

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

**Monday May 26, 2014 – 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>		
2. <u>ADOPTION OF AGENDA</u>		
a) Adoption of the May 26th, 2014, Regular Meeting Agenda		Adopt the Agenda
3. <u>MINUTES</u>		
a) May 12th, 2014 Minutes COTW MAY 12TH.pdf	Committee of the Whole Meeting Minutes	Adopt the Minutes
b) May 12th, 2014 Minutes REGULAR MEETING MAY 12TH.pdf	Regular Meeting Minutes	Adopt the 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 - Procedure.pdf	Verbal Reports of Council	That all reports of members of Council given verbally at this meeting be received.
7. <u>REPORT FROM COUNCILS REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u>		
a) Corporate Officer's Report RDKB Report - Procedure.pdf	RDKB Representatives Report	That the Mayor's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Manager of Development and Engineering
[Staff Report - Rd Closure - Man. of Dev and Eng.pdf](#)

To close that portion of unnamed road located between Sagamore Road and 2nd Street, traversing Lot 1 and Lot 2 Plan KAP73069 and to consolidate that portion of road with Lot 1 and Lot 2, respectively.

That Council deem that portion of closed road as surplus to the needs of the City and approve the request to close that portion of unnamed, undeveloped road and direct staff to proceed with statutory requirements necessary to start and complete the road closure and consolidation of that portion of unnamed, undeveloped road with Lot 1, Plan KAP73069 and Lot 2, KAP73069, respectively.

- b) Manager of Development and Engineering
[RFD - Pavement Rehabilitation.pdf](#)

Pavement rehabilitation for 22nd Street (Highway 3 to 77th Avenue) or 68th Avenue (Kettle River Drive to 19th Street).

That Council approves the recommendation of Urban Systems and move forward with the mill and replace program for pavement rehabilitation of 22nd Street or 68th Avenue and further resolves that Council approves a budget amendment for being partially funded through gas tax, Borrowing Bylaw 1923 or Slag Reserves.

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a) Manager of Development and Engineering
[Staff report - ICBC intersection review.pdf](#)

ICBC Intersection Review Recommendations

Council to receive for information.

- b) Clinton Ekdahl
[Summary of Info. - Ekdahl, Clinton - Request for Proclamation - Day of the Honey Bee.pdf](#)

Request for City to proclaim May 29th, 2014 "Day of the Honey Bee"

The City does not issue proclamations

11. **BYLAWS**

- | | | |
|---|--|--|
| a) Chief Financial Officer
Bylaw - Fees and Charges.pdf | Fees and Charges Bylaw
1958 - First three readings | That Council give first three readings to Fees and Charges Bylaw 1958, 2014; And further that Council give first three readings to Fees and Charges Repeal Bylaw No. 1671R-A, 2014. |
| b) Manager of Development and Engineering
Bylaw Amendment - Sewer, Water, Elect. Utility.pdf | Bylaw amendments and first three readings to the following three bylaws:
1. Sewer Regulations and Rates Bylaw No. 1500, 1997
2. Water Regulations and Rates Bylaw No. 1501, 1997
3. Electrical Utility Regulations and Rates Bylaw No. 1543, 1998 | That Council approve the amendments to the attached bylaws and to give first, second and third reading to said bylaws. |
| c) Corporate Officer
Bylaw - Local Gov't Elections Procedure.pdf | Introduction of the new Local Government Elections Procedure Bylaw and the repeal of the old Elections Bylaw and all amendments thereto | That Council receives for introduction and discussion, the proposed updated Local Government Elections Bylaw No. 1999 and the repeal of current Bylaw No. 1391 and refers said bylaws to the June 9th, 2014, Regular Meeting of Council for first three readings. |
| d) Corporate Officer
Bylaw- Automated Voting Machines.pdf | Introduction of the proposed Automated Voting Machine Bylaw for Local Government Elections purposes | That Council receives for introduction and discussion, the proposed use of automated voting machines for General Local Elections Bylaw No. 2000, and refers said bylaw to the June 9th, 2014, Regular Meeting of Council for first three readings. |
| e) Corporate Officer
Bylaw - Mail Ballot Authorization and Procedure.pdf | Introduction of the proposed Mail Ballot Authorization and Procedure Bylaw | That Council receives for introduction and discussion, the proposed use of mail ballot authorization for General Local Elections Bylaw No. 2001, and determines if it is Council's wish to refer said bylaw to the June 9th, 2014, Regular Meeting of Council for consideration of first three readings. |

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

THE CORPORATION OF THE CITY OF GRAND FORKS

COMMITTEE OF THE WHOLE MEETING

Monday May 12th, 2014, 9:00 AM

PRESENT: MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH

CHIEF ADMINISTRATIVE OFFICER	D. Allin
CORPORATE OFFICER	D. Heinrich
CHIEF FINANCIAL OFFICER	R. Shepherd
DEPUTY CORPORATE OFFICER	S. Winton
MANAGER OF DEVELOPMENT AND ENGINEERING	S. Bird
MANAGER OF BUILDING INSPECTION AND BYLAW SERVICES	W. Kopan
FIRE CHIEF	D. Heriot
MANAGER OF OPERATIONS	R. Huston

CALL TO ORDER

The Mayor called the meeting to order at 9:00AM

ADOPTION OF THE AGENDA

The Mayor advised that there would be additional information in the agenda regarding the Manager of Development and Engineering's report on the Close and Consolidation portion of Road - 2nd Street and Sagamore Road.

MOTION: O'DOHERTY

RESOLVED THAT COUNCIL ADOPT THE MAY 12TH, 2014, COTW AGENDA AS AMENDED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS

Grand Forks ATV Club

Mr. Gord Nichols of the Grand Forks ATV Club spoke with regard to the Grand Forks - Christina Lake Integrated Recreational Trail Plan.

He spoke with regard to:

- The development of a multi use trail system
- Support from other community groups
- Importance of collaboration between government groups
- Identifying the area the club is referring to in their request
- The club's progress to date
- The project budget and funding

He further advised that the club is requesting Council's approval of a Licence of Occupation for the Moto Cross staging area.

MOTION: O'DOHERTY

RESOLVED THAT THE COTW RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY GORD NICHOLS OF THE GRAND FORKS ATV CLUB REGARDING THE DEVELOPMENT OF A GRAND FORKS / CHRISTINA LAKE INTEGRATED TRAIL MANAGEMENT PLAN, APPROVAL OF A LICENCE OF OCCUPATION FOR THE "MOTO-CROSS" STAGING AREA AND TO GIVE CONSIDERATION TO PROVIDING AN IN-KIND CONTRIBUTION TO THE "MOTO-CROSS" STAGING AREA; AND FURTHER REFER THE REQUEST TO STAFF TO PROVIDE MORE INFORMATION AND BRING BACK TO COUNCIL FOR DISCUSSION AND DECISION.

CARRIED.

Grand Forks Trails Society

Mr. Chris Moslin, representative of the Grand Forks Trails Society spoke with regard to:

- Past projects of the Trails Society
- He thanked the City for their support for Phase 1
- Phase 2 is not complete
- The existing trails are underutilized because they are not marked
- Provided an overview of trails
- Provided an overview of potential trail projects.

He advised that a rudimentary cost analysis was done for each of the trail upgrades that have been suggested.

Mr. Moslin advised that the prioritizing of the Trails Vision is being left up to Council. The Chief Administrative Officer advised this would be decided through a public consultation process and the City would be looking for potential grants and alternative funding before undertaking any of them.

MOTION: SMITH

RESOLVED THAT THE COTW RECOMMENDS TO COUNCIL TO RECEIVE THE PRESENTATION MADE BY THE GRAND FORKS TRAILS SOCIETY AND REFERS THE REQUEST TO STAFF TO PROVIDE MORE INFORMATION AND BRING BACK TO COUNCIL FOR DISCUSSION AND DECISION.

CARRIED.

The Mayor recessed the meeting at 10:04am
The Mayor reconvened the meeting at 10:14am

PRESENTATIONS FROM STAFF

Monthly Highlight Reports from Dept. Managers

The Chief Administrative Officer reviewed the monthly managers' reports.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE MONTHLY ACTIVITY REPORTS.

CARRIED.

Manager of Development and Engineering

Councillor Krog removed himself from the discussion at 10:31 am, advising that he may have a conflict of interest with regard to mobile catering.

Mobile Catering Vendor in the downtown core

The Chief Administrative Officer spoke with regard to the mobile catering unit.

The Manager of Development and Engineering advised that the zoning bylaw does not address mobile units.

Councillor Krog returned to the meeting at 10:40am.

MOTION: O'DOHERTY

RESOLVED THAT COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO APPROVE ONE OF THE THREE OPTIONS PROVIDED IN THE REPORT, AT THE MAY 12TH, 2014, REGULAR COUNCIL MEETING.

CARRIED.

Manager of Development and Engineering

Road Closure of a portion of unnamed, undeveloped road with Lot 1, Plan KAP73069 and Lot 2, KAP73069.

MOTION: O'DOHERTY

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO APPROVE THE REQUEST TO CLOSE THAT PORTION OF UNNAMED, UNDEVELOPED ROAD AND DIRECT STAFF TO PROCEED WITH STATUTORY REQUIREMENTS NECESSARY TO START AND COMPLETE THE ROAD CLOSURE AND CONSOLIDATION OF THAT PORTION OF UNNAMED, UNDEVELOPED ROAD WITH LOT 1, PLAN KAP73069 AND LOT2, KAP73069, RESPECTIVELY AND REFER TO THE MAY 26TH, 2014 REGULAR MEETING.

CARRIED.

James Kay, P.Eng
Regional Manager- Coastal & Interior British Columbia Land Development / Municipal Engineering
Representative for Focus

Mr. Kay presented a Lands Optimization and Development Showcase Strategy. He advised that this strategy is in regards to land that has potential to be put to better use than what it is currently used for. He spoke further with regard to:

- The surplus land would be used to generate revenue for the city
- Opportunities
- The plan
- Ensuring Council is informed and engaged in the process
- Council retains all decision making authority
- Liquidated capital could be used for community projects

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL RECEIVE THE PRESENTATION FROM JAMES KAY OF FOCUS REGARDING LANDS OPTIMIZATION AND DEVELOPMENT SHOWCASE STRATEGIES.

CARRIED.

Chief Administrative Officer

City of Grand Forks - Economic Profile

The Chief Administrative Officer reviewed the document. He advised that the document is for use by the Economic Development Officer and others.

MOTION: O'DOHERTY

RESOLVED THAT COMMITTEE OF THE WHOLE RECEIVES THE DRAFT GRAND FORKS ECONOMIC PROFILE AS PRESENTED BY THE CHIEF ADMINISTRATIVE OFFICER.

CARRIED.

REPORTS AND DISCUSSION

PROPOSED BYLAWS FOR DISCUSSION

Manager of Development and Engineering

Sewer Regulations Bylaw No. 1500, 1997

Water Regulations Bylaw No. 1501, 1997

Electrical Utility Bylaw No. 1543, 1998

Manager of Development and Engineering advised that there are changes to Schedule A.

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AMENDMENTS TO THE SEWER REGULATIONS BYLAW NO. 1500, 1997; WATER REGULATIONS BYLAW NO. 1501, 1997; AND THE ELECTRICAL UTILITIES BYLAW NO. 1543, 1998; AND FURTHER TO GIVE FIRST, SECOND AND THIRD READING TO SAID BYLAWS AT THE MAY 26TH, 2014 REGULAR MEETING OF COUNCIL.

CARRIED.

Chief Financial Officer

Fees and Charges Bylaw

The Chief Financial Officer introduced the process for consolidating of the Fees and Charges Bylaw and reviewed the proposed changes.

MOTION: O'DOHERTY

**RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO GIVE FIRST THREE READINGS TO FEES AND CHARGES BYLAW NO. 1958, 2014 AT THE MAY 26TH, 2014, REGULAR MEETING;
AND FURTHER THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO GIVE FIRST THREE READINGS TO FEES AND CHARGES REPEAL BYLAW NO. 1671R-A, 2014 AT THE MAY 26TH, 2014, REGULAR MEETING.**

CARRIED.

INFORMATION ITEMS

CORRESPONDENCE ITEMS

LATE ITEMS

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

QUESTION PERIOD FROM THE PUBLIC

Mr. Nigel James

He spoke with regard to City roads and signage

He spoke with regard to the Water Week Open House

He spoke with regard to the beautification efforts of the City

Ms. Julia Butler

She spoke with regard to water meters and the legal obligation of citizens to pay for city property (meters) on private property.

The Chief Administrative Officer advised City Staff would need to seek Legal Counsel to this question, and this would be a cost to the City; the Mayor advised that the City would not be contacting legal counsel with regard to the question.

Ms. Christine Thompson

She spoke with regard to Council using tax payers money to seek legal opinions to address questions from the public.

She spoke with regard to Municipalities operating within a balanced budget

Ms. Donna Semenoff
She spoke with regard to water meters

Mr. Frank Triveri
He spoke with regard to infrastructure
He spoke with regard to projected deficits in the operational plan

ADJOURNMENT

MOTION: O'DOHERTY

RESOLVED THAT THE MEETING WAS ADJOURNED AT 11:48AM

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

DEPUTY CORPORATE OFFICER –
SARAH WINTON

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, MAY 12TH, 2014

PRESENT: MAYOR BRIAN TAYLOR
COUNCILLOR BOB KENDEL
COUNCILLOR NEIL KROG
COUNCILLOR PATRICK O'DOHERTY
COUNCILLOR GARY SMITH

CHIEF ADMINISTRATIVE OFFICER
CHIEF FINANCIAL OFFICER
DEPUTY CORPORATE OFFICER
MANAGER OF DEVELOPMENT & ENGINEERING

D. Allin
R. Shepherd
S. Winton
S. Bird

GALLERY

CALL TO ORDER

- a) The Mayor called the meeting to order at 7:02PM

ADOPTION OF AGENDA

- a) Adoption of the May 12th, 2014 Regular Meeting Agenda

MOTION: SMITH / O'DOHERTY

**RESOLVED THAT COUNCIL ADOPT THE MAY 12TH, 2014 REGULAR MEETING
AGENDA AS PRESENTED.**

CARRIED.

MINUTES

- a) April 28th, 2014

Adoption of the April 28th, 2014, Special Meeting to go In-Camera Minutes

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT COUNCIL ADOPT THE APRIL 28TH, 2014 SPECIAL MEETING TO GO
IN-CAMERA MINUTES AS PRESENTED.**

CARRIED.

b) April 28th, 2014

Adoption of April 28th, 2014, Regular Meeting Minutes

MOTION: KENDEL / KROG

RESOLVED THAT COUNCIL ADOPT THE REGULAR MEETING MINUTES FROM APRIL 28TH, 2014, AS PRESENTED.

CARRIED.

c) May 5th, 2014

Adoption of the May 5th, 2014 Special Meeting Minutes

MOTION: SMITH / O'DOHERTY

RESOLVED THAT COUNCIL ADOPT THE SPECIAL MEETING MINUTES OF MAY 5TH, 2014, AS PRESENTED.

CARRIED.

REGISTERED PETITIONS AND DELEGATIONS

UNFINISHED BUSINESS

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

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

Councillor Smith

He reported that:

- That he attended the Grand Forks and Agricultural Society AGM and was elected as a director to the board. He spoke with regard to the mobile abattoir.
- The next Deer Committee meeting is on May 16th at the old Canpar office building downstairs from 11am - 1pm
- The bat houses have been put up

Councillor O'Doherty

He reported that:

- He attended the May 8th Drinking Water Week Open House

- The line painting looks great
- The GFI board is ready for the tournament

Councillor Kendel

He reported that:

- He attended the Regional Chamber meeting where they are working on many initiatives such as the community ambassador program. He advised that the Biz after Biz event at Rock Creek had over 40 people in attendance, that the MOU was signed with the Greenwood Board of Trade and they continue working on a partnership with Christina Lake Chamber
- On May 5th he attended the special budget meeting
- On May 8th he attended the Water Week Open House at Well 4/5, where there was a great turn out.

Councillor Krog

He had no report

Mayor Taylor

He reported that:

- The Street Banner Program is looking for a liaison for the banner selection committee and he would like to appoint Councillor Krog, to sit on the selection committee.

Councillor Krog accepted the appointment to the selection committee for the Street Banner program.

MOTION: SMITH / O'DOHERTY

**RESOLVED THAT COUNCIL RECEIVE ALL REPORTS OF MEMBERS OF COUNCIL,
GIVEN VERBALLY AT THIS MEETING.**

CARRIED.

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

a) Corporate Officer's Report

The Mayor advised that he has several meetings this month including a Personnel Committee Meeting on Wednesday May14th, at the RDKB meeting room at 2pm. He spoke with regard to the Multi Materials BC Program that the RDKB will be participating in.

The Chief Administrative Officer spoke further to the Multi Materials Program that the RDKB is undertaking.

MOTION: SMITH / O'DOHERTY

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) Manager of Development and Engineering Services

Mobile Catering Vendor on Wheels in the Downtown Core

Councillor Krog declared a conflict of interest in this matter, as he owns a mobile unit, and removed himself from the meeting at 7:22pm.

The Manager of Development and Engineering Services advised that option 1 gives the community and the City the opportunity to evaluate the impact of the business on the downtown businesses.

Councillor Krog returned to the meeting at 7:31pm.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT COUNCIL APPROVE THE PROPOSAL FOR A TEMPORARY USE PERMIT FOR A MOBILE CATERING VENDOR ON WHEELS IN THE DOWNTOWN CORE FOR ONE YEAR.

CARRIED.

REQUESTS ARISING FROM CORRESPONDENCE

INFORMATION ITEMS

a) Habitat for Humanity

Request from Habitat for Humanity to host drag races at the Grand Forks Airport on August 16th, 2014.

MOTION: O'DOHERTY / KENDEL

RESOLVED THAT COUNCIL APPROVES THE REQUEST FROM HABITAT FOR HUMANITY TO HOLD DRAG RACES AT THE GRAND FORKS AIRPORT ON AUGUST 16TH, 2014.

CARRIED.

b) Chief Financial Officer

City's Charitable Status

The Chief Financial Officer spoke with regard to the role of the City if the City's name is used as a charitable donee by community organizations applying for grants.

MOTION: SMITH / O'DOHERTY

RECEIVE FOR INFORMATION

CARRIED.

BYLAWS

a) Chief Financial Officer

Final Reading to the 2014 Tax Rates Bylaw 1997

MOTION: O'DOHERTY / SMITH

RESOLVED THAT COUNCIL GIVE FINAL READING TO THE 2014 TAX RATES BYLAW 1997.

CARRIED.

LATE ITEMS

a) Chief Administrative Officer

Asset Management Program

The Chief Administrative Officer spoke with regard to the week long program that was developed in partnership with Selkirk College, Urban Systems and PWABC.

QUESTIONS FROM THE PUBLIC AND THE MEDIA

a) Ms. Christine Thompson

She spoke with regard to organizations that hold a Charitable Registration Number

Ms. Julia Butler

She spoke with regard to Industrial use of water

She spoke with regard to water meter life expectancy

Ms. Donna Semenoff

She spoke with regard to water meters

ADJOURNMENT

a) Adjourn the meeting

MOTION: O'DOHERTY

RESOLVED THAT THE MAY 12TH, 2014, REGULAR MEETING BE ADJOURNED AT 7:58PM

CARRIED.

CERTIFIED CORRECT:

MAYOR BRIAN TAYLOR

DEPUTY CORPORATE OFFICER-
SARAH WINTON

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: May 26th, 2014
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL REPORTS OF MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

Benefits or Impacts of the Recommendation:

General: The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

Strategic Impact: Members of Council may ask questions, seek clarification and report on issues.

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

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

- OPTIONS:**
- 1. RESOLVED THAT ALL REPORTS OF MEMEBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMEBERS OF COUNCIL.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**
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 Department Head or CAO	 Chief Administrative Officer
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REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: May 26th, 2014

Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary

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

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

Benefits or Impacts of the Recommendation:

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

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

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

OPTIONS:

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

 Department Head or CAO	 Chief Administrative Officer
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REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Sasha Bird, Manager of Development and Engineering Services

Date: May 26, 2014

Subject: To close that portion of unnamed road located between Sagamore Road and 2nd Street traversing Lot 1 and Lot 2 Plan KAP73069 and to consolidate that portion of road with Lot 1 and Lot 2, respectively.

Recommendation: **RESOLVED THAT** Council deem that portion of closed road as surplus to the needs of the City and approve the request to close that portion of unnamed, undeveloped road located between 2nd Street and Sagamore Road and direct Staff to proceed with statutory requirements necessary to start and complete the road closure and consolidation, of that portion of unnamed, undeveloped road with Lot 1, Plan KAP73069 and Lot 2, Plan KAP73069, respectively.

BACKGROUND: City Staff received a request to close a portion of unnamed road, located between 2nd Street and Sagamore Road, which has never been developed or used as a road. The two adjacent property owners are requesting to close a ~10,801.3 square meter portion of unnamed, undeveloped road and consolidate each portion with their property.

Adjacent property owners of Lot 1, Plan KAP73069 and of Lot 2, Plan KAP73069, have requested that the City close a portion of unnamed road traversing through their properties so that they can consolidate the closed road with their properties.

At the May 12, 2014 Committee of the Whole meeting, the Committee received Staff's report and deemed that portion of road located between Sagamore Road and 2nd Street is surplus to the needs of the City and directed Staff to proceed with the statutory requirements necessary to start and complete the road closure and consolidation of that portion of unnamed, undeveloped road with Lot 1, Plan KAP73069 and Lot 2, Plan KAP73069, respectively and referred Staff's report to the May 26, 2014 Regular Council meeting for discussion and decision.

Benefits or Impacts of the Recommendation:

General: The benefit of the closure of that portion of unnamed road located between 2nd Street and Sagamore Road would be that the City would be seen as following their Road Closure Policy #1501.

REQUEST FOR DECISION

— REGULAR MEETING —



Strategic Impact: n/a

Financial: The City of Grand Forks would see no cost to the taxpayers for the closure and there would be a benefit from a potential increased tax base for the City.

Policy/Legislation: The requirements to close a portion of road are legislated in the Section 40 of the Community Charter, which states that notice must be given of its intention in accordance with Section 94 and must provide an opportunity for persons who consider they are affected by the bylaw to make representations to Council. Section 94 of the Community Charter - Requirement for Public Notice states that notice must be posted in the public notice posting places and published in accordance with this section. Publication must be in a newspaper that is distributed at least weekly in the area affected by the subject matter of the notice must be once each week for 2 consecutive weeks.

The City's Road Closure Policy outlines the steps that proponents must follow in order that Council would consider closing the road and disposing of it.

Attachments:

- Letters of interest from the property owners to purchase that portion of unnamed, undeveloped road and to consolidate it with their property located at 148 Sagamore Road and 6150-2nd Street.
- Site plan showing the location of the road in question;
- Aerial view of the subject properties requesting the road closure;
- The City of Grand Forks Road Closure policy and procedures.



Recommendation: **RESOLVED THAT** Council deem that portion of closed road as surplus to the needs of the City and approve the request to close that portion of unnamed, undeveloped road located between 2nd Street and Sagamore Road and direct Staff to proceed with statutory requirements necessary to start and complete the road closure and consolidation of that portion of unnamed, undeveloped road with Lot 1, Plan KAP73069 and Lot 2, Plan KAP73069, respectively.

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:
1. COUNCIL CHOOSES TO SUPPORT THE RECOMMENDATION.
 2. COUNCIL CHOOSES TO NOT SUPPORT THE RECOMMENDATION.
 3. COUNCIL CHOOSES TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.

	
Department Head or CAO	Chief Administrative Officer



148 Sagamore Ave
Grand Forks, BC V0H 1H4
Phone (250) 442-2652
Fax (250) 442-2651
www.wdsheetmetal.com

Jan 29th - 2014

**City of Grand Forks,
Grand Forks, B.C.**



Attn: Doug Allin

Re: Purchase of joined property

Please take this letter as our intent to purchase the parcel at the north end of our lot at 148 Sagamore Rd. as shown on the attached drawing. If the City of Grand Forks is interested in selling this piece then please let me know the cost.

Regards

Warren Dunbar

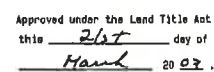
warren@wdsheetmetal.com

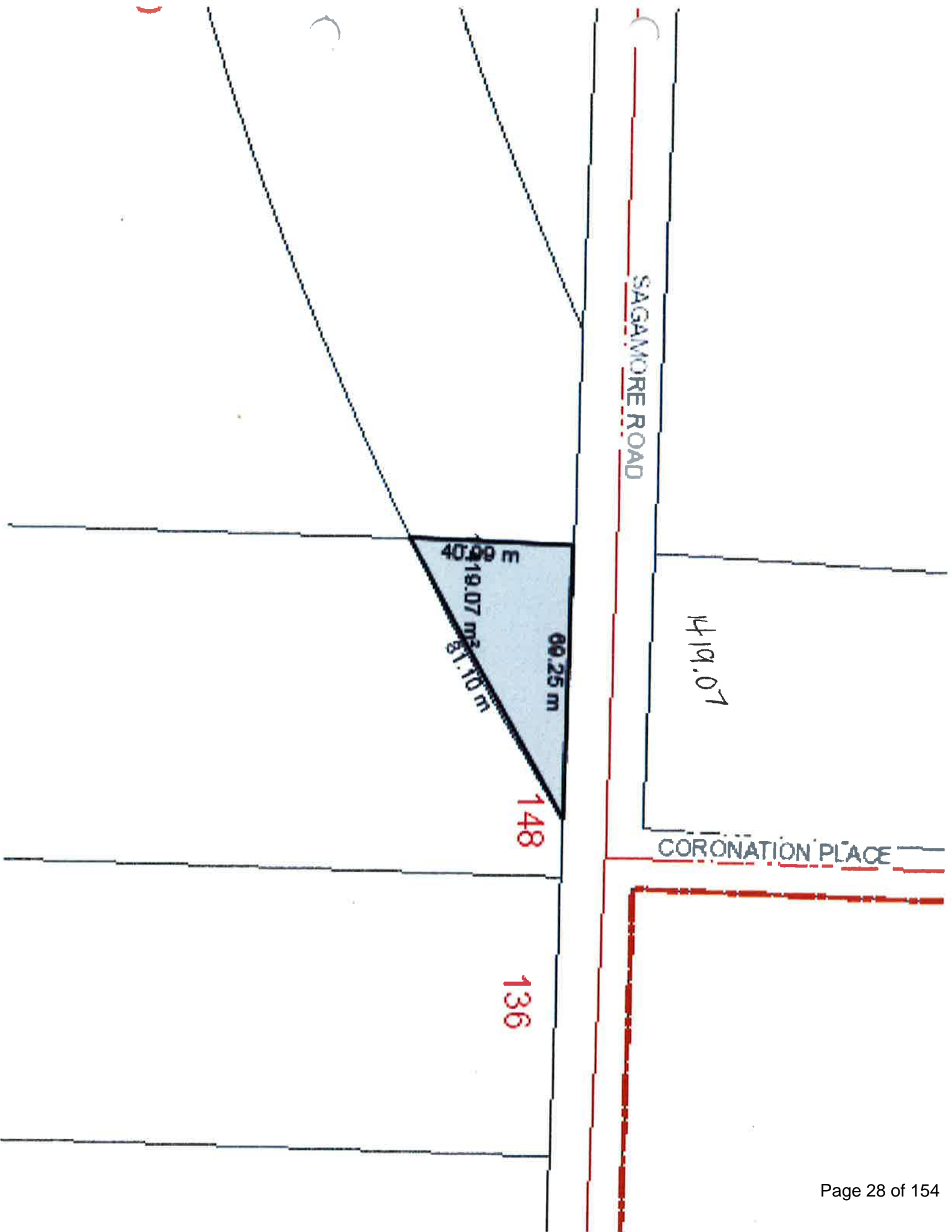
FILE CODE




*WD Sheet Metal Ltd.-
WI- Intent to Purchase
City Land Parcel*

- denotes standard iron post found
- denotes standard iron post placed
- ⊙ denotes composite post found

J. Lawrence
Approving Officer for the City of
Grand Forks





From:  Ken Lawson <KLawson@emconservices.ca> 28/02/2014 1:3... 
Subject: RE: Portion Road through Emcon property
To:  **Kathy LaBossiere**

Emcon would be interested in looking at a proposal to acquire the gazette road allowance adjoining our existing property.

Thanks.

From: Kathy LaBossiere [<mailto:KLaBossiere@grandforks.ca>]
Sent: Friday, February 28, 2014 10:38 AM
To: Ken Lawson
Subject: Portion Road through Emcon property

We have received a request from WD Sheet Metal to close a portion of gazetted road that runs through their property. This email is a request asking Emcon if they would be interested in that portion of road (shown in hatched) that runs through your property. The City practice is that we do not like to close just portions of road, if we get a request to close a road that the City is not planning on developing in the future, we like to close the entire portion of road and offer those portions of road that trespass over private properties. Thank you for your consideration and response.

Kathy

Kathy Labossiere
Planning Tech
City of Grand Forks
250-442-8266
www.GrandForks.ca

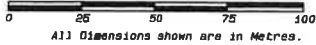


**SUBDIVISION PLAN OF LOT 1, PLAN 27765 AND
AMENDED LOT 2 (H1176), PLAN 21622;
BOTH OF D.L. 534, S.D.Y.D.**

B.C.G.S. 82E.008

PLAN KAP _____

SCALE 1 : 1250



LEGEND

Bearings are astronomic, derived
from Plan 21622.

- denotes standard iron post found
- denotes standard iron post placed
- ⊙ denotes concrete post found

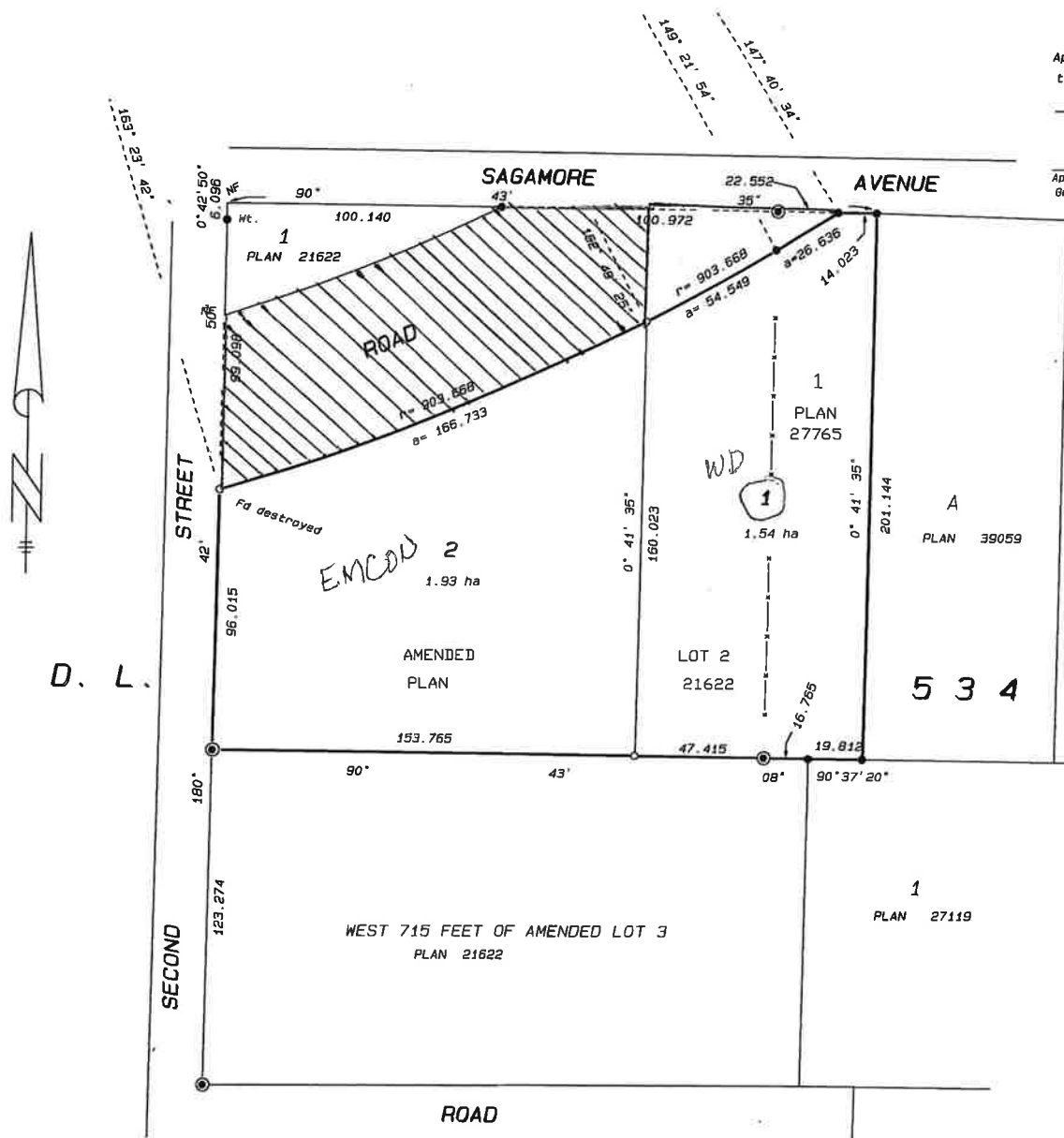
Deposited in the Land Title Office
at Kamloops, B.C. this _____
day of _____ 20 _____

REGISTRAR

Approved under the Land Title Act
this _____ day of _____
20 _____

Approving Officer for the City of
Grand Forks

THIS PLAN LIES WITHIN THE KOOTENAY
BOUNDARY REGIONAL DISTRICT



BRITISH COLUMBIA BUILDINGS CORPORATION

AUTHORIZED SIGNATORY: _____

AUTHORIZED SIGNATORY: _____

WITNESS TO BOTH SIGNATURES _____

PRINT NAME OF WITNESS _____

ADDRESS OF WITNESS _____

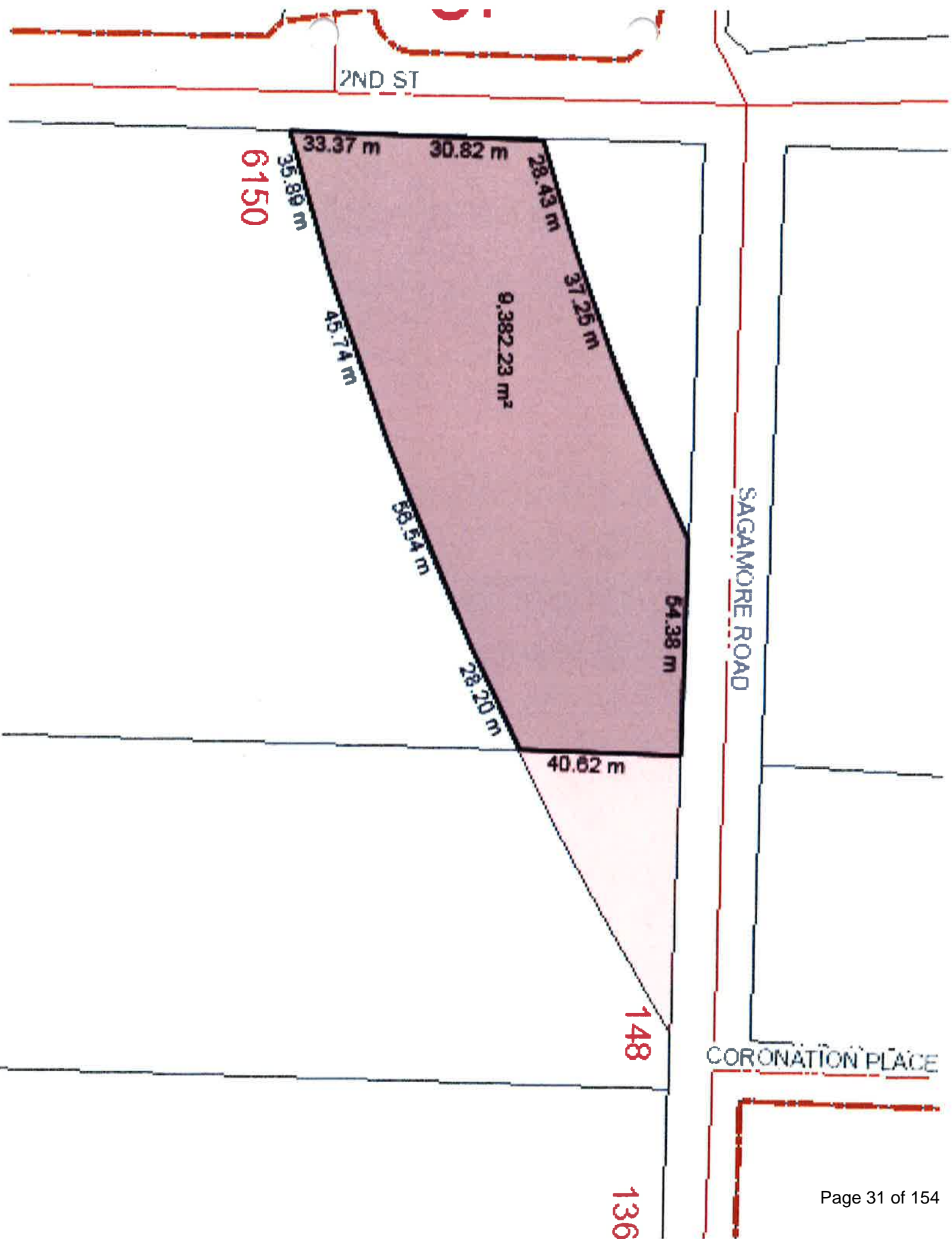
OCCUPATION OF WITNESS _____

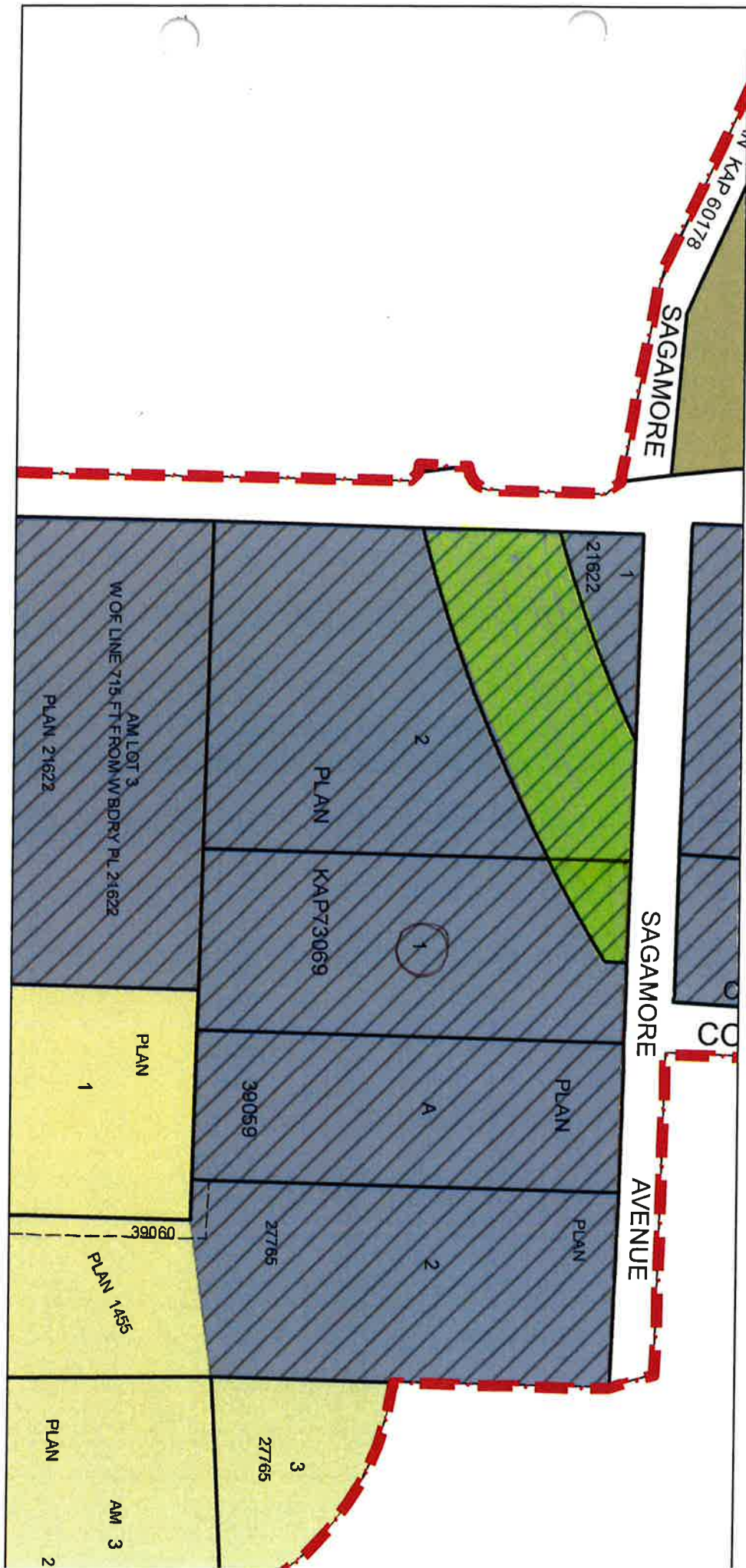
I, A.F. Hoefslout, a British Columbia Land Surveyor
of the City of Grand Forks in British Columbia certify
that I was present at and personally superintended
the survey represented by this plan and that the
survey and plan are correct. The survey was
completed on the 27 th day of February 2003 .

B.C.L.S.

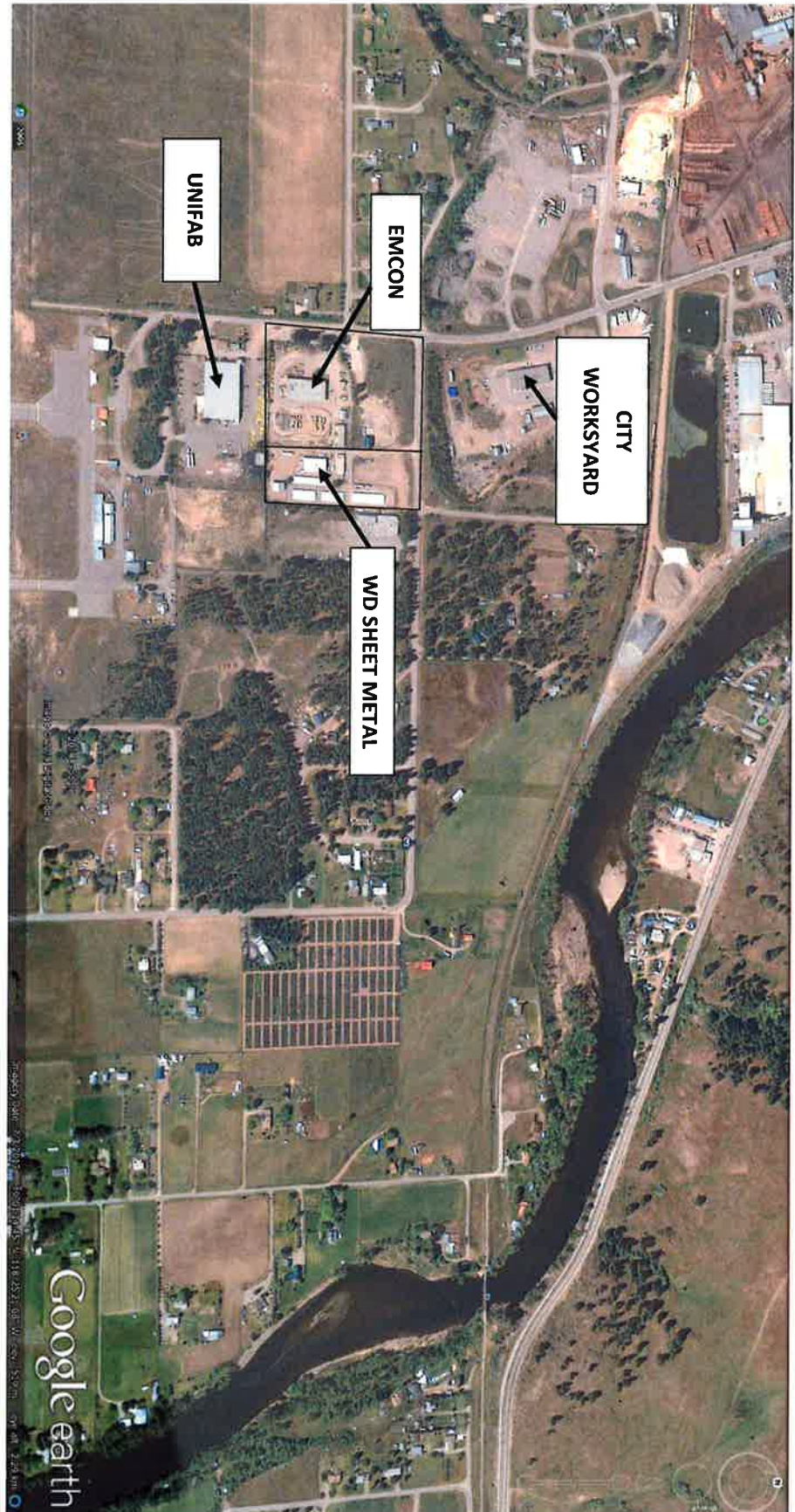
A.F. HOEFSLOOT

British Columbia Land Surveyor
P.O. Box 2740, Grand Forks, B.C.
V0N 1H0 442-5597









CITY OF GRAND FORKS

POLICY TITLE:	Road Closure Policy	POLICY NO:	1501
EFFECTIVE DATE:	July 20, 2009	SUPERSEDES:	
APPROVAL:	Council	PAGE:	1 of 1

Purpose:

To have money on hand for the recovery of costs for expenses involved in a permanent road closure and ensure that the City does not incur any costs relative to another party's request for road closure.

Policy:

It is Council's policy that all applications for permanent road closures from applicants wishing to take title to the property in question shall be accompanied by a deposit of \$2,500.00. All costs relative to the road closure and payment of market value for any property transferred will be at the sole cost of the purchaser. The City will establish the market value price for the property.

Policy Procedure:

1. \$2,500.00 deposit and a fair market value appraisal, agreed to by the applicant, will be required prior to the City taking any action to initiate road closure.
2. Should the Applicant decide not to proceed with the road closure, at any time during the process, the deposit will be refunded to the applicant, less any related costs incurred by the City. Should the City decide not to proceed with the Road Closure, at any time during the process, the deposit will be refunded to the Applicant.
3. Where the costs of the road closure exceed the amount of the deposit, the applicant will be required to pay such excess costs, as calculated by the City and will include all legal, survey, appraisal, advertising and land title fees.
4. Where the total final costs of the road closure are less than the deposited amount, the overpayment will be refunded to the applicant.
5. As a condition of the road closure, the closed portion of road must either be consolidated with the adjoining property, or another road must be constructed to replace the closed road.
6. The process for the road closure must follow the Provincial Government regulations.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Sasha Bird, Manager of Development and Engineering
Date: May 26, 2014
Subject: Pavement rehabilitation for 22nd Street (Highway 3 to 77th Avenue) or 68th Avenue (Kettle River Drive to 19th Street).

Recommendation: RESOLVED THAT Council approves the recommendation of Urban Systems and move forward with the mill and replace program for pavement rehabilitation of 22nd Street or 68th Avenue and further resolves that Council approves a budget amendment for being partially funded through gas tax, Borrowing Bylaw 1923 or Slag Reserves.

BACKGROUND: City staff would like to consider the potential for pavement rehabilitation of 22nd Street (Highway 3 to 77th Avenue) or 68th Avenue (Kettle River Drive to 19th Street) in lieu of undertaking the more costly multi-utility projects which included full depth road reconstruction, widening for bike lanes and utility replacements.

As requested by the City, Urban Systems has investigated two potential alternatives for road rehabilitation for 22nd Street and 68th Avenue. These alternatives include:

- 1. Full depth reclamation, and**
- 2. Mill and replace asphalt.**

Urban Systems approached Interior testing services Limited (ITSL), to comment on both full depth reclamation and a milling and replace program. ITSL's technical memo dated April 25th, 2014 is attached for reference with a memo from Urban Systems detailing the alternatives, cost estimates, considerations and recommendations. Below is a summary of the information in the memo:

1. Full depth reclamation program: the mixing depth required **would not produce a significant cost savings over completely rebuilding the road** (i.e. full reconstruction) and the quality of the sub base material produced would not satisfy the structure of current industry-standard specifications.

2. Mill and replace program: Although the pavement structure resulting from this method is still expected to be insufficient to meet industry-standard specifications, it would provide an overall increase in road structure and perform better than the existing asphalt surface but at a reduced life expectancy when compared to full road reconstruction.

REQUEST FOR DECISION

— REGULAR MEETING —



Cost including 10% contingency for 22nd Street: \$364,375.00
Cost including 10% contingency for 68th Avenue: \$388,437.50

Urban Systems recommends a mill and replace program as outlined by ITSL, and additional condition assessments be completed on the water and sanitary mains before proceeding with any surface restoration.

This project ties directly with the water meter program as water conservation measures will provide recognized additional capacity allowing the municipality to extend the life expectancy of underground infrastructure, therefore providing the opportunity for Council to consider additional funding for paving projects in 2014.

Benefits or Impacts of the Recommendation:

General: Improve the condition of badly deteriorated, high use roadways.
Strategic Impact: As per Council's strategic plan.
Financial: Partially funded through gas tax, Borrowing Bylaw 1923 or Slag Reserves
Policy/Legislation: N/A
Attachments: 1) Memorandum from Urban Systems dated May 12, 2014
File: 0788.0034.02
Subject: Multi-Utility Projects Update
2) Letter from ITSL dated April 25, 2014
Job 13.171

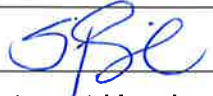
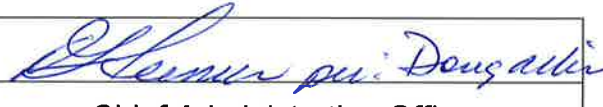
Recommendation: RESOLVED THAT Council approves the recommendation of Urban Systems and move forward with the mill and replace program for pavement rehabilitation of 22nd Street or 68th Avenue and further resolves that Council approves a budget amendment for being partially funded through gas tax, Borrowing Bylaw 1923 or Slag Reserves.

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.**
 - 2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.**
 - 3. COUNCIL COULD CHOOSE TO REFER THE ISSUE BACK TO STAFF FOR MORE INFORMATION.**

	
Department Head or CAO	Chief Administration Officer

MEMORANDUM



Date: May 12, 2014
To: Sasha Bird, ASCT
cc: Scott Shepherd, BA, ASCT
From: Thomas Simkins, EIT
File: 0788.0034.02
Subject: Multi-Utility Projects Update

Based on our recent conversations, it is our understanding that the City would like to consider the potential for pavement rehabilitation only for 22nd Street (Highway 3 to 77th Ave) and 68th Ave (Kettle River Drive to 19th Street) in lieu of undertaking the more costly multi-utility projects which included full depth road reconstruction, widening for bike lanes and utility replacements.

As requested by the City, Urban Systems has investigated two potential alternatives for road rehabilitation for 22nd Street and 68th Avenue. These alternatives include:

1. Full depth reclamation, and
2. Mill and replace asphalt.

We approached Interior Testing Services Limited (ITSL), to comment on both full depth reclamation and a milling and replace program. ITSL's technical memo dated April 25th, 2014 is attached for reference.

The following summarizes our review of the alternatives.

Alternative #1 – Full Depth Reclamation

Full depth road reclamation is a process by which pulverizing the existing asphalt surface and blending with underlying granular soils creates a road base to be paved. ITSL notes that the existing roads have no subbase gravels beneath the existing asphalt; instead the subbase is made up of a 300mm thick layer of what is likely old topsoil. The mixing depth required would not produce a significant cost savings over completely rebuilding the road and the quality of the subbase material produced would not satisfy the structure of MMCD specifications.

Alternative #2 – Mill and Replace Program

A mill and replace program involves milling the existing asphalt, placing a crush gravel base which includes the existing milling, and placing a new asphalt surface. The pavement structure resulting from milling and replacing is still expected to be insufficient for MMCD specification and the existing traffic loadings. However a mill and replace program would provide an overall increase in road structure and perform better than the existing asphalt surface but at a reduced life expectancy when compared to full road reconstruction.

Cost Estimates

The following table summarizes the estimated costs for undertaking alternative #2.

MEMORANDUM

Date: May 12, 2014
 File: 0788.0034.02
 Subject: Multi-Utility Projects Update
 Page: 2 of 3

**22nd Street (Highway 3 to 78th Ave)**

DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION
Cold Milling- 75mm thickness	m ²	4,900	\$5.00	\$24,500.00
Granular Base - Roadway 100mm Thickness (owner supplied)	m ²	4,900	\$8.00	\$39,200.00
Reshape granular road bed and blend with millings	m ²	4,900	\$4.50	\$22,050.00
Shoulder Grading 100mm Depth - 19mm Granular Base	m	1,400	\$5.00	\$7,000.00
Asphalt (75mm Thickness)	m ²	4,900	\$45.00	\$220,500.00
Asphalt Driveways, (50mm Thickness)	m ²	150	\$40.00	\$6,000.00
Painted Pavement Markings	L.S.	1	\$2,000.00	\$2,000.00
Adjust existing appurtenances	ea.	20	\$500.00	\$10,000.00
			SUBTOTAL	\$331,250.00
			CONTINGENCY ALLOWANCE (10%)	\$33,125.00
			TOTAL	\$364,375.00

68th Ave (19th Ave to Kettle River Drive)

DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	EXTENSION
Cold Milling- 75mm thickness	m ²	5,250	\$5.00	\$26,250.00
Granular Base - Roadway 100mm Thickness (owner supplied)	m ²	5,250	\$8.00	\$42,000.00
Reshape granular road bed and blend with millings	m ²	5,250	\$4.50	\$23,625.00
Shoulder Grading 100mm Depth - 19mm Granular Base	m	1,400	\$5.00	\$7,000.00
Asphalt (75mm Thickness)	m ²	5,250	\$36.00	\$236,250.00
Asphalt Driveways, (50mm Thickness)	m ²	150	\$40.00	\$6,000.00
Painted Pavement Markings	L.S.	1	\$2,000.00	\$2,000.00
Adjust existing appurtenances	ea.	20	\$500.00	\$10,000.00
			SUBTOTAL	\$353,125.00
			CONTINGENCY ALLOWANCE (10%)	\$35,312.50
			TOTAL	\$388,437.50

MEMORANDUM

Date: May 12, 2014
File: 0788.0034.02
Subject: Multi-Utility Projects Update
Page: 3 of 3

**Considerations**

The following list the items the City should consider if limiting the scope to road surface rehabilitation in lieu of undertaking full depth reconstruction.

- Any road remediation option which does not include total road reconstruction would result in a reduced service life of the road structure.
- Raising and regrading the road with a crown would have both positive and negative impacts on drainage, boulevards, intersections, and driveways. All manholes and valves within the road would require adjustments to match new grades.
- Maintenance and repairs within the road (i.e. service connections) could become more frequent as the aging utilities reach the end of their service life.
- There are corridors available in the boulevard for future replacement of utility mains.
- The road structure is in poor condition (ITSL November 2013 Report).
- Capacity and condition concerns of the existing utilities would not be addressed.
 - The cast iron watermain installed in the 1940's is undersized on 3rd Street
 - The watermain on 22nd Street is undersized for future growth and does not meet fire flow
 - The sanitary main is undersized from 16th Street to Boundary Drive on 68th Ave. Future development to the west could be limited if these sections of sanitary are not upsized.

Recommendation

If the City intends to defer the multi-utility projects to undertake a less costly road surface restoration program for 22nd Street and 68th Avenue, we recommend a mill and replace program as outlined by ITSL. A mill and replace program would provide a better performing road structure than the existing surface but at a reduced life expectancy compared to full depth road reconstruction.

We also recommend additional condition assessments be completed on the water and sanitary mains before proceeding with any surface restoration. This information would confirm the remaining life in the buried utilities which could assist in decision-making process regarding the deferral of the multi-utility projects.

Please contact the undersigned if you have any questions or require any clarification.

Sincerely,

URBAN SYSTEMS LTD.

A blue ink signature of Thomas Simkins, written in a cursive style.

Thomas Simkins, EIT
Project Engineer

Reviewed by:

A blue ink signature of Scott Shepherd, written in a cursive style.

Scott Shepherd, BA, ASCT
Principal, Project Leader

**- INTERIOR -
TESTING SERVICES
- LTD. -**

**MATERIALS TESTING • SOILS
CONCRETE • ASPHALT • CORING
GEOTECHNICAL ENGINEERING**

**1 - 1925 KIRSCHNER ROAD
KELOWNA, B.C. V1Y 4N7
PHONE: 860-6540
FAX: 860-5027**

City of Grand Forks
c/o Urban Systems Ltd.
Suite 304 – 1353 Ellis Street
Kelowna, BC V1Y 1Z9

April 25, 2014
Job 13.171

Attention: Mr. Thomas Simkins, EIT

Dear Sir:

**Re: Geotechnical Investigation
Proposed Road Rehabilitation
22nd Street and 68th Avenue
Grand Forks, BC**

Further to our report of November 15, 2013 regarding the proposed capital works projects, Interior Testing Services Ltd. (ITSL) provides the following comments regarding pavement rehabilitation options. As before, we attach a copy of our two page "*Terms of Engagement*", which forms the basis on which we undertake this work.

1. We originally understood total road reconstruction was proposed for 22nd Street and 68th Avenue, which appeared prudent given the overall poor condition of these roads. However, we now understand budgetary constraints are limiting this proposed work and the City of Grand Forks (City) is investigating alternative remediation options for these roadways.

Specifically, we understand the City is contemplating 'full depth road reclamation'. We understand you intend this to mean pulverizing the existing asphalt surface and blending the asphalt with some depth of underlying granular soils to create some kind of road subbase.

We note that no subbase gravels were encountered beneath the existing asphalt surface; instead the subgrade soils were typically comprised of a roughly 300 mm thick layer of dark brown, silty SAND (likely an old topsoil layer) underlain by natural

SAND to SAND and GRAVEL. To that end, in order to blend granular soils into the pulverized asphalt, a mixing program on the order of 0.6 to 1 m deep would need to be contemplated. This would be expected to create a mixture of asphalt millings, old sand/silt topsoil, and SAND and GRAVEL, which would typically be unsatisfactory as compared to a MMCD specified subbase material. Furthermore, this mixing program would be fairly cumbersome, so that significant cost savings over completely rebuilding the road with suitable subbase and crush base gravels would not be expected.

We also understand consideration has been given to stabilization additives, such as magnesium chloride, given that the underlying soils are not adequate for full depth road reclamation. The benefit of such additives appears nominal, especially in relation to the poor subbase product that would result from blending the underlying silty topsoil to create a 'subbase' structure.

2. We reiterate that the most appropriate solution would be to reconstruct the roads with suitable subbase and crush base gravels. However considering a budget-friendly option is desired, a mill and replace program appears most logical given the site conditions. This would involve milling the existing asphalt thickness and placing a new asphalt surface. The asphalt millings could be mixed with new crush gravel to provide a minimum base gravel structure for strength as well as allow surface grading to provide crown across the roadway for drainage.

Addition of the crush gravel and a new asphalt surface would increase the overall height of the road, so that consideration to this would need to be incorporated into the civil design. A minimum 100 mm thick crush base gravel layer would be desirable, followed by at least 50 mm of asphalt for local roads (ie. 22nd Street) and 100 mm of asphalt for collector roads (ie. 68th Avenue).

We note that for any option that does not include total road reconstruction (including placement of subbase and base gravels), the resulting pavement structure is expected to be insufficient for the traffic loading conditions. Furthermore, the remaining silt/sand topsoil layer is an undesirable subgrade and the risk of marginal road performance exists. To that end, our primary recommendation is to wait to rebuild the roads properly when funding is available.


However, we note that these roads have been in service for considerable years with adequate performance. Even the option of mill and replace would provide an overall increased pavement structure as compared to the existing condition, so that some improvement would be realized. While a milled and replaced roadway would have a reduced life expectancy versus if the road was completely rebuilt with conventional

INTERIOR TESTING SERVICES LTD.

pavement structure, it would be expected to perform better than the existing asphalt surface which was often observed to be placed directly on the sand/silt topsoil layer with no gravel structure.

We trust this will assist you. Please call if you have any questions.

Yours truly,
Interior Testing Services Ltd.

A blue ink signature of Jennifer Anderson is written over a circular professional engineer seal. The seal contains the text "PROFESSIONAL ENGINEER", "BRITISH COLUMBIA", and "J. ANDERSON # 2771".

Jennifer Anderson, P.Eng

A blue ink signature of Peter Hanenburg is written over a circular professional engineer seal. The seal contains the text "PROFESSIONAL ENGINEER", "BRITISH COLUMBIA", and "P. HANENBURG # 28282".

Peter Hanenburg, P.Eng

TERMS OF ENGAGEMENT

GENERAL

Interior Testing Services Ltd. (ITSL) shall render the Services performed for the Client on this Project in accordance with the following Terms of Engagement. ITSL may, at its discretion and at any stage, engage subconsultants to perform all or any part of the Services. Unless specifically agreed in writing, these Terms of Engagement shall constitute the entire Contract between ITSL and the Client.

COMPENSATION

Charges for the Services rendered will be made in accordance with ITSL's Schedule of Fees and Disbursements in effect from time to time as the Services are rendered. All Charges will be payable in Canadian Dollars. Invoices will be due and payable by the Client within thirty (30) days of the date of the invoice without hold back. Interest on overdue accounts is 12% per annum.

REPRESENTATIVES

Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

TERMINATION

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay ITSL its Charges for the Services performed, including all expenses and other charges incurred by ITSL for this Project.

If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by ITSL under this paragraph, the Client shall forthwith pay to ITSL its Charges for the Services performed to the date of termination, including all fees and charges for this Project.

ENVIRONMENTAL

ITSL's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. ITSL will co-operate with the Client's environmental consultant during the field work phase of the investigation.

PROFESSIONAL RESPONSIBILITY

In performing the Services, ITSL will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time when and the location in which the Services were performed. ITSL makes no warranty, representation or guarantee, either express or implied as to the professional services rendered under this agreement.

LIMITATION OF LIABILITY

ITSL shall not be responsible for:

- (a) the failure of a contractor, retained by the Client, to perform the work required in the Project in accordance with the applicable contract documents;
- (b) the design of or defects in equipment supplied or provided by the Client for incorporation into the Project;
- (c) any cross-contamination resulting from subsurface investigations;
- (d) any damage to subsurface structures and utilities;
- (e) any Project decisions made by the Client if the decisions were made without the advice of ITSL or contrary to or inconsistent with ITSL's advice;
- (f) any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
- (g) the unauthorized distribution of any confidential document or report prepared by or on behalf of ITSL for the exclusive use of the Client.

The total amount of all claims the Client may have against ITSL under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the lesser of our fees or \$50,000.00.

No claim may be brought against ITSL in contract or tort more than two (2) years after the Services were completed or terminated under this engagement.

PERSONAL LIABILITY

For the purposes of the limitation of liability provisions contained in the Agreement of the parties herein, the Client expressly agrees that it has entered into this Agreement with ITSL, both on its own behalf and as agent on behalf of its employees and principals.

The Client expressly agrees that ITSL's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of ITSL's employees or principals in their personal capacity.

THIRD PARTY LIABILITY

This report was prepared by ITSL for the account of the Client. The material in it reflects the judgement and opinion of ITSL in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. ITSL accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report. This report may not be used or relied upon by any other person unless that person is specifically named by us as a beneficiary of the Report. The Client agrees to maintain the confidentiality of the Report and reasonably protect the report from distribution to any other person.

INDEMNITY

The client shall indemnify and hold harmless ITSL from and against any costs, damages, expenses, legal fees and disbursements, expert and investigation costs, claims, liabilities, actions, causes of action and any taxes thereon arising from or related to any claim or threatened claim by any party arising from or related to the performance of the Services.

DOCUMENTS

All of the documents prepared by ITSL or on behalf of ITSL in connection with the Project are instruments of service for the execution of the Project. ITSL retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of ITSL.

FIELD SERVICES

Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of ITSL, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services.

DISPUTE RESOLUTION

If requested in writing by either the Client or ITSL, the Client and ITSL shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, the dispute shall be referred to and finally resolved by an arbitrator appointed by agreement of the parties.

CONFIRMATION OF PROFESSIONAL LIABILITY INSURANCE

As required by by-laws of the Association of Professional Engineers and Geoscientists of British Columbia, it is required that our firm advises whether or not Professional Liability Insurance is held. It is also required that a space for you to acknowledge this information be provided.

Our professional liability insurance is not project specific for the project and should not be regarded as such. If you require insurance for your project you should purchase a project specific insurance policy directly.

Accordingly, this notice serves to advise you that ITSL carries professional liability insurance. Please sign and return a copy of this form as an indication of acceptance and agreement to the contractual force of these Terms of Engagement.

ACKNOWLEDGEMENT: _____

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Sasha Bird, Manager of Development and Engineering
Date: May 26, 2014
Subject: Pavement rehabilitation for 22nd Street (Highway 3 to 77th Avenue) and 68th Avenue (Kettle River Drive to 19th Street).

Recommendation: RESOLVED THAT Council approves the recommendation of Urban Systems to move forward with the mill and replace program for pavement rehabilitation of 22nd Street and 68th Avenue.

*10/ ✓ and ✓
FURTHER RESOLVES THAT COUNCIL
APPROVES A BUDGET AMENDMENT FOR FUNDING PARTIALLY
BEING FUNDED
BY THE CITY*

BACKGROUND: City staff would like to consider the potential for pavement rehabilitation for 22nd Street (Highway 3 to 77th Avenue) and 68th Avenue (Kettle River Drive to 19th Street) in lieu of undertaking the more costly multi-utility projects which included full depth road reconstruction, widening for bike lanes and utility replacements.

*GRAS MAX
4 BORROWING
BYLAW
1923.*

As requested by the City, Urban Systems has investigated two potential alternatives for road rehabilitation for 22nd Street and 68th Avenue. These alternatives include:

1. Full depth reclamation, and
2. Mill and replace asphalt.

Urban Systems approached Interior testing services Limited (ITSL), to comment on both full depth reclamation and a milling and replace program. ITSL's technical memo dated April 25th, 2014 is attached for reference with a memo from Urban Systems detailing the alternatives, cost estimates, considerations and recommendations. Below is a summary of the information in the memo:

1. Full depth reclamation program: the mixing depth required **would not produce a significant cost savings over completely rebuilding the road** (i.e. full reconstruction) and the quality of the sub base material produced would not satisfy the structure of current industry-standard specifications.

REQUEST FOR DECISION

— REGULAR MEETING —



2. Mill and replace program: Although the pavement structure resulting from this method is still expected to be insufficient to meet industry-standard specifications, it would provide an overall increase in road structure and perform better than the existing asphalt surface but at a reduced life expectancy when compared to full road reconstruction.

Cost including 10% contingency for 22nd Street: \$364,375.00

Cost including 10% contingency for 68th Avenue: \$388,437.50

Total: ~~\$752,812.50~~

Urban Systems recommends a mill and replace program as outlined by ITSL, and additional condition assessments be completed on the water and sanitary mains before proceeding with any surface restoration.

Benefits or Impacts of the Recommendation:

General: Improve the condition of badly deteriorated, high use roadways.

Strategic Impact: N/A As per Council's strategic plan ✓

Financial: PARTIALLY THRU GOV TAX FUNDING & BORROWING Budget 1923 ✓

Policy/Legislation: N/A

Attachments: 1) Memorandum from Urban Systems dated May 12, 2014

File: 0788/0034.02

Subject: Multi-Utility Projects Update

2) Letter from ITSL dated April 25, 2014

Job 13.171

Recommendation: RESOLVED THAT Council approves the recommendation of Urban Systems to move forward with the mill and replace program for pavement rehabilitation of 22nd Street and 68th Avenue. ✓

REQUEST FOR DECISION

— REGULAR MEETING —



OPTIONS: 1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.

2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.



3. COUNCIL COULD CHOOSE TO REFER THE ISSUE BACK TO STAFF FOR MORE INFORMATION.

Department Head or CAO	Chief Administration Officer

MEMORANDUM

Date: April 30, 2014
To: Sasha Bird, AscT
cc: Scott Shepherd, BA, ASCT
From: Thomas Simkins, EIT
File: 0788.0034.02
Subject: Multi-Utility Projects Update

Based on our recent conversations, it is our understanding that the City would like to consider the potential for pavement rehabilitation only for 22nd Street (Highway 3 to 77th Ave) and 68th Ave (Kettle River Drive to 19th Street) in lieu of undertaking the more costly multi-utility projects which included full depth road reconstruction, widening for bike lanes and utility replacements.

As requested by the City, Urban Systems has investigated two potential alternatives for road rehabilitation for 22nd Street and 68th Avenue. These alternatives include:

1. Full depth reclamation, and
2. Mill and replace asphalt.

We approached Interior Testing Services Limited (ITSL), to comment on both full depth reclamation and a milling and replace program. ITSL's technical memo dated April 25th, 2014 is attached for reference.

The following summarizes our review of the alternatives.

Alternative #1 – Full Depth Reclamation

Full depth road reclamation is a process by which pulverizing the existing asphalt surface and blending with underlying granular soils creates a road base to be paved. ITSL notes that the existing roads have no subbase gravels beneath the existing asphalt; instead the subbase is made up of a 300mm thick layer of what is likely old topsoil. The mixing depth required would not produce a significant cost savings over completely rebuilding the road and the quality of the subbase material produced would not satisfy the structure of MMCD specifications.

Alternative #2 – Mill and Replace Program

A mill and replace program involves milling the existing asphalt, placing a crush gravel base which includes the existing milling, and placing a new asphalt surface. The pavement structure resulting from milling and replacing is still expected to be insufficient for MMCD specification and the existing traffic loadings. However a mill and replace program would provide an overall increase in road structure and perform better than the existing asphalt surface but at a reduced life expectancy when compared to full road reconstruction.

Considerations

The following list the items the City should consider if limiting the scope to road surface rehabilitation in lieu of undertaking full depth reconstruction.

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- Any road remediation option which does not include total road reconstruction would result in a reduced service life of the road structure.
- Raising and regrading the road with a crown would have both positive and negative impacts on drainage, boulevards, intersections, and driveways. All manholes and valves within the road would require adjustments to match new grades.
- Capacity and condition concerns of the existing utilities would not be addressed.
- Maintenance and repairs within the road (i.e. service connections) could become more frequent as the aging utilities reach the end of their service life.
- There are corridors available in the boulevard for future replacement of utility mains.

The Multi-Utility Projects were selected based on the condition and capacity of the existing utilities and road structure. The list below is a summary of the condition and capacity status of the roads and utilities based on the 2013 Asset Management Program and past condition inspections:

22nd Street:

- The sanitary is adequate in size for future growth (2013 Asset Management Program) and it appeared to be in adequate condition. However the existing condition is based on CCTV from 1999 and should be updated.
- The water is undersized for future growth and does not meet fire flow requirements (2013 Asset Management Program).
- The road structure is in poor condition (ITSL November 2013 Report).

3^d Street:

- The current sanitary model (2013 Asset Management Program) indicates the main is adequate in size for future growth.
- We believe there are condition concerns with the sanitary; however there is no current condition information or video to confirm the condition.
- The cast iron watermain installed in the 1940's is undersized and well past its service life (2013 Asset Management Program).
- The road structure is in good condition with only occasional transverse cracking (ITSL November 2013 Report).

68th Ave:

- The current sanitary model (2013 Asset Management Program) indicates the main is undersized from 16th Street to Boundary Drive. Future development to the west could be limited if these sections of sanitary are not upsized.
- CCTV from 1999 indicates there could be condition issues at various spots along the sanitary; however sections of this corridor were not included in the inspection and a more current CCTV inspection is required to determine the existing condition.
- The ductile iron watermain is adequately sized but its condition is unknown. Non-destructive condition assessment should be completed to determine the remaining service life of the main.

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**Recommendation**

If the City intends to defer the multi-utility projects to undertake a less costly road surface restoration program for 22nd Street and 68th Avenue, we recommend a mill and replace program as outlined by ITSL. A mill and replace program would provide a better performing road structure than the existing surface but at a reduced life expectancy compared to full depth road reconstruction.

We also recommend additional condition assessments be completed on the water and sanitary mains before proceeding with any surface restoration. This information would confirm the remaining life in the buried utilities which could assist in decision-making process regarding the deferral of the multi-utility projects.

Please contact the undersigned if you have any questions or require any clarification.

Sincerely,

URBAN SYSTEMS LTD.

Reviewed by:

A blue ink signature of Thomas Simkins, written in a cursive style.

Thomas Simkins, EIT
Project Engineer

A blue ink signature of Scott Shepherd, written in a cursive style.

Scott Shepherd, BA, ASCT
Principal, Project Leader

**- INTERIOR -
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- LTD. -**

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**1 - 1925 KIRSCHNER ROAD
KELOWNA, B.C. V1Y 4N7
PHONE: 860-6540
FAX: 860-5027**

City of Grand Forks
c/o Urban Systems Ltd.
Suite 304 – 1353 Ellis Street
Kelowna, BC V1Y 1Z9

April 25, 2014
Job 13.171

Attention: Mr. Thomas Simkins, EIT

Dear Sir:

**Re: Geotechnical Investigation
Proposed Road Rehabilitation
22nd Street and 68th Avenue
Grand Forks, BC**

Further to our report of November 15, 2013 regarding the proposed capital works projects, Interior Testing Services Ltd. (ITSL) provides the following comments regarding pavement rehabilitation options. As before, we attach a copy of our two page "*Terms of Engagement*", which forms the basis on which we undertake this work.

1. We originally understood total road reconstruction was proposed for 22nd Street and 68th Avenue, which appeared prudent given the overall poor condition of these roads. However, we now understand budgetary constraints are limiting this proposed work and the City of Grand Forks (City) is investigating alternative remediation options for these roadways.

Specifically, we understand the City is contemplating 'full depth road reclamation'. We understand you intend this to mean pulverizing the existing asphalt surface and blending the asphalt with some depth of underlying granular soils to create some kind of road subbase.

We note that no subbase gravels were encountered beneath the existing asphalt surface; instead the subgrade soils were typically comprised of a roughly 300 mm thick layer of dark brown, silty SAND (likely an old topsoil layer) underlain by natural

SAND to SAND and GRAVEL. To that end, in order to blend granular soils into the pulverized asphalt, a mixing program on the order of 0.6 to 1 m deep would need to be contemplated. This would be expected to create a mixture of asphalt millings, old sand/silt topsoil, and SAND and GRAVEL, which would typically be unsatisfactory as compared to a MMCD specified subbase material. Furthermore, this mixing program would be fairly cumbersome, so that significant cost savings over completely rebuilding the road with suitable subbase and crush base gravels would not be expected.

We also understand consideration has been given to stabilization additives, such as magnesium chloride, given that the the underlying soils are not adequate for full depth road reclamation. The benefit of such additives appears nominal, especially in relation to the poor subbase product that would result from blending the underlying silty topsoil to create a 'subbase' structure.

2. We reiterate that the most appropriate solution would be to reconstruct the roads with suitable subbase and crush base gravels. However considering a budget-friendly option is desired, a mill and replace program appears most logical given the site conditions. This would involve milling the existing asphalt thickness and placing a new asphalt surface. The asphalt millings could be mixed with new crush gravel to provide a minimum base gravel structure for strength as well as allow surface grading to provide crown across the roadway for drainage.

Addition of the crush gravel and a new asphalt surface would increase the overall height of the road, so that consideration to this would need to be incorporated into the civil design. A minimum 100 mm thick crush base gravel layer would be desirable, followed by at least 50 mm of asphalt for local roads (ie. 22nd Street) and 100 mm of asphalt for collector roads (ie. 68th Avenue).

We note that for any option that does not include total road reconstruction (including placement of subbase and base gravels), the resulting pavement structure is expected to be insufficient for the traffic loading conditions. Furthermore, the remaining silt/sand topsoil layer is an undesirable subgrade and the risk of marginal road performance exists. To that end, our primary recommendation is to wait to rebuild the roads properly when funding is available.

However, we note that these roads have been in service for considerable years with adequate performance. Even the option of mill and replace would provide an overall increased pavement structure as compared to the existing condition, so that some improvement would be realized. While a milled and replaced roadway would have a reduced life expectancy versus if the road was completely rebuilt with conventional

INTERIOR TESTING SERVICES LTD.

pavement structure, it would be expected to perform better than the existing asphalt surface which was often observed to be placed directly on the sand/silt topsoil layer with no gravel structure.

We trust this will assist you. Please call if you have any questions.

Yours truly,
Interior Testing Services Ltd.

A blue ink signature of Jennifer Anderson is written over a circular professional engineer seal. The seal contains the text "PROFESSIONAL ENGINEER", "BRITISH COLUMBIA", and "J. L. ANDERSON # 20652".

Jennifer Anderson, P.Eng

A blue ink signature of Peter Hanenburg is written over a circular professional engineer seal. The seal contains the text "PROFESSIONAL ENGINEER", "BRITISH COLUMBIA", and "P. HANENBURG # 20652".

Peter Hanenburg, P.Eng

TERMS OF ENGAGEMENT

GENERAL

Interior Testing Services Ltd. (ITSL) shall render the Services performed for the Client on this Project in accordance with the following Terms of Engagement. ITSL may, at its discretion and at any stage, engage subconsultants to perform all or any part of the Services. Unless specifically agreed in writing, these Terms of Engagement shall constitute the entire Contract between ITSL and the Client.

COMPENSATION

Charges for the Services rendered will be made in accordance with ITSL's Schedule of Fees and Disbursements in effect from time to time as the Services are rendered. All Charges will be payable in Canadian Dollars. Invoices will be due and payable by the Client within thirty (30) days of the date of the invoice without hold back. Interest on overdue accounts is 12% per annum.

REPRESENTATIVES

Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

TERMINATION

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay ITSL its Charges for the Services performed, including all expenses and other charges incurred by ITSL for this Project.

If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by ITSL under this paragraph, the Client shall forthwith pay to ITSL its Charges for the Services performed to the date of termination, including all fees and charges for this Project.

ENVIRONMENTAL

ITSL's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. ITSL will co-operate with the Client's environmental consultant during the field work phase of the investigation.

PROFESSIONAL RESPONSIBILITY

In performing the Services, ITSL will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time when and the location in which the Services were performed. ITSL makes no warranty, representation or guarantee, either express or implied as to the professional services rendered under this agreement.

LIMITATION OF LIABILITY

ITSL shall not be responsible for:

- (a) the failure of a contractor, retained by the Client, to perform the work required in the Project in accordance with the applicable contract documents;
- (b) the design of or defects in equipment supplied or provided by the Client for incorporation into the Project;
- (c) any cross-contamination resulting from subsurface investigations;
- (d) any damage to subsurface structures and utilities;
- (e) any Project decisions made by the Client if the decisions were made without the advice of ITSL or contrary to or inconsistent with ITSL's advice;
- (f) any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
- (g) the unauthorized distribution of any confidential document or report prepared by or on behalf of ITSL for the exclusive use of the Client.

The total amount of all claims the Client may have against ITSL under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to the lesser of our fees or \$50,000.00.

No claim may be brought against ITSL in contract or tort more than two (2) years after the Services were completed or terminated under this engagement.

PERSONAL LIABILITY

For the purposes of the limitation of liability provisions contained in the Agreement of the parties herein, the Client expressly agrees that it has entered into this Agreement with ITSL, both on its own behalf and as agent on behalf of its employees and principals.

The Client expressly agrees that ITSL's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of ITSL's employees or principals in their personal capacity.

THIRD PARTY LIABILITY

This report was prepared by ITSL for the account of the Client. The material in it reflects the judgement and opinion of ITSL in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. ITSL accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report. This report may not be used or relied upon by any other person unless that person is specifically named by us as a beneficiary of the Report. The Client agrees to maintain the confidentiality of the Report and reasonably protect the report from distribution to any other person.

INDEMNITY

The client shall indemnify and hold harmless ITSL from and against any costs, damages, expenses, legal fees and disbursements, expert and investigation costs, claims, liabilities, actions, causes of action and any taxes thereon arising from or related to any claim or threatened claim by any party arising from or related to the performance of the Services.

DOCUMENTS

All of the documents prepared by ITSL or on behalf of ITSL in connection with the Project are instruments of service for the execution of the Project. ITSL retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of ITSL.

FIELD SERVICES

Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of ITSL, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services.

DISPUTE RESOLUTION

If requested in writing by either the Client or ITSL, the Client and ITSL shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, the dispute shall be referred to and finally resolved by an arbitrator appointed by agreement of the parties.

CONFIRMATION OF PROFESSIONAL LIABILITY INSURANCE

As required by by-laws of the Association of Professional Engineers and Geoscientists of British Columbia, it is required that our firm advises whether or not Professional Liability Insurance is held. It is also required that a space for you to acknowledge this information be provided.

Our professional liability insurance is not project specific for the project and should not be regarded as such. If you require insurance for your project you should purchase a project specific insurance policy directly.

Accordingly, this notice serves to advise you that ITSL carries professional liability insurance. Please sign and return a copy of this form as an indication of acceptance and agreement to the contractual force of these Terms of Engagement.

ACKNOWLEDGEMENT: _____

MEMORANDUM



DATE : May 26, 2014

TO : Mayor and Council

FROM : Manager of Development and Engineering

SUBJECT : ICBC Intersection Review Recommendations

Earlier in 2013, Interfor conducted a safety review with their logging truck drivers. Some of the drivers voiced safety concerns regarding the vehicle traffic at the 2nd St. and 68th Ave. intersection. A traffic engineer from ICBC was contacted to discuss the intersection, to gauge ICBC's interest in conducting a formal review of the intersection and to provide any historical data gathered on the intersection.

On Tuesday, October 15th, 2013, City staff and Interfor staff met with a representative from ICBC Road Safety to review the intersection at 2nd St. and 68th Ave. and the intersection at 2nd St. and 72nd Ave. Please see attached reports for details and recommendations.

Since this meeting, some of ICBC's recommendations have already been implemented.

2nd St. and 68th Ave.: Interfor has removed the three trees suggested for removal by ICBC. The City operations staff will be removing one of the trees on the south side of 68th Ave. east of the intersection, as recommended by ICBC. The City operations staff will also be approaching Interfor for the use of one of their Super B Trucks to determine the location of the south stop sign turning east. The location of the north side stop sign on 2nd St. has already been determined with ICBC.

2nd St. and 72nd Ave.: As per ICBC recommendations, traffic calming islands have been included in the Downtown Beautification Upgrades – Phase II project. City staff will eradicate the first stall on 2nd St. on each approach to 72nd Ave.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "SJB", is written over the printed name of the signatory.

Sasha J. Bird, ASCT

Manager of Development and Engineering

ISSUE

A number of near misses have been reported by semi-truck drivers of Interfor at the intersection of 2nd Street and 68th Avenue. The typical scenario is that Interfor vehicles will be travelling either east or westbound towards the intersection and north or southbound vehicles will pull out from the stop signs. Common comments include that the north and southbound vehicles are stopping at the stop sign, but are pulling out as if they expect the east and westbound trucks to stop.

COLLISION HISTORY

During the 5 year period from 2008 to 2012, a total of 3 collisions at this intersection have been reported to ICBC. Two involved collisions with deer and one was a single vehicle collision that travelled off the road.

OBSERVATIONS

A site visit was undertaken on Tuesday October 15th 2013 with representatives from ICBC Road Safety, the City of Grand Forks and Interfor. The stop sign and stop bar locations were noticed to be placed on 2nd Street well back from 68th Street. On the south leg this was due to the large radius of the road edge at the southeast corner to accommodate right-turning trucks, while on the north leg it was placed at the end of the concrete sidewalk. Sight lines from vehicles stopped at the existing stop bars are inadequate to make appropriate decisions in proceeding across 68th Street.

Proper driver behaviour in this case would dictate vehicles to stop at the stop sign and slowly proceed forward to a point where adequate sight lines are achieved. However, it was observed that frequently drivers would stop at the stop sign, make their decision to go, and proceed at regular speed without stopping when sight lines are appropriate.



Northbound right-turning trucks were observed to track clear of the stop sign and road edge, thereby indicating that the road edge radius could be tightened and the stop sign moved

forward. No southbound right-turning trucks were observed (north leg is not a truck route) so it appeared that this stop sign could also be relocated south without being in danger of being hit.

Trees on the south side of 68th Avenue west of the intersection located on Interfor property reduced the visibility for northbound vehicles at the stop sign. Similarly trees on the south side of 68th Avenue east of the intersection on City property reduced the visibility of northbound vehicles.

SUGGESTED MITIGATION MEASURES

The following measures are suggested to improve the sight lines for north and southbound motorists on 2nd Street crossing 68th Avenue:

- Check the turning templates for trucks making the northbound to eastbound movement and provide road edge markings on the pavement at the tightest radius possible. Based on the revised turning radius, move the south leg stop sign as far north as possible without becoming a potential object that right-turning trucks would hit. Relocate the stop bar to match the new stop sign location.
- Relocate the north leg stop sign further north as much as possible without creating the potential for it to be hit by right turning vehicles. The turning radius here would not need to accommodate trucks as the north leg is not a truck route.
- Improve the sight lines to the west by having Interfor remove at least 3 trees on the south side of 68th Avenue west of 2nd Street.
- Improve the sight lines to the east by having the City remove at least 1 tree on the south side of 68th Avenue east of 2nd Street.

ISSUE

Safety concerns have been raised for the intersection of 2nd Street and 72nd Avenue due to the visibility of the stop signs, sight lines from stopped vehicles on 72nd Avenue to approaching vehicles on 2nd Street, and excessive speeds northbound on 2nd Street.

COLLISION HISTORY

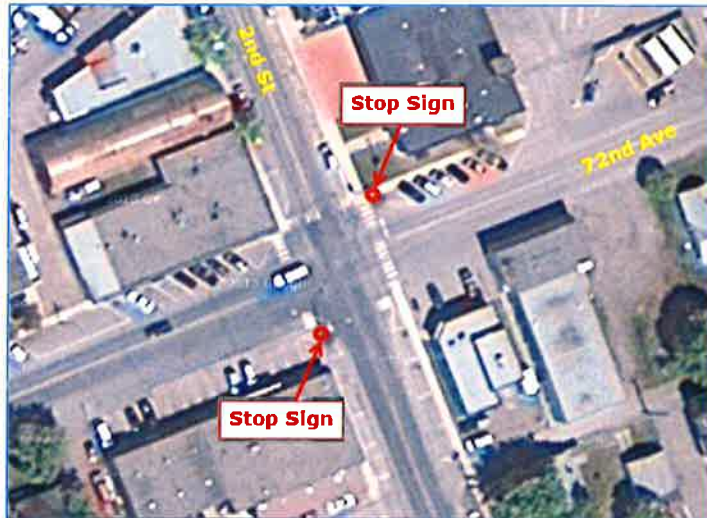
During the 5 year period from 2008 to 2012, a total of 3 collisions at this intersection have been reported to ICBC of which 2 were injury related. The collision types included:

- Northbound left turning vehicle on 2nd Street collided with southbound through vehicle;
- Westbound through vehicle on 72nd Avenue collided with southbound through vehicle on 2nd Street; and
- Eastbound right-turning vehicle sideswiped another eastbound right-turning vehicle.

OBSERVATIONS

A site visit was undertaken on Tuesday October 15th 2013 with representatives from ICBC Road Safety, the City of Grand Forks. The following issues were observed:

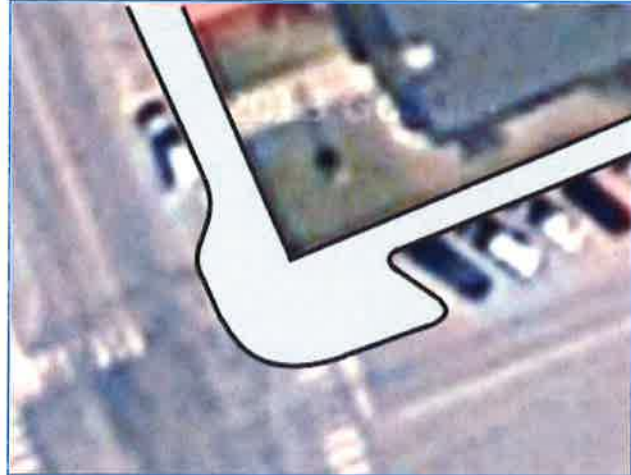
- The visibility of the westbound approach on 72nd Avenue to the stop sign is reduced due to the off-set distance of the stop sign from the travel lane and the potential of angled parked vehicles blocking the view.
- Vehicles stopped at the stop bars on each approach of 72nd Avenue have limited sight lines to approaching vehicles on 2nd Street due to parked cars along 2nd Street. This is a common issue in a downtown setting and requires motorists to stop at the stop bar and then move forward until sight lines are sufficient.
- Pedestrian crossing distances of 2nd Street and 72nd Avenue are long and visibility of pedestrians at the crosswalk ends are blocked by the parked vehicles.
- The intersection is the first busier downtown intersection for northbound approaching vehicles coming from the bridge and industrial area. Prior to the intersection the lack of driveways, intersections and on-street parking may encourage the higher speeds reported of northbound vehicles.



SUGGESTED MITIGATION MEASURES


The following measures are suggested to improve the:

- A major improvement to the intersection could be achieved by the introduction of curb extensions at each of the four corners. Curb extensions move the curbs toward the edge of the travel lanes thereby defining the on-street parking spaces (and physically preventing encroachment towards the intersection), reducing the crossing distances for pedestrians, allowing for the stop signs to be moved closer to the travel lane and improving their visibility, and moving the stop bars closer to the travel lanes and improving the stopped motorists' visibility of approaching vehicles.



**Example of Curb Extension
NE Corner of 2nd St and 72nd Ave**

- As an interim step prior to curb extensions, consider the placement of curb stops or low landscaping boxes on the northeast corner that would allow for the stop sign further south towards the travel lane, thereby reducing the sightline obstruction of the angled parked vehicles.
- Consider the removal of the first parking stall on 2nd Street on each approach to 72nd Avenue to increase the sight lines for approaching traffic.
- Encourage the speed of northbound vehicles on 2nd Street through measures such as:
 - The visual narrowing of the corridor prior to the intersection by curb extensions and/or defined landscaping features within the parking or shoulder area of the roadway;
 - The installation of a speed reader board that identifies the speed of the approaching vehicle and provides feedback if the motorist exceeds the speed limit; and
 - Investigate potential for SpeedWatch initiatives within this corridor on a regular basis; and
 - Encourage RCMP enforcement of speeds on the approach.

From: "Clinton Ekdahl" <dayofthehoneybee@sasktel.net> 30/04/20... 
Subject: Day of the Honey Bee 2014

Bcc: Info City of Grand Forks

Attachments: To Council - Day of the Honey Bee - 2014.docx / Uploaded File...

Please find attached a letter I wish to be sent to Council for their review at their next meeting.
Thank you.

Clinton Shane Ekdahl

Founder of "Day of the Honey Bee"
1040 University Drive
Saskatoon, SK. S7N 0K3
Home: 1 306 651 3955
Cell: (text) 1 306 381 3172

FILE CODE

WE3, E-1 - EKDAHL, CLINTON
(PROCLAMATION - "DAY OF THE HONEY BEE")

Good day Your Worship and Councillors:

Over five years ago, I began an ambitious campaign to change the world and to transform the way people viewed their place in it. This is the fifth time I have written to this Council; and I hope that you will continue to be a part of the change I speak of. I write again about the alarming Honey Bee decline in Canada.

Many people have yet to realise how important Honey Bees are to our way of life. This is troubling because Honey Bees are responsible for a third of all food we eat. Honey Bees are responsible for 70 percent of our food crop pollination. They are also critical in dairy, beef and pork production. They are a keystone species; the very cornerstone to the sustainability of our agriculture and the primary basis of stability for our fragile environment. This issue is ever more severe because Honey Bees continue to die at alarming and catastrophic rates in Canada and in every country where they are raised.

There are many explanations offered to illuminate causes of Honey Bee disappearances. The most sinister among them is irresponsible pesticide use, such as neonicotinoids: clothianidin, thiamethoxam and imidacloprid. This matter is currently a source of passionate debate between Canadian Beekeepers and Federal and Provincial Governments. Yet, the average person continues to be left in the dark regarding these concerns which have direct and profound impact on the health of not only wildlife but all citizens of this country. Bernard Vallat, the Director-General of The World Organisation for Animal Health, warned, that "Bees contribute to global food security, and their extinction would represent a terrible biological disaster." Indeed, the demise of the Honey Bee would ensure the extinction of thousands of dependant animal and plant species, bring about the collapse of the food chain and guarantee the destruction of sustainable agriculture, our economy and the environment. As Honey Bees continue to perish, this represents a severe threat to the security of our Nation.

According to the Canadian Honey Council, "The value of honey bees to pollination of crops is estimated at over \$2 billion annually." The Canadian Association of Professional Apiarists (CAPA) suggested that Canada sustained a national average of honey bee deaths of 29.3 % in 2011. Another source indicated that in 2012 almost 99,000 hives died or became unproductive. Also according to CAPA, in 2013 the national average of honey bee deaths was 28.6%. This same 2013 report confirms that one Canadian province lost almost half of its bees and no province was shown to have a sustainable loss of 15% or lower. The national loss of honey bees is twice what is considered sustainable. Alarmingly, Honey Bees have been disappearing at

percentages considered unsustainable for over fifteen years. Yet, the populace is largely unaware of this threat or what it truly represents.

The primary of all known solutions to this crisis is education, awareness and proactive government participation. Without understanding that there is a problem, we have seen that the general public will take for granted the severity of this global crisis. It is for this reason that I began the “Day of the Honey Bee” campaign in 2009. While it proudly originated in Saskatoon Saskatchewan, it did not end until it spread from coast to coast and found root in provinces and municipalities representing over 25% of the country. I had an inspired dream that if municipal governments across Canada were to be unified by a collective, singular proclamation in dedication to the Honey Bee, that more people, through media attention, would be made aware of their alarming decline... ..And resolve to take necessary action to save this critically important creature and prevent a permanent loss of color and vitality in our world. It was further hoped that this support would galvanise the Federal Government to take necessary steps to safeguard this important insect pollinator.

With the support of over 70 municipal governments, May 29, 2010 was recognised as the first annual “Day of the Honey Bee”. It was recognised in official declaration by three provinces – Saskatchewan, Manitoba and British Columbia. This important venture was also recorded in the Legislative Assembly Hansard of Alberta.

The Standing Committee on Agriculture and Agri-Food Canada suggested, “That the Government (of Canada) follow in the footsteps of the Province of Saskatchewan... ..by proclaiming May 29, 2010 as the National Day of the Honey Bee and that this be reported to the House.” As a result, “Day of the Honey Bee” is currently a Motion in the House of Commons, submitted by Mr. Alex Atamanenko, Member of Parliament for BC Southern Interior.

In 2011, “Day of the Honey Bee” was endorsed for a second time by Saskatchewan, Manitoba and British Columbia; and supported by 163 municipal governments across Canada. In 2012, this day was celebrated by three provinces; and 179 municipal governments; while many were issued in perpetuity! Last year, almost 200 municipal governments issued a proclamation and this day was an even greater success. Additionally, many municipalities sent letters of endorsement to their Provincial Government and the Federal Government of Canada, calling for a declaration of a new National Day in Canada. In other words, since 2010 there have been 328 municipal governments and 3 provincial governments which have supported “Day of the Honey Bee” – or what represents almost 30% of Canada.

Furthermore, because of this amazing support, more people learned about the plight of Honey Bees. All across Canada, hundreds of activities and events were

planned for May 29th and the week surrounding this date. The potential that this day possesses is undeniable. If given official support by this Council “Day of the Honey Bee” can serve to educate the people, stimulate local economy, farmer’s markets and fairs; produce revenue for local beekeepers, as well as generate research funding.

Nonetheless, even though almost a third of the population of Canada has supported the establishment of this day, I have not been able to gain the same level of success with many other Provincial Governments or the Federal Government of Canada. However, it is my hope that with my words, you may contribute to this continued success with the wisdom and authority your station affords.

And now therefore, I do humbly request the following:

- (a) That your Worship and Council, on behalf of your citizenry, resolve to proclaim May 29th, 2014 as the fifth annual “Day of the Honey Bee;” and, further, if bylaw allows, that this proclamation be issued in perpetuity (see sample Proclamation below);
- (b) That in the event proclamations are not issued as a matter of policy, that your Worship and Council please consider, for the purposes of educational awareness, making an exemption to that policy in order to greater serve the broader public interest;
- (c) That if there is a municipal ban on beekeeping within your influence, that in collaboration with your provincial apiarist and respecting provincial regulations, that your Worship and Council resolve to lift this ban and formally sanction “backyard” or hobbyist beekeeping within your jurisdiction;
- (d) That your Worship and Council resolve to support the establishment of a recognised “Day of the Honey Bee” by your Provincial Government, by writing a letter of endorsement to your respective Member of the Legislative Assembly, and the Minister of Agriculture for your province and your local media (See Form Letter below).
- (e) That your Worship and Council resolve to support a recognised “National Day of the Honey Bee” by the Federal Government of Canada, by writing a letter of endorsement to your respective Members of Parliament, to Alex Atamanenko, Member of Parliament for BC Southern Interior. alex.atamanenko.a1@parl.gc.ca; and the Honourable Gerry Ritz, Minister of Agriculture and Agri-Food Canada (See Form Letter below).
- (f) And that in the event a proclamation, endorsement and or response are issued, that the original be sent to the address and contact information provided in this correspondence below; for the purpose of keeping accurate tally and record; and that if copies of your response are to be sent to apiarists, beekeeper-groups or other parties, that they be given copies.

By these requests, it is my goal that through collective proclamation, more of your citizenry will be made aware of the dire threats facing the Honey Bee; not only in your region but your province, across Canada and the world.

I thank you for your time and your considerations,

Sincerely,

A handwritten signature in black ink, appearing to read 'Clinton Ekdahl', with a stylized, cursive script.

Clinton Shane Ekdahl
Founder of "Day of the Honey Bee"
1040 University Drive
Saskatoon, Saskatchewan, S7N-0K3
1 (306) 651 – 3955 (Residence)
1 (306) 381 – 3172 (Cell)
cccsseee@hotmail.co.uk

Sample Proclamation:

Proclamation
Day of the Honey Bee
May 29, 2014

- Whereas,* Clinton Shane Ekdahl has applied to Council to proclaim May 29, 2014 as Day of the Honey Bee and that this day serves the broader public interest;
- Whereas,* A third of all the food Mankind consumes exists because of the tireless work of Honey Bees and seventy percent of our food crops are pollinated and partially, if not completely, dependent upon this keystone species;
- Whereas,* Honey Bees are disappearing at alarming and unsustainable rates all over the world for reasons not fully explained by science; but with the most likely cause being pesticides;
- Whereas,* Survival of the Honey Bee is surely linked with our own;
- Whereas,* This issue transcends all trivial human barriers of nationality, language, skin color, income, identity, ability, disability, sexuality, gender, religion, age, politics or membership;
- Whereas,* 328 jurisdictions representing almost 30 percent of Canadians have already endeavored to support "Day of the Honey Bee;"
- Now Therefore,* I, _____ Mayor of _____
do hereby declare May 29, 2014 as "Day of the Honey Bee" and in issuing this proclamation, ask our citizens to recognise this day.

Official Municipal Seal.

Form Letter of Endorsement.

(Date here)

The Honourable Gerry Ritz
Minister of Agriculture and Agri-Food Canada
1341 Baseline Road
Ottawa, Ontario K1A 0C5:

(c.c. This to your respective Members of the Legislative Assembly and the Minister of Agriculture for your province and your local media.)

Dear Honourable Gerry Ritz,

I, (Your name here), the Mayor of, (Your municipality name here) share a vision with the Founder of "Day of the Honey Bee," Clinton Shane Ekdahl of Saskatoon, Saskatchewan, of a future that requires change. We have received correspondence from Mr. Ekdahl that has convinced us of the merits of supporting a federally recognised "National Day of the Honey Bee" in Canada.

By the authority of my Office, I can speak for the citizens of (Your Municipality name here) and we have endeavored to support this important venture by issuing a Proclamation supporting "Day of the Honey Bee" in our jurisdiction. We have taken this important step because many people still do not realise how important the Honey Bee is to our way of life. This is troubling because Honey Bees are responsible for one of every three bites of food we eat and they are responsible for a vast percent of our food crop pollination. Like Mr. Ekdahl, we agree that Honey Bees are a keystone species; the very cornerstone to the sustainability of our agriculture and the basis of stability for our fragile environment. However, Honey Bees are dying at rates that are not sustainable or acceptable.

Mr. Ekdahl has informed us that there are many explanations offered to shed light on the cause or causes of Honey Bee disappearances; foremost among them being irresponsible pesticide use, such as neonicotinoids: clothianidin, thiamethoxam and imidacloprid. Yet, the average person has been left in the dark regarding these concerns which have direct and profound impact on the health of not only wildlife but all citizens of this country. We wonder what safeguards the Federal Government is taking to ensure the safety and survival of this critically important species.

We believe that the primary of all known solutions is education, awareness and active governmental participation in a resolution to this crisis. We have resolved to take more necessary action to advance education and awareness of the issues facing the

Honey Bee by participating in the “Day of the Honey Bee” initiative and informing our citizens of their importance.

We have joined 327 other jurisdictions, by issuing a Proclamation dedicated to the Honey Bee and we are among almost 30 percent of the population of Canada that has already supported this venture since its inception in 2010.

Because of our support, more people will learn about the plight of Honey Bees. (If you want to add anything specific that the Council or the community is doing this May 29th, you can detail it here) The potential that this day possesses to stimulate our local economy, farmer’s markets and generate revenue for thousands of beekeepers; as well as produce research funding, if given official support by the Federal Government, is encouraging as well as incontrovertible.

And now therefore, I (Your Name Here) the Mayor of (Name of municipality) and with full support of Council and our Citizenry do humbly request:

- (g) That your Honour, on behalf of all Canadian citizens, resolve to proclaim May 29th, 2014 as the first annual “National Day of the Honey Bee;” and that this proclamation be issued in perpetuity for the benefit of all future generations;
- (h) That, for the purposes of assisting Honey Bee survival, vitality and species continuation, a public statement be issued from your Office encouraging municipal governments to antique Beekeeping prohibitions and encourage “backyard” or “Hobbyist” beekeeping across Canada;
- (i) That in immediate moratorium be placed on Neonicotinoid pesticides until their safe use is ensured;
- (j) That in the event a proclamation and or response are issued, that it be made public so that all Canadian citizens understand the impact that Honey Bees have on our way of life and the consequences that we would face, should their disappearances continue.

By these requests, it is our collective goal that through such proclamation, more of the populace will be made aware of the dire threats facing the Honey Bee across Canada and the world.

I thank you for your time and your considerations,

Sincerely,

(Signature Here)

(Official Municipal Seal Here)

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Chief Financial Officer

Date: May 15, 2014

Subject: First three readings Fees & Charges Bylaw 1958

Recommendation: **RESOLVED THAT COUNCIL give first three readings to Fees & Charges Bylaw No. 1958, 2014 and**
RESOLVED THAT COUNCIL give first three readings to Fees & Charges Repeal Bylaw No. 1671R-A, 2014

BACKGROUND:

The goal of the proposed Fees and Charges Bylaw is to consolidate most of the fees and charges for the Municipality into one bylaw. Updating one bylaw each year as opposed to several bylaws will result in efficiencies for staff and Council.

Subsequent to presentation to the Committee of the Whole, Schedule A of Bylaw 1958 has been amended to remove the charge for 'Upon bylaw being available from other sources' for copies of the Sustainable Community Plan Bylaw, the Zoning Bylaw, and the Subdivision, Development and Servicing Bylaw. As discussed at Committee of the Whole, the City's fees must be based on costs. The cost of providing a bylaw will not vary based on it being available from other sources.

Benefits or Impacts of the Recommendation:

General: Retrieving fee and charge information will be easier for staff and the public.

Financial: Reduction in staff costs to annually review and update fees and charges.

Policy/Legislation: Community Charter S. 194(1) allows the Municipality to impose fees in respect of services provided by the Municipality

Attachments: Fees & Charges Bylaw No. 1958, 2014
Fees and Charges Repeal Bylaw No. 1671R-A, 2014
Fees and Charges Bylaw No. 1671, 2001

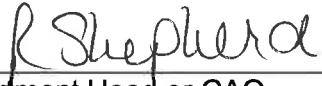
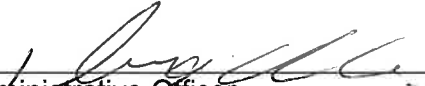
Recommendation: **RESOLVED THAT COUNCIL give first three readings to Fees & Charges Bylaw No. 1958, 2014 and**
RESOLVED THAT COUNCIL give first three readings to Fees & Charges Repeal Bylaw No. 1671R-A, 2014

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

 Department Head or CAO	 Chief Administrative Officer
---	--

THE CORPORATION OF THE CITY OF GRAND FORKS

FEES & CHARGES BYLAW NO. 1958

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:

“**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:

SCHEDULE:

"A"	GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES
"B"	INFORMATION TECHNOLOGY AND NETWORKING SERVICES
"C"	SIGN PERMIT FEES AND CHARGES
"D"	AIRPORT FEES AND CHARGES
"E"	EQUIPMENT FEES AND CHARGES

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 _____ day of _____, 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, as passed by the Municipal Council of the City of Grand Forks on the _____ day of _____, 2014.

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

Date Signed

SCHEDULE "A"
GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
For Freedom of Information Requests		
For locating and retrieving a record	\$7.50	per 1/4 hour after first 3 hours
For producing a record manually	\$7.50	per quarter hour
For shipping copies	actual costs of shipping method chosen by applicant	
For photocopying, please see fees below		
Administrative Fees		
Copy of Council Minutes - per page	\$0.50	/page
Miscellaneous Copies/Reports	\$0.50	/page
Copy of the List of Electors	\$10.00	flat rate
Tax Demand Notice (other than to an owner)	\$5.00	flat rate
Certificate of Tax Status	\$25.00	flat rate
Mobile Home Tax Status Certificate	\$25.00	flat rate
Compliance Letter	\$25.00	flat rate
N.S.F. Cheques	\$25.00	flat rate
Information requiring research (billable in 1/4 hour increments)	\$35.00	/hour
General Accounts Receivable	2%	/month*
*On overdue accounts		
City of Grand Forks "Sustainable Community Plan" Bylaw		
Current Bylaw - includes all amendments and maps	\$30.00	flat rate
City of Grand Forks "Zoning" Bylaw		
Current Bylaw - includes all amendments and maps	\$25.00	flat rate
City of Grand Forks "Subdivision, Development and Servicing" Bylaw		
Current Bylaw - includes all amendments and design standards	\$30.00	flat rate
All other Bylaws	\$0.50	/page
Maps - Plotter Printing Fees		
Tabloid Size Sheets (11" x 17")	B&W	\$3.00 /page
	Colour	\$7.50 /page
Arch D Size Sheets (24" x 36")	B&W	\$7.50 /page
	Colour	\$15.00 /page
Arch E Size Sheets (36" x 48")	B&W	\$10.00 /page
	Colour	\$30.00 /page
Subdivision Application Fees	\$100 non-refundable for physical examination of the first parcel of land \$100.00 for each new parcel of land	

SCHEDULE "B"
INFORMATION TECHNOLOGY AND NETWORKING SERVICES
FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
Service		
Spam Filtering	\$300.00	/year
Web Hosting	\$200.00	/year
Email Hosting (up to 10 accounts)	\$400.00	/year
Virtual Server Bundle	\$1,800.00	/year
Virtual Storage 300GB	\$1,600.00	/year
Phone Systems 7 Phones	\$250.00	/year
 Dedicated Fibre	 \$3,000.00	 /year
Phone Systems 20 Phones	\$700.00	/year
Phone Systems 50 Phones	\$1,750.00	/year
Virtual Rack Space 2U	\$1,200.00	/year
Virtual Rack Space 21U	\$6,000.00	/year

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
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
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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1671R-A

A Bylaw to Repeal Bylaw No. 1671 and all Amendments Thereto

=====

WHEREAS it is deemed necessary and expedient to repeal Bylaw No. 1671 in its entirety;

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

1. That Bylaw No. 1671, cited for all purposes as the "Fees and Charges Bylaw No. 1671, 2001" and any amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Fees and Charges Repeal Bylaw No. 1671R-A, 2014**".

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.

FINALLY ADOPTED this _____ day of June, 2014.

Mayor Brian Taylor

Diane Heinrich – Corporate Officer

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of Bylaw No. 1671R-A as adopted by the Municipal Council of the City of Grand Forks on the _____ day of June, 2014.

Clerk of the Municipal Council of the
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1671

A BYLAW TO ESTABLISH FEES FOR PROVIDING ROUTINELY AVAILABLE
INFORMATION PURSUANT TO THE PROVISIONS OF THE LOCAL
GOVERNMENT ACT AND THE FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT

=====

WHEREAS the Local Government Act no longer sets specific fees and charges for the provision of information or for applications for subdivision and other related matters;

AND WHEREAS the Municipal Council has been given authority to establish such fees and charges, by bylaw;

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

Title

1. This bylaw may be cited as the “**Fees and Charges Bylaw No. 1671, 2001**”.

Repeal of Existing Bylaw

2. This bylaw shall repeal Bylaw #1362, 1993 Fees and Charges Bylaw.

Bylaw Contents

3. Upon payment of the established fee, the following information shall be available:

- | | | |
|----|------------------------------------|----------------------------------|
| a) | Bylaws | See Schedule 'A' attached hereto |
| b) | Copy of Council Minutes – per page | \$ 0.50 per page |
| c) | Miscellaneous Copies/Reports | \$ 0.50 per page |
| d) | Zoning Map/Miscellaneous Maps | \$ 8.00 |
| e) | Copy of the List of Electors | \$10.00 |
| f) | Tax Demand Notice (other than to | |

	an owner)	\$ 5.00
g)	Certificate of Tax Status	\$10.00
h)	Mobile Home Tax Status Certificate	\$10.00
i)	Compliance Letter	\$25.00
j)	N.S.F. Cheques	\$15.00
k)	Information requiring research	\$35.00/hour
	(billable in ¼ hour increments)	
l)	General Accounts Receivable	2% per month on overdue accounts to be levied on the 25 th day of the month following the billing date
m)	Subdivision Application Fees	\$100.00 non-refundable for physical examination of the first parcel of land \$100.00 for each new parcel of land created

Read a **FIRST** time this 4th day of June 2001.

Read a **SECOND** time this 18th day of June 2001.

Read a **THIRD** time this 18th day of June 2001.

FINALLY ADOPTED this 3rd day of July 2001.

Mayor Lori Lum

City Clerk - Lynne Burch

C E R T I F I C A T E

I do hereby certify the foregoing to be a true copy of the Bylaw No. 1671, cited as "2001 Fees and Charges Bylaw No. 1665", as passed by the Municipal Council for the City of Grand Forks on the 3rd day of July, 2001.

Clerk of the Municipal Council of the
City of Grand Forks

SCHEDULE "A"

This Schedule lists fees to be charged for copies of bylaws:

City of Grand Forks "Official Community Plan" Bylaw	
(Current Bylaw - includes all amendments and maps)	\$30.00*
*Upon "OCP" being available from other sources (see below)	\$68.00
City of Grand Forks "Zoning" Bylaw	
(Current Bylaw - includes all amendments and maps)	\$25.00*
*Upon "Zoning Bylaw" being available from other sources (see below)	\$38.00
City of Grand Forks "Subdivision" Bylaw	
(Current Bylaw - includes all amendments and design standards)	\$30.00*
*Upon "Subdivision Bylaw" being available from other sources (see below)	\$79.00
All other Bylaws	\$.50 per page

NOTE: All the above quoted amounts are subject to applicable taxes.

*Upon the Official Community Plan Bylaw, Zoning Bylaw and the Subdivision Bylaw being made available for public information at the Grand Forks District Public Library and on the City of Grand Forks website, the increased rates for copies shall be in effect.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Sasha Bird, Manager of Development and Engineering

Date: May 26, 2014

Subject: Bylaw amendments to the following three bylaws:

1. Sewer Regulations and Rates Bylaw No. 1500, 1997
2. Water Regulations and Rates Bylaw No. 1501, 1997
3. Electrical Utility Regulatory Bylaw No. 1543, 1998

Recommendation: RESOLVED THAT Council approves the amendments to the above bylaws and gives first, second, and third reading to said bylaws.

BACKGROUND: In accordance with the Community Charter, Council may, by bylaw, regulate and control the sewer, water and electrical services of the City of Grand Forks and amend rates, terms and conditions under which sewer, water and electrical services will be provided and supplied to all users and for the collection of rates for the service provided. It is advisable and beneficial to update said bylaws to reflect 2014 rates and charges to ensure they are consistent with the 2014 financial plan.

At the May 12, 2014 Committee of the Whole Meeting it was resolved that the Committee of the Whole recommends Council approve the amendments to the Sewer Regulations Bylaw No. 1500, 1997; Water Regulations Bylaw No. 1501, 1997; and the Electrical Utilities Bylaw No. 1543, 1988; and further to give first, second and third reading to said bylaws at the May 26th, 2014 Regular Meeting of Council.

Benefits or Impacts of the Recommendation:

General: To reflect the proposed rates and charges in these three bylaws.

Strategic Impact: N/A

Financial: To ensure rates and charges in the bylaws are consistent with the 2014 financial plan.

Policy/Legislation: The Community Charter governs bylaws and amendments thereto.

Attachments: 1) Draft – “Sewer Regulations and Rates Bylaw Amendment No. 1500-A1, 2014”

REQUEST FOR DECISION

— REGULAR MEETING —



- 2) Draft – “Water Regulations and Rates Bylaw Amendment No. 1501-A1, 2014”
- 3) Draft – “Electrical Utility Regulatory Bylaw Amendment No. 1543-A1, 2014
- 4) Current – “Sewer Regulations and Rates Amendment Bylaw No. 1952, 2013”
- 5) Current – “Water Regulations and Rates Amendment Bylaw No. 1953, 2013”
- 6) Current – “Electrical Utility Regulatory Amendment Bylaw No. 1993, 2014
- 7) A copy of the resolution from the draft Committee of the Whole meeting minutes from May 12, 2014.

Recommendation:

RESOLVED THAT Council approves the amendments to the above bylaws and gives first, second, and third reading to said bylaw amendments at the May 26, 2014 Regular Meeting of Council.

- OPTIONS:**
1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
 2. COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.
 3. COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.
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Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO.1500-A1

A BYLAW TO AMEND THE CITY OF GRAND FORKS SEWER REGULATIONS AND RATES BYLAW NO. 1500

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the sewer service of the City of Grand Forks and amend rates, terms and conditions under which sewer service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This bylaw may be cited for all purposes as the **"City of Grand Forks Sewer Regulation and Rates Bylaw Amendment No. 1500-A1, 2014"**.
2. That Bylaw No. 1500, cited as "City of Grand Forks Sewer Regulations and Rates Bylaw No. 1500, 1997", be amended by deleting "Schedule B" and replacing it with a new "Schedule B", which is identified as "Appendix 1" and attached to this bylaw.
3. That this bylaw shall come into force and effect _____, 2014.

Read a **FIRST** time this _____ day of _____, 2014.

Read a **SECOND** time this _____ day of _____, 2014.

Read a **THIRD** time this _____ day of _____, 2014.

FINALLY ADOPTED this _____ day of _____, 2014.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1500-A1, as passed by the Municipal Council of the Corporation of the City of Grand Forks on the _____ day of _____, 2014.

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

Date Signed

DRAFT

SCHEDULE "B"

SERVICE CHARGES

1. Charges for installation of sewer service:

- (a) **Residential:** 100 mm (4 inch) diameter

At Cost by Contractor, including any additional service costs itemized in (c), plus 15%

- (b) **Commercial, Industrial, Institutional, Multi-family:** 152 mm (6 inch) diameter

At Cost by Contractor, including any additional service costs itemized in (c), plus 15%

- (c) Additional service costs not included in (a) and (b) above:

- i) Service or main extension (100 mm to 152 mm diameter and/or where the service length is greater than 15 m);
- ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping

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

Private property issue	\$ 250.00	flat rate
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3. User Rates – Effective July 1, 2014

	Bi-Monthly Fixed Charge & Capital Charge	Bi-Monthly Fixed Charge & Capital Charge	Bi- Monthly Customer Charge	Sewer Rates Charge per 1/3 cubic meter Of metered water	Bi-Monthly Variable Sewer Charges for non-Metered
User Class	Per unit	Per Account (per meter)	Per Account		Per Residence
Metered multi-Family Apartment (one tax folio)	35.25		10.50	0.400	
Commercial Office Properties (water use restricted to staff washroom)		38.25	10.50	0.400	
Commercial (Class 06) Properties not listed below		60.25	10.50	0.400	
Large Industrial (Class 04) Properties		60.25	10.50	0.400	
Commercial laundry, car wash properties		60.25	10.50	0.400	
Hotels, Restaurants, Malls		60.25	10.50	0.400	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		60.25	10.50	0.400	
Buildings not connected to sewer system on lots where service is available		35.25	10.50		
Residential Properties not metered	44.00		10.50		15.60

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO.1501-A1

A BYLAW TO AMEND THE CITY OF GRAND FORKS WATER REGULATIONS AND RATES BYLAW NO. 1501

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the water service of the City of Grand Forks and amend rates, terms and conditions under which water service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This bylaw may be cited for all purposes as the **"City of Grand Forks Water Regulations and Rates Bylaw Amendment No. 1501-A1, 2014"**.
2. That Bylaw No. 1501, cited as "City of Grand Forks Water Regulations and Rates Bylaw No. 1501, 1997", be amended by deleting "Schedule B" and replacing it with a new "Schedule B", which is identified as "Appendix 1" and attached to this bylaw.
3. That this bylaw shall come into force and effect _____ 1, 2014.

Read a **FIRST** time this _____ day of _____, 2014.

Read a **SECOND** time this _____ day of _____, 2014.

Read a **THIRD** time this _____ day of _____, 2014.

FINALLY ADOPTED this _____ day of _____, 2014.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1501-A1,
as passed by the Municipal Council of the Corporation of the City of Grand Forks
on the _____ day of _____, 2014.

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

Date Signed

DRAFT

SCHEDULE "B"

SERVICE CHARGES

1. ***Charges for installation of water service:***

- (a) Residential: 19 mm diameter (3/4") & 24.5 mm diameter (1")
***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- (b) Commercial, Industrial & Institutional
***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- (c) Renewal (upgrading, including meter retrofit)

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- 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)
- ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping

2. ***Charges for each time the water supply is turned on/off***

During normal working hours (Monday – Friday) \$ 50.00

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

Private property issue \$ 250.00

4. ***Purchase of water from City Bulk Water Facility***

Rate per cubic meter or portion thereof \$ 4.00

5. User Rates – Effective July 1, 2014

	Per Unit Bi-monthly Fixed Charge & Capital Charge	Per Account (per meter) Bi-monthly Fixed Charge & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges for Non-Metered, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	\$28.50		\$7.00	\$0.113	
Commercial Office Properties (water use restricted to staff washroom)		\$26.50	\$7.00	\$0.113	
Commercial (Class06) Properties not listed below		\$59.00	\$7.00	\$0.124	
Large Industrial (Class 04) Properties		\$59.00	\$7.00	\$0.124	
Commercial laundry, car wash Properties		\$59.00	\$7.00	\$0.124	
Hotels, Restaurants, Malls		\$59.00	\$7.00	\$0.124	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		\$59.00	\$7.00	\$0.124	
Buildings not connected to Water System on lots where service is available		\$21.50	\$7.00		
Residential Properties not metered	\$45.25		\$7.00		\$16.40

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO.1543-A1

**A BYLAW TO AMEND THE CITY OF GRAND FORKS
ELECTRICAL UTILITY REGULATORY BYLAW NO. 1543**

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the Electrical Service of the City of Grand Forks and amend rates, terms and conditions under which electrical service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This bylaw may be cited for all purposes as the **"City of Grand Forks Electrical Utility Regulatory Bylaw Amendment No. 1543-A1, 2014"**.
2. That Bylaw No. 1543, cited as "City of Grand Forks Electrical Utility Regulatory Bylaw No. 1543, 1998", be amended by deleting "Schedule C" and replacing it with a new "Schedule C", which is identified as "Appendix 1" and attached to this bylaw.
3. That this bylaw shall come into force and effect, with all consumption billed for periods ended on or after _____, 2014.

Read a **FIRST** time this _____ day of _____, 2014.

Read a **SECOND** time this _____ day of _____, 2014.

Read a **THIRD** time this _____ day of _____, 2014.

FINALLY ADOPTED this _____ day of _____, 2014.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1500-A1, as passed by the Municipal Council of the Corporation of the City of Grand Forks on the _____ day of _____, 2014.

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

Date Signed

DRAFT

SCHEDULE "C"

SERVICE CHARGES

ELECTRICAL UTILITY RATES AND CONNECTION CHARGES

RESIDENTIAL SERVICE

AVAILABILITY: Available for residential usage in general including lighting, water heating, spaces heating and cooking.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$16.46 per month and the following rate based on the actual consumption.

\$0.10344 per KWH

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL SERVICE

AVAILABILITY: Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost and the customer may be required to bear all maintenance and service costs related thereto throughout the life of the service, unless otherwise specifically agreed to by the City.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$17.81 per month and the following rate based on actual consumption,

**\$0.11069 per KWH for the first 200,000 KWH or less
consumed in a two-month billing period**

**\$0.08214 per KWH for all usage above 200,000 KWH
consumed in a two month billing period**

"SCHEDULE C" cont'd

SEASONAL LOADS

AVAILABILITY: Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$17.04 per month (minimum period of service will be three months) and the following rate based on actual consumption.

\$0.11069 per KWH

SERVICE CHARGES

C.1 Existing Service Connection and Reconnection Charges:

The fee for making a standard new utility billing account application shall be \$30.00 (plus applicable taxes). This fee shall apply to all applications involving the following:

- i) the owner of real property wishes to establish a new electrical utility account in their name
- ii) the owner of real property wishes to have the electrical meter read
- iii) the owner of real property wishes to have the existing electrical service turned off or turned on
- iv) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw.

This existing service connection fee is designed to defray the costs involved with meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. They will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Connection or Upgraded Service.

"SCHEDULE C" cont'd

C.2 New Service Installations or Upgrading of Existing Service:

Basic Overhead *Connection* - 200 amp service or less (single phase)

At cost by City-authorized contractor, plus 15%

Basic Underground *Connection* - 200 amp service or less (single phase)

At cost by City-authorized contractor, plus 15%

Three Phase - *Overhead/Underground*

At cost by City-authorized contractor, plus 15%

New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer.

Dip Service (only at the discretion of the City)

- installation at the service entrance
- customer to supply all required materials and is responsible for all costs related to the installation.

At cost by City-authorized contractor, plus 15%

At the discretion of the City, where a customer desires to take underground service from the City's overhead lines, such customers may, at their own expense, make an approved underground service connection to a pole designated by the City and supply all the necessary conduit cable and other material required to run up the pole to the service head, provided all work on the pole is supervised by the City's employees. City Crews will work in conjunction with the customer's contractor.

An exception shall be made when existing City services are to be placed underground, in which case the City shall decide the allocation of costs.

C.3 Temporary Service:

Temporary service shall be made available upon completion of the property application and the payment to the City of \$100.00.

"SCHEDULE C" cont'd

C.4 Meter Checking:

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or certified meter inspection facility. That department is responsible for affixing the seals on the meters and no such seal shall be broken without specific assent the department.

If a customer doubts the accuracy of the meter serving his premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as set out in the following schedule.

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

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund charges made in accordance with the foregoing schedule.

The Inspection Branch will consider the appropriate adjustment applicable to the customer's account and will notify the City of the amount to be remitted to the customer.

C.5 Estimation of Readings:

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

If the employees of the City are required to return to a residence to carry out their duties in the operation of the electrical utility, in accordance with Section B.1(f) of this bylaw, a service charge in the amount of \$50.00 will be levied to the property owner.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1952

A BYLAW TO AMEND THE CITY OF GRAND FORKS SEWER REGULATION AND RATES BYLAW NO. 1500

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the sewer service of the City of Grand Forks and amend rates, terms and conditions under which sewer service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This Bylaw may be cited for all purposes as the **"City of Grand Forks Sewer Regulations and Rates Amendment Bylaw No. 1952, 2013"**.
2. That Bylaw No. 1500, cited as "City of Grand Forks Sewer Regulation and Rates Bylaw No. 1500, 1997" be amended by deleting "Schedule B" and replacing it with a new "Schedule B", which is identified as "Appendix 1" and attached to this bylaw.
3. The Bylaw No. 1500, cited as "City of Grand Forks Sewer Regulation and Rates Bylaw No. 1500, 1997" be amended by deleting Section 31 of the rates and charges and replacing with "For any sewer service disconnected from the City system, Section 20 of this bylaw shall apply. Should the Property Owner elect to have sewer service to a building turned on or off, as described in section 21 of this bylaw, sewer customer charge and fixed and capital fees will continue to be charged."
4. That this bylaw shall come into force and effect July 1, 2013.

Read a **FIRST** time this 21st day of May, 2013.

Read a **SECOND** time this 21st day of May, 2013.

Read a **THIRD** time this 21st day of May, 2013.

FINALLY ADOPTED this 10th day of June, 2013.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1939, the "City of Grand Forks Sewer Regulations and Rates Amendment Bylaw No. 1952, 2013", as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 10th day of June, 2013.

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

CURRENT BYLAW

SCHEDULE "B"

SERVICE CHARGES

A: Charges for installation of a sewer service:

**** A deposit of 100% of cost, is payable in advance, prior to installation**

**** Includes initial removal of sewer plug**

Residential

- | | | |
|----|--------------------------|---|
| a) | 100 mm (4 inch) diameter | \$2,300, including any additional service costs itemized in (c) |
|----|--------------------------|---|

Commercial / Industrial / Institutional / Multi-Family

- | | | |
|----|--|---|
| b) | 152 mm (6 inch) diameter | At cost, including any additional service costs itemized in (c) |
| c) | additional service costs | |
| | - service or main extension (100 mm to 152 mm diameter and/or where the service length is greater than 15 m) | Cost plus any additional service costs itemized in (c) |
| | - restoration | |
| | - asphalt road repair | \$45.00/sq. meter |
| | - concrete curb | \$85.00/lin. meter |
| | - sidewalk (concrete) | \$120.00/lin. meter |
| | - boulevard landscaping | \$18.00/sq. meter |
| | - retention catch basin | \$1,500.00/each |

B:	Charges to Septic Service Contractors/Haulers	\$25.00 per load
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C: Sewer Rates – Effective July 1, 2013

	Bi-Monthly Fixed Charge & Capital Charge	Bi-Monthly Fixed Charge & Capital Charge	Bi- Monthly Customer Charge	Sewer Rates Charge per 1/3 cubic meter Of metered water	Bi-Monthly Variable Sewer Charges for non-Metered
User Class	Per unit	Per Account (per meter)	Per Account		Per Residence
Metered multi-Family Apartment (one tax folio)	35.25		10.50	0.400	
Commercial Office Properties (water use restricted to staff washroom)		38.25	10.50	0.400	
Commercial (Class 06) Properties not listed below		60.25	10.50	0.400	
Large Industrial (Class 04) Properties		60.25	10.50	0.400	
Commercial laundry, car wash properties		60.25	10.50	0.400	
Hotels, Restaurants, Malls		60.25	10.50	0.400	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		60.25	10.50	0.400	
Buildings not connected to sewer system on lots where service is available		35.25	10.50		
Residential Properties not metered	44.00		10.50		15.60

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO.1953

A BYLAW TO AMEND THE CITY OF GRAND FORKS WATER REGULATIONS AND RATES BYLAW NO. 1501

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the water service of the City of Grand Forks and amend rates, terms and conditions under which water service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This bylaw may be cited for all purposes as the **“City of Grand Forks Water Regulations and Rates Amendment Bylaw No. 1953, 2013”**.
2. That Bylaw No. 1501, cited as “City of Grand Forks Water Regulations and Rates Bylaw No. 1501, 1997”, be amended by deleting “Schedule B” and replacing it with a new “Schedule B”, which is identified as “Appendix 1” and attached to this bylaw.
3. That Bylaw No. 1501, cited as the “City of Grand Forks Water Regulations and Rates Bylaw No. 1501, 1997”, be amended by deleting Section 26 of the rates and charges and replacing with “Should the property owner elect to have the water service to a building turned on or off, as described in Section 18 of this bylaw, water customer charge and fixed and capital fees will continue to be charged.”
4. That this bylaw shall come into force and effect July 1, 2013.

Read a **FIRST** time this 21st day of May, 2013.

Read a **SECOND** time this 21st day of May, 2013.

Read a **THIRD** time this 21st day of May, 2013.

FINALLY ADOPTED this 10th day of June, 2013.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1953, the "City of Grand Forks Water Regulations and Rates Amendment Bylaw No. 1953, 2013", as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 10th day of June, 2013.

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

CURRENT BYLAW

SCHEDULE "B"

SERVICE CHARGES

1. **Charges for installation of water service:**
 - *A deposit of 100% of cost, is payable in advance, prior to installation
 - *includes initial turn on of water
- | | |
|---|---|
| <p>(a) -Residential: 19mm diameter (3/4")</p> | <p>\$2,300.00, including any additional service costs itemized in (d)</p> |
| <p>-Residential: 24.5mm diameter (1")
*NOTE: Water Meter Mandatory</p> | <p>At cost, including any additional service costs itemized in (d)</p> |
| <p>(b) Commercial, Industrial, Institutional Minimum Charge
*NOTE: Water Meter Mandatory</p> | <p>At cost, including any additional service costs itemized in (d)</p> |
| <p>(c) renewal (upgrading, including meter retrofit)</p> | <p>At cost, including any additional service costs in (d)</p> |
| <p>d) additional service costs not included in (a), (b), and (c) above:</p> | |
| <p>- service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length)</p> | <p>Cost/linear meter + any additional service costs listed below:</p> |
| <p>- restoration</p> | |
| <p>- asphalt road repair</p> | <p>\$ 45.00/square meter</p> |
| <p>- concrete curb</p> | <p>85.00 /linear meter</p> |
| <p>- sidewalk (concrete)</p> | <p>120.00/linear meter</p> |
| <p>- boulevard landscaping</p> | <p>18.00/linear meter</p> |

Schedule "B" cont'd

2. Charges for each time the water supply is turned on/off

- during normal working hours	\$	50.00
- outside normal working hours	\$	100.00

3. Purchase of water from City Bulk Water Facility

Rate per cubic meter or portion thereof	\$4.00
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4. User Rates – Effective July 1, 2013

	Per Unit Bi-monthly Fixed Charge & Capital Charge	Per Account (per meter) Bi-monthly Fixed Charge & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges for Non-Metered, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	\$24.50		7.00	0.113	
Commercial Office Properties (water use restricted to staff washroom)		22.50	7.00	0.113	
Commercial (Class06) Properties not listed below		55.00	7.00	0.124	
Large Industrial (Class 04) Properties		55.00	7.00	0.124	
Commercial laundry, car wash Properties		55.00	7.00	0.124	
Hotels, Restaurants, Malls		55.00	7.00	0.124	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		55.00	7.00	0.124	
Buildings not connected to Water System on lots where service is available		17.50	7.00		
Residential Properties not metered	41.25		7.00		16.40

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1993

A Bylaw to Amend the Electrical Utility Regulatory Bylaw No. 1993

WHEREAS in accordance with the Community Charter, Council may, by bylaw, regulate and control the electrical service of the City of Grand Forks and amend rates, terms and conditions under which electricity service will be provided and supplied to all users and for the collection of rates for the service provided;

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

1. This bylaw may be cited, for all purposes, as the **“Electrical Utility Regulatory Amendment Bylaw No. 1993, 2014”**.
2. That Schedule “C” of Bylaw No. 1930, be deleted and replaced with a new Schedule “C”, which is identified as “Appendix 1”, and attached to this bylaw.
3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after January 1, 2014.

Read a **FIRST** time this 13th day of January, 2014.

Read a **SECOND** time this 13th day of January, 2014.

Read a **THIRD** time this 13th day of January, 2014.

FINALLY ADOPTED this 27th day of January, 2014.

Mayor Brian Taylor

Corporate Officer – Diane Heinrich

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 1993 as adopted by the Municipal Council of the City of Grand Forks on the 27th day of January, 2014

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

CURRENT BYLAW

"SCHEDULE C"

ELECTRICAL UTILITY RATES AND CONNECTION CHARGES

RESIDENTIAL SERVICE

AVAILABILITY: Available for residential usage in general including lighting, water heating, spaces heating and cooking.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$16.46 per month and the following rate based on the actual consumption.

\$0.10344 per KWH

COMMERCIAL / INDUSTRIAL / INSTITUTIONAL SERVICE

AVAILABILITY: Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost and the customer may be required to bear all maintenance and service costs related thereto throughout the life of the service, unless otherwise specifically agreed to by the City.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$17.81 per month and the following rate based on actual consumption,

**\$0.11069 per KWH for the first 200,000 KWH or less
consumed in a two-month billing period**

**\$0.08214 per KWH for all usage above 200,000 KWH
consumed in a two month billing period**

“SCHEDULE C” cont’d

SEASONAL LOADS

AVAILABILITY: Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

**MONTHLY RATE
FOR EACH SERVICE:** A basic minimum service charge of \$17.04 per month (minimum period of service will be three months) and the following rate based on actual consumption.

\$0.11069 per KWH

SERVICE CHARGES

C.1 Existing Service Connection and Reconnection Charges:

The fee for making a standard new utility billing account application shall be \$30.00 (plus applicable taxes). This fee shall apply to all applications involving the following:

- i) the owner of real property wishes to establish a new electrical utility account in their name
- ii) the owner of real property wishes to have the electrical meter read
- iii) the owner of real property wishes to have the existing electrical service turned off or turned on
- iv) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw.

This existing service connection fee is designed to defray the costs involved with meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. They will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Connection or Upgraded Service.

“SCHEDULE C” cont’d

C.2 New Service Installations or Upgrading of Existing Service:

Basic Overhead *Connection* - 200 amp service \$ 250.00
or less (single phase) + \$3.00/amp over
200 amp service

Basic Underground *Connection* - 200 amp service \$ 750.00
or less (single phase) + \$3.00/amp over
200 amp service

Three Phase - *Overhead/Underground* At Cost
*New development, whether residential or commercial, single phase or three
phase services, requiring transformers and related equipment, shall be at the sole cost
of the developer.*

Dip Service (only at the discretion of the City)
- installation at the service entrance
- customer to supply all required
materials and is responsible for all
costs related to the installation. At Cost

At the discretion of the City, where a customer desires to take underground service from the City's overhead lines, such customers may, at their own expense, make an approved underground service connection to a pole designated by the City and supply all the necessary conduit cable and other material required to run up the pole to the service head, provided all work on the pole is supervised by the City's employees. City Crews will work in conjunction with the customer's contractor.

An exception shall be made when existing City services are to be placed underground, in which case the City shall decide the allocation of costs.

All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

C.3 Temporary Service:

Temporary service shall be made available upon completion of the property application and the payment to the City of \$100.00.

“SCHEDULE C” cont’d

C.4 Meter Checking:

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or certified meter inspection facility. That department is responsible for affixing the seals on the meters and no such seal shall be broken without specific assent the department.

If a customer doubts the accuracy of the meter serving his premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as set out in the following schedule.

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

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund charges made in accordance with the foregoing schedule.

The Inspection Branch will consider the appropriate adjustment applicable to the customer’s account and will notify the City of the amount to be remitted to the customer.

C.5 Estimation of Readings:

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

If the employees of the City are required to return to a residence to carry out their duties in the operation of the electrical utility, in accordance with Section B.1(f) of this bylaw, a service charge in the amount of \$50.00 will be levied to the property owner.

Chief Administrative Officer

City of Grand Forks - Economic Profile

The Chief Administrative Officer reviewed the document. He advised that the document is for use by the Economic Development Officer and others.

MOTION: O'DOHERTY

RESOLVED THAT COMMITTEE OF THE WHOLE RECEIVES THE DRAFT GRAND FORKS ECONOMIC PROFILE AS PRESENTED BY THE CHIEF ADMINISTRATIVE OFFICER.

CARRIED.

REPORTS AND DISCUSSION

PROPOSED BYLAWS FOR DISCUSSION

Manager of Development and Engineering

Sewer Regulations Bylaw No. 1500, 1997

Water Regulations Bylaw No. 1501, 1997

Electrical Utility Bylaw No. 1543, 1998

Manager of Development and Engineering advised that there are changes to Schedule A.

MOTION: SMITH

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS COUNCIL APPROVE THE AMENDMENTS TO THE SEWER REGULATIONS BYLAW NO. 1500, 1997; WATER REGULATIONS BYLAW NO. 1501, 1997; AND THE ELECTRICAL UTILITIES BYLAW NO. 1543, 1998; AND FURTHER TO GIVE FIRST, SECOND AND THIRD READING TO SAID BYLAWS AT THE MAY 26TH, 2014 REGULAR MEETING OF COUNCIL.

CARRIED.

DRAFT

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Corporate Officer

Date: May 16th, 2014

Subject: Introduction of the new Local Government Elections Procedures Bylaw and the repeal of old Elections Bylaw and all amendments thereto

Recommendation: **RESOLVED THAT COUNCIL RECEIVES FOR INTRODUCTION AND DISCUSSION, THE PROPOSED UPDATED LOCAL GOVERNMENT ELECTIONS BYLAW NO. 1999 AND THE REPEAL OF CURRENT BYLAW NO. 1391 AND REFERS SAID BYLAWS TO THE JUNE 9TH REGULAR MEETING OF COUNCIL FOR FIRST THREE READINGS.**

BACKGROUND: With the Election Year upon us, the City of Grand Forks is legislatively obligated to have an Elections Procedure Bylaw in place. Bylaw No. 1391 was antiquated whereas it referred to the Municipal Act instead of the Local Government Act. In addition to the housekeeping changes, other changes contained within the new bylaw are: 1) changes to 5. Special Voting Opportunities whereas the mobile voting has been updated to include Silver Kettle Village in addition to the Boundary Hospital; 2) clause d) has been added to explain the restrictions with regard to who may vote at the facilities; and 6) Ballots – provisions have been added to include the use of Automated Voting Machines as introduced in the proposed Voting Machine Bylaw No. 2000 for Council's consideration.

Benefits or Impacts of the Recommendation:

General: The elections bylaw will be updated to reflect current requirements and legislation.

Strategic Impact: N/A

Financial: N/A

Policy/Legislation: The municipality is legislatively required to have an Election Procedures Bylaw in accordance with the Local Government Act

Attachments: Proposed New Bylaw; Repeal Bylaw and copy of current Election Procedures Bylaw

Recommendation: **RESOLVED THAT COUNCIL RECEIVES FOR INTRODUCTION AND DISCUSSION, THE PROPOSED UPDATED LOCAL GOVERNMENT ELECTIONS BYLAW NO. 1999 AND THE REPEAL OF CURRENT**

REQUEST FOR DECISION

— REGULAR MEETING —



BYLAW NO. 1391 AND REFERS SAID BYLAWS TO THE JUNE 9TH
REGULAR MEETING OF COUNCIL FOR FIRST THREE READINGS.

- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

 Department Head or CAO	 Chief Administrative Officer
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THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1999

A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES
FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS
AND OTHER VOTING.

Under the Local Government Act, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting.

Council for the Corporation of the City of Grand Forks wishes to establish various procedures and requirements under that authority.

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

1. **Definitions**

In this bylaw:

"Elector" means a resident elector or property elector of the jurisdiction as defined under the Local Government Act.

"Election" means an election for the number of persons required to fill a local government office.

"General Local Election" means the elections held for the Mayor and all Councillors of the Municipality, which must be held in the year 2014 and in every 4th year after that.

"General Voting Day" means:

- (a) for a general local election, set under Section 36(2) of the Local Government Act;
- (b) for other elections, the date set under Sections 37(5), 38(1) or (3) or 142(5) of the Local Government Act, and
- (c) for other voting, the date set under Section 162 of the Local Government Act.

"Jurisdiction" means, in relation to an election, the Municipality for which it is held.

"Local Government" means:

- (a) in relation to a Municipality, the Council.

"Other Voting" means voting on a matter referred to in Section 158 of the Local Government Act.

2. **Register of Resident Electors**

As authorized under Section 62 of the Local Government Act, the most current list of voters prepared under the Elections Act, existing at the time an election or other voting is to be held, is deemed to be the register of resident electors for the Municipality.

3. **Additional General Voting Opportunities**

The Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each election or specified election or other voting and to designate the voting places and voting hours with the limits set out in Section 96(2) of the Local Government Act, for such voting opportunities.

4. **Additional Advance Voting Opportunities**

As authorized under Section 98 of the Local Government Act, the Council authorizes the Chief Election Officer to establish additional advance voting opportunities for each election or specified election or other voting to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

5. **Special Voting Opportunities**

- (a) In order to give electors who may otherwise be unable to vote, an opportunity to do so, the Council will provide Special Voting Opportunity as authorized under Section 99 of the Local Government Act, for each election or specified election or other voting at the following places and shall be open during the hours hereinafter specified:

1. Boundary Hospital, 7649-22nd Street, Grand Forks, B.C.
- the voting place shall be open from 1:00 p.m. to 2:30 p.m.
2. Silver Kettle Village, 2350-72nd Avenue, Grand Forks, B.C.
- the voting place shall be open from 3:00 p.m. to 4:30 p.m.

- (b) The following procedures for voting and for conducting the voting proceeding apply to the special voting opportunity:
 - (i) Provision is made to allow for bedside voting.
- (c) The number of candidate's representatives who may be present at the special voting opportunity is limited to one.
- (d) The following restriction applies to persons who may vote at a Special Voting Opportunity:
 - (i) The only electors who may vote at the Special Voting Opportunity on the date when the Special Voting Opportunity is held are those voters who are residents of the facilities or those who have been admitted as patients to the Hospital and facilities Staff.

6. **Ballots**

Pursuant to Section 104 of the Local Government Act, the Chief Election Officer shall establish the form of ballots to be used in the general local election or other voting. Such determination includes the utilization of the Automated Ballots, for Voting Machines or Printed Ballot as follows:

- (a) Printed Ballots shall be in the form prescribed in Section 104 and 105 of the Local Government Act;
- (b) Use of Voting Machines shall be in accordance with Section 101 of the Local Government Act as outlined in the City of Grand Forks' "Automated Voting Machines for General Local Elections and Other Voting Bylaw No. 2000"

7. **Order of Names on Ballot**

The order of names of candidates on the ballot will be determined by alphabetical order in accordance with Section 106 of the Local Government Act.

8. **Number of Scrutineers at Voting Places**

As authorized under Section 110(2) (d) of the Local Government Act, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

9. **Resolution of Tie Votes after Judicial Recount**

In the event of a tie vote after judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 141 of the Local Government Act.

11. This bylaw may be cited as the **"Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1999, 2014"**.

INTRODUCED this 26th day of May, 2014.

Read a **FIRST** time this _____ day of June, 2014.

Read a **SECOND** time this _____ day of June, 2014.

Read a **THIRD** time this _____ day of June, 2014.

FINALLY RECONSIDERED AND ADOPTED this _____ day of June, 2014.

Mayor Brian Taylor

Corporate Officer, Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of bylaw No. 1999, as adopted by the Municipal Council of the City of Grand Forks on the _____ day of June, 2014.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1391R-A

A Bylaw to Repeal Bylaw No. 1391 and all Amendments Thereto

=====

WHEREAS it is deemed necessary and expedient to repeal Bylaw No. 1391 and all its amendments thereto in its entirety;

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

1. That Bylaw No. 1391R-A, cited for all purposes as the "Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1391, 1993" and any amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Local Government Election Procedur Repeal Bylaw No. 1391R-A, 2014**".

INTRODUCED on the 26th day of May, 2014

Read a **FIRST** time this _____ day of June, 2014.

Read a **SECOND** time this _____ day of June, 2014.

Read a **THIRD** time this _____ day of June, 2014.

FINALLY ADOPTED this _____ day of June, 2014.

Mayor Brian Taylor

Diane Heinrich – Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1391R-A as adopted by the Municipal Council of the City of Grand Forks on the _____ day of June, 2014.

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

Copy of Outdated Bylaw

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1391

**A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES
FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS
AND OTHER VOTING.**

Under the Municipal Act, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting.

Council for the Corporation of the City of Grand Forks wishes to establish various procedures and requirements under that authority.

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

1. **Definitions**

In this bylaw:

"Elector" means a resident elector or property elector of the jurisdiction as defined under the Municipal Act.

"Election" means an election for the number of persons required to fill a local government office.

"General Local Election" means the elections held for the Mayor and all Councillors of the Municipality, which must be held in the 1993 and in every 3rd year after that.

"General Voting Day" means:

- (a) for a general local election, the 3rd Saturday of November in the year of the election;
- (b) for other elections, the date set under Sections 38(5), 39(1) or (3) or 142(5) of the Municipal Act, and
- (c) for other voting, the date set under Section 162 of the Municipal Act.

"Jurisdiction" means, in relation to an election, the Municipality for which it is held.

"Local Government" means:

- (a) in relation to a Municipality, the Council.

"Other Voting" means voting on a matter referred to in Section 158 of the Municipal Act and includes voting on a referendum under Section 283 (s. 790.1) of that Act.

2. **Register of Resident Electors**

As authorized under Section 62 of the Municipal Act, the most current list of voters prepared under the Elections Act, existing at the time an election or other voting is to be held, is deemed to be the register of resident electors for the Municipality.

3. **Additional General Voting Opportunities**

The Council authorizes the Chief Election Officer to establish additional general voting opportunities for general voting day for each election or specified election or other voting and to designate the voting places and voting hours with the limits set out in Section 96(2) of the Municipal Act, for such voting opportunities.

4. **Additional Advance Voting Opportunities**

As authorized under Section 98 of the Municipal Act, the Council authorizes the Chief Election Officer to establish additional advance voting opportunities for each election or specified election or other voting to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

5. **Special Voting Opportunities**

- (a) In order to give electors who may otherwise be unable to vote, an opportunity to do so, the Council will provide Special Voting Opportunity as authorized under Section 99 of the Municipal Act, for each election or specified election or other voting at the following places and shall be open during the hours hereinafter specified:

1. Boundary Lodge, 7130-9th Street, Grand Forks, B.C.
- the voting place shall be open from 1:00 p.m. to 2:15 p.m.
2. Hardy View Lodge, 2320-78th Avenue, Grand Forks, B.C.
- the voting place shall be open from 2:30 p.m. to 3:45 p.m.
3. Boundary Hospital, 7649-22nd Street, Grand Forks, B.C.
- the voting place shall be open from 4:00 p.m. to 5:30 p.m.

(b) The following procedures for voting and for conducting the voting proceeding apply to the special voting opportunity:

(i) Provision is made to allow for bedside voting.

(c) The number of candidate's representatives who may be present at the special voting opportunity is limited to one.

6. **Order of Names on Ballot**

The order of names of candidates on the ballot will be determined by lot in accordance with Section 107 of the Municipal Act.

7. **Number of Scrutineers at Voting Places**

As authorized under Section 110(2)(d) of the Municipal Act, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

8. **Resolution of Tie Votes after Judicial Recount**

In the even of a tie vote after judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 141 of the Municipal Act.

9. "Advance Poll Bylaw No. 1252" is hereby repealed.

10. This bylaw may be cited as the **"Procedures for the Conduct of Local Government Election and Other Voting Bylaw No. 1391, 1993"**.

INTRODUCED this 16th day of August, 1993.

Read a **FIRST** time this 16th day of August, 1993.

Read a **SECOND** time this 16th day of August, 1993.

Read a **THIRD** time this 16th day of August, 1993.

FINALLY RECONSIDERED AND ADOPTED this 7th day of September, 1993.

Mayor Y. Sugimoto

Acting Clerk, J.L. Burch

CERTIFICATE

I hereby certify the foregoing to be a true copy of bylaw No. 1391, as adopted by the Municipal Council of the City of Grand Forks on the 7th day of September, 1993.

Clerk of the Municipal Council of the
City of Grand Forks

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Corporate Officer

Date: May 16th, 2014

Subject: Introduction of the proposed Automated Voting Machine Bylaw for Local Government Elections purposes

Recommendation: **RESOLVED THAT COUNCIL RECEIVES FOR INTRODUCTION AND DISCUSSION, THE PROPOSED USE OF AUTOMATED VOTING MACHINES FOR GENERAL LOCAL ELECTIONS BYLAW NO. 2000, AND REFERS SAID BYLAW TO THE JUNE 9TH REGULAR MEETING OF COUNCIL FOR FIRST THREE READINGS.**

BACKGROUND: In an effort to make the election process more efficient, Staff is proposing the use of Automated Voting Machines for the Local Government Elections this year. The use of such machines are becoming common practice with most municipalities. The voting machine is designed to be very user friendly for the electors offering a large screen with detailed instructions (copy of specifications are attached to this report). The most useful function is that, at the end of voting day, a report is generated that gives the municipality, the candidates and the electors, election results very quickly. Although there is a cost to leasing the machines, savings are recouped in the fact that one ballot addresses the Mayoral candidates, Council candidates and School trustee. In 2011, the City alone, spent in the vicinity of around \$2,000 for paper ballots and the voting process wasn't completed until midnight. Additional savings will include less cost for poll clerks as the manual counting process will be eliminated. The factor of possible human error in the counting process will be eliminated as well.

Staff has allotted funds within the Financial Plan for the elections budget to address the cost of the machine lease.

Benefits or Impacts of the Recommendation:

General:	Use of automated voting machines accurate and fast results at the end of the election.
Strategic Impact:	N/A
Financial:	\$7,600.00 approximately – including ballots
Policy/Legislation:	Council may adopt, by bylaw, the use of Automated Voting Machines to run an election.
Attachments:	Automated Voting Machine specifications, proposed Automated Voting Machine Bylaw

REQUEST FOR DECISION

— REGULAR MEETING —



Recommendation:

RESOLVED THAT COUNCIL RECEIVES FOR INTRODUCTION AND DISCUSSION, THE PROPOSED USE OF AUTOMATED VOTING MACHINES FOR GENERAL LOCAL ELECTIONS BYLAW NO. 2000, AND REFERS SAID BYLAW TO THE JUNE 9TH REGULAR MEETING OF COUNCIL FOR FIRST THREE READINGS.

OPTIONS:

- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
- 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
- 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

 Department Head or CAO	 Chief Administrative Officer
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DS200™

Poll-based Scanner & Tabulator

The Next Generation of Paper-Based Vote Tabulation

ES&S' DS200™ combines the best attributes of a paper-based system with the flexibility and efficiency of a digital environment. Building on ES&S' vast experience, it incorporates best practices and customer feedback to take traditional optical scan ballot tabulation to a new level. The DS200™ is an intelligent, advanced, integrated solution featuring the most advanced patented digital image technology available in the market today.

Top 5 Reasons DS200™ is the Best

Efficient: Accumulates and transmits votes directly from the polling place

Adaptable: Designed with the flexibility to process a wide range of ballot sizes and designs

Convenient: Lightweight, compact, and easy to set up and use in the polling place

Progressive: Offers extra USB ports and expandable memory to accommodate future upgrades

Intelligent: Utilizes Intelligent Mark Recognition, eliminating the guesswork from tabulation



*- More interaction.
- User Friendly.*



experience
reliability
security
innovation



Benefits and Features

Third Party Tested

All usability, accessibility and security enhancements have been third party tested to comply with the US 2005 Voluntary Voting Systems Guidelines. (Election contingency plans created in a lab environment to ensure accuracy and election usability.)

Accessible

The DS200™ is compatible with the AutoMARK®, a breakthrough ballot-marking device, allowing voters with special needs to mark a ballot independently and privately

Large Communication Screen

12-inch LCD touch screen improves voter communication and can display multiple languages

Integrated Thermal Printer

Thermal paper eliminates the worry of running out of ink on Election Day

Power Management

Internal battery pack provides reliable and sustained power management, even in the event of a power outage



Interactive Touch Screen:

The DS200™ has a large touch screen that provides an unmatched user interface, making the overall voting process better. Through this unique feature, election staff and poll workers can easily use diagnostic and setup functions and online help. Opening and closing the polls have never been easier than when using the DS200™.

Voters benefit from real time prompts which flags over-voted, under-voted, and blank ballots. Audio prompts alert the Pollworker of any ballot issue, thus allowing the voter to maintain his/her complete privacy. Improving the election experience is a key benefit of the DS200™.



MAINTAINING VOTER CONFIDENCE. ENHANCING VOTER EXPERIENCE.

ES&S Ontario

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Pickering, ON, L1W3V4
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TF: 877.611.1191



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ES&S British Columbia

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Fax: 604.261.9226

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2000

A BYLAW TO PROVIDE FOR THE USE OF AUTOMATED VOTING MACHINES FOR GENERAL LOCAL ELECTIONS AND OTHER VOTING

Under the Local Government Act, the Council may, by bylaw, provide for the use of automated voting machines, voting recorders or other devices for voting in an election;

Council for the Corporation of the City of Grand Forks wishes to establish various procedures and requirements under that authority;

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

1. CITATION

- 1.1 This Bylaw may be cited as “Automated Voting Machines Authorization Bylaw No. 2000.”

2. DEFINITIONS

- 2.1 In this Bylaw all definitions shall be in accordance with the *Local Government Act*, except for the following:

Acceptable mark means a completed oval that the **vote tabulating unit** is able to identify, and that has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either ‘yes’ or ‘no’ on any other voting question.

Automated vote counting system means a system that counts and records votes and processes and stores election results and is comprised of the following:

- (a) a number of **ballot scan vote tabulating units**, each of which rests on a two compartment **ballot** box, one compartment of which is for:
 - (i) voted ballots, and
 - (ii) returned ballots that have been reinserted using the **ballot override procedure**; and the other for the temporary storing of voted ballots during such time as the **vote tabulating unit** is not functioning; and
- (b) a number of **portable ballot boxes** into which voted **ballots** are deposited where a **vote tabulating unit** is not being used, for counting after the close of voting on general voting day.

Ballot means a single automated ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices of Mayor, Council and/or School Districts; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

Ballot return override procedure means the use, by an election official, of a device on a **vote tabulating unit** that causes the unit to accept a **returned ballot**.

Election headquarters means temporary City Hall at 6641 Industrial Parkway, Grand Forks, BC. until such time that Administrative Staff moves back to permanent City Hall location at 7217 – 4th Street.

Emergency ballot compartment means one of two separate compartments in the ballot box under each **vote tabulating unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

Memory device means a removable storage device used in the ballot processing unit to record ballot results and to store polling location information such as:

- (a) the names of all of the candidates for each of the offices of Mayor, Council and/or School Districts; and
- (b) the alternatives of 'yes' or 'no' for each bylaw or other matter on which the assent or opinion of the electors is being sought;

and a mechanism to record and retain information on the number of **acceptable marks** made for each.

Portable ballot box means a ballot box that is used at a voting place where a **vote tabulating unit** is not being used.

Results tape means the printed record generated from a **vote tabulating unit** at the close of voting on general voting day which shows the number of votes for each candidate for each of the office of Mayor, Council and/or School Districts, and the number of votes for and against each bylaw or other matter on which the assent or opinion of the electors is sought.

Returned ballot means a voted **ballot** that was inserted into the **vote tabulating unit** by the elector but was not accepted and was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

Secrecy sleeve means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

Vote tabulating unit means the device into which voted **ballots** are inserted and that scans each **ballot** and records the number of votes for each candidate and for and against each bylaw or other matter on which the assent or opinion of the electors is sought.

3. USE OF VOTING MACHINES

- 3.1 Council hereby authorizes the conducting of general local elections and other voting in the City of Grand Forks using an **automated vote counting system**.

4. AUTOMATED VOTING PROCEDURES

- 4.1 The presiding election official for each voting place and at each advance voting opportunity shall, as soon as the elector enters the voting place and before a **ballot** is issued, offer and if requested, direct an election official to provide a demonstration to an elector of how to vote using an **automated vote counting system**.
- 4.2 Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who:
- (a) shall ensure that the elector:
 - (i) is qualified to vote in the election; and
 - (ii) is voting in the correct voting division [if applicable]; and
 - (iii) completes the voting book as required by the *Local Government Act*; and
 - (b) upon fulfilment of the requirements of subsection (a), shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, and any further instructions the elector requests.
- 4.3 Upon receiving a **ballot** and **secrecy sleeve** if so requested, the elector shall immediately proceed to a voting compartment to vote.
- 4.4 The elector may vote only by making an **acceptable mark** on the **ballot**:
- (a) beside the name of each candidate of choice up to the maximum number of candidates to be elected for each of the offices of Mayor, Council and/or School Districts; and
 - (b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

- 4.5 Once the elector has finished marking the **ballot**, the elector must place the **ballot** into the **secrecy sleeve**, if applicable, proceed to the **vote tabulating unit** and under the supervision of the election official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote tabulating unit** without the **acceptable marks** on the **ballot** being exposed.
- 4.6 If, before inserting the **ballot** into the **vote tabulating unit**, an elector determines that he has made a mistake when marking a **ballot** or if the **ballot** is returned by the **vote tabulating unit**, the elector may request a replacement **ballot** by advising the election official in attendance.
- 4.7 Upon being advised of the replacement **ballot** request, the presiding election official [or alternate presiding election official] shall issue a replacement **ballot** to the elector and mark the **returned ballot** "spoiled" and shall retain all such spoiled **ballots** separately from all other **ballots** and they shall not be counted in the election.
- 4.8 If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote tabulating unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote tabulating unit** to count any **acceptable marks** that have been made correctly.
- 4.9 Any **ballot** counted by the **vote tabulating unit** is valid and any acceptable marks contained on such **ballots** will be counted in the election subject to any determination made under a judicial recount.
- 4.10 Once the **ballot** has been inserted into the **vote tabulating unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
- 4.11 During any period that a **vote tabulating unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **emergency ballot compartment**, provided that if the **vote tabulating unit**:
- (a) becomes operational, or
 - (b) is replaced with another **vote tabulating unit**,
- the **ballots** in the **emergency ballot compartment** shall, as soon as reasonably possible, be removed by an election official and under the supervision of the presiding election official be inserted into the **vote tabulating unit** to be counted.
- 4.12 Any **ballots** that were temporarily stored in the **emergency ballot compartment** and are returned by the **vote tabulating unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the

presiding election official, be reinserted into the **vote tabulating unit** to ensure that any **acceptable marks** are counted.

- 4.13 A sample **ballot** that may be used in an **automated vote counting system** is attached as Schedule "A" to this Bylaw.

5. ADVANCE VOTING OPPORTUNITY PROCEDURES

- 5.1 **Vote tabulating units** shall be used to conduct the vote at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow as closely as possible those described in Section 4 of this Bylaw.

- 5.2 At the close of voting at each advance voting opportunity the presiding election official in each case shall ensure that:

- (a) no additional **ballots** are inserted in the **vote tabulating unit**;
- (b) the **emergency ballot compartment** is sealed to prevent insertion of any **ballots**;
- (c) the **register tapes** in the **vote tabulating unit** are not generated; and
- (d) the **memory device** of the **vote tabulating unit** is secured.

- 5.3 At the close of voting at the final advance voting opportunity the presiding election official shall:

- (a) ensure that any remaining **ballots** in the **emergency ballot compartment** are inserted into the **vote tabulating unit**;
- (b) secure the **vote tabulating unit** so that no more **ballots** can be inserted; and
- (c) deliver the **vote tabulating unit** together with the **memory card** and all other materials used in the election to the chief election officer at **election headquarters**.

6. SPECIAL VOTING OPPORTUNITY PROCEDURES

- 6.1 A **portable ballot box** shall be used for all special voting opportunities and the presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 4.2, 4.3, 4.4 and 4.5 of this Bylaw so far as applicable, except that the voted **ballots** shall be deposited into the **portable ballot box** supplied by the presiding election official.

- 6.2 The presiding election official at a special voting opportunity shall ensure that the **portable ballot box** is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official shall seal the

portable ballot box and return it together with all other election materials to the custody of the chief election officer.

7. PROCEDURES AFTER THE CLOSE OF VOTING ON GENERAL VOTING DAY

7.1 After the close of voting on general voting day at voting opportunities where a **vote tabulating unit** was used in the election, but excluding advance and special voting opportunities,

(a) each presiding election official shall:

- (i) ensure that any remaining **ballots** in the **emergency ballot compartment** are inserted into the **vote tabulating unit**;
- (ii) secure the **vote tabulating unit** so that no more **ballots** can be inserted;
- (iii) generate three copies of the **register tape** from the **vote tabulating unit**; and
- (iv) deliver one copy of the **register tape** along with the **memory device** from the **vote tabulating unit** to the chief election officer at **election headquarters**; and

(b) and each alternate presiding election official shall:

- (i) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, into the election materials transfer box along with one copy of the **results tape**;
- (ii) complete the ballot account and place the duplicate copy in the election materials transfer box;
- (iii) seal the election materials transfer box;
- (iv) place the voting books, the original copy of the ballot account, one copy of the **results tape**, completed registration cards (if applicable), keys and all completed administrative forms into the chief election officer portfolio; and
- (v) transport all equipment and materials to **election headquarters**.

7.2 At the close of voting on general voting day the chief election officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where **vote tabulating units** were used, to proceed in accordance with Section 7.1 of this Bylaw.

7.3 At the close of voting on general voting day all **portable ballot boxes** used in the election will be opened under the direction of the chief election officer and all **ballots** shall be removed and inserted into a **vote tabulating unit** to be counted, after which the provisions of Sections 7.1, so far as applicable, shall apply.

8. RECOUNT PROCEDURE

8.1 If a recount is required it shall be conducted under the direction of the chief election officer using the **automated vote counting system** and generally in accordance with the following procedure:

- (a) the memory cards of all vote tabulating units will be cleared;
- (b) **vote tabulating units** will be designated for each voting place;
- (c) all **ballots** will be removed from the sealed ballot boxes; and
- (d) all **ballots**, except spoiled **ballots**, will be reinserted in the appropriate **vote tabulating units** under the supervision of the chief election officer.

9. GENERAL

9.1 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

9.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

INTRODUCED this 26th day of May, 2014.

Read a **FIRST** time this 9th day of June, 2014.

Read a **SECOND** time this 9th day of June, 2014.

Read a **THIRD** time this 9th day of June, 2014.

FINALLY ADOPTED this _____ day of June, 2014.

Mayor Brian Taylor

Corporate Officer, Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of Bylaw No. 2000, as adopted by the
Municipal Council of the City of Grand Forks on the _____ day of June, 2014.

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

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Corporate Officer

Date: May 16th, 2014

Subject: Introduction of the proposed Mail Ballot Authorization and procedure bylaw

Recommendation: **RESOLVED THAT COUNCIL RECEIVES FOR INTRODUCTION AND DISCUSSION, THE PROPOSED USE OF MAIL BALLOT AUTHORIZATION FOR GENERAL LOCAL ELECTIONS BYLAW NO. 2001, AND DETERMINES IF IT IS COUNCIL'S WISH TO REFER SAID BYLAW TO THE JUNE 9TH REGULAR MEETING OF COUNCIL FOR CONSIDERATION OF FIRST THREE READINGS.**

BACKGROUND: In 2008, the legislation was amended to allow local governments to offer mail ballots to persons who expect to be absent from the municipality during normal voting opportunities, in addition, the service is offered to persons who have a physical disability, illness, or injury that affects their ability to vote at other voting opportunities. The mail ballot is not available to persons who simply don't want to attend general voting day or the advanced voting opportunities.

Staff felt it their due diligence to offer a bylaw to Council should they wish to provide this additional election service to their constituents. Mail in ballots do come with a cost – upon research of data from other municipalities who have provided this service in the past election, the cost can average to around \$30.00 per ballot package which includes the ballot, a secrecy envelope, a certification envelope, registration application and the outer envelope. If mailing to individuals, postage can run as much as \$2.- \$12.00 per domestic package; US - \$3. - \$19. per package and International \$5. - \$38.00 per package. Return postage costs or any other method of returning the package is borne by the elector. Ultimately, it is the elector's responsibility to ensure their mail in ballot is delivered in time for receipt either before or by the end of general voting day at 8:00 pm. Staff time is also increased to process the requests. There is no way to determine an actual cost which is dependent on the amount of applications the City receives.

If Council chooses to move forward with this initiative, staff would set out the provision of applications for requests in a timely manner both on our website for online accessibility and return and by picking up an application in person. Staff has included an example of an online request application from the City of Surrey from the 2011 election for Council's perusal. Staff would be able to develop a database of requests to determine the approximate number of mail ballots that would need to be ordered.

Benefits or Impacts of the Recommendation:

General: Mail in Ballots provide an additional opportunity for elector's who wouldn't be able to vote due to disabilities and absenteeism.

REQUEST FOR DECISION

— REGULAR MEETING —



Strategic Impact: N/A

Financial: Each Mail ballot has the potential to cost upward to \$30.00 a piece depending on circumstances. Although Staff have reserved funding in the budget for the election, we have no way to determine the exact cost of mail in ballots and its impact on the election budget.

Policy/Legislation: Council may adopt, by bylaw, the use of Mail Ballots as part of the election initiative.

Attachments: Proposed Mail Ballot Bylaw, example of on-line application form for mail ballot request compliments from the City of Surrey

Recommendation: **RESOLVED THAT COUNCIL RECEIVES FOR INTRODUCTION AND DISCUSSION, THE PROPOSED USE OF MAIL BALLOT AUTHORIZATION FOR GENERAL LOCAL ELECTIONS BYLAW NO. 2001, AND DETERMINES IF IT IS COUNCIL'S WISH TO REFER SAID BYLAW TO THE JUNE 9TH REGULAR MEETING OF COUNCIL FOR CONSIDERATION OF FIRST THREE READINGS.**

OPTIONS:

- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
- 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
- 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

 Department Head or CAO	 Chief Administrative Officer
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THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2001

MAIL BALLOT AUTHORIZATION AND PROCEDURE BYLAW NO. 2001, 2014

Pursuant to Section 100 of the Local Government Act, the Council for the City of Grand Forks may, by bylaw, permit voting by mail ballot and establish procedures therefore;

Council for the Corporation of the City of Grand Forks wishes to establish various procedures and requirements under that authority.

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

1. CITATION

- 1.1 This Bylaw may be cited as "Mail Ballot Authorization and Procedure Bylaw Number 2001, 2014"

2. AUTHORIZATION

- 2.1 Voting my mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.
- 2.2 The only electors who may vote by mail ballot, in accordance with the Local Government Act Section 100 (2) are the following:
 - a) Persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity, and
 - b) Persons who expect to be absent from Grand Forks on general voting day and at the times of all advance voting opportunities;

3. APPLICATION PROCEDURE

- 3.1 An elector who wishes to vote by mail ballot must submit a request to the Chief Election Officer or to the person designated by the chief election officer, using the form which will be made available on the City's website, in person at City Hall, or by request to mail, including a declaration by the elector of the elector's right, in accordance to 2.2 of this bylaw, to vote by mail ballot, and within the time limits required by the Chief Election Officer, which Council authorizes the Chief Election Officer to establish.

- 3.2 The Chief Election Officer will determine through advertising on the City's website, local newspaper or newsletter, details and timeframes for mail in ballot requests and forms.
- 3.3 a) The Chief Election Officer may deliver a mail ballot package described in Section 100 of the Local Government Act after the nomination period has closed and enough time is allowed to have the ballots printed and packages available; by
- a. By hand to persons who request the package in person; or
 - b. By mail to persons who request the package by mail or e-mail
- b) The Chief Election Officer shall keep a written record of all persons who request a mail ballot, and their addresses, and that record may be inspected only for the purposes of the election or other voting.
- c) The Chief Election Officer is not responsible for failing to mail a mail ballot if the request is not received, or not received before the time limit that may be set by the chief election officer for applying for packages, and the Chief Election Officer is not responsible for any delay or failure in the elector's receipt of the package or the elector's return of the package.
- d) As a voting procedure that differs from that established by Section 118 of the Local Government Act, if an elector unintentionally spoils a mail ballot, the elector may, after delivery of the spoiled ballot to the chief election officer and subject to time limits that may be set by the chief election officer, request a replacement ballot. Upon receipt of the spoiled ballot package, the Chief Election Officer must record such fact and mark the certification envelope as "rejected"; whereas the certification envelope will remain unopened and not be counted in the election.
- e) Between the time a person requests a mail ballot and the time that the package is hand delivered or mailed to the person, the person's right to vote can be challenged under section 116 of the Local Government Act.
- f) The chief election officer may establish time limits in relation to registration and voting by mail ballot, including a time limit for person to apply for a mail ballot and elector registration package.

4. **VOTING PROCEDURE**

- a) To register and vote using a mail ballot, the elector shall complete the registration application (if not previously confirmed that the elector is on the Municipal Voter's List), and mark the ballot in accordance with the instructions contained in the mail ballot and elector registration package provided by the chief election officer.

- b) After marking the ballot, the elector must:
1. Place the ballot in the secrecy envelope provided, and then seal the secrecy envelope;
 2. Place the secrecy envelope in the certification envelope, complete and sign the certification printed on the certification envelope, and then seal the certification envelope;
 3. Place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope.
 4. Mail or deliver the outer envelope and its contents to the Chief Election Officer at the address specified so that the Chief Election Officer receives it no later than 8:00 pm on general voting day. The Elector should note the time frame when sending their ballot by mail through the Post Office which is not open on the General Voting Day in Grand Forks. It is the Elector's responsibility to ensure timely delivery of their mail ballot package if either sending to the supplied Post Office Box or to the supplied physical address of the Polling Station, and not the responsibility of the Chief Election Officer.
- c) To be counted, mail ballot and elector registration packages must be received by the chief election officer before the close of voting on general voting day and votes will not be counted if the package is not delivered to the chief election officer or designated election official, at the designated polling station on general voting day.
- d) After receipt of mail ballot and elector registration packages, the chief election officer shall record the time and date of their receipt, and shall review the registration application and certification envelopes, and mark them as accepted or rejected, and where accepted, the voting book shall be marked to indicate that the elector has voted, and the chief election officer may undertake this process after the close of voting on general voting day or at earlier times chosen by the chief election officer. Each unopened certification envelope accepted must be inserted in a portable ballot box maintained in the custody of the Chief Election Officer until 8:00 PM on general voting day, after which time the Chief Election Officer or designate must open the certification envelope containing the secrecy envelope in the presence of at least one other person.
- e) As a voting procedure that differs from that established by section 117 of the Local Government Act, if a voting book available to the chief election officer indicates that another person has already voted with the same name as a mail ballot elector, the chief election officer, may after considering the address of the elector, the distinctiveness of the name, and other factors, accept or reject the mail ballot. The Chief Election Officer or designate must not open the certification envelope if the ballot has been rejected; mark the certification

envelope as "rejected", note the reason for the rejection, and not count the ballot contained in the certification envelope in the election.

- f) The chief election officer shall retain all registration applications and certification envelopes together with the voting books and for the purposes of document retention and destruction shall treat the certification envelopes in the same manner as a voting book.

5. **LOCAL GOVERNMENT ACT**

- 5.1 If anything regarding the local government elections and other voting are not referenced in this Bylaw, the Local Government Act shall apply.

INTRODUCED this 26th day of May, 2014.

Read a **FIRST** time this 9th day of June, 2014.

Read a **SECOND** time this 9th day of June, 2014.

Read a **THIRD** time this 9th day of June, 2014.

FINALLY RECONSIDERED AND ADOPTED this ____ day of _____.

Mayor Brian Taylor

Corporate Officer, Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of Bylaw No. 2001, as adopted by the Municipal Council of the City of Grand Forks on the ____ day of _____, 2014.

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

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Surrey Elections

Submit Your Request to Vote by Mail

1. We've made it easy for you! Just fill in the information below and press the 'Submit Form' button. You will receive a brief confirmation message to assure you that your request has been received.
2. If your application is filled out correctly, the Chief Election Officer will send you a mail ballot package on October 28, 2011 (Mail ballot packages can only be obtained from Friday, October 28, 2011 through to 4pm on Thursday, November 17, 2011). If we require more information, we will contact you at your email address provided.
3. You are responsible for ensuring that your completed ballot is received in the Office of the City Clerk no later than 8:00 pm on General Voting Day, Saturday, November 19, 2011.
4. If you require additional information or if you need to cancel your request for a mail ballot, please contact the Office of the City Clerk at (604) 591-4132 or send an email to jsullivan@surrey.ca or cjesson@surrey.ca
5. Don't want to complete online? Need to print the application for someone else? You can download and print the application [here](#). Once complete, it may be returned by mail, in person to the Office of the City Clerk, 14245 – 56 Avenue, Surrey, BC, V3X 3A2, or by fax to (604) 591-8731.

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APPLICATION TO VOTE BY MAIL

I request that I receive a ballot to vote by mail, under the provisions of Section 100 of the Local Government Act, in the General Local Elections to be held on Saturday, November 19, 2011.

I hereby declare that I am entitled to vote by mail for the following reason(s) (check at least one):

I have a physical disability, illness or injury that affects my ability to vote at another voting opportunity for this election; AND/OR	<input type="checkbox"/>
I expect to be absent from the municipality at the times of all advance voting opportunities (November 5, 7, 8 and 9) and on general voting day (November 19).	<input type="checkbox"/>
Name	<input type="text"/>
Address:	

	<input type="text"/>
	*
City	<input type="text" value="Surrey"/> *
Province	<input type="text" value="British Columbia"/> *
Postal Code:	<input type="text"/> *
Telephone	<input type="text"/> *
Email Address	<input type="text"/> *
I am a non-resident property elector	<input type="checkbox"/>
Address of property owned in Surrey	<input type="text"/>
City:	<input type="text" value="Surrey"/>
State/Province:	<input type="text" value="British Columbia"/>
Postal Code	<input type="text"/>
Please select ONE option for delivery of Mail Ballot Package:	
Keep it at the Office of the Municipal Clerk to pick up	<input type="checkbox"/>
Mail it to my residential address	<input type="checkbox"/>
Mail it to the following address	<input type="text"/>
	<input type="button" value="Submit Form"/>

Enter the text in the box to submit your form. Or, click to hear the audio text code to enter.

If the words are difficult to read, click the Reload button to create a new code.

Problems submitting this form? Let clerks@surrey.ca help get your message to the right person.

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