



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2019-16
Date: Monday, September 16, 2019, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
September 16, 2019, Regular Meeting agenda

Recommendation

THAT Council adopts the September 16, 2019, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera
August 28 and September 3, 2019, Special to go In-Camera Meeting minutes

4 - 7

Recommendation

THAT Council adopts the August 28 and September 3, 2019, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Public Hearing
September 3, 2019, Public Hearing Meeting minutes

8 - 10

Recommendation

THAT Council adopts the September 3, 2019, Public Hearing Meeting minutes as presented.

- c. Adopt minutes - Regular
September 3, 2019, Regular Meeting minutes

11 - 18

Recommendation

THAT Council adopts the September 3, 2019, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Reports of Council
Councillors

19 - 19

Recommendation

THAT all reports of Council at the September 16, 2019, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative 20 - 20
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 Taylor'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. Revised Policy 802 - Procurement 21 - 41
Financial Services

Recommendation

THAT Council approves and adopts Procurement Policy 802, Revision version 2.

9. REQUESTS ARISING FROM CORRESPONDENCE

- a. Boundary Family Services Society 42 - 42
Letter of intent to open dialogue about possible options for use of the four lots located on 70th Avenue
- b. Flippin Fun Gymnastics 43 - 46
Request for Letter of Support in Principle
- c. Granby Wilderness Society
Flow-through grant to Granby Wilderness Society in partnership with high school students for riparian restoration

Recommendation

THAT Council supports the application of Granby Wilderness Society for a RBC Youth Grant of \$15,000 by acting as the sponsor organization.

10. INFORMATION ITEMS

- a. Council Remuneration Advisory Group 47 - 54
Corporate Services/Finance

11. BYLAWS

- a. Bylaw 2039-A8 - Proposed rezoning of 7351 Hwy 3, approx. 0.3399 Hectare or 0.84 acre 55 - 75
parcel, from Highway Commercial to Tourist Commercial zone
Development, Engineering & Planning

Recommendation

THAT Council gives fourth reading to Zoning Bylaw Amendment 2039-A8, 2019.

- b. Bylaw 2061 - Annual Permissive Tax Exemption
Financial Services

76 - 144

Recommendation

THAT Council gives final reading to Bylaw No. 2061 "2020 Permissive Tax Exemptions".

- c. Bylaw 2063 - 2020 Revenue Anticipation Borrowing Bylaw
Financial Services

145 - 149

Recommendation

THAT Council gives first three readings to 2020 Revenue Anticipation Borrowing Bylaw No. 2063.

- d. Bylaw 2064 - Utility Billing
Financial Services

150 - 168

Recommendation

THAT Council gives first three readings to Utility Billing Bylaw No. 2064, 2019.

- e. Bylaw 2055-A1 - 2019-2023 Financial Plan Amendment
Financial Services

169 - 182

Recommendation

THAT Council gives first three readings to the 2019-2023 Financial Plan Amendment Bylaw No. 2055-A1.

12. **LATE ITEMS**

13. **ITEMS RELEASED FROM IN-CAMERA**

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

15. **ADJOURNMENT**



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

Meeting #: SP-2019-19
Date: Wednesday, August 28, 2019, 5:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Cathy Korolek
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski
Councillor Zak Eburne-Stoodley

Absent: Councillor Neil Krog

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

GALLERY

1. CALL TO ORDER

Mayor Taylor called the August 28, 2019, Special To Go In-Camera Meeting to order at 5:11 pm.

2. IN-CAMERA RESOLUTION

- a. Adopt Resolution as per Section 90

MOVED / SECONDED

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)

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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 August 28, 2019, Special to go In-Camera Meeting was adjourned at 5:11 pm.

Mayor Brian Taylor

Dep. Corporate Officer – Kevin McKinnon



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

Meeting #: SP-2019-20
Date: Tuesday, September 3, 2019, 12:58 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

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

GALLERY

1. CALL TO ORDER

Council unanimously amended the start time to 12:58pm for the Special to go In-Camera and In-Camera meetings.

Mayor Taylor called the September 3, 2019, Special To Go In-Camera Meeting to order at 12:58 pm.

2. IN-CAMERA RESOLUTION

a. Adopt Resolution as per Section 90

MOVED / SECONDED

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)

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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 September 3, 2019, Special to go In-Camera Meeting was adjourned at 12:59 pm.

MOVED / SECONDED

THAT the September 3, 2019, Special to go In-Camera Meeting be adjourned at 12:59 pm.

Carried

Mayor Brian Taylor

Corporate Officer - Daniel Drexler



The Corporation of the City of Grand Forks
Public Hearing of Council
MINUTES

PH-2019-6

Tuesday, September 3, 2019, 6:00 pm

7217 - 4th Street, City Hall Council Chambers

Present:

Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Staff:

Kevin McKinnon - Deputy Corporate Officer
Dolores Sheets - Manager of Development & Engineering
Services
Leford Lafayette – Planning Technician

GALLERY

1. Call to Order

Mayor Taylor called the September 3, 2019, Public Hearing to order at 6:00 pm.

Councillor Thompson read the Public Hearing preamble:

(a) The purpose of this Hearing is to consider certain bylaws which, if adopted, shall amend the City of Grand Forks - Official Community Plan Bylaw No. 1919 and/or Zoning Bylaw No. 2039.

(b) All persons who believe that their interest in property within the boundaries of the City is affected by the proposed bylaw(s) shall be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw(s) that are the subject of this Hearing. No one will be or should feel discouraged or prevented from making their views known. This Hearing is open to the public and all representations to Council form part of the public record. A live video and audio feed may be broadcast and recorded by GFTV.

(c) All information, correspondence, petitions or reports that have been received concerning the subject bylaws have been made available to the public. The correspondence and petitions received after August 21, 2019 (date of notification), are available for inspection during the course of this hearing and are located on the information table in the foyer of the Council Chamber.

(d) Members of Council may ask questions, if they so wish; however, the main function of Council members is to listen to the views of the public. It is not the function of Council to debate the merits of the proposed bylaw with individual citizens or with each other at this Hearing.

(e) Council debate on the proposed bylaw(s) is scheduled to take place during the next Regular Council meeting after the conclusion of this Hearing. It should be noted, however, that for some items a final decision may not be able to be reached at that meeting.

(f) It must be emphasized that Council will not receive any representation from the applicant or members of the public after conclusion of this Hearing.

(g) During a Public Hearing, people sometimes become enthusiastic or emotional. Regardless of whether you favour or oppose any application or argument, please refrain from applause or other expressions of emotion. Restraint enables others whose views may or may not coincide with your own to exercise their right to express their views and have them heard in as impartial a forum as possible.

2. Notification of Meeting

The Deputy Corporate Officer confirmed that printed advertisements appeared in the August 21 and August 28 editions of the Grand Forks Gazette, and were available for public viewing at City Hall.

3. **Individual Bylaw Submissions**

- a. Bylaw 2039-A8 Proposed Rezoning of the approximately 0.3399 Hectare (0.84 acre) parcel from Highway Commercial (HC) to Tourist Commercial (TC)

Development, Engineering & Planning

Mr. Lafayette described the purpose of the rezoning. Staff confirmed that no written correspondence was received prior to the meeting.

The applicant advised that they are still waiting on insurance to prepare their next steps, but would like to have the zoning in-place for when they learn whether the property will stay as a motel.

Staff advised that the Ministry of Transportation and Infrastructure (MOTI) would need to update the access agreement for the property, but they have no concerns with the application. Staff further advised that the process would be to give third reading, send the application to MOTI for approval, then return it to Council for fourth and final reading.

4. **Adjournment**

The September 3, 2019, Public Hearing was adjourned at 6:14 pm.

Mayor Brian Taylor

Dep. Corporate Officer – Kevin McKinnon



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

Meeting #: R-2019-15
Date: Tuesday, September 3, 2019, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Present: Mayor Brian Taylor
Councillor Zak Eburne-Stoodley
Councillor Cathy Korolek
Councillor Neil Krog
Councillor Chris Moslin
Councillor Christine Thompson
Councillor Rod Zielinski

Staff: Diane Heinrich - Chief Administrative Officer
Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Daphne Popoff - Corporate Administrative Assistant
Dolores Sheets - Manager of Development & Engineering Services
Juliette Rhodes - Chief Financial Officer
Graham Watt - Recovery Manager

GALLERY

1. CALL TO ORDER

Mayor Taylor called the September 3, 2019, Regular Meeting to order at 7:00 pm.

2. ADOPTION OF AGENDA

- a. Adopt agenda

September 3, 2019, Regular Meeting agenda

Resolution #: R294/19/09/03 MOVED/SECONDED

THAT Council adopts the September 3, 2019, Regular Meeting agenda as presented.

Carried

3. MINUTES

- a. Adopt minutes - Special to go In-Camera

August 8, 12, 20 and 26, 2019, Special to go In-Camera Meeting minutes

Resolution #: R295/19/09/03 MOVED/SECONDED

THAT Council adopts the August 8, 12, 20 and 26, 2019, Special to go In-Camera Meeting minutes as presented.

Carried

- b. Adopt minutes - Regular

August 12, 2019, Regular Meeting minutes

Resolution #: R296/19/09/03 MOVED/SECONDED

THAT Council adopts the August 12, 2019, Regular Meeting minutes as presented.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Reports of Council

Councillors

Discussion took place on proposed resolutions and previous minutes.

Resolution #: R297/19/09/03 MOVED/SECONDED

THAT all reports of Council at the September 3, 2019, Regular Meeting be received.

Carried

Resolution #: R298/19/09/03 MOVED/SECONDED

THAT Council supports the Disaster Mitigation Adaptation Fund (DMAF) grant as outlined in the application submitted to the Federal and Provincial Governments in January 2019.

Opposed (3): Eburne-Stoodley, Moslin, and Zielinski

Carried

Resolution #: R299/19/09/03 MOVED/SECONDED

THAT Council amends the resolution: 'THAT Council speaks, in unison, in support of implementing permanent risk reduction measures in DMAF and subsequent flood mitigation programs', by removing the words 'in unison'.

Opposed (5): Taylor, Eburne-Stoodley, Korolek, Krog, and Thompson

Defeated

Resolution #: R300/19/09/03 MOVED/SECONDED

THAT Council speaks, in unison, in support of implementing permanent risk reduction measures in DMAF and subsequent flood mitigation programs.

Opposed (1): Moslin

Carried

Resolution #: R301/19/09/03 MOVED/SECONDED

THAT Council instructs staff to provide, at a minimum, quarterly information updates regarding the progress of the DMAF projects.

Carried

Resolution #: R302/19/09/03 MOVED/SECONDED

THAT Council rescind the original resolution R268 from the August 12, 2019, Regular Meeting: 'THAT the City of Grand Forks formally request both the Provincial and Federal governments grant additional funds for expropriated properties at a pre-flood value.'

Carried

Resolution #: R303/19/09/03 MOVED/SECONDED

THAT the City of Grand Forks formally request both the Provincial and Federal governments grant additional funds and flexibility for the acquisition of properties necessary to meet the objectives of the DMAF plan.

Carried

Resolution #: R304/19/09/03 MOVED/SECONDED

THAT Council receives the Advisory Committee's recommendation for a year-round shelter and requests the Advisory Committee's input on appropriate zoning for this facility.

Opposed (5): Eburne-Stoodley, Korolek, Krog, Thompson, and Zielinski

Defeated

Resolution #: R305/19/09/03 MOVED/SECONDED

THAT Council recommends the flood plain mapping workshop of August 26th be presented to the community at a public meeting.

Opposed (1): Zielinski

Carried

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

- a. Verbal Report - RDKB Representative

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 Taylor announced that the BCDC Regional Meeting will be at the Regional District office on September 4th at 10:00 am.

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Fire Department Capital and Operating Budget re-allocation
Emergency Services / Corporate Services

Resolution #: R306/19/09/03 MOVED/SECONDED

THAT Council direct Staff to:

- 1. Remove the Capital Project “Command Vehicle 2” - \$80,000,**
 - 2. Create a new Capital Project “Fire Dept. Equipment” - \$27,000,**
 - 3. Allocate an additional \$53,000 to the Fire Department Operating Budget;**
- AND directs staff to amend the Five-Year Financial Plan bylaw to include these changes.**

Carried

9. REQUESTS ARISING FROM CORRESPONDENCE

- a. Passenger Transportation Board
Boundary Taxi Company request for additional taxi vehicle to add to its fleet

Resolution #: R307/19/09/03 MOVED/SECONDED

THAT Council instruct staff to support the application from the Boundary Taxi Company for an additional taxi vehicle to add to their fleet.

Carried

- b. Horizon North

Letter of request for temporary storage of construction materials and bins for approximately one and half months from August-September

Resolution #: R308/19/09/03 MOVED/SECONDED

THAT Council approves permission for Horizon North to use the four City-owned lots on 70th Avenue and 19th Street for temporary storage of construction material and bins till the end of September.

Opposed (2): Eburne-Stoodley, and Zielinski

Carried

- c. Grand Forks Social Service Advisory Group

Letter with motion for City to rescind the letter issued to WEEDS and for Warming Center to remain.

Resolution #: R309/19/09/03 MOVED/SECONDED

THAT Council receives for information the letter from the Grand Forks Social Service Advisory Group with a motion for City to rescind the letter issued to WEEDS and for Warming Center to remain.

Opposed (1): Zielinski

Carried

10. INFORMATION ITEMS

- a. Green Communities Committee

Letter of congratulations for successful efforts to undertake climate action to reduce greenhouse gas emissions in the 2018 reporting year

Resolution #: R310/19/09/03 MOVED/SECONDED

THAT Council receives for information the letter of congratulations from the Green Communities Committee.

Carried

11. BYLAWS

- a. Bylaw 2061 - Annual Permissive Tax Exemption
Financial Services

Resolution #: R311/19/09/03 MOVED/SECONDED

THAT Council gives first three readings of Bylaw No. 2061 “2020 Permissive Tax Exemptions”.

Carried

- b. Bylaw 2039-A8 - Proposed Rezoning of approx. 0.3399 Hectare (0.84 acre) parcel from Highway Commercial to Tourist Commercial Development, Engineering & Planning

Resolution #: R312/19/09/03 MOVED/SECONDED

THAT Council give Third reading to Zoning Bylaw Amendment 2039-A8 at the September 3, 2019, Regular Meeting.

Carried

12. LATE ITEMS

13. ITEMS RELEASED FROM IN-CAMERA

- a. Minutes from August 20, 2019 In-Camera meeting

On August 26, 2019, Council approved the release from In-Camera of redacted minutes from the August 20, 2019 In-Camera meeting discussing the Disaster Mitigation and Adaptation Fund projects.

14. QUESTIONS FROM THE PUBLIC AND THE MEDIA

- Nora Curiston spoke in regard to disaster mitigation, DMAF, North Ruckle flooding
- Les Johnson spoke in regard to a cold weather shelter and his observations in the community
- Pamela Kennedy spoke in regard to a cold weather shelter and doing it right and taking the time to do it properly
- Laura Savinkoff invited all of Council to Peace In Peace Out on Sept. 20th at the USCC Center
- Jensen Edwards, Gazette, asked if a meeting with MLA Farnworth was scheduled at the UBCM and would hiring a Fire Chief change the Financial Plan

15. ADJOURNMENT

The September 3, 2019, Regular Meeting was adjourned at 9:10 pm.

Resolution #: R313/19/09/03 MOVED/SECONDED

THAT the September 3, 2019, Regular Meeting was adjourned at 9:10 pm.

Carried

Mayor Brian Taylor

Corporate Administrative Assistant –
Daphne Popoff

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: September 16, 2019
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **THAT all reports 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 reports 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.

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: September 16, 2019
Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary
Recommendation: **THAT Mayor Taylor'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 Taylor'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: Financial Services
Date: September 16, 2019
Subject: Revised Policy 802 - Procurement
Recommendation: **THAT Council approves and adopts Procurement Policy 802, Revision version 2.**

Background

Staff introduced a revised Procurement Policy to the COTW on July 15th and then presented it at the August 12th Regular Meeting for approval. At that meeting, Council deferred the adoption of the new policy to September 3rd pending further review and discussion.

A list of suggested changes to the policy was provided and discussed at the September 3rd COTW meeting, with direction given to bring the original policy forward to this meeting. Staff proposed the addition of some stipulations related to procurement for grant funded projects and has included that wording in a new section, now numbered Policy Statement 11.

The revised policy is presented here for approval and adoption by Council.

Benefits or Impacts

General

The revised procurement policy provides more definitive direction to staff in the procurement of goods and services and incorporates many of the recommendations and best practices advocated by the Auditor General for Local Government.

Strategic Impact



Fiscal Responsibility

- This policy mandates practices which are aimed at achieving best value for money in procurement, while addressing the requirements of those responsible for managing operations and projects in a practical and efficient manner.

Policy/Legislation

Council has the authority to approve policy.

Attachments

Proposed Procurement Policy 802 revision v2
Existing Contracting Authority and Purchasing Policy 802A-1

Recommendation

THAT Council approves and adopts Procurement Policy 802, Revision version 2.

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:	Procurement Policy 802 v2.docx
Attachments:	- Procurement Policy 802-A2 2019.pdf - 802A-1 - Contracting Authority and Purchasing.pdf
Final Approval Date:	Sep 5, 2019

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

Diane Heinrich - Sep 5, 2019 - 2:20 PM



City of Grand Forks
 7217 4th Street
 Grand Forks, BC V0H 1H0
 250.442.8266
 www.grandforks.ca

Council Policy

Procurement

Established: March 20, 2006

Rescinded: N/A

Contact Department: Finance

Purpose

This policy establishes general guidelines, authorizations, and approval limits for the procurement of goods and services on behalf of the City.

Objectives

The objectives of this policy are to:

- a) Establish authority and limits for the purchase of goods and services on behalf of the City.
- b) Procure the necessary quality and quantity of goods and services in an efficient, timely and cost effective manner, while maintaining controls appropriate for a public sector body.
- c) Promote fair, open, accountable and transparent purchasing practices.
- d) Encourage as a preference, contracting agreements and purchasing criteria that consider total life cycle costs and minimize environmental impacts.
- e) Ensure that the City acts in accordance with all applicable legislation and trade agreements.

Scope

This policy applies to all procurement of goods and services, including construction, consulting or professional services, made by or on behalf of the City by employees and other authorized personnel.

Policy Statements

1. Responsibilities

Chief Administrative Officer to:

- a) approve and issue administrative directives to implement this policy
- b) review and approve sole and single source purchases greater than \$25,000
- c) approve recommendations for contract awards
- d) approve term contracts of less than 5 years

Chief Financial Officer to:

- a) monitor adherence to the provisions of this policy and record events of non-compliance
- b) approve and implement administrative procedures necessary for compliance with this policy
- c) review and approve sole and single source purchases as stated in Section 8.
- d) remain informed of current legislation and ensure compliance with trade agreements

Department Heads to:

- a) ensure that their departments' purchasing activities meet the objectives and administrative requirements of this policy
- b) ensure funds are available for departmental spending and within the spending authority of those authorized to make purchases on behalf of the department

- c) ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, a legal review for bid compliance

All employees are expected to conduct themselves with personal integrity, ethics, honesty, and diligence when acquiring goods and services on behalf of the City, and shall exercise impartiality and fairness at all times in evaluating suppliers and awarding contracts. Employees must comply with other City policies regarding conflicts of interest and receipt of gifts, and shall maintain confidentiality of information which the City is obligated to protect.

2. Exclusions

The following transactions are, by their nature, not generally considered procurements of goods and services, and are thus excluded from the provisions of this policy:

- Payments made with respect to payroll taxes and source deductions, union dues, workers' compensation assessments, and similar payments.
- Payments of debt interest and principal
- Transfers to and from investment accounts
- Payments in respect of taxes collected on behalf of other authorities
- Donations, grants and fee-for-service payments
- Fire department cost sharing and volunteer payment agreements
- Payment of damages or settlements
- Acquisition of land and improvements, by purchase, lease or other agreement

The hiring of regular, temporary and casual employees is also outside the scope of this policy.

3. Compliance

All employees and other authorized personnel responsible for purchasing goods and services, for approving the purchase of goods and services, or for executing contracts on behalf of the City must adhere to this policy.

Any employee who willfully acquires goods or services in contravention of this policy is liable to disciplinary action. Activities such as making unauthorized purchases, committing the City without appropriate authority, disclosure of suppliers' confidential or proprietary information, or dividing contracts or purchases to avoid the thresholds of this policy are expressly prohibited.

All incidents of non-compliance, including those requiring special approvals shall be documented and reported to the appropriate level of management, or Council if warranted.

4. Authority

Under authority delegated by Council to the Chief Administrative Officer, the following authorizations are provided to management and employees of the City in order to give administrative effect to this policy:

- a) Authority to Execute Contracts
- i) The Chief Administrative Officer shall execute contracts awarded through the public tendering process.
 - ii) All contracts with a term greater than 5 years require Council resolution, and are to be executed by both the Mayor and the Corporate Officer.
 - iii) Contracts within the parameters of the Financial Plan (5 years or less) require approval by both the CAO or Authorized Delegate and the Corporate Officer.

b) **Spending Authority**

City employees may approve purchases of goods and services up to their individual approval limits as set out in Appendix B. When an authorized staff member is away, the staff member performing their duties during the period of their absence is authorized up to the spending limit of the absentee member.

5. **Purchasing Guidelines**

Best Value

Purchase decisions should take into consideration the total cost of ownership, and not just the lowest purchase price. The total life cycle cost, including acquisition, shipping, disposal, operating, and maintenance costs should be assessed, in addition to taking into account other characteristics such as availability, suitability, serviceability, warranty, training requirements, and environmental impact.

Sustainable Procurement

The City will procure goods with due regard to its commitment to encourage the use of environmentally friendly products and processes which reduce waste, air and water pollution and the use of chemicals.

The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.

Cooperative Purchasing

Wherever possible, the City will participate in cooperative purchasing with other public agencies to maximize cost savings. The cooperative procurement process may be conducted in accordance with the procurement policy of the leading organization.

Trade Agreements

The City shall comply with the relevant provisions of all trade agreements to which it is subject. These agreements generally state that goods, services and construction above certain dollar thresholds must be publicly tendered so as not to discriminate among bidders on the basis of origin.

6. **Purchasing Methods**

Petty Cash

A petty cash fund is an alternative for small value purchases which do not warrant the processing of an invoice through accounts payable. Purchases made using petty cash should generally not exceed \$50 per transaction.

Credit Cards

Credit cards will be assigned to staff according to their purchase needs. City staff may use credit cards for bona fide City expenses within their assigned credit limits.

Purchase orders are required for credit card transactions in accordance with the provisions of this policy.

Purchase Orders

Unless exempted below, purchase orders shall be issued for all goods and services costing in excess of \$1,500, including Provincial Sales Tax, but excluding freight and delivery charges.

Where the exact purchase amount is unknown but is anticipated to exceed \$1,500, the purchase order should be issued using a reasonable estimate or, if quantities are unknown, a specified hourly or unit cost.

Annual standing purchase orders may be issued to frequently used suppliers, for supplies of a repetitive or continuous nature.

An authorized purchase order must be in place prior to any commitment being made for the purchase of goods and services.

Purchase Order Exemptions

The following expenditures do not require a purchase order:

- Association dues and membership fees, publications/subscriptions
- Legal and accounting fees
- Postage machine replenishment
- Utilities such as electricity, gas internet, telephone, and cell phone
- Procurements made under annual or other contracts, such as janitorial services and equipment leases
- Courses, seminars, conventions, workshops, and other training fees
- Travel expenses and advances
- Licenses and permits
- Freight and courier charges
- Insurance and payroll benefit plan premiums
- Expenditures made during situations of declared emergency or other threat to public health or safety necessitating immediate action

Where there is no breach of the competitive process or risk to the City, an unintentional failure to issue a purchase order as noted above is subject only to internal administrative redress.

7. Change Orders

Managers will have the authority to approve change orders subject to the following conditions:

- there are sufficient uncommitted funds within the existing project budget to cover the cost of the change order;
- the change order does not materially alter the scope of work of the project; and
- the change order does not exceed the lesser of 10% of the original purchase amount and the manager's authority limit.

8. Sourcing Methods

Direct Acquisition

Goods or services with an estimated cost of less than \$10,000, where no individual item is greater than \$5,000 in value, may be purchased directly from a supplier; however staff is expected to make a reasonable effort to obtain the best value.

Verbal Quote and Request for Quotation (RFQ)

A minimum of three suppliers shall be solicited for price quotations for purchases between \$10,000 and \$50,000 in value.

While staff are recommended to obtain written quotes for all purchases over \$10,000, verbal quotes may be used for lower dollar value purchases (under \$25,000), with a written record maintained of the businesses contacted and the quote amount, or lack of response if applicable. Written price quotations are required for purchases between \$25,000 and \$50,000 and may be sought through direct request to qualified suppliers, or through an invitational or public tendering process.

The award will be made to the respondent who has submitted the lowest price and that meets all the specifications of the RFQ. However, in determining the best qualified and acceptable quote, consideration should be given to other factors such as vendor qualifications, quality, source of supply, availability and supplier's past performance. The City reserves the right to accept a quote other than the lowest bid based on a higher evaluation of the criteria noted above.

Requests for Expressions of Interest and Vendor Pre-Qualification

A prequalification process may be used whereby vendors or contractors are requested to provide an expression of interest (REOI) or qualifications (RQ) to be used in developing a short list of prospective qualified suppliers. Prequalification of vendors may be used as a preliminary step in the public tendering process, providing the requirements for advertising noted below are met.

Requests for Standing Offers - Hired Equipment

The City may issue a request for standing offers (RFSO) or EOI for the registration of equipment for hire on an as-and-when-required basis. The City will maintain a list of prequalified providers, with equipment to be hired based upon criteria such as price, availability, and condition.

Formal Public Tendering and Request for Proposals

Invitations to Tender (ITT) and Requests for Proposal (RFP) are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000. All competitive procurement opportunities shall be advertised in BC Bid or other electronic tendering system, and must follow the City's established processes and procedures for receiving and opening tenders.

Other than unique situations entailing mandate from Council, the maximum term for a contract for services, including any renewals, shall be five years. Continuing contracts, other than those included as professional services in Section 10, or contracts with multiple indefinite annual renewals are expressly prohibited.

The approval level for contracts with a duration of greater than one year is calculated as the total financial obligation over the term of the contract, including any options for extension.

Once a service contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

Direct Award (Sole or Single Sourcing)

A purchase of goods or services below \$75,000 may be made by direct award where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. Sole source purchasing shall not be conducted in order to avoid competition between or discriminate against suppliers. Failure to plan appropriately does not provide justification for sole sourcing in a situation of urgency.

Circumstances that may support sole sourcing include (but are not limited to) the following:

- there has been limited or no response to an RFQ which has been posted publicly for at least one week;
- an unforeseeable situation of urgency exists and the goods or services cannot be obtained in time through the competitive procurement process;
- the expenditure is minor and the potential savings available through competitive contracting do not justify the increased time and costs involved in obtaining quotes;
- in the case of cooperative purchasing, where the cost of the goods or services is verifiably competitive;
- services and supplies are provided by utility companies on a monopoly or regulated tariffed basis;
- there is an absence of competition for technical reasons and the goods or services can be only be supplied by one particular service provider, with no reasonable alternative or substitute;
- there is only one service provider who has the unique qualifications or skills needed for the work;
- there is a need to maintain compatibility with existing products or specialized products which can only be provided by the manufacturer or representative of the product;
- the work is a continuation or follow-up and is most appropriately done by the original service provider;
- an opportunity arises to take advantage of cost savings realizable when non-resident contractors are already available locally for a limited time (eg. paving contractors);
- an item is offered for sale by tender, auction or negotiation and purchasing the item is clearly in the best interest of the City; or
- the project is highly sensitive or confidential, and advertising it through open competition is not appropriate.

Direct award purchases require a documented request and justification with approval of the Chief Financial Officer. Direct award purchases between \$25,000 and \$75,000 require additional approval from the Chief Administrative Officer, or designate.

A direct award for construction contracts below \$200,000 may be made in exceptional circumstances, with justification provided to, and with the approval of, the Chief Financial Officer, Chief Administrative Officer and Council.

Direct awards greater than \$25,000 should be reported to Council through the regular monthly procurement reporting process or similar means.

9. Selection of Consultants and Professional Services

Consultants and professional service providers may be engaged directly for services under \$25,000, where a reasonable evaluation or pre-qualification process has been completed.

A Public Call for Written Proposals or direct invitation shall be sought from at least three qualified consultants where the anticipated cost of engaging the consultant is \$25,000 or more.

Consultants will be retained on the basis of expertise, experience, professional reputation, ability to complete the work and to provide cost effective advice and solutions. The City will not rely on one consultant to provide the majority of project consulting services. To achieve best value for money, staff will endeavour to engage consultants by means of a direct contract rather than subcontracting through an intermediary.

The following criteria shall be taken into consideration when evaluating potential candidates:

- the firm's relevant experience and past performance
- familiarity with municipal procedures and practices
- references from former or current clients
- fees to be charged
- potential for conflict or perceived conflict of interest

10. Contracts for On-Going Professional Services

Where professional services are to be retained on an ongoing basis, a review will be undertaken of such services every five years, if not more frequently. These services will be requested by way of an Expression of Interest or Request for Proposal. Ongoing professional services include the following:

Banking and Investment Services
Legal Services
Employee Benefit Plan Brokerage Services
Professional Engineering Services for the electrical distribution system and utility

11. Procurement for Grant Funded Projects

All procurements of goods and services for projects funded by Federal, Provincial or other grant programs shall comply with the procurement and contract management provisions of the grant funding agreements. At a minimum, these project procurements shall comply with the provisions of this policy regarding the use of consultants and a competitive bidding process for goods and services contracts over \$50,000. All procurement related to grant funded projects shall be conducted in accordance with applicable trade agreements.

12. Performance Evaluation

Contractor and consultant evaluations are essential to proper contract management in order to ensure that performance issues are addressed quickly and effectively. The manager responsible for a particular contract shall implement a performance evaluation process for all contracts over \$50,000 and lower valued contracts as appropriate, and will maintain written records of any performance issues, including correspondence and notifications sent to the service provider.

At the outset of the contract, the responsible manager will provide the supplier with copies of the evaluation reports that will be used to rate the supplier's performance. The overall performance rating and copies of the completed evaluation reports will be provided to the supplier upon completion of the contract.

The performance evaluation shall rate the contractor or supplier based on standard criteria adopted from time to time, including, but not limited to the following:

- ability to meet contract specifications, cost, delivery, terms or conditions
- project management
- time planning and scheduling
- quality of workmanship
- health, safety and other regulatory compliance

Performance evaluations from previous contracts will be taken into consideration when evaluating and awarding future work, with legal advice to be obtained when necessary.

13. Unsolicited Proposals

Unsolicited proposals received by the City will be reviewed by the Department Head to determine the merit of services offered and appropriate response. Any purchasing activity resulting from the receipt of an unsolicited proposal must comply with the provisions of this Policy.

Related Bylaws and Policies

- City of Grand Forks Delegation Bylaw No. 1831
- City of Grand Forks Employee Conflict of Interest Policy 602
- City of Grand Forks Wood First Policy 205
- City of Grand Forks Asset Disposal Procedure Policy 805

References

- Auditor General for Local Government (AGLG) Perspectives Series
 - Improving Local Government Procurement Processes
 - Oversight of Capital Project Planning & Procurement
- Global Affairs Canada - International Trade Agreements and Local Government: A Guide for Canadian Municipalities
- New West Partnership Trade Agreement (NWPTA)
- Canadian Free Trade Agreement (CFTA)
- Comprehensive Economic and Trade Agreement (CETA)

APPENDIX A

METHOD AND FORM OF PURCHASE

Method and Form of Purchase	PO Required	Limit
Petty Cash	No	< \$50
Credit Card Purchase (receipt/invoice required)	No	< \$1,500
Credit Card Purchase (receipt/invoice required)	Yes	> \$1,500
Direct Purchase without quotation	No	< \$1,500
Direct Purchase without quotation - no single item > \$5,000	Yes	< \$10,000
Verbal Quote - minimum 3 quotes (to be documented)	Yes	< \$25,000
Written Quotes and RFQ - minimum 3 quotes	Yes	\$25,000 - \$50,000
Direct award (approval of CFO)	Yes	\$5,000 - \$25,000
Direct award (approval CFO and CAO)	Yes	> \$25,000
Public Tender - ITT and RFP	Yes	> \$50,000
Term Contracts < 5 years - CAO approval	No	All amounts
Term Contracts > 5 years - Council resolution	No	All amounts

APPENDIX B
SPENDING AUTHORITY

Position	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000
Corporate Officer	\$10,000
Department Heads/Managers	\$10,000
Deputy Managers	\$ 5,000
Coordinators	\$ 1,500
Mechanic	\$ 1,500
Accountant/Comptroller	\$ 1,500
Public Works Administrative Assistant	\$ 500
Other permanent employees	\$ 100

THE CITY OF GRAND FORKS	
POLICY TITLE: Contracting Authority & Purchasing	POLICY NO: 802A-1
EFFECTIVE DATE: February 23, 2015	SUPERSEDES: 802
APPROVAL: Council	PAGE: 1 of 8

POLICY:

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

POLICY OBJECTIVES:

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
 - (i) promotes reduction of Green House Gases.
 - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
 - (iii) seeks the best value and service.

In addition to the objectives outlined above, City employees will demonstrate ethical purchasing behavior, including:

- Declaration of Interest – An employee who has a direct or indirect interest with the supplier should disclose this relationship and will be excluded from the quote or tender process;
- Confidentiality and Accuracy of Information – The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- Competition – While considering the advantages of the City of Grand Forks maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided;
- Business Gifts and Hospitality – To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts;

PROCEDURE

General:

a) Responsibilities:

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

b) Sustainable Business Practice:

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.
- ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000.00
Corporate Officer	\$10,000.00
Deputy Corporate Officer	\$10,000.00
Manager of Operations	\$10,000.00
Public Works Foreman	\$10,000.00

Manager of Development & Engineering	\$10,000.00
Fire Chief	\$10,000.00
Deputy Fire Chief	\$10,000.00
Manager of Building Inspection & Bylaw Services	\$ 5,000.00

Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	Spending Limit	Type of Goods
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Permanent Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

Definitions:

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO2) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost,

maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

Responsibilities

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on

behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
 - Official; 8 ½" x 11" sequentially numbered form.
 - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
 - Copy distribution: White - Accounting
Scanned to Manager
Scanned electronically
 - May have additional information attached such as drawings, detailed specifications, samples, etc.
 - Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
 - Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000.00, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees

7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$5,000.00.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000.00 and \$10,000.00.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000.00 and not exceed \$50,000.00.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000.00. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;

- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;
- Verbal and late bids will not be accepted.
- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing day.
- Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.
- Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.
- Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.
- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

viii. Notwithstanding Section v and vi above, a purchase or contract may be sole sourced when:

- Goods, services or construction are urgently required and delay would be injurious to the public interest; or
- Recurring or Non-Competitive Expenditures – these are for specifically identified items such as training and statutory payments
- Only one party is available and capable of performing the contract
- Professional Consulting Services

The City purchasing practices for sole sourced procurements shall employ such value analysis and negotiation methods as deemed appropriate for the occasion

by the Chief Financial Officer

All sole sourcing requests between \$5000 and \$25,000 will require approval of the Chief Financial Officer. Any sole source purchase over \$25,000 will require a Staff report to City Council.

BOUNDARY FAMILY SERVICES SOCIETY

Box 2498
Grand Forks, BC V0H 1H0
Phone: (250) 442-2267



1200 Central Ave., Glanville Centre
Grand Forks, BC V0H 1H0
info@bfiss.org

29August2019

City of Grand Forks
7217 4th Street
Grand Forks, BC

Attn: Mayor and Council



Good afternoon.

I am writing with the express intention of opening dialogue about the possible options for the use of the four lots located on 70th Avenue adjacent to the BC Housing affordable housing development.

Boundary Family Services is the designated agency of record to move forward operating the affordable housing development in partnership with BC Housing. It has become apparent that the current site design has some inherent flaws, and opportunities for a better intentioned use of the space would be possible with the inclusion of the above mentioned lots on the north end that are currently owned by the City of Grand Forks.

Current design has the sole entry and exit through the Women's Transition House parking lot, operated by the Boundary Women's Coalition. It is felt that this may not only inconvenience the residents of both facilities, it also reduces emergency entrance and egress to the most westerly positioned units. The constant unmonitored traffic through the parking lot poses not only a potential risk to those residents seeking to find safety from domestic abuse, but also to the younger and older residents that would be entering and exiting the spaces via this route as well.

The opportunity for an expanded entrance via 70th Avenue will not only reduce the risk for the housing complex and the stress upon the residents of the Transition House, it will also provide expanded greenspace and the ability to have a larger space for community inclusion for those residents of the 19th Street development.

My thanks to Mayor and Council for taking the time to consider this proposal.

Respectfully,


Darren Pratt
Executive Director



FILE CODE
Boundary Family
Services Society
re Four Lots on 70th Ave.
Agenda Page 42 of 82

Flippin Fun Gymnastics

Board of Directors

Svetlana Dalla Lana - President
Vendela Villanueva - V President
Leanne Harris - Treasurer
Claire Stanhope - Secretary
Amanda Sjoden - Director / Coach
Kristal Smith - Director / Coach
Leanne Babcock - Director
Kayla Ferguson - Administrator

Grand Forks Curling Rink

(May-Sept)

Pines Bible Camp

(October-April)

www.grandforksgymnastics.com
grandforksgymnastics@gmail.com

250-442-7441

PO Box 2233

Grand Forks BC

V0H 1H2



SEPTEMBER 6 2019

Dear City of Grand Forks - Council & Staff

Thank you Dolores Sheets for meeting with the Flippin Fun Gymnastics Leadership on Friday August 23, 2019 at City Hall.

It was discussed in this meeting that Flippin Fun will be moving forward to request the City to supply Flippin Fun Gymnastics with a letter of support / **SUPPORT IN PRINCIPLE LETTER**. This letter would be used as evidence of support to other potential community supporters.

This letter would ideally state that the City of Grand Forks supports Flippin Fun Gymnastics with the proposed MULTI USE FACILITY PROJECT. This Youth and Health Wellness Center, would include space for Gymnastics, Jazzercise, CrossFit, Martial Arts, and Kickboxing.

The City would support this project ideally by assisting with the SERVICED LAND portion of this project and a few sites have been already tentatively identified.

Together with Horizon North Logistics and JDP Contracting, Flippin Fun has created a concept building and would like to start fundraising / grant seeking. Please feel free to contact Mr. Gary Swift from Horizon North at (587) 223-4388 for any questions or comments.

Ideally we want to make it easy for other community supporters to say "yes" to this project. Having the City of Grand Forks support us in this project would speak volumes and we absolutely so much appreciate your consideration and look forward to a "support in principle" letter. Ideally if there is anything else you could add to this letter to help supporters get on board that would be great.

Our hope is that this potential project will draw the community closer together in health, wellness and vitality.

Thank you for your consideration and we look forward to your response.

Sincerely,

Svetlana Dalla Lana







Memo



To: Regular Meeting
From: **Corporate Services/Finance**
Date: 2019-09-16
Subject: Council Remuneration Review

Background

On July 15, 2019, Staff provided a memorandum to the COTW with a timeline for commencing the process of forming an advisory group to review and report back to Council on appropriate levels of remuneration.

Staff posted a call for volunteers on the City's website on August 2nd, which is still ongoing, and ran advertisements in the August 7th and 14th issues of the Gazette.

There were no applications received prior to the August 16th deadline, and only one has been received since then. Consequently, staff is seeking direction on how to proceed with the review process, given the inability to form an advisory group.


Staff provided some remuneration options to the COTW in February and is including that memo here in the event Council wishes to revisit those options.

Benefits or Impacts

General

The review process would have allowed public involvement and transparency in determining fair Council remuneration and expense reimbursement.

Strategic Impact

 The financial impacts are unknown at this time.

Policy/Legislation

Bylaw No. 2050 "Council Remuneration and Expenses"

Attachments

February 11, 2019 Staff memo to Council

Bylaw No. 2050 "Council Remuneration and Expenses"

Report Approval Details

Document Title:	Council Remuneration Advisory Group.docx
Attachments:	- Memo 2019 - Remuneration Review.pdf - By2050-Council-Remuneration-and-Expenses.pdf
Final Approval Date:	Sep 6, 2019

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

Diane Heinrich - Sep 6, 2019 - 9:49 AM

Memo



To: Committee of the Whole
From: **Corporate Services / Finance**
Date: 2019-02-11
Subject: Remuneration Review

Background

Option 1:

As Council's request, Staff would like to start the Council remuneration review process within the next few weeks. The primary step for this is to form the Advisory Group as per Section 6. of Bylaw No. 2050 "Council Remuneration and Expenses".

The advisory group is supposed to consist of two to four members of the Community selected by Council and the Chief Financial Officer. Staff is proposing the following:

February 18 (Gazette date: February 20)	run an advertisement for interested citizens in the local newspaper and on our Facebook site
February 25 (Gazette date: February 27)	run the advertisement for a second week in the local newspaper and on our Facebook site
March 6, 2019	closing date to submit applications
March 13, 2019	Completion of Staff's preselection process for Council based on qualifications for this role
March 19, 2019	pre-selected candidates would be included in the In-Camera agenda package
March 25, 2019	In-Camera meeting of Council on March 25, 2019 to select two to four Advisory Group members.
April / May	Statutorily required reporting period (Audit / Year End Financial Statements / etc)
June / July	Advisory Group review process and reporting back to Council

If the Committee of the Whole agrees with this proposed workplan, then Staff will continue as indicated above.

Option 1 Recommendation:

THAT The Committee of the Whole receives the report and asks Staff to proceed with the proposed workplan.

Option 2:

At the Committee of the Whole on January 14, 2019 staff presented the following option regarding remuneration as part of the report.

- c) *Increasing remuneration amounts to compensate for the elimination of the tax-free allowance. Using a marginal tax rate of 20.06%, the equivalent amounts for 2019 would be \$26,000 for the Mayor and \$19,500 for Councillors. This was the option proposed to the previous Council and rejected in favour of a CPI increase.*

The report also drew attention to the compensation ratio of Councillor to Mayor compensation which was significantly higher than the average for other municipalities of similar size. The ratio of Councillor to Mayor compensation, at 75%, is well outside the 50-60% range of other municipalities. In addition, the Councillor remuneration amounts were higher than in the other municipalities.

	Population	2018 Annual Remuneration		Councillor as
		Mayor	Councillor	% of Mayor
Grand Forks	4049	\$ 23,423	\$ 17,568	75%
Armstrong	4815	22,893	13,027	57%
Castlegar	8039	32,000	16,000	50%
Gibsons	4605	31,485	14,601	46%
Merritt	7139	26,010	15,606	60%
Oliver	4928	27,907	14,883	53%
Osoyoos	5085	27,822	16,957	61%
Peachland	5428	36,111	14,449	40%
Rossland	3729	17,184	8,763	51%
Trail	7709	30,936	15,468	50%

The 2019 remuneration as per Bylaw No. 2050 is currently \$24,000 for the Mayor and \$18,000 for each Councillor.

An increase in remuneration to the 2019 remuneration proposal from staff would have increased the expenses by roughly \$12,000 for the year at that time.

The Committee of the Whole could ask staff to prepare a bylaw that increases the Councillor remuneration amounts for 2019 to \$19,500 and the Mayor's remuneration to \$26,000 to be in line with the previous option with the outgoing Council.

As another alternative, to reduce the 75% ratio to the range of 65% to 60% either some additional increases to the Mayor's remuneration are recommended or a slightly lesser increase to the individual Councillor's remuneration from the overall increase.

Please see the Remuneration Options below:

Remuneration Option	Mayor	Councillor	Percent
A	\$26,000	\$19,500	75%
B	\$29,000	\$19,500	67%
C	\$29,000	\$18,750	65%
D	\$31,000	\$18,750	60%

Option 2 Recommendation:

THAT the Committee of the Whole asks staff to prepare an Amendment Bylaw to Bylaw No. 2050 to include Remuneration Option ____.


If Council chooses the Option 2 recommendation, this Amendment Bylaw could be presented at the February 11, 2019 Regular Meeting (tonight) for first three readings and be adopted on the February 25, 2019 Regular Meeting to allow for a March 1, 2019 remuneration adjustment.


Benefits or Impacts

General

The review process will allow for a transparent way to form a recommendation to Council regarding fair Council remunerations and expenses.

Strategic Impact

 Possible adjustments to Council remuneration and expenses

 Public engagement to allow for transparency

Policy/Legislation

Bylaw No. 2050 "Council Remuneration and Expenses"

Attachments

Bylaw No. 2050 "Council Remuneration and Expenses"

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2050

A Bylaw to Provide for Council Members Remuneration and Expenses


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

1. This bylaw may be cited as the "Council Remuneration and Expenses Bylaw No. 2050, 2018".
2. There shall be paid out of the annual general revenue of the Corporation of the City of Grand Forks, remuneration as follows:
 - a) Effective the first day of January 2019,
 - i) the annual remuneration for the Mayor for the discharge of the duties of office shall be \$24,000; and
 - ii) the annual remuneration for each Councillor for the discharge of the duties of office shall be \$18,000.
 - b) For the calendar year 2020 and onward, the annual remuneration set out in subsection (a) shall be increased by the same percentage as the Consumer Price Index (CPI) for Canada (all items) published by Statistics Canada for the period January 1st to December 31st of the preceding year. In years of negative CPI, the percentage increase will be zero.
3. Members of Council will be entitled to health care benefits, including MSP, extended health and dental, accidental death and dismemberment, and life insurance, with 100% of the premium paid by the City of Grand Forks.
4. Members of Council shall be reimbursed for direct costs relating to the performance of municipal duties provided such expenses have been approved by a resolution of Council or by the Chief Administrative Officer prior to being incurred.
5. Members of Council shall be reimbursed for travel expenses for attending conventions, meetings, conferences, workshops and public events in accordance with the "Council Attendance at Conferences/Workshops Policy" and "Travel Expense Allowance Policy".
6. During the first six months of 2022, and every four years thereafter, a review of the remuneration paid to members of Council shall be undertaken by an advisory group consisting of the Chief Financial Officer and two to four members of the Community selected by Council.

7. This bylaw comes into force and takes effect on January 1, 2019.
8. Bylaw No. 1743, cited as "Council Remuneration and Expenses Bylaw No. 1743, 2004 is hereby repealed.

Read a first, second and third time by the Municipal Council this 4th day of September, 2018.

Finally adopted on this 24th day of September, 2018.



Mayor Frank Konrad

Corporate Officer - Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2050, as adopted by the Municipal Council of the City of Grand Forks on the 24th day of September, 2018

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

Request for Decision



To: Regular Meeting
From: **Development, Engineering & Planning**
Date: September 16, 2019
Subject: Proposed rezoning of 7351 Hwy 3, an approximately 0.3399 Hectare or 0.84 acre parcel, from Highway Commercial to Tourist Commercial zone
Recommendation: **THAT Council gives fourth reading to Zoning Bylaw Amendment No. 2039-A8, 2019.**

Background

On August 12th, 2019 council gave 1st and 2nd readings to Zoning Bylaw No. 2039-A8, 2019 (See Appendix "A" attached). Appendix "A" also provides background information for this rezoning application.

As per subsection 464(2) of the Local Government Act council may waive the holding of a public hearing because there is an Official Community Plan (OCP) that covers the area and the proposed rezoning bylaw is consistent with the OCP.

In conformance with the statutory requirement for public hearings, notice of the public hearing was advertised in the August 21st and August 28th issues of the Grand Forks Gazette (See Appendix "B" attached). A draft copy of Bylaw 2039-A8 is attached as Appendix "C." On August 22nd, 2019 a notification letter was hand delivered to two (2) property owners/tenants within 30 meters of the property boundaries (See Appendix "D" Attached).

On September 3rd, 2019 council heard comments and concerns from the public at the public hearing held for that purpose.

On September 3rd, 2019 council gave third reading to Zoning bylaw No. 2039-A8 (See Appendix "A" attached).

The bylaw was sent to the Ministry of Transportation and Infrastructure for approval and signature on September 5th, 2019.

The rezoning application is now before council for fourth reading (adoption).

Summary

The statutory notification requirements for the public hearing respecting Zoning Bylaw No. 2039-A8 have been fulfilled. There were no comments or concerns expressed by the public at the September 3rd, 2019 public hearing, nor any written submissions. Council gave third reading to the bylaw at the September 3rd, 2019 regular council meeting.

Attachments

Appendix “A” – Background Information for the proposed Rezoning.

Appendix “B” – Copy of the Grand Forks Gazette ads.

Appendix “C” – DRAFT copy of Bylaw 2039-A8.

Appendix “D” – Notice to Property Owners.

Recommendation

THAT Council gives fourth reading to Zoning Bylaw Amendment No. 2039-A8, 2019.

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:	20190916 Bylaw 2039-A8-ZA1908-4thReading.docx
Attachments:	<ul style="list-style-type: none">- 20190916-ZA1908 Appendix A Rezone 7351 Hwy 3 FirstSecondThird - CounReports.pdf- 20190916-ZA1908 Appendix B Gazette Ads Rezoning 7351 Hwy 3.pdf- 20190916-ZA1908 Appendix C DRAFT_Bylaw_2039-A8_Rezoning.pdf- 20190916-ZA1908 Appendix D 7351 Hwy3 Notice 30m Property Owners.pdf
Final Approval Date:	Sep 6, 2019

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

Dolores Sheets - Sep 6, 2019 - 2:05 PM

Diane Heinrich - Sep 6, 2019 - 2:30 PM

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: August 12, 2019

Subject: Proposed Rezoning of the approximately 0.3399 Hectare (0.84 acre) parcel from Highway Commercial to Tourist Commercial.

Recommendation: **THAT Council give first and second readings to Zoning Bylaw Amendment No. 2039-A8 at the August 12, 2019 Regular Council Meeting.**

THAT Council waive the \$1,000.00 rezoning application fee.

THAT Council direct staff to move forward with the legislative requirements for the rezoning.

Background

At the August 12th, 2019 meeting, the Committee of the Whole recommended that Council give first and second readings to Zoning Bylaw Amendment No. 2039-A8.

The City received an application from the property owner of 7351 Highway Drive to rezone the 0.3399 Hectare (0.84 acre) from Highway Commercial (HC) to Tourist Commercial (TC).

The subject property is legally described as Lot 1, Plan KAP89, District Lot 493, Similkameen Division of Yale Land District. The property is approximately 0.3399 Hectare (0.84 acre) in size. The property is adjacent to the Yale bridge on Highway 3 and backs onto the Granby River. The parcel report for the property is attached as Appendix A. The general location of the property is attached as Appendix B.

Staff have been working toward implementing the policies set out in the Official Community Plan (OCP). Schedule B of the OCP shows the future development of property as Highway & Tourist Commercial. The property is subject to two (2) Development Permit Area (DPA) criteria, namely Commercial (DPA) and Environmentally Sensitive Area DPA.

At the time of the application the property owner, Bayroot Enterprises Ltd. (Operating as Riverside Motel), reported that the motel operations on the property are still curtailed due to the impacts of the 2018 flooding. The rezoning would permit the use of the property or portions of the property as campgrounds.

At least 5 buildings and structures are currently located in the 30m floodplain setback. No site-specific exemptions have been found for the buildings and structures that are in the floodplain on the property.

The City's floodplain bylaw is being updated to meet current and future conditions using best practices and incorporating observations from the 2018 flooding.

Considering the foregoing there is support for the City to waive the rezoning application fee because in the absence of the property owner coming forward, as part of implementing the OCP policies and Floodplain Bylaw regulations, the City would initiate the rezoning.

Table 1 provides clarity to the text amendment proposed for subsection 49.2 of the zoning bylaw.

Table 1: Summary of Proposed Zoning Bylaw Amendments		
SECTION REFERENCE	AMENDMENT	INTENT
49.2 (a) Tourist Commercial Zone	To <u>delete</u> "inn" and <u>add</u> "motel" as a use in the zone.	Removes some ambiguity in the zoning bylaw. Inn is not defined in the zoning bylaw while hotel and motel are defined in the zoning bylaw. In many respects an inn may be viewed and/or defined as a small hotel therefore the removal of this term clarifies the intent of the bylaw.

As shown in Table 2, the uses permitted in the TC zone are more restrictive than the HC zone; therefore, the rezoning is potentially reducing the risks associated with the flooding on the property. The rezoning is generally consistent with the Official Community Plan (OCP), the City's Strategic Plan and the City's Floodplain Bylaw insofar as the repurposing of those portions of the property that are within the floodplain setbacks.

Table 2: Permitted uses in the HC and TC zones	
EXISTING PERMITTED USES - Zoning Bylaw 2039 Section 47 HC (Highway Commercial) Zone	PROPOSED PERMITTED USES – Zoning Bylaw 2039 Section 49 TC (Tourist Commercial Zone)
The following uses and no others are permitted in a HC zone: (a) Hotels and motels; (b) Restaurants;	The following uses and no others are permitted in the TC zone: (a) Hotels or motels; (b) Recreational businesses and campgrounds;

Table 2: Permitted uses in the HC and TC zones	
EXISTING PERMITTED USES - Zoning Bylaw 2039 Section 47 HC (Highway Commercial) Zone	PROPOSED PERMITTED USES – Zoning Bylaw 2039 Section 49 TC (Tourist Commercial Zone)
(c) Automobile sales and parts supply, service stations; (d) Convenience stores including gas bars; (e) Car wash establishments; (f) Retail sales establishments; (g) Personal service establishments (h) Liquor licensed premises (i) Animal hospitals; (j) Building supply establishments (k) Offices; (l) Tool and equipment rental establishments.	(c) Tourist facilities and related amenities; (d) Retail establishments; (e) Restaurants; (f) Convenience stores including gas bars

The draft zoning bylaw amendment bylaw is shown attached as Appendix C.

Proposed Timing

If the rezoning application receives support from Council to move forward, the next steps and estimated time frame are as outlined below:

ACTIVITY	TIMING
Committee of the Whole recommends that the application / bylaw move forward to the regular meeting for 1st and 2nd readings.	August 12, 2019
The rezoning bylaw goes before council for 1st and 2nd readings.	August 12, 2019
Bylaw and Public Hearing advertised twice and residents within 30m notified in writing of the application.	August 21 st & August 28 th , 2019
Public Hearing held by City Council.	September 3 rd , 2019
Third reading of the rezoning bylaw	September 3 rd , 2019
Works and Services Agreement finalized; Ministry of Transportation and Infrastructure Approval	August, 2019
Fourth (final) reading of the bylaw	September 16 th , 2019

Benefits or Impacts

General

The rezoning of the property is in-line with the City's Strategic Plan economic growth principles of supporting the health, growth and retention of existing businesses. The property owner's stated goal of developing campgrounds on the property through this rezoning is an innovative alternative use of the property that if done correctly combines flood resilience while fostering economic growth since campground users would likely use other City amenities and visit neighbouring businesses such as grocery stores, restaurants and pubs.

Strategic Impact



Community Engagement

- The public will be advised and invited to comment on the rezoning application in writing and through advertising in the local newspaper, the Grand Forks Gazette.
- Council will have an opportunity to hear any comments or concerns regarding the proposed rezoning.
- The public participated in the public process for the adoption of the OCP.



Economic Growth

- Provides options for redevelopment of an existing business that is still closed due to flood damage.

Policy/Legislation

The Official Community Plan, Zoning Bylaw, Local Government Act, Planning and Process and Fee Bylaw, City of Grand Forks Strategic Plan 2015-2019.

Attachments

Appendix A Parcel Report (1 page).

Appendix B Location Current Zoning (3 pages).

Appendix C Draft Zoning Bylaw Amendment No. 2039-A8 (2 pages).

Recommendation

THAT Council give first and second readings to Zoning Bylaw Amendment No. 2039-A8 at the August 12, 2019 Regular Council Meeting.

THAT Council waive the \$1,000.00 rezoning application fee.

THAT Council direct staff to move forward with the legislative requirements for the rezoning.

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:	2019-08-12-ZA1908 Rezone 7351 Hwy 3 FirstSecond.docx
Attachments:	- 2019-08-12-ZA1908-Appendix A Parcel Report.pdf - 2019-08-12-ZA1908-Appendix B Location Current Zoning.pdf - 2019-08-12-ZA1908-Appendix C DRAFT_Bylaw_2039- A8_Rezoning.pdf
Final Approval Date:	Aug 6, 2019

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

Dolores Sheets - Aug 6, 2019 - 10:46 AM

Diane Heinrich - Aug 6, 2019 - 10:55 AM

Request for Decision



To: Regular Meeting

From: **Development, Engineering & Planning**

Date: September 3, 2019

Subject: Proposed Rezoning of the approximately 0.3399 Hectare (0.84 acre) parcel from Highway Commercial to Tourist Commercial.

Recommendation: **THAT Council give Third reading to Zoning Bylaw Amendment 2039-A8 at the September 3, 2019, Regular Meeting.**

Background

On August 12th, 2019 council gave 1st and 2nd readings to Bylaw No. 2039-A8 (See Appendix "A" attached). Appendix "A" also provides background information for this rezoning application.

As per subsection 464(2) of the Local Government Act council may waive the holding of a public hearing because there is an Official Community Plan (OCP) that covers the area and the proposed rezoning bylaw is consistent with the OCP. As per the statutory requirement for public hearings, notice of the public hearing was advertised in the August 21st and August 28th issues of the Grand Forks Gazette (See Appendix "B" attached). A draft copy of Bylaw 2039-A8 is attached as Appendix "C." On August 22nd, 2019 a notification letter was hand delivered to two (2) property owners/tenants within 30 meters of the property boundaries (See Appendix "D" Attached).

On September 3rd, 2019 council heard comments and concerns from the public at the public hearing held for that purpose.

The rezoning application is now before council for third (3rd) reading.

Next Steps

The next steps are as follows:

1. Council considers the rezoning bylaw amendment for third (3rd) reading at the regular meeting on September 3rd, 2019.
2. If passed, the bylaw will be sent to the Ministry of Transportation and Infrastructure for approval (Section 52 of the Transportation Act requirements – development within 800 metres of a controlled access highway).
3. Council would then consider the bylaw for 4th (final) reading on September 16th, 2019, assuming all other conditions for the rezoning have been met.

Summary

The statutory notification requirements for the public hearing respecting Bylaw No. 2039-A8 have been fulfilled. Council has heard comments and concerns from the public and received written submissions at the September 3rd, 2019 public hearing.

Attachments

Appendix “A” – Background Information – for the proposed Rezoning.

Appendix “B” – Copy of the Grand Forks Gazette ads.

Appendix “C” – DRAFT copy of Bylaw 2039-A8.

Appendix “D” – Notice to Property Owners.

Recommendation

THAT Council give Third reading to Zoning Bylaw Amendment 2039-A8 at the September 3, 2019, 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.

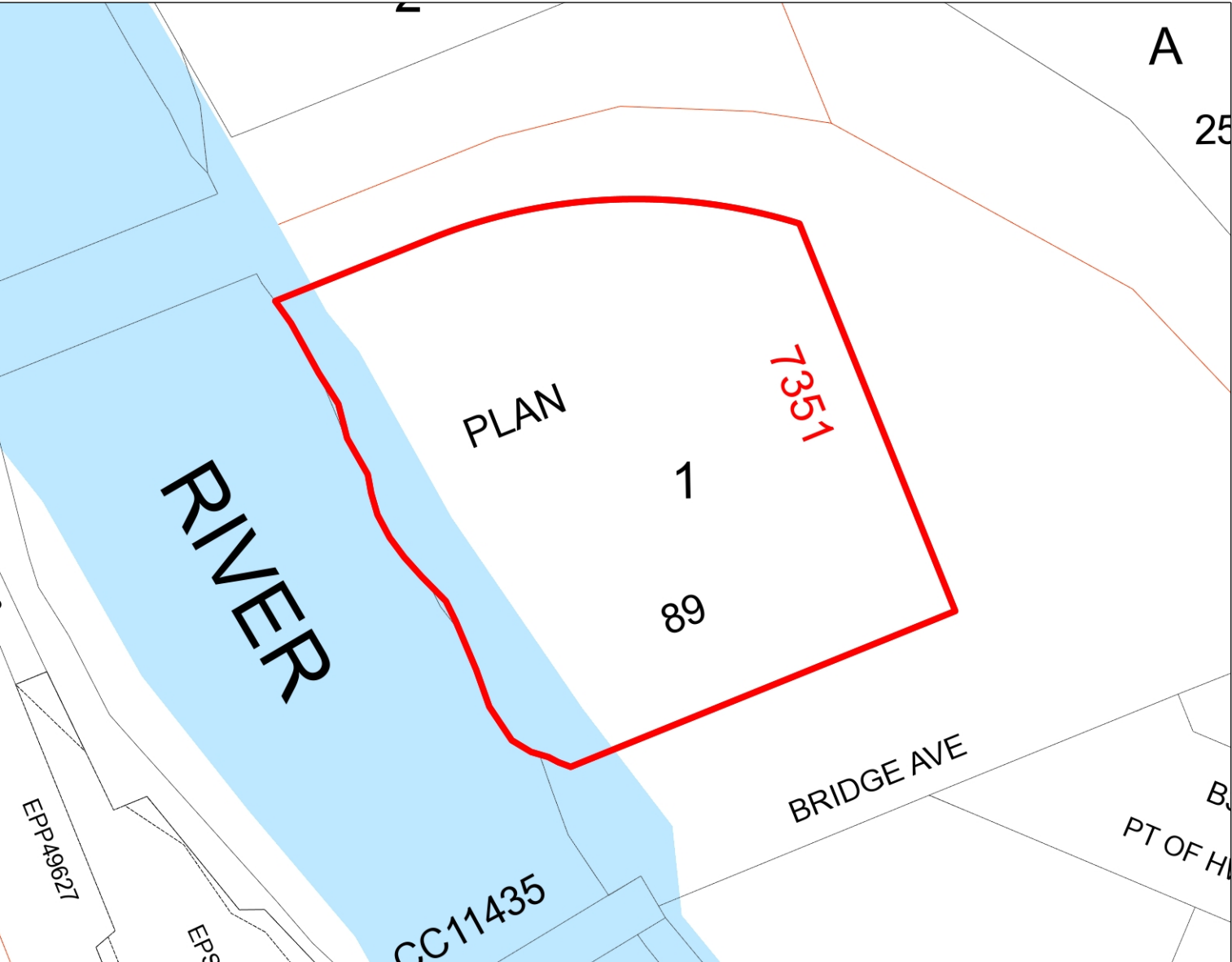
Report Approval Details

Document Title:	2019-09-03-Bylaw-2039-A8-ZA1908-3rdReading.docx
Attachments:	<ul style="list-style-type: none">- 20190903-ZA1908-AppendixA Rezone 7351 Hwy 3 FirstSecond - COPY FROM COUNCIL AGENDA.pdf- 20190903-ZA1908-AppendixB Gazette Ad Rezoning 7351 Hwy 3.pdf- 20190903-ZA1908-AppendixC DRAFT_Bylaw_2039-A8_Rezoning.pdf- 20190903-ZA1908-AppendixD 7351 Hwy3 Notice 30m Property Owners.pdf
Final Approval Date:	Aug 27, 2019

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

Dolores Sheets - Aug 27, 2019 - 2:00 PM

Diane Heinrich - Aug 27, 2019 - 3:03 PM



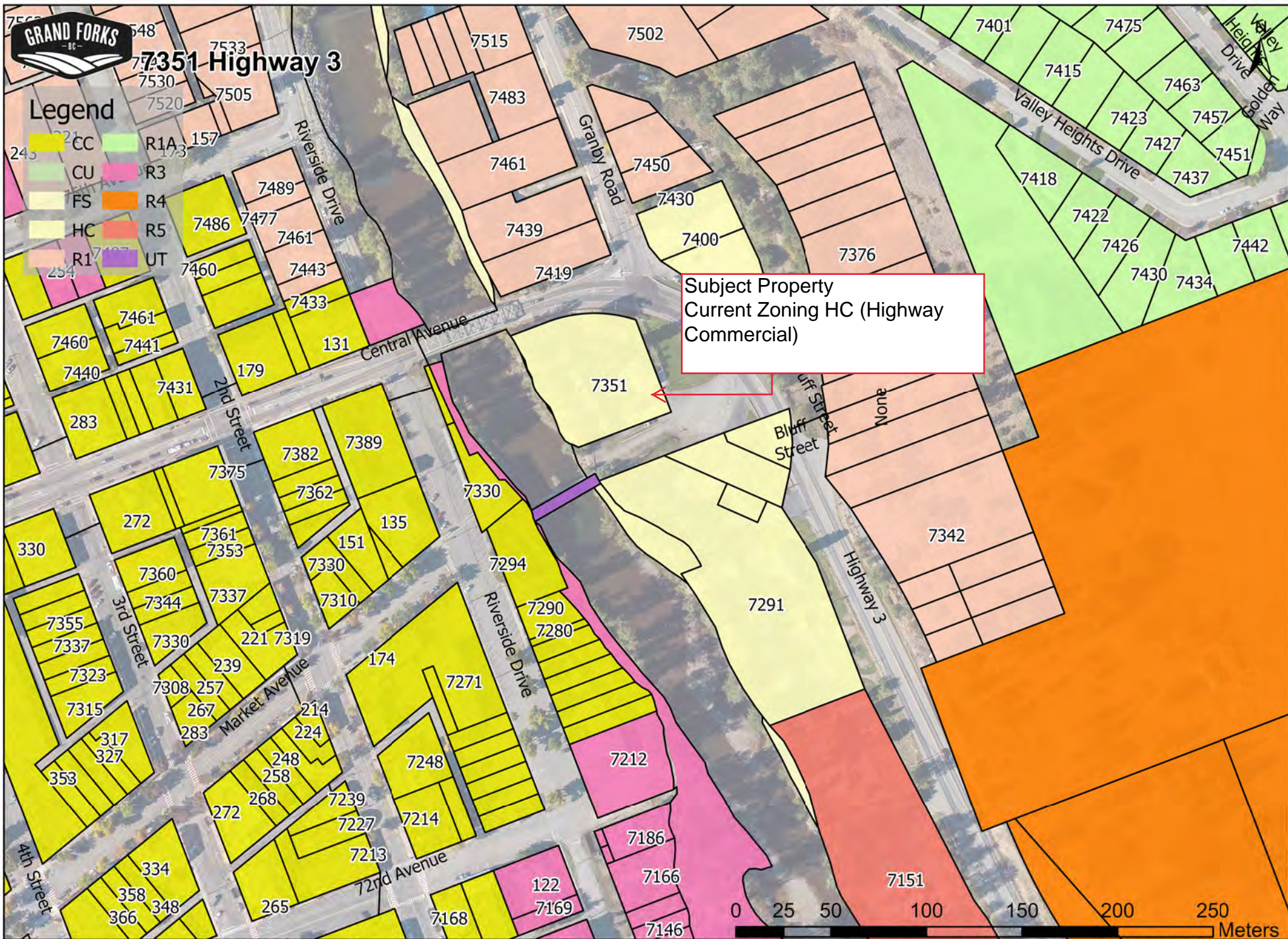
Scale 1: 564

Legal Information

Plan: KAP89	Section:	Jurs: 210	Lot Area: 0.84
Block:	Township:	Roll: 1330000	Area Unit: acr
Lot: 1	Land District: 54	PID: 012647497	Width (ft):
District Lot: 493	Electoral Area: City of Grand Forks		Depth (ft):
Street: 7351 HIGHWAY 3 W			
Description: Lot 1, Plan KAP89, District Lot 493, Similkameen Div of Yale Land District			



Subject Property



August 1, 2019

Map Produced By: Leford Lafayette

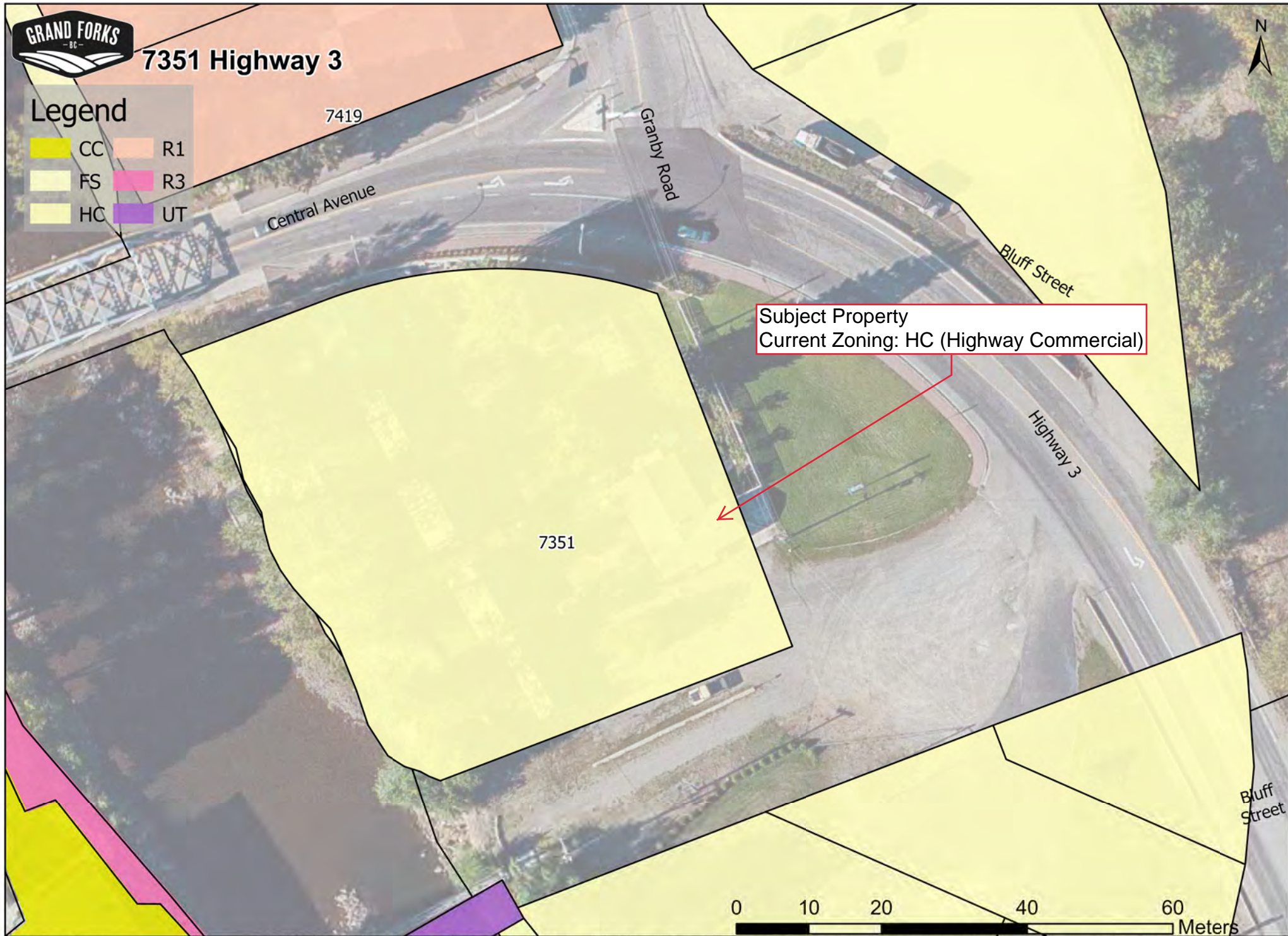
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7351 Highway 3

Legend

CC	R1
FS	R3
HC	UT



Subject Property
Current Zoning: HC (Highway Commercial)



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Legal Notices

Legal Notices

**THE CORPORATION OF THE CITY OF GRAND FORKS****NOTICE OF ZONING BYLAW AMENDMENT**

TAKE NOTICE THAT pursuant to the Local Government Act, the City of Grand Forks is considering Bylaw No. 2039-A8 to amend the Zoning Bylaw to rezone 7351 Highway 3, legally described as Lot 1, Plan KAP 89, DL 493, SDYD, from the current HC (Highway Commercial) zone to TC (Tourist Commercial) zone.

TAKE FURTHER NOTICE THAT Council for the City of Grand Forks will hear any public input with respect to the above-mentioned proposal at a Public Hearing scheduled for September 3rd, 2019 at 6:00pm upstairs in Council Chamber of City Hall located at 7217-4th Street, Grand Forks, B.C. Written comments will be accepted until 3:30 p.m. September 3rd, 2019.

PROPERTY LOCATION:
7351 Highway 3 (Riverside Motel)



A draft copy of Bylaw No. 2039-A8 may be inspected between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday (excluding holidays) until September 3rd, 2019 at City Hall, 7217 - 4th Street, Grand Forks, B.C.

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Grand Forks For Rent: 1-Bedroom Apartment Washer and dryer. Available August 1 st \$650 / month, includes Utilities. Call for more information: 250-231-6052	Suites, Upper Christina Lake 2 - 2 Bedroom Suites & 1 - 3 Bedroom Suite Available Oct. 1 st - May 31 st , fully furnished. Call Terrylynne 250-443-4233	CRIMINAL RECORD? Why suffer Employment/ Licensing loss? Travel/ Business opportunities? Be embarrassed? Think: Criminal Pardon. US Entry Waiver. Record Purge. File Destruction. Free Consultation 1-800-347-2540. accesslegalmjf.com
Apartment Furnished		Conveniently  PLACE YOUR AD ONLINE WHILE AT WORK Call 1-866-865-4460
Christina Lake New furnished studio cottage Suits responsible non smoking person Oct 1 or earlier. \$650 includes utilities. 604-805-3276	Commercial/Industrial Commercial & or Retail Space downtown Grand Forks 250-442-2276 250-442-6800	
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THE CORPORATION OF THE CITY OF GRAND FORKS

NOTICE OF ZONING BYLAW AMENDMENT

TAKE NOTICE THAT pursuant to the Local Government Act, the City of Grand Forks is considering Bylaw No. 2039-A8 to amend the Zoning Bylaw to rezone 7351 Highway 3, legally described as Lot 1, Plan KAP 89, DL 493, SDYD, from the current HC (Highway Commercial) zone to TC (Tourist Commercial) zone.

TAKE FURTHER NOTICE THAT Council for the City of Grand Forks will hear any public input with respect to the above-mentioned proposal at a Public Hearing scheduled for September 3rd, 2019 at 6:00pm upstairs in Council Chamber of City Hall located at 7217-4th Street, Grand Forks, B.C. Written comments will be accepted until 3:30 p.m. September 3rd, 2019.

PROPERTY LOCATION:
7351 Highway 3 (Riverside Motel)



A draft copy of Bylaw No. 2039-A8 may be inspected between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday (excluding holidays) until September 3rd, 2019 at City Hall, 7217 - 4th Street, Grand Forks, B.C.

BOUNDARY BUSINESS DIRECTORY

ACCOUNTANTS

KH BURCH KIENTZ

Chartered Professional Accountants
619 Central Ave., Grand Forks, B.C.
Ph: 250-442-2121

Lia Azhure Inc.

Chartered Professional Accountant
250-442-0141
7157 - 3rd Street

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Christine Brooks Bookkeeping

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Phone 250-442-6781

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THE CORPORATION OF THE CITY OF GRAND FORKS

Bylaw No. 2039-A8

**A Bylaw to Amend the City of Grand Forks
Zoning Bylaw No. 2039, 2019.**

=====

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

1. This bylaw may be cited for all purposes as “**Zoning Bylaw Amendment No. 2039-A8, 2019**”.
2. Zoning Bylaw No. 2039 is amended as follows:
 - a. That the property legally described as “**Lot 1, Plan KAP89, District Lot 493, Similkameen Division of Yale District**” and as shown attached hereto as Appendix “A” is hereby rezoned from HC (Highway commercial) to TC (Tourist Commercial).
 - b. Schedule “A,” Land Use Zoning Map, is hereby amended accordingly.
 - c. **DELETE** subsection 49.2 (a) and replace with:
49.2 (a) hotels or motels.

Read a **FIRST** time this 12th day of August, 2019.

Read a **SECOND** time this 12th day of August, 2019.

Read a **THIRD** time this 3rd day of September, 2019.

Approved by the Ministry of Transportation
Pursuant to Section 52 of the Transportation
Act this day of ,2019

Approving Officer, Ministry of Transportation

FINALLY ADOPTED this ____ day of _____, 2019.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2039-A8 as passed by the Council of the City of Grand Forks on the _____ day of _____, 2019.

Corporate Officer of the Corporation of the
City of Grand Forks

DRAFT



THE CORPORATION OF THE CITY OF GRAND FORKS

7217 – 4TH STREET, BOX 220 • GRAND FORKS, BC VOH 1H0 • FAX 250-442-8000
TELEPHONE 250-442-8266

August 22, 2019

Dear Property Owner or Tenant:

Zoning Amendment and Development Variance Permit Applications

Property Location: 7351 Highway 3

Legal Description: Lot 1, Plan KAP89, District Lot 493, Similkameen Division of Yale Land District

Applicant: Bayroot Enterprises Ltd. (Operating as Riverside Motel)

As you are the registered owner or occupier of property located near the property mentioned above, please be advised that Council for the Corporation of the City of Grand Forks will hear public input with respect to the above mentioned applications at a Public Hearing scheduled for Tuesday, September 3rd, 2019 at 6:00 p.m., upstairs in the Council Chambers of City Hall, located at 7217 - 4th Street, Grand Forks, B.C.

The proposed zoning amendment would rezone the property at 7351 Highway 3 from the current HC (Highway Commercial) zone to TC (Tourist Commercial) zone to accommodate the use of the property or portions of the property as a campground.

Any further information with respect to these applications may be obtained at City Hall, from Monday to Friday (excluding weekends and holidays) from 9:00 a.m. to 3:30 p.m. until September 3rd, 2019 or by calling 250-442-8266.

Yours truly,

Leford Lafayette
Development, Engineering and Planning

Attachment: Notice of Zoning Bylaw Amendment No. 2039-A8

Request for Decision



To: Regular Meeting
From: Financial Services
Date: September 16, 2019
Subject: Annual Permissive Tax Exemption Bylaw No. 2061
Recommendation: **THAT Council gives final reading to Bylaw No. 2061
"2020 Permissive Tax Exemptions"**

Background

Section 224 of the Community Charter provides the authority for Council to grant tax exemptions for other local authorities, non-profit organizations, and property owned by places of worship which is not exempt under other statutory provisions.

The following properties classified as places of worship are eligible for exemption under Section 224 (2) (f), (g) and (h) of the Community Charter:

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

These properties receive a statutory tax exemption for the church building and footprint, but not for residences or surrounding land. As in previous years, this bylaw proposes exempting a limited area adjacent to each church building, as shown in the attached bylaw schedules. The value of land exempted ranges from 2-15% of the total assessed value, depending on the size of the property. The estimated value of 2020 municipal taxes for the above permissive exemptions is \$1,027.

The following property is owned by the City, and subject to a lease agreement requiring the City to pay property taxes if an exemption is not available. Granting this property a permissive exemption will save the City that portion of taxes which is due to other authorities.

- The Baptist Church – 7850 2nd Avenue – eligible under 224 (2) (g):

In addition, BC Assessment has recommended that the bylaw include the property leased by the Regional District of Kootenay Boundary at 8120 Donaldson Drive (former SPCA Building) which is eligible under Section 224 (b).

The bylaw will also exempt certain non-profit organizations under Section 224 (2) (h) of the *Community Charter* as follows:

Name	Estimated 2020 Tax Amount
Grand Forks Curling Club - 7230 21 st Street	\$12,080
Grand Forks Masonic Building Society - 366 Market Avenue	483
Sunshine Valley Child Care Society - 978 72 nd Avenue	2,092
Slavonic Seniors Citizens - 686 72 nd Avenue	698
Hospital Auxiliary Thrift Shop - 7239 2 nd Street	2,473
Royal Canadian Legion - 7353 6 th Street	3,680
Phoenix Manor Society - 876 72 nd Avenue	3,335
Boundary Lodge – 7130 9 th Street	1,286

The permissive exemptions for non-profit organizations apply to the full property value and represent an estimated \$26,127 in foregone municipal tax revenues.

The total amount of exemptions proposed here represents 0.7% of estimated property tax revenues for 2020, and equates to \$9 annually per property.

This tax exemption bylaw was given first three readings at the September 3, 2019 Regular Meeting and is presented here for final reading.

Benefits or Impacts

General

Granting tax exemption to these applicants assists the organizations in continuing the operation of their facilities and in providing services to the residents of the community.

Strategic Impact



Fiscal Responsibility

- The above tax exemptions will reduce taxes collectible by the City by an estimated \$27,154. The tax savings on City owned leased properties will be approximately \$4,940.

Policy/Legislation

Section 224 of the Community Charter

Attachments

2020 Annual Tax Exemption Bylaw No. 2061

Applications received from non-profit organizations for permissive tax exemption

Recommendation

THAT Council gives final reading to Bylaw No. 2061 “2020 Permissive Tax Exemptions”

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:	Bylaw 2016 Permissive Tax Exemptions.docx
Attachments:	- By2061 - 2019 Annual Tax Exemption.pdf - Combined 2020 applications.pdf
Final Approval Date:	Sep 4, 2019

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

Diane Heinrich - Sep 4, 2019 - 1:17 PM

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2061

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

The Council of 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 “2020 Annual Tax Exemption Bylaw No. 2061”.
2. Pursuant to Section 224(2)(f) of the *Community Charter*, there shall be exempt from taxation for the fiscal year ended December 31, 2020 with respect to land and improvements, the following parcels of land:
 - Lots 1 and 2, Block 36, District Lot 108, S.D.Y.D., Plan 72, located at 920 Central Avenue as shown outlined in bold on a sketch attached hereto and marked as Schedule “A” (United Church); and
 - That portion of Lot 1, District Lot 520, S.D.Y.D., Plan 8653, except Plan H-17064, located at 2826 - 75th Avenue and described as follows - commencing at the most northerly corner of said Lot 1; thence southeasterly following in the easterly limit of said Lot 1 for 35.50 metres, thence southwesterly, perpendicular to the said easterly limit, for 30.00 metres, thence northwesterly, parallel with the said easterly limit, for 35.50 metres more or less to the intersection with the northerly limit of said Lot 1, thence northeasterly, following in the said northerly limit for 30.00 metres more or less to the point of commencement and containing an area of 1,065 square metres, more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule “B” (Pentecostal Church); and
 - Lots 30, 31 and 32, Block 36, District Lot 108, S.D.Y.D., Plan 72 located at 7249 - 9th Street as shown outlined in bold on a sketch attached hereto and marked as Schedule “C” (Catholic Church); and
 - That portion of Parcel D (KM26760), Block 24, District Lot 108, S.D.Y.D., Plan 23; located at 7252 - 7th Street as shown outlined in bold on a sketch attached hereto and marked Schedule “D” (Anglican Church); and
 - That portion of Lot G, District Lot 380, S.D.Y.D., Plan KAP56079, located at 7048 Donaldson Drive and described as follows - commencing in the southerly boundary of said Lot G distant 13 metres from the most westerly corner of said Lot G; thence northerly, parallel with the westerly boundary of said Lot G, for 38.1 metres more or less to intersection with the northerly boundary of said Lot G, thence easterly following

in the northerly boundary of said Lot G for 71 metres, thence southerly, parallel with the said westerly boundary, for 38.1 metres more or less to intersection with the said southerly boundary, thence westerly, following in the said southerly boundary for 71 metres more or less to the point of commencement and containing 2705 square metres as shown outlined in bold on a sketch attached hereto and marked as Schedule "E" (Mennonite Brethren Church); and;

- That portion of Parcel A, (X23915), Block 16, District Lot 380, S.D.Y.D., Plan 35 located at 7328 - 19th Street and described as follows - commencing at the most southerly corner of said Parcel "A"; thence northwesterly following in the westerly limit of said Parcel "A", for 17.00 metres; thence northeasterly, perpendicular to the said westerly limit for 24.60 metres; thence southeasterly, parallel with the said westerly limit for 17.00 metres more or less to intersection with the southerly limit of said Parcel "A"; thence southwesterly following in the said southerly limit for 24.60 metres more or less to the point of commencement and containing an area of 418.2 square metres more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "F" (Christ Lutheran Church of Grand Forks); and;
 - That portion of Lot 1, District Lot 108, S.D.Y.D., Plan KAP45199 located at 7525 - 4th Street and described as follows - commencing at the most easterly corner of said Lot 1; thence northerly following in the easterly limit of said Lot 1, for 23.20 metres; thence westerly, parallel with the southerly limit of said Lot 1, for 29.00 metres; thence southerly, parallel with the easterly limit of said Lot 1, for 23.20 metres more or less to intersection with the said southerly limit; thence easterly following in the said southerly limit; thence easterly following in the said southerly limit for 29.00 metres more or less to the point of commencement and containing 672.8 square metres more or less as shown outlined in bold on a sketch attached hereto and marked as Schedule "G" (Grand Forks Christian Centre Church); and
 - Commencing at a point in the westerly boundary of Lot 2, District Lot 520, S.D.Y.D., Plan KAP53800, located at 7680 Donaldson Drive and described as follows - distant 28.6 metres from the most southerly corner of said Lot 2: thence northerly following in the westerly boundary for 25.1 metres, thence easterly, perpendicular to the said westerly boundary for 35.05 metres more or less to intersection with the easterly boundary of said Lot 2, thence southerly following in the said easterly boundary for 25.1 metres, thence westerly, perpendicular to the said westerly boundary for 35.05 metres more or less to the point of commencement and containing 880 square metres more or less as shown outlined in bold on a sketch attached hereto marked as Schedule "H" (Jehovah's Witnesses Church).
3. Pursuant to Section 224(2)(g) of the *Community Charter*, there shall be exempt from taxation for the fiscal year ended December 31, 2020 with respect to land and improvements, the following parcel of land:
- Lot 1, District Lot 585, S.D.Y.D., Plan KAP27903, located at 7850 - 2nd Street (Grand Forks Baptist Church).

4. Pursuant to Section 224(2)(b) of the *Community Charter*, there shall be exempt from taxation for the fiscal year ended December 31st, 2020 with respect to land and improvements, the following parcels of land:
 - Lot 1, District Lot 380, S.D.Y.D., Plan KAP54909 located at 7230 - 21st Street (Grand Forks Curling Rink);
 - Lot 1, District Lot 520, S.D.Y.D., Plan KAP59893, located at 8120 Donaldson Drive, (Kootenay Boundary Animal Control).
5. Pursuant to Section 224(2)(a) of the *Community Charter*, there shall be exempt from taxation for the fiscal year ended December 31st, 2020 with respect to land and improvements, the following parcels of land:
 - Lot 5, Block 10, District Lot 108, S.D.Y.D., Plan 23, located at 366 Market Avenue (Grand Forks Masonic Building Society); and
 - Lot A, District Lot 108, S.D.Y.D., Plan 38294, located at 978 - 72nd Avenue (Sunshine Valley Child Care Society);
 - Lot 8, Block 25, Plan 23, District Lot 108, S.D.Y.D. located at 686 - 72nd Avenue (Slavonic Seniors Citizens Centre).
 - Lot A (DD LA9161), District Lot 108, S.D.Y.D., Plan 6691, located at 7239 - 2nd Street (Hospital Auxiliary Thrift Shop)
 - Lots 23, 24, 25 and 26, Block 29, District Lot 108, S.D.Y.D., Plan 121, located at 7353 - 6th Street (Royal Canadian Legion)
 - Parcel B, Block 45, District Lot 108, Plan 72, located at 876 - 72nd Avenue (Phoenix Manor Society).
 - Lot A, Plan 29781, District Lot 108, Land District 54, located on 7130- 9th Street (Boundary Lodge Assisted Living).

Read a first, second and third time by the Municipal Council this 3rd day of September, 2019.

Finally adopted on this 16th day of September, 2019.

Mayor Brian Taylor

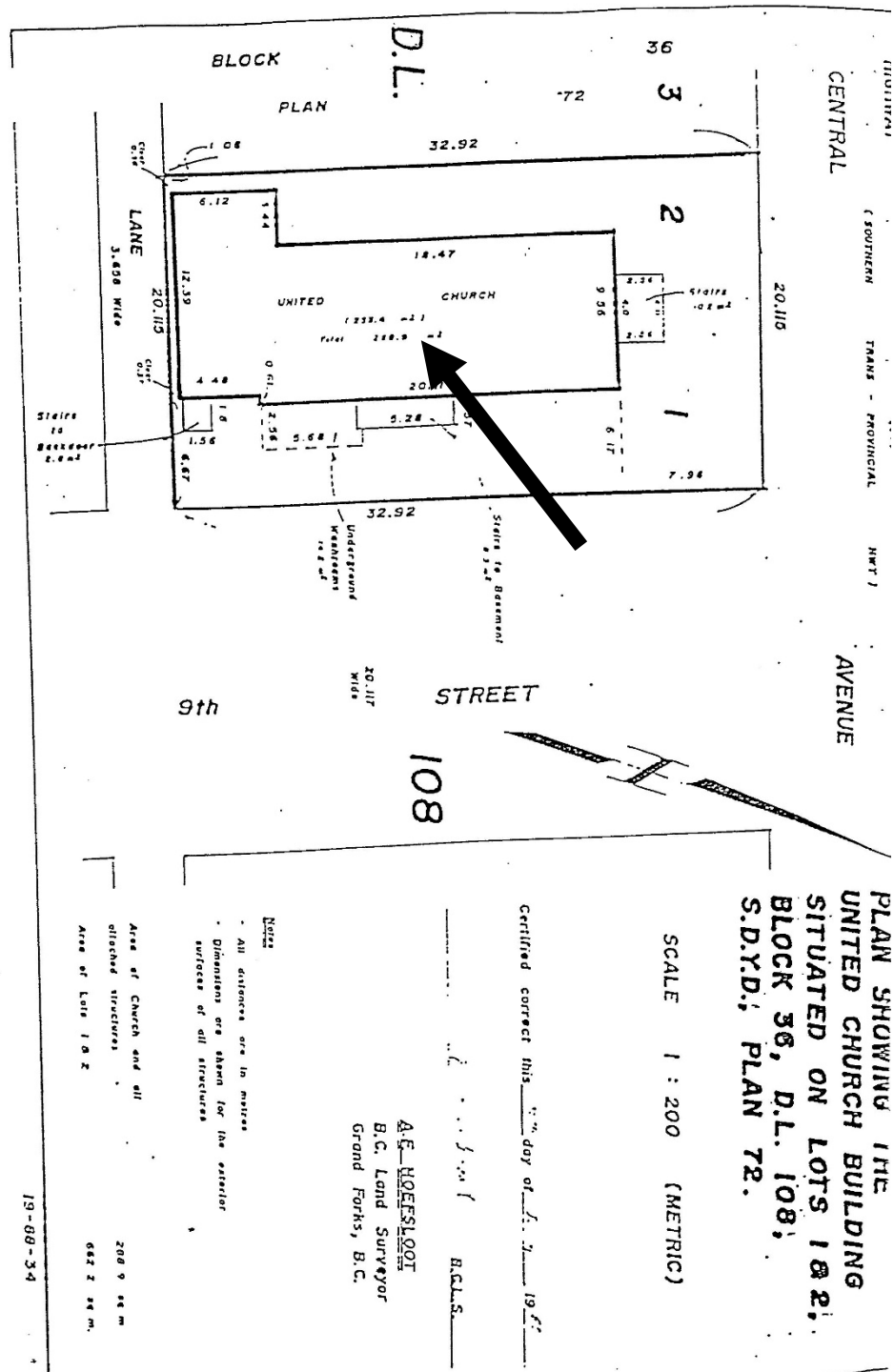
Corporate Officer – Daniel Drexler

C E R T I F I C A T E

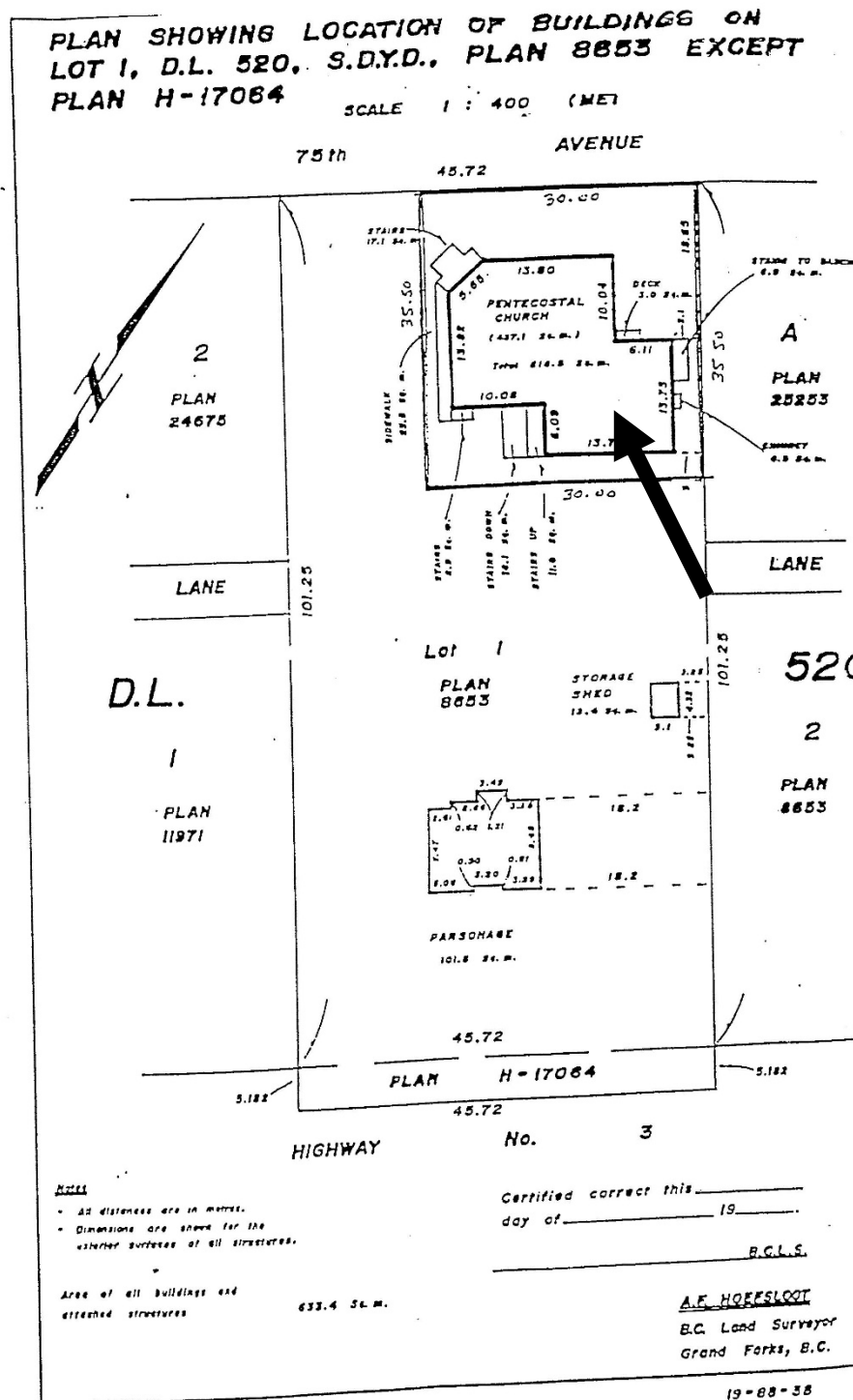
I hereby certify the foregoing to be a true copy of Bylaw No. 2061
as adopted on the 16th day of September, 2019

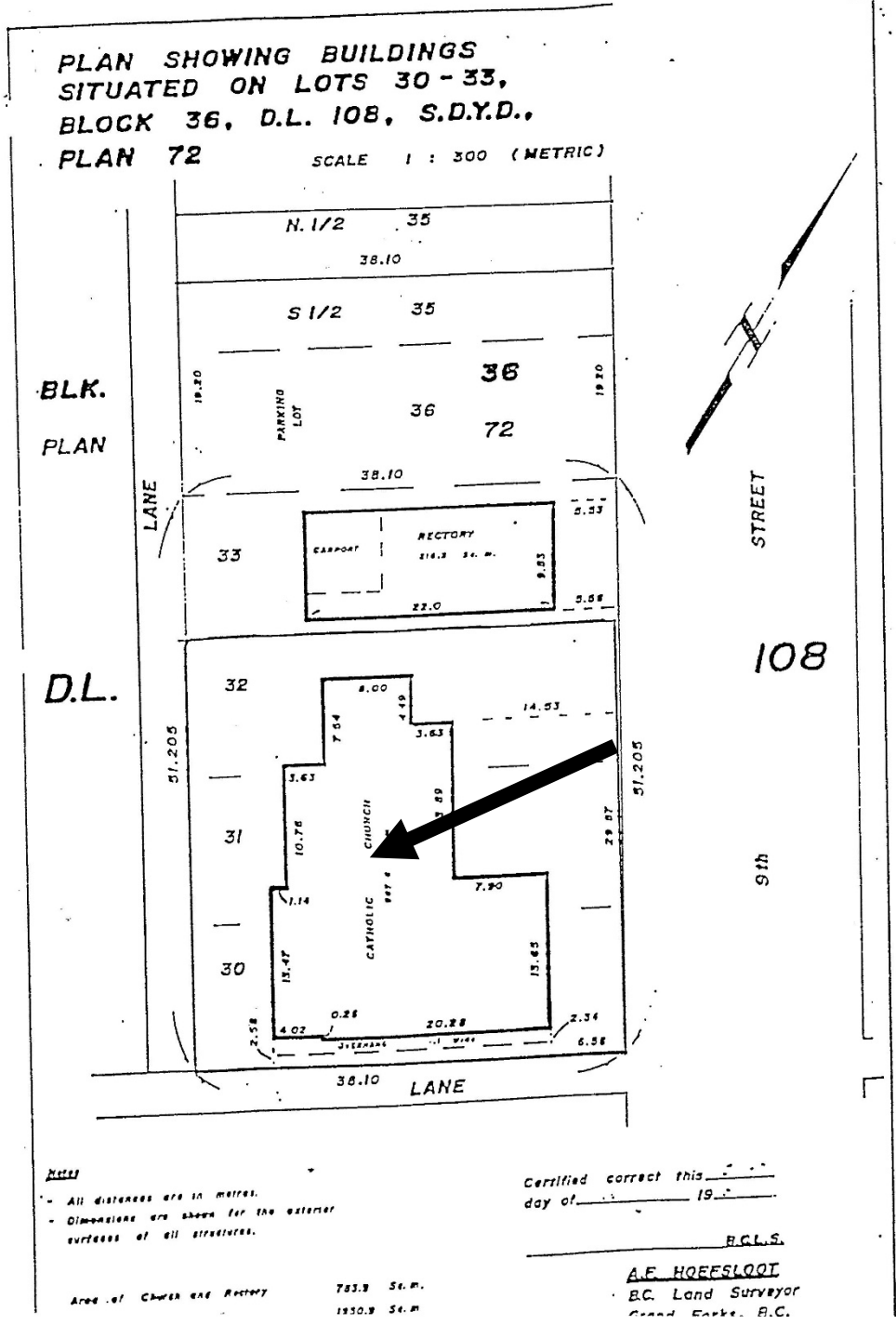
Corporate Officer of the Municipal Council
of the City of Grand Forks

Schedule "A"



Schedule "B"

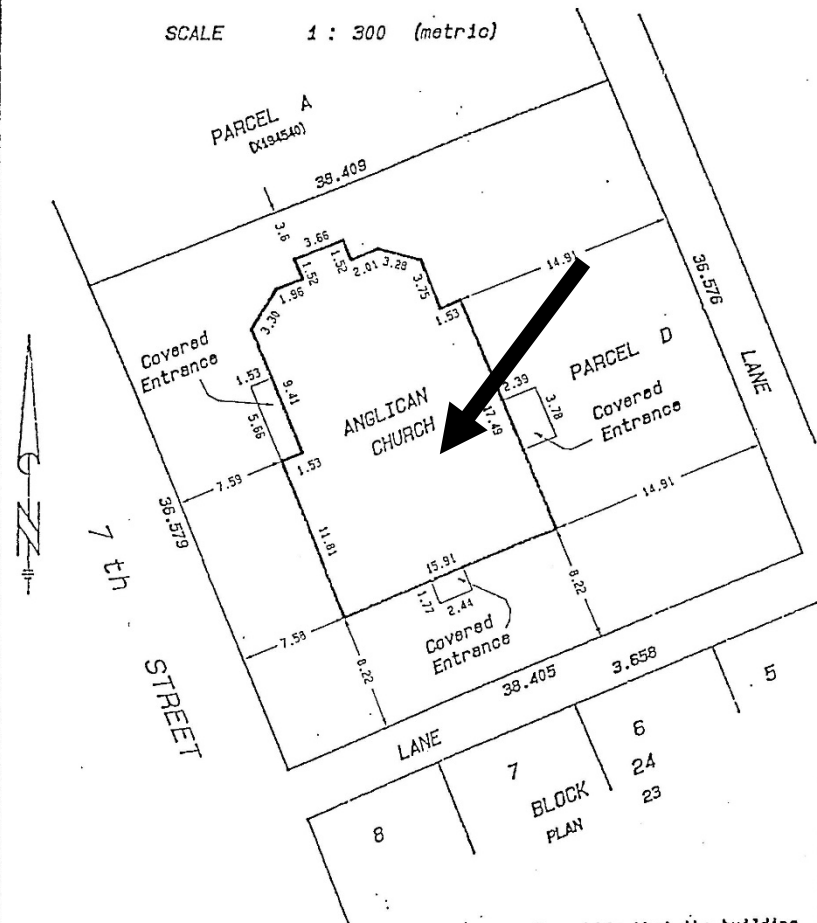




Schedule “D”

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

SCALE 1 : 300 (metric)



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

Street Address:
7252 - 7th Street

NOTES

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

A.F. HOEFSLOOT

B.C. Land Surveyor, Canada Lands Surveyor
P.O. Box 2740, Grand Forks, B.C.
Y0H 1H0 442-5557

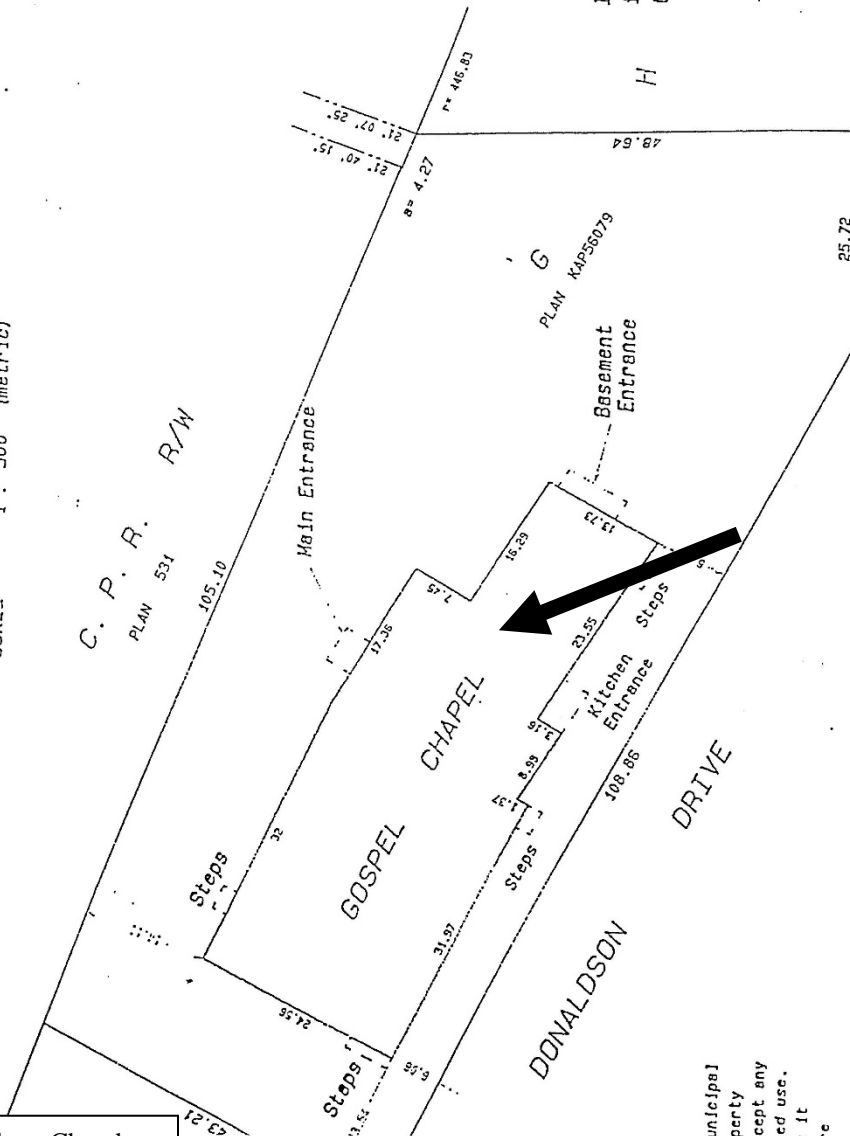
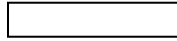
© A F Hefelont. B.C.L.S. 1998

98-19-34

B.C. LAND SURVEYOR'S CERTIFICATE
OF LOCATION OF BUILDING ON LOT 6, D.L. 380,
S.D.Y.D.. PLAN KAP56079.

SCALE 1 : 500 (metric)

C. P. R.
PLAN 531 R/W



I certify that the building
is located as shown. Dated
this 3rd day of 2nd 1911.

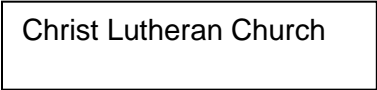
B.C.L.C

A. F. HOEFSLOOT
B.C. Land Surveyor, Canada Lands Sur.
P.O. Box 2740, Grand Forks, N.

Street Address:
7048 Donaldson Drive, Grand Forks, BC

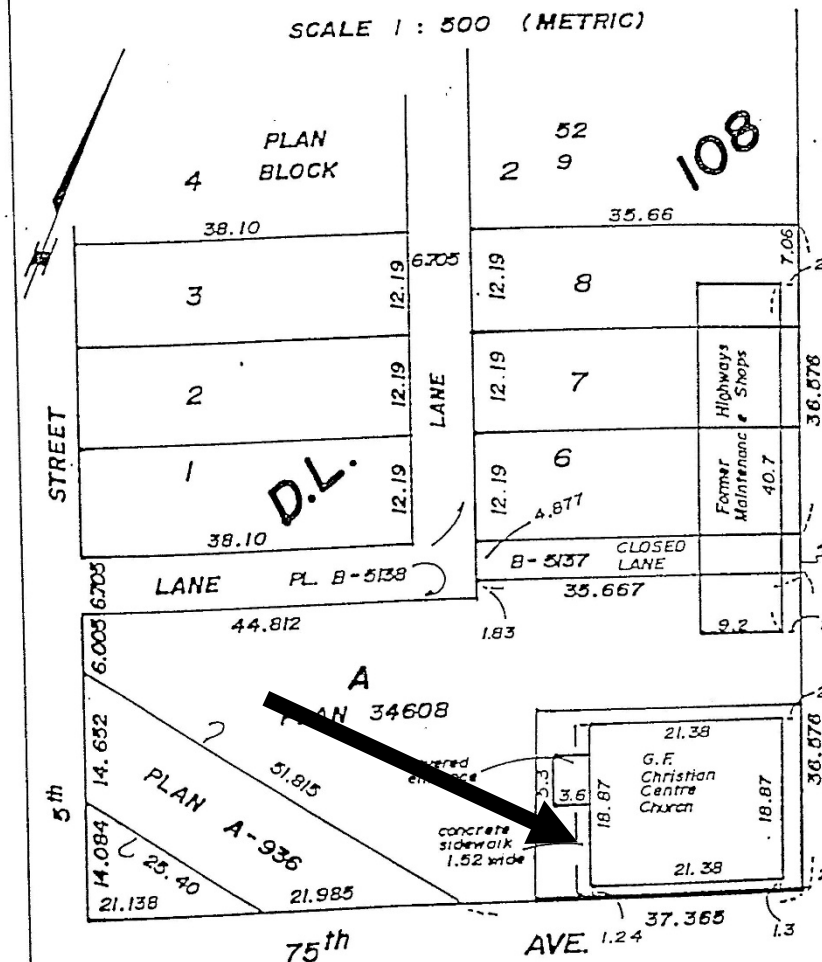
unicipal
party
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: It

Mennonite Brethren Church



Schedule "G"

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



NOTES

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

I certify that the buildings are located as shown. Dated this 12th day of July, 1989.

[Signature]
B.C.L.S.

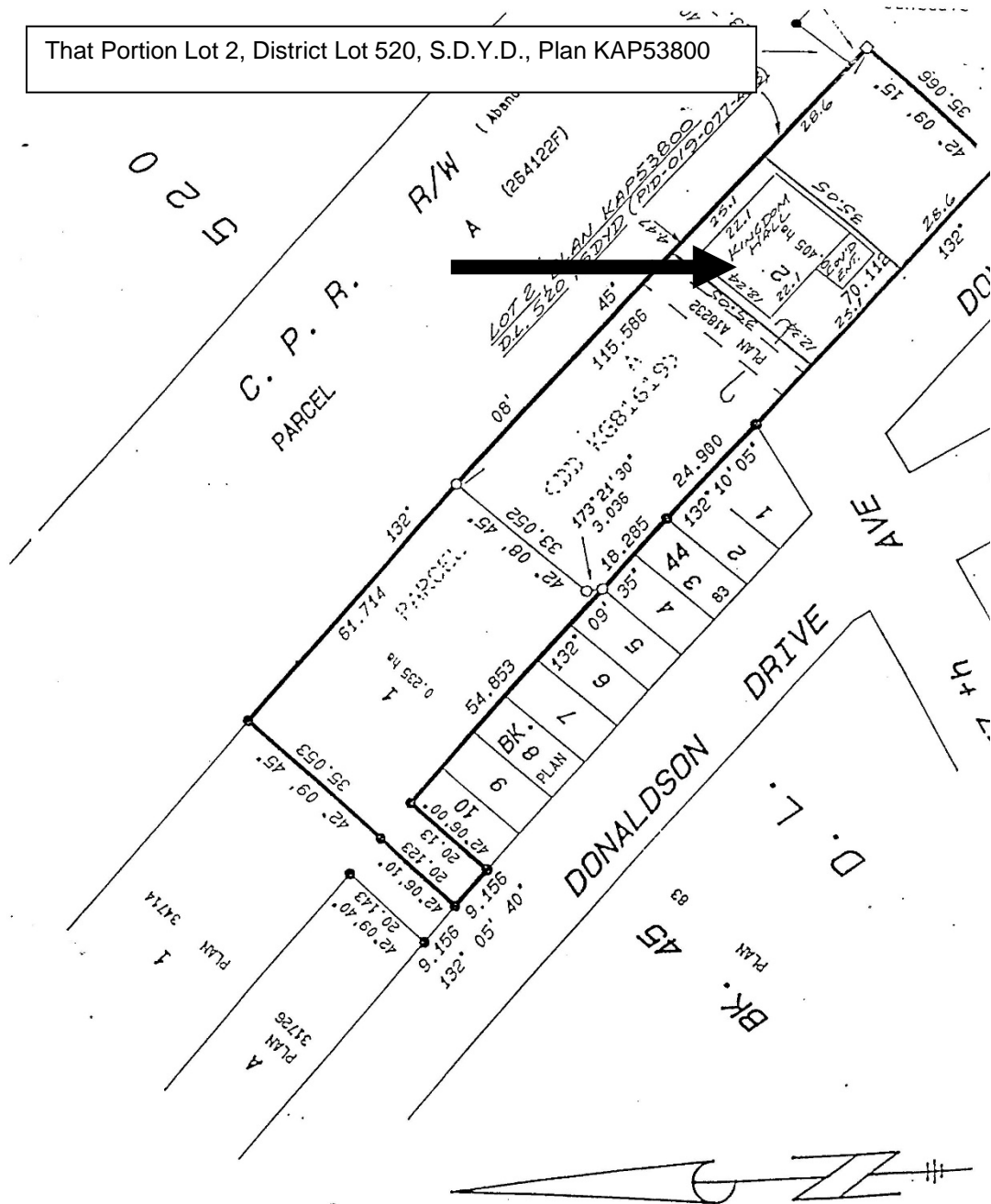
A.F. HOEFSLOOT
B.C. Land Survey
Grand Forks, B.C.

© A.F. Hoefsloot, B.C.L.S. 1989

89-19

Schedule "H"

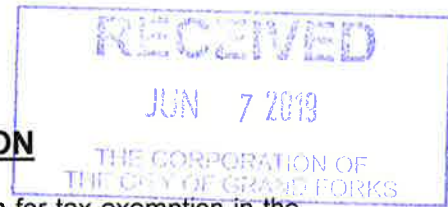
That Portion Lot 2, District Lot 520, S.D.Y.D., Plan KAP53800



Jehovah Witness Church



THE CORPORATION OF THE CITY OF GRAND FORKS



APPLICATION FOR PERMISSIVE TAX EXEMPTION

Note: Application must be received by **July 12, 2019** at City Hall for consideration for tax exemption in the following year.

Name of Organization: Grand Forks Curling Club

Mailing Address: Box 358,
Grand Forks, BC V0H 1H0

Contact Person & Title: LIAM GRANT - PRESIDENT

Telephone Number: 250 462-3916 E-mail: cogf@telus.net

Registered Non-Profit? Yes ☒ No ☐ Registration Number: 6964

Registered Charity? Yes ☐ No ☐ Registration Number: _____

PROPERTY DESCRIPTION FOR WHICH AN EXEMPTION IS BEING CLAIMED:

* You may list all the properties on one application form, as long as they are being used for the same purpose.

Civic Address(es): 7230 26th Street

Legal Description(s) LOT 1, D.L. 380 SDYD
PLAN KAP 54909

Folio Number(s): _____

Is any part of the property used for non-charitable, non-philanthropic or for-profit purposes?

Yes ☐ No ☒ If yes, please explain: _____

FILE CODE
G.F. Curling
CIO - Club re Tax
(UBPT-00) Example App 120
Agenda Page 92 of 182



THE CORPORATION OF THE CITY OF GRAND FORKS

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

The Curling Club was founded in 1909 and been in its present location since 1978. In 1985 the facility ownership was transferred to the ROKB although the Club continues to operate and maintain the facility. The lounge is a well used community asset used by many organizations in Grand Forks. Our aim is to continue providing a safe & pleasant facility to our region.

Please describe how your organization is accessible to, and benefits the residents of Grand Forks.

We provide curling related activities throughout the season. We encourage curlers from 6-80+ years of age to participate in a healthy lifestyle. We provide coaching and training sessions. The social camaraderie is an important component for all participants.

Please provide details on other sources of funding.

Authorized Signature

DOCUMENTATION REQUIRED

Copy of most current financial statements
Copy of budget for the current and following year (if available)

Grand Forks Curling Club

Income Statement 04/01/2018 to 03/31/2019

REVENUE

Sales Revenue

Rock Shop	3,712.40
Bonspiels	4,680.00
Liquor Sales	27,471.46
Confectionary	3,036.63
Raffles	165.00
Curling Dues	46,842.84
Membership	3,100.00
Curl BC Affiliation Dues	2,325.00
Locker Rental	1,320.00
Spare Dues	440.00
Facility Rental	13,110.25
Ice Rental	595.30
Rental -Chairs/Tables/Linens/BBQ	238.10
Sign Advertising & Trophies	6,285.10
Special Events	24,872.00
Catering Sales	3,256.41
Donations	11,367.65
PST Commission	118.39

Net Sales 152,936.53

Other Revenue

Interest Revenue	536.94
Miscellaneous Revenue	563.64

Total Other Revenue 1,100.58

TOTAL REVENUE 154,037.11

EXPENSE

Cost of Goods Sold

Beer & Liquor	11,515.70
Confectionary	246.67
Rock Shop	2,774.29
Prizes	2,797.52
Bands	960.00
Catering	1,863.73
Special Events	520.15
Subcontracts	28,109.25
Purchases	192.57
Recyle Deposit/Return	-66.17
Net Purchases	<u>126.40</u>

Total Cost of Goods Sold 48,913.71

Payroll Expenses

WCB Expense	419.29
-------------	--------

Total Payroll Expense 419.29

General & Administrative Expe...

Accounting & Legal	360.00
Advertising & Promotions	120.75
Bartending	1,870.90
Business Fees & Licenses	1,174.98
Cash Short/Over	278.32
Catering Supplies	691.31
Courier & Freight	336.40
Lounge Supplies	1,618.99
Insurance	3,353.00
Interest & Bank Charges	244.74
Credit Card Fees	469.56
Office Supplies	697.81
Trophies	599.20

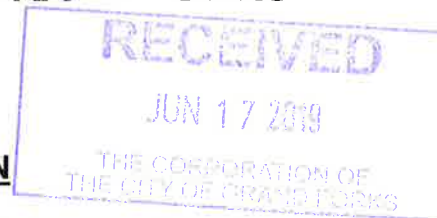
Grand Forks Curling Club

Income Statement 04/01/2018 to 03/31/2019

Dues - Curl BC	2,499.00
Equipment Purchases	2,929.88
Ice Supplies	4,416.93
Rent	2,500.00
Repair & Maintenance	1,240.05
Janitorial & Cleaning Supplies	732.71
Telephone/Telecommunications	2,376.88
Training	57.50
Utilities	39,074.69
Security	-54.08
Total General & Admin. Expen...	67,589.52
TOTAL EXPENSE	116,922.52
NET INCOME	37,114.59



THE CORPORATION OF THE CITY OF GRAND FORKS



APPLICATION FOR PERMISSIVE TAX EXEMPTION

Note: Application must be received by **July 12, 2019** at City Hall for consideration for tax exemption in the following year.

Name of Organization: Grand Fork Masonic Building Society

Mailing Address: P.O. Box 657
Grand Fork, B.C. V0H 1H0

Contact Person & Title: T. GOLDERHAM, P.M., B. ORTIS, P.M.

Telephone Number: 250-442-2200 E-mail: GRANDFORKSOPTICAL

Registered Non-Profit? Yes ☒ No ☐ Registration Number: 50004638

Registered Charity? Yes ☐ No ☐ Registration Number: _____

PROPERTY DESCRIPTION FOR WHICH AN EXEMPTION IS BEING CLAIMED:

* You may list all the properties on one application form, as long as they are being used for the same purpose.

Civic Address(es): 366 Maricet Ave
Grand Forks, B.C., V0H 1H0

Legal Description(s): Plan 23, lot 5, Block 10, D.L. # 108

Folio Number(s): 210 00101 000

Is any part of the property used for non-charitable, non-philanthropic or for-profit purposes?

Yes ☐ No ☒ If yes, please explain: _____

FILE CODE

G.F. Masonic 1
C10 - Bldg. Society
(UB9PT...)
Agenda Page 96 of 182

Masons are involved throughout the world to assist in assisting those less fortunate. During the past year, BC masons have worked with our brothers in Croatia and South America to feed, clothe and house families that were destitute. These acts are just a few of the ways that this worldwide fraternal, member funded organization helps those who are in need. Through our bursary program we assist students seeking further education in post secondary institutions. Two more local students were granted bursaries this year, bringing our total disbursements to over \$30,00.00.

The BC Masonic society has completed more than 800,000 cancer car trips for those that cannot afford, or are unable to get to their appointments by themselves. Fund raising efforts locally have benefited several organizations, such as the Canine Assistance Society. We continue to support those that are struggling with mobility and health issues throughout the district.

Our local Lodge, Harmony #37, will continue to assist anyone who needs assistance in our area and beyond. We also will continue to participate in local activities such as Remembrance Day, Founders Day and the Fall Fair.

Our financial report is attached.

A handwritten signature in blue ink, appearing to be 'T. Gooderham', written over a horizontal line.

T. Gooderham Past Master

A handwritten signature in blue ink, appearing to be 'Bill Ortis', written over a horizontal line.

B. Ortis Past Master

**Grand Forks Masonic Building Society
Financial Statement**

As of 6 June 2019

Outstanding Balance as of 1 June 2018

\$ 1,993.95

Deposits

20/06/18	HEU Boundary	40.00
	G Anderson - Comic Con	50.00
17/07/18	G F Seniors - Card Club	300.00
02/08/18	Board Rm Café - Board Rm Bash	150.00
24/08/18	Jnr Wardens Fund - Garage Sale	365.50
12/09/18	Fall Fair Concession	2,303.70
	Red Cross	1,500.00
20/10/18	OES - Rent	360.00
01/11/18		100.00
13/11/18	R Russell	50.00
	Freakers Ball	60.00
	K H Burch	75.00
01/01/19	Dividend - GFCU	1.26
13/02/19	Harmony Lodge - Rent	1,500.00
26/02/19	Harmony Lodge - Rent	500.00
12/03/19		75.00
21/03/19	Cdn Red Cross	4,239.00
28/03/19	OES - Insurance	150.00
	OES - Rent	360.00
14/05/19	Novale Dance Troup	200.00

Total Deposits

\$ 12,379.46

\$ 14,373.41

Cheques Written

07/06/18	778 - City of G F - W & S	234.19
10/05/18	779 - D Dale - Ins	500.00
30/05/18	780 - Fortis BC - N Gas	11.22
17/07/18	781 - City of GF - Tax - Fire Truck	51.61
17/07/18	782 - Fortis BC - N Gas	18.62
02/06/18	783 - City of GF - W& S	251.26
22/08/18 -	784 - Fortis - N Gas	46.90
31/08/18 -	785 - Fall Fair Fund	800.00
12/09/18 -	786 - Fortis - N Gas	8.30
12/09/18 -	787 - City of GF - W,S,G	227.00
14/09/18 -	788 - Dave Dale Ins	500.00
05/11/18	789 - Fortis BC - N Gas	51.87
05/11/18	790 - D Marshall - Reimburse 2017 Reg'n Fee	80.00
05/11/18	791 - D Dale - Ins	561.00

01/12/18	792 - City of GF - W & S	209.36	
09/11/19	793 - WD Sheet Metal - Furnace Inspection	111.30	
22/11/18	794 - Fibre Tech - Ins Deduction	2,500.00	
11/12/18	795 - Fortis B C - N Gas	28.65	
08/01/19	796 - Fortis B C - N Gas	104.40	
06/02/19	797 - City of GF - W & S	216.77	
06/02/19	798 - Fortis B C - N Gas	116.46	
12/02/19	Cheque Order	135.30	
12/02/19	799 - Jedal Plb & Htg - H W Tank	1,055.25	
28/02/19	800 - Western Financial - Blg Ins	930.00	
05/03/19	801 - Fortis B C - N Gas	125.82	
01/04/19	802 - Western Financial - Blg Ins	1,859.00	
04/04/19	803 - City of GF - W & S	247.91	
08/04/19	804 - Fortis B C - N Gas	127.45	
08/04/19	805 - D Marshall - Annual Reg Fee	40.00	
08/05/19	806 - Fortis B C - N Gas	56.20	
06/06/19	807 - City of GF - W & S	206.33	\$ 11,412.17

S .C.	32.25	
-------	-------	--

Total Cheques/Debits		\$ 11,444.42
-----------------------------	--	---------------------

Balance		\$ 2,928.99
----------------	--	--------------------

Outstanding Bills

City of Grand Forks Fire Truck \$ 51.61

Respectfully Submitted



**David G. Marshall
Treasurer
Grand Forks Masonic Building Society**



THE CORPORATION OF THE CITY OF GRAND FORKS

RECEIVED

JUN 4 2019

THE CORPORATION OF
THE CITY OF GRAND FORKS

APPLICATION FOR PERMISSIVE TAX EXEMPTION

Note: Application must be received by **July 12, 2019** at City Hall for consideration for tax exemption in the following year.

Name of Organization: Sunshine Valley Child Care Society

Mailing Address: Box 435
GRAND FORKS, BC V0H 1H0

Contact Person & Title: Fatima Faria Executive Director

Telephone Number: 250-442-5314 E-mail: SVCCS@telus.net

Registered Non-Profit? Yes ☒ No ☐ Registration Number: 5-00138786

Registered Charity? Yes ☒ No ☐ Registration Number: 108053075 RL0001

PROPERTY DESCRIPTION FOR WHICH AN EXEMPTION IS BEING CLAIMED:

* You may list all the properties on one application form, as long as they are being used for the same purpose.

Civic Address(es): 978 72ND AVE

Legal Description(s): PLAN KAP 38094 DISTRICT LOT 108

LAND DISTRICT 54 Similkameen Div of Yale District

Folio Number(s): 21000405006 p/D007-836-775

Is any part of the property used for non-charitable, non-philanthropic or for-profit purposes?

Yes ☐ No ☒ If yes, please explain: _____

FILE CODE

Sunshine Valley
C/O - Child Care Society
(UB & PTO...) Tax Agenda Page 100 of 182



THE CORPORATION OF THE CITY OF GRAND FORKS

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

See Attached

Please describe how your organization is accessible to, and benefits the residents of Grand Forks.

We are the only licensed group child care centre from Birth to 12 years in the entire Boundary. SVCCS benefits many families and supports them through childcare, Outreach, programs and workshops held at Little People's Centre and BCCRR. We are active with local seniors and connecting children with other community members and resources for families.

Please provide details on other sources of funding.

Parent fees, community donations, Phoenix Foundation grants, Ministry of Children and Family Development, Fundraising

Authorized Signature

DOCUMENTATION REQUIRED

Copy of most current financial statements
Copy of budget for the current and following year (if available)

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

MISSION STATEMENT

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

GOALS OF SUNSHINE VALLEY CHILD CARE SOCIETY

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

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

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

Balance Sheet

As of March 31, 2019

	Mar 31, 19
ASSETS	
Current Assets	
Chequing/Savings	
1000 · CASH & CREDIT UNION	
1001 · CASH ON HAND (actual cash)	312.45
1030 · CU SHARE ACCOUNTS	
1031 · CU-Non-guaranteed equity share (#20147 5)	25.00
Total 1030 · CU SHARE ACCOUNTS	25.00
1069 · CU CHEQUING ACCOUNTS	
1060 · CU- General Chequing (#20147 5)	41,917.69
1062 · CU- Gaming Account (#40691 8)	21,304.47
Total 1069 · CU CHEQUING ACCOUNTS	63,222.16
Total 1000 · CASH & CREDIT UNION	63,559.61
1600 · RESTRICTED CASH	
1041 · CU- Plan 24 Savings (#20147 5)	7,675.65
1042 · CU- Investment Share Savings (#20147 5)	870.78
Total 1600 · RESTRICTED CASH	8,546.43
Total Chequing/Savings	72,106.04
Accounts Receivable	
1200 · Accounts Receivable	6,656.00
Total Accounts Receivable	6,656.00
Other Current Assets	
1205 · OTHER RECEIVABLES	
1201 · GST/HST 50% Receivable	681.50
Total 1205 · OTHER RECEIVABLES	681.50
1210 · Allowance For Doubtful A/C	(20,672.76)
Total Other Current Assets	(19,991.26)
Total Current Assets	58,770.78
Fixed Assets	
1450 · Building (net of amortization)	
1460 · Accumulated Depreciation (on Building only)	(83,761.18)
1450 · Building (net of amortization) - Other	227,098.45
Total 1450 · Building (net of amortization)	143,337.27
1455 · Land	10,340.00
1500 · Equipment & Furniture (at cost)	
1505 · Accumulated Depr-Equipment	(95,789.86)
1500 · Equipment & Furniture (at cost) - Other	103,220.29
Total 1500 · Equipment & Furniture (at cost)	7,430.43
1550 · Computer Equipment (Computer Equipment)	
1555 · Accumulated Depr-Computer	(3,284.57)
1550 · Computer Equipment (Computer Equipment) - Other	3,547.92
Total 1550 · Computer Equipment (Computer Equipment)	263.35
Total Fixed Assets	161,371.05
TOTAL ASSETS	220,141.83

Balance Sheet

As of March 31, 2019

	Mar 31, 19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2200 · Accounts Payable	829.57
2201 · Other Accounts Payable (Another account to record payables)	93.99
Total Accounts Payable	923.56
Other Current Liabilities	
2205 · Accrued liabilities	3,312.49
2210 · Boundary Child Care R & R	(483.09)
2291 · WAGES PAYABLE	
2290 · Wages payable	11,780.64
2300 · Vacation Pay Accrued	12,015.08
2430 · Sick Leave Accrual (estimated)	10,418.31
Total 2291 · WAGES PAYABLE	34,214.03
2301 · EMPLOYEE DEDUCTIONS PAYABLE	
2335 · DUE TO RECEIVER GENERAL	
2310 · Employment Insurance	1,007.36
2320 · CPP Payable	2,262.12
2330 · Income Tax Payable	2,612.87
Total 2335 · DUE TO RECEIVER GENERAL	5,882.35
2420 · BCGEU Union dues payable	87.19
Total 2301 · EMPLOYEE DEDUCTIONS PAYABLE	5,969.54
2401 · EMPLOYEE BENEFITS PAYABLE	
2440 · Medical Services Plan (BC medical)	(47.12)
2470 · WCB Accrual	473.67
Total 2401 · EMPLOYEE BENEFITS PAYABLE	426.55
Total Other Current Liabilities	43,439.52
Total Current Liabilities	44,363.08
Long Term Liabilities	
2690 · DEFERRED CONTRIBUTIONS	
2697 · Gaming Program Grant-Childcare	13,587.00
2720 · Sick leave replacement reserves	10,418.00
2730 · Vacation replacement reserve	9,625.00
Total 2690 · DEFERRED CONTRIBUTIONS	33,630.00
Total Long Term Liabilities	33,630.00
Total Liabilities	77,993.08
Equity	
3100 · Investment in capital assets	161,371.05
3560 · Unrestricted net assets	(33,987.59)
3910 · Internally Restricted Funds (Transfer in/out to internally restricted fu...)	(2,161.50)
Net Income	16,926.79
Total Equity	142,148.75
TOTAL LIABILITIES & EQUITY	220,141.83

Profit & Loss

	Apr '18 - Mar 19
Ordinary Income/Expense	
Income	
4000 · PROGRAM FEES (Fees charged for child care)	
4001 · Customer Refunds	0.00
4002 · Daycare Revenue	
4420 · CCOF Program - Daycare	21,244.28
4421 · CCOF - Parent Fee Reduct - DC	15,610.00
4440 · Subsidies - Daycare	41,588.88
4002 · Daycare Revenue - Other	62,021.50
Total 4002 · Daycare Revenue	140,464.66
4004 · Preschool Revenue	
4422 · CCOF Program - Preschool	1,417.95
4442 · Subsidies - Preschool	2,238.75
4004 · Preschool Revenue - Other	8,457.50
Total 4004 · Preschool Revenue	12,114.20
4006 · Infant Toddler Revenue	
4426 · CCOF Program - Infant Toddler	25,260.00
4427 · CCOF - Parent Fee Reduct - IT	34,370.00
4443 · Subsidies - Infant Toddler	27,044.33
4006 · Infant Toddler Revenue - Other	47,336.04
Total 4006 · Infant Toddler Revenue	134,010.37
4012 · School Age Program	
4424 · CCF Program - School Age	3,862.74
4444 · Subsidies - School Age	14,146.60
4012 · School Age Program - Other	17,850.69
Total 4012 · School Age Program	35,860.03
4015 · Supported Child Care (KFP)	40,212.57
4480 · BCGEU (fees to cover wages)	194.48
4000 · PROGRAM FEES (Fees charged for child care) - Other	463.20
Total 4000 · PROGRAM FEES (Fees charged for child care)	363,319.51
4400 · FUNDING FOR WAGES	
4411 · BCCRR 10% Admin funding	9,883.32
4415 · WOW (room rental, daycare coord.)	2,400.00
Total 4400 · FUNDING FOR WAGES	12,283.32
4466 · Gaming Program Grant	21,400.00
4600 · MISCELLANEOUS & INTEREST INCOME	
4425 · Donations & Fundraising Income	7,294.16
4435 · Interest Income	6.96
4460 · Miscellaneous Income	240.00
4475 · Yearly Memberships (Yearly Society Memberships)	41.00
Total 4600 · MISCELLANEOUS & INTEREST INCOME	7,582.12
Total Income	404,584.95
Gross Profit	404,584.95

Profit & Loss

Apr '18 - Mar 19

Expense	
5000 · PROGRAM COSTS	
5010 · Advertising & Promo (Programs)	557.33
5011 · Board Meeting Expense	656.74
5020 · Telus - Administration	152.45
5025 · Telus - Little People's DC & PS	462.87
5030 · Bad Debts and Recoveries	20,593.93
5035 · Bank Charges Expense	423.00
5065 · Groceries Expense	766.18
5070 · Insurance, Liability	3,407.00
5078 · Memberships, dues & fees	75.00
5080 · Miscellaneous Expense	214.30
5100 · Office Supplies Expense	321.70
5127 · Photocopier Expense	185.85
5140 · Postage Expense	92.59
5145 · Professional Fees - Audit & Leg	2,536.88
5160 · Supplies - General	3,479.35
5165 · Supplies - Daycare & Preschool	948.71
5170 · Supplies - Infant Toddler	132.86
5178 · Supplies - Supported Child Care	60.00
5179 · Supplies - School Age Program (Purchases for school age program)	158.76
5180 · Travel Expense	231.80
5190 · Internet & Computer Expense (Telus Internet, Computer professional fees)	2,026.62
5200 · Workshops & staff training	948.00
Total 5000 · PROGRAM COSTS	38,431.92
5001 · FACILITY COSTS	
5015 · Fortis BC Gas Expense (LPC)	720.96
5155 · Repairs & Maintenance	10,805.64
5182 · Utilities - Electr,water,sewer	5,216.21
Total 5001 · FACILITY COSTS	16,742.81
5002 · WAGES & BENEFITS	
5300 · Wages, Administration	66,938.57
5302 · Wages, Daycare	71,935.94
5303 · Wages, Infant Toddler	79,790.87
5304 · Wages, Preschool	10,242.17
5308 · Wages, School Age Program	20,531.16
5310 · Wages, Supported Child Care	32,974.36
5320 · Payroll costs, CPP and EI	20,661.93
5324 · WorkSafe BC	1,825.23
5328 · Sick Leave expense (paid out)	5,454.26
5333 · Medical expense	412.50
5406 · Vacation pay expense	18,412.24
5410 · ECE Wage Enhancement (ECE Wage Enhancement Funded through C...)	(195.35)
6560 · Employee Expenses	133.47
Total 5002 · WAGES & BENEFITS	329,117.35
5033 · Write Offs (money from customers that we will never receive)	3,366.08
Total Expense	387,658.16
Net Ordinary Income	16,926.79
Net Income	16,926.79



THE CORPORATION OF THE CITY OF GRAND FORKS

APPLICATION FOR PERMISSIVE TAX EXEMPTION for 2020

Note: Application must be received by **July 12, 2019** at City Hall for consideration for tax exemption in the following year.

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

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

Contact Person & Title: Elizabeth Semenoff - President

Telephone Number: 250-442-2609 E-mail: elizsemenoff@yahoo.ca

Registered Non-Profit? Yes ☒ No ☐ Registration Number: 13,290

Registered Charity? Yes ☐ No ☒ Registration Number: _____

PROPERTY DESCRIPTION FOR WHICH AN EXEMPTION IS BEING CLAIMED:

* You may list all the properties on one application form, as long as they are being used for the same purpose.

Civic Address(es): 686 72nd Ave.

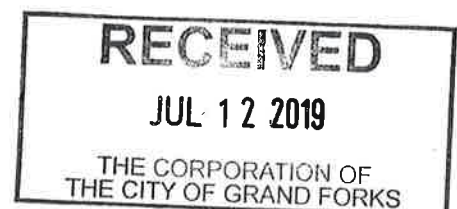
Legal Description(s) Lot 8, Block 25, Plan 23
District lot 108, Similkameen Div. of Yale.
Land District PID's 003-303-721
Folio Number(s): 210 00203.000

Is any part of the property used for non-charitable, non-philanthropic or for-profit purposes?

Yes ☐ No ☒ If yes, please explain: _____

FILE CODE

GF Slavonic Sr.
C/O - Citizens re. Tax
(UBAPT...) Exempt Applic.





THE CORPORATION OF THE CITY OF GRAND FORKS

Update Please describe your organization's activities. Include a short history of your organization and briefly describe its goals and objectives. (Attach a separate sheet if necessary.)

The Lower Level was developed by and currently being utilized by the Boundary Metis Community Association.

The Ancient Wells Living Waters Church group meets regularly, on Sundays, on the Main Level.

The major 2018 Grand Forks Flood created hardships for our members (and Users) who were personally affected, resulting in relocation for extended periods, loss of belongings and family members. We are hoping for and working toward a brighter future...

Please describe how your organization is accessible to, and benefits the residents of Grand Forks.

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

Please provide details on other sources of funding.

Memberships, Fundraising, Donations from Regular and Occasional Users.

Elizabeth Semenov
Authorized Signature
GF Slavonic Senior Citizens
Society

DOCUMENTATION REQUIRED

Copy of most current financial statements *to follow*
Copy of budget for the current and following year (if available)

Grand Forks Slavonic Senior Citizens Society

Branch No. 143

PO Box 2848 Grand Forks BC V0H 1H0

To: Corporation of the City of Grand Forks
Application for Tax Exempt Status for the Year ~~2018~~

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

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

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

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

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

cont'd

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

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

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

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

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

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

We thank you for your support and consideration!

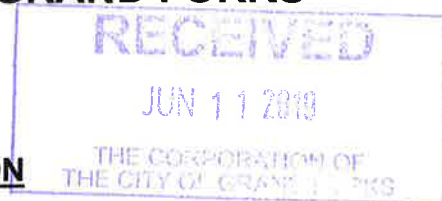
Respectfully submitted,



Elizabeth Semenoff, President Grand Forks Slavonic Senior Citizens Society



THE CORPORATION OF THE CITY OF GRAND FORKS



APPLICATION FOR PERMISSIVE TAX EXEMPTION

Note: Application must be received by **July 12, 2019** at City Hall for consideration for tax exemption in the following year.

Name of Organization:

GRAND FORKS Auxiliary to Boundary Hospital

Mailing Address:

PO Box 1074
GRAND FORKS BC V0H-1H0

Contact Person & Title:

TREASURER - JO SMART.

Telephone Number:

250-442-5999 E-mail: jasmart1950@gmail.com

Registered Non-Profit?

Yes ☒ No ☐

Registration Number:

50016806

Registered Charity?

Yes ☐ No ☒

Registration Number:

PROPERTY DESCRIPTION FOR WHICH AN EXEMPTION IS BEING CLAIMED:

* You may list all the properties on one application form, as long as they are being used for the same purpose.

Civic Address(es):

7239-2ND ST.
GRAND FORKS BC

Legal Description(s)

PLAN: 6691 LOT: A DL: 108

Folio Number(s):

210 00080.005

Is any part of the property used for non-charitable, non-philanthropic or for-profit purposes?

Yes ☐ No ☒

If yes, please explain:

FILE CODE

GF Auxiliary to
C/O - Boundary Hospital -
(UB+PT...) Tax Exempt Applica



THE CORPORATION OF THE CITY OF GRAND FORKS

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

The Grand Forks Auxiliary to the Boundary Hospital was established in 1945. The objective is to generate maximum revenues, after operating costs, for the purpose of medical equipment, furnishings and items to enhance patient care and comfort for healthcare facilities within the Boundary and West Kootenay areas of the Interior Health Region.

Please describe how your organization is accessible to, and benefits the residents of Grand Forks.

not only do we assist Boundary Hospital with purchase of equipment etc but we are also contributing to our community by recycling, restoring and re using donated items for the benefit of all.

Please provide details on other sources of funding.


Authorized Signature

DOCUMENTATION REQUIRED

Copy of most current financial statements
Copy of budget for the current and following year (if available)

GRAND FORKS AUXILIARY TO THE BOUNDARY HOSPITAL SOCIETY

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2018

(unaudited - see Notice to Reader)

1. SUMMARY OF ACCOUNTING POLICIES

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

- (b) Contributions and Pledges

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

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

Pledges receivable are recorded when received.

- (c) Revenue Recognition - Donations

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

Legacies, or bequests are recorded when received.

- (d) Property, Equipment and Amortization

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

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

Building	1%
Equipment and furnishings	20%

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

2. PROPERTY AND EQUIPMENT

	Cost	Accumulated Amortization	Net 2018	Net 2017
Land	\$ 34,182	\$ -	\$ 34,182	\$ 34,182
Building	218,679	29,705	188,974	191,160
Equipment and furnishings	5,364	5,364	-	-
Incorporation costs	129	129	-	-
	\$ 258,354	\$ 35,198	\$ 223,156	\$ 225,342

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2018

(unaudited - see Notice to Reader)

	2018	2017
ASSETS		
CURRENT ASSETS		
Cash and short term deposits	\$ 422,649	\$ 561,049
Accrued interest receivable	<u>5,870</u>	<u>4,465</u>
	428,519	565,514
 PROPERTY AND EQUIPMENT (note 2)	 223,156	 225,342
	<u>\$ 651,675</u>	<u>\$ 790,856</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable	\$ 2,577	\$ 933
Provincial sales tax payable	<u>1,989</u>	<u>2,025</u>
	4,566	2,958
NET ASSETS		
INVESTMENT IN CAPITAL ASSETS	223,156	225,343
UNRESTRICTED FUNDS	<u>423,953</u>	<u>562,555</u>
	647,109	787,898
	<u>\$ 651,675</u>	<u>\$ 790,856</u>

APPROVED ON BEHALF OF THE BOARD:

W. Triveri President

Signa Treasurer

GRAND FORKS AUXILIARY TO THE BOUNDARY HOSPITAL SOCIETY**STATEMENT OF OPERATIONS****FOR THE YEAR ENDED DECEMBER 31, 2018**

(unaudited - see Notice to Reader)

	2018	2017
REVENUE		
Thrift store	\$ 190,649	\$ 237,522
Gift bars	4,414	2,865
Memberships	465	430
Donations	11,803	2,603
Provincial sales tax commissions	401	480
Interest	3,251	3,349
	<u>210,983</u>	<u>247,249</u>
EXPENSES		
Advertising and promotions	1,476	1,497
Amortization	2,187	2,538
Appreciation events	1,955	1,805
Conferences and meetings	1,117	1,039
Dues and training	950	880
Garbage and janitorial	12,774	14,256
Hospital contributions	236,910	73,120
Insurance	1,983	1,921
Materials and supplies	6,422	6,942
Office	1,818	816
Repairs and maintenance	10,510	6,897
Scholarships and donations	9,750	8,250
Telephone and utilities	6,670	6,692
	<u>294,522</u>	<u>126,653</u>
OPERATING (DEFICIT) SURPLUS BEFORE EXTRAORDINARY ITEM	(83,539)	120,596
EXTRAORDINARY ITEM		
Costs related to repair and replace items due to flood	<u>(57,250)</u>	<u>-</u>
NET (DEFICIT) SURPLUS FOR THE YEAR	\$ (140,789)	\$ 120,596



THE CORPORATION OF THE CITY OF GRAND FORKS

RECEIVED

JUL 16 2019

APPLICATION FOR PERMISSIVE TAX EXEMPTION

THE CORPORATION OF
THE CITY OF GRAND FORKS

Note: Application must be received by **July 12, 2019** at City Hall for consideration for tax exemption in the following year.

Name of Organization:

CANADIAN LEGION Grand Forks

Mailing Address:

Box 836

Grand Forks B.C. V0N 1H0

Contact Person & Title:

EVERETT BAKER PRES

Telephone Number:

250.444.0195

E-mail:

gffh@shaw.ca

Registered Non-Profit? Yes ☐ No ☒

Registration Number: _____

Registered Charity? Yes ☐ No ☒

Registration Number: _____

PROPERTY DESCRIPTION FOR WHICH AN EXEMPTION IS BEING CLAIMED:

* You may list all the properties on one application form, as long as they are being used for the same purpose.

Civic Address(es):

6TH STREET

Legal Description(s)

PLAN 121 LOT 23 BLOCK 29 DL#108

PLAN 121 LOT 24-26 BLOCK 29 DL#108

Folio Number(s):

201-00247.025

202-00247.030

Is any part of the property used for non-charitable, non-philanthropic or for-profit purposes?

Yes ☒ No ☐

If yes, please explain: _____

FILE CODE

Can. Legion GF

C/O - re Tax Exempt

(UBA PT. 00)

App



THE CORPORATION OF THE CITY OF GRAND FORKS

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

Please describe how your organization is accessible to, and benefits the residents of Grand Forks.

LAST YEARS OUR LEAGION PROVIDED OVER
\$20,000 IN SUPPORT OF COMMUNITY

Please provide details on other sources of funding.

LOUNG, GROMING, DINNERS, SPECIAL EVENTS


Authorized Signature

DOCUMENTATION REQUIRED

- Copy of most current financial statements
- Copy of budget for the current and following year (if available)

Royal Canadian Legion Br.59
Balance Sheet As at 2019-06-30

ASSET

Current Assets

Credit Union General Account	-1,124.68	
Sports Scholarship	0.00	
#17 Term Deposits Non Rede...	3,714.88	
#19 Redemable Term	10,862.10	
Cash Float - Bar	1,050.00	
Cash Float - Meat Draw	50.00	
Cash Float - Keno	300.00	
Total Cash		14,852.30
Allowance for Doubtful Accounts	60.00	
Prepaid Per Capita Tax	2,393.23	
Total Receivable		2,453.23
Lounge Inventory		4,483.46
Resale Leg. Supp. Inv.		1,346.20
Breakopen Ticket Inv.		1,689.04
Total Current Assets		24,824.23

Capital Assets

Office Furniture & Equipment	40,033.43	
Accum. Amort. -Furn. & Equip.	-18,018.85	
Net - Furniture & Equipment		22,014.58
Lounge Equipment	29,241.04	
Hall Equip. & Furnishings	10,423.48	
Office Equip. & Furnishings	1,783.98	
Equipment	36,338.65	
Accum. Amort. - Equipment	-14,011.35	
Net - Equipment		63,775.80
Misc. Equipment	149.79	
Building	182,427.32	
Accum. Amort. - Building	-71,162.32	
Net - Building		111,414.79
Land		83,635.20
Total Capital Assets		280,840.37

TOTAL ASSET 305,664.60

LIABILITY

Current Liabilities

Lottery Account Payable	3,437.25
Grant - Flooring	1,109.92
Accounts Payable	3,329.71

Royal Canadian Legion Br.59
Balance Sheet As at 2019-06-30

El Payable	355.84	
CPP Payable	484.46	
Federal Income Tax Payable	477.68	
Total Receiver General		1,317.98
Dues Rec'd In Advance		8,335.89
PST Payable	-545.50	
GST/HST Charged on Sales - ...	322.39	
GST Paid on Purchases	-1,812.13	
GST/HST Owing (Refund)		-2,035.24
SST Payable		545.50
Total Current Liabilities		16,041.01
TOTAL LIABILITY		16,041.01
EQUITY		
Owners Equity		
Retained Earnings - Previous ...		-1,280.48
Current Earnings		-26,436.46
Total Owners Equity		-27,716.94
Total Owners Equity		
Members Equity		317,340.53
Total Equity		317,340.53
TOTAL EQUITY		289,623.59
LIABILITIES AND EQUITY		305,664.60

Royal Canadian Legion Br.59
Income Statement 2019-01-01 to 2019-06-30

REVENUE

Sales Revenue	
Sales - Liquor With Mix	3,548.65
Sales - Draft - Glass	5,618.57
Sales - Draft - Mug	8,677.99
Sales - Draft - Jug	335.38
Sales - Guinness Draft	6,947.95
Sales - Wine, Ciders, Coolers	3,672.00
Sales - Bottled Beer	7,448.61
Sales - Confectionary	1,603.11
Sales - Off-Sales Beer (Cans)	101.51
Net Sales	<u>37,953.77</u>

Other Revenue	
Dues 2019	4,049.56
Rent	1,271.18
Ways & Means	4,933.22
Horse Shoes	21.00
Darts	163.00
Miscellaneous Revenue	319.80
Interest Income	116.01
Miscellaneous Revenue	53.75
P.S.T. Vendor's Commission	105.37
Donations	250.53
Sports	39.00
Breakopen Ticket Sales	5,557.80
Total Other Revenue	<u>16,880.22</u>

TOTAL REVENUE	<u>54,833.99</u>
----------------------	-------------------------

EXPENSE

Lounge Purchases	
Liquor	894.64
Draft	9,058.04
Guinness - Draft	979.96
Bottled Beer	3,330.13
Off Sales - Beer	84.57
Wine, Ciders, Coolers	1,710.58
Confectionary	304.62
Total Lounge Purchases	<u>16,362.54</u>
R & M Building (Lounge)	407.88
Supplies - Lounge	2,129.40
R & M Building	1,750.37

Royal Canadian Legion Br.59
Income Statement 2019-01-01 to 2019-06-30

R & M Eq. (Lounge)	1,300.62
R & M Eq. (Hall)	1,456.31
Litter Dep. (Misc.)	-170.20
Draft Litter Dep.	808.71
Recycle Fees	5.69
Interest & Bank Charges	35.36
Advertising	64.20
Total Cost of Goods Sold	<u>24,150.88</u>
Payroll Expenses	
Wages & Salaries	19,889.08
EI Expense	451.10
CPP Expense	506.42
WCB Expense	218.03
Total Payroll Expense	<u>21,064.63</u>
General & Administrative Expe...	
Administration	58.27
Donations	716.20
Janitorial - Hall	543.46
Janitorial - Lounge	707.52
Security	147.94
Property Taxes	2,060.78
Honours & Awards	1,029.16
Per Capita Tax - 2019	7,352.88
Breakopen Paid Out	5,655.50
Licences & Permits	250.00
Utilities - Lounge (55%)	2,741.71
Utilities - Hall (45%)	2,243.12
Darts	145.00
Sports	110.43
Ways & Means	3,302.69
Zone Meetings	511.96
Cash Short / Over	-179.83
Advertising & Promotions	460.25
Business Fees & Licenses	334.25
Insurance	4,242.00
Interest & Bank Charges	427.72
Office Supplies	1,228.12
Repair & Maintenance	195.00
Telephone	1,770.81
Total General & Admin. Expen...	<u>36,054.94</u>
TOTAL EXPENSE	<u>81,270.45</u>

Royal Canadian Legion Br.59
Income Statement 2019-01-01 to 2019-06-30

NET INCOME	<u><u>-26,436.46</u></u>
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THE CORPORATION OF THE CITY OF GRAND FORKS



APPLICATION FOR PERMISSIVE TAX EXEMPTION

Note: Application must be received by **July 12, 2019** at City Hall for consideration for tax exemption in the following year.

Name of Organization: Phoenix Manor Society
Mailing Address: PO Box 902
Grand Forks, BC, V0H 1H0
Contact Person & Title: Jim Burch, Treasurer
Telephone Number: 250.442.2121 E-mail: jim.burch@KempHarvey.com

Registered Non-Profit? Yes ☐ No ☒ Registration Number: _____
Registered Charity? Yes ☒ No ☐ Registration Number: 86752 3490 RR0001

PROPERTY DESCRIPTION FOR WHICH AN EXEMPTION IS BEING CLAIMED:

* You may list all the properties on one application form, as long as they are being used for the same purpose.

Civic Address(es): 876 72nd Avenue
Grand Forks, BC, V0H 1H0
Legal Description(s): Housing for seniors, low-income persons, and
those with disabilities. - Parcel B, Portion (KF1958)
21000414.005 Block 45, Plan 72, DL#108.
Folio Number(s): _____

Is any part of the property used for non-charitable, non-philanthropic or for-profit purposes?

Yes ☐ No ☒ If yes, please explain: _____

FILE CODE

Phoenix Manor
CIO - Society re Tax
(UBA PT000) Exempt Applica



THE CORPORATION OF THE CITY OF GRAND FORKS

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


See attached description.

Please describe how your organization is accessible to, and benefits the residents of Grand Forks.

See attached description.

Please provide details on other sources of funding.

See attached description.



Authorized Signature

DOCUMENTATION REQUIRED

Copy of most current financial statements
Copy of budget for the current and following year (if available)

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

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

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

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

How does your organization benefit the Community of Grand Forks?

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

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

The board of PHOENIX MANOR SOCIETY continues in its goal of providing affordable seniors housing in a non-institutional environment. Assistance from the City of Grand Forks in offsetting some of our cost increases through tax exemption will assist in achieving our long-term success. Tax exemptions in the past have contributed greatly to our financial health. We urge council to continue to recognize the contribution of this home and its seniors through granting a tax exemption for 2020

Other sources of funding:

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

PHOENIX MANOR SOCIETY
Financial Statements
Year Ended December 31, 2018

PHOENIX MANOR SOCIETY
Index to Financial Statements
Year Ended December 31, 2018

	Page
FINANCIAL STATEMENTS	
Statement of Revenues and Expenditures and Changes in Net Assets	1 - 2
Statement of Financial Position	3
Notes to Financial Statements	4 - 5

PHOENIX MANOR SOCIETY

Statement of Revenues and Expenditures and Changes in Net Assets

Year Ended December 31, 2018

	Operating	Capital Asset	Replacement Reserve	2018	2017
REVENUES					
Tenant rent	\$ 157,225	\$ -	\$ -	\$ 157,225	\$ 152,725
Grants and endowment	3,023	-	-	3,023	8,270
Scooter rental	1,775	-	-	1,775	300
Interest income	-	-	363	363	473
Donations	200	-	-	200	-
Membership fees	65	-	-	65	55
Patronage dividends	10	-	-	10	15
Room and meals	-	-	-	-	3,135
Insurance recoveries	-	-	-	-	1,543
Disposal of capital assets	-	-	-	-	34
	162,298	-	363	162,661	166,550
EXPENSES					
Advertising and promotion	470	-	-	470	967
Amortization	-	18,841	-	18,841	18,240
Office supplies	54	-	-	54	441
Repairs and maintenance	21,079	-	-	21,079	10,057
Dues and fees	402	-	-	402	473
Food	23,145	-	-	23,145	20,517
Electricity	5,707	-	-	5,707	6,722
Water and sewer	939	-	-	939	1,161
Heating and hot water	2,877	-	-	2,877	3,477
Internet and television	4,376	-	-	4,376	4,490
Insurance	6,285	-	-	6,285	5,929
Bank charges	406	-	-	406	244
Tenant entertainment	318	-	-	318	717
Bookkeeping fees	4,386	-	-	4,386	4,725
Property taxes	52	-	-	52	52
Wages and benefits	69,591	-	-	69,591	66,719
Security and yard maintenance	3,371	-	-	3,371	2,889

(continues)

See accompanying notes to financial statements

PHOENIX MANOR SOCIETY

Statement of Revenues and Expenditures and Changes in Net Assets (continued)
Year Ended December 31, 2018

	Operating	Capital Asset	Replacement Reserve	2018	2017
Supplies	726	-	-	726	2,294
Telephone	1,852	-	-	1,852	1,834
Training	230	-	-	230	125
	146,266	18,841	-	165,107	152,073
NET EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES					
	16,032	(18,841)	363	(2,446)	14,477
NET ASSETS - BEGINNING OF YEAR	16,983	398,870	39,548	455,401	440,925
	33,015	380,029	39,911	452,955	455,402
CAPITAL ASSETS PURCHASED	(91)	91	-	-	-
MONTHLY TRANSFER FROM OPERATING FUNDS	(9,360)	-	9,360	-	-
TRANSFERS FROM OPERATING FUND	(5,000)	-	5,000	-	-
NET ASSETS - END OF YEAR	\$ 18,564	\$ 380,120	\$ 54,271	\$ 452,955	\$ 455,402

See accompanying notes to financial statements

PHOENIX MANOR SOCIETY
Statement of Financial Position
December 31, 2018

	Operating	Capital Asset	Replacement Reserve	2018	2017
ASSETS					
CURRENT					
Cash	\$ 30,144	\$ -	\$ 8,400	\$ 38,544	\$ 27,114
Term deposits	-	-	45,871	45,871	34,524
Accounts receivable	-	-	-	-	75
Prepaid expenses	5,217	-	-	5,217	4,842
	35,361	-	54,271	89,632	66,555
PROPERTY, PLANT AND EQUIPMENT <i>(Net of accumulated amortization) (Note 2)</i>	-	380,120	-	380,120	398,870
	\$ 35,361	\$ 380,120	\$ 54,271	\$ 469,752	\$ 465,425
LIABILITIES AND NET ASSETS					
CURRENT					
Accounts payable	\$ 14,097	\$ -	\$ -	\$ 14,097	\$ 7,998
Employee deductions payable	-	-	-	-	725
Rent collected in advance	2,700	-	-	2,700	1,300
	16,797	-	-	16,797	10,023
NET ASSETS	18,564	380,120	54,271	452,955	455,402
	\$ 35,361	\$ 380,120	\$ 54,271	\$ 469,752	\$ 465,425

APPROVED BY THE DIRECTORS

Director

Director

See accompanying notes to financial statements

PHOENIX MANOR SOCIETY
Notes to Financial Statements
Year Ended December 31, 2018

1. INVESTMENTS

Investments comprise of savings and term deposits established for the Replacement Reserve Fund.

	<u>2018</u>	<u>2017</u>
Restricted cash		
Grand Forks Credit Union		
Savings Account	\$ 8,400	\$ 5,024
One year redeemable term with interest at 0.65%, matures March 15, 2019	15,112	14,000
One year non-redeemable term with interest at 1.15%, matures March 14, 2019	30,760	20,524
	<u>\$ 54,272</u>	<u>\$ 39,548</u>
Changes in fund balance		
Balance, beginning of year	\$ 39,549	\$ 42,958
	-	-
	-	-
	-	-
Monthly transfer from Operating Funds	9,360	9,360
Interest income	363	231
Transfers from Operating Fund	5,000	(13,000)
	<u>\$ 54,272</u>	<u>\$ 39,549</u>
Capital asset purchases (sales)		
Storage building	\$ -	\$ 28,240
Vacuum cleaner	-	373
Scooter storage	91	4,370
Old Shed (Sold)	-	(200)
Flooring	-	-
Dishwasher	-	-
Washing machine	-	-
	-	-
	-	-
	-	-
	<u>\$ 91</u>	<u>\$ 32,783</u>

PHOENIX MANOR SOCIETY
Notes to Financial Statements
Year Ended December 31, 2018

2. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Land	\$ 65,300	\$ -	\$ 65,300	\$ 65,300
Buildings	593,591	284,644	308,947	325,814
Furniture and appliances	11,689	7,546	4,143	5,759
Asphalt and parking areas	6,654	4,923	1,731	1,997
	\$ 677,234	\$ 297,113	\$ 380,121	\$ 398,870

Phoenix Manor Society - 2019 Budget

Expenses	Monthly	Annual
Advertising	60.00	720.00
Accounting Fees	400.00	4,800.00
Credit Union Service Charges	25.00	300.00
Licence Dues	40.00	480.00
Cablevision and Television	400.00	4,800.00
Entertainment	60.00	720.00
Food	1,900.00	22,800.00
House Supplies	190.00	2,280.00
Insurance	565.00	6,780.00
Maintenance and Repairs	1,750.00	21,000.00
Office Supplies	25.00	300.00
Security and Yard Maintenance	300.00	3,600.00
Telephone	70.00	840.00
Training	50.00	600.00
Utilities	850.00	10,200.00
Wages	5,800.00	69,600.00
Transfer to Replacement Reserve	780.00	9,360.00

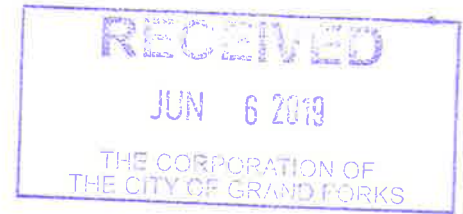
13,265.00	159,180.00
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Rental Income if Full Occupancy

Monthly Rent	1,375.00	16,500.00
Number of Residents	10	10
	13,750.00	165,000.00

The Corporation of the City of Grand Forks

Tax Exemption for 2020



APPLICATION FOR PERMISSIVE TAX EXEMPTION

Note: Applications must be received by July 12, 2019 at City Hall for consideration for tax exemption in the following year.

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

Mailing Address: 7130 9th Street, Unit 300

Grand Forks BC

V0H 1H4

Contact person & Title: Sandra Gladish- Administrator

Telephone Number: 250-443-0006

Email: blaladmin@shaw.ca

Registered Non-Profit: Yes

Registration Number: 87104 4764 BC 0001

Registered Charity: YES

Registration Number: 87104 4764 RR 0001

PROPERTY DESCRIPTION FOR WHICH AN EXEMPTION IS BEING CLAIMED:

Civic Address: 7130 9th Street

Legal Description: Plan 29781, Lot A, DL # 108, Land District 54

Folio Number: 210 00416.000

Is any part of the property used for non-charitable, non-philanthropic or for-profit purposes? - NO

FILE CODE

Boundary Lodge

C10 - re Agenda Page 104 of 182
(4B+PT00) Applic

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

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

How does your organization benefit the community of Grand Forks?

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

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



Authorized Signature

DOCUMENTATION REQUIRED

Copy of most current financial statements- Attached

Copy of the budget for the current & following year (if available) - Attached

GRAND FORKS AND DISTRICT HOUSING SOCIETY

(Operating as Boundary Lodge Assisted Living)

Statement of Operations

For the Year Ended March 31, 2018

	Society	Interior Health	BC Housing	Replacement Reserve	2018	2017
REVENUE						
Contract funding, Interior Health	\$ -	\$ 383,927	\$ -	\$ -	\$ 383,927	\$ 376,619
Contract funding, BC Housing	-	-	41,532	-	41,532	38,561
Tenants	-	133,632	102,955	-	236,587	231,072
Other individuals	4,013	18,268	-	-	22,281	16,684
Interest and miscellaneous	-	1,832	6,746	663	9,241	8,113
Donations	-	750	-	-	750	1,075
	4,013	538,409	151,233	663	694,318	672,124
EXPENSES						
Amortization	189	-	-	-	189	189
Audit	-	6,388	3,360	-	9,748	9,670
Bad debts	-	96	-	-	96	1,094
Donations	9,000	-	-	-	9,000	-
Food costs	-	58,516	-	-	58,516	52,465
General administration	150	13,143	1,620	-	14,913	11,942
Insurance & licenses	-	3,684	570	-	4,254	4,524
Maintenance, buildings	-	-	12,956	-	12,956	13,107
Maintenance, equipment	-	2,070	-	-	2,070	1,109
Maintenance, labour	-	-	34,631	-	34,631	29,200
Maintenance, replacement reserve	-	-	-	17,104	17,104	13,100
Meals and entertainment	-	4,705	-	-	4,705	3,001
Other supplies	-	2,032	-	-	2,032	1,187
Program, Seniors connections	-	8,429	-	-	8,429	6,949
Property taxes	-	-	52	-	52	52
Service contracts	-	-	270	-	270	225
Staff development	-	15	-	-	15	699
Supplies, laundry and housekeeping	-	7,506	-	-	7,506	7,547
Utilities	-	-	56,528	-	56,528	53,873
Wages, administrative	-	73,535	14,436	-	87,971	86,786

(continues)

See accompanying notes to financial statements

Page 1

GRAND FORKS AND DISTRICT HOUSING SOCIETY**(Operating as Boundary Lodge Assisted Living)****Statement of Operations** *(continued)***For the Year Ended March 31, 2018**

	Society	Interior Health	BC Housing	Replacement Reserve	2018	2017
Wages, direct & non-direct care	-	304,610	-	-	304,610	320,241
Wages, hospitality & accomodations	-	71,607	-	-	71,607	65,044
	9,339	556,336	124,423	17,104	707,202	682,004
ACCUMULATED SURPLUS						
(DEFICIT)	\$ (5,326)	\$ (17,927)	\$ 26,810	\$ (16,441)	\$ (12,884)	\$ (9,880)

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY**(Operating as Boundary Lodge Assisted Living)****Statement of Changes in Net Assets****Year Ended March 31, 2018**

	Society	Interior Health	BC Housing	Replacement Reserve	2018	2017
NET ASSETS - BEGINNING OF YEAR	\$ 1,441	\$ 153,436	\$ 374,714	\$ 107,447	\$ 637,038	\$ 646,918
Operating surplus (deficit)	(5,326)	(17,927)	26,810	(16,441)	(12,884)	(9,880)
Replacement reserve provision	-	-	(15,000)	15,000	-	-
Inter-fund transfer	9,000	(9,000)	-	-	-	-
NET ASSETS - END OF YEAR	\$ 5,115	\$ 126,509	\$ 386,524	\$ 106,006	\$ 624,154	\$ 637,038

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY*(Operating as Boundary Lodge Assisted Living)***Statement of Financial Position****March 31, 2018**

	Society	Interior Health	BC Housing	Replacement Reserve	2018	2017
ASSETS						
CURRENT						
Cash	\$ 5,067	\$ 148	\$ 28,810	\$ -	\$ 34,025	\$ 18,418
Accounts receivable	-	1,525	-	-	1,525	4,102
Inventory (Note 2)	-	5,295	-	-	5,295	5,629
Goods and services tax recoverable	-	-	1,674	-	1,674	1,768
Interfund receivable (payable)	(1,182)	13,224	(11,729)	(313)	-	-
	3,885	20,192	18,755	(313)	42,519	29,917
TANGIBLE CAPITAL ASSETS (Note 7)	1,230	-	-	-	1,230	1,419
LONG TERM INVESTMENTS (Note 8)	-	138,058	382,622	106,319	626,999	652,971
	\$ 5,115	\$ 158,250	\$ 401,377	\$ 106,006	\$ 670,748	\$ 684,307

See accompanying notes to financial statements

GRAND FORKS AND DISTRICT HOUSING SOCIETY*(Operating as Boundary Lodge Assisted Living)***Statement of Financial Position****March 31, 2018**

	Society	Interior Health	BC Housing	Replacement Reserve	2018	2017
LIABILITIES AND NET ASSETS						
CURRENT						
Accounts payable	\$ -	\$ 6,491	\$ 7,438	\$ -	\$ 13,929	\$ 13,663
Wages payable	-	20,458	-	-	20,458	20,528
Employee deductions payable	-	4,792	-	-	4,792	4,763
Unearned revenues	-	-	2,665	-	2,665	3,565
	-	31,741	10,103	-	41,844	42,519
SECURITY DEPOSITS	-	-	4,750	-	4,750	4,750
	-	31,741	14,853	-	46,594	47,269
NET ASSETS						
Unrestricted	5,115	-	-	-	5,115	1,440
Restricted, Interior Health Authority	-	126,509	-	-	126,509	153,437
Restricted, BC Housing	-	-	386,524	-	386,524	374,714
Restricted, Replacement reserve	-	-	-	106,006	106,006	107,447
	5,115	126,509	386,524	106,006	624,154	637,038
	\$ 5,115	\$ 158,250	\$ 401,377	\$ 106,006	\$ 670,748	\$ 684,307

COMMITMENTS (Note 9)

ON BEHALF OF THE BOARD_____
Director_____
Director

See accompanying notes to financial statements

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

Statement of Cash Flows
Year Ended March 31, 2018

	Society	Interior Health	BC Housing	Replacement Reserve	2018	2017
OPERATING ACTIVITIES						
Cash receipts from contributions	\$ 4,013	\$ 539,154	\$ 143,587	\$ -	\$ 686,754	\$ 662,337
Cash paid to suppliers and employees	(9,150)	(556,607)	(123,593)	(17,104)	(706,454)	(677,867)
Interest received	-	1,832	6,746	663	9,241	8,113
Goods and services tax	-	-	94	-	94	1,322
Cash flow from operating activities	(5,137)	(15,621)	26,834	(16,441)	(10,365)	(6,095)
INVESTING ACTIVITY						
Investments and restricted cash	-	37,469	(12,633)	1,136	25,972	315
FINANCING ACTIVITIES						
Interfund receivable (payable)	(4,014)	(12,848)	16,557	305	-	-
Transfers between funds	9,000	(9,000)	(15,000)	15,000	-	-
Security deposits received	-	-	-	-	-	500
Cash flow from (used by) financing activities	4,986	(21,848)	1,557	15,305	-	500
INCREASE (DECREASE) IN CASH FLOW	(151)	-	15,758	-	15,607	(5,280)
Cash - beginning of year	5,218	148	13,052	-	18,418	23,698
CASH - END OF YEAR	5,067	148	28,810	-	34,025	18,418
CASH CONSISTS OF:						
Cash	\$ 5,067	\$ 148	\$ 28,810	\$ -	\$ 34,025	\$ 18,418

See accompanying notes to financial statements

	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Back to Index		Grand Forks and District Housing Society				FUNDING PROGRAM:	554	ILBC Conv (No Exist BCH Subs)(Phase I)				
1		SOCIETY NAME:	Boundary Lodge				NPPM:	Wayne Schmuck		OPERATING ELIGIBILITY (%):		100.00	
2		PROJECT NAME:					UNIT #:	17			MORTGAGE ELIGIBILITY (%):		100.00
3		BCH FILE #:	90902	Housing Provider # 778			FYE:	Mar 31	2020	Completed/approved by:			
4		PROJECT REFERENCE #:	4126		BU Type:	HP	11175			Name:			
5			<input type="radio"/> Audited			Co 1/ 7000 BU:	4126			Title:			
6			<input checked="" type="radio"/> Financial Review										
7			FYE 2017	FYE 2019	FYE 2019	FYE 2019	FYE 2020	Proposed-Current	Proposed/Current	FYE 2020	Approved - Current	Approved/CURRENT	COMMENTS INCLUDING MAJOR VARIANCES (Please provide comments/reasons for variances more than ± 10%)
8	Provider G/L Code		ACTUAL	6 MO ACTUAL	12 MO FORECAST	CURRENT BUDGET	PROPOSED BUDGET	VARIANCE \$	VARIANCE %	APPROVED BUDGET	VARIANCE \$	VARIANCE %	
9		REVENUE											
10		Tenant Rent Revenue / Contribution (TRR or TRC)	99,214	58,161	116,322	118,272	131,444	13,172	11%		(118,272)	(100%)	Fluctuations with tenant rents/ move in/outs
11		Tenant Hospitality Revenue (SSH, ILBC Phase II only)	0			0		0	0%		0	0%	
12		Vacancy Loss	0			0		0	0%		0	0%	
13		Commercial Rent	0			0		0	0%		0	0%	
14		Interest Earned	5,128	3,702	6,000	0		0	0%		0	0%	
15		Laundry Revenue	0			0		0	0%		0	0%	
16		Lease Revenue	0			0		0	0%		0	0%	
17		Parking Revenue	0			0		0	0%		0	0%	
18		Other Revenue	4,393	4,428	8,856	0		0	0%		0	0%	
19		Building Manager Rents	0			0		0	0%		0	0%	
22		Space Rental	0			0		0	0%		0	0%	
23		Total Other Revenue	9,521	8,130	14,856	0	0	0	0%	0	0	0%	
24		Sponsoring Ministry Contrib. (ESP only)	0			0		0	0%		0	0%	
25		Bad Debt	(56)			0		0	0%		0	0%	
26		Total Revenue before BCH Subsidy	108,735	66,291	131,178	118,272	131,444	13,172	11%	0	(118,272)	(100%)	
27		Subsidy	38,561	17,398	33,388	0		0	0%		0	0%	
28		Rent Subsidy - EE Payments	0			0		0	0%		0	0%	
29		Modernization & Improvement	0			0		0	0%		0	0%	
30		Building Envelope Repair	0			0		0	0%		0	0%	
32		NPAT Mortgage Subsidy	0			0		0	0%		0	0%	
33		Supportive Housing Program Subsidy	0			0		0	0%		0	0%	
35		Mortgage Write-Down Subsidy	0			0		0	0%	0	0	0%	
36		Total Subsidy Revenue	38,561	17,398	33,388	0	0	0	0%	0	(118,272)	(100%)	
37		TOTAL REVENUE	147,240	83,689	164,566	118,272	131,444	13,172	11%				
38		EXPENSES											
39		Mortgage Payments	0			0		0	0%		0	0%	
40		NPAT Payments	0			0		0	0%		0	0%	
41		Programs Funding	0			0		0	0%		0	0%	
42		Extraordinary Expenses	0			0		0	0%		0	0%	
43		Building Rent	0			0		0	0%		0	0%	
44		Land Lease Rent	0			0		0	0%		0	0%	
45		Modernization & Improvement Expenses	0			0		0	0%		0	0%	
46		Building Envelope - Repairs	0			0		0	0%		0	0%	
47		Non-Recurring Maintenance	0			0		0	0%		0	0%	

	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Back to Index		Grand Forks and District Housing Society				FUNDING PROGRAM:	554	ILBC Conv (No Exist BCH Subs)(Phase I)				
2			Boundary Lodge				NPPM:	Wayne Schmuck			OPERATING ELIGIBILITY (%):		100.00
3			BCH FILE #:	90902	Housing Provider # 778		UNIT #:	17			MORTGAGE ELIGIBILITY (%):		100.00
4			PROJECT REFERENCE #:	4126		BU Type:	HP	FYE:	Mar 31	2020	Completed/approved by:		
5			<input type="radio"/> Audited			Co 1/ 7000 BU:	4126	11175			Name:		
6			<input checked="" type="radio"/> Financial Review								Title:		
7			FYE 2017	FYE 2019	FYE 2019	FYE 2019	FYE 2020	Proposed-Current	Proposed/Current	FYE 2020	Approved - Current	Approved/C current	COMMENTS INCLUDING MAJOR VARIANCES (Please provide comments/reasons for variances more than ± 10%)
8	Provider G/L Code		ACTUAL	6 MO ACTUAL	12 MO FORECAST	CURRENT BUDGET	PROPOSED BUDGET	VARIANCE \$	VARIANCE %	APPROVED BUDGET	VARIANCE \$	VARIANCE %	
48		Replacement Reserve Provision	15,000	7,500	15,000	15,000	15,000	0	0%		(15,000)	(100%)	The Replacement Reserve Provision in the Proposed Budget column is just carried over from current year budget and it's not the final approved amount.
49		Cablevision	0	3,352	6,705	0		0	0%		0	0%	
50		Electricity	0	19,879	40,376	0		0	0%		0	0%	
51		Tenant Surcharge - Hydro	0	2,754	5,508	0		0	0%		0	0%	
52		General Utilities (to be eliminated in the future)	53,873			55,000		(55,000)	(100%)		(55,000)	(100%)	
53		Heating Fuel	0	3,808	8,835	0		0	0%		0	0%	CPI will be removed from budget before approval, as this is a Budget Review Year.
54		Water & Sewer	0	2,455	4,210	0		0	0%		0	0%	
55		Total General Utilities	53,873	32,248	65,634	55,000	0	(55,000)	(100%)	0	(55,000)	(100%)	
56		CPI Increase	0			9,162		(9,162)	(100%)		(9,162)	(100%)	
57		Hospitality	0			0		0	0%		0	0%	
65		Total Hospitality	0	0	0	0	0	0	0%	0	0	0%	
66		Insurance Premiums	610			600		(600)	(100%)		(600)	(100%)	
67		Vacancy Allowance	0			0		0	0%		0	0%	
68		Waste Removal	0			0		0	0%		0	0%	
69		Misc Operating - Non Manageable	0			0		0	0%		0	0%	
70		Property Taxes	52		52	0		0	0%		0	0%	
71		Property Tax Exemption (HAR, PHI, PHI-SRO)	0			0		0	0%		0	0%	
72		Appraisals	0			0		0	0%		0	0%	
73		Other Program Funding Manageable	0			0		0	0%		0	0%	
74		Building Staff Salaries and benefits	13,970	15,770	29,770	13,750		(13,750)	(100%)		(13,750)	(100%)	
75		Administration Charge	0			0		0	0%		0	0%	
76		Property Management Fee	0			0		0	0%		0	0%	
78		Internet	0			0		0	0%		0	0%	
79		Telephone	0			0		0	0%		0	0%	
81		General Administration	1,569		1,600	1,544		(1,544)	(100%)		(1,544)	(100%)	
82		Legal	0			0		0	0%		0	0%	
84		Other Administration (to be eliminated in the future)	0			0		0	0%		0	0%	
85		Memberships & Dues	0			0		0	0%		0	0%	
86		Total Administration excl Salaries and Audit	1,569	0	1,600	1,544	0	(1,544)	(100%)	0	(1,544)	(100%)	
87		Audit	3,251		3,360	3,200		(3,200)	(100%)		(3,200)	(100%)	
88		Total Administration	18,790	15,770	34,730	18,494	0	(18,494)	(100%)	0	(18,494)	(100%)	
89		Maintenance Labour and benefits	29,200	14,741	31,500	33,000		(33,000)	(100%)		(33,000)	(100%)	

	E	F	G	H	I	J	K	L	M	N	O	P	Q
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3		BCH FILE #:	90902	Housing Provider #		778	UNIT #:	17			MORTGAGE ELIGIBILITY (%):		100.00
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7			FYE 2017	FYE 2019	FYE 2019	FYE 2019	FYE 2020	Proposed-Current	Proposed/Current	FYE 2020	Approved - Current	Approved/C current	COMMENTS INCLUDING MAJOR VARIANCES (Please provide comments/reasons for variances more than ± 10%)
8	Provider G/L Code		ACTUAL	6 MO ACTUAL	12 MO FORECAST	CURRENT BUDGET	PROPOSED BUDGET	VARIANCE \$	VARIANCE %	APPROVED BUDGET	VARIANCE \$	VARIANCE %	
90		Exterior Building Maintenance	0			0		0	0%		0	0%	
91		General Maintenance (to be eliminated in the future)	0			0		0	0%		0	0%	
92		Grounds Maintenance	0			0		0	0%		0	0%	
93		Snow Removal/Salting	0			0		0	0%		0	0%	
94		Interior Building Maintenance	13,107	6,840	13,679	17,000		(17,000)	(100%)		(17,000)	(100%)	
95		Pest Control	0			0		0	0%		0	0%	
96		Service Contracts	225			3,000		(3,000)	(100%)		(3,000)	(100%)	
97		Janitorial/Cleaning Supplies	0			0		0	0%		0	0%	
98		Total Maintenance excl Salaries	13,332	6,840	13,679	20,000	0	(20,000)	(100%)	0	(20,000)	(100%)	
99		Total Maintenance	42,532	21,581	45,179	53,000	0	(53,000)	(100%)	0	(53,000)	(100%)	
103		Other Operating	0			0		0	0%		0	0%	
104		Total Operating	0	0	0	0	0	0	0%	0	0	0%	
105		TOTAL EXPENSES	130,857	77,099	160,595	151,256	15,000	(136,256)	(90%)	0	(151,256)	(100%)	
106		TOTAL EXPENSES PER UNIT PER MONTH	641	378	787	741	74	(668)	(90%)	0	(741)	(100%)	
107		Manageable Cost Adjustment	0			0		0	0%		0	0%	
108		NET SURPLUS(DEFICIT) Exclude M&I and BER	16,383	6,590	3,971	(32,984)	116,444	149,428	(453%)	0	32,984	(100%)	
110		ECONOMIC RENT		51,571	112,351	151,256	15,000	(136,256)	(90%)	0	(151,256)	(100%)	

Request for Decision



To: Regular Meeting
From: Financial Services
Date: September 16, 2019
Subject: Bylaw No. 2063 - 2020 Revenue Anticipation Borrowing Bylaw
Recommendation: **That Council gives first three readings to 2020 Revenue Anticipation Borrowing Bylaw, No. 2063.**

Background

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year and the property tax payment due date of the first working day after July 1.

Although the City does not anticipate any need to borrow against its line of credit, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City's operating loan (overdraft) agreement with the Grand Forks Credit Union.

Bylaw 2063 is the City's proposed Revenue Anticipation Borrowing Bylaw for next year. This bylaw was introduced to the Committee of the Whole on September 3, and is presented here for first three readings.

Benefits or Impacts

General

This bylaw is a Statutory and Contractual requirement for the City's overdraft arrangements with the Grand Forks Credit Union.

Strategic Impact



Fiscal Responsibility

The City currently has an operating loan agreement to borrow up to \$2,000,000 (two million dollars).

Policy/Legislation

This is an annual bylaw which is covered under Section 177 of the Community Charter and fulfils the requirement of the banking agreement with the Credit Union.

Attachments

Bylaw No. 2063 “2020 Revenue Anticipation Borrowing Bylaw”

Recommendation

That Council gives first three readings to 2020 Revenue Anticipation Borrowing Bylaw, No. 2063.

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:	Bylaw 2063 - 2020 Revenue Anticipation .docx
Attachments:	- By2063 - 2020 Revenue Anticipation.pdf
Final Approval Date:	Sep 4, 2019

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

Diane Heinrich - Sep 4, 2019 - 10:27 AM

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2063

A Bylaw Authorizing the Corporation of the City of Grand Forks to Borrow the Sum of Two Million Dollars to Meet the Current Lawful Expenditures of the City

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 "2020 Revenue Anticipation Borrowing Bylaw, No. 2063".
2. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
3. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2020.
4. That the amounts so borrowed shall be a liability payable out of the City's revenues for the year ended December 31st, 2020.
5. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2020.

Read a first, second and third time by the Municipal Council this 16th day of September, 2019.

Finally adopted on this 7th day of October, 2019.

Brian Taylor – Mayor

Corporate Officer - Daniel Drexler

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of "2020 Revenue Anticipation Borrowing Bylaw, No. 2063", as adopted by the Municipal Council of the Corporation of the City of Grand Forks on the 7th day of October, 2019.

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

Request for Decision



To: Regular Meeting
From: Financial Services
Date: September 16, 2019
Subject: Utility Billing Bylaw No. 2064
Recommendation: **THAT Council gives first three readings to Utility Billing Bylaw No. 2064, 2019.**

Background

The Financial Services Department has been working in conjunction with the City's Operations Department to revise the utilities' regulatory bylaws by removing the sections related to billing and customer accounts and reformulating them in a separate bylaw.

The terms included in the regulatory bylaws which are related to customer accounts and the billing of fees and charges are (or should be) common to each utility and justifiably belong in a single bylaw.

Staff has included some additional clauses in this new bylaw to reduce credit risk associated with high dollar customer accounts, especially those which may not be recoverable through a transfer to property taxes. These provisions would allow the City to request a security deposit and/or to increase the frequency of billing from bi-monthly to monthly if circumstances warrant it.

This bylaw was introduced to the Committee of the Whole on September 3, 2019. Since then, staff has removed the section related to the limited income discount program and, on the recommendation of Corporate Services, added additional standard clauses with respect to enactments and severability.

This bylaw will have to be adopted at the same time as the new regulatory bylaws being put forward by Operations.

Benefits or Impacts

General

Strategic Impact



Fiscal Responsibility

- New provisions in this bylaw will reduce credit risk for high value customer accounts.

Policy/Legislation

Draft Utility Billing Bylaw No. 2064, 2019
Water Regulations Bylaw No. 1973-A1
Sewer Regulations Bylaw No. 1974
Electrical Utility Regulatory Bylaw No. 2015, 2015

Attachments

Draft Utility Billing Bylaw No. 2064, 2019
Water Regulations Bylaw No. 1973-A1 – financial sections
Sewer Regulations Bylaw No. 1974 – financial sections
Electrical Utility Regulatory Bylaw No. 2015, 2015 – financial sections

Recommendation

THAT Council gives first three readings to Utility Billing Bylaw No. 2064, 2019.

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:	Bylaw 2064 Utility Billing.docx
Attachments:	<ul style="list-style-type: none">- By2064 - Utility Billing 2019.pdf- By1973-A1 - Water Finance Sections.pdf- By1974 Sewer Finance Sections.pdf- By2015 - Electrical Finance Sections.pdf
Final Approval Date:	Sep 4, 2019

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

Diane Heinrich - Sep 4, 2019 - 10:40 AM

THE CORPORATION OF THE CITY OF GRAND FORKS

UTILITY BILLING BYLAW NO. 2064

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

1. CITATION

- 1.1 This bylaw may be cited, for all purposes, as the Utility Billing Bylaw, No. 2064, 2019.

2. DEFINITIONS

- 2.1 In this bylaw:

Customer means any person, company or corporation in whose name a Utility Billing Account has been opened.

Occupier has the same meaning as in the *Community Charter*, as amended from time to time.

Owner has the same meaning as in the *Community Charter*, as amended from time to time.

Premises means land, a building or a structure or a part of land, a building or a structure or a combination of these used or occupied by a Customer.

Utility Billing Account means an account for invoice or billing purposes in relation to the use or consumption of a **Utility Service**.

Utility Service means a public utility service or system operated by or on behalf of the City of Grand Forks, including the provision of water, sanitary sewer, waste collection, or electrical services.

3. APPLICATION FOR UTILITY BILLING ACCOUNT

- 3.1 The Owner or an Owner's duly authorized agent or Occupier of any premises making use, or intending to make use, of any utility service being operated by or for the City shall make application to the City for a Utility Billing Account.
- 3.2 Any application submitted by an Occupier shall require additional authorization by the property Owner.
- 3.3 No application shall be accepted from, and no Utility Billing Account shall be opened or re-opened in the name of any person until the outstanding balance on any existing or previous Utility Billing Account owing by that person is paid.

4. RESPONSIBILITY FOR PAYMENT

- 4.1 Property Owners shall be responsible for payment of all charges and fees, as set out by this or any other applicable bylaw, charged to the Utility Billing Account for properties they own.

- 4.2 The Owner of any premises making use of any utility service being operated by the City, in relation to which for whatever reason no Utility Billing Account exists, shall be responsible for payment of all charges and fees equal to those that would have been applicable if a Utility Billing Account had been open and in existence.

5. UTILITY SERVICES RATES AND CHARGES

- 5.1 Where under the authority of this, or any other utility regulatory bylaw, the City performs any work on property or premises, or provides any service to property or premises, the Owner of the property or premises shall promptly reimburse the City for its costs in performing that work or providing that service.
- 5.2 The City shall determine the appropriate rate class and/or billing category in accordance with applicable regulatory or other bylaws, in relation to each utility service being provided to each Utility Billing Account.
- 5.3 The user rates and charges to be imposed and levied for utility services are those specified in the current version of the Fees and Charges or other applicable Bylaw.
- 5.4 Charges for new service installations, service upgrades, connections, disconnections, reconnections, temporary services, seasonal load, meter readings, meter testing, and other miscellaneous services will be levied as specified in the current version of the Fees and Charges Bylaw.

6. UTILITY METER READINGS AND CONSUMPTION CHARGES

- 6.1 The level or amount of use or consumption of a utility service at any premise for which a Meter has been installed, shall be determined by the City through reading the Meter, and no person shall prevent any authorized City representative from accessing or reading any such Meter.
- 6.2 A Meter may be read on any date during a billing period, however, as nearly as practical, the City shall endeavor to read Meters on the same date in each billing period.
- 6.3 If a Meter at a particular location is not able to be read with reasonable accuracy, the City may estimate the level or amount of use or consumption of the utility service over the applicable period.
- 6.4 If a Customer has reason to believe a Meter at the location to which the Utility Billing Account relates is not functioning correctly, or has not been read accurately, the Customer may request that the Meter be tested, or re-read, as the case may be. Any determination by the City as to the functioning of the Meter, the accuracy of the reading, or any reasonable adjustment to be made to the Utility Billing Account, shall be final.

7. SECURITY DEPOSITS AND PREPAYMENTS

- 7.1 The Financial Services Department may request a security deposit for new utility services or reconnection of existing utility services when:
- a) the Customer does not have an established or satisfactory credit history with the City; or

- b) the Utility Billing Account is for services provided with respect to land and/or buildings not owned by the Customer.
- 7.2 The security deposit, where such deposit is required, shall be calculated as three (3) times the average monthly billing over a one-year period for the Premises.
- 7.3 The Financial Services Department may estimate the security deposit based on historical consumption information for similar Premises or a manual calculation of usage.
- 7.4 Interest on security deposits held for more than thirty (30) days shall be calculated quarterly and credited to the Customer's Utility Billing Account. The interest paid shall be at the rate prescribed for property tax overpayments under Section 239 of the *Community Charter*.

8. INVOICING

- 8.1 Invoices for utility billing accounts shall be rendered bi-monthly for all applicable charges and fees set out in this or any other applicable bylaw.
- 8.2 The City may implement monthly billing for high volume utility customers whose bi-monthly charges exceed \$10,000 in any single billing cycle.
- 8.3 The City is not responsible for non-delivery of any invoice or billing notice.

9. PAYMENTS

- 9.1 Payment shall be due and payable by the due date shown on the invoice.
- 9.2 All payments or credits received or given in relation to amounts owing on a Utility Billing Account shall be applied in reverse date order from the oldest outstanding charge to the newest charge.
- 9.3 An overdue account penalty as set out in the Fees and Charges Bylaw will be assessed on all outstanding balances not paid by the due date printed on the invoice. The penalty shall be added to current charges on the present invoice, and the previous amounts unpaid shall remain outstanding and shall be shown as an arrears balance on the present invoice.
- 9.4 Any amounts due and payable in accordance with this bylaw, and which remain unpaid after December 31st of any year, whether incurred by an Owner or another Customer at the property address to which the Utility Service has been provided, shall be deemed to be taxes in arrears and added to the property taxes on that property, and shall be subject to the same interest and penalties, and be recoverable in the same manner, as property taxes as provided for in the *Community Charter*.

10. BILLING ERRORS

- 10.1 Where an error is found to have been made in the amount invoiced or billed to a Utility Billing Account, the amount either under-billed or over-billed shall be debited from or credited to the Utility Billing Account and shown on the next invoice, subject to any arrangements made pursuant to section 10.3 of this bylaw and the following restrictions:
 - a) the adjustment period is limited to the time that the current owner is on title.
 - b) the adjustment period(s) for under-billing are limited to a maximum of 1 year.

- c) the adjustment period(s) for over-billing are limited to a maximum of 2 years or when the current owner came on title for the property, whichever is less.
- 10.2 Where the exact amount of under-billing or over-billing cannot be determined, the City may make a reasonable and fair estimate of the amount, using its own records or those of the Customer, and in keeping with amounts billed to other Customers in similar premises, being used in a similar manner, over the same time period.
- 10.3 Where an amount has been under-billed, and where the error can reasonably be said to have been the fault of the City's, the City may offer the Customer reasonable terms of repayment, which may be over a period of several months, and may be interest and penalty free.
- 10.4 Where an under-billing is found to have been made in the amount invoiced or billed to a Utility Billing Account, and that error is a result of unauthorized use of a Utility Service, or can reasonably be said to be a result of fraud, theft, tampering with a Meter or other equipment, or any other similar act, the amount of the under-billing, plus any direct administrative costs incurred by the City in investigating the circumstances, plus interest and penalties at the rate normally charged on unpaid accounts receivable by the City shall be charged to the Utility Billing Account. Where such amount is due and payable, and remains unpaid after December 31st of any year, it shall be deemed to be taxes in arrears and shall be recoverable as outlined in section 9.4 of this bylaw.

11. TERMINATION OF SERVICE/CLOSURE OF ACCOUNTS

- 11.1 The Financial Services Department may terminate utility services where an amount has been invoiced and is due and payable, and remains unpaid as of the payment due date.
- 11.2 In a case where the City plans to terminate a utility service because of unpaid amounts that have been invoiced and are due and payable, a notice of termination shall be provided which shall include at least one of the following:
 - a) a "Cut Off Notice" billing message included on an invoice for the relevant Utility Account;
 - b) a warning letter mailed to the mailing address supplied by the Customer or delivered to the service location of the Utility Account;
 - c) a telephone call to the relevant Customer, which may include speaking directly with the Customer or leaving a message on an answering service or machine at the Customer's contact telephone number; or
 - d) a notice or tag left on the door at the service location of the Utility Account at least two working days prior to scheduled termination.
- 11.3 A Customer wishing to close his/her Utility Account shall give the City a minimum of two full business days' notice of the date on which the Utility Account is to be closed. Where such notice is not provided, the Customer shall be responsible for payment of any amounts attributed to use or consumption of the Utility Service for the period between the date that notice was received by the City, and the earlier of the date service was terminated or twenty four hours following such notice.
- 11.4 Upon termination of a Utility Account, any credit balance remaining after final billing will be refunded to the Customer.

12. WRITE-OFFS OF UNCOLLECTIBLE ACCOUNTS

- 12.1 An individual account balance of less than \$100.00 may be written off in the normal course of business by the Chief Financial Officer, using due care and judgement, where the balance is determined to be uncollectible and transfer of the outstanding amount to the subsequent property owner is deemed to be inappropriate under the circumstances.

13. CREDIT BALANCES

- 13.1 The Financial Services Department may transfer an unclaimed or terminated account credit balance to the City's utility revenues under the following circumstances:
- a) the credit has remained on the customer's account for a period of greater than one year, the Customer has been notified in writing of the credit amount, and the Customer does not have any overdue balances to which the credit can be applied or;
 - b) the credit balance is less than \$10.00 and the Customer has not requested a refund within six months of account termination.

14. EQUAL PAYMENT PLAN

- 14.1 Upon application, the City will permit qualifying Customers to make equal monthly payments on their utility account without incurring penalties or interest. Payments under the Plan will be made only by direct withdrawal from the Customer's bank account.
- 14.2 The payment amount will be based upon the estimated annual cost for the utility service using the property's historical consumption records or other reasonable methodology. Payment amounts will be reconciled annually at the end of the calendar year.
- The City may conduct an interim reconciliation and recalculation of payment amounts and request an adjustment of the monthly payment amount where the variance is 15% or greater.
- 14.3 A Customer will qualify for the plan provided the account is not in arrears and the Customer expects to be on the plan for at least one year.
- 14.4 The equal payment plan may be terminated by the City if the Customer has not maintained satisfactory credit, or if the Customer fails to increase the equal payment amount when requested to do so. The City deems credit to be unsatisfactory if for any reason two payments fail to be honoured.
- The equal payment plan may be terminated by the Customer at any time upon providing the required amount of notice. Customers who request termination of the plan will be eligible for re-enrollment after a minimum six-month waiting period.
- 14.5 Upon reconciliation of the equal payment plan balance, the net amount owing to the City will become due and payable by December 31. Failure to remit the outstanding amount when due may result in termination of the plan.
- An overpayment by the Customer exceeding \$100.00 may be carried over to the following year or refunded to the Customer upon request. Overpayments of less than \$100.00 will be carried forward and included in the calculation of the equal payments for the next period.

15. WAIVER OF FEES AND CHARGES

- 15.1 Council may, by resolution, waive or credit any fees or charges imposed on utility billing accounts under this bylaw, subject to provisions of the *Community Charter*.

16. GENERAL

- 16.1 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.
- 16.2 If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining portions of the bylaw.

Read a first, second and third time by the Municipal Council this 16th day of September, 2019.

Finally adopted on this ____th day of _____, 20__.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2064 as adopted by the Municipal Council of the City of Grand Forks on this ____th day of _____, 20__.

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

will give at least two (2) working days notice for scheduled work, but no notice will be given where safety of life or property is at risk.

14.5 Notice under Sections 14.1, 14.3 and 14.4 may be given by one or more of the following:

- (a) posting notice on the property;
- (b) providing notice on an Owner's water bill;
- (c) mailing notice to the address supplied by the Owner or the address of the property;
- (d) telephoning the Owner, which may include speaking directly to the Owner or leaving a message at the telephone number supplied by the Owner.

14.6 The City is not responsible for any notice failing to reach an Owner or other Water User prior to the shut off of water.

15. WATER USE CHARGES

15.1 Property Owners shall be responsible for payment of all rates for water used and consumed on properties owned by them.

15.2 The user rates and charges specified in Schedule A are imposed and levied for Water Services supplied by the City. All such rates shall be due and payable on or before the date shown as the DUE DATE on the Bi-monthly billing rendered by the City. These rates may also be paid on the City's Tax/Utility Preauthorized Pre-Payment Plan.

15.3 User rates and charges not paid by the DUE DATE shall be subject to an overdue account penalty, as set out in the current Fees and Charges Bylaw, on the working day after the DUE DATE and monthly thereafter.

15.4 For any new water Service connected to the City system during a Bi-monthly billing period, full basic charges for the billing period will apply and the user rates relating to consumption shall be based on recorded consumption. If no meter reading is available, the user rate will be prorated over the number of days from connection to the end of the billing period.

15.5 For any Water Service disconnected or reconnected from the City system, Section 8 of this bylaw shall apply. Should the property Owner elect to have water Service to a building turned on or off, as described in Section 7 of this bylaw, water basic charges and user rates will continue to be charged.

15.6 The charges prescribed in Schedule A to cover the cost of disconnecting or reconnecting the service or turning the water supply "off" or "on" shall apply.

15.7 User rates shall be invoiced on a Bi-monthly basis.

15.8 Upon application, the City will permit qualifying customers, to make equal monthly payments. The payments will be calculated to yield during the period ending in December, the total estimated amount that would be payable by the customer during the year. Application will be accepted at any time of the year. All accounts will be reconciled in December.

A customer will qualify for the plan provided the account is not in arrears and the customer expects to be on the plan for at least one (1) year.

The equal payment plan may be terminated by the customer, or the City, if the customer has not maintained his credit to the satisfaction of the City. The City deems credit to be unsatisfactory if, for any reason, two payments fail to be honoured. On the reconciliation date, or termination, the amounts payable by the customer to the City for water Service actually consumed during the equal payment period will be compared to the sum of equal payments made during the period. Any resulting amount owing by the customer will be paid to the City. An excess of payments over charges will be paid or credited by the City to the customer. If such amounts are less than \$10.00 (ten dollars), they will be carried forward and included in the calculation of the equal payments for the next period.

15.9 All rates and charges remaining unpaid on the 31st day of December in each year shall be added to and form part of the taxes payable in respect of the land and improvements therein, and shall be entered on the Collector's Roll as taxes in arrears.

16. INSPECTION

16.1 The Manager of Operations and any Bylaw Enforcement Officer may enter on any property at any reasonable time for the purpose of inspecting and ascertaining whether the regulations and requirements of this bylaw are being observed.

16.2 No Person shall obstruct or interfere with the Manager of Operations or any Bylaw Enforcement Officer in the performance of his or her duties or the exercise of his or her powers under this bylaw.

17. SEVERABILITY

17.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this bylaw.

- 7.32 In addition to the requirements of Section 7.31, the engineer retained by the owner must confirm that effluent quality for non-residential wastewater flows generated will be in conformance with the permitted effluent loading (sewage strength) for the City wastewater treatment plant.

The requirements of Sections 7.31 and 7.32 apply to any proposed expansion or change of use for an existing industrial, commercial, institutional or agricultural property.

8. RATES

- 8.1 The user fees and charges specified in **SCHEDULE "A"** of this bylaw are imposed and levied for sewer services supplied by the City.

9. BILLINGS AND COLLECTIONS

- 9.1 Property owners shall be responsible for payment of all fees and charges for sewer services provided to properties owned by them.

- 9.2 User rates shall be invoiced on a bi-monthly basis and be due and payable on or before the date shown as the DUE DATE on the bi-monthly billing rendered by the City.

- 9.3 User rates not paid by the DUE DATE shall be subject to an overdue account penalty, as set out in the Fees and Charges Bylaw, as amended from time to time, on the working day after the DUE DATE and monthly thereafter.

- 9.4 User rates may also be paid on the City's Tax/Utility Preauthorized Pre-Payment Plan. Upon application, the City will permit qualifying Customers to make equal monthly payments. The payments will be calculated to yield, during the period ending in December, the total estimated amount that would be payable by the Customer during the year. Applications will be accepted at any time of the year. All accounts will be reconciled in December.

A customer will qualify for the plan provided the account is not in arrears and the customer expects to be on the plan for at least one year.

The equal payment plan may be terminated by the customer or the City. If the customer has not maintained his credit to the satisfaction of the City, the plan will be terminated. On termination, the amounts payable by the Customer to the City for sewer service actually consumed during the equal payment period will be compared to the sum of equal payments made during the same period. Any amount owing by the customer will be paid to the City by cash, cheque or online banking. An excess of payments over charges will be refunded by the City to the Customer.

- 9.5 Notwithstanding Section 9.4, all fees and charges remaining unpaid on the 31st day of December in each year shall be added to and form part of the taxes payable in respect of the land and improvements therein, and shall be entered on the Collector's Roll as taxes in arrears.
- 9.6 The cost of works required to clear or flush waste or debris originating from a property and interrupting the free flow within the common sewer shall be charged to the owner of the originating property.
- 9.7 Where under the authority of this bylaw, the City performs any work on property or any premises, or provides any service to property or premises, the owner of the property or premises shall promptly reimburse the City for its costs in performing that work or providing that service, and the City's costs may be collected in the same manner and with the same remedy as property taxes, and if not paid by December 31st of the year in which the costs become due and payable, are deemed to be taxes in arrears.

10. TERMINATION OF SERVICE

- 10.1 Where an owner intends to abandon or otherwise discontinue use of a private wastewater system, or where a sanitary service connection is no longer required as a result of the development or redevelopment of the owner's property, the owner must apply to the Manager of Operations for the discontinuation or termination of sanitary sewer service.
- 10.2 An application for discontinuation or termination of sanitary sewer service must be made by the owner of the property to which the application relates, or by the owner's duly authorized agent.
- 10.3 Approval for the termination of service shall not be granted until the owner submits a completed application for discontinuation of service stating the reasons for and, if applicable, the estimated duration of discontinuation of the service, and:
- (a) obtains a building permit for demolition of the building or structure that is the source of private wastewater effluent from that property;
 - (b) pays all applicable fees and charges for the discontinuation or termination of service.
- 10.4 Upon approval of the application for discontinuation or termination of service, the owner shall:
- (a) physically disconnect and seal or cap the sanitary service connection at a point that is at least 2.0m (minimum) inside the boundary of the property that abuts the public highway or right of way;
 - (b) mark the capped sanitary service connection location via a 2x4 service marker, extended 0.3m above grade.

17. REPORTING OF ACCIDENTAL DISCHARGES

- 17.1 Any person responsible for, or aware of, the accidental discharge of prohibited substances into the municipal sanitary sewer system shall promptly report that discharge to the Manager of Operations in order that immediate remedial action can be taken to minimize environmental risks.

18. COMPLIANCE WITH OTHER REGULATIONS

- 18.1 Notwithstanding the provisions contained within this bylaw, any person or owner is responsible for ascertaining, and ensuring compliance with, all other City bylaws, provincial or federal enactments and legislation, as in effect from time to time.

19. OFFENCES AND PENALTIES

- 19.1 Any owner or person who contravenes a provision of this bylaw may, on summary conviction, be liable to the maximum penalty under the Offence Act, plus the cost of prosecution, for each offence.
- 19.2 Any penalty imposed under Section 19.1 is a supplement to and not a substitute for any other remedy or action under that may be available under his bylaw or any other applicable laws or enactments.
- 19.3 Each day that a contravention of this bylaw continues shall constitute a separate offence.

20. RECOVERY OF COSTS

- 20.1 Where under the authority of this bylaw, the City performs any work on property or any premises, or provides any service to property or premises, the owner of the property or premises shall promptly reimburse the City for its costs in performing that work or providing that service, and the City's costs may be collected in the same manner and with the same remedy as property taxes, and if not paid by December 31st of the year in which the costs become due and payable, are deemed to be taxes in arrears.

21. SEVERABILITY

- 21.1 If any portion of this bylaw is held to be invalid by a Court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this bylaw.

22. REPEAL

- 22.1 The "Corporation of the City of Grand Forks Sewer Regulations Bylaw No. 1500, 1997" and all amendments thereto are hereby repealed.

4. Electrical Energy Accounts

- 4.1 No person shall use electrical energy supplied by the City unless an Owner of real property to which that electrical energy has an Electrical Utility account in his or her name.

5. New Accounts

- 5.1 An Owner of real property to which electrical energy is being, or is capable of being supplied, may apply to the City to have an Electrical Utility account opened in his or her name by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City, the existing service connection charge set out in Section 4.1 of "Schedule C".

6. Turning Off or On Existing Service

- 6.1 An Owner of real property may apply to have an existing electrical service turned off or on or a disconnected meter reconnected by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

7. Meter Reading

- 7.1 An Owner of real property or a person designated by the Owner as the agent, may apply to have an electrical meter read by submitting to the City a written request in the form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

8. Refusal to Connect or Serve

- 8.1 The City may refuse to provide service to any customer who has an unpaid account at any premises within the Service Area or who has otherwise failed to comply with any provision of this Bylaw.

9. Point of Delivery and Metering

- 9.1 For overhead secondary service connections, the point of delivery shall be where the Customer's circuit connects to the City's overhead system at the service mast (not including the attachment point or structure). For an underground secondary service the point of delivery shall be where the underground circuit enters the property owned or occupied by the Customer.

New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

4.3 Temporary Construction Service

- (a) Temporary service - 100 amp or less \$250.00.

The City will make the connection to the City's distribution and install the appropriate meter. The Customer will supply and install all other required equipment

4.4 Meter Checking

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or a certified meter inspection facility, responsible for affixing government seals on meters. No seal shall be broken and if found so the account holder will be charged for any costs incurred by the City to rectify the issue.

If a customer doubts the accuracy of the meter serving his/her premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as follows:

- (a) Meter removal charge and "in-house" inspection \$ 50.00.
- (b) Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$50.00 administration charge.

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund the appropriate amount.

4.5 Estimation of Readings

The City may estimate energy consumption and maximum power demand from the best evidence available where a meter has not been installed or is found to be not registering or when the meter reader is unable to read the meter on his/her regular meter reading trip.

SCHEDULE D

CITY OF GRAND FORKS **ELECTRICAL BILLING AND COLLECTION REGULATIONS**

1. Billings and Payment of Accounts

1.1 Bills will be rendered on a basis of actual consumption, in accordance with the rates set out in "Schedule C".

1.2 Bills will be rendered on a bi-monthly basis and will be issued as early as practical in the billing period following that for which the Customer's bill has been determined.

1.3 Bills are due and payable upon presentation. Accounts not paid by the "Due Date" imprinted on the statement shall be deemed to be in arrears.

1.4 Except as otherwise provided in this Bylaw, or in any amendments thereto, no money received by the City in payment of rates or charges chargeable under this Bylaw or under any amendments thereto, shall be applied to the payment of the rates or charges for the then current month, until all rates and charges which became due in previous months have been fully paid.

1.5 Any rates or charges that have come into arrears by the thirty-first (31st) day of December in the year imposed are deemed to be taxes in arrears and bear interest from said date at the rate specified in Section 245 of the Community Charter, as amended from time to time.

1.6 Equal Payment Plan

Upon application, the City will permit qualifying Customers to make equal monthly payments. The payments will be calculated to yield during the period ending in December, the total estimated amount that would be payable by the Customer calculated by applying the applicable rate, to the Customer's estimated consumption during the period. Customers may make application at any time of the year. All accounts will be reconciled in December.

A Customer will qualify for the plan provided the account is not in arrears and the Customer expects to be on the plan for at least one year.

The equal payment plan may be terminated by the Customer or the City if the Customer has not maintained satisfactory credit. The City deems credit to be unsatisfactory if for any reason two payments fail to be honoured.

On the reconciliation date, the amount payable to the City for electricity will be determined by subtracting the sum of equal payments from the actual

consumption charges during the equal payment period. Any resulting amount owing by the Customer will be paid to the City. Any excess of payments over charges will be carried forward and included in the calculation of the equal payments for the next period. On termination of account and after the final bill has been calculated, any credit balance will be refunded to the Customer.

1.7 Penalty

A penalty, as set out in the City's Fees & Charges Bylaw, will be added to outstanding balances of all accounts after the due date. This provision does not apply to equal payment plan Customers.

1.8 Back-Billing

For the purposes of this Bylaw, back billing shall mean the billing or re-billing for services to a Customer because original billings are discovered to be either too high (over-billed) or too low (under-billed). The discovery may be made by either the Customer or the City.

Where metering or billing errors occur, the consumption shall be based upon the records of the City for the Customer, the Customer's own records to the extent they are available and accurate, or reasonable and fair estimates made by the City. Such estimates shall be on a consistent basis within each rate class or according to a contract with the Customer, if applicable.

If there are reasonable grounds to believe that the Customer has tampered with or otherwise used the service in an unauthorized way, or evidence of fraud, theft or other criminal act exists, then the extent of back-billing shall be for the duration of unauthorized use as determined solely by the Manager of Operations, subject to the applicable limitation period provided by law.

In addition, the Customer shall be liable for the direct administrative costs incurred by the City in the investigation of any incident of tampering, including the direct costs of repair, or replacement of equipment.

In a case of over-billing, the City may refund to the Customer all money incorrectly collected for the duration of the error, subject to the applicable limitation period provided by law.

In cases of under billing, the City may offer the Customer reasonable terms of repayment. If requested by the Customer, the repayment term may be equivalent in length to the back-billing period. The repayment may be interest free and in equal installments corresponding to the Customer's normal billing cycle. However, delinquency in payment of such installments shall be subject to the usual late payment charge.

Subject to the rest of Section 1 of this Schedule, all bills will be sent to the Owner of real property to which electrical energy is supplied by the City.

An Owner of real property to which electrical energy is or may be supplied under this Bylaw may deliver to the City a request in writing, signed by that Owner, requesting that the City send electrical energy Bills relating to that real property to an occupier of that real property and where that occupier consents in writing to receive those electrical energy bills, the City may send the electrical energy bills to that occupier until:

- (a) the City becomes aware that the occupier has ceased to occupy that real property;
- (b) electrical energy service to that real property is discontinued; or
- (c) the Owner of that real property requests in writing that bills relating to that real property be sent to that Owner. Where electrical energy bills are sent to an occupier of real property under Section 1 of this Schedule, the Owner of that real property remains the Customer for the purposes of this Bylaw

2. Term of Service

Unless otherwise specifically provided for in these terms and conditions, the terms of service shall:

- (a) commence on the day that the City's supply is connected to the Customer's service installation and is capable of supplying their electricity needs; and
- (b) continue thereafter until cancelled by written notice given in advance by at least two business days by either party. The amount of the account outstanding upon cancellation shall be deemed due and payable immediately.

3. Application of Rates

All electrical Energy supplied by the Electric Utility to its appropriate Customer classifications shall be billed in accordance with the applicable rates as set out in "Schedule C" of this Bylaw or by other superseding amendment schedules which Council may from time to time decide to make effective.

In addition to payments for electricity, the Customer shall pay to the City the amount of any sales taxes, goods and services taxes, or any other tax or assessment levied by any competent taxing authority on any electricity delivered to the Customer.

Request for Decision



To: Regular Meeting
From: Financial Services
Date: September 16, 2019
Subject: 2019-2023 Financial Plan Amendment Bylaw, No 2055-A1
Recommendation: **THAT Council gives first three readings to the 2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1**

Background

Since the adoption of the five year financial plan on April 8th, Council has passed various resolutions to approve additional operating and capital expenditures. An amendment to the financial plan is required to include these costs, as well as any other anticipated future expenses and revenue shortfalls. There are also some further adjustments which staff has made based on actual amounts or a better estimate.

The following are details of the changes incorporated into this amendment:

Revenues

- Property & parcel taxes and payments in lieu – adjusted to actual	695
- Campground revenues – anticipated shortfall	(10,000)
- Building permits – additional revenues	28,000
- EMBC, DFA and insurance recoveries – primarily S Ruckle armouring	806,480
- Investment and interest income	55,000
- Electrical revenues – decreased consumption; BC Housing recovery	6,760
- Gas tax and small communities grants - adjusted to actual	<u>238,887</u>
Total revenue adjustments (increase)	\$1,125,822

Expenses

- General government – administration	30,000
- Protective services – fire department	53,000
- Electrical utility – decreased consumption	(56,930)
- Outside works & utilities – add back SIIP allocation	200,000
- Flood protection – decrease & reallocation to capital	(900,000)
- Facilities – additional insured expenses (revenue to offset)	130,000
- Debt interest – interim funding converted to long-term debt	(18,815)
- Amortization - capital addition/timing adjustments	<u>(10,082)</u>
Total expense adjustments (decrease)	\$(572,827)

Capital Projects

- LED Streetlights/Public Works Fuel Tanks/Wayfinding Signs			
	+50,000	-10,000	-40,000
- Donaldson Drive/Expo Sign Changes/Construction Fencing			
	+25,000	-17,000	-8,000
- WWTP Upgrades/MWR Discharge Req./NDMP Program			
	+400,000	-100,000	-300,000
- Command 3 Vehicle			(80,000)
- Fire Department Equipment			27,000
- 19 th Street Service Upgrade			85,000
- West Side Fire Protection			(814,985)
- Public Works – 22 nd Street			(952)
- 70 th Avenue Lots			65,041
- Interfor Property Isolation			(150,000)
- South Ruckle Revetment			950,000
- SIIP Capital and Planning			(700,000)
- DFA Recovery – Capital items			500,000
- Dike Reconstruction – reallocated from expense			600,000
- DMAF – Supplemental Consulting			<u>525,750</u>
Total Capital Project adjustment			\$1,006,854

The additional funding of \$283,811 which is required from reserves is for the following capital projects:

WWTP upgrades	376,820
Dike reconstruction	\$ (80,800)
Interfor Property Isolation	(150,000)
SIIP Capital & Planning	(500,000)
DMAF Consulting	525,750
DFA Recovery Capital Items	100,000
70 th Avenue Lots	65,041
Fire Department Fleet	(53,000)

This amendment bylaw was introduced to the Committee of the Whole on September 3, 2019 and is presented here for first three readings.

Benefits or Impacts

General

Amending the Financial Plan ensures that the City's additional expenditures are properly authorized and in compliance with provisions of the *Community Charter*.

Strategic Impact



Fiscal Responsibility

- These financial plan amendments will increase the 2019 surplus by \$1,698,649, increase capital expenditures by \$1,006,854 and increase the net transfer out of reserves and surplus by \$134,224.

Policy/Legislation

Section 165 (2) of the *Community Charter*

Attachments

2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1
Five Year Financial Plan Bylaw, 2019-2023, No. 2055

Recommendation

THAT Council gives first three readings to the 2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1

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:	Bylaw 2055-A1 Financial Plan Amendment.docx
Attachments:	- By2055-A1 - Five Year Financial Plan Amendment 2019-2023.pdf - By2055 - Establish Five-Year Financial Plan 2019-2023.pdf
Final Approval Date:	Sep 5, 2019

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

Diane Heinrich - Sep 5, 2019 - 11:05 AM

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2055-A1

A Bylaw to Amend the Five Year Financial Plan For the Years 2019 - 2023

Whereas pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw, 2019-2023, No. 2055" was adopted on April 8, 2019, and

Whereas the financial plan may be amended by bylaw at any time;

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

1. Five Year Financial Plan Bylaw, 2019-2023, No. 2055 is hereby amended by deleting Schedules "B" and "C" in their entirety, and replacing them with Schedules "B" and "C" attached to and forming part of this bylaw.
2. This bylaw may be cited, for all purposes, as the "2019-2023 Financial Plan Amendment Bylaw, No. 2055-A1".

Read a first, second and third time by the Municipal Council this 16th day of September, 2019.

Finally adopted on this 7th day of October, 2019.

Mayor Brian Taylor

Corporate Officer Daniel Drexler

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 2055-A1 as adopted by the Municipal Council of the City of Grand Forks on this 7th day of October, 2019.

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

CORPORATION OF THE CITY OF GRAND FORKS
Five Year Financial Plan Amendment Bylaw No. 2055-A1
Schedule "B" Five Year Financial Plan 2019-2023

	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 3,805,354	\$ 3,919,515	\$ 4,037,100	\$ 4,158,213	\$ 4,282,959
Parcel and Frontage Taxes	160,349	161,226	5,826	5,826	-
Grants in Lieu of Taxes	18,400	18,952	19,521	20,107	20,710
Percentage of Revenue Tax	106,323	106,323	106,323	106,323	106,323
Sales of Services and User Fees	7,744,758	7,980,455	8,207,587	8,441,533	8,680,471
Grants	19,005,577	12,684,691	8,462,412	9,570,198	7,645,657
Other Revenues	4,906,543	465,243	422,743	422,743	422,743
Total Revenues	35,747,304	25,336,405	21,261,512	22,724,943	21,158,863
Expenses					
Purchases for resale	3,362,785	3,430,041	3,498,642	3,568,614	3,639,986
General Government	1,439,487	1,324,817	1,350,653	1,377,006	1,463,886
Protective Services	974,416	894,560	912,251	930,296	948,702
Flood Response & Recovery	128,500	65,535	-	-	-
Transportation Services	1,813,684	1,350,157	1,377,160	1,404,704	1,432,798
Environmental & Health Services	259,160	264,343	269,630	275,023	280,523
Public Health Services	73,230	74,695	76,189	77,713	79,267
Planning and Development	726,900	697,968	507,217	517,161	527,304
Parks, Recreation and Cultural Services	1,436,824	1,380,914	1,381,612	1,408,844	1,436,621
Water Services	789,430	835,819	852,535	869,586	886,978
Electrical Services	714,700	779,994	795,594	811,506	827,736
Wastewater Services	701,960	726,199	740,723	755,537	770,648
Amortization	1,965,338	2,216,142	2,231,602	2,234,111	2,240,755
Debt Interest	143,676	120,085	117,222	117,100	117,100
Total Expenses	14,530,090	14,161,269	14,111,030	14,347,201	14,652,304
Surplus (Deficit) for the year	\$ 21,217,214	\$ 11,175,136	\$ 7,150,482	\$ 8,377,742	\$ 6,506,559
Adjusted for non-cash items					
Amortization	1,965,338	2,216,142	2,231,602	2,234,111	2,240,755
Total Cash from Operations	\$ 23,182,552	\$ 13,391,278	\$ 9,382,084	\$ 10,611,853	\$ 8,747,314
Adjusted for Cash Items					
Proceeds from Borrowing	75,179	-	-	-	-
Capital Expenditures	(27,974,325)	(14,037,124)	(9,398,852)	(10,526,253)	(8,609,683)
Inventory Expenditures	(50,000)				
Debt Principal Repayments	(352,847)	(261,689)	(150,140)	(115,157)	(115,157)
Transfer from Reserves	6,414,348	2,594,750	2,014,000	2,049,000	2,072,500
Transfer to Capital Reserves	(1,100,000)	(1,600,000)	(1,800,000)	(2,000,000)	(2,000,000)
Transfer to/from Operating Reserves	(4,096)	(15,000)	(15,000)	(15,000)	(15,000)
Transfer to Surplus	(190,811)	(72,215)	(32,092)	(4,443)	(79,974)
	\$ (23,182,552)	\$ (13,391,278)	\$ (9,382,084)	\$ (10,611,853)	\$ (8,747,314)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Amendment Bylaw No. 2055-A1
Schedule "C" - Five Year Financial Plan 2019-2023

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Land Sales		Debt	Grants	Other
			Reserves	Reserve			
2018 Carry Forward Projects							
Silver Kettle Sidewalk	General	26,454	26,454				
Public Works Fuel Tanks	General	82,754	82,754				
Public Works - 22nd Street	General	31,769	-		31,769		
Wayfaring Signs	General	13,750	13,750				
Airport AWOS Upgrade	General	8,377	2,095			6,282	
Expo Sign changes	General	6,000	6,000				
Library HRV	General	12,000	-				12,000
Flood Plain Mapping & Risk Assessment	General	90,160	38,366			51,794	
City Park Campground Upgrade	General	70,000	70,000				
Data Collection Equipment	General	24,661	24,661				
LED Street Lighting	General	189,700	189,700				
Public Works Upgrades	General	6,409	6,409				
Facilities Review	General	10,000	10,000				
Annual Facility upgrades and replacement plan	General	15,000	15,000				
Renewable energy program	General	25,000	25,000				
Central Ave Sidewalk Replacement	General	11,550	11,550				
7th Street Storm Sewer	General	10,000	10,000				
SolarNow Solar Panel Installation	General	38,500	22,232			16,268	
City Hall HVAC	General	7,500	7,500				
Flood Plain Risk Management & Protection	General	172,628	-			172,628	
Dike Reconstruction	General	3,006,000	601,200				2,404,800
Annual Low Impact Storm water Program	General	25,000	25,000				
Annual Emergency Facility Fund	General	30,000	30,000				
Fleet replacement	Fleet	285,900	285,900				
Electric Mower	Fleet	20,000	20,000				
Service Truck Replacement	Fleet	15,300	15,300				
Electrical Engineering	Electrical	30,367	30,367				
Annual Electrical System Upgrade Programs	Electrical	100,000	100,000				
Fuse Coordination Study and implementation	Electrical	15,000	15,000				
Electrical Master Plan	Electrical	35,000	35,000				
5th Street Watermain Replacement	Water	25,600	25,600				
West Side Fire Protection	Water	43,410	-		43,410		
Water Supply & Conservation	Water	10,000	10,000				
Granby Water Crossing / Yale Bridge water main	Water	10,000	10,000				
Well 5 VFD	Water	40,000	40,000				
Shared Property (strata, trailers) Water Meters	Water	28,130	28,130				
Water service upgrade - City Park, 7th St., etc...	Water	120,903	120,903				
136 Sagamore/Airport Water Line Extension	Water	25,000	25,000				
Airport Water Main Looping	Water	60,459	60,459				
Water Main Airport	Water	128,000	-			128,000	
Sewer Main Relining	Sewer	58,785	58,785				
Granby River Force Main Crossing	Sewer	7,160	7,160				
Wastewater Treatment Plant UV	Sewer	427,295	-	142,432		284,863	
3rd Street Sewer Main Repair	Sewer	35,300	35,300				
Wastewater Treatment Plant Upgrades	Sewer	2,957,242	1,211,550			1,745,692	
Bio-Solids Land Application Plan	Sewer	25,000	25,000				
Subtotal 2018 Carry Forward Projects		8,417,063	3,377,125	142,432	75,179	2,405,527	2,416,800

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Amendment Bylaw No. 2055-A1
Schedule "C" - Five Year Financial Plan 2019-2023

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Land Sales		Debt	Grants	Other
			Reserves	Reserve			
2019 New Projects							
Library Roof Repairs	General	250,000	250,000				
Library Feasibility Study	General	16,000	16,000				
Facility Security Systems	General	50,000	50,000				
Printers and IT Equipment	General	70,000	70,000				
Construction Fencing	General	7,000	7,000				
Downtown Sidewalk Drops	General	15,000	15,000				
Storm Water Management Plan	General	60,000	60,000				
Bridge Repairs	General	50,000	50,000				
Donaldson Drive Repairs	General	25,000	25,000				
Land Purchase	General	65,041		65,041			
Fire Department Equipment	General	27,000	27,000				
Recloser for FDR 5	Electrical	30,000	30,000				
Electrical System Upgrades	Electrical	50,000	50,000				
Valley Heights - Transformers	Electrical	60,000	60,000				
Pole Changes - FDR 3 & 5/19th Street	Electrical	20,000	20,000				
19th Street Service Upgrade	Electrical	85,000					85,000
Three Phase Meter Change	Electrical	40,000	40,000				
Galvanized Main Replacement	Water	50,000	50,000				
Inflow & Infiltration Study	Sewer	50,000	50,000				
Industrial Lift Station Rebuild	Sewer	300,000	300,000				
Inspection Chamber Installations	Sewer	10,000	10,000				
City Park Pump Replacement	Sewer	90,000	90,000				
Flood Alert Sewer Monitoring	Various	24,000	24,000				
Emergency Repair Funds	Sewer	160,000	160,000				
Emergency Gaps Funding	General	250,000	250,000				
SIIP Capital and Planning	General	400,000	300,000				100,000
South Ruckle Revetment	General	950,000					950,000
DMAF Supplemental Consulting	General	525,750	525,750				
DFA Recovery - Capital Items	General	500,000	100,000				400,000
Disaster Mitigation & Adaptation	General	15,327,471	200,000			15,127,471	
Subtotal 2019 New Projects		19,557,262	2,829,750	65,041	-	15,127,471	1,535,000
TOTAL CAPITAL EXPENDITURES		27,974,325	6,206,875	207,473	75,179	17,532,998	3,951,800

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2055

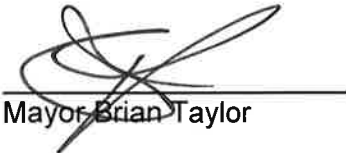
A Bylaw to Establish the Five Year Financial Plan For the Years 2019 - 2023

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, 2019-2023, No. 2055".
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 2019 to 2023.
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 2019 to 2023.

Read a first, second and third time by the Municipal Council this 25th day of March, 2019.

Finally adopted on this 8th day of April, 2019.



Mayor Brian Taylor



Corporate Officer Daniel Drexler

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, 2019-2023, No. 2055", as adopted by the Municipal Council of the City of Grand Forks on this 8th day of April, 2019.

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

**CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2055
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	\$ 3,928,690	9.4%
Parcel Taxes	161,041	0.4%
Fees and Charges	7,804,998	18.7%
Other Sources	22,726,753	54.7%
Proceeds from Borrowing	891,116	2.1%
Reserve Funding	6,130,537	14.7%
TOTAL	\$ 41,643,135	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 2019 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	56.86%
02 Utilities	8.62	1.42%
03 Supportive Housing	1.00	0.00%
04 Major Industry	9.11	21.08%
05 Light Industry	2.93	1.33%
06 Business	2.39	19.27%
07 Managed Forest	3.00	0.00%
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.
- Consider the development of a revitalization tax exemption program as a means of encouraging commercial investment and increasing the availability of housing in the community.

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
Five Year Financial Plan Bylaw No. 2055
Schedule "B" Five Year Financial Plan 2019-2023

	2019	2020	2021	2022	2023
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 3,805,740	\$ 3,919,912	\$ 4,037,509	\$ 4,158,634	\$ 4,283,393
Parcel and Frontage Taxes	161,041	161,226	5,826	5,826	-
Grants in Lieu of Taxes	16,627	17,126	17,640	18,169	18,714
Percentage of Revenue Tax	106,323	106,323	106,323	106,323	106,323
Sales of Services and User Fees	7,804,998	8,032,202	8,260,885	8,496,431	8,737,015
Grants	21,867,510	12,676,856	8,454,421	9,562,049	7,637,348
Other Revenues	859,243	410,243	367,743	367,743	367,743
Total Revenues	34,621,482	25,323,888	21,250,347	22,715,175	21,150,536
Expenses					
Purchases for resale	3,419,715	3,488,109	3,557,871	3,629,028	3,701,608
General Government	1,409,487	1,294,217	1,319,441	1,345,169	1,431,412
Protective Services	921,416	894,560	912,251	930,296	948,702
Flood Response & Recovery	128,500	65,535	-	-	-
Transportation Services	2,628,684	1,350,157	1,377,160	1,404,704	1,432,798
Environmental & Health Services	259,160	264,343	269,630	275,023	280,523
Public Health Services	73,230	74,695	76,189	77,713	79,267
Planning and Development	726,900	697,968	507,217	517,161	527,304
Parks, Recreation and Cultural Services	1,251,824	1,380,914	1,381,612	1,408,844	1,436,621
Water Services	779,430	825,619	842,131	858,974	876,153
Electrical Services	664,700	728,994	743,574	758,445	773,614
Wastewater Services	701,960	726,199	740,723	755,537	770,648
Amortization	1,975,420	2,250,511	2,272,720	2,283,379	2,309,455
Debt Interest	162,491	156,956	154,093	153,971	153,971
Total Expenses	15,102,917	14,198,777	14,154,612	14,398,244	14,722,076
Surplus (Deficit) for the year	\$ 19,518,565	\$ 11,125,111	\$ 7,095,735	\$ 8,316,931	\$ 6,428,460
Adjusted for non-cash items					
Amortization	1,975,420	2,250,511	2,272,720	2,283,379	2,309,455
Total Cash from Operations	\$ 21,493,985	\$ 13,375,622	\$ 9,368,455	\$ 10,600,310	\$ 8,737,915
Adjusted for Cash Items					
Proceeds from Borrowing	891,116	-	-	-	-
Capital Expenditures	(26,967,471)	(14,001,374)	(9,298,852)	(10,991,253)	(8,551,183)
Inventory Expenditures	(50,000)				
Debt Principal Repayments	(352,847)	(310,848)	(199,299)	(164,316)	(164,316)
Transfer from Reserves	6,130,537	2,559,000	1,914,000	2,514,000	2,014,000
Transfer to Capital Reserves	(1,100,000)	(1,600,000)	(1,700,000)	(1,900,000)	(2,000,000)
Transfer to/from Operating Reserves	(4,096)	(15,000)	(15,000)	(15,000)	(15,000)
Transfer to Surplus	(41,224)	(7,400)	(69,304)	(43,741)	(21,416)
	\$ (21,493,985)	\$ (13,375,622)	\$ (9,368,455)	\$ (10,600,310)	\$ (8,737,915)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw No. 2055
Schedule "C" - Five Year Financial Plan 2019-2023

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Land Sales		Debt	Grants	Other
			Reserves	Reserve			
2018 Carry Forward Projects							
Silver Kettle Sidewalk	General	26,454	26,454				
Public Works Fuel Tanks	General	92,754	92,754				
Public Works - 22nd Street	General	32,721	-		32,721		
Wayfaring Signs	General	53,750	53,750				
Airport AWOS Upgrade	General	8,377	2,095			6,282	
Expo Sign changes	General	23,000	23,000				
Library HRV	General	12,000	-				12,000
Flood Plain Mapping & Risk Assessment	General	90,160	38,366			51,794	
City Park Campground Upgrade	General	70,000	70,000				
Data Collection Equipment	General	24,661	24,661				
LED Street Lighting	General	139,700	139,700				
Public Works Upgrades	General	6,409	6,409				
Facilities Review	General	10,000	10,000				
Annual Facility upgrades and replacement plan	General	15,000	15,000				
Renewable energy program	General	25,000	25,000				
Central Ave Sidewalk Replacement	General	11,550	11,550				
7th Street Storm Sewer	General	10,000	10,000				
SolarNow Solar Panel Installation	General	38,500	22,232			16,268	
City Hall HVAC	General	7,500	7,500				
Flood Plain Risk Management & Protection	General	172,628	-			172,628	
Dike Reconstruction	General	2,406,000	682,000			1,724,000	
Annual Low Impact Storm water Program	General	25,000	25,000				
Annual Emergency Facility Fund	General	30,000	30,000				
Fleet replacement	Fleet	285,900	285,900				
Electric Mower	Fleet	20,000	20,000				
Service Truck Replacement	Fleet	15,300	15,300				
Electrical Engineering	Electrical	30,367	30,367				
Annual Electrical System Upgrade Programs	Electrical	100,000	100,000				
Fuse Coordination Study and implementation	Electrical	15,000	15,000				
Electrical Master Plan	Electrical	35,000	35,000				
5th Street Watermain Replacement	Water	25,600	25,600				
West Side Fire Protection	Water	858,395	-		858,395		
Water Supply & Conservation	Water	10,000	10,000				
Granby Water Crossing / Yale Bridge water main	Water	10,000	10,000				
Interfor Property Isolation	Water	150,000	150,000				
Well 5 VFD	Water	40,000	40,000				
Shared Property (strata, trailers) Water Meters	Water	28,130	28,130				
Water service upgrade - City Park, 7th St., etc...	Water	120,903	120,903				
136 Sagamore/Airport Water Line Extension	Water	25,000	25,000				
Airport Water Main Looping	Water	60,459	60,459				
Water Main Airport	Water	128,000	-			128,000	
Sewer Main Relining	Sewer	58,785	58,785				
Granby River Force Main Crossing	Sewer	7,160	7,160				
MWR Discharge Requirements	Sewer	100,000	100,000				
Wastewater Treatment Plant UV	Sewer	427,295	-	142,432		284,863	
3rd Street Sewer Main Repair	Sewer	35,300	35,300				
Wastewater Treatment Plant Upgrades	Sewer	2,557,242	434,730			2,122,512	
Bio-Solids Land Application Plan	Sewer	25,000	25,000				
Subtotal 2018 Carry Forward Projects		8,500,000	2,948,105	142,432	891,116	4,506,347	12,000

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw No. 2055
Schedule "C" - Five Year Financial Plan 2019-2023

CAPITAL EXPENDITURES - 2019			FUNDED FROM				
Description	Fund	Amount	Land Sales		Debt	Grants	Other
			Reserves	Reserve			
2019 New Projects							
Library Roof Repairs	General	250,000	250,000				
Library Feasibility Study	General	16,000	16,000				
Facility Security Systems	General	50,000	50,000				
Printers and IT Equipment	General	70,000	70,000				
Construction Fencing	General	15,000	15,000				
Downtown Sidewalk Drops	General	15,000	15,000				
Storm Water Management Plan	General	60,000	60,000				
Bridge Repairs	General	50,000	50,000				
Command Vehicle 2 Replacement	Fleet	80,000	80,000				
Recloser for FDR 5	Electrical	30,000	30,000				
Electrical System Upgrades	Electrical	50,000	50,000				
Valley Heights - Transformers	Electrical	60,000	60,000				
Pole Changes - FDR 3 & 5	Electrical	20,000	20,000				
Three Phase Meter Change	Electrical	40,000	40,000				
Galvanized Main Replacement	Water	50,000	50,000				
Inflow & Infiltration Study	Sewer	50,000	50,000				
Industrial Lift Station Rebuild	Sewer	300,000	300,000				
Inspection Chamber Installations	Sewer	10,000	10,000				
City Park Pump Replacement	Sewer	90,000	90,000				
Flood Alert Sewer Monitoring	Sewer	24,000	24,000				
Emergency Repair Funds	Sewer	160,000	160,000				
Emergency Gaps Funding	General	250,000	250,000				
SLIP Capital and Planning	General	1,100,000	800,000				300,000
National Disaster Mitigation Plan	General	300,000	300,000				
Disaster Mitigation & Adaptation	General	15,327,471	200,000			15,127,471	
Subtotal 2019 New Projects		18,467,471	3,040,000	-	-	15,127,471	300,000
TOTAL CAPITAL EXPENDITURES		26,967,471	5,988,105	142,432	891,116	19,633,818	312,000