

**THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING**

**Tuesday, September 6, 2016 at 9:00 am
7217 - 4th Street, Council Chambers City Hall**

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>		
2. <u>COMMITTEE OF THE WHOLE AGENDA</u>		
a) Adopt agenda	September 6th, 2016, COTW	THAT the COTW adopts the agenda as presented.
b) Reminder	In-Camera Meeting directly following COTW Meeting	
3. <u>REGISTERED PETITIONS AND DELEGATIONS</u>		
a) Paul Pinard - Good Sam RV Club Delegation - Pinard, Paul re Good Sam Club	Presenting an update regarding the BC Good Sam RV Club visit to Grand Forks	THAT the COTW receives for information an update from Paul Pinard regarding the BC Good Sam RV Club visit to Grand Forks.
b) The Grand Forks Downtown Business Association Delegation - Grand Forks Downtown Business Association	Requesting share funding for a highway banner promoting the downtown business area, providing signage for directing RV's to approved parking areas, and a Parking Bylaw for downtown.	THAT the COTW receives for information and discussion the request from The Grand Forks Business Association for share funding for a highway banner promoting the downtown business area, providing signage for directing RV's to approved parking areas, and a Parking Bylaw for downtown.
c) Grand Forks Flying Club Delegation - Grand Forks Flying Club	Request to consider delegating the establishment of a Grand Forks Airport Commission or Society as per the recommendation in the November 2000 Airport Master Plan.	THAT the COTW receives for information and discussion the request from the Grand Forks Flying Club to consider to delegate the establishment of a Grand Forks Airport Commission or Society as per the recommendation in the November 2000 Airport Master Plan.
d) Grand Forks Art Gallery Society Delegation - Grand Forks Art Gallery Society	Presentation of financial quarterly update as per the Fee for Service Funding Agreement	THAT the COTW receives for information the presentation from the Grand Forks Art Gallery Society of the financial quarterly update as per the Fee for Service Funding Agreement.

4. **PRESENTATIONS FROM STAFF**

- | | | |
|---|--|--|
| a) Corporate Services
<u>RFD - Corp. Serv. - Volunteer Appreciation Night - Call for Nominations - Policy No. 204</u> | Volunteer Appreciation Night
- Call for Nominations - Policy No. 204 | THAT the COTW recommends Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy No. 204 at the September 6th, 2016, Regular Meeting. |
| b) Corporate Services
<u>Memo - Corp. Serv. - Community Engagement - Pop-up Town Halls</u> | Memorandum regarding Community Engagement - Pop-up Town Halls | THAT the COTW receives for information the memorandum regarding Community Engagement - Pop-up Town Halls from Corporate Services. |
| c) Acting Corporate Officer / Communications
<u>RFD - Acting Corp. Officer - Citizen Satisfaction Survey</u> | Memorandum regarding the Citizen Satisfaction Survey | THAT the COTW receives the memorandum regarding the Citizen Satisfaction Survey from the Acting Corporate Officer/Communications. |
| d) Acting Corporate Officer & Manager of Operations
<u>RFD - Acting Corp. Officer - Community Signs Project</u>
<u>RFD - Mgr. of Operations - Expo Sign</u> | Community Signs Project and the future of the Expo Sign | THAT the COTW recommends that Council receives the Community Signs Project report and refers to the September 19th, 2016, Regular Meeting for decision;
AND FURTHER THAT the COTW receives the request and further directs staff on the direction of the future of the Expo Sign at the September 19th, 2016, Regular Meeting for decision. |
| e) Manager of Operations
<u>RFD - Mgr. of Operations - Early Budget Approval</u> | Early Budget approval for 2016 for Holder replacement | THAT the COTW receives the report and that Council provides a decision for the early Budget approval for September 2016 in the amount of up to \$200,000 from the Equipment Reserve fund for the Holder replacement as slated for 2017 in the 20-year capital plan at the September 6th, 2016, Regular Meeting. |
| f) Manager of Development & Engineering
<u>Memo - Mgr. Dev. & Eng. - Sustainable Comm. Plan Update Status Rpt.</u> | Memorandum regarding the Sustainable Community Plan Update Status Report | THAT the COTW receives for information the memorandum regarding the Sustainable Community Plan Update Status Report from the Manager of Development & |

- g) Manager of Development & Engineering
[RFD - Mgr. of Dev. & Eng. - Energy Innovation Grant Application](#)

Natural Resources Canada
Energy Innovation Program:
Clean Energy Innovation
Grant

Engineering.

THAT the COTW recommends to Council to direct staff to submit the information form and prepare a report to Council on scope, budget requirements and administration of the Clean Energy Innovation Grant, at the September 6th, 2016, Regular Meeting for decision.

- h) Manager of Development & Engineering
[RFD - Mgr. Dev. & Eng. - Donaldson Dr. DP](#)

Development Permit
application to place two sea
cans with a roof overtop on
property located at 7920
Donaldson Drive.

THAT the COTW recommends to Council that they receive the report and approve the Development Permit application for property legally described as Lot 1, Block 14, D.L. 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 refers the report to the September 6th, 2016, Regular Meeting for decision; AND FURTHER THAT the COTW recommends to Council that they waive the Development Permit fee of \$200.

- i) Monthly Highlight Reports from
Department Managers
[Building & Bylaw Services](#)
[Chief Financial Officer](#)
[Corporate Services](#)
[Development & Engineering Services](#)
[Operations](#)
[Fire Department](#)

Staff request for Council to
receive the monthly activity
reports from department
managers

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

5. **REPORTS AND DISCUSSION**

6. **PROPOSED BYLAWS FOR DISCUSSION**

- a) Chief Financial Officer
[Bylaw 2033 - RFD - CFO - 2017](#)
[Annual Permissive Tax Exemptions](#)

2017 Annual Permissive Tax
Exemption Bylaw

THAT the COTW recommends that Council give first three readings to Bylaw No. 2033 '2017 Permissive Tax Exemptions' at the September 19th, 2016, Regular Meeting of Council.

7. **INFORMATION ITEMS**

8. **CORRESPONDENCE ITEMS - UNFINISHED BUSINESS**

- a) Mayor Konrad
[308 - Council Code of Conduct](#)

Signing of Policy No. 308 - Code of Conduct by each member of Council

THAT the COTW requests Council to sign Policy No. 308 - Council Code of Conduct as presented.

9. **LATE ITEMS**

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

11. **QUESTION PERIOD FROM THE PUBLIC**

12. **IN-CAMERA RESOLUTION**

- a) Chief Administrative Officer

Immediately following the COTW Meeting, Council will hold an In-Camera Meeting

THAT the COTW recommends Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; Section 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; Section 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; BE IT FURTHER RESOLVED THAT persons, other than members, officers, or other persons to whom Council may deem necessary to conduct City business, will be excluded from the In-Camera Meeting.

13. **ADJOURNMENT**

RECEIVED

AUG - 5 2016

THE CORPORATION OF
THE CITY OF GRAND FORKS

Mr Mayor, Members of Council. My name is Paul Pinard

In the name of the BC Good Sam RV Club, I want to thank the City of Grand Forks for letting us use the Dick Bartlett park for our 2016 Rally.

I also want to thank the City Staff for their cooperation and their help specially Sarah Winton and Steven Howard. It was a pleasure to work with them.

Our Rally was a success. We had 118 rigs and 243 people in attendance, which included visitors from Ontario, Idaho, Alberta, Washington and as far north as Prince George. Everyone enjoyed their visit in Grand Forks. I received many comments on how nice and helpful the local merchants were. Somebody even suggested that we make Grand Forks our permanent location. (it is too much work, it will not happen)

It is often said that RVers come to town self contained and do not spend money. During the Rally we had a draw box for people to put their store receipts in for a chance to win prizes every night. We get few debit card receipts and fewer credit card receipts. But this year we got the following:



Groceries	\$1633.00
Restaurants	\$2032.00
Other (fuel, liquor etc)	\$2035.00

If you add the catered meals and the facilities rental over \$16,600.00 that we know was spend in town.

During the Rally there was construction going on a house at Brycen Place The concrete trucks were causing a lot of dust when somebody complained to me. I made two phone calls and in less than half an hour the City water truck was there. Everyone was impressed with the service from the City.

Once again thank you

FILE CODE
Pinard, Paul re
D2 - Good Sam Club

From:  "Lynn Relph, Chairperson Cathy Korolek, liason from BCRCC" <westcover63@gmail.com>
Subject: New Online Delegation Form submission from Lynn Relph, Chairper...
To:  Info City of Grand Forks



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

The Grand Forks Downtown Business Association

To request that you consider:

Sharing funding for a highway banner promoting the downtown business area.
Providing signage for directing RV's to approved parking areas so travellers can visit downtown. Parking bylaw for downtown.

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

We wish to direct tourist traffic to the downtown area including those travelling in RV's. Also, to free up parking spaces on downtown streets for use by customers to local business.

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

Businesses including retail shops and services such as restaurants would benefit from increased traffic during tourist season especially, and at other times of the year when people are travelling through. This increase in traffic may also encourage new businesses to locate in the downtown core, thereby filling empty storefronts.

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

Travellers on Hwy 3 often don't realize there is much more to the downtown core than what can be seen from the highway. Those travelling in large RV's may not want to risk turning off the highway if they don't know where to go to park or turn their rigs around, thereby depriving local businesses of income.

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

To help fund a banner for Hwy 3 that would be put up when other events are not using the designated location for such signage. To provide signage for RV's directing them to appropriate parking areas close to downtown. To enforce a bylaw restricting the amount of time to park in a downtown space and discourage employees of downtown businesses from taking up valuable parking spaces which could be used by customers.

Name

Lynn Relph, Chairperson Cathy Korolek, liason from BCRCC

Organization

Grand Forks Downtown Business Association

Mailing Address

FILE CODE
*G.F. Downtown
02-Business Assoc.*

c/o Lynden Tree Yarns Box 1838
7375 - 2nd St.
Grand Forks, British Columbia V0H 1H0
Canada
[Map It](#)

Telephone Number

250-442-2203

Email Address

westcover63@gmail.com

Council Delegations

Background

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

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

Request presentation at the Committee of the whole meeting
Presentation Outline *Tuesday Sept. 6, 2016*

Presentations may be a maximum of 10 minutes.
Power Point will be used.

Your Worship, Mayor Konrad, and Members of Council, I/We are here on behalf of

Grand Forks Flying Club

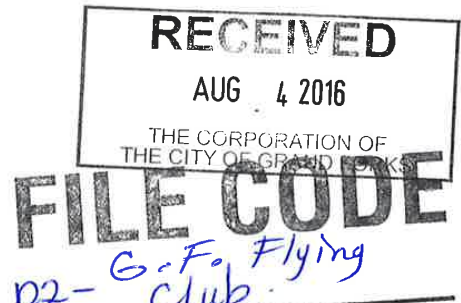
to request that you consider Delegate the establishment of a Grand Forks Airport Commission or Society as per the recommendation in the November 2000 Airport Master Plan.

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

Under the current City managed structure, the airport has been stagnant in terms of growth. Potential new development has not been supported by land disposition. Marketing efforts have been limited in scope. Business planning and budget preparation have been single focused.

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

- Reduce the cost of City labour associated with airport management
- utilize local professionals that have the knowledge and business expertise to better manage an airport
- Increasing the airport utilization resulting in a more balanced operating budget.
- increased airport utilization also adds more indirect economic benefit to local business.



Council Delegations (cont.)

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

- The gap between airport generated revenues and expenses will increase.
- There will be an exodus of tenants over time.
- Under utilization of the airport will continue.

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

stating: that the City delegate the establishment of a Grand Forks Airport Commission or Society to, govern, manage, and market the airport and the associated lands as stated as a recommendation in the Airport Master Plan dated November 2000, and one of the first tasks of the Commission or Society will be to update the airport master plan.

Name: David C. Brown on behalf of

Organization: Grand Forks Flying Club

Mailing Address: P.O. Box 1683, Grand Forks, BC
(Including Postal Code) V0H 1H0

Telephone Number: 250-442-2744

Email Address: dc.brown@grandforksairport.ca

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

N:Forms/Delegation Form



Council Delegations

Background

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

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

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Konrad, and Members of Council, I/We are here on behalf of

Grand Forks Art Gallery Society

to request that you consider this presentation as our financial quarterly update

at the Committee of the Whole meeting September 6, 2016.

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

per terms of our Fee for Service Funding Agreement

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

n/a

FILE CODE
G.F. Art Gallery
D2 - Society

Council Delegations (cont.)

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

_____ n/a _____ presenting for information purposes per 2016 Fee for Service
Funding Agreement

_____ Presenting for GFAGS: Treasurer Sandy McKelir, ED Terry Woodruff _____

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

stating: _____ n/a _____

Name: _____ Terry Woodruff, Executive Director _____

Organization: _____ Grand Forks Art Gallery Society _____

Mailing Address: _____ Box 2140 Grand Forks V0H 1H0
(Including Postal Code)

Telephone Number: _____ 250 442 2211 _____

Email Address: _____ director@g2gf.ca _____

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

N:Forms/Delegation Form

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Corporate Services
Date: September 6, 2016
Subject: Volunteer Appreciation Night – Call for Nominations – Policy #204
Recommendation: **RESOLVED THAT** the Committee of the Whole recommends Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204 at the September 6th Regular Meeting.

BACKGROUND: In August, 2009, Council adopted a policy outlining procedures, for the giving of recognition to a volunteer or a group of volunteers for service above and beyond those generally performed in the Community. A copy of the policy is attached for reference. The policy outlines that prior to giving any recognition of volunteers; the City must call for nominations publicly in a Regular Meeting of Council and through the City's newsletter. There are no time frames attached to the policy. Volunteer Appreciation Night will be held in conjunction with Community Futures Small Business Awards night on Thursday, October 20, 2016.

Staff is requesting that the Call for Nominations be announced publicly at the September 6th, 2016 Regular Meeting and then advertised in the newspaper, on the website and Facebook. The Call for Nomination forms will be available at the City Hall reception desk and on the City's website. Completed nominations must be submitted to City Hall either in person or electronically, by Friday, September 30, 2016. The venue for this event will be The Curling Rink Banquet Room.

Benefits or Impacts of the Recommendation:

General: Council values community volunteers and believes that publicly recognizing individuals or groups of individuals who have gone above and beyond in serving our community is important.

Strategic Impact:

 [economic growth]



Fiscal Accountability



Economic Growth



Community Engagement




Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



 [community engagement]

 [community liveability]

Financial: There is a cost of approximately 2,000 to hosting a Volunteer Appreciation night, which was included in the 2016 budget.

Policy/Legislation: Council Policy outlines the procedure for the recognition of special volunteers.

Attachments: Council Policy #204, nomination form

Recommendation: RESOLVED THAT the Committee of the Whole recommends Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204 at the September 6th 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.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

CITY OF GRAND FORKS			
POLICY TITLE:	Volunteer of the City	POLICY NO:	204
EFFECTIVE DATE:	August 17, 2009	SUPERSEDES:	
APPROVAL:		Council	PAGE: 1 of 1

POLICY:

Council may give recognition to a volunteer or a group of volunteers for service above and beyond of those generally performed in the Community.

PROCEDURE:

When Council is giving consideration to the recognition to an individual or group, it shall make its deliberations "in camera" and when a decision to give recognition has been made, it shall then be announced by the Mayor at the Annual Community Volunteer Recognition Evening.

Further, when giving consideration to recognizing a special volunteer, Council may consider the following criteria:

- the individual or group should be honoured for its volunteer work in the City of Grand Forks or for volunteer work that has had an impact on the City of Grand Forks;
- the individual or group should not have been paid or received any form of financial remuneration for the work or activity for which the volunteer is being considered;
- The individual or group should have made a significant commitment to the community to be considered for the recognition;
- There is substantial support from the Community through letters of recommendations outlining the volunteerism history and the impact on the Community;
- A special volunteer recognition may be given after the passing of the individual;
- Prior to giving any recognition of volunteer of the year, the City must call for nominations publicly in a Regular Council meeting and through the City's Newsletter.

CITY OF GRAND FORKS
EXCEPTIONAL VOLUNTEER SERVICE
NOMINATION FORM

PERSON /OR GROUP BEING NOMINATED (Please print clearly with correct spelling)

SHORT BIOGRAPHY OF THEIR VOLUNTEER SERVICES (which will be read that evening):

ARE THEY, HE, SHE ABLE TO ATTEND THE VOLUNTEER EVENING? _____

YOUR NAME OR GROUP: _____

PLEASE PROVIDE A PHONE NUMBER OR EMAIL ADDRESS THAT WE MAY CONTACT IN EVENT
THAT YOUR NOMINATION IS ACCEPTED AS ONE OF THE AWARDS FOR THIS YEAR: _____

All Nominations need to be submitted to City Hall by October 5th, 2015

MEMORANDUM



DATE : August 9, 2016

TO : Council

FROM : Corporate Services

SUBJECT : Community Engagement - Pop-up Town Halls

Council identified community engagement as a priority in their strategic plan. A series of “pop-up” town halls is a new and innovative way of engaging with residents. A pop-up town hall is an impromptu conversation with residents that aims to inform them about a project or policy, and to collect feedback. Each session will feature an infographic describing the monthly topic with five questions to be answered. Conversation is based on the information presented which insures meaningful and concentrated feedback, avoiding scattershot criticism of the City. The pop-up town hall moves between a few locations in an afternoon, for example, in front of Home Hardware or Pharmasave, and only stays at any one spot for 15-20 minutes. Three or four members of Council would be there along with key staff. Members of Council will receive a briefing note a week in advance and decide if they would like to participate. The information gathered will be summarized and documented for future decision making.

The proposed schedule and topics are:

End of August – Storm water management and the Municipal Natural Assets Initiative.

September – Community Engagement and Satisfaction Survey

October – Water Meters and Water Conservation

November – The Budget Process

Fitting under the Community Engagement strategic theme, the pop-up town halls will increase residents’ knowledge of what’s happening at the City and allow them to voice their opinion.

Respectfully Submitted,

Sarah Winton

MEMORANDUM



DATE : September 6, 2016

TO : Committee of the Whole

FROM : Acting Corporate Officer / Communications

SUBJECT : Citizen Satisfaction Survey



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

The City is undertaking a citizen satisfaction survey.

WHY: The survey is intended to increase the effectiveness of Council's decision making and will help gauge the level of satisfaction of residents in regard to City services and to ensure that Council's strategic plan aligns with the priorities of the community.

OBJECTIVE: The survey intends to engage a representative sample of residents, to determine actionable steps (and adjust work plans where needed) to meet public expectations and understand public perspectives about the key questions:

- Are the current services meeting the needs of the community?
- Are services affordable, today and into the future?
- Do citizens believe City services protect and enhance the environment?
- Are risks to service delivery being managed?
- Does the community perceive value for money in the services being delivered?
- Is the City adapting to be able to meet the needs of the community in the future?



Fiscal Accountability



Economic Growth

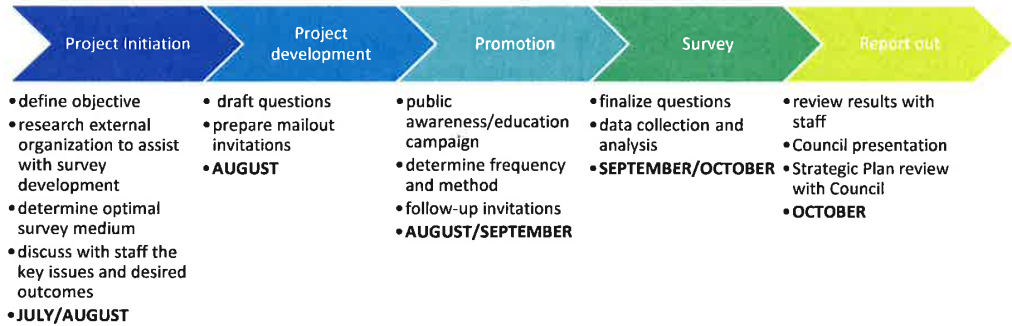


Community Engagement



Community Liveability

Timeline



Sarah Winton
Acting Corporate Officer/Communications

Citizen Satisfaction Survey Notes

Summary

The City wants to create a citizen satisfaction survey to increase its community engagement by encouraging residents to participate in decisions and processes. Satisfaction surveys are commonly used by Canadian municipalities but there is no standard set of questions used in BC. Because of the unpredictability of a small population like in Grand Forks, it is better to try a few different ways of collecting data to see which one works best.

A large awareness campaign should be undertaken first regardless of the collection method because it not only encourages participation but also informs the public that it is a legitimate survey. Municipalities seemed to either use the results of the survey and find it a valuable tool, or they hadn't done a survey in a number of years and didn't value it. This points to a self-fulfilling prophecy in that the more value put into the survey development with the intent to use the results, the more valuable and well used the results will be.

At a minimum have a professional vet the methodology used and develop the wording of the questions to prevent bias. Allocate sufficient resources to making and communicating changes spurred by the feedback. Include a feedback mechanism in, and relate the survey feedback to, the main organizational plans – Strategic Plan, Sustainable Community Plan, Financial Plan etc.

Background

The City wants to create a citizen satisfaction survey to increase its community engagement by encouraging residents to participate in decisions and processes. Surveys are best used to collect public opinions for the whole population and to map opinion trends (IAP2, 2016, 29). Ipsos Reid did a syndicated study on the topic in 2013 where they compared the results from satisfaction surveys across a number of municipalities. They are not offering that service at this time. Satisfaction surveys are commonly used by Canadian municipalities but there is no standard set of questions used in BC.

The International Association for Public Participation (IAP2) recommends using a professional company to design and conduct the survey in order to guarantee quality. The main objective of using a good methodology is to ensure the most accurate estimation of the survey results to the entire population. This prevents a small portion of the population from dominating the feedback given to the City – something recent history demonstrates as likely.

In addition to making sure the questions and data collection are sound, a high response rate increases accuracy. For example, it is better to have 350 of 400 surveys returned than 500 of 1000. Even with more surveys returned, they can be more biased if there are underrepresented clusters of the population.

The City's small population presents an additional challenge to probability sampling in a survey because it can mean a lower response rate and needing to sample a higher proportion of the population. For example, a national opinion poll might require just over 1,000 responses for a population of many millions while Grand Forks may require 400 responses for a population of around 4,000.

Because of the unpredictability of a small population like in Grand Forks, it is better to try a few different ways of collecting data to see which one works best. This can be done over a few different time periods but the results of the comparison will be more accurate if more than one method is done at the same time using the same questions. This means increased upfront cost but it will lead to better quality data because the method with the highest response rate can be used in future surveys.

According to Statistics Canada (2003), a survey has these basic steps:

- formulation of the Statement of Objectives;
- selection of a survey frame;
- determination of the sample design;
- questionnaire design;
- data collection;
- data capture and coding;
- editing and imputation;
- estimation;
- data analysis;
- data dissemination;
- documentation.

There are a range of survey methodologies used by similarly sized municipalities in BC and they range from self-enumeration using online survey software to contracting a professional survey company to do interviews over the phone. As shown in table 1, there are advantages to administering a survey using staff and advantages to contracting it out. The basic considerations are cost verses increased workload on staff. Contracting the survey out is expensive but guarantees the quality and does not create work for staff. Administering the survey in-house means building internal capacity and using limited staff resources, but it allows for a higher frequency of survey and on more topics. Both methods will require a significant public information campaign to increase the response rate and engagement.

Table 1: Advantages and disadvantages of in-house and contract survey administration		
	In-house	Contract
Advantages	Lower overall cost on average	Guaranteed quality
	Develop internal capacity	Results less challengeable for contentious issues
	Lower cost opens the potential for a higher frequency	
Disadvantages	Increases staff workload	High cost
	Increased potential for bias	

Despite presenting the two extremes, the survey can be contracted out in different parts generalized as preparation, execution, and analysis. Preparation means defining the objectives, sample frame, questions, and collection methods. Execution can be making phone calls, promotion, interviews, or collecting responses online. Analysis is everything after the data is collected that is required to relate the data back to the original objectives. While it is recommended to at least have a professional review the preparation of a survey, the other parts can be considered separately.

Recommendations

- At a minimum have a professional vet the methodology used and develop the wording of the questions to prevent bias.
- Because small populations are not as predictable as larger populations, try more than one methodology and evaluate its effectiveness in the local context. Preferably this is done in the same time period with the same questions (A/B testing).
- Ask the public how they would like to be contacted in a pre-survey survey or in the survey.
- Plan a large awareness campaign before the survey to increase response rates.
- Allocate sufficient resources to making and communicating changes spurred by the feedback.
- Include a feedback mechanism in, and relate the survey feedback to, the main organizational plans – Strategic Plan, Sustainable Community Plan, Financial Plan etc.

References

International Association for Public Participation. (2016). Techniques for Effective Public Participation. 29. (n.p.).

Statistics Canada. (2003). Survey Methods and Practices. Statistics Canada: Ottawa.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Acting Corporate Officer
Date: September 6, 2016
Subject: Community Signs Project
Recommendation: **RESOLVED THAT COTW recommends that Council receive the Community Signs Project report and refer to the September 19, 2016 Regular Meeting for decision.**

BACKGROUND: The community signs project aims to get cars to turn off of the highway and into town. Increasing the number of vehicles that come into town as opposed to only stopping along Central Avenue or driving through will help local businesses by exposing them to more customers. With over a half million vehicles travelling through Boundary Country on Highway 3 every year, the Central Avenue must give visitors a compelling reason to stop in Grand Forks. The top reasons to stop while traveling are to get gas, to use the washroom, and to eat. While some businesses are visible from Central Avenue, many amenities are further into town.

If the community's amenities are easy to find, visitors will end up spending more time and more money at local business. Not only for visitors, by putting key amenities on signs it gives locals an easy answer if they are asked to recommend something to do in the community and how to find it. Trail and Kelowna both have wayfinding signs designed to reflect their community features and used to increase traffic to local businesses. While their design strategies differed, they both tried to create a distinct visual identity in addition to the functional element of the signs.

Phase 1: Four signs will be built along Highway 3, two on the approach to town (east and west entry points), and two downtown. Areas that are included on the signs are key City owned amenities like public washrooms, City park, beach, Municipal campground and spray park and of course the downtown core. Signs on the approach to town will alert travelers to these amenities. The two in town will have directional arrows prompting travelers to turn into town. The community sign project will follow design guidelines to ensure adherence with the City brand and to provide consistent visual cues. Following the design guidelines will create a cohesive community identity and make wayfinding easier for visitors. The desired timeline is for the project to be complete by November 2016.

Phase 2: Section 10 of the Sustainable Community Plan sets the policy of promoting a 'gateway' from Highway 3 to the City Centre. The signs will support this goal by enhancing existing motivations for vehicles to exit the highway corridor. Wayfinding signs are also an action under the "Support the health, growth, and retention of existing business" strategic project of the Economic Growth strategic priority. With an easier wayfinding experience and more reasons to leave the highway, visitors will spend more time and money in Grand Forks.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

General:	<p>If the community's amenities are easy to find, visitors spend more time and money at local business. This two pronged approach is key in that Phase 1 sets the tone for the project and gets it started. Phase 2 is implemented over the late fall and winter, and through stakeholder engagement a three to five-year signage plan is developed with future stages and costs identified.</p> <p>The time is right for Phase 1 of the project as Council has been asked to make a decision on the east side location and the state of the surrounding area.</p>
Strategic Impact:	<p>This project supports Section 10 of the Sustainable Community Plan by enhancing the "gateway" from Highway 3 to the City Centre; and the Economic Growth strategic priority by supporting the health, growth, and retention of existing business.</p>
Financial:	<p>Funds can be taken out of the 2016 Economic Development operating budget, but would need to be capitalized.</p>
Policy/Legislation:	<p>N/A</p>
Attachments:	<p>Design concepts and a map of proposed locations</p>

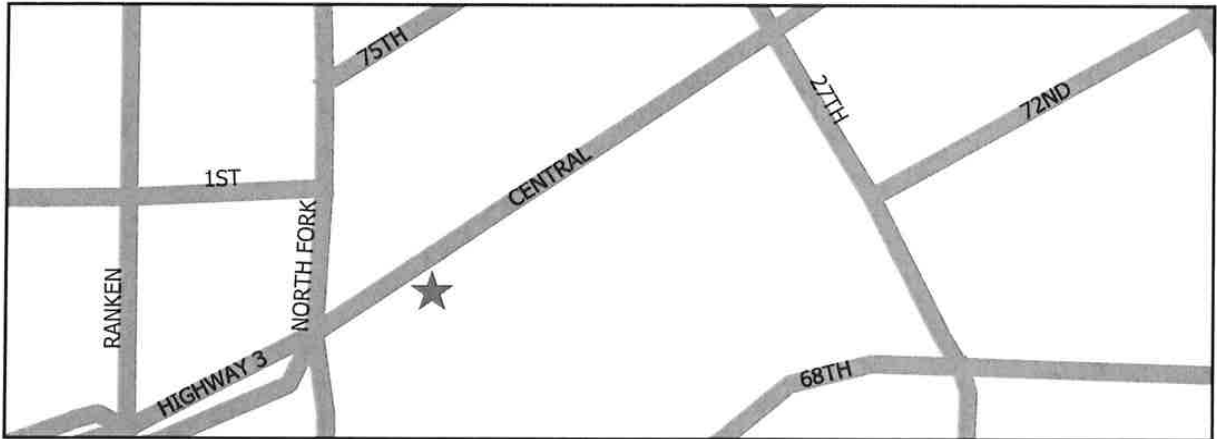
Recommendation:	RESOLVED THAT COTW recommends that Council receive the Community Signs Project report and refer to the September 6, 2016 Regular Meeting for decision on Phase one of the project; AND FURTHER direct staff to liaise with community stakeholders on Phase 2 of the community sign project.
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OPTIONS:

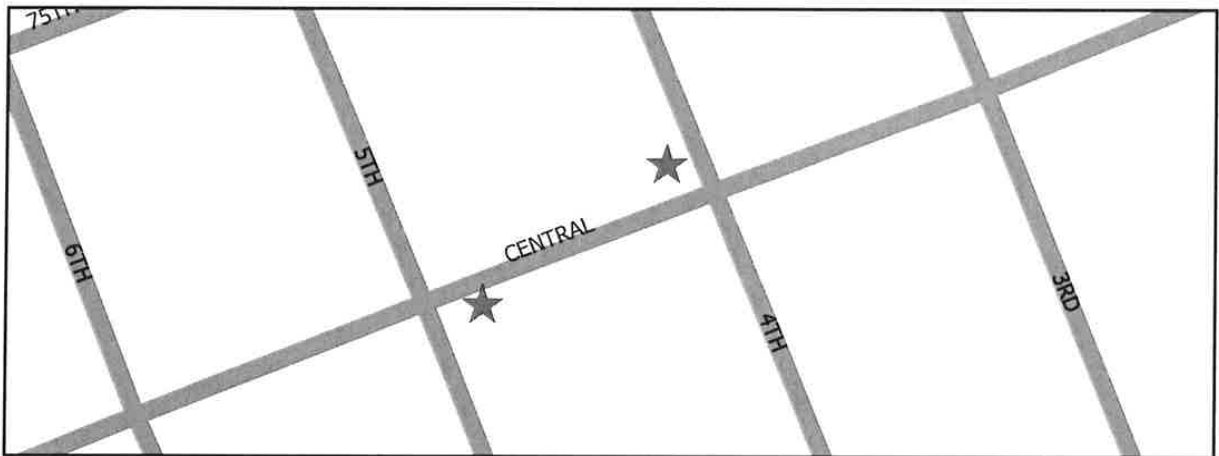
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
- 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
- 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

Department Head or CAO	Chief Administrative Officer

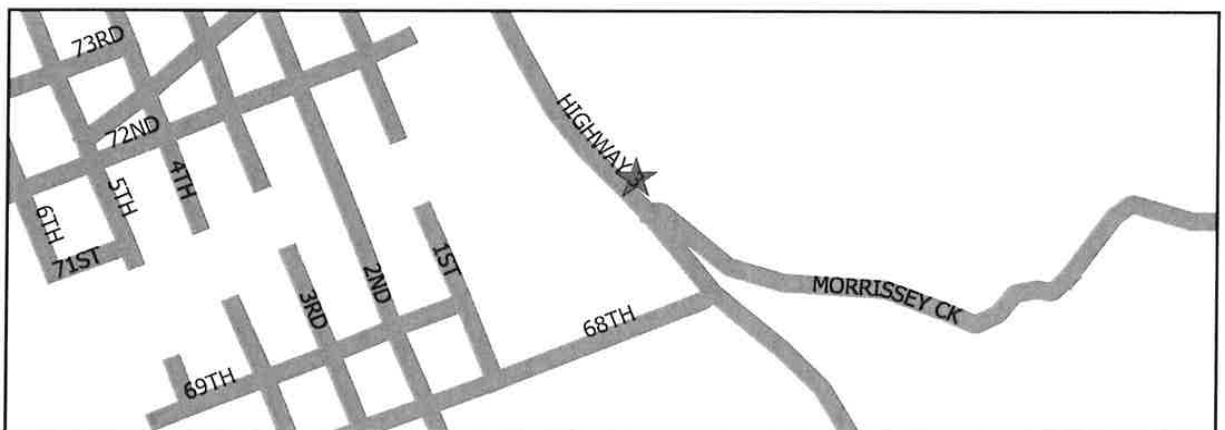
Proposed Wayfinding Sign Locations September 2016



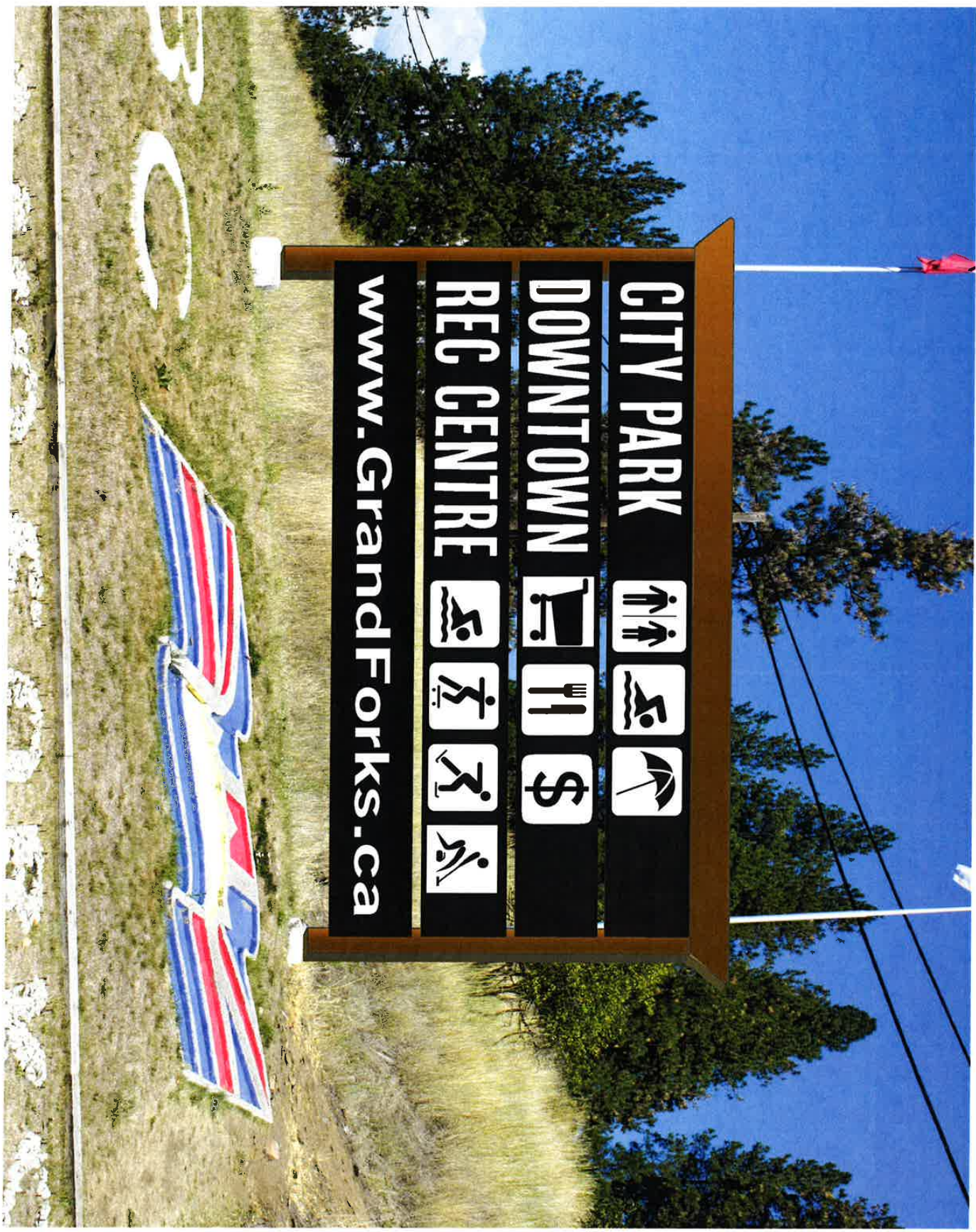
Spraggett



Overwaitea and Gyro



Expo



CITY PARK



DOWNTOWN



REC CENTRE



www.GrandForks.ca





DOWNTOWN



CITY PARK



REC CENTRE



Settle Down

www.GrandForks.ca



REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Mayor and Council
From: Manager of Operations
Date: September 6, 2016
Subject: Future of the Expo Sign

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the request and further directs staff on the direction of the future of the Expo Sign at the September 19th, 2016, Regular Meeting of Council for decision.

Background: The Expo sign is located along the highway on the East side of town. It was constructed in 1986. The sign was then changed to concrete and paint once Expo had finished. Years later the sign was changed to flowers but was once again changed to the current sign design after a few years.

The Public Works department maintains the sign and area surrounding the sign.

Options:

1. Status Quo – leave the sign and area as is and continue to maintain it according to work plans.
2. Remove the existing sign and replace with a new sign for City advertising or potentially keeping with the theme of our kiosk signs. Cost for material and installation: unknown (in 2015 the City obtained a rough quote for an all metal sign for roughly \$30,000).
3. Hire a design firm to design a sign and layout for the area focusing on a xeriscape design area to reduce water consumption and maintenance costs for long term savings.
4. Remove sign completely and return to natural landscape to reduce asset maintenance costs.

Strategic Impact:

- Fiscally responsibility** taking into account the selection of project.



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Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



-  The sign could showcase the community to enhance economic growth
-  n/a
-  A sign refresh could enhance the livability factor of the community

Recommendation: RESOLVED THAT the Committee of the Whole receives the request and further directs staff on the direction of the future of the Expo Sign at the September 19th, 2016, Regular Meeting of Council for decision.

-
- 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 REQUEST BACK TO STAFF FOR MORE INFORMATION,



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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Mayor and Council

From: Manager of Operations

Date: September 6, 2016

Subject: Early Budget Approval for 2016 for Holder replacement

Recommendation: **RESOLVED THAT** the Committee of the Whole receives the report and that Council gives the Early Budget Approval for September 2016 in the amount of up to \$200,000 from the Equipment Reserve fund for the Holder replacement as stated for 2017 in the 20-year capital plan at the September 6th, 2016, Regular Meeting of Council.

Background:



Our Holder was purchased in 2006 and currently has close to 5000 operating hours and requires increased maintenance. In the past the Holder was replaced every 10 years in an effort to ensure maintenance costs were kept in check and service levels did not suffer.

The Holder is used for sidewalk maintenance in the winter, sweeping, mowing, and assorted other jobs throughout the year. Each task requires individual attachments specific to the holder. Most of the Holder's attachments are from the previous Holder purchased in 1996.



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REQUEST FOR DECISION





— COMMITTEE OF THE WHOLE —



Based on the 20-year Capital plan the current Holder is scheduled for replacement in 2017 which would include the replacement of some of the original 20-year old attachments.

This would not change the financial status for equipment replacement fund for the end of 2017. Early budget approval would allow us to post the request for proposals and possibly take advantage of changes in the market.

Strategic Impact:

-  Fiscally Responsible procurement.
-  n/a
-  n/a
-  Key piece of equipment for efficient maintenance of the community

Recommendation: RESOLVED THAT the Committee of the Whole receives the report and that Council gives the Early Budget Approval for September 2016 in the amount of up to \$200,000 from the Equipment Reserve fund for the Holder replacement as stated for 2017 in the 20-year capital plan at the September 6th, 2016, Regular Meeting of Council.

-
- 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,



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Community Liveability

MEMORANDUM



DATE : September 6, 2016

TO: Committee of the Whole

FROM: Manager of Development and Engineering

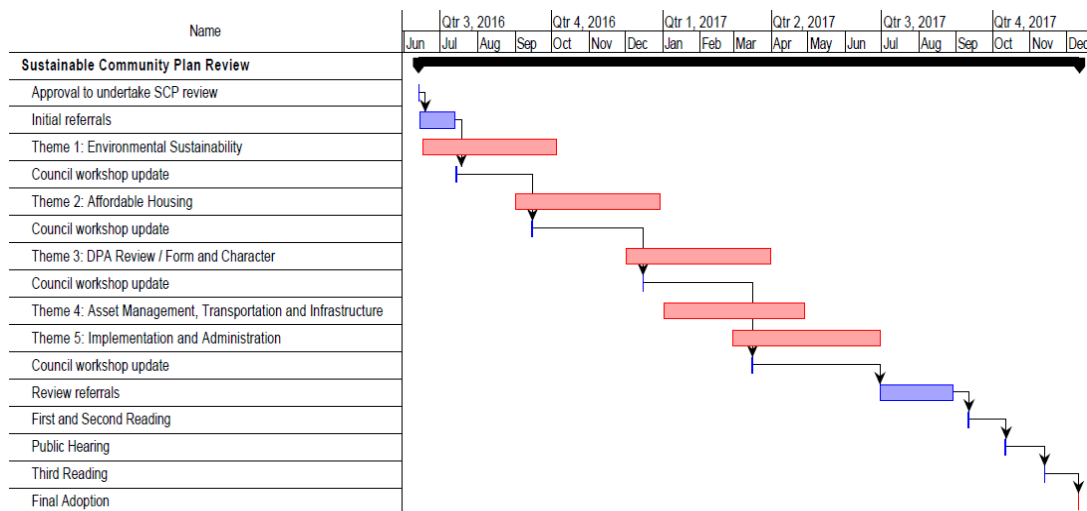
SUBJECT: Sustainable Community Plan Update Status Report

Background: At the June 13, 2016 Regular Meeting, Council directed staff to “undertake a 5-year review of the Sustainable Community Plan (SCP) and authorize[d] staff to proceed with a public and stakeholder engagement program as per the statutory requirements and best management practices.” This memo provides an update on progress and key findings based on community meetings, technical discussions, and staff research.

The five key themes identified for the SCP review include:

1. Environmental Sustainability
2. Affordable Housing
3. Development Permit Areas
4. Asset Management, Transportation, and Infrastructure
5. Implementation and Administration

The proposed timeline extends from June 2016 through December 2017, and planning and engagement is currently on schedule:



MEMORANDUM



Community Engagement: On June 16, the City held an open house to introduce the topics of the Sustainable Community Plan (SCP) update to the public and to invite discussion about Theme 1 (environmental sustainability). In total, 42 participants attended the open house, many of whom stayed for over an hour to study the panels and discuss themes with staff and attending council members.

Based on feedback forms and annotation of the maps, the following key points have been identified:

- There is a strong interest in linking natural assets (rivers, wetlands, rock bluffs) with walking trails along dikes and other waterfront locations
- The public is encouraging of the direction to increase protection of streamside and wetland ecosystems, while protecting property rights / preventing unwanted access
- Participants in the workshop were highly engaged in identifying key areas for wetland protection, sustainable energy generation, and urban agriculture / food security (see attached image).

Technical Review: Staff has received technical input from several government organizations and agencies, including the following:

- BC Ministry of Forests, Lands and Natural Resource Operations recommended consulting the 'Green Bylaws Toolkit' and 'Develop With Care' documents to inform environmental protection objectives and policies, and wish to be consulted on Development Permit Areas for streamside / environmental protection.
- Interior Health Authority supplied information on 'Healthy Built Environment' (HBE) for small communities, with health evidence related to: individual health benefits of active transportation, food security / urban agriculture and natural areas; environmental health benefits of source water protection; environmental equity; and climate change and greenhouse gas emissions (GHG)
- Fortis BC & Community Energy Association provided the final document of the Strategic Community Energy and Emissions Plan (SCEEP); bulletin on small, tiny and sustainable homes for inclusion in Theme 2; ongoing support for electric vehicle charging station infrastructure strategy tabled for Theme 4



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Community Engagement



Community Liveability

MEMORANDUM



- BC Ministry of Agriculture provided input on agriculture and food security topics; land use planning to promote and protect agricultural interests; and integration with Rural Grand Forks / Boundary Region Agricultural Plan

Staff Research: Department staff and the planning consultant have undertaken extensive review of the SCP, Strategic Plan (2015-2019), 1999 Official Community Plan, Zoning Bylaw, and other supporting documents. The department has also reviewed relevant legal and planning guidance documents such as the Green Bylaws Toolkit (2nd Edition). Some key issues where environmental policies play a role are solid waste and water management, energy and water conservation, land use planning, transportation, agriculture and food security, contaminated sites, sensitive ecosystems, and regulation and enforcement of legislation

Planned Engagement: Staff is planning for the following upcoming technical meetings, Council workshop and community outreach:

- Full report and Council workshop on Theme 1 findings and recommendations for SCP amendments, October 11 COTW
- Food Security & Urban Agriculture Discussion – Department Staff to meet with Agricultural Society and other stakeholders to review urban agriculture and food security issues and identify objectives and policies to support in the SCP update
- Theme 2 Affordable Housing Workshop – tentatively scheduled for late October
- ‘Big Ideas’ Open House – structured open house tentatively scheduled for late November. Presentations and sharing of ideas to generate discussion and feedback about big community projects with a long-term impact.

Recommendation

Committee of the Whole to receive for discussion purposes.



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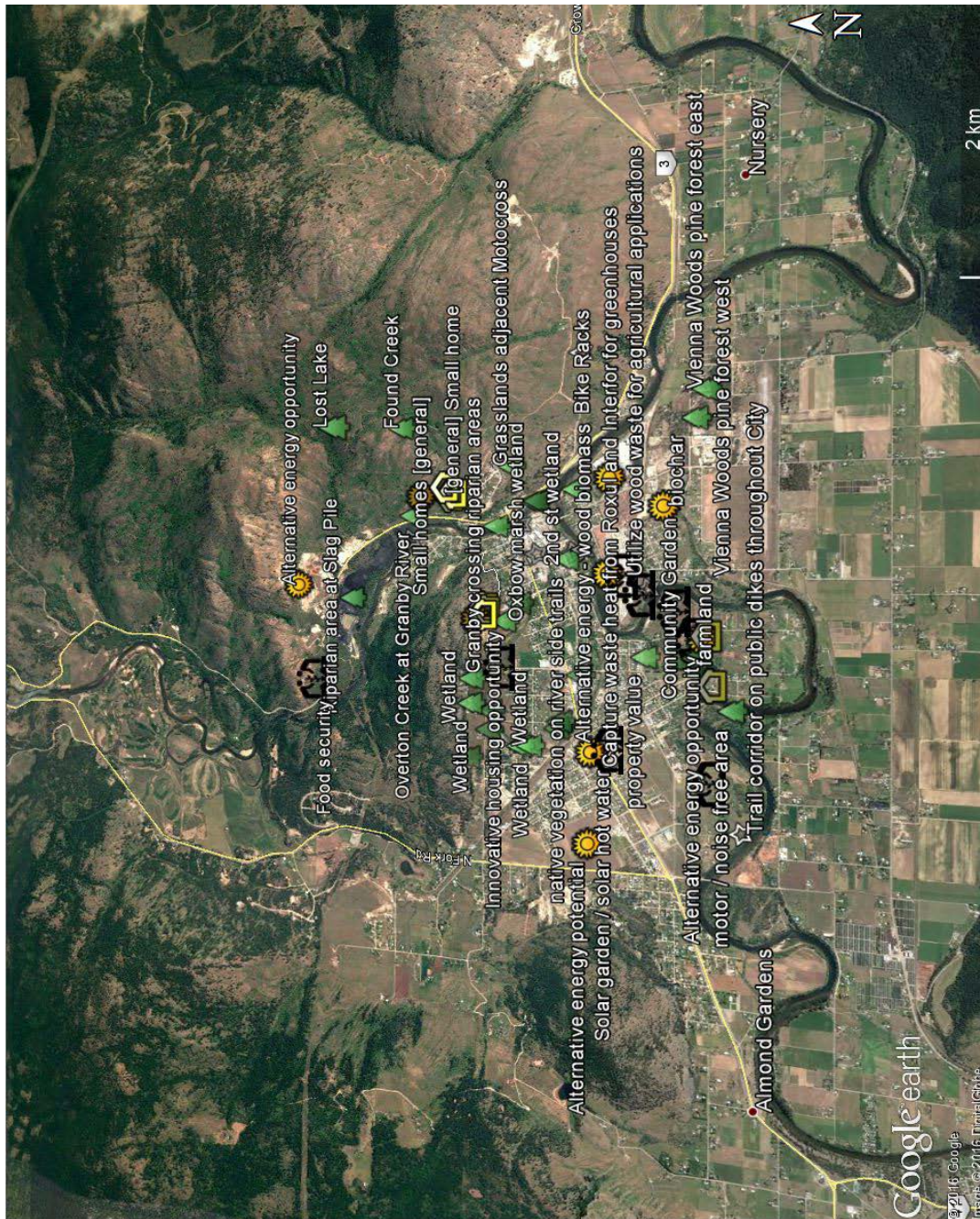


Community Engagement



Community Liveability

MEMORANDUM



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Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: September 6, 2016
Subject: Natural Resources Canada Energy Innovation Program: Clean Energy Innovation Grant

Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to direct Staff to submit the information form and prepare a report to Council on scope, budget requirements and administration of the Clean Energy Innovation Grant, at the September 6, 2016 Regular Meeting of Council for decision.

BACKGROUND:

Natural Resources Canada has announced the Energy Innovation Program (EIP) to provide funding support for clean energy innovation to promote sustainable economic growth and Canada's transition to a low-carbon economy. The Program's objective is to support energy technology innovation to produce and use energy more cleanly and efficiently, and proposals are being requested in several strategic priority areas. The program may pay up to 50% of total project costs, from a minimum of \$300,000 in funding to a maximum of \$5,000,000

Staff have reviewed the priority areas in context of our Asset Management Plan and 20-year Capital Plan, and determined that the best fit for our energy and emissions infrastructure is the program strategic priority of "Renewable, smart grid and storage systems" which provide innovative integration of energy systems with renewable energy sources, smart grid technologies, and community energy planning.

Staff have identified a significant opportunity to utilize the EIP funding in support of the new electrical substation and grid improvements, with respect to design and engineering to facilitate connections to new renewable energy sources in the future, including micro-hydro, bio-energy, co-generation, and solar photovoltaic, as well as power storage. Electric substations in grid segments containing multiple renewable energy sources and storage require increased attention to supervisory control and data acquisition (SCADA) systems and real-time communications and information transfer.¹

¹ <http://electronicdesign.com/power-sources/smart-grid-renewable-energy-needs-intelligent-substations>



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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



The 20-year Capital Plan has allocated \$50,000 for engineering and design for the substation this year, with the anticipated potential construction in 2018 pending the engineering and design report and Council approval. If the application is successful, this funding program has the potential to significantly offset engineering and capital costs required for the completion of the substation, while enabling the continued modernization and improvement of the City's electrical utility system.

The City has a unique opportunity as a small-scale municipal electrical utility to develop an agile, 'future-proof' substation and grid system that can accommodate multiple renewable energy components. The economic benefit of owning the substation has already been established in the 20-year capital plan; cost savings could conceivably be re-invested into renewable energy and energy storage components in future years.



There is a two-step process for application: step 1 is to fill out an information form including the title of the project and the priority area in order to download the proposal template and applicant's guide, and step 2 is to complete the application form by **October 31, 2016**.

On Council's direction, staff will submit the information form and begin the application process in consultation with the City's electrical engineer. Staff will then bring a report and request for decision to the October 11 Regular Meeting to proceed with the grant application.

Timeline:

DATE	PROCESS
SEPTEMBER 6, 2016	Staff prepares RFD regarding proposal for COTW consideration and decision at RMC
OCTOBER 11	Report and Request for Decision to RMC
OCTOBER 31	Funding Proposal Deadline

Strategic Impact:

-  The funding proposal, if successful, would offset engineering and capital costs associated with the proposed electrical substation project
-  The proposed project would have the potential to spur investment in technological upgrades and industrial developments in the area



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Community Engagement





Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



-  The proposed project would facilitate distributed, community-based power generation (i.e. net metering) and demonstrate climate action leadership, attracting people to the community
-  The proposed project has potential partnerships with third parties for energy generation and storage

Attachments: Natural Resources Canada Clean Energy Innovation Program Overview

Recommendation: RESOLVED THAT the Committee of the Whole recommends to Council to direct Staff to submit the information form and prepare a report to Council on scope, budget requirements and administration of the Clean Energy Innovation Grant, at the September 6, 2016 Regular Meeting of Council for decision.

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



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[Natural Resources Canada \(//www.nrcan.gc.ca/home\)](http://www.nrcan.gc.ca/home)

[Home](#) → [Energy](#) → [Energy Resources](#) → [Funding, Grants and Incentives](#) → [Calls for Proposals](#)

→ The Energy Innovation Program: Clean Energy Innovation

The Energy Innovation Program: Clean Energy Innovation

The **Energy Innovation Program (EIP)** is providing funding to support clean energy innovation ¹. Accelerating clean technology research and development is a key component of the Government of Canada's approach to promoting sustainable economic growth and to supporting Canada's transition towards a low-carbon economy.

Objective:

The Program's objective is to support **energy technology innovation** to produce and use energy more cleanly and efficiently. **Proposals are being requested in the following strategic priority areas:**

- **Renewable, smart grid and storage systems** can help reduce the economic, environmental, and health risks associated with air pollution and climate change. With more than 80% of Canadians living in cities, urban environments are an area of key focus in achieving greenhouse gas emissions (GHG) reductions. Energy use can significantly be reduced at the community level and its renewable contents increased through the innovative integration of energy systems including: renewable energy sources for heat and/or power; smart grid technologies and energy storage; net zero housing; community energy planning; and, electric vehicle charging.
- **Reducing diesel use by industrial operators in northern and remote communities** can be achieved through the demonstration of energy efficiency technologies, clean transportation, renewable heat and power, cogeneration, energy storage, and/or smart grid technologies. In recent years, large-scale deployment of renewable energy technologies at northern industrial sites (i.e. large scale wind turbines at mines) has proven the capability to operate in northern conditions and ultimately reduce diesel fuel use in these locations.
- **Addressing methane and volatile organic compounds (VOCs)** through research, development and demonstration projects that support Canada's objective to reduce methane emissions by up to 45% by 2025. Canada's oil and gas sector releases significant amounts of methane and VOCs through venting, flaring and fugitive equipment leaks. It is estimated that these sources contribute to approximately 10% of greenhouse gas and 30% of VOCs emitted

in Canada.

- **Reducing greenhouse gas emissions in the building sector** requires ongoing innovation in the design, construction and operation of the built environment so that affordable, higher efficiency homes, buildings and equipment become available to Canadians. GHG emissions from the built environment include 12 percent of direct emissions attributed to the buildings sector, and another 5 percent attributed to the electricity used by buildings.
- **Carbon capture, use and storage** will help meet Canada's 2030 emission reduction targets. This will particularly be the case in the oil and gas, and industrial sectors. R&D activities in this area will help reduce capture costs and improve efficiency to help deploy this technology more broadly – paving the way for significant emission reduction.
- **Improving industrial efficiency** is essential to our transition to a low-carbon economy. Fuel switching, the use of alternative fuels in industrial processes, and bio-refineries, which convert biomass into bio-based products and bioenergy, are two ways to reduce industrial energy intensities, fossil fuel consumption, and industrial air emissions. Projects could focus on front-end engineering design studies (FEED), the development of guidelines, standards and tools for fuel switching in industry, or integrating next generation bioenergy technologies into existing assets (e.g. first generation biofuel plants, pulp and paper mills, agricultural facilities, etc.).

Submission Process:

Applicants are requested to complete and submit the information form

(<http://www2.nrcan.gc.ca/es/oerd-rfp-dp/index.cfm?lang=eng>). Upon submission of the information form, an Applicants' Guide and Proposal template will be sent to you via e-mail.

The Proposal template should then be completed and submitted by **23:59 EDT, October 31, 2016**.

No proposal submitted after that deadline will be accepted. Natural Resources Canada recommends that proponents keep a record of the date and time their proposal was submitted as proof in case of any dispute.

Please note that Natural Resources Canada cannot guarantee the security of information sent via the form while it is in transit. Please refer to the Important Information (<http://www.nrcan.gc.ca/terms-conditions/10847>) for Natural Resources Canada's policy on treating confidential information it receives. Any personal information collected by Natural Resources Canada, whether in print or electronic format, is protected under the Privacy Act (<http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html>).

(ONLY If you are unable to submit the Information Form online, or if you submit it but the material is not received within a reasonable time*, the Applicants' Guide and Proposal template can be obtained by sending an e-mail request to NRCan.EnergyInnovation-

Innovationenergetique.RNCan@Canada.ca (<mailto:Innovationenergetique.RNCan@Canada.ca>) with the subject “Demo Guide and the program name”. Please include in the body of the e-mail the information requested in the Information Form.

** Please allow up to an hour for the material to be received following submission of the Information Form.)*

Other important information:

Transfer of funds:

Proposals accepted for funding consideration under EIP will be subject to the parties (Natural Resources Canada and the proponent) successfully negotiating and signing a written Contribution Agreement.

Until a written Contribution Agreement is signed by both parties, no liability and no commitment or obligation exists on the part of Natural Resources Canada to make a financial contribution to the proposed project. As a result, any costs or expenses incurred or paid by the intended proponent prior to the execution of a written Contribution Agreement by both parties are the sole responsibility of the intended proponent, and no liability exists on the part of Natural Resources Canada.

Eligible Applicants:

Projects must be located in Canada. Eligible applicants are: legal entities validly incorporated or registered in Canada, including companies, electricity and gas utilities, industry associations, research associations, standards organizations, aboriginal and community groups, Canadian academic institutions, and provincial, territorial, regional and municipal governments and their departments and agencies.

Project Size:

Demonstration Projects and Front End Engineering Design Studies (FEED)

The Program may pay up to 50% of Total Project Costs per project, up to a maximum amount of **five million dollars (\$5,000,000.00)**. The minimum funding requested per project is **three hundred thousand dollars (\$300,000.00)**.

Research and Development Projects

The Program may pay up to 75% of Total Project Costs per project, up to a maximum amount of **five million dollars (\$5,000,000.00)**. The minimum funding requested per project is **three hundred thousand dollars (\$300,000.00)**.

For all projects, total Canadian government assistance (federal, provincial/territorial, regional and municipal governments and their departments and agencies, not including investment or funding from Crown or municipally-owned utilities) will not exceed 75% of total project costs, except for applicants that are also Canadian Government Organizations (as defined above), in which case, their own contributions will not count towards the total Canadian government assistance.

Frequently Asked Questions:

A list of commonly asked questions and their answers will be maintained on this site. It will be updated as often as required. Please click here to go to the [FAQs](http://www.nrcan.gc.ca/energy/science/programs-funding/18384) (<http://www.nrcan.gc.ca/energy/science/programs-funding/18384>).

Footnotes

NRCan reserves the right to alter or cancel the currently envisaged process and deadlines at its sole discretion. Funding for this program and its projects is subject to Treasury Board approval.

Date Modified:

2016-08-18

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: September 6, 2016
Subject: Development Permit application to place two sea cans with a roof overtop on property located at 7920 Donaldson Drive

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council that they receive the report and approve the Development Permit application for property legally described as Lot 1, Block 14, D.L. 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 September 6, 2016 Regular Meeting of Council, for decision; and further

RESOLVED THAT the Committee of the Whole recommends to Council that they waive the Development Permit fee of \$200.

BACKGROUND: The City has received an application for a Development Permit for property located at 7920 Donaldson Drive, legally described as Lot 1, Block 14, D.L. 520, S.D.Y.D., Plan KAP1339, to place two storage containers with a roof overtop on the property. The property is 0.195 hectares (0.482 acres) in size.

The subject property is located in the Light Industrial Development Permit Area, and prior to acquiring a building permit, the owner of a property that is located in a Development Permit Area must apply for and receive approval of a Development Permit.

The zoning of the property is I-2 (General Industrial) and storage containers are a permitted use in this zone. The property is connected to City water and has one septic system. The City previously received an application for Development Permit for subdivision of the property, which was not granted because the resulting lot size would be too small for required area for septic systems. The property owner undertook substantial costs in site investigation for septic installation and file review with Interior Health Authority.

Timeline:

Date	Process
August 12, 2016	Staff prepares RFD/DP Package
September 6, 2016	Report to COTW (introduction)
September 6, 2016	Report to RMC (decision)

Strategic Impact:

- The development of the property will increase the City's assessment base.



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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- The development will support business expansion in the Light Industrial area
- The Sustainable Community Plan (SCP) is a public document and specifies Development Permit Areas and guidelines.
- N/A

Policy/Legislation: The requirements for a Light Industrial Development Permit and the guidelines to be considered when approving a permit are contained in the Sustainable Community Plan and the Local Government Act.

Attachments:

- development permit application;
- building site plan and location and look of the storage unit;
- Parcel Report showing the location of existing buildings;
- Zoning map of the subject property;
- Land Use Map;
- Development Permit Area Map;
- Site Profile;
- excerpts from the SCP and I-2 zone regulations and uses; and
- excerpts from the Local Government Act.

Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council that they receive the report and approve the Development Permit application for property legally described as Lot 1, Block 14, D.L. 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 September 6, 2016 Regular Meeting of Council, for decision; and further

RESOLVED THAT the Committee of the Whole recommends to Council that they waive the Development Permit fee of \$200.

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



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THE CORPORATION OF THE CITY OF GRAND FORKS

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



DEVELOPMENT PERMIT APPLICATION

APPLICATION FEE **\$200.00**

Receipt No. _____

Requirement of the City of Grand Forks Sustainable Community Plan Bylaw No. 1919 for all multi-family, hillside development, commercial, light industrial and environmentally sensitive developments, alterations and subdivisions.

All new development where City services are available will be subject to Development Cost Charges.

Registered Owner(s): Donald & Sandra Colclough

Mailing Address:

Telephone:

Legal Description: Lot 1, Block 14, D.L. 520, SDYD, Plan KAP1339

P.I.D. 010-119-311

Street or Civic Address: 7920 Donaldson Drive

DECLARATION PURSUANT TO THE WASTE MANAGEMENT ACT

I, Don Colclough, 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*.

X

(signature)

(date)

Website: www.grandforks.ca Email: info@grandforks.ca

Description of Proposed Subdivision and or Development to be included in the Development Permit Area:

to place 2 storage containers with a roof overtop on the property

Submit the following information with the application:

1. For Commercial or Industrial subdivision applications – plan showing new lots to be created.
2. For development purposes, a legible site plan drawn to scale, showing the following:
 - (a) The boundaries and dimensions of the subject property.
 - (b) The location of any proposed or present buildings.
 - (c) Color rendition of proposed development.
 - (d) The location of off-street parking facilities.
 - (e) The location of off-street loading facilities.
 - (f) The location of any proposed access roads, screening, landscaping or fencing.
 - (g) The location of refuse containers and parking area lighting.
3. Professionally drawn site elevations, façade applications for proposed or present buildings, identifying colors, canopies, window trim and sign specifications.
4. Site Profile (if necessary in accordance with Section 557 of the Local Government Act).

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

Signature of Owner

August 12, 2016

Date

AGENT'S AUTHORIZATION

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

Name of Authorized Agent: _____

Mailing Address: _____

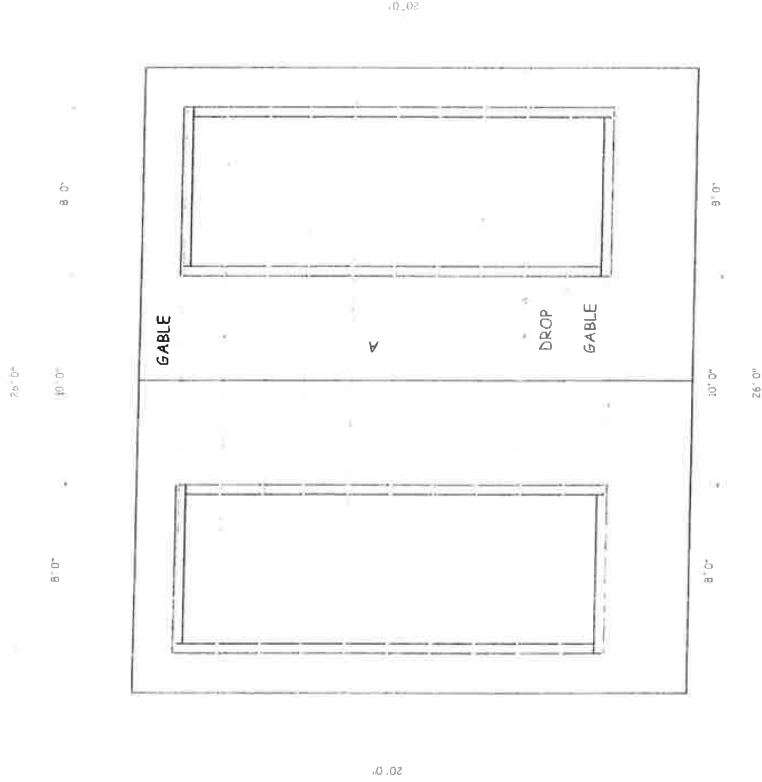
Telephone: _____ Email: _____

Owner(s) Signature of Authorization



THIS IS A TRUSS PLACEMENT DIAGRAM ONLY

See shop drawings for individual truss bracing, bearing, and multi-ply truss fastening requirements. The owner/contractor is responsible for temporary and permanent bracing of the truss system. For general guidance regarding bracing, consult "Handing, Installing and Bracing of Wood Trusses" available from Western Wood Truss Association of B.C.



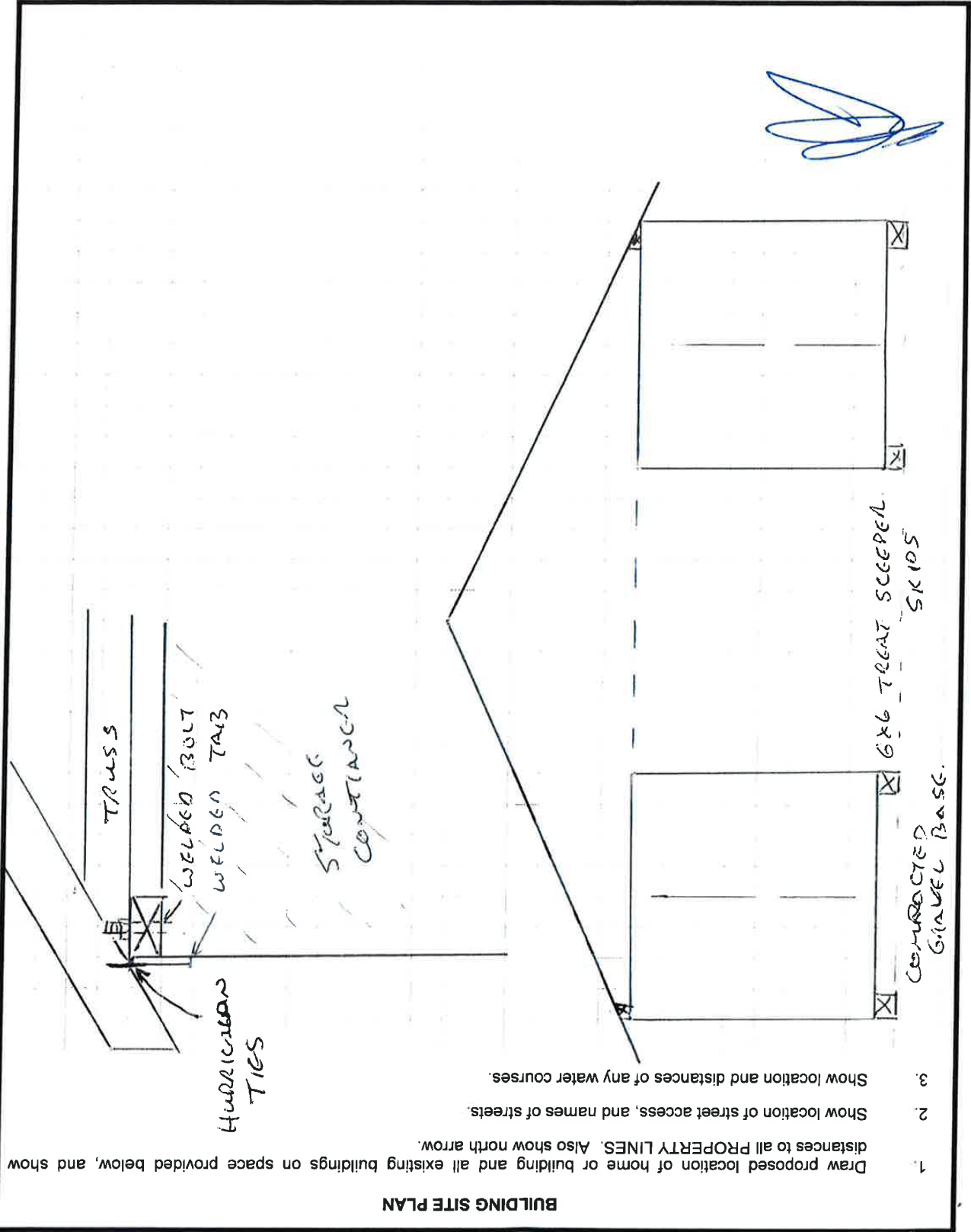
ROOF TRUSS LEVEL	
JOB #	JL16-36
REDI ELECTRIC	
26' X 20'	
Grand Forks B.C.	
Designer: SE	
Date: July 13, 2016	

SCALE: 1/4" = 1'-0"
TRUSS: 1/4" = 1'-0"
GABLE: 1/4" = 1'-0"
DROP: 1/4" = 1'-0"

Notes:
1. Truss system is to be installed in accordance with the manufacturer's instructions.
2. Truss system is to be installed in accordance with the manufacturer's instructions.
3. Truss system is to be installed in accordance with the manufacturer's instructions.
4. Truss system is to be installed in accordance with the manufacturer's instructions.

BUILDING SITE PLAN

1. Draw proposed location of home or building and all existing buildings on space provided below, and show distances to all PROPERTY LINES. Also show north arrow.
2. Show location of street access, and names of streets.
3. Show location and distances of any water courses.

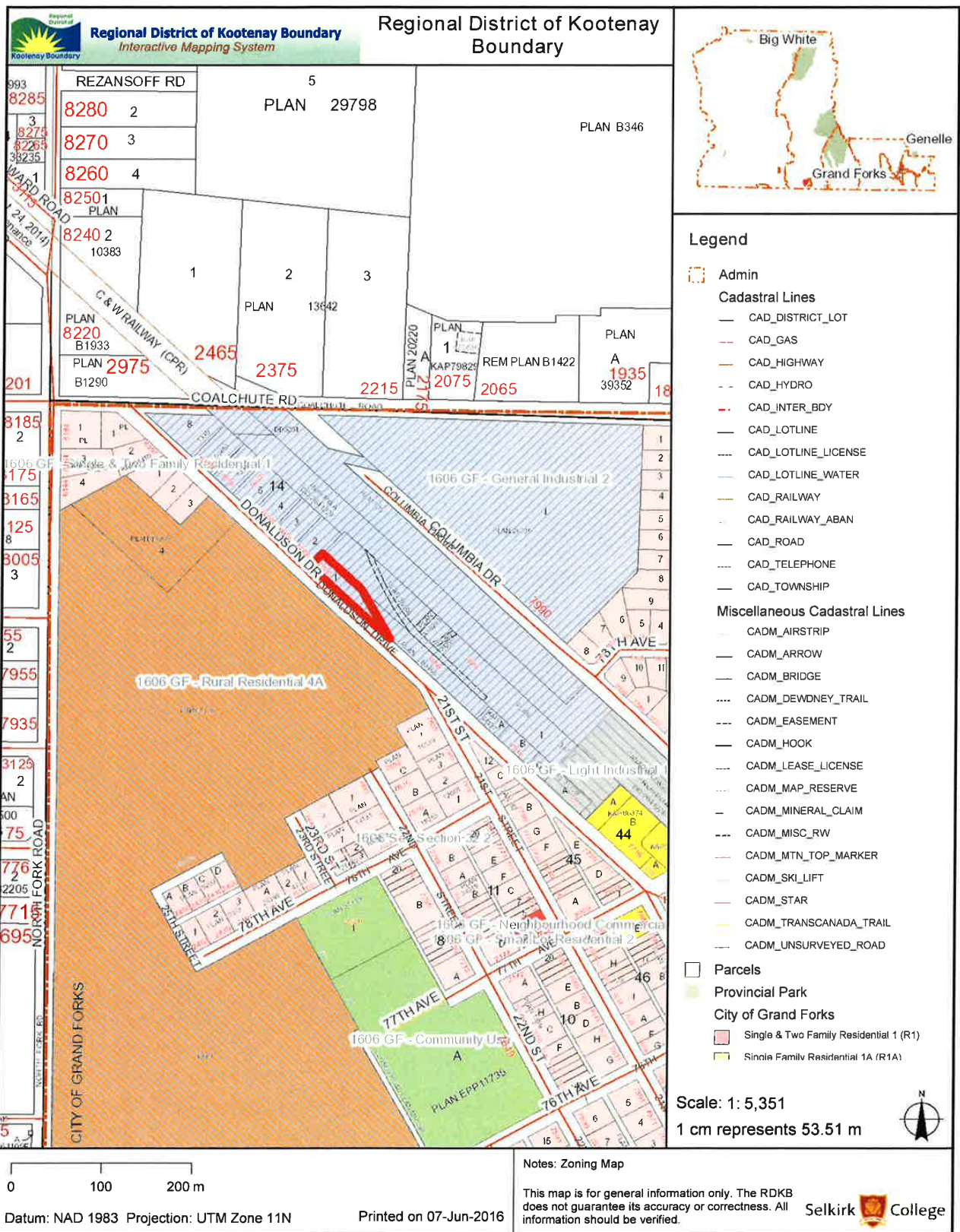




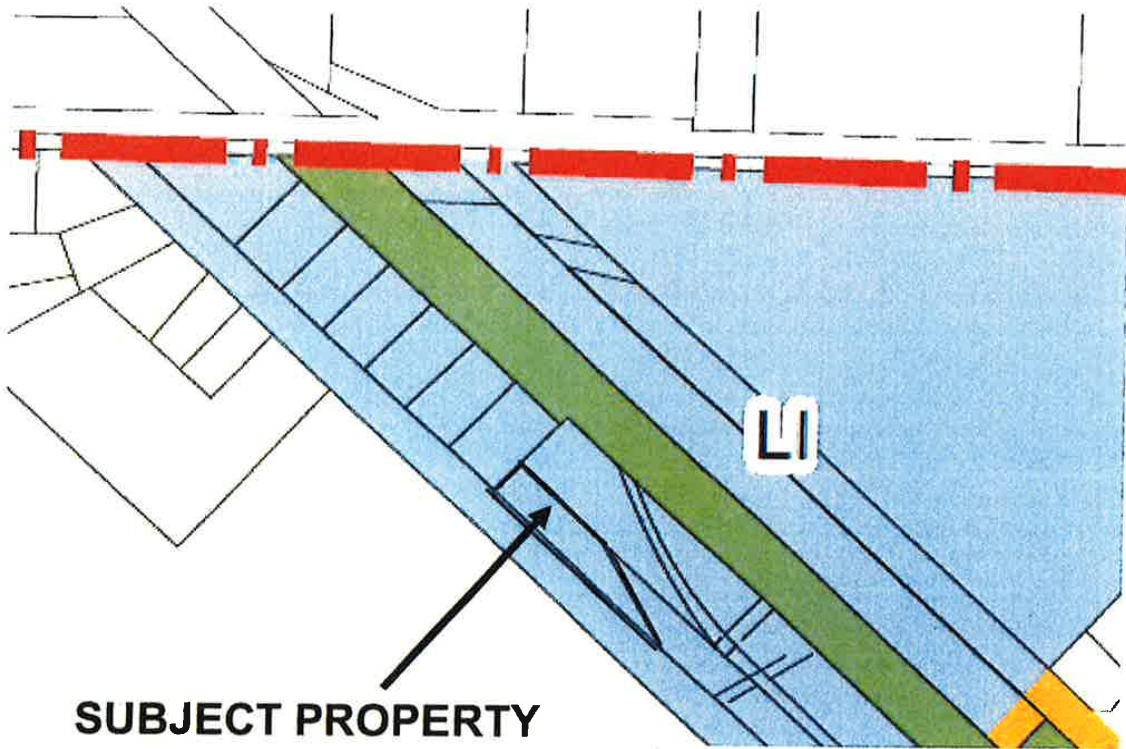
Scale 1: 884

Legal Information

Plan: KAP1339	Section:	Jurs: 210	Lot Area: 0.462
Block: 14	Township:	Roll: 997500	Area Unit: acr
Lot: 1	Land District: 54	PID: 010-119-311	Width (ft): 0
District Lot: 520			Depth (ft): 0
Street: 7920 DONALDSON DR			
Description:			



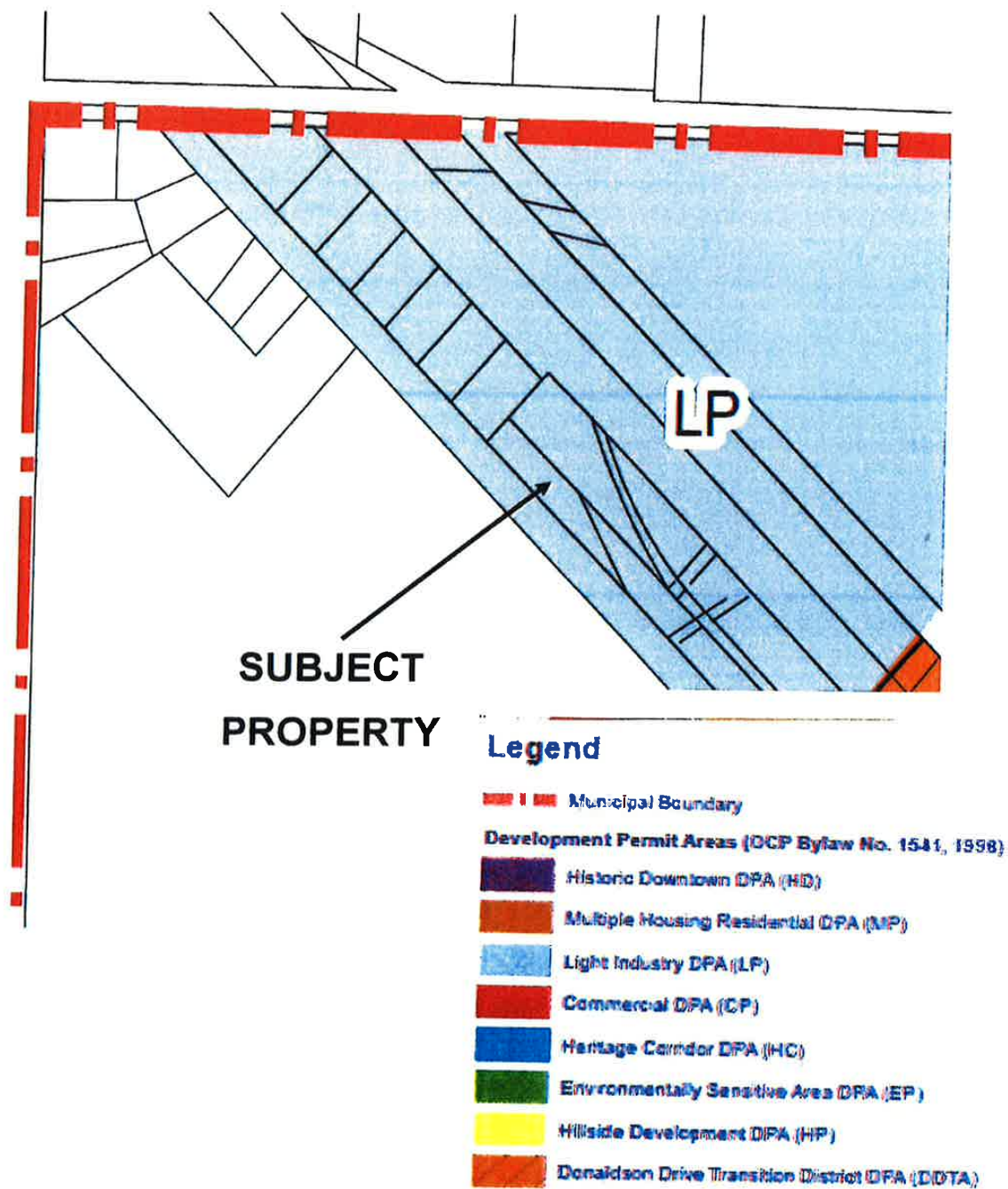
SCP LAND USE MAP



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)

DEVELOPMENT PERMIT AREA MAP



A. Name of Site Owner

Last Name

Colclough

First Name

Donald

Middle Initial(s)

E

(and/or, if applicable)

Company

Owner's Civic Address

City

Grand Forks

Province/State

B.C.

Country

Canada

Postal/Zip Code

V0H 1H1

B. Person Completing Site Profile (Leave blank if same as above):

Last Name

First Name

Middle Initial(s)

(and/or, if applicable)

Company

C. Person to Contact Regarding the Site Profile:

Last Name

Colclough

First Name

Donald

Middle Initial(s)

E

(and/or, if applicable)

Company

Mailing Address

City

Grand Forks

Province/State

B.C.

Country

Canada

Postal/Zip Code

V0H 1H1

Telephone (###) ###-####

Fax (###) ###-####

Please attach a site map with your application

All Property

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude	Degrees	49	Minutes	347	Seconds	9
-----------------	---------	----	---------	-----	---------	---

Longitude	Degrees	118	Minutes	4705	Seconds	42
------------------	---------	-----	---------	------	---------	----

Please attach a map of appropriate scale showing the boundaries of the site.

For Legally Titled, Registered Property

Site Address (if applicable)

7920 Donaldson Drive

City

Grand Forks

Postal Code

V0H 1H2

PID numbers and associated legal descriptions.

PID	Legal Description	Add	Delete
010-119-311	Lot 1 block 14 plan kap 1339 D.L. 520 S.D.Y.D.	+	-

Total number of titled parcels represented by this site profile

1

For Untitled Crown Land

PIN numbers and associated Land Description (if applicable).

PIN	Land Description	Add	Delete
		+	-

Total number of untitled crown land parcels represented by this site profile

(and, if available)

Crown Land File Numbers (comma separated)

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

Schedule 2 Reference	Description	Add	Delete
E1	Automotive Shop	+	-

Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):		YES	NO
A.	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Discarded barrels, drums or tanks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D.	Contamination resulting from migration of substances from other properties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):		YES	NO
A.	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials (please mark the appropriate column opposite the question):		YES	NO
A.	Materials such as household garbage, mixed municipal refuse, or demolition debris?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D.	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E.	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):		YES	NO
A.	Underground fuel or chemical storage tanks other than storage tanks for compressed gases?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):		YES	NO
A.	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):		YES	NO
A.	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B.	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
C.	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.

Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):

The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.

Signature



→ OR: ☒ By checking this box, I declare that the information contained in this form is complete and accurate information.

Date Signed (MMM/DD/YY)

Mar/03/16

OFFICIAL USE

Reason for submission (Please check one or more of the following)

- | | |
|--|---|
| <input type="checkbox"/> Soil removal | <input type="checkbox"/> Development permit |
| <input type="checkbox"/> Subdivision application | <input type="checkbox"/> Variance permit |
| <input type="checkbox"/> Zoning application | <input type="checkbox"/> Demolition permit |

Local Government contact:

Name

Agency

Address

Telephone (###) ###-####

Fax (###) ###-####

E-mail

Date Received (YYYY-MM-DD)

Date Submitted to Site Registrar (YYYY-MM-DD)

Date forwarded to Director of Waste Management: (YYYY-MM-DD)



Development within this designation may occur up to a maximum of 60 units per hectare.

anticipated that the demand for these types of uses will continue to increase.

Highway & Tourist Commercial (HT)

- Within this designation, automobile oriented tourist services areas for visitors and residents and encouraged and focused along Central Avenue/Highway #3. Development will consist primarily of commercial and institutional uses. Some residential development may occur where appropriate.

Heritage Corridor (HC)

- This designation is located along Central Ave/Highway #3, immediately west of the Core Commercial area of Grand Forks.

Light Industry (LI)

- This designation is located in strategic locations in Grand Forks, including in the northwest along Donaldson Drive, in the northeast along Granby Road and in the southeast along Sagamore Ave. This designation includes light industrial uses and service commercial uses that can be developed in a manner compatible with adjacent uses.

Heavy Industry (HI)

- Located in the northeast along Granby Road and south of the Kettle River, this designation supports the continued use and development of heavy industrial activities, such as lumber production, log storage and other associated industrial uses.

Institutional (IN)

- Institutional land uses within Grand Forks are located throughout the community. Over time, the types of institutional uses have evolved with the growth and maturation of the community and it is

Hillside & Resource District (HR)

- Within Grand Forks, this designation is applied to those parts of the City which are largely undeveloped and lacking municipal services, or located on slopes greater than 20%. These areas are generally located along the eastern boundary of Grand Forks and are not to be urbanized until municipal services can be made available, once infilling and densification of other areas has occurred.

Environmental Resource District (ER)

- The Environmental Resource District designation applies to an area located in the northwestern area of the community. Although the ER designation generally allows for uses and densities within the Low Density Residential (LR) designation, this area acknowledges the groundwater and floodplain conditions associated with these lands. Any development in this area will require an Environmental Development Permit to should ensure that steps are taking to address the potential groundwater conditions and/or flood hazard.

Park & Open Space (PK)

- This designation encourages recreation and transportation opportunities for local residents and captures the beauty and setting of natural areas, parks and open spaces and trails throughout Grand Forks and along the Kettle and Granby Rivers.

In addition, the form and character of the community is guided by the objectives outlined in a number of Development Permit (DP) Areas. These DP areas are



14.7 Light Industrial Development Permit Area

The Light Industrial DPA is designated under Section 919.1(1)(f) (form and character of industrial development) of the *Local Government Act*.

Area

The principal designated area is shown as the Light Industrial DPA on Schedule 'C' on the Development Permit Area Map. In general, the lands that are designated Light Industry located in the northwest corner of the City of Grand Forks will be subject to the Light Industrial DPA guidelines.

Justification

The area designated as Light Industrial and Service Commercial in the northwest corner of Grand Forks is suitable for light industry and service commercial development. The objective of this designation is to ensure that development of light industrial sites is done in a manner sensitive to adjacent lands and environmental quality, as well as to guide the form and character of new and existing light industrial zoned properties.

14.7.1 - Conditions for which a Light Industrial Development Permit is not Required

The following may be undertaken without a Light Industrial Development Permit:

- internal alterations, which do not affect the outer appearance of the building;
- replacement, upgrading or repair of roofing;
- Painting the exterior of a building;
- replacement of windows;

- construction of a fence;
- the construction of an accessory building or addition to a light industrial building that does not alter patterns or requirements of parking, access, loading, or landscaping on the site; and
- replacement of an existing sign or canopy, where the size and design of the replacement sign or canopy are generally consistent with the sign or canopy being replaced.

14.7.2 - Guidelines

Development Permits issued in this area shall be in accordance with the following guidelines:

- .1 All buildings, structures and additions thereto shall be designated in a manner which gives consideration to the relationship with adjacent buildings and open areas, the efficiency of the circulation system and the design and siting compatibility with surrounding development.
- .2 Techniques to reduce impression of building size and bulk such as stepping back upper storeys, utilizing alcoves, bays, sub-roofs and ledges are encouraged.
- .3 Architectural details and design elements, which enhance the visual appearance and articulate the facade are encouraged.
- .4 Outdoor storage materials should be screened with walls, fencing, hedging, trees, planting, other screening materials or a combination of these materials.
- .5 Areas of landscaping should be provided next to roadways.



- .6 Development of lots adjacent to the ALR shall provide an ALC A.3 Airborne Particle and Visual Screen Buffer that is a minimum of 15m wide or designed and installed satisfactory to the ALC and the City. The ALC A.3 Airborne Particle and Visual Screen Buffer include deciduous or coniferous trees, shrubs and fencing.
- .7 Light industrial buildings and office buildings associated with light industrial use should be treated with painted metal, stucco, wood or textured concrete or other suitable finishings. Untreated flat concrete blocks will not be allowed.



14.0 DEVELOPMENT PERMIT AREAS

14.1 Introduction

Pursuant to the *Local Government Act*, Council may designate certain areas of the City as Development Permit Areas (DPA). Special conditions in the form of development guidelines might be implemented. These designations and guidelines are generally used to:

- protect and enhance the natural environment;
- protect and safeguard development from hazardous conditions;
- revitalize an area in which a commercial use is permitted;
- establish definitive objectives to treat form and character of commercial and multiple housing residential development; and
- establish definitive objectives and to treat the form and character of light industrial and service commercial development in lands located in the northwest corner of the City.

A development permit area is required within a DPA before:

- subdivision;
- construction, addition or alteration of a building or structure is started;
- land in a designated environmentally sensitive area is altered; and
- land subject to hazardous conditions in a designated area is altered.

In accordance with the Agricultural Land Commission Act, a development permit is not required for the clearing of land within the ALR for agricultural purposes.



Zoning Bylaw 1606 (excerpts)

SECTION 45 **I-2 (General Industrial) Zone**

Permitted Uses

1. The following uses and no others are permitted in an I-2 zone:
 - (a) manufacturing facilities and storage areas for raw materials;
 - (b) auction market, excluding the sales of animals;
 - (c) storage, warehousing, cartage, express and freight facilities;
 - (d) salvage yards and recycling depots;
 - (e) gravel extraction activities such as processing and screening;
 - (f) machine, welding and woodworking shops, and the retail sale of these items;
 - (g) kennels;
 - (h) automotive repair shops;
 - (i) watchman's quarters;
 - (j)* **bulk fuel sales;**
 - (k) **tool and equipment rental establishments.**

Bylaw 1717

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

- (k) accessory buildings for any of the above.

Regulations

2. On a parcel located in an I-2 zone:

Minimum Parcel Size for Subdivision purposes

- (a) **There is no minimum parcel size;**

Number and type of Dwelling Units allowed

- (b) A maximum of one single family detached dwelling or one mobile home is permitted, as a watchmen's quarters, but not all **two**;

Height

Bylaw 1679

- (c) No building or structure shall exceed 12 metres (40 ft) in height;

Setbacks

- (d) Except as otherwise specifically permitted in this bylaw, **no building, structure or illuminated sign shall be located within 4.6 meters (15 ft) of a lot in a Residential zone;**

Bylaw 1679

Zoning Bylaw 1606 (excerpts)

SECTION 45 **I-2 (General Industrial) Zone cont'd**

Accessory Buildings

- (e) No accessory building shall have a total floor area greater than 50% of the principal structure.

Lot Area Coverage

- (f) The maximum permitted lot area coverage shall be as follows:
Principal building with all accessory building and structures 70%

Additional requirements

Bylaw 1679

- (g) ***All outdoor storage areas and/or manufacturing activities*** that are adjacent to either a residential area or a highway shall be screened by a solid fence or landscaped berm that shall be not less than 2.4 metres (8 ft) in height from the grade to the top of the berm or fence; and
- (h) See Sections 13 to 30A of this bylaw.

- (f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development;
 - (g) in relation to an area in a resort region, establishment of objectives for the form and character of development in the resort region;
 - (h) establishment of objectives to promote energy conservation;
 - (i) establishment of objectives to promote water conservation;
 - (j) establishment of objectives to promote the reduction of greenhouse gas emissions.
- (2) With respect to areas designated under subsection (1), the official community plan must
- (a) describe the special conditions or objectives that justify the designation, and
 - (b) specify guidelines respecting the manner by which the special conditions or objectives will be addressed.
- (3) As an exception to subsection (2) (b), the guidelines referred to in that subsection may be specified by zoning bylaw but, in this case, the designation is not effective until the zoning bylaw has been adopted.
- (4) If an official community plan designates areas under subsection (1), the plan or a zoning bylaw may, with respect to those areas, specify conditions under which a development permit under section 489 would not be required.

RS2015-1-488 (B.C. Reg. 257/2015).

Activities that require a development permit

489. If an official community plan designates areas under section 488 (1), the following prohibitions apply unless an exemption under section 488 (4) applies or the owner first obtains a development permit under this Division:

- (a) land within the area must not be subdivided;
- (b) construction of, addition to or alteration of a building or other structure must not be started;
- (c) land within an area designated under section 488 (1) (a) or (b) [*natural environment, hazardous conditions*] must not be altered;
- (d) land within an area designated under section 488 (1) (d), (h), (i) or (j) [*revitalization, energy conservation, water conservation, greenhouse gas reduction*], or a building or other structure on that land, must not be altered.

RS2015-1-489 (B.C. Reg. 257/2015).

Development permits: general authority

- 490.** (1) Subject to this section, a local government may, by resolution, issue a development permit that does one or more of the following:
- (a) varies or supplements a land use regulation bylaw or a bylaw under Division 11 [*Subdivision and Development: Requirements and Related Matters*];
 - (b) includes requirements and conditions or sets standards under section 491 [*development permits: specific authorities*];
 - (c) imposes conditions respecting the sequence and timing of construction.
- (2) The authority under subsection (1) must be exercised only in accordance with the applicable guidelines specified under section 488 in an official community plan or zoning bylaw.
- (3) A development permit must not vary the use or density of the land from that permitted in the bylaw except as authorized by section 491 (3) [*protection from hazardous conditions*].
- (4) A development permit must not vary a flood plain specification under section 524 (3).
- (5) If a local government delegates the power to issue a development permit under this section, the owner of land that is subject to the decision of the delegate is entitled to have the local government reconsider the matter.

RS2015-1-490 (B.C. Reg. 257/2015).

MONTHLY HIGHLIGHT REPORTS



DATE : August 25, 2016
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of July & August, 2016

❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ Temporary Bylaw Officer Started on July 14, 2016
- ❖ To date 5 river camps have been dismantled
- ❖ 25 Unsightly Properties are in various stages of clean up
- ❖ 71 water notices handed out.
- ❖ Public response to this office has been extremely positive

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
 - ❖ 6 New permit this month – 2 New Single Family Dwellings, (1 modular home & 1 mobile home) - 1 Residential Additions - 1 Garage / Shop - 1 Fire Demolition
 - ❖ Interviews for the Building Inspection Position
 - ❖ Closed off 10 more building files this month
-

MONTHLY HIGHLIGHT REPORTS



DATE : September 6, 2016
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of August, 2016

- ❖ Attended GFOABC Boot Camp
- ❖ Submitted Permissive Tax Exemption Bylaw 2033
- ❖ Prepared RFP for Audit Services for 2016-2018
- ❖ Preparing for Tax Sale on September 26th
- ❖ Initiated RFP for insurance services – building appraisals RFP in process
- ❖ Working on Purchasing Policy revisions
- ❖ Commenced work on new policy for Permissive Tax Exemptions
- ❖ Preliminary work on 2017-2021 5 Year Financial Plan

MONTHLY HIGHLIGHT REPORTS



DATE: September 6, 2016
TO: Committee of the Whole
FROM: Acting Corporate Officer
HIGHLIGHTS: For the Months of July & August, 2016

- ❖ Prepared and facilitated Council Meetings for the month of July and August
- ❖ Organized and supported the organization of several large events including; Cannafest, Park in the Park, the Fall Fair, Fly In and several smaller events.
- ❖ Developed a Freedom of Information section for the website
- ❖ Prepared newsletter and other communications
- ❖ Ongoing updating of Facebook and Website
- ❖ Human Resources Duties for the months of July and August
- ❖ Participated in meetings with Community Futures re: Economic Development
- ❖ Fulfilled FOI requests
- ❖ Developed plan with other departments for Pop Up City Hall

MONTHLY HIGHLIGHT REPORTS



MONTHLY HIGHLIGHT REPORTS



DATE: September 6, 2016
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Months of July and August, 2016

Capital projects

- Continued the design options & reporting for the WWTP – UV Disinfection Project
- UV environmental impact study & preliminary design nearly complete
- Research options for pavement rehabilitation on 22nd St.
- Final review of Tender drawings and MMCD package for 5th St / Darrell J. Priede Memorial Bridge Water Main project
- City Park Tot Lot Playground preparation

Supported preparation of Requests for Quotations and Proposals

Continued implementation of the asset management and GIS software, including integration of GIS data model to worktech system

Hosted launch workshop for the Municipal Natural Assets Initiative and initiated airphoto assessment

Stormwater management research and collaboration

Supported Wildlife / Danger Tree Assessment and planning for danger trees along trails and residential areas, including meeting with Environment Canada biologist

Ministry of Environment contaminated sites regs

Interdepartmental meetings & collaboration: capital projects; communication, Natural Assets

Completed 1 land sale, 1 pending

Development of application status forms for all developments

Five excavation permits

Departmental training planning: Local Government Administration, Planning

 Fiscal Accountability  Economic Growth  Community Engagement  Community Liveability

MONTHLY HIGHLIGHT REPORTS



-  Facilitated development permit processes for one major commercial development, one light industrial development, and one highway commercial development
-  Sign bylaw research and development and wayfinding sign planning
-  Processed two Development Variance Permits and two Temporary Use Permits
-  Received 17 enquiries regarding lot lines, zoning, setbacks, fencing
-  Received 2 subdivision/development enquiries
-  Received 6 enquiries from new/future residents re: zoning/land use
-  Completion of Barbara Ann Tennis/Pickle Ball Court Restoration
-  Kiosk maps graphic design and installation
-  Creation of information packages and brochures regarding development, subdivision and planning approval processes
-  Continued research, technical review and stakeholder outreach for Sustainable Community Plan update process
-  Finalizing research on Deer management options, including funding availability and status of related initiatives
-  Completion of addition of SCP bylaw regarding adding definition of Temporary Use Permit
-  Participated in communications planning and material development for 'Pop-Up City Hall' and communication materials related to Department projects



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

MONTHLY HIGHLIGHT REPORTS



DATE : September 6th, 2016
TO : Committee of the Whole
FROM: Manager of Operations
HIGH LIGHTS: For the Month of July and August 2016

OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF SEPTEMBER 2016 VIOLENCE IN THE WORKPLACE AND WORKPLACE CONDUCT.

Public Works

- ❖ Pickle Ball Court Completed
- ❖ Sidewalk maintenance Grinding trip hazards
- ❖ Canna Fest support, BMX nationals, park in the park and various other events
- ❖ City Hall Xeriscape project completed
- ❖ General Park Maintenance / General Roads Maintenance
- ❖ Irrigation Repairs /Maintenance
- ❖ Flower Beds from Annuals to Perennials on going (completed Art Gallery / Rear Library)

Water/Sewer

- ❖ Water service repairs (7)
- ❖ Sanitary sewer frequent flyer service repairs

MONTHLY HIGHLIGHT REPORTS



- ❖ Sewer main flushing
- ❖ Well chlorinator maintenance
- ❖ Lift station maintenance
- ❖ Servicing installs (5)
- ❖ Contractor support water meter program

Electrical

- ❖ Pole changes and repairs
- ❖ Retest meters exchanged
- ❖ Tree Trimming
- ❖ Cannafest service
- ❖ Supporting other departments with events
- ❖ Voltage Conversion
- ❖ Service installs
- ❖ Recloser Control installation

Capital projects

- ❖ Pickleball courts
- ❖ Spray park
- ❖ Airport beacons
- ❖ Playground equipment
- ❖ Fleet replacement

MONTHLY HIGHLIGHT REPORTS



Capital projects continued

- ❖ **Reclosure Controls**
 - ❖ **Voltage conversion**
 - ❖ **JD Electrical upgrade**
 - ❖ **Water metering project**
 - ❖ **Well #3 replacement**
 - ❖ **5th St Water main replacement**
-

MONTHLY HIGHLIGHT REPORTS



DATE : August 26, 2016
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the Month of July & August

- ❖ 66 emergency responses in July and August.
- ❖ Three structure fires.
- ❖ Beginning phase two of training ground construction
- ❖ 56 fire inspections completed within city limits.
- ❖ Continue to monitor wildland conditions in preparation for possible wildland fire season.
- ❖ Held Ladder-a-Thon fundraiser on August long weekend. Very well received.
- ❖ Participated in the Fall Fair Parade.
- ❖ Fire Prevention – fire extinguisher training session with Boundary Hospital Staff.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: September 6, 2016
Subject: 2017 Annual Permissive Tax Exemption Bylaw
Recommendation: **THAT the Committee of the Whole recommends that Council give first three readings to Bylaw No. 2033 "2017 Permissive Tax Exemptions" at the September 19th, 2016 Regular Meeting of Council.**

BACKGROUND:

Staff has prepared the annual Permissive Tax Exemption Bylaw which needs to be adopted prior to October 31, 2016 in order to exempt certain properties from taxation in 2017. This bylaw is on the agenda for first three readings on September 19th and final reading on October 11, 2016. As per legislation, the City will be advertising the tax exemption notice for public consideration on September 28th and October 5th, 2016 in the Grand Forks Gazette.

The following property owned by the City and occupied by a place of public worship will be exempted under Section 224 (2) (d):

The Baptist Church – 7850 2nd Avenue

The following areas of land surrounding the buildings for public worship are being exempted under Section 224 (2) (f), (g) and (h) of the Community Charter:

The United Church - 920 Central Avenue
The Pentecostal Church - 2826 75th Avenue
The Catholic Church - 7249 9th Street
The Anglican Church - 7252 7th Street
The Mennonite Brethren Church - 7048 Donaldson Drive
Christ Lutheran Church - 7328 19th Street
Grand Forks Christian Centre - 7525 4th Street
Jehovah's Witnesses Church - 7680 Donaldson Drive

The estimated value of the permissive exemptions above for 2017 is \$2,278.

Drawings are included in the bylaw for the places of worship but not for the properties listed below as the entire lots are being exempted.

As per Section 224 (2) (h) The bylaw will also exempt the following non-profit organizations from the payment of the amount of expected City property taxes as outlined below on properties owned or occupied by:

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Name	Estimated 2017 Exemption Value
Grand Forks Curling Club - 7230 21 st Street	\$ 9,938
Grand Forks Masonic Building Society - 366 Market Avenue	\$ 459
Sunshine Valley Child Care Society - 978 72 nd Avenue	\$ 1,777
Slavonic Seniors Citizens - 686 72 nd Avenue	\$ 572
Hospital Auxiliary Thrift Shop - 7239 2 nd Street	\$ 2,357
Royal Canadian Legion - 7353 6 th Street	\$ 4,517
Grand Forks Senior Citizens Drop-in Centre (City Park) - 565 71 st Avenue	\$ 3,608
Phoenix Manor Society - 876 72 nd Avenue	\$ 2,907
Grand Forks & District Housing Society (Boundary Lodge) - 7130 – 9 th Street	\$ 2,777
Whispers of Hope - 7212 Riverside Drive	\$ 3,821

The estimated total value of permissive exemptions for the non-profits above for 2017 is \$32,733. The total amount of exemptions proposed here represents 1% of estimated property tax revenues for 2017, and equates to \$11.90 annually per property.

Benefits or Impacts of the Recommendation:

General:	All applicants provide a valuable service to the Community, from Senior's organizations to Preschoolers. Granting tax exemption to these applicants assists the organizations in continuing the operation of their facilities and in providing services to the residents of the community.
Financial:	Granting permissive tax exemptions to the properties listed above will reduce taxes collectible by the City by \$35,011. This includes land surrounding places of worship at \$2,278 and non-profits at \$32,733.
Policy/Legislation:	Section 224 of the Community Charter
Attachments:	2017 Annual Tax Exemption Bylaw No. 2033 Applications Received for Permissive Tax Exemption

Recommendation:

THAT the Committee of the Whole recommends that Council give first three readings to Bylaw No. 2033 "2017 Permissive Tax Exemptions" at the September 19th, 2016 Regular Meeting of Council.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2033

**A Bylaw to Exempt from Taxation Certain Parcels of Land
Used for Religious Worship Purposes, Hospital Purposes,
Recreation Purposes and Charitable or Philanthropic Purposes
Pursuant to the Provisions of the Community Charter**

WHEREAS it is deemed expedient to exempt certain parcels of land from taxation for the fiscal year ended December 31, 2017;

AND WHEREAS subject to the provisions of Section 224 of the Community Charter, the Council may, prior to the 31st day of October in any year, by bylaw, exempt lands and improvements from taxation in the following year;

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

1. Pursuant to Section 224(2)(f) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2017 with respect to land and improvements, the following parcels of land:
 - Lots 1 and 2, Block 36, District Lot 108, S.D.Y.D., Plan 72, located at **920 Central Avenue** as shown outlined in bold on a sketch attached hereto and marked as Schedule "A" (**United Church**); and
 - That portion of Lot 1, District Lot 520, S.D.Y.D., Plan 8653, except Plan H-17064, located at **2826 - 75th Avenue** and described as follows - Commencing at the most northerly corner of said Lot 1; thence southeasterly following in the easterly limit of said Lot 1 for 35.50 metres, thence southwesterly, perpendicular to the said easterly limit, for 30.00 metres, thence northwesterly, parallel with the said easterly limit, for 35.50 metres more or less to the intersection with the northerly limit of said Lot 1, thence northeasterly, following in the said northerly limit for 30.00 metres more or less to the point of commencement and containing an area of 1,065 square metres, more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "B" (**Pentecostal Church**); and
 - Lots 30, 31 and 32, Block 36, District Lot 108, S.D.Y.D., Plan 72 located at **7249 - 9th Street** as shown outlined in bold on a sketch attached hereto and marked as Schedule "C" (**Catholic Church**); and

- That portion of Parcel D (KM26760), Block 24, District Lot 108, S.D.Y.D., Plan 23; located at **7252 - 7th Street** as shown outlined in bold on a sketch attached hereto and marked Schedule "D" (**Anglican Church**); and
- That portion of Lot G, District Lot 380, S.D.Y.D., Plan KAP56079, located at **7048 Donaldson Drive** and described as follows -commencing in the southerly boundary of said Lot G distant 13 metres from the most westerly corner of said Lot G: thence northerly, parallel with the westerly boundary of said Lot G, for 38.1 metres more or less to intersection with the northerly boundary of said Lot G, thence easterly following in the northerly boundary of said Lot G for 71 metres, thence southerly, parallel with the said westerly boundary, for 38.1 metres more or less to intersection with the said southerly boundary, thence westerly, following in the said southerly boundary for 71 metres more or less to the point of commencement and containing 2705 square metres as shown outlined in bold on a sketch attached hereto and marked as Schedule "E" (**Mennonite Brethren Church**); and;
- That portion of Parcel A, (X23915), Block 16, District Lot 380, S.D.Y.D., Plan 35 located at **7328 - 19th Street** and described as follows - commencing at the most southerly corner of said Parcel "A"; thence northwesterly following in the westerly limit of said Parcel "A", for 17.00 metres; thence northeasterly, perpendicular to the said westerly limit for 24.60 metres; thence southeasterly, parallel with the said westerly limit for 17.00 metres more or less to intersection with the southerly limit of said Parcel "A"; thence southwesterly following in the said southerly limit for 24.60 metres more or less to the point of commencement and containing an area of 418.2 square metres more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "F" (**Christ Lutheran Church of Grand Forks**); and;
- That portion of Lot 1, District Lot 108, S.D.Y.D., Plan KAP45199 located at **7525 - 4th Street** and described as follows - commencing at the most easterly corner of said Lot 1; thence northerly following in the easterly limit of said Lot 1, for 23.20 metres; thence westerly, parallel with the southerly limit of said Lot 1, for 29.00 metres; thence southerly, parallel with the easterly limit of said Lot 1, for 23.20 metres more or less to intersection with the said southerly limit; thence easterly following in the said southerly limit; thence easterly following in the said southerly limit for 29.00 metres more or less to the point of commencement and containing 672.8 square metres more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "G" (**Grand Forks Christian Centre Church**); and

- Commencing at a point in the westerly boundary of Lot 2, District Lot 520, S.D.Y.D., Plan KAP53800, located at **7680 Donaldson Drive** and described as follows - distant 28.6 metres from the most southerly corner of said Lot 2: thence northerly following in the westerly boundary for 25.1 metres, thence easterly, perpendicular to the said westerly boundary for 35.05 metres more or less to intersection with the easterly boundary of said Lot 2, thence southerly following in the said easterly boundary for 25.1 metres, thence westerly, perpendicular to the said westerly boundary for 35.05 metres more or less to the point of commencement and containing 880 square metres more or less as shown outlined in bold on a sketch attached hereto marked as Schedule "H" (**Jehovah's Witnesses Church**).
2. Pursuant to Section 224(2)(d) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31, 2017 with respect to land and improvements, the following parcel of land:
 - Lot 1, District Lot 585, S.D.Y.D., Plan KAP27903, located at **7850 - 2nd Street**, as shown on a sketch hereto marked as Schedule "I" (**Grand Forks Baptist Church**).
 3. Pursuant to Section 224(2)(b) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31st, 2017 with respect to land and improvements, the following parcels of land:
 - Lot 1, District Lot 380, S.D.Y.D., Plan KAP54909 located at **7230 - 21st Street (Grand Forks Curling Club)**;
 - Lot 1, District Lot 108, Plan EPP 32379 located at **7212 Riverside Drive (Whispers of Hope)**;
 4. Pursuant to Section 224(2)(a) of the Community Charter, there shall be exempt from taxation for the fiscal year ended December 31st, 2017 with respect to land and improvements, the following parcels of land:
 - Lot 5, Block 10, District Lot 108, S.D.Y.D., Plan 23, located at **366 Market Avenue (Grand Forks Masonic Building Society)**; and
 - Lot A, District Lot 108, S.D.Y.D., Plan 38294, located at **978 - 72nd Avenue (Sunshine Valley Child Care Society)**;
 - Lot 8, Block 25, Plan 23, District Lot 108, S.D.Y.D. located at **686 - 72nd Avenue (Slavonic Seniors Citizens Centre)**.
 - Lot A (DD LA9161), District Lot 108, S.D.Y.D., Plan 6691, located at **7239 - 2nd Street (Hospital Auxiliary Thrift Shop)**

- Lots 23, 24, 25 and 26, Block 29, District Lot 108, S.D.Y.D., Plan 121, located at **7353 - 6th Street (Royal Canadian Legion)**
 - Lots 10 and 17 – 20, Block 18, Plan 86, District Lot 108, S.D.Y.D. located at **565 – 71st Avenue (City Park) (Seniors Citizens Centre).**
 - Parcel B, Block 45, District Lot 108, Plan 72, located at **876 - 72nd Avenue (Phoenix Manor Society).**
 - Lot A, Plan 29781, District Lot 108, Land District 54, located on **7130-9th Street (Boundary Lodge).**
5. This bylaw may be cited, for all purposes as the “**2017 Annual Tax Exemption Bylaw No. 2033**”.

INTRODUCED this 6th day of September, 2016

Read a **FIRST** time this 19th day of September, 2016

Read a **SECOND** time this 19th day of September, 2016

Read a **THIRD** time this 19th day of September, 2016

FINALLY ADOPTED this 11th day of October, 2016

Mayor Frank Konrad

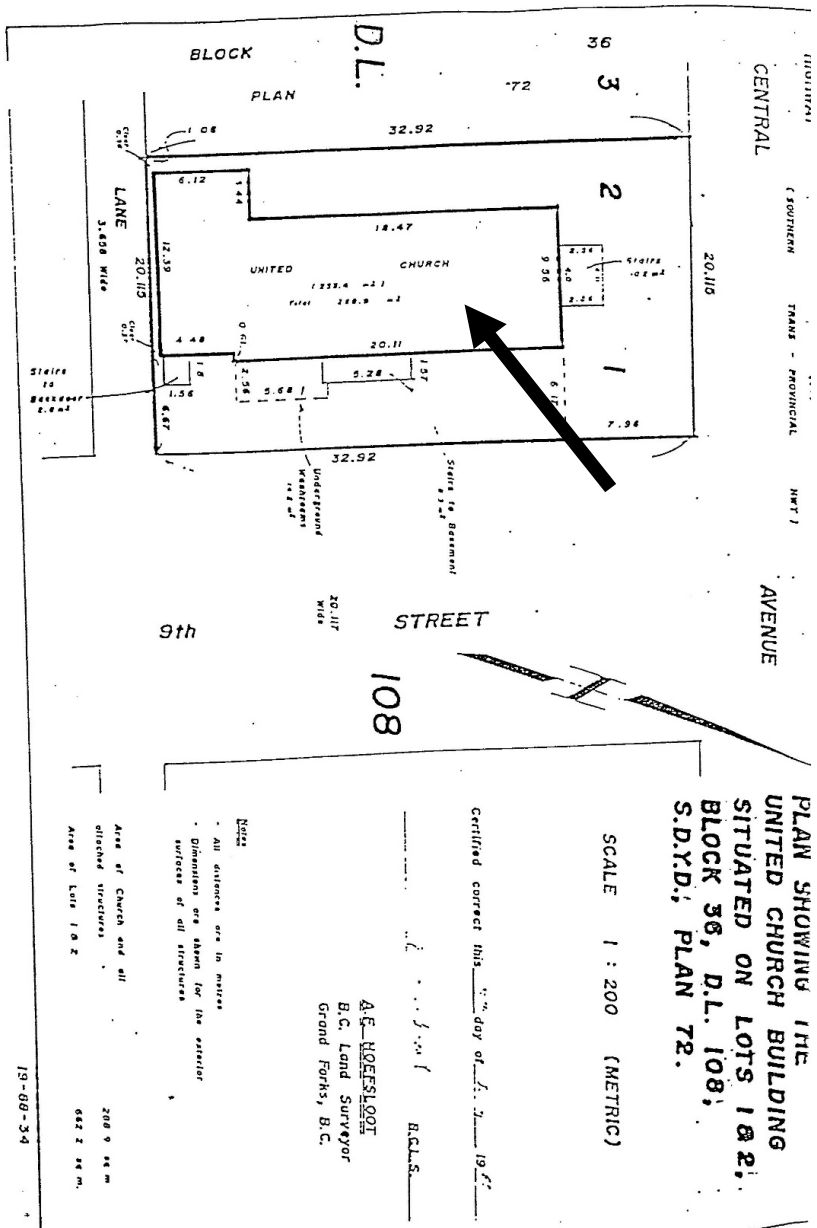
Acting Corporate Officer – Sarah Winton

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of Bylaw No. 2033
as adopted on the 11th day of October, 2016

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

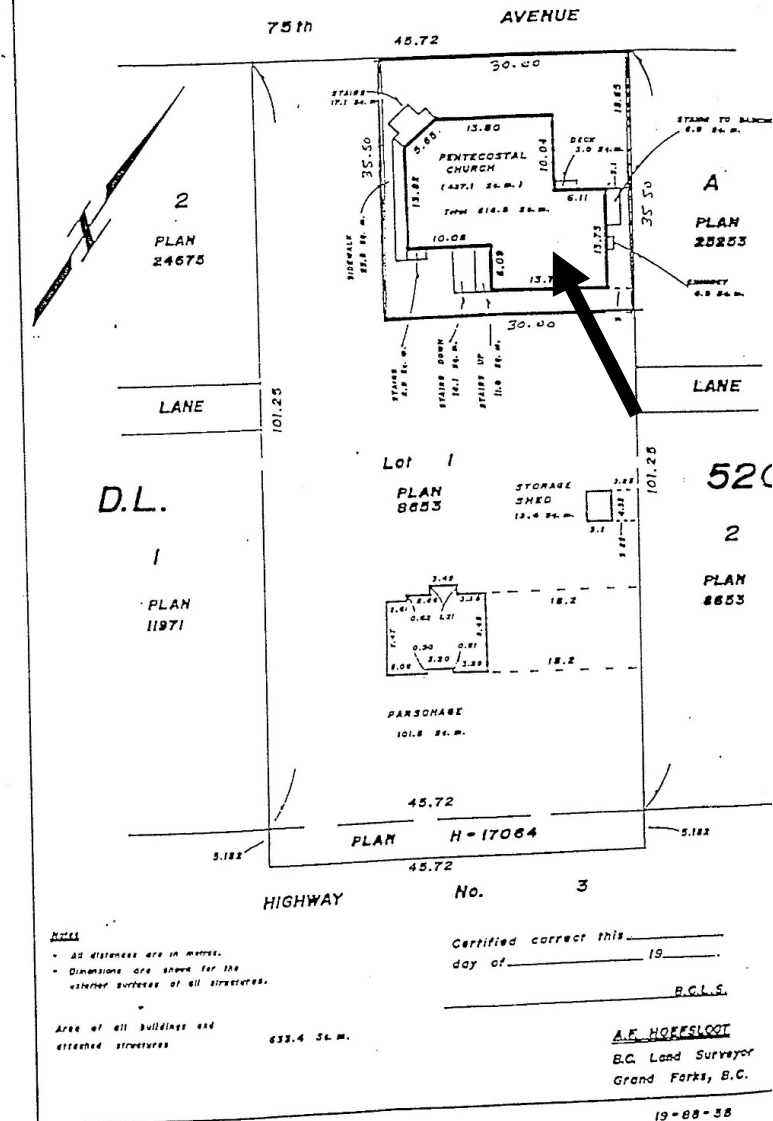
Schedule "A"



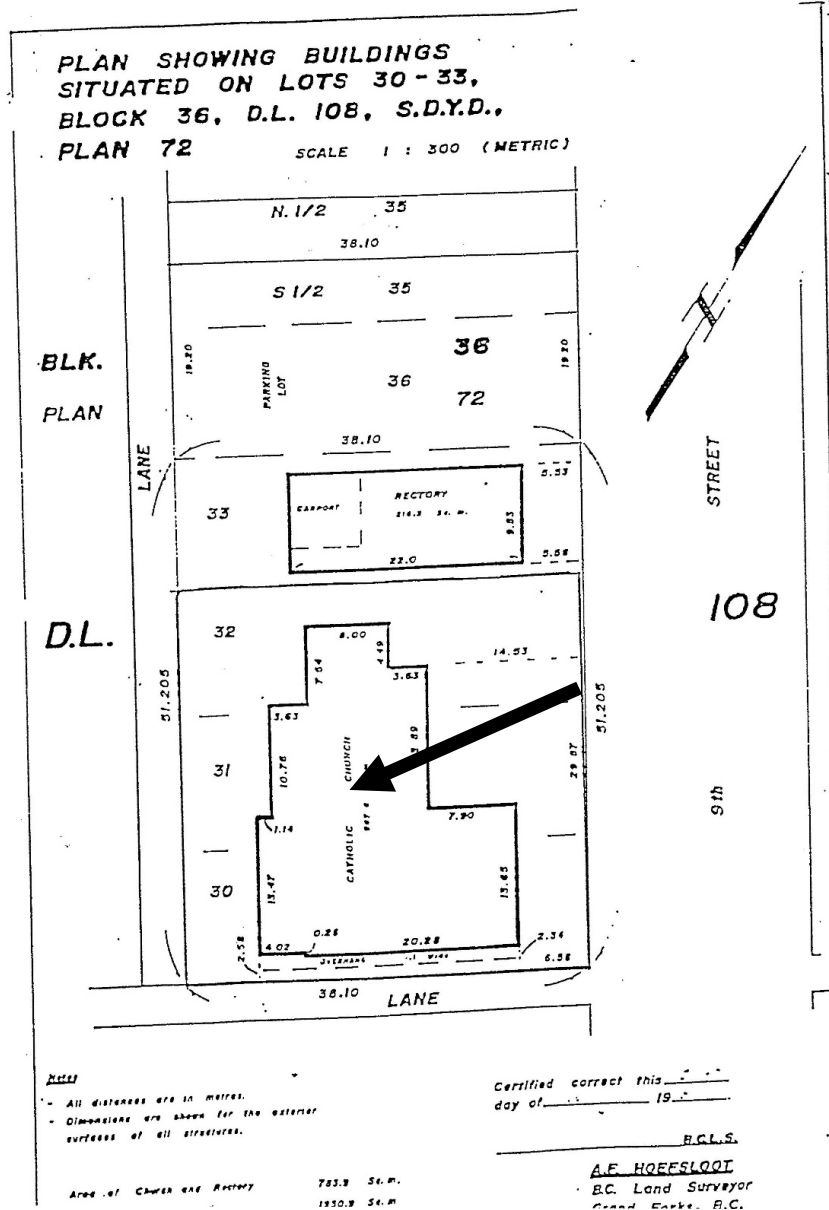
Schedule “B”

PLAN SHOWING LOCATION OF BUILDINGS ON
LOT 1, D.L. 520, S.D.Y.D., PLAN 8853 EXCEPT
PLAN H-17064

SCALE 1 : 400 (MET)



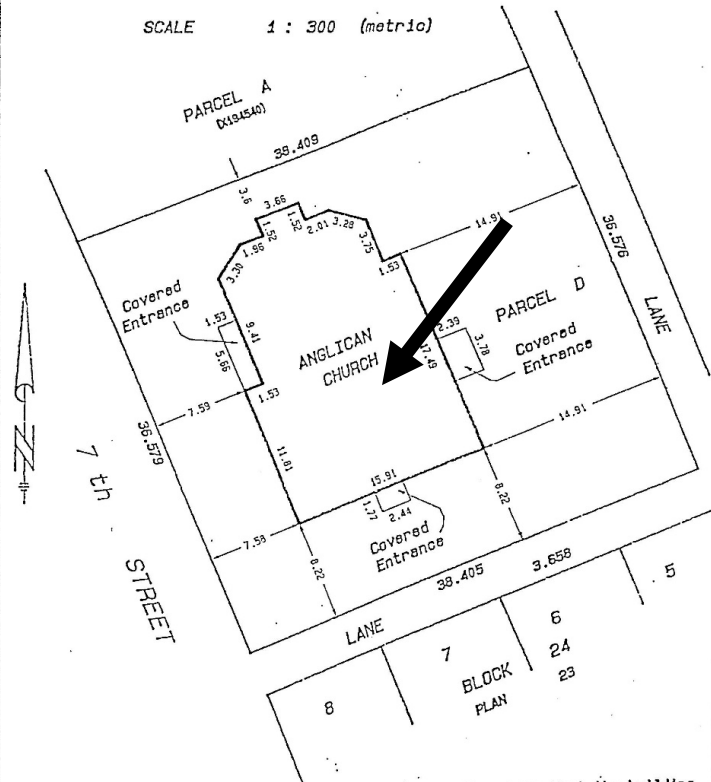
Schedule "C"



Schedule "D"

B.C. LAND SURVEYOR'S CERTIFICATE
OF LOCATION OF BUILDING ON PARCEL D (KM26760)
BLOCK 24, D.L. 108, S.D.Y.D., PLAN 23.

SCALE 1 : 300 (metric)



Street Address:
7252 - 7th Street

NOTES

- all distances are in metres.
- this plan is to be used for municipal purposes only and not for property line location. I will not accept any responsibility for unauthorized use.
- this plan is not valid unless it contains an original signature and seal.

I certify that the building
is located as shown. Dated
this 21st day of September 1998

A.F. Hoefsloot
B.C.L.S., C.L.S.

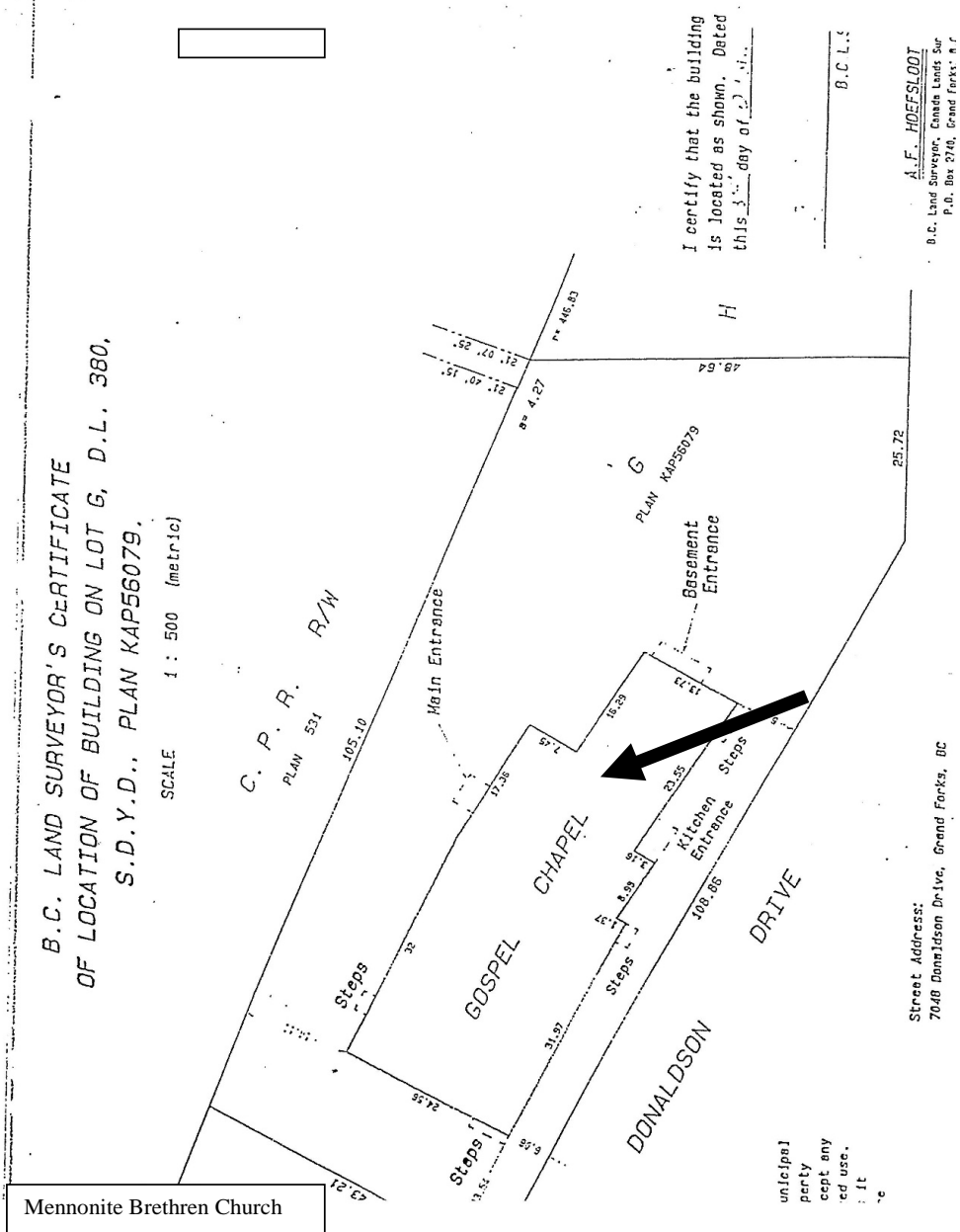
A.F. HOEFSLOOT

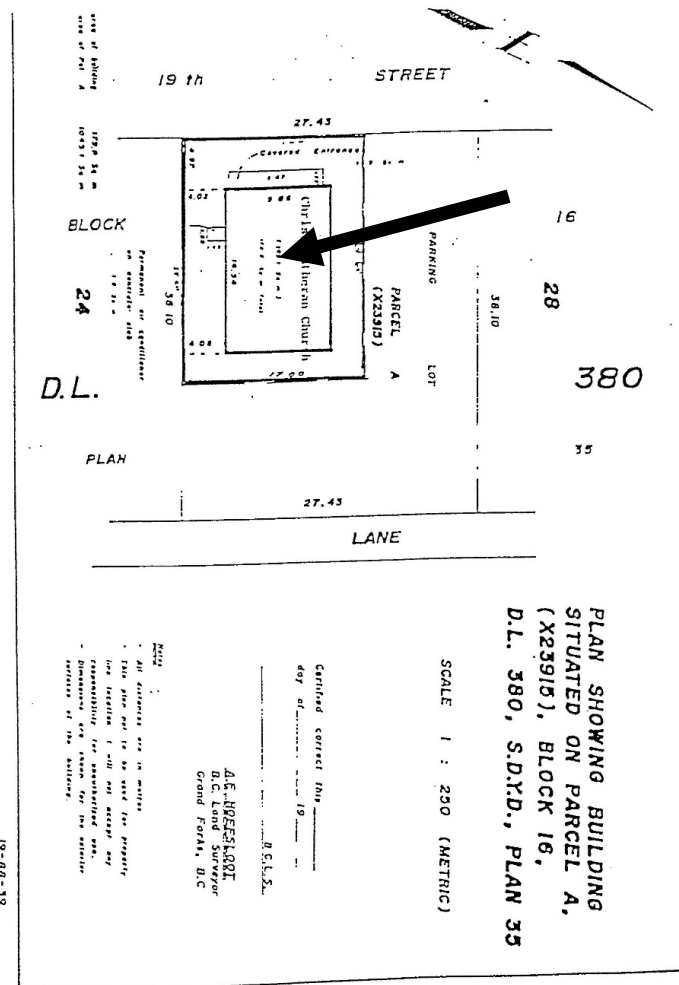
B.C. Land Surveyor, Canada Lands Surveyor
P.O. Box 2740, Grand Forks, B.C.
V1H 1Y0 442-5557

© A.F. Hoefsloot, B.C.L.S., 1998

98-19-34

Schedule "E"

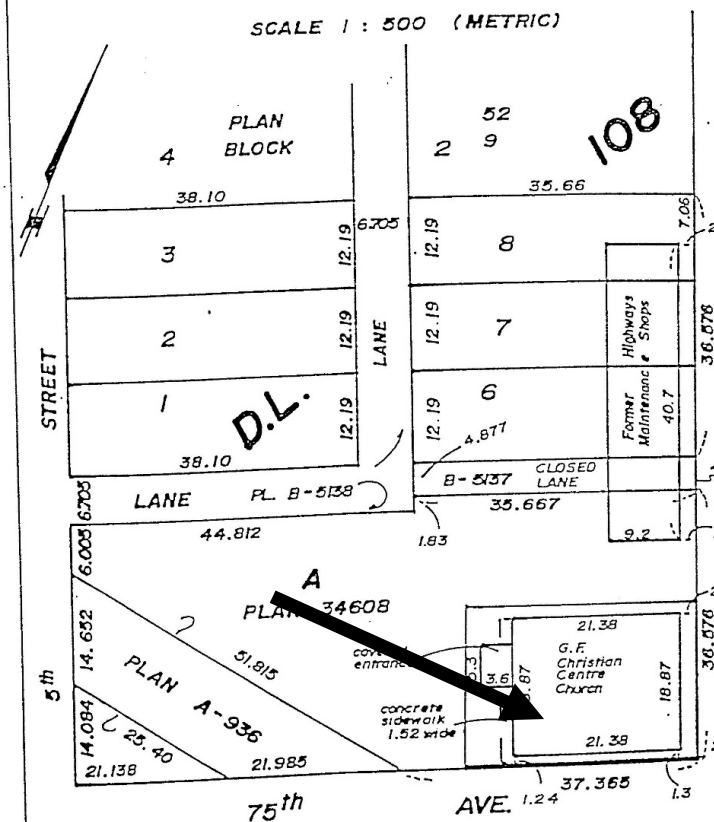




Christ Lutheran Church

Schedule "G"

Lot 1, District Lot 108, S.D.Y.D., Plan KAP45199



NOTES

NOTES
All distances are in metres.
This plan is to be used for municipal
purposes only and not for property
line location.
I will not accept responsibility for any
unauthorized use.

I certify that the buildings are located
as shown. Dated this 23 day of Feb
1969.

B.C.L.S.

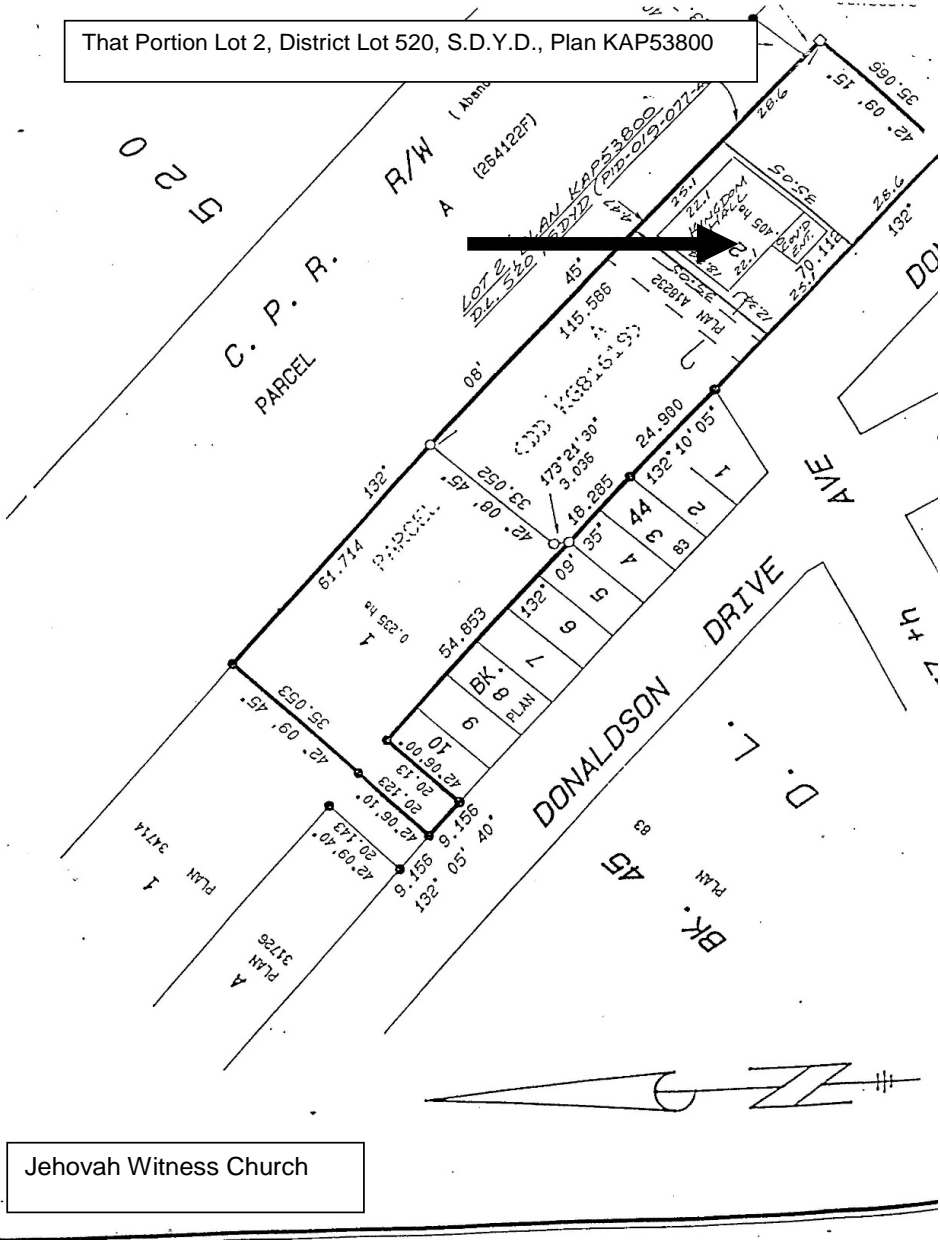
A.F. HOEFSLOOT
B.C. Land Survey
Grand Forks, B.C.

© A.F. Hoetsloot, B.C.L.S. 1989

89-19-

Schedule "H"

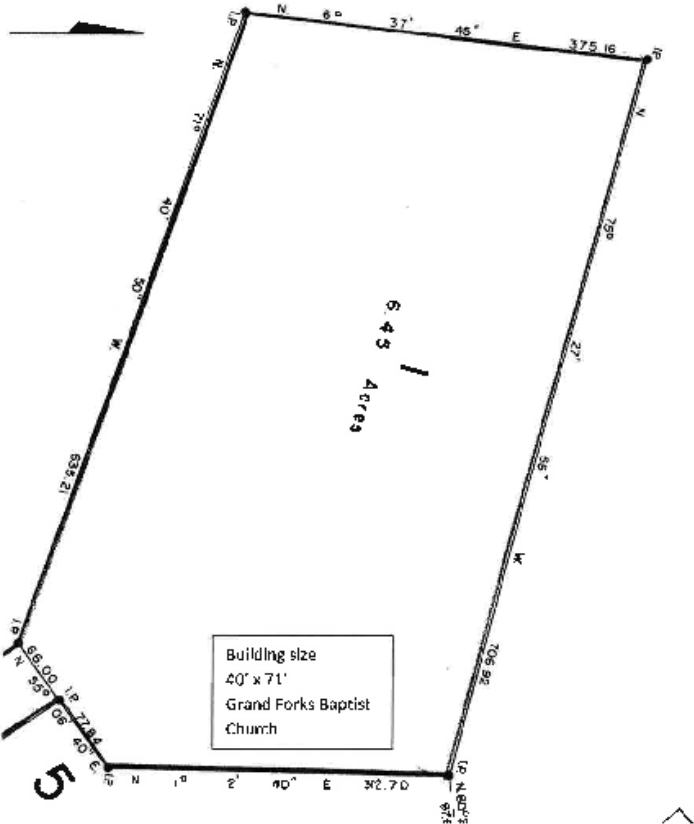
That Portion Lot 2, District Lot 520, S.D.Y.D., Plan KAP53800



Jehovah Witness Church

Schedule "I"

Lot 1, District Lot 595, S.D.Y.D., Plan 27903



The Corporation of the City of Grand Forks



APPLICATION FOR TAX EXEMPT STATUS

Note: Application must be received by July 31, 2016 at City Hall for consideration for tax exemption in the following year.

Name of applicant: THE GRAND FORKS AUXILIARY TO THE BOUNDARY HOSPITAL SOCIETY

Mailing address: Box 1074
GRAND FORKS, B.C. V0H 1H0

Civic Address of the Property(s)
For Which the Exemption is being applied for: 7239 - 2nd STREET
GRAND FORKS B.C.

Legal Description of the Property(s): PARCEL A, PLAN KAP6691
DISTRICT LOT 108
SIMILKAMEEN DIVISION OF YALE LAND DISTRICT
PORTION (DDLA9161)
PID 026-565-781

Contact person: LYNNE HANSEN

Title: PRESIDENT

Telephone Number: 250-442-3343 ^{BUS} Home ²⁵⁰⁻⁴⁴²⁻⁰⁰¹¹ Email Address: 250-442-0011

Total Budget: FINANCIAL STATEMENT IS ATTACHED

Most Current Financial Statement must be attached to this form.

Other sources of funding: NO OTHER SOURCE OF FUNDING - JUST
WHAT IS EARNED FROM SALES IN THRIFT SHOP.

/cont'd on next page

FILE CODE
G1 G.F. Auxiliary to
C/O - Boundary Hospital Society
(PT...) Appl. for tax exempt status 1

The Corporation of the City of Grand Forks

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

- G.F. AUXILIARY BEGAN IN 1946
- THE SOCIETY - a) RAISES FUNDS TO PROVIDE COMFORT + AID TO BOUNDARY HOSPITAL PATIENTS
- THE GFABH - PROVIDES FINANCIAL SUPPORT FOR HEALTH RELATED PROGRAMS IN THE BOUNDARY + WEST KOOTENAY AREA OF INTERIOR HEALTH REGION. THE VOLUNTEER MEMBERSHIP DETERMINES THE AMOUNT ANNUALLY THAT IS TO BE GIVEN TO THE BOUNDARY HOSPITAL + WEST KOOTENAY & TRAIL HOSPITAL.

How does your organization benefit the Community of Grand Forks?

- SEE ATTACHED SHEET. (PRESIDENT'S REPORT for 2016.)

Lynne Hansen.
Authorized Signature

GRAND FORKS HOSPITAL AUXILIARY

Presidents report for 2016

The Grand Forks Hospital Auxiliary consists of many very active and willing workers. The membership totals 86 , this includes 16 Life members , and 13 men. We have completed 12,804 hours of volunteer time since January 1/16 to June 1/16

PURCHASES

In May we purchased the following equipment for the Hospital. Total amount \$127,479.00

- | | |
|--------------------|---|
| Emergency dept. | - A BiPap and Ventilator machine |
| | - 12 Lead ECG |
| | - Defibrillator - Lifepak 15 |
| Medical Unit- | - 2 Stryker beds with alarms |
| Hardy View Lodge | - 2 recliner lift chairs |
| | - Starter sensory system |
| | - DVD player and TV wall mount |
| | - National Geographic DVD's |
| Diagnostic Imaging | - Endovaginal Sponge, |
| | - Weight Bearing protective cover 10x12 |
| | - Weight bearing protective cover 14x17 |
| Laboratory | - 12 Lead ECG machine |

DONATIONS

- \$10,000.00 was given to the KBRH Hospital Foundation for the Airborne Isolation Room
- Scholarships in the amount of \$1,500.00 to 4 students who are going to further their education in a medical field
- \$290.00 to the RCMP D.A.R.E program
- \$50,000 - UROLOGY DEPT. (TRAIL REGIONAL HOSPITAL)

Lynae Hansen
President.

GRAND FORKS AUXILIARY TO THE BOUNDARY HOSPITAL SOCIETY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(unaudited - see Notice to Reader)

Contents

Notice to Reader

FINANCIAL STATEMENTS

Statement of Operations

Statement of Changes in Net Assets

Statement of Financial Position

Notes to Financial Statements

GEORGE SAVITSKOFF
PUBLIC ACCOUNTANT

1860 Coalchute Road
Grand Forks, BC V0H 1H2
Phone: 250-442-3052

NOTICE TO READER

On the basis of information provided by management, I have compiled the statement of financial position of the Grand Forks Auxiliary to the Boundary Hospital Society as at December 31, 2015 and the statements of operations and changes in net assets for the year then ended.

I have not performed an audit or review engagement in respect of these financial statements and accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Grand Forks, BC
January 19, 2016

George Savitskoff
PUBLIC ACCOUNTANT

GRAND FORKS AUXILIARY TO THE BOUNDARY HOSPITAL SOCIETY

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2015

(unaudited - see Notice to Reader)

	2015	2014
REVENUE		
Thrift store	\$ 228,916	\$ 212,245
Gift bars	2,335	1,761
Memberships	450	430
Donations	4,576	2,994
Provincial sales tax commissions	454	353
Interest	2,445	2,542
	<u>239,176</u>	<u>220,325</u>
EXPENSES		
Advertising and promotions	1,289	1,267
Amortization	2,538	2,360
Appreciation dinner	1,859	1,958
Conferences and meetings	2,623	1,505
Dues and training	800	1,198
Garbage and janitorial	14,043	13,286
Hospital contributions	144,512	81,016
Insurance	2,870	2,466
Materials and supplies	6,437	5,606
Office	1,983	1,298
Repairs and maintenance	3,867	4,082
Scholarships and donations	58,250	14,250
Telephone and utilities	6,025	6,400
Contributions to capital - major roof repairs	-	35,641
	<u>247,096</u>	<u>172,333</u>
OPERATING SURPLUS (DEFICIT) FOR THE YEAR	\$ (7,920)	\$ 47,992

GRAND FORKS AUXILIARY TO THE BOUNDARY HOSPITAL SOCIETY

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2015

(unaudited - see Notice to Reader)

	2015		2014	
	Investment in Capital Assets		Unrestricted	
	Total		Total	
Balance, beginning of year	\$ 232,957	\$ 411,916	\$ 644,873	\$ 561,240
Add:				
Additions to capital assets	-	-	-	35,641
Operating surplus for the year	-	-	-	47,992
Less:				
Operating deficit for the year	-	(7,920)	(7,920)	-
Amortization	(2,538)	2,538	-	-
BALANCE, END OF YEAR	\$ 230,419	\$ 406,534	\$ 636,953	\$ 644,873

GRAND FORKS AUXILIARY TO THE BOUNDARY HOSPITAL SOCIETY


STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2015

(unaudited - see Notice to Reader)

	2015	2014
<hr/>		
ASSETS		
CURRENT ASSETS		
Cash and short term deposits	\$ 411,675	\$ 416,023
PROPERTY AND EQUIPMENT (note 2)	230,419	232,957
	<hr/>	
	\$ 642,094	\$ 648,980
<hr/>		
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	\$ 2,999	\$ 1,910
Provincial sales tax payable	2,142	2,197
	<hr/>	
	5,141	4,107
<hr/>		
NET ASSETS		
INVESTMENT IN CAPITAL ASSETS	230,419	232,957
UNRESTRICTED FUNDS	406,534	411,916
	<hr/>	
	636,953	644,873
	<hr/>	
	\$ 642,094	\$ 648,980
<hr/>		

APPROVED ON BEHALF OF THE BOARD:

 President
 Treasurer

GRAND FORKS AUXILIARY TO THE BOUNDARY HOSPITAL SOCIETY

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2015

(unaudited - see Notice to Reader)

1. SUMMARY OF ACCOUNTING POLICIES

- (a) The society follows the deferred method of recognition of externally designated contributions which matches the revenue to the related expenditure.

- (b) Contributions and Pledges

Contributed capital assets are recorded at fair value and the donated portion shown as a deferred contribution. The latter is taken into revenue at the same rate as the asset is amortized.

Contributed material and services are not recorded in the financial statements.

Pledges receivable are recorded when received.

- (c) Revenue Recognition - Donations

The cut-off date for donations is the same as the cut-off date for receipts issued in a year, and is based on the postage date on the envelope for mail, or the date the donation is received.

Legacies, or bequests are recorded when received.

- (d) Property, Equipment and Amortization

Property and equipment acquired during the year are written off as an expenditure during the year and capitalized through the investment in capital assets account.

Property and equipment are recorded at cost and are amortized over their respective useful lives using the straight line method at the following annual rates:

Building	1%
Equipment and furnishings	20%

Additions during the year are amortized at one-half their normal rate and no amortization is recorded during the year of disposition.

2. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	Net 2015	Net 2014
Land	\$ 34,182	\$ -	\$ 34,182	\$ 34,182
Building	218,679	23,145	195,534	197,721
Equipment and furnishings	5,364	4,661	703	1,054
Incorporation costs	129	129	-	-
	\$ 258,354	\$ 27,935	\$ 230,419	\$ 232,957

Boundary Lodge Assisted Living
7130 9th street, Grand Forks BC, V0H 1H4
250-443-0006 | 250-443-0015 | blaladmin@shaw.ca



The Corporation Of The City Of Grand Forks

TO: Roxanne Shepherd	FROM: Boundary Lodge
FAX: 250-442-8000	PAGES: 3 pages including cover
PHONE 250-442-8266	DATE: 7/26/2016
RE: TAX	CC:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Please find attached the completed 2017 tax Exemption for Boundary Lodge Assisted Living.

**Financials to follow, once Received from Kemp, Harvey, Burtch, Kientz.

Thank you

Barbara Klein
Administrator
Boundary Lodge Assisted Living
Grand Forks BC
(250)443-0006 Phone
(250)443-0015 Fax

FILE CODE
*BI - Boundary Lodge-
9C10 - Applic. for Tax
(PT000) Exempt Status*

The Corporation of the City of Grand Forks

APPLICATION FOR TAX EXEMPT STATUS

Note: Applications must be received by **July 31, 2016** at City Hall for consideration for tax exemption in the following year.

Name of Applicant: Grand Forks & District Housing Society DBA: Boundary Lodge Assisted Living.

Mailing Address: 7130 9th Street, Unit 300

Grand Forks BC

V0H 1H4

Civic Address of the property(s)

For which the Exemption is being applied for: 7130 9th Street

Legal Description of the Property(s): Lot A Plan #29781, District Lot 108, Land District 54

Contact person: Barbara Hein

Title: Administrator

Telephone Number: (250)443-0006 **Email Address:** bladmin@shaw.ca

Total Budget: 646,073.00

Most Current Financial Statement must be attached to this form.

Other sources of funding: Interior Health & BC Housing

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary):

In 2005 Grand Forks & District Housing Society partnered with BC Housing and Interior Health to manage and operate a 17 unit Assisted Living Facility with 24 hour care for those in need. Boundary Lodge Assisted Living employs 22 staff and has an exceptional Board of Directors with a common goal of providing affordable lodging and care services for all individuals we support. Boundary Lodge is a Registered Charitable Society.

How does your organization benefit the community of Grand Forks?

Boundary Lodge is a great asset to our community, it offers affordable (funded) assisted living housing to individuals in the community. Boundary Lodge also provides nutritious Meals on Wheels Monday to Friday to individuals living in their own homes. These meals are delivered by our dedicated volunteer drivers.

Boundary Lodge also operates a community based Senior Connection Day program each week. This program is designed to meet the needs of individuals still residing in their own homes by providing social interaction, nutrition, and involvement with the current tenants in Boundary Lodge. Boundary Lodge is happy to offer a Respite room in our Lodge which allows individuals residing at home and family member's relief care when they require it. We provide 24 hour care with meals and qualified staff.


Authorized Signature

* Financials to follow, We are currently waiting for our Paper Copy of our Year End From Kemp, Harvey, Burtch, Kientz. Sarah is away until 1st week of August.

Thankyou.

Boundary Lodge Assisted Living
7130 9th street, Grand Forks BC, V0H 1H4
250-443-0006 | 250-443-0015 | bladmin@shaw.ca



The Corporation Of The City Of Grand Forks

TO: Roxanne Shepherd

FROM: Boundary Lodge

FAX: 250-442-8000

PAGES: 16 pages including cover

PHONE 250-442-8266

DATE: 7/26/2016

RE: TAX

CC:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Please find attached the Draft Financials completed by Kemp, Harvey, Burtch, Kientz to add to our Tax exemption application for Boundary Lodge Assisted Living that was emailed to you on July 26th

Thank you

Barbara Hein
Administrator
Boundary Lodge Assisted Living
Grand Forks BC
(250)443-0006 Phone
(250)443-0015 Fax

FILE CODE
B1 - Boundary Lodge
+ C10 - Assisted Living -
(PT.00) Tax Exemption
Additional Documents

GRAND FORKS AND DISTRICT HOUSING SOCIETY
(Operating as Boundary Lodge Assisted Living)

Financial Statements

Year Ended March 31, 2016

DRAFT FOR DISCUSSION PURPOSES ONLY

GRAND FORKS AND DISTRICT HOUSING SOCIETY
(Operating as Boundary Lodge Assisted Living)
Index to Financial Statements
Year Ended March 31, 2016

INDEPENDENT AUDITOR'S REPORT

FINANCIAL STATEMENTS

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Statement of Financial Position	4 - 5
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BC Housing Financial Framework (Schedule I)	11



STRENGTH IN NUMBER

KEMP HARVEY BURCH KIENTZ INC.

Chartered Professional Accountants

J.R. (Jim) Burch, FCPA, FCGA
Sylvia Burch, CPA, CGA
Sarah Kientz, BBA(App), CPA, CGA

T: 250.442.2121
kempharvey.com

INDEPENDENT AUDITOR'S REPORT

To the Members of Grand Forks and District Housing Society (Operating as Boundary Lodge Assisted Living)

We have audited the accompanying financial statements of Grand Forks and District Housing Society, (Operating as Boundary Lodge Assisted Living), which comprise the statement of financial position as at March 31, 2016 and the statements of revenues and expenditures, changes in net assets and 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 accounting standards for not-for-profit organizations, 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 entity'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 entity'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.

(continues)

Independent Auditor's Report to the Members of Grand Forks and District Housing Society (continued)

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Grand Forks and District Housing Society, (Operating as Boundary Lodge Assisted Living), as at March 31, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Report on other Legal and Regulatory Matter

As required by the British Columbia Society Act, we report that, in our opinion, the accounting principles in Canadian accounting standards for not-for-profit organizations have been applied on a basis consistent with that of the preceding year.

Grand Forks, British Columbia
July 27, 2016

CHARTERED PROFESSIONAL ACCOUNTANTS

DRAFT FOR DISCUSSION PURPOSES ONLY

GRAND FORKS AND DISTRICT HOUSING SOCIETY

(Operating as Boundary Lodge Assisted Living)

Statement of Revenues and Expenditures

For the Year Ended March 31, 2016

	Society	Interior Health	BC Housing	Replacement Reserve	2016	2015
REVENUE						
Contract funding, Interior Health	\$ -	\$ 370,228	\$ -	\$ -	\$ 370,228	\$ 373,971
Contract funding, BC Housing	-	-	29,213	-	29,213	23,296
Extraordinary payment, BC Housing	-	-	-	-	-	9,996
Tenants	-	143,190	110,391	-	253,581	271,523
Other individuals	-	12,957	6,300	-	19,257	16,986
Interest and miscellaneous	-	-	9,229	730	9,959	6,436
Donations and grants	-	2,564	-	-	2,564	800
	-	528,939	155,133	730	684,802	703,008
EXPENSES						
Amortization	527	-	-	-	527	921
Audit	-	6,458	3,229	-	9,687	9,637
Bad debts	-	2,567	-	-	2,567	120
Donations	-	2,000	-	-	2,000	2,300
Food costs	-	49,232	-	-	49,232	51,304
General administration	-	12,770	1,544	-	14,314	11,215
Insurance & licenses	-	3,404	570	-	3,974	4,197
Maintenance, buildings	-	-	16,060	-	16,060	11,534
Maintenance, grounds	-	-	25,009	-	25,009	27,811
Meals and entertainment	1,000	3,458	-	-	4,458	3,141
Other supplies	-	943	-	-	943	1,015
Program, Seniors connections	-	8,673	-	-	8,673	7,650
Repairs and maintenance, equipment	-	3,824	-	-	3,824	1,173
Service contracts	-	-	245	-	245	264
Staff development	-	671	-	-	671	1,519
Supplies, laundry and housekeeping	-	8,594	-	-	8,594	9,782
Utilities	-	-	51,960	-	51,960	50,194
Wages, administrative	-	77,373	13,750	-	91,123	59,986
Wages, direct & non-direct care	-	302,285	-	-	302,285	317,525

(continues)

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY*(Operating as Boundary Lodge Assisted Living)***Statement of Revenues and Expenditures (continued)****For the Year Ended March 31, 2016**

	Society	Interior Health	BC Housing	Replacement Reserve	2016	2015
Wages, hospitality & accommodations	-	64,107	-	-	64,107	65,417
	1,527	546,359	112,367	-	660,253	636,705
OPERATING SURPLUS (DEFICIT)	(1,527)	(17,420)	42,766	730	24,549	66,303
RENT SUBSIDY ADJUSTMENT	-	-	1,438	-	1,438	1,839
ACCUMULATED SURPLUS (DEFICIT)	\$ (1,527)	\$ (17,420)	\$ 44,204	\$ 730	\$ 25,987	\$ 68,142

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY

(Operating as Boundary Lodge Assisted Living)

Statement of Changes in Net Assets

Year Ended March 31, 2016

	Society	Interior Health	BC Housing	Replacement Reserve	2016	2015
NET ASSETS - BEGINNING OF YEAR						
As previously reported	\$ 1,977	\$ 193,488	\$ 351,557	\$ 73,452	620,474	\$ 554,171
Change in accounting estimate	-	-	(13,665)	19,504	1,839	-
As restated	1,977	193,488	337,892	88,956	622,313	554,171
Operating surplus (deficit)	(1,527)	(17,420)	44,204	730	25,987	68,142
Replacement reserve provision	-	-	(15,000)	15,000	-	-
NET ASSETS - END OF YEAR	\$ 450	\$ 176,068	\$ 367,096	\$ 104,686	\$ 648,300	\$ 622,313

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY*(Operating as Boundary Lodge Assisted Living)***Statement of Financial Position****March 31, 2016**

	Society	Interior Health	BC Housing	Replacement Reserve	2016	2015
ASSETS						
CURRENT						
Cash	\$ 5,038	\$ 148	\$ 18,512	\$ -	\$ 23,698	\$ 98,871
Accounts receivable	-	1,624	1,438	-	3,062	2,695
Inventory	-	4,746	-	-	4,746	4,185
Goods and services tax recoverable	-	-	3,090	-	3,090	3,475
Prepaid expenses	-	2,784	570	-	3,354	3,410
Interfund receivable (payable)	(6,196)	-	4,908	1,288	-	-
	(1,158)	9,302	28,518	1,288	37,950	112,636
TANGIBLE CAPITAL ASSETS (Note 4)	1,607	-	-	-	1,607	2,134
RESTRICTED CASH (Note 5)	-	197,099	352,788	103,399	653,286	548,911
	\$ 449	\$ 206,401	\$ 381,306	\$ 104,687	\$ 692,843	\$ 663,681

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY*(Operating as Boundary Lodge Assisted Living)***Statement of Financial Position****March 31, 2016**

	Society	Interior Health	BC Housing	Replacement Reserve	2016	2015
LIABILITIES AND NET ASSETS						
CURRENT						
Accounts payable	\$ -	\$ 6,554	\$ 7,143	\$ -	13,697	\$ 16,106
Security deposits	-	-	4,250	-	4,250	4,000
Wages payable	-	12,887	-	-	12,887	8,761
Employee deductions payable	-	10,893	-	-	10,893	9,693
Unearned revenues	-	-	2,817	-	2,817	2,808
	-	30,334	14,190	-	44,544	41,368
NET ASSETS						
Net investment in capital assets	2,134	-	-	-	2,134	2,134
Unrestricted	(1,685)	-	-	-	(1,685)	(157)
Restricted, Interior Health Authority	-	176,067	-	-	176,067	193,488
Restricted, BC Housing	-	-	367,096	-	367,096	337,882
Restricted, Replacement reserve	-	-	-	104,687	104,687	88,966
	449	176,067	367,096	104,687	648,299	622,313
	\$ 449	\$ 206,401	\$ 381,306	\$ 104,687	\$ 692,843	\$ 663,681

CONTINGENT LIABILITY (Note 6)

COMMITMENTS (Note 7)

ON BEHALF OF THE BOARD_____
Director_____
Director

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY

(Operating as Boundary Lodge Assisted Living)

Statement of Cash Flows

Year Ended March 31, 2016

	Society	Interior Health	BC Housing	Replacement Reserve	2016	2015
OPERATING ACTIVITIES						
Cash receipts from contributions	\$ -	\$ 525,604	\$ 147,752	\$ -	\$ 673,356	\$ 704,034
Cash paid to suppliers and employees	(1,000)	(539,257)	(114,492)	-	(654,748)	(643,708)
Interest received	-	-	9,229	281	9,960	6,436
Goods and services tax	-	-	385	-	385	825
Cash flow from operating activities	(1,000)	(13,653)	42,874	731	28,953	67,587
INVESTING ACTIVITY						
Purchase of capital assets	-	-	-	-	-	(1,890)
Cash flow from (used by) investing activity	-	-	-	-	-	(1,890)
FINANCING ACTIVITIES						
Interfund receivable (payable)	620	240,655	(240,440)	29,166	-	-
Transfers between funds	-	-	(15,000)	15,000	-	-
Deposits received	-	-	250	-	250	(750)
Cash flow from (used by) financing activities	620	240,655	(240,190)	44,166	250	(750)
INCREASE (DECREASE) IN CASH FLOW	(380)	197,002	(212,316)	44,897	29,203	64,947
Cash - beginning of year	5,418	245	583,616	58,502	647,781	582,835
CASH - END OF YEAR	5,038	197,247	371,300	103,399	676,984	647,782

(continues)

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY*(Operating as Boundary Lodge Assisted Living)***Statement of Cash Flows** *(continued)***Year Ended March 31, 2016**

	Society	Interior Health	BC Housing	Replacement Reserve	2016	2015
CASH CONSISTS OF:						
Cash	\$ 5,038	\$ 148	\$ 18,512	\$ -	\$ 23,698	\$ 98,871
Long term investments	-	197,099	352,788	103,399	653,286	548,911
	\$ 5,038	\$ 197,247	\$ 371,300	\$ 103,399	\$ 676,984	\$ 647,782

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY

(Operating as Boundary Lodge Assisted Living)

Notes to Financial Statements

March 31, 2016

1. PURPOSE OF THE SOCIETY

Grand Forks and District Housing Society (the "Society") is a not-for-profit organization incorporated under the Societies Act of British Columbia. The Society is a registered charity and is exempt from the payment of income taxes under the Income Tax Act.

The Society operates to provide low cost, specialized housing to seniors. It has one project, "Boundary Lodge Assisted Living", operating in partnership with BC Housing and Interior Health.

2. BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Fund accounting

Grand Forks and District Housing Society follows the restricted fund method of accounting for contributions.

The Society fund accounts for activities outside of the contracts with Interior Health and BC Housing.

The Interior Health Fund accounts for program delivery and administrative activities relating to Boundary Lodge Assisted Living care activities funded by Interior Health.

The BC Housing Fund accounts for facility operations, maintenance and administrative activities relating to the BC Housing operating agreement for the Boundary Lodge Assisted Living facility.

The Replacement Reserve Fund accounts for assets, liabilities and expenditures related to assets under the BC Housing operating agreement.

Revenue recognition

Restricted contributions unrelated to the Interior Health or BC Housing contracts are recognized as revenue of the Society Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the Society Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Payments received in advance, are recorded as unearned revenues until services are provided.

Contributions received for the Replacement Reserve Fund are reported as contributions in the BC Housing fund and as interfund transfers to the Replacement Reserve Fund.

Interest income earned is recognized as revenue of the appropriate restricted fund when earned, or in the case of non-redeemable term deposits, when received.

(continues)

GRAND FORKS AND DISTRICT HOUSING SOCIETY

(Operating as Boundary Lodge Assisted Living)

Notes to Financial Statements

March 31, 2016

3. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Inventory

Inventory of food and kitchen supplies is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis and specific item basis, or net realizable value.

Tangible capital assets

Tangible capital assets are stated at cost or deemed cost less accumulated amortization. Tangible capital assets are amortized over their estimated useful lives on a straight-line basis at the following rates and methods:

Kitchen & maintenance equipment	5 years	straight-line method
Computer & office equipment	3 years	straight-line method

The Society regularly reviews its tangible capital assets to eliminate obsolete items. Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

4. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Kitchen & maintenance equipment	\$ 3,396	\$ 1,790	\$ 1,606	\$ 1,795
Computer & office equipment	5,617	5,617	-	339
	<u>\$ 9,013</u>	<u>\$ 7,407</u>	<u>\$ 1,606</u>	<u>\$ 2,134</u>

GRAND FORKS AND DISTRICT HOUSING SOCIETY
(Operating as Boundary Lodge Assisted Living)
Notes to Financial Statements
March 31, 2016

5. RESTRICTED CASH

	2016	2015
Savings account, Tenant security deposits	\$ 4,250	4,000
1 year redeemable term, matures August 19, 2016, interest at 0.65%	11,864	11,770
1 year redeemable term, matures August 19, 2016, interest at 0.65%	11,864	11,770
1 year non-redeemable term, matures February 19, 2017, interest at 1.25%	14,977	11,823
18 month non-redeemable term, matures September 3, 2017, interest at 1.15%	54,298	53,098
5 year non-redeemable term, matures March 3, 2021, interest at 1.65%	57,552	55,957
18 month non-redeemable term, matures August 10, 2016, interest at 1.5%	129,757	127,834
18 month non-redeemable term, matures September 3, 2016, interest at 1.5%	55,917	55,087
3 year non-redeemable term, matures July 7, 2017, interest at 1.75%	50,877	50,000
5 year non-redeemable term, matures June 27, 2019, interest at 2.25%	51,128	50,000
5 year non-redeemable term, matures July 7, 2019, interest at 2.25%	60,403	59,070
Savings account, Replacement reserve	103,399	58,502
18 month non-Redeemable term, matures May 16, 2017	50,000	-
	\$ 653,286	\$ 548,911

All accounts and term deposits are held at the Grand Forks Credit Union.

Under the terms of the agreement with BC Housing, the Replacement Reserve account is to be credited in the amount determined by the budget provision per annum plus interest earned. In accordance with the Operating Agreement, these funds along with the accumulated interest are held in a separate account at the Grand Forks Credit Union and is insured by the Credit Union Insurance Corporation. The Replacement Reserve Funds may only be used for capital asset repairs and replacements with the approval of BC Housing.

6. CONTINGENT LIABILITY

BC Housing conducts an annual review of the Financial Statements and may adjust for any operating surplus or deficit, which may result in a reimbursement or a requirement to remit an overpayment. Prior years funding adjustments are recognized by restating the prior year figures. In the current year an underpayment of \$1,438 has been recognized, this figure is subject to review and may change.

7. COMMITMENTS

As at May 08, 2009, the Society entered into a lease agreement for the "Boundary Lodge" facility for the nominal fee of \$1. The lease expires when both parties consent to it, in writing.

GRAND FORKS AND DISTRICT HOUSING SOCIETY
(Operating as Boundary Lodge Assisted Living)

Notes to Financial Statements

March 31, 2016

8. FINANCIAL INSTRUMENTS

The Society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Society's risk exposure and concentration as of March 31, 2016.

Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Society is exposed to credit risk from accounts receivable and investments in term deposits. The credit risk from tenants not paying is not considered to be significant. The term deposits are held at a reputable financial institution and the risk of non-performance is considered to be remote.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Society is exposed to this risk mainly in respect of its receipt of funds from provincial government funding and and tenant contributions.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The Society is exposed to interest rate risk primarily through changing interest rates in relation to its term deposits and manages this risk by varying the length of the terms.

9. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

APPLICATION FOR TAX EXEMPT STATUS

Name of applicant: Grand Forks Masonic Building Society

Mailing address: Box 657 Grand Forks BC V0H 1H0

Civic address of property for which the Exemption is being applied for:
366 Market Avenue Grand Forks BC

Legal description of property: Lot 5, Block 10, Plan 23, SDYD

Contact persons: T. Gooderham PM, B. Ortis PM


Telephone #'s: (250) 442-3025, (250) 442-3062

Email: grandforksoptical@gmail.com

July 21, 2016

Current financial statement is enclosed. As membership dues are our primary source of income, the only other income we generate is through the rental of our hall. We are looking at some improvements to the building over the next few years, funding to be raised from our members and fund raising through pancake breakfasts and garage sales.

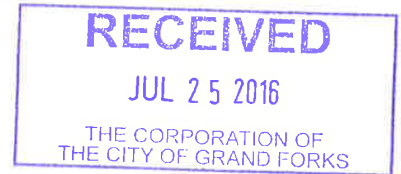
As a fraternity, Masons support programs throughout the world. Locally, our membership dues assist students in post-secondary education. To date, our Lodge has seen over \$20,000 disbursed to students throughout the Kootenay/Boundary area. We continue to financially support the BC Cancer Car program, with over 700,000 patient trips to date. Masons are first and foremost supporters of our communities. Hospitals, local and regional, are provided funds for various purchases of needed equipment through the Shriner's organization, as all Shriners are Masons.



T. Gooderham PM



B. Ortis PM



FILE CODE
G1 - G.F. Masonic
+ C10 - Bldg. Society -
(PT. ...) Applic. for Tax Exempt
status

Grand Forks Masonic Building Society
Financial Statement as of 30 June 2016

Balance Forward 30 June 2015

1,556.60

Deposits -	1 September - Dance Troup	150.00	
	9 September - New West Trading	75.00	
	9 September - Harmony Lodge	750.00	
	27 October - OES	360.00	
	3 November - Garage Sale	650.00	
	1 Feb '16 - Dividend	1.26	
	19 Feb '16 - OES Ins	150.00	
	10 March '16 - Rent	1,000.00	
	6 June '16 - Rent	500.00	5,192.86

Cheques -	721	Fortis	85.59	
	722	City of Grand Forks	324.41	
	723	Boundary Home Bldg Suppl	1,229.76	
	724	Dave Dale Ins	500.00	
	725	City of G F - Utilities	156.43	
	726	Fortis	53.59	
	727	Dave Dale Ins	500.00	
	728	VOID		
	729	City of GF - Utilities	159.67	
	730	Fortis	160.70	
	731	City of GF - Utilities	162.15	
	732	Fortis	214.62	
	733	Dave Dale Ins	500.00	
	734	City of GF - Utilities	170.25	
	735	Fortis BC	132.94	
	736	City of GF - Parcel Tax	51.61	
		Service Charges	24.50	4,426.72

Balance

766.14

Outstanding Bills - Dave Dale Ins	\$ 1,564.00
City of GF	\$ 170.25
Fortis	26.50

Dave Marshall



Treasurer Masonic
Building Society



The Corporation of the city of Grand Forks

APPLICATION FOR TAX EXEMPT STATUS

Note: Application must be received by July 31, 2016 at City Hall for consideration for tax exemption in the following year.

Name of applicant: Grand Forks Seniors' Society (previously Seniors Center Branch 68)

Mailing address: Box 553, Grand Forks , BC V0H 1H0

NOTE: We are now incorporated and our incorporated name is "Grand Forks Seniors' Society"

Civic Address of the property(s)
For Which the Exemption is being applied for: 565 - 71st Avenue, Grand Forks

Legal Description of the Property(s): Block 18 Plan 89
P.L. 108 SDYD

Contact Person: Ralph White

Title: President

Telephone Number: 250-442-3038 Email Address: seniorcitizens68@gmail.com

Total Budget: _____

Most Current Financial Statement must be attached to this form.

Other sources of funding: Hall Rentals, and Grants when available for renovations and repairs.

NOTE: I have included financial statements for 2015 and 2016 (Jan. -June 30, 2016). We have an ongoing Grant from New Horizons of \$25,000.00 to do floor repairs and a ventilation system for our kitchen. There is still about \$8,000.00 of the grant money not spent, and we have until March 2017 to complete the work.

/cont'd on next page

FILE CODE

*CIO G.F. Seniors'
+SI - Society Application
(PT...) for Tax Exempt Status*


The Corporation of the city of Grand Forks

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

Since 1974 we have provided a place for Seniors to meet and enjoy social activities. We have on going Cribbage Card Games, Carpet Bowling, Crafts and Quilting, and a Senior's Choir.

How does your organization benefit the Community of Grand Forks?

A great hall for the community to use for meetings, weddings, funerals (Celebration of Life), dances, family reunions, adult and childrens' birthday parties. We have a very reasonable rental rate, so all people can afford our facility.


Authorized Signature
President

2:45 PM

2016-07-08

Accrual Basis

Grand Forks Seniors' Society
Statement of Financial Income and Expense
January 1 through December 8, 2015

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
41100 · Bank Account	300.00	300.00
41200 · INTEREST, DIVIDENDS		
41210 · Bank Dividends	5.99	5.99
Total 41200 · INTEREST, DIVIDENDS	5.99	5.99
41300 · ACTIVITIES		
41310 · Crib	2,111.00	2,111.00
41315 · Court Whist	36.00	36.00
41320 · Carpet Bowling	334.00	334.00
41330 · Choir	402.00	402.00
41380 · Senior Dances	1,359.00	1,359.00
41390 · Kung Fu	827.00	827.00
Total 41300 · ACTIVITIES	5,069.00	5,069.00
41339 · QUILTERS, TOTAL		
41340 · Quilters / Crafts	554.00	554.00
41350 · Quilt Connection	60.00	60.00
41360 · Quilting - Loose Threads	168.00	168.00
41370 · Modern Quilting	42.00	42.00
Total 41339 · QUILTERS, TOTAL	824.00	824.00
41500 · RENTALS - HALL - SOUND SYS.		
41510 · Hall Rentals	6,150.00	6,150.00
41520 · Rental Security Deposits	1,450.00	1,450.00
41530 · Sound System Rental	150.00	150.00
Total 41500 · RENTALS - HALL - SOUND SYS.	7,750.00	7,750.00
42000 · MEMBERSHIP DUES		
42010 · Membership Dues 2015	2,435.00	2,435.00
42020 · Membership Dues 2016	725.10	725.10
Total 42000 · MEMBERSHIP DUES	3,160.10	3,160.10
43400 · GRANTS, DONATIONS		
43450 · Donations	2,898.10	2,898.10
Total 43400 · GRANTS, DONATIONS	2,898.10	2,898.10
46400 · OTHER TYPES OF INCOME		
46430 · Miscellaneous Revenue	638.00	638.00
Total 46400 · OTHER TYPES OF INCOME	638.00	638.00
Total Income	20,645.19	20,645.19
Gross Profit	20,645.19	20,645.19
Expense		
60900 · Business Expenses		
60910 · Office Supplies	508.52	508.52
60920 · Business Registration Fees	15.00	15.00
62140 · Legal Fees	89.60	89.60
62150 · Outside Contract Services	131.25	131.25
62160 · Advertising & Promotions	33.71	33.71
62170 · Miscellaneous	498.30	498.30
Total 60900 · Business Expenses	1,276.38	1,276.38
62800 · FACILITIES AND EQUIPMENT		
62810 · Hall Renovations & Materials	134.79	134.79
62830 · Repair & Maintenance	280.68	280.68
62850 · Equipment Purchase	722.37	722.37
Total 62800 · FACILITIES AND EQUIPMENT	1,137.84	1,137.84

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2016-07-08
Accrual Basis

Grand Forks Seniors' Society
Statement of Financial Income and Expense
January 1 through December 8, 2015

	Unclassified	TOTAL
63000 · JANITORIAL		
63010 · Janitorial Services	3,600.00	3,600.00
63020 · Janitorial Supplies	262.54	262.54
Total 63000 · JANITORIAL	3,862.54	3,862.54
64000 · RENTAL EXPENSE		
64010 · Returned Security Deposit	1,900.00	1,900.00
64030 · Returned Rent	50.00	50.00
Total 64000 · RENTAL EXPENSE	1,950.00	1,950.00
64200 · MEETING / CONVENTION EXPENSE		
64210 · West Kootenay Seniors Assoc.	117.50	117.50
64220 · S.C.A. of BC (Provincial)	950.00	950.00
64230 · KCOSA	100.00	100.00
Total 64200 · MEETING / CONVENTION EXPENSE	1,167.50	1,167.50
65000 · OPERATIONS		
65010 · Bank, Service Charge	5.00	5.00
65020 · Postage, Mailing Service	21.00	21.00
65040 · Supplies-Office	44.76	44.76
65080 · Alarm Protection / Emer. Lights	312.70	312.70
65090 · Membership Cards	1,320.00	1,320.00
65110 · Registrar of BC	65.00	65.00
65150 · Bad Cheques	125.00	125.00
Total 65000 · OPERATIONS	1,893.46	1,893.46
65200 · OTHER TYPES OF EXPENSES		
65220 · Insurance - Building/Liability	2,236.00	2,236.00
65230 · Seniors Thanksgiving Dinner	2,400.00	2,400.00
65260 · Other Costs	15.75	15.75
Total 65200 · OTHER TYPES OF EXPENSES	4,651.75	4,651.75
66000 · UTILITIES / TAXES		
66010 · Telephone, Telecommunications	525.85	525.85
66020 · Natural Gas - Fortis	1,016.17	1,016.17
66030 · Utilities - Elect., Water, Sewer	1,788.38	1,788.38
Total 66000 · UTILITIES / TAXES	3,330.40	3,330.40
69800 · Uncategorized Expenses	38.74	38.74
Total Expense	19,308.61	19,308.61
Net Ordinary Income	1,336.58	1,336.58
Net Income	1,336.58	1,336.58

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2016-07-08

Accrual Basis

Grand Forks Seniors' Society

Statement of Financial Income and Expense

January through June 2016

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
41200 · INTEREST, DIVIDENDS		
41210 · Bank Dividends	3.55	3.55
Total 41200 · INTEREST, DIVIDENDS	3.55	3.55
41300 · ACTIVITIES		
41310 · Crib	1,209.00	1,209.00
41320 · Carpet Bowling	305.00	305.00
41330 · Choir	97.00	97.00
41380 · Senior Dances	652.00	652.00
41390 · Kung Fu	355.00	355.00
Total 41300 · ACTIVITIES	2,618.00	2,618.00
41339 · QUILTERS, TOTAL		
41340 · Quilters / Crafts	253.00	253.00
41350 · Quilt Connection	48.00	48.00
41360 · Quilting - Loose Threads	79.00	79.00
41370 · Modern Quilting	6.00	6.00
Total 41339 · QUILTERS, TOTAL	386.00	386.00
41500 · RENTALS - HALL - SOUND SYS.		
41510 · Hall Rentals	2,650.00	2,650.00
41520 · Rental Security Deposits	1,600.00	1,600.00
Total 41500 · RENTALS - HALL - SOUND SYS.	4,250.00	4,250.00
42000 · MEMBERSHIP DUES		
42010 · Membership Dues 2015	0.10	0.10
42020 · Membership Dues 2016	2,094.90	2,094.90
Total 42000 · MEMBERSHIP DUES	2,095.00	2,095.00
43400 · GRANTS, DONATIONS		
43410 · Grant - New Horizons	25,000.00	25,000.00
43450 · Donations	40.00	40.00
Total 43400 · GRANTS, DONATIONS	25,040.00	25,040.00
46400 · OTHER TYPES OF INCOME		
46430 · Miscellaneous Revenue	65.00	65.00
46432 · Coffee Fund	96.00	96.00
Total 46400 · OTHER TYPES OF INCOME	161.00	161.00
Total Income	34,553.55	34,553.55
Gross Profit	34,553.55	34,553.55
Expense		
60900 · Business Expenses		
60920 · Business Registration Fees	125.00	125.00
62140 · Legal Fees	235.20	235.20
Total 60900 · Business Expenses	360.20	360.20
62800 · FACILITIES AND EQUIPMENT		
62810 · Hall Renovations & Materials	16,904.72	16,904.72
62830 · Repair & Maintenance	403.77	403.77
62880 · Electrical	149.00	149.00
Total 62800 · FACILITIES AND EQUIPMENT	17,457.49	17,457.49
63000 · JANITORIAL		
63010 · Janitorial Services	1,800.00	1,800.00
63020 · Janitorial Supplies	120.06	120.06
Total 63000 · JANITORIAL	1,920.06	1,920.06

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2016-07-08

Accrual Basis

Grand Forks Seniors' Society
Statement of Financial Income and Expense
January through June 2016

	Unclassified	TOTAL
64000 · RENTAL EXPENSE		
64010 · Returned Security Deposit	1,000.00	1,000.00
Total 64000 · RENTAL EXPENSE	1,000.00	1,000.00
64200 · MEETING / CONVENTION EXPENSE		
64210 · West Kootenay Seniors Assoc.	48.50	48.50
64220 · S.C.A. of BC (Provincial)	516.00	516.00
64230 · KCOSA	50.80	50.80
Total 64200 · MEETING / CONVENTION EXPENSE	615.30	615.30
65000 · OPERATIONS		
65010 · Bank, Service Charge	15.00	15.00
65040 · Supplies-Office	74.04	74.04
Total 65000 · OPERATIONS	89.04	89.04
65200 · OTHER TYPES OF EXPENSES		
65220 · Insurance - Building/Liability	2,347.00	2,347.00
65260 · Other Costs	26.03	26.03
Total 65200 · OTHER TYPES OF EXPENSES	2,373.03	2,373.03
66000 · UTILITIES / TAXES		
66010 · Telephone, Telecommunications	266.02	266.02
66020 · Natural Gas - Fortis	457.71	457.71
66030 · Utilities - Elect., Water, Sewer	880.44	880.44
66040 · Taxes - City	51.61	51.61
Total 66000 · UTILITIES / TAXES	1,655.78	1,655.78
Total Expense	25,470.90	25,470.90
Net Ordinary Income	9,082.65	9,082.65
Net Income	9,082.65	9,082.65

The Corporation of the City of Grand Forks

RECEIVED

JUL 21 2016

THE CORPORATION OF
THE CITY OF GRAND FORKS

APPLICATION FOR TAX EXEMPT STATUS

Note: Application must be received by July 31, 2016 at City Hall for consideration for tax exemption in the following year.

Name of applicant: GRAND FORKS CURLING CLUB

Mailing address: P.O. Box 358, GRAND FORKS, BC

Civic Address of the Property(s)
For Which the Exemption is being applied for: 7230 21st Street

Legal Description of the Property(s): Lot 1, D.L. 380, SDYD
Plan KAP54909

Contact person: Leigh Wilson Jan Lavergne

Title: President Manager

Telephone Number: 250 442-3916 Email Address: ccgf@telus.net

Total Budget: _____

Most Current Financial Statement must be attached to this form.

Other sources of funding: see attached

/cont'd on next page

FILE CODE

* G1 - G.F. Curling Club -
C10 - Applz. for Tax
(PT...) Exempt Status

The Corporation of the City of Grand Forks

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

The Club was founded in 1909 and has been in the present location since 1978. In 1985 the facility ownership was transferred to the RDKB. The Club continues to maintain and operate the facility. The upstairs lounge is a well used community asset. It is our goal to continue providing a clean, modern and safe facility for our region.

How does your organization benefit the Community of Grand Forks?

The Club provides curling related events throughout the winter months encouraging a healthier life style, training and coaching as well as social camaraderie. Our membership ages range from 8 yrs to 80 and beyond.

 , President
Authorized Signature

Grand Forks Curling Club

Balance Sheet As at 31/03/2016

ASSET

Current Assets

Cash Float	200.00	
Petty Cash	313.90	
Total Cash		513.90
Bank Chequing Acct.	30,723.26	
Redeemable Savings	13,314.50	
Non-Redeemable Term	20,914.72	
Bond Buster	11,893.17	
Security Term	2,782.32	
Bank Equity Shares	25.00	
Total Bank		79,652.97
American Express Receivable	0.00	
Other Credit Card Receivable	0.00	
Total Credit Card Receivables		0.00
Investments		0.00
Accounts Receivable	77.74	
Allowance for Doubtful Accounts	0.00	
Advances & Loans	0.00	
Total Receivable		77.74
Purchase Prepayments		0.00
Prepaid Expenses		1,625.50
Total Current Assets		81,870.11

Inventory Assets

Inventory Bar	2,118.37
Inventory Rock Shop	2,186.95
Inventory Prizes	821.24
Total Inventory Assets	5,126.56

Capital Assets

Leasehold Improvements		0.00
Office Furniture & Equipment	0.00	
Accum. Amort. -Furn. & Equip.	0.00	
Net - Furniture & Equipment		0.00
Vehicle	0.00	
Accum. Amort. -Vehicle	0.00	
Net - Vehicle		0.00
Building	0.00	
Accum. Amort. -Building	0.00	
Net - Building		0.00
Land		0.00
Total Capital Assets		0.00

Other Non-Current Assets

Computer Software	0.00
Goodwill	0.00
Incorporation Cost	0.00
Total Other Non-Current Ass...	0.00

Grand Forks Curling Club

Balance Sheet As at 31/03/2016

TOTAL ASSET 86,996.67

LIABILITY

Current Liabilities

Accounts Payable		592.01
Import Duty Clearing		0.00
Bank Loan - Current Portion		0.00
Bank Advances		0.00
Visa Payable	0.00	
MasterCard Payable	0.00	
American Express Payable	0.00	
Other Credit Card Payable	0.00	
Total Credit Card Payables		0.00
Corporate Taxes payable		0.00
Vacation payable		0.00
EI Payable	0.00	
CPP Payable	0.00	
Federal Income Tax Payable	0.00	
Total Receiver General		0.00
WCB Payable		0.00
User-Defined Expense 1 Payable		0.00
User-Defined Expense 2 Payable		0.00
User-Defined Expense 3 Payable		0.00
User-Defined Expense 4 Payable		0.00
User-Defined Expense 5 Payable		0.00
Deduction 1 Payable		0.00
Deduction 2 Payable		0.00
Deduction 3 Payable		0.00
Deduction 4 Payable		0.00
Deduction 5 Payable		0.00
PST Payable		1,602.03
GST/HST Charged on Sales	742.75	
GST/HST Charged on Sales - Inv	2.50	
GST/HST Paid on Purchases	-848.73	
GST/HST Payroll Deductions	0.00	
GST/HST Adjustments	0.00	
ITC Adjustments	0.00	
GST/HST Owing (Refund)		-103.48
Prepaid Sales/Deposits		0.00
Total Current Liabilities		2,090.56

Long Term Liabilities

Bank Loans		0.00
Mortgage Payable		0.00
Loans from Owners		0.00
Total Long Term Liabilities		0.00

TOTAL LIABILITY 2,090.56

EQUITY

Printed On: 20/07/2016

Grand Forks Curling Club
Balance Sheet As at 31/03/2016

Owners Equity	
Owners Contribution	0.00
Owners Withdrawals	0.00
Retained Earnings - Previous Y...	89,881.39
Current Earnings	-4,975.28
Total Owners Equity	<u>84,906.11</u>
TOTAL EQUITY	<u>84,906.11</u>
LIABILITIES AND EQUITY	<u><u>86,996.67</u></u>

The Corporation of the City of Grand Forks

APPLICATION FOR TAX EXEMPT STATUS FOR 2016

Note: Application must be received by July 31st at City Hall for consideration for tax exemption in the following year.

Name of applicant: Phoenix Manor Society
(formerly Abbeyfield Centennial House Society)

Mailing address: Box 902, Grand Forks, BC V0H 1H0

Civic Address of the Property(s)

For Which the Exemption is being applied for: 876 – 72nd Ave. Grand Forks BC

Legal Description of the Property(s): Parcel B Portion (KF1958) Block 45 Plan 72 DL 108

Contact person: Homer Good
Title: Chairman
Telephone number: 250-442-5302
Email: goodh@telus.net

Total Budget: \$135,200

Most Current Financial Statement must be attached to this form.

Other sources of funding:

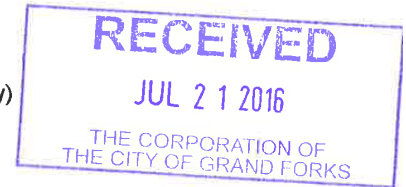
The residents of PHOENIX MANOR provide all of our income through their monthly rents. We originally budgeted for 80% occupancy. Currently our break-even is about 85% occupancy due to increasing costs. In July 2013 we had to raise the rents to the residents and refinanced our mortgage to reduce the payment to cover our increasing operating costs. This is a severe burden to some of the residents, who are all single senior citizens, many with limited incomes.

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

PHOENIX MANOR SOCIETY had its beginnings as Abbeyfield Centennial House Society.

Abbeyfield Centennial House Society was incorporated in 1997 with the mandate of establishing an "Abbeyfield Home" in Grand Forks. Pioneer Village Society donated its assets to Abbeyfield Centennial House Society to make establishing the home a possibility. Those assets were all from non-governmental sources. With a huge amount of volunteer hours by the directors and many community donations the home was built. The home can accommodate ten single seniors. The residents have a safe and secure home including meals, in a non-institutional setting. This provides the good nutrition and companionship that is commonly lacking for single seniors.

The name of the society was changed to PHOENIX MANOR SOCIETY in 2013 when the local society disaffiliated from the Canadian Abbeyfield Society for financial reasons. PHOENIX MANOR SOCIETY retains the original mandate and core values. It is not for profit and is a registered charity. Volunteers carry out all management, some routine maintenance, improvements and social activities. The Officers and Directors of PHOENIX MANOR SOCIETY are all volunteers and receive no remuneration.



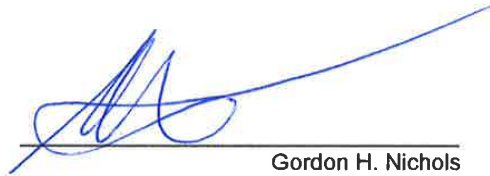
FILED
CODE
FILE
FILE
FILE
p1 Phoenix Manor
+ CIO - Society - Tax Exempt
(PT-...) status A/R/C

How does your organization benefit the Community of Grand Forks?

PHOENIX MANOR SOCIETY provides a quality senior's residence and the only, not for profit, supportive care facility, in Grand Forks. This allows our residents to continue living in the community with dignity while avoiding the necessity of residing in a public care facility at substantial public expense. The home was built and is operated using local suppliers and trades persons whenever reasonably possible. Local seniors are given preference for accommodation. PHOENIX MANOR SOCIETY employs five local persons. This means that there are up to fifteen persons contributing to local business who might well otherwise have to reside outside of Grand Forks.

Many other, not for profit, supportive care homes in BC are given tax exemptions.

The board of PHOENIX MANOR SOCIETY continues in its goal of providing affordable seniors housing in a non-institutional environment. Assistance from the City of Grand Forks in offsetting some of our cost increases through tax exemption will assist in achieving our long-term success. Tax exemptions in the past have contributed greatly to our financial health. We urge council to continue to recognize the contribution of this home and its seniors through granting a tax exemption for 2017

A handwritten signature in blue ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right.

Gordon H. Nichols
Vice-Chairman

PHOENIX MANOR SOCIETY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2015

STATEMENT A

	Operating Fund	Capital Asset Fund	Replacement Reserve Fund	Total 2015	Total 2014
REVENUES					
Tenant rent	\$ 133,901	\$ -	\$ -	\$ 133,901	\$ 149,110
Insurance proceeds	19,179	-	-	19,179	-
Phoenix Foundation	616	-	-	616	777
Patronage dividend and interest	119	-	333	452	602
Members Dues	35	-	-	35	40
Disposition of capital assets	-	(1,518)	-	(1,518)	126
	<u>153,850</u>	<u>(1,518)</u>	<u>333</u>	<u>152,665</u>	<u>150,655</u>
EXPENDITURES					
Advertising	1,281	-	-	1,281	558
Amortization	-	17,382	-	17,382	17,081
Bookkeeping fees	4,893	-	-	4,893	3,470
Cable	2,766	-	-	2,766	2,766
Dues and fees	398	-	-	398	288
Electricity, water and sewer	4,434	-	-	4,434	6,454
Food	18,976	-	-	18,976	19,810
Heating and hot water	3,178	-	-	3,178	3,366
Insurance	5,682	-	-	5,682	5,694
Mortgage interest	1,314	-	-	1,314	1,919
Office supplies and service charges	524	-	-	524	325
Property taxes	40	-	-	40	40
Repairs and maintenance	14,099	-	-	14,099	8,467
Security	441	-	-	441	251
Service contracts, cleaning and gardening	1,492	-	-	1,492	979
Supplies	684	-	-	684	346
Telephone	2,062	-	-	2,062	1,975
Tenant entertainment	714	-	-	714	649
Travel and training	680	-	-	680	-
Wages and benefits	69,121	-	-	69,121	60,373
	<u>132,779</u>	<u>17,382</u>	<u>-</u>	<u>150,161</u>	<u>134,811</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	\$ 21,071	\$ (18,900)	\$ 333	\$ 2,504	\$ 15,844

See accompanying notes to financial statements

PHOENIX MANOR SOCIETY
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEAR ENDED DECEMBER 31, 2015

STATEMENT B

	Operating Fund	Capital Asset Fund	Replacement Reserve Fund (Note 1)	Total 2015	Total 2014
BEGINNING BALANCE	\$ 11,407	\$ 368,890	\$ 55,185	\$ 435,482	\$ 419,638
Excess (deficiency) of revenues over expenditures	21,071	(18,900)	333	2,504	15,844
Interfund transfers					
Capital assets purchased	(6,230)	6,230	-	-	-
Principal payments on mortgage	(14,583)	14,583	-	-	-
Transfer to replacement reserve fund	(9,360)		9,360	-	-
Cash Transfers from Replacement Reserve	<u>4,421</u>		<u>(4,421)</u>	<u>-</u>	<u>-</u>
ENDING BALANCE	\$ 6,726	\$ 370,803	\$ 60,457	\$ 437,986	\$ 435,482

See accompanying notes to financial statements

PHOENIX MANOR SOCIETY
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2015

STATEMENT C

	Operating Fund	Capital Asset Fund	Replacement Reserve Fund	Total 2015	Total 2014
ASSETS					
CURRENT ASSETS					
Cash	\$ 3,080	\$ -	\$ -	\$ 3,080	\$ 12,149
Prepaid expenses	<u>4,457</u>	<u>-</u>	<u>-</u>	<u>4,457</u>	<u>-</u>
	7,537	-	-	7,537	12,149
INVESTMENTS - Note 1	-	-	60,457	60,457	55,185
CAPITAL ASSETS - Notes 2	<u>-</u>	<u>393,846</u>	<u>-</u>	<u>393,846</u>	<u>406,518</u>
	\$ 7,537	\$ 393,846	\$ 60,457	\$ 461,840	\$ 473,852
LIABILITIES					
CURRENT LIABILITIES					
Accounts payable - Note 3	\$ 811	\$ -	\$ -	\$ 811	\$ 742
LONG-TERM DEBT - Note 4	<u>-</u>	<u>23,043</u>	<u>-</u>	<u>23,043</u>	<u>37,628</u>
	811	23,043	-	23,854	38,370
FUND BALANCES					
INVESTMENT IN CAPITAL ASSETS	-	370,803	-	370,803	368,891
UNRESTRICTED	<u>6,726</u>	<u>-</u>	<u>60,457</u>	<u>67,183</u>	<u>66,591</u>
	6,726	370,803	60,457	437,986	435,482
	\$ 7,537	\$ 393,846	\$ 60,457	\$ 461,840	\$ 473,852

APPROVED ON BEHALF OF THE

Jim Burch

_____, Director

See accompanying notes to financial statements

PHOENIX MANOR SOCIETY
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2015

Note 1 INVESTMENTS

Investments comprise of loans receivable to the Capital Asset Fund and investments established for the Replacement Reserve Fund.

Replacement Reserve Fund

Is a Fund created to pay for major capital repairs to the Phoenix Manor Society.

	2015	2014
Grand Forks District Savings Credit Union		
Business savings account	\$ 28,251	\$ 15,298
One year term with interest at 0.75%, matures March 15, 2016	<u>32,206</u>	<u>39,887</u>
	<u>\$ 60,457</u>	<u>\$ 55,185</u>

The changes in the replacement reserve fund consist of the following:

Balance, beginning of year	\$ 55,185	\$ 48,624
Add: Transfer from operating fund for the year	9,360	9,360
Interest income	333	330
Less: Transfers to operating fund	<u>(4,421)</u>	<u>(3,129)</u>
	<u>\$ 60,457</u>	<u>\$ 55,185</u>

Capital asset purchases for the year consists of:

Living room leather chairs	\$ -	\$ 1,785
Kitchen chairs	-	1,546
Kitchen Cabinets	3,860	-
Range and Microwave	1,122	-
Upstairs Foyer TV	150	-
Dryer	393	-
Dishwasher	<u>705</u>	<u>-</u>
	<u>\$ 6,230</u>	<u>\$ 3,331</u>

Note 2 CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value	
			2015	2014
Land	\$ 65,300	\$ -	\$ 65,300	\$ 65,300
Building	553,677	235,435	318,242	330,132
Furniture	11,186	3,411	7,775	8,291
Pavement and sidewalk	<u>6,654</u>	<u>4,125</u>	<u>2,529</u>	<u>2,795</u>
	<u>\$ 636,817</u>	<u>\$ 242,971</u>	<u>\$ 393,846</u>	<u>\$ 406,518</u>

PHOENIX MANOR SOCIETY
December 31, 2015

Notes continued

Note 3 ACCOUNTS PAYABLE

	2015	2014
Payroll deductions payable	\$ <u>811</u>	\$ <u>742</u>
	\$ <u>811</u>	\$ <u>742</u>

Note 4 LONG-TERM DEBT

	2015	2014
Grand Forks District Savings Credit Union		
Payable on an interest only bases and repaid in full in January 2016	\$ <u>23,043</u>	\$ <u>37,628</u>

RECEIVED

JUN 22 2016

THE CORPORATION OF
THE CITY OF GRAND FORKS



BRITISH COLUMBIA-YUKON
COMMAND

Grand Forks Legion Br 59

21 June, 2016

Br. # 59 The Royal Canadian Legion
7353 6TH street
PO Box 836
Grand Forks, BC
V0H 1H0

250-442-8400
Fax # 250-442-8459

The Corporation of the city of Grand Forks
Box 220
Grand Forks, BC
V0H 1H0

Dear Sir or Madam

Tax Exemption for 2016

Please find enclosed application for tax exemption which includes:

- Our goals and benefits to our community.
- Itemized list of our contributions for the years 2011 to 2015.
- Branch income statement for the year ending 31 December, 2015.

Could you please give serious consideration to our request for tax exemption.

Yours truly,

John LePage
Secretary

Joe Tatangelo
President

FILE CODE

+R5 - Royal Can. Legion
C/O - Tax Exemption 2016

June, 2016

History of The Royal Canadian Legion Br. # 59

Our organization was established in 1926. We are pleased to be celebrating 90 years of service to the community this year. We are a non-profit organization and contribute greatly to various charitable organizations in Grand Forks and district areas - along with many other organizations who have requested financial assistance in the province for over 40 years.

We donate to sports organizations (especially youth) and provide funds for equipment, travel expenses, rental fees, uniforms, etc. Our scholarship donations are provided to students for continual educational needs. We are continuing to donate annually to BETHS (Boundary Emergency Transition Housing Society). Other donations are often provided to other areas as required, example being Provincial Seniors sports. We have helped pay for the costs of medals needed for presentation. Warfield BC is another example for junior track and field events. We support when we have the funds to do so. The poppy fund is a separate source of funding provided to veterans and their families when needed.

APPLICATION FOR TAX EXEMPT STATUS

Note: Application must be received by **August 2nd** at City Hall for consideration for tax exemption in the following year.

Name of applicant: The Royal Canadian Legion Branch # 59

Mailing address: Box 836
Grand Forks, BC V0H 1H0

Civic Address of the Property(s)
For Which the Exemption is being applied for: 7353 6TH Avenue,
Grand Forks, BC

Legal Description of the Property(s): Lots 18, 19, 20
Block 29 DL108 SDYD Plan 21

Contact person: John LePage

Title: Branch Secretary

Telephone Number: 250-442-8400 Email Address: rc/bt 59@gmail.com

Total Budget: _____

Most Current Financial Statement must be attached to this form.

Other sources of funding: See Attached

/cont'd on next page

The Corporation of the City of Grand Forks

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

See attached.

How does your organization benefit the Community of Grand Forks?

See attached.



John LePage, BRANCH SECRETARY.
Authorized Signature

The Corporation of the city of Grand Forks, BC

Then Royal Canadian Legion

How does our organization benefit the community?

The Royal Canadian Legion is of great benefit to our community with donations to youth organizations; hockey, swimming baseball, basketball, junior curlers, slow pitch, rugby skating, camping, BMX club, etc.

Benefits are provided to our veterans and their families through the poppy fund. We donated all our wheel chairs and walkers to the Canadian Red Cross. We hold breakfast with Santa for the children and families each year with proceeds going to the Christmas hampers toys for the children. We donate the use of our hall to Air cadets and Girl guides for their functions each year.

We participate in parades and celebrations within our community with our Colour Party. In case of emergency or disaster, our legion hall has always been available. We sponsor Air Cadet Squadron # 841. In the event of a fire, or flood disaster, our legion can be counted on for support.

We also host legion conventions in our zone which includes; Rossland, Castlegar, Trail, Salmo, Slocan, Nelson, Kaslo and Nakusp. This pumps cash flow into Grand Forks and advertises our wonderful community. We strive to keep our legion active and responsible.

Authorized Signature



Joe Tatangelo

President

Authorized Signature



John LePage

Secretary

The Royal Canadian Legion Branch # 59 Charitable Donations by Meat
Draws and Bingo Through the Gaming Account for 1998 to 2015
18 YEARS.

1998 \$ 19,388.00

1999 \$ 12,893.00

2000 \$ 23,226.00

2001 \$ 31,604.00

2002 \$ 18,283.00

2003 \$ 17,908.00

2004 \$ 20,222.00

2005 \$ 31,790.00

2006 \$ 25,379.00

2007 \$ 22,739.00

2008 \$ 20,950.00

2009 \$ 20,855.00

2010 \$ 13,205.00

2011 \$ 10,585.00

2012 \$ 11,504.00

2013 \$ 12,500.00

2014 \$20,100.00

2015 \$20,972.00

TOTAL = \$ 354,703

**ROYAL CANADIAN LEGION BR.59 DONATIONS FROM
MEAT DRAW & BINGO ORGANIZATION #110036**

DATE:	RECIPIENT NAME	CHEQUE	PURPOSE	AMOUNT
2011				
JAN. 7	Maylyn Ellis	684	Scholarship	\$ 300.00
Jan.22	Samantha Obrien	687	Scholarship	\$ 250.00
Feb.25	Boundary Museum	695	Display Material	\$ 300.00
Feb.25	Phonix Mt. Racers	696	Equipment	\$ 500.00
Feb.25	Pee Wee Hockey	697	Ice Rental	\$ 500.00
Apr.25	Boundary Baseball	712	Equipment	\$ 500.00
Apr.25	Cancelled	713		
Apr.25	Pipes & Drums	714	Equipment	\$ 500.00
Apr.25	Air Cadets #841	715	Travel expense	\$ 500.00
Apr.25	Piranha Swlm Club	716	Equipment	\$ 500.00
May25	Hospice Society	724	Equipment	\$ 500.00
May25	Bndry Women Res.	725	Suplies	\$ 500.00
Sep.28	Girl Guides	751	Equipment	\$ 500.00
Sep.28	G.F. Fall Fair	752	Trophy Engraving	\$ 35.00
Sep.28	B.M.X. Club	753	Equipment	\$ 500.00
Nov.12	Boys Basketball	763	Equipment	\$ 500.00
Nov.12	Junlor Curlers	764	Ice Rental	\$ 500.00
Nov.12	Boys Soccer Club	765	Equipment	\$ 500.00
Dec.12	Bndry Emer. House	771	Suplies,Room	\$ 500.00
Dec.12	Senlor Games	772	Medals,Equip.	\$ 500.00
Dec.12	B.C. Cancer	773	Research	\$ 500.00
Dec.20	Com. Hamper	776	Toys for Klds	\$ 200.00
Dec.20	G/F. Food Bank	777	Food Supplles	\$ 1000.00
Dec.20	Girls Basketball	778	Equipment	\$ 500.00
Total for 2011			\$10,585.00	

ROYAL CANADIAN LEGION
BR. 59
1000 100th St
Surrey, BC
V4N 1C4
Tel: 442-8400

Royal Canadian Legion Br. 59: Donations from Meat Draw/Bingo 2012

DATE:	RECIPIENT NAME:	CHQ.NO.	PURPOSE:	AMOUNT
FEB.29	G.F. PIPE BAND	792	EQUIPMENT	\$1000.00
FEB.29	PEE WEE HOCKEY	793	RINK RENTAL	\$ 500.00
FEB.29	B.E.T.H. (SHELTER)	794	EQUIPMENT	\$1000.00
FEB.29	G.F.CADETS #841	795	TRAVEL	\$1000.00
FEB.29	BNDRY WOMEN'S	796	EQUIPMENT	\$ 500.00
APR.13	PIRANHA SWIM	807	TRAINING	\$ 500.00
APR.13	YOUTH SOCCER	809	EQUIPMENT	\$ 500.00
APR.13	BMDRY HOSPICE	810	EQUIPMENT	\$ 500.00
APR.13	BMX CLUB	812	TRAINING	\$ 500.00
APR.13	G.F. BASEBALL	813	EQUIPMENT	\$ 500.00
MAY.5.	FIRE RESCUE	818	REPAIRS	\$ 504.00
JUN.30	G.F.FAST PITCH	860	EQUIPMENT	\$ 500.00
JUN.30	SEARCH/RESCUE	861	EQUIPMENT	\$ 500.00
JUN.30	G,F, FALL FAIR	862	RENTAL	\$ 500.00
JUN.30	G.F.GIRL GUIDES	863	TRAVEL	\$ 500.00
SEP.15	MAYA WOLD	881	SCHOLARSHIP	\$ 500.00
SEP.20	G.F. JR.CURLERS	883	RINK RENTAL	\$ 500.00
SEP.20	G.F.FUGURE SKATERS	884	EQUIPMENT	\$ 500.00
OCT.25	PHOENIX MTN RACERS	891	EQUIPMENT	\$ 500.00
DEC.8	G.F.FOOD BANK	900	SUPPLIES	\$1000.00
DEC.8	B.E.T.H.(SHELTER)	901	SUPPLIES	\$ 500.00
DEC.15	GOSPEL CHAPEL	904	HAMPERS	\$ 350.00
TOTAL DONATIONS FOR 2012 =				\$12,854.00

John H. Hodge

		Der. 4-2013 7-Nov-13			
	Request	Royal Canadian Legion Br.59 Box 836	Proposed	Actual	Date
		Donatoins 2013			
		(Y=yes Requested ; C=completed)			
1		Pee Wee Hockey			
2	y-c	G.F.Air Cadets #841 (Dawna Small 2-6890)	1000	1000	6-Nov
3		Bound.Emer.Transition House S. (BETHS)			
4		Women's center			
5	y-c	G.F.Pipes & Drums	1000	1000	18-Jun
6		Piranha Swimmers			
7		Youth Soccer			
8	y-c	G.F.Hospice (Lori 443-2162)(Christine Brooks 2-2162)	500	500	6-Nov
9		Boundary Baseball			
10		Junior Curlers girls (Ken Ludwar 2-5085, c-3-4778)			
11	y-c	Search & Rescue (Lawrence Radford)442-3011	1000	1000	8-Nov
12	y-c	Girl Guides (Marg Wernick 2-3810)	500	500	6-Nov
13	y-y	G.F.Food Bank (Larry Dickerson)(Sonia Cyr)	1000	1000	4-Dec
14		Boy's Basketball (Dennis Thome 2-2722)			
15		BMX Club			
16	y-c	Girl's Senior Basketball	500	500	28-May
17		High School Scholarship - pending	1000	1000	
18	y-c	G.F.fire & Rescue (Barb Charlton 2-0635)	1000	1000	18-Jun
19	y-c	G.F.Fall fair	500	500	27-Jul
20		G.F.Figure Skaters (AllanRegan 2-4051)			
21	y-c	G.F.Fast Pitch girls (Lee-Anna Klassen 2-5502, c-2-7221)	500	500	6-Nov
22	y-c	G.F.Phoenix Racers (office 2-5870; Astrid 2-0028)	500	500	6-Nov
23	y-c	Boundary Museum (Cliff Schuh 2-2895)	500	500	6-Nov
24	y-c	Law Enforcement Torch Run	500	500	30-Sep
25	y-y	Community Xmas Dinner (Paula Wolkosky)	1000	1000	4-Dec
26	y-c	Community Xmas Hamper(Roxanne Smith)	1000	1000	4-Dec
27	y-c	Whispers of Hope (Andre)	500	500	4-Dec
28					
			\$ 12,500	\$ 12,500	

Royal Canadian Legion Br.59 Box 836

Donations 2014

(c = Completed x=mail entries)


			ACTUAL	DATE	CK.#
1	c	G.F.Air Cadets #841	\$ 1,000.00	Jun.28	Ck.40
2	c	Bound.Emer.Transition House S.	\$ 2,000.00	Jun.28	Ck.39
3	c	G.F.Pipes & Drums	\$ 1,000.00	Jun.28	Ck.41
4	c	G.F.Fall fair	\$ 500.00	Jun.28	Ck.42
5	c	Boundary Women's Coalation	\$ 500.00	Oct.28	Ck.59
6	c	Boundary Community Hospice Assoc.	\$ 500.00	Nov.10	Ck.83
7	c	Search & Rescue	\$ 1,000.00	Nov.10	Ck.80
8	c	Girl Guides	\$ 500.00	Nov.10	Ck.81
9	c	G.F.Food Bank	\$ 1,000.00	Nov.10	Ck.82
10	c	G.F.Fire & Rescue	\$ 1,000.00	Nov.10	Ck.79
11	c	Boundary Museum	\$ 500.00	Nov.10	Ck.78
12	c	Community Xmas Dinner	\$ 2,000.00	Nov.10	Ck.76
13	c	Community Xmas Hamper	\$ 2,000.00	Nov.10	Ck.77
4	c	Whispers of Hope (Andre)	\$ 500.00	Nov.10	Ck.84
15	c	BMX	\$ 500.00	Dec.10	Ck.91
16	c	Piranha Swimmers	\$ 500.00	Dec.10	Ck.92
17	CX	BC Professional Fire Fighters' Burn Fund	\$ 500.00	Sept.18	Ck.63 ⁹⁵
18	CX	PALS Autism School Society	\$ 500.00	Sept.18	Ck.64
19	CX	Vets Transition Program	\$ 500.00	Sept.18	Ck.65
20	CX	Canuck Place Children's Hospice	\$ 500.00	Sept.18	Ck.61
21	CX	Youth Track & Field (Legion Foundation - "Track & Field")	\$ 500.00	Sept.18	Ck.60
22	CX	Law Enforcement Torch Run (Special Plympics BC)	\$ 500.00	Sept.18	Ck.62
23	c	Thanksgiving Dinner at Senior's Center	\$ 1,100.00	Nov.7	Ck.86
24	c	Christina Lake Fire & Rescue	\$ 1,000.00	Dec.10	Ck.94
			\$ 20,100.00		

R.C.L. Gaming Account

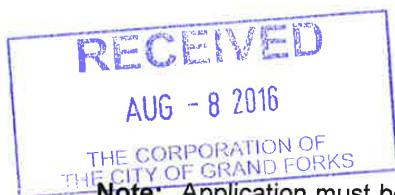
Transactions by Account Report 2015-01-01 to 2015-12-31

Sorted by: Transaction Number

Date	Comment	Source #	Tr...	Debits	Credits	Balance	
5010	Charitable Donations					-	Dr
2015-02-25	Boun Youth So...	chq 111	J26	500.00	-	500.00	Dr
2015-02-25	GF Pipes & Dr...	chq 112	J27	2,000.00	-	2,500.00	Dr
2015-04-24	Whispers of Ho...	chq 133	J77	2,000.00	-	4,500.00	Dr
2015-04-24	Boun Babe Rut...	chq 136	J78	500.00	-	5,000.00	Dr
2015-04-24	Boun Women's...	chq 136	J79	500.00	-	5,500.00	Dr
2015-04-24	Rev J78	Bkkpr	J80	-	500.00	5,000.00	Dr
2015-04-24	Rev J79	Bkkpr	J81	-	500.00	4,500.00	Dr
2015-04-24	Bound Babe R...	chq 134	J82	500.00	-	5,000.00	Dr
2015-04-24	Bound Women'...	chq 136	J83	500.00	-	5,500.00	Dr
2015-04-24	Bound Comm ...	chq 137	J84	2,000.00	-	7,500.00	Dr
2015-06-01	PTSD	chq 146	J114	500.00	-	8,000.00	Dr
2015-06-01	Bound Air Cad...	chq 147	J115	500.00	-	8,500.00	Dr
2015-06-01	Bound Hospice...	chq 148	J116	500.00	-	9,000.00	Dr
2015-06-01	Bound Girl's F...	chq 149	J117	500.00	-	9,500.00	Dr
2015-06-01	GF BMX Club	chq 150	J118	500.00	-	10,000.00	Dr
2015-06-11	CL Fire Dept	chq 153	J122	100.00	-	10,100.00	Dr
2015-06-19	GF Special Oli...	chq 157	J128	500.00	-	10,600.00	Dr
2015-06-19	Vet's Transiti...	chq 160	J131	500.00	-	11,100.00	Dr
2015-06-19	GF Dist Fall Fair	chq 161	J132	500.00	-	11,600.00	Dr
2015-06-19	BFIS	chq 162	J133	500.00	-	12,100.00	Dr
2015-07-02	maxwell Nichol...	chq 167	J148	1,000.00	-	13,100.00	Dr
2015-07-31	May 27	chq 146	J165	-	300.00	12,800.00	Dr
2015-03-18	GF Volleyball ...	chq 117	J189	500.00	-	13,300.00	Dr
2015-03-18	G Hoodikoff Sc...	chq 118	J190	500.00	-	13,800.00	Dr
2015-03-18	GF Girl's bask...	chq 119	J191	500.00	-	14,300.00	Dr
2015-03-18	GF Jr Boy's ba...	chq 120	J192	500.00	-	14,800.00	Dr
2015-03-18	GF Rugby -boy...	chq 121	J193	500.00	-	15,300.00	Dr
2015-03-18	GF Golf boys a...	chq 122	J194	500.00	-	15,800.00	Dr
2015-10-01	GF Seniors So...	chq 185	J215	800.00	-	16,600.00	Dr
2015-10-22	Xmas Hamper ...	chq 189	J224	500.00	-	17,100.00	Dr
2015-10-22	GF Fire & rescue	chq 190	J225	1,000.00	-	18,100.00	Dr
2015-10-22	CL Fire & Resc...	chq 191	J226	1,000.00	-	19,100.00	Dr
2015-11-18	Bound Comm ...	chq 196	J248	500.00	-	19,600.00	Dr
2015-11-18	Whispers of Ho...	chq 197	J249	500.00	-	20,100.00	Dr
2015-11-18	CL Xmas Ham...	chq 198	J250	500.00	-	20,600.00	Dr
2015-12-14	GF Comm Xm...	chq 302	J257	372.00	-	20,972.00	Dr
				22,272.00	1,300.00		

To ^{Roxanne or} whom it may 
concern
My apologies for not
being able to get this
in sooner. Difficult
circumstances create
challenges to overcome
unexpectedly.

Thanking you
in advance for
your kind con-
sideration.
E. Semenov



The Corporation of the City of Grand Forks

APPLICATION FOR TAX EXEMPT STATUS for 2017

Note: Application must be received by July 31, 2016 at City Hall for consideration for tax exemption in the following year.

Name of applicant: Grand Forks Slavonic Senior Citizens Society
Branch No. 143

Mailing address: P.O. Box 2848
Grand Forks BC V0H 1H0

Civic Address of the Property(s)
For Which the Exemption is being applied for: 686 72nd Ave.

Legal Description of the Property(s): Lot 8, Block 25, Plan 23,
District Lot 108, Similkameen Div. of Yale.
Land District PID: 003 - 303 - 721

Contact person: Elizabeth Semenoff

Title: President

Telephone Number: 250-442-2609 Email Address: elizsemenoff@yahoo.ca

Total Budget: approx. \$10,000

Most Current Financial Statement must be attached to this form.

Other sources of funding: Memberships, Fundraising,
Donations from Regular and Occasional Users

FILE CODE

G.F. Slavonic Sr.
C/O - Citizens Society - Appliz
(PT...) for Tax Exempt Status 1

cont'd on next page

The Corporation of the City of Grand Forks

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

How does your organization benefit the Community of Grand Forks?

We have available a pleasant easily accessible and affordable safe-smoke free-setting for smaller group and family-type activities... Our popular monthly vegetarian potluck luncheons provide opportunities for varied meals and interaction with others.

Elizabeth Sernenoff
Authorized Signature

GF Slavonic Senior Citizens Society

GRAND FORKS Slavonic Senior Citizens Society-Branch No.143
Registration No. S-13290

Financial Statement for the year ending December 31, 2015

REVENUE:

CU Balance January 1, 2015	\$	\$ 1,712.30
Membership Dues/User Fees	120.00	
Use of Centre Donations	330.00	
Food Committee	207.25	
CU Shareholder Dividends	5.87	
Returned Kelowna Funds	286.89	
	\$ 950.01	\$ 950.01
Transfer from Terms		7,241.86
Temporary loans from Members		3,677.00
		\$ 13,581.17

EXPENDITURES:

Utilities-City of Grand Forks	\$ 991.31	
Fortis BC	865.72	
Telus	283.20	
Shaw Communications(re: Internet)	741.96	
Insurance on Building	1,367.00	
Snow Removal	30.00	
Luncheon (Annual Christmas-Omega)	110.00	
CU Charges	5.31	
New Horizons for Seniors(2013-2014)	9,131.91	
	\$ 13,526.41	\$ 13,526.41

CU Balance December 31, 2015 \$ 54.76

2015 Revenue <\$ 12,576.40>

Grand Forks Slavonic Senior Citizens Society

Branch No. 143

PO Box 2848 Grand Forks BC V0H 1H0

To: Corporation of the City of Grand Forks
Application for Tax Exempt Status for the Year 2017

The Grand Forks Slavonic Senior Citizens Society was officially registered with the province of British Columbia as a non-profit Society July 6, 1977.

The purposes of the Society are “to provide a non-profit co-operative organization to make recreational facilities available for the seniors of the Grand Forks district—for discussion of current events, (to) engage in crafts, hobbies, entertainment, fellowship, education (for) betterment of the senior citizens.” Any person who subscribes to the purposes of the Society may apply for membership—voting members being 50 years and over, non-voting members being under the age of 50 years.

Through considerable hard work, diligence and creativity of its members the Society succeeded in purchasing property and renovating the premises which were ready for occupancy in 1987. Some years later the building was extended to provide more space for activities. These activities include fellowship, food, card games, billiards/pool, shuffleboard, singing—which generally take place Saturdays and varied weekdays and evenings. We also have equipment for wide-screen movie/program presentations, carpet bowling and bingo. Regular membership meetings are generally held monthly or as needed.

As a grateful recipient in a New Horizons project for seniors entitled ACCESS—Adapting Community Computer Services for Seniors (initiated by Community Futures in partnership with the local Public Library) we aim to utilize lifelong learning opportunities to upgrade our media skills.

We continue to lose a significant number of our most active members to attrition (as the majority were octogenarians and older). Younger members would be able to provide some much-desired vitality! We would be thrilled to have interested and committed volunteers come forward to help initiate

and coordinate additional programs. As well we are hopeful of seeking out suitable/compatible partnerships.

Our largest expenditures include utilities and insurance (the cost of which continues to rise). Income is generated through membership dues/fees at \$40.00 annually. Those who wish to keep up their membership but due to age/infirmity/accessibility are unable to participate regularly contribute \$10.00 annually.

Those who do not bring food for the popular monthly vegetarian potluck lunch donate \$6.00 in lieu. Occasionally there are special meals prepared by volunteer members—for a suggested donation of \$6.00 per person. For a drop-in fee of \$2.00 members are able to participate in the various activities. Regular and occasional users of the facility provide donations for the privilege.

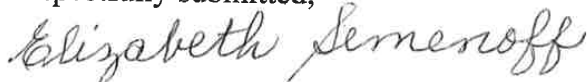
We are most grateful to the Corporation of the City of Grand Forks for a \$1000.00 Grant in Aid (2011) which was used primarily to address safety/maintenance/usability issues (financial statement provided in 2013).

Upgrading of lighting was completed courtesy of the FortisBC/LiveSmart BC Lighting Installation Program (FLIP). As well, thanks to the New Horizons for Seniors Program, considerable upgrading—primarily of floors, windows, washrooms and kitchen—was made possible. Phase three—heating/cooling and hot water systems upgrade—~~was~~ completed in early 2015. Future projects requiring attention will include roof work, games room, lower level and program development.

As with many other societies/groups we are struggling to balance our income and expenditures. These are challenging times which will require creative and innovative thinking and strategies to be able to respond to the emerging needs of our members/community/society.

We thank you for your support and consideration!

Respectfully submitted,



Elizabeth Semenoff, President Grand Forks Slavonic Senior Citizens Society

The Corporation of the City of Grand Forks



APPLICATION FOR TAX EXEMPT STATUS

Note: Application must be received by July 31, 2016 at City Hall for consideration for tax exemption in the following year.

Name of applicant: Sunshine Valley Child Care Society (Little Respite Centre)

Mailing address: PO BOX 435 GRAND FORKS, BC V0H 1H0

Civic Address of the Property(s)

For Which the Exemption is being applied for: 978 72ND AVE

GRAND FORKS, BC

Legal Description of the Property(s):

Folio 21000405005

P/D 007-836-775

PLAN KAP 38294 DISTRICT LOT: 108

LAND DISTRICT 54 SIMILKAMEEN DIV OF YALE LAND DISTRICT

Contact person: Fatima Faria

Title: Executive Director

Telephone Number: 250-442-5314 Email Address: SVCCS@telus.net

Total Budget: \$ 304,312.00

Most Current Financial Statement must be attached to this form.

Other sources of funding: Parent Fees, Community Donations

Ministry of Children & Family Development, Fundraising

/cont'd on next page

FILE CODE

C/O Sunshine Valley Child
SI - Care Society Tax Exempt
(PT 000) Status

The Corporation of the City of Grand Forks

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

See Attached .

How does your organization benefit the Community of Grand Forks?

Licensed
We are the only group child care centre
from Birth to 12 in the entire Boundary. SVCS
benefits many families & supports them through childcare,
outreach programs & workshops held at the Little Peoples Centre
We are active with local seniors & connecting children with
other community members



Authorized Signature

SUNSHINE VALLEY CHILD CARE SOCIETY is a non-profit, registered charitable society. It began in May 1977 in the Wildlife Hall. In March 1978 it moved into its present location. The Board of Directors, comprised of members from all facets of the community, is elected at the Society's Annual General Meeting. Any individual who subscribes to the purposes of the Society may become a member by paying the annual membership fee.

MISSION STATEMENT

We, SUNSHINE VALLEY CHILD CARE SOCIETY, recognize and respond to the changing childcare needs for children and families by providing and encouraging, relevant programs and support services within the Boundary Region.

GOALS OF SUNSHINE VALLEY CHILD CARE SOCIETY

- ◆ To facilitate and promote healthy growth of children and families.
- ◆ To recognize and respect the uniqueness of the individual and the family.
- ◆ To offer developmentally appropriate programs and support services to all children and families in our community.
- ◆ To provide a safe, nurturing environment that is multicultural and non-sexist.
- ◆ To educate, by providing relevant programs, information, training events, resources, and professional development.
- ◆ To work in partnership with other service providers by encouraging communication, awareness and networking.
- ◆ To engage in funding partnerships with other groups and organizations when appropriate.
- ◆ To promote and maintain an ongoing commitment to a team model approach.

Parental and community support is imperative for the Centre's operation. We welcome and encourage active participation and support for all of its activities.

We currently operate 4 programs for children from birth to 12 years old. Infant and Toddler daycare, a Preschool program, a Group daycare for 2 ½ year olds to kindergarten age and a School age program for 6 to 12 year olds. We also offer support services to community members seeking child care and education on child development.

10:15 AM

Sunshine Valley Child Care Society

07/13/16

Balance Sheet

Accrual Basis

As of March 31, 2016

	Mar 31, 16
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CASH & CREDIT UNION	
1001 · CASH ON HAND (actual cash)	71.58
1030 · CU SHARE ACCOUNTS	
1031 · CU-Non-guaranteed equity share (#20147 5)	100.00
Total 1030 · CU SHARE ACCOUNTS	100.00
1069 · CU CHEQUING ACCOUNTS	
1060 · CU- General Chequing (#20147 5)	24,759.03
1062 · CU- Gaming Account (#40691 8)	19,786.04
Total 1069 · CU CHEQUING ACCOUNTS	44,545.07
Total 1000 · CASH & CREDIT UNION	44,716.65
1600 · RESTRICTED CASH	
1041 · CU- Plan 24 Savings (#20147 5)	7,617.53
1042 · CU- Investment Share Savings (#20147 5)	870.78
1045 · Non Redeemable Term (18 month Nonredeemable Term)	10,648.78
Total 1600 · RESTRICTED CASH	19,137.09
Total Chequing/Savings	63,853.74
Accounts Receivable	
1200 · Accounts Receivable	20,841.70
Total Accounts Receivable	20,841.70
Other Current Assets	
1205 · OTHER RECEIVABLES	
1201 · GST/HST 50% Receivable	751.10
Total 1205 · OTHER RECEIVABLES	751.10
1210 · Allowance For Doubtful A/C	(6,124.23)
1499 · Undeposited Funds (Cash clearing)	213.00
Total Other Current Assets	(5,160.13)
Total Current Assets	79,535.31
Fixed Assets	
1450 · Building (net of amortization)	
1460 · Accumulated Depreciation (on Building only)	(77,913.13)
1450 · Building (net of amortization) - Other	237,438.45
Total 1450 · Building (net of amortization)	159,525.32
1500 · Equipment & Furniture (at cost)	
1505 · Accumulated Depr-Equipment	(93,148.73)
1500 · Equipment & Furniture (at cost) - Other	101,894.11
Total 1500 · Equipment & Furniture (at cost)	8,745.38
1550 · Computer Equipment (Computer Equipment)	
1555 · Accumulated Depr-Computer	(2,776.85)
1550 · Computer Equipment (Computer Equipment) - Other	3,547.92
Total 1550 · Computer Equipment (Computer Equipment)	771.07
Total Fixed Assets	169,041.77
TOTAL ASSETS	248,577.08

10:15 AM

Sunshine Valley Child Care Society

07/13/16

Balance Sheet

Accrual Basis

As of March 31, 2016

	Mar 31, 16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2200 · Accounts Payable	1,357.06
Total Accounts Payable	1,357.06
Other Current Liabilities	
2205 · Accrued liabilities	2,283.45
2210 · Boundary Child Care R & R	7,807.91
2291 · WAGES PAYABLE	
2290 · Wages payable	7,750.82
2300 · Vacation Pay Accrued	
2101 · Vacation Pay Paid Out	(4,074.45)
2300 · Vacation Pay Accrued - Other	5,696.62
Total 2300 · Vacation Pay Accrued	1,622.17
2430 · Sick Leave Accrual (estimated)	10,844.60
Total 2291 · WAGES PAYABLE	20,217.59
2301 · EMPLOYEE DEDUCTIONS PAYABLE	
2335 · DUE TO RECEIVER GENERAL	
2310 · Employment Insurance	1,045.22
2320 · CPP Payable	1,853.94
2330 · Income Tax Payable	2,073.38
Total 2335 · DUE TO RECEIVER GENERAL	4,972.54
2420 · BCGEU Union dues payable	738.08
Total 2301 · EMPLOYEE DEDUCTIONS PAYABLE	5,710.62
2401 · EMPLOYEE BENEFITS PAYABLE	
2440 · Medical Services Plan (BC medical)	(226.22)
2470 · WCB Accrual	371.24
Total 2401 · EMPLOYEE BENEFITS PAYABLE	145.02
Total Other Current Liabilities	36,164.59
Total Current Liabilities	37,521.65
Long Term Liabilities	
2690 · DEFERRED CONTRIBUTIONS	
2720 · Sick leave replacement reserves	10,845.00
2730 · Vacation replacement reserve	6,442.00
2750 · Reserve for Building Improvemet	10,000.00
Total 2690 · DEFERRED CONTRIBUTIONS	27,287.00
Total Long Term Liabilities	27,287.00
Total Liabilities	64,808.65
Equity	
3100 · Investment in capital assets	168,434.04
3560 · Unrestricted net assets	(6,433.99)
3910 · Internally Resticted Funds (Transfer in/out to internally restricted fun...	12,030.00
Net Income	9,738.38
Total Equity	183,768.43
TOTAL LIABILITIES & EQUITY	248,577.08

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Sunshine Valley Child Care Society

07/13/16

Profit & Loss

Accrual Basis

April 2015 through March 2016

	Apr '15 - Mar 16
Ordinary Income/Expense	
Income	
4000 · PROGRAM FEES (Fees charged for child care)	
4002 · Daycare Revenue	
4420 · CCOF Program - Daycare	22,100.84
4440 · Subsidies - Daycare	81,644.28
4002 · Daycare Revenue - Other	45,869.65
Total 4002 · Daycare Revenue	149,614.77
4004 · Preschool Revenue	
4422 · CCOF Program - Preschool	1,898.82
4442 · Subsidies - Preschool	2,002.50
4004 · Preschool Revenue - Other	16,804.00
Total 4004 · Preschool Revenue	20,705.32
4006 · Infant Toddler Revenue	
4426 · CCOF Program - Infant Toddler	18,330.00
4443 · Subsidies - Infant Toddler	21,568.43
4006 · Infant Toddler Revenue - Other	48,265.70
Total 4006 · Infant Toddler Revenue	88,164.13
4012 · School Age Program	
4424 · CCF Program - School Age	1,705.20
4444 · Subsidies - School Age	13,149.77
4012 · School Age Program - Other	12,783.40
Total 4012 · School Age Program	27,638.37
4015 · Supported Child Care	39,227.08
4480 · BCGEU (fees to cover wages)	588.64
Total 4000 · PROGRAM FEES (Fees charged for child care)	325,938.31
4400 · FUNDING FOR WAGES	
4411 · BCCRR 10% Admin funding	6,884.99
Total 4400 · FUNDING FOR WAGES	6,884.99
4466 · Gaming Program Grant	38,500.00
4600 · MISCELLANEOUS & INTEREST INCOME	
4425 · Donations & Fundraising Income	80.00
4475 · Yearly Memberships (Yearly Society Memberships)	34.00
4600 · MISCELLANEOUS & INTEREST INCOME - Other	5.00
Total 4600 · MISCELLANEOUS & INTEREST INCOME	119.00
4610 · Returned Cheque Charges	5.00
Total Income	371,447.30
Expense	
5000 · PROGRAM COSTS	
5010 · Advertising & Promo (Programs)	776.70
5011 · Board Meeting Expense	497.75
5020 · Telus - Administration	1,727.86
5025 · Telus - Little People's DC & PS	447.73
5035 · Bank Charges Expense	460.00
5045 · Criminal Record Checks	400.00
5065 · Groceries Expense	652.12
5070 · Insurance, Liability	3,572.00
5078 · Memberships, dues & fees	55.00
5080 · Miscellaneous Expense	1,015.97
5100 · Office Supplies Expense	538.26
5127 · Photocopier Expense	157.91
5140 · Postage Expense	130.70
5145 · Professional Fees - Audit & Leg	1,839.88
5160 · Supplies - General	2,733.67
5165 · Supplies - Daycare & Preschool	1,376.26

10:13 AM

Sunshine Valley Child Care Society

07/13/16

Profit & Loss

Accrual Basis

April 2015 through March 2016

	Apr '15 - Mar 16
5170 · Supplies - Infant Toddler	433.57
5179 · Supplies - School Age Program (Purchases for school age program)	203.77
5180 · Travel Expense	507.65
5190 · Internet & Computer Expense (Telus Internet, Computer professional f...	1,426.38
5200 · Workshops & staff training	1,129.20
Total 5000 · PROGRAM COSTS	20,082.38
5001 · FACILITY COSTS	
5015 · Fortis BC Gas Expense (LPC)	737.96
5155 · Repairs & Maintenance	10,000.47
5182 · Utilities - Electr,water,sewer	4,564.45
Total 5001 · FACILITY COSTS	15,302.88
5002 · WAGES & BENEFITS	
5300 · Wages, Administration	59,428.98
5302 · Wages, Daycare	87,171.59
5303 · Wages, Infant Toddler	80,382.48
5304 · Wages, Preschool	12,320.00
5308 · Wages, School Age Program	12,448.10
5310 · Wages, Supported Child Care	25,529.77
5320 · Payroll costs, CPP and EI	20,721.20
5324 · WorkSafe BC	1,978.25
5328 · Sick Leave expense (paid out)	6,810.76
5333 · Medical expense	587.25
5390 · Retroactive Pay	3,172.87
5406 · Vacation pay expense	15,767.41
Total 5002 · WAGES & BENEFITS	326,318.66
6570 · Bank Service Charges	5.00
Total Expense	361,708.92
Net Ordinary Income	9,738.38
Net Income	9,738.38

The Corporation of the City of Grand Forks



APPLICATION FOR TAX EXEMPT STATUS

Note: Application must be received by July 31, 2016 at City Hall for consideration for tax exemption in the following year.

Name of applicant: WHISPERS OF HOPE / BETHS SHELTER

Mailing address: PO BOX 1561 GRAND FORKS B.C. V0H 1H0

Civic Address of the Property(s)

For Which the Exemption is being applied for: 7212 RIVERSIDE DR.

Legal Description of the Property(s): LOT 1 DISTRICT LOT 108 5040
PLAN RPP32379

Contact person: ANDRE BORUCK

Title: PROGRAM COORDINATOR

Telephone Number: (250) 442-2006 Email Address: andreboruck@hotmail.com

Total Budget: \$140,000 - WHISPERS BETHS?

Most Current Financial Statement must be attached to this form. - DONE

Other sources of funding: BC GAMING - BC HOUSING

/cont'd on next page

FILE CODE

C/O Whispers of Hope
W1 + B1 - BETHS Tax Exempt
(PT000) Status Appliz.

The Corporation of the City of Grand Forks

Describe your organization. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

WHISPERS OF HOPE IS A NON PROFIT ORGANIZATION THAT PROVIDES HOT MEALS TO THOSE IN NEED. WE ALSO PROVIDE CLOTHING AND HOUSEHOLD GOODS TO PEOPLE IN OUR COMMUNITY THAT MAY HAVE SUFFERED LOSS OR DAMAGE TO PERSONAL BELONGINGS - (IE FIRE) WE ALSO PROVIDE A SAFE LOVING ENVIRONMENT FOR THOSE THAT ARE LESS FORTUNATE AND MAY NEED A WARM SPACE OR LISTENING EAR. BETHS PROVIDES EMERGENCY SHELTER TO HELP THOSE THAT NEED TO GET OUT OF THE COLD. WHISPERS HAS OPERATED FOR 20 YRS.

How does your organization benefit the Community of Grand Forks?

SEE ABOVE


Authorized Signature

Whispers of Hope Benevolence Association
Comparative Income Statement

	2014 Actual 01/01/14 to 12/31/14	2015 Budgeted 01/01/15 to 12/31/15	New 2016 Budgeted 1/1/16-12/31/16
REVENUE			
Sales Revenue			
Phoenix Foundation Grant	1,124.99	1,500.00	2,000.00
Thrift Store	70,159.03	80,330.81	85,000.00
Gaming Grant Revenue	42,000.00	42,000.00	35,000.00
Donations	9,162.20	9,488.31	12,000.00
Summer Student Wages	6,939.45	5,835.38	4,000.00
Net Sales	<u>129,385.67</u>	<u>139,154.50</u>	<u>138,000.00</u>
Other Revenue			
Interest Revenue	59.83	81.27	100.00
PST Commission	0.00	363.30	300.00
Total Other Revenue	<u>59.83</u>	<u>444.57</u>	<u>400.00</u>
TOTAL REVENUE	<u>129,445.50</u>	<u>139,599.07</u>	<u>138,400.00</u>
EXPENSE			
Cost of Goods Sold			
Groceries			
Net Purchases	4,581.93	10,805.39	10,000.00
Total Cost of Goods Sold	<u>4,581.93</u>	<u>10,805.39</u>	<u>10,000.00</u>
Payroll Expenses			
Wages & Salaries	49,226.58	87,706.50	80,450.00
Casual Wages	300.00	112.50	0.00
EI Expense	1,295.59	2,308.50	2,100.00
CPP Expense	1,671.65	3,472.50	3,000.00
WCB Expense	398.64	745.50	700.00
Total Payroll Expense	<u>52,892.46</u>	<u>94,345.50</u>	<u>86,250.00</u>
General & Administrative Expenses			
Accounting & Legal	0.00	2,007.68	2,000.00
Advertising & Promotions	921.43	1,091.69	1,100.00
Bad Debts	0.00	52.50	50.00
Building Expenses			
Business Fees & Licenses	40.00	5,250.00	500.00
Courier & Postage	64.23	55.04	100.00
Credit Card Charges	411.63	475.98	500.00
Amortization Expense	2,265.31	0.00	1,000.00
Education & training	682.75	657.53	500.00
Garbage	1,479.58	1,635.24	2,000.00
Honorarium	0.00	900.00	600.00
Insurance	955.23	1,268.04	1,300.00
Interest & Bank Charges	326.04	543.74	500.00
Internet	172.21	1,372.46	1,000.00
Janitorial	2,933.84	1,278.81	1,500.00
Kitchen Supplies & Small tools	318.53	281.88	3,800.00
Office Supplies	744.36	1,766.85	1,500.00
Motor Vehicle Expenses	0.00	73.22	1,200.00
Rent	809.39	2,250.00	1,500.00
Repair & Maintenance	1,350.23	4,240.23	4,600.00
Telephone	961.77	1,175.12	1,200.00
Thrift store supplies	1,839.60	1,825.52	2,000.00
Travel & Entertainment	24.83	5.75	3,200.00
Utilities	4,623.48	6,240.90	6,500.00
Total General & Admin. Expenses	<u>20,924.44</u>	<u>34,448.18</u>	<u>42,150.00</u>
TOTAL EXPENSE	<u>78,398.83</u>	<u>139,599.07</u>	<u>138,400.00</u>
NET INCOME	<u>51,046.67</u>	<u>0.00</u>	<u>0.00</u>

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CITY OF GRAND FORKS		
POLICY TITLE: Council Code of Conduct		POLICY NO: 308
EFFECTIVE DATE: June 27 th , 2016.	SUPERSEDES:	
APPROVAL: Council	PAGE:	

POLICY:

Council Members of the City, have an obligation to provide to their residents a fair, ethical, and accountable level of governance, so as to maintain the highest level of integrity in the public eye, for the Municipality they represent. Some of the core values reflected in this Code are honesty, integrity, objectivity, and an expectation that members of Council perform their oath of office to the best of their ability and knowledge. This Code applies to all Members of City Council. ("Members")

PURPOSE:

To establish guidelines for the highest standards of professional and ethical conduct of the Members.

LAWS:

Members shall always be in compliance with all applicable Federal, Provincial, and Municipal laws, while performing their public duties, including but not limited to: the *Local Government Act*, the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, the *Financial Disclosure Act*, and all applicable City bylaws and policies.

CONDUCT:

Members, while in the performance in their duties with the City, shall always conduct themselves in a professional manner. Members shall refrain from verbal attacks and other disrespectful conduct towards other members of Council, committees, City Staff, and the

Public. Members shall refrain from undermining or criticizing other Members, City Administration and staff, in public or to the media.

MEETINGS:

All meetings of Council shall be conducted in an orderly and respectful manner. Behavior of Members prior to, during, and following a meeting or hearing shall always be courteous, professional, fair, and unbiased towards other Members and City Administration and staff. Members shall be prepared, courteous, and attentive to all discussions, and remain focused on subject matter on hand. Members shall not interrupt other speakers or make inappropriate personal comments, and will refrain from disrespectful conduct, sarcasm, derogatory comments, or questions and comments designed to embarrass or undermine other Members, City Administration and staff, or the Public. Members shall base their decisions on the relevant merits and substance of the subject matter at hand, including input received from the City Administration and staff and the Public.

ROLE OF MEMBERS:

Members shall respect and adhere to the Council - CAO structure of Municipal government as per City protocol practiced in the City. Members shall not contact City staff directly to discuss official municipal business except to the CAO, through the Mayor. Members shall refrain from publicly criticizing individual members of City staff so as not to cast aspersions on their professional competence and credibility. Comments about the performance of City staff shall only be made to the CAO through the Mayor in private correspondence or conversation. Members' request for information from City staff shall be directed to the CAO through the Mayor. If the response constitutes more than a technical clarification, then the response shall be provided to all Members so that all Members have access to the same information.

ADVOCACY:

Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall explicitly state they do not represent Council of the City, nor shall they allow the inference that they do.

COMPLIANCE AND ENFORCEMENT:

Members, and or City staff are encouraged to report, in good faith, any known or suspected violation of this Code. No reprisals or threat of reprisals shall be made against such a complainant, or against anyone for providing relevant information in connection with a suspected violation of this Code. As such, any reports in regards to situations of actual or potential non-compliance shall be dealt with, by making prompt and full disclosure in writing to the Mayor. This disclosure should include a detailed description of the actual or potential breach of this Code, including dates, times, locations and any other relevant information. The report shall be reported to Council at a closed meeting, if permitted under the *Community Charter*.

At such time, advisement may be given to the Member in question that their behavior or activity maybe in contravention of this Code and encourage that Member to stop their behavior or activity.

City Council may impose sanctions on a Member whose conduct does not comply with this Code, including but not limited to a motion of censure.

A violation of this Code shall not be considered a basis for challenging the validity of a Council decision.

IMPLEMENTATION:

As an expression of the standards of conduct expected by the City, this Code is intended

to be self-enforcing. This Code becomes most effective when Members are thoroughly familiar with it and embrace its provisions. For this reason, this Code shall be provided as information to candidates for Council. Members elected to Council shall be requested to sign a Member statement affirming they have read and understand this Code, and that they agree to conduct themselves in accordance with it.

Upon adoption of this Code of Conduct, and thereafter at the beginning of each term, Members will be required to sign two copies of the Code (one for the Member and one for Corporate Records) to convey to each other that Members have read, understand and accept it.

SIGNATURES:

Members of Council:

Signature

Date