



2016 ANNUAL REPORT



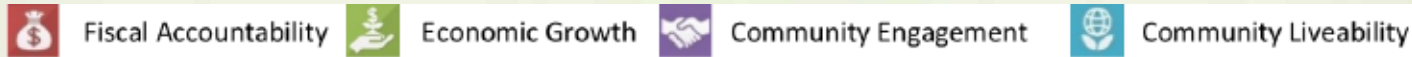
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MESSAGE FROM THE MAYOR

2016 marked many changes in our community as we welcomed a new councilor, had some staff turnover, completed eleven capital projects, and made great headway on fourteen others.

Even though it may seem like old news now - having been developed in 2015 - the Strategic Plan spells out our vision for the City as an organization and a community. It was successfully updated in late 2016 to include additional and complementary goals. The four value pillars that we include in decision making are:



Fiscal accountability focuses on making sure that we are responsible guardians of the public's money. That does not always mean spend the least possible in the short term. We saw that investing two-thirds of a million dollars in infrastructure improvements attracted over three million dollars in grant funding. Like putting away a portion of a pay cheque for retirement savings, these up front costs will pay dividends over the long term planning for the City. That is, we will achieve fiscal responsibility through asset management.

Economic growth takes many years to bear fruit - immediate results are not always visible. Investing in the downtown core, making the City attractive to visitors, and engaging in regional projects are long term strategies to increase the amount of economic activity in this area. It is exciting to see some movement in these projects as more properties start to sell and additional businesses move into town.

It takes a combined community vision to create the vibrancy that means a healthy town. That means talking to the community and acting on the feedback that we hear. Last year, we engaged in open houses for asset management and environmental planning for the Official Community Plan. We also heard from many people at Council meetings and through your comments sent in to City Hall. The reality is that community engagement increases community livability because your public servants dedicate their work to making Grand Forks realize its potential.

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

We thank you for the opportunity to serve, encourage you to stay engaged, and invite you to read and enjoy the City of Grand Forks Annual Report 2016.

Sincerely,

Mayor Frank Konrad



We are pleased to introduce the 2016 Annual Municipal Report for the City of Grand Forks. 2016 was a year of change and accomplishments and the City is proud to share these highlights. The Annual Report is a legislative requirement of Local Governments as identified in section 98 of the Community Charter.



Xeriscaping at City Hall

CITY COUNCIL



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

STRATEGIC OBJECTIVES

FISCAL ACCOUNTABILITY

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

We will not sell our natural assets and infrastructure.

We will continue to retain our natural assets as a public trust.

We will blend business values and social impact objectives through social procurement.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
1.1 EXPLORE VARIABLE GROWTH OPPORTUNITIES.		
	Improve connectivity	Telus completed most of its 8 million dollar Fibre to the Premise project connecting the majority of City dwellings to 150 mb/s Internet..
1.2 ENSURE SERVICE LEVELS ALIGN WITH TAXATION LEVELS.		
	Ongoing analysis on tax rates vs service levels	Included in the 2016 – 2018 Operational plan
	Departments will continue to review service and tax rates in the annual budget and will ensure consistency with the Asset Management Plan	Developed taxation policy to assist with service levels. Developed surplus policy to ensure sustainability.
1.3 SERVICE PERFORMANCE REVIEWS ENSURE LEVELS OF SERVICE MEET INFRASTRUCTURE NEEDS.		
	Performance measurements are established in a database of information through asset management software (Worktech)	Started grant based project to develop performance measures, Worktech program implementation and training continued.
	Benchmark service delivery against similar municipalities	Included in the 2016 – 2018 Operational plan
	Airport management service structure	Reviewed Airport Asset Management Plan, Airport Bylaw and Fees & Charges. Approached the RDKB about a funding partnership. Engaged Hangar Owners and Flying Club in discussions to enhance the airport.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
1.4 IMPLEMENT LONG TERM VIABILITY OF THE ASSET MANAGEMENT PLAN.		
	Manage assets cost effectively and efficiently	Ongoing review of the 2011 Asset Management Plan and aligned funding for long term stability. 20 year Capital Replacement Plan adopted by Council. Worktech will continue to be continuously updated.
	Consistent interdepartmental communication	Adoption of communications policy. Weekly management meetings.
	Development of Asset Management Plan: Worktech implemented GIS mapping of infrastructure Annual review of Asset Management Plan	Data collection, system structure set-up and staff training commenced. GIS mapping in 2017 budget. Asset management plan reviewed in 2016. Eco assets planning started in 2016.
1.5 SHORT TERM FINANCIAL BENEFITS WILL NOT OVERRIDE LONG TERM IMPACTS AND WILL CONSIDER THE TRIPLE BOTTOM LINE; SOCIAL, ENVIRONMENTAL AND ECONOMIC.		
	City owned land is sold at fair market value and considers the best overall impact to the City	Land Development Showcase identified all City owned properties, marketing several and initiating sale of four properties. Rural Dividend Fund grant received for further development of best and highest use analysis. One parcel sold.
	Policies and Procedures are aligned to meet strategic priorities	Ongoing review and updates as needed; specifically referencing strategic plan in all reports and requests for decisions.
	Slag pile revenue will continue to benefit City needs	Included in the 2016 – 2018 Operational plan
	Review and assess tax mix	Included in the 2016 – 2018 Operational plan

Key Objectives	Performance Measure	Progress to Date
1.6 PROTECT AQUIFER AND INFRASTRUCTURE FROM ANY EXTERNAL INTERESTS.		
	Develop policies and guiding principles to protect the City's valuable assets	Identification, inventory and protection of natural assets started in 2016.
	Conservation education (environment)	Ongoing program of signage, website information and other media education along with collaboration with conservation groups.
	Build regional water partner groups for protecting the aquifer	Kettle River Water Supply Working Group established in 2015. Drought Response Plan budgeted for 2017.
1.7 FINANCIAL ANALYSIS TO SHOW WHAT FUNDS ARE AVAILABLE AND CONSULT WITH COMMUNITY TO IDENTIFY PRIORITIES.		
	Infrastructure risk management and prioritization.	Capital project budget inclusion criteria includes scoring of risk of failure or risk to City.
	Identify issues prior to catastrophic failure	Ongoing condition assessments, testing, maintenance programs and utilization of multi-utility risk assessment information
	Business case development on all new services and assets	Reports regarding new services and assets reference the Sustainable Community Plan, Strategic Plan, and Asset Management Plan



ECONOMIC GROWTH

We foster a vibrant economic environment.

We are open yet disciplined in land development decisions.

We recognize the importance of a healthy town core.

We will develop a sustainability charter.

We will consider alternative types of business and diversify target markets to include not for profits when promoting land development.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
2.1 FOSTER RELATIONSHIPS THAT FOSTER ECONOMIC DEVELOPMENT IN EVERY CAPACITY, INCLUDING: ENVIRONMENTAL, FINANCIAL, SOCIAL AND SUSTAINABILITY.		
	Work closely with Community Futures, RDI, BCRCC, Province and Federal Government	<p>An MOU has been signed with RDI for data and information sharing. The City has partnered on many projects with Community Futures such as events (Canada Day), and Business Round-table discussions.</p> <p>Participation on the Kettle River Watershed Management Plan – Steering Committee, Implementation Advisory Group and Water Supply Working Group.</p> <p>Ongoing participation and support for community initiatives including Learning Garden, pickleball group, Dog park group, and others</p>
	Encourage strong relationships with development community	<p>Partnered in workshop for builders on the new building code.</p> <p>Facilitated and supported solutions for new developments.</p>
2.2 ENSURE ECONOMIC DEVELOPMENT PRACTICES HAVE A DEEP REGARD FOR THE NATURAL ENVIRONMENT AND TRIP BOTTOM LINE.		
	Ensure that all development is in line with visions and guiding principles of the Official Community Plan (OCP), Zoning Bylaw, and current best practices.	Principles and best practices are identified, referenced, reported and implemented in all relevant reports and requests for decision regarding development, including City initiatives.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
2.3 SUPPORT THE HEALTH, GROWTH AND RETENTION OF EXISTING BUSINESSES.		
	Way finding signage – consistent, directional to City assets, focused on business and amenities.	Wayfinding signs general design created and first phases budgeted for.
	Invest in appropriate signage to highlight parks and other community assets	Kiosk maps are updated annually and more kiosks are added every year. Community assets to be included in the wayfinding sign project.
	We are open to initiatives driven by our downtown core to support vibrancy	Family Day events and development of City Park amenities (including Spray Park and Tot Lot renewal) to draw people to the downtown core.
	Establish a connection with new businesses through business licence process	A business licence survey was administered to assess the confidence of the business community.
	Encourage participation in training programs for business	This is included in the Fee for Service agreement with the Boundary Country Regional Chamber of Commerce.
2.4 ENSURE ALIGNMENT BETWEEN OUR ECONOMIC DEVELOPMENT INITIATIVES AND FINANCIAL POLICIES.		
	New development is in line with the Zoning Bylaw, policies and guiding principles of the SCP and Asset Management Plan	SCP, Asset Management Financial Plan, and Asset Management Plan principles identified, referenced, reported and implemented in all relevant reports and requests for decision regarding development, including City initiatives.
2.5 REDUCE RED TAPE.		
	Existing bylaws and policies have been updated to be consistent with industry standards - fostering potential development initiatives that would benefit the community; business licences, unsightly premises, signage.	Began reviewing Business Licence Bylaws, Development Cost Charges, Sustainable Community Plan and Zoning Bylaw and are planned to be updated in 2017.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
	ECONOMIC GROWTH cont'd...	
2.6 BUILD A FOUNDATION THAT CONTINUES TO PROMOTE A COMMITMENT TO A DIVERSE CROSS SECTION OF INDUSTRY, BUSINESS AND PEOPLE.		
	Leverage marketing opportunities	We work with the RDKB, Community Futures and the Chamber to share in marketing costs.
	Market the community to a larger more diverse audience	There is a commitment to attracting families, seniors and young people to the community
	Investigate overseas opportunities i.e. exchange with sister city	
	Continue to expand on and be creative with community events	We expanded the Family Day weekend event to include a Fun Mudder obstacle course race. The number of community events has continually increased over the past three years and the City held a Public Works open house.
2.7 CONSIDER INNOVATIVE AND SUSTAINABLE DEVELOPMENTS ON GRAND FORKS OWNED LAND.		
	Work within the guiding principles of the SCP, use creative eco-friendly methods of use for land i.e. eco homes, alternative community living and higher density	Continued researching opportunities for alternative zoning in support of small homes, innovative housing and cluster developments. Held an open house on innovative housing and a discussion group on affordable housing.
2.8 IDENTIFY ECONOMIC DEVELOPMENT LINKAGES.		
	Work with various agencies to foster creativity, innovation and sustainability through urban-rural development initiatives	Data sharing with Rural Development Institute.
	Develop and foster relationships with community stakeholders to better promote the City	Collaborated with the Community Trails Society, pickleball club, School District 51, Province and various other local and regional representatives to improve facilities and promote the area's recreational assets.

COMMUNITY ENGAGEMENT

We encourage residents to participate in decisions and process.

We enhance our regional dialogue, advocacy and collaboration.

We recognize our natural recreational amenities are valuable regional assets.

We will ask the community what is important to them and bring supporting resolutions forward at AKBLG.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
3.1 WE ARE CONSISTENT IN COMMUNICATING OUR PRIORITIES AND DECISIONS.		
	Hold open houses and promote activities that engage the public and encourage feedback	There has been a significant increase in public engagement sessions on multiple topics: <ul style="list-style-type: none"> • SCP open house • Newsletters • Community Satisfaction Survey
	Determine levels of engagement required by each department in communicating with the residents about services they provide.	Focus on staff training in communications.
3.2 LINK GRAND FORKS AND SURROUNDING RURAL AREA TO FACILITATE ALIGNMENT AND LEVERAGE VOICE.		
	Enter into contract review with RDKB in 2015-2016 for fire services.	Discussion about cost sharing arrangements.
	Trails enhancement and linkages, airport funding, development and access.	Conversation about Regional Services provided by Airport.
	Encourage stronger relationship and increased dialogue with regional partners	Area D Director included in Committee of the Whole .
3.3 WORK WITH LOCAL EDUCATIONAL INSTITUTIONS TO ENHANCE EDUCATIONAL OPPORTUNITIES AND PROGRAMS.		
	Joint occupational health and safety	Continued to implement a long term safety training plan and monthly focuses that are accompanied with safety program information
	Environmental operators certification program	Reviewed operating requirements and identified training needs.
	Diversify employment pool	Continued working with Sunshine Valley Community Services to provide work to some of their clients.

Key Objectives	Performance Measures	Progress to Date
3.4 IDENTIFY AND ENGAGE REGARDING KEY REGIONAL ADVOCACY OPPORTUNITIES AND STRATEGIES.		
	Engagement in key regional opportunities and strategies.	Participation at AKBLG; Endorsement of motions at UBCM.
3.5 ENSURE GOVERNANCE STRUCTURE FOR RECREATION COMMISSION IS HIGHLY FUNCTIONAL.		
	Consider, review, improve and enhance communications	Attend Recreation Commission meetings, working closely with RDKB on parks and facility usage
3.6 INTEGRATED RECREATION PLANNING BETWEEN GRAND FORKS AND ELECTORAL AREAS.		
	Share data and information on recreational planning	Ongoing relationship with GF Rec.
3.7 DETERMINE NEW, INNOVATIVE AND MEANINGFUL WAYS TO ENGAGE THE PUBLIC.		
	Undertake a community survey and report out to the public	Planned for early 2017.
	Leverage every opportunity for community engagement	Ongoing



COMMUNITY LIVABILITY

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

We advocate for appropriate funding for our most vulnerable residents.

We support community initiatives that align with our strategic objectives.

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

We will promote our excellent health services to residents and potential residents.

We will continue to discuss shared funding of the municipal airport at the Boundary Economic Development Committee table.

KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
4.1 BUILD CAPACITY WITHIN THE COMMUNITY.		
	Shop local at every opportunity	The City supports an annual Shop Local Campaign
	Identify grant opportunities and list these on the City website to enable funding for community groups	Ongoing
	Explore partnerships that balance community impact with the burden on tax payers	Ongoing
4.2 CONTINUE TO ENFORCE THE DEER FEEDING BYLAW.		
	Bylaw enforcement	Hired a Bylaw Enforcement Officer in 2016.
	Education	WildSafeBC Coordinator



KEY OBJECTIVES	PERFORMANCE MEASURES	PROGRESS TO DATE
4.3 COLLABORATE WITH GRASS ROOTS ORGANIZATIONS TO BETTER UNDERSTAND NEEDS IN THE COMMUNITY AND WORK WITH GROUPS TO FIND SOLUTIONS WHERE POSSIBLE.		
	Work with various agencies to determine the needs of the community for transition housing and form partnership to select an appropriate site for project	Transitional Housing Study was completed. A collaborative approach was taken that included community stakeholder groups. The outcome was the completion of a Transitional Housing study.
	Community gardens	Continued to support the Grand Forks Learning Garden in collaboration with the Agricultural Society and supported by community grants. The City has a vibrant community garden that is managed by volunteers, also hosted by the Agricultural Society.
	Our trail network is a key community and regional asset - public awareness campaign, wayfinding signage, regional district partnership	Continue to support the regional trails development with in-kind contributions.
	Enhance trail system	Ongoing and grant reliant
	Develop inclusive community initiatives	The City aims to support community initiatives with in-kind and financial support when in keeping with Council's strategic priorities
4.4 WORK WITH FEE FOR SERVICE PROVIDERS TO LEVERAGE AND PROVIDE MORE EFFECTIVE SERVICES.		
	Art Gallery, Museum, Library, Chamber of Commerce, Arts Council	Fee for Service Agreements were renewed.

MESSAGE FROM THE CHIEF ADMINISTRATIVE OFFICER



Leadership in an organization like the City takes plenty of trust and delegation, and I am pleased that staff continue to reward that trust with hard work, commitment, and results. This annual report shows a snapshot of the projects from last year but it really doesn't serve justice to the energy invested in our town. Despite some unusual events like a by-election and a cold winter, we showed resilience and dedication to the corner of the world we call home.

Change has become the norm in recent years as weather patterns shift and a new generation becomes increasingly involved in our workforce. Recently, we took stock of what really matters to residents. That is encapsulated in community engagement and the all-important budget process. By listening to the values presented to us by the people, we work to realize the community's vision for our City.

We heard the value placed on access to water, and also the need to be responsible stewards of our natural resources. The response included participation in the Municipal Natural Assets Initiative and the dedication of park land in the Johnson Flats wetland. Residents spoke strongly about affordable housing and we followed up with a focus group meeting between industry, non-profits, and residents. The solutions presented there will be factored into the Official Community Plan update. More issues will come up and we will continue to reach out to the community for input.

In the reports that follow, you will find a summary of the work from last year and the goals for this year. You should see a clear link between the strategic priorities and the work being performed. I encourage each and everyone to reach out to City Hall for more information about why we do the work that we do and how it maximizes our residents' investment.

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

-Diane Heinrich, CAO / Corporate Officer

BUILDING INSPECTION & BYLAW SERVICES



Building Inspection

The office of Building Inspection Services is responsible for all the building permit applications, construction and compliance with the 2012 British Columbia Building Code. In 2016 the City issued 48 building permits with a construction value of \$2,536,774.00. This included 9 new homes being constructed, 7 accessory buildings and a number of home renovations and sun decks. There were 5 permits issued for commercial renovations.

Building Permits 2016

Building Type	Total Value (\$)	# Permits	# Units	Permit Fee (\$)
Single Family Dwelling	1,735,574	9	9	14,293
Mobile Homes	0	0	0	0
M/F Units (Modular)	0	0	0	0
Add / Alter	159,740	18	0	1,693
Garage / Carport	78,200	7	0	840
Commercial	237,500	6	0	2,027
Industrial	0	0	0	0
Industrial Add / Alter	0	0	0	0
Institutional	0	0	0	0
Institutional Add / Alter	290,000	2	0	2,373
Demolition	35,760	3	0	266
Renewals	0	2	0	0
Canceled	0	1	0	0
Totals	2,536,774	48	9	21,818

Bylaw Services

The Bylaw Enforcement Officer has also been very busy. The focus of 2016 was on unsightly premises and many residents helped to cleanup the image of Grand Forks on the 56 properties identified. In 2016 the Bylaw Officer received approximately 50 – 60 written complaints. One of the most time consuming complaints relates to the large number of homeless people setting up camps along the river banks within the City limits. Public Works received approximately 140 miscellaneous complaints (potholes, alleys, trees and various other maintenance issues)

Highlights

The City's Building Inspection Services Office has been able to complete and close 47 Building Permit Files.

The City issued 48 new building permits in 2016.

The Bylaw Officer dealt with:

- 56 Unsightly Properties
- 72 Watering Restriction Offences
- 11 Transient Camps
- 27 Miscellaneous Complaints (Noise, Garbage, Idling, Large Vehicle, and Campground)

Goals

- Continued Bylaw Development
- Explore Enhanced Facility Management Support
- Proactively Educate Code and Bylaw Concerns
- Consistent Bylaw Enforcement



Congratulations on your retirement Wayne!

CORPORATE SERVICES DEPARTMENT

Chief Administrative Officer / Corporate Officer – Diane Heinrich

Deputy Corporate Officer – Daniel Drexler

Corporate Administrative Assistant – Daphne Popoff

Corporate Services' main function is to ensure that the corporation is meeting its legislative obligations which are mainly derived from the statutory requirements as outlined in the Community Charter. The Corporate primary functions include records management and retention of documents, responsibility for preparation of agendas and minutes of Council, provides administrative support for Mayor and Council, and assists in the development of policies, bylaws and contracts. This department includes the position of one of the organization's statutory officers, the Corporate Officer, which was traditionally referred to as the City Clerk. In addition, the department oversees the Human Resources needs of the organization by providing support for each department and co-chairing the Labour Management Meetings.

As the business of our municipality continually evolves, this department further umbrellas Event and Community Services/Support which involves the coordination and leadership of events that are City initiatives and other community events that arise. As of 2017, the department will also be responsible for Information Technology services for the organization.

Highlights

- Family Day and community event support
- Bylaws and Policies made available on website
- Improved Records Management Process

Goals for 2017

- Continuation of the organization's Records Management restructuring.
- Change in meeting management software.
- Upgrade of communications software and integration with other City software.
- Assistance in Policy and Bylaw review and updates.
- Continued relationship development with the provincial and federal governments.
- Development and Implementation of Corporate Communications Strategy.
- Community Services and Community Events.



DEVELOPMENT & ENGINEERING DEPARTMENT

The Development and Engineering department's primary planning and technical functions are to provide engineering services support to facilities, parks, roads, water, sewer and electrical projects which encompass the Municipality's asset renewal, repair or replacement program both operational and capital. The department also provides development services support for subdivisions and development ensuring compliance with zoning, land use and the visions and guiding principles of the sustainable community plan. The department is committed to providing quality service that enhances and advances quality of life through long term planning for the community, encouraging strategic economic development, promoting tourism and downtown revitalization incentives.

Highlights

- Asset Management Implementation—long term strategies and policies
- Grant submissions for Westside Fire Protection—Well 2A, Waste Water Treatment System Upgrades, Canada 150, WildSafeBC
- Completed environmental impact study and commenced design/tendering on WWTP—UV disinfection
- Facilitated major west end project land sale and development permit requirements
- Completed two land sales and facilitated inquiries regarding development
- Continued asset management/GIS software integration including acquisition of LIDAR
- Completed mineral reserve designation & initiated process for review of mineral tenure holdings
- Implemented WildSafeBC program
- Commenced Sustainable Community Plan/Zoning Bylaw review and update
- Open Houses & Workshops—Sustainable Community Plan Theme 1 (Environment), Realtor Round Table, Contractors Round Table, Strategic Community Energy and Emissions Plan
- Climate Action Revenue Incentive Program Reporting
- Commenced 5th Street/Priede Bridge water main project: contracting, inspections and review
- Continued Research & Planning for Zoning Bylaw, Tax Exemption and Heritage Guidelines
- Business Licensing & Bylaw Administration
- Implemented municipal natural assets/floodplain/climate change initiatives

Development and Engineering

Goals for 2017

- Asset Management – GIS and data integration
- Tax incentive & heritage bylaw development
- Business licensing and bylaw administration
- OCP, Zoning and DCC bylaw revisions and implementation
- Pending development and construction activity
- Long term planning & design criteria policies for development
- Implementation/co-ordination of strategic local and regional projects
- Promotion of Grand Forks—Development Showcase, Economic Profile and “Open for Business” Initiatives
- Continue to build GIS mapping and asset inventory to streamline day-to-day operations and identify priority projects through risk management analysis
- Manage capital projects & continue to apply for grants to secure funding for infrastructure repair, replacement and renewal
- Continue to support initiatives of local user groups.



FINANCE DEPARTMENT

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

Services provided by the Finance department include:

- Legislative and Internal Financial Reporting
- Financial Plan and Budget Preparation
- Financial Policy and Bylaw Development
- Revenue Billing and Collection
- Property Tax Administration
- Cemetery Administration
- Business Licence Administration
- Accounts Payable
- Payroll
- Reception Services

2016 Activities

- Completed Vadim iCity software update
- Completed new Asset Management Financial Policy
- Created new reserves for Asset Management Policy
- Implemented parcel tax for 2015 Cobra ladder truck
- Continued with implementation of Worktech Asset Management Software
- Ongoing restructuring of the Chart of Accounts
- Formalized process for month-end accounting

Strategic Priorities

Fiscal Accountability – completed Asset Management Financial Policy to articulate the principles, strategies and policies to guide staff in achieving the goal of long term financial sustainability.

Goals for 2017

- Complete second phase of Worktech software implementation
- Develop Permissive Tax Exemption policy
- Revise Tangible Capital Asset Policy
- Improve documentation for finance procedures and processes
- Enhance financial and performance reporting
- Initiate public education campaign to promote e-billing and payment
- Continue implementation of operational efficiencies

Financial Highlights for 2016

- Annual surplus for 2016 was \$ 989,927
- Accumulated surplus increased from \$ 33,008,793 in 2015 to \$ 33,998,720 at the end of 2016
- Net financial assets increased from \$ 5,042,585 in 2015 to \$ 6,313,698 at year end 2016
- Reserve funds increased from \$ 3,625,765 at the end of 2015 to \$ 4,463,951 at the end of 2016
- Cash increased by \$1,593,530 to \$ 9,807,500 over the year
- Operating expenditures included
 - \$ 1,201,042 in general government services
 - \$ 789,860 in protective services - fire rescue, victim services , building inspection and bylaw enforcement
 - \$ 960,103 in transportation services – roads and fleet
 - \$ 875,316 in recreation and culture – parks maintenance and contributions to Gallery 2, Boundary Museum, Chamber of Commerce and Boundary District Arts Council
 - \$ 229,447 in public real estate and facilities
 - \$ 170,029 in environmental health services – solid waste management
 - \$ 60,501 in public health services – cemetery
 - \$ 392,577 in planning and development services
 - \$ 5,336,144 operating expenditures for the electrical, water and sewer utilities
- Long term debt issued and outstanding as of December 31, 2016 was \$ 2,438,571.

EMERGENCY SERVICES / FIRE DEPARTMENT

The Emergency Services department provides fire and emergency protective services to the City of Grand Forks, and the Regional District of Kootenay Boundary (Area “D”) under contract.

The Chief and Assistant Chief supervise a group of over 50 volunteers who provide firefighting, medical and hazardous material response, and road, high-angle rope, confined space, and swift water rescue services.

2016 Highlights

- Responded to 442 calls – 148 fire-related, 58 rescue, and 236 First Responder (medical).
- Over 10,000 total volunteer hours.
- Completed phase 1 of fire training ground (live fire burn building) construction.
- Began phase 2 of fire training ground (fire props) construction.
- Replaced Assistant Chief Command vehicle.
- Began planning to host 2017 Spring Volunteer Training Weekend.
- Continue working on long range fire protection plans for rural area with Regional District of Kootenay Boundary.
- Continue Junior Firefighter Program with Grand Forks Senior Secondary, started year two in 2016.
- Continue recruitment/retention efforts with a focus on volunteer roster at North Fork hall.
- Increase Fire Prevention inspection and awareness activities.



Goals for 2017

- Organize and host BC Volunteer Firefighters Spring Training Weekend.
- Continue Public Consultation and plans for consolidating down to two fire halls in the lower Grand Forks valley in accordance with Asset Management objectives.
- Complete phase two of Fire Training Ground.
- Review and renew fire services contract with Regional District of Kootenay Boundary, as in line with council's strategic plan on encouraging regional relationships.
- Complete Asset Management data collection and initiate program.
- Continue volunteer firefighter recruitment/retention efforts.
- Referendum and RFP process for replacing RDKB fire truck.
- Complete NFPA 1001 certification for first and second group of firefighters.



OUTSIDE WORKS

The City of Grand Forks Outside Works Department employs 17 unionized employees and two management personnel. Committed to deliver superior and economically feasible levels of service to the residents of Grand Forks, the Public Works crew manages and maintains:

- The Grand Forks Airport,
- 50 km of roads,
- 20 km of sidewalks,
- 43 km of water mains,
- 36 km of sanitary sewer mains,
- 11 km of storm sewer mains,
- 9 public parks,
- 3 km of trails,
- 22 publicly owned buildings, and
- 75 pieces of various equipment including the Fire Department fleet.

The City of Grand Forks is one of five municipalities in the province that operates its own electrical utility committed to delivering fair and equitable rates to the residents of Grand Forks.





2016 Highlights

PUBLIC WORKS

- Asset Management software integration with Engineering and Financial software
- Airport Beacon site LED upgrades
- City Park Tot Lot replacement
- Tree replacement program
- Electric truck purchase
- City facility roofing inspections
- Staff safety training
- Shouldering and Ditching Program (drainage control)
- Crack Sealing and Paving Repairs Program
- Alley Maintenance Program
- Hanging Basket/Portable Planters and In-Ground Bed Program
- Cemetery Grave Restorations Program

WATER AND SEWER

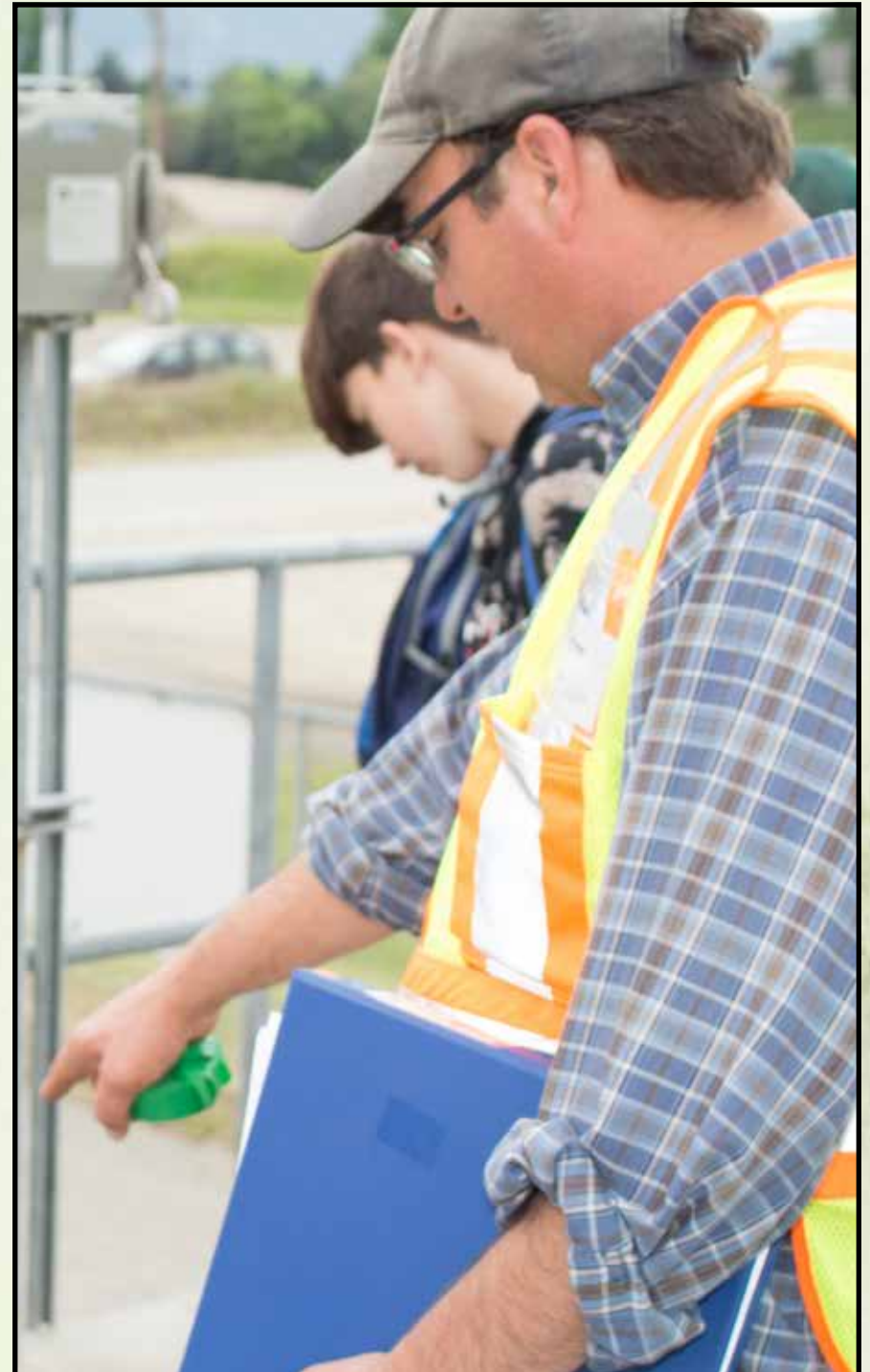
- 365 Days of full compliance with the regulations and operating permit conditions
- Universal Water Meter Program completion
- Lagoon de-sludging preparation with Engineering Department
- 3rd Street Infrastructure Repairs (sewer, water, and storm water)
- Water and sewer department restructuring
- Water and sewer service repairs
- Water Well 3 and 4 upgrades

ELECTRICAL

- Electrical Reclosure Controls installation
- Electrical meter inspection program – door to door audit
- Electrical Department Safety and Pole Audit

Goals for 2017

- Maintain or improve service levels.
- Asset Management (Worktech implementation, data acquisition, street light design).
- Reduce maintenance costs of the flower program.
- Increase the service efficiency to boulevards.
- Draft tree bylaw and policy to maintain the urban forest.
- Increase the protection of parks infrastructure.
- Audit community event support.
- Review campground model and advertising strategy.
- Ensure compliance with MIA.
- Complete staff restructuring including facilities.
- Review BC One Call procedures.
- Reduce carbon footprint.
- Ensure regulatory compliance with operating permit.
- Auditing Electrical service delivery model (currently distribution model).
- Manage Occupational Health and Safety Program.
- Review and update fees and charges.
- Negotiating pole use agreement.
- BCMEU Safety Training.
- Increase training.
- Introduce new water flushing program.
- Educate about water conservation and participate in the water purveyors group meetings.
- Replace equipment to gain efficiency.
- Implement inspection chamber program.



CAPITAL PROJECTS

CAPITAL PROJECT	STATUS	TOTAL SPEND
Spray Park	Complete	368,380.26
Generator 525 Central	Complete	28,730.03
Airport Beacons	Complete	59,410.00
Playground Equipment	Complete	44,124.62
1995 Ford Pick-up Replacement	Complete	39,056.07
Eastside Reservoir Structure Study	Complete	27,500.00
Wastewater Treatment Plant UV	Carry Forward	42,325.00
System & Voltage Conversion	Complete	26,926.29
Electrical - Recloser controls	Complete	31,612.18
Riverside Reconductor	Carry Forward	137,055.03
Headworks Grinder	Carry Forward	140,656.70
Residential Water Meter Project	Carry Forward	1,398,462.26
2016 NEW CAPITAL PROJECTS		
Well #3 Pump and Motor	Carry Forward	86,018.94
3rd Street Sewer Main Repair	Carry Forward	64,691.19
5th Street Water main Replacement	Carry Forward	362,572.03
Electrical Substation Engineering	Carry Forward	1,290.93
Annual Emergency Repair Fund	Carry Forward	-
Public Works Fuel Tanks	Carry Forward	-
Whispers of Hope Roof	Carry Forward	1,265.01
5 tonne Dump Truck	Carry Forward	-
T-Tech trailer	Carry Forward	11,320.60
Vadim Software E3 upgrade	Complete	7,857.01
GIS Phase 2	Carry Forward	12,240.80
Pickleball Courts - Barbara Ann Park	Complete	34,358.37
Electrical Upgrade- JD Park	Complete	35,517.72
Total	11 Capital Projects Completed	2,961,371.04



PROPERTY TAX EXEMPTIONS

In accordance with Division 7 of Part 7 of the Community Charter, the following properties in the City of Grand Forks were provided permissive property tax exemptions by Council in 2016.

Athletic, Charitable or Philanthropic Organizations

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Lot 1, DL. 380, S.D.Y.D. Plan KAP54909	7230 21st St	Grand Forks Curling Rink	\$9,743.27
Lot 5, Block 10, DL 108, S.D.Y.D., Plan 23	366 Market Ave	Grand Forks Masonic Building	\$449.59
Lot A, DL 108, S.D.Y.D. Plan 38294	978 72nd Ave	Sunshine Valley Little Peoples Centre	\$1,742.20
Lot 8, Block 25, Plan 23, DL 108 S.D.Y.D.	686 72nd Ave	Slavonic Senior Citizens Centre	\$560.73
Lot A, DL 108 S.D.Y.D. Plan 6691	7239 2nd St	Hospital Auxiliary Thrift Shop	\$2,310.58
Lots 23, 24, 25, 26 Block 29, DL 108 S.D.Y.D. Plan 121	7353 6th St	Royal Canadian Legion	\$4,428.13
Lots 10 and 17 – 20, Block 18, DL 108, S.D.Y.D. Plan 86	565 71st Ave	Grand Forks Senior Citizens Centre	\$3,537.68
Parcel B, Block 45, D.L. 108, Plan 72	876 72nd Ave	Phoenix Manor Society	\$2,849.83
Lot A, Plan 29781, DL 108, Land District 54	7130 9th St	Boundary Lodge	\$2,722.43
Lot 1, DL 108, Plan EPP 32379	7212 Riverside Dr	Habitat for Humanity	\$3,745.64

Hospital and Public Worship Organizations

Legal Description	Civic Address	Organization	Value of Permissive Exemption
Parcel D, Block 24, DL 108, S.D.Y.D. Plan 23	7252 7th St	Synod of the Diocese of Kootenay	\$266.14
Lot 1, DL 108, S.D.Y.D., Plan KAP45199	7525 4th St	Grand Forks Christian Centre	\$39.61
Lots 1 and 2, Block 36, DL 108, S.D.Y.D., Plan 72	920 Central Ave	United Church	\$174.99
Lots 30, 31, 32, Block 36, DL 108, S.D.Y.D., Plan 72	7249 9th St	Catholic Church	\$214.22
Parcel A, Block 16, DL 380, S.D.Y.D., Plan 35	7328 19th St	Christ Lutheran Church	\$100.38
Lot G, DL 380, S.D.Y.D., Plan KAP56079	7048 Donaldson Dr	Mennonite Brethren	\$119.22
Lot 2, DL 520, S.D.Y.D., Plan KAP53800	7680 Donaldson Dr	Jehovah's Witnesses	\$96.92
Lot 1, DL 520, S.D.Y.D., Plan 8653 except Plan H-17064	2826 75th Ave	Pentecostal Church	\$132.68

DECLARATION OF DISQUALIFIED COUNCIL MEMBERS

There were no disqualified Council members in 2016

