter, Council may, by bylaw, close and remove the dedication of a highway or portion of it;

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

1. To close and remove the dedication of that portion of road shown, 822.0 square meters, as outlined on reference plan drawn by A.F. Hoefsloot, B.C.L.S. and dated February 28, 2014, identified as "Schedule A" and attached to this bylaw;
2. That title to the above-described portions of closed road be hereby vested in the name of the Corporation of the City of Grand Forks;
3. That this bylaw may be cited, for all purposes, as the "**81<sup>st</sup> Avenue Road Closure Bylaw No. 1995, 2014**".

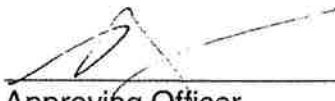
Read a **FIRST** time this 24<sup>th</sup> day of March, 2014.

Read a **SECOND** time this 24<sup>th</sup> day of March, 2014.

Read a **THIRD** time this 24<sup>th</sup> day of March, 2014.

**PUBLIC NOTICE** posted at City Hall and advertised in the Grand Forks Gazette on the 26<sup>th</sup> day of March, 2014 and the 2<sup>nd</sup> day of April, 2014.

**APPROVED BY** the Ministry of Transportation and Infrastructure pursuant to the  
Transportation Act, this 27 day of March, 2014.

  
\_\_\_\_\_  
Approving Officer

**FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Brian Taylor, Mayor

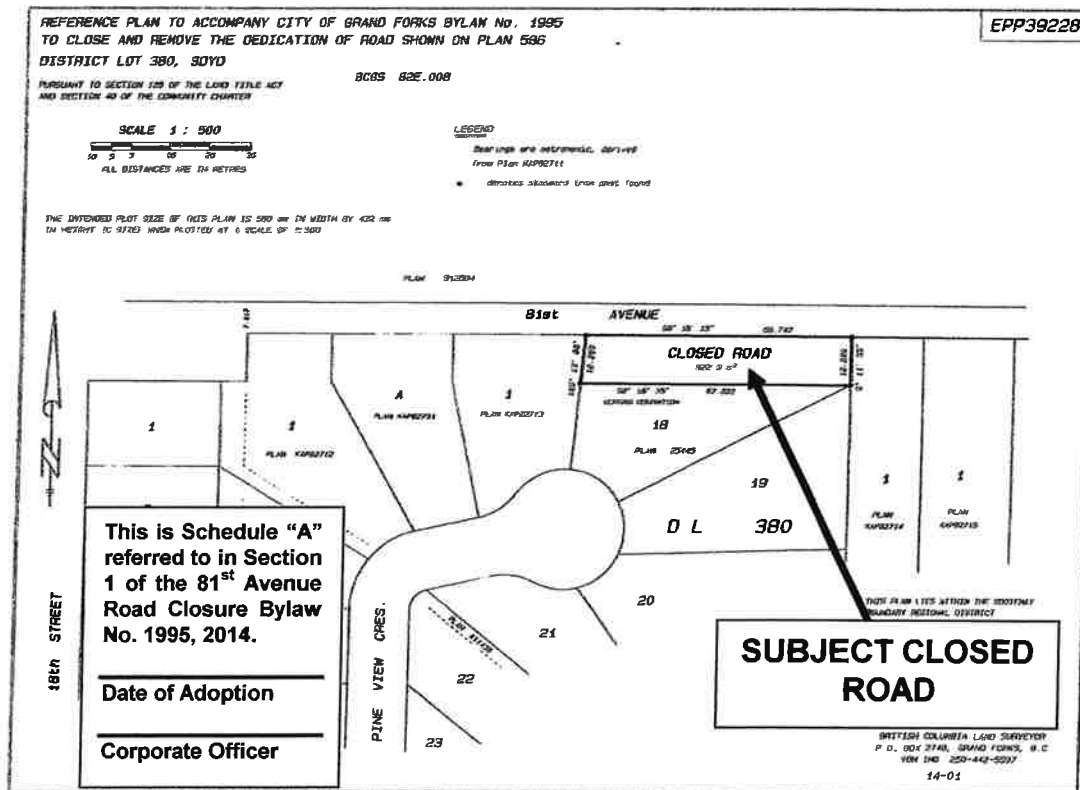
\_\_\_\_\_  
Diane Heinrich, Corporate Officer

### **CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1995, as  
passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2014.

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

# SCHEDULE "A"



## **CITY OF GRAND FORKS**

<b>POLICY TITLE:</b>	<b>Road Closure Policy</b>	<b>POLICY NO:</b>	<b>1501</b>
<b>EFFECTIVE DATE:</b>	<b>July 20, 2009</b>	<b>SUPERSEDES:</b>	
<b>APPROVAL:</b>	<b>Council</b>	<b>PAGE:</b>	<b>1 of 1</b>

### **Purpose:**

To have money on hand for the recovery of costs for expenses involved in a permanent road closure and ensure that the City does not incur any costs relative to another party's request for road closure.

### **Policy:**

It is Council's policy that all applications for permanent road closures from applicants wishing to take title to the property in question shall be accompanied by a deposit of \$2,500.00. All costs relative to the road closure and payment of market value for any property transferred will be at the sole cost of the purchaser. The City will establish the market value price for the property.

### **Policy Procedure:**

1. \$2,500.00 deposit and a fair market value appraisal, agreed to by the applicant, will be required prior to the City taking any action to initiate road closure.
2. Should the Applicant decide not to proceed with the road closure, at any time during the process, the deposit will be refunded to the applicant, less any related costs incurred by the City. Should the City decide not to proceed with the Road Closure, at any time during the process, the deposit will be refunded to the Applicant.
3. Where the costs of the road closure exceed the amount of the deposit, the applicant will be required to pay such excess costs, as calculated by the City and will include all legal, survey, appraisal, advertising and land title fees.
4. Where the total final costs of the road closure are less than the deposited amount, the overpayment will be refunded to the applicant.
5. As a condition of the road closure, the closed portion of road must either be consolidated with the adjoining property, or another road must be constructed to replace the closed road.
6. The process for the road closure must follow the Provincial Government regulations.

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Roxanne Shepherd, Chief Financial Officer

**Date:** April 16, 2014

**Subject:** First three readings of 2014 Tax Rates Bylaw 1997

**Recommendation:** **RESOLVED THAT COUNCIL GIVE FIRST THREE READINGS TO 2014 TAX RATES BYLAW 1997 AS REFERRED TO THE SPECIAL MEETING OF MAY 5, 2014.**

---

### **BACKGROUND:**

The Community Charter requires that each Municipality approve a Tax Rates Bylaw no later than May 15<sup>th</sup> for the current year. The Tax Rates Bylaw levies rates for municipal, regional district and hospital purposes each year.

The enclosed report includes a spreadsheet that shows three options for municipal taxation. Each option includes the property assessments, tax rates and revenues for each option.

---

### **Benefits or Impacts of the Recommendation:**

**General:** Municipal taxation revenue enables Council to undertake the services that are required to run the municipality.

**Financial:** Property taxation is the main source of revenue for the municipality. The proposed 2014 Tax Rates Bylaw is intended to generate \$2,906,942.

**Policy/Legislation:** Section 165 of the Community Charter requires that a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted. Section 197 of the Community Charter requires that each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property values taxes for the year by establishing tax rates.

**Attachments:** 2014 Tax Rates Bylaw 1997  
Tax Rates Bylaw 1997 Options

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**Recommendation:** **RESOLVED THAT COUNCIL GIVE FIRST THREE READINGS TO 2014 TAX RATES BYLAW 1997 AS REFERRED TO THE SPECIAL MEETING OF MAY 5, 2014.**

# REQUEST FOR DECISION

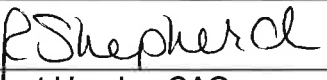
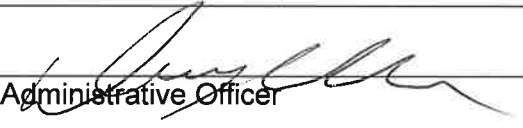
— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL SUPPORT THE RECOMMENDATION**
  - 2. RESOLVED THAT COUNCIL DOES NOT SUPPORT THE RECOMMENDATION**
  - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

---

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Department Head or CAO	Chief Administrative Officer



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**BYLAW NO. 1997**

**A BYLAW TO IMPOSE RATES ON ALL TAXABLE LAND  
AND IMPROVEMENTS FOR THE YEAR ENDED DECEMBER 31, 2014**

=====

**WHEREAS** the Community Charter, requires that, after adoption of the financial plan, but before May 15<sup>th</sup> in each year, Council must, by bylaw, impose property value taxes for the year by establishing tax rates;

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

1. That Bylaw No. 1951, cited as "2013 Annual Tax Rates Bylaw", be hereby repealed.
2. The following Tax Rates are hereby imposed and levied for the Year Ended December 31, 2014:
  - a) For all lawful **GENERAL PURPOSES** of the Municipality on the value of all taxable land and improvements, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part of the bylaw;
  - b) For **WEST KOOTENAY BOUNDARY REGIONAL HOSPITAL PURPOSES** on the value of all taxable land and improvements, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part of the bylaw;
  - c) For **KOOTENAY BOUNDARY REGIONAL HOSPITAL PURPOSES** on the value of all taxable land and improvements, rates appearing the Column "C" of Schedule "A" attached hereto and forming a part of the bylaw;
  - d) For purposes of the **REGIONAL DISTRICT OF KOOTENAY BOUNDARY** on the value of all taxable land and improvements rates appearing in Column "D" of Schedule "A" attached hereto and forming a part hereof;
3. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
4. Pursuant to Section 233 of the Community Charter
  - a) The due date for taxes shall be the 2nd day of July, 2014
  - b) The Collector shall, as soon as is practicable on or after the 3rd day of July 2014, add to the unpaid taxes of the current year, in respect of each parcel of land and improvements thereon upon the real property tax roll, ten percentum of the amount unpaid as of the 2nd day of July, 2014

5. This Bylaw may be cited, for all purposes, as the “**2014 Annual Tax Rates Bylaw 1997**”.

Read a **FIRST** time this \_\_\_\_ day of May 2014.

Read a **SECOND** time this \_\_\_\_ day of May 2014.

Read a **THIRD** time this \_\_\_\_ day of May 2014.

**FINALLY ADOPTED** this \_\_\_\_ day of May 2014.

\_\_\_\_\_  
Mayor Brian Taylor

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

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

I hereby certify the foregoing to be a true copy of Bylaw No. 1997 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of May, 2014.

\_\_\_\_\_  
Clerk of the Municipal Council of  
the City of Grand Forks

**Schedule "A"**  
**City of Grand Forks**  
**2014 Property Tax Rates Bylaw 1997**

Property Class	Description	"A"	"B"	"C"	"D"
		General Municipal	West Kootenay Boundary Regional Hospital District	Kootenay Boundary Regional Hospital District	Regional District of Kootenay Boundary
		(Dollars of tax per \$1,000 taxable assessed value)			
1	Residential	3.9607	0.2912	- 0.0067	2.2502
2	Utility	39.2901	1.0192	- 0.0235	7.8759
4	Major Industry	41.5874	0.9901	- 0.0228	7.6508
5	Light Industry	11.6049	0.9901	- 0.0228	7.6508
6	Business/Other	9.4661	0.7135	- 0.0164	5.5131
8	Rec/Non-Profit	3.1686	0.2912	- 0.0067	2.2502
9	Farm	4.2776	0.2912	- 0.0067	2.2502

**City of Grand Forks**  
**Property Assessments, Rates, Taxes**  
**2014 City Tax Revenue Options**  
**Schedule A**

2014 Revenue Requirement		2,906,934							
		2013 Actual		Option 1 - inc prior year avg tax by 2.0%, same conversion ratios		Option 2 - inc avg tax by 2.0%, lower MI		Option 3 - same tax rates as last year	
ASSESSMENTS	Parcel Tax	Folio Cnt	\$	Folio Cnt	\$	Folio Cnt	\$	Folio Cnt	\$
Residential Vacant Land		617	17,076,130	620	16,593,830	620	16,593,830	620	16,593,830
Res: Single Family		1582	319,175,688	1,582	298,364,369	1,582	298,364,369	1,582	298,364,369
Res: ALR		45	5,861,400	45	5,582,200	45	5,582,200	45	5,582,200
Res: Farm		1	-	1	-	1	-	1	-
Res: Strata		185	26,472,600	184	24,631,100	184	24,631,100	184	24,631,100
Res: Other		68	19,842,400	71	28,502,600	71	28,502,600	71	28,502,600
Improved Residential		1881	371,352,088	1883	357,080,269	1883	357,080,269	1883	357,080,269
Total Residential	71,490	2498	388,428,218	2,503	373,674,099	2,503	373,674,099	2,503	373,674,099
Utilities	310	31	1,273,475	31	1,286,710	31	1,286,710	31	1,286,710
Major Industry	40	5	17,474,400	4	18,447,400	4	18,447,400	4	18,447,400
Light Industry	330	11	3,462,400	11	3,413,800	11	3,413,800	11	3,413,800
Business	7,040	422	60,049,100	423	60,099,350	423	60,099,350	423	60,099,350
Recreational	70	72	90,900	71	82,700	71	82,700	71	82,700
Farm	150	6	125,695	5	105,271	5	105,271	5	105,271
S.353LGA/398VC			4,146,800	7	-	7	-	7	-
<b>TOTAL</b>	<b>79,430</b>	<b>3045</b>	<b>470,904,188</b>	<b>3055</b>	<b>457,109,330</b>	<b>3055</b>	<b>457,109,330</b>	<b>3055</b>	<b>457,109,330</b>
<b>TAX RATES - City</b>		<b>Multiple</b>	<b>\$</b>	<b>Multiple</b>	<b>\$</b>	<b>Multiple</b>	<b>\$</b>	<b>Multiple</b>	<b>\$</b>
Residential Land		1.00	3.8105	1.0000	3.8989	1.0000	3.9607	1.0000	3.8105
Residential Improvements		1.00	3.8105	1.0000	3.8989	1.0000	3.9607	1.0000	3.8105
Total Residential			3.8105		3.8989		3.9607		3.8105
Utilities		9.92	37.8060	9.92	38.6771	9.92	39.2901	9.92	37.8060
Major Industry		11.13	42.4043	11.13	43.3948	10.50	41.5874	11.13	42.4043
Light Industry		2.93	11.1465	2.93	11.4238	2.93	11.6049	2.93	11.1465
Business		2.39	9.1127	2.39	9.3184	2.39	9.4661	2.39	9.1127
Recreational		0.80	3.0297	0.80	3.1191	0.80	3.1686	0.80	3.0297
Farm		1.08	4.0988	1.08	4.2108	1.08	4.2776	1.08	4.0988
<b>TAX REVENUE</b>		<b>Parcel</b>	<b>Levy</b>	<b>Parcel</b>	<b>Levy</b>	<b>Parcel</b>	<b>Levy</b>	<b>Parcel</b>	<b>Levy</b>
Residential Land			65,069		64,698		65,723		63,231
Residential Improvements			1,415,037		1,392,220		1,414,288		1,360,654
Total Residential		71,490	1,480,106	71,490	1,456,918	71,460	1,480,011	71,460	1,423,885
Utilities		310	48,145	310	49,766	310	50,555	310	48,645
Major Industry		40	740,990	40	800,520	40	767,178	40	782,249
Light Industry		330	38,594	330	38,998	330	39,617	330	38,052
Business		7,040	547,209	7,040	560,028	7,080	568,905	7,080	547,667
Recreational		70	275	70	258	110	262	110	251
Farm		150	515	150	443	180	450	180	431
<b>Total Property Tax</b>		<b>79,430</b>	<b>2,855,834</b>	<b>79,430</b>	<b>2,906,932</b>	<b>79,510</b>	<b>2,906,978</b>	<b>79,510</b>	<b>2,841,181</b>
Parcel Tax			79,430		79,430		79,510		79,510
<b>Total</b>			<b>2,935,264</b>		<b>2,986,362</b>		<b>2,986,488</b>		<b>2,920,691</b>

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Roxanne Shepherd, Chief Financial Officer

**Date:** March 26<sup>th</sup>, 2014

**Subject:** 2014-2018 Financial Plan Bylaw 1996

**Recommendation:** **RESOLVED THAT COUNCIL ADOPT 2014-2018 FINANCIAL PLAN BYLAW 1996**

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### **BACKGROUND:**

In the fall of 2013, City staff began working on the 2014-2018 Financial Plan. Department Heads as well as the Coordinators for each department had direct input into the plan. Staff began with the operating budget, and operating presentations for each department were made to Council at the January 27, 2014 Committee of the Whole. The capital plan was presented to Committee of the Whole on February 11, 2014 for input from Council and the public. At the February 27, 2014 Committee of the Whole, the entire financial plan was presented for public consultation.

On March 10, 2014, Council gave first two readings to 2014-2018 Financial Plan Bylaw 1996. At the same meeting, Council resolved to provide funding of \$4500 for the Boundary District Arts Council, increase funding to the Grand Forks Art Gallery in the amount of \$12,000, and fund \$5500 for the Head Start program. These three adjustments have resulted in an additional \$22,000 funded from surplus. With these adjustments included, Council gave third reading to the Financial Plan on April 7, 2014.

The financial plan includes an increase of \$2 per month to water fees, which will be used to cover the cost of the water main break last month.

During budget discussions, the interest on the debt for the 2012 sewer lift station was discussed. Although we have absorbed the cost in the budget, it has meant that we are unable to contribute to our capital reserve. In the coming months, we will discuss the options for funding this interest for the next nineteen years.

The 2014-2018 Financial Plan Bylaw 1996 is now presented for adoption.

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### **Benefits or Impacts of the Recommendation:**

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

**Strategic Impact:** The financial plan was developed using information from Council's Strategic Plan.

**Financial:** The plan includes all expenses of the municipality and all sources of revenues that will be required to undertake the services included in the plan.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Policy/Legislation:** Section 165 of the Community Charter requires that a municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted. Section 197 of the Community Charter requires that each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property values taxes for the year by establishing tax rates.

**Attachments:** 2014-2018 Financial Plan Bylaw 1996

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**Recommendation:** **RESOLVED THAT COUNCIL ADOPT 2014-2018  
FINANCIAL PLAN BYLAW 1996**

**OPTIONS:**

- 1. RESOLVED THAT COUNCIL ACCEPT THE RECOMMENDATION
- 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE RECOMMENDATION
- 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

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Department Head or CAO	Chief Administrative Officer



**City of Grand Forks  
Appendix "A" to Bylaw 1996  
Consolidated 5 Year Financial Plan 2014 - 2018**

	2014	2015	2016	2017	2018
<b><u>Revenue</u></b>					
Property taxes , grants in lieu & franchise Fees	\$ 2,942,062	\$ 2,999,900	\$ 3,058,900	\$ 3,119,000	\$ 3,180,300
Parcel taxes	6,041	6,041	6,041	6,041	6,041
User levies	1,808,210	1,842,500	1,877,400	1,913,000	1,949,200
Fees and charges	4,972,787	5,203,052	5,444,468	5,697,528	5,862,300
Grants and other	3,781,734	706,586	711,811	717,161	722,537
<b>Total Revenues</b>	<b>13,510,834</b>	<b>10,758,079</b>	<b>11,098,620</b>	<b>11,452,730</b>	<b>11,720,378</b>
<b><u>Expenses</u></b>					
Purchases for resale	3,294,066	3,390,619	3,559,125	3,736,082	3,848,200
Operating	6,909,585	7,011,965	7,115,898	7,221,480	7,328,563
Debt interest	100,961	86,477	81,477	76,477	71,477
Amortization	1,539,874	1,556,513	1,573,366	1,590,434	1,607,722
<b>Total Operating Expenses</b>	<b>11,844,486</b>	<b>12,045,575</b>	<b>12,329,866</b>	<b>12,624,472</b>	<b>12,855,962</b>
<b>Net Revenue (loss)</b>	<b>\$1,666,347</b>	<b>(\$1,287,496)</b>	<b>(\$1,231,246)</b>	<b>(\$1,171,743)</b>	<b>(\$1,135,584)</b>
<b><u>Allocations</u></b>					
Debt proceeds	3,551,978	577,500	577,500	577,500	367,500
Capital expenditures	(8,921,179)	(1,139,000)	(1,014,000)	(830,000)	(619,500)
Debt principal repayment	(197,886)	(183,001)	(171,092)	(161,566)	(153,945)
Transfers from (to) reserves / surplus	2,360,866	475,484	265,473	(4,626)	(66,193)
Reserve fund in excess of amortization	<u>1,539,874</u>	<u>1,556,513</u>	<u>1,573,366</u>	<u>1,590,434</u>	<u>1,607,722</u>
<b>Financial Plan Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Grand Forks  
Five Year Plan 2014 to 2018  
Operations Summary  
Supporting Schedule A**

	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>	<b>2018 Plan</b>
<b>General</b>					
Revenue					
Property Taxes	\$ 2,837,537	\$ 2,894,300	\$ 2,952,200	\$ 3,011,200	\$ 3,071,400
Parcel Taxes					
Payments in Lieu & Franchise Fees	104,525	105,600	106,700	107,800	108,900
Solid Waste Levies	195,000	197,000	199,000	201,000	203,000
Slag Sales	250,000	252,500	255,025	257,575	260,151
Fees and Charges	576,588	588,100	599,900	611,900	624,100
Government Grants - Operations	317,286	317,286	317,286	317,286	317,286
Government Grants - Capital	1,587,889				
Other Sources	134,114	136,800	139,500	142,300	145,100
Restricted Investment Income	-	-	-	-	-
	<b>6,002,939</b>	<b>4,491,586</b>	<b>4,569,611</b>	<b>4,649,061</b>	<b>4,729,937</b>
Expenses					
Airport Cost of Sales	49,000	50,500	52,000	53,600	55,200
Operations Expense	4,412,249	4,478,400	4,545,600	4,613,800	4,683,000
Community Support	301,420	305,941	310,530	315,188	319,916
Preventative Maintenance Program	141,258	143,377	145,528	147,710	149,926
Studies & Planning	-	-	-	-	-
Debt Interest	44,484	30,000	25,000	20,000	15,000
Amortization	900,000	909,000	918,090	927,271	936,544
<b>Total Expenses</b>	<b>5,848,411</b>	<b>5,917,218</b>	<b>5,996,748</b>	<b>6,077,570</b>	<b>6,159,586</b>
<b>Net Income (Loss) before Other Income</b>	<b>154,528</b>	<b>(1,425,632)</b>	<b>(1,427,137)</b>	<b>(1,428,508)</b>	<b>(1,429,649)</b>
Other Income					
Contributions from Electrical	420,000	432,600	445,578	458,945	465,830
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Income (Loss)</b>	<b>574,528</b>	<b>(993,032)</b>	<b>(981,559)</b>	<b>(969,563)</b>	<b>(963,819)</b>
Allocations					
Debt proceeds	1,639,778	-	-	-	-
Capital Expenditures	(3,766,666)				
Capital Planning		-	-	-	-
Debt principal repayment	(74,484)	(74,484)	(74,484)	(74,484)	(74,484)
Transfers from (to) reserves	539,000	(252,500)	(255,025)	(257,575)	(265,300)
Transfers from (to) surplus	187,845	411,017	392,978	374,352	367,060
Reserve fund in excess of amortization	900,000	909,000	918,090	927,271	936,544
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks  
Five Year Plan 2014 to 2018  
Operations Summary  
Supporting Schedule A**

	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>	<b>2018 Plan</b>
<b>Equipment</b>					
Recoveries	\$ 471,443	\$ 477,100	\$ 482,800	\$ 488,600	\$ 494,500
Operations Expense	461,518	468,400	475,400	482,500	489,700
<b>Net Recoveries</b>	<b>9,925</b>	<b>8,700</b>	<b>7,400</b>	<b>6,100</b>	<b>4,800</b>
Debt Interest	1,603	1,603	1,603	1,603	1,603
Amortization	232,874	234,038	235,209	236,385	237,567
<b>Net Recoveries (Loss)</b>	<b>(224,552)</b>	<b>(226,941)</b>	<b>(229,412)</b>	<b>(231,888)</b>	<b>(234,370)</b>
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Recoveries (Loss)</b>	<b>(224,552)</b>	<b>(226,941)</b>	<b>(229,412)</b>	<b>(231,888)</b>	<b>(234,370)</b>
<b>Allocations</b>					
Debt proceeds	-	-	-	-	-
Capital Expenditures		(50,000)	(50,000)	(50,000)	(50,000)
Debt principal repayment	(74,426)	(59,541)	(47,633)	(38,106)	(30,485)
Transfers from (to) reserves		(40,000)	(40,800)	(41,616)	(42,448)
Transfers from (to) surplus	66,104	142,444	132,636	125,225	119,736
Reserve fund in excess of amortization	232,874	234,038	235,209	236,385	237,567
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks  
Five Year Plan 2014 to 2018  
Operations Summary  
Supporting Schedule A**

	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>	<b>2018 Plan</b>
<b>Electrical</b>					
<b>Revenue</b>					
User Fees	\$ 4,324,609	\$ 4,540,839	\$ 4,767,881	\$ 5,006,275	\$ 5,156,500
Fees and Charges	63,226	65,512	67,886	70,352	72,500
	<b>4,387,835</b>	<b>4,606,352</b>	<b>4,835,768</b>	<b>5,076,628</b>	<b>5,229,000</b>
<b>Expenditure</b>					
Purchases for resale	3,245,066	3,340,119	3,507,125	3,682,482	3,793,000
Operations Expense	628,604	634,900	641,200	647,600	654,100
Amortization	42,000	42,000	42,000	42,000	42,000
<b>Expenditure</b>	<b>3,915,670</b>	<b>4,017,019</b>	<b>4,190,325</b>	<b>4,372,082</b>	<b>4,489,100</b>
<b>Net Income (loss) before Contributions to General</b>	<b>472,165</b>	<b>589,332</b>	<b>645,443</b>	<b>704,546</b>	<b>739,900</b>
Contributions to General	420,000	432,600	445,578	458,945	465,830
<b>Net income (loss)</b>	<b>52,165</b>	<b>156,732</b>	<b>199,865</b>	<b>245,601</b>	<b>274,070</b>
<b>Allocations</b>					
Capital Expenditures	(320,000)	(375,000)	(250,000)	(70,000)	(100,000)
Transfers from (to) reserves	320,000	375,000	250,000	70,000	100,000
Transfers from (to) surplus	(94,165)	(198,732)	(241,865)	(287,601)	(316,070)
Reserve fund in excess of amortization	42,000	42,000	42,000	42,000	42,000
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks  
Five Year Plan 2014 to 2018  
Operations Summary  
Supporting Schedule A**

	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>	<b>2018 Plan</b>
<b>Water</b>					
<b>Revenue</b>					
Parcel Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
User Levies	793,650	809,500	825,700	842,200	859,000
Fees and Charges	4,284	4,400	4,500	4,600	4,700
Government Grants - Capital	879,556				-
	<b>1,677,490</b>	<b>813,900</b>	<b>830,200</b>	<b>846,800</b>	<b>863,700</b>
Operations Expense	666,332	676,300	686,400	696,700	707,151
Preventative Maintenance Program	81,601	83,233	84,898	86,596	88,328
Studies & Planning		-	-	-	-
Debt Interest	-	-	-	-	-
Amortization	200,000	204,000	208,080	212,242	216,486
<b>Total Expenses</b>	<b>947,933</b>	<b>963,533</b>	<b>979,378</b>	<b>995,537</b>	<b>1,011,964</b>
<b>Net Income (Loss)</b>	<b>729,557</b>	<b>(149,633)</b>	<b>(149,178)</b>	<b>(148,737)</b>	<b>(148,264)</b>
<b>Allocations</b>					
Debt proceeds	1,572,423	367,500	367,500	367,500	367,500
Capital Expenditures	(3,857,846)	(469,500)	(469,500)	(469,500)	(469,500)
Capital Planning		-	-	-	-
Debt principal repayment	-	-	-	-	-
Transfers from (to) reserves	1,405,866	-	-	-	-
Transfers from (to) surplus	(50,000)	47,633	43,098	38,496	33,778
Reserve fund in excess of amortization	200,000	204,000	208,080	212,242	216,486
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**City of Grand Forks  
Five Year Plan 2014 to 2018  
Operations Summary  
Supporting Schedule A**

	<b>2014 Plan</b>	<b>2015 Plan</b>	<b>2016 Plan</b>	<b>2017 Plan</b>	<b>2018 Plan</b>
<b>Sewer</b>					
<b>Revenue</b>					
Parcel Taxes	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041
User Levies	819,560	836,000	852,700	869,800	887,200
Fees and Charges	4,080	4,200	4,300	4,400	4,500
Government Grants - Capital	612,889				
	<b>1,442,570</b>	<b>846,241</b>	<b>863,041</b>	<b>880,241</b>	<b>897,741</b>
Operations Expense	652,346	662,100	672,000	682,100	692,300
Preventative Maintenance Program	35,700	36,414	37,142	37,885	38,643
Studies & Planning	-	-	-	-	-
Debt Interest	54,874	54,874	54,874	54,874	54,874
Amortization	165,000	167,475	169,987	172,537	175,125
<b>Total Expenses</b>	<b>907,920</b>	<b>920,863</b>	<b>934,004</b>	<b>947,396</b>	<b>960,942</b>
<b>Net Income (Loss)</b>	<b>534,650</b>	<b>(74,622)</b>	<b>(70,963)</b>	<b>(67,155)</b>	<b>(63,201)</b>
<b>Allocations</b>					
Debt proceeds	339,777	210,000	210,000	210,000	
Capital Expenditures	(976,667)	(244,500)	(244,500)	(240,500)	-
Capital Planning		-	-	-	
Debt principal repayment	(48,975)	(48,975)	(48,975)	(48,975)	(48,975)
Transfers from (to) reserves	24,000	-	-	-	-
Transfers from (to) surplus	(37,784)	(9,377)	(15,549)	(25,906)	(62,949)
Reserve fund in excess of amortization	165,000	167,475	169,987	172,537	175,125
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks  
Appendix B to Bylaw 1996  
Consolidated 5 Year Financial Plan 2014 - 2018  
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 2014 Revenue
Property taxes , grants in lieu & franchise Fees	21.8%
Parcel taxes	0.0%
User levies	13.4%
Fees and charges	36.8%
Grants and other	28.0%

*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 1996**  
**Consolidated 5 Year Financial Plan 2014 - 2018**  
**Revenues, Property Taxes and Exemptions**

The City will receive the Revised Assessment Roll for 2014 in April and will set the property tax rates based on the assessment before May 15, 2014. The 2014 distribution of property tax rates amongst all the property classifications will not be known until then.

The distribution for 2013 were as follows:

Property Class	% of General Revenue Taxation
Residential	51.9347%
Utility	1.6893%
Major Industry	26.0002%
Light Industry	19.0238%
Business and Other	1.3242%
Recreation / Non-profit	0.0097%
Farm	0.0181%

*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 2013, the industry ratio was lowered to 9.92 from 10.55 in 2012. As well, in 2013, the business conversion ratio was lowered from 2.52 in 2012 to 2.39. In 2013 the light industry class was lowered from 2.96 to 2.93. For 2014, 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 CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 1996**

### **A Bylaw to Establish the Five Year Financial Plan For the Years 2014 - 2018**

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

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

1. Appendix "A" 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 2014 to 2018.
2. This Bylaw may be cited, for all purposes, as the "**Year 2014 – 2018 Financial Plan Bylaw**".

Read a **FIRST** time this 10<sup>th</sup> day of March, 2014

Read a **SECOND** time this 10<sup>th</sup> day of March, 2014

Read a **THIRD** time this 7<sup>th</sup> day of April, 2014

**FINALLY ADOPTED** on this \_\_\_\_ day of \_\_\_\_\_, 2014

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Mayor Brian Taylor

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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. 1996, as adopted by the Municipal Council of the City of Grand Forks on this \_\_\_\_ day of \_\_\_\_\_, 2014.

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