

THE CORPORATION OF THE CITY OF GRAND FORKS
 AGENDA - COMMITTEE OF THE WHOLE MEETING
 Monday, January 27th, 2014, 9:00 am
 6641 Industrial Parkway, Meeting Room

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1	<u>CALL TO ORDER</u>		
	Call meeting to order at 9 am		Call meeting to order at 9 am
2	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	Agenda for January 27th, 2014	Adopt the agenda for January 27th, 2014	Adoption of Agenda
3	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	West Kootenay Boundary Regional Hospital Board - Jim Gustafson presentation Delegation - Jim Gustafson.pdf	Proposed Strategic Plan for West Kootenay Boundary Regional Hospital Board with recommendations extracted from community responses	The Committee of the Whole recommends to Council to receive the presentation by Jim Gustafson for discussion as per delegation.
	Interior Health - Cindy Crane presentation Delegation - Cindy Crane, IHA.pdf	Share information and provide an opportunity for community engagement regarding health care services in Grand Forks	The Committee of the Whole recommends to Council to receive the presentation by Cindy Crane of Interior Health.
	Interior Health - Kerri Wall presentation Delegation - Kerri Wall, IHA.pdf	Request that Council consider passing a motion to partner with Interior Health to address community health in Grand Forks together, when it makes sense to do so, using combined resources	The Committee of the Whole recommends to Council to receive the presentation by Kerri Wall of Interior Health and refer to the February 11th Regular Meeting of Council for further discussion.
	Regional District of Kootenay Boundary - Elaine Kumar presentation Delegation - Elaine Kumar, RDKB.pdf	To update Council on the district service the Animal Control commissioners provide the City of Grand Forks	The Committee of the Whole recommends to Council to receive the presentation by Elaine Kumar of the Regional District of Kootenay Boundary.
4	<u>PRESENTATIONS FROM STAFF</u>		
	Monthly Highlight Reports from Dept. Managers Building & Bylaw Services.doc Chief Financial Officer.doc	Staff request for Council to receive the monthly activity report from department managers	That the Committee of the Whole recommends to Council to receive the monthly activity reports

[Development & Engineering.doc](#)
[Fire Chief.doc](#)
[Operations.doc](#)
[Corporate & Community Services.doc](#)

Chief Financial Officer - 2014-2018
Financial Plan Review Agenda
[CFO - 2014-2018 Financial Plan
Review Agenda.pdf](#)

To present and review the
2014-2018 Financial Plan

The Committee of the Whole
recommends that Council
receive the presentation and
review of the 2014-2018
Financial Plan.

- 5 **REPORTS AND DISCUSSION**
- 6 **PROPOSED BYLAWS FOR DISCUSSION**
- 7 **INFORMATION ITEMS**
- 8 **CORRESPONDENCE ITEMS**
- 9 **LATE ITEMS**
- 10 **REPORTS, QUESTIONS AND INQUIRIES
FROM MEMBERS OF THE COUNCIL
(VERBAL)**
- 11 **QUESTION PERIOD FROM THE PUBLIC**
- 12 **ADJOURNMENT**

To: Boundary and West Kootenay CAO's

From: Jim Gustafson

Subject: Proposed Strategic Plan for West Kootenay Boundary Regional Hospital Board

Date: Dec 22, 2013

Thank you to those I have met with in the past six weeks, for the time you have made available to discuss this project. I am asking for the assistance of your community to complete the attached three questions by March 15, 2014.

The response by your community will be shown in the appendix to the strategic plan. Ideally, there will be 30 responses from all municipalities and electoral areas across the regional hospital district. The appendix will document concerns, provide recommendations and discuss the future of acute care planning from the perspective of all the partners in the region. The appendix will be the backbone of the strategic plan. The plan will recommend to the Hospital Board a number of preferred strategic actions. These recommendations will be extracted from the community responses.

The Regional Hospital Board has limits with defined responsibilities and authorities. The Board does not have the authority nor the responsibility to intervene and fund all aspects of health care. The Board does regularly fund acute care capital projects involving buildings, acute care equipment, information technology, safety improvements and maintenance upgrades. These capital works projects are a partnership with Interior Health, and regional taxpayers usually contribute 40% of the capital cost with Interior Health assuming the remainder of the project costs.

Interior Health has included in its capital planning budget projections approximately \$1.5 million for a number of acute care studies in the region. If these studies are to move forward successfully, a strategic plan will assist the region in presenting its interests in this often complex and controversial subject. A draft strategic plan for the Board to consider may prove to be advantageous in the coming years.

The project outline is as follows:

- 1] Finalize discussions with local governments by Jan 15, 2014
- 2] Local governments review the 3 questions January 6 2014 and submit response to the undersigned prior to March 15, 2014
- 3] Prepare draft of strategic plan March 15–March 30, 2014
- 4] Consult with CAO's on the content of the strategic plan and finalize April 10, 2014
- 5] Prepare strategic plan for printing prior to April 30, 2014
- 6] Present strategic plan to West Kootenay Regional Hospital Board for their consideration May/June 2014
- 7] Circulate copies of the plan to local governments following presentation to the Regional Hospital Board

Thank you again for your assistance and time dedicated to this project. Together, I hope we can develop a plan which will prove useful and ensure the region is prepared to fully participate in future studies.

Merry Christmas and a healthy and rewarding 2014 to each of you.

Please call if I can be of any assistance to you.

Jim Gustafson

Kootenayair1@gmail.com

250-365-5242

**Proposed strategic plan stakeholder questions for the West Kootenay Boundary Regional Hospital
District local government jurisdictions**

Communities are requested to respond to the following three questions, thereby contributing to the contents and strategic initiatives of the proposed strategic plan.

1] Does your community support proceeding with multiple studies in partnership with Interior Health to advance acute care planning and potential future capital investments within the region?

2] What are the top three acute care issues in your community?

3] Acknowledging the authority and responsibility of the Regional Hospital Board, what recommendation[s] does your community make to the Hospital Board for their future considerations?

Thank you for your participation. The answers to these questions need only be put into point form. Each community is requested to restrict their total response to one page. Only one page per community will be appended to the strategic plan. Please use official letterhead paper.

Please mail or email your responses to the undersigned prior to March 15, 2014.

All community responses will be presented to the West Kootenay and Boundary Regional Hospital Board in 2014. Please contact the undersigned should you have any questions. I appreciate your time and commitment to complete the foregoing.

Season's greetings to all, and I hope 2014 will be a year filled with new opportunity for your communities.

Jim Gustafson

1333 Grosvenor Place,

Castlegar, BC V1N 3X8

250-365-5242

kootenayair1@gmail.com

Acute Care Planning in the West Kootenay and Boundary Regions:
A Strategic Initiative

November 15, 2013

Introduction

It is a reasonable question to ask, "Why should there be a strategic plan for acute care planning in the West Kootenay and Boundary areas, and why now?"

A strategic plan defines a process, clarifies future steps to be followed and outlines priorities. Such a plan is used for informed decision making in the interests of all stakeholders. A strategic plan is an important and controversial project for all residents of the West Kootenay Boundary Regional Hospital District (WKBHRD).

The City of Castlegar wishes to introduce to local government WKBHRD partners a draft strategic plan regarding the future of investment in acute care planning for the region. The reasons for a plan and dialogue are as follows:

- Local governments may choose to document their interests at the outset of this strategic plan
- Improvements in acute care facilities will require a plan for the large capital debt that will follow
- Interior Health (IH) has identified that a major planning process will be introduced to the region in the coming years, and that process will involve a set of multi-year studies. The forecasted cost of these studies is estimated at \$1.5 million
- Local governments should be informed participants prior to the planning process

For these reasons, a strategic plan is an investment for the future.

The Current Environment

The WKBHRD and member communities have a great attachment to their acute care system, and there is strong evidence that the connection is as strong today as it was a decade ago, when approximately one third of the acute care beds in the region were eliminated. During the past decade the Hospital Board and its local government partners have been attempting to ensure health and safety improvements are completed, technology upgrades are implemented, efficient mechanical systems are installed, and new equipment acquired. Other high value projects in areas such as emergency care and maternity have been successfully completed. Improvements have been made in the past decade, but the future regional service delivery model has yet to be assessed and determined.

Interior Health acknowledges that this region does need to plan for investments in acute care improvements. Investments of this magnitude require substantial planning, economic analysis, as well as consideration of the medical needs of the region. The partners to the financing of acute care improvements include the Hospital Board, Interior Health/Provincial Government and Foundations. These jurisdictions each have areas of responsibility and each share a role in the delivery of capital projects. This strategic plan is not intended to be definitive, rather, it is intended to be flexible and strategic for the partners and to promote regional ownership of the issues.

Vision

The strategic plan will provide documentation that will provide a constructive vision for facilitating investment in the acute care system in both the West Kootenays and the Boundary regions.

Mission

The core purpose of local governments is to provide services to the residents of the community in a manner that adds to the quality of life, is sustainable and is economically and environmentally responsible.

The mission of this strategic plan is to advance the discussion of acute care services and infrastructure amongst local governments within the hospital region and create a document that gives this region ownership and a strong voice, one that reflects the 40% contribution that regional taxpayers contribute to capital financing.

Values

Values to be pursued by this strategic plan are:

- economic responsibility
- long term sustainability
- fair accessibility for all residents within the hospital district.

The strategic plan will recognize and attempt to incorporate the sensitivity of the issues that will emerge during the development stages. The contents of the strategic plan will not determine what or where investments are necessary. Decisions of this nature will require far greater analysis than is the intent of this strategic plan. It is anticipated that questions arising from further analysis will be asked and answered in the coming years once a joint IH-WKBRHD consultative study is in place.

Strategic Direction #1 - Information Sharing

Current Situation

Regional hospital districts across the Province are not responsible for planning for acute care capital acquisitions nor priority capital spending. Health authorities, rather than hospital districts, are given this responsibility by the Province of British Columbia. The WKBRHD annually receives capital spending requests from IH. Annually, hospital districts across the province are asked to contribute up to 40% of the cost of capital projects, for example: equipment purchases, building modifications, new buildings, health and safety improvements, technological upgrades, studies, land acquisitions or other capital replacement/infrastructure renewal projects.

Strategic Goal - Information Sharing

Equitable and universal access to information obtained in the writing of the strategic plan will be made available to all local government jurisdictions within WKBRHD.

Key Objectives

- to distribute, share and discuss individually the proposed strategic plan with the 30 local government partners of the WKBRHD
- to collect and record information from local government partners in the region and appendix the information to the strategic plan

Strategies / Outcomes

- Create a strategic plan with input from each jurisdiction of the WKBRHD
- Arrange individual meetings with local governments and electoral areas in the Fall of 2013 and winter of 2014
- Present the draft strategic plan to WKBRHD and IH in 2014
- Circulate the draft strategic plan to the media

Strategic Direction #2 - Building Capacity within the Region

Current Situation

The affairs of WKBHRD are well known to the members of the hospital board, but rarely do municipal councils or advisory planning commissions spend much time debating the responsibilities of a hospital board. That debate will most likely occur only if there are extreme situations such as closures, large tax increases, service adjustments or controversial new policy introduced by the health authority.

Interior Health has identified, as one of their future capital spending priorities, a need to study acute care facilities and the medical needs within this region. Having a strategic plan in place prior to the start of an expensive and time consuming study will help to build capacity and knowledge of the local governments within the region.

A detailed report from the Province of British Columbia on the condition of IH's structures is anticipated to be released in the Fall of 2013. IH notes that this region has a poor rating regarding condition of buildings, largely because of age of the structures.

Strategic Goal - Building Capacity within the Region

- to create a strategic plan which will energize local governments and create a base document that provides partners with financial, procedural and strategic information prior to the start of a large study of acute care planning of the region

Key Objectives

- to work in partnership with other local governments and local advisory planning commissions
- to build a strategic plan that will guide future discussions about WKBHRD acute care planning
- to develop an awareness within communities to assist the WKBHRD with the major decisions that will be debated at the board table in the coming years

Strategies / Outcomes

- Attempt to consolidate opinions, facts and recommendations regarding this region's investment in modern and efficient medical facilities.
- Motivate other partners in acute care development to consider:
 - strengthening co-operation amongst the partners,
 - changing the perception that there is no co-operation when it comes to acute care planning in this hospital district.

Strategic Direction #3 - Strengthening Relationships

Current Situation

The region's acute care facilities are in need of renewal. What exactly that renewal involves is a hotly debated question. Previous attempts to address regional acute care matters have been controversial and dropped due to lack of resources, lack of clarity of authority and division between communities. The future IH multi-year study will create a plan and direct the investment decisions that will follow the consultant's report. Informed collaboration of all the communities within the region now will result in a more effective report later. As a 40% partner in the investments, it is important that local governments are prepared to monitor their investments.

It is acknowledged that local governments are not united on this subject. Given the complexities of our communities, the geography of the region and the financial capacity of all partners, the need to build and strengthen relationships is paramount.

Strategic Goal - Strengthening Relationships

- to build and distribute a reliable base document that will strengthen the relationships of local governments within the WKBRHD

Key Objectives

- to increase awareness, within local government across the region, of the issues that will be studied in the coming years
- to ensure local governments are proactive at the outset of the IH study in 2014/2015

Strategies / Outcomes

- Prepare a draft strategic plan that represents the interests of the partner communities in acute care planning
- Appendix to the strategic plan, a one page summary of concerns regarding acute care from each of the 30 partners

Strategic Direction #4 - Implementation and Performance

Current Situation

As reported earlier, regional hospital districts do not actively participate in major acute care planning or facility development. Interior Health must concentrate its efforts on liaising with WKBRHD and not individual local governments. The WKBRHD is the jurisdiction that has the authority to commit the region to a plan and a long term debt. Planning now will improve chances of developing a successful program for acute care renewal in this region.

Strategic Goal - Strategic Implementation and Performance

- to finalize the strategic plan by September, 2014 and submit the document to the WKBRHD, IH and the Province of British Columbia in the fall of 2014
- to request approval of funding from IH, for the consultants' studies in 2015

Strategies / Outcomes

Measure performance by:

- WKBRHD's signature to the strategic plan
- Interior Health's approval to draft terms of reference for studies by consultants in 2014/2015
- Consultants' start of community consultation work in 2015

Remarks

A strategic plan NOW will help to shape future decisions. As a 40% stakeholder in the capital costs, it is timely to think strategically and document local government opinions and recommendations. A made in the West Kootenays and Boundary list of strategic recommendations and suggested directions to IH and the Province will prove to be useful for all concerned, including West Kootenay and Boundary local governments.

For Further Information:

Jim Gustafson

250-365-5242

kootenayair1@gmail.com

Council Delegations

Background

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Taylor, and Members of Council, I/We are here this evening on behalf of Interior Health

to request that you consider receiving a short presentation about health care services in Grand Forks.

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

To share information and
provide an opportunity for
community engagement

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

as above

(over)

Council Delegations (cont.)

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

N/A

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating: N/A

Name: Cindy Crane
Organization: Interior Health
Mailing Address: _____
(Including Postal Code)
Telephone Number: 250.443.2106
Email Address: cindy.crane@interiorhealth.ca

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

N:Forms/Delegation form

Council Delegations

Background

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Taylor, and Members of Council, I/We are here this evening on behalf of Interior Health to request that you consider passing a motion to partner with Interior Health so that we may address community health in Grand Forks together, when it makes sense to do so, using our combined resources.

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

The health of the residents of Grand Forks is of major interest to the City of Grand Forks. It is also of major interest to Interior Health. It makes sense to work together on this shared agenda.

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

A more upstream and collaborative approach to health as well as better understanding of the factors that lead to health and the roles and responsibilities we all play when it comes to health (I don't mean 'health care').

(over)

Council Delegations (cont.)

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

A missed opportunity to expand both of our mandates for a healthy community in Grand Forks.

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating: That the City of Grand Forks and Interior Health continue to work together to promote health and wellness with an informal partnership to strengthen actions that will further improve the health of the community and reduce chronic disease risk factors.

Name: Kerri Wall

Organization: Interior Health

Mailing Address: Fernie Health Unit, Box 670, Fernie BC, V0B 1M0
(Including Postal Code)

Telephone Number: 250-423-8746

Email Address: kerri.wall@interiorhealth.ca

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

N:Forms/Delegation form

Council Delegations

Background

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Taylor, and Members of Council, I/We are here this evening on behalf of **the R.D.K.B. and the Commissionaires**

to request that you consider a presentation on the Animal Control Service the District provides to the City of Grand Forks.

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

To update Council on the service the Commissionaires is providing and offer an opportunity for the Mayor and Council to discuss the service.

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

having an opportunity to discuss the service, provide input on any concerns for improvement or changes.

(over)

Council Delegations (cont.)

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

missing an opportunity to provide input on how the service has been operating and answering any of Council's questions or concerns.

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution

stating: That the City of Grand Forks receive a delegation from Elaine Kumar, R.D.K.B., and Mr. Brian Garvin, Commissioners regarding the Animal Control Service provided to the City of Grand Forks.

Name: Elaine Kumar

Organization: R.D.K.B.

Mailing Address: 843 Rossland Avenue, Trail, B.C. V1R 4S8
(Including Postal Code)

Telephone Number: (250) 368-9148

Email Address: ekumar@rdkb.com

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

For Forms/Delegation form

Form may be submitted by email to: info@grandforks.ca

MONTHLY HIGHLIGHT REPORTS



DATE : January 14, 2014
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of December, 2013

- ❖ Continue with the development of the City's Bylaws
 - ❖ Following up on Unlicensed Vehicles on the City's Boulevards
 - ❖ Processing new Building Permits
 - ❖ Following up on Existing Permits
 - ❖ Preparation of the 2014 Budget
 - ❖ Reviewing Quantities Report for City Hall from our Insurance Company
 - ❖ Continue with Building Inspection Training Course
-

MONTHLY HIGHLIGHT REPORTS



DATE : January 16, 2014
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS : For the Month of December, 2013

- ❖ Worked on housekeeping of policies – Purchasing, Bank Payments, Vehicle Use, Training
 - ❖ New policy for Payment Processing
 - ❖ Preparing Electrical Rates Bylaw and Revenue Anticipation Bylaw for COTW
 - ❖ Year end closing processes including inventory and Vadim software
 - ❖ Beginning preparation for upcoming audit in March
 - ❖ Updating yearly work plan for Finance Department
 - ❖ Continuing document restoration from fire and going digital
 - ❖ Annual Financial Plan – first public presentation Jan 27th at COTW
 - ❖ Continuing work on insurance claim for City Hall fire
-

MONTHLY HIGHLIGHT REPORTS



DATE: January 7, 2014
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of December, 2013

- ❖ Universal Water Metering – Planning Underway including Preparations for January's Open House
 - ❖ Downtown Beautification Upgrades – Phase II Planning Underway including Preparations for February's Open House
 - ❖ Emergency Water Supply Upgrades – Electrical Components – 90% Complete
 - ❖ Emergency Water Supply Upgrades – Mechanical Components – Shop Drawings Under Review
 - ❖ Central Ave. Tree Lighting Project Continues
 - ❖ Utility Regulation Bylaw Revisions Continue
 - ❖ Fees and Charges Bylaw Revisions Continue
-

MONTHLY HIGHLIGHT REPORTS



DATE : January 9, 2014
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of December, 2013

- ❖ December calls: 38 – 11 Fire, 2 Rescue, 25 First Responder
 - ❖ Total calls for 2013: **473** – 182 Fire, 36 Rescue, 255 First Responder
Total calls for 2012: 298 – 174 Fire, 41 Rescue, 83 First Responder
 - ❖ RFP for Platform truck closed – proposals reviewed
 - ❖ Volunteers participated in annual Santa Claus parade
 - ❖ Volunteers completed Awareness-level training for Hazardous Materials response (~10 hours over 4 sessions)
 - ❖ Upcoming: First Responder Level 3 training for volunteers over 2 weekends in January.
-

MONTHLY HIGHLIGHT REPORTS



DATE: January 7, 2014
TO: Committee of the Whole
FROM: Manager of Operations
HIGHLIGHTS: For the Month of December, 2013

- ❖ Water Department Residential Curb Stop Locates and Repairs Continue
 - ❖ Snow Removal and Sanding
 - ❖ General Maintenance
 - ❖ Annual Christmas Parade with Crafty Toys Float
 - ❖ Central Ave. Tree Lighting Project Continues
 - ❖ Painting Inside the Parks Building Facilities – Barbara Ann Park and Cemetery
 - ❖ Painting Picnic Tables
-

MONTHLY HIGHLIGHT REPORTS



DATE : January 21st, 2014.
TO : Committee of the Whole
FROM: Corporate & Community Services
HIGHLIGHTS : For the Month of December, 2013

- ❖ Continued preparations for Family Day weekend event on February 8th-10th.
- ❖ Coordination of communication materials for Water meter open house
- ❖ Communications -Community Outreach, Bylaw Updates and Public Information
- ❖ Education preparation with Selkirk College and Urban Systems on Asset Management
- ❖ Budget preparations with management team
- ❖ Meeting with the Downtown Business Association
- ❖ Prepared new Request for Decision (RFD) Format forms for the new year



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2014-2018 FINANCIAL PLAN REVIEW AGENDA

January 27, 2014
Committee of the Whole Meeting
Council Chambers

1. CAO Introduction
2. CFO review of year to date, considerations in upcoming operating budget
Summary of operating presentations, introduction of managers
3. Operating Template presentations
 - Administration & Legislative
 - Finance
 - Building Inspection & Bylaw Services
 - Fire Department
 - Development & Engineering Services
 - Operations – Administration, Roads, Parks, Airport
 - Electrical Department
 - Water Department
 - Waste Water Department
4. Tax Rate comparison
5. Operating items referred to the 2014 budgeting process
6. Operating items that have received early budget approval



Settle down.

2014 FINANCIAL PLAN SCHEDULE UPDATE

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

An additional Committee of the Whole meeting has been added on February 24, 2014.

2014 BUDGET TIMELINE

<i>Due Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
In Progress	Department Heads	2013 Operating and Capital Budgets Five Year Financial Plan
Nov 12, 2013	CFO	Budget Schedule to Council
Dec 16, 2013	COTW	Financial Plan Schedule review with Council
Jan 27, 2014	COTW	Operations budget presentation by Managers
Feb 11, 2014	COTW Presentation	Capital Budget Presentations by Managers Strategy session to identify Council's prioritization of capital items presented by management and direction of new capital items by Council.
Feb 24, 2014	Additional COTW meeting	Budget Presentation – Draft version
Mar 10, 2014	COTW Workshop	Budget Presentation – Revised Draft version
March 24, 2014	Open Council Meeting	1 st , 2 nd & 3 rd reading Financial Plan Bylaw

April 7, 2014	Open Council Meeting	Adopt Financial Plan Bylaw
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The above dates are presented to the Committee of the Whole to consider as the 2014 Budget Timeline.

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

Thank you for your consideration.

Roxanne Shepherd, BBA, CGA
Chief Financial Officer



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The City of Grand Forks

2014 Financial Plan

General Government - ADMINISTRATION

Primary Functions

Corporate Administrations main function is to ensure that the corporation is meeting its legislative obligations. The Corporate primary functions include records management and retention of documents, responsibility for preparation of agendas and minutes of Council, provides administrative support for Mayor and Council, and assists in the development of policies, bylaws and contracts.

Community Services falls under the Corporate Services blanket and involves the coordination and leadership of events that are City initiatives and other community events that arise. Communications plays a major factor and has been an additional and important role in the department that provides an integral information exchange with Council, staff and the public.

2014 Objectives & Major Plans

- 2014 Election
- Community Events throughout the year
- The completion of ICompass
- The completion of the restoration of City Hall
- The completion of community videos
- Continuing development of the City's internal and external communications that will include additional expenses
- Continuing relationship development with the Federal and Provincial governments
- Asset Management Education Program in partnership with Selkirk College

Employees

These functions are currently supported by the following employee complement (FTE – Full Time Employee).

	<u>FTE</u>
Administration	
Chief Administrative Officer	1
Corporate Officer	1
Deputy Corporate Secretary	1
Administrative Assistant	<u>1</u>
TOTAL:	4

Total Budget 2013 – For discussion

Committees Council	Budget 2013	Actual 2013
Environment	16,000	2,600
Deer	15,000	180 Balance remains for Wildsafebc program
EDAC	Base \$10,000 Video Promotions \$10,000 Branding Carry Forward from 2012 \$10,362	5,802 used incl EBABC Conference 5,000 carry forward for Video Branding Actual \$8,902

Legislative – Council was within budget in 2013 and is projected to have an increase of 2% in 2014.

Administration was within budget in 2013 and is projected to have an increase of 2% in 2014.



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The City of Grand Forks 2014 Financial Plan General Government – FINANCE

Primary Functions

The finance department provides financial expertise, reports on the financial affairs, administers financial legislation, and develops and implements financial controls within the organization. The finance department also administers Information Technology and Risk Management for the City.

Financial reporting includes, but is not limited to, the annual financial statements, the annual financial plan, Provincial Reporting - Local Government Data Entry (LGDE) and the Statement of Financial Information (SOFI), GST, PST, and WCB. Internally, the City provides monthly and ad hoc reports for Council and staff.

The finance department provides accounting services including accounts payable/receivable, payroll, bi-monthly utility billing, and cemetery and business license administration. Customer service plays a key role as the Finance department also provides reception and telephone answering services for the City.

2014 Objectives & Major Plans

- Detailed analysis of the entire financial plan to incorporate Asset Management
- Water meter implementation and billing set-up for residential customers
- Succession planning and training back-up positions
- Enhancing City policies and procedures to further strengthen internal controls
- Strengthen internal reporting to improve efficiency and effectiveness
- Increase communication to improve operations and customer service

Employees

These functions are currently supported by the following employee complement (FTE – Full Time Employee).

	<u>FTE</u>
Chief Financial Officer	1
Accountant/Comptroller	1
Payroll/Payables Clerk	1
Revenue Clerk	1
Accounting Clerk	1
Administrative Assistant	<u>1</u>
TOTAL	6

The finance department was within budget in 2013 and is projected to have an increase of 2% in 2014.



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**The City of Grand Forks
2014 Financial Plan
General Government – BUILDING INSPECTION &
BYLAW ENFORCEMENT SERVICES**

Primary Functions

The Building inspection office has been working on following up and closing building permit files transferred from the RDKB. To date the Building Inspection office has managed to complete and close 8 of the 69 files that were transferred to the City on July 2, 2013. The Building Inspection office has also issued 13 new permits in 2013, with 4 of them now completed and closed. The Building Inspection office has also issued 1 new permit and has 3 more pending with several additional inquiries being made to start the year in 2014.

The Bylaw Enforcement Office will see the City moving forward in updating several more bylaws this year. The City has been successful in cleaning up some unsightly properties this past year and will continue to enforce our unsightly premises bylaw. The City has also been working with the owners of illegally parked vehicles to have them removed from the boulevards without issuing warning letters or tickets.

2014 Objectives & Major Plans

- Provide a back-up plan for services
- To continue with the follow up on transferred Building Permits
- To continue with the development of the City's Bylaws
- To continue with the cleanup of unsightly properties
- To continue with the removal of unlicensed vehicles on the city's boulevards and streets

Employees

These functions are currently supported by the following employee complement (FTE – Full Time Employee). Special project assistance is sometimes obtained seasonally.

Description	<u>FTE</u>
Building Inspection & Bylaw Manager	1

2013 Operations - Expenditures are projected to be within Budget.

**The City of Grand Forks
2014 Financial Plan
FIRE DEPARTMENT**



www.GrandForks.ca

Primary Functions

Grand Forks Fire/Rescue provides emergency services to the City of Grand Forks and Rural Grand Forks through a contract for service agreement with the Regional District of Kootenay Boundary. The Services provided include; fire suppression, first responder medical, highway rescue, low and high angle rope rescue, swiftwater rescue, confined space rescue, and hazardous materials response. We also perform fire inspection, fire investigation, prevention and education duties in the community as well as being the municipal emergency coordinator assisting the Regional District executing the emergency plan for the city and boundary areas during major events.



2014 Objectives & Major Plans

- Purchase of platform ladder truck to replace 1993 Superior Aerial Ladder Truck
- Class 3 apparatus training for volunteers
- Live fire testing to complete firefighter certification
- Work with Regional District of Kootenay Boundary on emergency services contract and long range fire protection plans for the rural area
- Continue working towards completing fire inspections within the municipality
- Ongoing recruitment and retention of volunteer firefighting personnel
- Establish a Junior Firefighter Program with GFSS

Employees

The fire department currently employs two full time staff and 38 volunteer firefighters



VARIANCES:

2013 expenditures were within budget and are projected to have an increase of 3.23% in 2014.

**The City of Grand Forks
2014 Financial Plan
DEVELOPMENT AND ENGINEERING Department**



www.GrandForks.ca

Primary Functions

The Development and Engineering department's primary planning and technical functions are to provide engineering services support to facilities, parks, roads, water, sewer and electrical projects which encompass the Municipalities asset renewal, repair or replacement program both operational and capital. The department also provides development services support to subdivisions and development ensuring compliance with zoning, land use and the visions and guiding principles of the sustainable community plan. The department is committed to providing quality service that enhances and advances the quality of life through long term planning for the community, encouraging strategic economic development, promoting tourism and Downtown revitalization incentives.

2014 Objectives & Major Plans

- AMIP (Multi-Utility Projects – 68th Ave., 22nd St. and 3rd St.)
- Universal Water Metering Program
- Downtown Beautification Upgrades – Phase II
- West Side Fire Protection – Installation of New Well
- 5th St. Watermain Replacement (If Grant Funded)
- GIS Mapping – Utility Infrastructure, Riparian Areas, etc.
- Implementing a Fiber Optic Cable Network Plan
- Tax Incentive Bylaw Implementation for Downtown Businesses
- Utility Bylaw Revisions and Implementation
- Zoning Bylaw Revisions and Implementation

Employees

These functions are currently supported by a regular staff compliment. For significantly large projects, contract planners and/or engineers are utilized for some of the initial Master Development Agreements, Comprehensive Development Bylaws, etc. as per our client/consultant agreement.

	<u>FTE</u>
Manager – Sasha Bird	1
Planning Technician – Kathy LaBossiere	1
Engineering Technologist – Dolores Sheets	1
TOTAL FTE'S	3

2013 Development and Engineering Services – Expenditures are within budget and are projected to increase 2% in 2014.



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The City of Grand Forks

2014 Financial Plan

GENERAL OPERATIONS – Admin, Roads, Parks, Facilities and Airport

Primary Functions

General operations include maintaining all municipally owned vehicles and equipment, providing repairs and preventative maintenance to all administrative, fire, and public works vehicles and equipment, maintaining all municipal roads, sidewalks and pathways including ice and snow removal, asphalt repairs and paving, catch basin and culvert repairs and cleaning and street sign repairs and maintenance. Also included is maintaining the parks and grounds of all municipally owned properties including structure repairs and lawn and tree maintenance, operating the Municipal Campground, operating and maintaining the Municipal Cemetery and the airport – AWOS, beacon sights, runway, etc.

2014 Objectives & Major Plans

- Install and maintain hanging baskets and planters;
- Replant planters at the entrance to City Park;
- Upgrade exterior of the Park Facility buildings;
- Address drainage issues;
- Complete 3rd year of the 3 year grave restoration program;
- Continue with required alley upgrades;
- Continue upgrades at the Municipal Campground including planting trees; new signage, repainting railings and installing garden beds;
- Upgrade road and pathway signage throughout the municipality;
- Remove all concrete no-posts in all parks and pathway entrances and upgrade with rock and bunch grasses;
- Consultation for future development expansion of the airport.

Several other projects, not limited to the above will be carried out as required and as time, weather and funds permit.

Employees

These functions are currently supported by the following employee complement (FTE – Full Time Employee). Special project assistance is sometimes obtained seasonally.

	<u>FTE</u>
Description	
Public Works Admin Assistant	1
Roads/Sidewalk Coordinator	1
Operator 4/Airport	1
Fleet Maintenance Tech	1
Operator 3	2
Operator 2	1

Parks Coordinator	1
Parks Maintenance 3	2
Parks Maintenance 2	1
<u>Facilities Coordinator</u>	<u>1</u>
TOTAL FTE's	12

2013 General Operations – Expenditures are projected to be within budget and to have a 2% increase in 2014.



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**The City of Grand Forks
2014 Financial Plan
ELECTRICAL Department**

Primary Functions

The City of Grand Forks owns and maintains an electrical distribution system within our city limits. Power for our Electrical Utility is purchased from Fortis BC which provides electricity through two substations. Electricity is delivered to our customers through approximately 50 kilometers of electrical lines. Operating and maintaining the electrical utility includes connecting and disconnecting customers, maintaining the street light system, reading electrical meters and general system maintenance, such as, replacement of poles and primary and secondary wires. The electrical department also installs upgrades to the electrical distribution system for all new subdivisions and developments.

2014 Objectives & Major Plans

- Replacement of transformers with PCB's >50ppm;
- Continuation of pole replacement program;
- Refurbishment of streetlight standards for Phase II of the Downtown Beautification Upgrades;
- Voltage conversion;
- Meter recertification;
- Substation upgrades;
- Updating or records for the AMIP.

Employees

These functions are currently supported by the following employee complement (FTE – Full Time Employee).

	<u>FTE</u>
Description	
Power Distribution Coordinator	1
<u>Power Lineman</u>	<u>2</u>
TOTAL FTE'S	3

2013 Electrical Operations – Revenues and expenditures are within budget and are projected to increase 2% in 2014.



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**The City of Grand Forks
2014 Financial Plan
WATER Department**

Primary Functions

The City of Grand Forks Water Department has 1800 water utility customers and is responsible for maintaining 43 kilometers of various sized water mains, inspecting, maintaining and flushing 258 fire hydrants, maintaining over 500 valves, repairing and replacing existing water services, operating and maintaining 5 groundwater wells and 3 chlorination units, operating and maintaining 2 reservoirs, 1 Booster station and 1 PRV station, inspecting and maintaining the cross connection control program, reading commercial and industrial meters and implementing recommendations from the Well/Aquifer Protection Plan.

2014 Objectives & Major Plans

- Universal Metering Program;
- Hydrant flushing/repair/refurbishing (color coding) and replacement program;
- Locating and mapping of all water system infrastructure;
- Continued education for water conservation measures;
- Well 3A casing replacement.
- Implementing recommendations from the Well and Aquifer Protection Plan.

Employees

These functions are currently supported by the following employee complement (FTE – Full Time Employee). Special project assistance is sometimes obtained seasonally.

	<u>FTE</u>
Description	
Water and Sewer Coordinator	0.5
Utilities Operator 2	1
<u>Utilities Operator 1</u>	<u>0.5</u>
TOTAL FTE'S	2

2013 Water Operations – Revenues and Expenditures are within budget and are projected to increase by 2% in 2014.

**The City of Grand Forks
2014 Financial Plan
WASTEWATER Department**



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Primary Functions

The City of Grand Forks' Wastewater Department provides customer services relating to the wastewater collection system, wastewater treatment plant and combined sewer overflow reduction. These services are designed and managed to protect our local water resources; both our rivers and groundwater. Our wastewater staff is responsible for the operation and maintenance of 36 km of sanitary sewer mains. Staff duties include operation and maintenance of the entire wastewater collection system within the City of Grand Forks – including flushing of sewer mains, operating and maintaining lift stations, the wastewater treatment plant and sewage lagoons, as well as, responding to sewer emergencies 24/7.

2014 Objectives & Major Plans

- Main flushing program;
- Mapping of existing sewer infrastructure;
- Inspections and repairs;
- Increase public education to reduce trouble calls to our lift stations;
- Reduce overall storm inflow within the collection system;
- Implement recommendations from the sludge management plan and WWTP facility assessment – decrease GHG's and streamline plant processes.

Employees

These functions are currently supported by the following employee complement (FTE – Full Time Employee). Special project assistance is sometimes obtained seasonally.

	<u>FTE</u>
Description	
Water and Sewer Coordinator	0.5
Utilities Operator 2	1
<u>Utilities Operator 1</u>	<u>0.5</u>
TOTAL FTE'S	2

2013 Wastewater Operations – Revenues and Expenditures are within budget and are projected to increase by 2% in 2014.



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The City of Grand Forks 2013 Regional Tax Rate Comparisons

CRANBROOK

Class	2013		
	Municipal	Reg Hosp	Reg Dist
#1 - Residential	7.0636	0.1642	0.1517
#2 - Utilities	46.4433	0.5748	0.9974
#4 - Major Industry	0.0000	0.0000	0.0000
#5 - Light Industry	20.2253	0.5583	0.4344
#6 - Business/Other	18.5773	0.4023	0.3990
#8 - Rec/Non Profit	16.9054	0.1642	0.3631
#9 - Farm	19.9194	0.1642	0.4278

GRAND FORKS

Class	2013		
	Municipal	Reg Hosp	Reg Dist
#1 - Residential	3.8105	0.3498	2.1871
#2 - Utility	37.8060	1.2244	7.6550
#4 - Major Industry	42.4043	1.1894	7.4363
#5 - Light Industry	11.1465	1.1894	7.4363
#6 - Business/Other	9.1127	0.8571	5.3585
#8 - Rec/Non Profit	3.0297	0.3498	2.1871
#9 - Farm	4.0988	0.3498	2.1871

GREENWOOD

Class	2013		
	Municipal	Reg Hosp	Reg Dist
#1 - Residential	6.9569	0.3499	0.8072
#2 - Utility	24.3492	1.2247	2.8252
#5 - Light Industry	0.0000	0.0000	0.0000
#6 - Business/Other	14.2617	0.8573	1.9776
#8 - Rec/Non Profit	6.9569	0.3499	0.8072

TRAIL

Class	2013		
	Municipal	Reg Hosp	Reg Dist
#1 - Residential	3.6543	0.3498	2.7651
#2 - Utility	40.0000	1.2244	9.6779
#4 - Major Industry	39.9932	1.1894	9.4014
#5 - Light Industry	2.5842	1.1894	9.4014
#6 - Business/Other	7.3100	0.8571	6.7745
#7 - Managed Forest	10.9953	1.0495	6.7745
#8 - Rec/Non Profit	5.9864	0.3498	2.7651

CRESTON

Class	2013		
	Municipal	Reg Hosp	Reg Dist
#1 - Residential	4.9359	0.1576	2.6693
#2 - Utility	40.0000	0.5515	9.3426
#5 - Light Industry	14.1168	0.5358	9.0757
#6 - Business/Other	8.7860	0.3861	6.5398
#8 - Rec/Non Profit	4.9359	0.1576	2.6693
#9 - Farm	5.4295	0.1576	2.6693

CASTLEGAR

Class	2013		
	Municipal	Reg Hosp	Reg Dist
#1 - Residential	3.0379	0.3434	1.4172
#2 - Utility	38.0000	1.2018	4.9602
#4 - Major Industry	28.8155	1.1674	4.8185
#5 - Light Industry	10.7024	0.8412	4.8185
#6 - Business/Other	11.0730	0.8412	3.4721
#8 - Rec/Non Profit	7.4524	0.3434	1.4172

**The City of Grand Forks
2014-2018 Financial Plan**

Items Referred to the 2014 Budgeting Process

August 19, 2013 COTW – Presentation from Sandra Barron of Mountain Media - billboards

August 19, 2013 Regular Meeting – River Park Estates – Request for landscaping on the east side of the lift station in City Park

September 9, 2013 Regular Meeting – Grand Forks Park in the Park - Request from event organizers for 2014 event sponsorship

September 30, 2013 Regular Meeting – Boundary Museum – Request that Council approves the 2014 Fee for Service Funding Agreement for the Stewardship of the Community Archives

October 15, 2013 COTW – Report from Councillor Wyers - Head Start for Girls and Young Women Program

December 16, 2013 COTW – Presentation from Phoenix Mountain Alpine Ski Society

December 16, 2013 Regular Meeting – Environment Committee – Resolved that a monitoring plan/project be developed (in conjunction with a capital request to jointly purchase a nephelometer with RDKB)

December 16, 2013 Regular Meeting – Resolved that Council determines that City staff be directed to report back to Council on the feasibility of using carbon neutrality funds to support local initiatives

December 16, 2013 Regular Meeting – Presentation from Phoenix Foundation – Vital Signs 2014



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**The City of Grand Forks
2014-2018 Financial Plan**

Operating Items Given Early Budget Approval for 2014

December 16, 2013 – Regular Meeting – Resolved that Council supports the request from staff for early budget approval in the amount of \$2,000 to be funded from the 2014 operating budget for the 2014 Family Day event