



THE CORPORATION OF THE CITY OF GRAND FORKS

FEES & CHARGES BYLAW NO. 1958, 2014

(CONSOLIDATED FOR CONVENIENCE THROUGH AMENDMENT A10)

A bylaw to authorize the Corporation of the City of Grand Forks to impose fees and charges for various municipal services and provision of information.

WHEREAS pursuant to the current local government acts, legislation and regulations, Council is empowered by bylaw to establish fees and charges for various City services;

AND WHEREAS the Freedom of Information and Protection of Privacy Act provides for the payment of a fee for (a copy of routinely) available records, being those records which are available to the public, on demand, without a formal request for access under the Act;

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

1. TITLE

1.1. This bylaw may be cited for all purposes as **“Fees & Charges Bylaw No. 1958, 2014”**

2. DEFINITIONS

2.1. In this bylaw, unless the context otherwise requires:

2.1.1. **“City”** means the Corporation of the City of Grand Forks;

3. FEES AND CHARGES

3.1. Fees and charges imposed by the City for applications received, services rendered and goods supplied shall be in accordance with requirements of the following schedules:

“A”	GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES <i>(Bylaw 1958-A7)</i>
“B”	INFORMATION TECHNOLOGY AND NETWORKING SERVICES <i>(Bylaw 1958-A1)</i>
“C”	SIGN PERMIT FEES AND CHARGES
“D”	AIRPORT FEES AND CHARGES
“E”	EQUIPMENT FEES AND CHARGES

"F"	CAMPGROUND FEES <i>(Bylaw 1958-A10)</i>
"G"	ELECTRICAL UTILITY FEES AND CHARGES <i>(Bylaw 1958-A8)</i>
"H"	RESIDENTIAL SOLID WASTE COLLECTION FEES AND CHARGES <i>(Bylaw 1958-A5)</i>
"J"	WATER SERVICE CHARGES <i>(Bylaw 1958-A6)</i>
"K"	SEWER SERVICE CHARGES <i>(Bylaw 1958-A6)</i>
"L"	HIGHWAY ACCESS FEES AND CHARGES <i>(Bylaw 1958-A9)</i>

4. SEVERABILITY

- 4.1. 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.

5. ENACTMENT

- 5.1. This bylaw is to take effect upon adoption by the Council of the Corporation of the City of Grand Forks.

READ A FIRST TIME this 26th day of May, 2014.

READ A SECOND TIME this 26th day of May, 2014.

READ A THIRD TIME this 26th day of May, 2014.

ADOPTED this 9th day of June, 2014.

Mayor – Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1958, 2014, cited as the "Fees & Charges Bylaw No. 1958, 2014", as passed by the Municipal Council of the City of Grand Forks on the 9th day of June, 2014.

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

SCHEDULE "A" (Bylaw 1958-A7)
GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

For Freedom of Information Requests

Locating and retrieving a record		
- first three hours at no charge; thereafter	\$7.50	per 1/4 hour
Producing a record manually	\$7.50	per 1/4 hour
Shipping copies		at cost
Photocopying, please see fees below		

Administrative Fees

Copy of Council Minutes	\$0.50	per page
Miscellaneous Copies/Reports	\$0.50	per page
Information requiring research		
- billable in 1/4-hour increments	\$45.00	per hour
Copy of the List of Electors	\$10.00	each
Mortgage Roll Register	\$5.00	per folio
Tax Demand Notice (other than to an owner)	\$5.00	each
Certificate of Tax Status	\$25.00	each
Mobile Home Tax Status Certificate	\$25.00	each
Compliance Letter	\$25.00	each
Property Tax Notice/Utility Bill Reprint	\$10.00	each
Real Estate Board Data File	\$200.00	each
Account Transfers or Refunds		
- 1st per annum per folio or account	no charge	
- upon sale of property or final billing	no charge	
- all other	\$25.00	each
Returned Cheques/ N.S.F. Payment	\$25.00	each
Issuance of Certified Cheque or Bank Draft	\$25.00	each
Interest on overdue accounts receivable	1%	per month
Penalty on overdue utility accounts	2%	bimonthly

City of Grand Forks "Sustainable Community Plan"

Bylaw

Current Bylaw - includes all amendments and maps	\$30.00	per copy
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City of Grand Forks "Zoning" Bylaw

Bylaw Text	\$20.00	per copy
36 x 36 Colour Map	\$15.00	per copy

City of Grand Forks "Subdivision, Development and Servicing" Bylaw

Current Bylaw - includes all amendments and design standards

\$30.00 per copy

All other Bylaws

\$0.50 per page

Maps - Plotter Printing Fees

Black & White

\$2.00 per square foot

Colour

\$4.00 per square foot

Subdivision Application Fees (non- refundable)

Pre-application meeting and letter of requirements

\$100.00

Application - examination fee

\$400.00

plus fee for each new lot created

\$100.00

Electrical Vehicle Charger – Policy 1301

Hourly User Fee

\$2.00 per hour

SCHEDULE "B" (Bylaw 1958-A1)
INFORMATION TECHNOLOGY AND NETWORKING SERVICES
FEES AND CHARGES

Service	<u>Fee/Charge</u>	<u>Unit</u>
Spam Filtering	\$350.00	/year
Web Hosting	\$250.00	/year
Email Hosting (up to 10 accounts)	\$450.00	/year
Virtual Server Bundle	\$1,900.00	/year
Virtual Storage 300GB	\$1,700.00	/year
Phone Systems 7 Phones	\$300.00	/year
Dedicated Fiber*	\$3,000.00	/year
Patch through to 3rd Party ISP*	\$1,500.00	/year
Initial Fiber Installation*	at cost	/one-time
Phone Systems 20 Phones	\$800.00	/year
Phone Systems 50 Phones	\$1,850.00	/year
Virtual Rack Space 2U	\$1,300.00	/year
Virtual Rack Space 21U	\$6,500.00	/year
Technology Support	\$75.00	/hour

*At the discretion of the City, an alternate fee schedule may be negotiated with other government entities and their support groups for the installation and fiber use.

SCHEDULE "C"
SIGN PERMIT FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
For Portable Signs, Sandwich Board Signs or replacement of a sign within an existing Sign Face	\$35.00	flat rate
For all other Signs for which a permit is required:		
Where the value is \$1000.00 or less	\$50.00	flat rate
For each additional \$1000.00 or part thereof	\$7.50	flat rate

Where any sign has been erected without the required permit having been previously issued, the fee for obtaining such permit shall be double the amount of the regular permit fee.

**SCHEDULE "D"
AIRPORT FEES AND CHARGES**

	<u>Fee/Charge</u>	<u>Unit</u>
1. Permanent FBO - Bare Land Leases		
Minimum Annual Fee - City Residents	\$500.00	/year
Minimum Annual Fee - Non-Residents	\$1,000.00	/year
Annual land lease fees to be calculated at 15% of assessed value or the land or the minimum annual fee, whichever is greater.		
2. Seasonal FBO Annual Fee	\$1,000.00	/year
3. Airport Terminal Building Lease - Minimum	\$500.00	/month
Monthly lease shall be the minimum fee or 8% of assessed value, whichever is greater.		
4. Tie-down Space	\$45.00	/month
For each aircraft parked on the tie-down area		
5. Transient Aircraft Parking	\$10.00	/day
For all transient aircraft parked on the Airport for 12 consecutive hours.		
6. Commercial Landing Fee	\$20.00	/landing
For all commercial fixed wing and rotary wing aircraft that are not either Permanent FBO or Seasonal FBO		
7. Fire Season Negotiable Fee		
At the discretion of the City, a special service fee agreement may be negotiated with the Forest Service for a group landing fee/facility use arrangement.		

Liability Insurance Requirements

All permits or leases issued under sections 1,2,3 and 4 of this schedule must include provisions that require the applicant/lessee to insure the City of Grand Forks against all liability for use of the airport lands. This insurance is to be for a minimum amount of \$5,000,000 and may be increased by the City as deemed necessary.

FBO = Fixed Base Operator

**SCHEDULE "E"
EQUIPMENT FEES AND CHARGES**

NEW UNIT NO.	YEAR	MAKE	DESCRIPTION	RATE
PICKUP TRUCKS				
701	2000	DODGE	1/2 TON PICK-UP	\$ 10.00
702	2003	FORD	WINDSTAR VAN	\$ 10.00
703	2001	G.M.C. (Electrical)	3/4 TON PICK-UP	\$ 10.00
704	1996	G.M.C. (Parks)	3/4 TON MOD #2500 SERVICE TRUCK	\$ 10.00
705	1997	DODGE	3/4 TON MOD #2500 DODGE	\$ 15.00
706	1998	G.M.C. (Water & Sewer)	3/4 TON TRUCK	\$ 10.00
807	2014	FORD (PARKS)	F 250 PICK -UP	\$ 10.00
808	2013	FORD (Electrical)	F 150 XL PICK-UP	\$ 10.00
711	1995	FORD (Parks)	1/2 TON PICK-UP	\$ 10.00
712	2004	CHEVROLET TRAIL BLAZER	SUV	\$ 10.00
713	2007	GMC 2500 3/4 TON	3/4 TON MOD #2500 SERVICE TRUCK	\$ 10.00
714	2007	GMC 1500 1/2 TON REG.	1/2 TON PICK-UP	\$ 10.00
715	2007	GMC 1500 1/2 TON REG.	1/2 TON EXT PICK-UP	\$ 10.00
716	2008	Ford Ranger (Commissioners)	1/2 TON PICK UP	\$ 10.00
1 TON TRUCKS				
717	2006	GMC 3500 (New Water & Sewer)	1 TON SERVICE TRUCK	\$ 20.00
718	2007	F 350 ONE TON (Parks)	ONE TON DUMP BODY	\$ 20.00
719	2010	DODGE CARAVAN	CARAVAN	\$ 10.00
VEHICLES OVER 2 TON				
720	2001	VACTOR	SEWER PRESSURE CLEANER	\$ 100.00
721	1998	I.H.C.	DUMP TRUCK	\$ 35.00
722	1998	I.H.C.	FLAT DECK/DUMP/CRANE	\$ 35.00
725	1995	FREIGHTLINER	WATER TANKER TRUCK	\$ 35.00
726	1990	I.H.C.	5 TON DUMP/SANDER TRUCK	\$ 35.00
727	1990	I.H.C.	5 TON DUMP/SANDER TRUCK	\$ 35.00
729	2007	INTERNATIONAL	ELECTRICAL LINE TRUCK	\$ 75.00
730	2007	STERLING SC 800	ELGIN STREET SWEEPER	\$ 50.00
731	2008	I.H.C.	5 TON DUMP/SANDER TRUCK	\$ 35.00
732	2010	I.H.C.	ELECTRICAL LINE TRUCK	\$ 75.00
733	2009	Saturn Vue SUV Hybird	SUV Hybird	\$ 10.00

Fees & Charges Bylaw No. 1958, 2014 (Consolidated for Convenience through Amendment A10)

		HEAVY EQUIPMENT		
734	2009	JOHN DEERE.	544K LOADER	\$ 50.00
735	1999	CAT.	426C LOADER/BACKHOE	\$ 50.00
737	1980	CAT.	950 LOADER	\$ 50.00
738	1974	SMI	SNOW BLOWER	\$ 50.00
739	1973	CAT.	12F GRADER	\$ 50.00
		TRACTORS & MOWERS		
750	2004	JOHN DEERE	SKID STEER LOADER	\$ 25.00
751	2000	JOHN DEERE	BACKHOE/LOADER - CEMETERY	\$ 25.00
852	2013	KUBOTA 1100	UTV	\$ 25.00
753	2001	HUSTLER	RIDING LAWN MOWER	\$ 25.00
854	2011	TORO (Replaced Dec 2011)	RIDING LAWN MOWER	\$ 25.00
755	1988	JOHN DEERE	RIDING LAWN MOWER	\$ 25.00
756	1977	FORD	TRACTOR	\$ 25.00
757	1975	GALLION STEEL ROLLER	STEEL ROLLER	\$ 25.00
758	2006	MTC 9700 HYDROSTATIC	"HOLDER" - MULTIPLE USE	\$ 25.00
		MOBILE EQUIPMENT		
760	2000	CUMMINS ONAN	STANDBY GENERATOR	\$ 60.00
761	1998	M.B. BROOM	AIRPORT SWEEPER	\$ 35.00
862	2013	VERMEER (Replaced May 2013)	BRANCH CHIPPER	\$ 35.00
763	2005	SULLIVAN-PALATEK	AIR COMPRESSOR	\$ 35.00
764	1984	SIMPSON	GENERATOR	\$ 35.00
765	2006	AGRIMETAL 4000 TUF VAC	TURF VACCUM	\$ 35.00
		TRAILERS		
770	1995	TRAIL TECH Waterworks	FLAT DECK TRAILER	\$ 10.00
771	1987	UBILT Concrete	UTILITY TRAILER	\$ 10.00
772	1987	UBILT	TRAILER/HUSTLER	\$ 10.00
773	1992	T-TECH	TRAILER/SKID STEER LOADER	\$ 10.00
774	1989	UBILT	POLE TRAILER	\$ 10.00
775	2007	MIARGE CARGO TRAILER	SOUND EQUIPMENT TRAILER	\$ 10.00
		UTILITY EQUIPMENT		
781	2002	BANNERMAN	DIAMOND MASTER	\$ 30.00
782	2006	SG 26 STUMPGRINDER	STUMPGRIDER	\$ 30.00
		COMPACTORS		
785	2005	BOMAG	DOUBLE DRUM ROLLER	\$ 10.00
786	1982	STONE	PLATE COMPACTOR	\$ 10.00
787	1996	BARTELL	PLATE COMPACTOR MOD B1824S	\$ 10.00

Fees & Charges Bylaw No. 1958, 2014 (Consolidated for Convenience through Amendment A10)

POWER EQUIPMENT				
790	2002	LEMMER	LINE PAINTER	\$ 25.00
791	1996	TARGET T3008	TILE/BRICK SAW	\$ 25.00
792	1995	POLYQUIP	CONCRETE SAW	\$ 25.00
793	1995	IMAGE	SEWER LINE INSPECTION CAMERA	\$ 60.00
794	2006	RYAN TURF CUTTER	TURF CUTTER	\$ 25.00
795	2008	1230 DITCH WITCH	DITCH WITCH TRENCHER	\$ 25.00
796	2011	UTILITY LOCATE SYSTEM	LOCATOR EQUIPMENT	\$ 25.00
MOTORIZED HAND TOOLS				
799			MISCELLANEOUS SMALL EQUIPMENT	\$ 5.00

SCHEDULE "F" (Bylaw 1958-A10)
CAMPGROUND FEES AND CHARGES

Tenting	\$32.00
RV Parking – No Hook-ups	\$38.00
RV Parking – Water and electrical service	\$48.00
Lock Fee (Location Reservation)	\$5.00
Cancellation - early departure	one night camping rate as per the site reserved and the type of camping requested

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

SCHEDULE "G" (Bylaw 1958-A8)
ELECTRICAL UTILITY FEES AND CHARGES

1. Residential Service

- | | | |
|-----|---|-----------|
| (a) | Basic minimum service charge, per month | \$19.14 |
| | <i>plus</i> | |
| (b) | Electrical usage charge, per kWh | \$0.12295 |

2. Commercial/Industrial/Institutional Service

- | | | |
|-----|---|-----------|
| (a) | Basic minimum service charge, per month | \$20.71 |
| | <i>plus</i> | |
| (b) | Electrical usage charge for the first 200,000 KWh used in a two-month billing period, per kWh | \$0.13157 |
| | <i>plus</i> usage in excess of 200,000 kWh in a two-month billing period, per kWh | \$0.09764 |

3. Seasonal Loads (minimum period of service is three months)

- | | | |
|-----|---|-----------|
| (a) | Basic minimum service charge, per month | \$19.82 |
| | <i>plus</i> | |
| (b) | Electrical usage charge, per kWh | \$0.13157 |

4. Unmetered Service

Rate based on estimated consumption by written agreement

5. Service Charges

- | | | |
|-----|---|-------------|
| (a) | New account – includes initial meter reading | \$35.00 |
| (b) | Additional meter reading outside normal billing cycle (not applicable to final billed account or if water meter reading charge applies) | \$25.87 |
| (c) | Disconnection or reconnection of existing service | \$51.50 |
| (d) | New service installation or upgrading of existing service | |
| | i) Basic single phase overhead connection: | |
| | 200 amp service | \$721.00 |
| | 400 amp service | \$1,751.00 |
| | ii) Basic single phase underground connection: | |
| | 200 amp service | \$1,266.90 |
| | 400 amp service | \$2,296.90 |
| | iii) All other services greater than 400 amps | Actual Cost |
| | iv) Three phase overhead or underground | Actual Cost |
| (e) | Temporary construction service | |
| | 100 amps or less | \$257.50 |

6. Meter Checking

Meter removal charge and "in-house" inspection

Administration
charge

\$75.00

plus

any applicable inspection fees charged by
Measurement Canada or its authorized service
provider

7. Digital Non-Radio Meter (if applicable)

(a) Setup charge

\$167.84

(b) Manual read charge, per reading

\$25.87

SCHEDULE "H" (Bylaw 1958-A5)
RESIDENTIAL SOLID WASTE COLLECTION
FEES AND CHARGES

1. Residential Solid Waste Collection Service

Monthly Charge per Residential Unit \$13.50

2. "Tag-A-Bag" tags

For bags of solid waste in excess of the limit (per tag) \$3.00

SCHEDULE “J” (Bylaw 1958-A6)
WATER SERVICE CHARGES

1. **Installation of Water Service**
*** Water meter mandatory at additional cost per Section 2.**
 - (a) Residential - 19 mm diameter (3/4”) & 24.5 mm diameter (1”)
 Work to be performed by City approved contractor, arranged by and billed direct to customer Actual Cost
 - (b) Commercial, Industrial & Institutional
 Work to be performed by City approved contractor, arranged by and billed direct to customer Actual Cost
 - (c) Renewal (upgrading, including meter retrofit)
 Work to be performed by City approved contractor, arranged by and billed direct to customer Actual Cost
 - (d) Additional service costs not included in (a), (b), and (c) above:
 - i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length) Actual Cost
 - ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping Actual Cost
 - iii) Inspections \$155.25
 - iv) Pressure testing - to be performed by contractor as requested by the City Actual Cost

2. **Water Meters**
(parts and accessories, installation and assembly not included)
 - (a) New or replacement 3/4” meter \$525.00
 - (b) New or replacement 1” and larger meter Actual Cost

3. **Charges for each time the water supply is turned on/off**
 During normal working hours (Monday – Friday) no charge

4. **Charges for after-hours callout – evenings, weekends, statutory holidays**
 Private property issue \$ 207.00

5. Additional Charges

(a)	Manual meter reading charge – per occurrence	\$25.87
(b)	Meter re-read at Customer’s request – per occurrence	\$25.87
(c)	Additional meter reading outside normal billing cycle	\$25.87
(d)	Provision of water consumption information only	\$5.18
(e)	Meter testing at Customer’s request – per occurrence	Actual Cost
(f)	Water meter tampering charge – per occurrence	\$207.00
(g)	Charge to repair damage caused by tampering	Cost plus 15%
(h)	Curb stop damaged by owner	Cost plus 15%

6. Water User Fees

6.1. Unmetered User Fees

Bi-Monthly Charge

(a)	Unmetered Residential	
	(i) Single family dwelling or duplex (per unit)	\$78.66
	(ii) Secondary suite or dwelling unit (per unit)	\$45.54
(b)	Unmetered Multi-Family Residential and Strata (per unit)	\$53.82
(c)	Unmetered Business, Industrial, Utility, Institutional Recreational, Non-Profit and all other classes Bi-monthly fixed charge, based on service size as per Section 6.2 (b), plus estimated usage at \$0.57 per cubic meter*	
(d)	Buildings not connected to water system on lots where service is available	\$41.40
(e)	Buildings with service shut off for minimum of one entire bi-monthly billing cycle	\$41.40

6.2. Metered User Fees

(a)	Residential	
	Water consumption charge per cubic metre	\$0.57
	plus	
	Bi-monthly fixed charge	\$41.40

(b) Business, Industrial, Utility, Institutional, Recreational, Non-Profit,
Multi-Family Residential, Strata, and all other classes

Water consumption charge per cubic metre \$0.57

plus

Bi-monthly fixed charge based on service size as follows:

16 mm and 20 mm (1/2" and 3/4") service	\$41.40
25 mm (1") service	\$41.40
32 mm (1 1/4") service	\$64.69
40 mm (1 1/2") service	\$93.15
50 mm (2") service	\$165.60
63 mm (2 1/2") service	\$258.75
75 mm (3") service	\$372.60
100mm (4") and greater	negotiated rate

7. Bulk Water Purchases

From City bulk water facility - per cubic metre or portion thereof \$2.07

* Usage to be estimated using available data for similar property class and function

SCHEDULE “K” (Bylaw 1958-A6)
SEWER SERVICE CHARGES

1. Installation of Sewer Service

- | | |
|--|-------------|
| <p>(a) Residential - 100 mm (4”) diameter
 Work to be performed by City approved contractor, arranged by and billed direct to customer</p> | Actual Cost |
| <p>(b) Commercial, Industrial, Institutional, Multi-Family - 152 mm (6”) diameter
 Work to be performed by City approved contractor, arranged by and billed direct to customer</p> | Actual Cost |
| <p>(c) Additional service costs not included in (a), (b), and (c) above:</p> | |
| <p>i) Service or main extension (100 mm to 152 mm diameter and/or where the service length exceeds 15 m)</p> | Actual Cost |
| <p>ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping</p> | Actual Cost |
| <p>iii) Inspections</p> | \$155.25 |
| <p>iv) Pressure testing - to be performed by contractor as requested by the City</p> | Actual Cost |

2. Charges for after-hours callout – evenings, weekends, statutory holidays

Private property issue	\$ 207.00
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3. Sewer User Fees

3.1. Bi-Monthly Flat Rate User Fees

- | | |
|---|---------|
| <p>(a) Residential</p> | |
| <p>(i) Single family dwelling or duplex (per unit)</p> | \$88.00 |
| <p>(ii) Secondary suite or dwelling unit (per unit)</p> | \$51.75 |
| <p>(b) Unmetered Multi-Family Residential and Strata (per unit)</p> | \$51.75 |
| <p>(c) Unmetered Business, Industrial, Utility, Institutional, Recreational, Non-Profit and all other classes</p> | |
| <p>Flat fee calculated as bi-monthly fixed charge of \$77.63 plus estimated usage charge per 1/3 cubic meter of metered water at \$0.50 per cubic meter
 (Usage to be estimated using available data for similar property class and function)</p> | |

(e) Buildings not connected to sewer system on lots where service is available	\$54.34
3.2. <u>Metered User Fees</u>	
(a) Residential - Single Family or Duplex	flat rate only
(b) Multi-Family Residential and Strata	
Bi-monthly fixed charge (per unit)	\$41.40
plus	
Sewer usage charge per 1/3 cubic metre of metered water	\$0.50
(c) Business, Industrial, Utility, Institutional, Recreational, Non-Profit and all other classes	
Bi-monthly fixed charge	\$77.63
plus	
Sewer usage charge per 1/3 cubic metre of metered water	\$0.50

SCHEDULE "L" (Bylaw 1958-A9)
HIGHWAY ACCESS FEES AND CHARGES

1. Inspection Fee

- | | | |
|-----|--|--|
| (a) | Commercial, Industrial & Institutional, Multi-Family | 1.0% of construction value
(\$10.00 per \$1,000) minimum fee \$150.00 |
| (b) | Single Family Residential | 1.0% of construction Value
(\$10.00 per \$1,000) minimum fee \$50.00 |