



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2018-07
Date: Monday, April 9, 2018, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
April 9, 2018, Regular Meeting agenda

Recommendation

THAT Council adopts the April 9, 2018, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera
March 26, 2018, Special to go In-Camera Meeting minutes

4 - 5

Recommendation

THAT Council adopts the March 26, 2018, Special Meeting minutes as presented.

- b. Adopt minutes - Regular
March 26, 2018, Regular Meeting minutes

6 - 14

Recommendation

THAT Council adopts the March 26, 2018, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Written Reports of Council
Corporate Officer's Report

15 - 16

Recommendation

THAT all written reports of Council submitted to the April 9, 2018, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative
Corporate Officer's Report

17 - 17

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

Read the RDKB agendas here: <https://rdkb.civicweb.net/filepro/documents/314>

Recommendation

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

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a. Appointments of the Chief Election Officer and Deputy Chief Election Officer
Corporate Services

18 - 23

Recommendation

THAT Council appoints Dawn Attorp, as the Chief Election Officer, as contracted, and Daniel Drexler, Deputy Corporate Officer, at a rate of \$1,200 for the City of Grand Forks, and further authorizes the Chief Election Officer to hire election officials for the purpose of conducting the 2018 Local Government Election.

- b. Temporary Use Permit for Tourist Commercial / Special Event Camping
Development and Engineering Services

24 - 27

Recommendation

THAT Council directs staff to proceed with statutory requirements for public notice of the decision at the April 23, 2018, Regular Meeting regarding the Temporary Use Permit for Tourist Commercial / Special Event Camping purposes on land zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 & 520 SDYD Plan KAP64274.

- c. Visa Credit Card Applications
Chief Financial Officer

28 - 30

Recommendation

THAT Council approves the application for Collabria Visa Credit Cards through the Grand Forks Credit Union with an aggregate credit limit of \$100,000 and further to authorize the Chief Financial Officer to assign administrators on this account.

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a. Officers' Expense Allowances
Chief Financial Officer

31 - 37

Recommendation

THAT Council receives for information the memo from the Chief Financial Officer regarding the Canada Revenue Agency change to tax status of Municipal Officers' Allowances.

11. BYLAWS

- a. Elections Bylaws 2042 and 2043
Corporate Services

38 - 63

Recommendation

THAT Council gives final reading of the "General Local Government Election Bylaw No. 2042, 2018".

Recommendation

THAT Council gives final reading of the "Automated Voting Machines Authorization Bylaw No. 2043, 2018".

- b. Five Year Financial Plan Bylaw 2045
Chief Financial Officer

64 - 72

Recommendation

THAT Council gives final reading to the Five Year Financial Plan Bylaw 2018-2022, No. 2045.

- c. Campground Fees and Charges Update Bylaw 1958-A4
Corporate Services

73 - 78

Recommendation

THAT Council gives the first three readings to the "City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2018" and directs staff to present the bylaw for final reading at the April 23rd, 2018, Regular meeting.

12. LATE ITEMS

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

14. ADJOURNMENT



The Corporation of the City of Grand Forks
Special to go In-Camera Meeting of Council
MINUTES

Meeting #: SP-2018-05
Date: Monday, March 26, 2018, 5:30 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Frank Konrad
Councillor Julia Butler
Councillor Chris Hammett
Councillor Neil Krog
Councillor Christine Thompson
Councillor Beverley Tripp

Absent: Councillor Colleen Ross (with notice)

Staff: Diane Heinrich - Chief Administrative Officer / Corporate Officer
Daniel Drexler - Deputy Corporate Officer

GALLERY

1. CALL TO ORDER

Mayor Konrad called the Special To Go In-Camera Meeting to order at 5:30 pm.

2. IN-CAMERA RESOLUTION

a. Adopt Resolution as per Section 90

Moved by: Thompson

Seconded by: Krog

THAT 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) (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;

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.

Carried

3. LATE ITEMS

4. ADJOURNMENT

The Special to go In-Camera Meeting was adjourned at 5:31 pm.

Moved by: Tripp

Seconded by: Butler

THAT the Special to go In-Camera Meeting be adjourned at 5:31 pm.

Carried

Mayor Frank Konrad

Deputy Corporate Officer - Daniel
Drexler



The Corporation of the City of Grand Forks
Regular Meeting of Council
MINUTES

Meeting #: R-2018-06
Date: Monday, March 26, 2018, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Frank Konrad
Councillor Julia Butler
Councillor Chris Hammett
Councillor Neil Krog
Councillor Christine Thompson
Councillor Beverley Tripp

Absent: Councillor Colleen Ross (with notice)

Staff: Diane Heinrich - Chief Administrative Officer / Corporate Officer
Daniel Drexler - Deputy Corporate Officer
Juliette Rhodes - Chief Financial Officer
Cavan Gates - Deputy Manager of Operations & Sustainability
Graham Watt - Senior Planner

GALLERY

1. CALL TO ORDER

Mayor Konrad called the Regular Meeting to order at 7:00 pm.

2. ADOPTION OF AGENDA

a. Adopt agenda

March 26, 2018, Regular Meeting agenda

Resolution #: R088/18/03/26

Moved by: Krog

Seconded by: Thompson

THAT Council adopts the March 26, 2018, Regular Meeting agenda as presented.

Carried

3. MINUTES

a. Adopt minutes - Special to go In-Camera

March 12, 2018, Special to go In-Camera Meeting minutes

Resolution #: R089/18/03/26

Moved by: Tripp

Seconded by: Krog

THAT Council adopts the March 12, 2018, Special to go In-Camera Meeting minutes as presented.

Carried

b. Adopt minutes - Regular

March 12, 2018, Regular Meeting minutes

Resolution #: R090/18/03/26

Moved by: Tripp

Seconded by: Thompson

THAT Council adopts the March 12, 2018, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Written Reports of Council

Corporate Officer's Report

Resolution #: R091/18/03/26

Moved by: Thompson

Seconded by: Tripp

THAT all written reports of Council submitted to the March 26, 2018, Regular Meeting be received.

Carried

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

- a. Verbal Report - RDKB Representative

Corporate Officer's Report

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

Read the RDKB agendas here:

<https://rdkb.civicweb.net/filepro/documents/314>

Mayor Konrad advised that there was no report for this evening.

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Sensitive Ecosystem Inventory Implementation in Official Community Plan

Development and Engineering Services

Resolution #: R092/18/03/26

Moved by: Thompson

Seconded by: Butler

THAT Council directs staff to develop the implementation of the Sensitive Ecosystem Inventory by drafting amendments to the Official Community Plan and associated bylaws.

Carried

- b. Grand Forks Art Gallery Revised Lease Agreement

Corporate Services

Brief discussion ensued regarding the process at the art gallery society for approval of the amended lease agreement.

Resolution #: R93/18/03/26

Moved by: Butler

Seconded by: Thompson

THAT Council approves the changes made to the pre-existing lease between the Grand Forks Art Gallery Society and the City of Grand Forks as presented.

Carried

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a. Memo 2018 - Cannabis survey results

Engineering and Development

Discussion ensued regarding the screening process for out of area participants and multiple submissions by the same participant.

Resolution #: R094/18/03/26

Moved by: Thompson

Seconded by: Hammett

THAT Council receives the memorandum from Engineering and Development regarding the Cannabis Survey results for discussion purposes.

Carried

- b. Ministry of Finance

Letter reply regarding request that local governments share in provincial cannabis taxation revenue

Resolution #: R095/18/03/26

Moved by: Hammett

Seconded by: Thompson

THAT Council receive the letter from the Ministry of Finance for information.

Carried

c. Boundary Museum

2017 budget carried to 2018

Discussion ensued regarding the carried forward funds for the Boundary Museum year end.

Resolution #: R096/18/03/26

Moved by: Hammett

Seconded by: Tripp

THAT Council receive the updated budget items from the Boundary Museum for information.

Carried

d. UBCM

Provincial response to 2017 resolutions put forward

Councillor Tripp spoke regarding the possibility of microcells being located on utility poles and potential health hazards.

Councillor Thompson spoke regarding the abolishment of the daylight savings time motion.

Discussion continued regarding process and the amount of resolutions being brought forward to the Province.

Resolution #: R097/18/03/26

Moved by: Thompson

Seconded by: Krog

THAT Council receive the response from the Province regarding the 2017 UBCM resolutions.

Carried

11. BYLAWS

- a. Elections Bylaws First Three Readings
Corporate Services

Resolution #: R098/18/03/26

Moved by: Thompson

Seconded by: Butler

THAT Council gives the first three readings of the “General Local Government Election Bylaw No. 2042, 2018”;

Carried

Resolution #: R099/18/03/26

Moved by: Thompson

Seconded by: Hammett

THAT Council gives the first three readings of the “Automated Voting Machines Authorization Bylaw No. 2043, 2018”.

Carried

- b. Final Reading of OCP Bylaw Amendment and Zoning Bylaw replace and repeal
Development and Engineering Services

Resolution #: R100/18/03/26

Moved by: Tripp

Seconded by: Hammett

THAT Council gives final reading to Official Community Plan Bylaw Amendment 1919-A2;

Carried

Resolution #: R101/18/03/26

Moved by: Thompson

Seconded by: Hammett

THAT Council gives final reading to Zoning Bylaw 2039;

Carried

Resolution #: R102/18/03/26

Moved by: Thompson

Seconded by: Hammett

THAT Council gives final reading to Zoning Bylaw Repeal 1606-R1.

Carried

c. Five Year Financial Plan Bylaw No. 2045

Chief Financial Officer

Discussion ensued regarding:

- proposed tax increases
- possibility of "sharpening the pencil" in the future even more
- possible reduction on capital projects/costs
- community organizations budget - proposed increases were included in the budget presented at the budget workshops

Resolution #: R103/18/03/26

Moved by: Thompson

Seconded by: Hammett

THAT Council gives first three readings to the Five Year Financial Plan Bylaw 2018-2022, No. 2045.

Opposed (2): Butler, and Tripp

Carried

12. LATE ITEMS

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

Nigel James:

- 5 year capital plan and concerns regarding tax and utility cost increases
- Mr. James read a prepared article to be published in the Grand Forks Gazette this week regarding:
 - the costs of utilities compared to rate of inflation and fixed incomes over the past couple of years - Service levels could be reduced to potentially reduce costs to property owners
 - costs of FOI requests - unexpected expenses occur

Ray Hanson inquired regarding the possibility of including big horn sheep in the ecological sensitive system inventory report.

Gloria Koch reminded Council that the entire area is home for all animals including big horn sheep, deer, and birds.

14. ADJOURNMENT

The March 26, 2018, Regular Meeting was adjourned at 7:49 pm.

Resolution #: R104/18/03/26

Moved by: Krog

Seconded by: Butler

THAT the Regular Meeting be adjourned at 7:49 pm.

Carried

Mayor Frank Konrad

Deputy Corporate Officer - Daniel
Drexler

DRAFT

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: April 9, 2018
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **THAT all written reports submitted by members of Council be received.**

Background

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

Benefits or Impacts

General

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

Strategic Impact



Community Engagement

- Members of Council may ask questions, seek clarification and report on issues.

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

THAT all written reports submitted by members of Council be received.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

REPORT TO COUNCIL

TO: Mayor and Council
FROM: Councillor Christine Thompson
DATE: April 9, 2018
SUBJECT: Report to Council

March 27th, I attended the 2018 Annual General Meeting of the Boundary Country Regional Chamber of Commerce. The President and Executive Director ensured that there was quorum present as required by their by-laws (15 members in good standing), and the attendance well exceeded this number. Election of 3 members to the Board of Directors was done by proxy voting and accordingly, no nominations from the floor were called for. The ballots were opened in front of those attending, and the count was done and notated on a poster for everyone to see. Elected for a two-year term were Cathy Korolek, James Wilson, and Vanessa Favell. Following the AGM, the board met to elect their table officers as follows: Cathy Korolek – President; James Wilson – Vice-President; Vanessa Favell – Treasurer. It was my pleasure as the City's liaison to swear in the new executive.

The AGM was held in the space that will become the new office of the Boundary Country Regional Chamber of Commerce. This location is in the same building but facing Market Avenue and will offer better security. It is much more spacious, allowing for several offices and a Board Room. The Board and Executive Director are looking forward to moving into their new premises.

Respectfully submitted,
Councillor Christine Thompson

Request for Decision



To: Regular Meeting

From: **Procedure Bylaw / Corporate Services**

Date: April 9, 2018

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

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

Background

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

Benefits or Impacts

General

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

Strategic Impact



Community Engagement

- Information sharing with members of Council and the Public regarding regional issues.

Policy/Legislation

Procedure Bylaw No. 1946, 2013

Recommendation

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

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: April 9, 2018
Subject: Appointments of the Chief Election Officer and Deputy Chief Election Officer
Recommendation: **THAT Council appoints Dawn Attorp, as the Chief Election Officer, as contracted, and Daniel Drexler, Deputy Corporate Officer, at a rate of \$1,200 for the City of Grand Forks, and further authorizes the Chief Election Officer to hire election officials for the purpose of conducting the 2018 Local Government Election.**

Background

Section 58 (1) of the Local Government Act outlines the requirement for appointing the Chief Elections Officer and the Deputy Chief Election Officer for the purposes of conducting an election. Shortly therefore, these positions will be required to affirm their Declaration of Office which will provide the authority to appoint other Election Officials and begin the legislative process involved with the 2018 Local Government Election.

Benefits or Impacts

General

The Local Government is a legislatively required process – with the appointment of the Chief Election Officer and Deputy Chief Election Officer the operational election proceedings can commence

Strategic Impact



Community Engagement

- General voting is a public process

Policy/Legislation

Part 3 of the Local Government Act outlines the Electors and Elections process. Council adopts an Elections Bylaw that outlines specific directions that govern the local election process

Attachments

- 1) Section 58 of the Local Government Act regarding the appointment of Election Officials;
 - 2) Sample Declarations of Office for the two roles
-

Recommendation

THAT Council appoints Dawn Attorp, as the Chief Election Officer, as contracted, and Daniel Drexler, Deputy Corporate Officer, at a rate of \$1,200 for the City of Grand Forks, and further authorizes the Chief Election Officer to hire election officials for the purpose of conducting the 2018 Local Government Election.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Part 3: Division 3 – Election Officials Appointment and Authority

Appointment of election officials

- 58.** (1) For the purposes of conducting an election, the local government must appoint a chief election officer and a deputy chief election officer.
- (2) The chief election officer must appoint election officials required for the administration and conduct of the election.
- (3) Without limiting the generality of subsection (2), the chief election officer must appoint the following:
- (a) presiding election officials for election proceedings where the chief election officer is not acting as presiding election official;
 - (b) election officials to act as alternate presiding election officials for election proceedings;
 - (c) election officials required to assist the presiding election official at election proceedings.
- (4) The chief election officer may delegate the authority under subsection (3) (c) to the presiding election official for the election proceedings.
- (5) The chief election officer may appoint peace officers as election officials to assist presiding election officials in fulfilling their duty to maintain peace and order at the election proceedings for which they are responsible.
- (6) If an election official is absent or unable to act, a person appointed as deputy chief election officer or appointed under this section as alternate for the official must perform the duties and has the powers of the official.

LOCAL GOVERNMENT ACT

- (7) A candidate, candidate representative or financial agent may not be appointed as an election official.
- (8) Before assuming duties, an election official must make a solemn declaration that the person
 - (a) will faithfully and impartially exercise the powers and perform the duties of the position to which the election official is appointed,
 - (b) has not received and will not accept any inducement
 - (i) to exercise the powers or perform the duties of the position otherwise than impartially and in accordance with this Act, or
 - (ii) to otherwise subvert the election,
 - (c) will preserve the secrecy of the ballot in accordance with section 123 [*voting to be by secret ballot*], and
 - (d) is not and will not become a candidate, candidate representative or financial agent while holding the position of an election official.

RS2015-1-58 (B.C. Reg. 257/2015).

THE CORPORATION OF THE CITY OF GRAND FORKS

**CHIEF ELECTION OFFICER
DECLARATION OF OFFICE**

I, _____, of _____

do solemnly affirm that:

- a) I will faithfully and impartially fulfill the duties of the position of Chief Election Officer;
- b) I have not received and will not accept any inducement to perform the duties of the position otherwise than impartially and in accordance with the *Local Government Act* or to otherwise subvert the election;
- c) I will preserve the secrecy of the ballot in accordance with Section 123 of the *Local Government Act*; and
- d) I am not and will not become a candidate, candidate representative or financial agent while holding the position of an election official.

Signature

Declared before me at _____, B.C.
this ____ day of _____, ____.

Commissioner for taking affidavits
for British Columbia

THE CORPORATION OF THE CITY OF GRAND FORKS

**DEPUTY CHIEF ELECTION OFFICER
DECLARATION OF OFFICE**

I, _____, of _____

do solemnly affirm that:

- a) I will faithfully and impartially fulfill the duties of the position of Chief Election Officer;
- b) I have not received and will not accept any inducement to perform the duties of the position otherwise than impartially and in accordance with the *Local Government Act* or to otherwise subvert the election;
- c) I will preserve the secrecy of the ballot in accordance with Section 123 of the *Local Government Act*; and
- d) I am not and will not become a candidate, candidate representative or financial agent while holding the position of an election official.

Signature

Declared before me at _____, B.C.
this ____ day of _____, ____.

Commissioner for taking affidavits
for British Columbia

Request for Decision



To: Regular Meeting

From: **Development and Engineering Services**

Date: April 9, 2018

Subject: Temporary Use Permit for Tourist Commercial / Special Event Camping

Recommendation: **THAT Council directs staff to proceed with statutory requirements for public notice of the decision at April 23, 2018 Regular Meeting regarding the Temporary Use Permit for Tourist Commercial / Special Event Camping purposes on land zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 & 520 SDYD Plan KAP64274.**

Background

- CannaFest Music Festival Ltd. (CannaFest) has applied to the City for a Temporary Use Permit (TUP) to host RV and tent camping for special events such as CannaFest on their property between 68th and 70th Ave south of Silver Kettle.
 - The subject property is an unserviced, vacant field 2.78 hectares in size and is legally described as Lot 1 District Lots 380 & 520 SDYD Plan KAP64274. It is zoned R-2 (Small Lot Residential) and is in the Low Density Residential land use in the Official Community Plan.
 - CannaFest proposes to fence the property, prepare the landscape for unserviced RV sites, install irrigation for dust control and keeping the field green, and construct a pavilion and water / charging station near one of the entrances. Guests would then be able to walk or bike the three blocks to James Donaldson Park or have other shuttle or carpooling options. Site lighting would be limited to access and egress locations and amenities, and driveway accesses would be placed away from nearby residential areas to avoid traffic conflicts.
 - Under the Local Government Act, TUPs must be advertised in the local newspaper not more than two weeks and not less than three days from the day of decision. Letters would also be sent to adjacent property owners notifying them of the proposed Temporary Use change and time of decision. If Council directs staff to proceed with notification for April 23 decision, staff have notices prepared to send out to affected parties and the newspaper.
 - The TUP is for three years and may be renewed once to provide a total of 6 years, so the land is not 'locked up' as with a rezoning and is available for future development into residential lands once it is economically feasible to pursue such development.
-

Benefits or Impacts

Strategic Impact



Economic Growth

- We foster a vibrant economic environment
- We are open yet disciplined in land development decisions

Policy/Legislation

Local Government Act; Official Community Plan; Zoning Bylaw

Attachments

Site plan for CannaFest TUP area.

Recommendation

THAT Council directs staff to proceed with statutory requirements for public notice of the decision at April 23, 2018 Regular Meeting regarding the Temporary Use Permit for Tourist Commercial / Special Event Camping purposes on land zoned Small Lot Residential (R-2), legally described as Lot 1 District Lots 380 & 520 SDYD Plan KAP64274.

Options

1. THAT Council accepts the recommendation.
2. THAT Council does not accept the recommendation.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

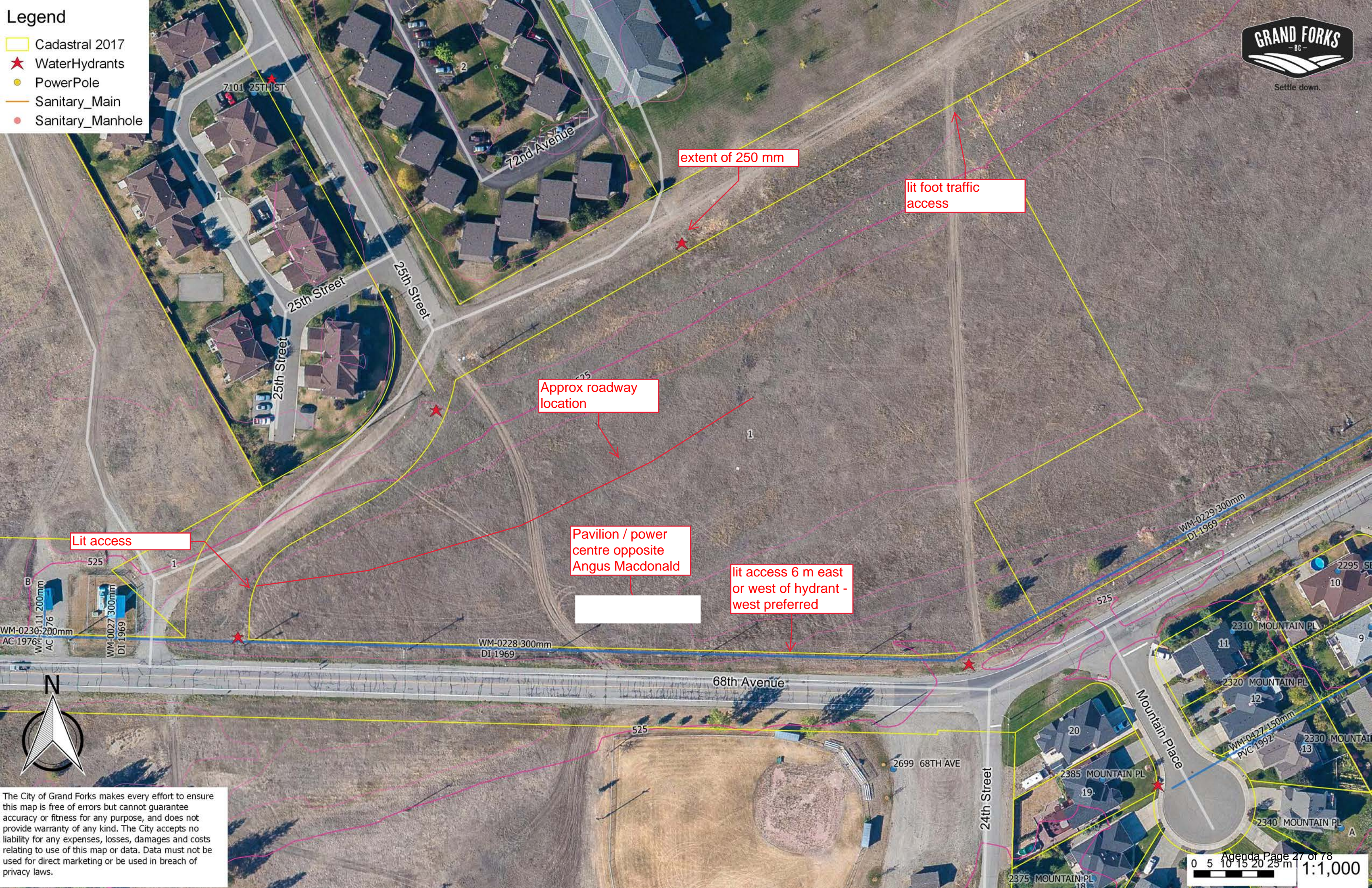
Document Title:	20180409-RMC-RFD-DevEng-TouristCommercialTUP.docx
Attachments:	- Lot 1 68th Varabioff TUP map reduced.pdf
Final Approval Date:	Mar 29, 2018

This report and all of its attachments were approved and signed as outlined below:

Dolores Sheets - Mar 28, 2018 - 4:10 PM

No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler

Diane Heinrich - Mar 29, 2018 - 10:51 AM



Legend

- Cadastral 2017
- WaterHydrants
- PowerPole
- Sanitary_Main
- Sanitary_Manhole



Lit access

extent of 250 mm

lit foot traffic access

Approx roadway location

Pavilion / power centre opposite Angus Macdonald

lit access 6 m east or west of hydrant - west preferred

The City of Grand Forks makes every effort to ensure this map is free of errors but cannot guarantee accuracy or fitness for any purpose, and does not provide warranty of any kind. The City accepts no liability for any expenses, losses, damages and costs relating to use of this map or data. Data must not be used for direct marketing or be used in breach of privacy laws.

Request for Decision



To: Regular Meeting
From: **Chief Financial Officer**
Date: April 9, 2018
Subject: Visa Credit Card Application
Recommendation: **THAT Council approve the application for Collabria Visa Credit Cards through the Grand Forks Credit Union with an aggregate credit limit of \$100,000 and further to authorize the Chief Financial Officer to assign administrators on this account.**

Background

The City was recently advised that our banking facility, the Grand Forks Credit Union, has switched credit card partners from Mastercard to Visa. As a result, member services and support for the existing CUETS Mastercards will no longer be available through the Credit Union.

Staff has applied for new Visa cards, with individual credit limits similar to the existing Mastercard accounts, and with an aggregate limit of \$100,000.

Approval of Council is requested here to meet the requirements of the new credit card provider, Collabria Financial, as part of the application process.

Benefits or Impacts

General

By switching credit card providers, the City will be able to receive ongoing credit card support and services through its banking facility, the Grand Forks Credit Union.

Strategic Impact



Fiscal Responsibility

This change is necessary to ensure that the City can process and pay its credit card expenses without incurring service charges or late payment fees, and, if necessary, replace cards quickly and efficiently, with minimal use of staff resources.

Policy/Legislation

City of Grand Forks *Contracting Authority and Purchasing Policy* No. 802A-1.

Attachments

Recommendation

THAT Council approve the application for Collabria Visa Credit Cards through the Grand Forks Credit Union with an aggregate credit limit of \$100,000 and further to authorize the Chief Financial Officer to assign administrators on this account.

Options

1. RESOLVED THAT Council accepts the recommendation.
2. RESOLVED THAT Council does not accept the recommendation.
3. RESOLVED THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	RFD - CFO - Visa Credit Cards.docx
Attachments:	
Final Approval Date:	Apr 3, 2018

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich - Apr 3, 2018 - 4:32 PM

Memo



To: Regular Meeting
From: **Chief Financial Officer**
Date: 2018-04-09
Subject: CRA change to tax status of Municipal Officer's Allowances

Background

The 2017 Federal Budget included a change to the tax rules for municipal officer's allowances effective for the 2019 taxation year. As a result of that change, the Canada Revenue Agency will require the full amount of Council remuneration to be included as taxable income and subject to taxation. Under the current rules, members of Council receive one third of their remuneration as a non-taxable allowance.

Other than the impact on individual net pay amounts, the City will incur additional premiums for CPP and Workers' Compensation, and will no longer be able to claim a GST rebate on the allowance portion of the remuneration. The additional costs related to this will be approximately \$5,000 in 2019.

Benefits or Impacts

General

Effective in 2019, the new CRA rules will reduce the amount of net pay for Council members, as all remuneration will be taxable rather than only the current two-thirds.

Strategic Impact

- The City will incur additional costs of approximately \$5,000 in 2019 for payroll premiums and GST rebates.

Policy/Legislation

Parliament of Canada Bill C-44 (2017 Federal Budget)

City of Grand Forks *Council Remuneration and Expenses Bylaw No. 1743, 2004.*

Attachments

Canada Revenue Agency *Municipal officer's expense allowance*

Canada Revenue Agency *Allowances for Members of Legislative Assemblies and Certain Municipal Officers*

City of Grand Forks *Council Remuneration and Expenses Bylaw No. 1743, 2004*

Report Approval Details

Document Title:	CFO - Officers' expense allowances.docx
Attachments:	<ul style="list-style-type: none">- Municipal officer's expense allowance - Canada.pdf- Allowances for Members of Legislative Assemblies and Certain Municipal Officers - Canada.ca.pdf- By1743 - Council Renumeration.pdf
Final Approval Date:	Mar 27, 2018

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich - Mar 27, 2018 - 11:41 AM



Municipal officer's expense allowance

A municipal corporation or board may pay a non-accountable expense allowance to an elected officer to perform the duties of that office.

If the expense allowance is **more than one-third** of the officer's salary and allowances, the excess amount is a taxable benefit. Enter it in box 14, "Employment income," and in the "Other information" area under code **40** at the bottom of the employee's T4 slip.

If the expense allowance is **not more than one-third** of the officer's salary and allowances **do not** include this amount in box 14, "Employment income," or in the "Other information" area under code **40** at the bottom of the employee's T4 slip.

In either of the above situations, you have to identify the non-taxable share of the allowance by entering the corresponding amount in the "Other information" area under code **70** at the bottom of the employee's T4 slip.

For more information, see [Interpretation Bulletin IT292, Taxation of Elected Officers of Incorporated Municipalities, School Boards, Municipal Commissions and Similar Bodies](#).

Note

For 2019 and later tax years, non-accountable allowances paid to elected officers will be included in their income. This change was stated in the 2017 federal budget, which received royal assent on June 22, 2017 (Bill C 44).

Date modified:

2017-12-15



Government
of Canada

Gouvernement
du Canada

[Home](#) → [Canada Revenue Agency](#) → [Federal government budgets](#)

→ [Budget 2017 - Building a Strong Middle Class](#)

Allowances for Members of Legislative Assemblies and Certain Municipal Officers

Budget 2017 proposes the full amount of non-accountable allowances for work-related expenses received by certain municipal officers and members of legislative assemblies will be included in income for tax purposes, for the 2019 and subsequent years.

Expand all

Collapse all

▼ 1. Generally, how are non-accountable allowances for work-related expenses treated for tax purposes?

Generally, a non-accountable allowance paid to an employee is considered a taxable benefit and is included in income for tax purposes.

▼ 2. Currently, are non-accountable allowances for work-related expenses received by members of legislative assemblies and certain municipal officers included in computing their income for tax purposes?

Within a certain limit, an income tax exemption is currently available for non-accountable allowances for work-related expenses received by the following officials:

- elected members of provincial and territorial legislative assemblies and offices of incorporated municipalities;
- officers, elected by popular vote, of municipal utilities boards, commissions, corporations or similar bodies; and
- members of public or separate school boards or of similar bodies governing a school district.

▼ 3. What is the proposed change to the tax treatment of these non-accountable allowances paid to members of legislative assemblies and certain municipal officers?

For 2019 and subsequent taxation years, Budget 2017 proposes that the full amount of the non-accountable allowances paid to these officials will be included in income.

▼ 4. Where can I get more information on the proposed changes?

The CRA is committed to providing taxpayers with up-to-date information. The CRA encourages taxpayers to check its webpages often. All new forms, policies, and guidelines will be posted as they become available.

In the meantime, please consult the Department of Finance Canada's Budget 2017 documents for details.

Date modified:

2017-04-06

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1743

A Bylaw to Provide for Council Members Remuneration and Expenses

WHEREAS Council may, by bylaw, provide for one or more of certain payments to Council Members, specify what qualifies for payment and the levels at which payment may be made;

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

1. That this bylaw may be cited as the “**Council Remuneration and Expenses Bylaw No. 1743, 2004**”.
2. That Bylaw No. 1530, cited as “Council Remuneration and Expenses Bylaw No. 1530, be hereby repealed.
3. That there be paid to the Mayor of the Corporation of the City of Grand Forks, each year, out of the annual General Revenues of the City, an indemnity for the discharge of the duties of the office of Mayor, an amount of **\$18,104.00** in twenty-six equal payments, of which payment of **\$6,035.000** is provided as an allowance for expenses incidental to those duties.
4. That there be paid to each of the Councillors of the Corporation of the City of Grand Forks, each year, out of the annual General Revenues of the City, an indemnity for the discharge of the duties of the office of Councillor, an amount of **\$13,578.00** in twenty-six equal payments, of which payment of **\$4,526.00** is provided as an allowance for expenses incidental to those duties.
5. That the indemnity paid to the Mayor and each Councillor of the Corporation of the City of Grand Forks be increased annually in January of each year by an amount equal to the Canadian consumer price index percentage of the preceding year only.
6. The Mayor and Councillors represent the City of Grand Forks, from time to time, at conventions, meetings, conferences, workshops and public events. These shall include, but not be limited to, the Association of Kootenay and Boundary Municipalities (A.K.B.M.), the Union of British Columbia Municipalities (U.B.C.M.), the Newly Elected Officials Seminar, Interior Municipal Electrical Utilities (I.M.E.U.), invitations to attend special festivities, parades, conventions, or meetings where a Council Member is an authorized member, Council liaison, or representative to the committee, association, society, organization or group; or,

where the City is a paid member of an association, organization, or society in accordance with the “**Council Attendance at Conferences/Workshops Policy**”.

7. Members of Council shall be reimbursed for actual (including taxes) costs in accordance with the “**Travel Expense Policy**”.


Read a **FIRST** time this 16th day of February, 2004.

Read a **SECOND** time this 16th day of February, 2004.

Read a **THIRD** time this 16th day of February, 2004.

FINALLY ADOPTED this 18th day of February, 2004.



Mayor Jake Raven

Lynne Burch - City Clerk

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1743 as adopted by the Municipal Council of the City of Grand Forks on the 18th day of February, 2004.

Clerk of the Municipal Council of the
City of Grand Forks

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: April 9, 2018
Subject: Elections Bylaws Consideration for Final Reading
Recommendation: **THAT Council gives final reading of the “General Local Government Election Bylaw No. 2042, 2018”.**

THAT Council gives final reading of the “Automated Voting Machines Authorization Bylaw No. 2043, 2018”.

Background

The municipality is legislatively required to have an Election Procedure Bylaw in accordance with the Local Government Act. The use of Automated Voting Machines as well requires a bylaw that authorizes the Chief Election Officer to use such devices to ensure for accurate and fast results at the end of the election day.

The General Election Bylaw requires an update in Local Government Act (LGA) section numbers (due to an update in the LGA in December of 2015) as well as some formatting updates, readability enhancements, and updates requested by our contractor in charge of the elections for 2018.

The Automated Voting Machine Bylaw requires a few minor changes as requested by our contractor in charge of the elections in 2018, as well as some housekeeping and formatting updates.

All non-housekeeping related changes are highlighted in **Yellow**.

Please see below for a proposed timeline for the bylaw adoption process.

Date	Meeting Type	Status
March 12	COTW	Introduction and discussion
March 26	Regular	First 3 readings
April 9	Regular	Final reading and adoption

On March 12th, 2018, the introduction of the two bylaws were presented to the Committee of the Whole for discussion purposes and no proposed changes were directed to staff.

The bylaws are presented to Council at the April 9th, 2018 meeting for consider to finally adopt.

Benefits or Impacts

General

It is a legislated requirement to have an Elections Procedure Bylaw.

Strategic Impact



Community Engagement

- Allow for Special Opportunity Voting places as well as efficient automated vote tabulating machines to reduce risk

Policy/Legislation

Local Government Act

Attachments

Proposed Bylaws No. 2042 & 2043

Current Bylaws No. 1999 & 2000

Recommendation

THAT Council gives final reading of the “General Local Government Election Bylaw No. 2042, 2018”.

THAT Council gives final reading of the “Automated Voting Machines Authorization Bylaw No. 2043, 2018”.

Options

1. RESOLVED THAT Council accepts the report.
2. RESOLVED THAT Council does not accept the report.
3. RESOLVED THAT Council refers the matter back to staff for further information.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2042

A Bylaw to provide for the procedures for conduct of General Local Government Elections and other voting.

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

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

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

1. Citation

- 1.1 This bylaw may be cited as the "General Local Government Election Bylaw No. 2042".

2. Register of Resident Electors

- 2.1 As authorized under **Section 75** of the *Local Government Act*, the most current list of voters prepared under the *Elections Act*, existing at the time an election or other voting is to be held, is deemed to be the register of resident electors for the Municipality.

3. Additional General Election Voting Opportunities

- 3.1 As authorized under **Section 106** of the *Local Government Act*, Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each election or specified election or other voting and to designate the voting places and voting hours for these voting opportunities.

4. Required Advanced Voting Opportunities

- 4.1 As authorized under section 107 of the *Local Government Act*, in addition to the required advance voting opportunity on the 10th day before general voting day, an additional advance voting opportunity will be available at a location and on a date established by the Chief Election Officer.
- 4.2 Required advance voting opportunities will be available at the voting place(s) designated by the Chief Election Officer, between the hours of 8:00 a.m. and 8:00 p.m.

5. Special Voting Opportunities

- 5.1 In order to give electors who may otherwise be unable to vote, an opportunity to do so, Council will provide Special Voting Opportunity as authorized under **Section 109** of the *Local Government Act*, for each election or specified election or other voting at the following locations:

Phoenix Manor Retirement Home	Boundary Lodge Assisted Living	Boundary Hospital & Hardyview Lodge (Includes all Cottages on the property)	Silver Kettle Village
876-72nd Avenue	7130-9 th Street	7649-22 nd Street	2350-72 nd Avenue
Grand Forks BC	Grand Forks BC	Grand Forks BC	Grand Forks BC

- 5.2 The special opportunity voting places shall be open as determined by the Chief Elections Officer.
- 5.3 Provision is made to allow for bedside voting for the Special Voting Opportunity facilities.
- 5.4 The number of candidate's representatives who may be present at the special voting opportunities facilities is limited to one.
- 5.5 Persons who may vote at a special voting opportunity shall be qualified electors who are residents, patients or family members at the facility, or qualified electors who are employed at the facility being used as a special voting opportunity.

6. Ballots

- 6.1 Pursuant to **Section 114** of the *Local Government Act*, the Chief Election Officer shall establish the form of ballots to be used in the general local election or other voting. Such determination includes the utilization of the Automated Ballots, for Voting Machines or Printed Ballot as follows:
- (a) Printed Ballots shall be in the form prescribed in **Section 114 and 115** of the Local Government Act;
 - (b) Use of Voting Machines shall be in accordance with **Section 112** of the Local Government Act as outlined **in the current version of the City of Grand Forks' "Automated Voting Machines Authorization Bylaw"**.

7. Order of Names on Ballot

- 7.1 The order of names of candidates on the ballot will be determined by alphabetical order in accordance with **Section 116** of the *Local Government Act*.

8. Number of Scrutineers at Voting Places

- 8.1 As authorized under **Section 120 (2) (d)** of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

9. Resolution of Tie Votes after Judicial Recount

- 9.1 In the event of a tie vote after judicial recount, the tie vote will be resolved by conducting a lot in accordance with **Section 151** of the *Local Government Act*.

10. General

- 10.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 10.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

11. Repeal

- 11.1 The following bylaws are hereby repealed:
- **“Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1999, 2014”**

Read a first, second, and third time by the Municipal Council this ____ day of _____, 2018.

Finally Adopted this ____ day of _____, 2018.

Mayor, Frank Konrad

Corporate Officer, Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of the "General Local Government Election Bylaw No. 2042", as adopted by the Municipal Council of the City of Grand Forks on the ____ day of _____, 2018.

Corporate Officer of the Corporation of the
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2043

A Bylaw to provide for the procedures for the use of Automated Voting Machines General Local Elections and other voting

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

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

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

1. Citation

- 1.1 This bylaw may be cited as the “**Automated Voting Machines Authorization Bylaw No. 2043.**”

2. Definitions

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

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

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

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

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

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

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

“Election headquarters” means the voting place on general voting day at which the chief election officer has an office and the count procedure will be made.

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

“Memory device” means a removable storage device which stores all the permanent results for the vote tabulating unit.

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

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

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

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

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

3. Use of Voting Machines

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

4. Automated Voting Procedures

- 4.1 The presiding election official for each voting place and at each advance voting opportunity shall, as soon as the elector enters the voting place and before a ballot is

- issued, offer and if requested, direct an election official to provide a demonstration to an elector of how to vote using an automated vote counting system.
- 4.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing ballots, who:
- (a) shall ensure that the elector:
 - (i) is qualified to vote in the election; and
 - (ii) is voting in the correct voting division [if applicable]; and
 - (iii) completes the voting book as required by the *Local Government Act*; and
 - (b) upon fulfilment of the requirements of subsection (a), shall then provide a ballot to the elector, a secrecy sleeve if requested by the elector, and any further instructions the elector requests.
- 4.3 Upon receiving a ballot and secrecy sleeve if so requested, the elector shall immediately proceed to a voting compartment to vote.
- 4.4 The elector may vote only by making an acceptable mark on the ballot:
- (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices of Mayor, Council and/or **School Trustee**; and
 - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- 4.5 Once the elector has finished marking the ballot, the elector must place the ballot into the secrecy sleeve, if applicable, proceed to the vote tabulating unit and under the supervision of the election official in attendance, insert the ballot directly from the secrecy sleeve, if applicable, into the vote tabulating unit without the acceptable marks on the ballot being exposed.
- 4.6 If, before inserting the ballot into the vote tabulating unit, an elector determines that he has made a mistake when marking a ballot or if the ballot is returned by the vote tabulating unit, the elector may request a replacement ballot by advising the election official in attendance.
- 4.7 Upon being advised of the replacement ballot request, the presiding election official [or alternate presiding election official] shall issue a replacement ballot to the elector and mark the returned ballot "spoiled" and shall retain all such spoiled ballots separately from all other ballots and they shall not be counted in the election.
- 4.8 If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote tabulating unit, the election official shall, using the ballot return override procedure, reinsert the returned ballot into the vote tabulating unit to count any acceptable marks that have been made correctly.

- 4.9 Any ballot counted by the vote tabulating unit is valid and any acceptable marks contained on such ballots will be counted in the election subject to any determination made under a judicial recount.
- 4.10 Once the ballot has been inserted into the vote tabulating unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a vote tabulating unit is not functioning, the election official supervising the unit shall insert all ballots delivered by the electors during this time, into the emergency ballot compartment, provided that if the vote tabulating unit:
- (a) becomes operational, or
 - (b) is replaced with another vote tabulating unit,
- the ballots in the emergency ballot compartment shall, as soon as reasonably possible, be removed by an election official and under the supervision of the presiding election official be inserted into the vote tabulating unit to be counted.
- 4.12 Any ballots that were temporarily stored in the emergency ballot compartment and are returned by the vote tabulating unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the presiding election official, be reinserted into the vote tabulating unit to ensure that any acceptable marks are counted.

5. Advance Voting Opportunity Procedures

- 5.1 Vote tabulating units shall be used to conduct the vote at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow as closely as possible those described in Section 4 of this bylaw.
- 5.2 At the close of voting at each advance voting opportunity the presiding election official in each case shall ensure that:
- (a) no additional ballots are inserted in the vote tabulating unit;
 - (b) the emergency ballot compartment is sealed to prevent insertion of any ballots;
 - (c) the register tapes in the vote tabulating unit are not generated; and
 - (d) the memory device of the vote tabulating unit is secured.
- 5.3 At the close of voting at the final advance voting opportunity, the presiding election official shall:
- (a) ensure that any remaining ballots in the emergency ballot compartment are inserted into the vote tabulating unit;
 - (b) secure the vote tabulating unit so that no more ballots can be inserted; and
 - (c) deliver the vote tabulating unit together with the memory card and all other materials used in the election to the chief election officer at election headquarters.

6. Special Voting Opportunity Procedures

- 6.1 A portable ballot box shall be used for all special voting opportunities and the presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 4.2, 4.3, 4.4 and 4.5 of this Bylaw so far as applicable, except that the voted ballots shall be deposited into the portable ballot box supplied by the presiding election official.
- 6.2 The presiding election official at a special voting opportunity shall ensure that the portable ballot box is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official shall seal the portable ballot box and return it together with all other election materials to the custody of the chief election officer.

7. Procedures after the Close of Voting on General Voting Day

- 7.1 After the close of voting on general voting day at voting opportunities where a vote tabulating unit was used in the election, but excluding advance and special voting opportunities,
- (a) each presiding election official shall:
 - (i) ensure that any remaining ballots in the emergency ballot compartment are inserted into the vote tabulating unit;
 - (ii) secure the vote tabulating unit so that no more ballots can be inserted;
 - (iii) generate three copies of the register tape from the vote tabulating unit; and
 - (iv) deliver one copy of the register tape along with the memory device from the vote tabulating unit to the chief election officer at election headquarters; and
 - (b) and each alternate presiding election official shall:
 - (i) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately, into the election materials transfer box along with one copy of the results tape;
 - (ii) complete the ballot account and place the duplicate copy in the election materials transfer box;
 - (iii) seal the election materials transfer box;
 - (iv) place the voting books, the original copy of the ballot account, one copy of the results tape, completed registration cards (if applicable), keys and all completed administrative forms into the chief election officer portfolio; and
 - (v) transport all equipment and materials to election headquarters.
- 7.2 At the close of voting on general voting day the chief election officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where vote tabulating units were used, to proceed in accordance with Section 7.1 of this bylaw.

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

8. Recount Procedure

- 8.1 If a recount is required it shall be conducted under the direction of the Chief Election Officer using the automated vote counting system and generally in accordance with the following procedure:
- (a) the memory cards of all vote tabulating units will be cleared;
 - (b) vote tabulating units will be designated for each voting place;
 - (c) all ballots will be removed from the sealed ballot boxes; and
 - (d) all ballots, except spoiled ballots, will be reinserted in the appropriate vote tabulating units under the supervision of the Chief Election Officer.

9. General

- 9.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 9.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

10. Repeal

- 10.1 The following bylaws are hereby repealed:

- **“Automated Voting Machines Authorization Bylaw No. 2000”**

Read a first, second, and third time by the Municipal Council this ____ day of _____, 2018.

Finally Adopted this ____ day of _____, 2018.

Mayor, Frank Konrad

Corporate Officer, Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of the “Automated Voting Machines Authorization Bylaw No. 2043”, as adopted by the Municipal Council of the City of Grand Forks on the ____ day of _____, 2018.

Corporate Officer of the Corporation of the
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1999

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

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

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

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

1. **Definitions**

In this bylaw:

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

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

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

"General Voting Day" means:

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

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

"Local Government" means:

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

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

2. **Register of Resident Electors**

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

3. **Additional General Voting Opportunities**

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

4. **Additional Advance Voting Opportunities**

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

5. **Special Voting Opportunities**

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

- 1. Phoenix Manor Retirement Home
876-72nd Avenue, Grand Forks BC

- the voting place shall be open as determined by the Chief Elections Officer

2. Boundary Lodge Assisted Living
7130–9th Street, Grand Forks, BC
 - the voting place shall be open as determined by the Chief Elections Officer
 3. Boundary Hospital & Hardyview Lodge
(Includes all Cottages on the property)
7649-22nd Street, Grand Forks, B.C.
 - the voting place shall be open as determined by the Chief Elections Officer
 4. Silver Kettle Village, 2350-72nd Avenue, Grand Forks, B.C.
 - the voting place shall be open as determined by the Chief Elections Officer
- (b) The following procedures for voting and for conducting the voting proceeding apply to the special voting opportunity:
 - (i) Provision is made to allow for bedside voting.
 - (c) The number of candidate's representatives who may be present at the special voting opportunity is limited to one.
 - (d) The following restriction applies to persons who may vote at a Special Voting Opportunity:
 - (i) The only electors who may vote at the Special Voting Opportunity on the date when the Special Voting Opportunity is held are those voters who are residents of the facilities or those who have been admitted as patients to the Hospital and facilities Staff.

6. **Ballots**

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

- (a) Printed Ballots shall be in the form prescribed in Section 104 and 105 of the Local Government Act;

(b) Use of Voting Machines shall be in accordance with Section 101 of the Local Government Act as outlined in the City of Grand Forks' "Automated Voting Machines for General Local Elections and Other Voting Bylaw No. 2000".

7. **Order of Names on Ballot**

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

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

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

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

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

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

INTRODUCED this 26th day of May, 2014.

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

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

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

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

Mayor Brian Taylor

Corporate Officer, Diane Heinrich

C E R T I F I C A T E

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

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2000

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

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

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

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

1. CITATION

- 1.1 This bylaw may be cited as the “**Automated Voting Machines Authorization Bylaw No. 2000.**”

2. DEFINITIONS

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

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

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

- (a) a number of **ballot** scan **vote tabulating units**, each of which rests on a two compartment **ballot** box, one compartment of which is for:
 - (i) voted ballots, and
 - (ii) returned ballots that have been reinserted using the **ballot override procedure**; and the other for the temporary storing of voted ballots during such time as the **vote tabulating unit** is not functioning; and

- (b) a number of **portable ballot boxes** into which voted **ballots** are deposited where a **vote tabulating unit** is not being used, for counting after the close of voting on general voting day.

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

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

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

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

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

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

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

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

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

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

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

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

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

3. **USE OF VOTING MACHINES**

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

4. **AUTOMATED VOTING PROCEDURES**

- 4.1 The presiding election official for each voting place and at each advance voting opportunity shall, as soon as the elector enters the voting place and before a **ballot** is issued, offer and if requested, direct an election official to provide a demonstration to an elector of how to vote using an **automated vote counting system**.
- 4.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who:
- (a) shall ensure that the elector:
 - (i) is qualified to vote in the election; and
 - (ii) is voting in the correct voting division [if applicable]; and
 - (iii) completes the voting book as required by the Local Government Act; and
 - (b) upon fulfilment of the requirements of subsection (a), shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, and any further instructions the elector requests.
- 4.3 Upon receiving a **ballot** and **secrecy sleeve** if so requested, the elector shall immediately proceed to a voting compartment to vote.

- 4.4 The elector may vote only by making an **acceptable mark** on the **ballot**:
- (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices of Mayor, Council and/or School Districts; and
 - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- 4.5 Once the elector has finished marking the **ballot**, the elector must place the **ballot** into the **secrecy sleeve**, if applicable, proceed to the **vote tabulating unit** and under the supervision of the election official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote tabulating unit** without the **acceptable marks** on the **ballot** being exposed.
- 4.6 If, before inserting the **ballot** into the **vote tabulating unit**, an elector determines that he has made a mistake when marking a **ballot** or if the **ballot** is returned by the **vote tabulating unit**, the elector may request a replacement **ballot** by advising the election official in attendance.
- 4.7 Upon being advised of the replacement **ballot** request, the presiding election official [or alternate presiding election official] shall issue a replacement **ballot** to the elector and mark the **returned ballot** "spoiled" and shall retain all such spoiled **ballots** separately from all other **ballots** and they shall not be counted in the election.
- 4.8 If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote tabulating unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote tabulating unit** to count any **acceptable marks** that have been made correctly.
- 4.9 Any **ballot** counted by the **vote tabulating unit** is valid and any acceptable marks contained on such **ballots** will be counted in the election subject to any determination made under a judicial recount.
- 4.10 Once the **ballot** has been inserted into the **vote tabulating unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a **vote tabulating unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **emergency ballot compartment**, provided that if the **vote tabulating unit**:
- (a) becomes operational, or

(b) is replaced with another **vote tabulating unit**,

the **ballots** in the **emergency ballot compartment** shall, as soon as reasonably possible, be removed by an election official and under the supervision of the presiding election official be inserted into the **vote tabulating unit** to be counted.

4.12 Any **ballots** that were temporarily stored in the **emergency ballot compartment** and are returned by the **vote tabulating unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the presiding election official, be reinserted into the **vote tabulating unit** to ensure that any **acceptable marks** are counted.

5. ADVANCE VOTING OPPORTUNITY PROCEDURES

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

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

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

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

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

6. SPECIAL VOTING OPPORTUNITY PROCEDURES

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

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

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

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

(a) each presiding election official shall:

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

(b) and each alternate presiding election official shall:

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

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

- 7.3 At the close of voting on general voting day all **portable ballot boxes** used in the election will be opened under the direction of the Chief Election Officer and all

ballots shall be removed and inserted into a **vote tabulating unit** to be counted, after which the provisions of Sections 7.1, so far as applicable, shall apply.

8. RECOUNT PROCEDURE

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

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

9. GENERAL

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

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

INTRODUCED this 26th day of May, 2014.

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

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

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

FINALLY ADOPTED this 23rd day of June, 2014.

Mayor Brian Taylor

Corporate Officer, Diane Heinrich

C E R T I F I C A T E

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

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

Request for Decision



To: Regular Meeting
From: **Chief Financial Officer**
Date: April 9, 2018
Subject: Five Year Financial Plan Bylaw No. 2045
Recommendation: **THAT Council gives final reading to the Five Year Financial Plan Bylaw 2018-2022, No. 2045.**

Background

Sections 165 and 166 of the Community Charter require a municipality to adopt a five-year financial plan annually, before the property tax bylaw adoption deadline of May 15, 2018, and to include public consultation as part of the financial planning process.

Three public budget workshops were conducted in January and February 2018, with a draft 2018-2022 financial plan presented for review at the final workshop. The proposed financial plan bylaw was introduced to the Committee of the Whole on March 12 and presented for first three readings at the March 26, 2018 Regular Meeting of Council.

The 2018 budget presented here includes a property tax revenue increase of 3%, in accordance with Asset Management Financial Policy No. 808, and provides for a contribution of \$1,400,000 to reserves for infrastructure renewal.

The Five Year Financial Plan Bylaw and ancillary schedules are presented here for final reading.

Benefits or Impacts

General

Adoption of a five-year financial plan is an annual requirement of the Community Charter. The 2018-2022 Financial Plan sets out the proposed funding sources, expenditures, and transfers to and from reserve funds for the current and additional four fiscal years.

The Financial Plan has been developed by applying the objectives and policies of Asset Management Financial Policy 808 towards achieving a goal of financial sustainability.



Fiscal Responsibility

Preparation of an annual budget and financial plan allows the City to ensure that adequate provision is made to meet its short and long-term operational and capital financial needs.

Policy/Legislation

Community Charter Section 165
Asset Management Financial Policy No. 808

Attachments

Five Year Financial Plan Bylaw 2018-2022, No. 2045.

Recommendation

THAT Council gives final reading to the Five Year Financial Plan Bylaw 2018-2022, No. 2045.

Options

1. RESOLVED THAT Council accepts the recommendation.
2. RESOLVED THAT Council does not accept the recommendation.
3. RESOLVED THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	CFO - By2045 Fin Plan final reading.docx
Attachments:	- Bylaw 2045 final with schedules.pdf
Final Approval Date:	Mar 27, 2018

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich - Mar 27, 2018 - 2:38 PM

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2045

A Bylaw to Establish the Five Year Financial Plan For the Years 2018 - 2022

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

1. This bylaw may be cited, for all purposes, as the “Five Year Financial Plan Bylaw, 2018-2022, No. 2045”.
2. Schedule “A” attached hereto and forming part of this bylaw is hereby adopted as the Statement of Objectives and Policies for the Five Year Financial Plan for the years 2018 to 2022.
3. Schedules “B” and “C” attached hereto and forming part of this bylaw are hereby adopted as the Financial Plan schedules of proposed funding sources, expenditures, and transfers between funds for the years 2018 to 2022.

Read a first, second and third time by the Municipal Council this 26th day of March, 2018.

Finally adopted on this 9th day of April, 2018.

Mayor Frank Konrad

Corporate Officer Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of the “Five Year Financial Plan Bylaw, 2018-2022, No. 2045”, as adopted by the Municipal Council of the City of Grand Forks on this 9th day of April, 2018.

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

**CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2045
Schedule “A” Statement of Objectives and Policies**

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Objective:

- For operations, to maintain annual increases to a level that approximates the annual increase in inflation unless a specific program or project is identified that requires tax revenue funding.
- For capital and fiscal, to review and address annually the long term needs for capital infrastructure.

Policies

- After an initial correction period, ensure that property tax increases remain as stable as possible over time and within 2 percent above inflation.
- Increase utility rates consistently over time, between 3 and 4 percent, to fund the asset management capital reserves.
- Evaluate and set user fees and charges fairly for the services received.
- Set taxes, fees and charges to achieve full cost recovery, where appropriate, for operating costs.
- Periodically review fees and charges to ensure that they account for inflation and changes in the level of service provided.
- Encourage the use of alternate revenue resources instead of property taxes.

Revenue Source	Amount	% of Total Revenue
Property Value Taxes	\$ 3,921,566	16.0%
Parcel Taxes	161,226	0.7%
Fees and Charges	7,786,866	31.9%
Other Sources	6,618,666	27.0%
Proceeds from Borrowing	1,484,854	6.1%
Reserve Funding	4,462,583	18.3%
TOTAL	\$ 24,435,761	100.0%

Distribution of Property Taxes

Objective:

- To ensure property taxes and rates are sufficient to meet the City’s short and long-term needs.
- To ensure equity among the property classes by reviewing the ratios of property class allocations annually.

Policies:

- Conduct periodic reviews of taxes paid by individual classes.
- Consider tax shifts or redistributions only where a full comprehensive analysis and impact is undertaken.
- Where a tax shift is required, consider a gradual phase-in to allow the properties in the class to adjust their budgets accordingly.
- In establishing property tax rates, take into consideration:
 - The amount of property taxes levied as compared to other municipalities.
 - The property class conversion ratio as compared to other municipalities.
 - The tax share borne by each property class.
 - The tax ratios of each property classification.

The 2018 distribution of property taxes rates among the different classes has not yet been determined. The following distribution is based on rate multiples consistent with prior years:

Property Class	Rate Multiple	% of Property Value Tax
01 Residential	1.00	55.31%
02 Utilities	7.92	1.39%
04 Major Industry	8.64	21.11%
05 Light Industry	2.93	1.45%
06 Business	2.39	20.70%
08 Recreation/Non Profit	0.80	0.03%
09 Farm	1.08	0.01%
TOTAL		100.00%

Permissive Tax Exemptions**Objective**

- Optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict the provision of exemption to those providing an extension to City services and minimize the impact on City revenues.

Policies

- Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to all members of the public.
- In guiding and approving permissive tax exemptions, Council will take into consideration:
 - Not-for-profit occupiers of City property for the duration of their occupancy.
 - Land and improvements surrounding a statutorily exempt building for public worship.

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw No. 2045
Schedule "B" Five Year Financial Plan 2018-2022

	2018	2019	2020	2021	2022
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 3,804,524	\$ 3,918,660	\$ 4,036,220	\$ 4,157,307	\$ 4,282,026
Parcel and Frontage Taxes	161,226	161,226	161,226	5,826	5,826
Grants in Lieu of Taxes	17,147	17,661	18,191	18,737	19,299
Percentage of Revenue Tax	99,895	104,000	104,000	104,000	104,000
Sales of Services and User Fees	7,786,866	8,006,106	8,234,649	8,470,049	8,712,511
Grants	6,291,366	1,022,879	1,037,667	1,052,591	1,067,653
Other Revenues	327,300	327,300	327,300	327,300	327,300
Total Revenues	18,488,324	13,557,832	13,919,253	14,135,810	14,518,615
Expenses					
Purchases for resale	3,490,408	3,560,216	3,631,420	3,704,049	3,778,130
General Government	1,296,871	1,266,728	1,291,063	1,315,884	1,341,202
Protective Services	926,782	899,218	917,003	935,143	953,646
Transportation Services	1,256,315	1,225,341	1,249,848	1,274,845	1,300,341
Environmental & Health Services	236,145	240,868	245,685	250,599	255,611
Public Health Services	84,823	86,519	88,249	90,014	91,814
Planning and Development	445,400	406,768	404,173	411,726	419,430
Parks, Recreation and Cultural Services	1,390,940	1,298,771	1,317,520	1,309,645	1,329,152
Water Services	822,067	787,508	803,258	819,323	835,709
Electrical Services	674,674	688,167	701,930	715,969	730,288
Wastewater Services	700,468	714,477	728,767	743,342	758,209
Amortization	1,867,611	2,177,750	2,292,854	2,316,959	2,344,098
Debt Interest	132,727	188,987	163,262	161,015	160,926
Total Expenses	13,325,231	13,541,318	13,835,032	14,048,513	14,298,556
Surplus (Deficit) for the year	\$ 5,163,093	\$ 16,514	\$ 84,221	\$ 87,297	\$ 220,059
Adjusted for non-cash items					
Amortization	1,867,611	2,177,750	2,292,854	2,316,959	2,344,098
Total Cash from Operations	\$ 7,030,704	\$ 2,194,264	\$ 2,377,075	\$ 2,404,256	\$ 2,564,157
Adjusted for Cash Items					
Proceeds from Borrowing	1,484,854	-	-	-	-
Capital Expenditures	(11,197,382)	(2,344,000)	(2,259,000)	(2,364,000)	(2,429,000)
Debt Principal Repayments	(324,105)	(373,961)	(328,837)	(213,837)	(181,656)
Transfer from Reserves	4,462,583	2,344,000	2,259,000	2,364,000	2,429,000
Transfer to Reserves	(1,400,000)	(1,800,000)	(2,000,000)	(2,100,000)	(2,300,000)
Transfer to Surplus	(56,654)	(20,303)	(48,238)	(90,419)	(82,501)
	\$ (7,030,704)	\$ (2,194,264)	\$ (2,377,075)	\$ (2,404,256)	\$ (2,564,157)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw No. 2045
Schedule "C" - Five Year Financial Plan 2018-2022

CAPITAL EXPENDITURES - 2018		FUNDED FROM									
		RESERVES					Climate Action				
Description	Fund	Amount	General Capital	Electrical Capital	Water Capital	Equipment	Land Sales	Gas Tax	Debt	Grants	Other
2017 Carry Forward Projects											
Silver Kettle Sidewalk	General	181,141	181,141								
Public Works Fuel Tanks	General	53,826	53,826								
Public Works Upgrades	General	20,000	20,000								
Public Works - 22nd Street	General	556,070							556,070		
Wayfaring Signs	General	65,000									
Airport AWOS Upgrade	General	42,298	10,574							31,724	
Expo Sign changes	General	35,000									
Library HRV	General	12,000									12,000
Emergency Repair Fund	General	10,914	10,914								
Flood Plain Mapping & Dike Restoration	General	117,500	50,000								
5 tonne Dump Truck	Fleet	250,000				250,000					
T-Tech trailer	Fleet	11,325				11,325					
Service Truck Replacement	Fleet	15,305	15,305								
Holder Replacement	Fleet	40,541				40,541					
Electrical Engineering	Electrical	30,367	30,367								
Electrical Voltage Conversion	Electrical	535,767	535,767								
Wastewater Treatment Plant UV	Sewer	437,932									
Headworks Grinder	Sewer	38,679						145,977		291,955	
Water/Sewer Scada	Sewer	2,854						38,679			
3rd Street Sewer Main Repair	Sewer	35,309	35,309					2,854			
Wastewater Treatment Plant Upgrades	Sewer	2,748,751	467,288								
Bio-Solids Land Application Plan	Sewer	25,000	25,000							2,281,463	
Sewer Phasing Plan	Sewer	78,500	13,345								
Water/Sewer Scada	Water	3,219						3,219		65,155	
5th Street Watermain Replacement	Water	41,152						41,152			
West Side Fire Protection	Water	923,932									
Water Supply & Conservation	Water	10,000			10,000						
Subtotal 2017 Carry Forward Projects		6,322,382	1,448,836	-	10,000	301,866	190,729	41,152	1,484,854	2,737,797	7,148

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw No. 2045
Schedule "C" - Five Year Financial Plan 2018-2022

CAPITAL EXPENDITURES - 2018			FUNDED FROM												
Description	Fund	Amount	RESERVES					CLIMATE			Slag	DEBT	GRANTS	OTHER	
			General Capital	Electrical Capital	Water Capital	Equipment	Land Sales	Gas Tax	Action						
2018 New Projects															
City Park Campground Upgrade	General	20,000													
Data Collection Equipment	General	30,000													
Ball Diamond Rebuild to baseball specs	General	10,000													
LED Street Lighting	General	400,000													
Public Works Upgrades	General	45,000													
Facilities Review	General	10,000													
Annual Facility upgrades and replacement plan	General	15,000													
Annual Emergency Facility Fund	General	30,000													
Renewable energy program	General	25,000													
Replace Crosswalks in City Core	General	50,000													
Central Ave Sidewalk Replacement	General	40,000													
Bridge Approach Paving	General	20,000													
Annual Water and Sewer Emergency Repair Fund	General	50,000													
7th Street Storm Sewer	General	10,000													
SolarNow Solar Panel Installation	General	65,000													
Fleet replacement	Fleet	300,000													
Electric Mower	Fleet	20,000													
Annual Low Impact Storm water Program	General	25,000													
Annual Electrical System Upgrade Programs	Electrical	100,000													
Fuse Coordination Study and Implementation	Electrical	15,000													
Electrical Master Plan	Electrical	35,000													
Granby Water Crossing/ Yale Bridge water main	Water	10,000													
Interfor Property Isolation	Water	150,000													
Well 5 VFD	Water	50,000													
Shared Property (strata, trailers) Water Meters	Water	50,000													
Water service upgrade - City Park, 7th St., etc...	Water	125,000													
136 Sagamore/Airport Water Line Extension	Water	25,000													
Airport Water Main Looping	Water	75,000													
Water Main Airport	Water	2,480,000													
Sewer Main Relining	Sewer	60,000													
Lift Station Pumps	Sewer	25,000													
Granby River Force Main Crossing	Sewer	10,000													
MWR Discharge Requirements	Sewer	500,000													
Subtotal 2018 New Projects		4,875,000	1,680,000	35,000	35,000	20,000	-	560,000	40,000	-	-	2,505,000	-	-	-
TOTAL CAPITAL EXPENDITURES		11,197,382	3,128,836	35,000	45,000	321,866	190,729	601,152	40,000	100,000	1,484,854	5,242,797	7,148		

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: April 9, 2018
Subject: Campground Fees and Charges Update
Recommendation: **THAT Council gives the first three readings to the "City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2018" and directs staff to present the bylaw for final reading at the April 23rd, 2018 Regular meeting.**

Background

This Request for Decision proposes two changes to the Fees and Charges Bylaw. The first deals with the campground fees, and the second with the fees charged to businesses that use municipal property.

Campground

Staff have proposed a revised campground booking procedure to save on the amount of time taken to process cancellations. Currently, visitors pre-pay for their stay and any cancellation means reversing that charge. This often requires more administration time when the payment was made during a reservation in April and the cancellation comes in July or August. The new procedure creates a non-refundable reservation fee and visitors would pay for their stay when they arrive. The only cancellation fee would be for early departures.

Staff considered the risk of an increased rate of no-shows and determined that the potential reduced administration time and reservation fee would offset that risk. The reservation fees would create a revenue pool to make up for any cancellations where the cancellation fee would have previously covered that cost. The Fees and Charges amendment bylaw is presented for its first three readings with the only amendment consisting of a revised Schedule "F", Campground Fees and Charges.

Business Fees

The City often receives event requests for the use of municipal properties for commercial purposes like festivals or sale of goods. Two concrete examples from last couple of years are the outdoor movie theatre and the camping in Dick Bartlett Park for Cannafest. The old Policy 114 included guidance on charging for the temporary use of the property, but when it was updated last year, Council decided to not include the "Business Fees and Charges" schedule in the Fees and Charges Bylaw amendment. Recent Council correspondence has indicated a fresh interest in the ability to charge businesses when they are using municipal property. Staff are reintroducing the schedule so that the City may charge businesses using municipal properties in 2018.

Benefits or Impacts

Strategic Impact



Fiscal Responsibility

- The new procedure is anticipated to reduce the amount of staff time spent administering cancellations.
- Charging businesses for their use of municipal property will allow the City to recoup some of its costs.

Policy/Legislation

This amends Schedule “F” and adds Schedule “I” to the Fees and Charges Bylaw.

Attachments

City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2018

Recommendation

THAT Council gives the first three readings to the “City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2018” and directs staff to present the bylaw for final reading at the April 23rd, 2018 Regular meeting.

Options

1. THAT Council accepts the report.
2. THAT Council does not accept the report.
3. THAT Council refers the matter back to staff for further information.

Report Approval Details

Document Title:	RFD 2018 - Fees and Charges for campground and businesses.docx
Attachments:	- By1958-A4 Fees and Charges Amendment 2018.docx
Final Approval Date:	Apr 3, 2018

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler

Diane Heinrich - Apr 3, 2018 - 12:08 PM

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1958-A4

A BYLAW TO AMEND THE CITY OF GRAND FORKS FEES AND CHARGES BYLAW NO. 1958

WHEREAS the Community Charter empowers Council to acquire, accept and hold any property in the Municipality for pleasure, recreation or Community uses of the public and to make regulations governing the management, maintenance, improvement, operation, control and use of such property;

The Council of the Corporation of the City of Grand Forks **ENACTS** as follows:

1. This bylaw may be cited as the “**City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A4, 2018**”.
2. That “Fees and Charges Bylaw No. 1958, 2014” be amended as follows:
 - a. REPLACE “Schedule F – Campground Fees and Charges” with Appendix 1 of this bylaw.
 - b. INSERT into the list of schedules in section 3.1 “ ‘I’ Business Fees and Charges” in alphabetical order.
 - c. ADD “Schedule I – Business Fees and Charges” as in Appendix 2 of this bylaw.

Read a **FIRST** time this 9th day of April, 2018.

Read a **SECOND** time this 9th day of April, 2018.

Read a **THIRD** time this 9th day of April, 2018.

FINALLY ADOPTED this day of , 2018.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1958-A4, as passed by the Municipal Council of the City of Grand Forks on this day of , 2018.

Corporate Officer of the Municipal Council

of the City of Grand Forks

Appendix 1

SCHEDULE "F"
CAMPGROUND FEES AND CHARGES

Tenting \$20.00

RV Parking – No Hook-ups \$26.00

RV Parking – Water and electrical service \$36.00

Cancellation - early departure one night camping rate as per the site reserved and the type of camping requested

Reservation fee \$5.00 per reservation period

- Rates are “peak” season and are subject to change as deemed necessary by the Chief Administrative Officer
- All rates include applicable taxes

Appendix 2

SCHEDULE "I"
BUSINESS FEES AND CHARGES

Temporary commercial use of public property charge

Five percent of gross daily revenue up to \$2000 per day

Minimum Fee without current City of Grand Forks business licence

Same as business licence fee

A separate fees and charges agreement may be created at the discretion of the Chief Administrative Officer or designate