

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

**Monday, June 27, 2016, at 7:00 pm  
7217 - 4th Street, City Hall Council Chambers**

	<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1.	<b><u>CALL TO ORDER</u></b>		
2.	<b><u>ANNUAL REPORT</u></b>		
	a) Corporate Officer's Report - Annual Report 2015 <a href="#">Annual Report 2015 Final</a>	2015 Annual Report, consideration of report and submissions and questions from the public	THAT Council receives the 2015 Annual Report and considers questions and submissions from the public.
3.	<b><u>ADOPTION OF AGENDA</u></b>		
	a) Adopt agenda	June 27th, 2016, Regular Meeting agenda	THAT Council adopts the June 27th, 2016, Regular Meeting agenda as presented.
4.	<b><u>MINUTES</u></b>		
	a) Adopt minutes <a href="#">June-13-2016-Special-Meeting-Minutes-Not Yet Adopted</a>	June 13th, 2016, Special Meeting minutes	THAT Council adopts the June 13th, 2016, Special Meeting minutes as presented.
	b) Adopt minutes <a href="#">June-13-2016-Committee-of-the-Whole-Meeting-Minutes-Not Yet Adopted</a>	June 13th, 2016, Committee of the Whole Meeting minutes	THAT Council adopts the June 13th, 2016, Committee of the Whole Meeting minutes as presented.
	c) Adopt minutes <a href="#">June-13-2016-Regular-Meeting-Minutes-Not Yet Adopted</a>	June 13th, 2016, Regular Meeting minutes	THAT Council adopts the June 13th, 2016, Regular Meeting minutes as presented.
5.	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
6.	<b><u>UNFINISHED BUSINESS</u></b>		
	a) Manager of Development and Engineering Services <a href="#">Memo - Mgr. of Dev. &amp; Eng. Serv. - Application for DVP 7900 Block Riverside Dr.</a>	Memo update regarding the application for a Development Variance Permit for a vacant property located in the 7900 block of Riverside Drive	The property owner withdrew the application and does not want to continue with the process.
	b) Manager of Development and Engineering Services <a href="#">Memo - Mgr. of Dev. &amp; Eng. Serv. - Amend the SCP Bylaw by adding Temporary Use Permits</a>	Memo update regarding the amendment of the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits	The City at this time has not received approval from the Ministry of Transportation and Infrastructure and is referring adoption to the July 18, 2016, Regular Meeting of Council.

7. **REPORTS, QUESTIONS AND INQUIRIES  
FROM MEMBERS OF COUNCIL**

- a) Corporate Officer's Report  
[RFD - Proc. Bylaw-CAO - Rpts.,  
Questions, & Inquiries from Council  
Councillor Tripp's Report  
Councillor Thompson's Report  
Councillor Butler's Report](#)

Written reports of Council

THAT all written reports of Council be received.

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

- a) Corporate Officer's Report  
[RFD - Proc. Bylaw-Council - RDKB  
Council's Rep.](#)

Verbal report from Council's representative to the Regional District of Kootenay Boundary

THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

9. **RECOMMENDATIONS FROM STAFF FOR  
DECISIONS**

- a) Acting Corporate Officer  
[RFD - Acting Corp. Officer - Electrical  
Upgrade JD Park](#)

Electrical Upgrade for James Donaldson Park

THAT Council determines to approve the request for an electrical upgrade at James Donaldson Park;  
AND FURTHER THAT Council approves a budget amendment in the amount of \$36,000 to come from electrical surplus.

- b) Acting Corporate Officer  
[RFD - Acting Corp. Officer - COTW  
Meetings to include Area D Director](#)

Committee of the Whole Meetings to include Area D Director

THAT Council determines to include the Area D Director in the Committee of the Whole Meetings.

- c) Manager of Development & Engineering Services  
[RFD - Mgr. of Dev. & Eng. Serv. -  
Applic. for DVP - Loewen - 125  
Victoria Way](#)

Application for a Development Variance Permit to reduce the rear side parcel line setback in order to build an in-ground pool on property located at 125 Victoria Way

THAT Council considers the following and approves the Development Variance Permit application by allowing a rear yard setback variance from 5 feet to 0 feet behind the existing residence at 125 Victoria Way, legally described as Lot 22, District Lot 493, S.D.Y.D., Plan KAP28728.

10. **REQUESTS ARISING FROM  
CORRESPONDENCE**

11. **INFORMATION ITEMS**

- a) Manager of Development &

Memo regarding the

THAT Council receives the

<p>Engineering Services  <a href="#">Memo - Mgr. of Dev. &amp; Eng. Serv. - June 16, 2016 Open House SCP Update</a></p>	<p>Sustainable Community Plan  Open House No. 1</p>	<p>memo from the Manager of Development and Engineering Services regarding the Sustainable Community Open House No. 1.</p>
<p>b) Slow Pitch Tournament  <a href="#">SOII - Slow Pitch Tournament - July 15-17 - Request for Special Occasion Liquor Licence</a></p>	<p>Requesting permission for a Special Occasion Liquor Licence on Friday, July 15th from 5:00-10:00 pm, Saturday, July 16th and Sunday, July 17th from 11:00 am-10:00 pm at Dick Bartlett Park for a slow pitch tournament</p>	<p>THAT Council approves the issuing of a Special Occasion Liquor Licence to the Slow Pitch Tournament on July 15, 16 and 17, 2016, at Dick Bartlett Park, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all Slow Pitch Tournament liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.</p>
<p>c) Gallery 2  <a href="#">SOII - Gallery 2 - Request for Special Events Liquor License on Aug. 20th</a></p>	<p>Requesting permission for a Special Occasion Liquor Licence on Saturday, August 20 at the Gallery Gardens for a fundraiser called Taps, Tunes &amp; Tapas.</p>	<p>THAT Council approves the issuing of a Special Occasion Liquor Licence to Gallery 2 on August 20, 2016, at the Gallery Gardens, subject to Gallery 2 obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all Gallery 2 liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.</p>
<p>d) South Okanagan-Boundary Labour Council  <a href="#">SOII - S. Okanagan-Boundary Labour Council - Poverty Reduction Coalition</a></p>	<p>Letter regarding poverty reduction coalition and request for resolution at the UBCM</p>	<p>THAT Council receives the letter from the South Okanagan-Boundary Labour Council regarding poverty reduction coalition and request for resolution to the UBCM for discussion and decision.</p>
<p>e) Canadian Union of Postal Workers  <a href="#">SOII - Can. Union of Postal Workers - Federal Gov. Reviewing Public Postal Service</a></p>	<p>Letter and correspondence regarding the Federal Government reviewing public postal service</p>	<p>THAT Council receives the letter and correspondence from the Canadian Union of Postal Workers regarding the Federal Government reviewing public postal service for discussion and decision.</p>

12. **BYLAWS**

- |  |   |   |
|--|---|---|
| a) Acting Corporate Officer<br><a href="#"><u>Bylaw 1963 - RFD - Acting Corp. Officer - Noise Extension Cannafest 2016</u></a> | Extension to Noise Control Bylaw No. 1963 for Cannafest Event | THAT Council determines to approve the request to extend the Noise Control Bylaw No. 1963 to 12:30 am on August 5 and 6, 2016, for the Cannafest Event. |
| b) Chief Financial Officer<br><a href="#"><u>Bylaw 2021 - RFD - CFO - Financial Plan Amendment 1 - 2016-2020</u></a>           | 2016-2020 Financial Plan Bylaw Amendment No. 1                | THAT Council gives first three readings to the 2016-2020 Financial Plan Bylaw 2021 - Amendment No. 1.   |

13. **LATE ITEMS**

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

15. **ADJOURNMENT**

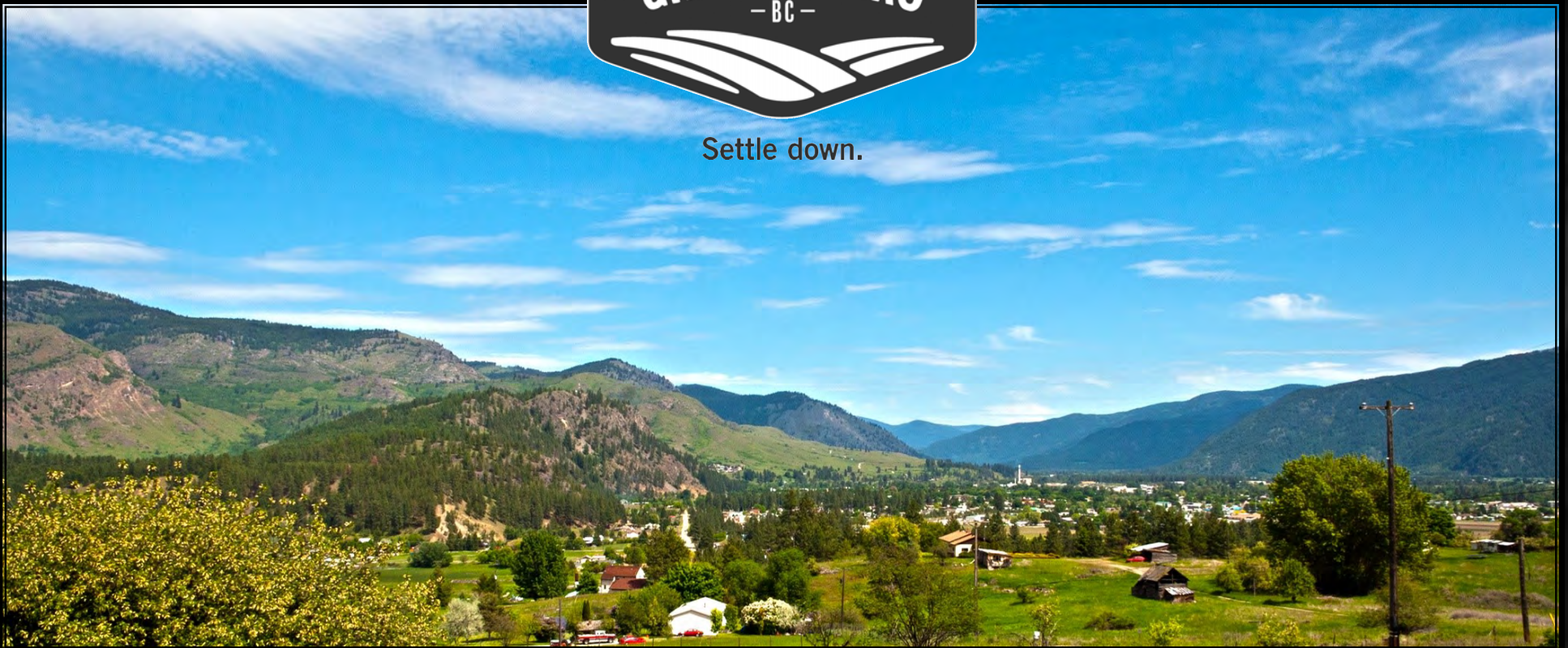


# 2015 ANNUAL REPORT

THE CORPORATION OF THE CITY OF  
GRAND FORKS, B.C.



Settle down.



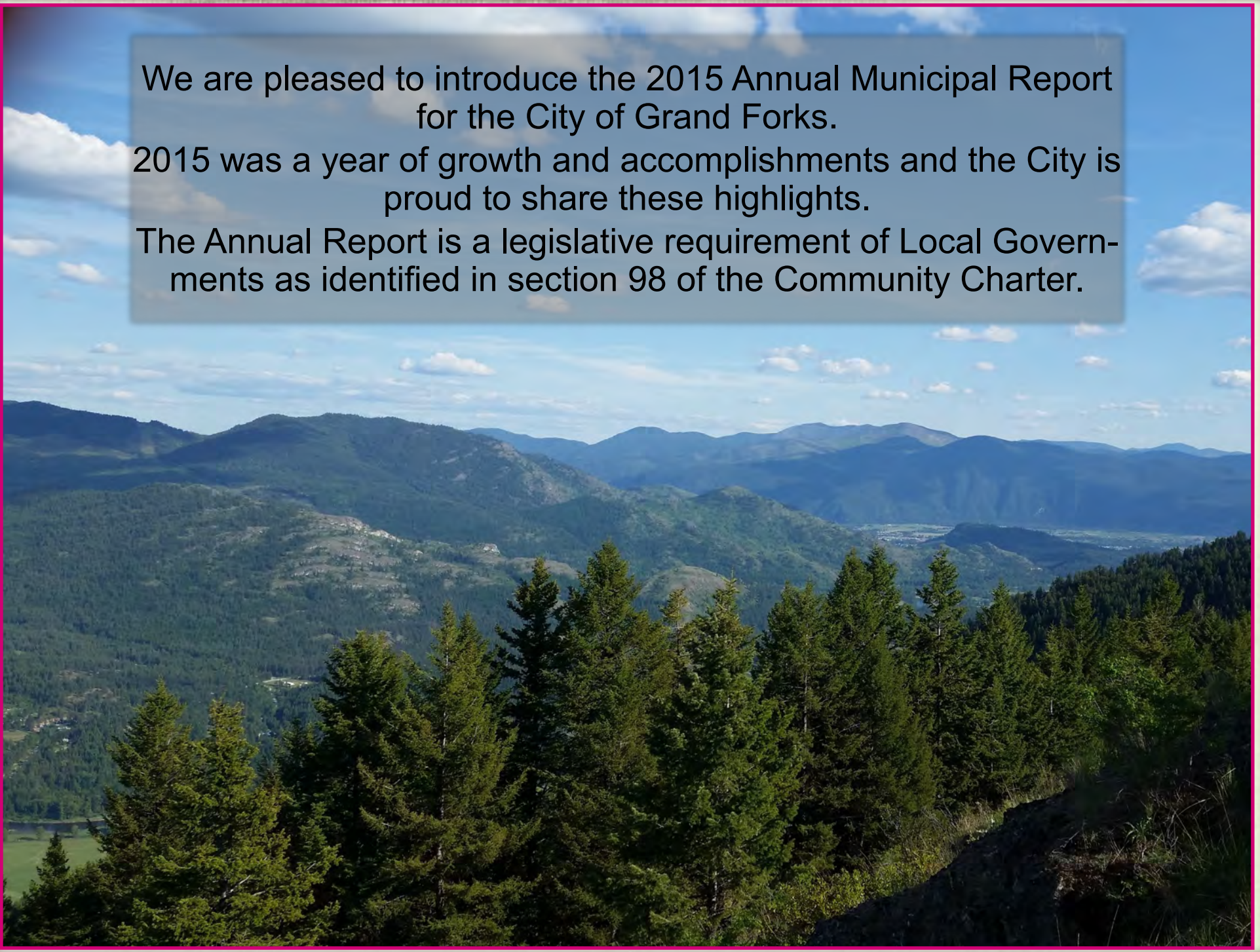


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We are pleased to introduce the 2015 Annual Municipal Report  
for the City of Grand Forks.

2015 was a year of growth and accomplishments and the City is  
proud to share these highlights.

The Annual Report is a legislative requirement of Local Govern-  
ments as identified in section 98 of the Community Charter.



# MESSAGE FROM THE MAYOR

2015 was an eventful calendar year for the City of Grand Forks. Just recently elected in November of 2014, as a Council we continued to learn and grow throughout 2015. We look forward to our next few years in office, while looking back at the last year with joy and gratification.

In August of 2015 we lost one member of Council and continued on as a team of six while anticipating the arrival of a new member after the by-election in May 2016.

We would like to highlight once more the importance of the strategic planning session that Council and management participated in during the spring of 2015. This planning session helped us identify how as an organization we would like to move our city into the future together.

Our Strategic Plan highlights four pillars for this success:



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

Council was excited to collaborate with the community and support staff's innovative approaches to implementing projects and initiatives. And we would say we succeeded!

Based on these guiding principles, our focus in 2015 was to continue with the implementation of the Asset Management Plan. Every decision we made as a Council was based on the fundamentals of the Asset Management Plan, Sustainable Community Plan and our Strategic Plan, and we will continue to do so in the future.

Following this plan wasn't always easy. Tough but necessary decisions had to be made as we envision a strong community that can stand on its own and that can afford to replace the costly but required infrastructure over the next decades and centuries.

We are excited to see how City staff has taken our vision and already implemented various changes to align with the overall plan to get the work done.

This report outlines the details, not just the successes, some of which include exciting projects. To highlight only one section, we'd suggest you focus on the Strategic Plan and Strategic Objectives section of the report. These detail the tasks and efforts of the organization.

This Annual Report reflects the work of a team; Staff, Mayor and Council and Community working together.

It is a reflection of the professionalism, passion and volunteer time contributed by the community and staff.

We thank you for the opportunity to serve, encourage you to stay engaged, and invite you to read and enjoy the City of Grand Forks Annual Report 2015.



# GRAND FORKS CITY COUNCIL



From left to right: J. Butler, C. Ross, N. Krog, F. Konrad, C. Thompson, C. Hammett



# COUNCIL LIAISON

<b>Committee</b>	<b>Liaison</b>
Phoenix Foundation	Councillor Thompson
Restorative Justice Committee	
Grand Forks Public Library	
Gallery 2	
Boundary District Arts Council	
Deer Committee	Councillor Hammett
Grasslands Group	Councillor Ross
Recreation Commission	Councillor Butler
Boundary Museum Society	
Columbia Basin Alliance for Literacy Advisory Committee	Councillor Krog
Grand Forks and Boundary Regional Agricultural Society	Councillor Ross
Boundary Country Regional Chamber of Commerce	Councillor Hammett

# CORPORATE STRATEGIC OBJECTIVES

## FISCAL ACCOUNTABILITY

We will not sell our natural assets and infrastructure.

We will continue to proactively identify and plan for infrastructure repair and replacement.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
1.1 Explore variable growth opportunities.		
	Improve connectivity	Telus has invested 8 million dollars into the community to expand the Fibre Optic network
1.2 Ensure service levels align with taxation levels.		
	Ongoing analysis on tax rates vs service levels	Included in the 2016 – 2018 Operational plan
	Departments will continue to review service and tax rates in the annual budget and will ensure consistency with the Asset Management Plan	Developed taxation policy to assist with service levels Developed surplus policy to ensure sustainability
1.3 Service performance reviews ensure levels of service meet infrastructure needs.		
	Performance measurements are established in a database of information through asset management software	Received grant to develop performance measures, Worktech program implementation and training well underway
	Benchmark service delivery against similar municipalities	Included in the 2016 – 2018 Operational plan
	Airport management service structure	Reviewed Airport Asset Management Plan. Initiated work on Airport Bylaw and Fees & Charges for Airport - Projected completion 2016.  Lobbying RDKB for funding- Projected Completion 2016.  Partnering with Hangar Owners and Flying Club to enhance the airport - 2016 will see further engagement with the groups.



# CORPORATE STRATEGIC OBJECTIVES

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
<i>FISCAL ACCOUNTABILITY cont'd...</i>		
1.4 Implement long term viability of the Asset Management Plan.		
	Manage assets cost effectively and efficiently	Reviewed the 2011 Asset Management Plan and aligned funding for long term stability.  Reviewed and created Airport Asset Management Plan draft, created IT Asset Management Plan draft, data input into Worktech and GIS system to help analyze data over time. 2016 will see cleanup of data and 20 year Capital Replacement Plan draft. Worktech will need continuous updating
	Consistent interdepartmental communication	The corporate communications policy and procedures was adopted by Council.
	Development of Asset Management Plan  Worktech implemented GIS mapping of infrastructure Annual review of Asset Management Plan	Worktech purchased. Data collection, system structure set-up and staff training commenced.  GIS planned for 2016-2017  Annual review of AMP planned for 2016  Eco assets planning 2016-2019
1.5 Short term financial benefits will not override long term impacts and will consider the triple bottom line; social, environmental and economic.		
	City owned land is sold at fair market value and considers the best overall impact to the City	Land Development Showcase identified all City owned properties, marketing several and initiating sale of four valuing \$550,000.
	Policies and Procedures are aligned to meet strategic priorities	Ongoing review and updates as needed; Specifically referencing strategic plan in all reports and requests for decisions. Development process enhancements
	Slag pile revenue will continue to benefit City needs	Included in the 2016 – 2018 Operational plan
	Review and assess tax mix	Included in the 2016 – 2018 Operational plan



# CORPORATE STRATEGIC OBJECTIVES

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
<b>FISCAL ACCOUNTABILITY cont'd...</b>		
1.6 Protect aquifer and infrastructure from any external interests.		
	Develop policies and guiding principles to protect the City's valuable assets	Identification, inventory and protection of natural assets planned for 2016
	Conservation education (environment)	Partnership developed with Learning Garden – education and experience based practices  Ongoing program of signage, website information and other media education along with collaboration with conservation groups
	Build regional water partner groups for protecting the aquifer	Kettle River Water Supply Working Group established in 2015  Plan for Drought Response Plan in 2016 and identifying information for aquifer protection
1.7 Financial analysis to show what funds are available and consult with community to identify priorities.		
	Infrastructure risk management and prioritization	Strategic Planning Open House  Ongoing study of "Multi-Utility Risk Assessment"
	Identify issues prior to catastrophic failure	Ongoing condition assessments, testing, maintenance programs and utilization of multi-utility risk assessment information
	Business case development on all new services and assets	Reports regarding new services and assets reference the Sustainable Community Plan, Strategic Plan, and Asset Management Plan

# CORPORATE STRATEGIC OBJECTIVES

## **ECONOMIC GROWTH**

We foster a vibrant economic environment.

We are open yet disciplined in land development decisions.

We recognize the importance of a healthy town core.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
2.1 Foster relationships that foster Economic Development in every capacity, including: environmental, financial, social and sustainability.		
	Work closely with Community Futures, RDI, BCRCC, Province and Federal Gov't	<p>An MOU has been signed with RDI for data and information sharing. The City has partnered on many projects with Community Futures such as events (Canada Day), and Business Roundtable discussions. EDO has started attending BEDC meetings.</p> <p>Participation on the Kettle River Watershed Management Plan – Steering Committee, Implementation Advisory Group and Water Supply Working Group</p> <p>Ongoing participation and support for community initiatives including Learning Garden, pickleball group, Dog park group, ATV club, Transition Housing Project Steering Committee, and others</p>
	Encourage strong relationships with development community	<p>Presented at two Urban Development Institute luncheons to generate awareness of Grand Forks development opportunities</p> <p>Facilitated and supported solutions for new developments</p>



# CORPORATE STRATEGIC OBJECTIVES

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
<i>ECONOMIC GROWTH cont'd...</i>		
2.2 Ensure Economic Development practices have a deep regard for the natural environment and trip bottom line.		
	Ensure that all development is in line with visions and guiding principles of the SCP and current best practices	SCP principles and best practices are identified, referenced, reported and implemented in all relevant reports and requests for decision regarding development, including City initiatives.
2.3 Support the health, growth and retention of existing businesses.		
	Way finding signage –consistent, directional to City assets, focused on business and amenities	The City supports a regional tourism table that has completed a signage strategy for the Boundary area. This will lend to the City and region having consistency in sign messaging and appearance.
	Invest in appropriate signage to highlight parks and other community assets	A commitment has been made to prioritize signage. Kiosk maps are updated annually and more kiosks are added every year.
	We are open to initiatives driven by our downtown core to support vibrancy	The DBA has resurrected to focus on communication and needs of downtown businesses.  Family Day events and development of City Park amenities (including Spray Park and Tot Lot) to draw people to the downtown core
	Establish a connection with new businesses through biz licence process	A streamlined process was developed for receiving and following up on new business licences
	Encourage participation in training programs for business	This is included in the Fee for Service agreement with the BCRCC

# CORPORATE STRATEGIC OBJECTIVES

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
<i>ECONOMIC GROWTH cont'd...</i>		
2.4 Ensure alignment between our Economic Development initiatives and financial policies.		
	New development is in line with the Zoning Bylaw, policies and guiding principles of the SCP and Asset Management Plan	SCP, Asset Management Financial Plan, and Asset Management Plan principles identified, referenced, reported and implemented in all relevant reports and requests for decision regarding development, including City initiatives.
2.5 Reduce red tape.		
	Existing bylaws and policies have been updated to be consistent with industry standards - fostering potential development initiatives that would benefit the community; business licences, unsightly premises, signage	Began reviewing Business Licence Bylaws, Development Cost Charges, Sustainable Community Plan and Zoning Bylaw and are planned to be updated in 2016 and 2017
2.6 Build a foundation that continues to promote a commitment to a diverse cross section of industry, business and people.		
	Leverage marketing opportunities	We work with the RDKB, Community Futures and the Chamber to share in marketing costs
	Market the community to a larger more diverse audience	There is a commitment to attracting families, seniors and young people to the community
	Investigate overseas opportunities i.e exchange with sister city	We work with the PNP program and annually present our community to their clients.



# CORPORATE STRATEGIC OBJECTIVES

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
<i>ECONOMIC GROWTH cont'd...</i>		
	Continue to expand on and be creative with community events	We are expanding the Family Day weekend event to include a Fun Mudder next year. The number of community events has continually increased over the past three years and the City is also planning on showcasing a public works week event next year.
2.7 Consider innovative and sustainable developments on Grand Forks owned land.		
	Work within the guiding principles of the SCP, use creative ecofriendly methods of use for land i.e. eco homes, alternative community living and higher density	Began researching opportunities for alternative zoning in support of small homes, innovative housing and cluster developments.  Planning in 2016 for SCP and Zoning Bylaw amendments.
2.8 Identify economic development linkages.		
	Work with various agencies to foster creativity, innovation and sustainability thru urban-rural development initiatives	Data sharing with Rural Development Institute.  Fringe area planning in collaboration with RDKB Area 'D' / Rural Grand Forks OCP (complete) / Grand Forks SCP.
	Develop and foster relationships with community stakeholders to better promote the City	Collaborated with the Community Trails Society, ATV Club, pickleball club, School District 51, Province and various other local and regional representatives to improve facilities and promote the area's recreational assets.

# CORPORATE STRATEGIC OBJECTIVES

## COMMUNITY ENGAGEMENT

We encourage residents to participate in decisions and process.

We enhance our regional dialogue, advocacy and collaboration.

We recognize our natural recreational amenities are valuable regional assets.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
3.1 We are consistent in communicating our priorities and decisions.		
	Hold open houses and promote activities that engage the public and encourage feedback	There has been a significant increase in public engagement sessions on multiple topics:  Asset management information session Strategic planning open house Land Development Showcase Realtor Roundtable Water Meter program Drinking Water Week Ribbon cuttings for completed capital projects
	Determine levels of engagement required by each department in communicating with the residents about services they provide.	Focus on staff training in communications
3.2 Link Grand Forks and surrounding rural area to facilitate alignment and leverage voice.		
	Enter into contract review with RDKB in 2015-2016 for fire services	Discussion about cost sharing arrangements
	Trails enhancement and linkages, airport funding, development and access	Working closely with Trails Society, ATV Club, Province and Area D rep to expand trails  Conversation about Region Services provided by Airport
	Encourage stronger relationship and increased dialogue with regional partners	Inclusion of Area D Director in decision making



# CORPORATE STRATEGIC OBJECTIVES

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
<b>COMMUNITY ENGAGEMENT cont'd...</b>		
3.3 Work with local educational institutions to enhance educational opportunities and programs.		
	Asset management, joint occupational health and safety	Developed Asset Management program in partnership with Selkirk College and Urban Systems. Restructured the JOH&S committee with a long term safety training plan and monthly focuses that are accompanied with safety program information
	Environmental operators certification program	Reviewed operating requirements and identified training needs.
	Diversify employment pool	Developed a pilot program called "Diversability" in partnership with Sunshine Valley Community Services.
	Develop partnerships with schools and Selkirk College	Mural Project –Selkirk College Educate about services that the municipality provides with local schools Water conservation – GFSS Proactive inclusion of school children at City events
3.4 Identify and engage regarding key regional advocacy opportunities and strategies.		
	Engagement in key regional opportunities and strategies.	Participation at AKBLG; Endorsement of Kettle River Watershed Management Plan
3.5 Ensure governance structure for recreation commission is highly functional.		
	Consider, review, improve and enhance communications	Attend Recreation Commission meetings, working closely with RDKB on parks and facility usage

# CORPORATE STRATEGIC OBJECTIVES

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
<b>COMMUNITY ENGAGEMENT cont'd...</b>		
3.6 Integrated recreation planning between Grand Forks and electoral areas.		
	Consider partnerships with electoral areas in developing joint participation in recreation planning	Included in 2016 work plan
	Share data and information on recreational planning	Included in 2016 work plan
3.7 Determine new, innovative and meaningful ways to engage the public.		
	Undertake a community survey and report out to the public	Included in 2016 work plan
	Leverage every opportunity for community engagement	Ongoing



# CORPORATE STRATEGIC OBJECTIVES

## COMMUNITY LIVABILITY

We continue to mitigate the impact of deer in our community.

We advocate for appropriate funding for our most vulnerable residents.

We support community initiatives that align with our strategic objectives.

We will continue our investment in arts, culture, sport and heritage in Grand Forks.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
4.1 Build capacity within the community.		
	Shop local at every opportunity	The City supports an annual Shop Local Campaign
	Identify grant opportunities and list these on the City website to enable funding for community groups	Ongoing
	Explore partnerships that balance community impact with the burden on tax payers	Ongoing
4.2 Continue to Enforce the Deer Feeding bylaw.		
	Bylaw enforcement	Ongoing
	Education	WildSafeBC Coordinator
	Lobby provincial gov't while working in collaboration with other communities who face similar deer issues	Minister meetings
	Work with regional and provincial partners to ensure a long term solution	Participated in a pre-meeting at UBC with other impacted communities
	Review of Deer Committee	The Deer Committee was dissolved

# CORPORATE STRATEGIC OBJECTIVES

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
<b>COMMUNITY LIVABILITY cont'd...</b>		
4.3 Collaborate with grass roots organizations to better understand needs in the community and work with groups to find solutions where possible.		
	Work with various agencies to determine the needs of the community for transition housing and form partnership to select an appropriate site for project	Transitional Housing Study was completed. A collaborative approach was taken that included community stakeholder groups. The outcome was the completion of a Transitional Housing Study and next step.
	Community gardens	Fencing and infrastructure for the Grand Forks Learning Garden was built in collaboration with the Agricultural Society and supported by community grants.  The City has a vibrant community garden that is managed by volunteers, also hosted by the Agricultural Society
	Our trail network is a key community and regional asset - public awareness campaign, wayfinding signage, regional district partnership	Continue to support the regional trails group with financial support and in-kind contributions
	Enhance trail system	Ongoing and grant reliant
	Develop inclusive community initiatives	The City aims to support community initiatives with in-kind and financial support when in keeping with Council's strategic priorities
4.4 Work with Fee For Service providers to leverage and provide more effective services.		
	Art Gallery, Museum, Library, Chamber of Commerce, Arts Council	Fee for Service Agreements were revisited this year



# MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER

For the City of Grand Forks, if 2014 was an excellent year than 2015 was an even better one. Council established a new Strategic Plan for the City in the Spring of 2015 which provides City staff with their visions and priorities for the future of the community.

Staff bring a great amount of energy, commitment, and expertise to their work on behalf of the community, and I am very pleased to present the 2015 Annual Report, which highlights this work. The annual report is a resource to gain an understanding of the City's financial position and get an overview of City operations and Council priorities.

2015 had its share of challenges for the City. Be it the unusual low snow pack which resulted in the City's first ever Stage 2 water restrictions and the wildfire to the South or two senior management team members moving on to new opportunities. Nevertheless, the organization continued to improve, rebuild, and restructure. Having embraced a "grow from within" mentality by offering staff every opportunity for education and increasing their skill set, directly resulted in a succession planning strategy and the two positions were filled from within quickly and efficiently without losing much momentum.

The water restrictions also helped us recognize the importance of our eco-assets and the importance of being the stewards of this community and its eco systems. The City had already implemented an Asset Management Plan in 2011 and is now one of 5 municipalities in Canada involved with eco-asset research to help us gain a better understanding of the ecological assets and ways to manage them.

Our fiscally accountable asset management program also had a very successful year. In 2015 we replaced or upgraded: Headworks Grinder/Auger, JD Bleachers, Public Works Fuel Pumps, Library LED Lighting, just to name a few.

One of the biggest accomplishments that the City undertook with regard to asset management was the continuation of our water meter installation program. Once this program is complete, we will gain clear knowledge of water supply and demand so our water system can reach its full potential for sustaining our community.

I am proud to work with a dedicated management team and staff that take pride in their work, and a Mayor and Council that are committed to making decisions in the best interests of the citizens of the City of Grand Forks.

Sincerely,



Doug Allin, CAO



# BUILDING INSPECTION & BYLAW SERVICES



GRAND FORKS 2015	TOTAL VALUE	# PERMITS	# UNITS	PERMIT FEE
SINGLE FAMILY DWELLING	\$420,000.00	1	1	\$3214.00
MOBILE HOMES	\$0.00	0	0	\$0.00
M/F UNITS (MODULAR)	\$0.00	0	0	\$0.00
ADD/ALTER	\$126,900.00	15	0	\$1,410.50
GARAGE/CARPORT	\$159,873.90	10	0	\$1,265.50
COMMERCIAL	\$0.00	0	0	\$0.00
COMM ADD/ ALTER	\$1,533,416.00	13	0	\$11,511.80
INDUSTRIAL	\$0.00	0	0	\$0.00
IND. ADD/ALTER	\$0.00	0	0	\$0.00
INSTITUTIONAL	\$0.00	0	0	\$0.00
INST. ADD/ALTER	\$36185.00	4	0	\$268.00
DEMOLITION	\$53,500.00	5	0	\$270.00
RENEWALS	\$6,000.00	1	0	\$46.00
<b>TOTALS</b>	<b>\$1,546,368.00</b>	<b>44</b>	<b>1</b>	<b>\$9,225.60</b>

The office of **Building Inspection Services** is responsible for all the building permit applications, construction and compliance with the 2012 British Columbia Building Code. In 2015 the City issued 44 building permits with a construction value of \$1,546,368.00. This included 1 new home being constructed and 10 accessory buildings and a number of home renovations and sundecks. There were 13 permits issued for commercial renovations.





*Roof Trusses with Hurricane Ties*

*Complex Foundation for New Home*



*New Carport Addition - Engineered*

*New Home with Occupancy in 2015*







*New Outdoor Living Space - Completed on 2nd Street*



# BUILDING INSPECTION & BYLAW SERVICES

## Bylaw Services

The Bylaw Enforcement Office has also been very busy. The Bylaw Enforcement Office is currently working on 4 Unsightly Premise cleanup orders. The City also has an additional 6 properties that will need to be addressed in 2016.

The Bylaw Office has spent several early mornings and evenings touring throughout the City to enforce the sprinkling regulations in 2015, when the City went to a Stage 2 Watering Restriction. The first contact was an information handout to the residents to make them aware of the new watering restrictions.

In 2015 the Bylaw Office received approximately 90 – 100 complaints. One of the most time consuming complaints relates to the large number of homeless people setting up camps along the river banks within the City limits.

Public Works received approximately 95 miscellaneous complaints (potholes, alleys, trees and various other maintenance issues)



*Unsightly Clean-up in Progress*



*Successfully Resolved*



# BUILDING INSPECTION & BYLAW SERVICES

## Highlights

- Building permits stalled in August and September of 2015 as a result of the wildfires, due to the fact the owners and contractors could not obtain fire insurance to receive the required financing from the lenders in volume
- The City has seen a couple more major commercial renovations this year
- In most cases the City is now starting to get compliance with bylaw issues without having to send out enforcement letters
- We currently have 4 unsightly properties being addressed
- Bylaw amendments adopted and fines can now be issued if required
  - ⇒ Bylaw No. 1957 – Municipal Ticketing Information
  - ⇒ Bylaw No. 1962 – Unsightly Premises
  - ⇒ Bylaw No. 1963 – Noise Control
  - ⇒ Bylaw No. 1959 – Park Access
  - ⇒ Bylaw No. 1973-A1 – Water Regulations
  - ⇒ Bylaw No. 2026 – to establish Regulations for City Municipal Campground

## Goals

- 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



# CORPORATE SERVICES DEPARTMENT



## **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 – Diane Heinrich**

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

## **Corporate Administrative Assistant – Daphne Popoff**

Corporate Services prepares the agendas and takes the minutes for Council Meetings and for Committees of Council. This department is also responsible for record keeping for responding to complaints and information requests such as Freedom of Information and Ombudsperson requests. Corporate Services' responsibilities are mainly derived from the statutory requirements as outlined in the Community Charter. This department improved its record keeping process and implemented the ICompass program for records management, improving the way in which agendas and minutes are prepared.

The Community Services Department was established in 2013 and is overseen by the Deputy Corporate Officer. 2015 was a great year for events in the City. As well as annual events such as Park in the Park, Canada Day, The Grand Forks International Baseball Tournament, the City had several new and exciting events this year.



# CORPORATE SERVICES DEPARTMENT

A communications policy and procedures was adopted by Council and was one of Council's key priorities for 2015. This policy set the tone for improving communications in a transparent, timely and relevant way with stakeholders and the public.

The Human Resources Department continues to evolve to better meet the needs of our employees. HR oversees the hiring of new employees and summer students, undertakes return-to-work programs, ensuring that respectful workplace policies are enforced, and continues to contribute to build a good working relationship with the Union staff.

## **Highlights:**

- Family Day and community event support
- Wildfires and Emergency Operations Centre support
- Attendance at Vancouver Outdoor Recreation and Travel Show
- Records retention improvements
- Asset management workshop
- Land Development workshop
- Marketing booth Vancouver Giants show
- Marketing the City in a number of print and online publications

## **Goals for 2016:**

- Continue to improve the Records Management process
- Bylaws and Policies made available on website through I-Compass
- Continue to build City image bank
- Marketing and advertising
- Community events
- Education
- Communications
- Economic Development



# DEVELOPMENT & ENGINEERING DEPARTMENT



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 Municipality's asset renewal, repair or replacement program both operational and capital. The department also provides development services support for 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 quality of life through long term planning for the community, encouraging strategic economic development, promoting tourism and downtown revitalization incentives.

## Highlights

- Completed City Hall reconstruction & finalized insurance claim
- WildSafeBC Program Implementation
- Continued asset management software and GIS integration training & implementation
- Facilitated Transition Housing Project Steering Committee meetings
- Completed five grant applications for infrastructure projects & awarded three grants
- Held open houses & workshops including land development, strategic planning & asset management
- Collaborated with local, regional & provincial partners regarding regional trail strategy
- Completed gravel pit remediation
- Completed construction of Rotary Spray Park
- Completed dike inspections & reporting



# DEVELOPMENT & ENGINEERING DEPARTMENT

## Goals for 2016:

- Asset Management – Long Term Implementation Strategy & Identification/Inventory of Eco-assets
- Complete replacement of 5th Street watermain
- Begin survey & design for West Side Fire Protection (Well #2a) - grant dependent
- Begin UV Disinfection project for Effluent Discharge (to be complete by March 2017)
- Research & review sludge management program & begin implementation
- Commissioning & grand opening of Rotary Spray Park
- Completion of Tot-Lot playground equipment replacement
- Complete restoration of Barbara Ann tennis court & pickleball court
- Complete dike inspection/reporting & initiate process for vegetation study and completion of an operation & maintenance manual
- GIS Mapping – compete LIDAR acquisition & begin updating of data
- Establish protected natural areas program & implement
- Implement the Heritage Program
- Establish a Board of Variance
- Tax Incentive Bylaw implementation for downtown businesses
- Zoning, SCP and DCC Bylaw updates
- Complete information packages for development, re-zoning, subdivision, etc...
- Continue to Promote the City of Grand Forks through the Development Showcase, Economic Profile and “Open for Business” initiatives





# DEVELOPMENT & ENGINEERING DEPARTMENT

## STRATEGIC PRIORITIES

### **Fiscal Accountability:**

- Drafted short and long term capital plans for infrastructure repair and replacement.
- Continued training and implementation of the asset management system.

### **Economic Growth:**

- Completed a land development workshop.
- Promoted City-owned development property and initiated negotiations for the sale and development of the lands.

### **Community Engagement:**

- Hosted strategic community planning and asset management open houses.
- Collaborated with local, regional and provincial stakeholders for a regional trail strategy.
- Attended the Outdoor Adventure and Trade Show in Vancouver to promote the natural recreational activities in the area.



Gravel Pit Remediation



# DEVELOPMENT & ENGINEERING DEPARTMENT

## Community Livability:

- Hired WildSafeBC Coordinator to promote education around wildlife interactions in the community.
- Continued monitoring of radio-collared deer in the City.
- Facilitated the Transition Housing Steering Committee in reaching a solution to homelessness in the community.
- Provided support for community groups including the Grand Forks Trails Society, Grand Forks ATV Club, Demonstration Learning Garden.
- Supported the local pickleball group in acquiring a grant for restoration and installation of pickleball courts.
- Provided signage to various groups including the Tennis Club, Demonstration Learning Garden, BMX Club, Good Sam's Club, etc...
- Updates and production of kiosk maps for various locations throughout the area.



Rotary Spray Park!



# FINANCE DEPARTMENT



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

Services provided by the Finance department include:

- Property Tax Billing
- Utility Billing
- Cemetery Administration
- Business Licence Administration
- Accounts Receivable and Accounts Payable
- Payroll Administration
- Internal and External Financial Reporting
- Safeguarding of City Assets
- Financial Policy and Bylaw Development
- Debt and Investment Management
- Risk Management

## **2015 Activities**

- Began identifying Contaminated Sites as per legislative requirements
- Implemented e-transfer payment method to increase customer service
- Began implementation of Asset Management Software
- Completed City Hall fire claim
- Continuing work on green initiative to go digital including EFT payments to supplier and E-billing for utilities



# FINANCE DEPARTMENT

- Began working on Asset Management Financial Policy
- Implemented process efficiencies for campground reservations and refunds
- Updated Travel and Purchasing Policy to reduce risk and increase value for money
- Began working on Asset Management Financial Policy
- Implemented process efficiencies for campground reservations and refunds
- Updated Travel and Purchasing Policy to reduce risk and increase value for money

## Financial Highlights for 2015

- Annual Surplus for 2015 was \$ 714,966
- Operating Fund Equity increased from \$3,898,255 at year end 2014 to \$4,977,636 at year end 2015
- Net financial assets increased from \$4,719,167 at year end 2014 to \$ 5,042,585 at year end 2015
- Reserve funds decreased from \$ 3,655,944 at year end 2014 to \$ 3,625,765 at year end 2015
- Operating expenditures included
- \$ 1,290,364 in general government services
- \$ 291,072 in public real estate - facilities
- \$ 614,252 in protective services - fire rescue and victim services
- \$ 942,340 in transportation services – roads and fleet
- \$ 754,272 in recreation and culture – parks maintenance and contributions to Gallery 2, Boundary Muse-

um, Chamber of Commerce and Boundary District Arts Council

- \$ 186,294 in environmental services – solid waste management
- \$ 77,883 in public health services – cemetery service and maintenance
- \$ 475,696 in planning and development services
- Utility operations expenditures (including the electrical utility) total \$ 5,170,803.
- Long term debt issued and outstanding as of December 31, 2015 was \$ 1,969,149. In 2014, this balance was \$2,148,072.



## Strategic Priorities

**Fiscal Accountability** – began working on an Asset Management Financial Policy to articulate the principles, strategies and policies to guide staff in asset management financial decision making.



# EMERGENCY SERVICES / FIRE DEPARTMENT

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 over 50 volunteers who provide firefighting, medical and hazardous material response, and road, high-angle rope, confined space, and swiftwater rescue services.

## 2015 Highlights:

- Responded to 615 calls – 184 fire-related, 61 rescue, and 370 First Responder (medical)
- Received delivery of Rosenbauer 101' aerial platform truck.
- Extensive training on new ladder truck.
- Completed Class 3 licencing of 8 operators for fire apparatus.
- Received order of new command vehicle to replace aging 1999 Dodge Command vehicle.
- Organized and held a town hall meeting at George Evans Fire-

hall in an effort to recruit firefighters as well as provide information on the repercussions of fire insurance costs if the firehall remained at insufficient staffing.

- Began consultation process of developing a duty shift response system for fire department crews.
- Began construction of fire training ground burn building (phase one).
- Completed training of first responder medical, auto extrication, swiftwater rescue.
- Participated in Rock Creek and Stickpin wildland fires during a very dry 2015 fire season.





# EMERGENCY SERVICES / FIRE DEPARTMENT

## Goals for 2016:

- Complete phase one (burn building) of fire training ground and also complete phase two (fire props).
- Re-tile showers at firehall due to water damage.
- Replace Deputy Chief Command vehicle.
- NFPA 1001 (firefighter) examinations for training groups 1 and 3 (College of the Rockies)
- Complete fire department Asset Management inventory in order to initiate asset management program for fire department.
- Continued recruiting efforts.
- Begin planning process of hosting 2017 Volunteer Spring Training Weekend.
- Volunteer training – Swiftwater and Ice rescue, Hazmat Ops & Technician Levels.
- Align fire training program with OFC “Playbook” program requirements.
- Update fire protection services contract with RDKB.





# PUBLIC WORKS

The City of Grand Forks Public Works Department employs 17 unionized employees and two 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.



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.

In addition, the Information Systems including the Fiber Optic Network and Data Center are managed by the department to provide technology services in-house and to Fiber customers.



# PUBLIC WORKS

## 2015 Highlights

### *Public Works*

- Asset Management Software Installation Phase
- Partnership with CBBC and RDKB to provide Fiber to RDKB office
- Generator installation for Data Center with School District No. 51
- Airport Lease Rate Adjustments
- Airport Beacon site upgrade grant application with Engineering department
- Public Works Restructuring
- Library L.E.D. lighting upgrades completed
- Website update
- Informational Kiosk installations and memorial bench installations
- Spray Park installation
- Works Yard fuel pumps and software replacement completed
- James Donaldson Park bleacher repairs completed
- Playground grant application with Engineering department
- Shouldering and Ditching Program (drainage control)
- Crack Sealing and Paving Repairs Program
- Hanging Basket program
- Cemetery grave restorations program
- Fees and Charges Bylaw Amendment



### *Water and Sewer*

- Water & Sewer SCADA Upgrade
- Headworks Grinder replacement upgrade
- Water Regulation Bylaw Amendment
- Continuation of the Universal Water Metering program
- Water and Sewer service repairs
- Hydrant inspections and repairs
- Water and Sewer Main Flushing Program



# PUBLIC WORKS

## *Electrical*

- Transformer PCB Management Plan and removal program
- Electrical Reclosure Controls installation
- Electrical Riverside Drive Re-Conductor completed
- Electrical System & Voltage Conversion
- Electrical Regulation Bylaw Amendment
- Electric Vehicle Charging Station installation
- Electrical meter inspection program – door to door audit
- 3rd street Infrastructure repairs (sewer, water and storm water)
- Water and Sewer Department restructuring
- Water and Sewer service repairs
- Water Well replacements
- Electrical meter inspection door to door audit
- Electrical Reclosure Controls installation completion – continued
- Electrical Department Engineering review

## **Goals for 2016:**

- Asset Management Software integration with Engineering and Financial software
- Airport Beacon site upgrades
- City Park playground repairs/replacement
- Completion and opening of the Spray Park at City Park
- Tree replacement program
- Fleet upgrades
- City facility roofing inspections
- Staff training (safety and well being)
- Shouldering and Ditching Program (drainage control)
- Crack Sealing and Paving Repairs Program Alley maintenance program
- Hanging Basket/portable planters and in-ground bed program
- Cemetery grave restoration program
- Universal Water Meter Program completion
- Lagoon desludging preparation with Engineering Department





# CAPITAL PROJECTS FINANCIAL REPORTING

PROJECT	COST	STATUS
2015 FIRE CHIEF COMMAND UNIT	\$ 52,656	Complete
2015 ROSENBAUER 101' COBRA PLATFORM FIRE TRUCK	\$ 1,071,459	Complete
ASSET MANAGEMENT SOFTWARE	\$ 21,900	2016
CITY HALL FURNISHINGS	\$ 30,074	Complete
DOWNTOWN BEAUTIFICATION	\$ 2,412	2016
EAST ZONE RESERVOIR STUDY	\$ 26,790	2016
ELECTRICAL PROJECTS	\$ 17,862	Ongoing
GENERATOR @ 525 CENTRAL AVENUE	\$ 24,768	Complete
GROUNDWATER PROTECTION	\$ 498	Ongoing
JAMES DONALDSON BLEACHERS	\$ 27,176	Complete
LIBRARY LIGHTING	\$ 16,863	Complete
CITY HALL WATER/METER READERS	\$ 8,239	Complete
PUBLIC WORKS FUEL TANKS	\$ 23,810	Complete
RIVERSIDE DRIVE RE-CONDUCTOR	\$ 114,354	2016
SCADA IT UPGRADE	\$ 13,850	Complete
SPRAY PARK	\$ 292,925	2016
TRANSFORMER PCB MANAGEMENT PLAN	\$ 20,991	2016
UNIVERSAL WATER METERING	\$ 291,757	2016
VACTOR SEWER TANKS INSTALL	\$ 260	Complete
WWTP HEADWORKS GRINDER	\$ 124,554	Complete
WWTP UV DISINFECTION UPGRADE	\$ 4,100	Ongoing
<b>TOTAL</b>	<b>\$ 2,187,297</b>	



# PROPERTY TAX EXEMPTIONS

In accordance with Division 7 of Part 7 of the Community Charter, the following properties in the City of Grand Forks were provided permissive property tax exemptions by Council in **2015**.

## Athletic, Charitable or Philanthropic Organizations

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 1, DL. 380, S.D.Y.D. Plan KAP54909	7230 21st St	Grand Forks Curling Club	\$8,291.18
Lot 5, Block 10, DL 108, S.D.Y.D., Plan 23	366 Market Ave	Grand Forks Masonic	\$379.81
Lot A, DL 108, S.D.Y.D. Plan 38294	978 72nd Ave	Sunshine Valley Little Peoples Centre	\$1,475.93
Lot 8, Block 25, Plan 23, DL 108 S.D.Y.D.	686 72nd Ave	Slavonic Senior Citizens Centre	\$510.42
Lot A, DL 108 S.D.Y.D. Plan 6691	7239 2nd St	Hospital Auxiliary Thrift Shop	\$1,943.90
Lots 23, 24, 25, 26 Block 29, DL 108 S.D.Y.D. Plan 121	7353 6th St	Royal Canadian Legion	\$3,756.41
Lots 10 and 17 – 20, Block 18, DL 108, S.D.Y.D. Plan 86	565 71st Ave	Grand Forks Senior Citizens Centre	\$3,310.50
Parcel B, Block 45, D.L. 108, Plan 72	876 72nd Ave	Phoenix Manor Society	\$2,557.06
Lot A, Plan 29781, DL 108, Land District 54	7130 9th St	Boundary Lodge	\$3,948.04
Lot 1, DL 108, Plan EPP 32379	7212 Riverside Dr	Habitat for Humanity	\$3,125.37



# PROPERTY TAX EXEMPTIONS

## Hospital and Public Worship Organizations

Legal Description	Civic Address	Organization	Value of Permis- sive Exemption
Lot A, DL 520, S.D.Y.D. Plan EEP11735	7649 22 <sup>nd</sup> St	Interior Health Authority	\$58,078.09
Parcel D, Block 24, DL 108, S.D.Y.D. Plan 23	7252 7 <sup>th</sup> St	Synod of the Diocese of Koo- tenay	\$230.55
Lot 1, DL 108, S.D.Y.D., Plan KAP45199	7525 4 <sup>th</sup> St	Grand Forks Christian Centre	\$99.62
Lots 1 and 2, Block 36, DL 108, S.D.Y.D., Plan 72	920 Central Ave	United Church	\$151.59
Lots 30, 31, 32, Block 36, DL 108, S.D.Y.D., Plan 72	7249 9 <sup>th</sup> St	Catholic Church	\$187.57
Lot 1, DL 520, S.D.Y.D., Plan KAP77684	2495 76 <sup>th</sup> Ave	First Baptist Church Congre- gation	\$11.66
Parcel A, Block 16, DL 380, S.D.Y.D., Plan 35	7328 19 <sup>th</sup> St	Christ Lutheran Church	\$158.92
Lot G, DL 380, S.D.Y.D., Plan KAP56079	7048 Donaldson Dr	Mennonite Brethren	\$221.56
Lot 2, DL 520, S.D.Y.D., Plan KAP53800	7680 Donaldson Dr	Jehovah's Witnesses	\$194.24
Lot 1, DL 520, S.D.Y.D., Plan 8653 except Plan H- 17064	2826 75 <sup>th</sup> Ave	Pentecostal Church	\$114.94



# DECLARATION OF DISQUALIFIED COUNCIL MEMBERS

There were no disqualified Council members in 2015





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

# STRATEGIC PLAN 2015-2019



Workshop Facilitated by:

Tracey Lee Lorenson

Prepared by Paragon Strategic Services

2/17/2015



# GRAND FORKS STRATEGIC PLAN 2015-2019



## FISCAL ACCOUNTABILITY

- WE WILL NOT SELL OUR NATURAL ASSETS AND INFRASTRUCTURE
- WE WILL CONTINUE TO PROACTIVELY IDENTIFY AND PLAN FOR INFRASTRUCTURE REPAIR AND REPLACEMENT



## ECONOMIC GROWTH

- WE FOSTER A VIBRANT ECONOMIC ENVIRONMENT
- WE ARE OPEN YET DISCIPLINED IN LAND DEVELOPMENT DECISIONS
- WE RECOGNIZE THE IMPORTANCE OF A HEALTHY TOWN "CORE"



## COMMUNITY ENGAGEMENT

- WE ENCOURAGE RESIDENTS TO PARTICIPATE IN DECISIONS AND PROCESS
- WE ENHANCE OUR REGIONAL DIALOGUE, ADVOCACY AND COLLABORATION
- WE RECOGNIZE OUR NATURAL RECREATIONAL AMENITIES ARE VALUABLE REGIONAL ASSETS

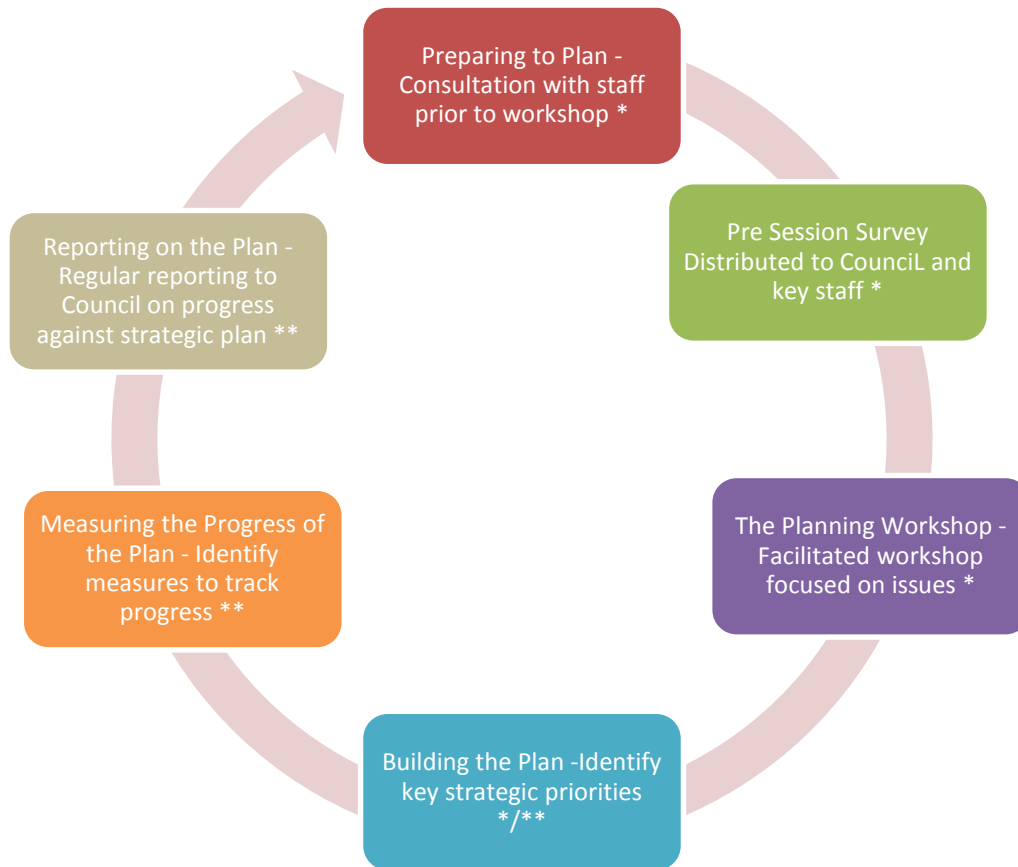


## COMMUNITY LIVEABILITY

- WE CONTINUE TO MITIGATE THE IMPACT OF DEER IN OUR COMMUNITY
- WE ADVOCATE FOR APPROPRIATE FUNDING FOR OUR MOST VULNERABLE RESIDENTS
- WE SUPPORT COMMUNITY INITIATIVES THAT ALIGN WITH OUR STRATEGIC OBJECTIVES
- WE WILL CONTINUE OUR INVESTMENT IN ARTS, CULTURE, SPORT AND HERITAGE IN GRAND FORKS

# CITY OF GRAND FORKS

## STRATEGIC PLANNING SESSION 2015



Responsibility = \*Consultant \*\*Management

### Preparing to Plan

The Strategic Planning Process undertaken by the Council was heavily invested in preparation – the Council and key staff completed online surveys to identify the strengths, weaknesses, opportunities and threats facing the organization. The feedback from these surveys was shared with the Council prior to commencing the session (see copies attached).

In addition, previous planning documents were reviewed and considered to build on the work the organization has done in prior years and preparatory conference calls were held. Another focus of the session was to ensure there was alignment between the direction of Council and management of the Town.



### **The Planning Workshop**

The workshop was attended by all members of Council and senior staff. The workshop focused on the key issues facing the organization and the strategic priorities were chosen specifically to take advantage of opportunities as well as to protect the organization against threats.

***In the workshop the Council focused on those issues most important to the community and revisited the priorities from the previous plan.***

### **Building the Plan**

The notes of the workshop were compiled by Paragon Strategic Services Ltd., and form the basis of this report.

### **Measuring Plan Progress**

The next step for staff will be attaching measures to the strategic priorities, including:

- Identifying the staff member accountable
- Identifying achievable timelines for each action/goal
- Identifying measures that show progress to goals
- Prioritizing activities within the plan
- Tracking progress on at least a quarterly basis

### **Reporting on the Plan**

Council and staff need to agree on a reporting frequency to ensure that progress to goals is tracked on a regular basis – usually on a quarterly basis. The nature and structure of this report should be agreed upon in advance by Council and staff.

### **Communicating the Plan**

Attached to this report are draft graphics that can be used to aid the organization in communicating the plan through posters, handouts or on the web.

# WHAT DO WE STAND FOR?

The current City vision is:

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

The current mission for the City is:

***“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.”***

The City’s values are:

- 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**

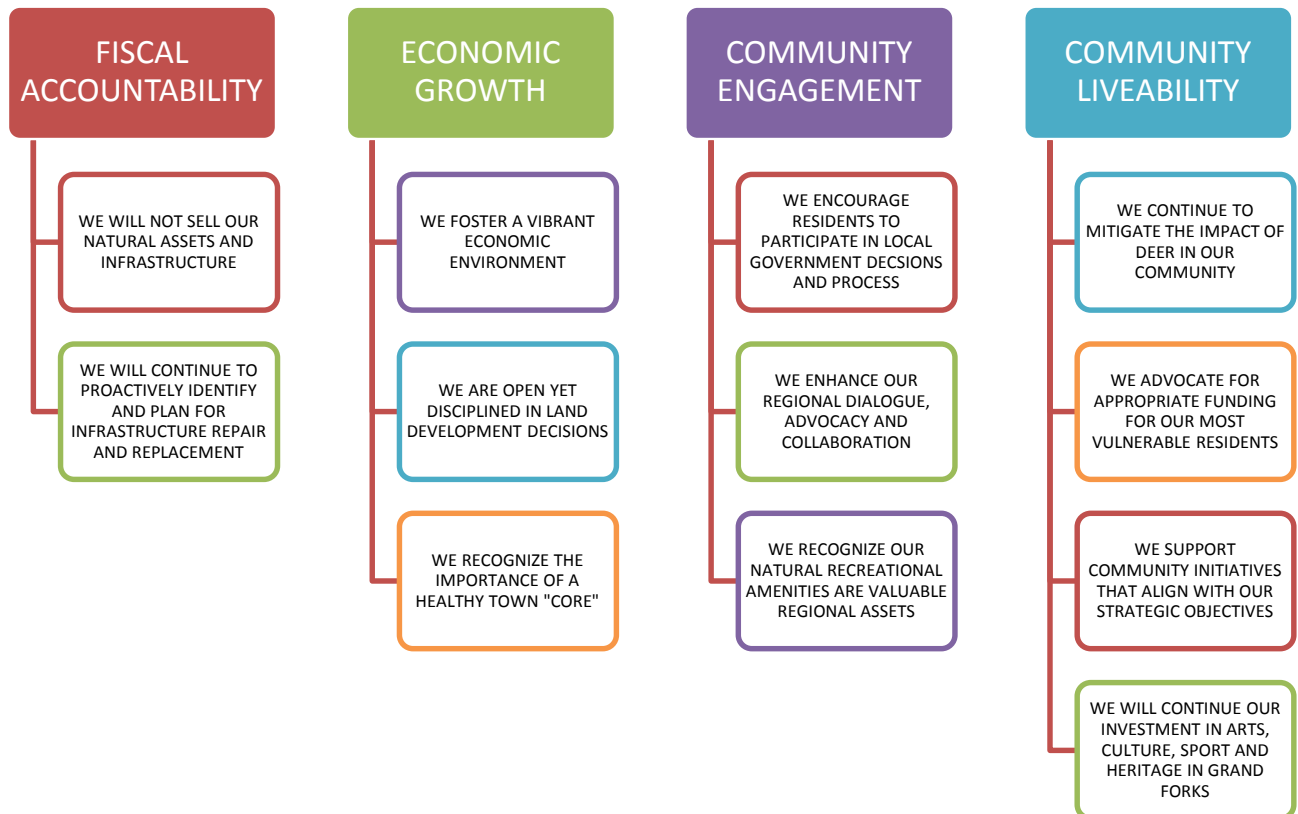
While the majority rated the current vision, mission and values as either “sounds great” or “good”, there were some suggestions for improvement that should be considered in a future planning session. Those notes were provided under separate cover at the workshop.



## WHERE ARE WE NOW?



# STRATEGIC THEMES AND PRIORITIES





# LINK BETWEEN STRATEGIC PLANNING AND ASSET MANAGEMENT

The City is taking a leadership role when it comes to addressing its long term needs for asset repair and replacement. This strategic planning process is inextricably linked to the extensive work that Council and the Management team has done to prepare the community for future needs, and to proactively plan for the financial impacts.

This work on Asset Management (*which was developed outside of this process*) has been recognized as amongst the best in Canada, and is something Council and the community should be very proud of. It is included here as it is core to the strategic focus of Grand Forks.



## NEXT STEPS

In order to ensure that the plan is utilized by the Council we recommend the following:

1. Detailed review of the Plan above to ensure it captures the intent of the Council during the workshop
2. Assign specific action items under each strategic priority – these do NOT need to be new initiatives and may in fact be already underway
3. Assign measures and time frames to these activities so staff and the Council can ensure progress towards the strategic priorities (SEE ATTACHED SAMPLE)
4. Set regular meetings to review the strategic priorities and to identify any changes that need to be made
5. Ensure the strategic priorities drive regular Council decision making – if an initiative is brought to the Council there should be a review of the its alignment with the priorities selected by the Council
6. Communicate the priorities to staff and the community.

Please let us know if there are any questions concerning this summary. Thank you!



STRATEGIC PROJECTS		ACTIONS
<p><b><u>FISCAL ACCOUNTABILITY</u></b></p> <p>WE WILL NOT SELL OUR NATURAL ASSETS AND INFRASTRUCTURE</p> <p>WE WILL CONTINUE TO PROACTIVELY IDENTIFY AND PLAN FOR INFRASTRUCTURE REPAIR AND REPLACEMENT</p>	EXPLORE VARIABLE GROWTH OPPORTUNITIES AND PRESENT TO COUNCIL FOR CONSIDERATION	<ul style="list-style-type: none"> <li>• ALTERNATE ENERGY – SOLAR GARDEN</li> <li>• FIBRE OPTICS – CONTINUE TO CONNECT OTHER COMMUNITY ORGANIZATIONS AND REGIONAL EXPANSION</li> <li>• COMMUNITY ENERGY</li> </ul>
	ENSURE THAT SERVICE LEVELS ALIGN WITH TAXATION LEVELS	<ul style="list-style-type: none"> <li>• PROVIDE CONTINUAL ANALYSIS ON SERVICE LEVELS (<b>ORGANIZATIONAL ACTION</b>)</li> <li>• DEPARTMENTS WILL CONTINUE TO REVIEW SERVICE AND TAX RATES IN ANNUAL BUDGET AND WILL ENSURE CONSISTENCY WITH THE ASSET MANAGEMENT PLAN</li> <li>• DEVELOP TAXATION POLICY TO ASSIST WITH SERVICE LEVELS</li> <li>• DEVELOP SURPLUS POLICY</li> </ul>
	SERVICE PERFORMANCE REVIEWS ENSURE LEVELS OF SERVICE MEET INFRASTRUCTURE NEEDS	<ul style="list-style-type: none"> <li>• CONTINUE TO DEVELOP PERFORMANCE MEASURES IN DATABASE OF INFORMATION THROUGH ASSET MANAGEMENT SOFTWARE, AND REPORT BACK TO COUNCIL ANNUALY</li> <li>• CONTINUE TO BENCHMARK SERVICE DELIVERY AGAINST SIMILAR MUNICIPALITIES</li> <li>• ENSURE STAFFING LEVELS ARE ALLOCATED PROPORTIONALLY PROLONGING LIFE IN ASSETS – NOT JUST FOR CUSTOMER SERVICE</li> <li>• DEVELOP AN AIRPORT MANAGEMENT/SERVICE STRUCTURE</li> <li>• CUSTOMER SERVICE SURVEY</li> </ul>
	CONTINUE TO IMPLEMENT LONG TERM VIABILITY OF THE ASSET MANAGMENT PLAN AS A LIVING DOCUMENT	<ul style="list-style-type: none"> <li>• CONTINUE WITH THE SYSTEMATIC PROCESS OF DEPLOYING, OPERATING, MAINTAINING, UPGRADING AND DISPOSING OF ASSETS COST-EFFECTIVELY AND EFFICIENTLEY</li> <li>• ENSURE CONSISTENT AND CURRENT INTER-DEPARTMENTAL COMMUNICATION</li> <li>• TRAINING AND PROCESS DEVELOPMENT AND IMPLEMENTATION OF CONTINUED DEVELOPMENT OF ASSET MANAGEMENT PLAN</li> <li>• WORKTECH TO BEGIN</li> <li>• CONTINUE TO HOLD ORGANIZATIONAL WORKSHOPS AND COMMUNICATIONS</li> <li>• WORKTECH &amp; GIS AND MAPPING OF INFRASTRUCTURE</li> <li>• LONG TERM PLANNING IN DEPARTMENTS REGARDLESS OF GRANTS</li> <li>• REVIEW ASSET MANAGEMENT PLAN ANNUALY AND REPORT OUT TO PUBLIC</li> </ul>

STRATEGIC PROJECTS		ACTIONS
<p><b><u>FISCAL</u></b></p> <p><b><u>ACCOUNTABILITY</u></b></p> <p>WE WILL NOT SELL OUR NATURAL ASSETS AND INFRASTRUCTURE</p> <p>WE WILL CONTINUE TO PROACTIVELY IDENTIFY AND PLAN FOR INFRASTRUCTURE REPAIR AND REPLACEMENT</p>	SHORT TERM FINANCIAL BENEFITS WILL NOT OVERRIDE LONG TERM IMPACTS AND WILL CONSIDER THE TRIPLE BOTTOM LINE: SOCIAL, ENVIRONMENTAL AND ECONOMIC	<ul style="list-style-type: none"><li>• ENSURE THAT CITY OWNED LAND IS SOLD AT FAIR MARKET VALUE AND CONSIDERS THE BEST OVERALL IMPACT TO THE CITY (<b>ORGANIZATIONAL ACTION</b>)</li><li>• COUNCIL WILL ALIGN POLICIES AND BYLAWS TO MEET STRATEGIC PRIORITIES</li><li>• SLAG PILE REVENUE WILL CONTINUE TO BENEFIT THE CITY'S OVERALL NEEDS AS DIRECTED BY COUNCIL</li><li>• CONTINUE TO REVIEW AND ASSESS TAX MIX</li></ul>
	PROTECT AQUIFER AND INFRASTRUCTURE FROM ANY EXTERNAL INTERESTS (AT ALL COSTS)	<ul style="list-style-type: none"><li>• DEVELOP POLICIES AND GUIDING PRINCIPLES TO PROTECT THE CITY'S VALUABLE ASSETS</li><li>• CONTINUE WITH CONSERVATION EDUCATION FOR THE PUBLIC IN THE VALLEY</li><li>• BUILD REGIONAL WATER PARTNER GROUP AND CREATE A PLAN FOR PROTECTING THE AQUIFER</li></ul>
	DEVELOP FINANCIAL ANALYSIS TO SHOW WHAT FUNDS ARE AVAILABLE AND CONSULT WITH COMMUNITY TO IDENTIFY PRIORITIES	<ul style="list-style-type: none"><li>• INFRASTRUCTURE RISK MANAGEMENT AND PRIORITIZATION</li><li>• BETTER IDENTIFY ISSUES PRIOR TO CATASTROPHIC FAILURE – USE WORK TECH FOR THIS</li><li>• BUSINESS CASE DEVELOPMENT ON ALL NEW SERVICES AND ASSETS WILL CONSIDER TRIPLE BOTTOM LINE</li></ul>



STRATEGIC PROJECTS		ACTIONS
<p><b><u>COMMUNITY</u></b></p> <p><b><u>ENGAGEMENT</u></b></p> <p>WE ENCOURAGE RESIDENTS TO PARTICIPATE IN LOCAL GOVERNMENT DECISIONS AND PROCESS</p> <p>WE ENHANCE OUR REGIONAL DIALOGUE, ADVOCACY AND COLLABORATION</p> <p>WE RECOGNIZE OUR NATURAL RECREATIONAL AMENITIES ARE VALUABLE REGIONAL ASSETS</p>	WE ARE CONSISTENT IN COMMUNICATING OUR PRIORITIES AND DECISIONS	<ul style="list-style-type: none"> <li>• ALL ZONING AND SCP AMENDMENTS WILL FOLLOW ALL LEGISLATIVE REQUIREMENTS UNDER THE LGA AND CC</li> <li>• HOLD OPEN HOUSES AND PROMOTE ACTIVITIES THAT ENGAGE THE PUBLIC AND ENCOURAGE FEEDBACK</li> <li>• DETERMINE LEVELS OF ENGAGEMENT REQUIRED BY EACH DEPARTMENT TO THE COMMUNITY FOR DEPARTMENTAL ACTIVITIES</li> <li>• DEVELOPMENT OF COMMUNICATIONS STRATEGY/POLICY</li> </ul>
	OPPORTUNITY TO LINK GRAND FORKS AND SURROUNDING RURAL AREA TO FACILITATE ALIGNMENT AND LEVERAGE VOICE	<ul style="list-style-type: none"> <li>• ONGOING ASSESSMENT OF “VALUE FOR MONEY”</li> <li>• CITY ENTER INTO CONTRACT REVIEW WITH RDKB IN 2015-2016 FOR FIRE SERVICES</li> <li>• DISCUSSION OF COST SHARING ARRANGEMENTS</li> <li>• REFINE BUSINESS RELATIONSHIP AND ENHANCE FINANCIAL EFFICIENCIES OF THE FIRE SERVICE</li> <li>• TRAILS ENHANCEMENT AND LINKAGE</li> <li>• AIRPORT FUNDING, DEVELOPMENT AND ACCESS</li> <li>• ENCOURAGE STRONGER RELATIONSHIP AND INCREASED DIALOGUE WITH REGIONAL PARTNERS</li> </ul>
	CONTINUE TO WORK WITH LOCAL EDUCATIONAL INSTITUTIONS TO ENHANCE EDUCATIONAL OPPORTUNITIES AND PROGRAMS	<ul style="list-style-type: none"> <li>• ASSET MANAGEMENT, JOINT OCCUPATIONAL HEALTH AND SAFETY</li> <li>• ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM</li> <li>• PILOT PROGRAM FOR STUDENTS TRANSITIONING OUT OF HIGHSCHOOL</li> </ul>
	IDENTIFY AND ENGAGE REGARDING KEY REGIONAL ADVOCACY OPPORTUNITIES AND STRATEGIES	<ul style="list-style-type: none"> <li>• KETTLE RIVER WATERSHED STUDY, WASTE WATER, REGIONAL PROTECTION OF NATURAL ASSETS</li> <li>• COLLABORATE WITH STAKEHOLDERS I.E. COMMUNITY FUTURES, BEDC</li> </ul>
	ENSURE GOVERNANCE STRUCTURE FOR RECREATION COMMISSION IS HIGHLY FUNCTIONAL	<ul style="list-style-type: none"> <li>• CONSIDER, REVIEW, IMPROVE</li> <li>• ENHANCE COMMUNICATIONS</li> </ul>
	INTEGRATED RECREATION PLANNING BETWEEN GRAND FORKS AND ELECTORAL AREAS	<ul style="list-style-type: none"> <li>• CONSIDER PARTNERSHIPS WITH ELECTORAL AREA’S IN DEVELOPING JOINT PARTICIPATION IN RECREATION PLANNING</li> <li>• SHARE DATA AND INFORMATION ON RECREATIONAL PLANNING</li> </ul>
	DETERMINE NEW, INNOVATIVE AND MEANINGFUL WAYS TO ENGAGE THE PUBLIC	<ul style="list-style-type: none"> <li>• UNDERTAKE A COMMUNITY SURVEY AND REPORT OUT TO THE PUBLIC</li> <li>• LEVERAGE EVERY OPPORTUNITY FOR COMMUNITY ENGAGEMENT</li> </ul>

STRATEGIC PROJECTS		ACTIONS
<p><u>COMMUNITY LIVABILITY</u></p> <p>WE CONTINUE TO MITIGATE THE IMPACT OF DEER IN OUR COMMUNITY</p> <p>WE ADVOCATE FOR APPROPRIATE FUNDING FOR OUR MOST VULNERABLE RESIDENTS</p> <p>WE SUPPORT COMMUNITY INITIATIVES THAT ALIGN WITH OUR STRATEGIC OBJECTIVES</p> <p>WE WILL CONTINUE OUR INVESTMENT IN ARTS, CULTURE, SPORT AND HERITAGE IN GRAND FORKS</p>	BUILD CAPACITY WITHIN THE COMMUNITY	<ul style="list-style-type: none"><li>• CONTINUE TO ENDEAVOR TO SHOP LOCAL AT EVERY OPPORTUNITY</li><li>• IDENTIFY GRANT OPPORTUNITIES AND LIST THESE ON THE CITY WEBSITE TO ENABLE FUNDING FOR COMMUNITY GROUPS</li><li>• CONTINUE TO EXPLORE PARTNERSHIPS THAT BALANCE COMMUNITY IMPACT WITH THE BURDEN ON TAX PAYERS</li><li>• CONSIDER NEW OPPORTUNITIES AS THEY ARISE AND BRING FORWARD TO COUNCIL</li></ul>
	CONTINUE TO ENFORCE THE DEER FEEDING BYLAW	<ul style="list-style-type: none"><li>• BYLAW ENFORCEMENT</li><li>• EDUCATION</li><li>• LOBBY PROVINCIAL GOV'T WHILE WORKING IN COLLABORATION WITH OTHER COMMUNITIES WHO FACE SIMILAR DEER CHALLENGES</li><li>• WORK WITH REGIONAL AND PROVINCIAL PARTNERS TO ENSURE A LONG TERM SOLUTION</li><li>• REVIEW OF DEER COMMITTEE</li></ul>
	COLLABORATE WITH GRASS ROOTS ORGANIZATIONS TO BETTER UNDERSTAND NEEDS IN COMMUNITY AND WORK WITH GROUPS TO FIND SOLUTIONS WHERE POSSIBLE	<ul style="list-style-type: none"><li>• CONTINUE TO WORK WITH VARIOUS AGENCIES TO DETERMINE THE NEEDS OF THE COMMUNITY FOR TRANSITION HOUSING AND FORM PARTNERSHIP TO SELECT AN APPROPRIATE SITE FOR PROJECT</li><li>• OUR TRAIL NETWORK IS A KEY COMMUNITY AND REGIONAL ASSET - PUBLIC AWARENESS CAMPAIGN, WAYFINDNG SIGNAGE, REGIONAL DISTRICT PARTNERSHIP</li><li>• COMMUNITY GARDENS</li><li>• ENHANCE TRAIL SYSTEM</li><li>• DEVELOP INCLUSIVE COMMUNITY INITIATIVES</li></ul>
	WORK WITH FEE FOR SERVICE PROVIDERS TO LEVERAGE AND PROVIDE MORE EFFECTIVE SERVICES	<ul style="list-style-type: none"><li>• ART GALLERY</li><li>• MUSEUM,</li><li>• LIBRARY</li><li>• BCRCC</li><li>• BDAC</li></ul>



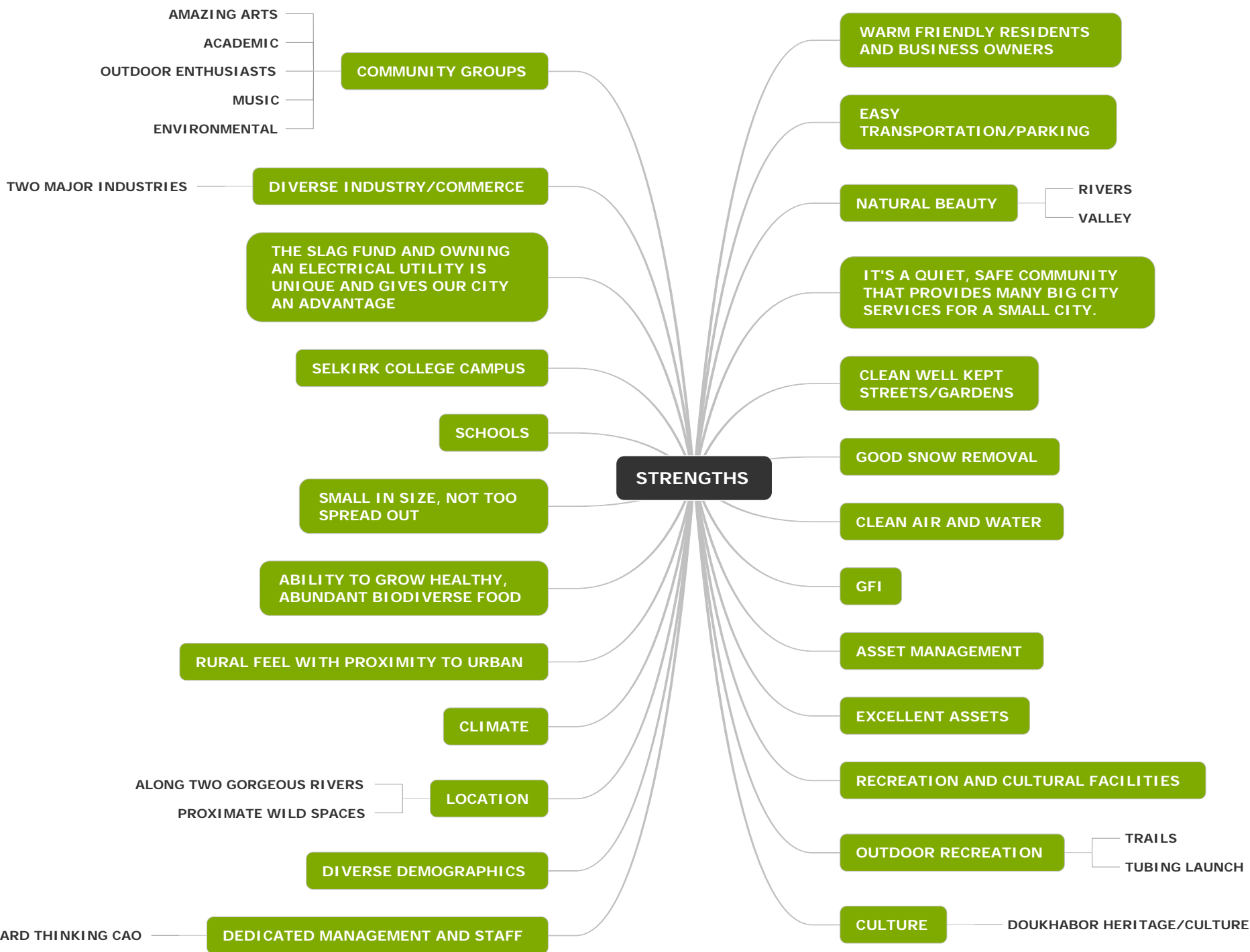
STRATEGIC PROJECTS		ACTIONS
<p><u><b>ECONOMIC GROWTH</b></u></p> <p>WE FOSTER A VIBRANT ECONOMIC ENVIRONMENT</p> <p>WE ARE OPEN YET DISCIPLINED IN LAND DEVELOPMENT DECISIONS</p> <p>WE RECOGNIZE THE IMPORTANCE OF A HEALTHY TOWN CORE</p>	CONTINUE TO FOSTER RELATIONSHIPS THAT SUPPORT ECONOMIC DEVELOPMENT IN EVERY CAPACITY, INCLUDING: ENVIRONMENTAL, FINANCIAL, SOCIAL AND SUSTAINABILITY	<ul style="list-style-type: none"> <li>• WORK CLOSELY WITH COMMUNITY FUTURES, RDI, BCRCC, PROVINCE AND FEDERAL GOV'T IN ORDER TO ACCESS ECONOMIC DEVELOPMENT OPPORTUNITIES</li> <li>• DEVELOP STRONG RELATIONSHIPS WITH DEVELOPMENT COMMUNITY</li> </ul>
	ENSURE EC DEV IS CONSISTENT WITH DEEP REGARD FOR NATURAL ENVIRONMENT AND TRIP BOTTOM LINE	<ul style="list-style-type: none"> <li>• ENSURE THAT ALL DEVELOPMENT IS IN LINE WITH VISIONS AND GUIDING PRINCIPLES OF THE SCP AND CURRENT BEST PRACTICES</li> </ul>
	SUPPORT THE HEALTH, GROWTH AND RETENTION OF EXISTING BUSINESSES	<ul style="list-style-type: none"> <li>• WAY FINDING SIGNAGE –CONSISTENT, DIRECTIONAL TO CITY ASSETS, FOCUSED ON BUSINESS AND AMENITIES</li> <li>• INVEST IN APPROPRIATE SIGNAGE TO HIGHLIGHT PARKS AND OTHER COMMUNITY ASSETS</li> <li>• WE ARE OPEN TO INITIATIVES DRIVEN BY OUR DOWNTOWN CORE TO SUPPORT VIBRANCY</li> <li>• ESTABLISH A CONNECTION WITH NEW BUSINESSES THROUGH BIZ LICENCE PROCESS</li> <li>• ENCOURAGE PARTICIPATION IN TRAINING PROGRAMS FOR BUSINESS</li> </ul>
	ENSURE ALIGNMENT BETWEEN OUR EC DEV INITIATIVES AND FINANCIAL POLICIES	<ul style="list-style-type: none"> <li>• ENSURE THAT ALL NEW DEVELOPMENT IS IN LINE WITH THE ZONING BYLAW AND POLICIES AND GUIDING PRINCIPLES OF THE SCP AND THE ASSET MANAGEMENT PLAN</li> </ul>
	WORK TO REDUCE RED TAPE	<ul style="list-style-type: none"> <li>• ENSURE EXISTING BYLAWS AND POLICIES ARE UP TO DATE AND CONSISTENT WITH INDUSTRY STANDARDS THAT WILL FOSTER POTENTIAL DEVELOPMENT INITIATIVES THAT WOULD BENEFIT THE COMMUNITY; BUSINESS LICENCES, UNSIGHTLY PREMISES, SIGNAGE</li> <li>• DEVELOP COLLABORATIVE SOLUTIONS FOR REDUCTION OF BUREAUCRACY</li> </ul>
	BUILD A FOUNDATION THAT CONTINUES TO PROMOTE A COMMITMENT TO A DIVERSE CROSS SECTION OF INDUSTRY, BUSINESS AND PEOPLE	<ul style="list-style-type: none"> <li>• LEVERAGE MARKETING OPPORTUNITIES</li> <li>• MARKET THE COMMUNITY TO A LARGER MORE DIVERSE AUDIENCE</li> <li>• INVESTIGATE OVERSEAS OPPORTUNITIES I.E EXCHANGE WITH SISTER CITY</li> <li>• CONTINUE TO EXPAND ON AND BE CREATIVE WITH COMMUNITY EVENTS</li> </ul>
	CONSIDER INNOVATIVE AND SUSTAINABLE DEVELOPMENTS ON GRAND FORKS OWNED LAND	<ul style="list-style-type: none"> <li>• WORKING WITHIN THE GUIDING PRINCIPLES OF THE SCP, CONSIDER CREATIVE ECO FRIENDLY METHODS OF USE FOR LAND I.E. ECO HOMES, ALTERNATIVE COMMUNITY LIVING AND HIGHER DENSITY</li> </ul>
	IDENTIFY ECONOMIC DEVELOPMENT LINKAGES	<ul style="list-style-type: none"> <li>• WORK WITH VARIOUS AGENCIES TO FOSTER CREATIVITY, INNOVATION AND SUSTAINABILITY THRU URBAN-RURAL DEVELOPMENT INITIATIVES</li> <li>• DEVELOP AND FOSTER RELATIONSHIPS WITH COMMUNITY STAKEHOLDERS TO BETTER PROMOTE THE CITY</li> </ul>

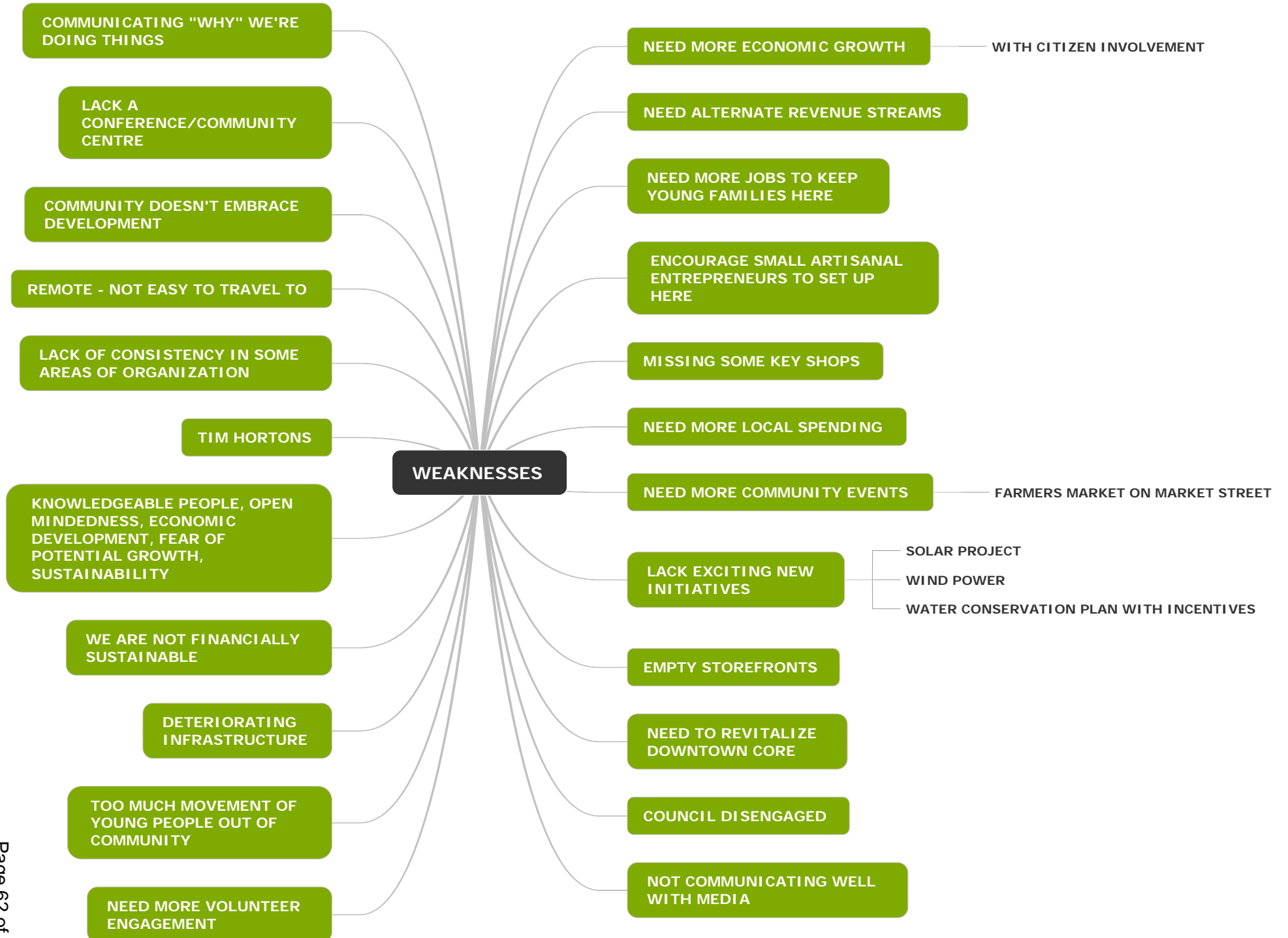
# SURVEY SUMMARY NOTES GRAND FORKS COUNCIL WORKSHOP 2015



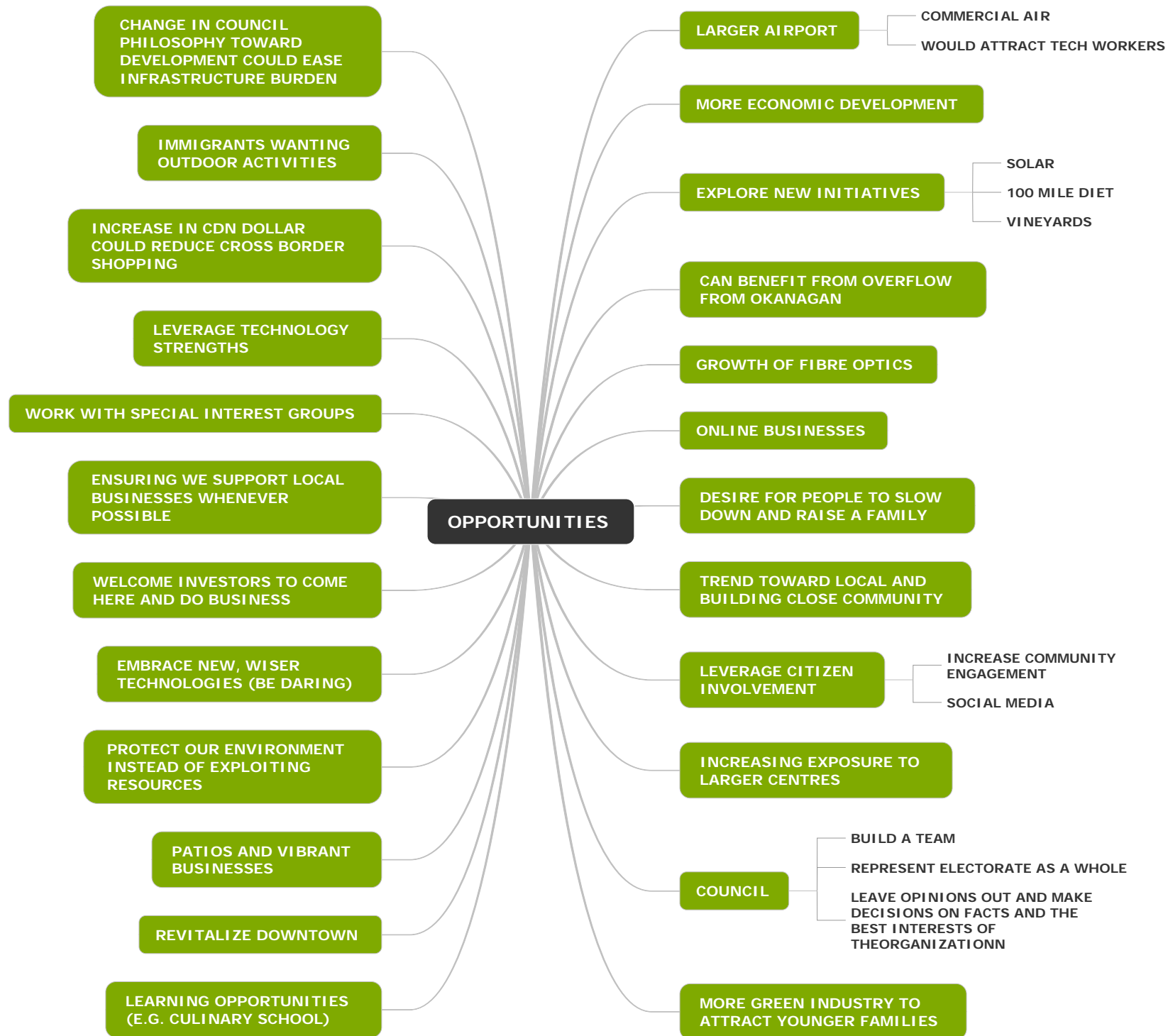
Tracey Lee Lorensen  
[tracey@paragonstrategic.com](mailto:tracey@paragonstrategic.com)  
250.275.4829

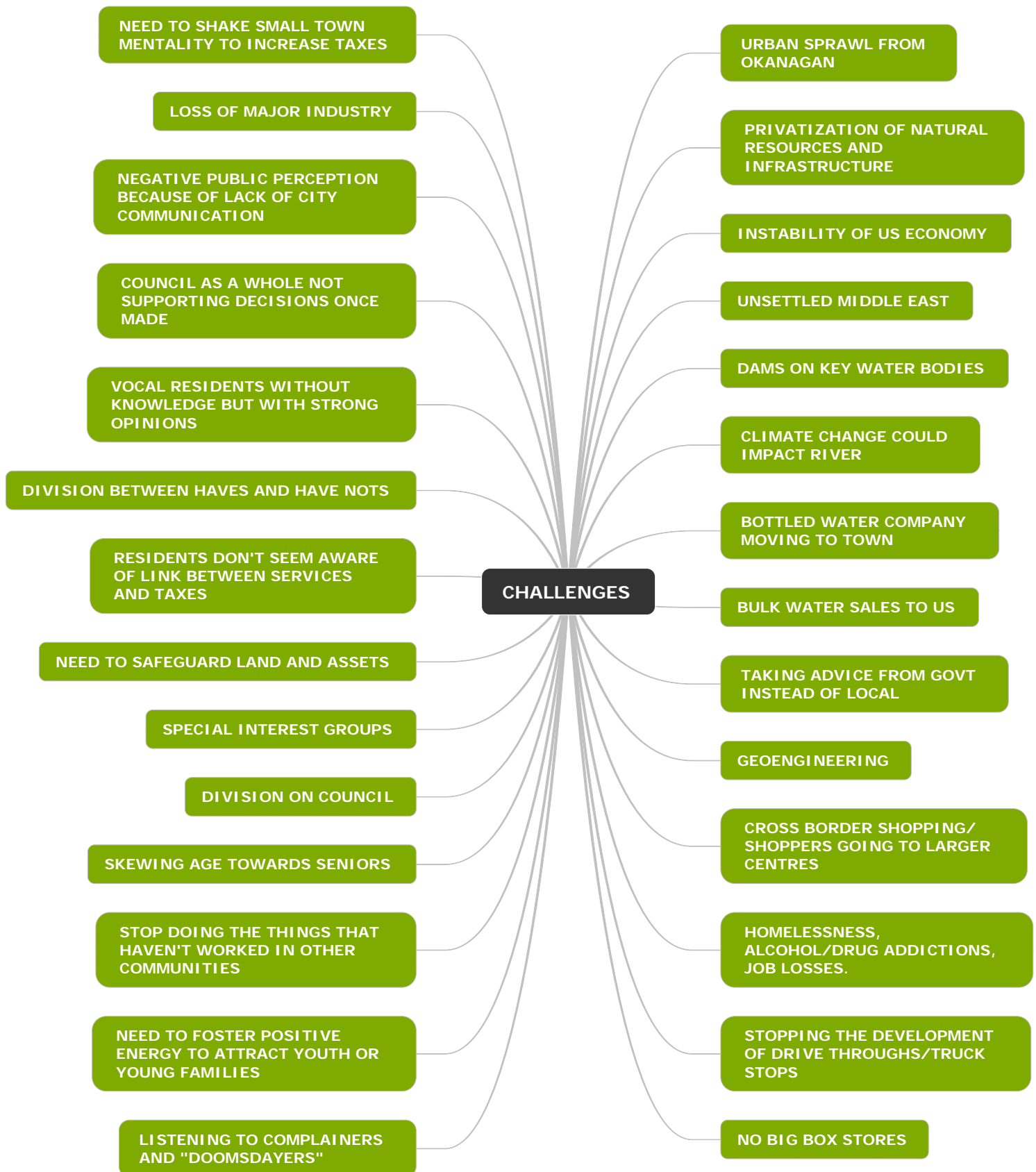














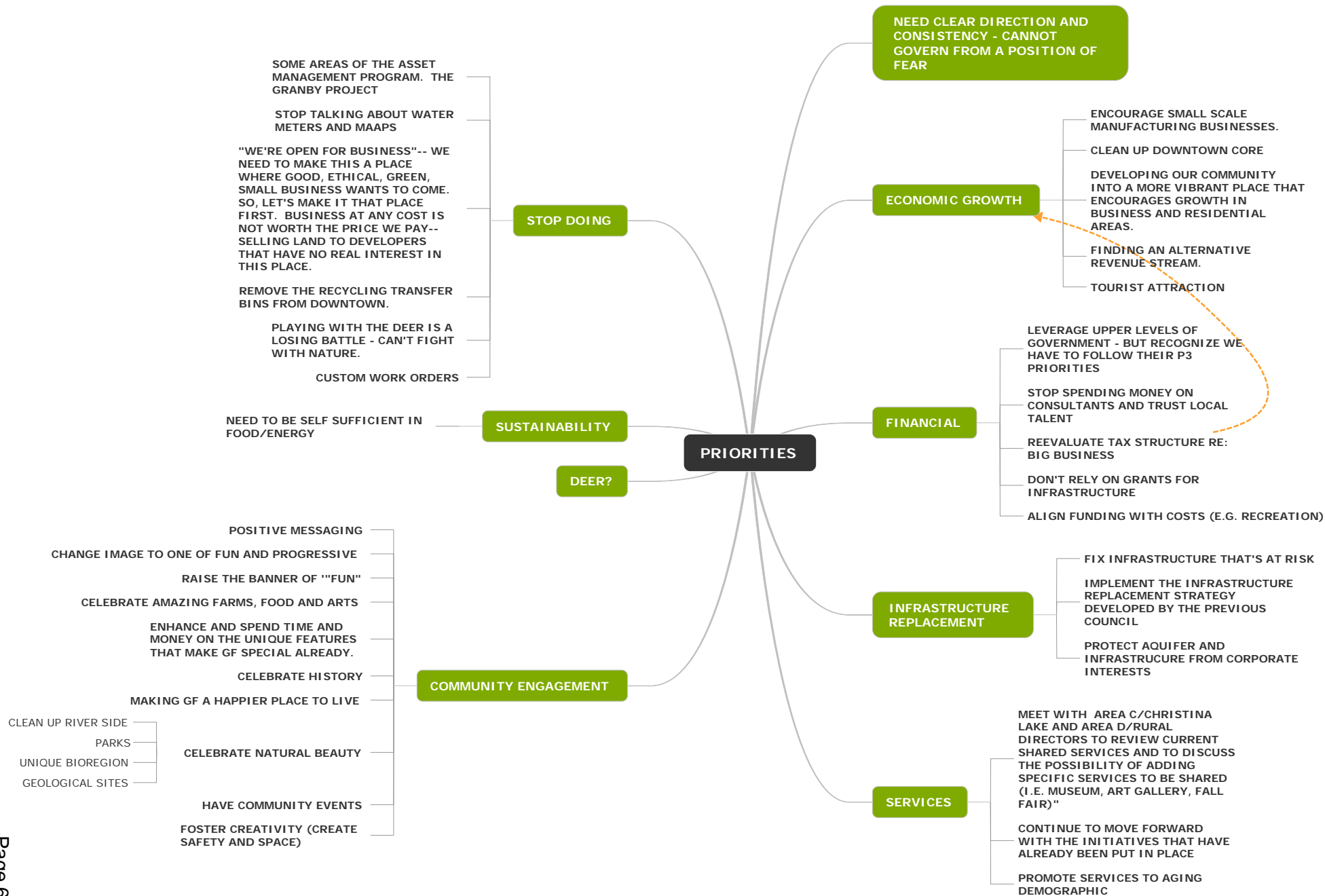
	Critical Importance	Important	Not Important	Why are we doing this?	I'm not sure what this is	Total
Regional Services Integration	20.00% 1	80.00% 4	0.00% 0	0.00% 0	0.00% 0	5
Succession Planning	40.00% 2	40.00% 2	20.00% 1	0.00% 0	0.00% 0	5
Economic Stimulation	60.00% 3	40.00% 2	0.00% 0	0.00% 0	0.00% 0	5
Infrastructure Replacement Strategy	80.00% 4	20.00% 1	0.00% 0	0.00% 0	0.00% 0	5
Deer Issue	20.00% 1	80.00% 4	0.00% 0	0.00% 0	0.00% 0	5
Sustainability Actions	80.00% 4	0.00% 0	20.00% 1	0.00% 0	0.00% 0	5

## COUNCIL PREVIOUS PRIORITY CHART

	Critical Importance	Important	Not Important	Why are we doing this?	I'm not sure what this is	Total
Regional Services Integration	16.67% 1	83.33% 5	0.00% 0	0.00% 0	0.00% 0	6
Succession Planning	16.67% 1	83.33% 5	0.00% 0	0.00% 0	0.00% 0	6
Economic Stimulation	83.33% 5	16.67% 1	0.00% 0	0.00% 0	0.00% 0	6
Infrastructure Replacement Strategy	100.00% 6	0.00% 0	0.00% 0	0.00% 0	0.00% 0	6
Deer Issue	0.00% 0	33.33% 2	50.00% 3	16.67% 1	0.00% 0	6
Sustainability Actions	66.67% 4	33.33% 2	0.00% 0	0.00% 0	0.00% 0	6

## MANAGEMENT PREVIOUS PRIORITY CHART





WHY DO WE NEED TO GROW?  
 MOST OF THOSE VALUES ARE EXPECTED, AND NOT UNIQUE.  
 DIVISION ON COUNCIL MAKES IT HARD TO LIVE UP TO THESE  
 VALUES GOOD - ACRONYM IS FORCED  
 HOW DOES COUNCIL SEE THESE IN ACTION  
 TOO MANY - NOT ACTUAL VALUES

## VALUES

# FOUNDATIONAL STATEMENTS

## VISION

GARDENING REQUIRES AFFORDABLE WATER, EVEN WITH PERMACULTURE PRACTICES.

WE NEED TO GROW MORE THAN OPPORTUNITIES. LET'S GROW A VIBRANT CARING COMMUNITY. THE WORD "OPPORTUNITY" USUALLY RELATES SPECIFICALLY TO JOBS. WE NEED JOBS, YES, BUT WE NEED A CARING COMMUNITY THAT IS HEALTHY, FULL OF GOOD FOOD, ART, MUSIC, AFFORDABLE HOUSING AND YES, JOBS THAT ARE NOT MENIAL AND MEANINGLESS. BUILD A PLACE WHERE PEOPLE WANT TO COME AND START THEIR OWN BUSINESS.

WE ARE "OPEN FOR BUSINESS"

WELCOME GREENER TECHNOLOGIES AND MEANINGFUL EMPLOYMENT

PROTECT THE ENVIRONMENT

"...GROWING BETTER OPPORTUNITIES FOR..."

I LIKE IT, BUT WITH ALL OF THE CONTROVERSY OVER WATER METERS THERE MAY BE SOME IN OUR COMMUNITY WHO WOULD PREFER THE CITY NOT HAVE GREEN BOULEVARDS AND COLOURFUL PLANTERS.

"GARDEN CITY" IS CONTRIVED

IT GIVES THE IMPRESSION THAT WE ARE PROMOTING FARMING MORE THAN DEVELOPMENT.

THE WORD GARDEN COULD BE CONSTRUED DIFFERENTLY FOR INDIVIDUALS; PERHAPS A "SUSTAINABLE" CITY MIGHT BE MORE APPROPRIATE.

DOESN'T REALLY RELATE TO GRAND FORKS

## MISSION

THAT IS EVERY CITY'S GOAL. LET'S MAKE THIS STATEMENT UNIQUE TO GF.

FIRST THIS SHOULD BE TO ENSURE THAT THE CITIZENS OF GF LIVE HEALTHY, PEACEFUL, ABUNDANT LIVES, IN SAFETY. COUNCIL IS RESPONSIBLE FOR MANAGING THE ASSETS AND SERVICES NEEDED TO ENSURE THE ABOVE HAPPENS.

GOVERNANCE IMPLIES GOVERNMENT, CONTROL, POLITICS. WE WELCOME CREATIVE COMMUNITY ENGAGEMENT THAT ENHANCES AND ADVANCES THE QUALITY OF LIFE IN OUR COMMUNITY, WHILE PROVIDING SERVICES THAT SUPPORTS AND CARES FOR EVERYONES NEEDS.

GOOD GOVERNANCE AND LEADERSHIP WILL PROMOTE OUR COMMUNITY TO ENSURE A STRONG AND BETTER FUTURE.



*Financial Statements of*  
**THE CORPORATION OF THE CITY OF GRAND FORKS**  
*December 31, 2015*

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

## **Index to Financial Statements**

**December 31, 2015**

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Consolidated Statement of Change in Net Financial Assets	- Page 6
Consolidated Statement of Cash Flows	- Page 7
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Schedule - Consolidated Schedule of Tangible Capital Assets	- Page 20

**May 9, 2016**

**Nelson, 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 Professional 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 Professional Accountants, follows and outlines the scope of their examination and their opinion on the consolidated financial statements.



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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, 2015, 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, 2015, and its financial performance and its cash flows for the year then ended in accordance with Canadian Public Sector accounting standards.



Chartered Professional Accountants

May 9, 2016

Nelson, B.C.

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**As At December 31, 2015**

	2015	2014
<b>FINANCIAL ASSETS</b>		
Cash (note 2)	\$ 8,213,970	\$ 6,634,971
Temporary investment	-	549,366
Deposit	-	399,277
Accounts receivable	2,545,851	3,084,382
MFA deposit (note 3)	29,837	29,092
Inventories for resale	41,771	33,437
Lease receivable (note 4)	135,243	155,034
	<u>10,966,672</u>	<u>10,885,559</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	1,471,405	2,401,955
Employee future benefits (note 5)	393,011	464,415
Deferred revenues - grants and other (note 6)	56,238	95,524
Deferred revenues - prepaid taxes	277,549	288,797
Temporary loan (note 7)	1,246,589	263,159
Development cost charges (note 8)	510,146	504,470
Long-term debt and capital lease obligations (note 9)	1,969,149	2,148,072
	<u>5,924,087</u>	<u>6,166,392</u>
<b>NET FINANCIAL ASSETS</b>	<u>5,042,585</u>	<u>4,719,167</u>
<b>NON-FINANCIAL ASSETS</b>		
Prepaid expenses	164,656	128,973
Inventory of supplies	180,422	294,827
Tangible capital assets (note 10)	27,621,130	27,150,860
	<u>27,966,208</u>	<u>27,574,660</u>
<b>ACCUMULATED SURPLUS</b>	<u>\$ 33,008,793</u>	<u>\$ 32,293,827</u>
Represented by:		
Operating funds equity (note 11)	\$ 4,977,636	\$ 3,898,255
Reserve funds (note 12)	3,625,765	3,655,944
Equity in tangible capital assets (note 13)	24,405,392	24,739,628
	<u>\$ 33,008,793</u>	<u>\$ 32,293,827</u>
<b>CONTINGENT LIABILITIES</b> (note 20)		
<b>COMMITMENT</b> (note 21)		

  
 Chief Financial Officer



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
For the Year Ended December 31, 2015

	2015 Budget Unaudited	2015 Actual	2014 Actual
<b>REVENUE</b>			
Taxes	\$ 3,250,610	\$ 3,236,924	\$ 3,099,939
Sales of services (note 15)	6,785,381	6,655,370	6,607,317
Other revenues	534,180	626,162	558,516
Government and other grants - operating	527,658	605,567	1,377,914
Government and other grants - capital	2,544,993	723,565	714,351
Interest income	69,300	94,542	101,155
Investment income on sinking fund	-	17,794	12,795
Insurance proceeds for operating expenditures	-	220,250	1,724,787
Gain on disposition of assets	-	76,352	68,072
	<b>13,712,122</b>	<b>12,256,526</b>	<b>14,264,846</b>
<b>EXPENDITURES</b>			
General government	1,207,593	1,290,364	2,846,512
Public real estate	278,734	291,072	276,514
Protective service	620,724	614,252	534,199
Transportation services	1,369,526	942,340	1,206,865
Environmental health services	186,000	186,294	179,064
Public health and welfare	110,054	77,883	80,873
Planning and development	417,360	475,696	268,220
Recreation and cultural services	829,846	754,272	749,248
Utility services			
Electrical	3,955,000	3,801,465	3,585,547
Water	797,000	700,509	709,950
Sewer	672,200	668,733	642,306
Debt interest	95,537	110,377	97,780
Amortization	1,607,204	1,628,303	1,563,310
	<b>12,146,778</b>	<b>11,541,560</b>	<b>12,740,388</b>
<b>ANNUAL SURPLUS</b>	<b>1,565,344</b>	<b>714,966</b>	<b>1,524,458</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>32,293,827</b>	<b>32,293,827</b>	<b>30,769,369</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 33,859,171</b>	<b>\$ 33,008,793</b>	<b>\$ 32,293,827</b>
<b>RECONCILIATION TO BUDGET (note 18)</b>			

  
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, 2015

	2015	2014
<b>ANNUAL SURPLUS</b>	<b>\$ 714,966</b>	<b>\$ 1,524,458</b>
Acquisition of tangible capital assets	( 2,189,133)	( 2,214,126)
Amortization of tangible capital assets	1,628,303	1,563,310
Gain on sale of assets	( 76,352)	( 68,072)
Proceeds from sale of assets	166,912	77,373
Net change in prepaid expenses and supplies inventory	78,722	( 93,227)
<b>INCREASE IN NET FINANCIAL ASSETS</b>	<b>323,418</b>	<b>789,716</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>4,719,167</b>	<b>3,929,451</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 5,042,585</b>	<b>\$ 4,719,167</b>

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



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
For the Year Ended December 31, 2015

	2015	2014
<b>OPERATING TRANSACTIONS</b>		
Annual surplus	\$ 714,966	\$ 1,524,458
Non-cash items		
Amortization	1,628,303	1,563,310
Gain on sale of tangible capital assets	( 76,352)	( 68,072)
Actuarial adjustment	( 17,794)	( 12,795)
Change in prepaid expenses and supplies inventory	78,722	( 93,227)
Change in Net Financial Assets/Liabilities		
Change in accounts receivable	538,531	( 868,993)
Change in MFA debt deposits	( 745)	( 820)
Change in inventories for resale	( 8,334)	14,541
Change in lease receivable	19,791	18,912
Change in accounts payable and accrued liabilities	( 930,550)	756,908
Change in employee future benefits	( 71,404)	42,978
Change in deferred revenues	( 39,286)	( 1,451,091)
Change in development cost charges	5,676	6,759
Change in deposit	388,029	( 399,277)
<b>Cash Provided by Operating Transactions</b>	<b>2,229,553</b>	<b>1,033,591</b>
<b>CAPITAL TRANSACTIONS</b>		
Purchase of tangible capital assets	( 2,189,133)	( 2,214,126)
Proceeds from sale of tangible capital assets	166,912	77,373
<b>Cash Applied to Capital Transactions</b>	<b>( 2,022,221)</b>	<b>( 2,136,753)</b>
<b>INVESTING TRANSACTIONS</b>		
Decrease (increase in investments)	549,366	( 549,366)
<b>FINANCING TRANSACTIONS</b>		
Temporary loan	983,430	263,159
Repayment of long-term debt	( 161,129)	( 201,469)
<b>Cash Received from Financing Transactions</b>	<b>822,301</b>	<b>61,690</b>
<b>INCREASE (DECREASE) IN CASH</b>	<b>1,578,999</b>	<b>( 1,590,838)</b>
<b>CASH, BEGINNING OF YEAR</b>	<b>6,634,971</b>	<b>8,225,809</b>
<b>CASH, END OF YEAR</b>	<b>\$ 8,213,970</b>	<b>\$ 6,634,971</b>

  
Chief Financial Officer

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**As At December 31, 2015**

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**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**

It is the City's policy to follow the accounting principles generally accepted for municipalities in the Province of British Columbia, and to apply such principles consistently. The consolidated financial statements include the accounts of all funds for the City. All interfund transfers have been eliminated. They have been prepared using guidelines issued by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Professional Accountants.

**Basis of Accounting**

The resources and operations of the City are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it. The City has the following funds:

- 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.

**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.

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled

Contributions from other sources are deferred when restrictions are in place and recognized as revenue when used for the specific purpose.



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2015**

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**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
Land improvements	10 - 50 years
Parks infrastructure	15 - 50 years
Paving and roads	10 - 100 years
Sewer infrastructure	10 - 100 years
Water infrastructure	10 - 100 years

**Financial Instruments**

The City's financial instruments consist of cash, deposits, 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 2015 approved by council under bylaw 2008 on April 7, 2015.

**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, 2015**

**2. CASH**

	2015	2014
Restricted cash		
Reserves	\$ 3,564,582	\$ 3,729,136
Deferred development cost funds	<u>510,146</u>	<u>504,470</u>
	4,074,728	4,233,606
Unrestricted cash and investments	<u>4,139,242</u>	<u>2,401,365</u>
	<u>\$ 8,213,970</u>	<u>\$ 6,634,971</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, 2015 the total of the Debt Reserve Fund was:

	Demand Notes	Cash Deposits	Balance
Sewer fund	\$ 52,185	\$ 22,872	\$ 75,057
General fund	<u>28,501</u>	<u>6,965</u>	<u>35,466</u>
	<u>\$ 80,686</u>	<u>\$ 29,837</u>	<u>\$ 110,523</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, 2015**

**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 \$7,209 (2014 - \$8,088) 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.

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

	Balance, Beginning of Year	Contributions Received	Eligible Expenditures	Balance, End of Year
Library maintenance contract	\$ 44,379	\$ 10,000	\$ 28,279	\$ 26,100
Unexpended conditional grants	25,758	1,650	5,288	22,120
Victim assistance	19,048	35,844	53,649	1,243
Miscellaneous deposits	6,339	6,575	6,139	6,775
	<u>\$ 95,524</u>	<u>\$ 54,069</u>	<u>\$ 93,355</u>	<u>\$ 56,238</u>

**7. TEMPORARY LOAN**

Bylaw 1998 and Bylaw 1950 authorize the City to temporary borrowing of an amount or amounts not exceeding the sum of \$5,500,000 as required. The temporary loan bears daily interest at 1.78% with interest only payments paid monthly.



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2015**

**8. 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.

	2015	2014
Development cost charges - water	\$ 180,762	\$ 178,751
Development cost charges - sewer	326,970	323,332
Development cost charges - parkland reserve	2,414	2,387
	<u>\$ 510,146</u>	<u>\$ 504,470</u>

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

	Balance, beginning of year	Additions	Payment of Principal	Actuarial Adjustment	Balance, end of year
General #1863	\$ 274,435	\$ -	\$( 41,646)	\$( 9,023)	\$ 223,766
General #1887	55,155	-	( 3,496)	( 594)	51,065
Sewer #1498	67,394	-	( 6,495)	( 5,817)	55,082
Sewer #1873	1,697,920	-	( 59,000)	( 2,360)	1,636,560
Total MFA debt	2,094,904	-	( 110,637)	( 17,794)	1,966,473
MFA general capital lease obligations	53,168	-	( 50,492)	-	2,676
Total	<u>\$ 2,148,072</u>	<u>\$ -</u>	<u>\$( 161,129)</u>	<u>\$( 17,794)</u>	<u>\$ 1,969,149</u>

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

	General Capital	Sewer Capital	Total Capital
2016	\$ 56,947	\$ 76,685	\$ 133,632
2017	\$ 59,226	\$ 79,820	\$ 139,046
2018	\$ 61,594	\$ 83,084	\$ 144,678
2019	\$ 64,058	\$ 86,481	\$ 150,539
2020	\$ 4,976	\$ 74,654	\$ 79,630

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2015**

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

The requirements for future repayments of principal on existing capital lease obligations for the next year is estimated as follows:

2016	<u>\$ 2,697</u>
Total minimum lease payments	<u>\$ 2,697</u>
Less amount representing interest	<u>21</u>
	<u>\$ 2,676</u>

**10. TANGIBLE CAPITAL ASSETS**

	<u>2015</u>			2014 Net Book Value
	Cost	Accumulated Amortization	Net Book Value	
<b>General Capital Fund</b>				
Land	\$ 1,671,262	\$ -	\$ 1,671,262	\$ 1,690,090
Land improvements	19,775	396	19,379	19,775
Buildings	6,003,737	2,801,504	3,202,233	3,351,296
Engineering structures	20,664,602	10,866,555	9,798,047	10,121,333
Machinery and equipment	2,234,920	1,224,764	1,010,156	1,088,364
Equipment fleet - emergency	1,838,561	447,604	1,390,957	397,982
Equipment fleet - public works	<u>3,327,835</u>	<u>2,319,790</u>	<u>1,008,045</u>	<u>1,027,502</u>
	35,760,692	17,660,613	18,100,079	17,696,342
Assets under capital lease	<u>38,153</u>	<u>23,814</u>	<u>14,339</u>	<u>175,592</u>
	35,798,845	17,684,427	18,114,418	17,871,934
<b>Waterworks Utility Capital Fund</b>	8,666,399	4,485,896	4,180,503	4,042,064
<b>Electrical Utility Capital Fund</b>	2,736,250	1,640,010	1,096,240	980,061
<b>Sewer Utility Capital Fund</b>	<u>7,980,034</u>	<u>3,750,065</u>	<u>4,229,969</u>	<u>4,256,801</u>
<b>Total Tangible Capital Assets</b>	<u>\$ 55,181,528</u>	<u>\$ 27,560,398</u>	<u>\$ 27,621,130</u>	<u>\$ 27,150,860</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2015**

**11. OPERATING FUNDS SURPLUS**

	2015	2014
Unrestricted surplus:		
General operating fund	\$ 1,592,696	\$ 1,014,909
Electrical utility operating fund	1,628,194	1,606,081
Sewer utility operating fund	1,146,584	1,054,530
Water utility operating fund	573,008	222,735
	<u>4,940,482</u>	<u>3,898,255</u>
Total unrestricted surplus		
	<u>4,940,482</u>	<u>3,898,255</u>
Internally restricted surplus:		
Future elections funding	5,000	-
EOC Fire Department	32,154	-
	<u>37,154</u>	<u>-</u>
Total internally restricted surplus		
	<u>37,154</u>	<u>-</u>
Total operating funds surplus	<u>\$ 4,977,636</u>	<u>\$ 3,898,255</u>

During the year, the City set aside \$5,000 for future elections funding as well as net income from the EOC Fire Department for use in future years.

**12. RESERVE FUNDS CONTINUITY**

	Balance Beginning of Year	Transfers from other Funds	Transfers to other Funds	Interest Earned	Balance End of Year
Capital reserve	\$ 101,234	\$ 233,000	\$ 179,967	\$ 1,553	\$ 155,820
Cash in lieu of parking	4,178	-	130	54	4,102
Climate action reserve	22,629	6,764	-	181	29,574
Community works gas tax	966,459	213,419	291,491	11,263	899,650
Equipment replacement	573,448	-	52,656	6,369	527,161
Land sale	566,290	119,590	190,763	6,295	501,412
Tax sale land	62,531	-	-	704	63,235
Slag sale	1,359,175	246,721	177,374	16,289	1,444,811
	<u>\$ 3,655,944</u>	<u>\$ 819,494</u>	<u>\$ 892,381</u>	<u>\$ 42,708</u>	<u>\$ 3,625,765</u>



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2015**

**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:

	2015	2014
Equity in TCA, beginning of year	\$ 24,739,628	\$ 24,147,008
Add:		
Capital acquisitions	2,189,133	2,214,126
Debt principal repayments	161,129	201,469
Actuarial adjustment	17,794	12,795
Gain on dispositions of assets	76,352	68,072
Less:		
Proceeds from issue of temporary and long-term debt	( 983,430)	( 263,159)
Proceeds on sale	( 166,911)	( 77,373)
Amortization	( 1,628,303)	( 1,563,310)
Equity in TCA, end of year	<u>\$ 24,405,392</u>	<u>\$ 24,739,628</u>
Represented by:		
General capital fund	\$ 17,188,766	\$ 17,442,946
Electrical utility capital fund	1,096,240	980,061
Sewer utility capital fund	2,424,466	2,483,366
Water utility capital fund	<u>3,695,920</u>	<u>3,833,255</u>
Equity in TCA, end of year	<u>\$ 24,405,392</u>	<u>\$ 24,739,628</u>

**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 based on a formula. The Plan has about 182,000 active members and approximately 75,000 retired members. Active members include approximately 36,000 contributors from local governments.

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 \$285,161 (2014 - \$265,984) for employer contributions to the Plan in fiscal 2015.

**THE CORPORATION OF THE CITY OF GRAND Forks**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2015**

**15. SALE OF SERVICES**

	2015	2014
Garbage collection and landfill contract	\$ 197,023	\$ 209,134
Cemetery	17,737	28,684
Airport (net of cost of fuel sold)	47,032	22,303
Transportation custom work orders	-	8,287
Planning and development	2,250	10,500
Campground	48,571	46,055
Sundry	5,817	4,890
Slag	246,721	235,063
Electrical utility user and connection fees	4,442,886	4,377,623
Sewer utility user and connection fees	805,701	817,363
Waterworks utility user and connection fees	841,632	847,415
	<u>\$ 6,655,370</u>	<u>\$ 6,607,317</u>

**16. 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.

	2015	2014
Provincial Government - School Taxes	\$ 1,558,723	\$ 1,583,046
Provincial Government - Police Tax Levy	215,036	211,395
British Columbia Assessment Authority	44,823	46,847
Regional Hospital Districts	173,372	180,527
Municipal Finance Authority	123	-
Regional District of Kootenay Boundary	1,367,804	1,380,316
	<u>\$ 3,359,881</u>	<u>\$ 3,402,131</u>

**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2015**

**17. TRUST FUNDS**

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

	2015	2014
<b>Assets</b>		
Cash	\$ 160,890	\$ 158,365
Due from (to) the General Operating Fund	( 1,773)	46
	<u>\$ 159,117</u>	<u>\$ 158,411</u>
<b>Trust Fund Balances</b>		
Cemetery care	\$ 148,799	\$ 145,519
Employee assistance program	10,318	12,892
	<u>\$ 159,117</u>	<u>\$ 158,411</u>

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

**18. RECONCILIATION TO BUDGET**

The following reconciles the budgeted surplus as shown on the consolidated statement of operations to the budget as presented in bylaw 2008 adopted on April 7, 2015.

	2015
Annual budgeted surplus per consolidated statement of operations	\$ 1,565,344
Debt principal repayments	( 154,556)
Purchase of tangible capital assets other than by debt	( 5,188,208)
Budgeted transfer from reserve/accumulated surplus	1,123,160
Non-cash item - amortization	1,607,204
Debt proceeds	1,047,056
	<u>\$ -</u>

**19. ACCOUNTING CHANGES: LIABILITY FOR CONTAMINATED SITES**

On January 1, 2015 the City of Grand Forks adopted the new Public Sector Accounting Board's standard for liability for contaminated sites. This section establishes standards on how to account for and report a liability associated with the remediation of contaminated sites. The only contaminated sites referred to in this standard relate to sites that are either no longer in active use or resulted from unexpected environmental events (such as toxic spills or natural disasters). As defined, contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds the maximum acceptable concentrations under an environmental standard.

The adoption of this new standard has not resulted in any changes to the measurement and recognition of liabilities in the 2015 financial statements of the City.



**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS (Continued)**  
**As At December 31, 2015**

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**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.

In the normal course of a year, the City may be faced with claims of a diverse nature. The outcome of these claims cannot be reasonably determined at this time.

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**21. COMMITMENT**

Subsequent to year end, the City entered into an equipment financing agreement with the Municipal Finance Authority to partially fund the 2015 purchase of the Cobra Platform firetruck. The total amount financed was \$722,519 to be paid out over a five year term.

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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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**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**SCHEDULE - SEGMENTED INFORMATION**  
For the Year Ended December 31, 2015

<b>REVENUE</b>		<b>General and Reserve</b>	<b>Electrical Utility</b>	<b>Water Utility</b>	<b>Sewer Utility</b>	<b>Total 2015</b>	<b>Total 2014</b>
Property taxes	\$	3,230,883	\$	-	\$	6,041	\$ 3,099,939
User fees and charges		-		841,632		805,701	6,042,401
Other revenue		1,515,150		-		8,749	2,962,169
Grants - operating		605,567		-		-	1,377,914
Grants - capital		720,833		-		2,732	714,351
Gain on disposal		76,352		-		-	68,072
		<b>6,148,785</b>		<b>841,632</b>		<b>823,223</b>	<b>14,264,846</b>
<b>EXPENSES</b>							
Salaries and benefits		2,265,797		629,377		445,499	4,077,214
Goods and services		2,340,393		239,680		232,472	4,117,697
Purchased services		-		2,932,408		-	2,884,387
Debt interest		31,248		-		73,074	97,780
Amortization		1,233,095		41,147		162,411	1,563,310
Interfund transfers		( 433,000)		433,000		-	-
		<b>5,437,533</b>		<b>4,275,612</b>		<b>913,456</b>	<b>12,740,388</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>\$</b>	<b>711,252</b>	<b>\$</b>	<b>167,274</b>	<b>\$ ( 90,233)</b>	<b>\$ 714,966</b>	<b>\$ 1,524,458</b>

THE CORPORATION OF THE CITY OF GRAND FORKS  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
As At December 31, 2015

	Land	Land Improvements	Buildings	Machinery and Equipment	Engineering Structures	Infrastructure			Leased Assets	2015	2014
						Electrical Utility	Waterworks Utility	Sewer Utility			
Historical Cost:											
Opening balance	\$ 1,690,090	19,775	\$ 6,003,737	\$ 6,122,626	\$ 20,352,553	\$ 2,578,924	\$ 8,336,310	\$ 7,844,455	\$ 441,674	\$ 53,390,144	\$ 51,280,794
Additions	2,299			1,241,790	322,049	157,326	330,089	135,579		2,189,132	2,214,126
Transfer from leased assets				403,521					(403,521)		
Disposals and write downs	(21,127)			(366,621)	(10,000)					(397,748)	(104,776)
Closing balance, Dec. 31	\$ 1,671,262	19,775	\$ 6,003,737	\$ 7,401,316	\$ 20,664,602	\$ 2,736,250	\$ 8,666,399	\$ 7,980,034	\$ 38,153	\$ 55,181,528	\$ 53,390,144
Accumulated Amortization:											
Opening balance	\$ -		\$ 2,652,441	\$ 3,771,240	\$ 10,231,220	\$ 1,598,863	\$ 4,294,246	\$ 3,587,654	\$ 103,620	\$ 26,239,284	\$ 24,771,449
Amortization Expense	-	396	149,063	436,347	642,395	41,147	191,650	162,411	4,894	1,628,303	1,563,310
Transfer from leased assets				84,700					(84,700)		
Effect of disposals and write downs	-			(300,129)	(7,060)					(307,189)	(95,475)
Closing balance, Dec. 31	\$ -	396	\$ 2,801,504	\$ 3,992,158	\$ 10,866,555	\$ 1,640,010	\$ 4,485,896	\$ 3,750,065	\$ 23,814	\$ 27,560,398	\$ 26,239,284
Net Book Value, end of year	\$ 1,671,262	19,379	\$ 3,202,233	\$ 3,409,158	\$ 9,798,047	\$ 1,096,240	\$ 4,180,503	\$ 4,229,969	\$ 14,339	\$ 27,621,130	\$ 27,150,860



# THE CORPORATION OF THE CITY OF GRAND FORKS

NOT ADOPTED  
SUBJECT TO CHANGE

## SPECIAL MEETING OF COUNCIL

Monday, June 13, 2016

### PRESENT:

MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR CHRIS HAMMETT  
COUNCILLOR COLLEEN ROSS  
COUNCILLOR CHRISTINE THOMPSON (participation  
via telephone speakerphone)  
COUNCILLOR BEVERLEY TRIPP

CHIEF ADMINISTRATIVE OFFICER  
ACTING CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
MANAGER OF DEVELOPMENT & ENGINEERING  
ACTING DEPUTY CORPORATE OFFICER  
MANAGER OF OPERATIONS  
FIRE CHIEF  
CORPORATE ADMINISTRATIVE ASSISTANT

D. Allin  
S. Winton  
R. Shepherd  
D. Sheets  
D. Drexler  
D. Reid  
D. Heriot  
D. Popoff

GALLERY

### ABSENT:

COUNCILLOR NEIL KROG

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## **1. CALL TO ORDER**

- a) Mayor Konrad announced that Councillor Thompson will be participating in the Special Meeting via telephone speakerphone.

Mayor Konrad called the Special Meeting to order at 9:03 am.

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## **2. ADOPTION OF MEETING AGENDA**

- a) Adopt agenda  
June 13th, 2016, Special Meeting agenda

MOTION: BUTLER

**RESOLVED THAT Council adopts the June 13th, 2016, Special Meeting agenda as presented.**

CARRIED.

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3. AFFIRMATION OF OATHS OF OFFICE

a) Member of Council - Affirmation of Oath

- Acting Corporate Officer, Sarah Winton, administered the Oath of Office to Councillor Elect Beverley Tripp

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4. REGISTERED PETITIONS AND DELEGATIONS

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5. UNFINISHED BUSINESS

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6. RECOMMENDATIONS FROM STAFF FOR DECISIONS

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7. REQUESTS ARISING FROM CORRESPONDENCE

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8. BYLAWS

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9. LATE ITEMS

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10. ADJOURNMENT

a) Mayor Konrad adjourned the Special Meeting at 9:06 am.

MOTION: ROSS

**RESOLVED THAT the Special Meeting be adjourned at 9:06 am.**

CARRIED.

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CERTIFIED CORRECT:

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MAYOR FRANK KONRAD

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CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF

# THE CORPORATION OF THE CITY OF GRAND FORKS

## COMMITTEE OF THE WHOLE MEETING

Monday, June 13, 2016

NOT ADOPTED  
SUBJECT TO CHANGE

### PRESENT:

Mayor Frank Konrad  
Councillor Julia Butler  
Councillor Chris Hammett  
Councillor Colleen Ross  
Councillor Christine Thompson (participation via  
telephone speakerphone)  
Councillor Beverley Tripp

Chief Administrative Officer  
Acting Corporate Officer  
Chief Financial Officer  
Manager of Development & Engineering  
Acting Deputy Corporate Officer  
Manager of Operations  
Fire Chief  
Corporate Administrative Assistant

D. Allin  
S. Winton  
R. Shepherd  
D. Sheets  
D. Drexler  
D. Reid  
D. Heriot  
D. Popoff

Gallery

### ABSENT:

Councillor Neil Krog

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### 1. CALL TO ORDER

- a) Mayor Konrad called the Committee of the Whole Meeting to order at 9:08 am.
- 

### 2. COMMITTEE OF THE WHOLE AGENDA

- a) Adopt agenda  
June 13th, 2016, COTW

MOTION: ROSS

**RESOLVED THAT the COTW adopts the June 13th, 2016, COTW agenda as presented.**

**CARRIED.**

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### 3. REGISTERED PETITIONS AND DELEGATIONS

- a) Alex Love, Electrical Consultant, Nelson, BC  
Solar Garden and how the City of Nelson set up the program and its incentives



Overview:

- Community and customer benefits
- Utility benefits
- Community interest
- Opinion poll results
- Next steps
- Cost breakdown

NOT ADOPTED  
SUBJECT TO CHANGE

Discussion:

- Councillor Hammett inquired that if the City of Nelson did the project on their own, what would the cost be?

Alex Love replied: \$275,000 majority paid by customers buying in for 240 panels reducing energy bills for roughly 200 homes

- Councillor Butler inquired as to the life expectancy?

Alex Love replied: 35 plus years with a 10-20 year warranty

- Councillor Tripp inquired as to the upkeep costs and the population of Nelson?

Alex Love replied: \$2000 per year on an average, population is approx. 10,000

- Councillor Thompson inquired as to how many people have bought in and how many solar panels do they have?

Alex Love replied: 240 panels are available, 236 sold

- Councillor Ross inquired if a micro fit program and wind as an alternative was looked into?

Alex Love replied: no, an electric utility did look into wind and small hydro, but solar was found to be better

- Councillor Butler inquired what the minimum number was to buy in?

Alex Love replied: 150, but 236 panels were sold, variable according to each city

- Les Johnson inquired into the procedures for people moving on or passing, transfer of ownership?

Alex Love replied: ownership could be sold, could move panels around

- Fred Marshall from Midway inquired as to the carbon credits from this and if considered presenting to Christy Clark?

Alex Love replied: not a large amount, low carbon hydro and did make presentation to MLA

- James Hamilton inquired as to the cost of a panel and the watts?

Alex Love replied: not higher than \$923 for a 245 watt panel, no batteries

- James Hamilton inquired if the household owner owns the energy produced by solar panels, done on an annual basis, would there be a tax?

Alex Love replied: no, but an energy credit is provided approximately \$28 per panel for the first year, and as electricity rates rise, credit will rise

- James Hamilton inquired why if someone installed solar on their own roof?

Alex Love replied: no there would be no tax

- Claudia Basher inquired as to what would be the basis for the credit, how does the financial model work?

Alex Love replied: for 25 years a person would receive energy credit as per current hydro rates

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the presentation from Alex Love, Electrical Consultant from Nelson, BC, regarding the Solar Garden program and its incentives for information.**

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

- b) John Dooley, Brian Simpson, & Ken Kalesnikoff on behalf of Interior Lumber Manufacturers' Association (ILMA)  
Inform local government & the public who ILMA is, background knowledge, value of contribution to local communities, and distribution of 'Right Log to the Right Mill'; as well as, establish a resolution

Overview:

- Local economy context
- Historical context
- Future context
- Request for support and encourage government

Discussion:

- Councillor Hammett inquired if this is looking into have provincial AAC increased and how does this help?

Brian Simpson replied: no, there will be much less AAC in the province, important to do something different to increase jobs

- Councillor Ross stated that there are no members of ILMA in the Boundary. How are mills impacted in the Boundary and is 19% tenure to all of your members of what is allocated in total?

Brian Simpson replied: Economic Development, services and other value has a much wider influence (regional hospitals, taxation). If a solution is found, this will create other businesses to take advantage of this with a better opportunity, growth. Members hold 19% of tenure, which provides security

- Councillor Butler stated that Council requires a resting period before passing a resolution and appreciated learning more about the presentation

- Councillor Thompson inquired as to who will make the "Right Log" determination?

Brian Simpson replied: the holder of the tenure's discretion, working with the Minister and staff, challenge to optimize flow

- Councillor Thompson inquired if Interfor and like companies have been invited to the table to discuss this?

Brian Simpson replied: this is just in the beginning stages, have been in contact with COFI

- Councillor Thompson stated that she would like public input and agrees with Councillor Butler that she is not prepared to make a decision at this time

- Councillor Hammett stated that we are one of many municipalities and what has the reception been?

Brian Simpson replied: so far well received and are just presenting at this point

- Margaret Steele stated that BCTS was setup to provide fibre to smaller mills, why is this not working?

Brian Simpson replied: not structured for value added facilities, difficult to compete for smaller mills, focus is on mainstream

- Donald Pharand reminded of how many more jobs are created to 'value added' ways of doing things

- Councillor Tripp inquired that asking Council to support your efforts to work with the

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Provincial Government for products you need to get to the ILMA members, what would this support look like?

Brian Simpson replied: every local government has an influence and would like to ensure this conversation continue forward, support to change the status quo, tell government that this needs to be taken seriously

- Fred Marshall commented that this is a complex situation, local control over local resources, family-owned

- Les Johnson inquired what is the relationship ILMA has with provincial Chamber of Commerce?

Ken Kalesnikoff replied: ILMA are independent mills, were encouraged by the Minister to continue and make presentations, spoke to Rotary, and growing to include the Chamber

- John Dooley - thank you to Councillor Ross for conversations at the AKBLG and resolutions brought forward, and encourages a fair consideration and resolution

MOTION: ROSS

**RESOLVED THAT the COTW receives the presentation from Interior Lumber Manufacturers' Association (ILMA) for discussion regarding the request for Council to pass a resolution stating that ILMA High Value Product producers represent a critical component of the local economy in the City of Grand Forks and whose future is seriously at risk because of unintended consequences associated with historical forest policy decisions combined with environmental outcomes resulting dramatic reductions in provincial AAC from the Mountain Pine Beetle or other environmental constraints; AND BE IT FURTHER RESOLVED THAT the COTW fully supports the ILMA request for the provincial government to take action immediately to encourage and incent the distribution of existing provincial timber supply to optimize the "Right Log To The Right Mill" ensuring maximum opportunity for economic growth and the creation of jobs.**

CARRIED.

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c) Mayor Konrad called a recess of the COTW Meeting at 10:48 am.

Mayor Konrad reconvened the COTW Meeting at 11:04 am.

Mayor Konrad thanked the firefighters for their services with the recent events and commended the Public Works department for a wonderful job on Public Works Day.

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#### 4. PRESENTATIONS FROM STAFF

a) Mayor / Chief Administrative Officer  
Policy 308 - Council Code of Conduct

Discussion:

- Mayor Konrad spoke in regards to this policy and stated that he collaborated with many Mayors and will meet with Minister Fassbender and bring this forth at the UBCM



to become a generic code across the province. He stated that the only intention this policy is for is to show the public that we are running things properly with good governance

- Councillor Thompson thanked Mayor Konrad for all of his efforts and had two minor changes: under Policy, to remove 'some of' and under Compliance and Enforcement, change 'Deputy Mayor' to 'Acting Mayor', and recommends that this policy be taken to the UBCM to amend the Community Charter for all communities in BC

- Mayor Konrad replied that the wording should read only 'Mayor' and not 'Acting Mayor', and he was reluctant to remove 'some of'. Councillor Thompson accepted these changes

- Councillor Butler felt that this policy was similar to the Respectful Workplace Policy and covered in the Harassment Policy, and felt it would be valuable for Council to have a workshop on Roberts Rules of Order. She inquired as to who makes the decision on 'subjective language used as derogatory or subjective'? The policy does not address communication with staff and staff's issues, the policy has not been tested in a court of law and feels that the policy is very scary. To use this as a political tool is not proper procedure to have a Councillor removed from In-Camera Meetings

- Mayor Konrad stated that this policy is not redundant and is not based on our Council, it has been tested and Grand Forks is not unique to this, it shows good governance

- Councillor Butler quoted a phrase from the Respectful Workplace Policy

- Councillor Thompson stated that a Code of Conduct for Council is no different than other Codes of Conduct for Municipal employees and many other organizations. She feels this policy is very important so that all are working under the same parameters

- Councillor Ross feels that this should be a natural part of elected officials' demeanor and behavior, intentional comments of embarrassing staff should be forbidden, struggles with this policy because it has become necessary, minority views need to be heard without silencing them. She wonders if the policy could be revisited in a month and why the policy has to come to the floor for tonight's Regular Meeting?

- Councillor Tripp feels the policy is excessive, under Compliance and Enforcement, she does not feel that it is right to have to 'rat' on other members, and that Council should be able to discuss points of view, respect others, and come to a conclusion for what is best, there is nothing in the policy for defense

- Mayor Konrad commented on Councillor Tripp's comments and explained more on the wording of the policy

- Councillor Hammett is not interpreting this as a 'gag order', perhaps this policy's intent is being misinterpreted, the policy will not restrict debate or dialogue, but give protection to staff

- Councillor Butler stated that she completely disagrees, Council members are not considered employees and are at a loss of what to do if harassed by staff, read part of BC Civil Liberties Association's excerpts

- Councillor Thompson stated that the policy indicates the appropriate way that Council needs to conduct themselves, dealing with respect, professionalism, for protection of Council and employees

- Mayor Konrad stated that BC Civil Liberties Association would not be able to help municipalities for bad Council conduct, that they will not be dealing with the staff members that leave because they cannot handle negative comments and abuse

- Councillor Butler stated that court cases will perhaps increase because of this policy. Inquired as to clarify the definition of 'sanctions'? She inquired if the Mayor intends to ban Council members from In-Camera meetings?

- Mayor Konrad replied that these terms are referred to in the Community Charter

- Councillor Tripp spoke in regards to an infraction by an elected official and that the

policy speaks to an enforcement, but not having an opportunity to address the infraction against them, there is nothing in the 'Compliance and Enforcement' section referring to this, there has to be some change to this policy for a method for the accused to be able to defend themselves

- CAO responded that procedures defined could be worked out, the policy would allow for Council to have a discussion and then go through a 'Due Process'
- Councillor Hammett commented that under 'Meetings', ...question and comments 'intentionally' should be included
- Councillor Ross felt that Councillor Tripp's comments regarding the agendas not being ready on time are an example of an irrelevant comment towards staff
- Councillor Butler stated that Council has agreed to follow Roberts Rules or Order; therefore, is Council now going to follow policy instead?
- Councillor Tripp responded to Councillor Ross' comments regarding the agendas not being printed on time and spoke on suspicion
- Councillor Thompson inquired to what benefit and what purpose did it serve to comment on the agendas not being ready at 9 am, but to bring this out publicly and not knowing what the circumstances were is just an embarrassment to our staff and that is why she supports this policy, having a workshop on Roberts Rule of Order would just be an additional expense
- Mayor Konrad felt appalled that such a statement came out from Councillor Tripp considering that it is her first seating as Councillor and that such a derogatory comment was made towards staff
- Councillor Butler felt that Mayor Konrad was out of order with his comment according to Roberts Rules of Order
- Donald Pharand stated that there is concentration of power in the office of the CAO, basically asking Councillors to 'muzzle' their role as councillors, and is manifested through City staff's work. He asked what the CAO's academic qualifications were?
- Mayor Konrad cautioned Mr. Pharand not to be disrespectful with his comments or he will be removed from Chambers
- Councillor Hammett stated that she does not see the relevance of credentials, as long as the person can perform the duties
- Mayor Konrad stated that he assures that Mr. Allin has all the credentials required to do the job and is doing an amicable job for this community
- Les Johnson stated that politics is the one area how, where, and why they say it matters. He feels that Council should be able to express their opinions in an open public meeting and that this policy will not make it better. Does Council actually have the power with the province to set up a universal policy? What power does this policy actually have?
- Mayor Konrad stated that this policy is a foundation, City of Grand Forks Council is not unique, it is the loss of staff and personnel and new staff coming in to be trained, polite debate

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the Council Code of Conduct Policy and refers it to the June 13, 2016, Regular Meeting for decision.**

CARRIED.

Councillor Butler and Councillor Tripp opposed.

- 
- b) Deputy Corporate Officer  
Committee of the Whole Meetings to include Area D Director

Discussion:

- Councillor Butler inquired as to how this is different? Does this give the Area D Director voting rights?
- CAO replied that no, this does not give the Area D Director voting power, explained procedure and sharing of regional matters for discussion
- Mayor Konrad stated that this is more of a formal invitation, the Area D Director will not have to fill out a form for delegation
- CAO stated that it would be simply to discuss services paid for and shared by Area D and the City
- Councillor Thompson stated that there are also issues regarding Area D that come up and Director Russell's comments would be important

MOTION: ROSS

**RESOLVED THAT the COTW receives the request to include the Area D Director in the COTW meetings;**  
**AND BE IT FURTHER RESOLVED THAT the COTW directs staff to refer the request to the June 27, 2016, Regular Meeting of Council.**

CARRIED.

- 
- c) Deputy Corporate Officer  
Electrical Upgrade for James Donaldson Park

Discussion:

- Councillor Butler inquired that Cannafest gives \$9,000 per year to the City, if the event does not return, will they still have to pay back this money?
- CAO replied that it would be challenging for the City, economic development as to the services the City offers, other groups may bring in events, provides more opportunity
- Councillor Tripp inquired if a contract could be entered into with the Cannafest group to ensure the money will be brought in?
- CAO replied no, the City will not be entering into a contract, and that this is voluntary payback to the City

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the request for an Electrical Upgrade for James Donaldson Park;**  
**AND BE IT FURTHER RESOLVED THAT the COTW directs staff to refer the request to the June 27, 2016 Regular Meeting of Council for decision.**

CARRIED.

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- d) Chief Financial Officer, Manager of Operations, Deputy Manager of Operations,  
Manager of Development & Engineering



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## 20 year Capital Plan

- CAO gave an overview of the 20 year Capital Plan

### Discussion:

- Councillor Tripp inquired as to where the money comes from for special projects funding?
- CAO clarified that the \$200,000 is allocated each year and is reported to Council and explained the procedure for this allocation
- Councillor Ross commented on the incredible amount of work spent on this plan and that the future cannot be predicted
- Councillor Butler inquired as to why the Whispers of Hope roof was so expensive, Engineering report costs, and why 22nd Street multi utility project was priority #3?
- Councillor Thompson stated that the Engineering report costs are not just for one year, but for the whole plan
- CAO explained that Engineering reports are necessary by professional Engineers
- Manager of Operations explained that the paving on 22nd Street was a higher priority and done first, and the Whispers of Hope roof required more work
- Councillor Hammett congratulated staff for the work done on this plan
- Councillor Butler - Water Conservation Plan Update, and Well 3A pump and motor replacement (\$405k in budget)
- CAO responded that the criteria for Well 3A has already been before Council
- Manager of Operations spoke in regards to the Well 3A pump and motor

MOTION: BUTLER

**RESOLVED THAT the COTW table the proposed motion to receive the 20-year Capital Plan for discussion until the next COTW Meeting of July 18, 2016.**

DEFEATED.

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the 20-year Capital Plan;  
AND BE IT FURTHER RESOLVED THAT the COTW directs staff to present to Council the first three readings of the proposed amendment of the Financial Plan to include the 20 year plan at the June 27, 2016, Regular Meeting of Council.**

CARRIED.

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- e) Manager of Development & Engineering Services  
Application for a Development Variance Permit to reduce the rear side parcel line setback in order to build an in ground pool on property located at 125 Victoria Way

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the report and recommends to Council to approve the Development Variance Permit application by allowing a rear yard setback variance from 5 feet to 0 feet behind the existing residence, legally described as Lot 22, District Lot 493, SDYD, Plan KAP 28728 and refers the report to the June 27, 2016,**

- 
- f) Manager of Development & Engineering Services  
Application for a Development Variance Permit to reduce interior side parcel line setbacks in order to construct a new single family dwelling with an attached open carport on a vacant piece of property located in the 7900 block of Riverside Drive

Councillor Butler recused herself at 12:50 pm because of the property being close to her house.

- Councillor Thompson inquired whether or not the Fire Department approves the application?
- Manager of Development and Engineering replied that the Fire Department was concerned with the type of materials
- Fire Chief replied that the Fire Department is not giving approval on this variance
- Mayor inquired as to why this motion is brought forth if the Fire Dept. does not approve the variance?
- CAO stated that this was a consideration of condition to the fact that non-combustible materials be used

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the report and recommends to Council to determine to approve the Development Variance Permit application by allowing an interior side setback variance from 5 feet to 4 feet on the north parcel side and setback variance from 5 feet to 3 feet on the south parcel side and refers report to the June 27, 2016, Regular Meeting of Council for decision.**

CARRIED.

Councillor Butler returned to the COTW Meeting at 12:58 pm.

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- g) Manager of Development & Engineering Services  
Development Permit application to subdivide industrial property located at 7920 Donaldson Drive

- Councillor Hammett inquired if this property is being split into four?
- Manager of Development and Engineering replied that this property is being split into three and that the development was not for strata conversion, only subdivision

MOTION: HAMMETT

**RESOLVED THAT the COTW recommends to Council that they receive the report and approve the Development Permit applications for property legally described as Lot 1, Block 14, DL 520, Plan KAP1339, located at 7920 Donaldson Drive subject to compliance with City bylaws and in substantial compliance with plans presented in the application and refer the report to the June 27, 2016, Regular Meeting of Council for decision.**

h) Manager of Development & Engineering Services  
Strategic Community Energy and Emissions Plan (SCEEP)

- Patricia Dehnel, Community Energy Association and Carol Suhan, Fortis BC gave an overview of Community Input, data, Action Plan, results, collaboration, transportation, SCEEP implementation, and FortisBC programs

Discussion:

- Councillor Hammett inquired if the application forms were online?

Carol Suhan replied: yes they are

- Councillor Butler inquired as to how much staff time and money this project would take?

Patricia Dehnel replied: 35 hours of implementation time from herself and not a lot of staff time

- Carol Suhan spoke in regards to Energy Star efficient appliances

- Councillor Ross spoke on alternatives to hang clothes outside to dry

Carol Suhan replied that she will be distributing many clotheslines to the public

- CAO stated that SCEEP planning will be taken out to the public

- Councillor Butler spoke in regards to FortisBC & sales to the US

- Gloria Koch commented on water to water heat pumps

MOTION: HAMMETT

**RESOLVED THAT the COTW recommends that Council accepts the presentation from Community Energy Association and Fortis BC for information; endorses the Strategic Community Energy and Emissions Plan (SCEEP) and incorporates SCEEP actions into the City policy framework to support the community in reducing emissions; directs staff to proceed with implementation of high priority actions through planning processes (Sustainable Community Plan and Zoning Bylaw) and community partnerships; and refers the report to the June 13, 2016, Regular Meeting for decision.**

CARRIED.

i) Manager of Development & Engineering Services  
Sustainable Community Plan and Zoning Bylaw Update

MOTION: HAMMETT

**RESOLVED THAT the COTW recommends to Council to direct staff to undertake a 5-year review of the Sustainable Community Plan (SCP) and authorizes staff to proceed with a public and stakeholder engagement program as per the statutory requirements and best management practices, and refers the report to the June 13, 2016, Regular Meeting for decision.**

CARRIED.



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j) Manager of Development & Engineering Services  
Approval to proceed with applying for grant funding

- Councillor Butler stated that the Recreation Commission will also be applying for this grant and would prefer to have Council support this application for them
- CAO commented on projects such as the cemetery, Dog Park, and Johnson Flats and that funding is not guaranteed, but would be great to have
- Councillor Ross feels that other grant possibilities are more suited to the Recreation Commission projects
- Councillor Thompson stated that this could become a huge Economic Development project and would support the City application for this grant
- Councillor Tripp spoke in regards to the funding for the Johnson Flats Wetlands
- Councillor Ross stated that both projects could qualify and suggests that both proposals go forward

MOTION: ROSS

**RESOLVED THAT the COTW recommends to Council to support staff proceeding with preparing and submitting an application for the Canada 150 Community Infrastructure Program with the 50% portion of funds (\$40,000 of \$80,000) required of the City for Phase 1 of the project, coming from Capital Reserves and Donations, and refers the report to the June 13, 2016, Regular Meeting for decision.**

CARRIED.

Councillor Butler is opposed.

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k) Manager of Development & Engineering Services  
Memo regarding Sustainable Community Plan Open House Format on June 16th, 2016

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the memorandum from the Manager of Development and Engineering Services regarding the Sustainable Community Plan Open House Format for June 16, 2016, for information.**

CARRIED.

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l) Monthly Highlight Reports from Department Managers

- Councillor Butler thanked the CFO for including financial information and would like to see more detailed information, and inquired as to the Tot Lot design ranking by users
- Manager of Operations explained the process of how schools responded and interacted in the Tot Lot design decision
- Councillor Butler inquired to the EOC and Natural Asset Inventory training?
- Manager of Development and Engineering responded that she attended along with the Deputy Corporate Officer the EOC training in Nelson and the Engineering

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Technologist attended the Natural Asset Inventory training put on by Selkirk College in Castlegar

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the monthly activity reports from department managers.**

CARRIED

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**5. REPORTS AND DISCUSSION**

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**6. PROPOSED BYLAWS FOR DISCUSSION**

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**7. INFORMATION ITEMS**

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**8. CORRESPONDENCE ITEMS**

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**9. LATE ITEMS**

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

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**11. QUESTION PERIOD FROM THE PUBLIC**

- a)** - Roma Hamilton commented that she values each of the elected members even when not in agreement and would not like to restrict any Councillor in reference to the Council Code of Conduct Policy. She posed a question to Mayor Konrad, if he had any legal right from restricting an elected official from attending a meeting?  
Mayor Konrad responded that it is not a matter of legality, but procedure. He does not act upon opinion, but on collaboration. There is no restriction by a Councillor. He stated that he does not make any decision alone, but acts as a group.
- Roma Hamilton inquired if it is usual to sign off policies, are they more legally binding?  
Mayor Konrad replied: no, it is not necessary, but a formality of agreement
- Councillor Tripp apologized to staff for her comment earlier regarding the agenda packages being late and did not mean to offend anyone
- Dave Laine stated that he enjoys observing people's reactions, and that towards the end of the COTW Meeting, most of Council was dealing on a different basis and trying to solve problems. He stated that it would be good if Council can work well together

and try to think of the people who they are working for and working with. He thanked all of Council

- James Hamilton stated that he understands Councillor Tripp's comments to have time to read the agendas and that the new policy should be put on hold because it could be perceived as abusive, believes lawyers are in Conflict of Interest

- Gloria Koch inquired as to why there is a charge for a hard copy of the Financial Statements and objects to this yearly statement being charged for?

CAO replied that this is a part of the Fees and Charges Bylaw and that the statements may be obtained on the City website

- Les Johnson commented on property tax and the amount of properties with values and improvements

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**12. ADJOURNMENT**

a) Mayor Konrad adjourned the Committee of the Whole Meeting at 2:11 pm.

MOTION: ROSS

**RESOLVED THAT the COTW Meeting be adjourned at 2:11 pm.**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF





# THE CORPORATION OF THE CITY OF GRAND FORKS

NOT ADOPTED  
SUBJECT TO CHANGE

## REGULAR MEETING OF COUNCIL

Monday, June 13, 2016

### PRESENT:

MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR CHRIS HAMMETT  
COUNCILLOR COLLEEN ROSS  
COUNCILLOR CHRISTINE THOMPSON  
COUNCILLOR BEVERLEY TRIPP

CHIEF ADMINISTRATIVE OFFICER  
ACTING CORPORATE OFFICER  
CHIEF FINANCIAL OFFICER  
ACTING DEPUTY CORPORATE OFFICER  
MANAGER OF DEVELOPMENT & ENGINEERING  
CORPORATE ADMINISTRATIVE ASSISTANT

D. Allin  
S. Winton  
R. Shepherd  
D. Drexler  
D. Sheets  
D. Popoff

GALLERY

### ABSENT:

COUNCILLOR NEIL KROG

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## 1. CALL TO ORDER

- a) Mayor Konrad announced that Councillor Thompson will be participating in the Regular Meeting via telephone speakerphone.

Mayor Konrad thanked the firefighters for their services with the recent events and commended the Public Works department for a wonderful job on Public Works Day.

Mayor Konrad called the Regular Meeting to order at 7:02 pm.

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## 2. ADOPTION OF AGENDA

- a) Adopt agenda  
June 13th, 2016, Regular Meeting agenda

MOTION: ROSS / HAMMETT

**RESOLVED THAT Council adopts the June 13th, 2016, Regular Meeting agenda as presented.**

CARRIED.

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3. **MINUTES**

- a) Adopt minutes  
May 30th, 2016, Public Hearing Meeting minutes

MOTION: BUTLER / ROSS

**RESOLVED THAT Council adopts the May 30th, 2016, Public Hearing Meeting minutes as presented.**

CARRIED.

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- b) Adopt minutes  
May 30th, 2016, Regular Meeting minutes

MOTION: ROSS / HAMMETT

**RESOLVED THAT Council adopts the May 30th, 2016, Regular Meeting minutes as presented.**

CARRIED.

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4. **REGISTERED PETITIONS AND DELEGATIONS**

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5. **UNFINISHED BUSINESS**

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6. **REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

- a) Corporate Officer's Report  
Written reports of Council

MOTION: ROSS / HAMMETT

**RESOLVED THAT all written reports of Council be received.**

CARRIED.

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- b) Corporate Officer's Report  
Written reports of Council

From Councillor Butler's Report, Motion #2 regarding the Recreation and Culture Committee of Council for discussion:

- CAO inquired as to when this report is expected to be ready for?



- 
- Councillor Hammett stated that this looks like a Committee of Council, then would RDKB not be making this request?
  - Councillor Butler stated that the Recreation Commission has a limited mandate and therefore that is why she is bringing this to Council, opportunities are also being missed, Director Russell sits on the Recreation Commission Board, report could be kept simple
  - Councillor Ross inquired as to when the last Recreation and Culture Committee was a part of Council? Increase in economic development and suggested looking at previous mandate
  - Councillor Thompson stated that an idea of a committee has merit and suggested to defer this issue until Council had the opportunity to meet with Area D Director Russell at the July 18, 2016, COTW Meeting
  - CAO spoke in regards to other communities' feedback, could be part of Sustainable Community Plan, understand what mandate is from public input
  - Councillor Ross suggested finding the records of previous reports/minutes on this issue at City Hall

MOTION: BUTLER / TRIPP

**RESOLVED THAT Council appoints Councillor Butler to the Recreation Commission as the representative of the Recreation and Culture Committee of Council;  
AND FURTHER THAT the Recreation Commission has asked for the re-establishment of this committee to facilitate other program opportunities for the City outside of the Recreation Commission mandate;  
BE IF FURTHER RESOLVED THAT, as per Policy 307, staff bring back a report on the implications of such committee including membership, appointment methods, staff participation, financial resources, legislative and political authorities for discussion.**

This motion was not voted on.

MOTION: THOMPSON / BUTLER

**RESOLVED THAT Council amends the above motion and has staff bring back a report on the history of the Recreation and Culture Committee of Council to the July 18, 2016, COTW Meeting.**

CARRIED.

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c) Corporate Officer's Report  
Written reports of Council

From Councillor Butler's Report, motion #1 regarding the sludge remediation in the sewer ponds for discussion:

- Councillor Hammett said that this issue was brought up at the last Council Meeting and that staff are looking into alternatives
- Mayor Konrad stated that staff is working to take care of this at this time
- Councillor Ross suggested that information can be passed onto staff, but not sure if a committee is required
- Mayor Konrad agreed with Councillor Ross
- Councillor Butler stated that staff has looked into this and made their decision, she would like to see more time invested into looking at alternatives, that is where a

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committee could help

- CAO - a Request for Proposal could be put out, heard from professional engineers, First Nations Agreement, process recommended
- Councillor Butler stated that previous Councils have had many committees
- Councillor Hammett does not disagree with having a committee; however, if the City put out an RFP, let the people in the business come to the City, let the contractors do the work
- Councillor Ross suggested perhaps staff could just bring back information on sludge
- Councillor Butler suggested just removing her original motion if the seconder, Councillor Ross, was in agreement and making a new motion

MOTION: BUTLER / ROSS

**RESOLVED THAT Council ask staff to bring back a report to Council for the July 18, 2016, COTW Meeting of the update in progress made to the sludge removal from the sewer ponds and if any other options, other than geotubes, are being considered.**

CARRIED.

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

**a) Corporate Officer's Report**

Verbal report from Council's representative to the Regional District of Kootenay Boundary

Mayor Konrad gave a verbal report on the Regional District of Kootenay Boundary:

- attended the Boundary Economic Development Meeting with a delegation from Columbia Basin Alliance for Literacy (CBAL) from Sheila Dobie
- 'Get in the Loop' discussed and referred to the Chamber of Commerce for further analysis
- boundary trails master plan being put out for proposal for a contractor and then going to Phase 1
- discussion on shared agriculture responsibilities
- letter from Boundary Horse Association for a mixed animal vet in our area
- Councillor Ross acknowledged all of the great work that Sheila Dobie has done and that she is leaving the area

MOTION: ROSS / HAMMETT

**RESOLVED THAT Mayor Konrad's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.**

CARRIED.

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**8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Chief Election Officer  
2016 Local Government By-Election Report

MOTION: ROSS / TRIPP

**RESOLVED THAT Council receives the attached report on the 2016 Local Government By-Election for the City of Grand Forks, as submitted by Chief Election Officer, Diane Heinrich.** CARRIED.

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- b) Mayor / Chief Administrative Officer  
Policy 308 - Council Code of Conduct

MOTION: ROSS / BUTLER

**RESOLVED THAT Council refers the Council Code of Conduct Policy No. 308 to the July 18, 2016, Regular Meeting.** CARRIED.

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- c) Chief Financial Officer  
Financial Plan amendment for Water Rates Analysis

- Councillor Hammett inquired if the Water Rates Analysis replaces the Water Rates Committee?
- CAO explained the Water Rates Analysis in more detail
- Councillor Tripp inquired as to why the Water Rates Committee was disbanded? Quoted Urban Systems report for input.
- Mayor Konrad responded because of the timelines
- CAO stated that analyzing of the rates and the impact on industry, requires comprehensive analysis, and recommends Council consider whether they require more feedback from community. Rates should be set by professionals
- Councillor Butler spoke in regards to mock billing, public consultation is important and could this be put out for tender, would like to see the Water Rates Committee be re-established with a consultant
- Councillor Ross spoke in regards to a Water Ambassador such as in Nelson
- Councillor Hammett stated that there would still be a need for professional consultation for rates, and spoke in regards to the breakdown between businesses, also different residential properties
- Councillor Thompson stated that Urban Systems is very familiar with Grand Forks and would not want to see this put out to tender
- Councillor Butler spoke in regards to the budget and tax increase this year
- CAO explained the process of where the recommendations for spending the money is going and why
- Councillor Thompson stated that the Water Rates Analysis is being funded from Water Surplus



MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council amends the 2016 Financial Plan to include a comprehensive water rates analysis for \$25,000 to be funded by water surplus.**

CARRIED.

Councillor Butler and Councillor Tripp are opposed.

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- d) Manager of Development & Engineering Services  
Strategic Community Energy and Emissions Plan (SCEEP)

MOTION: HAMMETT / TRIPP

**RESOLVED THAT Council accepts the presentation from Community Energy Association and Fortis BC for information; endorses the Strategic Community Energy and Emissions Plan (SCEEP) and incorporates SCEEP actions into the City policy framework to support the community in reducing emissions; directs staff to proceed with implementation of high priority actions through planning processes (Sustainable Community Plan and Zoning Bylaw) and community partnerships.**

CARRIED.

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- e) Manager of Development & Engineering Services  
Sustainable Community Plan and Zoning Bylaw Update

MOTION: ROSS / HAMMETT

**RESOLVED THAT Council directs staff to undertake a 5-year review of the Sustainable Community Plan (SCP) and authorizes staff to proceed with a public and stakeholder engagement program as per the statutory requirements and best management practices.**

CARRIED.

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- f) Manager of Development & Engineering Services  
Approval to proceed with applying for grant funding

- Councillor Butler inquired if the City portion of \$40,000 was in the budget this year and in the 20-yr Financial Plan?
- CAO replied no it is not in the budget
- Councillor Tripp inquired if there was an estimated amount for the projects? She expressed her views towards the projects
- CAO replied that because of multiple projects, there would be donations, staff time and would have to, by law, amend the Financial Plan to include this funding
- Councillor Butler inquired as to the bank reinforcement and cost, not far enough testing for Dog Park near the cemetery
- Mayor Konrad stated that people are looking into the historic data of this near the cemetery

- 
- Manager of Development and Engineering - bank does not have to be reinforced, trail will be far back from the bank
  - Councillor Butler inquired as to what the City is then spending \$80,000 on?
  - Manager of Development and Engineering replied for trail enhancement, signage, kiosks, interpretive documents, First Nations consulting, shelter, fencing, parking area improvements, cleanup and restoration, viewing platform/boardwalk

MOTION: HAMMETT / THOMPSON

**RESOLVED THAT Council supports staff in proceeding with preparing and submitting an application for the Canada 150 Community Infrastructure Program with the 50% portion of funds, ~\$40,000, required of the City coming from Capital Reserves and Donations.**

CARRIED.

Councillor Tripp and Councillor Butler are opposed.

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## **9. REQUESTS ARISING FROM CORRESPONDENCE**

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### **10. INFORMATION ITEMS**

**a) Chief Administrative Officer  
Appointment of positions**

- Councillor Butler inquired as to the details of when the Corporate Officer will be returning and if she is being paid while away?
- CAO responded that the Corporate Officer is on indefinite leave and that the details of her contract will not be shared at this point
- Councillor Butler inquired if there will there be extra costs to train the Acting Corporate Officer and the Acting Deputy Corporate Officer?
- CAO responded no

MOTION: HAMMETT / ROSS

**RESOLVED THAT Council receives for information the memorandum from the CAO regarding the Acting Corporate Officer and the Acting Deputy Corporate Officer for information.**

CARRIED.

Councillor Butler is opposed.

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**b) Chief Financial Officer  
Memo on Slag Fund Reserve activity from 1977 to year end 2015**

- Councillor Thompson thanked the CFO for an excellent report and information

- 
- Councillor Tripp agreed with Councillor Thompson and was very interested to see what was funded by the Slag. She inquired if the contributions to Reserves fluctuate with interest rates and will this be an ongoing amount?
  - CAO responded that this was not an indefinite revenue stream for the City, is effected by various factors
  - CFO stated that there is approximately 20 years on the lease and contributions are based on whether they sell their materials, what they take out of the site, if they stay in business
  - Councillor Hammett stated that she really appreciated all the hard work put into this information by the CFO

MOTION: BUTLER / HAMMETT

**RESOLVED THAT Council receives the memorandum from the Chief Financial Officer regarding the Slag Fund Reserve activity from 1977 to year end 2015 as requested by Council.**

CARRIED.

- 
- c) Chief Financial Officer  
Climate Action Revenue Incentive Program (CARIP) Public Report for 2015

MOTION: HAMMETT / BUTLER

**RESOLVED THAT Council receives the Climate Action Revenue Incentives Program (CARIP) Public Report for 2015 for information.**

CARRIED.

- 
- d) Community Energy Association  
Information concerning 'Fueling the Kootenays', a comprehensive collaborative approach to a Kootenay-wide electric vehicle charging station network

MOTION: BUTLER / HAMMETT

**RESOLVED THAT Council receives the information from the Community Energy Association regarding 'Fueling the Kootenays', a comprehensive collaborative approach to a Kootenay-wide electric vehicle charging station network for information.**

CARRIED.

- 
- e) Boundary Women's Fastball  
Requesting permission for a Special Occasion Liquor Licence on Saturday, June 25th and Sunday, June 26th at Angus McDonald Park for the Boundary Women's Fastball Annual Year End Wind Up Tournament

- Councillor Hammett commented that it was great to see that this Park and facility are so well used



MOTION: HAMMETT / BUTLER

**RESOLVED THAT Council approves the issuing of a Special Occasion Liquor Licence to the Boundary Women's Fastball Tournament on June 25th and June 26th, 2016, at Angus McDonald Park, subject to the Boundary Women's Fastball obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all Boundary Women's Fastball liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.**

CARRIED.

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## **11. BYLAWS**

- a)**     Manager of Development & Engineering Services  
To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits

MOTION: BUTLER / HAMMETT

**RESOLVED THAT Council gives third reading to the 'City of Grand Forks Sustainable Community Amendment Bylaw No. 1919-A1, 2016'.**

CARRIED.

- 
- b)**     Chief Financial Officer  
2016 Water Rates Amendment

MOTION: THOMPSON / ROSS

**RESOLVED THAT Council gives final reading to Bylaw 1973-A2 Water Regulation Amendment 2016.**

CARRIED.

Councillor Butler is opposed.

- 
- c)**     Chief Financial Officer  
2016 Waste Water Rates Amendment

- Councillor Butler inquired as to why the City would not have a flat rate for sewer?
- Councillor Thompson stated that Council is getting ahead of themselves as to discussing potential metered rates and that the rates being discussed are for this year
- Councillor Butler replied that some places are already on metered rates
- Councillor Thompson inquired if the City is charging metered rates for sewer at this time?
- CFO replied yes for some places
- CAO stated that all will be determined in the Water Rates Analysis

MOTION: THOMPSON / TRIPP

**RESOLVED THAT Council gives final reading to Bylaw 1974-A1 Sewer Regulations Amendment 2016.**

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

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**12. LATE ITEMS**

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

- a) - Councillor Thompson thanked Mayor Konrad and Council for allowing her to participate via telephone speakerphone  
- Mayor Konrad thanked Councillor Thompson for her participation as well
- Fred Scott inquired as to the water rates for an apartment vs a condo, condo rates very high, letter from Ombudsperson regarding rates adjustment  
CAO responded that the City is not privileged to speak in regards to an Ombudsperson report, looking at a comprehensive process is a fair way, rates analysis  
Councillor Tripp inquired if this information and concern could be passed onto Urban Systems and take this into consideration?  
Councillor Ross stated that there must be a model that Council could refer to for a fair process
- Gene Koch inquired if the report by the CFO regarding the Slag Fund is available to the public? Is it part of the agenda?  
Mayor Konrad stated that the Slag Fund information was in the agenda
- Gene Koch would like to see an honest report of how much water is lost into the ground, are we getting all of the product that we are paying for? How soon can a water leaks report be done for the public?  
Mayor Konrad responded that this is work in progress and the metering rates are mock billing  
Councillor Butler suggested that the Manager of Operations would perhaps have some information  
CAO stated that metering and pump data will help determine leaks
- Gloria Koch inquired about the 20-year Financial Plan and if a copy of this report was available? in the agenda package?  
Mayor Konrad stated that the 20-year Financial Plan was in the agenda
- Kate Saylor, Grand Forks Gazette, inquired that the Code of Conduct Policy was referred to staff and if the policy will be brought back to Council and the projected timeline?  
Mayor Konrad responded yes, the policy will be looked at again, and brought back to Council for the July 18, 2016, Regular Meeting

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14. **ADJOURNMENT**

a) Mayor Konrad adjourned the Regular Meeting at 9:07 pm.

MOTION: ROSS / TRIPP

**RESOLVED THAT the Regular Meeting be adjourned at 9:07 pm.**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF

NOT ADOPTED  
SUBJECT TO CHANGE





# MEMORANDUM



**DATE :** June 27, 2016

**TO :** Mayor and Council

**FROM :** Manager of Development and Engineering

**SUBJECT :** Unfinished business: Application for a Development Variance Permit for a vacant property located in the 7900 block of Riverside Drive

On June 13 Committee of the Whole reviewed the application for a Development Variance Permit for the property legally described as Lot 11, Block 9, District Lot 585, S.D.Y.D., Plan KAP52 with the following resolution: RESOLVED THAT the Committee of the Whole receives the report and recommends to Council to determine to approve the Development Variance Permit application by allowing an interior side setback variance from 5 feet to 4 feet on the north parcel side and a setback variance from 5 feet to 3 feet on the south parcel side and refers report back to the June 27, 2016 Regular Meeting of Council for decision.

Subsequently the property owner withdrew the application and does not want to continue with the process.





# MEMORANDUM



**DATE :** June 27, 2016

**TO :** Mayor and Council

**FROM :** Manager of Development and Engineering

**SUBJECT :** Unfinished business: To amend the current Sustainable Community Plan Bylaw by adding a policy statement for Temporary Use Permits.

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On June 13 Council gave third reading to the 'City of Grand Forks Sustainable Community Amendment Bylaw No. 1919-A1, 2016'.

At this time the City has not received approval from the Ministry of Transportation and Infrastructure and so is referring adoption to the July 18, 2016 Regular Meeting of Council.







# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** June 27<sup>th</sup>, 2016  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

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

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**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.


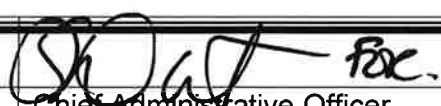
**Policy/Legislation:** The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

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**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

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- OPTIONS:**
- 1. RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED**
  - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.**

	
Department Head or CAO	Chief Administrative Officer



### **Councillor's Report for June 27, 2016 Regular Meeting**

Beverley Tripp

On June 13<sup>th</sup> at a Special Meeting held prior to the Committee of the Whole, the Oath of Office was administered to me by the acting Corporate Officer, Sarah Winton, thus beginning my term as an elected official for the city of Grand Forks. I am deeply humbled and honored to represent the citizens of this community for the next two years and five months, and I want to express my sincere appreciation to Councillors Butler, Hammett, Krog, Ross, Thompson, and Mayor Konrad, and the wonderful staff at City Hall for their warm welcome. Coming into the election term part way through, I will be counting on their tolerance and understanding as I get up to speed on the issues surrounding our municipal politics. It's quite a learning curve!

During my first two weeks in office, one event I attended was the Open House, Planning for Sustainability in Grand Forks: Sustainable Community Plan, Protecting Natural Areas, Enabling Innovative Housing. The purpose of the Open House was to present the big picture of these themes and their implementation in the community. This event was creatively organized, with helpful information displays and area maps for guests to interact with, and share their ideas for future planning. As our CAO, Doug Allin put it, "The view from 30,000 feet must be understood before the finer points can be worked out." Furthermore, any event catered by the Wooden Spoon is going to be a success!

Another celebratory event I had the privilege of attending was the Rotary Spray Park Grand Opening. What a beautiful day for Mayor Konrad to officially announce this venue's opening and "cut the ribbon" for children of all ages to eagerly rush into the refreshing spray. The Grand Forks Rotary Club provided Kettle Corn for attendees and hot dogs by donation. The spray park is a wonderful addition to the City Park that local families and tourists alike will be able to enjoy for years to come.





## MEMORANDUM

TO: Mayor and Council  
FROM: Councillor Christine Thompson  
DATE: June 27, 2016  
SUBJECT: Report to Council

Tuesday, May 31<sup>st</sup>, along with other members of Council, I listened to a webinar sponsored by Simon Fraser University titled From Controversy to Collaboration – Working thru conflict on public engagement. It was noted by the presenters that 10% of unhappy, dissatisfied public fill up much time, and that generally they are concerned in getting their own way. Other comments of interest were to identify surface values and interest; moving beyond polarized positions and finding common ground for compromise and collaboration.

Thursday, June 16<sup>th</sup>, I was back from my holiday in time to attend a portion of the Open House on Planning for Sustainability. I was told by our Management that there was very good public engagement and comments received during the open house that Council can take into consideration during our review of the Sustainable Community Plan.

The Grand Opening of the Rotary Spray Park on Friday, June 17<sup>th</sup>, was well attended. It was wonderful to see the excited children using the park to its fullest, as well as enjoying hot dogs and kettle corn.

Respectfully,

Christine Thompson, Councillor



**June 27, 2016**

**Councillor's Report**

**Julia Butler**

The highlight of my time in office happened this week. I learned more in Mrs. Madsen's high school class than I have at any convention. The students had each prepared a three minute speech on what it means to be a teenager in Grand Forks. Even though the kids were extremely nervous to present before an audience of their peers and invited guests, they spoke eloquently and passionately about their needs and successes. One theme that ran through most of the talks was the need for greater recreational opportunities. Recreation was also listed as one common positive attribute of our community because we have so many outdoor options. The kids seemed to be frustrated at their inability to affect change in their town but they certainly weren't short on energy! Talking with them after the presentations I suggested that they might want to request a seat on a new recreation committee council was talking about forming.

The open house on the 16<sup>th</sup> at the Wooden Spoon was a great opportunity to look at a variety of city maps and consider planning options. I look forward to reading the feedback forms filled in by residents.

Opening day of the spray park on June 17<sup>th</sup> was a huge success with the sun coming out to cheer the kids on. Many families enjoyed the park and the popcorn and hotdogs from the Rotary.

**Motion:**

**WHEREAS a treasure's report should be part of every regular board meeting,**

**THEREFORE BE IT RESOLVED that council receive detailed financial reports from the CFO at every COTW meeting that show not only department expenditures but also the type of expenditure, which project the expenditure falls within and the source of funding.**

As an example, I've sent council financial statements that the Rec Commission receives monthly. The willingness to provide such detail and take the time to fully explain the questions arising from the report, builds trust and collaboration between the Commission and staff members. Ideally I would like to see where we are spending our money, who it is going to and why.





# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** June 27<sup>th</sup>, 2016

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

**Recommendation:** **RESOLVED THAT MAYOR KONRAD'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.

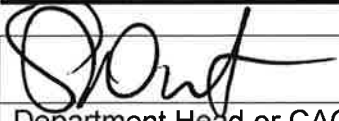
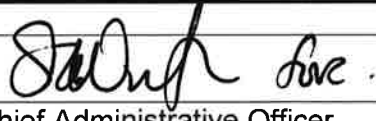
**Policy/Legislation:** The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

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

- OPTIONS:**
- 1. RESOLVED THAT MAYOR KONRAD'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.**

---

	
Department Head or CAO	Chief Administrative Officer



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Acting Corporate Officer

**Date:** June 27, 2016.

**Subject:** Electrical Upgrade for JD Park

**Recommendation:** **RESOLVED THAT COUNCIL DETERMINES TO APPROVE THE REQUEST FOR AN ELECTRICAL UPGRADE AT JD PARK;**

**AND FURTHER, APPROVES A BUDGET AMENDMENT IN THE AMOUNT OF \$36,000 TO COME FROM ELECTRICAL SURPLUS.**

---

**BACKGROUND:** The Cannafest organizers have asked the City to upgrade the electrical system at JD Park to accommodate their various equipment for the stage and to reduce the need for generators.

The Cannafest event is a major economic driver for the City of Grand Forks. It draws over 1500 people from across the province to the community. Our restaurants and motels are filled to capacity over this weekend and a substantial amount of revenue is generated in local businesses throughout the area.

The proposal asks for the City to install the needed poles, transformers, and other material in the cost of up to \$36,000. The estimate for the City's portion of the upgrade is in the amount of \$17,800. The additional electrical expenses are estimated to be in the amount of \$17,000. This expense would be funded from electrical surplus and requires a budget amendment in the amount of \$36,000. In return, the BC Pain Society will donate \$9,000 each year for the next three years to the City, covering \$27,000 of the cost of the upgrade. The City would be the owners of the electrical upgrade.

The upgraded electrical will benefit other types of events that could potentially be held at JD Park supporting increased usage of the currently underutilized park.

---

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

**General:** Upgrade Electrical Service at JD Park

# REQUEST FOR DECISION

— REGULAR MEETING —



## Strategic Impact:



## Financial:

Up to \$36,000 funded from Electrical Surplus. Donations of \$9000 each year for 3 years from the BC Pain Society towards the City. This requires a budget amendment.

**Policy/Legislation:** Financial Plan

## Attachments:

Letter from Electrical Coordinator re: upgrade, photo of proposed location and cost breakdown.

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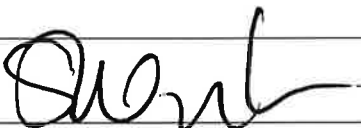
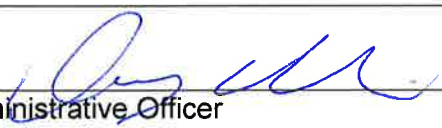
## Recommendation:

**RESOLVED THAT COUNCIL DETERMINES TO APPROVE THE REQUEST FOR AN ELECTRICAL UPGRADE AT JD PARK;  
AND FURTHER, APPROVES A BUDGET AMENDMENT IN THE AMOUNT OF \$36,000 TO COME FROM ELECTRICAL SURPLUS.**

**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Acting Corporate Officer  
**Date:** June 27, 2016.  
**Subject:** COTW Meetings to include Area D Director  
**Recommendation:** **RESOLVED THAT COUNCIL DETERMINES TO INCLUDE THE AREA D DIRECTOR IN COTW MEETINGS.**

---

**BACKGROUND:** The City of Grand Forks is closely connected to rural Grand Forks. The City and surrounding area share information, services and resources and Council and the Area D Director have discussed the importance of collaborative decision making to facilitate alignment and leverage the voice of the area.

A process of partnership can encourage compromise, consultation, evaluation, strategic planning, and goal setting. Shared knowledge can eliminate duplication of initiatives and move us in the same direction.

Council identified “enhancing regional dialogue, advocacy and collaboration” as a strategic priority and would like to consider the benefits of including the Area D Director in their COTW meetings.

---

## Benefits or Impacts of the Recommendation:

**General:** Inclusion of the Area D Director in COTW meetings

**Strategic Impact:**



**Financial:** n/a

**Policy/Legislation:** n/a

**Attachments:** n/a

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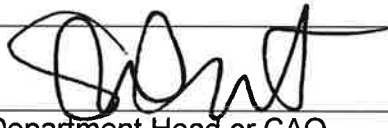
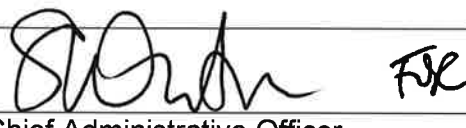
**Recommendation:** **RESOLVED THAT COUNCIL DETERMINES TO INCLUDE THE AREA D DIRECTOR IN COTW MEETINGS.**

# 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.**

	 <b>FX</b>
Department Head or CAO	Chief Administrative Officer

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Development & Engineering Services

**Date:** June 27, 2016

**Subject:** Application for a Development Variance Permit to reduce the rear side parcel line setback in order to build an in-ground pool on property located at 125 Victoria Way.

**Recommendation:** **RESOLVED THAT** Council considers the following and approves the Development Variance Permit application by allowing a rear yard setback variance from 5 feet to 0 feet behind the existing residence at 125 Victoria Way, legally described as Lot 22, District Lot 493, S.D.Y.D, Plan KAP28728.

---

**BACKGROUND:** The City has received a Development Variance Permit application from the owners of property legally described as Lot 22, District Lot 493, S.D.Y.D, Plan KAP28728, located 125 Victoria Way. The property is zoned R-1A (Single Family Residential) in the Zoning Bylaw and designated Low Density Residential in the Sustainable Community Plan.

The property is pie shaped with a frontage of ~50 feet. The rear side is 115.20 feet long, the north side yard is 113.12 feet long and the south side yard is 152.29 feet long (~10,628.64 square feet / 0.244 acres / 0.0987 ha).

The Zoning Bylaw requirements for front yard and rear yard setbacks are 20 feet for principal building and 5 feet for an accessory use. The applicants wish to decrease the rear yard setback so that they can build an in-ground pool behind their residence as an accessory use.

Section 540 of the Local Government Act (LGA) states that a person may apply to the Board of Variance or approving body (Council) to permit a minor variance to allow an exemption to relieve hardship. The residence was set back on the property because of a City of Grand Forks utility right of way traversing the front of the property.

The adjacent property owners on either side would not be affected in that the applicants are not requesting a variance to the interior side parcel setback. The property directly behind the subject property is vacant hillside and is owned by the City.

Section 541 of the LGA states that notice must be given to all adjacent owners and/or tenants, indicating the land that is the subject of the application and the land that is adjacent to the subject of the application, and noting the time and place where the application will be heard and invite them to submit written submissions by a specified date.

On May 30, 2016, Referral Request Packages were sent to various agencies, organizations and City departments asking them to provide the Development & Engineering Services department with their comments and requirements pertaining to the proposed Development Variance Permit application and setting the response date as June 27, 2016.



# REQUEST FOR DECISION




— REGULAR MEETING —



## **Timeline:**

Date	Process
May 27, 2016	DVP application received
May 30, 2016	Referral Packages sent out
June 13, 2016	Report to COTW (introduction)
June 14, 2016	Letters sent to adjacent property owners/tenants
<b>June 27, 2016</b>	Report to RMC (decision)
June 28, 2016	DVP prepared & signed
June 30, 2016	Copy of the DVP sent to the applicants & to LTO for registration on title

## **Strategic Impact:**

-  The residential property would be enhanced by the installation of a pool which may increase the City's assessment base and in turn generate more tax revenue.
-  Council's Strategic Plan states that we are open yet disciplined in land development decisions.
-  Referral request packages were sent to various agencies and departments and letters will be sent to adjacent property owners informing them of the application and inviting them to comment on the proposed development.

**Financial:** There is no cost to the taxpayers as the Development Variance Permit fees have been paid by the applicant.

**Policy/Legislation:** The Local Government Act governs development variance applications and procedures.

## **Attachments:**

- Development Variance Permit application with site plan;
- legal plan of property;
- parcel report;
- excerpts from the Local Government Act;
- excerpt from the City's Zoning Bylaw – R-1A zone regulation and uses;
- Sustainable Community Plan Land Use designation & Zoning map;
- aerial and street view of the property.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability



# REQUEST FOR DECISION

— REGULAR MEETING —



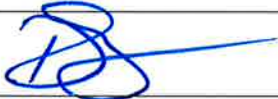
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**Recommendation:**

**RESOLVED THAT** Council considers the following and approves the Development Variance Permit application by allowing a rear yard setback variance from 5 feet to 0 feet behind the existing residence at 125 Victoria Way, legally described as Lot 22, District Lot 493, S.D.Y.D, Plan KAP28728.

---

- 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 REPORT BACK TO STAFF FOR MORE INFORMATION.**
- 

	
Department Head or CAO	Chief Administrative Officer



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

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

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

**DEVELOPMENT VARIANCE PERMIT APPLICATION**

**APPLICATION FEE**      **\$350.00**

Receipt No. \_\_\_\_\_

Registered Owner(s): LINDA LOEWEN

Mailing Address:

Telephone:

Legal Description:

PLAN 28728, LOT 22, DL# 493

Street Address: 125 VICTORIA WAY  
GRAND FORKS, B.C.

**DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT**

I, LINDA LOEWEN, owner of the subject property described on this application form, hereby declare that the land which is the subject of this application has not, to my knowledge been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities" (Schedule 2) of the *Contaminated Sites Regulation (B.C. Reg. 375/96)*. I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the *Waste Management Act*.

Linda Loewen  
(signature)

MAY 25, 2016  
(date)

.OVER.....

Outline the provisions of the respective Bylaw(s) that you wish to vary and give your reasons for making this request:

\* PLEASE SEE EXPLANATION ON REVERSE  
SIDE OF THIS PAGE.

Submit the following information with the application:

1. A legible site plan showing the following:

- (a) The boundaries and dimensions of the subject property.
- (b) The location of permanent or proposed buildings and structures existing on the property.
- (c) The location of any proposed access roads, parking, screening, landscaping or fencing.
- (d) The location and nature of any physical or topographic constraints on the property (stream, ravines, marshes, steep slopes, etc.)

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

The information provided is full and complete and to the best of knowledge to be a true statement of the facts, relating to this application.

  
Signature of Owner

MAY 25, 2016  
Date

#### AGENT'S AUTHORIZATION

I hereby authorize the person/company listed below to act on my behalf with respect to this application:

Name of Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

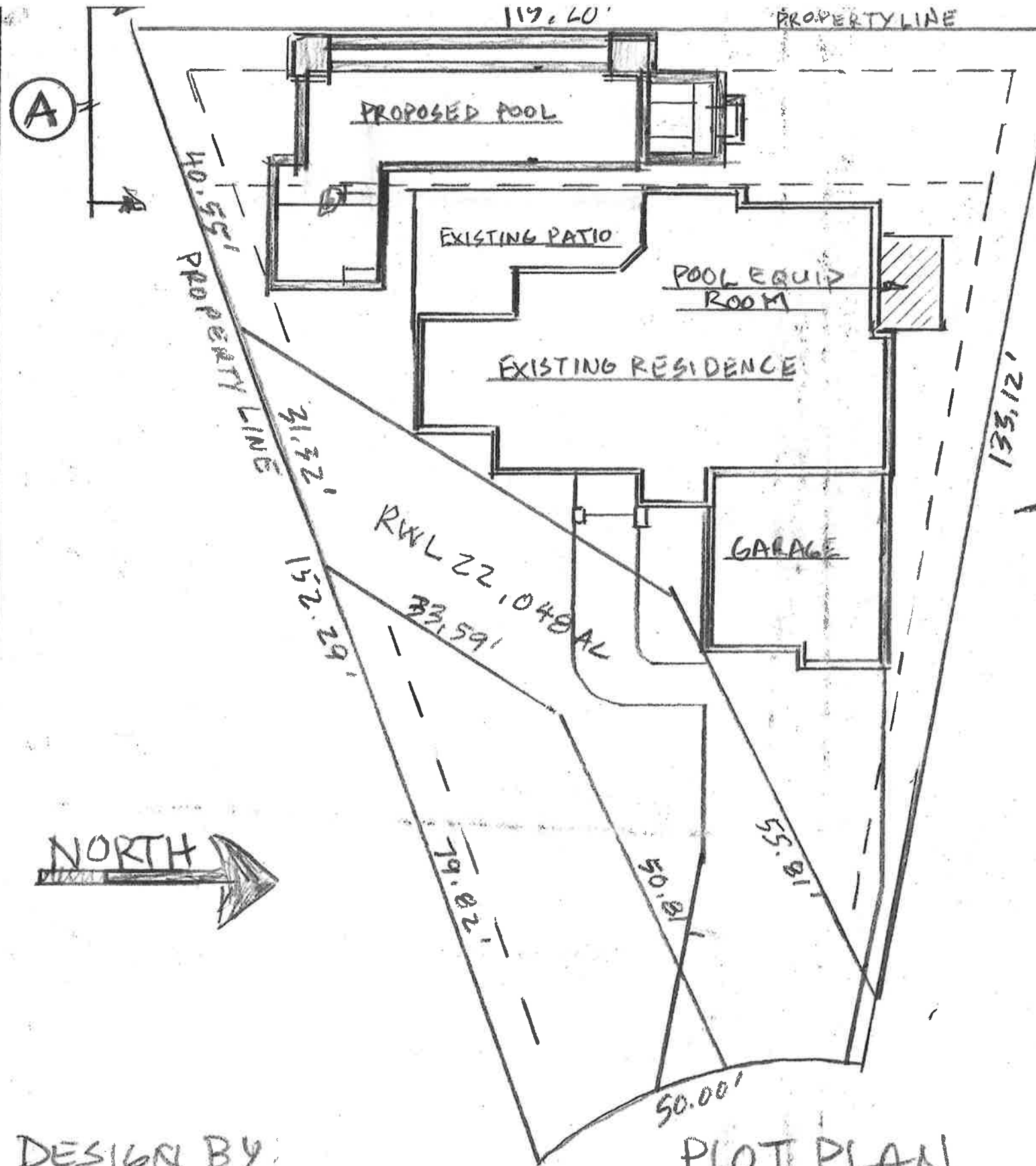
\_\_\_\_\_  
Owner(s) Signature of Authorization

We would like to have a swimming pool installed in our backyard for our grandchildren to enjoy. As per the attached drawings we need to install the pool right on our back property line. Our back yard is on a hillside, and our back property line is adjacent to a vacant lot, which has a utility right-of-way through it, and there are no homes behind ours.

This variance is necessary for us because we had to site our house further back on our lot because of a City utility right-of-way going through the front of our lot, thus restricting the size of our back yard to accommodate a pool within the standard set backs.

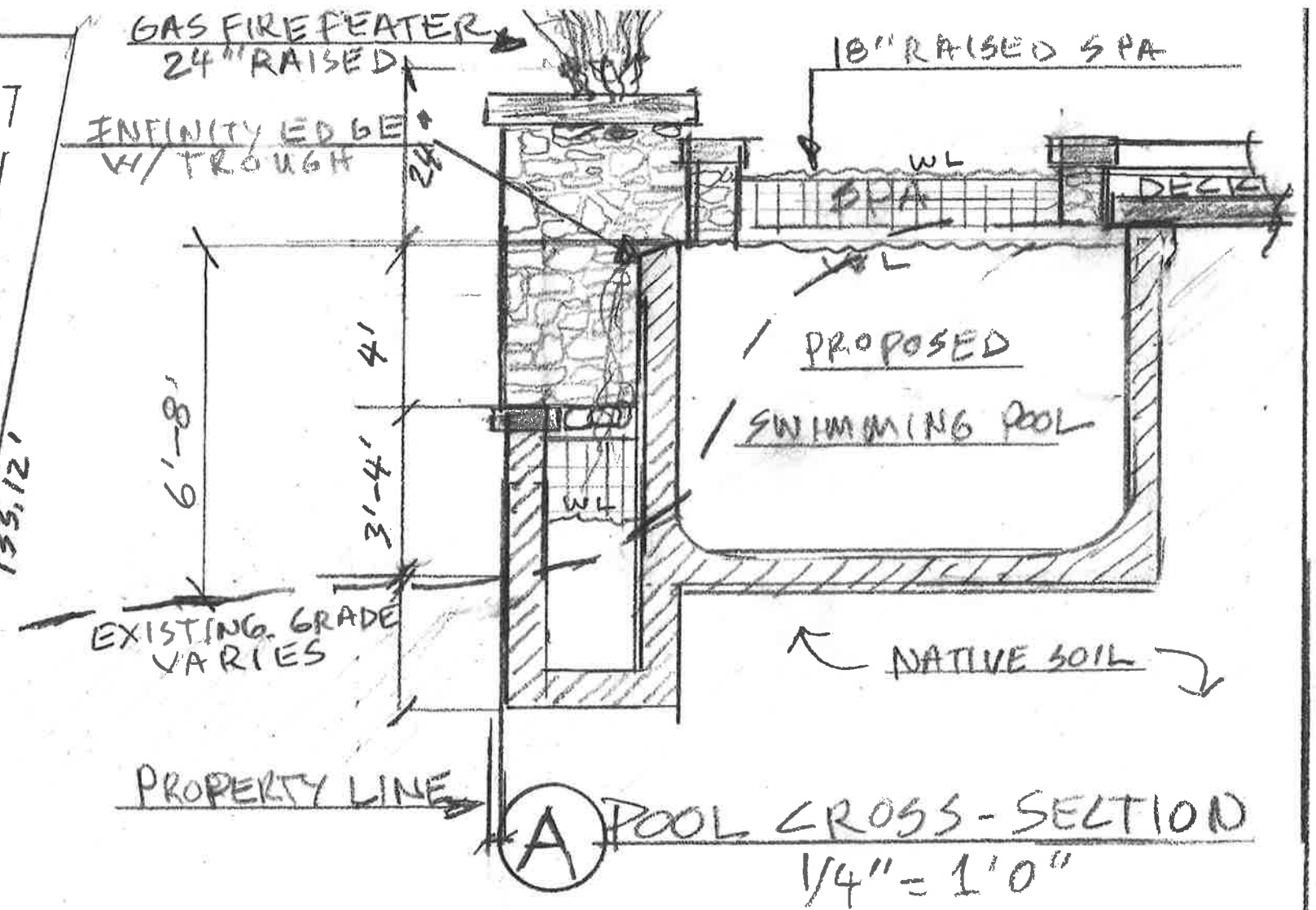
Thank you for your consideration.





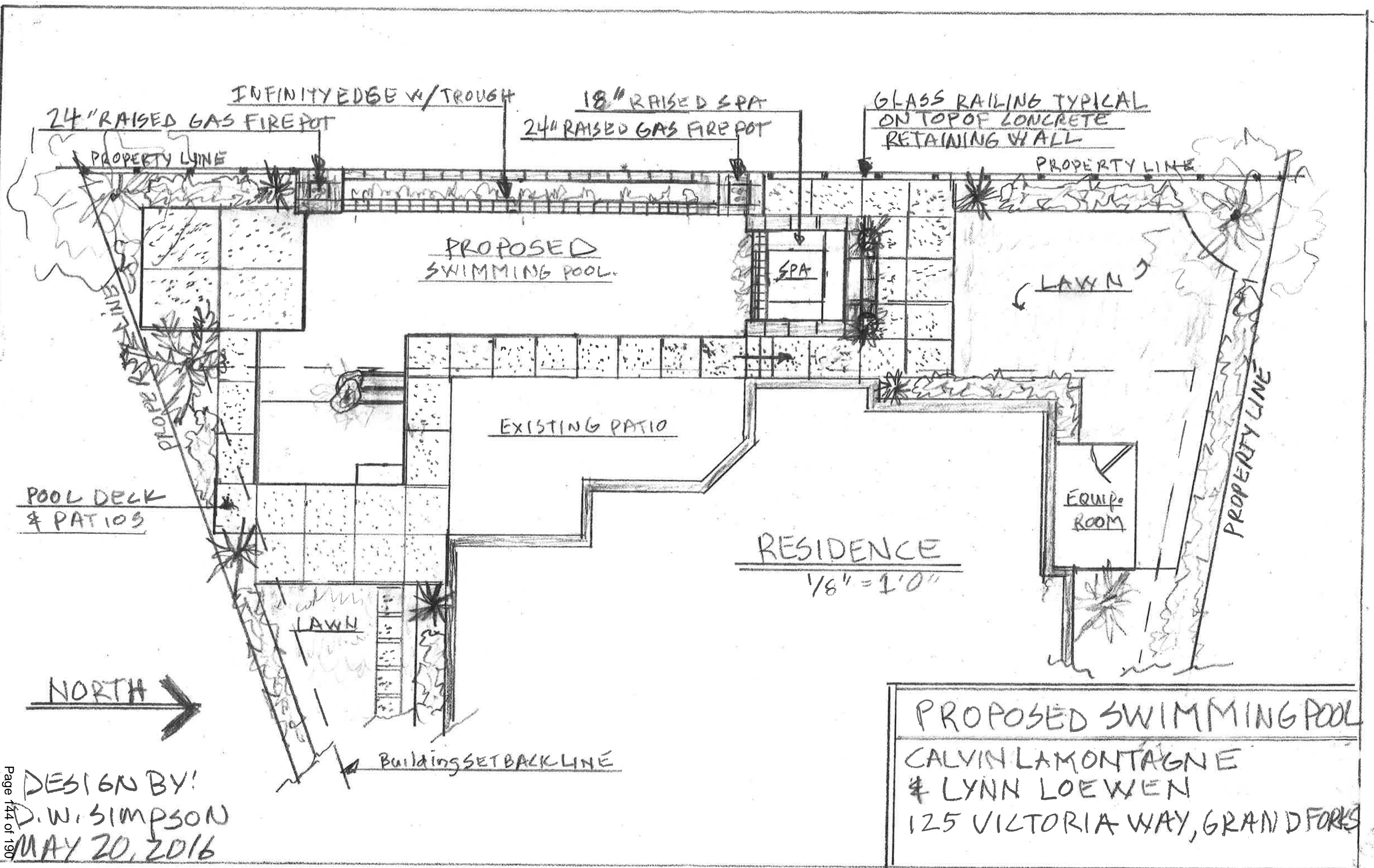
DESIGN BY:  
D.W. SIMPSON  
May 20, 2016

PLOT PLAN  
1/4" = 4'0"



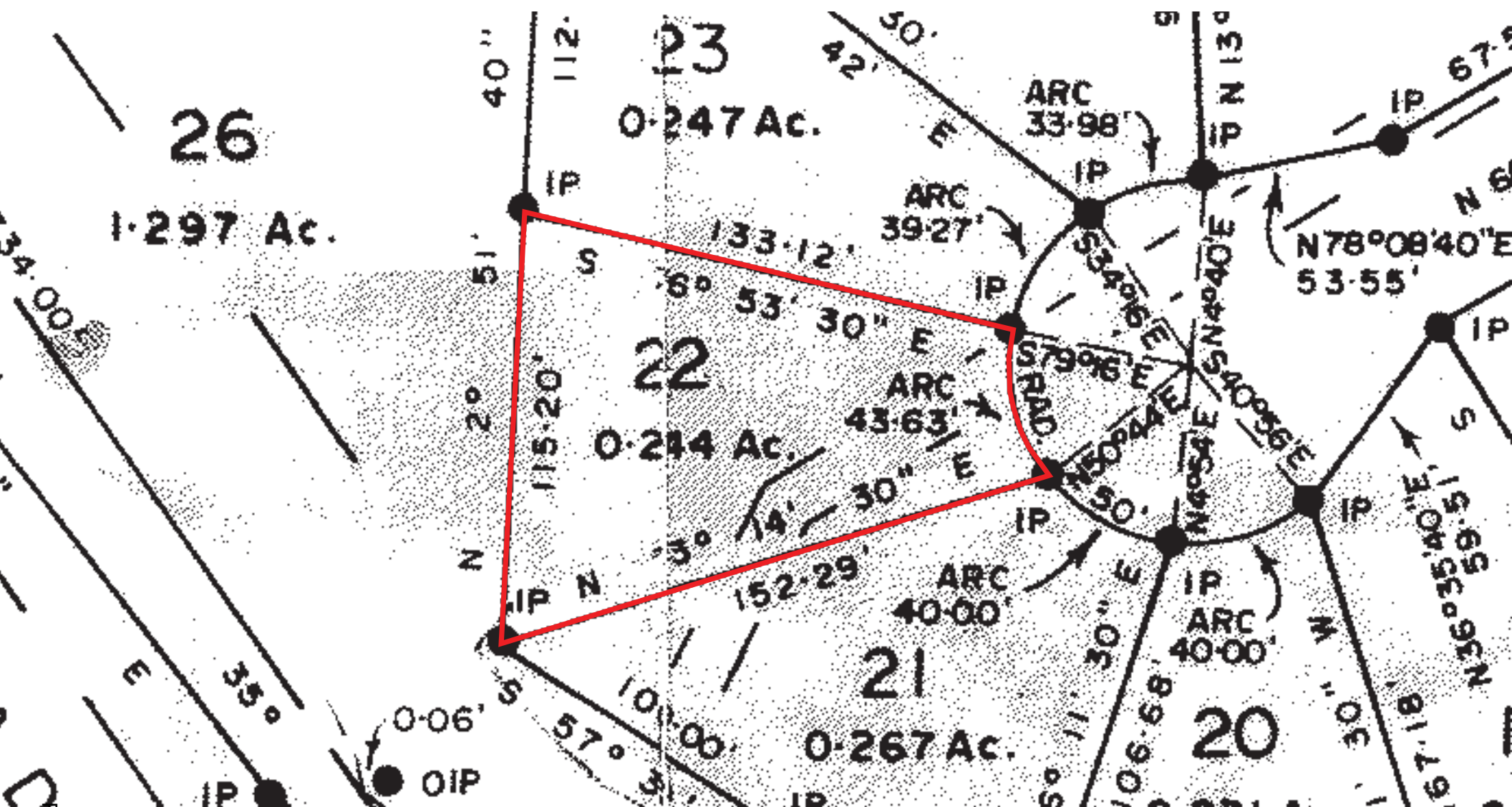
PROPOSED SWIMMING POOL

CALVIN LAMONTAGNE  
& LYNN LOEWEN  
125 VICTORIA WAY, GRANDFORKS



DESIGN BY:  
D.W. SIMPSON  
MAY 20, 2016

PROPOSED SWIMMING POOL  
CALVIN LAMONTAGNE  
& LYNN LOEWEN  
125 VICTORIA WAY, GRAND FORKS





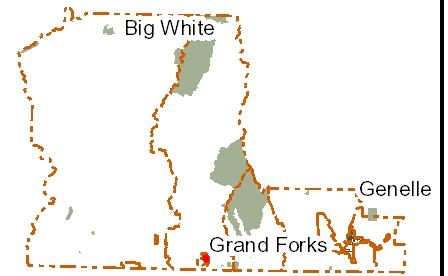


Scale 1: 481

Legal Information

Plan: KAP28728	Section:	Jurs: 210	Lot Area: 0.244
Block:	Township:	Roll: 1366110	Area Unit: acr
Lot: 22	Land District: 54	PID: 003-963-721	Width (ft): 0
District Lot: 493			Depth (ft): 0
Street: 125 VICTORIA WAY			
Description:			





### Legend

#### Admin

##### Cadastral Lines

- CAD\_DISTRICT\_LOT
- CAD\_GAS
- CAD\_HIGHWAY
- CAD\_HYDRO
- CAD\_INTER\_BDY
- CAD\_LOTLINE
- CAD\_LOTLINE\_LICENSE
- CAD\_LOTLINE\_WATER
- CAD\_RAILWAY
- CAD\_RAILWAY\_ABAN
- CAD\_ROAD
- CAD\_TELEPHONE
- CAD\_TOWNSHIP

##### Miscellaneous Cadastral Lines

- CADM\_AIRSTRIP
- CADM\_ARROW
- CADM\_BRIDGE
- CADM\_DEWDNEY\_TRAIL
- CADM\_EASEMENT
- CADM\_HOOK
- CADM\_LEASE\_LICENSE
- CADM\_MAP\_RESERVE
- CADM\_MINERAL\_CLAIM
- CADM\_MISC\_RW
- CADM\_MTN\_TOP\_MARKER
- CADM\_SKI\_LIFT
- CADM\_STAR
- CADM\_TRANSCANADA\_TRAIL
- CADM\_UNSURVEYED\_ROAD

#### Parcels

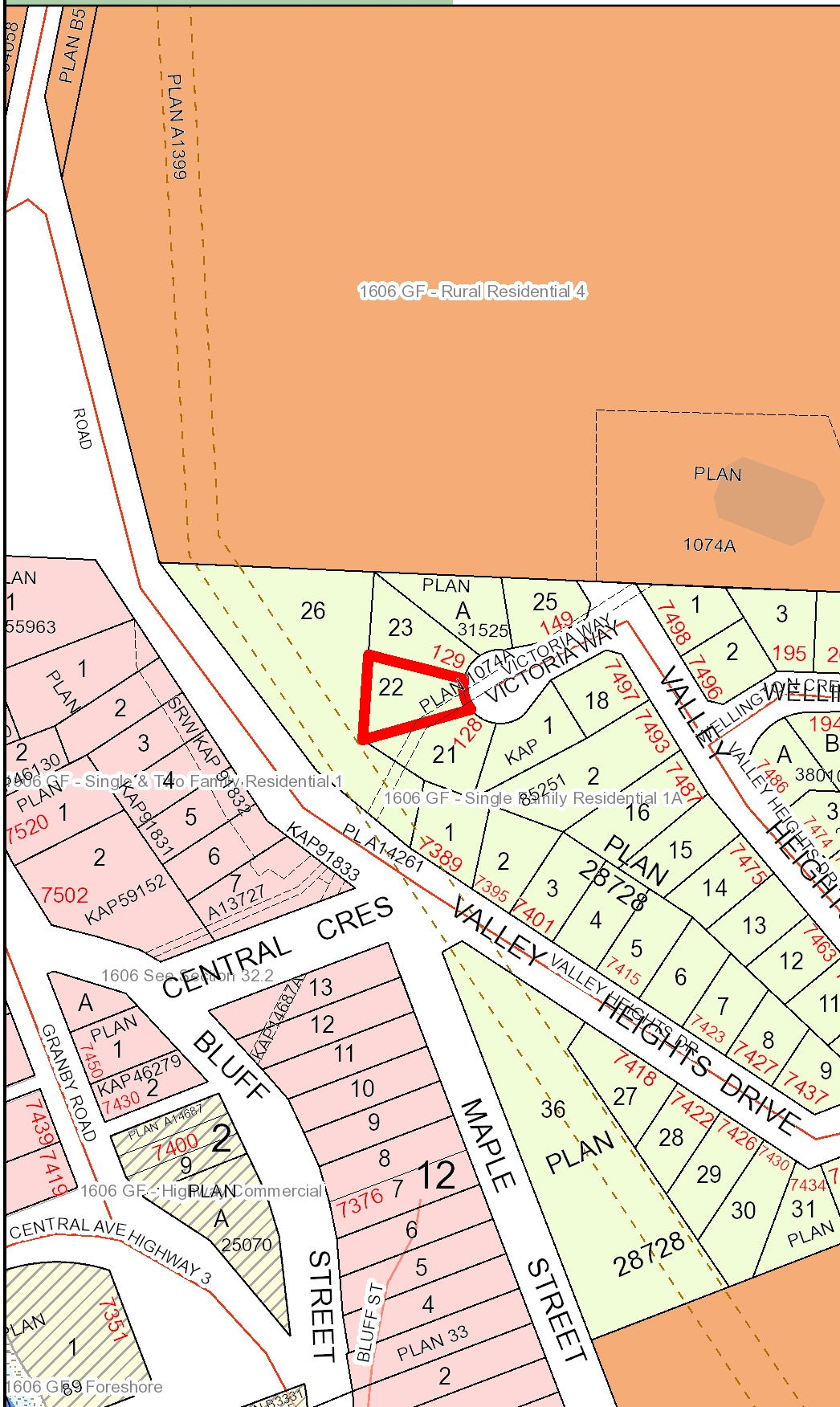
##### Provincial Park

##### City of Grand Forks

- Single & Two Family Residential 1 (R1)
- Single Family Residential 1A (R1A)

Scale: 1: 2,500

1 cm represents 25 m



0 100 200 m

Datum: NAD 1983 Projection: UTM Zone 11N

Printed on 06-Jun-2016

Notes: CITY OF GRAND FORKS ZONING MAP BYLAW NO. 1606

This map is for general information only. The RDKB does not guarantee its accuracy or correctness. All information should be verified.

# SUSTAINABLE COMMUNITY PLAN

## Land Use Map

**125 Victoria Way**

RI

LR

### Legend

- Municipal Boundary
- Agriculture/Rural (AR)
- Airport (AA)
- Commercial Core (CC)
- Highway & Tourist Commercial
- Light Industry (LI)
- Heavy Industry (HI)
- Hillside & Resource District (HR)
- Environmental Resource Area (ER)
- Institutional (IN)
- Heritage Corridor (HC)
- Low Density Residential (LR)
- Medium Density Residential (MR)
- Mixed Use Commercial/Residential (MU)
- Residential Infill/Intensification (RI)
- Park & Open Space (PK)

An aerial photograph of a residential neighborhood. A large, irregularly shaped property is outlined in light blue. Within this property, a smaller, roughly circular area is also outlined in light blue. A black arrow points from a text box in the bottom left towards a house located within the outlined property. The house has a dark roof and is surrounded by trees and a lawn. Other houses and greenery are visible in the surrounding area. The text 'Valley H' is partially visible in the bottom right corner of the image.

## **125 Victoria Way**

Development Variance Permit Application



# 125 Victoria Way

Development Variance Permit Application





[notice of application for variance] or 543 (2) [notice of application in relation to early termination of land use contract] are to be given.

(4) A board of variance must maintain a record of all its decisions and must ensure that the record is available for public inspection during regular office hours.

RS2015-1-539 (B.C. Reg. 257/2015).

#### **Application for variance or exemption to relieve hardship**

**540.** A person may apply to a board of variance for an order under section 542 [board powers on application] if the person alleges that compliance with any of the following would cause the person hardship:

- (a) a bylaw respecting
  - (i) the siting, size or dimensions of a building or other structure, or
  - (ii) the siting of a manufactured home in a manufactured home park;
- (b) a subdivision servicing requirement under section 506 (1) (c) [provision of water, sewer and other systems] in an area zoned for agricultural or industrial use;
- (c) the prohibition of a structural alteration or addition under section 531 (1) [restrictions on alteration or addition while non-conforming use continued];
- (d) a bylaw under section 8 (3) (c) [fundamental powers – trees] of the *Community Charter*, other than a bylaw that has an effect referred to in section 50 (2) [restrictions on authority – preventing all uses] of that Act if the council has taken action under subsection (3) of that section to compensate or mitigate the hardship that is caused to the person.

RS2015-1-540 (B.C. Reg. 257/2015).

#### **Notice of application for variance**

**541.** (1) If a person makes an application under section 540, the board of variance must notify all owners and tenants in occupation of

- (a) the land that is the subject of the application, and
- (b) the land that is adjacent to land that is the subject of the application.

(2) A notice under subsection (1) must state the subject matter of the application and the time and place where the application will be heard.

(3) The obligation to give notice under subsection (1) is satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.

RS2015-1-541 (B.C. Reg. 257/2015).

#### **Board powers on application**

**542.** (1) On an application under section 540, the board of variance may order that a minor variance be permitted from the requirements of the applicable bylaw, or that the applicant be exempted from section 531 (1) [alteration or addition while non-conforming use continued], if the board of variance

- (a) has heard the applicant and any person notified under section 541,
- (b) finds that undue hardship would be caused to the applicant if the bylaw or section 531 (1) is complied with, and
- (c) is of the opinion that the variance or exemption does not do any of the following:
  - (i) result in inappropriate development of the site;
  - (ii) adversely affect the natural environment;
  - (iii) substantially affect the use and enjoyment of adjacent land;
  - (iv) vary permitted uses and densities under the applicable bylaw;
  - (v) defeat the intent of the bylaw.

(2) The board of variance must not make an order under subsection (1) that would do any of the following:

- (a) be in conflict with a covenant registered under section 219 of the *Land Title Act* or section 24A of the *Land Registry Act*, R.S.B.C. 1960, c. 208;

- (b) deal with a matter that is covered in a land use permit or covered in a land use contract;
- (c) deal with a matter that is covered by a phased development agreement under Division 12 *[Phased Development Agreements]*;
- (d) deal with a flood plain specification under section 524 (3);
- (e) apply to a property
  - (i) for which an authorization for alterations is required under Part 15 *[Heritage Conservation]*,
  - (ii) for which a heritage revitalization agreement under section 610 is in effect, or
  - (iii) that is scheduled under section 614 (3) (b) *[protected heritage property]* or contains a feature or characteristic identified under section 614 (3) (c) *[heritage value or character]*.
- (3) In relation to an order under subsection (1),
  - (a) if the order sets a time within which the construction of the building, structure or manufactured home park must be completed and the construction is not completed within that time, or
  - (b) if that construction is not substantially started within 2 years after the order was made, or within a longer or shorter time period established by the order,
 the permission or exemption terminates and the bylaw or section 531 (1), as the case may be, applies.
- (4) A decision of the board of variance under subsection (1) is final.

RS2015-1-542 (B.C. Reg. 257/2015).

**Exemption to relieve hardship from early termination of land use contract**

- 543.** (1) The owner of land subject to a land use contract that will be terminated by a bylaw adopted under section 548 *[early termination of land use contracts]* may apply to a board of variance for an order under subsection (5) of this section if
- (a) the owner alleges that the timing of the termination of the land use contract by the bylaw would cause the owner hardship, and
  - (b) the application is received by the board of variance within 6 months after the adoption of the bylaw.
- (2) If an application is made under subsection (1), the board of variance must notify all owners and tenants in occupation of
- (a) the land that is the subject of the application, and
  - (b) the land that is adjacent to land that is the subject of the application.
- (3) A notice under subsection (2) must state the subject matter of the application and the time and place where the application will be heard.
- (4) The obligation to give notice under subsection (2) must be considered satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.
- (5) On an application under subsection (1), the board of variance may order that, despite the termination of the land use contract and despite any zoning bylaw, the provisions of that land use contract continue to apply in relation to the applicant for a specified period of time ending no later than June 30, 2024, if the board of variance
- (a) has heard the applicant, and
  - (b) finds that the timing of the termination of the land use contract by the bylaw would cause undue hardship to the applicant.
- (6) An order under subsection (5) does not run with the land.
- (7) The board of variance must make a decision on an application under subsection (1) within 6 months after the application is received by the board of variance.
- (8) A decision of the board of variance under subsection (5) is final.

RS2015-1-543 (B.C. Reg. 257/2015).

**SECTION 34**      **R-1A (Residential – Single Family) Zone**

**Permitted Uses**

1. The following uses and no others are permitted in an R-1A zone:

- (a) dwelling units;
- (b) religious centres;
- (c) day care centres;
- (d) bed and breakfast accommodations;
- (e) home occupations.

Permitted accessory uses and buildings on any parcel include the following:

- (f) any accessory buildings or structures to any of the above uses.

**Regulations**

2. On a parcel of land located in an R-1A zone:

**Minimum Parcel Size for Subdivision purposes**

- (a) The minimum parcel size is 10,120 square metres (108,913 sq.ft. or 2.5 acres) where there is no community sewage or water system;
- (b) The minimum parcel size is **1,393.5 square meters (15,000sq ft)** when the parcel is either connected to a community sewage or water system, but not both; BYLAW 1800
- (c) The minimum parcel size is 697 square metres (7,500 sq.ft.) when the parcel is connected to both a community sewage and water system.

**Number and type of Dwelling Units allowed**

- (d) The only type of dwelling unit allowed on a parcel of land in an R-1A zone is;
  - (i) One single-family dwelling.

**Height**

- (e) No principal building or structure shall exceed 9.75 metres (32 ft) in height. No accessory building or structure shall exceed 4.8 metres (16 ft) in height.

**SECTION 34**      **R-1A (Residential – Single Family) Zone** cont'd

Setbacks

- (f) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:
  - (i) 6 metres (20 ft) of a front parcel line;
  - (ii) 1.5 metres (5 ft) of an interior side parcel line;
  - (iii) 4.6 metres (15 ft) of an exterior side parcel line; or
  - (iv) 6 metres (20 ft) of a rear parcel line.

Accessory Buildings

- (g) The total of all the accessory buildings shall have a floor area not greater than 50% of the principal structure;
- (h) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line and not closer to the front parcel line than the facing wall of the principal building to which it is accessory.

Lot Area Coverage

- (i) The maximum permitted lot area coverage shall be as follows:

Principal building with all accessory buildings and structures 50%

Additional requirements

- (j) ***\*deleted by Bylaw 1679***
- (k) The minimum size for a single-family dwelling shall be 75 square metres (800 sq.ft.);
- (l) See Sections 13 to 30A of this bylaw.



# MEMORANDUM



**DATE:** June 27, 2016  
**TO:** Mayor and Council  
**FROM:** Manager of Development and Engineering Services  
**SUBJECT:** Sustainable Community Plan Open House #1

---

On June 16 from 4:00-7:00 the City held an Open House at the Wooden Spoon Bistro. The intent was to share information about the SCP Update and gather ideas from the public regarding environmental sustainability (Theme 1) topics including protected natural areas and environmental development permit areas; greenhouse gas reduction (including tiny homes) and alternative energy; and food security and urban agriculture.

The event was advertised in the Grand Forks Gazette and on the City website and Facebook page, and specific invitations were sent to a diverse range of community groups.

Over 42 people participated in the Open House, engaging in in-depth conversations with Council members and staff, and providing feedback and ideas on a questionnaire and using dots and stickies on land use maps and air photos.

Staff will compile the feedback and present it later this summer in a full report to Council including findings from additional consultations and research during Theme 1 (Environmental Sustainability) of the SCP update.



Fiscal Accountability



Economic Growth




Community Engagement



Community Liveability



From:  **Daniel Drexler**  
Subject: Re: Slo Pitch Tournamanet Letter  
To:  **Daphne Popoff**

June-14-16 10:30:57 AM 



Dear Mayor Konrad and Members of City Council,

This letter is to request setting up a beer garden at our upcoming slow pitch tournament, July 15th - 17th at Dick Bartlett Park. The gardens will be open from 5:00 PM to 10:00 PM July 15th, and 11:00 AM to 10:00 PM July 16th and 17th. We will place the gardens between the concession and park number 2 at Dick Bartlett, surrounded by a temporary fence. We have applied for a liquor license allowing a maximum of 100 people. We plan to include some out of town teams in this event. I believe events surrounding the tournament, including a concession and beer garden, will help to make this event a success and increase interest. We hope to have your support in this matter and greatly appreciate your time.

Sincerely,

Sandra Poznikoff

Hi Daphne

this is what they emailed me...

Thanks

**Daniel**

---

**Daniel Drexler**

Deputy Manager of Operations  
City of Grand Forks  
250-442-8266 x 82805  
[www.GrandForks.ca](http://www.GrandForks.ca)



Settle down.

---

**FILE CODE**  
Slow Pitch Tournament  
WEB E3 - July 15-17 -  
Request for Page 157 of 190  
Occasion Liquor Lic







June 10, 2016

City of Grand Forks

Attention: City Council

Re: Requesting Approval for a Special Events Liquor License

The Grand Forks Art Gallery is planning a fundraiser on August 20, 2016 called Taps/Tunes & Tapas. It will be a beer and food tasting event supported by the Board of Directors, Staff and Gallery Volunteers.

We are planning on holding it in the Gallery Gardens on the west side of the building from 5 – 9:00 pm. There will be tents and tables set up.

We will be applying for a Special Occasion Liquor License from BC Liquor Licensing Branch.

We are anticipating a minimum of 100 advance ticket sales. There will be no ticket sales at the gate.

If there are any questions please contact Board Director William Caley, Special Events Coordinator, G2 Board of Directors at 250-442-0650 or myself at the Gallery 250-442-2211

A handwritten signature in blue ink, appearing to be "Wendy Butterfield".

Wendy Butterfield

Administrative Assistant

Cc: William Caley

**FILE CODE**  
WE3 9 G5 - Gallery 2 - Request  
for Special Events  
Liquor License on  
Aug - 20th





South Okanagan-Boundary Labour Council

Box 1103 Penticton Main

Penticton, BC, V2A 6J9

Email: [info@soblc.ca](mailto:info@soblc.ca); [www.soblc.ca](http://www.soblc.ca)

June 10, 2016

City of Grand Forks  
PO Box 220  
Grand Forks BC V0H 1H0

Attention: Mayor Frank Konrad:

**RE: Poverty Reduction Coalition and Request for Resolution to UBCM**

The South Okanagan Boundary Labour Council supports the B.C. Poverty Reduction Coalition (PRC) and we are hoping you and your council will consider supporting the PRC's current campaign to encourage municipalities across B.C. to participate in this campaign.

Please consider:

1. passing a resolution in support of a B.C.-wide poverty reduction plan and
2. submitting a resolution on this to the Union of B.C. Municipalities (UBCM) upcoming conference to be held in Victoria this September. (a draft resolution is appended for your convenience)

The time frame for action is quite tight, as the final deadline for municipalities to submit resolutions to the UBCM is June 30, 2016. We encourage you to adopt this or other resolution at your next council meeting and submit a second resolution to the UBCM before June 30<sup>th</sup>. We understand that you may need to refer to a regional group, which may present timing problems, but at least you will have some background and be alerted to this important campaign.

On behalf on the Canadian Labour Congress - Pacific Region and our affiliated Labour Councils in the province, thank you for your attention and understanding. We hope you will support this campaign.

Please contact me if you have any questions.

Yours truly,

Brent Voss, President  
South Okanagan Boundary Labour Council

FILE CODE  
WEB 43 S-Okanagan-Boundary  
+ 51-Labour Council -  
Poverty Reduction Coalition

## **Municipal resolution: Call for a Poverty Reduction Plan for British Columbia**

### **WHEREAS:**

1. The poverty rate in British Columbia continues to be among the highest in Canada at approximately 1 in 10 using the most conservative estimate (Low Income Cut-Off – After Tax), and child poverty rates in BC are still 1 in 5;
2. Many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;
3. 78% of British Columbians want the provincial government to implement a poverty reduction plan;
4. BC is the last province in Canada to have a commitment to a poverty reduction plan.

### **THEREFORE BE IT RESOLVED:**

THAT this council advocate to the provincial government to develop and implement a provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

### **BE IT FURTHER RESOLVED:**

THAT this council submit the attached resolution to the Union of British Columbia Municipalities before June 30, 2016, urging the Government of BC to adopt a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

### **For more information:**

Contact: Trish Garner, Community Organizer, BC Poverty Reduction Coalition

Email: [trish@bcpovertyreduction.ca](mailto:trish@bcpovertyreduction.ca)

Phone: 604-877-4553

Website: [bcpovertyreduction.ca](http://bcpovertyreduction.ca)



### **UBCM resolution: Call for a Poverty Reduction Plan for British Columbia**

WHEREAS the poverty rate in British Columbia continues to be among the highest in Canada yet BC is the last province in Canada to have a commitment to a poverty reduction plan;

AND WHEREAS many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of BC to follow the lead of all other provinces by adopting a comprehensive and accountable provincial poverty reduction strategy to reduce the number of people living in poverty in BC by setting concrete targets and timelines to reduce poverty.

#### **For more information:**

Contact: Trish Garner, Community Organizer, BC Poverty Reduction Coalition

Email: [trish@bcpovertyreduction.ca](mailto:trish@bcpovertyreduction.ca)

Phone: 604-877-4553

Website: [bcpovertyreduction.ca](http://bcpovertyreduction.ca)



RECEIVED

JUN 14 2016

THE CORPORATION OF  
THE CITY OF GRAND FORKS

June 6, 2016

Doug Allin  
CAO  
City of Grand Forks  
PO Box 220 7217 4th St  
Grand Forks, BC V0H 1H0

Doug Allin,

**Re: Federal government reviewing our public postal service - Have your say!**

I am writing to let you know that the federal government is conducting a review of Canada Post. It says that everything but postal privatization is on the table. This means daily mail delivery, restoring home delivery, postage rates, the moratorium on post office closures and more.

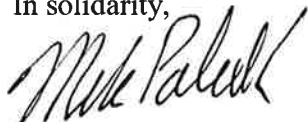
The review will have two phases. The government has appointed an independent task force to collect input from Canadians, do research, gather facts and identify options for the future of our postal service by September 2016. Following this, a parliamentary committee will consult with Canadians on the options identified by the task force and make recommendations to the government by year's end. The government expects to announce its decisions about Canada Post in the spring of 2017. For more information, go to [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview) and [Canada.ca/canadapostreview](http://Canada.ca/canadapostreview)

While CUPW welcomes the opportunity to look at the future of our public postal service, we have a number of concerns about the review. The review's first phase – the part that determines the options that will be examined – is being held over the summer. As well, there has been very little information and advertising about the review, except in social media. We are concerned people will not learn about the review until it's too late.

CUPW would like to ensure that the views of municipalities are considered. Therefore, we would like you, if at all possible, to provide input to the Canada Post Review. We have attached a resolution for your consideration, information on providing input and some fact sheets on key issues.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. We would also like to take this opportunity to express our gratitude to the many municipalities that supported our campaign to stop the cuts that Canada Post announced in December 2013, including the end of home mail delivery. We had a major victory when Canada Post announced a temporary hold on its plan to eliminate door-to-door delivery. CUPW is confident that we can build on this success and convince the Canada Post Review to recommend against further cuts in favour of new services that generate revenues and allow us to build a universal, affordable and green public postal system for future generations.

In solidarity,



Mike Palecek  
National President

c.c. National Executive Committee, Regional Executive Committees, National Union  
Representatives, Regional Union Representatives, Specialists, Campaign Co-ordinators, Negotiators,  
CUPW locals

FILE CODE

WE3 & CU - Can. Union of Postal  
Workers - Federal Gov.  
Reviewing Public Postal Serv.

RECEIVED

JUN 14 2016

THE CORPORATION OF  
THE CITY OF GRAND FORKS

June 6, 2016

Frank Konrad  
Mayor  
City of Grand Forks  
PO Box 220 7217 4th St  
Grand Forks, BC V0H 1H0

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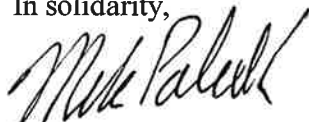
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In solidarity,



Mike Palecek  
National President

FILE CODE

c.c. National Executive Committee, Regional Executive Committees, National Union  
Representatives, Regional Union Representatives, Specialists, Campaign Co-ordinators, Negotiators,  
CUPW locals





# A bank for everyone

## Support Postal Banking

Postal banking is the provision of financial and banking services through a post office. It is not a new or radical idea. Postal banks already exist in many parts of the world where they are used to:

- increase financial inclusion
- promote economic development
- and generate revenue to preserve public postal service and jobs

In fact, our post office used to have a national savings bank – up until 1969 – and there is no reason we shouldn't have one today.



### Why do we need postal banking?

- 1** Banks are failing to meet the needs of a growing number of Canadians. Thousands of towns and villages across our country do not have a bank. But many of them have a post office that could provide access to financial and banking services.
- 2** Nearly two million Canadians in urban and rural areas desperately need an alternative to predatory payday lenders. A postal bank could be that alternative.

**3** Canadian banks have raked in enormous profits while cutting service, closing branches and charging some of the highest banking and ATM fees in the world. We deserve better.

**4** Post administrations around the world, including Canada Post, have seen traditional mail volumes decline in recent years. Many post offices have added or expanded financial services in order to lessen their dependence on declining mail volumes and revenues. Postal banking could help Canada Post make money and increase its ability to provide public postal service and create decent jobs in communities throughout Canada.

## Postal banking is lucrative!

**New Zealand:** Kiwibank generated 81% of New Zealand Post's after tax profits.

**Switzerland:** PostFinance produced 48% of Swiss Post's operating profits.

**Italy:** BancoPosta profits allowed the Italian post office to make 57 million Euros in profits (\$86.1 million CAD) in spite of losses incurred by its postal business.

**France:** La Banque Postale's operating profits of 842 million Euros (\$1271.6 million CAD) made a significant contribution to Le Group La Poste's operating profits of 719 million Euros (\$1085.8 million CAD).

*Sources: New Zealand Post, Swiss Post, Poste Italiane and Le Group La Poste, 2014*

## Postal banking has social & economic benefits

**France:** Banque Postale has an obligation to provide products and services to as many people as possible. It provides a Livret A or passbook savings account, at no charge, to anyone who requests it. It also provides banking services to the financially vulnerable and financing for social housing, voluntary organizations and microentrepreneurs lacking bank credit.



LA POSTE

**Brazil:** Since its creation in 2002, Banco Postal at Brazil's post office has opened over 6,200 postal bank branches and provided bank accounts to about ten million people. These efforts are largely designed to meet the needs of poor and marginalized populations living in rural and underdeveloped areas.



Correios

**Italy:** BancoPosta offers current accounts, payment services and postal savings products on behalf of Cassa depositi e prestiti (CDP). The CDP, which is 80% owned by the Italian government, supports the development of the country

Posteitaliane

by financing the investments of public entities, helping local authorities leverage their real estate assets, investing in social housing, and supporting energy efficiency policies.

## We had a postal bank

Canada had postal banking for over a hundred years. The federal government passed legislation establishing a post office savings bank system just after Confederation in 1867 in order to provide a savings service to the working classes and small town residents. This system began operating in 1868 with 81 locations and grew quickly. By 1884, there were 343 post office savings banks, with a balance of \$13 million from almost 67,000 accounts. However, Canada's postal banking system confronted challenges from chartered banks by the 1890s. These banks, facing a recession, became interested in attracting the kind of small-time depositors who used post office savings





*Nearly two million Canadians  
in urban and rural areas  
desperately need an alternative  
to predatory payday lenders.  
We deserve better.*

banks and they actively worked to undermine postal banking. In 1898, the chartered banks successfully lobbied the government to reduce the interest rate paid on deposits at postal savings banks from 3% to 2.5%. They also worked to eliminate advertising by postal banks. As time went on, chartered banks and credit unions increased their presence in communities and the post office and government became less interested in maintaining the network. The post office savings bank system was closed down in 1969.

## **Support for postal banking**

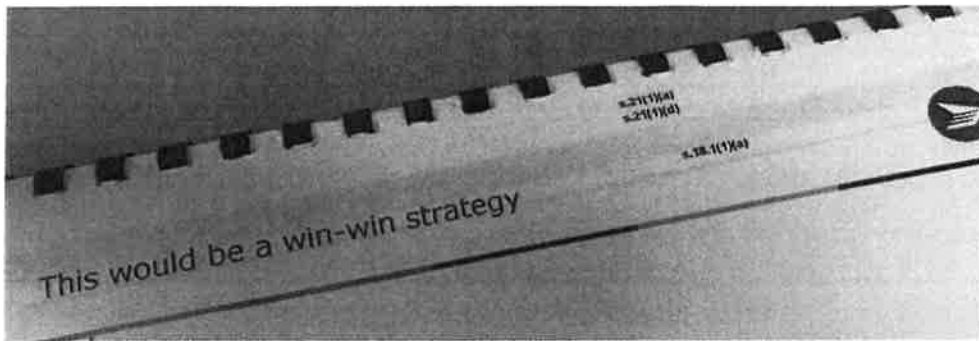
**Municipalities:** Over 600 municipalities have passed resolutions that support postal banking.

**Public:** Almost two out of every three respondents (63%) to a 2013 Stratcom poll supported Canada Post expanding revenue-generating services, including financial services like bill payments, insurance and banking.

**Canada Post:** A number of former Canada Post presidents have considered and even promoted the notion of the corporation getting more involved in financial services: Michael Warren, Andre Ouellet, Moya Greene.

**Universal Postal Union:** The UPU, a United Nations agency, thinks post offices should be looking at expanding financial services. It has produced a global roadmap for the future. This roadmap calls for the continued development of postal networks along three dimensions – physical, financial and digital/electronic.

**Federal parties:** Most federal parties have expressed either support for or an interest in postal banking. In 2014, the Liberal Party postal critic said the merits of postal banking should be explored in the context of several different options for the future of Canada Post.



## Canada Post's secret postal banking study

Canada Post conducted a secret four-year study on postal banking that indicates that adding this service "would be a win-win strategy" for the corporation. This study was obtained through an Access to Information (ATI) request. Unfortunately, 701 of the study's 811 pages were redacted. CUPW has asked Canada Post's President to release the full report, but he has refused.

## What would a postal bank look like?

There are many different models of postal banking. Some postal administrations set up their own bank. Others act as a financial intermediary by providing services in partnership with banking and other financial institutions, such as credit unions. In this instance, they work with one or a number of institutions, which operate nationally or in different regions. Some postal banks deliver a broad range of financial services, while others provide a more limited offering.

Services provided by postal banks:

- Savings and checking accounts
- Online banking
- Bank machines
- Credit cards, debit cards, pre-paid cards
- Money transfers, including remittances
- Insurance (home, auto, travel, etc.)
- Loans and mortgages
- Investment products (RRSPs, mutual funds, annuities)
- Foreign currency
- Other services such as financial counselling

## Government review of Canada Post

CUPW wants the government review of Canada Post to recommend the addition of financial and banking services at Canada Post, or at a minimum, a task force to determine how to deliver new financial and banking services through our postal service.

Please consider making this recommendation to the review.

### For more information:

A postal bank for everyone – Support Postal Banking  
[www.cupw.ca/PostalBanking](http://www.cupw.ca/PostalBanking)

Why Canada Needs Postal Banking  
<https://www.policyalternatives.ca/publications/reports/why-canada-needs-postal-banking>

The Banks Have Failed Us: Postal Banking To The Rescue  
<http://www.cupw.ca/postal-banking-rescue>

Rural Canada is underserved by financial services:  
 Why post offices need to offer banking services  
[http://cpaa-acmpa.ca/pub/files/banking\\_services\\_SEPT23Eng.pdf](http://cpaa-acmpa.ca/pub/files/banking_services_SEPT23Eng.pdf)

Banking on a future for posts  
<http://www.cupw.ca/campaign/resources/banking-future-posts>







## A Canada Post for Everyone



### Our Postal Service is Under Review: What's In It For You?

The federal government says it wants to ensure that "Canadians receive quality postal services at a reasonable price."

It's asking Canadians for our input. So, how do you think our national postal service should change with the times?

### High Quality Service to Meet Our Changing Needs.

People everywhere are sending fewer letters through the mail, which has affected the revenues of post offices around the world. Some postal systems have raised prices or cut services and jobs, as Canada Post did when the Conservatives were in power.

But post offices in many other countries have expanded their services and branched out into new avenues in order to make more money.

It's time for Canada Post to make full use of its presence in every community and add new revenue-generating services. Here are a few options to think about:

#### Why Not Get More At The Counter?

With 6,300 outlets, Canada Post has the largest retail network in the country. It could be doing a lot more with this network.

#### Get Your Documents:

Canada Post already processes passport applications and issues fishing and hunting licenses. It could also accept identity card applications, provide identity authentication services, register voters, certify documents, issue permits and much, much more.

Canada Post could also process payments and cheques for federal and provincial governments, and offer government services in places that don't have any.

#### Get a Bank for Everyone:

Canada Post used to and could still provide financial and banking services like other post offices around the world. We could provide savings and chequing accounts; bank machines; lines of credit, mortgages, money transfers, etc.

Postal banking is profitable in many parts of the world and could reinvest its profits back into our communities. See CUPW's A Bank for Everyone campaign and go to [cupw.ca/PostalBanking](http://cupw.ca/PostalBanking).

#### Get Display Space:

Canada Post's retail space could be better used in many locations. Why not rent display space to artists and producers for showcasing their specialty goods for fixed lengths of time? Showcase "Canadiana"? Or help on-line sales of products through a website portal like the Swiss post office?

#### Why Not Get Better Cell, Internet and Secure Data Service?

Canadians want simple, affordable internet and cell phone service. Canada Post could offer basic cell phone packages. It could also use its infrastructure to provide high-speed internet in rural and remote areas that do not have access to this service. Many post offices in Europe, such as the UK, Italy and France, already offer internet and cell service.

Canada Post could also collect data quickly and frequently for ethical use in transportation, infrastructure and public planning.

## Why Not Get More at the Door?

With the largest delivery network in the country, Canada Post could deliver a lot more.

### Get More Parcels:

The parcel delivery sector is growing rapidly as a result of e-commerce and internet marketing. It doesn't make sense to have multiple courier companies driving down the same streets every day to deliver parcels.

Canada Post could provide last mile delivery for the entire sector. This would lower prices and be good for the environment because it would reduce our use of fossil fuels, and cut pollution and traffic congestion.

Canada Post already provides last mile for FedEx in rural and small communities.

### Get Your Groceries:

Canada Post could partner with large grocery stores to offer home delivery across the country like the Swiss and Danish post offices.

## Remember, It's A Canada Post for Everyone

Of course, Canada Post isn't simply about making money. Like other Crown corporations, it is supposed to serve our public interest.

As well as considering revenue-generating services, Canada Post ought to be strengthening and expanding the services it provides to all Canadians. For example:

### Get Better Services to Indigenous and Northern Communities:

- Postal Banking
- Food Mail

### Get a Greener Canada Post:

- Electric Car Charging Stations at Post Offices
- Made in Canada Electric Postal Fleet
- Door-to-door as the greener option

For more information, visit [cupw.ca](http://cupw.ca) and [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca)



### Get Better Services for Seniors and People with Mobility Issues:

Our population is aging and we need to keep our communities connected.

Canada Post used to have a service called Letter Carrier Alert that allowed letter carriers to monitor seniors and people with disabilities. Many letter carriers still informally check up on their neighbourhoods and the people on their routes. In partnership with municipal governments, communities, health care providers and seniors, we can keep doing this, helping older Canadians to remain in their homes for as long as possible.

La Poste in France is a leader in testing such new roles for the letter carriers. It partners with pharmacies to deliver medicine and works with organizations to check on people who are vulnerable, isolated or disabled.

Japan Post also has a service called "Watch Over" that checks on seniors and reports back to family members for a small monthly fee.

This service costs the equivalent of about \$8.40 US per month. According to the Inspector General of the United States Postal Service, a similar service in the US would generate \$12.6 million in revenues annually if just one per cent of its 12.5 million older adults that live alone signed up.

Japan Post will deliver 4-5 million iPads to seniors by 2020. The iPads will have apps that facilitate check-ins and remind seniors to take their medications, eat and exercise.



## A Canada Post for Everyone



## Daily door-to-door delivery: It's not just more convenient. It's better for the environment.

Canada Post delivers billions of letters and parcels to homes and businesses every year. Many Canadians consider it a trusted and valuable service.

But did you know that home mail delivery is the most environmentally friendly way of moving letters and parcels from sender to receiver? And it's greener when it's done five or six days a week.

### Why Canada Post is the greener option

The boom in online shopping means that millions more parcels are being delivered by Canada Post and other delivery companies. That's a lot of cars and trucks on delivery runs.

Last year, the number of parcels delivered by Canada Post alone increased by almost 10%. But with Canada Post, the amount of greenhouse gas emissions barely increases. Why? Because, unlike other delivery companies, Canada Post already has people delivering mail and parcels to every neighbourhood in the country on a daily basis.

From an environmental perspective, Canada Post is the best delivery option. According to a 2011 report, getting a parcel delivered by Canada Post can cause up to 6 times less CO<sub>2</sub> emissions than an overnight delivery by a courier, and 3 times less than having a customer make a 5-km trip to pick it up in a store.

### Why daily delivery is the greener option

If we cut mail delivery back to three days per week, Canada Post would lose its environmental advantage. It would make Canada Post's parcel delivery more expensive, which would result in the corporation losing market share to less environmentally efficient companies.

A vehicle delivering letters and parcels together keeps down the cost and environmental impact of each piece.





**Our daily  
door-to-door  
delivery network  
is part of a  
sustainable future  
for Canada Post.**

**Let's keep it  
greener.**

## **What if I don't get my mail every day?**

Lots of us don't get mail every day. That kind of fluctuation in volume is already built into the delivery system. Having carriers deliver fewer days per week would only make it harder to reduce our carbon footprint.

Businesses of all sizes rely on daily delivery for cash flow and time-sensitive items. So courier companies would step in to fill in the gap, meaning three or more delivery trucks and vans driving the same streets.

## **Why door-to-door delivery is the greener option**

There are many reasons why people hate so-called "community mailboxes":

- they cause more traffic congestion
- lower property values
- thefts, and injuries due to slips and falls

They also cause more people to drive to pick up their mail, creating more pollution. Cars sit idling while residents struggle to open frozen locks and get the mail.

One poll shows that over a third (34.2%) of people drive to pick up their mail from a group mailbox.



## CONTACT INFORMATION FOR CANADA POST REVIEW

### **Step 1: Providing input to the task force now**

The task force is collecting input from Canadians through a 'question of the week'. It is also providing a number of ways for people to make general comments (June 23<sup>rd</sup> deadline for municipalities and organizations, end of July deadline for public):

- Online: [Canada.ca/canadapostreview](http://Canada.ca/canadapostreview)
- Email: [TPSGC.ExamendeSPC-CPCReview.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ExamendeSPC-CPCReview.PWGSC@tpsgc-pwgsc.gc.ca)
- Twitter: Tweet and use #CPReview2016 hashtag
- Facebook: Like, share and comment at [Facebook.com/Canada-Post-Review-521437564704406](https://www.facebook.com/Canada-Post-Review-521437564704406)
- Instagram: Share photos and include the #CPReview2016 hashtag
- Fax: 1-844-836-8138
- Mail:  
Canada Post Review  
CP 2200  
Matane, QC G4W 0K8

Please share your input with us at [Feedback@cupw-sttp.org](mailto:Feedback@cupw-sttp.org) or mail to Mike Palecek, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

### **What to say?**

Tell the task force what you want from your public postal service and what you don't want. Make suggestions on how postal services could be expanded. You can get information on new services and other issues in the weeks to come at [CUPW.ca/canadapostreview](http://CUPW.ca/canadapostreview)

### **Step 2: Providing input to the parliamentary committee in the fall**

The government says that details about the parliamentary committee's consultations will be made public as they become available.

## **Public review on future of Canada Post**

**Whereas** Canada Post announced drastic cutbacks to our public postal service in December 2013, including plans to end home mail delivery in our country.

**Whereas** there was a huge public outcry in response to the cutbacks and stiff opposition from most federal parties, including the Liberal Party, which promised to halt the delivery cuts and conduct a review of Canada Post, if elected.

**Whereas** the delivery cuts were halted and our Liberal government is currently conducting a Canada Post Review, starting with an independent task force that will collect input from Canadians, do research, gather facts and draft a discussion paper in September of 2016, identifying viable options for postal service in this country.

**Whereas** a parliamentary committee will consult with Canadians in the fall of 2016 on the options that have been identified in the task force's discussion paper and then make recommendations to the government on the future of Canada Post.

**Whereas** it will be crucial for the task force and parliamentary committee to hear our views on key issues, including the importance of maintaining the moratorium on post office closures, improving the Canadian Postal Service Charter, restoring home mail delivery, keeping daily delivery, adding postal banking, greening Canada Post, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible.

**Therefore be it resolved** that (name of municipality) provide input to the Canada Post Review task force and make a submission when the parliamentary committee consults with Canadians this fall.

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Acting Corporate Officer  
**Date:** June 27, 2016.  
**Subject:** Extension to Noise Control Bylaw No. 1963 for Cannafest Event.  
**Recommendation:** **RESOLVED THAT COUNCIL DETERMINES TO APPROVE THE REQUEST TO EXTEND THE NOISE CONTROL BYLAW NO. 1963 TO 12:30AM, ON AUGUST 5<sup>TH</sup> AND 6<sup>TH</sup> 2016, FOR THE CANNAFEST EVENT.**

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**BACKGROUND:** The second Cannafest event will take place on August 5<sup>th</sup> and 6<sup>th</sup>, 2016 and will require a noise extension during the event at James Donaldson Park. In 2015, a noise extension was requested and approved by Council. The City received one noise complaint in 2015.

The City's Noise Control Bylaw No. 1963, Section 4.4 (b), states "any amplified music or speech which is audible outside the property where it originates or is reproduced", should be kept between the hours of 7:00am and 11pm. Therefore staff is requesting that Council under Section 5 (h), of Bylaw 1963, grant an exemption for the Cannafest Event on August 5<sup>th</sup> and 6<sup>th</sup>, 2016, to the Noise Control Bylaw NO. 1963. And further, extend the noise restrictions from 11pm to 12:30am on those days.

1. The bands will play until 12:00am both evenings, and the park will be cleared out immediately following.
  2. Decibel levels will remain under 90, which is in keeping with typical outdoor music events in smaller communities
  3. In June 2013, there was an outdoor music event held at James Donaldson Park. The Grand Forks International Baseball tournament is an annual event that runs over a six day period. The City has not typically received any noise complaints with regard to either of these events.
  4. The Park has a capacity of 5,000 for an event such as Cannafest. Cannafest will be hosting approximately 3000 people in the park.
  5. The damage deposit is in the amount of \$500.00.
  6. As with other larger events in the community parking is not anticipated to be an issue. The City is providing overflow parking in the vacant lot adjacent to Dick Bartlett Park and the Rink and Aquatic Centre has a large parking area that is typically utilized during larger events.
-

# REQUEST FOR DECISION

— REGULAR MEETING —



## Benefits or Impacts of the Recommendation:

**General:** Supports a community event  
**Strategic Impact:** Attraction to the community is increased  
**Financial:** No financial impact with the granting of a noise extension  
**Policy/Legislation:** Noise Control Bylaw No. 1963  
**Attachments:** n/a

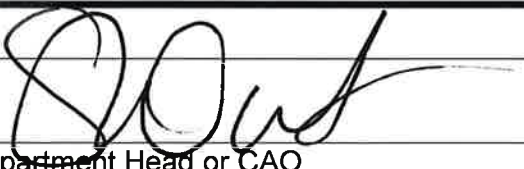

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**Recommendation:** RESOLVED THAT COUNCIL DETERMINES TO APPROVE THE REQUEST TO EXTEND THE NOISE CONTROL BYLAW NO. 1963 TO 12:30AM, ON AUGUST 5<sup>TH</sup> AND 6<sup>TH</sup> 2016, FOR THE CANNAFEST EVENT.

**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** June 27, 2016  
**Subject:** 2016-2020 Financial Plan Bylaw Amendment No 1  
**Recommendation:** **RESOLVED THAT COUNCIL** give first three readings to 2016-2020 Financial Plan Bylaw 2021 – Amendment No 1

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## BACKGROUND:

Each year Council participates in an extensive process to develop the financial plan for the following five years. However, throughout the year there are unplanned events and updated information that require the plan to be amended.

Staff has now completed the initial draft of the 20 year Capital Plan. The Plan includes capital projects that were not included in the original 2016 financial plan.

1. Electrical Substation Engineering - \$50,000 – Capital Reserve
2. Annual Emergency Repair Fund - \$200,000 – Capital Reserve
3. Public Works Fuel Tanks - \$75,000 – Capital Reserve
4. Whispers of Hope Roof - \$50,000 – Capital Reserve
5. 5 tonne Dump Truck - \$250,000 - Equipment Reserve
6. T-Tech trailer - \$25,000 - Equipment Reserve
7. GIS Phase 2 - \$15,000 – Capital Reserve
8. DCC Bylaw Update – \$17,000 - operating, can be funded from DCCs when the bylaw is updated
9. Asset Management & Tech Support - \$20,000 operating - absorbed in the 2016 operating budget

Council has also approved financial plan amendments since passing the original financial plan Bylaw 2024 in May, 2016. These include:

1. March 29, 2016 resolution to increase Waste Water Treatment Plant UV disinfection capital project by \$40,000 to be funded from Land Sales Reserve.
2. May 9, 2016 resolution - Land Development Showcase Project for \$10,250 to be funded from surplus. Project funded 50% from grants, will not proceed unless the grant is approved.
3. May 9, 2016 resolution to include capital costs of \$34,556 for four pickleball courts at Barbara Ann Park funded by Slag Reserve \$7256 and Donations \$27,300.
4. May 9, 2016 resolution to fund an additional \$15,000 for the purchase of a Might-E Truck to be funded from the Equipment Reserve. This is in addition to the \$30,000 currently in the plan to replace the 1995 Ford pick-up.

# REQUEST FOR DECISION

## — REGULAR MEETING —



5. May 30, 2016 resolution to contracted Bylaw Services seasonal position for \$28,000 funded through surplus.
6. May 30, 2016 resolution to reduce Waste Water transfer to reserves from \$72,500 to \$30,000.
7. June 13, 2016 resolution for \$25,000 Water Rates Analysis funded from Water Surplus.
8. June 27, 2016 resolution for \$36,000 electrical upgrade for James Donaldson Park to be funded from Electrical Surplus.
9. Performance Measures operating project \$195,000 funded solely by Gas Tax grant
10. Boundary Emergency Transitional Housing (Community Support) - \$3500 funded by surplus

Also included is parcel tax on City properties - \$29,000 funded by surplus.

The above amendments result in an additional \$1,108,556 spending in the 2016 financial plan. These increases are funded by \$769,756 reserves and \$131,750 surplus (total \$901,507). The remainder, \$207,050 is funded from revenues (grants, donations, DCCs).

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

<b>General:</b>	The financial plan amendment updates the City's authority to operate with up to date information regarding the provision of services and sources of revenue to provide those services.
<b>Strategic Impact:</b>	The Financial Plan was developed using information from Council's Strategic Plan, Asset Management Financial Policy 808, and the 20 year Capital Plan presented to Council at June 13, 2016 COTW.
<b>Financial:</b>	Amending the financial plan ensures that the City remains in compliance with Community Charter requirements for financial planning.
<b>Policy/Legislation:</b>	Community Charter Section 165 (2) – For certainty, the financial plan may be amended by bylaw at any time.
<b>Attachments:</b>	DRAFT 2016-2020 Financial Plan Bylaw 2021 – Amendment No 1 20 year Capital Plan 2016-2036

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**Recommendation:**                      **RESOLVED THAT COUNCIL** give first three readings to 2016-2020 Financial Plan Bylaw 2021 – Amendment No 1

**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.**

# REQUEST FOR DECISION

— REGULAR MEETING —



<i>R. Shepherd</i>	<i>[Signature]</i>
Department Head or CAO	Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

## **BYLAW NO. 2021**

### **A Bylaw to Revise the Five Year Financial Plan For the Years 2016 - 2020**

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**WHEREAS** the Community Charter requires that Council adopt a Five Year Financial Plan annually before the adoption of the annual property tax bylaw and that the financial plan may be amended by bylaw at any time;

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

1. Appendix "A" , Appendix "B" and Appendix "C" attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the Corporation of the City of Grand Forks for the Years 2016 to 2020.
2. This bylaw may be cited, for all purposes, as the "**Year 2016–2020 Financial Plan Bylaw Amendment No 1**".

Read a **FIRST** time this 27th day of June, 2016.

Read a **SECOND** time this 27th day of June, 2016.

Read a **THIRD** time this 27th day of June, 2016.

**FINALLY ADOPTED** this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor Frank Konrad

\_\_\_\_\_  
Acting Corporate Officer Sarah Winton

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

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2021, as adopted by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

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



City of Grand Forks  
Appendix "A" to Bylaw 2021  
Year 2016 - 2020 Financial Plan Bylaw  
Amendment No 1

	2016	2017	2018	2019	2020
<b><u>Revenue</u></b>					
Property taxes , grants in lieu & franchise Fees	\$ 3,588,404	\$ 3,675,400	\$ 3,764,500	\$ 3,855,800	\$ 3,949,500
Parcel taxes	240,858	240,858	240,858	240,858	240,858
User levies	1,914,466	1,950,818	1,987,902	2,025,636	2,064,127
Fees and charges	5,182,466	5,326,885	5,475,454	5,628,412	5,785,788
Grants and other	1,939,915	1,646,632	1,660,110	1,673,784	1,687,554
<b>Total Revenues</b>	<b>12,866,109</b>	<b>12,840,593</b>	<b>13,128,824</b>	<b>13,424,490</b>	<b>13,727,827</b>
<b><u>Expenses</u></b>					
Purchases for resale	3,460,253	3,564,061	3,670,982	3,781,112	3,894,545
Operating	7,626,043	7,816,954	8,015,690	8,219,743	8,429,464
Debt interest	95,105	95,024	95,017	95,017	95,017
Amortization	1,656,491	1,669,615	1,681,883	1,695,298	1,708,863
<b>Total Operating Expenses</b>	<b>12,837,892</b>	<b>13,145,653</b>	<b>13,463,572</b>	<b>13,791,171</b>	<b>14,127,889</b>
<b>Net Revenue (loss)</b>	<b>\$28,217</b>	<b>(\$305,060)</b>	<b>(\$334,748)</b>	<b>(\$366,681)</b>	<b>(\$400,062)</b>
<b><u>Allocations</u></b>					
Debt proceeds	4,252,914	500,000	515,000	530,450	546,350
Capital expenditures	(7,226,576)	(3,605,503)	(3,608,890)	(3,612,345)	(3,615,870)
Debt principal repayment	(230,150)	(252,862)	(254,794)	(256,752)	(258,731)
Transfers from (to) reserves / surplus	1,519,104	1,993,811	2,001,550	2,010,030	2,019,450
Reserve fund in excess of amortization	1,656,491	1,669,615	1,681,883	1,695,298	1,708,863
<b>Financial Plan Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
**Operations Summary**  
**Supporting Schedule A**

<b>General</b>	<b>2016 Plan</b>	<b>2017 Plan</b>	<b>2018 Plan</b>	<b>2019 Plan</b>	<b>2020 Plan</b>
Revenue					
Property Taxes	3,408,705	3,493,900	3,581,200	3,670,700	3,762,500
Parcel Taxes	234,817	234,817	234,817	234,817	234,817
Payments in Lieu of Taxes	179,699	181,500	183,300	185,100	187,000
Solid Waste Levies	197,000	199,000	201,000	203,000	205,000
Slag Sales	235,000	237,350	239,724	242,121	244,542
Fees and Charges	519,185	524,400	529,600	534,900	540,200
Government Grants - Operations	713,310	720,443	727,648	734,924	742,273
Government Grants - Capital	297,639	297,639	297,639	297,639	297,639
Other Sources	387,300	391,200	395,100	399,100	403,100
Restricted Investment Income	-	-	-	-	-
	<b>6,172,655</b>	<b>6,280,249</b>	<b>6,390,027</b>	<b>6,502,301</b>	<b>6,617,071</b>
Expenses					
Airport Cost of Sales	45,900	47,277	48,695	50,156	51,661
Operations Expense	5,125,033	5,278,784	5,437,147	5,600,262	5,768,270
Community Support	326,900	326,900	330,169	333,471	336,805
Debt Interest	23,347	23,268	23,261	23,261	23,261
Amortization	990,719	995,673	1,000,651	1,005,654	1,010,682
	<b>6,511,899</b>	<b>6,671,901</b>	<b>6,839,924</b>	<b>7,012,804</b>	<b>7,190,680</b>
<b>Total Expenses</b>					
<b>Net Income (Loss) before Other Income</b>	<b>(339,244)</b>	<b>(391,652)</b>	<b>(449,897)</b>	<b>(510,503)</b>	<b>(573,608)</b>
Other Income					
Contributions from Electrical	437,330	441,703	446,120	450,582	455,087
Gain (Loss) on Disposition of Assets					
<b>Net Income (Loss)</b>	<b>98,086</b>	<b>50,051</b>	<b>(3,776)</b>	<b>(59,922)</b>	<b>(118,521)</b>
Allocations					
Debt proceeds	1,108,043	500,000	515,000	530,450	546,350
Capital Expenditures	(2,188,255)	(1,000,000)	(1,030,000)	(1,060,900)	(1,092,700)
Debt principal repayment	(163,913)	(187,366)	(189,298)	(191,256)	(193,235)
Transfers from (to) reserves	84,570	-	-	-	-
Transfers from (to) surplus	70,750	(358,357)	(292,576)	(224,026)	(152,576)
Reserve fund in excess of amortization	990,719	995,673	1,000,651	1,005,654	1,010,682
<b>Surplus (Deficit)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
**Operations Summary**  
**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Equipment Recoveries</b>					
Operations Expense	\$ 446,260	\$ 449,972	\$ 454,472	\$ 459,017	\$ 463,607
<b>Net Recoveries</b>	445,517	449,972	454,472	459,017	463,607
Debt Interest	743	-	-	-	-
Amortization	2	-	-	-	-
<b>Net Recoveries (Loss)</b>	266,172	268,834	271,522	274,237	276,979
	(265,431)	(268,834)	(271,522)	(274,237)	(276,979)
Gain (Loss) on Disposition of Assets	-	-	-	-	-
<b>Net Recoveries (Loss)</b>	(265,431)	(268,834)	(271,522)	(274,237)	(276,979)
<b>Allocations</b>					
Debt proceeds	-	-	-	-	-
Capital Expenditures	-	-	-	-	-
Debt principal repayment	(741)	-	-	-	-
Transfers from (to) reserves	-	-	-	-	-
Transfers from (to) surplus	0	-	-	-	-
Reserve fund in excess of amortization	266,172	268,834	271,522	274,237	276,979
<b>Surplus (Deficit)</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
**Operations Summary**  
**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Electrical</b>					
<b>Revenue</b>					
User Fees	\$ 4,602,243	\$ 4,740,310	\$ 4,882,520	\$ 5,028,995	\$ 5,179,865
Fees and Charges	52,757	53,812	54,888	55,986	57,106
	<b>4,655,000</b>	<b>4,794,123</b>	<b>4,937,408</b>	<b>5,084,982</b>	<b>5,236,971</b>
<b>Expenditure</b>					
Purchases for resale	3,414,353	3,516,784	3,622,287	3,730,956	3,842,884
Operations Expense	683,317	697,000	710,900	725,100	739,600
Amortization	42,000	42,000	41,000	41,000	41,000
	<b>4,139,670</b>	<b>4,255,784</b>	<b>4,374,187</b>	<b>4,497,056</b>	<b>4,623,484</b>
<b>Net Income (loss) before Contributions to General</b>	<b>515,330</b>	<b>538,339</b>	<b>563,221</b>	<b>587,926</b>	<b>613,487</b>
Contributions to General	437,330	441,703	446,120	450,582	455,087
<b>Net income (loss)</b>	<b>78,000</b>	<b>96,636</b>	<b>117,101</b>	<b>137,344</b>	<b>158,399</b>
<b>Allocations</b>					
Capital Expenditures	(166,043)	(169,364)	(172,751)	(176,206)	(179,730)
Transfers from (to) reserves	10,043	29,364	12,751	16,206	19,730
Transfers from (to) surplus	36,000	1,364	1,899	(18,344)	(39,399)
Reserve fund in excess of amortization	42,000	42,000	41,000	41,000	41,000
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
**Operations Summary**  
**Supporting Schedule A**

	2016	2017	2018	2019	2020
	Plan	Plan	Plan	Plan	Plan
<b>Water</b>					
<b>Revenue</b>					
Parcel Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
User Levies	860,390	877,600	895,200	913,100	931,400
Fees and Charges	4,200	4,200	4,200	4,200	4,200
Government Grants - Capital	-	-	-	-	-
	<b>864,590</b>	<b>881,800</b>	<b>899,400</b>	<b>917,300</b>	<b>935,600</b>
Operations Expense	708,090	718,700	729,500	740,400	751,506
Preventative Maintenance Program	83,500	85,170	86,873	88,611	90,383
Debt Interest	-	-	-	-	-
Amortization	193,200	197,064	201,005	205,025	209,126
<b>Total Expenses</b>	<b>984,790</b>	<b>1,000,934</b>	<b>1,017,379</b>	<b>1,034,036</b>	<b>1,051,015</b>
<b>Net Income (Loss)</b>	<b>(120,200)</b>	<b>(119,134)</b>	<b>(117,979)</b>	<b>(116,736)</b>	<b>(115,415)</b>
<b>Allocations</b>					
Debt proceeds	2,036,827	-	-	-	-
Capital Expenditures	(3,112,314)	(1,556,157)	(1,556,157)	(1,556,157)	(1,556,157)
Debt principal repayment	-	-	-	-	-
Transfers from (to) reserves	977,487	1,556,157	1,556,157	1,556,157	1,556,157
Transfers from (to) surplus	25,000	(77,930)	(83,027)	(88,289)	(93,711)
Reserve fund in excess of amortization	193,200	197,064	201,005	205,025	209,126
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**City of Grand Forks**  
**Financial Plan 2016 to 2020 Bylaw 2021 - Amendment No 1**  
**Operations Summary**  
**Supporting Schedule A**

	2016 Plan	2017 Plan	2018 Plan	2019 Plan	2020 Plan
<b>Wastewater</b>					
<b>Revenue</b>					
Parcel Taxes	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041	\$ 6,041
User Levies	\$ 857,076	874,218	891,702	909,536	927,727
Fees and Charges	4,081	4,163	4,246	4,331	4,417
Government Grants - Capital	306,666				
	<b>1,173,864</b>	<b>884,421</b>	<b>901,989</b>	<b>919,908</b>	<b>938,185</b>
Operations Expense	699,946	710,400	721,100	731,900	742,900
Preventative Maintenance Program		-	-	-	-
Debt Interest	71,756	71,756	71,756	71,756	71,756
Amortization	164,400	166,044	167,704	169,381	171,075
<b>Total Expenses</b>	<b>936,102</b>	<b>948,200</b>	<b>960,561</b>	<b>973,038</b>	<b>985,732</b>
<b>Net Income (Loss)</b>	<b>237,762</b>	<b>(63,779)</b>	<b>(58,572)</b>	<b>(53,130)</b>	<b>(47,547)</b>
<b>Allocations</b>					
Debt proceeds	1,108,043				
Capital Expenditures	(1,759,964)	(879,982)	(439,991)	(219,996)	(109,998)
Debt principal repayment	(65,496)	(65,496)	(65,496)	(65,496)	(65,496)
Transfers from (to) reserves	315,255	879,982	439,991	219,996	109,998
Transfers from (to) surplus	(0)	(36,769)	(43,637)	(50,756)	(58,033)
Reserve fund in excess of amortization	164,400	166,044	167,704	169,381	171,075
<b>Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

City of Grand Forks  
Bylaw 2021 - Financial Plan 2016-2020 Amendment No 1  
Schedule C

CAPITAL PROJECT	2016 Budget	RESERVES							Debt	DCC	DONATIONS	Surplus
		Capital	Electrical	Waste	Equip	Slag	Land Sales	Gas Tax				
2016 transfers - Asset Management Financial Plan												
from surplus		\$ 1,000,000	\$ (500,000)	\$ (500,000)								
from slag reserve		\$ 1,000,000				\$ (1,000,000)						
from land sales reserve		\$ 200,000					\$ (200,000)					
from tax sale land reserve		\$ 63,184										
<b>2015 CARRY FORWARD PROJECTS</b>												
<b>GENERAL OPERATIONS</b>												
1 Works Yard Fuel Pump Replacement	\$ 1,190						\$ (1,190)					
2 Spray Park	\$ 53,876					\$ (47,626)			\$ (6,250)			
3 Generator 525 Central	\$ 5,232						\$ (5,232)					
4 Airport Beacons	\$ 60,000						\$ (15,000)		\$ (45,000)			
5 Playground Equipment	\$ 45,000								\$ (32,970)			
6 1995 Ford Pick-up Replacement	\$ 45,000											
7 Silver Kettle Sidewalk	\$ 212,500											
ENGINEERING												
8 West Side Fire Protection	\$ 928,784									\$ (212,500)		
9 Eastside Reservoir Structure Study	\$ 1,210	\$ (1,210)							\$ (928,784)			
10 Wastewater Treatment Plant UV	\$ 495,900											
11 Multi Utility - 3rd St & 22nd St	\$ 3,324,130						\$ (189,234)		\$ (306,666)			
ELECTRICAL										\$ (3,324,130)		
12 System & Voltage Conversion	\$ 20,666		\$ (20,666)									
13 Electrical - Recloser controls	\$ 23,522		\$ (23,522)									
14 Electrical System Upgrades	\$ 5,759		\$ (5,759)									
15 Riverside Reconnector	\$ 30,096		\$ (30,096)									
WASTE WATER												
16 Headworks Grinder	\$ 50,446						\$ (50,446)					
17 Water/Sewer Scada	\$ 11,150						\$ (11,150)					
WATER												
18 Residential Water Meter Project	\$ 302,353							\$ (302,353)				
19 Water System Locates	\$ 91,349							\$ (91,349)				
<b>2016 NEW CAPITAL PROJECTS</b>												
1 Well #3 Pump and Motor	\$ 100,000	\$ (100,000)										
2 3rd Street Sewer Main Repair	\$ 100,000											
3 5th Street Watermain Replacement	\$ 575,000			\$ (100,000)								
4 Vadim Software E3 upgrade	\$ 7,857							\$ (575,000)			\$ (7,857)	
<b>2016 FINANCIAL PLAN AMENDMENT 1 - 20 YEAR CAPITAL PLAN</b>												
1 Electrical Substation Engineering	\$ 50,000	\$ (50,000)										
2 Annual Emergency Repair Fund	\$ 200,000	\$ (200,000)										
3 Public Works Fuel Tanks	\$ 75,000	\$ (75,000)										
4 Whispers of Hope Roof	\$ 50,000	\$ (50,000)										
5 5 tonne Dump Truck	\$ 250,000											
6 T-Tech trailer	\$ 25,000											
7 GIS Phase 2	\$ 15,000	\$ (15,000)										
8 Pickelball Courts - Barbara Ann Park	\$ 34,556											
9 Electrical Upgrade- JD Park	\$ 36,000						\$ (7,256)				\$ (27,300)	\$ (36,000)
<b>TOTAL CAPITAL</b>	<b>\$ 7,226,576</b>	<b>\$ (491,210)</b>	<b>\$ (80,043)</b>	<b>\$ (100,000)</b>	<b>\$ (320,000)</b>	<b>\$ (66,912)</b>	<b>\$ (272,252)</b>	<b>\$ (968,702)</b>	<b>\$ (390,886)</b>	<b>\$ (4,252,914)</b>	<b>\$ (27,300)</b>	<b>\$ (43,857)</b>

