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

#### Monday October 20th, 2014, 7:00pm

SUBJECT MATTER

RECOMMENDATION

<u>ITEM</u>

1.	PRES	<u>ENTATION</u>						
		Fire Chief - Presentation of 30 years of Service Medal.						
2.	CALL	TO ORDER						
	,	The Mayor called the meeting to order at 7:00pm						
3.	ADOP	TION OF AGENDA						
	a) <i>i</i>	Adopt agenda	October 20th, 2014	THAT Council adopt the October 20th, 2014 agenda as presented.				
4.	MINUT	<u>TES</u>						
	ĺ	Adopt the Committee of the Whole Meeting Minutes <u>Minutes - COTW - Oct 6.pdf</u>	October 6th, 2014	THAT Council adopt the October 6th, 2014, Committee of the Whole meeting minutes as presented.				
	, ( <u> </u>	Adopt the Special Meeting to go In- Camera minutes <u>Minutes - Special Meeting - October</u> <u>6.pdf</u>	October 20th. 2014	THAT Council adopt the October 6th, Special Meeting to go In-Camera minutes as presented.				
		Adopt the Regular Meeting Minutes Minutes -Regular Meeting - Oct 6th.pdf	October 6th, 2014	THAT Council adopt the October 6th, 2014, Regular Meeting minutes as presented.				
5.		STERED PETITIONS AND GATIONS						
6.	UNFIN	NISHED BUSINESS						
7.	REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL (VERBAL)							
		Corporate Officers Report Council.pdf	Verbal Reports of Council	THAT all reports of members of Council, given verbally at this meeting, be received.				

## 8. REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY

a) Corporate Officers Report <u>RDKB.pdf</u> RDKB Representatives verbal report

THAT the Mayor's report on the activities of the Regional District of the Kootenay Boundary, given verbally at this meeting, be received.

### 9. RECOMMENDATIONS FROM STAFF FOR DECISIONS

Corporate Services
 <u>RFD - Corp Services - cancellation of meetings.pdf</u>

Proposed cancellation of two meetings

THAT Council authorizes staff to advertise the legislative requirements to cancel the Committee of the Whole meeting on November 3rd, 2014, and further to cancel the Regular Meeting of November 17th, 2014.

 b) Manager of Development and Engineering
 RFD - Man. Engin. - Communities of Distinction.pdf Communities of Distinction

THAT Council receive for information.

### 10. REQUESTS ARISING FROM CORRESPONDENCE

#### 11. **INFORMATION ITEMS**

a) Royal Canadian Legion
 Summ. of Info. - Remembrance Day
 Service Invitation & Information.pdf

Invitation to participate in the Remembrance Day Service at the Cenotaph on November 11th. THAT Council receives for decision.

The Mayor is to advise if planning to attend the Service, laying of the wreath, joining in the parade and joining the legionnaires for lunch and refreshments after the parade. The City's policy allows for annual funding to be provided to the Poppy Fund.

b) Alex Atamanenko
Summ. of Info. - Atamanenko, Alex Congratulations on Open for Business
Award.pdf

Letter of Congratulations for receiving the Open for Business Award.

#### 12. **BYLAWS**

 a) Manager of Development and Engineering
 Bylaw - Man. of Eng. - Sewer Reg and Repeal Bylaw 1500-R1 2014.pdf Sewer Regulations and Rates Repeal Bylaw No. 1500-R, 214 THAT Council receive the Sewer Regulations and Rates Repeal Bylaw No. 1500-R, 2014 and give the bylaw first, second and third readings.

b) Manager of Development and Engineering Bylaw - Man. of Eng. - Sewer Regs.pdf Sewer Regulations Bylaw No. 1974, 2014

THAT Council receives the introduction of the new Sewer Regulations Bylaw No. 1974, 2014 and gives first, second and third readings.

 Manager of Development and Engineering
 Bylaw - Man. of Eng. Sagamore Rd Closure.pdf To close that portion of unnamed, undeveloped road traversing Lot 1 and Lot 2, District Lot 534, S.D.Y.D., Plan KAP73069 located between Sagamore Road and 2nd Street.

THAT Council gives Bylaw 2002, being Sagamore Road and 2nd Street Road Closure, third reading.

 Manager of Development and Engineering
 Bylaw - Sub. Dev and Repeal 1424-R, 2014.pdf Subdivision and Development Repeal Bylaw No. 1434-R, 2014 THAT Council receive the Subdivision and Development Repeal Bylaw No. 1424-R, 2014 and give the bylaw first and second readings.

e) Manager of Development and Engineering

<u>Bylaw - Man. of Eng. - Sub and Dev Servicing No. 1970.pdf</u>

Subdivision, Development and Servicing Bylaw No. 1970

THAT Council receive the Subdivision, Development and Servicing Bylaw No. 1970, 2014 and gives first and second readings.

f) Chief Financial Officer

RFD - CFO - Bylaw 2005 - Financial

Plan Amendment three readings.pdf

Bylaw 2005-2014-2018 Financial Plan Amendment 1 THAT Council gives first three readings to Bylaw No. 2005-2014-2018 Financial Plan Amendment 1

#### 13. **LATE ITEMS**

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

#### 15. **ADJOURNMENT**

#### THE CORPORATION OF THE CITY OF GRAND FORKS

## COMMITTEE OF THE WHOLE MEETING MONDAY OCTOBER 6TH, 2014

PRESENT: MA

MAYOR BRIAN TAYLOR COUNCILLOR BOB KENDEL COUNCILLOR NEIL KROG

COUNCILLOR PARTICK O'DOHERTY

**COUNCILLOR GARY SMITH** 

COUNCILLOR MICHAEL WIRISCHAGIN

**COUNCILLOR CHER WYERS** 

CHIEF ADMINISTRATIVE OFFICER
CHIEF FINANCIAL OFFICER
CORPORATE OFFICER
ENGINEERING TECHNOLOGIST
DEPUTY CORPORATE OFFICER
MANAGER OF BUILDING AND
BYLAW SERVICES

MANAGER OF OPERATIONS

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

W. Kopan R.Huston

#### **PRESENTATIONS**

The Mayor presented letters of thanks to the Economic Development Advisory Committee for all of their work on Economic Development in the City.

#### CALL TO ORDER

The Mayor called the October 6th, 2014 COTW meeting to order at 9:05 am.

#### COMMITTEE OF THE WHOLE AGENDA

Adoption of the October 6th, 2014, agenda

MOTION: SMITH

RESOLVED THAT the October 6th, 2014 Committee of the Whole agenda be adopted as presented.

CARRIED.

#### REGISTERED PETITIONS AND DELEGATIONS

Doug Allin - Chief Administrative Officer Verbal report to Committee of the Whole - Update and Strategic Plan review

The Chief Administrative Officer spoke with regard to the 2012-2014 Strategic Plan and provided an update to the plan.

MOTION: O'DOHERTY

**Receive for Information** 

CARRIED.

Lynne Burch Rotary Spray Park update

Ms. Burch provided an update on the Spray Park Project and advised:

- That the Rotary Club thanks Council and Staff for the work they have done towards the project
- Gray water from the park will be reused and the project is in keeping with water conservation initiatives of the City
- Several grant applications have been submitted, the application to the Vancouver Foundation was rejected but the Phoenix Foundation approved \$23,000 towards the project
- Financial update: the lobster dinner netted the club \$30,000, Community Futures \$10,000, BFISS \$1800, miscellaneous \$2,063 with a total of over \$100,000 and with all other donations - land included, means that the club is close to their goal to accomplish the project.
- Rotary will need to work with the City to determine how the partnership will move forward
- Club still needs, detailed budget, to secure remaining funding, IHA approval
- Construction is reliant on the City and Rotary would like to see construction begin in the spring of 2015.

MOTION: SMITH

Receive for Information

CARRIED.

#### PRESENTATIONS FROM STAFF

Manager of Operations HVAC Grand Forks Library The Chief Administrative Officer advised that this was part of the 2014 financial plan and provided an overview. The City would get 3 quotes before proceeding with work.

MOTION: WYERS

RESOLVED THAT the Committee of the Whole receive the memorandum regarding HVAC at the Grand Forks Library.

CARRIED

Manager of Development and Engineering City Hall Reconstruction Progress Report

The Chief Administrative Officer advised that in order to proceed with work being completed at City Hall, all change work orders must be approved by the insurance company which often holds up the process.

MOTION: SMITH

RESOLVED THAT the Committee of the Whole receives for Information the memorandum regarding the City Hall progress report.

CARRIED.

Manager of Development and Engineering Heritage Revitalization Status Update and Chronological List of Events

The Chief Administrative Officer advised that this initiative is still on staff's radar and this is an update regarding next steps; the establishment of committee will move forward and includes a thorough communications strategy in order to seek community input.

MOTION WYERS

RESOLVED THAT the Committee of the Whole receives the memorandum regarding the Heritage Revitalization Status update and chronological list of events.

CARRIED.

Manager of Development and Engineering

To close that portion of unnamed, undeveloped road traversing through lot 1 and 2, District Lot 534, S.D.Y.D., Plan KAP73069, located between Sagamore Road and 2nd Street.

There was no public input.

MOTION: O'DOHERTY

RESOLVED THAT Committee of the Whole hears any comments and/or concerns from surrounding property owners and the public (written or in person), regarding Bylaw 2002 - Sagamore Road and 2nd Street whereas there were no comments from the public.

CARRIED.

Monthly Highlight Reports from Department Managers
Staff request for Council to receive monthly activity reports from department managers

There was discussion regarding the electrical meter upgrades in the community and included:

- the locking of the meters
- risk to fire department if meters are locked
- impact on home owners insurance if meters are locked
- the process for checking and changing out the meters
- clarification that this is not a replacement program, the meters are being checked and if they are not working properly then they are replaced, if they are working properly the meter is reinstalled.
- meter testing is done on all electrical meters to

Ms. Semenoff spoke with regard to electronic voting machines.

MOTION: O'DOHERTY

RESOLVED THAT the Committee of the Whole recommends to Council to receive the monthly activity reports

CARRIED.

#### REPORTS AND DISCUSSION

#### PROPOSED BYLAWS FOR DISCUSSION

Chief Financial Officer
Bylaw 2005-2014-2018 Financial Plan Amendment

MOTION: O'DOHERTY

RESOLVED THAT the Committee of the Whole recommends that Council give first three readings to Bylaw No. 2005-2014-2018 Financial Plan Amendment at the October 20th, 2014 Regular meeting of Council.

CARRIED.

Manager of Development and Engineering Services

Subdivision and Development Repeal Bylaw No. 1424-R

The Chief Administrative Officer advised that this helps determine types of development in the City. He further requested that Council consider giving this bylaw first and second reading at the October 20th meeting and then seek public feedback before it goes for third reading, in order to have a public open house.

MOTION: WYERS

RESOLVED THAT Council determine to give the Subdivision and Development Repeal Bylaw No. 1424-R first and second reading at the October 20th, 2014, Regular Meeting; AND Further resolved that the Bylaw then be available for public input before it receives third reading.

CARRIED.

Manager of Development and Engineering Services Subdivision Servicing Bylaw No. 1970, 2014

MOTION: WIRISCHAGIN

RESOLVED THAT the Committee of the Whole recommends to Council to receive the introduction of the new Subdivision, Development and Servicing Bylaw No. 1970, 2014 and refers the Bylaw to the October 20th, 2014, Regular Meeting of Council for first and second readings.

CARRIED.

Manager of Development and Engineering and Manager of Operations Sewer Regulation and Rates Repeal Bylaw No. 1500-R, 2014

The Chief Administrative Officer advised that this bylaw reflects current requirements and allows for better management of City infrastructure.

MOTION: SMITH

RESOLVED THAT the Committee of the Whole recommends to Council to receive the Sewer Regulation and Rates Repeal Bylaw No. 1500-R, 2014 and refer the bylaw to the October 20th, 2014, Regular Meeting of Council for first, second and third readings.

CARRIED.

Manager of Development and Engineering and Manager of Operations Sewer Regulations Bylaw No. 1974, 2014

MOTION: KENDEL

OCTOBER 6, 2014

readings.	CARRIED.
INFORMATION ITEMS	Min
CORRESPONDENCE ITEMS	
LATE ITEMS	
REPORTS, QUESTIONS AND INQUIRIES F	ROM MEMBERS OF THE COUNCIL (VERBAL)
QUESTION PERIOD FROM THE PUBLIC	
The Mayor congratulated James Wilse Chamber of Commerce on a great job	on from the Boundary Country Regional with that organization.
ADJOURNMENT	
MOTION: O'DOHERTY	
RESOLVED THAT the October 6th, 2014, R	Regular Meeting was adjourned at 10:15am.  CARRIED.
CERTIFIED CORRECT:	
MAYOR BRIAN TAYLOR	DEPUTY CORPORATE OFFICER - SARAH WINTON

RESOLVED THAT the Committee of the Whole recommends to Council to receive the introduction of the new Sewer Regulations Bylaw No. 1974, 2014 and refers the Bylaw to the October 20th, 2014, Regular Meeting of Council for first, second and third

#### THE CORPORATION OF THE CITY OF GRAND FORKS

## SPECIAL MEETING OF COUNCIL MONDAY, OCTOBER 6TH, 2014

PRESENT: MAYOR BRIAN TAYLOR

**COUNCILLOR BOB KENDEL** 

COUNCILLOR PATRICK O'DOHERTY

COUNCILLOR GARY SMITH

COUNCILLOR MICHAEL WIRISCHAGIN

**COUNCILLOR CHER WYERS** 

CHIEF ADMINISTRATIVE OFFICER

CORPORATE OFFICER

CHIEF FINANCIAL OFFICER

DEPUTY CORPORATE OFFICER

D. Allin

D. Heinrich

R. Shepherd

S. Winton

#### **CALL TO ORDER**

a) The Mayor called the Special Meeting to go In-Camera Meeting to order at 10:30am

#### **IN-CAMERA RESOLUTION**

Resolution required to go into an In-Camera meeting

a) Adopt resolution as per section 90 as follows:

MOTION: WYERS / SMITH

RESOLVED THAT COUNCIL CONVENE AN IN-CAMERA MEETING AS OUTLINED UNDER SECTION 90 OF THE COMMUNITY CHARTER TO DISCUSS MATTERS IN A CLOSED MEETING WHICH ARE SUBJECT TO SECTION 90 (1) (a) PERSONAL INFORMATION ABOUT AN IDENTIFIABLE INDIVIDUAL WHO HOLDS OR IS BEING CONSIDERED FOR A POSITION AS AN OFFICER, EMPLOYEE OR AGENT OF THE MUNICIPALITY OR ANOTHER POSITION APPOINTED BY THE MUNICIPALITY; 90 (1) (k) NEGOTIATIONS AND RELATED DISCUSSIONS RESPECTING THE PROPOSED PROVISION OF A MUNICIPAL SERVICE THAT ARE AT THEIR PRELIMINARY STAGES AND THAT, IN THE VIEW OF THE COUNCIL, COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPALITY IF THEY WERE HELD IN PUBLIC; 90 (1) (b), PERSONAL INFORMATION ABOUT AN IDENTIFIABLE INDIVIDUAL WHO IS BEING CONSIDERED FOR A MUNICIPAL AWARD OR HONOUR, OR WHO HAS OFFERED TO PROVIDE A GIFT TO THE MUNICIPALITY ON CONDITION OF ANONYMITY; 90 (1) (e), THE AQUISITION, DISPOSITION OR EXPROPRIATION OF LAND OR IMPROVEMENTS,

OCTOBER 6, 2014

SPECIAL MEETING TO GO IN-CAMERA MEETING

IF THE COUNCIL CONSIDERS COULD REASONABLY BE EXPECTED TO HARM THE INTERESTS OF THE MUNICIPLAITY;

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

CARRIED.

LATE ITEMS						
ADJOURNMENT  The Mayor adjourned the Speci	al Meeting to go In-Camera at 10:31am.					
a) The Mayor adjourned the Speci	ai Meeting to go in-Camera at 10.5 fam.					
CERTIFIED CORRECT:						
MAYOR BRIAN TAYLOR	DEPUTY CORPORATE OFFICER-					

SARAH WINTON

#### THE CORPORATION OF THE CITY OF GRAND FORKS

## REGULAR MEETING OF COUNCIL MONDAY, OCTOBER 6TH, 2014

**PRESENT:** MAYOR BRIAN TAYLOR

COUNCILLOR BOB KENDEL COUNCILLOR NEIL KROG

COUNCILLOR PATRICK O'DOHERTY

**COUNCILLOR GARY SMITH** 

COUNCILLOR MICHAEL WIRISCHAGIN

CHIEF ADMINISTRATIVE OFFICER

CHIEF FINANCIAL OFFICER
MANAGER OF OPERATIONS
DEPUTY CORPORATE OFFICER

**GALLERY** 

D. Allin

R. Shepherd

R. Huston

S. Winton

#### **CALL TO ORDER**

a) The Mayor called the meeting to order at 7:00pm

RESOLVED THAT the October 6th, 2014, Regular meeting was called to order at 7:00pm.

CARRIED.

#### **ADOPTION OF AGENDA**

a) Adopt agenda October 6th, 2014

MOTION: SMITH / KENDEL

RESOLVED THAT Council adopt the October 6th, 2014, agenda as presented

CARRIED.

#### **MINUTES**

a) Adopt the Special Meeting to go In-Camera minutes September 15th, 2014

MOTION: WIRISCHAGIN / O'DOHERTY

RESOLVED THAT Council adopt the September 15th, Special Meeting to go In-Camera minutes as presented.

CARRIED.

b) Adopt the Regular Meeting minutes September 15th, 2014

MOTION: WIRISCHAGIN / SMITH

RESOLVED THAT Council adopts the September 15th, 2014, Regular Meeting Minutes as presented.

CARRIED.

#### **REGISTERED PETITIONS AND DELEGATIONS**

#### UNFINISHED BUSINESS

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

Corporate Officers Report
 Verbal Reports of Council

Councillor Kendel He reported that:

 He attended FCM in Whistler and that he and the other Councillor's had meetings with several Ministers. The Rural BC Dividends Fund, which is part of the Rural BC network, will establish an advisory council. He attended a panel on Strong Communities, where a cultural strategy was discussed, and also attended the Small Business Awards where the City received an award. He thanked management and staff for all their hard work.

Councillor Krog
He had no report

Councillor Smith

He reported that:

 He attended FCM in Whistler and he spoke about the highlights of the conference such as; the small talk forum, the concept of the Committee of the Whole, Minister Meeting with the Honorable Minister Thompson who he spoke with regarding urban deer issues.

- He asked to make a motion and requested Council's support on the opinion pole question that will be included on the ballot.
- The Vital Signs role out is at Gallery 2 on Tuesday October 7th.

#### Councillor Wirischagin

#### He reported that:

- He attended FCM in Whistler and that he attended some very good meetings with the Ministers
- The Border Bruins are doing very well
- Grand Forks International Annual General Meeting is October 6th at 7 pm at Community Futures.

#### Councillor O'Doherty

#### He reported that:

- He attended the dog sled fundraising dinner and that they raised extra funds with the 50/50 draws
- 68th avenue is looking good
- He attended a Bruins Hockey game and they are playing very well.
- The downtown work is looking very good

#### Mayor Taylor

#### He reported that:

- The SPCA is showing a high level of interest in working in our community, and hopes the SPCA will come to the community and have a public engagement session to discuss what the community needs in the humane treatment of animals
- He advised that the Honorable Coralee Oakes would like to see the City play a larger role on Rural Advisory Committee

MOTION: SMITH / WIRISHCAGIN

RESOLVED THAT Council ask the question on the ballot at the 2014 Municipal Election "are you in support of a deer cull as a deer management option in Grand Forks".

CARRIED.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT all reports of members of Council, given verbally at this meeting, be received.

CARRIED.

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

a) Corporate Officers Report

RDKB Representatives verbal report

The Mayor had nothing to report

MOTION: SMITH / WIRISCHAGIN

THAT the Mayor's report on the activities of the Regional District of the Kootenay Boundary, given verbally at this meeting be received.

CARRIED.

#### RECOMMENDATIONS FROM STAFF FOR DECISIONS

Manager of Development and Engineering
 Status and next steps of the West Side Fire Protection Project

The Chief Administrative Officer advised that the West Side Fire Protection Project was authorized in Bylaw 1922. He provided an update and overview of next steps in order to move through the project, and advised that Council's approval is required for this project in the upcoming 2015 budget process.

The standby power unit is still under consideration.

MOTION: O'DOHERTY / WIRISHCAGIN

RESOLVED THAT Council receives the report from the Manager of Development and Engineering regarding the status and next steps of the West Side Fire Protection Project.

CARRIED.

#### REQUESTS ARISING FROM CORRESPONDENCE

#### INFORMATION ITEMS

a) Mural Committee

Revised budget from the Mural Committee.

A representative from the Mural Committee provided background and an update to Council with regard to the changes and advised that at another meeting:

- there was some concerns with the walls and surface to be painted on
- looking at 2 murals instead of four
- would like to putout a call for artist's
- have an \$800 honorarium for art and use of art
- important to have a leader to organize the project, and provide an honorarium for this work

- community involvement was discussed and would account for the additional \$1000
- each wall would be 10x20

The Mayor spoke to the project with regard to shelving the project until a later date but to make sure that it was revisited.

MOTION: WIRISCHAGIN / KROG

RESOLVED THAT Council determines to open the floor to the artist present for the discussion regarding the mural project.

CARRIED UNANIMOUSLY.

MOTION: KROG / SMITH

RESOLVED THAT Council receive the request from the Mural Committee and to suspend the request and forward onto the next council.

CARRIED.

b) Boundary Country Regional Chamber of Commerce Letter of congratulations on the Open for Business award

MOTION: SMITH / WIRISCHAGIN

**Receive for Information** 

CARRIED.

c) Canadian Bureau for International Education Thank you to the City for continued support of the Canada-Brazil Scholarship Program and hosting of Students

MOTION: O'DOHERTY / KENDEL

Receive for Information

CARRIED.

Ralph White - President of the Seniors Centre
 Request for sponsorship of a Thanksgiving Dinner for Grand Forks Seniors.

Councillor Krog removed himself from the discussion declaring a conflict of interest at 7:40pm

Council discussed the request with regard to:

- providing funding for the dinner
- question of fairness to tax payers who are not seniors

- potential for dinner organizers to approach other organizations or sponsors
- Council does not have a grant in aid policy

MOTION: O'DOHERTY / KENDEL

**RESOLVED THAT Council receives for information.** 

CARRIED.

Councillor Krog returned at 7:43pm

#### **BYLAWS**

a) Chief Financial Officer

Councillor Wirischagin excused himself declaring a conflict of interest at 7:44pm MOTION: O'DOHERTY / KROG

RESOLVED THAT Council give final reading to Bylaw No. 2004 - 2015 Permissive Tax Exemptions.

CARRIED.

Councillor Wirischagin returned at 7:47pm

Manager of Building Inspection and Bylaw Services
 Noise Control Bylaw Amendment

Councillor Krog advised that he does not support the bylaw and would like to see it have more structure and consistency.

The Chief Administrative Officer advised that staff could provide information on decibel levels for Council to compare to the industry standards to noise.

Council discussed having the decibel levels be brought forward prior to the final reading

MOTION: O'DOHERTY / SMITH

RESOLVED THAT Council direct staff to include 5 (i) an amendment to include the Industrial Operations within the exclusions section of this Bylaw as previously presented;

And further that Council determines to give final reading to Bylaw 1963-A1, an amendment to the Noise Control Bylaw.

DEFEATED.

Manager of Development and Engineering To close that portion of unnamed, undeveloped road traversing Lot 1 and Lot, District Lot 534, S.D.Y.D., Plan KAP73069 located between Sagamore Road and 2nd Street.

MOTION: KROG/SMITH

RESOLVED THAT Council gives Bylaw 2002, being the Sagamore Road and 2nd Street Road Closure Bylaw, third reading.

CARRIED.

d) Manager of Operations Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014

MOTION: O'DOHERTY / SMITH

RESOLVED THAT Council approve Electrical Utility Regulatory Repeal Bylaw No. 1543-R, 2014 and give the bylaw first and second readings.

CARRIED.

Manager of Operations
 Electrical Utility Regulatory Repeal Bylaw No. 1975, 2014

Alex Love, Electrical Engineer for the City, spoke with regard to the proposed bylaw. He advised that:

- Commercial is kept out of the bylaw
- 10KvA systems are in excess of what a residential system would typically use
- 10KvA would be excessive for a house to hold in terms of solar panels
- this type of a system would be used to offset an electrical system
- There is potential for there to be an impact to the City's system if a proposed system was too large

He discussed the Solar Community Garden that is underway on Nelson.

The Chief Administrative Officer advised that the City can take this bylaw out to the public for further input.

MOTION: SMITH / O'DOHERTY

RESOLVED THAT Council the Electrical Utility Regulatory Bylaw No. 1975, 2014 first and second readings.

CARRIED.

#### LATE ITEMS

#### QUESTIONS FROM THE PUBLIC AND THE MEDIA

- a) Ms. Donna Semenoff
  She spoke with regard to:
  - · electrical meters

Mr. Love advised that the City does not use smart meters, and that standard and or higher power meters used because standard meters do not have enough power to get through walls.

Ms. Christine Thompson She spoke with regard to:

Dogs off leash in City Park and process for any issues around liability

ADJOURNMENT
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MOTION: SMITH

RESOLVED THAT Council adjourned the meeting at 8:22pm.

CARRIED.

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MAYOR BRIAN TAYLOR

DEPUTY CORPORATE OFFICER - SARAH WINTON

- REGULAR MEETING -



To: Mayor and Council

From: Procedure Bylaw / Chief Administrative Officer

Date: October 20th, 2014

Subject: Reports, Questions and Inquiries from the Members of Council

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 MEMBERS OF COUNCIL, GIVEN VERBALLY AT THIS MEETING, BE RECEIVED

2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.

3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

Department Head or CAO

Chief Administrative Officer

— REGULAR MEETING —



To:

Mayor and Council

From:

Procedure Bylaw / Council

Date:

October 20th, 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

— REGULAR MEETING —



To:

Mayor and Council

From:

Corporate Services

Date:

October 9th, 2014

Subject:

Proposed cancellation of two Meetings

Recommendation:

RESOLVED THAT COUNCIL AUTHORIZES STAFF TO ADVERTISE THE LEGISLATIVE REQUIREMENTS TO CANCEL THE COMMITTEE

OF THE WHOLE MEETING ON NOVEMBER 3<sup>RD</sup>, 2014, AND

FURTHER TO CANCEL THE REGULAR MEETING OF NOVEMBER

17<sup>™</sup>, 2014.

**BACKGROUND**: City Staff is suggesting that the Committee of the Whole Meeting scheduled for November 3<sup>rd</sup>, 2014, be cancelled inasmuch as it isn't practical for staff to introduce new business, policies or bylaws so close to the Election. Further, in accordance with the City's Procedure Bylaw No. 1946, 2013, Section 11.2 (2) of the Bylaw, it states that "from the close of nominations preceding a general local election or by-election, the Petitions and Delegations portion of the Regular or COTW meetings shall be suspended until the meeting of council following the election......". The Regular Meeting for November 3<sup>rd</sup>, 2014 would continue as planned.

Further, Staff is suggesting that the Regular Meeting scheduled for November 17<sup>th</sup>, 2014, be cancelled as well, due to the fact that it immediately follows General voting day. Current Council will be in a transition period prior to the new Council being introduced to office on December 1<sup>st</sup>, 2014. Again, little or no business should be forthcoming prior to the Inaugural.

Should an emergency arise that would require a decision from Council, a Special Meeting could be scheduled between November 17<sup>th</sup> and December 1<sup>st</sup>.

#### Benefits or Impacts of the Recommendation:

**General:** The intention of the COTW meeting is to introduce new business and allow

discussion with the public and delegations. The Procedure Bylaw precludes Delegations and Petitions after close of nominations and election period.

With the consideration of cancelling the November 17<sup>th</sup> meeting, would see the current Council conclude their business at the November 3<sup>rd</sup> Regular Meeting

prior to the election.

**Strategic Impact:** 

N/A

Financial:

N/A





Policy/Legislation:

Council has the authority to cancel scheduled meetings within their procedure

bylaw

Attachments:

Recommendation:

RESOLVED THAT COUNCIL AUTHORIZES STAFF TO ADVERTISE

THE LEGISLATIVE REQUIREMENTS TO CANCEL THE COMMITTEE

OF THE WHOLE MEETING ON NOVEMBER 3<sup>RD</sup>, 2014, AND

**FURTHER TO CANCEL THE REGULAR MEETING OF NOVEMBER** 

17<sup>™</sup>, 2014.

**OPTIONS:** 

1. RESOLVED THAT COUNCILRECEIVES THE STAFF REPORT.

2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT.

3. RESOLVED THAT COUNCIL DETERMINES TO NOT CANCEL ONE OR EITHER

MEETINGS AS SUGGESTED BY STAFF.

Department Head or CAO

Chief Administrative Officer

## **MEMORANDUM**



**DATE:** October 20, 2014

TO: Mayor and Council

FROM: Sasha Bird, Manager of Development and Engineering

**SUBJECT:** Communities of Distinction

Earlier this month, a representative from the show "Communities of Distinction" inquired as to whether there was interest from the City in producing an educational promotional video about Grand Forks. The show is geared toward discovering what makes an area desirable to live, work, play and visit and is hosted by television personality Terry Bradshaw. The production company is based out of Florida and the show airs on a variety of well-known television networks throughout the United States and Canada.

Along with other administrative requirements, a financial commitment in the form of a "Scheduling Fee" of \$19,800.00 would be required of the City to guarantee participation and cover the necessary cost of production and airings as part of the total project. Based on the Production Timeline indicated by the representative, filming would take place during winter and early spring and explore the community, companies, industries, products, and individuals of Grand Forks.

More information about the "Communities of Distinction" show can be found on their website at <a href="http://watchcod.com">http://watchcod.com</a>.

Attachments:

- 1) About the Show
- 2) Show Objectives
- 3) Distribution Checklist
- 4) Market Selection Checklist

Respectfully submitted,

Sasha Bird Manager of Development & Engineering Services





#### About the Show

#### Communities of Distinction with Terry Bradshaw

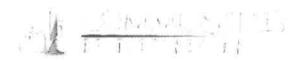
The producers of Communities of Distinction with Terry Bradshaw had a vision for a show geared toward discovering what makes an area desirable to live, work, play, and visit, is it economic strength, highly-ranked schools, top-notch healthcare, one-of-a-kind events, unique landmarks, or quality of life? What keeps lifelong residents from leaving, and turns newcomers into longtime residents? "We have found that often, it's a combination of factors that make a city or town attractive," said Paul Scott, Executive Producer of Communities of Distinction, "These are stories about all sorts of places in North America that, for their own unique reasons, are drawing new businesses, attracting families, professionals, and retirees, and establishing themselves as fantastic vacation destinations, it's a glimpse into some of the most interesting and inspiring communities,"

North America is the world's third-largest continent, spanning more than nine million square miles. Each region is different and offers something special. There's the vibrant U.S. east coast, the charming south, the thriving heartland, the laid-back west coast, and the magnificent provinces and territories of Canada. Communities of Distinction with Terry Bradshaw explores the fascinating states, provinces, counties, cities, and towns that make up this vast land. These are places brimming with opportunities; places that people and businesses are proud to call "home".

"We are taking a firsthand look and sharing stories about the very people, places, and things that make up the United States and Canada," said Jim Nicholas Veser, Senior Vice President of Production for Communities of Distinction. "Viewers will be thrilled to see that we've covered locations of all sizes – terrific small towns and even some of the larger, well-known cities." Viewers travel from region to region, enjoying the familiar voice of Terry Bradshaw narrating each and every story. "It's like touring North America right from your living room," said Bradshaw. "Along with viewers, I am gaining better insight into so many different places."

In addition to concentrating on communities throughout North America, Communities of Distinction also explores the companies, industries, products, and individuals that make these places thrive. Communities of Distinction is filmed on-location in counties, cities, and towns across North America. The show is produced at their studios in Coral Springs, Florida. Along with Host Terry Bradshaw, Communities of Distinction combines a team of talented producers, writers, editors and broadcast professionals to deliver the best in educational and informative programming. The show airs on a variety of well-known television networks throughout the United States and Canada. For more information, please see the Distribution tab.

(c) 2013 Production Materials - Communities of Distinction





#### **Show Objectives**

An educational feature, designed to educate viewers on what makes an area desirable to live, work, play, and visit. The program will invite associations as well as representatives from states, provinces, counties, cities and towns and "experts" within their industry. Companies that are scheduled into the series address a variety of issues ranging from attracting new businesses to drawing new families and retirees.

- 1) Organizations scheduled will also be included in an extensive multi-media promotional effort for each series. The advertising and public relations department promotes the program and companies and individuals utilizing targeted press releases and articles in conjunction with an online promotional campaign that will be targeting industry specific organizations, consumer and business networking sites.
- 2) All featured guests will be given the complete licensing rights to their segment to reutilize for any future educational purposes such as:
- · Send to distributors, analysts, and retailers as a point of sale demo
- · Put into a continuous loop at trade/expo shows, which draws additional traffic to your booth.
- Upload footage to streaming video to enhance your web-site.

A Production Coordinator will be assigned to your feature and will guide you through the entire production process. Upon final scheduling of your company, involvement will consist of the following requirements:

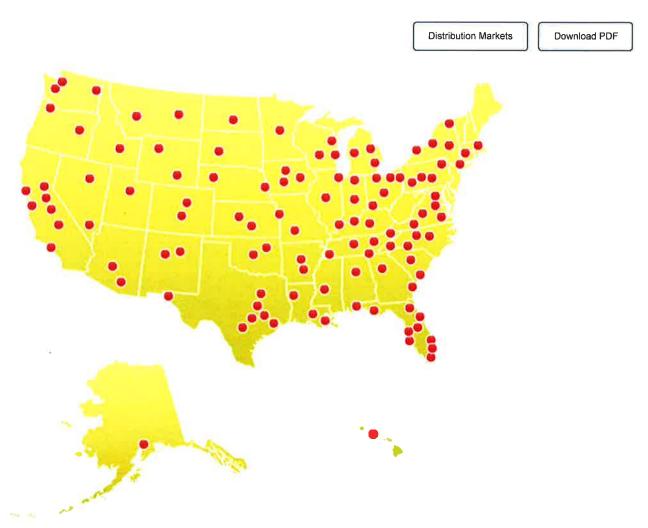
- 1. Participation Agreement to be signed and authorized by a representative of your company and final approval by Communities of Distinction.
- 2. <u>Editorial Information Form (EIF)</u> this form is very important as it is the initial input for the scripting department to develop the segment outline and initial script. It needs to be filled out completely and returned to Communities of Distinction within two weeks. Information such as contacts, key benefits, suggested shoot location(s) and on camera representatives will be covered in this form.
- 3. <u>Scheduling Fee</u> will ensure each Featured Guest exclusivity on the segment and will guarantee your participation and cover the necessary cost of Production and airings as part of the total project. We have also found that a financial commitment will ensure that the guest pays attention to our shows schedules and deadlines.
- 4. <u>Material Requirements</u> this literature will assist the advertising department, PR department and scriptwriters in the writing, production and promotion of our program. These materials include: logos, press kits, current press releases, product literature, any newspaper or magazine articles, slides and ad transparencies.

(c) 2013 Production Materials - Communities of Distinction





#### **Distribution Checklist**



The programs television distribution spans all across all 50 states and in all the Tier I and Tier II TV DMA Markets. A requirement for the featured guest is to identify the markets they feel target their market the best. The shows producers realize that airing the appropriate segments in the appropriate markets increase viewership of the show.

(c) 2013 Production Materials - Communities of Distinction

### **Market Selection Checklist**

COMPANY NAME:	

#### \*\* PLEASE TAKE YOUR TIME AND BE AS ACCURATE AS POSSIBLE \*\*

With the list below, please check 15 markets where the educational content of your segment would be best received. Your segment's regional broadcasts will be dispersed across many of your selected cities. All airtime is based on availability, so you may prioritize and rank markets (1 through 15) of interest so that our team can try to accommodate higher ranked selections.

#### This list is put into the formula for determining which markets will carry the segment.

	Time not to put into the	io ioiiiidia ioi dotoiiiiiii	9	William Colo Will Co	u.,	the degineria
	New York	Indianapolis		Albuquerque-Santa Fe		Paducah-C.GirdHarbg-Mt VN
	Los Angeles	San Diego		Providence-New Bedford		Rochester
<u> </u>	Chicago	Hartford & New Haven	Ц	Wilkes Barre-Scranton	$\overline{}$	1
Ц	Philadelphia	Charlotte	Ц	Jacksonville-Brunswick		Tucson
	San Francisco-Oakland-	Raleigh-Durham		Albany-Schenectady-Troy		Springfield, MO
	San Jose	Nashville		Dayton		Portland-Auburn
	Boston	Milwaukee		Fresno-Visalia		Huntsville-Decatur, Florence
	Dallas-Ft. Worth	Cincinnati		Las Vegas	Ш	Champaign-Springfield- Decatur
	Washington DC	Kansas City		Little Rock-Pine Bluff		
Ц	Detroit	Columbus, OH	$\overline{\Box}$	Charleston-Huntington	7	Ft. Myers-Naples
	Atlanta	Greenville-Spartanburg-	$\overline{\Box}$	Tulsa		Madison
	Houston	Asheville	7			South Bend-Elkhart
	Seattle-Tacoma	Salt Lake City		Austin		Columbia, SC
	Cleveland	San Antonio		Richmond-Petersburg		Chattanooga
	Tampa-St. Petersburg- Sarasota	Grand Rapids-Kalamazoo- B. Creek		Mobile-Pensacola Knoxville		Cedar Rapids-Waterloo Jackson, MS
	Minneapolis-St. Paul	Birmingham		Flint-Saginaw-Bay City		Davenport-R. Island-Moline
	Miami-Ft. Lauderdale	Norfolk-Portsmouth-Newport		Wichita-Hutchinson Plus		Burlington-Plattsburgh
	Phoenix	News, VA	U	Toledo		Tri Cities, TN-VA
	Denver	New Orleans		Lexington		Johnstown-Altoona
	Pittsburgh	Buffalo		Roanoke-Lynchburg		Colorado Springs-Pueblo
	Sacramento-Stockton-	Memphis		Green Bay-Appleton		Waco-Temple-Bryan
_	Modesto	West Palm Beach-Ft. Pierce		Des Moines-Ames		Evansville
$\Box$	St. Louis	Oklahoma City		Honolulu		Youngstown
	Orlando- Melbourne-	Harrisburg-Lncster-Leb-York		Syracuse		Baton Rouge
	Daytona Beach	Greensboro-H. Point-W.		Spokane	$\bar{\Box}$	El Paso
	Portland, OR	Salem		Shreveport	7	
<b>–</b>	Baltimore	Louisville		Стисторого	_	Savannah
ОТІ	HER(S)					



### ROYAL CANADIAN LEGION BR# 59 GRAND FORKS BC BOX 836 V0H 1H0 PHONE # 250 442 8400 FAX # 250 442 8459 e mail rclbr59@gmail.com

RECEIVED

OCT - 9 2014

Mayor Brian Taylor

City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

Will you join us for our Remembrance Day Service at the Cenotaph at 1045 Hours, Tuesday 11<sup>th</sup> November?

Would you like to join in our parade to the Cenotaph, it leaves the Legion at 1030 Hours?

Would you like to lay a wreath at the Cenotaph during the service again this year?

Would the city like to donate to our Poppy Fund as you have done in past years?

Please join us for lunch and refreshments at the Legion after the parade.

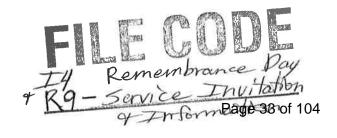
Thank you for your participation.

Sincerely,

Joni Griffin

Remembrance Day Organizer

jonigriffin@rogers.com



*Ottawa* 

Room 525, Confederation Building Ottawa, Ontario K1A 0A6

Tel.: 613-996-8036 Fax.: 613-943-0922



THE CITY OF GRAND FORKS

Pièce 525, Édifice de la Confédération Ottawa (Ontario) K1A 0A6

> Tél.: 613-996-8036 Téléc.: 613-943-0922

House of Commons CHAMBRE DES COMMUNES CANADA

Constituency

337 Columbia Avenue

Castlegar, British Columbia V1N 1G6

Tel.: 250-365-2792

Fax.: 250-365-2793

*Stamanenko* 

Member of Parliament / Député

Castlegar (Colombie-Britannique) V1N 1G6

Tél.: 250-365-2792

337 avenue Columbia

*Circonscription* 

British Columbia Southern Interior / Colombie-Britannique-Southern Interior 6, 2013 Ctober 6, 2013

Ottawa, ON

Brian Taylor, Mayor City of Grand Forks Box 220 Grand Forks, BC V0H 1H0

Dear Brian,

I would like to congratulate you and members of Council on receiving the prestigious Open for Business Award at the UBCM conference. The fact that Grand Forks was one of nine BC recipients is a testament to the hard work that was done by Council and staff.

My kind regards to all.

Sincerely,

Alex Atamarenko BC Southern Interior

> alex.atamanenko@parl.gc.ca Page 35 of 104 http://alexatamanenko.ndp.ca/

— REGULAR MEETING —



To:

Mayor and Council

From:

Sasha Bird.

Date:

October 20, 2014

Subject:

Sewer Regulation and Rates Repeal Bylaw No. 1500-R, 2014

Recommendation: RESOLVED THAT COUNCIL receive the Sewer Regulations and Rates

Repeal Bylaw No. 1500-R, 2014 and give the bylaw first, second and third

readings.

BACKGROUND: The City of Grand Forks Sewer Regulation and Rates Bylaw No. 1500 was adopted in 1997 and requires updating to meet the current requirements for the management and maintenance of the sewer system of Grand Forks. The proposal is to have City Council repeal the existing bylaw and adopt a new bylaw which is similar to bylaws currently in use by other municipalities and cities in the Province.

At the October 6, 2014 Committee of the Whole, Council received the Sewer Regulation and Rates Repeal Bylaw No. 1500-R, 2014 and referred the bylaw to the Regular Meeting of Council scheduled for October 20, 2014, for first, second and third readings.

#### Benefits or Impacts of the Recommendation:

General: The objective is to rescind the Sewer Regulations and Rates Bylaw 1500,

1997.

Strategic Impact: To allow for the adoption of an updated bylaw that reflects current

requirements and allows for better management of the City's

infrastructure.

Financial: The City will have the ability to better manage the sewer disposal services

within the City and forecast financial requirements more accurately.

Council's authority to amend or repeal bylaws comes from the Community Policy/Legislation:

Charter.

Attachments: Draft Sewer Regulations and Rates Repeal Bylaw No. 1500-R, 2014.

Recommendation: RESOLVED THAT Council receive the Sewer Regulations and Rates

Repeal Bylaw No. 1500-R, 2014 and give the bylaw first, second and third

readings.

— REGULAR MEETING —



**OPTIONS:** 

- 1. RESOLVED THAT COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
- 2. RESOLVED THAT COUNCIL COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.
- 3. RESOLVED THAT COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR FURTHER INFORMATION.

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

# THE CORPORATION OF THE CITY OF GRAND FORKS

# **BYLAW NO. 1500-R**

# A BYLAW TO REPEAL THE SEWER REGULATION AND RATES BYLAW NO. 1500, 1997

WHEREAS it is deemed necessary and expedient to repeal Bylaw No. 1500 in its entirety;				
<b>NOW THEREFORE</b> , the Council of the Corporation of the City of Grand Forks in open meeting assembled, <b>ENACTS</b> as follows:				
<ol> <li>That Bylaw No. 1500, cited for all purposes as the "City of Grand Forks Sewer Regulation and Rates Bylaw No. 1500, 1997" and all amendments thereto, be hereby repealed.</li> </ol>				
<ol> <li>This bylaw may be cited as "The City of Grand Forks Sewer Regulations and Rates Repeal Bylaw No. 1500-R, 2014".</li> </ol>				
Read a <b>FIRST</b> time this 20 <sup>th</sup> day of October, 2014.				
Read a <b>SECOND</b> time this 20 <sup>th</sup> day of October, 2014.				
Read a <b>THIRD</b> time this 20 <sup>th</sup> day of October, 2014.				
FINALLY ADOPTED this day of, 2014.				
Mayor Brian Taylor				
Diane Heinrich – Corporate Officer				

# CERTIFICATE

i nereby certify the foregoing to be a true copy of Bylaw No. 1500-R as a	aopted
by the Municipal Council of the City of Grand Forks on theday	y of
, 2014.	
Corporate Officer of the Municipal Council of the Corporation of the City of Grand Forks	
Date	

— REGULAR MEETING —



To:

Mayor and Council

From:

Sasha Bird, Manager of Development & Engineering Services

Date:

October 20, 2014

Subject:

Sewer Regulations Bylaw No. 1974, 2014

Recommendation: RESOLVED THAT COUNCIL receives the introduction of the new Sewer

Regulations Bylaw No. 1974, 2014 and gives first, second and third

readings of Bylaw No. 1974, 2014.

BACKGROUND: The City of Grand Forks Sewer Regulation & Rates Bylaw No. 1500 was adopted in 1997 and requires updating to meet the current requirements for management and maintenance of the sanitary sewer system of Grand Forks. The proposal is to have City Council adopt a new Sewer Regulations & Rates Bylaw which is similar to bylaws currently in use by other municipalities and cities in the province, but structured to meet our community's needs.

The City of Grand Forks Sewer Regulation & Rates Bylaw No. 1974, 2014 was introduced to Council at the October 6, 2014 Committee of the Whole meeting. The Committee of the Whole received the introduction of the new Sewer Bylaw and referred the bylaw to the Regular Meeting of Council scheduled for October 20, 2014, for first, second and third readings.

### Benefits or Impacts of the Recommendation:

General: The objective is to rescind the Sewer Regulations & Rates Bylaw 1500,

1997 and all amendments thereto and to adopt an updated, legislated

bylaw that is workable and enforceable by City staff.

Strategic Impact: To update the Bylaw to reflect current requirements and allow for better

management of City infrastructure.

Financial: The City will have the ability to better manage sewer disposal services

within the City and forecast financial requirements more accurately.

Policy/Legislation: Council's authority to establish and operate a sewer disposal system

comes from the Community Charter.

Attachments: 1) Draft Sewer Regulations Bylaw No. 1974;

REGULAR MEETING —



Recommendation: RESOLVED THAT COUNCIL receives the introduction of the new Sewer Regulations Bylaw No. 1974, 2014 and gives first, second and third readings of Bylaw No. 1974, 2014.

**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 **FURTHER INFORMATION.**

Department Head or CAO Chief Administrative Officer

# THE CORPORATION OF THE CITY OF GRAND FORKS

### **SEWER REGULATIONS BYLAW NO. 1974**

A bylaw to provide for the regulation and use of the sanitary sewer system of the City of Grand Forks

**WHEREAS** the City of Grand Forks has established and operates a sewer disposal system pursuant to its powers under the <u>Community Charter</u>, for the purpose of providing sewer disposal service to the residents, institutions, commercial and industrial users, and all other users in the City;

**AND WHEREAS** it is deemed expedient to make provisions for regulating the rates, conditions and terms under or upon which sewer disposal services may be supplied to and used by the inhabitants of the City of Grand Forks;

**AND WHEREAS** discharge must be regulated as there are compounds in waste that in various concentrations are detrimental to the operation of the sanitary sewer system.

**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 "Sewer Regulations Bylaw No. 1974, 2013."

### 2. **DEFINITIONS**

- 2.1 In this bylaw, unless the context otherwise requires:
  - "Authorized" or "Authorization" granted by the Manager of Operations or his/her designate means approved in writing by the Manager of Operations, on the terms and conditions specified in that written approval;
  - "Bi-monthly" means every two month period;
  - "B.O.D." means Biochemical Oxygen Demand; the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory conditions in five (5) days at twenty (20) degrees Celsius, expressed in milligrams per litre as determined by the appropriate procedure in Standard Methods;

- "Building Code" means the British Columbia Building Code, as amended or replaced from time to time;
- **"Building Permit"** means a building permit issued under the Corporation of the City of Grand Forks Building & Plumbing Bylaw, as amended or replaced from time to time;
- "Bylaw Enforcement Officer" means a person in a class prescribed under section 273 (c) of the Community Charter who is designated by a local government as a bylaw enforcement officer, and every Peace Officer;
- "City" means the Corporation of the City of Grand Forks;
- "City Specifications" means the specifications, drawings and other standards for works and services established under the City of Grand Forks Subdivision, Development and Servicing Bylaw, as amended or replaced from time to time:
- "C.O.D." means the Chemical Oxygen Demand; a measure of the oxygen consuming capacity of inorganic and organic matter present in domestic or industrial wastewater as determined by the appropriate procedure described in Standard Methods;
- "Collector" means the individual appointed from time to time by Council;
- "Collector's Roll" means a list of each property served by the Sanitary Sewer System that is liable to sewer service charges, and which designates the Owner as a Domestic User, a Non-domestic User, an Agricultural User or a combination thereof;
- "Connection" or "Connect" means tying into, tapping or otherwise connecting to the Sanitary Sewer System of the City by means of pipes, valves, fittings or other apparatus;
- "Cooling Water" means untreated water originating from heat exchangers or similar units:
- "Council" means the Municipal Council of the Corporation of the City of Grand Forks;
- "Domestic" means use for household requirements and sanitation;
- "Domestic Wastewater" means the water carried wastes produced from noncommercial or non-industrial activities and which result from normal human living

#### processes;

- "Effluent" means the liquid outflow of any facility designed to treat or convey wastewater;
- "Engineer" means a person who is registered, or duly licensed as such, under the Engineers and Geoscientists Act of British Columbia;
- "Extraneous Flows" means water originating from rainwater, snow melt, ground water, roof drain water, foundation drain water, subsurface drainage, surface water, single pass cooling water, condensate, or storm water;
- "Flammable Liquid" means any liquid having a flash point below 38° C and having a vapour pressure not exceeding 280 kPa at 38° C;
- "Fuller's Earth" means any non-plastic clay or claylike earthy material that can be used to decolourize, filter and purify animal, mineral, and vegetable oils and greases;
- "Garbage" means solid wastes from domestic or commercial preparation, cooking and dispensing of food, and from the handling, storage, and sale of produce.
- "Grab Sample" means a single sample of a wastewater stream or discharge that represents the composition of the wastewater at the particular time and location at which the sample was collected.
- "Grease" means an organic substance recoverable by procedures set forth in Standard Methods and includes, but is not limited to, hydrocarbons, esters, fats, oils, waxes, and high molecular carboxylic acids;
- **"Hazardous Waste"** has the same meaning as under the Hazardous Waste Regulation, 8.C. Reg. 63/88, as amended or replaced from time to time.
- "Industrial Wastewater" means all water carried Wastes and Wastewater excluding domestic Wastewater and uncontaminated Wastewater, and includes all Wastewater from any processing, institutional, commercial, or other operation where the Wastewater discharged includes Wastes of non-human origin;
- "Lower Explosive Limit" means the concentration limit of potentially explosive reactants present in private Wastewater Effluent.
- **"Manager of Operations"** means the Manager of Operations of the City of Grand Forks or his/her designate;
- "Non-domestic" in reference to any form of waste or private wastewater effluent

means waste or effluent generated by industrial, commercial, agricultural or institutional users.

"Occupier" has the same meaning as in the Community Charter, as amended from time to time:

"Offal" means waste portions of food, animals, fowl, or fish;

"One-day Composite Sample" means a composite sample comprised of flow proportioned samples collected at one hour intervals over the duration of one operating day.

"Owner" has the same meaning as in the Community Charter, as amended from time to time:

"Parcel" means any lot, block, or other area in which land is held or into which land is subdivided but does not include a highway.

"Person" means any person, firm, partnership or corporation, or any trustee, manager or other person owning or occupying any building or place either individually or jointly with others, and includes an agent, workman, or employee of such person, firm, partnership, or corporation;

"Pesticide" means an organism or material that is represented, sold, used, or intended to be used, to prevent, destroy, repel, or mitigate a pest and includes:

- (a) a plant growth regulator, plant defoliator, or plant desiccant; and
- (b) a control product, other than a device that is a controlled product under the Pest Control Products Act (CAN).

"pH" means the negative logarithm to the base of ten (10) of the weight of hydrogen ions in grams per litre of solution;

**"Plumbing Code"** means Part 7 of the British Columbia Building Code (Plumbing Services), as amended or replaced from time to time.

"Premises" means any residence, building, or structure located on a parcel.

"Pre-treatment" means the use of any physical or chemical process to ensure the composition of private wastewater effluent conforms to the minimum requirements of this bylaw.

"Private Wastewater Effluent" or "Sewage" means water-borne waste derived from human or industrial sources, including domestic wastewater and industrial wastewater, that is discharged or intended to be discharged from a private

- wastewater system into the municipal sanitary sewer system but does not include storm water and uncontaminated wastewater.
- "Private Wastewater System" means an assembly of pipes, fittings, fixtures, traps, and appurtenances constructed upon the land and premises of, and owned by, the owner of property.
- "Property" or "Real Property" means any parcel of land within the boundaries of the City of Grand Forks.
- "Public Highway" means any road, street, lane or other such facility designed for the express purpose of accommodating public vehicular traffic.
- "Sanitary Service Lateral" means the City-owned pipe that extends from a sewer main to the sanitary service connection that is located at the property line of a parcel;
- "Sanitary Service Connection" means the pipe or fitting that is located at the property line of a parcel, or at the edge of a statutory right of way, which forms the connection between a private wastewater system and the municipal sanitary sewer system.
- "Sanitary Sewer Catchment Area Boundary/Service area" means a calculated boundary of serviceable land capable of drainage via gravity to a municipal sanitary sewer outlet.
- "Sanitary Sewer Service" or "Service" means the City's service of collecting and conveying private wastewater effluent from real property through the municipal sanitary sewer system.
- "Sanitary Sewer System" means all sewerage works and all appurtenances thereto, including sewer mains, service connections, pumping stations, treatment plants, lagoons and sewer outfalls laid within any highway, municipal right-of-way or easement and owned and operated by the City and installed for the purpose of conveying, treating, and disposing of domestic municipal wastes and industrial wastes;
- "Septic System" means any form of onsite wastewater treatment process whereby private wastewater effluent is treated to an acceptable level of effluent quality prior to discharge to the natural environment.
- "Serviced" means land that is within an area serviced by the municipal sanitary sewer system.
- "Standard Methods" means the Standard Methods of Water and Wastewater Analysis (most current edition) as published by the American Public Health

Association, the American Water Works Association, the Canadian Standards Association, and the Water Pollution Control Federation; as amended or replaced from time to time.

- "Statutory Right of Way" means a statutory right of way pursuant to section 218 of the Land Title Act, as amended or replaced from time to time, that is registered over real property in favour of the City for the purpose of accommodating the works that comprise part of the municipal sanitary sewer system.
- "Suspended Solids" or "S.S." means the solid matter according to particle size, expressed in milligrams per litre, in a liquid as determined according to standard methods:
- "Two-hour Composite Sample" means a composite sample consisting of equal portions of 8 Grab Samples collected at 15 minute intervals.
- "Uncontaminated Wastewater" means water such as spent cooling water, water discharged from a swimming pool, water used in street cleaning, any groundwater or surface/storm drainage flows, including but not limited to storm drains, sumps, roof drains and foundation drains or wastewater classified as such by the Manager of Operations;
- "User" means any person or owner contributing, connected to, or otherwise benefitting from the municipal sanitary sewer system.
- "User Fee" means a fee imposed for the use of the municipal sanitary sewer system under SCHEDULE "A" of this bylaw or under any other bylaw of the City.
- **"Waste"** means any material deposited in or collected by a common sewer pipe, sewer connection pipe or Wastewater Treatment Facility.
- "Wastewater" means the water-borne wastes of the community derived from human or industrial sources including domestic wastewater and industrial wastewater, but does not include rainwater, groundwater, or drainage of uncontaminated water.
- "Wastewater Treatment Facility" means any arrangement of devices and structures used for treating wastewater;

#### 3. ADMINISTRATION

- 3.1 The Manager of Operations and the Bylaw Enforcement Officer are authorized to administer and enforce the provisions of this bylaw.
- $\stackrel{\checkmark}{\searrow}$  3.2 The Manager of Operations is authorized to administer the operation,

maintenance, repair and renewal of the municipal sanitary sewer system.

#### 4. TERMS AND CONDITIONS OF SERVICE

- 4.1 An owner, occupier of real property or other user may discharge private wastewater effluent into the municipal sanitary sewer system on the condition that:
  - (a) the owner of that real property must pay all costs, rates, charges, and user fees that are or may be imposed for the use of the municipal sanitary sewer system under this bylaw or any other bylaw of the City; and
  - (b) the owner of that real property is responsible for any breach of this bylaw arising on the parcel to which sanitary sewer service is provided, whether the breach is committed by the owner or by an occupier or third party renting, leasing, or having access to the property.
- 4.2 No person shall make any connection to the common sewer without first receiving approval from the City.
- 4.3 The property owner shall keep the building sewer connection pipes, fixtures and fittings on their own premises or property free-flowing, in good repair, free from leaks and infiltration, and protect them from frost at their own risk and expense.
- 4.4 If a parcel of land has a building, occupied by one or more persons, and the parcel of land abuts a street, lane or right-of-way where there is a common sewer, the owner shall connect the building sewer with the common sewer in the manner provided by this bylaw.
- 4.5 The City shall not be required to supply a sewer connection to any property within the City which is serviced by other than the common sewer and in the City is not responsible for damages arising directly, or indirectly, out of the breakdown or malfunction of the common sewer.
- 4.6 The Property Owner shall be responsible for all costs associated with the works required for the installation of a sewer connection for his/her property.
- 4.7 No works or services shall be performed on the common sewer unless authorized in writing by the Manager of Operations, and shall conform to the requirements of the City of Grand Forks.
- 4.8 No person shall in any way interfere or tamper with any pipe, fixture, fitting, or other component of the common sewer.
- 4.9 The City shall not be liable for damages caused as a result of a disruption or discontinuation of sewer service.

4.10 No person being a Property Owner, occupant, or tenant of any premises supplied with sewer services by the City shall sell, give away or permit use of the common sewer for the benefit of others, except to those persons provided written authorization from the Manager of Operations.

#### 5. INSPECTION AND ENFORCEMENT

- 5.1 The Manager of Operations may, at any time and without notice, take private wastewater effluent samples from the sanitary service connection or otherwise inspect the sanitary service connection to determine whether a contravention of this bylaw has occurred.
- 5.2 Subject to the provisions of Section 16 of the Community Charter, the Manager of Operations, and any other City employee acting under the direction of the Manager of Operations, may enter onto any property and may enter into any premises to inspect and determine whether all regulations, prohibitions and requirements of this bylaw are being met.
- 5.3 No person shall interfere with, or otherwise obstruct the entry of the Manager of Operations or other authorized City employee in carrying out an inspection under the provisions of this bylaw.
- 5.4 The Manager of Operations may issue a Compliance Order to any person or owner who is found to be in contravention of this bylaw, which order may:
  - (a) require compliance with the provisions of this bylaw within a period of time set out in the Compliance Order,
  - (b) in the case of a discharge of private wastewater effluent that exceeds the effluent limitation parameters of this bylaw or that otherwise contravenes this bylaw, include an order to temporarily plug or seal the sanitary service connection, or otherwise physically disconnect the private wastewater system on real property from the municipal sanitary sewer service, until the private wastewater effluent from that property is brought into compliance with the requirements of this bylaw.
- 5.5 Without limiting the Manager's authority under section 6.4, should the Manager of Operations determine that extraneous flows or deleterious substances are entering the municipal sanitary sewer system due to an unauthorized connection to the municipal sanitary sewer system, or due to improper maintenance or repair of a private wastewater system, or due to the discharge of any prohibited waste material or effluent, the Manager of Operations may issue a Compliance Order in accordance with the section 6.4 of this bylaw.
- 5.6 If a Compliance Order includes an order under section 5.4(b), no further discharge of private wastewater effluent to the municipal sanitary sewer system shall be permitted until:

- (c) the Manager of Operations is satisfied that the private wastewater effluent discharged from that property will comply with the requirements of this bylaw and has authorized the commencement of such discharge; and
- (d) any and all fees or charges imposed in connection with the Compliance Order, including but not limited to fees or charges for inspection and testing, and for reconnection to or reinstating of the sanitary sewer service, have been paid by the owner.

### 6. INTERRUPTION AND DISCONTINUATION OF SERVICE

- 6.1 Sanitary sewer service may be limited or interrupted by the City to accommodate routine maintenance or the construction of improvements to the municipal sanitary sewer system.
- 6.2 Except in the case of an emergency, the City will endeavor to provide reasonable notice to affected parties of any service interruption or limitation of service.
- 6.3 The City may discontinue sanitary sewer service to any property where the owner or any other person on that property using the sanitary sewer service;
  - (a) fails to comply with the rules established under this bylaw for the use of the service; or
  - (b) fails to pay when due any user fees, charges, or taxes imposed under this or any other bylaw of the City in relation to the service.
- 6.4 Before discontinuing service under section 6.3, the Manager of Operations must:
  - (a) provide the owner and all occupiers of that property with at least thirty days notice in writing of discontinuation of the service;
  - (b) in the case of a termination under section 6.3(a), inform the owner and all occupiers of the property that they may make representations to Council concerning the discontinuation of the service at a regularly scheduled Council meeting that is scheduled to take place within thirty days following delivery of the notice of discontinuation, provided that the owner or occupier wishing to make such representations notifies the City's Corporate Officer of their intention to do so at least 24 hours before that Council meeting.

### 7. SERVICE CONNECTIONS

- 7.1 The owner of a private wastewater system that discharges private wastewater effluent to the municipal sanitary sewer system shall ensure that the private wastewater system is constructed in accordance with the provisions of the Plumbing Code and the provisions of all applicable City bylaws.
- 7.2 The owner is solely responsible to construct any private wastewater system to meet the design parameters and elevation of any existing or future sanitary

- service lateral at the property line.
- 7.3 The City is not responsible to provide for, or otherwise accommodate in any form, the outlet from a private wastewater system that was constructed prior to the installation of a sanitary service lateral that services that property.
- 7.4 Any and all costs related to the construction, installation, repair and maintenance of any private wastewater system remains the sole responsibility of the owner.

## Inspection Chambers and Manholes

- 7.5 All sanitary service connections shall be equipped with an inspection chamber, located at the property line, for the purposes of inspection and sampling of private wastewater effluent from the property serviced.
- 7.6 Where multiple buildings discharge from a single parcel of land, each building shall have a separate private wastewater system extending to a common inspection manhole that is designed and constructed in accordance with City specifications.
- 7.7 All inspection chambers and manholes required for the purpose of connecting a private wastewater system to the municipal sanitary sewage system shall be installed:
  - (a) at the sole expense of the owner of the property receiving the connection; and
  - (b) in accordance with City specifications.
- 7.8 A person must not cover, bury, or otherwise obstruct access to an inspection chamber or manhole that forms part of the municipal sanitary sewer system.
- 7.9 An owner must ensure that every inspection chamber and manhole that provides service to that owner's property remains accessible for inspection by City staff at all times.

### Requirement to Connect

7.10 The owner of any parcel of land that is located within a sanitary sewer catchment area boundary/service area and that fronts onto a public highway containing an extension of the municipal sanitary sewer system must connect an existing private wastewater system to the municipal sanitary sewer system upon issuance of notice by the Manager of Operations of the requirement to connect. Any and all modifications of the owner's private wastewater system required as a result of such notice shall be carried out at the owner's sole cost and in accordance with the requirements of Plumbing Code and any other applicable bylaws or regulations in effect from time to time.

- 7.11 An owner who receives notice under Section 7.10 may apply for an exemption, or alternatively, for an extension of the notice period, provided that the application is made in writing, directed to the Manager of Operations, and clearly outlines the reasons for the request. In all cases, an application for an exemption, or extension of the notice period, must be approved by Council.
- 7.12 Where an owner does not complete the required connection within the time stipulated, the Manager of Operations may order the completion of the connection by City forces at the owner's expense.
- 7.13 An owner of a parcel that fronts onto a public highway containing a municipal sanitary sewer must connect any new private wastewater system constructed by the owner to the municipal sanitary sewer system.
- 7.14 Where a new sanitary service lateral is required in order to connect any property to the municipal sanitary sewer system, the owner of the property must pay the applicable fee or charge imposed under any City bylaw for the installation of the sanitary service lateral.

# Application to Connect.

- 7.15 No person shall connect any private wastewater system or other pipe to the municipal sanitary sewer system until an authorization for that connection has been issued by the Manager of Operations.
- 7.16 Applications for a connection under section 7.15 must be made by the owner of the property to which the application relates, or by the owner's duly authorized agent.
- 7.17 All applications for connection shall identify the use of the premises for which the private wastewater system is to be connected, the number of dwelling units (or Equivalent Residential Units for non-residential connections), the legal description and location of the property or premises to which the connection is to be made, and any other information that is required under this bylaw, or that may be necessary to accurately assess the fees and charges applicable to the connection.
- 7.18 Authorization for connection to the municipal sanitary sewer system shall not be granted until the owner:
  - (a) submits an application for a building permit to the City, for any new building, structure or facility for which the connection is required, or for any proposed modifications to an existing building or structure or other facility, including but not limited to any additions to or modifications of an existing private wastewater system;
  - (b) pays all applicable fees and charges for the connection and for any works

- required to establish that connection, under this or any other bylaw of the City;
- (c) complies with any applicable requirements of the Building Code requirements, the City's Subdivision and Development Servicing Bylaw, and this bylaw.
- 7.19 In all cases, the owner must not connect a private wastewater system to the municipal sanitary sewer system or undertake any construction under an authorization granted under section 7.15, until the owner has obtained a building permit from the City for the building, structure or other facility for which the connection is required, including but not limited to any additions or modifications to an existing private wastewater system.
- 7.20 All works installed in order to establish a connection to the municipal sanitary sewer system must be inspected by City staff and approved prior to placement of any backfill material.

# Residential Connections

- 7.21 Every private wastewater system servicing a residential use shall be constructed by the owner in accordance with the requirements of the Building Code and Plumbing Code.
- 7.22 Each parcel of serviced residential land shall be limited to one sanitary service connection except that:
  - (a) each residential unit on an R2 zoned property shall have a separate sanitary service connection; and
  - (b) where limitations in site servicing, development restrictions, future subdivision, or proposed stratification exist, the owner may make application for additional sanitary service connections. Additional sanitary service connections and their location must be approved by the Manager of Operations.
- 7.23 Where an owner is authorized to connect a residential parcel to the municipal sanitary sewer system, the owner must not construct a residential dwelling unit on that parcel until the sanitary service lateral required to service that parcel has been installed.
- 7.24 The City bears no responsibility for the accuracy of the location or elevation of any sanitary service connection.
- 7.25 The owner shall ensure that the private wastewater system for any residential unit constructed is capable of conveying any and all private wastewater effluent generated to the municipal sanitary sewer system.

# Non-Residential Connections

- 7.26 Every private wastewater system servicing a non-residential use including any industrial, commercial, institutional or agricultural use shall be constructed by the owner in accordance with the requirements of the Building Code and Plumbing Code.
- 7.27 Each parcel of serviced non-residential land shall be limited to one sanitary service connection, suitably sized to accommodate any use permitted under the then-applicable zoning regulations.
- 7.28 Where an owner is authorized to connect a parcel used for a non-residential use to the municipal sanitary sewer system, the owner must not construct a building or structure that will generate private wastewater effluent until the sanitary service lateral required to service that parcel has been installed.
- 7.29 The City bears no responsibility for the accuracy of the location or elevation of any sanitary service connection required to service the proposed development.
- 7.30 The owner shall ensure that the private wastewater system for any building or structure constructed is capable of conveying any and all non-residential private wastewater effluent generated to the sanitary service lateral.
- 7.31 As a condition of approval of any proposed industrial, commercial, institutional and agricultural sanitary service connection, the owner must retain a qualified engineer to prepare and submit the following design information for review by the Manager of Operations:
  - (a) a plan showing the scope of proposed or existing development or addition, including a sanitary flow schematic drawing.
  - (b) the daily volumes and peak discharge rates,
  - (c) the type of waste to be processed and discharged,
  - (d) the anticipated B.O.D. and the amount of suspended solids or grease,
  - (e) the pH and temperature of the private wastewater effluent,
  - (f) the chemical composition of the private wastewater effluent,
  - (g) the proposed pre-treatment, including dimensions of the proposed facility,
  - (h) flow equalizing or mixing facilities,
  - (i) the location of the inspection/sampling manhole,
  - (j) the proposed monitoring equipment, and
  - (k) any other relevant design information as required by the Manager of Operations.
- 7.32 In addition to the requirements of section 7.31, the engineer retained by the owner must confirm that effluent quality for non-residential wastewater flows generated will be in conformance with the permitted effluent loading (sewage strength) for the City wastewater treatment plant.

The requirement of sections 7.31 and 7.32 apply to any proposed expansion or change of use for an existing industrial, commercial, institutional or agricultural property.

#### 8. RATES

8.1 The user fees and charges specified in **SCHEDULE "A"** of this bylaw are imposed and levied for sewer services supplied by the City.

#### 9. BILLINGS AND COLLECTIONS

- 9.1 Property owners shall be responsible for payment of all fees and charges for sewer services provided to properties owned by them.
- 9.2 User rates shall be invoiced on a bi-monthly basis and be due and payable on or before the date shown as the DUE DATE on the bi-monthly billing rendered by the City.
- 9.3 User rates not paid by the DUE DATE shall be subject to an overdue account penalty, as set out in the Fees and Charges Bylaw, as amended from time to time, on the working day after the DUE DATE and monthly thereafter.
- 9.4 User rates may also be paid on the City's Tax/Utility Preauthorized Pre-Payment Plan. Upon application, the City will permit qualifying Customers to make equal monthly payments. The payments will be calculated to yield, during the period ending in December, the total estimated amount that would be payable by the Customer during the year. Applications will be accepted at any time of the year. All accounts will be reconciled in December.

A customer will qualify for the plan provided the account is not in arrears and the customer expects to be on the plan for at least one year.

The equal payment plan may be terminated by the customer or the City. If the customer has not maintained his credit to the satisfaction of the City, the plan will be terminated. On termination, the amounts payable by the Customer to the City for sewer service actually consumed during the equal payment period will be compared to the sum of equal payments made during the same period. Any amount owing by the customer will be paid to the City by cash, cheque or online banking. An excess of payments over charges will be refunded by the City to the Customer.

9.5 Notwithstanding Section 9.4, all fees and charges remaining unpaid on the 31st day of December in each year shall be added to and form part of the taxes payable in respect of the land and improvements therein, and shall be entered on the Collector's Roll as taxes in arrears.

- 9.6 The cost of works required to clear or flush waste or debris originating from a property and interrupting the free flow within the common sewer shall be charged to the owner of the originating property.
- 9.7 Where under the authority of this bylaw, the City performs any work on property or any premises, or provides any service to property or premises, the owner of the property or premises shall promptly reimburse the City for its costs in performing that work or providing that service, and the City's costs may be collected in the same manner and with the same remedy as property taxes, and if not paid by December 31st of the year in which the costs become due and payable, are deemed to be taxes in arrears.

# 10. TERMINATION OF SERVICE

- 10.1 Where an owner intends to abandon or otherwise discontinue use of a private wastewater system, or where a sanitary service connection is no longer required as a result of the development or redevelopment of the owner's property, the owner must apply to the Manager of Operations for the discontinuation or termination of sanitary sewer service.
- 10.2 An application for discontinuation or termination of sanitary sewer service must be made by the owner of the property to which the application relates, or by the owner's duly authorized agent.
- 10.3 Approval for the termination of service shall not be granted until the owner submits a completed application for discontinuation of service stating the reasons for and, if applicable, the estimated duration of discontinuation of the service, and:
  - (a) obtains a building permit for demolition of the building or structure that is the source of private wastewater effluent from that property;
  - (b) pays all applicable fees and charges for the discontinuation or termination of service.
- 10.4 Upon approval of the application for discontinuation or termination of service, the owner shall:
  - (a) physically disconnect and seal or cap the sanitary service connection at a point that is at least 2.0m (minimum) inside the boundary of the property that abuts the public highway or right of way;
  - (b) mark the capped sanitary service connection location via a 2x4 service marker, extended 0.3m above grade.
- 10.5 The works required under section 10.4 of this bylaw must be inspected and approved by the Manager of Operations or his designated representative prior to placement of any backfill material.

10.6 Where sanitary sewer service to a property has been discontinued or terminated, the owner must not connect a private wastewater facility on that property to the municipal sanitary sewer system except in accordance with Section 7 - Service Connections of this bylaw.

### 11. PROHIBITIONS

# 11.1 No person shall:

- enter into or undertake any work upon or interfere with any aspect of the municipal sanitary sewer system unless authorized by the Manager of Operations;
- (b) make or terminate a connection to the municipal sanitary sewer system unless duly authorized by the Manager of Operations;
- (c) attach or detach any line, pipe, or other appurtenance of the municipal sanitary sewer system unless duly authorized by the Manager of Operations;
- (d) undertake any work upon or interfere with any aspect of the municipal sanitary sewer system unless authorized by the Manager of Operations.
- 11.2 No person shall directly or indirectly discharge into the municipal sanitary sewer system:
  - (a) any water or waste containing substances in concentrations that are not amenable to treatment or reduction by the sewage treatment process employed, or are amenable to treatment only to such a degree that the sewage treatment plant effluent cannot, during normal operation, meet the requirement of any other agency having jurisdiction over discharges to the receiving waters;
  - (b) any material or substance (e.g. enzymes and/or bacteria) that alters the structure of the waste(s) but does not reduce the loading (C.O.D.);
  - (c) any water or wastewater contained in, but not limited to, a swimming pool, hot-tub, or artificial pond;
  - (d) any deleterious substance;
  - (e) any sludge or other waste material contained in a septic system without prior written authorization from the Manager of Operations;
  - (f) any extraneous amounts of water or waste effluent material for the purpose of diluting wastes which would otherwise not meet the allowable concentrations outlined in this bylaw;
  - (g) any groundwater or surface/storm drainage flows, including but not limited to storm drains, sumps, roof drains, and foundation drains to the municipal sanitary sewer system;
  - (h) any non-domestic liquid or vapour having a temperature in of excess of sixty-five (65°C) degrees Celsius;
  - (i) any substance which may solidify or become viscous at temperatures above zero (0°C) degrees Celsius;
  - (j) any material which exerts or causes unusual concentrations of inert

- suspended solids (such as, but not limited to, Fuller's Earth); or any unusual concentrations of dissolved solids (such as but not limited to sodium chloride, calcium chloride or sodium sulphate);
- (k) any non-domestic water or waste which contains dyes or other colouring material;
- (I) any soluble waste or wastewater having a pH lower than 5.5 or higher than 9.5 or having any other corrosive property which could be hazardous to structures, equipment, or personnel including, but not limited to, battery or plating acids and wastes, copper sulphate, chromium salts or brine;
- (m) any flammable or explosive liquid, solid, or gas which has a closed cup flashpoint of sixty degrees Celsius (60 °C), or exceeds or could cause an exceedance of ten percent (10%) of the lower explosive limit (LEL) at any point within the municipal sanitary sewer system for any single reading or five percent (5%) for any two (2) consecutive readings. This includes but is not limited to gasoline, benzene, naphtha, alcohol, fuel, oil, solvents, and acetone:
- (n) any pesticides, insecticides, herbicides, or fungicides;
- (o) any toxic, radioactive, poisonous, corrosive, noxious, or malodorous gas, liquid, or substance which may either singly or by interaction with other wastes:
  - (i) cause public or worker health and safety hazards,
  - (ii) cause injury to or interference with the wastewater treatment process,
  - (iii) cause corrosive damage to the sanitary sewer system,
  - (iv) result in the release of toxic gases, vapours, or fumes within the municipal sanitary sewer system.
- (p) any solid or viscous substance, petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin which may:
  - (i) obstruct the flow in the municipal sanitary sewer system,
  - (ii) interfere with or damage the municipal sanitary sewer system or the wastewater treatment process;
- (q) including but not limited to ashes, cinders, grit sand, mud, straw, grass clippings, insoluble shavings, metal, glass, rags, feathers, tar, asphalt, creosote, plastics, wood, animal paunch contents, offal, blood, bones, meat trimmings and waste, fish or fowl head, shrimp, crab or clam shells, fish scales, entrails, lard, mushrooms, tallow, baking dough, chemical residues, cannery or wine waste, bulk solids, hair and fleshings, spent grain and hops, whole or ground food or beverage containers, garbage, paint residues, cat box litter, slurries of concrete, cement, lime, or mortar;
- (r) any sludge, deposit, or material from a cesspool.
- (s) any hazardous waste.

# 12. EFFLUENT LIMITATION PARAMETERS (SEWAGE STRENGTH)

No person shall discharge any effluent into the municipal sanitary sewer system that when analyzed in the specified sample type exceeds the limits set out in the following

# table:

Table 1.0 – Effluent Concentrations		*Concentrations in milligrams per litre (mg/L)		
Parameter	One-day Composite Sample	Two-hour Composite Sample	Grab Sample	
B.O.D.	500	1000	2000	
C.O.D.	750	1500	3000	
Suspended Solids	600	1200	2400	
Oil & Grease (non- petroleum)	150	300	600	
Oil & Grease (petroleum- based)	15	30	60	
pH (non-domestic waste)	>6 and <9.5	>5 and <11	>5.5 and <10.5	

No person shall discharge any effluent which, at the point of discharge into the municipal sanitary sewer system, contains any substance, in a combined or uncombined form, with a concentration in excess of the levels set out in the following table.

Table 2.0 - Waste Substances		*Concentration in Milligrams per Litre (mg/L)			
Substance	Abbreviation	One day Two hour composite composite sample sample		Grab sample	
Aluminum	Al	50.0	100.0	200.0	
Arsenic	As	0.5	1.0	2.0	
Boron	В	50.0	100.0	200.0	
Cadmium	Cd	0.2	0.4	0.8	
Chromium	Cr	2.0	4.0	8.0	
Cobalt	Co	5.0	10.0	20.0	

Table 2.0 - Waste Substances (cont'd)		*Concentration in Milligrams per Litre (mg/L)			
Copper	Cu	2.0	4.0	8.0	
Cyanide	CN	0.5	1.0	2.0	
Iron	Fe	10.0	20.0	40.0	
Lead	Pb	1.0 2.0 4		4 .0	
Manganese	Mn	5.0	10.0	20.0	
Mercury	Hg	0.025	0.05	0.1	
Molybdenum	Мо	1.0	2.0	4.0	
Nickel	Ni	2.0	4.0	8.0	
Phenols	-	1.0	2.0	4.0	
Phosphorus	р	12.5	25.0	50.0	
Silver	Ag	1.0	2.0	4.0	
Sulphate	S04	1500.0	3000.0	6000.0	
Sulphide	s	1.0	2.0	4.0	
Tin	Sn	5.0	10.0	20.0	
Zinc	Zn	3.0	6.0	12.0	

<sup>\*</sup>All concentrations are expressed as total concentrations (expressed in milligrams per litre), which include both the dissolved and undissolved substances.

### 13. SAMPLING AND ANALYSIS PROTOCOLS

- 13.1 All tests, measurements, analyses, and examinations of private wastewater effluent, its characteristics or contents, required for the purpose of this bylaw shall be carried out in accordance with Standard Methods.
- 13.2 Where private wastewater effluent is required or authorized to be inspected, tested, measured, examined or analyzed under this bylaw, the owner of the property that is the source of the private wastewater effluent shall pay all applicable fees and charges that apply to the City's inspection, testing, measurement, examination or analysis.

#### 14. PRE-TREATMENT REQUIREMENTS

- 14.1 Where a private wastewater system, or a proposed private wastewater system, or any component of the private wastewater effluent discharged into the municipal sanitary sewer system from a private wastewater system:
  - (a) does not comply with the regulations under this bylaw;
  - (b) may damage or increase maintenance costs on the municipal sanitary sewer system; or
  - (c) may detrimentally affect the operation of the City's wastewater treatment plant,

The Manager of Operations may by written notice direct the owner of the private wastewater system to retain the services of a qualified engineer to determine an acceptable method of pre-treatment of the private wastewater effluent to meet the requirements of this bylaw.

# 14.2 The Engineer shall provide:

- (a) detailed design drawings of the proposed pre-treatment facility;
- (b) detailed chemical analysis of the private wastewater effluent, including the concentrations of each component prior to and immediately following the pre-treatment process; and
- (c) detailed operation and maintenance requirements, sampling protocols and testing and analysis schedule required to ensure compliance with this bylaw.
- 14.3 The proposed pre-treatment facility and process must be approved by the Manager of Operations, and the Manager's approval may be withheld, and no construction may proceed until such time as the Manager is satisfied that the pre-treatment process is such that the private wastewater effluent will comply with the limits prescribed under this bylaw. Upon the Manager's approval being given the owner must at the owner's sole cost and expense construct the facilities necessary for the approved pre-treatment process within such time as the Manager has ordered.
- 14.4 The owner who is required to design and construct a pre-treatment facility shall maintain complete written records of all cleaning, repair, calibration, maintenance, sampling, and analysis and shall store those records on the owner's property or place of business the owner's facility for a minimum of three (3) years. The owner shall make those records available for examination by the Manager of Operations at all reasonable times.
- 14.5 It is the owner's sole responsibility to ensure that all components of the private wastewater effluent discharged into the municipal sanitary sewer system are in compliance with the provisions of this bylaw after the pre-treatment facility is

completed, and the Manager's approval of any pre-treatment process or facility does not imply that the quality of the wastewater discharged after passing through the pre-treatment process or facility will meet the requirements of this bylaw.

#### 15. VOLUME CONTROL

- 15.1 Where private wastewater effluent is discharged into the municipal sanitary sewer system in volumes that the Manager of Operations determines may exceed the available downstream system capacity, the Manager may by written notice to the owner or occupier of the property from which the wastewater effluent is discharged require the Owner:
  - (a) to take measures specified by the Manager to equalize the discharge volumes and strengths; or
  - (b) to retain the services of a qualified engineer to determine an acceptable method to equalize discharge volumes and strengths.
- 15.2 Where notice is given under section 15.1(b):
  - (a) the engineer shall provide such detailed calculations and design drawings that are necessary to demonstrate the viability of the method recommended for equalizing discharge volumes and strength; and
  - (b) the proposed method for equalizing discharge volumes and strengths must be approved by the Manager of Operations, and the Manager's approval may be withheld, and no construction may proceed until such time as the Manager is satisfied that the proposed method will prevent the available downstream capacity from being exceeded.
- 15.3 Upon receiving notice of the Manager's requirement under section 15.1(a), or the Manager's approval under section 15.2(b), the owner must at the owner's sole cost and expense construct the facilities necessary to comply with the requirement or undertake the approved work.
- 15.4 Any equipment necessary to comply with a requirement of the Manager under section 15.1 or 15.3 shall be provided, maintained, and operated by the owner or occupier of the property at their sole expense and in a manner satisfactory to the Manager.

#### 16. INTERCEPTION DEVICES

16.1 Where a private wastewater system, or any component thereof, may generate or contain grease, oil, grit, flammable or reactive liquids/gases, or other such deleterious substances, the owner shall provide an interception device designed by a qualified engineer capable of effectively removing these substances.

- 16.2 Without limiting the generality of section 16.1, the Manager may require the owners or operators of the following institutional, industrial, and agricultural operations to have designed and to install a permanent interception device in accordance with section 16.1:
  - (a) service/fuel stations, vehicle repair facilities, and automobile wash bays;
  - (b) dry-cleaning establishments;
  - (c) milk/cream/cheese production/processing plant;
  - (d) laboratories;
  - (e) commercial kitchens; and
  - (f) concrete/aggregate plants/facilities.
- 16.3 All interception devices shall be:
  - (a) of sufficient capacity to remove and retain the deleterious material;
  - (b) designed by a qualified professional engineer;
  - (c) located in an area that is readily accessible for inspection and maintenance purposes.
- 16.4 The owner or other person who is subject to a requirement under section 16.1 shall submit detailed design drawings, calculations (including operation and maintenance manuals) and specifications prepared by the owner's qualified engineer to the Manager of Operations for approval prior to construction.
- 16.5 Construction and installation of an interception device shall not commence until such time as the Manager has reviewed and approved the design.
- 16.6 Approval to construct an interception device by the Manager does not imply that the quality of the private wastewater effluent discharged after passing through the interceptor will meet the requirements of this bylaw. It is the Owner's responsibility to ensure that all the components of the private wastewater effluent will comply with the provisions of the bylaw after passing through the interception device.
- 16.7 The design, construction, operation, and maintenance of an interception device shall be the responsibility of the owner and shall be at the owner's expense.
- 16.8 The owner shall maintain written records of all cleaning, repair, calibration, and maintenance of an interception device and shall store those records at the owner's property or place of business for a minimum of three (3) years. The owner shall make these records available for examination by the Manager of Operations at all reasonable times.

# 17. REPORTING OF ACCIDENTAL DISCHARGES

17.1 Any person responsible for, or aware of, the accidental discharge of prohibited

substances into the municipal sanitary sewer system shall promptly report that discharge to the Manager of Operations in order that immediate remedial action can be taken to minimize environmental risks.

#### 18. COMPLIANCE WITH OTHER REGULATIONS

18.1 Notwithstanding the provisions contained within this bylaw, any person or owner is responsible for ascertaining, and ensuring compliance with, all other City bylaws, provincial or federal enactments and legislation, as in effect from time to time.

#### 19. OFFENCES AND PENALTIES

- 19.1 Any owner or person who contravenes a provision of this bylaw may, on summary conviction, be liable to the maximum penalty under the Offence Act, plus the cost of prosecution, for each offence.
- 19.2 Any penalty imposed under section 19.1 is a supplement to and not a substitute for any other remedy or action under that may be available under his bylaw or any other applicable laws or enactments.
- 19.3 Each day that a contravention of this bylaw continues shall constitute a separate offence.

#### 20. RECOVERY OF COSTS

20.1 Where under the authority of this bylaw, the City performs any work on property or any premises, or provides any service to property or premises, the owner of the property or premises shall promptly reimburse the City for its costs in performing that work or providing that service, and the City's costs may be collected in the same manner and with the same remedy as property taxes, and if not paid by December 31st of the year in which the costs become due and payable, are deemed to be taxes in arrears.

#### 21. SEVERABILITY

21.1 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.

#### 22. REPEAL

The "Corporation of the City of Grand Forks Sewer Regulations Bylaw No. 1500, 1997" and all amendments thereto are hereby repealed.

READ A FIRST TIME this 20 <sup>th</sup> day of Oct	ober, 2014.
READ A SECOND TIME this 20 <sup>th</sup> day of 0	October, 2014.
READ A THIRD TIME this 20 <sup>th</sup> day of Oct	ober, 2014
ADOPTED this day of	., 2014.
Mayor	Corporate Officer
<u>CER</u>	<u> </u>
	ue and correct copy of Bylaw No. 1952, as
	City of Grand Forks on the day of
	e Municipal Council of the Grand Forks
Date	e Signed

SCHEDULE "A" Page 1 of 2

# **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

# SCHEDULE "A" Page 2 of 2

# 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

— REGULAR MEETING —



To:

**Mayor and Council** 

From:

Sasha Bird,

Manager of Development and Engineering Services

Date:

October 20, 2014

Subject:

To close that portion of unnamed, undeveloped road traversing Lot 1 and Lot 2, District Lot 534, S.D.Y.D., Plan KAP73069 located between Sagamore Road and 2<sup>nd</sup> Street.

Recommendation:

RESOLVED THAT COUNCIL give Bylaw 2002, being the

Sagamore Road and 2<sup>nd</sup> Street Road Closure Bylaw third reading.

**BACKGROUND**: Staff received a request from the two adjacent property owners requesting that the City close a portion of unnamed, undeveloped road traversing through Lot 1 and Lot 2, Plan KAP73069, located between Sagamore Road and 2<sup>nd</sup> Street.

At the September 2, 2014 Regular meeting, Council gave first and second reading to Bylaw 2002, being the Sagamore Road & 2<sup>nd</sup> Street Road Closure Bylaw and directed Staff to advertise the bylaw and send letters to surrounding property owners, inviting them to attend the October 6, 2014 Committee of the Whole meeting to address the Committee with any comments or concerns (written or in person), regarding the proposed road closure bylaw.

On September 15, 2014, Staff sent letters to the surrounding property owners, inviting them to the October 6, 2014 Committee of the Whole meeting. Staff also sent the public notice advertisement to the Gazette to be advertised in the September 17 and September 24, 2014 editions of the Gazette. A copy of the proposed bylaw was sent to the Ministry of Transportation and Infrastructure requesting their signature on Bylaw 2002 – Sagamore Road & 2<sup>nd</sup> Street Road Closure Bylaw.

The Ministry of Transportation and Infrastructure have signed and returned the bylaw and Council can now give third reading to the bylaw.

— REGULAR MEETING —



# Benefits or Impacts of the Recommendation:

General: The benefit of the closure of that portion of unnamed, undeveloped road

is that Council would be seen as following the Road Closure Policy #1501

and the Real Estate Strategy Guiding Principles Policy #806.

Strategic Impact: The Real Estate Strategy Guiding Principles policy defines a strategy to

guide the City in the acquisition, disposition and/or leasing of City owned property in order to maximize the financial returns and for the utilization of

these resources to the benefit of the entire Community.

The Road Closure Policy outlines the procedures that need to be followed for a permanent closure of a road and requires a deposit of \$2,500.00 to cover costs. The interested party is responsible for all costs relative to the road closure. The Policy also states that the City will establish the

market value price for that portion of closed road.

**Financial:** By acquiring and selling properties, the City would be generating income

from the sale of the land and income through taxation and welcoming new

businesses and jobs to the Community.

**Policy/Legislation:** The requirements to close a portion of road and to advertise the closure

are legislated by the Community Charter.

**Attachments:** - a plan showing the location of the road to be closed;

- an aerial view of the subject properties that the road traverses over:

- a Copy of Bylaw 2002 being the Sagamore Road and 2<sup>nd</sup> Street Road

Closure bylaw; and

- the City of Grand Forks Real Estate Strategy Guiding Policy;

Recommendation: RESOLVED THAT COUNCIL give Bylaw 2002, being the Sagamore

Road and 2<sup>nd</sup> Street Road Closure Bylaw third reading.

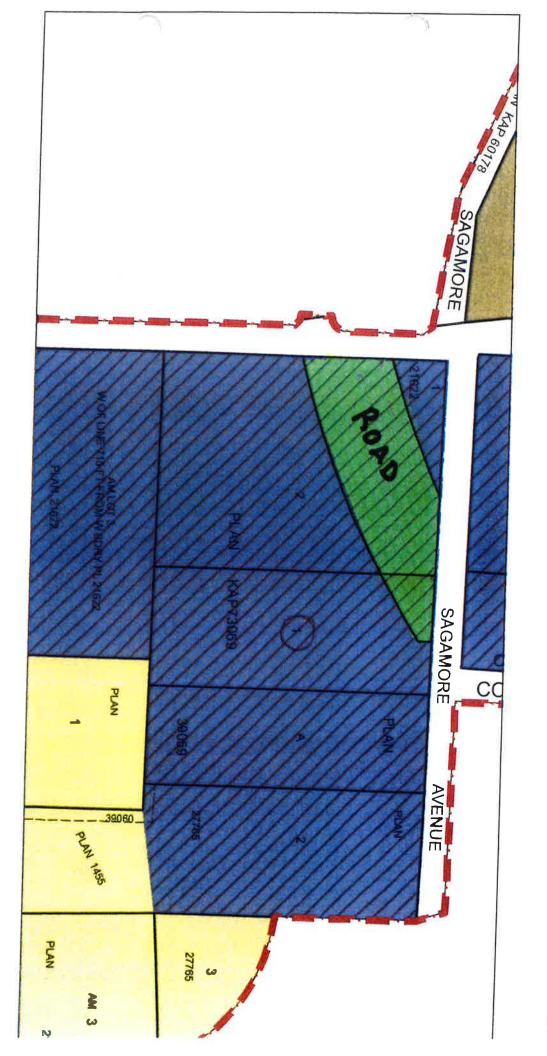
— REGULAR MEETING —



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 Agministrative Officer





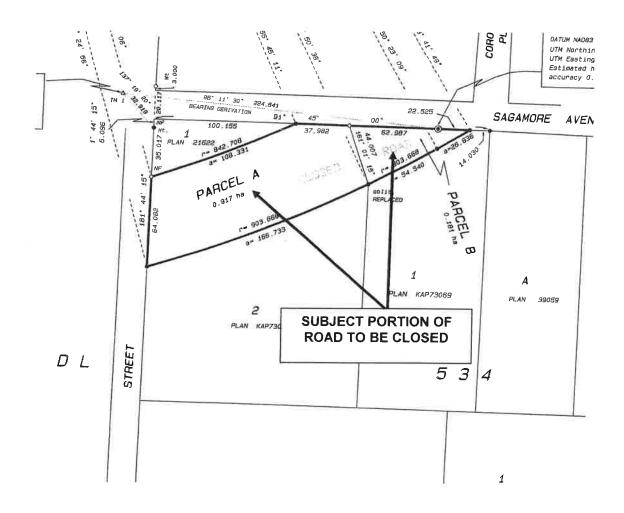
# THE CORPORATION OF THE CITY OF GRAND FORKS

# **BYLAW NO. 2002**

A Bylaw to Close and Remove the Dedication of that portion of Road Shown on Plan 21622 and 27765, D.L. 534, S.D.Y.D.

WHEREAS in accordance with the <u>Community Charter</u> , Council may, by bylaw, close and remove the dedication of a highway or a portion of it;
<b>NOW THEREFORE</b> the Council for the Corporation of the City of Grand Forks, in open meeting assembled, <b>ENACTS</b> , as follows:
<ol> <li>To close and remove the dedication of those portions of road measuring 1.098 hectares, legally described as Parcel A &amp; Parcel B, DL 534, SDYD, Plan EPP44134, outlined on reference plan prepared by A.F. Hoefsloot, B.C.L.S., dated August 5, 2014 and identified as "Schedule A" and forming part of this bylaw;</li> </ol>
2. That title to the above-described portions of closed roads be hereby vested in the name of the Corporation of the City of Grand Forks;
<ol> <li>That this bylaw may be cited for all purposes as the "Sagamore Road and 2<sup>nd</sup> Street Road Closure Bylaw No. 2002, 2014".</li> </ol>
Read a <b>FIRST</b> time this 2 <sup>nd</sup> day of September, 2014.
Read a <b>SECOND</b> time this 2 <sup>nd</sup> day of September, 2014.
Read a <b>THIRD</b> time this day of, 2014.
PUBLIC NOTICE posted at City Hall and advertised in the Grand Forks Gazette on the day of, 2014 and the day of, 2014.
APPROVED BY the Ministry of Transportation and Infrastructure, pursuant to the Transportation Act, this 17th day of September, 2014.
Approving Officer

FINALLY ADOPTED this	_day of	2014.
Brian Taylor, Mayor	=	
Diane Heinrich, Corporate Officer		
CEI	RTIFICATE	
hereby certify the foregoing to be	a true and correct copy of Bylaw No f the City of Grand Forks on the	o. 2002, as day of
	of the Municipal Council of the of Grand Forks	
Dated this day of	, 2014.	



This is Schedule "A" referred to in Section 1 of the Sagamore Road & 2 <sup>nd</sup> Street Road Closure Bylaw No. 2002, 2014.
Date of adoption
Corporate Officer

4.50

# CITY OF GRAND FORKS

POLICY TITLE: Real Estate Strategy Guiding Principles POLICY NO: 806

EFFECTIVE DATE: March 26, 2014

APPROVAL: Council PAGE: 1 of 4

# POLICY:

This policy defines a strategy to guide the City of Grand Forks in the acquisition, disposition and leasing of City owned property, in order to maximize the financial returns and for the utilization of these resources, to the benefit of the entire Community.

# **PURPOSE:**

To administer City real estate transactions in the budgeting process or through resolution of Council.

# PROCEDURE:

The following guiding principles, for Council's consideration, are as follows:

# 1. City Policy Documents Considered First

At the highest level, the fundamental policy documents of the City will provide guidelines for the potential acquisition, disposition and leasing of City-owned lands. These documents include:

- The Sustainable Community Plan, which establishes long-range physical development goals and objectives and sets out Municipal objectives on ensuring sustainability.
- The **Long-Term Financial Strategy**, which established long-range financial goals and objectives.
- The Five-Year Financial Plan, which includes identification of capital expenditures and proposed revenue sources.
- The Annual Report, which sets out Municipal objectives, establishes measures and reports on progress.
- The Corporate Strategic Plan, as adopted by Council in January of 2011, which outlines Council's initiatives.

• The Community First agreement, which sets out Municipal objectives in partnership with the Province of B.C., on strategically prioritizing Community and economic development needs.

# 2. Open Process

The City, unless otherwise directed by Council, will publicly offer City-owned lands for sale or lease, through an Expression of Interest, Request for Proposal or other public marketing efforts.

# 3. Revenue Generation and Job Creation

In order to maximize revenues and create more jobs, the City will:

- Sell or lease, whichever is most advantageous for the City, any lands that have been deemed surplus to the City's operational needs or have no broader Community purpose. Lease any lands that are vacant but are being retained by the City for future operational needs;
- Not hold vacant, City-owned lands for unreasonable periods of time.

# 4. Speculation/Development

The City will not pursue land or develop its own lands, on a speculative basis. The Municipality's purpose under the <u>Community Charter</u> is to provide for "stewardship of the public assets of the Community." The City also does not possess the financial depth and Staff resources to speculate on acquisitions or development.

# 5. Acquisitions Through Rezoning

The City will attempt to secure private lands of interest first, through rezoning applications.

# 6. Sponsored Crown Grants

The City will attempt to locate any new Municipal buildings, facilities or parks, on Crown lands through a Sponsored Crown Grant, wherever feasible. Sponsored Crown Grants are made available to Municipalities by the Crown, at no cost, provided the land is only used for Municipal purposes.

# 7. Strategic Acquisitions

The City will explore acquisitions to enhance the value of existing City-owned lands or provide strategic benefits to the Community and also with consideration to Council's Strategic Plan, SCP and other pertinent plans, (i.e. advancing environmental stewardship).

# 8. Secondary Benefits to Disposing

The City will also consider disposing of City-owned lands to create secondary benefits, such as

- (1) catalyst to new development;
- (2) attract a key industry'
- (3) securing beneficial Community services or facilities.

# 9. Support Community Groups

The City will continue to support Community organizations by providing land at a nominal fee, where the Council feels it supports their overall Community's goals, indentified in the Strategic Plan, Sustainable Community Plan and other relevant plans.

# 10. Annual Review to Develop Strategy

Drawing on the principles above, it is recommended that an annual review be performed to identify:

- (1) City-owned properties for disposition and/or lease;
- (2) Crown/private properties for acquisition;
- (3) properties with opportunities for enhancement to the City and/or the Community. This analysis will provide important input into the City's Annual Operating Budget (i.e. appraisal costs, surveying...) and will provide input into the City's Capital Plan (i.e. potential proceeds, funds required). This review to be incorporated into Council's review of priorities during annual Council priority and strategic planning sessions.

# 11. Community Charter Governs Actions

In terms of properties identified for acquisition/disposition, there are considerable regulations in the <u>Community Charter</u> governing how the City can participate in transactions. The requirements of the <u>Community Charter</u> are so prescriptive. There is no further requirement to establish policies in this regard. Key highlights of the <u>Community Charter</u> affecting the City's acquisitions/ dispositions include:

Providing Assistance - if land is being disposed of to a business, Council needs
to be aware of the prohibition against assistance to business: "Council must not
provide a grant, benefit, advantage or other form of assistance, to a business,"
unless specifically provided for (Section 25). Assistance includes disposing of
land or improvements for less than market value. If Council wishes to dispose of

land below market value, to assist a business, it can only do so in the context of a partnering agreement (Section 21). A partnering agreement enables a person to provide a service on behalf of Council. Council must provide prior notice of its intention to provide such assistance (Section 24).

- Fettering Council any acquisition/disposition that may involve Council also exercising its legislative powers in considering land use matters should recognize the need to avoid Council's decision making.
- Use of Proceeds Council is legally obligated to place the proceeds of property sales in a reserve fund for capital purposes and further restrictions exist in the case of:
  - the sale of parkland dedicated on subdivision or received in place of a development cost charge; or
  - o the sale of closed roads which provided access to a body of water.
- Special Provisions special provisions are required for the exchange or disposal of parkland, disposal of water and sewer systems and other utilities, Municipal roads, Municipal forests, disposal of assets acquired using provincial grants and disposal of lands obtained by tax sales: governed by Part 11. Division 8. Annual Tax Sale of the Local Government Act.

# 12. Budget Implications

As outlined above, the recommended "Annual Review to Develop Strategy" will provide input into both the City's Annual Operating Budget and Capital Plan.

# 13. Policy Implication

Provides a significant first step and foundation for guiding the City's future real estate decisions. Further policy work will follow with respect to leases/licenses.

# 14. Environmental Considerations

Opportunities to advance environmental stewardship will be explored each year during the annual review and presented to Council for consideration.

# 15. Cost benefit to the City

Opportunities to take advantage of any cost benefits to the City will be explored each year and presented to Council for consideration.

— REGULAR MEETING —



To: Mayor and Council

From: Sasha Bird, Manager of Development & Engineering Services

**Date:** October 20, 2014

**Subject:** Subdivision & Development Repeal Bylaw No. 1424-R, 2014

Recommendation: RESOLVED THAT Council receive Subdivision and Development Repeal

Bylaw No. 1424-R, 2014 and give the bylaw first and second readings.

**BACKGROUND**: The City of Grand Forks Subdivision and Development Bylaw No. 1424 was adopted in 1994 and requires updating to meet the current requirements for the regulation of subdivision, development and servicing of lands within the City of Grand Forks. The proposal is to have City Council repeal the existing bylaw and adopt a new bylaw which is similar to bylaws currently in use by other municipalities and cities in the Province, but structured to meet our community's needs.

At the October 6, 2014 Committee of the Whole meeting, the Committee recommended that Council receive Subdivision and Development Repeal Bylaw 1424-R, 2014 and refer the Bylaw to the Regular Meeting of Council, scheduled for October 20, 2014 for first, second and third readings.

After further consideration, Staff is recommending that Council give first and second readings to the Bylaw, at this time, to allow for public consultation with respect to the Bylaw, prior to giving the Bylaw third reading and final readings.

# Benefits or Impacts of the Recommendation:

General: The objective is to rescind Subdivision and Development Bylaw No. 1424,

1994 and all amendments thereto.

**Strategic Impact:** To allow for the adoption of an updated bylaw that reflects current

requirements and facilitates efficient and up-to-date management of

subdivision, development and servicing within the City.

**Financial:** The City will have the ability to better manage subdivision, development

and servicing within the City and forecast financial requirements more

accurately.

Policy/Legislation: Council's authority to amend or repeal bylaws comes from the Community

Charter.

Attachments: Draft – Subdivision and Development Repeal Bylaw No. 1424-R

REGULAR MEETING -



Recommendation: RESOLVED THAT Council receive Subdivision and Development Repeal Bylaw No. 1424-R, 2014 and give the bylaw first and second readings.

**OPTIONS:** 

- 1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
- COUNCIL COULD CHOOSE TO NOT SUPPORT THE 2. RECOMMENDATION.
- COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO 3. STAFF FOR FURTHER INFORMATION.

Chief Administrative Officer Department Head or CAO

# THE CORPORATION OF THE CITY OF GRAND FORKS

# **BYLAW NO. 1424-R**

# A BYLAW TO REPEAL THE SUBDIVISION AND DEVEOPMENT BYLAW NO. 1424, 1994

WHEREAS it is deemed necessary and expedient to reentirety;	peal Bylaw No. 1424 in its
<b>NOW THEREFORE</b> , the Council of the Corporation of the meeting assembled, <b>ENACTS</b> as follows:	City of Grand Forks in open
1. That Bylaw No. 1424, cited for all purposes as the "Se Bylaw No. 1424, 1994" and all amendments thereto, be	•
2. This bylaw may be cited as "The City of Grand Development Repeal Bylaw No. 1424-R, 2014".	d Forks Subdivision and
Read a <b>FIRST</b> time this 20 <sup>th</sup> day of October, 2014.	
Read a <b>SECOND</b> time this 20 <sup>th</sup> day of October, 2014.	
Read a THIRD time this of	, 2014.
FINALLY ADOPTED this of	, 2014.
Mayor Brian Taylor	
Diane Heinrich – Corporate Officer	

# CERTIFICATE

 the foregoing to be a true copy of Bylaw No. 1424-R as adopted by the noil of the City of Grand Forks on the day of,
Corporate Officer of the Municipal Council of the Corporation of the City of Grand Forks
 Date

REGULAR MEETING —



To:

Mayor and Council

From:

Sasha Bird, Manager of Development & Engineering Services

Date:

October 20, 2014

Subject:

Subdivision, Development and Servicing Bylaw No. 1970

Recommendation: RESOLVED THAT Council receive Subdivision, Development and

Servicing Bylaw No. 1970, 2014 and give the bylaw first and second

readings.

BACKGROUND: The City of Grand Forks Subdivision and Development Bylaw No. 1424 was adopted in 1994 and requires updating to meet the current requirements for the regulation of subdivision, development and servicing of lands with the City of Grand Forks. The proposal is to have City Council repeal the existing bylaw and adopt a new bylaw which is similar to bylaws currently in use by other municipalities and cities in the Province, but structured to meet our community's needs.

At the October 6, 2014 Committee of the Whole, the Committee recommended that Council receive Subdivision, Development and Servicing Bylaw No. 1970, 2014 and refer the Bylaw to the Regular Meeting of Council scheduled for October 20, 2014 for first, second and third readings.

After further consideration, Staff is recommending that Council give first and second readings to Subdivision, Development and Servicing Bylaw No. 1970, 2014, at this time, to allow for public consultation with respect the Bylaw, prior to giving the Bylaw third reading and final readings.

# Benefits or Impacts of the Recommendation:

General: The objective is to rescind Subdivision and Development Bylaw No. 1424,

1994 and all amendments thereto and adopt Subdivision and

Development Bylaw No. 1970, 2014.

Strategic Impact: To allow for the adoption of an updated bylaw that reflects current

requirements and facilitates efficient and up-to-date management of

subdivision, development and servicing within the City.

Financial: The City will have the ability to better manage subdivision, development

and servicing within the City and forecast financial requirements more

accurately.

Policy/Legislation: Council's authority to adopt and administer this bylaw comes from the

Community Charter and Local Government Act, respectively.

— REGULAR MEETING —



### Attachments:

\*Draft - Subdivision, Development and Servicing Bylaw No. 1970, 2014.

\*Current - Subdivision and Development Bylaw No. 1424, 1994.

\*Due to the sheer size of these bylaws, we have made them available for viewing on the Grand Forks website: www.grandforks.ca and hard copies are available at the City Hall locations: 7425-5th Street and 6641 Industrial Park Way.

Recommendation: RESOLVED THAT Council receive Subdivision, Development and Servicing Bylaw No. 1970, 2014 and give the bylaw first and second readings.

# **OPTIONS:**

- 1. COUNCIL COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
- COUNCIL COULD CHOOSE TO NOT SUPPORT THE 2. RECOMMENDATION.
- 3. COUNCIL COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR FURTHER INFORMATION.

Department Head or CAO Chief Administrative Officer

# **DRAFT**

# SUBDIVISION, DEVELOPMENT AND SERVICING BYLAW NO. 1970, 2014 (233 pgs.)

Available for viewing on the City of Grand Forks website:

www.grandforks.ca

OR

**City Hall locations:** 

7425 - 5th Street

and

6641 Industrial Park Way

# CURRENT

# CONSOLIDATED SUBDIVISION AND DEVELOPMENT BYLAW NO. 1424, 1994 (161 pgs)

Available for viewing on the City of Grand Forks website:

www.grandforks.ca

OR

**City Hall locations:** 

7425 - 5<sup>th</sup> Street

and

6641 Industrial Park Way

# REQUEST FOR DECISION — REGULAR MEETING — GRAND FORKS — BE GRAND FORKS

To:

Mayor and Council

From:

Chief Financial Officer

Date:

October 7, 2014

Subject:

Bylaw 2005 - 2014-2018 Financial Plan Amendment 1

Recommendation:

RESOLVED THAT COUNCIL give first three readings to Bylaw No. 2005

- 2014-2018 Financial Plan Amendment 1

### BACKGROUND:

Each year, Council participates in an extensive process to develop the financial plan for the following five years. However, throughout the year there are unplanned events and anomalies that require the plan to be amended.

The following events have occurred in 2014 that require Bylaw 1996 Financial Plan 2014-2018 to be amended for 2014:

- 1. At the July 21, 2014 Regular meeting, Council resolved to proceed with 68<sup>th</sup> Avenue paving project, to amend the financial plan in the amount of \$489,000, and to fund by capital reserves, gas tax monies and Borrowing Bylaw 1923.
- 2. At the August 8, 2014 Regular meeting, Council resolved to approve the request from the Mural Committee to provide \$6,000 towards the mural project, to amend the budget and fund from surplus.
- 3. At the September 2, 2014 Regular meeting, Council resolved to include an \$80,000 contingency for the City Hall rebuild in the financial plan amendment, to be funded from surplus. We are requesting an increase in this amount to \$300,000 as we have not been able to receive any approvals from insurance for change orders.
- 4. In February there was a water main break on Central Avenue that cost the City almost \$30,000 to repair. We decided to wait and see if this would require a budget amendment on the expense side or if it could be absorbed within regular expenditures.
- 5. There is now a proposed development at the airport that requires the subdivision of approximately 4.32 acres of land at a cost of \$7500.
- The City is currently working with the Provincial Nominee Program and the Urban Development Institute as part of an economic action plan to attract and retain businesses in Grand Forks. This will require an expenditure of \$3500 and will include an open house, and presentations in Kelowna and Vancouver.
- 7. City of Grand Forks economic development profile translation and printing for \$3,500.
- 8. At the February 11, 2014 regular meeting, Council resolved to support the Rotary Spray Park with the provision of supplying grant support letters and by funding from Slag Fund Reserve. However, as the details had not yet been worked out, the Spray Park was in the original financial plan at \$300,000 funded by grants. The City and the Rotary Club have now started the project and will need to purchase

# REQUEST FOR DECISION — REGULAR MEETING — GRAND FORKS

equipment by the end of 2014 in order to meet grant requirements. This will require an amendment to the financial plan to include \$200,000 funding from the Slag Reserve rather than grants and donations.

- 9. Airport regulatory review that must be completed in 2014 and every four years was omitted from the airport budget.
- 10. In 2013 a deposit for the Winnipeg Hotel servicing agreement was incorrectly recorded as revenue and went into surplus at year end. This year, the corresponding expenses for sidewalk repair and balance refund need to be budgeted for in subdivision and development.
- 11. In 2013, a \$1,500 Victim Services grant from the RDKB went into general surplus and should have been paid out to Victim Services
- 12. During the 2014-2018 Financial Plan presentations, Council approved an increase of \$20,000 for advertising that was omitted from the financial plan.
- 13. In 2013 the Sewer Lift Station temporary borrowing was converted to long term debt. The principle payment on the debt was omitted from the financial plan.
- 14. The following revenue accounts are being increased to reflect actual: property taxes \$60,000, Victim Services revenue of \$35,560, and parcel tax \$85,000.
- 15. There has been a reallocation of expenditures to the Engineering department as we change our organizational structure. Increasing expenditures \$46,585.

As can been seen in the financial plan summary attached, the above adjustments result in an additional \$300,000 funded from surplus (City Hall reconstruction contingency), \$489,000 funded from multi-utility borrowing (68<sup>th</sup> Paving) and \$200,000 from the Slag Fund (Spray Park).

### Benefits or Impacts of the Recommendation:

General: Council updates the City's authority to operate with the most up to date

information regarding the provision and the sources of revenue to provide those

services

Financial: Amending the financial plan ensures that the City remains in compliance with

Community Charter requirements for financial planning.

Policy/Legislation: Community Charter S. 165(2)

Attachments: Bylaw 2005-Year 2014-2018 Financial Plan Bylaw Amendment No. 1

2014-2018 Financial Plan amendment working papers

2014 Capital Projects spreadsheet

**Recommendation:** RESOLVED THAT COUNCIL give first three readings to Bylaw No. 2005

- 2014-2018 Financial Plan Amendment 1

— REGULAR MEETING —



**OPTIONS:** 

1. RESOLVED THAT COUNCILRECEIVES 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.** 

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

# **BYLAW NO. 2005**

# A Bylaw to Revise the Five Year Financial Plan For the Years 2014 - 2018

**WHEREAS** the <u>Community Charter</u> requires that Council adopt a Five Year Financial Plan annually before the adoption of the annual property tax bylaw and that the financial plan may be amended by bylaw at any time;

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

- 1. Appendix "A" and Appendix "B" attached hereto and made part of this Bylaw is hereby declared to be the Five Year Financial Plan of the Corporation of the City of Grand Forks for the Years 2014 to 2018.
- 2. This bylaw may be cited, for all purposes, as the **"Year 2014 2018** Financial Plan Bylaw Amendment No 1".

Read a <b>FIRST</b> time this	_day of
Read a <b>SECOND</b> time this _	day of
Read a <b>THIRD</b> time this	of
FINALLY ADOPTED this	day of
Mayor Brian Taylor	Corporate Officer Diane Heinrich
	CERTIFICATE
	to be a true and correct copy of Bylaw No. 2005, as buncil of the City of Grand Forks on the day of
Clade	of the a Marie in al. Correctly of the
Clerk	of the Municipal Council of the  City of Grand Forks

City of Grand Forks Appendix "A" to Bylaw 2005 Year 2014 - 2018 Financial Plan Bylaw Amendment No 1

Revenue	2014	2015	2016	2017	2018
Property taxes , grants in lieu & franchise Fees Parcel taxes	\$ 3,002,062 91,041	\$ 3,061,100 6,041	\$ 3,121,300 6,041	\$ 3,182,700 6,041	\$ 3,245,300 6.041
User levies	1,808,210	1,842,500	1,877,400	1,913,000	1,949,200
Fees and charges	4,972,787	5,203,052	5,444,468	5,697,528	5,862,300
Grants and other	3,617,294	742,146	747,371	752,721	758,097
Total Revenues	13,491,394	10,854,839	11,196,580	11,551,990	11,820,938
Expenses					
Purchases for resale	3,294,066	3,390,619	3,559,125	3,736,082	3,848,200
Operating	7,090,145	7,195,433	7,302,346	7,410,821	7,520,912
Debt interest	100,961	86,477	81,477	76,477	71,477
Amortization	1,539,874	1,556,513	1,573,366	1,590,434	1,607,722
Total Operating Expenses	12,025,047	12,229,043	12,516,314	12,813,814	13,048,311
Net Revenue (loss)	\$1,466,347	(\$1,374,204)	(\$1,319,734)	(\$1,261,824)	(\$1,227,373)
Allocations					
Debt proceeds	4,040,978	577,500	577,500	577,500	367,500
Capital expenditures	(9,710,179)	(1,139,000)	(1,014,000)	(830,000)	(619,500)
Debt principal repayment	(197,886)	(183,001)	(171,092)	(161,566)	(153,945)
Fransfers from (to) reserves / surplus	2,860,866	562,191	353,961	85,456	25,596
Reserve fund in excess of amortization	1,539,874	1,556,513	1,573,366	1,590,434	1,607,722
Financial Plan Balance	\$0	0\$	0\$	\$0	\$

City of Grand Forks Five Year Plan 2014 to 2018 Operations Summary Supporting Schedule A

	2014	2015	2016	2017	2018
General	Plan	Plan	Plan	Plan	Plan
Revenue					
Property Taxes	\$ 2897 537	\$ 2955 500	3 014 600	000 120 8 \$	0 400 400
Parcel Taxes				006'+	0,130,400
Payments in Lieu & Franchise Fees	104,525	105,600	106.700	107,800	108 900
Solid Waste Levies	195,000	197,000	199 000	201,000	203,000
Slag Sales	250,000	252,500	255,025	251,535	260,000
Fees and Charges	576,588	588,100	599 900	611,900	624 100
Government Grants - Operations	352,846	352 846	352,846	352.846	352 846
	1,387,889		5,500	007,010	332,040
Other Sources	134,114	136,800	139.500	142 300	145 100
Restricted Investment Income	3	3	0	) [	2
	5,983,499	4.588.346	4.667.571	4.748.321	4 830 497
Expenses	•				1,000,1
Airport Cost of Sales	49,000	50 500	52 000	53 600	55 200
Operations Expense	4 509 334	4 577 000	4 645 700	4 7 1 5 400	786 100
Community Support	302,920	307 464	312.076	316 757	324 508
Preventative Maintenance Program	144 258	146 422	1 A B A 10	450.027	453 440
Studies & Planning	2	10,125	010,01	150,061	133,110
Debt Interest	44.484	30,000	25,000	000 00	15,000
Amortization	900,000	909,000	918 090	927,22	936 544
Total Expenses	5 949 996	6 020 386	6 101 48A	C 192 975	000,000
Net Income (Loss) before Other		200,000,0	6,101,101	0,00000	0,201,402
	33,503	(1,432,040)	(1,433,913)	(1,435,554)	(1,436,965)
Other Income			!		
Gain (Loss) on Disposition of Assets	420,000	432,600	445,578	458,945	465,830
Net Income (Loss)	453,503	(999,440)	(988,335)	(976,609)	(971,136)
Allocations					
Debt proceeds	2,128,778	Ř	٠		74
Capital Expenditures	(4,555,666)				i.
Capital Planning		•	Ĉ	·	
Debt principal repayment	(74,484)	(74,484)	(74,484)	(74,484)	(74.484)
Transfers from (to) reserves	739,000	(252,500)	(255,025)	(257, 575)	(265,300)
Transfers from (to) surplus	408,870	417,424	399,754	381,397	374,376
Reserve fund in excess of amortization	000'006	000'606	918,090	927,271	936,544
Surplus (Deficit)		, 9	un un	es.	es.
					•

City of Grand Forks
Five Year Plan 2014 to 2018
Operations Summary
Supporting Schedule A

		2014 Plan	–	2015 Plan	4 E	2016 Plan	25 <u>P</u>	2017 Plan	Ø ₽	2018 Plan
Equipment Recoveries Operations Expense	₩.	<b>471,443</b> 461,518	<b>↔</b>	<b>477,100</b> 468,400	69	<b>482,800</b> 475,400	& 4 4	<b>488,600</b> 482,500	<b>€</b>	<b>494,500</b> 489,700
Net Recoveries Debt Interest Amortization		<b>9,925</b> 1,603 232,874	e:	8,700 1,603 234,038		<b>7,400</b> 1,603 235,209	8	<b>6,100</b> 1,603 236,385	``	<b>4,800</b> 1,603
Net Recoveries (Loss)		(224,552)		(226,941)		(229,412)	(2)	(231,888)	3	(234,370)
Gain (Loss) on Disposition of Assets		£		Ü		×		*		,
Net Recoveries (Loss)		(224,552)		(226,941)		(229,412)	(2)	(231,888)	9	(234,370)
Allocations Debt proceeds		ğ								
Capital Expenditures Debt principal repayment		(74.426)		(50,000)		(50,000)	20	(50,000)		(50,000)
Transfers from (to) reserves Transfers from (to) surplus Reserve fund in excess of amortization		66,104 232,874		(40,000) 142,444 234,038		(40,800) 132,636 235,209	25 27 84	(41,616) 125,225 236,385		(42,448) (42,448) 119,736 237,567
Surplus (Deficit)	<b>∽</b>	•	69	•	₩.	•	es l	•	49	•

City of Grand Forks Five Year Plan 2014 to 2018 Operations Summary Supporting Schedule A

	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Electrical					
Revenue					
User Fees Fees and Charges	\$ 4,324,609	\$ 4,540,839 65,512	\$ 4,767,881	\$ 5,006,275	\$ 5,156,500
	4,387,835	4,606,352	4.835.768	5.076.628	5.229.000
Expenditure		•	•		
Purchases for resale	3,245,066	3,340,119	3,507,125	3,682,482	3,793,000
Operations Expense	628,604	634,900	641,200	647,600	654,100
Amortization	42,000	42,000	42,000	42,000	42,000
Expenditure	3,915,670	4,017,019	4,190,325	4,372,082	4,489,100
Net Income (loss) before Contributions to General	472,165	589,332	645,443	704,546	739,900
Contributions to General	420,000	432,600	445,578	458,945	465,830
Net income (loss)	52,165	156,732	199,865	245,601	274,070
Allocations					
Capital Expenditures	(320,000)	(375,000)	(250,000)	(70,000)	(100,000)
Transfers from (to) reserves	320,000	375,000	250,000	20,000	100,000
Transfers from (to) surplus	(94, 165)	(198,732)	(241,865)	(287,601)	(316,070)
Reserve fund in excess of amortization	42,000	42,000	42,000	42,000	42,000
Surplus (Deficit)	•	&	, 65	φ.	<b>₩</b>

City of Grand Forks
Five Year Plan 2014 to 2018
Operations Summary
Supporting Schedule A

Water		2014 Plan		2015 Plan		2016 Plan		2017 Plan		2018 Plan
Revenue Parcel Tayes	ь	Y	e		6		e		6	
User Levies	•	793,650	<del>)</del>	809,500	<del>)</del>	825,700	<del>)</del>	842,200	9	859,000
Fees and Charges		4,284		4,400		4.500		4.600		4.700
Government Grants - Capital		879,556		,						1
		1,677,490		813,900		830,200		846,800		863,700
Operations Expense		666,332		676,300		686,400		696,700		707,151
Preventative Maintenance Program		111,601		113,833		116,110		118,432		120,801
Studies & Planning				ě		i		ű.		
Debt Interest		8		ě		Ĩ		ű		7
Amortization		200,000		204,000		208,080		212,242		216,486
Total Expenses		977,933		994,133		1,010,590		1,027,373	Ì	1,044,437
Net Income (Loss)		699,557		(180,233)		(180,390)		(180,573)		(180,737)
Allocations										
Debt proceeds		1,572,423		367,500		367,500		367,500		367,500
Capital Expenditures		(3,857,846)		(469,500)		(469,500)		(469,500)		(469,500)
Capital Planning				1		10		110		
Debt principal repayment		0		Q.		٠		Heli		, in a
Transfers from (to) reserves		1,405,866		į		à		10		: - POPS
Transfers from (to) surplus		(20,000)		78,233		74,310		70,332		66,251
Reserve fund in excess of amortization		200,000		204,000		208,080		212,242	ļ	216,486
Surplus (Deficit)	w	•	69	8	69	٠	S	(31)	•	:•0

City of Grand Forks
Five Year Plan 2014 to 2018
Operations Summary
Supporting Schedule A

		2014 Plan		2015 Plan		2016 Plan		2017 Plan		2018 Plan
Sewer Revenue										
Parcel Taxes	↔	6,041	<del>()</del>	6,041	↔	6.041	G	6.041	ь	6.041
User Levies		819,560		836,000		852,700		869,800		887,200
Fees and Charges		4,080		4,200		4,300		4,400		4.500
Government Grants - Capital		612,889								
		1,442,570		846,241		863,041		880,241		897,741
Operations Expense		701,321		711,800		722,500		733,300		744,300
Preventative Maintenance Program		35,700		36,414		37,142		37,885		38,643
Studies & Planning		)		ì		<b>%</b>		=1		
Debt Interest		54,874		54,874		54,874		54,874		54,874
Amortization		165,000		167,475		169,987		172,537		175,125
Total Expenses		956,896		970,563		984,504		998,596	Ì	1,012,942
Net Income (Loss)		485,674		(124,322)		(121,463)		(118,355)		(115,201)
Allocations										
Debt proceeds		339,777		210,000		210,000		210.000		
Capital Expenditures		(976,667)		(244,500)		(244,500)		(240,500)		¥
Capital Planning				0		î				
Debt principal repayment		(48,975)		(48,975)		(48,975)		(48,975)		(48,975)
Transfers from (to) reserves		24,000		1		Û		ı		
Transfers from (to) surplus		11,191		40,323		34,951		25,294		(10,949)
Reserve fund in excess of amortization		165,000		167,475		169,987		172,537		175,125
Surplus (Deficit)	₩		49	•	₩		€9	<b>       </b>	49	I.

# City of Grand Forks Appendix B to Bylaw 2005 Year 2014 - 2018 Financial Plan Bylaw Amendment No. 1 Revenues, Property Taxes and Exemptions

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the five year financial plan bylaw, objectives and polices regarding each of the following:

- the proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
- the distribution of property taxes among the property classes; and
- the use of permissive tax exemptions.

### **Sources of Revenue**

Revenue source	% of Total 2014 Revenue
Property taxes , grants in lieu &	
franchise Fees	22.3%
Parcel taxes	0.7%
User levies	13.4%
Fees and charges	36.9%
Grants and other	26.8%

### Objective

For operations, to maintain annual increases to a level that approximates the annual increase in inflation unless a specific program or project is identified that requires tax revenue funding. For capital and fiscal, to review and address annually the long term needs for capital infrastructure.

### **Policies**

- The City will review the fees/charges annually to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue resources instead of property taxes.
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

# **Distribution of Property Tax Rates**

In establishing property tax rates, Council will take into consideration:

- The amount of property taxes levied as compared to other municipalities.
- The property class conversion ratio as compared to other municipalities.
- The tax share borne by each property class
- The tax ratios of each property classification

# City of Grand Forks Appendix B to Bylaw 2005 Year 2014 - 2018 Financial Plan Bylaw Amendment No. 1 Revenues, Property Taxes and Exemptions

The City will receive the Revised Assessment Roll for 2014 in April and will set the property tax rates based on the assessment before May 15, 2014. The 2014 distribution of property tax rates amongst all the property classifications will not be known until then.

The distribution for 2013 were as follows:

Property Class	% of General Revenue Taxation
Residential	51.9347%
Utility	1.6893%
Major Industry	26.0002%
Light Industry	19.0238%
Business and Other	1.3242%
Recreation / Non-profit	0.0097%
Farm	0.0181%

# Objective

To ensure equity among property classes by reviewing the ratios of property class allocations annually. In 2009 the industry tax ratio was lowered to 17.06 from 20.52. In 2013, the industry ratio was lowered to 9.92 from 10.55 in 2012. As well, in 2013, the business conversion ratio was lowered from 2.52 in 2012 to 2.39. In 2013 the light industy class was lowered from 2.96 to 2.93. For 2014, consideration for class conversion ratios will be considered in April.

### **Policies**

- The City will review and set tax rates and shift each property classification's tax share annually until such time as Council deems the property classifications' share to be equitable.

# **Permissive Tax Exemptions**

In guiding and approving permissive tax exemptions, Council will take into consideration:

- Not-for-profit occupiers of City property for the duration of their occupancy.
- Land and improvements surrounding a statutorily exempt building for public worship.

# Objective

To optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents, to provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner, to restrict provision of exemption to those providing an extension to city services and to reduce the impact to city revenues.

### **Policies**

Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to the public.

sidewalk repair budget subdivision/development costs Vic Services flow through 489,000 MFA borrowing grant revenue 200,000 slag reserve 1,500 6,000 300,000 30,000 7,500 3,500 3,500 8,000 5,000 20,000 60,000 85,000 35,560 48,975 46,585 క S S S s s 3,500 489,000 6,000 300,000 30,000 7,500 3,500 200,000 8,000 3,000 1,500 20,000 48,975 180,560 46,585 DR s S s ₹ \$ ↔ \$ s s 4 S \$ Ş Ś Ś 10-2-2606-248 SURPLUS 10-2-2700-380 SURPLUS 10-2-2100-350 SURPLUS 10-2-6001-476 SURPLUS 11-2-2317-350 SURPLUS 10-2-2599-355 SURPLUS 10-2-2606-350 SURPLUS 10-1-5100-029 10-1-5100-156 10-2-2388-350 SURPLUS 10-2-2332-350 10-2-2599-355 10-2-2101-230 SURPLUS 13-2-2800-396 SURPLUS 10-2-2610-350 SURPLUS 10-2-6522-350 10-1-5100-180 10-1-1100-012 10-1-1700-865 10-1-1100-010 ACCOUNT SURPLUS SURPLUS CAP SP 8 2013 Winnipeg Liquor Store \$5k into surplus \$1500 Vic Services Grant into their surplus Reallocation of expenses to Engineering Airport - \$8000 survey every 4 years Spray Park - \$200,000 Slag Reserve City Hall rebuild contingency \$80k Advertising budget omission - 20K Debt principle sewer omission Airport subdivision - \$7500 Paving project - \$489,000 Water Main break - Feb **Economic Action Plan** Economic Action Plan Mural project - 6k Revenues omitted resolution of council resolution of Council resolution of council resolution of council Feb 11, 2014 July 21, 2014 Sept 2, 2014 Aug 8, 2014 Working Papers 9 15 11 17 13 14

2014-2018 Financial Plan Amendment

2014-2018 Financial Plan Amendment Working Papers

Summary  Net Increase in Revenues  Net Increase in Expenditures  Balance \$ 969,  \$ 789,  Funded by:  GEN Surplus  WATER Surplus  SWR Surplus  Borrowing  Decrease in grants  Slag Fund  Vic Services Deferred Revenue	IOTAL ADJOSTMENTS:		w	\$ 1,350,120 \$	1,350,120
let Increase in Revenues  let Increase in Expenditures  Balance \$  EN Surplus  WR Surplus  Orrowing  Pecrease in grants  ic Services Deferred Revenue  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$  \$	Summary				
FEN Surplus  VATER Surplus  WR Surplus  orrowing ecrease in grants lag Fund ic Services Deferred Revenue	Net Increase in Revenues Net Increase in Expenditures		٧١	\$ 969,560	180,560
VATER Surplus VATER Surplus OVER Surplus Forcease in grants Igg Fund Tic Services Deferred Revenue		Balance	, ,	789,000	
nts \$	Funded by:				
nts \$	GEN Surplus			ψ,	221,025
nts \$	WATER Surplus			·	30,000
\$ sevenue	SWR Surplus			•••	48,975
\$ sevenue	Borrowing			ν.	489,000
Slag Fund Vic Services Deferred Revenue	Decrease in grants		Ś	200,000	
Vic Services Deferred Revenue	Slag Fund			\$	200,000
	Vic Services Deferred Revenue				
				Ş	789,000

Propriet Banks Controls  CAO City Hall WAC/Lighting  Elect Recloser confrois  Fig. Water Maters  File Recloser confrois  File Water Maters  West End Rive Protection  Elect 2014 Transformer PCB Marmt Plant  Replacement  Replacement  Replacement  Replacement  Replacement  CAO 22nd Street (Hwy 3 to 78th Ave)  Bellect 2014 System & Voltage Conversion  CAO 22nd Street (Hwy 3 to Market Ave)  Bellect 2014 System & Voltage Conversion  CAO 22nd Street (Hwy 3 to 78th Ave)  Bellect Riverside Dr. Recloser & Water main  Bellect 2014 System & Voltage Tobing Prass (I springing Imps)  Brig Downtown Beautification Phase II  Fing Downtown Beautification Restore (Building Imps)  Fing Downtown Beautifications  Fing Maters and Clock Tower (Building Imps)  Fing City Holl Clock Tower (Building Imps)  Goon, Le-solder, new coopers skift  Z112 Riverside Dr. Roof repair (Building Imps)  GOO IT Council laplops, software & Lic  Find Council laplops, software & Lic  Find Council Induling Imps)  GOO IT Council Induling Imps)  CFO IT Council Induling Imps)	Porchay Cap  Opening AuthanCES  PROFOSED TRANSFER - Equip Fund to Cap Fund City Hall HVAC/Lighting Recloser controls Sith St Watermain Replace Water Maiers Her Fruck Water System Locates Water System & Vertical Turbine Replacement Wastewater Treatment Plant Headwork's Grinder 2014 Transformer PCB Migmt Plan Riverside Dr Re-conductor 2014 System & Vollage Conversion 2014 System & Vollage Conversion 2014 System & Vollage Conversion Spragett Bridge Tubing Parking Lat Bouleward Tree Replacement If Smart Board, Speakers & Conferencing for Council Chambers Downthown Beautification Phase II Fence remale beacon sites (Airport Upgrades) MAAP's relocate storm sewer & water main beneach Habilat Restore (Building Imps) City Hall Clock Tower (Building Imps) City Hall Clock Tower (Building Imps) GIS Software & Purchase & Mapping Library - replace 2 HVAC units (Building Imps) GIS Software & Purchase & Locate Park facility PW painting & replace 2 bay doors & openers (Building Imps)	OPENING BALANCES  ROPIOSED TRANSTER - Equip Fund to Cap Fund City, Hall HVAC/Lighting Recloser controls Sith St Watermain Replace Water Meters Replacement Water Jose Hortection Well 3 - 200 HP Vertical Turbine Replacement Wasterneit Replacement Headwork's Ginder 2014 Transformer PCB Mgmt Plan Riverside Dr. Re-conductor 2014 System & Vollage Conversion 2014 System & Vollage Conversion Strand Street (Hwy 3 to 78th Ave) Sand Street (Hwy 3 to 78th Ave) Spragest Bridge Tubing Parking Lat Beauleward Tree Replacement If Smart Board, Speakers & Conferencing for Council Chambers Downhown Beautification Phase II Fence remaie beacon stram sewer & water main Deneral Habitat Restore (Building Imps) City Hall Clock Tower (Building Imps) City Hall Clock Tower (Building Imps) Glean, re-solder, new capper skirt 7212 Riverside Dr. Roof repair (Building Imps) Glean, re-solder, new capper skirt 7212 Riverside Dr. Roof repair (Building Imps) Library - replace 2 HVAC units (Building Imps) Library - replace 2 HVAC units (Building Imps) Library - replace 2 HVAC units (Building Imps) Adons & openers (Building Imps)	OPERING BALANCES  ROOTOSED IZANSTER - Equip Fund to Cap Fund  City Hall HVAC/Lighting  Shi Si Watermain Replace  Water Meters  Shi Si Watermain Replace  Water Meters  Shi Si Watermain Replace  Water System Locates  West End Fire Protection  Water System Locates  Wast End Fire Protection  Wastewater Treatment Plant  Headwork's Ginder  2014 Transformer PCB Mgmt Plan  Replacement  Source  Sha Sireer (Hwy 3 to 78th Ave)  Sha Sha Water Balacement  Sha Sha Water Balacement  If Smart Board, Speakers & 200000  Sha Sireer (Hwy 3 to 78th Ave)  Sha Sha Water Beautification Phase II  Fence Female Beacon sites (Airport Upgrades)  MAAR's relocate starm sewer & water main  Beautify Balace (Building Imps)  Caniferencing for Council Chambers  Downtown Beautification Phase II  Fence Female beacon sites (Airport Upgrades)  MAAR's relocate starm sewer & water main  Beneath Habitat Restore (Building Imps)  Cally Hall Clock Tower (Building Imps)  Gis Software & Purchase & Mapping  Gis Software & Purchase & Loc  Clay Hall Clock Tower (Building Imps)  If Council laptabe, software & Lic  Balace  Park facility/Pwy painting & replace 2 bay  Stoop  Park facility/Pwy painting & replace 2 bay  Stoop  Park facility/Pwy painting & replace 2 bay  Stoop	Page   Descript   Opt   Control	Courte legal Coling   Courte   Courter   Courte   Court	Colored Hold But Note	Percental color   Control   Cert   Write   Street   Control   Cert   Write   Street   Cert   Cert   Cert   Write   Street   Cert   Ce	Octobac   Octo	Pubblic blank   Pubblic blan	Participation   Control Marketin   Control Market
	30,000 400,000 1,300,000 1,300,000 6,5,864 45,000 1,000,000 42,000 20,000 20,000 20,000 300,000 45,000 15,000 15,000 15,000 15,000 15,000 25,000		30,000 342,000 344,000 344,000 344,000 346,000 4,000 15,000 15,000 15,000 15,000	30,000 1,300,000 1,300,000 1,300,000 1,300,000 1,300,000 1,300,000 1,300,000 1,300,000 1,000 1,000,000 1,00	30,000 1,300,000 1,3	30,000 1,300,000 1,500	30,000 1,300,000 1,3	30,000 1,300,000 1,500 1	1,000,000   1,00	1,000,000   1,00
30,000 1,300,000 1,300,000 1,300,000 1,300,000 1,300,000 1,0	40,000 39,000 34,000 45,000 45,000 25,000 25,000 23,333 35,334 33,333 35,000 35	24,000 24,000 684,000 256,667 1.300,000 233,333 35,000 33,333	61,697 1,447,251 Grant Biol 61,697 1,447,251 (See,667 1,300,000 1,36,667 1,300,000 1,3	668-000 688-000 688-000 688-000 688-000 688-000 688-000 688-000 688-000 688-000 688-000 688-000 688-000	684,000 688,000 466,667 25,000		1,300,000 11,300,000 234,000 233,333		0000	2700
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1,300,000   1,30	40,000   30,000   45,	24,000 24,000 23,333 33,333 33,333 33,333 33,333 33,333	61,697 1-1447.251 Betrowing 64,866 1-1300,000 688,000 342,000 688,000 344,000 446,667 233333 25,000 100,000	647.251 Borrowing 266.667 133.333 1.300,000 466.667 233.333 2.5,000 100,000	Grant Berrowing 266.667 133.333 2.5.000 688.000 344.000 466.667 233.333 2.5.000 100.000	1,300,000 342,000 344,000 233,333			0000	9790
1,000,000   1,00	No.   11   11   11   11   11   11   11	24.000 24.000 25.000 25.000 25.000 25.000 25.000 25.000 25.0000	1,00,000   1	1447.25    1547.25	Sec. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   1838333   256. 6667   256.	1,000,000   15,000	17,125   S87,265   B644,322   S87,265   B644,322   S87,265   B644,322   S87,265   B644,322   S8,000   B8,000	17,125   587,245   644,322   17,125   26,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   100,000   15,000   1		



City of Grand Forks 2014 Capital Requests

1717																		Spring.		
#	Fund	Mano	Manag Descript Opt	Costs	GEN	WTR	333	SWR	Library Trust	Gas Tax	Grant	Borrowing	Insurance	Parking Reserve	Equipment	Equipment   Capital/Land   Slag	Slog	Sumplus		
																			2.664.132 Reserves	serves
₩ 84	29 Electrical	Eug	Eng Dick Bartlett Electrical Upgrade	10,000			10,000									10,000				
30	30 General	Eng	Eng Library renovation	920,000	000'059						920,000									
9	31 General	W	68th Street Paving, drainage	489,000	489,000							489,000								
32 G	32 General	Eng	Eng City Hall rebuild contingency	300,000	300,000													300,000		
																	2	Total Reserve 1,010,500	1,010,500	
_1			GRAND TOTALS	9,645,179	4,555,666 3,	3,857,846	255,000	776,667	35,000		1,365,866 2,880,334	4,040,979	12,500	17,000	50,500	543,000	400,000	300,000	9.345.179	
_				9,645,179													L			
GEN	N.								35,000		1,387,889	2,128,778	12,500	17.000	50,500	224.000	400 000	300 000	739 000 4	4.555 667
3	WTR									1,365,866	879,556									3,857,845
出	ш															255,000				255,000
SWR	ا پ										612.889	339,777				24.000			24,000	976,666
_				0	0	0	0	0	35,000	1,365,866	1,365,866 2,880,334	4,040,978	12,500	17,000	50.500	543,000	400.000	m.	300,000 2,423,866 9,645,178	645.178