



The Corporation of the City of Grand Forks
Regular Meeting
REVISED AGENDA

Meeting #: R-2019-18
Date: Monday, October 21, 2019, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
October 21, 2019, Regular Meeting agenda

Recommendation

THAT Council adopts the October 21, 2019, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera
October 7, 2019, Special to go In-Camera Meeting minutes

3 - 5

Recommendation

THAT Council adopts the October 7, 2019, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Regular
October 7, 2019, Regular Meeting minutes

6 - 11

Recommendation

THAT Council adopts the October 7, 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

12 - 12

Recommendation

THAT all reports of Council at the October 21, 2019, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative 13 - 13
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**

9. **REQUESTS ARISING FROM CORRESPONDENCE**

- a. Downtown Business Association 14 - 14
Downtown improvements and recommendations in regard to revitalization

10. **INFORMATION ITEMS**

- a. Quarter 3 - 2019 Financial Reports 15 - 24
Financial Services

11. **BYLAWS**

12. **LATE ITEMS**

- a. Consideration Options for Resolving the Issue of a Cold-Weather Shelter for this Winter Development, Engineering and Planning

Attachment will be available prior to the meeting.

- *b. Consideration Options Report for item 12.a 25 - 34

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-2019-22
Date: Monday, October 7, 2019, 10:00 am
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: Daniel Drexler - Corporate Officer
Ron Mattiussi - Interim Chief Administrative Officer

GALLERY

1. CALL TO ORDER

Mayor Taylor called the October 7, 2019, Special To Go In-Camera Meeting to order at 11:24 am.

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;

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(g) litigation or potential litigation affecting the municipality;

Section 90 (2)

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

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 October 7, 2019, Special to go In-Camera Meeting was adjourned at 11:25 am.

MOVED / SECONDED

THAT the October 7, 2019, Special to go In-Camera Meeting be adjourned at 11:25 am.

Carried

Mayor Brian Taylor

Corporate Officer - Daniel Drexler

DRAFT



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

Meeting #: R-2019-17
Date: Monday, October 7, 2019, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

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

Absent: Mayor Brian Taylor

Staff: Daniel Drexler - Corporate Officer
Kevin McKinnon - Deputy Corporate Officer
Dolores Sheets - Manager of Development & Engineering Services
Juliette Rhodes - Chief Financial Officer
Ron Mattiussi - Interim Chief Administrative Officer
Rich Piche - Deputy Fire Chief

GALLERY

1. CALL TO ORDER

Acting Mayor Zielinski called the October 7, 2019, Regular Meeting to order at 7:00 pm and introduced Ron Mattiussi as the Interim Chief Administrative Officer.

2. ADOPTION OF AGENDA

a. Adopt agenda

October 7, 2019, Regular Meeting agenda

Resolution #: R329/19/10/08 MOVED/SECONDED

THAT Item 12b, a request for Council's endorsement of a grant opportunity for the Fire Department, be added as a late item to the agenda.

Carried

Resolution #: R330/19/10/08 MOVED/SECONDED

THAT Council adopts the October 7, 2019, Regular Meeting agenda as amended.

Carried

3. MINUTES

a. Adopt minutes - Special to go In-Camera

September 16, 2019, Special to go In-Camera Meeting minutes

Resolution #: R331/19/10/08 MOVED/SECONDED

THAT Council adopts the September 16, 2019, Special to go In-Camera Meeting minutes as presented.

Carried

b. Adopt minutes - Regular

September 16, 2019, Regular Meeting minutes

Business arising from the minutes - Council previously resolved to consider Council remuneration after presentations at UBCM.

- Remuneration should not be a barrier to service;
- Current best practices around the province;
- Timing - perform the review 12 months before a scheduled election.

Resolution #: R332/19/10/08 MOVED/SECONDED

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

Carried

Resolution #: R333/19/10/08 MOVED/SECONDED

THAT Council defers the investigation into Council remuneration until October, 2021.

Carried

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

a. Reports of Council

Councillors

Councillor Korolek verbally delivered her report:

- Attended UBCM, met with three Ministers, considered the meetings very productive
- Community Action Team meeting - well attended
- Mennonite Disaster Services end-of-project event
- Dedication of 19th Street affordable housing

Councillor Moslin highlighted items from his report:

- The Social Services Advisory group is seeking a new Chair; several of their tasks have also been referred to staff
- Congratulations to the production team and talent behind "Tony and Tina's Wedding"

Councillor Krog acknowledged that Alex Robinson from JuiceFM has accepted a new position out-of-town.

Acting Mayor Zielinski noted that there is additional information in the written reports and encouraged residents to review them.

Resolution #: R334/19/10/08 MOVED/SECONDED

THAT all reports of Council at the October 7, 2019, Regular Meeting be received.

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>

The Mayor was not present at this meeting and no report was presented.

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Development Variance Permit Proposed Non-Medical Cannabis Retail Store Licence at 135B Market Avenue

Development, Engineering & Planning

Brief discussion included:

- Discussed variance with Dazzle Dance, a youth-oriented business within the 100-meter exclusion zone. Their only concern was about whether the storefront would be brash or subtle.
- Clarification of the procedure for notification of a variance request.
 - Staff advised that no public hearing was required for the variance, but as part of the non-medical cannabis licencing process that a public information session would be required.

Resolution #: R335/19/10/08 MOVED/SECONDED

THAT Council directs staff to proceed with the statutory requirements for public notice respecting a Non-Medical Cannabis Retail Store Licence application proposed for 135B Market Avenue, legally described as Lot 1, Plan KAP23, District Lot 108, Similkameen Division Yale District PID 012-547-441.

Carried

9. REQUESTS ARISING FROM CORRESPONDENCE**10. INFORMATION ITEMS****11. BYLAWS**

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

Resolution #: R336/19/10/08 MOVED/SECONDED

THAT Council gives final reading to the 2019-2023 Financial Plan Amendment Bylaw 2055-A1.

Carried

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

Resolution #: R337/19/10/08 MOVED/SECONDED

THAT Council gives final reading to 2020 Revenue Anticipation Borrowing Bylaw 2063.

Carried

12. LATE ITEMS

- a. Asset Management Investment Plan Update
Development, Engineering, and Planning

The Corporate Officer spoke of a meeting at UBCM with their committee regarding our Asset Management Plan. An initial quote of approximately \$25,000 to update the existing plan has been received, of which UBCM grants would cover 50%. This is considered a cost-effective way to update the plan, which was last updated in 2011.

Discussion considered:

- Purchasing policy would be followed (RFP);
- The potential for having a "different set of eyes" on the program by using a contractor who had not previously worked on our plan;
- That the current work plan has been received from Urban Systems on what would be done to update the Asset Management Plan;

- That Council's resolution is needed to apply for the UBCM grant, but an RFP would be dealt with if the grant is received.

Resolution #: R338/19/10/08 MOVED/SECONDED

THAT Council approve application for the UBCM Asset Management Planning Program grant to update the City's Asset Management Investment Plan and include the City's portion of \$12,500 in the 2020 financial plan.

Carried

b. Fire Department Grant Endorsement

The Fire Department is pursuing a UBCM grant to replace the industrial washing machine at the Fire Hall with a Washer/Extractor specifically designed for decontaminating firefighter protective clothing. The grant would fully fund the cost of the machine.

Resolution #: R339/19/10/08 MOVED/SECONDED

THAT Council endorse the grant application to UBCM for the purchase of a Turn-Out Gear washer/extractor and dryer and directs Staff to provide a letter of support.

Carried

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

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

15. **ADJOURNMENT**

The October 7, 2019, Regular Meeting was adjourned at 7:22 pm.

Resolution #: R340/19/10/08 MOVED/SECONDED

RESOLVED THAT the Regular Meeting be adjourned.

Carried

Acting Mayor Rod Zielinski

Dep. Corporate Officer – Kevin McKinnon

Request for Decision



To: Regular Meeting
From: **Procedure Bylaw / Corporate Services**
Date: October 21, 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: October 21, 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.



October 15, 2019

To Mayor and Council

Many street lights and twinkle lights in the trees on Market Avenue are not working. This is a security issue. Well-lit spaces prevent undesirable behavior and encourage crime prevention through environmental design. We are requesting this lighting to be fixed by November 30th.

We would like to try a pilot project that would see the store fronts and awnings of the buildings along Market Avenue lit with lights similar to those in the trees. This would increase security and promote more pedestrian traffic downtown after dark. The increased lighting will add vibrancy to the Market district. Store and building owners will be encouraged to purchase lighting to adorn the store fronts using colors that are fitting with the city's current theme. The challenge is that most buildings do not have outside receptacles to plug lights into. We are asking that the lights be plugged into the receptacles on the trees and posts in front of the buildings.

On the corner of Market and 3rd there are safety concerns regarding the tree that is leaning due to the flooding last year. The roots are protruding and heaving the bricks which create a tripping hazard. We would like the city to look into either remove and replace or straighten and anchor the tree.

The sitting area on the North West corner of Market and 3rd attracts undesirable behavior. The planters act as a barricade. We are requesting that the planters and benches be removed to open the area up and make it safer for pedestrians. The surrounding businesses will provide benches in front of their buildings fitting with the Roger Brooks plan.

Thank you,

Grand Forks DBA board of Directors

Memo



To: Regular Meeting
From: Financial Services
Date: 2019-10-21
Subject: Quarter 3 2019 Financial Reports

Background

The financial reports for the period ending September 30, 2019 are enclosed here for Council's review. These include a balance sheet, statements of revenues, expenditures and capital expenditures, and a reserve continuity schedule. The budget amounts used in these reports are those of the amended budget adopted by Council on October 7, 2019.

These statements have been prepared on essentially a cash basis, as staff does not normally accrue or defer revenues or expenses for interim financial reporting periods. Consequently, the timing of receipts or invoices may be a factor in whether certain revenues and expenses are captured during the current quarter.

The cutoff date for the bi-monthly utility billing was mid-August, with seven and a half months of customer water and electricity usage revenue represented here. Some revenues, notably franchise fees and business licences are invoiced in January and thus reflect the full annual amount of income. Tax revenues have also been recorded in full for the year; any changes between now and year-end will result from the issuance of supplementary tax assessments. Slag revenues represent sales to the end of August only, as the September billing quantities have not yet been received.

The cost of purchased electricity for resale does not include the September charges, and thus represents only eight months of expense. Labour costs included in the various operating expenses are current to the pay period ending September 14.

Capital expenditures, which include invoiced amounts only, totalled \$2,514,727 for the year to date. In addition to this, \$2,938,290 of purchase orders were outstanding at the end of September, representing work in progress or completed work not invoiced prior to quarter end. More than \$2.5 million of this committed amount was for the wastewater treatment plant upgrade and ultraviolet disinfection projects.

During the third quarter, the final cash payment was made towards the 2008 road system improvements borrowing under Loan Authorization Bylaw 1863. Annual payments of principal and interest on this loan were \$62,295.

Benefits or Impacts

General

The quarterly financial reports provide information about the City's financial performance relative to the annual budget.

Policy/Legislation

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

Attachments

Quarter 3, 2019 Financial Reports

Report Approval Details

Document Title:	Quarter 3 2019 Financial Reports.docx
Attachments:	- 2019 Q3 Report.pdf
Final Approval Date:	Oct 11, 2019

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

Ron Mattiussi - Oct 11, 2019 - 5:06 PM



**CITY OF GRAND FORKS
BALANCE SHEET SUMMARY
September 30, 2019**

	SEP 30 2019	DEC 31 2018
Financial Assets		
Cash - operating account	\$ 5,585,690	\$ 5,402,456
Cash - reserve accounts	8,753,781	6,848,200
Taxes receivable	333,173	736,149
Utilities receivable	713,707	1,538,534
Grants receivable	53,072	294,030
Other accounts receivable	569,698	1,345,539
Municipal Finance Authority deposit	27,792	31,949
Inventories for resale	38,771	41,321
Land held for resale	211,036	211,036
Lease receivable	46,438	70,175
	16,333,158	16,519,389
Liabilities		
Trade accounts payable	55,706	1,433,713
Payroll liabilities	813,577	845,720
School & other tax levies payable	205,586	133,054
Accrued interest payable	15,394	10,946
Accrued liabilities and other payables	25,919	618,244
Deferred revenues - prepaid taxes and utilities	295,739	362,414
Deferred revenues - grants and other	324,144	323,604
Municipal Finance Authority short-term loans	1,844,821	1,944,280
Development cost charges	769,037	552,362
Long-term debt	1,647,612	1,873,380
	5,997,535	8,097,717
Net financial assets	10,335,623	8,421,672
Non-financial assets		
Prepaid expenses	97,861	264,586
Supplies inventory	168,159	131,294
Tangible capital assets	26,334,493	26,802,859
Assets under construction	4,477,790	2,768,950
	31,078,303	29,967,689
Accumulated surplus, beginning of period	38,389,361	36,453,982
Annual surplus	3,024,565	1,935,379
Accumulated surplus, end of period	\$ 41,413,926	\$ 38,389,361



**CITY OF GRAND FORKS
REVENUES**
For the Nine Months Ending September 30, 2019

	FULL YEAR 2018	AMENDED BUDGET 2019	YTD 2019	% OF BUDGET 2019
General Fund Revenues				
Property taxes	\$ 3,805,740	\$ 3,805,354	\$ 3,805,354	100%
Parcel & frontage taxes	155,006	154,308	154,308	100%
Grants and Payments in Lieu				
Grants in Lieu	16,626	18,400	18,401	100%
1% Utility	99,895	106,323	106,323	100%
Fees and Charges				
Franchise Fees	63,958	59,620	59,620	100%
Slag Sales	199,426	220,000	156,904	71%
Solid Waste Collection	230,116	262,660	168,990	64%
Airport	108,888	83,850	66,345	79%
Cemetery	23,461	21,500	16,191	75%
Campground	6,717	50,000	51,456	103%
Business Licences & Municipal Ticketing	30,800	30,500	33,075	108%
Land Development	42,299	65,000	67,160	103%
Building Rentals & Leases	104,907	125,406	58,036	46%
Miscellaneous Fees & Charges	9,576	1,000	8,090	809%
Operating Grants & Donations				
Small Communities Operating Grant	503,246	523,122	523,122	100%
Other Operating Grants	30,117	194,160	334,586	172%
Rural Fire Recovery	282,875	298,532	298,532	100%
Donations	57,165	40,000	34,100	85%
Capital Grants				
Community Works Gas Tax	231,206	456,765	343,985	75%
Other Capital Grants	107,951	15,374,443	4,909	0%
Other Revenues				
Other Recoveries	1,849,017	4,431,800	1,248,568	28%
Investment Income	121,765	142,280	123,279	87%
Penalties & interest	185,976	171,463	142,594	83%
Gain on Sale of Assets	224,986			
Total General Fund Revenues	8,491,719	26,636,486	7,823,928	29%
Water Utility Revenues				
Fees and Charges	907,037	941,255	673,071	72%
Other Recoveries	35,160		8,676	
Capital Grants		128,000		0%
Other Revenues	4,667	4,500	2,448	54%
Total Water Utility Revenues	946,864	1,073,755	684,195	64%
Electrical Utility Revenues				
Fees and Charges	5,589,547	5,058,967	3,059,146	60%
Other Recoveries	16,563	-	9,243	
Capital Grants				
Other Revenues	26,110	26,000	22,817	88%
Total Electrical Utility Revenues	5,632,220	5,084,967	3,091,206	61%
Wastewater Utility Revenues				
Parcel & frontage taxes	6,041	6,041	6,041	100%
Fees and Charges	897,740	910,000	603,693	66%
Other Recoveries			2,902	
Capital Grants	608,017	2,030,555	202,767	10%
Other Revenues	23,950	5,500	6,469	118%
Total Wastewater Utility Revenues	1,535,748	2,952,096	821,872	28%
TOTAL REVENUES	\$ 16,606,551	\$ 35,747,304	\$ 12,421,201	35%



CITY OF GRAND FORKS
EXPENDITURES
For the Nine Months Ending September 30, 2019

	FULL YEAR 2018	AMENDED BUDGET 2019	YTD 2019	% OF BUDGET 2019
GENERAL FUND				
General Government				
Legislative Committees	\$ 150			
Legislative	232,463	278,832	193,322	69%
Administrative	592,644	783,909	566,900	72%
Finance	273,447	318,746	210,014	66%
Information Technology	65			
Elections	28,923			
Communications	9,378	58,000	7,998	14%
Protective Services				
Fire & Emergency	657,622	748,354	533,084	71%
Emergency Response	565,060	128,500	100,512	78%
Bylaw Enforcement & Protective Services	94,653	127,006	98,830	78%
Building Inspection Services	122,428	84,856	34,032	40%
Wildlife Management	659	14,200	969	7%
Transportation Services				
Airport	181,902	154,220	111,401	72%
Roads & Flood Protection Works	932,526	1,063,664	662,007	62%
Public Works Admin	257,288	245,800	188,297	77%
Net fleet expense/(revenue)	(10,899)	-	18,963	
Development Services				
Zoning & Planning	160,933	228,830	123,324	54%
Engineering	148,531	174,570	116,080	66%
Economic Development	18,183	293,000	91,671	31%
Property Management	-	30,500	-	0%
Environmental Health Services				
Solid Waste	245,383	259,160	151,296	58%
Public Health Services				
Cemetery	45,435	73,230	51,576	70%
Parks, Recreation and Cultural Services				
Parks	516,999	612,673	354,103	58%
Campground	26,448	31,627	30,343	96%
Fee For Service	348,405	339,374	219,748	65%
City Events	14,727	18,950	2,665	14%
Public Real Estate				
Facilities	212,635	277,200	148,746	54%
Emergency Repairs	1,318,491	530,000	299,842	57%
Parcel taxes for City property	25,778	27,000	27,160	101%
Total Operations	7,020,257	6,902,201	4,342,883	63%
Loss on disposal of assets	145,682			
Debt interest	47,603	55,527	47,924	86%
Amortization	1,150,252	1,194,085	804,611	67%
TOTAL GENERAL FUND	8,363,794	8,151,813	5,195,418	64%



CITY OF GRAND FORKS
EXPENDITURES
For the Nine Months Ending September 30, 2019

	FULL YEAR 2017	AMENDED BUDGET 2019	YTD 2,019	% OF BUDGET 2019
WATER UTILITY				
Operations	663,709	789,430	502,279	64%
Debt interest	11,226	13,450	12,099	90%
Amortization	344,000	372,838	272,251	73%
TOTAL WATER	1,018,935	1,175,718	786,629	67%
ELECTRICAL UTILITY				
Operations	521,200	714,700	447,875	63%
Electrical Purchases	3,738,303	3,312,785	2,148,324	65%
Loss on disposal of assets	10,388	-	-	
Debt interest	-	-	-	
Amortization	54,964	90,007	84,959	94%
TOTAL ELECTRICAL	4,324,855	4,117,492	2,681,158	65%
WASTE WATER UTILITY				
Operations	702,992	701,960	506,828	72%
Loss on disposal of assets	9,600	-	-	
Debt interest	75,431	74,699	73,271	98%
Amortization	175,565	308,408	153,332	50%
TOTAL WASTE WATER	963,588	1,085,067	733,431	68%
TOTAL EXPENSES	\$ 14,671,172	\$ 14,530,090	\$ 9,396,636	65%
DEBT PRINCIPAL PAYMENTS	\$ 357,405	\$ 352,847	\$ 325,227	92%



CITY OF GRAND FORKS
CAPITAL EXPENDITURES
For the Nine Months Ending September 30, 2019

	AMENDED BUDGET 2019	YTD 2019	% OF BUDGET 2019	FUNDING SOURCE
GENERAL OPERATIONS				
Silver Kettle Sidewalk	\$ 26,454		0%	Capital reserve
Public Works Fuel Tanks	82,754	45,297	55%	Capital reserve
Public Works - 22nd Street	31,769	5,655	18%	Debt
Wayfaring Signs	13,750		0%	Slag Reserve
Airport AWOS Upgrade	8,377	4,855	58%	Capital reserve/grant
Expo Sign changes	6,000	1,037	17%	Slag Reserve
Library HRV	12,000		0%	Other
Flood Plain Mapping & Risk Assessment	90,160	49,100	54%	Capital reserve/grant
Flood Plain Risk Management & Protection	172,628	95,311	55%	Grant
City Park Campground Upgrade	70,000	20,475	29%	Slag Reserve
Data Collection Equipment	24,661	2,622	11%	Capital reserve
LED Street Lighting	189,700	147,557	78%	Capital reserve
Public Works Upgrades	6,409	5,874	92%	Capital reserve
Facilities Review	10,000	9,736	97%	Capital reserve
Annual Facility upgrades and replacement plan	15,000		0%	Capital reserve
Annual Emergency Facility Fund	40,000	6,120	15%	Capital reserve
City Hall HVAC	7,500	7,270	97%	Capital reserve
Renewable energy program	25,000	7,291	29%	Capital reserve
Central Ave Sidewalk Replacement	11,550		0%	Capital reserve
7th Street Storm Sewer	10,000		0%	Capital reserve
Dike Reconstruction - flood protection works	3,006,000	14,037	0%	Capital reserve/grant
South Ruckle Revetment	950,000	941,035	99%	Operations (EMBC recovery)
DMAF Supplemental Consulting	525,750		0%	Capital reserve
DFA Recovery - capital items	500,000		0%	Reserves/operations (DFA recovery)
SolarNow Solar Panel Installation	38,500	38,500	100%	Climate Action reserve/grant
Annual Low Impact Storm water Program	25,000		0%	Capital reserve
Library Roof Repairs	250,000		0%	Slag Reserve
Library Feasibility Study	16,000	11,500	72%	Slag Reserve
Facility Security Systems	50,000		0%	Slag Reserve
Printers and IT Equipment	70,000	22,886	33%	Slag Reserve
Construction Fencing	7,000	2,461	35%	Capital reserve
Downtown Sidewalk Drops	15,000		0%	Capital reserve
Storm Water Management Plan	60,000		0%	Capital reserve
Bridge Repairs	50,000		0%	Capital reserve
Emergency Gaps Funding	250,000		0%	Capital reserve
SIIP Capital and Planning	400,000	36,726	9%	Gas tax/slag/operations
Disaster Mitigation & Adaptation	15,327,471		0%	Capital reserve/grant
Land Purchase	65,041	65,041		Land sales reserve
Fleet Replacement	285,900		0%	Capital reserve
Electric Mower	20,000		0%	Equipment reserve
Service Truck Replacement	15,300	15,295	100%	Capital reserve
Fire Department Equipment	27,000	11,442	42%	Capital reserve
Donaldson Drive Repairs	25,000	24,550		Capital reserve
ELECTRICAL				
Electrical Engineering	30,367		0%	Capital reserve
Annual Electrical System Upgrade Programs	100,000	44,386	44%	Electrical capital reserve
Fuse Coordination Study and implementation	15,000		0%	Electrical capital reserve
Electrical Master Plan	35,000		0%	Electrical capital reserve
Recloser for FDR 5	30,000		0%	Electrical capital reserve
Electrical System Upgrades	50,000	28,823	58%	Electrical capital reserve
Valley Heights - Transformers	60,000		0%	Electrical capital reserve
Pole Changes - FDR 3 & 5/ 19th Street	20,000	14,000	70%	Electrical capital reserve
19th Street Service Upgrade *	85,000	71,829	85%	Customer/operations
Three Phase Meter Change	40,000	29,257	73%	Electrical capital reserve
Annual Electrical Emergency Repair Funds	50,000		0%	Electrical capital reserve



CITY OF GRAND FORKS
CAPITAL EXPENDITURES
For the Nine Months Ending September 30, 2019

	AMENDED BUDGET 2019	YTD 2019	% OF BUDGET 2019	FUNDING SOURCE
WASTEWATER				
Wastewater Treatment Plant UV	427,295	177,664	42%	Land sales reserve/grant
3rd Street Sewer Main Repair	35,300	35,235	100%	Capital reserve
Wastewater Treatment Plant Upgrades	2,957,242	277,357	9%	Capital reserve/grant
Bio-Solids Land Application Plan	25,000		0%	Capital reserve
Sewer Main Relining	58,785	38,485	65%	Capital reserve
Granby River Force Main Crossing	7,160		0%	Capital reserve
Inflow & Infiltration Study	50,000			Capital reserve
Industrial Lift Station Rebuild	300,000			Capital reserve
Inspection Chamber Installations	10,000			Sewer capital reserve
City Park Pump Replacement	90,000			Capital reserve
Flood Alert Sewer Monitoring	24,000	23,501		Sewer capital reserve
Emergency Repair Funds	50,000			Capital reserve
WATER				
5th Street Watermain Replacement	25,600		0%	Gas tax reserve
West Side Fire Protection	43,410	40,175	93%	Debt
Water Supply & Conservation	10,000		0%	Water capital reserve
Granby Water Crossing / Yale Bridge water main	10,000		0%	Water capital reserve
Well 5 VFD	40,000	1,644	4%	Capital reserve
Shared Property (strata, trailers) Water Meters	28,130	22,525	80%	Gas tax reserve
Water service upgrade - City Park, 7th St., etc...	120,903		0%	Capital reserve
136 Sagamore/Airport Water Line Extension	25,000		0%	Water capital reserve
Airport Water Main Looping	60,459		0%	Capital reserve
Water Main Airport	128,000	118,173	92%	Grant
Galvanized Main Replacement	50,000		0%	Water capital reserve
Emergency Repair Funds	50,000			Water capital reserve
TOTAL CAPITAL	\$ 27,974,325	\$ 2,514,727	9%	



CITY OF GRAND FORKS
RESERVE INCOME AND TRANSFERS
For the Nine Months Ending September 30, 2019

	Climate Action	Capital Reserve	Water Capital	Electrical Capital	Sewer Capital	Equipment	Land Sales	Parking	Slag	Gas Tax	Total
Balance - Dec 31, 2018	\$ 30,159	\$ 3,974,336	\$ 269,536	\$ 1,050,990	\$ 46,562	\$ 60,153	\$ 469,740	\$ 4,272	\$ 718,584	\$ 736,244	\$ 7,360,576
Interest income	588	63,969	4,338	16,916	750	1,264	7,417	74	13,473	14,489	123,278
Revenue transfers to reserves											
Slag revenues									156,905		156,905
CARIP grant										343,985	343,985
Gas Tax grant											
Balance - Sep 30, 2019	\$ 30,747	\$ 4,038,305	\$ 273,874	\$ 1,067,906	\$ 47,312	\$ 61,417	\$ 477,157	\$ 4,346	\$ 888,962	\$ 1,094,718	\$ 7,984,744

Memo



To: Regular Meeting
From: Development, Engineering & Planning Services
Date: October 21, 2019
Subject: Options regarding an emergency shelter.

Background

Purpose

The purpose of this memorandum is to provide Council with a process to move forward in establishing an emergency shelter in the City. To learn how other cities are accommodating this use, staff reviewed the locations and applicable zoning bylaws for a variety of communities in BC and summarized the information in a table (Attachment A). Staff also put together a high-level draft process framework for establishing different forms of housing, including emergency shelters, as represented on the Housing Continuum (Attachments B & C).

What are Other Communities Doing?

Each community is accommodating emergency shelters, and other services in some cases, in different ways. Of the communities reviewed, most allow emergency shelters, and associated uses, in commercial zones (Trail, Nelson, William's Lake, Kamloops, Kelowna (2 shelters), Penticton, and Dawson Creek). Other zones included "Public Areas One" (Campbell River), "Comprehensive Development Zone - Supportive Housing" (Cranbrook), and "Institutional" (Revelstoke – in progress). Of the eleven shelters considered, "emergency shelter" is defined as a permitted use in six (6) instances. It is not defined as a permitted use in three (3) instances and is in process of being defined via a Temporary Use Permit for one. Trail defines the permitted use as a "rooming unit". Three of the shelters are managed by the Salvation Army, while the remainder are managed by various local non-profits.

Memo



Draft Process Framework

Upon consideration of the current situation, staff determined that a way forward may be to establish a process framework to support establishment of different forms of housing in Grand Forks. The overall issue of housing in the City is complex and can seem like an insurmountable task, so staff went back to the basics of who, what, when, where, why and how. The exercise led to the identification of a manageable set of immediate-to-long term priorities (Attachment D). This method also helped identify gaps in processes and the need for actionable responses and establishment of responsibilities.

The establishment of a seasonal emergency shelter for this year is the immediate need in the community. In increasing order of complexity and time for implementation, the following are options for Council to consider:

- 1) Follow the direction of the CBT Housing Continuum (Attachment B); being short-term (November through March), "government funded mats for overnight stays in churches & other locations";
- 2) Council could follow the direction of communities such as Campbell River, Dawson Creek and William's Lake, to allow for shelters while not having them defined as a permitted use in the community;
- 3) The next step could be to initiate a Temporary Use Permitting process to allow for the use in a selected zone/location for a prescribed term;
- 4) The long-term solution would be to add this use to a zone or zones through a zoning bylaw/OCP amendment.

The prevalent issues seem to be determining the number of persons needing shelter and the preferred location. Attachment E is a basic framework to start the process for determining the numbers and for establishing the criteria/parameters that will be used to decide on the preferred location(s) in the community, if warranted depending on the option chosen. Once the location criteria/parameters have been established, staff can move forward with the process(es) required to execute and complete any requirements.

Memo



The process framework can be repeated in the future for other forms of housing on the continuum as we move forward in tackling the housing crisis in the community.

Establish Timeline:

Action	Anticipated Date	Responsibility
Interim needs assessment	By:	Currently involved agencies
Workshop – location criteria	By:	Council, stakeholders, staff
Location selection	By:	Council
Execution & closure	By:	Stakeholder, staff

Links to sources of information:

<https://www.homelesshub.ca/>

<http://www.ohrc.on.ca/en/book/export/html/6459>

<https://www.bchousing.org/housing-assistance/homelessness-services>

<https://blog.unitedwayhalifax.ca/post/186682784470/what-is-the-housing-continuum-and-why-is-it>

https://ourtrust.org/wp-content/uploads/downloads/2018-09_HousingInitiativesStrategicFrameworkFINAL.pdf

<https://vancouver.ca/people-programs/supportive-housing-in-your-neighbourhood.aspx>

Benefits or Impacts

General

The establishment of an emergency shelter has been identified as an immediate need in the community to address the concern for the life safety of vulnerable citizens.

Strategic Impact



Providing acceptable safe housing for all citizens in the community strengthens the social fabric and fosters a sense of social well-being in the community.



Inclusion of stakeholders and the public in the processes for establishment of the facility allows for those expressed combined interests to be reflected in the outcome.

Memo



Policy/Legislation

Community Charter, Local Government Act, Official Community Plan, Zoning Bylaw.

ATTACHMENT A

WHAT ARE OTHER COMMUNITIES DOING REGARDING EMERGENCY SHELTERS

Location	Type	Zoning		Organization Responsible	Description	Permitted Use Status
William's Lake	Emergency Shelter	C-1	Town Centre Commercial	Cariboo Friendship Society	The Society provides low cost, overnight accommodation to transients and those temporarily without housing and in crisis situations. The Shelter has eight beds including a family unit as well as one Supportive Recovery bed. In addition, the Society's shelter services include overnight sleeping accommodations, meals, amenities to meet hygiene requirements, and/or services to improve access to other community-based programs.	Is not defined as a permitted use in the zone.
Kamloops	Emergency Shelter	C-6	Arterial Commercial	Emerald Centre	Emerald Centre provides 35 beds of round-the-clock emergency shelter with support services, along with 11 transitional housing apartments, for women and children at risk of homelessness or fleeing violence.	Defined as a use on this lot.
Kelowna	Emergency Shelter	C-7	Commercial	Kelowna Gospel Mission	Kelowna Gospel Mission offers warm, safe, secure emergency shelter beds for men and women 365 days a year. We provide basic care including emergency short term accommodations, hot nutritious meals, showers, laundry and hygiene items.	Defined as Temporary Shelter Services.
Kelowna	Emergency Shelter	C-7	Core Commercial	Cornerstone Shelter Services	Cornerstone is a shelter located at 425 Leon Avenue that opened November 30th, 2017. There are currently 80+ guests that stay in Cornerstone every night. Cornerstone provides a warm indoor environment that is open 24/7 for people of assorted circumstances, including couples and individuals with pets. Minors are referred to the Boys & Girls Club youth shelter. Before staying at Cornerstone, new arrivals have to complete an intake that reviews mutual expectations. Once an intake with staff is complete, new guests will have a bed for as long as they stay with Cornerstone. Furthermore, there is no set wake up time and no need to usher guests out of the building. Residents participate in providing regularly indoor cleaning.	Defined as Temporary Shelter Services.
Nelson	Emergency Shelter	C-1	Core Commercial	Stepping Stones for Success	Stepping Stones for Success Emergency Shelter: Emergency shelter for those who find themselves without safe housing in the West Kootenay area, there are 17 available beds in 5 bedrooms, with a common room, kitchen, laundry and shared washroom facilities. Stepping Stones is now double staffed 24/7. With the support from the Nelson Committee on Homelessness (NCOH) and funding from federal Homelessness Partnering Strategy, Stepping Stones was able to put into place the Residential Transitional Support Worker position to provide one-to-one assistance for residents to locate and maintain housing for people who have had numerous stays at Stepping Stones.	Defined as Social Services Centre

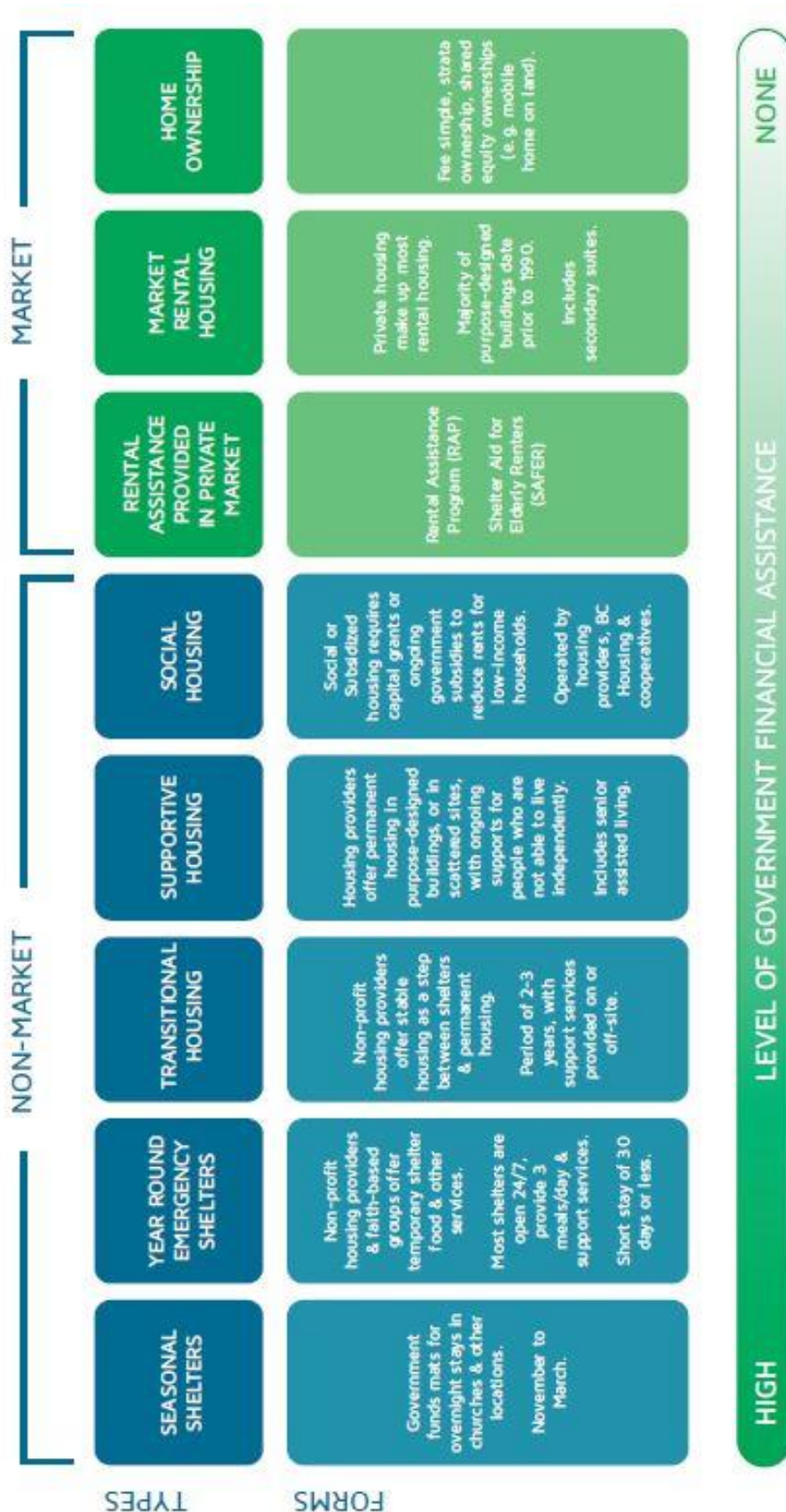
ATTACHMENT A (cont'd)

Penticton	Multiple services	C-5	Urban Centre Commercial	Salvation Army	Compass House run by the Salvation Army provides personal assistance, counselling services, referrals for addiction programs, employment, housing, education, other community service providers	Defined as a site specific provision on this lot.
Campbell River	Emergency Shelter	PA-1	Public Areas One	Salvation Army	Evergreen House operates in partnership with BC Housing, providing up to 22 warm beds per night, showers, laundry facilities, clothing and approximately 5,000 home cooked meals per year	Is not defined as a permitted use in the zone.
Dawson Creek	Emergency Shelter	C-2	Commercial General	Stepping Stone Ventures Ltd.	Private hostel.	Is not defined as a permitted use in the zone.
Cranbrook	Emergency Shelter	CD-5	CD Zone Supportive Housing	Salvation Army	Features a 12-person homeless shelter space as well as 36 transitional housing spaces, for both men and women.	Defined in a Comprehensive Development Zone.
Revelstoke	Emergency Shelter	P3	Institutional	Women's Shelter Society	In the process of OCP and Zoning Bylaw amendments for Temporary Use Permits to allow the shelter to be housed in the basement of the United Church	Not currently defined as a use in the zone - in process via Temporary Use Permit

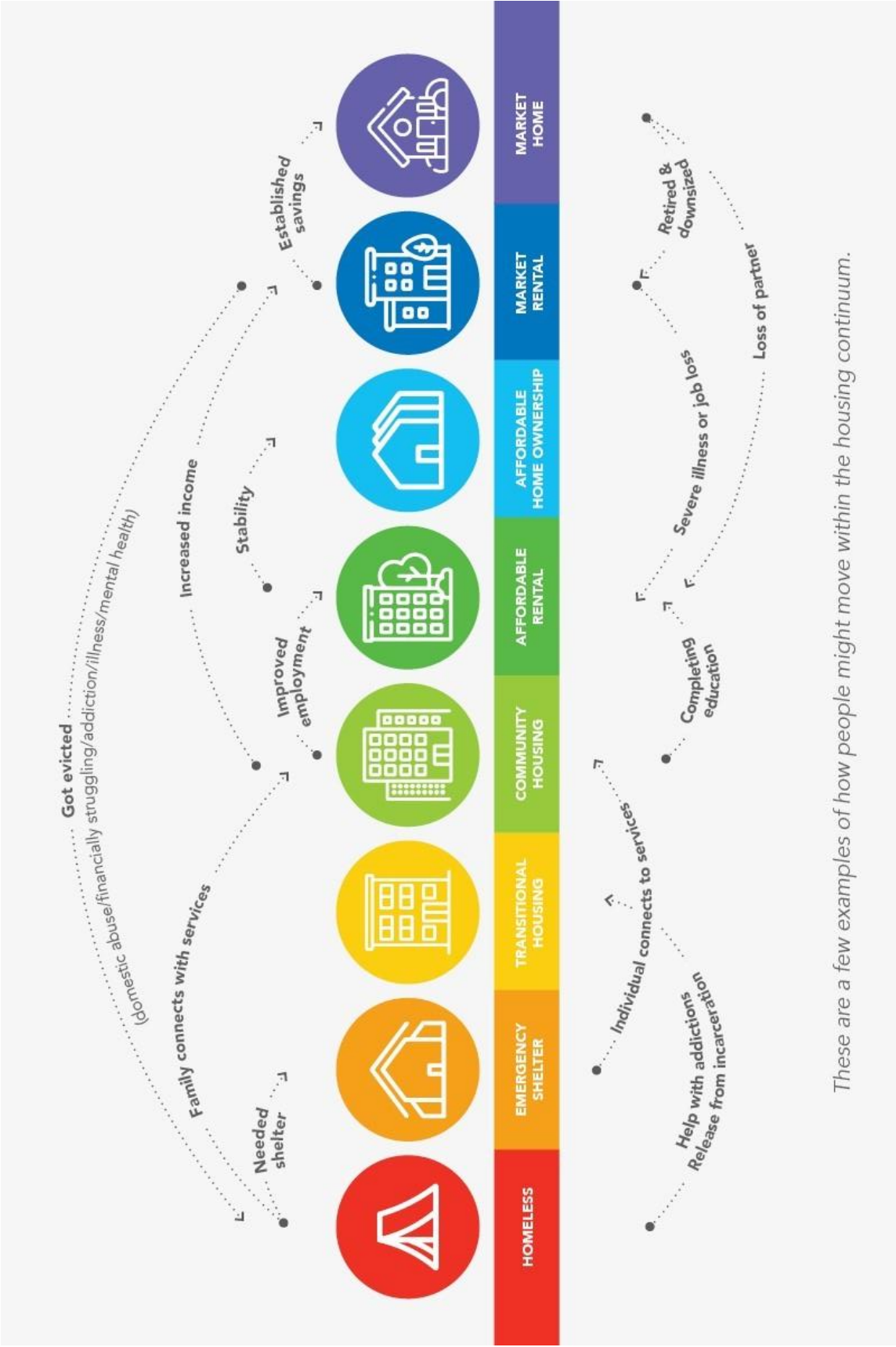
ATTACHMENT B

Housing Continuum

The following is an illustration of the housing continuum, and forms of housing that exist along the continuum.



ATTACHMENT C
Housing Continuum – United Way Halifax



These are a few examples of how people might move within the housing continuum.

ATTACHMENT D

DRAFT PROCESS FRAMEWORK FOR THE ESTABLISHMENT OF HOUSING IN GRAND FORKS

WHY	Community Charter - Part 2 Division 1 - Purposes and Fundamental Powers "The purposes of a municipality include: 7(b) providing for services, laws and other matters for community benefit, and 7(d) fostering the economic, social and environmental well-being of its community." Official Community Plan - 12.0 Strengthen the Social Fabric of the Community "The social fabric of a community is the numerous facilities and services that are available and being provided presently and expected to be made available and provided in the future to meet the needs of all residents. The social fabric creates a sense of community pride where residents and visitors feel safe and welcomed. Enhancing current access to services and facilities and those expected in the future makes the community attractive and livable. A livable community improves and fosters an environment of learning, tolerance and growth, creating a balance of harmony and responsibility. 12.3.7 Work cooperatively with other publicly funded agencies, other levels of governments and non-profit corporations in offering support services and improving housing for the poor, disadvantaged and low income earners."				
	WHEN (Urgency)	WHO (Needs Assessment (including #'s))	WHAT (Housing Continuum)	WHERE (Establish Criteria/Parameters)	HOW (Initiation-Planning-Execution-Closure)
	Immediate	Unsheltered: informal count - relies on estimates from currently involved agencies.	Seasonal Shelter	TBD - Council, stakeholders, public input i.e. proximity to support services, access, integration & compatibility with adjacent uses, etc...	Rezoning, Temporary Use Permit, etc...
	Short Term	Unsheltered, emergency sheltered: PIT count, housing needs assessment	Year Round Emergency Shelter	TBD - Council, stakeholders, public	Rezoning, Temporary Use Permit, etc...
	Medium Term	Emergency sheltered, provisionally accommodated and at risk of homelessness, require support services, low income: housing needs assessment	Transitional Housing, Community Housing, Affordable Rental	Community Use, Multi-Family Residential	A Step-by-Step Guide to Developing Affordable Housing, etc...
	Long Term	Those living in subsidized/supported rental, affordable rental, market rental: housing needs assessment	Affordable Home Ownership	Residential	A Step-by-Step Guide to Developing Affordable Housing, etc...
	Long Term	Those with low/no barriers: housing needs assessment	Market Rental	Multiple zones	Marketing, etc...
Long Term	Those with low/no barriers: housing needs assessment	Market Ownership	Multiple zones	Marketing, etc...	

ATTACHMENT E

DRAFT PROCESS FRAMEWORK FOR THE ESTABLISHMENT OF <i>SEASONAL EMERGENCY SHELTER</i> HOUSING		
WHY	Community Charter - Part 2 Division 1 - Purposes and Fundamental Powers Official Community Plan - 12.0 Strengthen the Social Fabric of the Community	
WHEN	Urgency	Immediate
WHO	Needs Assessment (including #'s) <i>Action:</i>	Unsheltered, emergency sheltered: informal count - relies on estimates from currently involved agencies. <i>Responsibility:</i>
	<i>Action:</i>	<i>Responsibility:</i>
	<i>Action:</i>	<i>Responsibility:</i>
WHERE	Establish Criteria/Parameters <i>Action:</i>	TBD - Council, stakeholders, public, etc... <i>Responsibility:</i>
	<i>Action:</i>	<i>Responsibility:</i>
	<i>Action:</i>	<i>Responsibility:</i>
HOW	Initiation-Planning-Execution-Closure <i>Action:</i>	Rezoning, Temporary Use Permit, etc... <i>Responsibility:</i>
	<i>Action:</i>	<i>Responsibility:</i>
	<i>Action:</i>	<i>Responsibility:</i>