

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

**Monday, June 23 – 7:00 pm  
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>		
	a) 7:00 pm Call to Order	Call meeting to order at 7:00 pm	
2.	<b><u>ANNUAL REPORT</u></b>		
	a) Corporate Officer's Report - Annual Report <a href="#">RFD - 2013 Annual Report.pdf</a> <a href="#">2013 ANNUAL REPORT FINAL.pdf</a>	2013 Annual Report, consideration of report and submissions and questions from the public	Council receives the 2013 Annual Report, and considers questions and submissions from the public.
3.	<b><u>ADOPTION OF AGENDA</u></b>		
	a) June 23rd Regular Meeting agenda		Adopt agenda
4.	<b><u>MINUTES</u></b>		
	a) June 9th, 2014 <a href="#">Minutes - Regular Meeting - June 9th, 2014.pdf</a>	Regular Meeting Minutes	Adopt minutes
5.	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
	a) Sunshine Valley Women's Institute <a href="#">Delegation - Sunshine Valley Women's Inst.pdf</a>	The building of a sidewalk in front of Silver Kettle Village to Extra Foods	Receive the presentation from the Sunshine Valley Women's Institute regarding the building of a sidewalk in front of Silver Kettle Village to Extra Foods.
6.	<b><u>UNFINISHED BUSINESS</u></b>		
7.	<b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u></b>		
	a) Corporate Officer's Report <a href="#">Council Procedure.pdf</a>	Verbal reports of Council	That all reports of members of Council given verbally at this meeting, be received.

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

- a) Corporate Officer's Report  
[RDKB Procedure.pdf](#)

RDKB Representatives  
Report

That the Mayor's report on the activities of the Regional District of Kootenay Boundary be received.

9. **RECOMMENDATIONS FROM STAFF FOR  
DECISIONS**

- a) Corporate Officer  
[RFD - Corp. Officer - Appt. of Chief Election Officer & Deputy Chief Election Officer.pdf](#)

Appointment of Chief Election Officer and Deputy Chief Election Officer

That Council appoints Corporate Officer, Diane Heinrich as Chief Election Officer at a rate of \$1000.00 and Sarah Winton as Deputy Chief Election Officer at a rate of \$750.00 for the City of Grand Forks, and further authorizes the Chief Election Officer and the Deputy Chief Election Officer to hire election officials for the purpose of conducting the 2014 Local Government Election.

- b) Manager of Development and Engineering  
[RFD - GFATV.pdf](#)

Grand Forks ATV Club - Request for Licence of Occupation and consideration of in-kind contribution.

That Council approve the Licence of Occupation for the "Motocross" staging area and give consideration to providing an in-kind contribution for the "Motocross" staging area.

- c) Manager of Development and Engineering Services  
[RFD - Mgr. Dev. & Eng. - Helbig Site Specific Setback Exemption.pdf](#)

Request for Site Specific Setback Exemption

That Council approve the application for a Site Specific Setback Exemption for property owned by Judy Helbig located at #19, 7151 Highway 3 to reduce the 100 foot setback from the Kettle River to 0 feet in order to renovate the back entrance/exit and construct an open deck located from the trailer to the rear property line.

10. **REQUESTS ARISING FROM  
CORRESPONDENCE**

11. **INFORMATION ITEMS**

- |   |   |   |
|---|---|---|
| a) Grand Forks Mural Committee<br><a href="#">Summary of Info. Items - Grand Forks Mural Committee.pdf</a>                                      | Request for Council's support for a proposed Mural Project in Grand Forks                         | That Council receive the request from the Grand Forks Mural Committee to create a mural on the exterior walls of the lift stations two buildings (washroom and plant) in City Park and to recommend a theme for the murals to the Committee, in order to assist local artists in the development of conceptual sketches, for Council's approval, for discussion and decision. |
| b) Canada Day Parade Committee<br><a href="#">Summary of Info. Items - Canada Day Parade - July 1.pdf</a>                                       | Invitation to participate in the Canada Day Parade  | Receive for discussion and decision   |
| c) Grand Forks and District Fall Fair<br><a href="#">Summary of Info. Items - Fall Fair 2014 Update on Events &amp; Sponsorship Request.pdf</a> | Request for sponsorship of Fall Fair  | Council to receive for information and discussion regarding the \$500.00 request from the Grand Forks and District Fall Fair for event sponsorship.   |
| d) Larry Dannhauer<br><a href="#">Summary of Info. Items - Grand Forks Ministerial Request for PT Exempt Status.pdf</a>                         | Request from local churches to be granted property tax exempt status on the whole of their lands. | Council to receive for discussion   |

12. **BYLAWS**

- |  |  |  |
|--|--|--|
| a) Corporate Officer<br><a href="#">RFD - Corp. Officer - Final Reading of New Local Gov. Elections Procedures Bylaw &amp; Repeal of Old.pdf</a>     | Final reading of the new Local Government Elections Procedures Bylaw and the repeal of the old Elections Bylaw and all amendments thereto. | That Council gives final reading to the repeal of the current Bylaw No. 1391, "The City of Grand Forks Local Government Election Procedure Repeal Bylaw No. 1391R-A, 2014.<br><br>And Further that Council gives final reading to the "Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1999, 2014 |
| b) Corporate Officer<br><a href="#">RFD - Corp. Officer - Final Reading of Proposed Automated Voting Machines Bylaw for Local Gov. Elections.pdf</a> | Final reading of the proposed Automated Voting Machine Bylaw for Local Government Election Purposes  | That Council gives final reading to the City of Grand Forks, "Automated Voting Machines Authorization Bylaw No. 2000".   |

13. LATE ITEMS
14. QUESTIONS FROM THE PUBLIC AND THE MEDIA
15. ADJOURNMENT



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Corporate Services  
**Date:** June 23<sup>rd</sup>, 2014  
**Subject:** 2013 Annual Report  
**Recommendation:** **RESOLVED THAT COUNCIL RECEIVE THE ANNUAL REPORT FOR 2013 AND CONSIDER ANY SUBMISSIONS AND QUESTIONS FROM THE PUBLIC.**

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**BACKGROUND:** Section 98 of the Community Charter sets out the requirements for the Annual Municipal Report. Before June 30<sup>th</sup> in each year, a Council must: a) Prepare an Annual Report, b) Make the report available for public inspection, and c) Have the report available for public inspection at the Annual Meeting. Section 99 of the Community Charter requires that Council must annually consider, at a Council meeting or other public meeting, a) the Annual Report prepared under Section 98 of the Community Charter, and b) submissions and questions from the public.

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**Benefits or Impacts of the Recommendation:**

**Strategic Impact:** The main benefit of the Annual Report is that it gives the public access to a great deal of information on the municipality from the prior year of 2013, as well as important information from the Strategic Plan on Council's objectives and priorities for the Year 2014.

**Financial:** All items in the Audited Financial Statements have cost, budget and revenue generation impacts. Most of the items in the Strategic Plan have cost, budget and revenue generation impacts.

**Policy/Legislation:** Sections 98 and 99 of the Community Charter contain the requirements for the Annual Report.

**Attachments:** 2013 Annual Report

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**Recommendation:** **RESOLVED THAT COUNCIL RECEIVE THE ANNUAL REPORT FOR 2013 AND CONSIDER ANY SUBMISSIONS AND QUESTIONS FROM THE PUBLIC.**

# REQUEST FOR DECISION

— REGULAR MEETING —





**OPTIONS: 1. RESOLVED THAT COUNCIL RECEIVES THE ANNUAL REPORT.**

**As this is a statutory requirement of the Community Charter there are no options other than those provided in the Community Charter.**

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Department Head or CAO	Chief Administrative Officer

# CITY OF GRAND FORKS



Settle down.

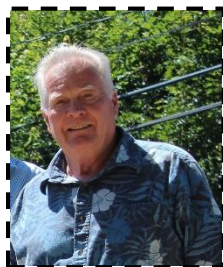


2013

## ANNUAL REPORT

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## AN OPEN LETTER TO THE CITIZENS OF GRAND FORKS

### FROM MAYOR BRIAN TAYLOR AND COUNCIL



On behalf of the Council of 2012-2014, I am pleased to report on the municipal services and operations for the year ending December 31<sup>st</sup> 2013. The 2013 Annual Report gives a synopsis, in a financial format, including statistics and taxation information on a comparative basis.

In 2012, Council undertook a Strategic Planning exercise to determine their focus areas for the 2012 – 2014 Council term. The Corporate Priorities included Regional Services Integration, Succession Planning for the City, Economic Stimulation, Infrastructure Replacement Strategy, Deer Issues, and the development of a Water Metering Plan for a Sustainability Action. Operational Priorities included Asset Management, Fibre Optic Cable Network Finalization, Cemetery Rehabilitation Project, Lift Station Landscaping Project, West & East Side Entrance Signs, Airport Lighting, and Carbon Neutrality.

2013 was witness to many visible and positive initiatives.

#### Council Committees:

The Branding process, which was initiated by the Economic Development Advisory Committee (EDAC) of Council, completed in February, 2013. In conjunction with the Branding process, Grand Forks erected the long awaited entrance solar powered signs later on in the year. EDAC additionally initiated a video proposal in early fall; and the project is currently underway and will complete in 2014.

As part of Council's strategic plan, the Deer Committee, along with the support of Council, opted to begin a WildSafe program for the City by supplying funding for the initiative in conjunction with the Provincial program. The WildSafe Provincial program launched in December with the hiring of a Coordinator.

The Environment Committee kept extremely busy throughout the year, involving themselves in many community projects including Solar Car Races for elementary students and participation in the Water Week event in May. Additionally, through support from the University of Victoria and the hiring of a university summer student, through the yearly grant process, the committee was able to successfully track the community's Air Quality throughout the summer months and beyond with the use of many volunteer hours from the Air Quality sub-committee.

#### Beautification and Accessibility Projects:

Council enjoyed many a ribbon cutting throughout the year on successfully completed projects.

The downtown corridor and Market Avenue received a facelift as phase one of the downtown beautification project. The project began in the spring and completed mid-summer. As Council, we were

very proud of a job well done by our City crews for the splendid makeover that included brickwork, additional trees and tree lighting, benches, newly painted light posts, and glorious hanging baskets.

A portion of the trail from 68<sup>th</sup> Avenue that winds behind Roxul Inc. to the Nursery Bridge received pavement which is widely used and accessible for all members of the community. The completion of this initiative was due to the partnerships with the Province, the Trails Society, Roxul Inc. and of course, the City.

Other events and initiatives:

July, 2013, the Regional District of Kootenay Boundary handed over the Building Inspection baton to the City. To date, Council has seen this transition work well for the municipality.

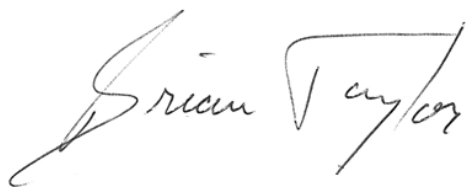
In November, 2013, as part of our Asset Management Plan and Strategic Planning, Council resolved to commence with the Water Metering process for residential properties. This initiative, which was introduced and considered since 1999, was finally going to become a reality as a positive move forward in a responsible Water Conservation Plan.

I believe the most profound event that landmarked 2013, was the unfortunate fire at City Hall on Market Avenue that damaged most of the interior. A victim of arson, City Hall has been going through the process of being rebuilt, where both Council and Staff hope to be back home by the Inaugural Meeting of Council after the election this fall. The City is forever thankful to School District No. 51 and Roxul Inc. for the use of their facilities at 7425–5<sup>th</sup> Street and 6641 Industrial Drive as temporary locations for our Staff, Council and the public to continue onward with City business.

Council, along with experienced staff, has worked with the community to achieve the direction we have set through our strategic plan during this term.

We appreciate the support of and the engagement from the community and look forward to a great 2014 to continue to see the community grow and become more vibrant.

Yours truly,

A handwritten signature in dark ink, appearing to read "Brian Taylor". The signature is fluid and cursive, with a large initial "B" and a stylized "T".

MAYOR

## GRAND FORKS CITY COUNCIL



From left to right: Michael Wirschagin, Cher Wyers, Brian Taylor, Bob Kendel, and Neil Krog,  
Patrick O'Doherty and Gary Smith



## COUNCIL LIAISONS

<b>Committee</b>	<b>Liaison</b>	<b>Chair</b>	<b>Co-Chair</b>
Phoenix Foundation	Councillor Smith		
Economic Development Advisory Committee		Councillor Kendel	Councillor Smith
Restorative Justice Committee	Councillor Wyers		
Grand Forks Public Library	Councillor Wyers		
Gallery 2	Councillor Krog		
Boundary District Arts Council	Councillor Krog		
Local Sports Events	Councillor O'Doherty		
Deer Committee	Councillor Smith	Councillor Smith (as appointed by Mayor Taylor)	
Environment Committee		Councillor Wyers	Councillor Smith
Grasslands Group	Councillors Wyers/Smith		
Recreation Commission	Councillor Wirischagin		
Boundary Museum Society	Councillor Kendel		
Columbia Basin Alliance for Literacy Advisory Committee	Councillor Krog		
Grand Forks and Boundary Regional Agricultural Society	Mayor Taylor		
Citizens On Patrol	Councillor Wyers		
Boundary Country Regional Chamber of Commerce	Councillor Kendel		
Habitat for Humanity	Councillor Wirischagin		
Downtown Merchants	Councillor Smith		
GFI	Councillor Wirischagin		



## DECLARATION OF DISQUALIFICATION

none



## LETTER FROM THE CHIEF ADMINISTRATIVE OFFICER



Settle down.

2013 was a very exciting and productive year for Staff. The year began with the hiring of the Deputy Corporate Officer as the Corporate Department evolved and expanded its horizons into additional service oriented layers outside of legislative obligations. New services included Community Services, Human Resources, and the role of Acting Chief Administrative Officer, when required, and Communications. Later in the year, the department implemented an existing Union position as a Corporate Administrative Assistant.

As a carryover from 2012, the Finance Department was busy working on the 2013-2017 Financial Plan and budget process that included presentations to Council and Public, which was subsequently adopted prior to May 15th. Additionally, the Finance Department worked with the auditors to develop the audited Financial Statements for the year 2012. As a succession planning initiative, the Finance Department hired casual employment to support the department in medical leaves and other situations requiring assistance.

Development and Engineering expanded their department with the hiring of an Engineering Technologist. To meet the ever growing needs of the City, this department had also witnessed a busy 2013 where they worked on the inventory of City properties as part of an initiative within Council's strategic plan. This department championed the Downtown Revitalization Project as well as the paving of the Trail section from 68<sup>th</sup> Avenue to the Nursery Bridge. The engineering portion saw the team working with many professionals in the industry to further develop the Asset Management Plan and the Water Conservation Plan. Hand in hand, the City developed a partnership with the Engineers without Borders program where the City was fortunate enough to have two students from Brazil work with the City on environmental programs.

Public Works remained an extremely busy team working on the initiatives of the City. Last spring saw our crews work on beautifying the downtown sector while performing their usual daily tasks. James Donaldson Baseball Park received a facelift this year in light of the 2014 Grand Forks International next June. Public Works worked additionally with the organizers of our many events throughout the year to assist in the success of these events; and the outstanding work on the Christmas Float last year was enjoyed by those who attended the downtown Light Up event to send off the Christmas Season. This department saw the retirement of the Manager of Operations and the hiring of a new Public Works Leader who started in early 2014.

As part of Council's initiative regarding Regional District integration, the City took over the Building Inspection Services. The Manager of Environmental and Building Construction Services transformed into the Manager of Building and Bylaw Inspection Services. The needs of the City in both of these areas made for a logical transition and both programs are progressing well in dealing with the needs of the public.

Last, but definitely not least is the Fire Department. This department, headed by the Fire Chief and Deputy Fire Chief, is made up of one fine group of volunteers. This team rarely sees a dull moment dealing with Emergency Management such as flood watch, rescue services, and, of course, dealing with fires. This year, the department took on the Occupational Health and Services program for the City. The Fire Department began the work to develop a Request for Quote for a new fire truck and an open house was completed, which provided information to the public with regard to the purchasing of the new fire truck. The department, at the end of 2013, chose a company to construct the truck.

To add to our busy working lives, in September 2013, our City experienced a challenge that was unexpected – the devastating fire at City Hall. The fire affected each and every one of our Council and Staff in so many ways. In the light of such an event, additionally showed the integrity, resilience and logical thinking of our entire staff who worked and pulled together as a combined ‘super-team’ to bring the operation back to its feet in very little time to maintain our service to the public. The rehabilitation plans for City Hall began as quickly as they could and we are hopeful to see our City Hall back better than ever, and to bring in our next Council body at the Inaugural Meeting in December.

2013 has been my first complete year as Chief Administrative Officer, and I have to say that it has been an extremely gratifying one. As Council’s only recognized employee, and the head of Staff, I continue to utilize my own life experiences in municipal services, offer leadership skills to support the development of talents and professionalism to Staff, and further provide the best advice to assisting Council in achieving their goals and visions.

As the City moves forward in 2014, the future visions of community wellbeing and economic prospects will align themselves to Council’s strategic plan. In the final months of 2014, will see the election upon us and the future visions from our dedicated citizens will determine our next Council.

On behalf of the organization, we thank our customers for their feedback and look forward to an outstanding and productive 2014 for the City of Grand Forks!

Doug Allin

Chief Administrative Officer



# **City of Grand Forks**

**Grand Forks, British Columbia**

**Strategic Planning Workshop January 25<sup>th</sup> and 26<sup>th</sup>, 2012**

**Facilitated by Rick Beauchamp**

**R. A. Beauchamp & Associates**

## **Corporate Strategic Plan 2012 - 2014**

**Adopted by Council February, 2012**

### **PARTICIPANTS**

<b>Brian Taylor</b>	<b>Lynne Burch</b>	<b>Bev Porter</b>	<b>Alex Love</b>
<b>Bob Kendel</b>	<b>Cecile Arnott</b>	<b>David Reid</b>	<b>Dale Heriot</b>
<b>Neil Krog</b>	<b>Diane Heinrich</b>	<b>Mike Noseworthy</b>	
<b>Patrick O'Doherty</b>	<b>Hal Wright</b>	<b>Dean Chapman</b>	
<b>Gary Smith</b>	<b>Sasha Bird</b>	<b>Steve Howard, (Day One only)</b>	
<b>Cher Wyers</b>	<b>Wayne Kopan</b>	<b>James Traynor, (Day Two only)</b>	

## What is Strategic Planning?

Strategic Planning is a system to lead, manage, and change an organization in a conscious, well planned out, integrated fashion, based on corporate priorities and a well-defined vision.

Strategic planning is essentially a process of determining a local government's long term vision, current goals, and developing an action plan to achieve those goals. It also provides an opportunity for the City Council and senior staff to communicate strategic priorities to line staff and citizens, thereby providing direction for internal operating departments to align their service delivery activities with the corporate priorities.

The Corporate Strategic Plan for the City of Grand Forks is the basis for determining the City's Vision, Mission, Values, Goals and Actions to be accomplished, within the next three-year mandate of the City Council. This plan is based on a collaborative process, in which members of Council, Management Staff and employees participated. It represents an effort by Council in reaching consensus on important issues in the municipality setting some specific goals for 2012 – 2014.

The Plan demonstrates the City Council's commitment in working with staff to build a safe, sustainable and complete community that will provide diverse employment opportunities and continued high quality of life for the residents of Grand Forks. While the Council realizes that priorities will change with time, it is the City Council's plan to provide for this process of strategic thinking with the firm belief that the Grand Forks residents will benefit from this on-going exercise.

To assist with the development of a corporate vision, mission and values a SWOT analysis was used to identify the key internal and external factors that are important to achieving stated objectives. This analysis examined community and organization strengths, weaknesses, opportunities and threats. The results were used to identify a "baseline" to establish the corporate vision for the future of Grand Forks.

**VISION:** *“A Garden City Growing Opportunities within the Boundary Country.”*

**MISSION:** *“The City of Grand Forks is committed to providing quality governance and excellent services that enhance and advance the quality of life for our community.”*

**CORPORATE VALUES:** *GARDEN CITY*

- 1) **G** - Growing responsibly
- 2) **A** - Accountability
- 3) **R** - Resilience
- 4) **D** - Diversity
- 5) **E** - Efficiency
- 6) **N** - Natural Beauty
  
- 7) **C** - Collaboration with Integrity
- 8) **I** - Innovation
- 9) **T** - Transparency
- 10) **Y** - Young at Heart

# CORPORATE PRIORITIES 2012-2014:

## 1) Regional Services Integration – CAO / Director of Finance

- Fire contract with improvement district within Area D
- Regional Fire Service Opportunities
- Parks and playground
- Ski Hill
- Capital replacement for all services
- Cats Management
- Airport
- Waste Management
- Cultural Services (museum, art gallery)
- Economic Development
- Emergency Planning
- Treatment plant sludge dumping

### Actions

- 1) Staff evaluate cost implications for all proposed new and re-negotiated services with the RDKB – **April, 2012**
- 2) Develop a strategy for regional service integration – **June, 2012**

## 2) Succession Planning - Council / CAO

- CAO and 3 Operations staff retiring

### Actions

- 1) Council to develop Action Plan to replace CAO – **March, 2012**
- 2) CAO to develop Action Plan to replace electrical lineman – **February, 2012**
- 3) Staff develop database of potential employee retirements – **February, 2012**
- 4) Staff develop a succession plan for the organization – **September, 2012**

### **3) Economic Stimulation – Council / CAO / Staff**

- Encouraging development which will increase tax base
- Community identity and tourism promotion
- Downtown revitalization incentives
- Enhancing Open Market
- Economic Strategy
- Marketing airport and foreign investment

#### **Actions**

- 1) Develop a community identity theme – Council, **March 31, 2012**
- 2) Staff evaluate tax incentive bylaws in other municipalities for fit for the City and report back to Council – CAO, **June, 2012.**
- 3) Develop an action plan for downtown rejuvenation – Council and CAO, **December, 2012**
- 4) Determine the usability of City lands through an inventory – Tech Services, **June, 2012**
- 5) Refer the sub-regional economic development strategy to the Economic Development Advisory Committee for review and recommendations – CAO - **July, 2012**
- 6) Develop a marketing strategy following feedback from the Economic Development Committee – **2013**

### **4) Infrastructure Replacement Strategy**

#### **Actions**

- 1) Implement fire flow protection back-up generation PW– **2012 – 2013**
- 2) Investigate suitable location for new water well / nitration PW– **2012 – 2013**
- 3) Explore alternate river crossing for water PW – **2012**
- 4) Prioritize multi-utility projects PW – **2012 – 2014**
- 5) Building structure assessment for replacement PW – **2013 -2014**
- 6) Parks assessment Recreation – **2014**

### **5) Deer Issue – Council / CAO**

#### **Action**

- 1) Develop an Action Plan for dealing with the deer issue (Deer Committee feedback) – **December – 2012**



## 6) Sustainability Actions – Public Works

### Actions

- 1) Water meters – staff prepare report including data and costing for Council decision to move forward on water meter installation – **September, 2012**
- 2) Develop a water meter implementation plan explaining consequences and costs for public – **2013 – 2014**

## **OPERATIONAL PRIORITIES 2012-2014:**

- **Asset Management** – Emergency Water Supply for Fire Protection. Need to proceed with plan including time-lines to install back-up generators on all wells. Need to do study on location of new well. **2012**
- **Asset Management** – Determine Priority for Multi-Utility Project. With Assistance from Professional Engineers, develop a priority list of Multi-Utility Projects. **2012**
- **Asset Management** – Acquire Engineering needed for the first priority on the Multi-Utility Project list and tender the project. **2013**
- **Asset Management** – Construct the first priority project on the Multi-Utility Project list. **2014**
- **Fibre Optic Cable Network** – Joint Project with School District 51. Need to finalize agreement with the School District. Potential for Revenue Generation, but need someone to develop business case on how this would work. Also need to ensure that the City has trained linemen in fibre installation and maintenance. **2012**
- **Cemetery Rehabilitation Project** – Includes the leveling of cemetery gravesites and re-landscaping. Project further includes the surveying of future grave spaces. To be completed in three phases: **First Phase in 2012, Second Phase in 2013, and Third Phase in 2014.**
- **Lift Station Landscaping Project** – Includes the asphalt and/or concrete work on the west side of 4<sup>th</sup> Street, the construction and planting of the amphitheatre berm, the installation of irrigation on the east side of City Park from 5<sup>th</sup> Street east to 4<sup>th</sup> Street as well as the irrigation in the City Park Campground, and the plantings required. **2012.**
- **West and East side Entrance Signs**
- **Airport Lighting**
- **Carbon Neutrality**

# ADVOCACY PRIORITIES 2012-2014:

- **Policing Costs**
- **Low Cost Housing**
- **Auditor General Audit Commission**

## Summary of Goals and Actions In Date Order

- CAO to develop Action Plan to replace electrical lineman – **February, 2012**
- Staff develop database of potential employee retirements – **February, 2012**
- Council to develop Action Plan to replace CAO – **March, 2012**
- Develop a community identity theme – Council, **March 31, 2012**
- Staff evaluate cost implications for all proposed new and re-negotiated services with the RDKB – **April, 2012**
- Develop a strategy for regional service integration – **June, 2012**
- Staff to evaluate tax incentive bylaws in other municipalities for fit for the City and report back to Council – CAO, **June, 2012**.
- Determine the usability of City lands through an inventory – Tech Services, **June, 2012**
- Refer the sub-regional economic development strategy to the Economic Development Advisory Committee for review and recommendations – CAO - **July, 2012**
- Staff develop a succession plan for the organization – **September, 2012**
- Water meters – staff prepare report including data and costing for Council decision to move forward on water meter installation – **September, 2012**
- Develop an Action Plan for dealing with the deer issue (Deer Committee feedback) – **December – 2012**
- Develop an action plan for downtown rejuvenation – Council and CAO, **December, 2012**

## Summary of Goals and Actions By Years

- Develop a marketing strategy following feedback from the Economic Development Committee – **2013**
- Implement fire flow protection back-up generation PW– **2012 – 2013**
- Investigate suitable location for new water well / nitration PW– **2012 – 2013**
- Explore alternate river crossing for water PW – **2012**
- Prioritize multi-utility projects PW – **2012 – 2014**
- Building structure assessment for replacement PW – **2013 -2014**
- Parks assessment Recreation – **2014**
- Develop a water meter implementation plan explaining consequences and costs for public – **2013 – 2014**

Goals	What we achieved	Future Plans
<b>Strategic Priority 1</b> <i>Regional Services Integration</i>		
	<b>Kettle River Water Shed Study</b> <ul style="list-style-type: none"> <li>The study is complete</li> </ul>	<ol style="list-style-type: none"> <li>Recommendation to be considered a guide for the use of water and the protection of the Kettle River across the Boundary Region</li> </ol>
	<b>Liquid Waste Management</b>	
	<b>Community Forests</b> <ul style="list-style-type: none"> <li>In partnership, the Regional District and City developed a Community Forests committee</li> <li>The Committee met with the province to further research and develop a Community Forests plan for the area</li> </ul>	
	<b>Airport</b> <ol style="list-style-type: none"> <li></li> </ol>	<ol style="list-style-type: none"> <li>The City continues to consider ways in which the airport could be utilized in a more effective manner</li> </ol>
	<b>Fire Department</b> <ul style="list-style-type: none"> <li>A new Ladder Truck was purchased</li> <li>Grand Forks Rural Fire Protection District was dissolved and Area D Fire Protection Service was absorbed by the RDKB with contract for service provided by the City of Grand Forks</li> </ul>	
	<b>Building Inspection Services</b> <ul style="list-style-type: none"> <li>Services provided within City limits was absorbed by the City from the RDKB</li> </ul>	

Goals	What we Achieved	Future Plans
<b>Strategic Priority 2</b>	<b>Succession Planning</b>	
	<p><b>Expansion of casual employment pool</b></p> <ul style="list-style-type: none"> <li>Casual Staff for both the public works department and administrative departments have been increased as part of the succession planning process</li> </ul> <p><b>Changes in Management Structure</b></p> <ul style="list-style-type: none"> <li>Streamlining the public Works department with the reorganization of coordinators</li> </ul> <p><b>Education Planning</b></p> <ul style="list-style-type: none"> <li>Each department has an education plan for employees to support continued growth and succession within the organization</li> </ul>	

Goals	What we Achieved	Future plans
<b>Strategic Priority 3</b>	<b>Economic Stimulation</b>	
	<b>Branding Project &amp; Marketing Strategy</b> <ul style="list-style-type: none"> <li>The City undertook a branding exercise in 2012/2013</li> <li>Streamlined the Communities story</li> <li>Brand management plan developed to address an advertising strategy in order to create a level of awareness of the community both internally and externally.</li> <li>Used to develop recognition of the community in a larger context – to draw attention to the area from other provinces and greater British Columbia</li> <li>First step in development of a tourism plan that highlights assets of the community</li> <li>West and East end Welcome Signs erected</li> </ul>	<ol style="list-style-type: none"> <li>1. Consider implementation of a long term tourism strategy</li> <li>2. Continued support for key events and or programming</li> <li>3. Establish and implement policies</li> <li>4. Development of an Economic Profile that can be provided to potential investors and utilized by the Chamber of Commerce and EDO</li> <li>5. Continued research and analysis of marketing opportunities to attract investment/investors</li> </ol>
	<b>Downtown Beautification</b> <ul style="list-style-type: none"> <li>Created an inviting and pleasant atmosphere in the downtown core</li> <li>Worked in collaboration with the Downtown Business Association and Chamber of Commerce</li> </ul>	<ol style="list-style-type: none"> <li>1. Work in collaboration with the Chamber of Commerce to address empty store front challenge</li> <li>2. Develop sign bylaw</li> <li>3. Phase 2 of Downtown Beautification – includes street banner program, mural program</li> <li>4. Continue to ensure the downtown core is vibrant and a key focal point for locals and visitors</li> </ol>
	<b>Fibre Optic Network</b> <ul style="list-style-type: none"> <li>Connection of all City sites</li> <li>Migrated Water and Sewer Scada system to fibre</li> <li>Due to City Hall fire added New location to fibre optic network</li> </ul>	<ol style="list-style-type: none"> <li>1. Network server room upgrade</li> <li>2. Development of community fibre network master plan</li> <li>Connection of all sites</li> </ol>

## STRATEGIC PRIORITIES 2013

	<b>Downtown WIFI</b> <ul style="list-style-type: none"> <li>Installation of 5 access points that provides free WIFI access to 80% of the downtown core</li> </ul>	<ol style="list-style-type: none"> <li>Installation of 2-3 more access points to ensure 100% coverage in the downtown core</li> </ol>
	<b>Tax Incentive Bylaw</b>	<ol style="list-style-type: none"> <li>Continued relationship building and consultation with Industry leaders in Grand Forks</li> </ol>
<b>Goals</b>	<b>What we Achieved</b>	<b>Future Plans</b>
<b>Strategic Priority 4</b>	<b>Infrastructure</b>	
	<b>3 Shelf Ready Multi-utility Projects</b> <ul style="list-style-type: none"> <li>22<sup>nd</sup> Street, 68<sup>th</sup> Avenue, and 3<sup>rd</sup> Avenue</li> </ul>	Dependant of federal grants
	<b>Subdivision Servicing Bylaw</b>	<ol style="list-style-type: none"> <li>Introduction of Bylaw planned for early summer</li> </ol>
	<b>Sustainability</b> <ul style="list-style-type: none"> <li>Implementation of Water Metering plan</li> <li>Cost evaluation</li> </ul>	<ol style="list-style-type: none"> <li>Contract for the installation of water meters awarded</li> <li>Installation to begin in 2014</li> </ol>
	<b>Property Acquisition and Disposal</b> <ul style="list-style-type: none"> <li>Evaluation of existing city property and assets</li> <li>Ongoing support for land acquisition that will extend community trails and river front inventory</li> </ul>	Development of a Lands Optimization and development showcase Strategy
	<b>Fire Flow Protection back up Generation</b> Installation of new generator at well 4/5	
<b>Strategic Priority 5</b>	<b>Deer Issue</b>	
	<b>Develop Action plan for dealing with Deer issue</b> <ul style="list-style-type: none"> <li>Education program regarding wildlife implemented</li> </ul>	<ol style="list-style-type: none"> <li>Wildsafe aware program is ongoing</li> </ol>

# CORPORATE SERVICES

The Corporate Services Department includes 3 full time staff and the Corporate Administrative Assistant.

**Chief Administrative Officer** – Doug Allin

Doug is considered the sole employee of Council and oversees all of the City's departments.

**Corporate Officer/  
Manager of Human  
Resources and  
Community Services** –  
Diane Heinrich



**Deputy Corporate Officer / Communications** – Sarah Winton

**Corporate Administrative Assistant** – Daphne Popoff

Corporate Services prepares agendas and minutes for Council Meetings and for Committees of Council. This department is also responsible for Record Keeping for the City and Freedom of Information requests. Corporate Services' responsibilities are mainly derived from the statutory requirements as outlined in the Community Charter.

The Community Services Department was implemented in 2013 and is overseen by the Deputy Corporate Officer. A new community events policy was adopted by Council in 2013 and the City has since seen an increase in community event requests and participation with the City playing a more supportive role in the logistical organization of events, provision of partnership support, and in-kind support to community groups who coordinate events in the community.

The City undertook a comprehensive communications plan in the later part of 2013. With the onset of the City Hall fire, there was a need to provide clear, transparent, and timely information to the public. Extensive information was provided through the remake of the City's website, local newspaper, press releases, social media, radio, and the extensive stakeholder relationships that the City has worked hard to develop.

The Human Resources Department continues to evolve to better meet the needs of our employees. A few duties that the HR Manager undertakes include Return to Work Programs, hiring of new employees and summer students, ensuring that respectful workplace policies are enforced, and contributing to the continued building of a good working relationship with Union staff.

Due to the broad scope of work Corporate Services assumes, the department was increased to include the Corporate Administrative Assistant, who offers overall support to the department and is part of the continued succession planning of the organization.



### Highlights:

- Remake of City website
- Development of Communications Plan
- The progression of the department saw the hiring of the Deputy Corporate Officer
- Began implementation of the ICompass program
- Developed relationships with community organizations to better support events
- Developed community events policy
- Instrumental in communications surrounding the fire at City Hall
- Managed several aspects of the fire and subsequent relocation of staff
- Education pieces
- Drinking Water Week
- Monthly newsletter
- Developed a social media presence
- Ensure the website content is relevant and current
- Strengthened internal communications process
- Ratification of Collective Agreement
- Internal relationship building i.e. Golf tournament, Christmas party
- Managed public relations for Council through ribbon cuttings and open houses
- City signage
- Development of Open for Business project

### Goals for 2014:

- Complete ICompass implementation
- Complete downtown Street Banner program
- Increase presence of City to encourage an awareness of the area for business and tourism attraction through use of digital banners in Okanagan and other forms of advertising outside of the immediate area
- Elections
- Restoration of City Hall
- Signage (kiosks and info)
- Build City image bank
- Video for City
- Expansion of water wise section of website
- Increase marketing and advertising both inside and outside of the area
- Community events (Family Day, Christmas Light Up)
- Education
- Professional records management





# DEVELOPMENT AND ENGINEERING



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.

## Highlights:

- Westside Fire Protection project – Electrical and Mechanical Components
- Well and Aquifer Protection Plan (mandated by IHA through our Operating Permit)
- Downtown Beautification Upgrades – Phase I
- Implemented a Monitoring Program for the Slag Piles
- Boundary Drive Culvert Replacement Project
- City of Grand Forks Welcome Signage
- Asset Management Projects – Water, Sewer, Sludge, and Facility Assessments
- Road Corridor Improvements – Crack Sealing
- TCT Multi-Use Pathway Project
- Water Locates in Preparation of the Water Metering Program



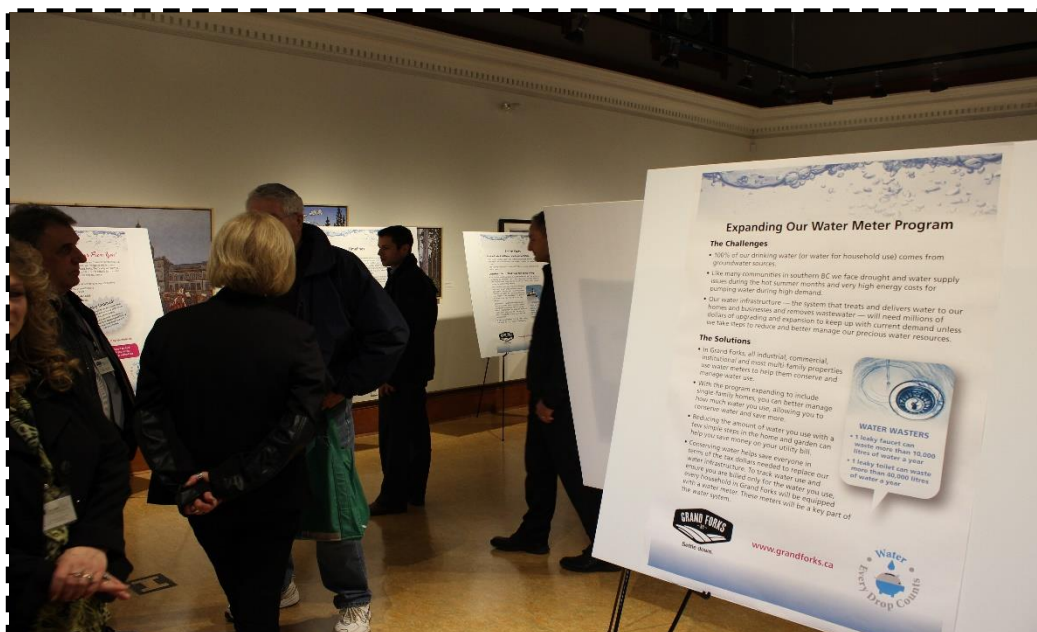
### Goals for 2014:

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

### Department Staff:

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.

Sasha Bird, ASCT, Manager of Development and Engineering – 1FTE  
Kathy LaBossiere, Planning Technician – 1FTE  
Dolores Sheets, Engineering Technologist – 1FTE





# BUILDING & BYLAW INSPECTION SERVICES



The office of Building & Bylaw Inspection Services is responsible for all the building permit applications, construction and compliance with the 2012 British Columbia Building Code. The office opened last July and since then the City has issued 26 new permits, with 8 more currently pending, and 19 building files completed and closed.



The Bylaw Enforcement office has completed and closed 2 Unsightly Premise cleanup orders to date and currently have 12 more files in progress.

In 2013, the City had compliance from 15 owners of derelict vehicles which have been removed from The City's boulevards, with 5 more vehicles currently being addressed.

## Highlights

- Building permits are increasing in volume
  - New home starts and inquiries are increasing
  - The City Hall rebuild will be commencing soon
  - In most cases, the City is beginning to receive compliance with bylaw issues without having to send out enforcement letters
  - We have had compliance on two of the unsightly properties
  - Newly adopted Bylaws for 2013
  - Bylaw No. 1956 – Regulate Traffic
  - Bylaw No. 1957 – Municipal Ticketing Information
  - Bylaw No. 1959 – Park Access
  - Bylaw No. 1962 – Unsightly Premises
  - Bylaw No. 1963 – Noise Control
  - Bylaw No. 1964 – Building and Plumbing
  - Bylaw No. 1965 – Grand Forks Fire and Life Safety
- ### Goals for 2014:
- To ensure that Building Permits are processed in a timely manner
  - To expedite the process for developers to obtain approvals
  - To ensure that Bylaws are enforced
  - Improve and update the City's bylaws

# PUBLIC WORKS

The City of Grand Forks Public Works Department employs 19 unionized employees and one management personnel. Committed to deliver superior and economically feasible levels of service to the residents of Grand Forks, the Public Works crew manages and maintains the Grand Forks Airport, 50 km of roads, 20 km of sidewalks, 43 km of water mains, 36 km of sanitary sewer mains, 11 km of storm sewer mains, 9 public parks, 3 km of trails, 22 publically owned buildings, and 75 pieces of various equipment including the Fire Department fleet. Also, the City of Grand Forks is one municipality in the province that operates its own electrical utility committed to delivering fair and equitable rates to the residents of Grand Forks.



## Highlights:

- Cemetery grave restoration. Year 2 out of the 3 year plan
- Hanging Basket program
- Downtown Beautification Phase 1 with our crew being involved with placement of bricks on Central Ave. and 2<sup>nd</sup> St.
- Installing lighting in the trees downtown on Central Ave. and also under benches on Market Ave.
- Installed bike racks in front of Joga's and Kokomo's; painted decorative light standards and cleaned up light lenses; installed tree well benches on Market Ave.
- Maintenance items such as Westside alley repairs, bridge deck sealing, culvert maintenance and replacement, shouldering roadways
- Temporary infield at JD park installed
- New leveled grass infield at JD Park, installed and repaired irrigation, and installed turf at JD park
- City Park tot lot equipment upgrade
- Road crack sealing program
- Sidewalk replaced at 9<sup>th</sup> St. and Central Ave.
- Storm water drainage repairs behind CIBC
- Allan Block planters rebuilt for entrance to City Park from 5<sup>th</sup> St.
- Central Ave. removed old concrete planters
- Repaired Beacon site solar panel vandalism
- Installation of tree lights on Market Ave. and Central Ave.



### Goals for 2014

- Sidewalk removal on 12<sup>th</sup> St. - north of Central
- 8<sup>th</sup> St. and 72<sup>nd</sup> Ave.; Granby Rd - north of Central
- Shouldering and Ditching Program (drainage control)
- Crack Sealing and Paving Road Repairs Program
- Alley upgrades on south side of Central Ave.
- Downtown Beautification Phase 2
- Hanging Basket program
- Allan Block wall repair on 5<sup>th</sup> St. - City Park entrance
- Cemetery grave restoration – 3<sup>rd</sup> year of 3 Year Program
- Reservoir upgrades – New control building.
- Water and Sewer Main Flushing Program
- Water Meter Installation Program
- Parks building upgrades and painting
- Electrical meter inspection – door to door audit



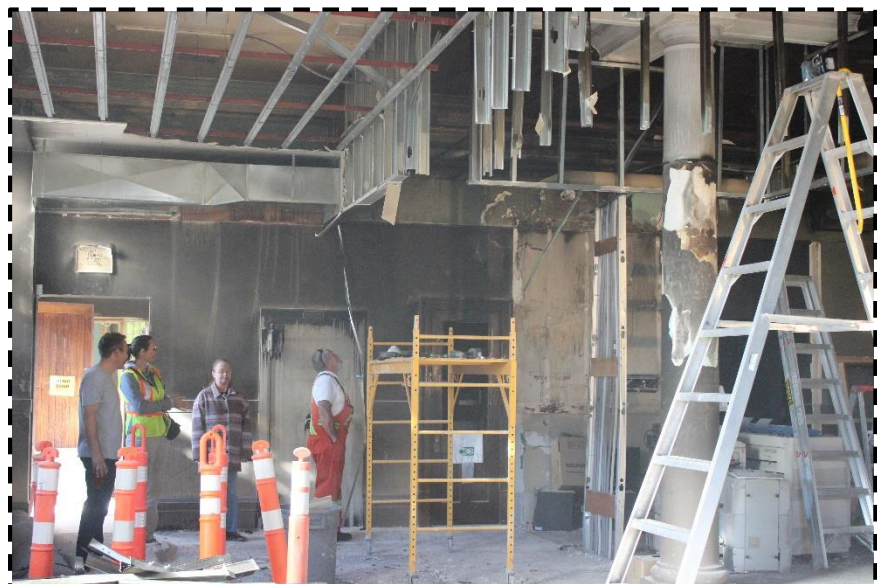


# FIRE DEPARTMENT / EMERGENCY SERVICES



The Emergency Services Department provides fire and emergency protective services to the City of Grand Forks and the Regional District of Kootenay Boundary (Area "D") under contract.

The Chief and Assistant Chief supervise a group of 40 volunteers who provide firefighting, medical and hazardous material response, and road, high-angle rope, confined space, and swiftwater rescue services





### Highlights

- Responded to 473 calls – 182 fire-related, 36 rescue, and 255 First Responder (medical)
- Two residential structure fires in Ruckle Addition in the spring. City Hall fire in September.
- Set specifications and issued RFP for 101' aerial platform truck to replace the 1992 ladder truck.
- Volunteers participated in courses in: swiftwater rescue, high-angle rope rescue, first responder certification.
- Increased frequency of commercial and institutional fire inspections.
- Exterior of downtown fire hall painted.
- Benefits program launched for volunteers.

### Goals for 2014:

- Volunteer training – First Responder, Confined Space, additional Swiftwater Rescuers
- Class 3 apparatus training for volunteers
- Live-fire testing to complete firefighter certification
- Work with RDKB on emergency services contract and long-range fire protection plans for the rural area
- Launch enhanced personnel accountability system to ensure safety of volunteers working on emergency scenes
- Continued recruiting efforts

# FINANCE

The Finance Department has six staff members that include the Chief Financial Officer, an Accountant/Comptroller, a Payroll/Accounts Payable Clerk, a Revenue Clerk, an Accounting Clerk, and an Administrative Assistant.



The City maintains a system of internal controls for the purpose of financial statement reliability and protection of City assets. Internal controls include ensuring accurate and full accounting of all financial transactions, safekeeping of City funds, receiving monies paid to the municipality, investing in authorized investments, and expending funds as authorized by Council.

The Finance Department also provides support to the external auditors and provides internal reports for other City departments.

## Highlights

- Implemented a new Tangible Capital Asset Policy
- Implemented a new Purchasing Policy
- Transitioned from HST to PST
- Issued RFP for Audit Services for 2013-2015 fiscal years
- Annual Surplus for 2013 is: \$32,885
- Operating Fund Equity increased from \$2,033,014 at year end 2012 to \$3,896,535 at year end 2013
- Net financial assets decreased from \$4,370,632 at year end 2012 to \$3,929,451 at year end 2013
- Reserve funds decreased from \$3,405,187 at year end 2012 to \$2,725,826 at year end 2013
- Operating expenditures include \$1,346,487 in general government services and public real estate, \$445,404 in protective services, \$1,255,184 in transportation services, \$761,922 in recreation and culture, and \$470,166 in environmental health, public health and environmental development services. Utility operations expenditures (including the electrical utility) total \$4,818,506.
- Long term debt issued and outstanding as of December 31, 2013 was \$2,362,336. In 2012, this balance was \$765,495.

## Goals for 2014:

- Create inventory and related party policies
- Update Payment Processing Policy to improve customer service
- Update Bank Signing Authorization Policy to strengthen internal controls



- Continue succession planning for the Finance Department
- Consolidate and align chart of accounts structure with external reporting requirements
- Set up residential water meters in our financial software system
- Implement new requirements for Contaminated Sites legislation
- Encourage e-billing for utility and property tax bills and EFT payments to suppliers to reduce postage costs and carbon footprint
- Develop and revise financial forms to make more user-friendly
- Evaluate financial processes to find efficiencies



# GRAND FORKS IS OPEN FOR BUSINESS!

## **Statement of Property Tax Exemptions**

In accordance with Section 224 of the Community Charter, the following properties in the City of Grand Forks were provided permissive property tax exemptions by Council in **2013**.

<b>Legal Description</b>	<b>Civic Address</b>	<b>Organization</b>	<b>Value of Permissive Exemption</b>
Lot 1, D.L. 380, S.D.Y.D., Plan KAP54909	7230-21st Street	Grand Forks Curling Club	\$7,590.88
Lot 5, Block 10, D.L. 108, S.D.Y.D., Plan 23	366 Market Avenue	Grand Forks Masonic Building	\$344.48
Lot A, D.L. 108, S.D.Y.D., Plan 38294	978 72nd Avenue	Sunshine Valley Little Peoples Centre	\$1,350.44
Lot 8, Block 25, Plan 23, DL 108 S.D.Y.D.	686 72nd Avenue	Slavonic Senior Citizen's Centre	\$464.15
Lot A, DL 108 S.D.Y.D. Plan 6691	7239 2nd St	Hospital Auxiliary Thrift Shop	\$1,776.07
Lots 23, 24, 25, 26 Block 29, DL 108 S.D.Y.D. 121	7353 6th St	Royal Canadian Legion	\$3,439.13
Lots 10 and 17 – 20, Block 18, D.L. 108, S.D.Y.D., Plan 86	565 1st Avenue (City Park)	Grand Forks Senior Citizens, Branch No. 68	\$3,030.88
Lot 1, D.L. 585, S.D.Y.D., Plan 27903	7850-2nd Street	Grand Forks Wildlife Association Hall	\$2,674.56
Parcel B, Block 45, D.L. 108, Plan 72	876-72nd Avenue	Abbeyfield Centennial House Society	\$2,434.91
Lot A, Plan 29781, District Lot 108, Land District 54	7130-9th Street	Boundary Lodge	\$3,844.79

In accordance with Section 226 of the Community Charter, the following properties in the City of Grand Forks were provided property tax exemptions in **2013**.

<b>Legal Description</b>	<b>Civic Address</b>	<b>Organization</b>	<b>Expiry Date</b>	<b>Value of Tax Exemption</b>
Lot 1 Plan KAP91480	570 - 68 Ave	Interfor	2015	\$76,030.91

**The Corporation of the City of Grand Forks**  
**Schedule of Capital Projects Undertaken**  
**For the year ended December 31, 2013**

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CRACK FILLING EQUIPMENT	\$ 8,763
UTILITY VEHICLE (UTV)	\$ 33,214
1/2 TON TRUCK	\$ 25,938
3/4 TON TRUCK	\$ 26,937
DIESEL POWERED CHIPPER	\$ 34,156
CITY ENTRANCE SIGNAGE	\$ 68,530
TRANS CANADA TRAIL 68 <sup>TH</sup> TRESTLE	\$ 217,061
BOUNDARY CULVERT	\$ 54,161
LAND + BUILDING PURCHASE	\$ 239,286
OFFICE FURNITURE	\$ 17,930
BACK-UP SERVER	\$ 79,415
OFFICE FURNITURE & EQUIPMENT - due to Fire	\$ 148,301
PUBLIC WORKS AIR CONDITIONER + FIREHALL FURNACE	\$ 9,180
DOWNTOWN BEAUTIFICATION	\$ 292,089
ROADS CRACK SEALING	\$ 89,148
LIFT STATION UPGRADE	\$ 9,276
GROUNDWATER PROTECTION PLAN	\$ 41,372
WESTSIDE FIRE PROTECTION -EMERGENCY WATER SUPPLY	\$ 183,182
EMERGENCY WELL PUMP	\$ 16,002
WATER METERS EDUCATION	\$ 29,651
ASSET MGMT – WATER,SEWER,ROADS	\$ 209,375
MULTI UTILITY – WATER, SEWER, ROAD PROJECTS	\$ 62,472
ELECTRICAL PROJECTS	\$ 185,545
AIRPORT BEACON BATTERY	\$ 10,130
	<hr/>
	\$ 2,091,114

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**FUNDED BY:**

RESERVES	\$ 1,216,523
DEFERRED GAS TAX REVENUE	\$ 21,191
SURPLUS	\$ 853,400
	<hr/>
	\$ 2,091,114

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*Financial Statements of*

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

*December 31, 2013*

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**Index to Financial Statements**  
**December 31, 2013**

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**April 28, 2014**

**Grand Forks, B.C.**

## **Responsibility For Financial Reporting**

Management is responsible for the preparation of the accompanying consolidated financial statements. The financial statements have been prepared in accordance with the accounting principles disclosed in note 1 to the consolidated financial statements and include amounts that are based on estimates and judgments. Management believes that the financial statements fairly present The Corporation of the City of Grand Forks consolidated financial position and results of operations. The integrity of the information presented in the financial statements, including estimates and judgments relating to matters not concluded by fiscal year-end, is the responsibility of management. The financial statements have been approved by Council.

Management has established and maintained appropriate systems of internal control including policies and procedures, which are designed to provide reasonable assurance that The Corporation of the City of Grand Forks assets are safeguarded and that reliable financial records are maintained to form a proper basis for preparation of the financial statements.

The independent external auditors, Berg Lehmann, Chartered Accountants, have been appointed by Council to express an opinion as to whether the consolidated financial statements present fairly, in all material respects, The Corporation of the City of Grand Forks financial position, results of operations, and changes in financial position in conformity with the accounting principles disclosed in note 1 to the consolidated financial statements. The report of Berg Lehmann, Chartered Accountants, follows and outlines the scope of their examination and their opinion on the consolidated financial statements.

  
\_\_\_\_\_  
Roxanne Shepherd  
Chief Financial Officer

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## INDEPENDENT AUDITORS' REPORT

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To the Mayor and Council  
The Corporation of the City of Grand Forks

We have audited the accompanying consolidated financial statements of The Corporation of the City of Grand Forks, which comprise the consolidated statement of financial position as at December 31, 2013, and the consolidated statement of operations, consolidated statement of changes in net financial assets and consolidated statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Public Sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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## INDEPENDENT AUDITORS' REPORT (continued)

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To the Mayor and Council  
The Corporation of the City of Grand Forks

### Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of The Corporation of the City of Grand Forks as at December 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with Canadian Public Sector accounting standards.



**Chartered Accountants**

April 28, 2014

Nelson, B.C.



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2013**

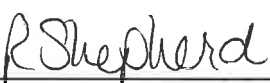
	2013	2012 (Restated - Note 21)
<b>FINANCIAL ASSETS</b>		
Cash (note 2)	\$ 8,225,809	\$ 8,484,269
Accounts receivable	2,215,389	1,919,562
MFA deposit (note 3)	28,272	9,801
Inventories for resale	47,978	49,310
Lease receivable (note 4)	173,946	192,017
	<b>10,691,394</b>	<b>10,654,959</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	1,645,047	1,255,863
Employee future benefits (note 5)	421,437	646,802
Deferred gas tax grants (note 10)	1,447,251	1,238,599
Deferred revenues - grants and other (note 8)	99,667	82,439
Deferred revenues - prepaid taxes	288,494	271,324
Temporary loan	-	1,537,426
Development cost charges (note 9)	497,711	486,379
Long-term debt and capital lease obligations (note 6)	2,362,336	765,495
	<b>6,761,943</b>	<b>6,284,327</b>
<b>NET FINANCIAL ASSETS</b>	<b>3,929,451</b>	<b>4,370,632</b>
<b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	62,280	48,946
Inventory of supplies	268,293	253,127
Tangible capital assets (note 7)	26,509,345	26,063,779
	<b>26,839,918</b>	<b>26,365,852</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 30,769,369</b>	<b>\$ 30,736,484</b>
Represented by:		
Operating funds equity (note 11)	\$ 3,896,535	\$ 2,033,014
Reserve funds (note 12)	2,725,826	3,405,187
Equity in tangible capital assets (note 13)	24,147,008	25,298,283
	<b>\$ 30,769,369</b>	<b>\$ 30,736,484</b>
<b>CONTINGENT LIABILITIES (note 20)</b>		
<b>SUBSEQUENT EVENT (note 23)</b>		

  
 Chief Financial Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
For the Year Ended December 31, 2013

	2013	2013	2012
	Budget	Actual	(Restated - Note 21) Actual
<b>REVENUE</b>			
Taxes	\$ 2,954,364	\$ 3,046,473	\$ 2,828,294
Sales of goods and services (note 15)	6,290,550	6,420,873	6,442,670
Other revenues	510,099	489,947	581,582
Senior government grants - operating	352,846	372,573	721,201
Senior government grants - capital	1,760,532	136,714	33,998
Interest income	46,500	107,277	102,187
Investment income on sinking fund	-	6,281	8,542
Insurance proceeds for operating expenditures	-	125,000	-
Gain on disposition of assets	-	14,324	-
	<b>11,914,891</b>	<b>10,719,462</b>	<b>10,718,474</b>
<b>EXPENDITURES</b>			
General government	1,263,626	1,058,156	853,061
Public real estate	322,389	288,331	275,672
Protective service	486,150	445,404	472,304
Transportation services	1,184,516	1,255,184	1,224,965
Environmental health services	182,934	167,366	178,277
Public health and welfare	124,950	74,904	89,658
Environmental development	211,950	227,896	241,235
Recreation and cultural services	745,226	761,922	601,411
Utility services			
Electrical	3,716,800	3,454,043	3,399,709
Water	817,949	739,841	695,008
Sewer	727,362	624,622	685,043
Debt interest	140,168	51,136	35,110
Amortization	1,355,668	1,537,772	1,373,762
	<b>11,279,688</b>	<b>10,686,577</b>	<b>10,125,215</b>
<b>ANNUAL SURPLUS</b>	<b>635,203</b>	<b>32,885</b>	<b>593,259</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>30,736,484</b>	<b>30,736,484</b>	<b>30,143,225</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 31,371,687</b>	<b>\$ 30,769,369</b>	<b>\$ 30,736,484</b>

**RECONCILIATION TO BUDGET (note 19)**

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

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
For the Year Ended December 31, 2013

	2013	2012 (Restated - Note 21)
<b>ANNUAL SURPLUS</b>	<b>\$ 32,885</b>	<b>\$ 593,259</b>
Acquisition of tangible capital assets	( 2,091,114)	( 724,144)
Amortization of tangible capital assets	1,537,772	1,373,762
Gain on sale of assets	( 14,324)	-
Proceeds from sale of assets	122,100	-
Net change in prepaid expenses and supplies inventory	( 28,500)	18,135
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	<b>( 441,181)</b>	<b>1,261,012</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>4,370,632</b>	<b>3,109,620</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 3,929,451</b>	<b>\$ 4,370,632</b>

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

**THE CORPORATION OF THE CITY OF GRAND Forks**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
For the Year Ended December 31, 2013

	2013	2012 (Restated - Note 21)
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 32,885	\$ 593,259
Non-cash items		
Amortization	1,537,772	1,373,762
Gain on sale of tangible capital assets	( 14,324)	-
Actuarial adjustment	( 6,281)	( 8,543)
Change in prepaid expenses and supplies inventory	( 28,500)	18,135
Change in Net Financial Assets/Liabilities		
Change in accounts receivable	( 295,827)	( 266,098)
Change in MFA debt deposits	( 18,471)	( 288)
Change in inventories for resale	1,332	( 22,499)
Change in loan receivable	18,071	17,268
Change in accounts payable and accrued liabilities	389,184	113,831
Change in employee future benefits	( 225,365)	( 173,497)
Change in deferred revenues	243,050	253,854
Change in temporary loan	( 1,537,426)	-
Change in development cost charges	11,332	108,574
<b>Cash Provided by Operating Transactions</b>	<b>107,432</b>	<b>2,007,758</b>
<b>CAPITAL TRANSACTIONS</b>		
Purchase of tangible capital assets	( 2,091,114)	( 724,144)
Proceeds from sale of tangible capital assets	122,100	-
<b>Cash Applied to Capital Transactions</b>	<b>( 1,969,014)</b>	<b>( 724,144)</b>
<b>FINANCING TRANSACTIONS</b>		
Debt issued	1,756,920	14,683
Repayment of long-term debt	( 153,798)	( 154,919)
<b>Cash Received from Financing Transactions</b>	<b>1,603,122</b>	<b>( 140,236)</b>
<b>INCREASE IN CASH</b>	<b>( 258,460)</b>	<b>1,143,378</b>
<b>CASH, BEGINNING OF YEAR</b>	<b>8,484,269</b>	<b>7,340,891</b>
<b>CASH, END OF YEAR</b>	<b>\$ 8,225,809</b>	<b>\$ 8,484,269</b>

  
Chief Financial Officer

## **1. SIGNIFICANT ACCOUNTING POLICIES**

The following is a summary of the significant accounting policies of The Corporation of the City of Grand Forks:

### **Basis of Presentation**

The Consolidated Financial Statements of the City, which are the representation of management, are prepared in accordance with Canadian generally accepted accounting principles for governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The Consolidated Financial Statements reflect the combined results and activities of the reporting entity which is comprised of the Operating, Capital and Reserve funds. Inter-fund transactions have been eliminated on consolidation.

- i) **Operating Funds:** These funds include the General, Electrical, Water and Sewer operations of the City. They are used to record the operating costs of the services provided by the City.
- ii) **Capital Funds:** These funds include the General, Electrical, Water and Sewer Capital funds. They are used to record the acquisition and disposal of property and equipment and their related financing.
- iii) **Reserve Funds:** Under the Community Charter, City Council may, by bylaw, establish reserve funds for specified purposes. Money in a reserve fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, City Council may, by bylaw, transfer all or part of the balance to another reserve fund.

### **Basis of Accounting**

The City's consolidated financial statements are prepared using the accrual basis of accounting.

### **Inventories**

Inventories are recorded at the lower of cost or net realizable value.

### **Revenue Recognition**

The City records revenue on the accrual basis and includes revenue in the period in which the transactions or events that give rise to the revenues occur. Taxation revenues are recognized at the time of the issuing of the property tax notices for the fiscal year. Sale of services and utility fee revenues are recognized when the service or product is rendered by the City.

Grant revenues are recorded when the funding becomes receivable. Unearned revenue in the current period is recorded as deferred revenue.

### **Deferred Revenue**

Deferred revenue relates to restricted grants received but not yet spent.



**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life commencing in the year the asset is put into service. Donated tangible capital assets are reported at the fair value at the time of donation. The estimated useful lives are as follows:

Building	40 - 75 years
Building improvements	10 - 40 years
Fixtures, furniture, equipment and vehicles	5 - 20 years
IT infrastructure	4 - 10 years
Parks infrastructure	15 - 50 years
Paving and roads	10 - 100 years
Sewer infrastructure	10 - 100 years
Water infrastructure	10 - 100 years

**Restricted Revenues**

Receipts which are restricted by the legislation of senior governments or by agreements with external parties are deferred and reported as restricted revenues. When qualifying expenditures are incurred restricted revenues are brought into revenue at equal amounts.

**Financial Instruments**

The City's financial instruments consist of cash, temporary investments, accounts receivable, accounts payable, capital lease obligations and long-term debt. It is management's opinion that the City is not exposed to significant interest, currency, or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values.

**Budget Figures**

The budgeted figures are based on the adopted Five-Year Financial Plan for the year 2013 approved by council under bylaw 1948 on May 6, 2013.

**Use of Estimates**

The preparation of financial statements in accordance with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Significant areas requiring estimates include the useful lives of tangible capital assets for amortization, the determination of payroll and employee future benefit accruals and the provision for contingencies. Actual results could differ from management's best estimates as additional information becomes available in the future.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Government Transfers**

Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, have been met, and a reasonable estimate of the amount to be received can be made.

**2. CASH**

	<b>2013</b>	<b>2012</b>
Restricted cash		
Statutory Reserves	\$ 2,317,108	\$ 3,227,077
Deferred Gas Tax Grant funds	1,447,251	1,238,599
Deferred development cost funds	<u>497,711</u>	<u>486,379</u>
	<b>4,262,070</b>	<b>4,952,055</b>
Unrestricted cash and investments	<u><b>3,963,739</b></u>	<u><b>3,532,214</b></u>
	<u><b>\$ 8,225,809</b></u>	<u><b>\$ 8,484,269</b></u>

**3. DEBT RESERVE FUNDS - MUNICIPAL FINANCE AUTHORITY**

The Municipal Finance Authority of British Columbia provides capital financing for regional districts and their member municipalities. The Authority is required to establish a Debt Reserve Fund. Each regional district through its member municipalities who share in the proceeds of the debt issue is required to pay into the Debt Reserve Fund certain amounts set out in the debt agreements. The interest earned by the Fund less administrative expenses becomes an obligation to the regional districts. If at any time a regional district has insufficient funds to meet payments on its obligations, it must then use the monies to its credit within the Debt Reserve Fund. Upon maturity of a debt issue, the unused portion of the Debt Reserve Fund established for that issue will be discharged to the Municipality. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2013 the total of the Debt Reserve Fund was:

	<b>Demand Notes</b>	<b>Cash Deposits</b>	<b>Balance</b>
Sewer fund	\$ 52,184	\$ 21,672	\$ 73,856
General fund	<u>28,501</u>	<u>6,600</u>	<u>35,101</u>
	<u><b>\$ 80,685</b></u>	<u><b>\$ 28,272</b></u>	<u><b>\$ 108,957</b></u>

Only the cash portion of MFA deposits is included as a financial asset.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

**4. LEASE RECEIVABLE**

The City has entered into a long-term capital lease agreement with the Regional District of Kootenay Boundary for the lease of a building and lands. The term of the agreement is 12 years commencing August 1, 2010. Annual payments are \$27,000 including interest at 4.65%. Interest of \$8,929 (2012 - \$9,731) was received during the year.

**5. EMPLOYEE FUTURE BENEFITS**

The City provides a benefit to its unionized employees upon retirement. Those eligible employees who retire from service shall receive an amount equal to their accumulated sick leave credits, up to, but not exceeding, 150 days. Employees absent for medical reasons have wages charged against, and deducted from the sick leave accumulated. Upon retirement, any unionized employee having accumulated sick leave is eligible to receive a cash gratuity payment. The payment amount is a percentage of accumulated sick leave based on years of service. The City has committed to fully funding this future benefit over the years of the employees' current service. As at December 31, 2013, \$401,524 (2012 - \$480,315) has been accrued by the City to cover this obligation.

Contracts between the City and members of its management team establish a sick leave bank of 181 days for managers which provides full pay for any management employee from onset of illness until coverage commences under long-term disability insurance. As at December 31, 2013, \$nil (2012 - \$166,487) has been accrued by the City to cover this obligation.

**6. LONG-TERM DEBT AND CAPITAL LEASE OBLIGATIONS**

	Balance, beginning of year	Additions	Payment of Principal	Actuarial Adjustment	Balance, end of year
General #1863	\$ 368,841	\$ -	\$( 41,646)	\$( 4,040)	\$ 323,155
General #1887	62,835	-	( 3,496)	( 252)	59,087
Sewer #1498	87,658	-	( 6,495)	( 1,989)	79,174
Sewer #1873	-	1,756,920	-	-	1,756,920
Total MFA debt	519,334	1,756,920	( 51,637)	( 6,281)	2,218,336
MFA general capital lease obligations	246,161	-	( 102,161)	-	144,000
Total	\$ 765,495	\$1,756,920	\$( 153,798)	\$( 6,281)	\$ 2,362,336

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

**6. LONG-TERM DEBT AND CAPITAL LEASE OBLIGATIONS (continued)**

The requirements for future repayments of principal on existing MFA debt for the next five years are estimated as follows:

	General Capital	Sewer Capital	Total Capital
2014	\$ 45,140	\$ 68,580	\$ 113,720
2015	\$ 45,140	\$ 68,580	\$ 113,720
2016	\$ 45,140	\$ 68,580	\$ 113,720
2017	\$ 45,140	\$ 68,580	\$ 113,720
2018	\$ 45,140	\$ 68,580	\$ 113,720

The requirements for future repayments of principal on existing capital lease obligations for the next three years are estimated as follows:

2014	\$ 93,870
2015	49,595
2016	<u>2,513</u>
Total minimum lease payments	145,978
Less amount representing interest	<u>1,978</u>
	<u>\$ 144,000</u>

**7. TANGIBLE CAPITAL ASSETS**

	2013			2012 Net Book Value
	Cost	Accumulated Amortization	Net Book Value	
<b>General Capital Fund</b>				
Land	\$ 1,690,091	-	\$ 1,690,091	\$ 1,571,759
Buildings	6,005,411	2,503,378	3,502,033	3,532,869
Engineering structures	19,511,965	9,611,423	9,900,542	9,688,361
Machinery and equipment	1,852,339	890,427	961,912	956,144
Equipment fleet - emergency	1,081,066	640,046	441,020	484,058
Equipment fleet - public works	2,957,536	1,956,941	1,000,595	1,036,981
	<u>33,098,408</u>	<u>15,602,215</u>	<u>17,496,193</u>	17,270,172
Assets under capital lease	441,674	79,055	362,619	390,959
	<u>33,540,082</u>	<u>15,681,270</u>	<u>17,858,812</u>	17,661,131
<b>Waterworks Utility Capital Fund</b>	7,446,626	4,107,855	3,338,771	3,174,195
<b>Electrical Utility Capital Fund</b>	2,495,202	1,558,009	937,193	791,127
<b>Sewer Utility Capital Fund</b>	7,798,885	3,424,316	4,374,569	4,437,326
<b>Total tangible capital assets</b>	<u>\$ 51,280,795</u>	<u>\$ 24,771,450</u>	<u>\$ 26,509,345</u>	<u>\$ 26,063,779</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

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**8. DEFERRED REVENUE - GRANTS AND OTHER**

These funds are externally restricted for the purposes for which they were collected.

	Balance, Beginning of Year	Contributions Received	Eligible Expenditures	Balance, End of Year
Library maintenance contract	\$ 61,421	\$ 15,000	\$ 7,979	\$ 68,442
Miscellaneous revenue	7,541	10,470	7,541	10,470
Victim assistance	13,217	35,560	34,096	14,681
Miscellaneous deposits	260	6,039	225	6,074
	<u>\$ 82,439</u>	<u>\$ 67,069</u>	<u>\$ 49,841</u>	<u>\$ 99,667</u>

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**9. DEVELOPMENT COST CHARGES**

Development cost charges represent funds received from developers for capital costs in accordance with Bylaw 1425. Development cost charges are deferred and recognized as revenues when the related costs are incurred.

	2013	2012
Development cost charges - water	\$ 176,356	\$ 171,630
Development cost charges - sewer	318,999	312,425
Development cost charges - parkland reserve	<u>2,356</u>	<u>2,324</u>
	<u>\$ 497,711</u>	<u>\$ 486,379</u>

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**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

**10. FEDERAL GAS TAX GRANT**

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the City and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

	2013	2012
Opening balance	\$ 1,238,599	\$ 1,011,546
Amount received in the year	212,622	212,698
Interest earned	17,221	14,355
Less amount spent on eligible projects	<u>( 21,191)</u>	<u>-</u>
Closing balance of unspent funds	<u>\$ 1,447,251</u>	<u>\$ 1,238,599</u>

**11. OPERATING FUND EQUITY**

	2013	2012
General operating fund	\$ 1,579,342	\$ 1,174,465
Electrical utility operating fund	1,274,917	1,284,653
Sewer utility operating fund	1,029,349	( 756,166)
Water utility operating fund	<u>12,927</u>	<u>330,062</u>
Operating fund equity at year end	<u>\$ 3,896,535</u>	<u>\$ 2,033,014</u>

**12. RESERVE FUND CONTINUITY**

	Balance Beginning of Year	Transfers (to) from Other Funds	Sales	Interest Earned	Balance End of Year
Capital reserve	\$ 286,384	\$ 85,213	\$ -	\$ 3,867	\$ 375,464
Equipment replacement	716,181	( 136,560)	-	7,644	587,265
Land sale	729,216	( 249,999)	-	9,641	488,858
Tax sale land	60,870	-	-	823	61,693
Cash in lieu of parking	16,897	-	-	229	17,126
Slag sale	1,595,639	( 670,176)	247,284	22,673	1,195,420
	<u>\$ 3,405,187</u>	<u>\$( 971,522)</u>	<u>\$ 247,284</u>	<u>\$ 44,877</u>	<u>\$ 2,725,826</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

**13. EQUITY IN TANGIBLE CAPITAL ASSETS**

Equity in Tangible Capital Assets (TCA) represents the net book value of total capital assets less long-term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	2013	2012
Equity in TCA, beginning of year	<b>\$ 25,304,424</b>	\$ 25,799,123
Add:		
Capital acquisitions	<b>2,091,114</b>	724,144
Debt principal repayments	<b>149,236</b>	154,919
Actuarial adjustment	-	-
Gain on dispositions of assets	<b>14,324</b>	-
Less:		
Proceeds from issue of debt	<b>( 1,756,920)</b>	-
Proceeds on sale	<b>( 122,100)</b>	-
Amortization	<b>( 1,537,772)</b>	( 1,373,762)
Equity in TCA, end of year	<b><u>\$ 24,142,306</u></b>	<b><u>\$ 25,304,424</u></b>
Represented by:		
General capital fund	<b>\$ 17,332,568</b>	\$ 16,983,294
Electrical utility capital fund	<b>937,194</b>	791,127
Sewer utility capital fund	<b>2,538,475</b>	4,349,667
Water utility capital fund	<b><u>3,338,771</u></b>	<b><u>3,174,195</u></b>
Capital fund equity at year end	<b><u>\$ 24,147,008</u></b>	<b><u>\$ 25,298,283</u></b>

**14. MUNICIPAL PENSION PLAN**

The City and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trusted pension plan. The Board of Trustees, representing Plan members and employers, is responsible for overseeing the management of the Pension Plan, including investment of the assets and administration of benefits. The Pension Plan is a multi-employer contributory Pension Plan. Basic pension benefits provided are defined. The Plan has about 179,000 active members and approximately 71,000 retired members.

The most recent valuation as at December 31, 2012 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Corporation of the City of Grand Forks paid \$271,258 (2012 - \$266,919) for employer contributions to the Plan in fiscal 2013.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

**15. SALE OF SERVICES**

	2013	2012
Garbage collection and RDKB landfill contract	\$ 200,109	\$ 176,332
Cemetery	28,912	33,585
Airport (net of cost of fuel sold)	25,988	24,044
Transportation custom work orders	8,554	79,483
Environmental development	5,000	10,981
Campground	40,865	34,558
Sundry	4,474	2,589
Slag	247,284	258,585
Electrical utility user and connection fees	4,287,692	4,327,593
Sewer utility user and connection fees	782,864	734,859
Waterworks utility user and connection fees	789,131	760,061
	<u>\$ 6,420,873</u>	<u>\$ 6,442,670</u>

**16. EXPENDITURES BY OBJECT**

	2013	2012
Goods and services	\$ 6,570,674	\$ 5,447,087
Interest and finance charges	51,136	35,110
Salaries, wages and benefits	2,526,995	3,269,256
Amortization	1,537,772	1,373,762
	<u>\$ 10,686,577</u>	<u>\$ 10,125,215</u>

**17. COLLECTION FOR OTHER GOVERNMENTS**

The City collected and remitted the following taxes on behalf of other Governments. These are not included in the City's financial statements.

	2013	2012
Provincial Government - School Taxes	\$ 1,610,542	\$ 1,589,318
Provincial Government - Police Tax Levy	208,138	191,737
British Columbia Assessment Authority	48,016	47,715
Regional Hospital Districts	219,994	149,764
Regional District of Kootenay Boundary	1,375,293	1,318,018
	<u>\$ 3,461,983</u>	<u>\$ 3,296,552</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

**18. TRUST FUNDS**

Funds held in trust and administered by the City are as follows:

	2013	2012
<b>Assets</b>		
Cash	\$ 151,939	\$ 146,069
Due from (to) the General Operating Fund	( 979)	445
	<u>\$ 150,960</u>	<u>\$ 146,514</u>
<b>Trust Fund Balances</b>		
Cemetery care	\$ 140,009	\$ 135,562
Employee assistance program	10,951	10,952
	<u>\$ 150,960</u>	<u>\$ 146,514</u>

Trust funds are not included in the City's financial statements.

**19. RECONCILIATION TO BUDGET**

The following reconciles the budgeted surplus as shown on the consolidated statement of operations to the budget as presented in bylaw 1948 adopted on May 6, 2013.

	2013	2012
Annual budgeted surplus per consolidated statement of operations	\$ 635,203	\$( 814,900)
Debt principal repayments	( 180,568)	( 236,200)
Purchase of tangible capital assets other than by debt	( 6,735,127)	( 2,958,000)
Budgeted transfer from reserve/accumulated surplus	1,651,797	962,700
Non-cash item - amortization	1,355,668	1,345,400
Debt proceeds	<u>3,273,027</u>	<u>1,701,000</u>
	<u>\$ -</u>	<u>\$ -</u>

**20. CONTINGENT LIABILITIES**

The City, as a member of the Regional District of Kootenay Boundary, is jointly and severally liable for the future capital liabilities of the Regional District.

The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet its payments and obligations, it shall make payments from the debt reserve fund which is in turn established by a similar debt reserve fund of the City and all other borrowing participants. If the debt reserve fund is deficient, the Authority's obligations become a liability of the Regional District, and may become a liability of the participating municipalities.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2013**

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**20. COMMITMENTS AND CONTINGENT LIABILITIES (continued)**

Reciprocal Insurance Exchange Agreement

The City is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the City is assessed a premium and specific deductible for its claims based on population. The obligation of the City with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, not joint and several. The City irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

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**21. PRIOR PERIOD ADJUSTMENT**

The City has determined that the electrical receivable calculated in 2012 was understated. As a result, the accumulated surplus as at January 1, 2013 has been increased by \$197,486 and the 2012 financial statements have been restated. The revenue from sales of goods and services in the 2012 consolidated statement of operations has been increased by \$197,486 representing the understated electrical receivable and the annual surplus has increased by \$197,486. Accounts receivable as at December 31, 2012 has been increased by \$197,486.

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**22. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform with the current year's presentation.

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**23. SUBSEQUENT EVENT**

Subsequent to year end the City received \$377,499 in insurance proceeds for repair to fire damage at the City Hall. Management believes the City's insurance coverage is sufficient for all damages.

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**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**SCHEDULE - SEGMENTED INFORMATION**  
For the Year Ended December 31, 2013

	General and Reserve	Electrical Utility	Water Utility	Sewer Utility	Total 2013	Total 2012
<b>REVENUE</b>						
Property taxes	\$ 3,040,432	\$ -	\$ -	\$ 6,041	\$ 3,046,473	\$ 2,828,294
User fees and charges	-	4,287,692	789,131	782,864	5,859,687	5,822,514
Other revenue	1,287,330	-	-	2,361	1,289,691	1,312,467
Grants - operating	372,573	-	-	-	372,573	721,201
Grants - capital	136,714	-	-	-	136,714	33,998
Gain on disposal	17,165	( 2,841)	-	-	14,324	-
	<b>4,854,214</b>	<b>4,284,851</b>	<b>789,131</b>	<b>791,266</b>	<b>10,719,462</b>	<b>10,718,474</b>
<b>EXPENSES</b>						
Salaries and benefits	1,581,872	314,893	340,246	289,984	2,526,995	3,269,256
Goods and services	2,686,129	147,084	405,186	340,209	3,578,608	2,625,276
Purchased services	-	2,992,066	-	-	2,992,066	2,821,811
Debt interest	27,026	-	-	24,110	51,136	35,110
Amortization	1,139,394	39,479	196,257	162,642	1,537,772	1,373,762
Interfund transfers	( 655,000)	655,000	-	-	-	-
	<b>4,779,421</b>	<b>4,148,522</b>	<b>941,689</b>	<b>816,945</b>	<b>10,686,577</b>	<b>10,125,215</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$ 74,793</b>	<b>\$ 136,329</b>	<b>\$( 152,558)</b>	<b>\$( 25,679)</b>	<b>\$ 32,885</b>	<b>\$ 593,259</b>

**THE CORPORATION OF THE CITY OF GRAND FORKS  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
As At December 31, 2013**

	Land	Buildings	Machinery and Equipment	Infrastructure				2013	2012	
				Engineering Structures	Electrical Utility	Waterworks Utility	Sewer Utility			
Historical Cost:										
Opening balance	\$ 1,571,759	\$ 5,884,456	\$ 6,492,746	\$ 18,700,365	\$ 2,309,657	\$ 7,085,793	\$ 7,698,999	\$ 49,743,775	\$ 49,034,667	
Additions	118,332	120,954	393,963	811,600	185,545	360,833	99,886	2,091,114	724,144	
Disposals and write downs			(554,093)					(554,093)	(15,036)	
Closing balance, Dec. 31	\$ 1,690,091	\$ 6,005,410	\$ 6,332,616	\$ 19,511,965	\$ 2,495,202	\$ 7,446,626	\$ 7,798,885	\$ 51,280,795	\$ 49,743,775	
Accumulated Amortization:										
Opening balance	\$ -	\$ 2,351,587	\$ 3,624,604	\$ 9,012,004	\$ 1,518,530	\$ 3,911,598	\$ 3,261,673	\$ 23,679,996	\$ 22,321,271	
Amortization Expense	-	151,791	388,183	599,419	39,479	196,257	162,643	1,537,771	1,373,761	
Effect of disposals and write downs	-		(446,317)					(446,317)	(15,036)	
Closing balance, Dec. 31	\$ -	\$ 2,503,378	\$ 3,566,470	\$ 9,611,423	\$ 1,558,009	\$ 4,107,855	\$ 3,424,316	\$ 24,771,450	\$ 23,679,996	
Net Book Value for Year Ended December 31, 2013										
	\$ 1,690,091	\$ 3,502,033	\$ 2,766,146	\$ 9,900,542	\$ 937,193	\$ 3,338,771	\$ 4,374,569	\$ 26,509,345	\$ 26,063,779	



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

**REGULAR MEETING OF COUNCIL**  
**MONDAY, JUNE 9TH, 2014**

**PRESENT:**

MAYOR BRIAN TAYLOR  
COUNCILLOR NEIL KROG  
COUNCILLOR MICHAEL WIRISCHAGIN  
COUNCILLOR CHER WYERS

CORPORATE OFFICER  
MANAGER OF DEVELOPMENT & ENGINEERING  
DEPUTY CORPORATE OFFICER

D. Heinrich  
S. Bird  
S. Winton

GALLERY

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**CALL TO ORDER**

- a) The Mayor called the meeting to order at 7:03 pm

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**ADOPTION OF AGENDA**

- a) Adoption of the June 9th, 2014, Regular Meeting Agenda

MOTION: WIRISCHAGIN / KROG

**RESOLVED THAT COUNCIL ADOPT THE JUNE 9TH, 2014, AGENDA AS PRESENTED.**  
CARRIED.

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**MINUTES**

- a) May 26th, 2014

Adopt the minutes

MOTION: WIRISCHAGIN / WYERS

**RESOLVED THAT COUNCIL ADOPT THE MAY 26TH SPECIAL MEETING TO GO IN-CAMERA MINUTES AS PRESENTED.**

CARRIED.

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b) May 26th, 2014

Adopt the minutes

MOTION: KROG / WIRISHCAGIN

**RESOLVED THAT COUNCIL ADOPT THE MAY 26TH, 2014, REGULAR MINUTES AS AMENDED.**

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)**

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a) Corporate Officer's Report

Verbal Reports of Council

Councillor Wyers

She reported that:

-The Environment Committee's Air Quality Subcommittee worked with Perley, Hutton, and Christina Lake Elementary Schools on solar car construction and hope to have solar cars on display at the Fall Fair

-She attended FCM on May 29th in Niagara Falls. She advised that the conference highlights were: the trade show, Kootenay Grown Collaborative Initiative, the networking, hearing the challenges that similar communities face, how well organized the conference was, and advised that the City provided bus passes for free transportation to showcase Niagara Falls' excellent transportation system, she spoke with regard to the FCM Head Start for young women program, and the study tours.

Councillor Krog

He reported that:

-He attended the FCM Conference and advised that the highlights were the FCM Policy forum he attended. He also spoke with regard to the definition of small towns in relation to infrastructure costs and needs in these communities. He attended the Rural policy forum. He advised that he spoke with Justin Trudeau about the value of small communities and the responsibility the Federal Government has to support the small communities. He spoke with many mayors and councillors from across Canada with regard to water meters and advised that the trade show was great.

Councillor Wirischagin

He reported that:

- He attended the FCM Conference, where there were over 2,000 participants. He advised he had no report at this time from the conference. He spoke with regard to his better understanding of the demographic and make up of women in politics, and that the conference was really well done.
- He congratulated all the graduates this weekend.

Mayor Taylor

He reported that:

- MAAPS (Multi Agency Accommodation Project) had their AGM and are very appreciative of the support the City has given the project. They extended a heartfelt thank you to the City at the AGM.

MOTION: WYERS / WIRISCHAGIN

**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 advised that the Kettle River Water Shed study will be completed shortly and will include a list of recommendations that can be followed through on a regional level. The Mayor advised that he believes the Plan is an extremely comprehensive study of the river and is a good base document for the area.

The Mayor asked that the 2013 Grant in Aid that has been provided by the Regional District of Kootenay Boundary be reviewed by Council, as it demonstrates that Area C, D, and E Directors have contributed a substantial amount to our community and regionally. He asked that Council also review the Gas Tax money that is available as it is listed on the Electoral Area Agenda with the Grant in Aid amounts.

MOTION: WIRISCHAGIN / KROG

**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**

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## **REQUESTS ARISING FROM CORRESPONDENCE**

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### **INFORMATION ITEMS**

- a) Rossland Public Library

COUNCIL TO RECEIVE FOR INFORMATION AND DISCUSSION

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- b) Anna Lactin, Chair, Canada Day Committee

Invitation to Mayor and Council to participate in the Canada Day event and for the Mayor to MC the event

Mayor Taylor asked if any of Council is interested in walking in the parade and the theme is Home Grown in the Boundary.

COUNCIL TO RECEIVE FOR INFORMATION AND DISCUSSION

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- c) Leslie Groulx, CAO of Clearwater

Thank you for engagement in the Local Government Management Association Teamworks Program

COUNCIL TO RECEIVE FOR INFORMATION

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### **BYLAWS**

- a) Chief Financial Officer

Fees and Charges Bylaw No. 1958, 2014, and Fees and Charges Repeal Bylaw No. 1671R-A, 2014

MOTION: KROG / WYERS

**RESOLVED THAT COUNCIL GIVE FINAL READING TO FEES AND CHARGES REPEAL BYLAW NO. 1671R-A, 2014.**

CARRIED.

MOTION: KROG / WYERS



**RESOLVED THAT COUNCIL GIVE FINAL READING TO FEES AND CHARGES BYLAW NO. 1958, 2014**

CARRIED.

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**b) Corporate Officer**

New Local Government Elections Procedures Bylaw and the repeal of the old Elections Procedure Bylaw and all amendments thereto.

MOTION: WYERS / KROG

**THAT COUNCIL GIVES FIRST, SECOND, AND THIRD READING TO THE REPEAL OF THE CURRENT BYLAW NO. 1391, "THE CITY OF GRAND FORKS LOCAL GOVERNMENT ELECTION PROCEDURE REPEAL BYLAW NO. 1391R-A, 2014".**

CARRIED.

MOTION: WIRISCHAGIN / KROG

**RESOLVED THAT COUNCIL GIVES FIRST, SECOND, AND THIRD READING TO THE "PROCEDURES FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTION AND OTHER VOTING BYLAW NO. 1999".**

CARRIED.

---

**c) Corporate Officer**

Automated Voting Machine Bylaw for Local Government Elections

The Corporate Officer advised:

- That there will be two machines for the election.
- They will be used at the advance polls, but not the special voting.
- If there was to be a recount, the ballots would be rerun through the machine.
- Scrutineers are still able to be present.

MOTION: WIRISCHAGIN / KROG

**THAT COUNCIL GIVES FIRST, SECOND, AND THIRD READING TO THE CITY OF GRAND FORKS "AUTOMATED VOTING MACHINES AUTHORIZATION BYLAW NO. 2000".**

CARRIED.

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**d) Manager of Development and Engineering**

Bylaw amendments to the following three Bylaws:

1. Sewer Regulations and Rates Bylaw No. 1500, 1997
2. Water Regulations and Rates Bylaw No. 1501, 1997

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### 3. Electrical Utility Regulatory Bylaw No. 1543, 1998

The Manager of Development and Engineering advised that the only change to the rates is not in the costs but in the custom work orders.

MOTION: KROG / WYERS

**RESOLVED THAT COUNCIL GIVES FINAL READING TO THE SEWER REGULATIONS AND RATES AMENDMENT BYLAW NO. 1500-A1, 2014.**

CARRIED.

MOTION: WYERS / WIRISCHAGIN

**RESOLVED THAT COUNCIL GIVES FINAL READING TO THE WATER REGULATIONS AND RATES AMENDMENT BYLAW NO. 1501-A1, 2014.**

CARRIED.

MOTION: WIRISCHAGIN / WYERS

**RESOLVED THAT COUNCIL GIVES FINAL READING TO THE ELECTRICAL UTILITY REGULATORY BYLAW AMENDMENT NO. 1543-A1, 2014.**

CARRIED.

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### **LATE ITEMS**

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### **QUESTIONS FROM THE PUBLIC AND THE MEDIA**

- a) Ms. Julia Butler  
She spoke with regard to:
- Voting machines

Mr. Jim Rankin  
He spoke with regard to:

- FCM
- The sewer piping system that Councillor Krog referred to in his report
- The number and cost of sending Councillors to conferences

The Mayor advised that four Councillors attended and that spouses are not covered other than for one banquet dinner and that the costs and budget for this will be available in the SOFI Report that is available to the public

Mr. Gene Koch  
He spoke with regard to:

- Water meters

Ms. Donna Semenoff  
She spoke with regard to:

- Bylaw No. 1500-A1

- The MDD calculation and the filling of pools

Mr. Roy Ronaghan

He spoke with regard to:

- Voting Machines
- Councillor Wyers conversation regarding communities needing to reinvent themselves

Councillor Wyers spoke in regard to this and advised that she was referring to the need for revenue generation needing to be less reliant on senior levels of Gov't and looking at investing in themselves.

Mr. Les Johnson

He spoke with regard to:

- the definition of small communities

Mr. Gene Koch

He spoke with regard to

- Council reviewing the report from Revelstoke with regard to water meters

The Mayor advised that the report is being looked at by staff

Mr. Jim Rankin

He spoke with regard to:

- Mr. Gene Koch and his recommendation regarding the report.

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### **ADJOURNMENT**

a) The Mayor adjourned the meeting at 8:13 pm

MOTION: WYERS

CARRIED.

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### **CERTIFIED CORRECT:**

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MAYOR BRIAN TAYLOR

---

DEPUTY CORPORATE OFFICER -  
SARAH WINTON



For July 21.

## Council Delegations

**RECEIVED**

JUN 5 - 2014

THE CORPORATION OF  
THE CITY OF GRAND FORKS

### 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 Sunshine Valley Women's Institute

to request that you consider building a sidewalk in front of Silver Kettle Village to Extra Foods.

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

High density of residents in the area plus intense growing traffic which makes it unsafe for pedestrians using walkers, wheelchairs, scooters, strollers, tricycles, bicycles or walking

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

safety for residents in the area.

Phone 250-443-3226 Kristina Nysten  
email ray\_kris@telus.net (over)

FILED  
Sunshine Valley  
Women's Institute



Staff Score:

Staff Priority

Council Priority \_\_\_\_\_

## 2014 BUDGET BRIEFING

**TO:** Mayor and Council

**FROM:** Manager of Development and Engineering

**SUBJECT:** Silver Kettle Sidewalk along 72<sup>nd</sup> Avenue from 19<sup>th</sup> Street to 27<sup>th</sup> Street

### **PROJECT DESCRIPTION:**

In 2013 the Sunshine Valley Women's Institute submitted a request for a sidewalk to be installed along 72<sup>nd</sup> Avenue from 19<sup>th</sup> Street to 27<sup>th</sup> Street. The reason cited for the request was a desperate need for a safe walkway along the public street in front of the village. The village houses 48 suites; some double occupancy, as well as a full care facility. Many of the residents are mobile and are interested in walking. The sidewalk would provide walking access to shopping (Extra Foods) and to recreation facilities (Curling Club, Aquatic Centre, and Arena), as well as connect to the sidewalk on 19<sup>th</sup> Street which leads to multiple facilities and locations.

The Grand Forks Sustainable Community Plan (SCP) Guiding Principles includes improving mobility by creating more opportunities for safe and convenient movement around the City by foot and cycle. Goals for Sustainability include the integration of health principles into all decisions including the development of a community-wide multi-use, non-motorized trail system linking neighbourhoods, institutional facilities, heritage facilities and commercial hubs together. The SCP objectives and policies strive to reinforce the application of Smart Growth principles ([www.smartgrowth.bc.ca](http://www.smartgrowth.bc.ca)) that are consistent with City land use goals, which includes creating walkable neighbourhoods. Other goals of the SCP that are relevant to this project include:

- 1) Protecting the natural environment by supporting programs that encourage community-wide reductions in greenhouse gas emissions,
- 2) Promoting and providing alternative modes of transportation to single-occupant vehicles (SOVs) such as walking and cycling, to minimize the use of SOVs and encourage the development of alternate transportation choices in existing neighborhoods, and
- 3) Providing a variety of linked recreational opportunities and promoting the use of active modes of transportation via City trails, pathways and sidewalks to access recreational facilities

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Installation of strategically-placed sidewalks acts upon the objectives identified in the principles, goals and policies of the SCP.

#### **Organizational**

- Increased safety for pedestrians and reduced liability for the City.
- The location of this proposed sidewalk is strategically-located and links this area to nearby shopping and recreational facilities as well as the path system through the highway commercial zone to the downtown core.
- Increased walking traffic could lead to a reduction in emissions from SOVs.

## Financial

- The estimated cost of constructing a standard 1.5 metre walkway for 850 metres:

<u>Asphalt Sidewalk</u>	Surface course (50mm) including base:	\$ 36,000
	Curb:	<u>\$ 23,000</u>
		\$ 59,000

<u>Concrete Sidewalk</u>	Concrete Sidewalk including base:	\$ 77,000
	Curb and Gutter:	<u>\$ 60,000</u>
		\$137,000

- Additional Costs for either option:

Reshape of Existing Subgrade:	\$ 2,000
Remove & reinstate existing chain-link fence (Dick Bartlett Park):	\$ 5,250
Driveway Tie-ins	\$ 8,000

- This project could be funded through borrowing, surplus, taxation or slag reserves.

## Options

- Council could choose to accept.
- Council could choose to not accept.
- Council could choose to defer.

Report / Document

Attached \_x\_

Available     

NIL





# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** June 23rd, 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.**

---

**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.

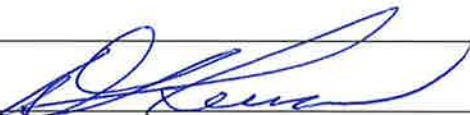

**Strategic Impact:** Members of Council may ask questions, seek clarification and report on issues.

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

	
Department Head or CAO	Chief Administrative Officer



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** June 23rd, 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 is 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.

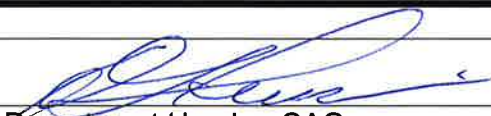
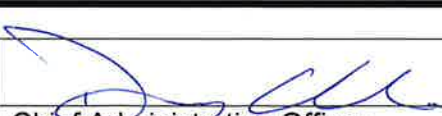
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**Recommendation:** **RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

**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
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# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Corporate Officer  
**Date:** June 11<sup>th</sup>, 2014  
**Subject:** Appointment of the Chief Election Officer and Deputy Chief Election Officer

**Recommendation:** **RESOLVED THAT COUNCIL APPOINTS CORPORATE OFFICER, DIANE HEINRICH AS CHIEF ELECTION OFFICER AT A RATE OF \$1,000.00 AND SARAH WINTON AS DEPUTY CHIEF ELECTION OFFICER AT A RATE OF \$750.00 FOR THE CITY OF GRAND FORKS, AND FURTHER AUTHORIZES THE CHIEF ELECTION OFFICER AND THE DEPUTY CHIEF ELECTION OFFICER TO HIRE ELECTION OFFICIALS FOR THE PURPOSE OF CONDUCTING THE 2014 LOCAL GOVERNMENT ELECTION.**

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**BACKGROUND:** The Local Government Act contains the requirements for the Local Government Election, scheduled for November, 2014. Section 41 of the Local Government Act specifically requires Council to appoint a Chief Election Officer and a Deputy Chief Election Officer, and provide authority for the appointment of other Election Officials. Traditionally the City of Grand Forks has appointed the Corporate Officer and Deputy Corporate Officer to these positions. Similarly, the RDKB and School District No. 51 Boundary appoint their Corporate Administrators to these roles as well. The City, the Regional District and the School District hold all local government elections together, which minimizes costs for all three jurisdictions. The rates for the two appointees remain the same as what was paid out the 2011 Election. As arrangements for these elections are commencing, it is important that the Council appoint Election Officers at this time.

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

**General:** The appointment of the Chief Election Officer and Deputy Chief Election Officer will see the election proceedings and planning begin to move forward in anticipation of the upcoming election

**Strategic Impact:** N/A

**Financial:** The 2014 Financial Plan contains budgeted funds to conduct the Local Government Election. This budget contains funds to pay the rates identified in the appointment resolution.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Policy/Legislation:** Section 41 of the Local Government Act requires Council to appoint Election Officials. The City has made a practice of appointing the Corporate Officer to act as Chief Election Officer, in the last six elections

**Attachments:** N/A



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**Recommendation:** RESOLVED THAT COUNCIL APPOINTS CORPORATE OFFICER, DIANE HEINRICH AS CHIEF ELECTION OFFICER AT A RATE OF \$1,000.00 AND SARAH WINTON AS DEPUTY CHIEF ELECTION OFFICER AT A RATE OF \$750.00 FOR THE CITY OF GRAND FORKS, AND FURTHER AUTHORIZES THE CHIEF ELECTION OFFICER AND THE DEPUTY CHIEF ELECTION OFFICER TO HIRE ELECTION OFFICIALS FOR THE PURPOSE OF CONDUCTING THE 2014 LOCAL GOVERNMENT ELECTION.

**OPTIONS:**

1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
3. RESOLVED THAT COUNCIL MAY APPOINT OTHER INDIVIDUALS TO THE ROLES OF CHIEF ELECTION OFFICER AND DEPUTY CHIEF ELECTION OFFICER.

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 Department Head or CAO	 Chief Administrative Officer
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# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Development and Engineering

**Date:** June 23, 2014

**Subject:** Grand Forks ATV Club – Request for Licence of Occupation and consideration of an in-kind contribution.

**Recommendation:** RESOLVED THAT Council approve the Licence of Occupation for the “Motocross” staging area and give consideration to providing an in-kind contribution for the “Motocross” staging area.

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**BACKGROUND:** At the May 12, 2014 Committee of the Whole Meeting Council resolved that the COTW recommend Council receive the presentation made by Gord Nichols of the Grand Forks ATV Club regarding the development of a Grand Forks/Christina Lake Integrated Trail Management Plan, approval of a Licence of Occupation for the Motocross Staging Area and to give consideration to providing an in-kind contribution to the Motocross Staging Area; and further refer the request to staff to provide more information and bring back to Council for discussion and decision.

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

**General:** Entering into a contract for a Licence of Occupation would allow the Grand Forks ATV Club to move forward with their development plans for a Grand Forks – Christina Lake Integrated Trail Management Plan and increase opportunity for recreational activities in close proximity to the City.

**Strategic Impact:** The Motocross Staging Area would provide some major benefits to the community such as: promoting a positive lifestyle, increased opportunity for social engagement by members of the public, increased recreational activities for residents and tourists and build relations between the City and local user groups.

# REQUEST FOR DECISION

— REGULAR MEETING —



**Financial:** The ATV Club is asking for in-kind monetary support for the development of the Motocross Staging Area in the amount of approximately \$4000.

**Policy/Legislation:** Through the Sustainable Community Plan (SCP) the City has established goals to address climate change and to encourage the development of a healthier, less costly and sustainable community. This includes, but is not limited to promoting an increase in physical and mental health through accessibility to clean air and exercise, strengthening the social fabric of the area by creating a livable community that improves and fosters an environment of learning, tolerance and growth, creating a balance of harmony and responsibility. Proceeding with this initiative will act upon and move the municipality closer to these goals.

**Attachments:**

- 1) Presentation given by the Grand Forks ATV Club at the May 12, 2014 Committee of the Whole Meeting.
- 2) Committee of the Whole resolution.
- 3) Draft Licence of Occupation agreement.
- 4) Email from Vice President of the Grand Forks ATV Club addressing additional information requested by City staff, including the following attachments:
  - a) Meeting with Stakeholders – minutes from March 11, 2014, and
  - b) Letters of support.

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**Recommendation:**

RESOLVED THAT Council approve the Licence of Occupation for the "Moto-Cross" staging area and give consideration to providing an in-kind contribution for the "Moto-Cross" staging area.

---

# REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.**
  - 2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.**
  - 3. COUNCIL COULD CHOOSE TO REFER THE ISSUE BACK TO STAFF FOR MORE INFORMATION.**

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Department Head or CAO	Chief Administrative Officer

# GRAND FORKS - CHRISTINA LAKE INTEGRATED TRAIL MANAGEMENT

Proposal





# Introduction

- The area from Grand Forks to Christina Lake offers a great opportunity for a recreational trail system.
- Diverse user groups non-motorized and motorized currently use the area.
- There is broad support from existing user groups.
- Success depends on collaboration and partnerships
  - User groups
  - Government
  - Private land owners
  - Natural resource users and managers.





# Progress to date

- Produced Proposal
- Met with over 15 stake holder groups
- Held a public meeting
- Secured some funding

# Budget

• Staging Areas	28,350
• Trail Signs	6,800
• Interpretive Signs	3,000
• Planning	3,000
• Maintenance 1 yr.	1,500
• Total	42,650

# Funding

Revenue Cash	Requested	Approved
RDKB-C		5500
RDKB-D	5500	
ATV BC		3000
Phoenix Foundation		7000
Revenue In Kind	Requested	Approved
City of Grand Forks	4000	
Recreation Sites and Trails BC		8000
GFATV		3000
Job Creation Partnership	16000	
Total	21900	26500

# Our Request to the City of Grand Forks

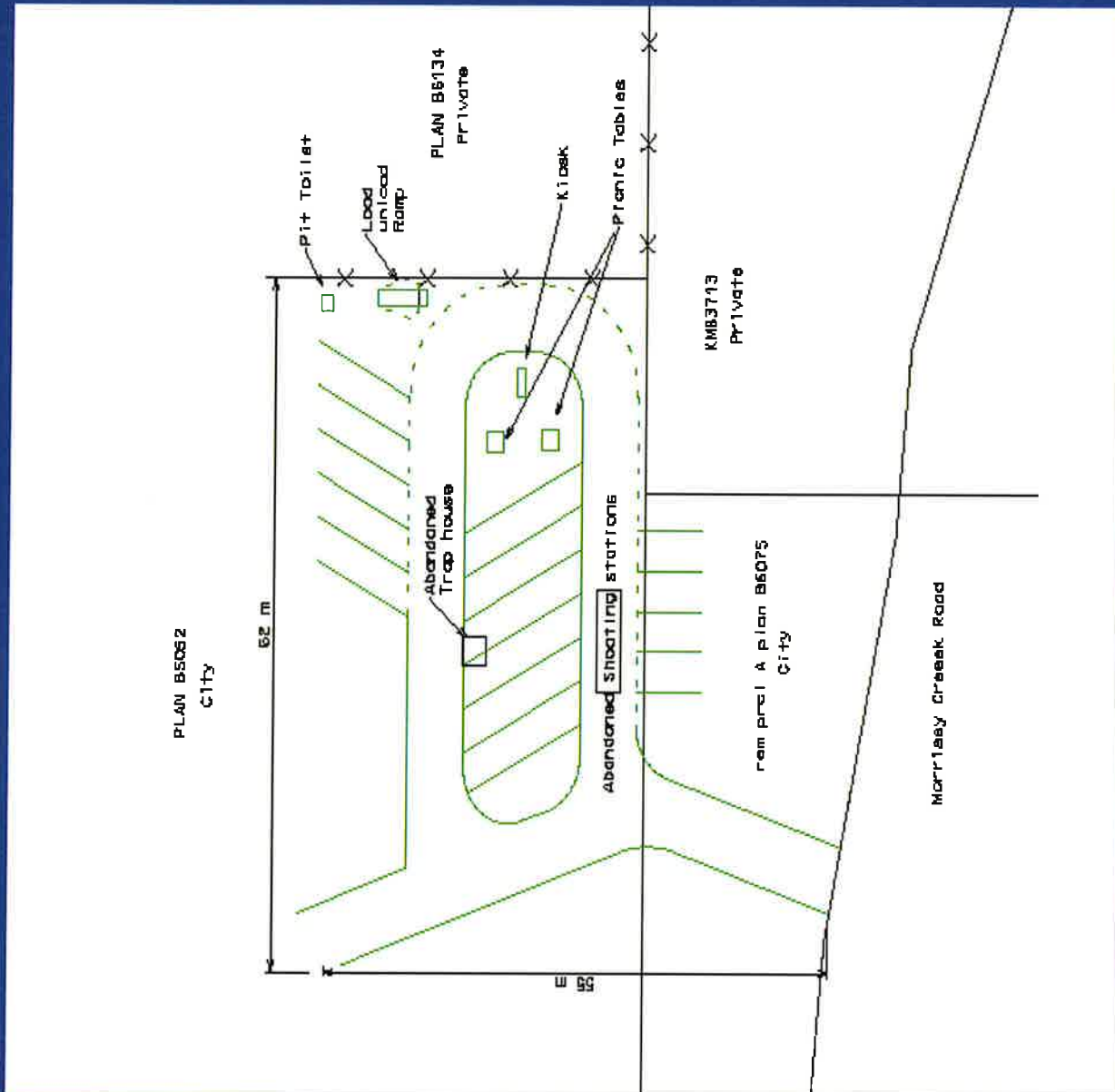
1. Licence of Occupation for Moto Cross Staging Area
2. In-kind contribution for development of the Moto Cross Staging area.

# Staging and Parking Areas

- Parking
- Turnaround
- Kiosk
- Toilet
- Picnic tables
- Loading / unloading ramp







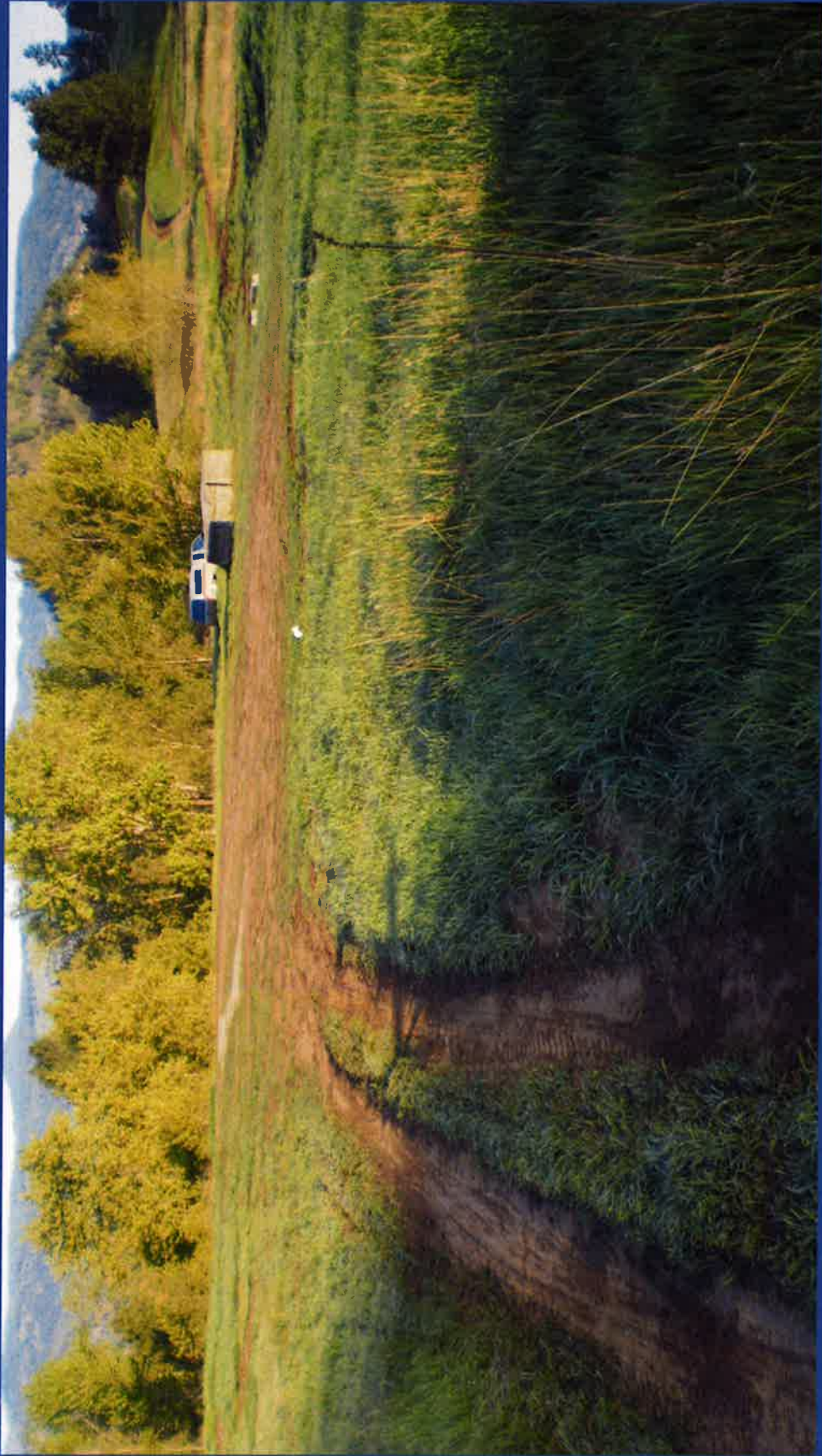






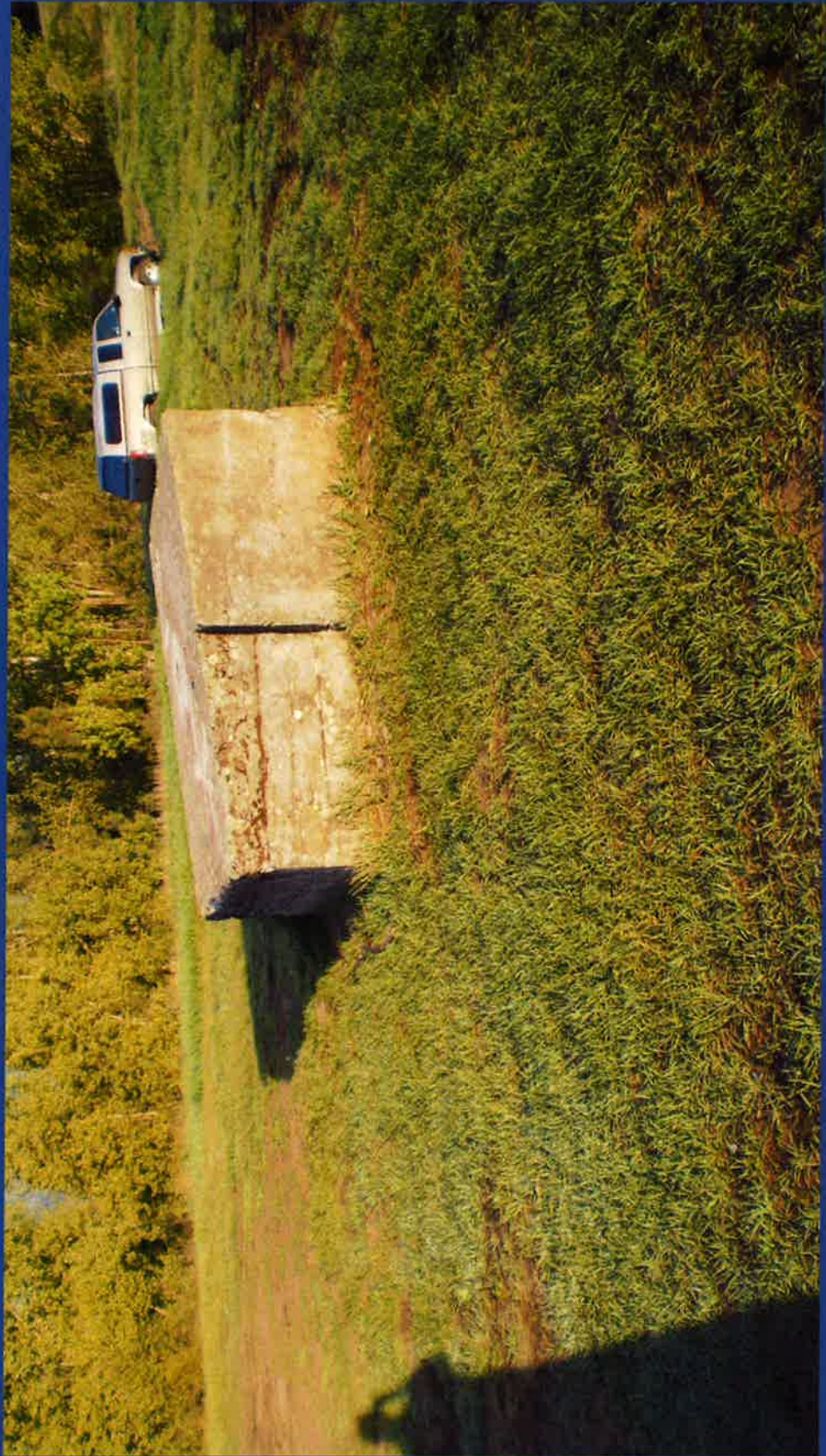








# Old Trap House

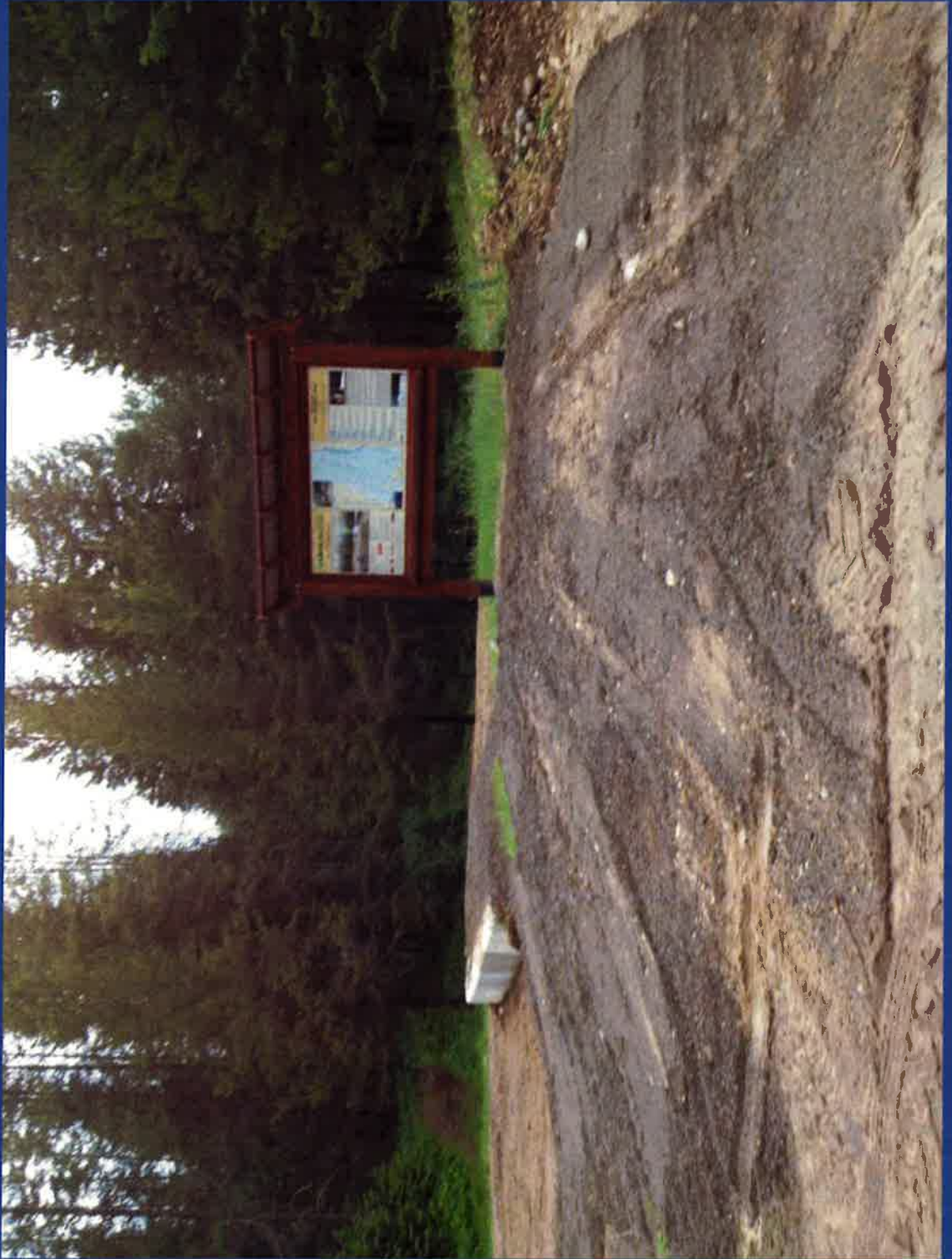




Garbage!



# Granby Kiosk





Thank you for your consideration of  
our request.

Please contact Doug Zorn if you  
require more information

# Questions or Suggestions

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## REGISTERED PETITIONS AND DELEGATIONS

### Grand Forks ATV Club

Mr. Gord Nichols of the Grand Forks ATV Club spoke with regard to the Grand Forks - Christina Lake Integrated Recreational Trail Plan.

He spoke with regard to:

- The development of a multi use trail system
- Support from other community groups
- Importance of collaboration between government groups
- Identifying the area the club is referring to in their request
- The club's progress to date
- The project budget and funding

He further advised that the club is requesting Council's approval of a Licence of Occupation for the Moto Cross staging area.

MOTION: O'DOHERTY

**RESOLVED THAT THE COTW RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY GORD NICHOLS OF THE GRAND FORKS ATV CLUB REGARDING THE DEVELOPMENT OF A GRAND FORKS / CHRISTINA LAKE INTEGRATED TRAIL MANAGEMENT PLAN, APPROVAL OF A LICENCE OF OCCUPATION FOR THE "MOTO-CROSS" STAGING AREA AND TO GIVE CONSIDERATION TO PROVIDING AN IN-KIND CONTRIBUTION TO THE "MOTO-CROSS" STAGING AREA;  
AND FURTHER REFER THE REQUEST TO STAFF TO PROVIDE MORE INFORMATION AND BRING BACK TO COUNCIL FOR DISCUSSION AND DECISION.**

CARRIED.

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### Grand Forks Trails Society

Mr. Chris Moslin, representative of the Grand Forks Trails Society spoke with regard to:

- Past projects of the Trails Society
- He thanked the City for their support for Phase 1
- Phase 2 is not complete
- The existing trails are underutilized because they are not marked
- Provided an overview of trails
- Provided an overview of potential trail projects.

He advised that a rudimentary cost analysis was done for each of the trail upgrades that have been suggested.

Mr. Moslin advised that the prioritizing of the Trails Vision is being left up to Council. The Chief Administrative Officer advised this would be decided through a public consultation process and the City would be looking for potential grants and alternative funding before undertaking any of them.





## **LICENCE OF OCCUPATION**

THIS LICENCE made the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BETWEEN:

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

7217 4th Street, P.O. Box 220

Grand Forks, British Columbia, V0H 1H0

(the "City")

AND:

**GRAND FORKS ATV CLUB**

Box 2020

Grand Forks, British Columbia V0H 1H0

(the "Licensee")

**WHEREAS:**

- A. The City is the legal and beneficial owner of those Lands and premises located in the City of Grand Forks and legally described as:

Parcel Identifier: 014-780-275

Legal Description: District Lot 493, S.D.Y.D., Plan KAP5052B, Except Plan B5147.

Parcel Identifier: 014-792-958

Legal Description: District Lot 653, S.D.Y.D., Plan KAP6075B, Parcel A Portion DD12689F Except Plan KAP91133.

- B. The Licensee wishes to occupy a portion of the "Lands", for the purpose of locating the Motocross Staging Area as part of the Grand Forks – Christina Lake Integrated Trail Management Plan.

- C. The City wishes to grant a Licence of Occupation to the Licensee for a portion of the described Lands, measuring approximately 3000 square meters as outlined on the sketch plan attached hereto as **Schedule "A"** (the "**Licensed Area**"), to use and occupy under the terms and conditions contained in this licence.

NOW THEREFORE, in consideration of the sum of one dollar (\$1.00) paid by the Licensee to the City, the premises and mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

**1. Grant of Licence**

The City hereby grants to the Licensee and their employees, contractors, subcontractors and agents a non-exclusive licence to use and occupy the Licensed Area for the purpose of locating the Motocross Staging Area as part of the Grand Forks – Christina Lake Integrated Trail Management Plan.

**2. Term**

The term of the Licence shall be ten (10) years, commencing on the 24<sup>th</sup> day of June, 2014 and expiring on the 23<sup>rd</sup> day of June, 2024. (the "Term")

**3. Renewal**

At its election, the Licensee may, by written notice to the City given on or before 6 months prior to the expiry of the Term, request that the Licence be renewed for an additional term of ten 10 years commencing on the 24<sup>th</sup> day of June, 2024 and expiring no later than the 23<sup>rd</sup> day of June, 2034. The City, acting reasonably would grant the Licence renewal, unless the Lands were required for City purposes.

**4. Condition of the Licensed Area**

The Licensed Area is licensed to the Licensee on an "as is" basis, and the City makes no representation or warranties with respect to the condition of the Licensed Area.

**5. Licensee's Covenants**

The City covenants with the Licensee:

- a) To use the Lands as a staging area as defined in the Grand Forks - Christina Lake Integrated Trail Management Plan
- b) To keep the Lands free from permanent structures;
- c) To comply with all applicable municipal, provincial, and federal legislation and regulations. Nothing in this Agreement, and no inspection performed by the City in relation to this Agreement, constitutes an inspection for the purposes of any such enactment;

- d) Not to bring Contaminants (as defined below) onto, into or under the Licensed Area; and
- e) Not to physically modify the Licenced Area without consultation and written approval from the City.

For the purpose of this Licence, "Contaminants" means any substance including without limitation, urea formaldehyde, hydrocarbons, lead, pollutants, polychlorinated biphenyls (PCBs), contaminants, deleterious substances, dangerous substances or goods, hazardous, corrosive, or toxic substances, special waste, waste, pesticides, asbestos-containing materials, PCB-containing equipment or materials, and any other storage, manufacture, handling, disposal, treatment, generation, use, transport, remediation or release into the environment of which is now or hereinafter prohibited, controlled or regulated under any applicable laws.

## **6. Inspection**

The City, and its officials, employees, contractors, subcontractors and agents may enter the Licensed Area to inspect the Licensed Area and the Works to ensure compliance with the terms and conditions of the Licence.

## **7. Dispute Resolution**

The parties shall use commercially reasonable efforts to agree on any matter or resolve any dispute arising under this Agreement. If, despite the efforts of the parties, the parties are unable to determine the matter or resolve the dispute within thirty (30) days of the matter or dispute arising, the parties may, by further agreement, refer the matter or dispute to a mediator acceptable to each of the parties. Where the parties are unable to determine the matter or resolve the dispute with the assistance of a mediator, the parties may, by further agreement, refer the matter or dispute to a single arbitrator for determination in accordance with the Commercial Arbitration Act (British Columbia).

## **8. Termination**

- a) The City may terminate this Licence upon thirty (30) days prior written notice to the Licensee in the event that the Licensee breaches a term of the Licence, which breach has not been remedied within 14 days of receiving notice of such breach from the City.
- b) Either party may terminate this Licence upon ninety (90) days prior written notice to the other party. In the event that the Licence is terminated under this clause, the Licensee will remove all privately owned property from the Licensed Area.

## **9. Indemnity**

Notwithstanding any other terms, covenants and conditions contained in the Licence, the Licensee will indemnify and save harmless the City and those for whom the City is responsible in law from and against any and all liabilities, claims, suits, actions, including actions of third parties, damages and costs, including, without limitation, legal fees on a solicitor and own client basis, which the City may incur, suffer or be put to arising out of or in connection with any breach or non-performance of the obligations of the Licensee under this Licence, any loss or damage to property or personal injury or bodily injury, including death, of any person or any

wrongful act or neglect of the Licensee, its employees, contractors, subcontractors or agents on or about the Licensed Area, or arising out of or in connection with the use and occupation of the Licensed Area, its employees, contractors, subcontractors or agents. This indemnity will survive the expiration or earlier termination of this Licence.

#### **10. Release**

The Licensee does hereby release and discharge the City from any and all actions, causes of action, suits and demands whatsoever and whether at law or in equity or otherwise arising which the Licensee may at any time have by reason of the exercise of the rights granted to the Licensee hereunder.

#### **11. Non-liability of the City**

The City will not be liable or responsible in any way for any personal injury that may be sustained by the Licensee, its invitees, those for whom the Licensee is responsible in law or any other person who may be upon, within or under the Licensed Area, or for any loss of or damage or injury to property belonging to or in the possession of the Licensee, its invitees, those for whom the Licensee is responsible in law or any other person or for any matter or things of whatsoever nature or kind arising from or in connection with the Licensee's use and occupation of the Licensed Area or otherwise.

#### **12. Insurance**

The Licensee, at its cost, will obtain and keep in force:

- a) "all risk" property insurance covering all of the Licensee's property in the Licensed Area, property for which the Licensee is legally liable and property installed by or on behalf of the Licensee within the Licensed Area;
- b) Comprehensive general liability insurance (including legal liability insurance) against claims for personal injury, death or property damage occurring upon, within or about the Licensed Area, such coverage to include the activities and operations conducted by the Licensee and those for whom the Licensee is in law responsible. Such policies will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000 per occurrence or such higher limit as the City, acting reasonably, may require from time to time; and
- c) Any other form of insurance or such higher limits as the City, acting reasonably, may require from time to time, in form, in amounts and for insurance risks against which a prudent licensee would insure.

The Licensee will affect all insurance policies with reputable insurers licensed to do business in British Columbia and upon terms and in amounts, as to deductibles and otherwise, reasonably satisfactory to the City. The Licensee will deliver to the City within 30 days of the date first written above, and upon reasonable request from time to time, certificates of insurance (and upon request by the City, copies of the insurance policies) and will deliver to the City a certificate of renewal for each policy not less than 10 days prior to its respective expiry date. The Licensee will cause all insurance policies to contain an undertaking by the respective

insurer to notify the City at least 30 days prior to cancellation or prior to making any other change material to the City's interest.

The liability policy of the Licensee will include the City as an additional named insured with a cross-liability and severability of interest clause. The Licensee will cause all insurance policies to contain a waiver of subrogation clause in favour of the City and those for whom it is in law responsible.

### **13. Nature of Licence**

The occupancy of the Licensed Area by the Licensee will, under all circumstances, be viewed as a licence only and will not create or be deemed to create any interest in the Licensed Area in the Licensee's favour.

### **14. Assignment**

The Licensee will not be entitled to assign or transfer this Licence. The Licensed Area, or any portion thereof, may not be further licensed or leased without the prior written consent of the City, which consent may be withheld in its sole discretion.

### **15. No Derogation**

Nothing contained or implied herein will derogate from the obligations of the Licensee under any other agreement with the City, or if the City so elects, prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions pursuant to the Community Charter (British Columbia) and the Local Government Act (British Columbia), or any other Act of the legislature of the Province of British Columbia, as amended from time to time and the rights, powers, duties and obligations of the City under all public and private statutes, bylaws, orders and regulations, all of which may be, if the City so elects, as fully and effectively exercised in relation to the Lands and the City as if this Licence had not been executed and delivered by the City to the Licensee.

### **16. Builders' Liens**

The Licensee will not suffer or permit any liens under the Builders' Lien Act to be registered against title to the Lands, including the Licensed Area, by reason of labour, services or materials supplied to the Licensee. In the event that any lien is so filed, the Licensee will take immediate action to cause same to be removed.

### **17. Compliance With Laws**

The Licensee, at its sole cost and expense, will promptly comply with all applicable requirements of governmental or administrative authorities, including, without limiting the generality of the foregoing, all municipal bylaws, which relate, directly or indirectly, to the use of the Licensed Area.

### **18. Further Assurances**

The parties will execute and deliver all such further documents and do such other things as

the other party hereto may request in order for this Licence to be given full effect.

#### **19. Waiver**

The waiver by the City of any breach of a term, covenant or condition of this Licence will not be considered to be a waiver of any subsequent breach of the term, covenant or condition or another term, covenant or condition. No breach of a term, covenant or condition of this Licence will be considered to have been waived by the City unless acknowledged by the City in writing as waived.

#### **20. Severance**

If any section, subsection, sentence, clause or phrase in the Licence is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Licence. The parties hereto shall agree upon an amendment to be made to the section, subsection, sentence, clause or phrase previously found to be invalid and shall do or cause to be done all acts reasonably necessary in order to amend the Licence so as to reflect its original spirit and intent.

#### **21. Notices**

Any notice required or permitted to be given hereunder will be in writing and will be sufficiently given if it is delivered personally or mailed by prepaid mail to the intended party at its address set out on page 1 of the Licence. A notice will be deemed to be received on the day it is delivered, if delivered personally, or 4 business days after the date it was mailed.

#### **22. Governing Law**

The Licence will be governed by and construed in accordance with the laws of British Columbia and the parties hereby agree to attorn to the courts of British Columbia .

#### **23. Singular and Plural**

Wherever the singular or masculine is used herein the same shall be construed as meaning the plural, feminine or the body corporate or politic where the contents or the parties so require.

#### **24. Enurement**

The Licence will enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed the Licence as of the day and year first above written:

THE CORPORATION OF THE CITY OF GRAND FORKS, by its authorized signatories:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

THE LICENSEE, by its authorized signatories:

\_\_\_\_\_  
Name

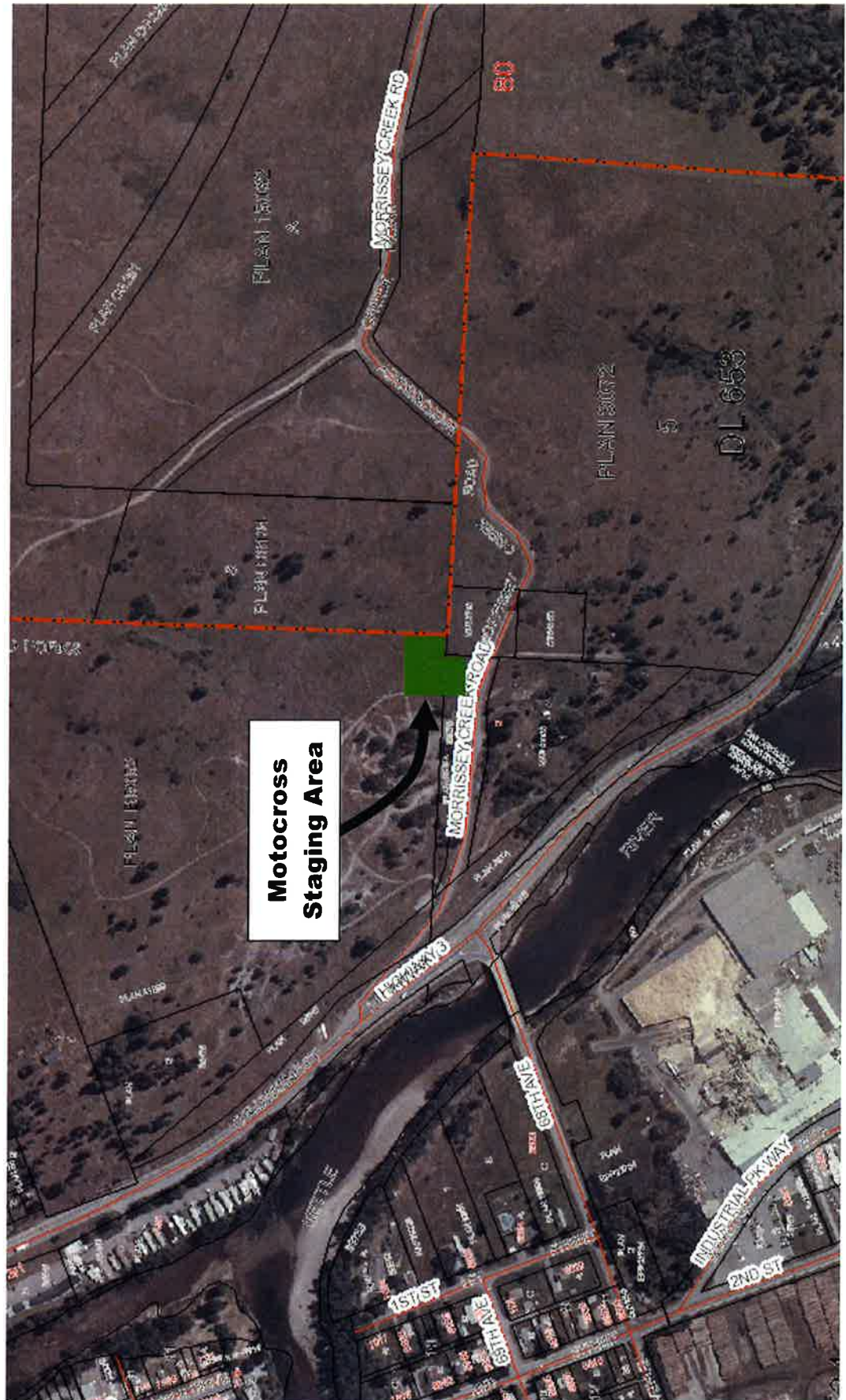
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature




**Schedule "A"**  
**Grand Forks ATV Club - Motocross Staging Area**  
**Licence of Occupation**





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From: [REDACTED] "Doug & Pat Zorn" <zornszoo@nethop.net> June-04-14 9:49:09 AM 

Subject: Information required

To: [REDACTED] **Dolores Sheets**

Cc: [REDACTED] "Cody Zorn" <soren\_zoren@msn.com>  
[REDACTED] "David Davies" <e.m.boyd@telus.net> [REDACTED] "Jim Burch" <gfburch@gmail.com>  
[REDACTED] "Pat Blew" <hpblew@telus.net>  
[REDACTED] "Lynne Burch" <lynne.burch@khgcca.com>

Attachments: [REDACTED] Letter of support Boundary Invasive.pdf / Uploaded File (172K)  
[REDACTED] letter of support Carl Sidwell.pdf / Uploaded File (35K)  
[REDACTED] Letter of support MLFNR.pdf / Uploaded File (589K)  
[REDACTED] Interfor - Grand Forks ATV - Letter of Support.pdf / Uploaded File (40K)  
[REDACTED] Grand Forks ATV Club March 11 Minutes.docx / Uploaded File (17K)

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Morning Dolores

Attached are letters of support.

Attached is also the minuets from the stack holders meeting where several of these concerns where brought forward.

The public comments we have received are positive with concerns about wildlife and endangered spices.

We have worked closely with Jenny Coleshill and Lisa Tedesco both Biologists. With their help as shown in the proposal we have identified many species that are in the area and as with the whole project we feel with education 90% of the public will respect these species and the areas they live in.

With signage we can have educational views on spillage, waste, species at risk and other areas of concerns.

There is always concerns about accidental spillage from motorized use we have found most units are fueled when arriving and most users are very aware of the damage that can happen when refueling to their equipment and the environment..

Attached is a letter of support from the Boundary Invasive Species and the club has worked many years with Barb Stewart trying to reduce the spread of the weeds.

We can meet with the fire chief at any time and would look forward to any suggestions.

Hope this addresses the concerns.

Doug Zorn  
VP GFATV

## **Grand Forks ATV Club**

### **Meeting With Stakeholders Integrated Recreational Trail Plan**

**March 11, 2014 – RDKB Meeting Room**

Meeting called to Order at 1:00 p.m. In attendance were Gord Nichols, as well as 5 club members and 19 guests representing various agencies. A listing of those attending is attached to these minutes.

Doug Zorn of the Grand Forks ATV Club provided a brief background to the Integrated Recreational Trail Plan Project, stating that the project is important to club members and the public as it provides economic benefit to the region.

Gord Nichols, by way of powerpoint presentation outlined the economic and other benefits that the integrated trail system provides for all users. He emphasized that the cooperation between user groups and the partnerships formed will help build community and will attract funding from different levels of government.

Speaking to the presented map of the Morrissey Creek/Stewart Creek/Sand Creek area, he advised that the bulk of the area is vacant crown land with some 195 ha belonging to the Nature Trust as well as some privately owned parcels and some ministry acquired lands for conservation purposes. He advised that while the Trans Canada Trail is to the south, it is not part of the plan area.

Discussed that the plan identifies wildlife in the area as well as identified species at risk, and that two domestic watersheds are included in the area being Overton Creek, which licence is owned by the City of Grand Forks but not actively operated, It was stated that the Moody Creek Community Watershed is held by the Christina Lake Waterworks District. It was identified that there are water licences on Sand Creek, Moody Creek and Morrissey Creeks as well.

Discussed the Plan's outlined Forest Cover in the area which includes timber species of all kinds and ages. He went on to discuss Forest Industries Operating Areas, and the Range Users, mainly the Mehmal and the Sidwell ranches.

Discussed challenges that are faced, including access, funding, insurance and liability, environmental impacts, lack of volunteers, getting information to people, and to manage use.

Outlined a Club Action Plan which includes mapping, identifying potential users, conflicts and identifying sensitive areas.

It was pointed out that the Guide Outfitters and Trappers, as well as Utility Operators are not represented at this meeting. It was stated that future public meetings should address this issue.

Presented proposed trailhead signs suggesting that a QR Code be utilized. Stated that Staging areas are proposed at the Moto Cross site, Gilpin and Stewart Creek. It was pointed out by attendees that wildlife habitat conservation areas have not been identified in the plan and that parcels that have been acquired by the Ministry for habitat conservation areas have not been identified in the plan.

The presentation concluded with the presentation of a tentative budget proposal totalling some \$41,000. It was stated that Funders include Electoral District Area C, Area C Recreation, ATV BC, the Phoenix Foundation, and the Grand Forks ATV Club will contribute in-kind in the amount of \$3,000. It was pointed out that the Boundary Economic Development Commission may be able to provide access to a program intended to fund labour costs.

The following provided their comments on the proposal:

Justin Dexter, M FLNR Recreation Sites and Trails, spoke on the legalities and processes required for the Club's proposal to operate on crown lands. He advised that resource roads are available for recreational use. He further advised that although no one can legally restrict use without legislation, the community users can agree to restrict use as a community. He advised that the staging areas will offer ATV users safe off-loading. He explained the application to construct staging areas for trails and recreation facilities, explained the approval process and suggested that any concerns or impacts identified by the different agencies at this meeting be provided to the ATV Club prior to the proposals going through the public process. There are regulations respecting signs and approval of the sign plan will be needed.

Gord Lesergent, M FLNR BC Timber Sales, expressed concerns of negative impacts on forest service roads, invasive plants, safety and road user protocol. He further expressed concern for negative impacts for future timber sales, liability for Forest Service Roads, fire hazards, road re-habilitating, and forest plantations.

Ryan Elphick, M Env. Protected Areas, suggested that this was a great initiative and did not express any further comments at this time.

Nick Burdock, of the Nature Trust, pointed out that Nature Trust has 122 ha. in the plan area and one one parcel has been left off the map, as well as properties purchased for conservation value.

Lisa Tedesco, M FLNR Habitat Management, suggested that the plan needs to contain the most up to date information, which she offered to provide. She further commented that the proposal did not intend to create new activities in the area, but rather manage what activities are operating in the area now.

Carl Sidwell, Rancher, expressed his concerns of gate opening and closing. A discussion ensued as to educating the public on the protocol for gate opening and closing.

Randy Waterous, Interfor, suggested that most recreation users want to do the right thing, and further suggested that some stewardship practises and self reporting be built into the plan.

Sandy Elzinga, Boundary Economic Development Commission, discussed funding available for labour and job creation that could assist the project. She suggested that legal concerns expressed at the table will have to be addressed prior to funding.

Rae Haddow, MFLNR Range, complimented the club for a great job and for being so pro-active. She suggested that ATV Licencing is part of the self-reporting. She further stated that gate closing, education, and species at risk are issues that need to be addressed.

Jenny Colesill, Boundary Habitat Stewards, offered “kudos” to the club for bringing all the stakeholder groups together. She expressed her commitment to helping out with education of issues.

Werner Baliko MFLNR Range, suggested that the cattlemen in the area need to be respected and supported. He further suggested that the Club may consider advertising on kiosks as a way to fund these expensive signs.

Barb Stewart, Boundary Invasive Species Society, advised that there is a group up north that has installed an ATV Wash Station to help with the spread of invasive species. She further commented that the public needs to be educated to keep off the grasslands.

Lawrence Radford, Search and Rescue, suggested that trails which are marked will assist Search and Rescue units by minimizing the number of people lost and resulting in less people for SAR to look for.

Ray Johnson, ATV Club Member, suggested that volunteers and funding will be the biggest challenges. He further suggested that licencing ATVs will help identify problem users.

Stephanie Gillis, M Transportation, suggested that the proposal has caused an awareness of the Stewart Creek access concerns. She further stated that while signage on the highway may not be appropriate that the highway kiosks could be used.

Grace McGregor, RDKB Area C, stated that while she supports the project she is an advocate for rural resource roads. She went on to add that everyone at the table today needs to stay at this table, and continue to talk to the public. She further requested that the Christina Lake Watershed be protected.

Cavan Gates, Christina Gateway Comm, Dev. Assn – inquired as to the process going forward. Doug Zorn stated that the purpose of this meeting was to introduce the project and to provide an opportunity for comments from stakeholders. He further advised that there will be opportunities for public input in the future.

John Mehmal, Rancher, expressed his concerns as to liability of private lands, stating that giving persons access to private property means the private property owner accepts liability for that use.

Lisa Tedesco brought forward the matter of water quality issues suggesting that voluntarily closing the area for one month in the spring may minimize damage.

Doug Zorn, suggested that signage may assist with the issues of environmental damage and further suggested that the Grand Forks ATV Club would certainly respect any voluntary closures of the area. He discussed the matter of gate closing, suggesting that the ATV Club may help with educating the public on the protocols for gate opening and closing.

John Mehmal stated that the ATV Club has been a great help on the range areas.

Werner Baliko suggested that the matter of “sign pollution” needs to be addressed and further stated that during hunting season these numerous signs will become targets.

Stephanie Gillis expressed concerns as to road closures warning that this may close someone into an area.

Gord Lesergent suggested that signs regarding safety need to be installed at key junctions and key spots.

In wrapping up the meeting, Doug Zorn advised that emails expressing comments or concerns need to be addressed to Gord Nichols, [bmap@shaw.ca](mailto:bmap@shaw.ca).

Justin Dexter stated that the formal legal avenue for input on the proposal will be done through the province's "front counter" system.

Meeting was adjourned at 2:25 p.m.

May 9, 2014

To whom it may concern:

**Re: Letter of Support**

This letter is to support the work of the Grand Forks – Christina Lake Integrated Trail Management Project proposed by the Grand Forks ATV Club. The project area already experiences some degree of use however it is not organized nor controlled. Spread of invasive plants is a huge concern in the Gilpin and Morrissey areas due to the sensitive nature of the grassland and open forest ecosystems combined with uncontrolled recreation use. The potential to establish a code of ethics and to provide guidance to users using the area will be a benefit and could help reduce spread of invasive plants in the area.

The Boundary Invasive Species Society will provide an inkind contribution towards the project including training on invasive species identification and best practices, training materials, information on existing location and priority areas to reduce use. The inkind value of our contribution will be \$1000.00.

Sincerely,



Barb Stewart

Coordinator, Boundary Invasive Species Society

*Prevent, Report, Protect*

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## Recreation Sites and Trails BC

## MEMORANDUM

May 8, 2014

To whom it may concern:

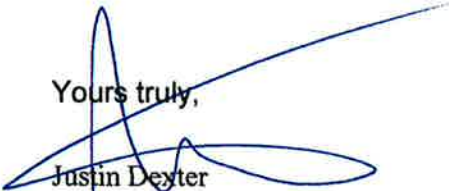
**Re: Letter of Support**

This letter is to support the Grand Forks – Christina Lake Integrated Trail Management Project proposed by the Grand Forks ATV Club. The Grand Forks ATV Club is active in preserving the environment and wildlife habitat, protecting our rights and privileges to access crown land, promoting safe and responsible operation of ATVs, and planning events, rides and meetings for every ATV enthusiast to attend.

The organization works diligently to organize events for the community such as the upcoming Family Fun Day Event on May 10th, 2014, where families will participate in a day of exploring the beautiful trails of Grand Forks, whether on foot, bicycle, horse or ATV.

I fully support this supports this community project. I will be providing the tables, kiosks, and outhouses for this project at a value of \$8000.00. Don't hesitate to contact me if have any questions or wish to discuss this project in more detail.

Yours truly,

  
Justin Dexter  
Recreation Officer  
Kootenay Boundary District  
[Justin.Dexter@gov.bc.ca](mailto:Justin.Dexter@gov.bc.ca)  
(250)825-1212

---

Ministry of Forests, Lands and Natural Resource Operations  
Recreation Sites and Trails Branch  
Kootenay Boundary District

Mailing Address:  
1907 Ridgewood Road  
Nelson, BC V1L 6K1  
Tel: (250) 825-1100  
Fax: (250) 825-9657

May 8, 2014

To whom it may concern:

**Re: Letter of Support**

This letter is to support the Grand Forks – Christina Lake Integrated Trail Management Project proposed by the Grand Forks ATV Club. The Grand Forks ATV Club is active in preserving the environment and wildlife habitat, protecting our rights and privileges to access crown land, promoting safe and responsible operation of ATVs, and planning events, rides and meetings for every ATV enthusiast to attend.

The organization works diligently to organize events for the community such as the upcoming Family Fun Day Event on May 10th, 2014, where families will participate in a day of exploring the beautiful trails of Grand Forks, whether on foot, bicycle, horse or ATV.

\_\_\_\_\_ fully supports this community project. Our contribution to the project will be:

In kind working to improve range land concerns.

Yours truly,

Name

*Carol Sidwell*

Title

Organization

*RANGE HONOR.*



**INTERFOR**

May 13, 2014

Ministry of Social Development and Social Initiatives  
Community & Employment Partnerships  
Employment and Labour Market Services Division  
3<sup>rd</sup> Floor – 333 Victoria Street  
Nelson, BC, V1L 4K3

Attention: Ann Jensen, Contract and Partnership Agent

Dear Ms. Jensen:

**Re: Letter of Support**

This letter is to express support on behalf of Interfor Corporation for the Job Creation Project proposed by the Grand Forks ATV Club to facilitate work within the Grand Forks – Christina Lake Trail Management Project.

As a forest licensee with operations on the same landbase, Interfor shares in the goals of the Grand Forks ATV Club for integrated use and safe access to this area for a wide variety of resource users as well as the general public. The proposed project will provide learning opportunities for untrained worker to enhance their skills and knowledge of environmentally responsible integrated management of our valuable outdoor recreation resource.

While the proposed deliverables for the project are clean, safe and informative staging areas as well as improved trail networks for ATV's and other users, the real benefits will be the broad range of safety, environmental and equipment training that will benefit the workers in the future, far beyond the scope of this project.

Should you have any questions or concerns, please feel free to contact me.

Yours truly,

**Interfor Corporation**

Randy Waterous  
Forestry and Land Use Planner

**Interfor Corporation**

**Grand Forks Division**  
P.O. Box 39  
570 68<sup>th</sup> Ave.  
Grand Forks, BC, Canada V0H 1H0

tel: (250) 443-2400  
fax: (604) 422-3253

[Interfor.com](http://Interfor.com)



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

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

**Date:** June 23, 2014

**Subject:** Request for Site Specific Setback Exemption

**Recommendation:** **RESOLVED THAT COUNCIL** approve the application for a Site Specific Exemption for property owned by Judy Helbig located at #19; 7151 Highway 3 to reduce the 100 foot setback from the Kettle River to 0 feet in order to renovate the back entrance/exit and construct an open deck located from the trailer to the rear property line.

---

**BACKGROUND:** At the June 23, 2014 Committee of the Whole meeting, Council recommended that approval be granted for a Site Specific Exemption for property owned by Judy Helbig located at #19; 7151 Highway 3 to reduce the 100 foot setback from the Kettle River to 0 setback in order to renovate the back entrance/exit and construct an open deck located from the trailer to the rear property line.

The applicant's partner is a paraplegic, the addition would allow him to exit the trailer on his own and sit outside and enjoy the weather and the river.

In 2012 Council approved a site specific exemption for Unit #1 at Johnny's Motel, property adjacent to the Rivershore Mobile Home Park to re-construct the foundation in its current location.

---

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

**General:** The option of approving the site specific setback requirement would benefit the applicant with easy wheelchair access to the back yard and entry back into the trailer and the construction of the deck would be approved by way of a valid building permit application.

**Strategic Impact:** N/A

**Financial:** The construction of the handicapped deck/entrance would increase the assessed value of the property and thus generate more taxes for the City.

**Policy/Legislation:** The Local Government Act governs this legislation.

**Attachments:**

- Site Specific Application form and letter from the applicant describing the proposed construction;
- Photos showing the trailer and proposed location of the deck;
- Copy of the property showing the Rivershore Mobile Home Park;
- Aerial map showing the Rivershore Mobile Home Park.

---

# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:** **RESOLVED THAT COUNCIL** approve the application for a Site Specific Exemption for property owned by Judy Helbig located at #19; 7151 Highway 3 to reduce the 100 foot setback from the Kettle River to 0 feet in order to renovate the back entrance/exit and construct an open deck located from the trailer to the rear property line.

**OPTIONS:**

- 1. RESOLVED THAT COUNCIL CHOOSE TO SUPPORT THE RECOMMENDATION.**
- 2. RESOLVED THAT COUNCIL CHOOSE TO NOT SUPPORT THE RECOMMENDATION.**
- 3. RESOLVED THAT COUNCIL CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer



# THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4th STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000



SCHEDULE "B"  
BYLAW NO. 1402

## REQUEST FOR SITE-SPECIFIC AND/OR SITE-SETBACK EXEMPTION Floodplain Management Provisions

This form is to be fully completed and submitted by the property owner to the City of Grand Forks as a request to exempt a development from the requirements of Section 910 of the Local Government Act, in respect to the provisions in the City of Grand Forks Floodplain Management Bylaw.

Applicant's Name, Address and Telephone Number

JUDY HELBIG #19-7151 HW3 705-347-2407  
(Lot, Block, Legal Subdivision, Section, Plan, Township, Range, Land District)

Exemption of the following development from the requirements of Section 910 of the Local Government Act and Section 5 of the City of Grand Forks Floodplain Management Bylaw No. 1402 is requested:

PROPOSED DEVELOPMENT:

BACK DOOR OPEN DECK

NAME OF ADJACENT WATERCOURSE OR BODY OF WATER:

KETTLE RIVER

FLOOD CONSTRUCTION LEVEL IN BYLAW NO. 1402

FLOODPLAIN SETBACK REQUESTED: 30 meters from the natural boundary of the Kettle or Granby Rivers and 7.5 meters from the land side toe of any standard dyke.

FLOODPLAIN SETBACK REQUESTED:

0 (contained within the lot)  
fenced area.

# THE CORPORATION OF THE CITY OF GRAND FORKS

7217-4<sup>th</sup> STREET, BOX 220, GRAND FORKS, B.C. V0H 1H0 TELEPHONE: 250-442-8266 FAX: 250-442-8000



## Request for Site-Specific Exemption of Floodplain Management Provisions

### ENCLOSED ARE THE FOLLOWING:

*(check where provided; provision of all of this information will facilitate processing of application)*

- ☐ legal map of property
- ☐ map indicating property location and relationship of proposed building to adjacent watercourse
- ☒ photos of property (proposed building location, adjacent existing development, riverbank areas etc.) *EMAIL TO KATHY*
- ☐ other information pertinent to this application
- ☐ Structural Engineered plans for foundation
- ☐ Geotechnical review of bearing capacity of soil

### REASONS FOR APPLICATION:

*attached*

DATE OF APPLICATION: *May 26/2014*

SIGNATURE OF APPLICANT: *J. Helling*

ACKNOWLEDGEMENT OF BUILDING INSPECTOR: *W. V. G.*

APPLICATION FEE: \$200.00

Receipt No. *pd*

New Reply Delete Archive Move to Categories

Search Sent

Folders

Inbox 2

Junk

Drafts 2

Sent

Deleted

New folder

more info as to request of permit  
authorization



Judy Helbig 23/05/2014  
To: Kathy Labossiere



Facebook  
Sign up  
or log in



Twitter  
Sign up  
or log in



Judy Helbig 05/05/2014  
To: bonnie.lee@gov.bc.ca

Already on Facebook?

Already on Twitter?

I have just sent you the covenant on title for this trailer park. I have requested a building permit for open deck to be built off my secondary back door entry/exit point. Currently there is a small landing area with steps. I bought the home 1 year ago to find these steps in a deteriorated manner and very unsafe and need to be removed.

Along with myself, the other person who lives here is a parapalegic confined to a wheelchair. The only person in this state in all of the 20 unit park.

His inability to the use of a secondary exit point is a concern for us both, as his bedroom is located the furthest distance possible away from front entrance. As well as the safety aspect, I know that an easily accessible (even by himself) decked area would greatly increase his time outdoors, as well as socializing with others. The deck would stay within the confines of current yard. I look forward to your reply, and or questions. I will ask that your reply is as soon as possible.

Regards, Judy Helbig

[jood28@live.com](mailto:jood28@live.com) 705-347-2407



1ST

River  
**STRAIGHT THRU** NO FENCE

APPROX 190.00  
sq. feet



PARK ROAD

XXXXXX EXISTING FENCE  
UGLY TOO

**— FIRE CREW**

DECK SITTING IN SUNNY AREA

front of trailer looking west

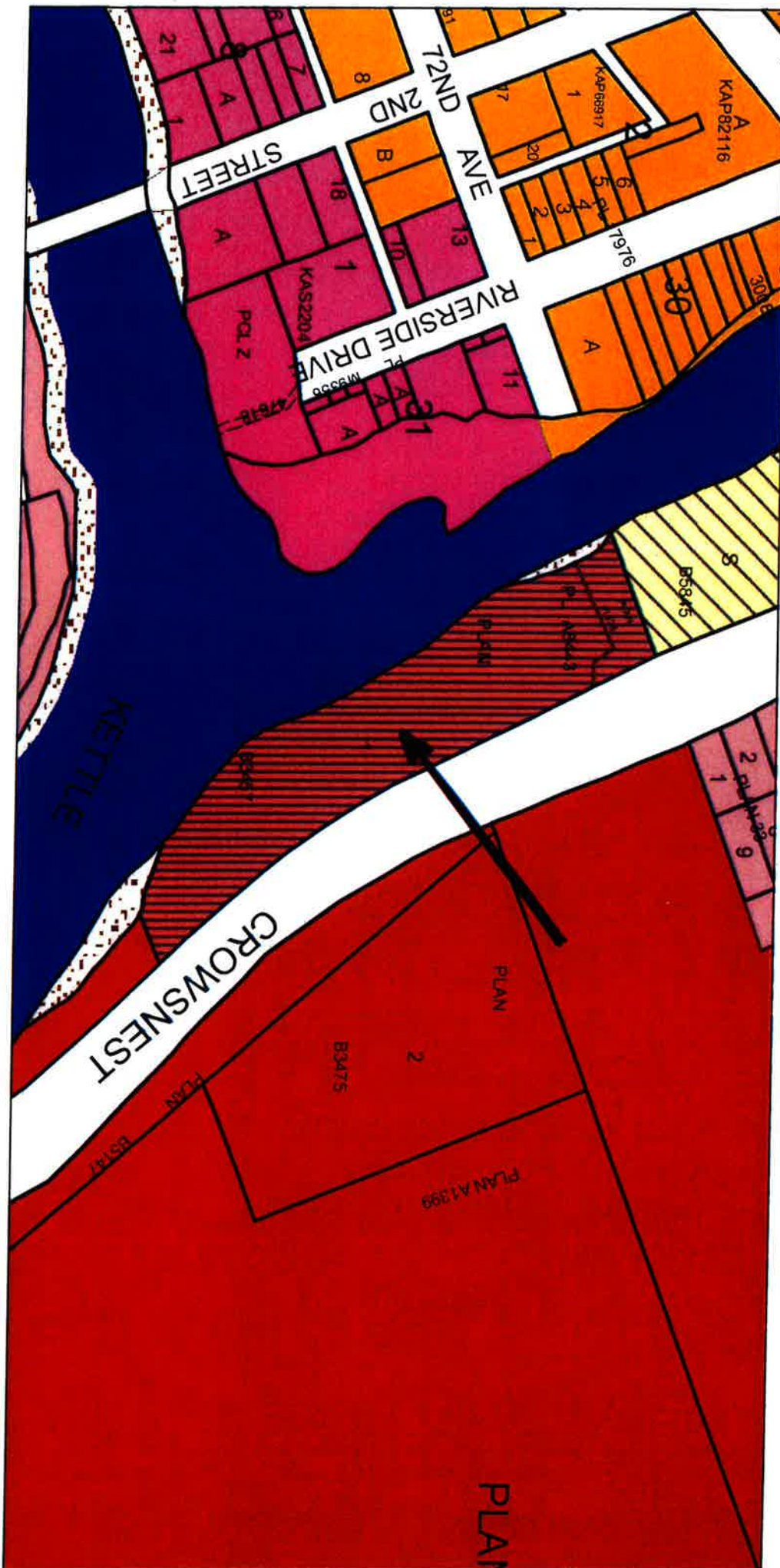






← stairs









Greenwood  
Box 245 South Copper St  
Greenwood BC V0H 1J0  
Ph: (250) 445-6618  
Fax (250) 445-6765  
Web: [www.boundarycf.com](http://www.boundarycf.com)

Grand Forks  
Box 2949, 1647 Central Ave  
Grand Forks, BC V0H 1H0  
Ph: (250) 442-2722  
Fax: (250) 442-5311

June 12, 2014

Corporation of the City of Grand Forks  
Box 220  
Grand Forks, B.C.  
V0H 1H0

Mayor Taylor & Members of City Council:

On behalf of the Grand Forks Mural Committee, this letter is to request Council's support for a proposed mural project in Grand Forks.

The Committee's goal is to carry out a community beautification project, specifically painting murals on building exteriors, in key locations throughout Grand Forks. The long term goal is to create a legacy for our community.

Our goal in 2014 is to complete one mural project. We propose 2 buildings, the new washroom and liftstation, located in City Park. If council is in agreement with this proposal, we ask that Council identify a theme in order to move forward with drafting a mural for Council's approval.


Thank you for your consideration.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sandy Elzinga".

Sandy Elzinga, Assistant Manager – Community Futures Boundary  
James Wilson, Executive Director – Boundary Country Regional Chamber of Commerce  
On Behalf of the Grand Forks Mural Committee



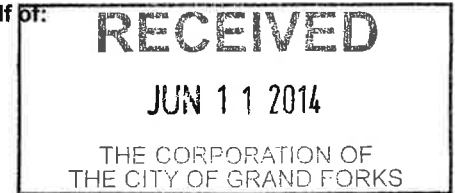
From: ■ Sandy Elzinga & James Wilson <james@boundarycf.com> 10/...   
Subject: New Online Delegation Form submission from Sandy Elzinga & Jam...  
To: ■ Info City of Grand Forks

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

The Grand Forks Mural Committee

To request that you consider:

supporting a mural project for the City of Grand Forks



The reasons that I/We are requesting this action are:

We require Council's support and approval to move forward with a community mural project. The long term plan is to enhance the exterior of several buildings (business and municipal) throughout the community. The initial project would be to create a mural(s) on two buildings located in City Park (washrooms and wash plant). Mural would be based on a theme. Suggested themes are:

Heritage  
Culture/Diversity  
Youth/Seniors  
Wildlife  
Outdoor /Recreation  
Agriculture  
Lifestyle  
Other - specify

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

- We believe that in approving our request the community will benefit by:
1. Transforming a mundane building into a canvas featuring local artists
  2. Creating a legacy that tells a story about our community
  3. Instilling "Community Pride"
  4. Encouraging collaboration and engagement with community stakeholders
  5. Inviting visitors to explore and stay longer

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

- A missed opportunity to transform and revitalize our community

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

We, Council, grant permission to the Grand Forks Mural Committee to create a mural on the exterior walls of 2 buildings (washroom and wash plant) located in City Park. Furthermore, Council will recommend a theme to the Mural Committee, to assist local artists to develop conceptual sketches for Council's approval.

Name

Sandy Elzinga & James Wilson

**FILE CODE**  
*Grand Forks Mural*  
*D2 - Committee*

**Organization**

Mural Committee

**Mailing Address**

box 2949  
1647 central ave  
v0h1h0, British Columbia Grand Forks  
Canada  
[Map It](#)

**Telephone Number**

250-442-2722

**Email Address**

[james@boundarycf.com](mailto:james@boundarycf.com)



Greenwood  
Box 245 South Copper St  
Greenwood BC V0H 1J0  
Ph: (250) 445-6618  
Fax (250) 445-6765  
Web: [www.boundarycf.com](http://www.boundarycf.com)

Grand Forks  
Box 2949, 1647 Central Ave  
Grand Forks, BC V0H 1H0  
Ph: (250) 442-2722  
Fax: (250) 442-5311

June 12, 2014

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Box 220  
Grand Forks, B.C.  
V0H 1H0

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Our goal in 2014 is to complete one mural project. We propose 2 buildings, the new washroom and liftstation, located in City Park. If council is in agreement with this proposal, we ask that Council identify a theme in order to move forward with drafting a mural for Council's approval.

Thank you for your consideration.

Respectfully submitted,

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Sandy Elzinga, Assistant Manager – Community Futures Boundary  
James Wilson, Executive Director – Boundary Country Regional Chamber of Commerce  
On Behalf of the Grand Forks Mural Committee



From: Diane Heinrich  
GRAND FORKS BC Parades <gfparades@gmail.com>  
Subject: Fwd: register for the Canada Day parade  
To: Daphne Popoff Sarah Winton

10/06/2... 

RECEIVED

JUN 10 2014

THE CORPORATION OF  
THE CITY OF GRAND FORKS

Hi Daphne:

Please place this information in the WE1 of the weekly summary with the recommendation that Council to finalize what they would like to do if participating in the parade. Refer to June 23rd Summary of Information Items. Recommendation - Council to receive for information and discussion purposes.

Thanks  
Di

## YOU ARE INVITED TO JOIN the 2014 GRAND FORKS CANADA DAY PARADE A FREE\* FUN\* FAMILY\* EVENT

Who can join: any business, group, individual, or organization

Theme of 2014: Homegrown Bounty

When: July 1<sup>st</sup>, 2014 Tuesday 10:00AM START

Judging: Judges' final inspection and awards presentation at 9:45.

Starts at: Donaldson Park

- No fee is required for entering the parade, just fill out an entry form and drop it off at Yaletown Acupuncture, 235 72<sup>nd</sup> Ave.
- PRIZE RIBBONS AWARDED FOR 1<sup>ST</sup> 2<sup>ND</sup> AND 3<sup>RD</sup>
- o remember the theme

FILE CODE

WE1 q I4 Canada Day Parade  
E3 - July 1  
Page 137 of 166

- ☐ Be creative
- ☐ Have fun
- ☐ Don't forget music for your float

Please check all that applies:

☐ Walking group or individual

☐ Float

☐ Mounted and/or Horse Drawn; (must have Pooper scooper)

☐ With music ☐ recorded ☐ live

Name of  
firm/Organization/Individual: \_\_\_\_\_

Number of people in your group: \_\_\_\_\_

Contact  
person: \_\_\_\_\_

Email: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_ Print name \_\_\_\_\_

Signature \_\_\_\_\_

Like us on FaceBook: GrandForks BC Parades

BUD, BEVERLY, and TANYA

[gfparades@gmail.com](mailto:gfparades@gmail.com)

250-442-2975 fax

\*groups with children:

\*make sure you meet in a pre-arranged area and that parents know where their kids are

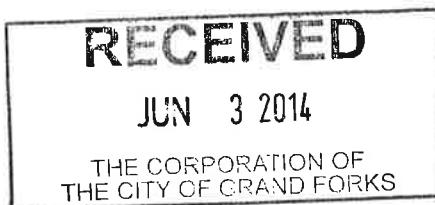
\*please follow instructions from traffic control and the parade Marshalls

\*wear sunscreen and appropriate clothing for the weather

\*the clowns are assistant parade Marshalls who help organize the parade. They are there to help you if you have any questions.

\*be safe and have fun





## Grand Forks & District Fall Fair

Box 704, Grand Forks, BC V0H 1H0 Email: grandforksfair@gmail.com

City of Grand Forks  
Grand Forks, BC  
V0H 1H0

Attention: Mayor and Council

Dear Mayor & Council:

Re: Grand Forks and District Fall Fair

**FILE CODE**

W23-  
67 - Fall Fair 2014  
Update on Events &  
Sponsorship Request

Planning and securing the entertainment for the Fall Fair weekend has now been completed and the Membership wanted to update your office as to the exciting events that will be happening this weekend!

With the help of past volunteers and the overwhelming response from the River Rock Community Church, we are now able to showcase quite a few events for children and families to enjoy!

As we had previously secured the event scheduled for the weekend in the open field on the west side of Dick Bartlett Park, we are pleased to advise your office that we will be holding an ATV demonstration thanks to our local ATV Club along with Lawnmower Races on Saturday. This area will be utilized on Friday pm for tryouts and Saturday for the actual event.

On the field of Dick Bartlett Park, we have many events happening! Let's begin with the return of Survivor II. This event was enjoyed by many young men of our community and of course their parents watching. It will be just as exciting as last year. The Zucchini Races have been observed at other fairs in our Province, so all the more reason to bring them to the Boundary Region of BC! For the cost of \$5.00, a zucchini can be decorated and designed before it heads down the race track to the finish line. Businesses and individuals may participate in this exciting event!

We are bringing in a mechanical bull for the weekend. This should be a worthwhile challenge for adults to enjoy.

Last year, the committee was asked why we couldn't secure animals for children to watch. So, this year, we will be bringing in a few animals for them to see and also secured the Boundary Multi 4H Club and their Dog Achievement. "Pets for a day" is also a new activity at the Fall Fair. We now have an area designated for farm pets to be displayed for Saturday.

Our local "Forked Exotics" will be at the Fair this year with his reptile display! He will be bringing out his turtles for demonstrations during the day for everyone to enjoy!

We have also brought RC Racing to the Fair! This year, it will be "Race What You Brung", so everyone with different engine sizes can have fun; which is what it's all about!

There will be many events happening for the Children of the Boundary area to enjoy. These include bingo, watermelon eating contest, ice cream eating contest, terrarium creations with Avalon Gardens, potato sack races, bouncy castles, and much more.

Our Entertainment lineup is just as exciting! Friday night is Undercover Band all evening! Each time they come on stage we will be entertained with a different era. We are very excited to have them on board and all ages can now enjoy this awesome local band!

Saturday evening will be Country. Lisa Nicole who is originally from Castlegar, but has roots in Grand Forks, will be performing and followed by "Almost Alan", a tribute band to Alan Jackson.

Uncle Chris the Clown is coming back! This will be his second year at the Fair and the kids just LOVE him! He's a great entertainer and an awesome clown! Trent Tinny will be performing this weekend also. He is a Scientist/Magician and will "wow" the children with all his tricks. We have a local Magician in Grand Forks, and Nathan has agreed to return to the field during the weekend to perform his box of tricks for the kids.

We are of course, showcasing the Hall and all its exhibits. It is surely going to be a wonderful weekend.

As you can see, the weekend is full of fun and excitement for the Families and Children of our region. In past years, the City of Grand Forks has been generous with their sponsorship to a Chuck Wagon for the races. With the wagons turning to the PNE now, we have turned to other resources to fulfill the need of our Community. Of course with this comes the cost of bringing in these events.

We are asking the City of Grand Forks to consider the monetary donation again for Sponsorship for these events to happen. Your wagon tarp will be proudly displayed on the Fairgrounds for all to see that you are, once again, a continued sponsor even though the Chuck Wagons are not there. We ask you consider your contribution of past years, \$500.00 .

If you have any questions about our weekend, please feel free to contact the undersigned at 442-3637. I look forward to working with you once again.

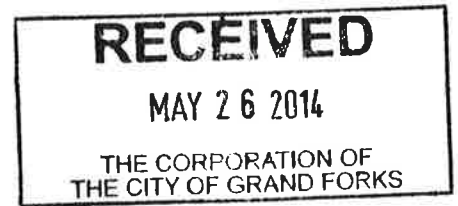
Regards,



Kelly McIver  
Secretary



Grand Forks Ministerial  
c/o Box 2287,  
Grand Forks, BC V0H 1H0



May 25<sup>th</sup> 2014

To Mayor Taylor and council City of Grand Forks

**All the local churches respectfully submit to the City of Grand Forks a request to be granted property tax exempt status on the whole of their lands.**

Currently the exemption provided is for the footprint of the buildings only, and does not include the parking lots.

Off street parking lots do assist the city works Crews during snow removal, and any other services whereby city works crews need unfettered access to city streets.

As you are aware, local congregations work tirelessly for the aid and betterment of our city, and are registered as non-profit societies.

A majority of congregation sizes are smaller, and this consideration would have a substantial effect on their survival, and continuation of providing services, and a solid backdrop to families in the rearing of fine upstanding Canadians.

It is with heartfelt appreciation we do thank this council for your continuous good will.

In God and man's service,

Grand Forks Ministerial.

First Baptist Church	John Siemens
Christ Lutheran Church	Ken Schauer
St. John's United Church	Kim Horwood
River Valley Community Church	Gabe Warriner
Grand Forks Christian Centre	Larry Dannhauer
Sacred Heart Catholic Church	Marcel Cote
Gospel Chapel	Henry P. Klassen
Holy Trinity Anglican Church	Simon Shenstone

For further communication please contact: on behalf of Grand Forks Ministerial

Larry Dannhauer Box 2287, Grand Forks, BC V0H 1H0  
Tel: (250)442-2339 Mob: (250)444-0341 Email: [gfcc@telus.net](mailto:gfcc@telus.net)

A handwritten signature in dark ink, appearing to read "L. Dannhauer".

**FILE CODE**

*G.F. Ministerial*  
*G1 - Request for PT*  
*WE3 + T2 Exempt Status*  
Page 143 of 166



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Corporate Officer

**Date:** June 11<sup>th</sup>, 2014

**Subject:** Final reading of the new Local Government Elections Procedures Bylaw and the repeal of old Elections Bylaw and all amendments thereto

**Recommendation:** **RESOLVED THAT COUNCIL GIVES FINAL READING TO THE REPEAL OF THE CURRENT BYLAW NO. 1391, "THE CITY OF GRAND FORKS LOCAL GOVERNMENT ELECTION PROCEDURE REPEAL BYLAW NO. 1391R-A, 2014".**

**AND FURTHER RESOLVED THAT COUNCIL GIVES FINAL READING TO THE "PROCEDURES FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTION AND OTHER VOTING BYLAW NO. 1999, 2014".**

---

**BACKGROUND:** At the May 26<sup>th</sup>, 2014, Regular Meeting Council was introduced to a proposed Elections Procedure Bylaw that intends to replace the outdated Bylaw No. 1391, which was adopted in 1993. At the bylaw's introduction, Council expressed that they would like to see Special Voting opportunities extended, as well, to serve the Boundary Lodge and Phoenix Manor Assisted Living sites. Staff has included the additional venues in Section 5 (a), and further has provided detailed inclusion to the Boundary Hospital/Hardyview Lodge that speaks to the individual cottages therein at the site.

At their June 9<sup>th</sup>, 2014, Regular Meeting, Council gave three readings to repeal the existing Election Procedures Bylaw No. 1391 with Bylaw No. 1391R-A, 2014, "The City of Grand Forks Local Government Election Procedure Repeal Bylaw. Additionally at the same meeting, Council gave three readings to the new proposed Elections Bylaw, Bylaw No. 1999, Procedures for the conduct of Local Government Elections and other Voting.

Both Bylaws, are hereby presented to Council for consideration of Final Reading.

---

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

**General:** The elections bylaw will be updated to reflect current requirements and legislation.

**Strategic Impact:** N/A

**Financial:** N/A

**Policy/Legislation:** The municipality is legislatively required to have an Election Procedures Bylaw in accordance with the Local Government Act

# REQUEST FOR DECISION

— REGULAR MEETING —



**Attachments:** Proposed New Bylaw; Repeal Bylaw and copy of current Election Procedures Bylaw

---


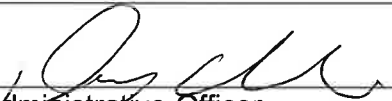
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**AND FURTHER RESOLVED THAT COUNCIL GIVES FINAL READING TO THE "PROCEDURES FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTION AND OTHER VOTING BYLAW NO. 1999, 2014".**

**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.**

---

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1391R-A

**A Bylaw to Repeal Bylaw No. 1391 and all Amendments Thereto**

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1391 and all its amendments thereto in its entirety;

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

1. That Bylaw No. 1391R-A, cited for all purposes as the "Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1391, 1993" and any amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Local Government Election Procedure Repeal Bylaw No. 1391R-A, 2014**".

INTRODUCED on the 26<sup>th</sup> day of May, 2014

Read a **FIRST** time this 9th day of June, 2014.

Read a **SECOND** time this 9th day of June, 2014.

Read a **THIRD** time this 9th day of June, 2014.

**FINALLY ADOPTED** this 23rd day of June, 2014.

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

\_\_\_\_\_  
Diane Heinrich – 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. 1391R-A as adopted by the Municipal Council of the City of Grand Forks on the 23<sup>rd</sup> day of June, 2014.

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



*Existing Bylaw*

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1391

A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES  
FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS  
AND OTHER VOTING.

Under the Municipal Act, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting.

Council for the Corporation of the City of Grand Forks wishes to establish various procedures and requirements under that authority.

The Council for the Corporation of the City of Grand Forks, in an open meeting of Council, enacts as follows:

1. **Definitions**

In this bylaw:

**"Elector"** means a resident elector or property elector of the jurisdiction as defined under the Municipal Act.

**"Election"** means an election for the number of persons required to fill a local government office.

**"General Local Election"** means the elections held for the Mayor and all Councillors of the Municipality, which must be held in the 1993 and in every 3<sup>rd</sup> year after that.

**"General Voting Day"** means:

- (a) for a general local election, the 3<sup>rd</sup> Saturday of November in the year of the election;
- (b) for other elections, the date set under Sections 38(5), 39(1) or (3) or 142(5) of the Municipal Act, and
- (c) for other voting, the date set under Section 162 of the Municipal Act.

**"Jurisdiction"** means, in relation to an election, the Municipality for which it is held.

**"Local Government"** means:

- (a) in relation to a Municipality, the Council.

**"Other Voting"** means voting on a matter referred to in Section 158 of the Municipal Act and includes voting on a referendum under Section 283 (s. 790.1) of that Act.

2. **Register of Resident Electors**

As authorized under Section 62 of the Municipal Act, the most current list of voters prepared under the Elections Act, existing at the time an election or other voting is to be held, is deemed to be the register of resident electors for the Municipality.

3. **Additional General Voting Opportunities**

The Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each election or specified election or other voting and to designate the voting places and voting hours with the limits set out in Section 96(2) of the Municipal Act, for such voting opportunities.

4. **Additional Advance Voting Opportunities**

As authorized under Section 98 of the Municipal Act, the Council authorizes the Chief Election Officer to establish additional advance voting opportunities for each election or specified election or other voting to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

5. **Special Voting Opportunities**

- (a) In order to give electors who may otherwise be unable to vote, an opportunity to do so, the Council will provide Special Voting Opportunity as authorized under Section 99 of the Municipal Act, for each election or specified election or other voting at the following places and shall be open during the hours hereinafter specified:

1. Boundary Lodge, 7130-9<sup>th</sup> Street, Grand Forks, B.C.  
- the voting place shall be open from 1:00 p.m. to 2:15 p.m.
2. Hardy View Lodge, 2320-78<sup>th</sup> Avenue, Grand Forks, B.C.  
- the voting place shall be open from 2:30 p.m. to 3:45 p.m.
3. Boundary Hospital, 7649-22<sup>nd</sup> Street, Grand Forks, B.C.  
- the voting place shall be open from 4:00 p.m. to 5:30 p.m.

(b) The following procedures for voting and for conducting the voting proceeding apply to the special voting opportunity:

(i) Provision is made to allow for bedside voting.

(c) The number of candidate's representatives who may be present at the special voting opportunity is limited to one.

6. **Order of Names on Ballot**

The order of names of candidates on the ballot will be determined by lot in accordance with Section 107 of the Municipal Act.

7. **Number of Scrutineers at Voting Places**

As authorized under Section 110(2)(d) of the Municipal Act, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

8. **Resolution of Tie Votes after Judicial Recount**

In the even of a tie vote after judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 141 of the Municipal Act.

9. "Advance Poll Bylaw No. 1252" is hereby repealed.

10. This bylaw may be cited as the "**Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1391, 1993**".

**INTRODUCED** this 16<sup>th</sup> day of August, 1993.

Read a **FIRST** time this 16<sup>th</sup> day of August, 1993.

Read a **SECOND** time this 16<sup>th</sup> day of August, 1993.

Read a **THIRD** time this 16<sup>th</sup> day of August, 1993.

**FINALLY RECONSIDERED AND ADOPTED** this 7<sup>th</sup> day of September, 1993.

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Mayor Y. Sugimoto

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Acting Clerk, J.L. Burch

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of bylaw No. 1391, as adopted by the Municipal Council of the City of Grand Forks on the 7<sup>th</sup> day of September, 1993.

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Clerk of the Municipal Council of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1999

A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES  
FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS  
AND OTHER VOTING.

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Under the Local Government Act, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting.

Council for the Corporation of the City of Grand Forks wishes to establish various procedures and requirements under that authority.

The Council for the Corporation of the City of Grand Forks, in an open meeting of Council, enacts as follows:

1. **Definitions**

In this bylaw:

**"Elector"** means a resident elector or property elector of the jurisdiction as defined under the Local Government Act.

**"Election"** means an election for the number of persons required to fill a local government office.

**"General Local Election"** means the elections held for the Mayor and all Councillors of the Municipality, which must be held in the year 2014 and in every 4<sup>th</sup> year after that.

**"General Voting Day"** means:

- (a) for a general local election, set under Section 36(2) of the Local Government Act;
- (b) for other elections, the date set under Sections 37(5), 38(1) or (3) or 142(5) of the Local Government Act, and
- (c) for other voting, the date set under Section 162 of the Local Government Act.

**"Jurisdiction"** means, in relation to an election, the Municipality for which it is held.

**"Local Government"** means:

- (a) in relation to a Municipality, the Council.

**"Other Voting"** means voting on a matter referred to in Section 158 of the Local Government Act.

2. **Register of Resident Electors**

As authorized under Section 62 of the Local Government Act, the most current list of voters prepared under the Elections Act, existing at the time an election or other voting is to be held, is deemed to be the register of resident electors for the Municipality.

3. **Additional General Voting Opportunities**

The Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each election or specified election or other voting and to designate the voting places and voting hours with the limits set out in Section 96(2) of the Local Government Act, for such voting opportunities.

4. **Additional Advance Voting Opportunities**

As authorized under Section 98 of the Local Government Act, the Council authorizes the Chief Election Officer to establish additional advance voting opportunities for each election or specified election or other voting to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

5. **Special Voting Opportunities**

- (a) In order to give electors who may otherwise be unable to vote, an opportunity to do so, the Council will provide Special Voting Opportunity as authorized under Section 99 of the Local Government Act, for each election or specified election or other voting at the following places and shall be open during the hours hereinafter specified:

1. Phoenix Manor Retirement Home  
876-72<sup>nd</sup> Avenue, Grand Forks BC
  - the voting place shall be open as determined by the Chief Elections Officer
2. Boundary Lodge Assisted Living  
7130 – 9<sup>th</sup> Street, Grand Forks, BC



- the voting place shall be open as determined by the Chief Elections Officer
3. Boundary Hospital & Hardyview Lodge  
(Includes all Cottages on the property)  
7649-22<sup>nd</sup> Street, Grand Forks, B.C.  
- the voting place shall be open as determined by the Chief Elections Officer
  4. Silver Kettle Village, 2350-72<sup>nd</sup> Avenue, Grand Forks, B.C.  
- the voting place shall be open as determined by the Chief Elections Officer
- (b) The following procedures for voting and for conducting the voting proceeding apply to the special voting opportunity:
    - (i) Provision is made to allow for bedside voting.
  - (c) The number of candidate's representatives who may be present at the special voting opportunity is limited to one.
  - (d) The following restriction applies to persons who may vote at a Special Voting Opportunity:
    - (i) The only electors who may vote at the Special Voting Opportunity on the date when the Special Voting Opportunity is held are those voters who are residents of the facilities or those who have been admitted as patients to the Hospital and facilities Staff.

## 6. **Ballots**

Pursuant to Section 104 of the Local Government Act, the Chief Election Officer shall establish the form of ballots to be used in the general local election or other voting. Such determination includes the utilization of the Automated Ballots, for Voting Machines or Printed Ballot as follows:

- (a) Printed Ballots shall be in the form prescribed in Section 104 and 105 of the Local Government Act;
- (b) Use of Voting Machines shall be in accordance with Section 101 of the Local Government Act as outlined in the City of Grand Forks' "Automated Voting Machines for General Local Elections and Other Voting Bylaw No. 2000"

7. **Order of Names on Ballot**

The order of names of candidates on the ballot will be determined by alphabetical order in accordance with Section 106 of the Local Government Act.

8. **Number of Scrutineers at Voting Places**

As authorized under Section 110(2) (d) of the Local Government Act, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

9. **Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 141 of the Local Government Act.

11. This bylaw may be cited as the **"Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1999, 2014"**.

**INTRODUCED** this 26<sup>th</sup> day of May, 2014.

Read a **FIRST** time this 9th day of June, 2014.

Read a **SECOND** time this 9th day of June, 2014.

Read a **THIRD** time this 9th day of June, 2014.

**FINALLY RECONSIDERED AND ADOPTED** this 23rd day of June, 2014.

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

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

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of bylaw No. 1999, as adopted by the Municipal Council of the City of Grand Forks on the 23rd day of June, 2014.

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

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Corporate Officer

**Date:** June 11<sup>th</sup>, 2014

**Subject:** Final reading of the proposed Automated Voting Machine Bylaw for Local Government Elections purposes

**Recommendation:** **RESOLVED THAT COUNCIL GIVES FINAL READING TO THE CITY OF GRAND FORKS, "AUTOMATED VOTING MACHINES AUTHORIZATION BYLAW NO. 2000".**

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**BACKGROUND:** At the Regular Meeting on May 26<sup>th</sup>, 2014, Council reviewed the proposed bylaw as introduced, and determined to forward the bylaw for consideration of first three readings at their Regular Meeting of June 9<sup>th</sup>, 2014. As introduced, the use of automated voting machines is fast becoming the standard for municipalities across British Columbia. Although there is a cost, as below, savings are recouped in less Poll Clerk staffing (not going as late), time efficiencies with expedient election results, and machine accuracy vs. possible human error.

At the June 9<sup>th</sup> Regular Meeting, Council gave three readings to this Bylaw. Bylaw No. 2000, Automated Voting Machines Authorization Bylaw is now presented to Council for consideration of final reading.

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### Benefits or Impacts of the Recommendation:

**General:** Use of automated voting machines accurate and fast results at the end of the election.

**Strategic Impact:** N/A

**Financial:** \$7,600.00 approximately – including ballots. Complete election funding is within the Five Year Financial Plan.

**Policy/Legislation:** Council may adopt, by bylaw, the use of Automated Voting Machines to run any given election.

**Attachments:** Proposed Automated Voting Machine Bylaw

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**Recommendation:** **RESOLVED THAT COUNCIL GIVES FINAL READING TO THE CITY OF GRAND FORKS, "AUTOMATED VOTING MACHINES AUTHORIZATION BYLAW NO. 2000".**

# REQUEST FOR DECISION

— REGULAR MEETING —



- 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.**

	
Department Head or CAO	Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 2000

### A BYLAW TO PROVIDE FOR THE USE OF AUTOMATED VOTING MACHINES FOR GENERAL LOCAL ELECTIONS AND OTHER VOTING

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Under the Local Government Act, the Council may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

Council for the Corporation of the City of Grand Forks wishes to establish various procedures and requirements under that authority;

The Council for the Corporation of the City of Grand Forks, in an open meeting of Council, enacts as follows:

#### 1. CITATION

- 1.1 This Bylaw may be cited as "Automated Voting Machines Authorization Bylaw No. 2000."

#### 2. DEFINITIONS

- 2.1 In this Bylaw all definitions shall be in accordance with the *Local Government Act*, except for the following:

**Acceptable mark** means a completed oval that the **vote tabulating unit** is able to identify, and that has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

**Automated vote counting system** means a system that counts and records votes and processes and stores election results and is comprised of the following:

- (a) a number of **ballot scan vote tabulating units**, each of which rests on a two compartment **ballot** box, one compartment of which is for:
  - (i) voted ballots, and
  - (ii) returned ballots that have been reinserted using the **ballot override procedure**; and the other for the temporary storing of voted ballots during such time as the **vote tabulating unit** is not functioning; and
- (b) a number of **portable ballot boxes** into which voted **ballots** are deposited where a **vote tabulating unit** is not being used, for counting after the close of voting on general voting day.

**Ballot** means a single automated ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices of Mayor, Council and/or School Districts; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

**Ballot return override procedure** means the use, by an election official, of a device on a **vote tabulating unit** that causes the unit to accept a **returned ballot**.

**Election headquarters** means temporary City Hall at 6641 Industrial Parkway, Grand Forks, BC. until such time that Administrative Staff moves back to permanent City Hall location at 7217 – 4<sup>th</sup> Street.

**Emergency ballot compartment** means one of two separate compartments in the ballot box under each **vote tabulating unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

**Memory device** means a removable storage device used in the ballot processing unit to record ballot results and to store polling location information such as:

- (a) the names of all of the candidates for each of the offices of Mayor, Council and/or School Districts; and
- (b) the alternatives of 'yes' or 'no' for each bylaw or other matter on which the assent or opinion of the electors is being sought;

and a mechanism to record and retain information on the number of **acceptable marks** made for each.

**Portable ballot box** means a ballot box that is used at a voting place where a **vote tabulating unit** is not being used.

**Results tape** means the printed record generated from a **vote tabulating unit** at the close of voting on general voting day which shows the number of votes for each candidate for each of the office of Mayor, Council and/or School Districts, and the number of votes for and against each bylaw or other matter on which the assent or opinion of the electors is sought.

**Returned ballot** means a voted **ballot** that was inserted into the **vote tabulating unit** by the elector but was not accepted and was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.



**Secrecy sleeve** means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

**Vote tabulating unit** means the device into which voted **ballots** are inserted and that scans each **ballot** and records the number of votes for each candidate and for and against each bylaw or other matter on which the assent or opinion of the electors is sought.

### 3. USE OF VOTING MACHINES

- 3.1 Council hereby authorizes the conducting of general local elections and other voting in the City of Grand Forks using an **automated vote counting system**.

### 4. AUTOMATED VOTING PROCEDURES

- 4.1 The presiding election official for each voting place and at each advance voting opportunity shall, as soon as the elector enters the voting place and before a **ballot** is issued, offer and if requested, direct an election official to provide a demonstration to an elector of how to vote using an **automated vote counting system**.
- 4.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who:
- (a) shall ensure that the elector:
    - (i) is qualified to vote in the election; and
    - (ii) is voting in the correct voting division [if applicable]; and
    - (iii) completes the voting book as required by the *Local Government Act*; and
  - (b) upon fulfilment of the requirements of subsection (a), shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, and any further instructions the elector requests.
- 4.3 Upon receiving a **ballot** and **secrecy sleeve** if so requested, the elector shall immediately proceed to a voting compartment to vote.
- 4.4 The elector may vote only by making an **acceptable mark** on the **ballot**:
- (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices of Mayor, Council and/or School Districts; and
  - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

- 4.5 Once the elector has finished marking the **ballot**, the elector must place the **ballot** into the **secrecy sleeve**, if applicable, proceed to the **vote tabulating unit** and under the supervision of the election official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote tabulating unit** without the **acceptable marks** on the **ballot** being exposed.
- 4.6 If, before inserting the **ballot** into the **vote tabulating unit**, an elector determines that he has made a mistake when marking a **ballot** or if the **ballot** is returned by the **vote tabulating unit**, the elector may request a replacement **ballot** by advising the election official in attendance.
- 4.7 Upon being advised of the replacement **ballot** request, the presiding election official [or alternate presiding election official] shall issue a replacement **ballot** to the elector and mark the **returned ballot** "spoiled" and shall retain all such spoiled **ballots** separately from all other **ballots** and they shall not be counted in the election.
- 4.8 If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote tabulating unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote tabulating unit** to count any **acceptable marks** that have been made correctly.
- 4.9 Any **ballot** counted by the **vote tabulating unit** is valid and any acceptable marks contained on such **ballots** will be counted in the election subject to any determination made under a judicial recount.
- 4.10 Once the **ballot** has been inserted into the **vote tabulating unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a **vote tabulating unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **emergency ballot compartment**, provided that if the **vote tabulating unit**:
- (a) becomes operational, or
  - (b) is replaced with another **vote tabulating unit**,
- the **ballots** in the **emergency ballot compartment** shall, as soon as reasonably possible, be removed by an election official and under the supervision of the presiding election official be inserted into the **vote tabulating unit** to be counted.
- 4.12 Any **ballots** that were temporarily stored in the **emergency ballot compartment** and are returned by the **vote tabulating unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the

presiding election official, be reinserted into the **vote tabulating unit** to ensure that any **acceptable marks** are counted.

## **5. ADVANCE VOTING OPPORTUNITY PROCEDURES**

5.1 **Vote tabulating units** shall be used to conduct the vote at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow as closely as possible those described in Section 4 of this Bylaw.

5.2 At the close of voting at each advance voting opportunity the presiding election official in each case shall ensure that:

- (a) no additional **ballots** are inserted in the **vote tabulating unit**;
- (b) the **emergency ballot compartment** is sealed to prevent insertion of any **ballots**;
- (c) the **register tapes** in the **vote tabulating unit** are not generated; and
- (d) the **memory device** of the **vote tabulating unit** is secured.

5.3 At the close of voting at the final advance voting opportunity the presiding election official shall:

- (a) ensure that any remaining **ballots** in the **emergency ballot compartment** are inserted into the **vote tabulating unit**;
- (b) secure the **vote tabulating unit** so that no more **ballots** can be inserted; and
- (c) deliver the **vote tabulating unit** together with the **memory card** and all other materials used in the election to the chief election officer at **election headquarters**.

## **6. SPECIAL VOTING OPPORTUNITY PROCEDURES**

6.1 A **portable ballot box** shall be used for all special voting opportunities and the presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 4.2, 4.3, 4.4 and 4.5 of this Bylaw so far as applicable, except that the voted **ballots** shall be deposited into the **portable ballot box** supplied by the presiding election official.

6.2 The presiding election official at a special voting opportunity shall ensure that the **portable ballot box** is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official shall seal the **portable ballot box** and return it together with all other election materials to the custody of the chief election officer.

## 7. PROCEDURES AFTER THE CLOSE OF VOTING ON GENERAL VOTING DAY

7.1 After the close of voting on general voting day at voting opportunities where a **vote tabulating unit** was used in the election, but excluding advance and special voting opportunities,

(a) each presiding election official shall:

- (i) ensure that any remaining **ballots** in the **emergency ballot compartment** are inserted into the **vote tabulating unit**;
- (ii) secure the **vote tabulating unit** so that no more **ballots** can be inserted;
- (iii) generate three copies of the **register tape** from the **vote tabulating unit**; and
- (iv) deliver one copy of the **register tape** along with the **memory device** from the **vote tabulating unit** to the chief election officer at **election headquarters**; and

(b) and each alternate presiding election official shall:

- (i) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, into the election materials transfer box along with one copy of the **results tape**;
- (ii) complete the ballot account and place the duplicate copy in the election materials transfer box;
- (iii) seal the election materials transfer box;
- (iv) place the voting books, the original copy of the ballot account, one copy of the **results tape**, completed registration cards (if applicable), keys and all completed administrative forms into the chief election officer portfolio; and
- (v) transport all equipment and materials to **election headquarters**.

7.2 At the close of voting on general voting day the chief election officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where **vote tabulating units** were used, to proceed in accordance with Section 7.1 of this Bylaw.

7.3 At the close of voting on general voting day all **portable ballot boxes** used in the election will be opened under the direction of the chief election officer and all **ballots** shall be removed and inserted into a **vote tabulating unit** to be counted, after which the provisions of Sections 7.1, so far as applicable, shall apply.

## 8. RECOUNT PROCEDURE

8.1 If a recount is required it shall be conducted under the direction of the chief election officer using the **automated vote counting system** and generally in accordance with the following procedure:

- (a) the memory cards of all vote tabulating units will be cleared;
- (b) **vote tabulating units** will be designated for each voting place;
- (c) all **ballots** will be removed from the sealed ballot boxes; and
- (d) all **ballots**, except spoiled **ballots**, will be reinserted in the appropriate **vote tabulating units** under the supervision of the chief election officer.

## 9. GENERAL

9.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

9.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

**INTRODUCED** this 26<sup>th</sup> day of May, 2014.

Read a **FIRST** time this 9<sup>th</sup> day of June, 2014.

Read a **SECOND** time this 9<sup>th</sup> day of June, 2014.

Read a **THIRD** time this 9<sup>th</sup> day of June, 2014.

**FINALLY ADOPTED** this 23<sup>rd</sup> day of June, 2014.

---

Mayor Brian Taylor

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Corporate Officer, Diane Heinrich

## **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 2000, as adopted by the Municipal Council of the City of Grand Forks on the 23rd day of June, 2014.

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