

**THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA – REGULAR MEETING**

**Tuesday November 12 – 7:00 p.m.
6641 Industrial Parkway (Old Canpar Office Building)**

<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1. <u>CALL TO ORDER</u>		
a) 7:00 p.m. Call to Order		Call Meeting to order at 7:00 p.m.
2. <u>ADOPTION OF AGENDA</u>		
a) November 12th, 2013 Regular Meeting Agenda		Adopt Agenda
3. <u>MINUTES</u>		
a) October 28th, 2013 Oct 28th Special Meeting Minutes to go In-Camera	Special Meeting Minutes	Adopt Minutes
b) October 28th, 2013 Regular Meeting MINUTES - 28 Oct 2013	Regular Meeting Minutes	Adopt Minutes
4. <u>REGISTERED PETITIONS AND DELEGATIONS</u>		
5. <u>UNFINISHED BUSINESS</u>		
6. <u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)</u>		
a) Corporate Officer's Report Council Reports.pdf	Members of Council may ask questions, seek clarification and report on issues	Issues seeking information on operations be referred to the Chief Administrative Officer prior to the meeting.
7. <u>REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u>		
a) Corporate Officer's Report RDKB.pdf	The City's representative to the Regional District of Kootenay Boundary will report to Council on actions of the RDKB.	Receive the report.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Manager of Development and Engineering Services - Comprehensive Water Meter Program
[Water Meter.pdf](#)

Request for Early Budget Approval for the Comprehensive Water Meter Program.

Council recommends to approve early budget approval for the initiation of the Comprehensive Water Metering Program, in the desired approach as laid out in this report.

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a) Councillor Gary Smith -Declaration
[Declaration - Gary Smith.pdf](#)

Councillor Gary Smith - Declaration under Section 107 of the Community Charter - Contract with the City for Pest Control Services

Resolved that the memorandum, dated October 31st, 2013, from Councillor Gary Smith, outlining that he has been providing pest control services to the City of Grand Forks, and will continue to provide such services, inasmuch as there is no other pest control provider in the immediate Grand Forks area, be received pursuant to Section 107 of the Community Charter.

- b) Phoenix Mountain Alpine Ski Society
[PMASS Support Letter.docx](#)
[PMASS recommendation.docx](#)

Request for funding support for the 2013-2014 Ski season

Receive the request for discussion and refer to the 2014 budget process.

- c) Santa Claus Parade
[Santa Parade.pdf](#)

Request to participate

Council receives the request to participate in the 2013 Santa Claus Parade and determines and discusses participation.

11. **BYLAWS**

- a) Manager of Development and Engineering - Bylaw No. 1990 - Amendment to the City of Grand Forks Zoning Bylaw No. 1601, 1999
[Zoning Bylaw 1990.pdf](#)

Final Reading and adoption of Bylaw No. 1990 - Amendment to the City of Grand Forks Zoning Bylaw No. 1601, 1999

Council gives final reading to Bylaw No. 1990, cited as the "Amendment to the City of Grand Forks Zoning Bylaw No. 1990, 2013.

12. LATE ITEMS
13. QUESTIONS FROM THE PUBLIC AND THE MEDIA
14. ADJOURNMENT

THE CORPORATION OF THE CITY OF GRAND FORKS

SPECIAL MEETING OF COUNCIL
MONDAY, OCTOBER 28TH, 2013

PRESENT:

MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR CHER WYERS

CORPORATE OFFICER
CHIEF FINANCIAL OFFICER

D. HEINRICH
R. SHEPHERD

The Chair called this Special Meeting to order at 6:00 pm

IN-CAMERA RESOLUTION:

MOTION: WYERS / KROG

RESOLVED 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 THE SUBJECT OF SECTION 90 (1) (a), PERSONAL INFORMATION ABOUT AN IDENTIFIABLE INDIVIDUAL WHO HOLDS OR IS BEING CONSIDERED FOR A POSITION AS AN OFFICER, EMPLOYEE OR AGENT OF THE MUNICIPALITY, OR ANOTHER POSITION APPOINTED BY THE MUNICIPALITY.

BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHOM COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.

CARRIED.

ADJOURNMENT:

MOTION: O'DOHERTY

RESOLVED THAT THIS SPECIAL MEETING OF COUNCIL BE ADJOURNED AT 6:01 P.M.

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

CORPORATE OFFICER –DIANE HEINRICH

OCTOBER 28TH, 2013

SPECIAL MEETING

PAGE 7215

THE CORPORATION OF THE CITY OF GRAND FORKS

NOT ADOPTED
SUBJECT TO
CHANGE

REGULAR MEETING OF COUNCIL
MONDAY, OCTOBER 28TH, 2013

PRESENT:

MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH
COUNCILLOR CHER WYERS

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER
CHIEF FINANCIAL OFFICER
DEPUTY CORPORATE SECRETARY

D. Allin
D. Heinrich
R. Shepherd
S. Winton

GALLERY

CALL TO ORDER

The Mayor called the meeting to order at 7:03pm

ADOPTION OF AGENDA

- a) Adoption of October 28th, 2013 Regular meeting agenda

MOTION: O'DOHERTY, SMITH

RESOLVED THAT THE OCTOBER 28TH, 2013 REGULAR MEETING AGENDA BE ADOPTED.

CARRIED.

MINUTES

- a) October 15th, 2013 COTW Meeting minutes

MOTION: KENDEL / O'DOHERTY

RESOLVED THAT THE OCTOBER 15TH, 2013 COTW MEETING MINUTES BE ADOPTED.

CARRIED.

OCTOBER 28, 2013

REGULAR MEETING

Page 1 of 7

b) October 15th, 2013 Special Meeting minutes to go In-Camera

NOT ADOPTED
SUBJECT TO
CHANGE

MOTION: KENDEL / O'DOHERTY

RESOLVED THAT THE OCTOBER 15TH, 2013 SPECIAL MEETING MINUTES TO GO IN-CAMERA BE ADOPTED.

CARRIED.

c) October 15th, 2013 Public Hearing Meeting minutes

MOTION: KENDEL / KROG

RESOLVED THAT THE OCTOBER 15TH, 2013 PUBLIC HEARING MINUTES BE ADOPTED.

CARRIED.

d) October 15th, 2013 Regular Meeting minutes

MOTION: KENDEL / O'DOHERTY

RESOLVED THAT THE OCTOBER 15TH, 2013 REGULAR MEETING MINUTES BE ADOPTED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS

UNFINISHED BUSINESS

REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)

a) Corporate Officer's Report - Verbal Reports of Council

Councillor O'Doherty:

Councillor O'Doherty reported on the following items:

- He reported on his attendance at the Community Futures Boundary Small Business Awards evening on October 24th.

- He reported on his attendance at the Boundary Hospital Heli Pad ribbon cutting on October 28th.
- He reported on his attendance and participation in the City's Volunteer Appreciation breakfast on October 22nd.

Councillor Smith:

Councillor Smith reported on the following items:

- He reported on his attendance at the Community Futures Boundary Small Business Awards evening on October 24th.
- He reported on his attendance and participation in the City's Volunteer Appreciation breakfast on October 22nd.
- He spoke with regard to the Video RFP and inquired on the awarding of the contract. Staff advised that they are in the process of determining the award.
- He spoke with regard to the Wild Safe job posting and inquired to where the process is at. The Chief Administrative Officer advised that Planning and Development were researching other municipalities and more information would be forthcoming.

Councillor Krog:

Councillor Krog reported on the following items:

- He reported on his attendance and participation in the City's Volunteer Appreciation breakfast on October 22nd.
- He reported on his attendance at the Community Futures Boundary Small Business Awards evening on October 24th.
- He reported that he and Sheila Dobie met with Linda Larson regarding securing long term funding for literacy program for the area.

Councillor Kendel:

Councillor Kendel reported on the following items:

- He reported on his attendance at the Community Futures Boundary Small Business Awards evening on October 24th.
- He reported on his attendance and participation in the City's Volunteer Appreciation breakfast on October 22nd.
- He reported that he attended the Agricultural Society's meeting regarding the future of the abattoir.

Councillor Wyers:

Councillor Wyers reported on the following items:

- She reported that she spoke at the Women in Business Luncheon regarding the Head Start for Women In Local Government program.
- She reported on the Environment Committee meeting that took place on October 17th. She advised that the committee used this session as a planning session. The next

meeting is on November 17th.

- She reported that Citizens on Patrol will be monitoring the roads in town on Halloween and that they have been monitoring 68th Avenue for speeding.
- She reported that on October 22nd she participated in the City's Volunteer Appreciation event at Gallery 2.
- She reported that she attended the October 24th, Small Business awards, hosted by Community Futures Boundary.
- She reported that The Doukhobor Flour mill will close on October 31st for the winter.
- She reported on her attendance at the October 28th opening of heliport pad at the Boundary Hospital
- She reported on her attendance at the Agricultural Society's meeting on October 28th at Community Futures regarding the future operations of the abattoir.

Mayor Taylor:

Mayor Taylor reported on the following items:

- He reported that he would like to thank the community for support throughout the fire and thanked Roxul and the School District for their support and immediate offer of locations for City Hall.
- He reported on his attendance at the October 22nd Volunteer Appreciation event at Gallery 2
- He reported that the multi material recycling program will be hosting a work shop and encouraged Council to attend the workshops, in order to gain a better understanding of the program
- He reported that he looked at an early budget for the pool and rink and the challenge with keeping services up and running without an increase in fees.

MOTION: SMITH / ODOHERTY

RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.

CARRIED.

REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY - REGIONAL DISTRICT VERBAL REPORT

Mayor Taylor advised he will report back to council after the Regional District meeting next week.

a) Corporate Officer's Report

MOTION: SMITH / KENDEL

RESOLVED THAT THE MAYOR'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.

CARRIED.

RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a) City Staff - Tangible Asset Policy

MOTION: SMITH / KENDEL

**RESOLVED THAT COUNCIL ADOPTS POLICY 804, TANGIBLE CAPITAL ASSET POLICY
CARRIED.**

- b) Manager of Development & Engineering Services - temporary use permit application

MOTION: O'DOHERTY / WYERS

**RESOLVED THAT COUNCIL APPROVE THE TEMPORARY USE PERMIT APPLICATION
SUBMITTED BY THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS, TO USE
THE COMMERCIAL BUILDING LOCATED AT 7255 RIVERSIDE DRIVE AS A PLACE TO
HOLD THEIR SUNDAY SERVICES, FOR A THREE YEAR PERIOD OF TIME, AS
ALLOWED IN THE TEMPORARY USE PERMIT.**

CARRIED.

- c) Manager of Development & Engineering Services - Section 57, Building Bylaw
Infraction

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT THE MANAGER OF DEVELOPMENT AND ENGINEERING SERVICES
REPORT, DATED OCTOBER 15TH, 2013, REGARDING THE REMOVAL OF A SECTION
57 NOTICE ON TITLE OF THE RESIDENTIAL PROPERTY OWNED BY SHIRLEY KOPAN,
BE RECEIVED AND THAT COUNCIL DIRECT STAFF TO NOTIFY THE KAMLOOPS LAND
TITLES OFFICE, TO REMOVE THE SECTION 57 NOTICE FROM THE TITLE OF
PROPERTY LEGALLY DESCRIBED AS LOT2, DL 380, PLAN 10223, LOCATED AT 6929-
19TH STREET, LEGALLY OWNED BY SHIRLEY KOPAN, IN ACCORDANCE WITH
SECTION 58 OF THE COMMUNITY CHARTER.**

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE

INFORMATION ITEMS

- a) Grand Forks Ministerial - Request to have interchurch welcome sign replaced after the City removed it.
Receive for discussion purposes and refer to staff for further information

MOTION: O'DOHERTY / SMITH

RESOLVED THAT THE CORRESPONDENCE BE REFERRED TO STAFF TO RESEARCH THE GRAND FORKS MINISTERIAL'S REQUEST TO REPLACE THE WELCOME SIGN AND PROVIDE OPTIONS REGARDING THE POSITIONING OF THE SIGN AND TO RECEIVE ANY COMMENTS FROM THE MINISTRY OF TRANSPORTATION.

CARRIED.

- b) Grand Forks Seniors Center Branch 68 - Request for Removal of Hazardous tree in City park
Receive for discussion purposes and refer to staff for further information and research

MOTION: WYERS / ODOHERTY

RESOLVED THAT COUNCIL RECEIVE THE REPORT REGARDING THE REMOVAL OF A HAZARDOUS TREE IN CITY PARK FOR DISCUSSION.

CARRIED.

BYLAWS

- a) Manager of Development & Engineering - Bylaw No. 1990 - Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999

MOTION: O'DOHERTY / WYERS

MOVED THAT COUNCIL GIVE THIRD READING TO BYLAW NO. 1990 - AMENDMENT TO THE CITY OF GRAND FORKS ZONING BYLAW NO. 1606, 1999.

CARRIED.

LATE ITEMS

QUESTIONS FROM THE PUBLIC AND THE MEDIA

NOT ADOPTED SUBJECT
TO CHANGE

ADJOURNMENT

7:27PM

a) Meeting Adjourned

MOTION: O'DOHERTY

**RESOLVED THAT THIS REGULAR MEETING OF COUNCIL BE ADJOUNED AT 7:27PM.
CARRIED.**

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

DEPUTY CORPORATE SECRETARY -
SARAH WINTON

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : November 4th, 2013
TOPIC : Reports, Questions and Inquiries from the Members of Council
PROPOSAL : Members of Council May Ask Questions, Seek Clarification
and Report on Issues
PROPOSED BY : Procedure Bylaw / Chief Administrative Officer

SUMMARY:

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.

STAFF SUGGESTION FOR HANDLING QUESTIONS AND INQUIRIES: (no motion is required for this)

Option 2: Issues which seek information on City Operations or have been brought to the attention of the Members of Council prior to the meeting of Council should be referred to the Chief Administrative Officer so that Staff can provide background and any additional information in support of the issues and the member can report at the meeting on the issue including the information provided by Staff. Further the member may make motions on issues that require actions. It is in the interest of fiscal responsibility members may wish to avoid committing funding without receiving a report on its impact on the operations and property taxation.

OPTIONS AND ALTERNATIVES:

Option 1: Submit a motion for Approval: Under this option, a member might wish to submit an immediate motion for expediency to resolve an issue or problem brought forward by a constituent. This approach might catch other members by surprise, result in conflict and might not resolve the problem.

Option 2: Issues, Questions and Inquiries should be made with the intent to resolve problems, seek clarification and take actions on behalf of constituents. Everyone is well served when research has been carried out on the issue and all relevant information has been made available prior to the meeting. It is recognized that at times this may not be possible and the request may have to be referred to another meeting of Council.

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: 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.

Option 2: The main advantage is that there is a genuine interest to resolve issues and seek clarifications without spending too much resources of the City. The disadvantage is that there may be issues brought forward which have no direct municipal jurisdiction, however, due to the motion of Council arising from the issue, resources are directed and priorities are altered without due process.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:


Both options could result in expenditures being incurred as a result of a motion on an issue without supporting documentation and report on its implications.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : November 4th, 2013
TOPIC : Report - from the Council's Representative to the Regional District of Kootenay Boundary
PROPOSAL : Regional District of Kootenay Director representing Council
Will report on actions and issues being dealt with by the Regional District of Kootenay Boundary
PROPOSED BY : Procedure Bylaw / Council

SUMMARY:

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.

STAFF RECOMMENDATION:

Option 1: Receive the Report.

OPTIONS AND ALTERNATIVES:

Option 1: Receive the Report: Under this option, Council is provided with the information provided verbally by the Regional District Director representing Council.

Option 2: Receive the Report and Refer Any Issues for Further Discussion or a Report: Under this option, Council provided with the information given verbally by the Regional District of Kootenay Boundary Director representing Council and requests further research or clarification of information from Staff on a Regional District issue

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

Option 2: The main advantage to this option is the same as Option 1.

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

There is no direct financial impact on the provision of information.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.



Department Head or CAO



Reviewed by Chief Administrative Officer

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE: November 12, 2013

TOPIC: Comprehensive Water Meter Program

PROPOSAL: Request for Early Budget Approval for the Comprehensive Water Meter Program

PROPOSED BY: City Staff

SUMMARY:

A key goal for the City of Grand Forks is to ensure a healthy and viable community. Safe drinking water, including effective use of our water resources, is essential to this goal. Therefore, and as part of Council's overall Corporate Strategic Plan for 2012 – 2014, universal water metering has been identified as a critical action for optimizing water system services, reducing energy requirements, and sizing infrastructure for reasonable water consumption rates. Discussions to date with council have included cost estimates, grant applications, potential demand reductions and correlating water conservation to deferred capital projects, methods of delivery, types of technology, and scheduling and phasing options.

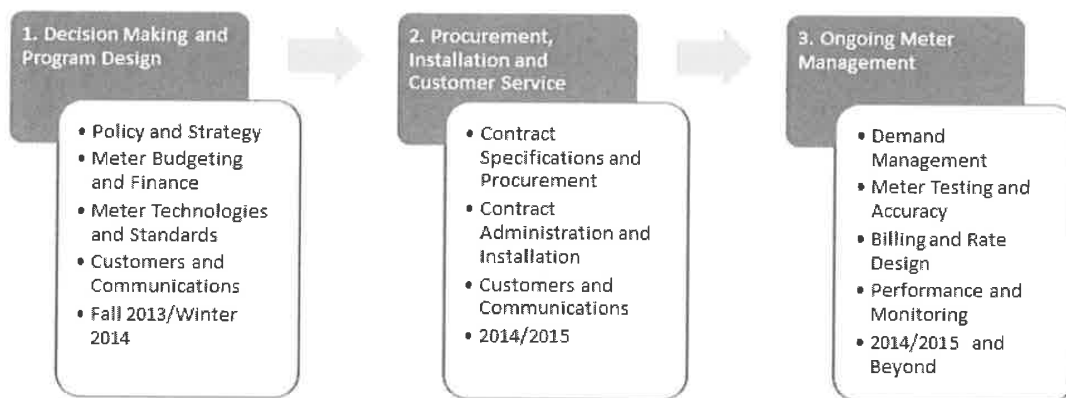
This Request for Decision relates to embarking on a comprehensive water metering program that achieves two key outcomes:

1. Complete the universal water metering program by including single and two family properties, estimated at a total capital cost of \$1,300,000.
2. Integrate the existing meters (all connections other than single and two family properties) with the proposed new meters and create a comprehensive water metering program for all connections in Grand Forks.

The desired approach, as outlined in this report to Council, is aligned with the City's long term Asset Management Program and Sustainable Community Plan and will allow for more effective information and management of the City's water supply and distribution system.

Desired Approach

Water metering is a water measurement tool that provides information to utility staff, Council, customers and the public therefore its impacts are broad-reaching. As a result, the desired approach to implementing water metering must also consider its impacts throughout its life cycle. For example, accessing private dwellings for meter installations requires sufficient authority (e.g. Bylaw) and completing the installation in a manner that provides customer satisfaction requires specific materials and processes for engagement. Overall, there are three phases to the meter program as illustrated below:



Each of the categories mentioned above will be explained in more detail throughout this report to assist Council in making the decision to embark on the comprehensive water metering program. The specifics of the Request for Decision are laid out first.

Implications of Recommendation

General

- Deliver a comprehensive universal metering program in line with the Corporate Strategic Plan for 2012 – 2014 and to deliver on stated priorities regarding community water management.
- Universal water metering is a tool within a water conservation framework that is known to help reduce water consumption and limit the impacts to groundwater capacities, decrease the volume of sewage requiring treatment, as well as, reduce annual power consumption.

Organizational

- With actual meter data, staff can operate the water and wastewater systems more efficiently with respect to the need for additional infrastructure to accommodate excess flows
- Water system decision making and management programs can be improved with respect to more accurate supply and demand assessments
- An ongoing meter program requires allocating existing staff resources, as well as other external resources (i.e. consultants and contractors) to implement the three-phase approach to comprehensive water metering

Financial

- The estimated cost of implementing the final phase of universal water metering is \$1,300,000. This project is to be funded by gas tax funding.
- Ongoing data collection, maintenance, and long-term replacement of water meters will be determined as part of this project. Initial sources of revenue likely include updated water utility rates.

Staff Recommendation

- Council recommends to approve early budget approval for the initiation of the Comprehensive Water Metering Program, in the desired approach as laid out in this report.

Options for Decision

Option 1: Council approves early budget approval of the comprehensive water metering program as presented.

Option 2: Council chooses to not proceed with universal metering.

Option 3: Council chooses to defer the project.

Benefits, Disadvantages and Negative Impacts

A decision to approve the comprehensive water metering program would advance the City on its stated objective for universal water metering as part of its 5 year capital plan. Proceeding with the program now would result in actual water use data to be integrated into pending capital project decisions for 2015-2016, which as they relate to water and sewer utilities, are affected by water use projections. Also, operational savings from energy reductions for example, would be realized soon after installation as part of the broader conservation framework and reduce some operating costs. Choosing to defer this project would delay the ability to integrate water use data with pending capital projects and may result in under-, or, over-sizing of key water and wastewater facilities in the near future. Further, demonstrating real results for metering and demand management on top of integrating asset management with utility services is a priority for grants. Lastly, a decision to not proceed with universal metering would be contrary to previous Council priorities and require additional review.

Legislative Impacts, Precedents, Policies

The City has completed a number of reports and studies over the past years, including, the Water Conservation Plan, the Water System Audit and Demand Management Plan, and the Drought Management Plan all of which supports the recommendation of implementing a universal water metering program to aid the City's efforts to reduce water consumption. The Community Sustainability Plan states the City's priority to install water meters for ensuring the long-term viability of the City's water system for future generations. Delivering on the water metering program aligns with provincial policy regarding water use for generations and the provincial government has suggested that metering is required to be considered for stimulus funding towards asset management grants.

Discussion**i. Why Meter?**

A water system can reach its full potential for sustaining a community when clear knowledge of water supply and demand is available and integrated as part of utility decision making. Water meters provide direct benefits to three critical utility principals:

- Water Conservation to protect the resource
- Equity billing for user pay financing
- Minimize system losses to provide low cost of service

Water metering directly aligns with all three critical utility principals as it relates to Grand Forks. **Water conservation** will help reduce water demands to a level that can be readily supported by the local groundwater resources. **Equity billing** will help ensure all customers are being billed fairly for their water consumption. **Minimizing** system losses helps reduce the cost of service by reducing water and pumping demands which as a result reduces energy consumption costs. Water metering also helps offset large capital expenditures that are usually triggered by growth. This water metering program is also another example that the City of Grand Forks is “doing more with less” which is one of the provinces key messages for all municipalities throughout British Columbia. So, in effect, the case for metering in Grand Forks relates to City’s stated objectives for water conservation, fair financing of services, and delivering utility services at a low cost. The discussion below translates these stated City-objectives as well as the desired three phase approach into a methodology for delivering on a comprehensive universal metering program.

ii. **Comprehensive Metering Program**

Water metering is a tool that provides information to utility staff, Council, customers and the public therefore its impacts are broad-reaching. As a result, the desired approach to implementing water metering must also consider its impacts throughout its life cycle. For effective coverage of the issues from start to finish of the universal metering program, three phases have been developed, including:

1. Decision Making and Program Design
2. Procurement, Installation and Customer Service
3. Ongoing Meter Management

Each of the categories mentioned above will be explained in more detail below to assist Council in making the decision to embark on the comprehensive water metering program.

1.0 Decision Making and Program Design

It is important to establish a solid framework prior to implementing the key activities within a metering program. For Phase 1 – Decision Making and Program Design, staff in coordination with consultants will determine the list of actions and key results for each of the following major topics.

1.1 Policy and Strategy

Thorough definition of the necessary policy and regulations to deliver a water meter program will benefit staff, Council and the public because core issues, concerns, and protocols are developed up front. For example, spending the time to conduct the necessary readings of a water meter regulations bylaw will provide the platform for discussion and for confirming program elements. Further, policy and regulations activities in Phase 1 can include:

- Develop necessary authority to complete meter procurement and installation by City staff or contractors (e.g. Water Meter Regulations Bylaw)
- Update other/related bylaws or policies to suit the preferred direction of the meter program
- Confirm insurance requirements
- Create objectives for the water meter program to align the activities, roles, measures, and milestones for Phase 1 to Phase 3

1.2 Meter Budgeting and Finance

Although the funds for the capital installation of the meters are known, it is critical to confirm the timing, the estimated amounts and the revenues for their entire life cycle. For Phase 1, the following activities will be conducted:

- Confirm source and timing of funds for meter procurement and installation
- Determine preferred approach to funding maintenance, testing, and replacement of future meters
- Allocate budgets for procurement, installation, and communications
- Confirm resource requirements for meter data collection and billing
- Determine scope for City resources, consultant(s) and contractor(s)

1.3 Meter Technologies and Standards

Not all meters provide the same performance therefore it is important to identify the preferred technologies so that supplier submissions (during procurement) match the City's needs. As part of Phase 1, the meter program will complete the following activities:

- Identify list of installed meters in place (for all customers other than Single and Two family properties)
- Confirm preferences for yard pit installations versus in-home
- Meter sizing e.g. matching meter size and accuracy to normal operating flows
- Evaluate and confirm preferred meter technologies e.g. interface units, automation, accuracy, testing requirements, data collection/meter reading, materials, maintenance requirements, scheduling, and supplier performance, staff preferences.

1.4 Customers and Communications

Water meters affect all water system users such as businesses, residents, and agricultural properties therefore it is important to consult those affected throughout all three phases of the meter program. Many connections already have meters (about 20% of the City) therefore it will be important to engage with all customers because for some, information regarding water metering will be new. For Phase 1 with respect to Customers and Communications, staff can coordinate the following activities:

- Identify customer consultation objectives and strategies
- Integrate technical installation information with community values
- Explain the rationale for metering, how the program will benefit the utility and individuals, the potential impacts to customers, and provide opportunities for engagement

- Develop communications materials and facilitate customer-oriented sessions

Reporting and Program Scheduling

The results of the activities under each topic in Phase 1 will be summarized into report form, including a schedule with milestones will be provided to Council for information in February 2014.

2.0 Procurement, Installation and Customer Service

With key decisions made and a strong understanding of project milestones, the knowledge gained in Phase 1 will transition into procuring and installing the meters for all single and two family properties. For Phase 2 – Procurement, Installation and Customer Service, staff in coordination with consultants will determine the list of actions and key results for each of the following major topics:

2.1 Contract Specifications and Procurement

Confirming the contract terms is key to evaluating and selecting the right proponent. Also, detailing specifications will confirm the roles of all parties including performance requirements. Activities for Phase 2 under contract specifications and procurement include details for:

- Approved products and meter technologies
- Meter performance requirements (products and installation standards)
- Meter reading and data collection
- Contractor communications: to staff and to customers
- Testing and accuracy compliance
- Staff responsibilities and contractor deliverables
- Phasing the work and schedules
- Tender process and evaluation criteria
- All other common applications for tendering and awarding for goods and services in Grand Forks

2.2 Contract Administration and Installation

With a supplier-contractor confirmed the program transitions to installations and getting the meters into service. Various processes and deliverables are required throughout the installations including contract administration, customer interactions, and commissioning individual meters. Phase 2 activities for Contract Administration and Installation can include:

- Determine specific schedules for block-by-block works including coordinating with homeowners for property access
- Ensure contractor complies with performance criteria as laid out in the contract specifications
- Quality assurance including review of contractor documentation with respect to complying with installation standards and responding to customer complaints
- Coordinating customer complaint process including possible variance processes for non-install

- Regular project updates to Council on recent successes and possible ways to enhance program where required

2.3 Customers and Communications

The objectives, strategies and actions for communications that were identified in Phase 1 that are applicable to Phase 2 will be initiated with the focus on information sharing, as well as reporting and follow-up with customers where there are specific issues. For Phase 2 with respect to Customer Communications, staff can coordinate the following activities:

- Determine customer complaint and dispute processes
- Communicate installation procedures and provide opportunities for additional information or options to suit customer needs
- Transition communications from process of installing meters to future conditions for water meter information including options for water use feedback (one-step before mock billing)
- Provide options and materials to inform residents of cost-effective ways to reduce water consumption
- Evaluate the benefits of rebate programs for high-priority in-home demands

There will be regular reporting throughout Phase 2 whereby various stakeholders will be provided information and opportunities for engagement. Summarizing these experiences for Council will become part of an ongoing reporting process to the broader community.

3.0 Ongoing Meter Management

Phase 3 of the water metering program is long-term and reflects an ongoing program for water management, aided by water meters. The concepts below will be defined following the stated objectives in Phase 1, the feedback received during Phase 2, and other discussions regarding water service delivery and finance to occur over the next 18 months. However, based on industry best practices, the following topics will become part of regular operations and contribute to future decision making at the Council level. In short, Phase 3 – Ongoing Meter Management will include details and activities including:

3.1 Demand Management

- Follow through of the 2011 Demand Management Action Plan
- Applying water conservation tactics that are directly applicable to Grand Forks, as determined by meter data
- Information sharing and reporting to customers based on actual water use and opportunities for reducing consumption
- Conducting annual water audits to reduce unaccounted for water, minimize losses, and determine areas of focus for water management
- Updating levels of service for existing and future water system customers e.g. subdivision and servicing bylaw updates based on actual water use

3.2 Meter Testing and Accuracy

- Conduct routine meter testing to ensure accuracy and to replace meters that do not meet accuracy thresholds
 - Determine how often testing must take place
 - Determine how accuracy will be measured

3.3 Billing and Rate Design

- Determine preferred water system financing principles and develop new rate structure that balances revenue needs, water conservation, meter financing, and asset management requirements
- Engage with stakeholders on water rate principles and practices

3.4 Performance and Monitoring

Performance and monitoring of the meter program will require key topics, such as listed below. This list will be expanded and refined following the end of Phase 1 – Decision Making and Program Design:

- Customer satisfaction
- Use of Meter data
- Meter Accuracy
- Annual water audit
- Water demand rates (e.g. L/day) per customer type
- Organizational Coverage

Reporting


Summary reporting for all aspects of water conservation, metering, utility financing and capital planning will be coordinated as needed and determined by Council at a future date.

iii. Summary and Closure

Water metering is a tool that provides information to utility staff, Council, customers and the public therefore its impacts are broad-reaching. The desired approach as proposed by Staff to implement the water meter program considers water metering from start through to ongoing water management for the long-term. For effective coverage of the issues and opportunities from start to finish of the universal metering program, three phases have been developed, including:

1. Decision Making and Program Design
2. Procurement, Installation and Customer Service
3. Ongoing Meter Management

Each of the categories has been outlined above and formulates the proposed approach to implementing a universal metering program in Grand Forks. The total capital cost of the project is estimated at \$1,300,000 and Phase 2 is schedule for completion at Fall 2015. The proposal for decision by Staff is for Council approve early budget approval to initiate the Comprehensive Water Metering Program as outlined in this report, and expanded on through three phases of work going forward.



Department Head or
Chief Administrative Officer



Reviewed by Chief Administrative Officer



Settle down.

CITY OF GRAND FORKS MEMORANDUM

DATE : November 1st, 2013

TO : Mayor Taylor and Members of Council
Cc : Corporate Officer

FROM : Councillor Gary Smith

SUBJECT: Declaration Under Section 107 of the Community Charter – Contract with the City for Pest Control Services

Background:

I have been advised that Section 107 of the Community Charter requires that if a municipality enters into a contract in which a Council Member has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practical at a Council meeting that is open to the public.

Disclosure:

I wish to advise that I have provided pest control services to the City of Grand Forks, as required and requested by City Staff, for many years. There is no other pest control firm available in the immediate Grand Forks area to provide these services. The additional services to alleviate the mouse problem at a James Donaldson Park and the Cemetery Building will amount to approximately an additional \$40.00 per month until the situation has been dealt with. This amount is over and above the \$140 per month average which involves services at various city buildings, including the Fire Hall, Public Works Yard, the Sewage Treatment Plant, and occasionally at City Hall.

I currently provide pest control services to the City Work's Yard, the Municipal Airport, and the Cemetery. I have seven repeater traps deployed

at the various locations (one each at the Airport and Cemetery) and have several disposable “sticky traps” deployed at each location. I provide that service at a cost of \$100/mth.

Additionally, as an ongoing service, I was contracted to provide rodent control at the Station 4 Fire hall. This service began in 2005 and has remained at a rate of \$40.00/month. I have 3 repeater traps there, as well as several disposable “sticky traps”.

I was recently contacted by Dean Chapman, on authority of the Manager of Operations, Hal Wright, to attend to and deploy a “Live Trap” for raccoons resident at the Valley Heights reservoir. In the course of three weeks 5 raccoons and one skunk were trapped and subsequently released in the Gilpin Grasslands area. My service charge for this amounts to $(5 \times \$75 = \$375) + (1 \times \$25 - \text{I only caught the skunk but didn't have to handle it})$. Total = $\$400 + 5\% \text{ PST} = \420.00

At the request of our City's Fire Chief, I was contracted to provide insect and arachnid management in all five of the Firehalls in October this year. This service I have provided on previous occasions since 2005. I based my rates on the previous service provider's rates and have not increased them throughout the course of my business with the City. In fact, my rates were lower in the second year of delivery for the Station 4 hall. I have increased each by 10% this year to account for product cost increases, shipping increases, and cost of living increases. The cost of my service amounts to: $(4 \times \$145.00[\text{Rural Halls}] + \$285.00[\text{Station 4 Hall}] + \text{GST} = \$865.00 + \$48.25 = \913.25 .

I have proffered my services to the City of Grand Forks since 2005 on a verbal agreement. I have obtained a City business license every year since I began doing business in Grand Forks. I respond to concerns and requests by City Management to address pest concerns immediately and scale my rodent services to address needs as they arise without any variation in cost.

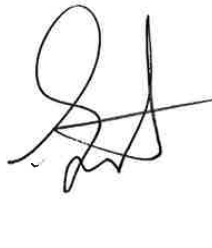
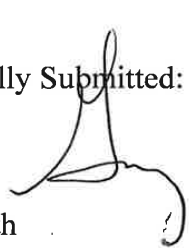
Recommendation:

That Council pass a resolution receiving this disclosure, as required by legislation.

Recommended Resolution:

*“Resolved that the memorandum, dated **October 31, 2013**, from Councillor Gary Smith, outlining that he has been providing pest control services to the City of Grand Forks, and will continue to provide such services, inasmuch as there is no other pest control provider in the immediate Grand Forks area, be received pursuant to Section 107 of the Community Charter“*

Respectfully Submitted:



Gary Smith
COUNCILLOR

Greetings Brian,

October 29, 2013

As you know, Phoenix Mountain will not be able to apply for funding through the Gaming Commission this year, which leaves us in some dire straits for the upcoming season here at Phoenix. The purpose of this letter is to request financial support in the amount of \$25,000 to ensure continued operation of the Phoenix Mountain Ski Hill.

At our recent AGM, we did resolve to continue to provide affordable, family oriented, fun skiing, close to Grand Forks for as long as it is feasible. However, the loss of support from the Gaming Commission leaves us with a shortfall of \$50,000.00.

In past years, Phoenix Mountain's Board of Directors (Most notably Don Colclough) have pursued the assistance of the local governments of the RDKB, Grand Forks, and Greenwood to secure stable financial funding as a Recreational Services Provider in the Boundary area. During the spring of 2013, it was Phoenix Mountain Alpine Ski Society's understanding that the City of Grand Forks had agreed to line funding, contingent on the cooperation of RDKB area D in which we are asking for the same.

We have been formally told that we are not able to apply for the BC Gaming Grant in 2013 and with the loss of the Gaming Grant revenue coming in the Spring of 2014, we are obviously in dire need of energetic, definitive, and timely assistance from the local governments if we are to continue operating one of the few outdoor recreation areas for winter sports in the Grand Forks area.

In the past, the RDKB office has mentioned several options for procuring solid funding; a standard referendum, an alternative approval process referendum, and a funding through the parks function. PMASS wants to pursue all of these options as soon as possible. Is there any options that the City of Grand Forks has that can help us with permanent funding?

I would like your advisement on the soonest possible implementation of avenues for funding. It would be of great help if you could give advice on when any avenues could begin, how long these procedures usually take, and any other supplementary information about these venues that you may see as relevant.

Current steps the PMASS BOD has taken are to get behind a funding initiative by PMASS Members. "Operation Snowflake" tackles the need for our short fall of just shy of \$50,000, and calls for a rally of current and past residential support. We have secured meetings with the BEDC, Community Futures Boundary BOD, and have asked for support from the Boundary Country Regional Chamber of Commerce.

The PMASS Board has made this issue, pivotal as it is their main concern this year. Please don't hesitate to contact us about meetings, or any other action on our end that may facilitate or expedite the situation.

Please don't let Phoenix Mountain fail as a facility for introduction into that enjoyment for the local population of Area D.

Sincerely,

Dylan Zorn
Vice President
Phoenix Mountain Alpine Ski Society

250-444-4205
dylan@boundarycf.com
dylanzorn@gmail.com

Operation Snowflake



Desperate Times call for Desperate Measures

Phoenix Ski Hill is selling snowflakes. Don't worry, we will leave plenty for the hill. Buy a snowflake for \$50 and we will hang it from the rafters at the lodge with your name on it.

Fifty dollars sounds like a lot so let's put it into perspective:

- * 10 cups of coffee at Jitterz...
- * \$5 once a week until Christmas...
- * Fresh tracks on a powder day... 'PRICELESS'


How do you buy your "limited edition" snowflake? (That's right! We are only selling 1000!)

1. Go to Grand Forks District Credit Union. They will know where to deposit your money.

2. Mail your donation to: Phoenix Mtn. Alpine Ski Society
Box 2428 Grand Forks, B.C. V0H 1H0

This is a one time only fund raiser to get us over a financial hurdle for the 2013/14 ski/board season.

Thank you for your support!








Hi Sarah:

If you would print out a copy and place in the information section of the COTW agenda. We usually don't have info items at the COTW but have the ability in the procedure bylaw. With our new I-Compass format, we'll put this in that area. The recommendation is that Council will receive for discussion purposes.

Thanks

Di

- **Diane**

From:  chris-anne gilmore <gfparades@gmail.com> 04/11/2013 7:1... 
Subject: You're invited!
To:  Beverly Osachoff <boatcm@gmail.com>
Bcc:  Info City of Grand Forks
Attachments:  santa claus 2013.doc / Uploaded File (38K)

RECEIVED

NOV - 4 2013

THE CORPORATION OF
THE CITY OF GRAND FORKS



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YOU ARE INVITED TO JOIN IN

Who any business, group or organization
What SANTA CLAUS PARADE
Theme A CRAFTERS CHRISTMAS
Get crafty!
When December 6TH, 2013 7:00PM
Where Start at Selkirk College parking lot, Carry on thru downtown ending at the Legion

Bud Alcock Logistics 250-443-4446
Beverly coordinator 250-442-9662
Chris-Anne coordinator 250-442-2252
gfparades@gmail.com
250-442-3307 fax

Entry form for parade
- No fee is required for entering the parade, however an entry form must be filled out to be eligible to win a prize and participate
deadline to enter is December 2nd 2013

Please check all that applies:

- ☐ Walking group or individual
☐ Float
☐ Mounted and/or Horse Drawn; (must have Pooper scooper)
☐ Number of horses involved ___ wagon/cart
☐ With music ___ recorded ___ live

Name of firm/Organization/Individual _____

Mailing address _____

Contact person _____

Email _____ Ph _____

FILE CODE

WEB 51- Santa Claus Parade-
A Crafters Christmas

Date _____ Signature _____



YOU ARE INVITED TO JOIN IN

Who any business, group or organization

What SANTA CLAUS PARADE

Theme A CRAFTERS CHRISTMAS

Get crafty!

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☐ Number of horses involved ☐ wagon/cart

☐ With music ☐ recorded ☐ live

Name of firm/Organization/Individual _____

Mailing address _____

Contact person _____

Email _____ Ph _____

Date _____ Signature _____

THE CITY OF GRAND FORKS REQUEST FOR COUNCIL DECISION

DATE : **October 31, 2013**

TOPIC : **Bylaw No. 1990 – Amendment to the City of Grand Forks Zoning Bylaw No. 1606, 1999**

PROPOSAL : **Final Reading and Adoption**

PROPOSED BY : **Manager of Development & Engineering Services**

SUMMARY:

At the Regular meeting of Council, held on October 28th, Council gave third reading to Bylaw No. 1990, cited as the “Amendment to the City of Grand Forks Zoning Bylaw No. 1990, 2013”, to rezone property located at 2675 Central Avenue, legally described as Lot 2, District Lot 520, SDYD, Plan EPP32167 from R-1 (Single and Two Family Residential) zone to HT (Highway & Tourist Commercial) zone.

In this regard, Bylaw No. 1990 is presented to Council, for final reading. The bylaw has been advertised in the local paper on October 2nd and 9th, 2013, as required by the Local Government Act. The surrounding property owners and the Ministry of Transportation and Infrastructure were sent letters, informing them of the Public Hearing. The Public Hearing was held on October 15, 2013, where Council had an opportunity to hear from the public and the Ministry, with respect to this rezoning application.

The Ministry of Transportation and Infrastructure has signed the bylaw and Council can now consider giving Bylaw No. 1990, final reading.

STAFF RECOMMENDATIONS:

Option 1: Council gives final reading to Bylaw No. 1990, cited as the “Amendment to the City of Grand Forks Zoning Bylaw No. 1990, 2013”.

OPTIONS AND ALTERNATIVES:

Option 1: Council gives Bylaw No. 1990 final reading. This option completes the rezoning process and the property located at 2675 Central Avenue will be rezoned to Highway & Tourist Commercial and the property will be in compliance with the City’s Sustainable Community Plan.

Option 2: Council determines not to give the Bylaw final reading. This option intends that the status quo will remain and the zoning of property located at 2675 Central Avenue, will remain R-1 (Single and Two Family Residential).

BENEFITS, DISADVANTAGES AND NEGATIVE IMPACTS:

Option 1: This option will allow the application to rezone the property located at 2675 Central Avenue from R-1 (Single and Two Family Residential) to HT (Highway & Tourist Commercial) and receive Ministerial approval thereby the bylaw can be presented to Council for final reading and adoption.


Option 2: This option will allow for the status quo to remain and the property will remain zoned as R-1 (Single and Two Family Residential).

COSTS AND BUDGET IMPACTS – REVENUE GENERATION:

Costs are covered by the application fees received at the time of application.

LEGISLATIVE IMPACTS, PRECEDENTS, POLICIES:

The Local Government Act allows for amendments to a zoning bylaw to be undertaken by bylaw and the proposal supports the land use guidelines, as part of the Sustainable Community Plan.



Department Head or Chief Administrative
Officer



Reviewed by Chief Administrative
Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1990

**A Bylaw to Amend the City of Grand Forks
Zoning Bylaw No. 1606, 1999**

=====

WHEREAS Council may, by bylaw, amend the provisions of the Zoning Bylaw, pursuant to the Local Government Act;

AND WHEREAS Council has received an application to rezone property located 2675 Central Avenue;

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

1. That the City of Grand Forks Zoning Bylaw No. 1606, 1999 be amended to rezone the property located at 2675 Central Avenue, legally described as Lot 2, District Lot 520, S.D.Y.D., Plan EPP32167 from the current R-1 (Single & Two Family Residential) zone, to the HC (Highway Commercial) zone, as shown outlined in bold on the attached map identified as Schedule "X".
2. That this Bylaw may be cited as the **"Amendment to the City of Grand Forks Zoning Bylaw No. 1990, 2013"**.

READ A FIRST TIME this 30th day of September, 2013.

READ A SECOND TIME this 30th day of September, 2013.

PUBLIC HEARING NOTICE ADVERTISED, pursuant to the Local Government Act this 2nd day of October, 2013 and also this 9th day of October, 2013.

PUBLIC HEARING HELD this 15th day of October, 2013.

READ A THIRD TIME this 28th day of October, 2013.

APPROVED by the Ministry of Transportation & Infrastructure, on this 31 day of OCTOBER, 2013.


Approving Officer

FINALLY ADOPTED this _____ day of _____ 2013.

FINALLY ADOPTED this ____ day of _____ 2013.

Brian Taylor - Mayor

Diane Heinrich – Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1990 as passed by the Municipal Council of the City of Grand Forks on the ____ day of _____, 2013.

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