

THE CORPORATION OF THE CITY OF GRAND FORKS
 AGENDA - COMMITTEE OF THE WHOLE MEETING
 Monday October 6th, 2014 9:00am
 6641 Industrial Parkway, Meeting Room

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1	<u>PRESENTATIONS</u>		
2	<u>CALL TO ORDER</u>		
	The Mayor called the October 6th, 2014 COTW meeting to order		
3	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	Agenda for October 6th, 2014	Adopt agenda	THAT the October 6th, 2014 Committee of the Whole agenda be adopted as presented.
4	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	Doug Allin - Chief Administrative Officer	Verbal report to Committee of the Whole - Update and Strategic Plan review	Receive for Information
	Lynne Burch	Rotary Spray Park update	Receive for Information
5	<u>PRESENTATIONS FROM STAFF</u>		
	Manager of Operations Memo - Mgr of Operations - Library HVAC.pdf	HVAC Grand Forks Library	THAT the Committee of the Whole receive the memorandum regarding HVAC at the Grand Forks Library.
	Manager of Development and Engineering 2014.09.24_City Hall Project Progress Report_FINAL.pdf	City Hall Reconstruction Progress Report	THAT the Committee of the Whole receives for Information the memorandum regarding the City Hall progress report.
	Manager of Development and Engineering Memorandum to October 6 - Heritage Revit.pdf	Heritage Revitalization Status Update and Chronological List of Events	THAT the Committee of the Whole receives the memorandum regarding the Heritage Revitalization Status update and chronological list of events.

Manager of Development and Engineering
[RFD - Mgr of Dev & Eng - Public Meeting Bylaw 2002 - Sagamore & 2nd Road Closure.pdf](#)

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.

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.

Monthly Highlight Reports from Department Managers
[Chief Financial Officer.doc](#)
[Development & Engineering.doc](#)
[Operations.doc](#)
[Corporate & Community Services.doc](#)
[Building & Bylaw Services.doc](#)
[Fire Chief.doc](#)

Staff request for Council to receive monthly activity reports from department managers

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

6 **REPORTS AND DISCUSSION**

7 **PROPOSED BYLAWS FOR DISCUSSION**

Chief Financial Officer
[RFD - CFO - Bylaw 2005 - 2014-2018 Financial Plan Amendment 1.pdf](#)

Bylaw 2005-2014-2018 Financial Plan Amendment

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.

Manager of Development and Engineering Services
[RFD - Mgr of Dev & Eng - Subdivision Bylaw 1424-R Repeal.pdf](#)

Subdivision and Development Repeal Bylaw No. 1424-R

THAT Committee of the Whole recommends to Council to receive the Subdivision and Development Repeal Bylaw 1424-R, 2014 and refers the bylaw to the October 20th, 2014, Regular Meeting for first, second and third reading.

Manager of Development and Engineering Services
[RFD - Mgr of Dev & Eng - Subdivision Bylaw 1970 Draft.pdf](#)

Subdivision Servicing Bylaw No. 1970, 2014

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, second and third readings.

Manager of Development and

Sewer Regulation and Rates

THAT the Committee of the

Engineering and
Manager of Operations
[RFD - Mgr of Dev & Eng - Sewer
Bylaw 1500-R repeal.pdf](#)

Repeal Bylaw No. 1500-R,
2014

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 reading.

Manager of Development and
Engineering and
Manager of Operations
[RFD - Mgr of Dev & Eng - Sewer
Bylaw 1974 Draft.pdf](#)

Sewer Regulations Bylaw No.
1974, 2014

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

- 8 **INFORMATION ITEMS**
- 9 **CORRESPONDENCE ITEMS**
- 10 **LATE ITEMS**
- 11 **REPORTS, QUESTIONS AND INQUIRIES
FROM MEMBERS OF THE COUNCIL
(VERBAL)**
- 12 **QUESTION PERIOD FROM THE PUBLIC**
- 13 **ADJOURNMENT**

MEMORANDUM



DATE : October 6, 2014

TO : Mayor and Council

FROM : Manager of Operations

SUBJECT : HVAC - Library

INTRODUCTION

During the 2014 Annual Budget deliberations for the City of Grand Forks, a report was presented by staff outlining the status of the existing HVAC units located at the Library. These units are over 40 years old and maintenance costs on these units are progressively increasing through the years. As a result, a Capital budget was approved by council to replace these units, set at \$35,000.00 for 2014.

DISCUSSION

In 2014, direction was given to staff to provide a Condition Report of the existing units and a recommendation for the unit replacement. The report presented to the staff confirmed the units are at or approaching the end of their reliable service life and replacement options were presented. These options were replacing existing units with:

1. Heat pump units with electric heat back-up (2 units) - \$29,500.00
2. Gas heat with air conditioning (2 units) - \$27,900.00

Presently, the existing two units are electric. By replacing these units with increased energy efficient units consisting of heat pump with electric back up, a power consumption savings of approximately 5 kW during heating and 10 kW during cooling would be realized (Option 1).

The direction of installing gas heat with air conditioning units (Option 2) is complicated by the absence of a gas line service to the roof of the library. Although, not impossible, the installation of this line would have to be factored into the overall cost at approximately \$5,000.00 typically.

With emphasis on carbon neutrality and lowering our carbon footprint by utilizing electric over gas, it is the Manager of Operations recommendation that Option #1 be approved as the replacement of the HVAC equipment at the Grand Forks Library at a cost of \$29,500.00.

GRAND FORKS PUBLIC LIBRARY
EXISTING HVAC EQUIPMENT VS REPLACEMENT OPTION COMPARISON

EXISTING UNITS (TWO)

Manufacturer: Lennox
Model: CHA8-1353-8Y
Voltage: 208/230, three phase
Cooling Capacity: 120,000 nominal btuh (10 nominal tons)
Heating Capacity: 144,500 nominal btuh (42.4 kW)
Estimated Power Consumption (heating): ~45.4 kW
Estimated Power Consumption (cooling): ~20.0 kW

REPLACEMENT OPTION #1
HEAT PUMP WITH ELECTRIC BACK UP (TWO UNITS)

Manufacturer: RUUD
Model: RJNL-B120CL
Voltage: 208/230, three phase
Cooling Capacity: 120,000 nominal btuh (10 nominal tons)
Heating Capacity (resistant electric): 98,000 nominal btuh (28.8 kW)
Heating Capacity (heat pump): ~85,000 btuh (~25 kW) @ 30 deg. F OAT
Heating Capacity (combined): ~183,000 btuh (53.6 kW) @ 30 deg. F OAT
Heating Capacity (combined): ~143,000 btuh (42 kW) @ 0 deg. F OAT
Estimated Power Consumption (heating @ full capacity): ~40 kW
Estimated Power Consumption (cooling): ~10 kW

REPLACEMENT OPTION #2
GAS HEAT WITH AIR CONDITIONING (TWO UNITS)

Manufacturer: RUUD
Model: RKNL-B120CM
Voltage: 208/230, three phase.
Cooling Capacity: 120,000 nominal btuh (10 nominal tons)
Heating Capacity (output): 182,250 btuh (65.9 kW)
Estimated Gas Consumption (heating @ full capacity): 225 CFH Natural Gas
Estimated Power Consumption (heating): ~1.6 kW-PUMP ONLY
Estimated Power Consumption (cooling): ~10.5 kW-PUMP ONLY

Notes: Figures are based on actual building voltage of 208 volts, three phase.
Figures are based on hourly output, equipment at full capacity.
Heat pump output is linear based on OAT (outdoor air temperature).

quote ①
successful.



148 Sagamore Avenue, Grand Forks, BC V0H 1H4
Phone – 250-442-2652 Fax – 250-442-2651
brent@wdsheetmetal.com

June 5, 2014

City of Grand Forks
Grand Forks, BC

RE: Grand Forks Public Library
Attn: David Reid
(dreid@GrandForks.ca)

David,

It is our opinion that the two roof-top heating and cooling units that currently condition the Grand Forks Public Library are at or approaching the end of their reliable service life. In the interests of future equipment reliability and with consideration to maintenance costs, equipment efficiency and associated operating costs, we would like submit the following information in order to assist in your decision making process.

The existing equipment is approximately 40 years of age. It is 100% electrically driven and is 10 nominal tons of cooling with a nominal heating capacity of 144,500 btuh at an actual building voltage of 208 volts; three phase (PER UNIT X 2). Please consult the supplied data pertaining to the existing equipment and the following two replacement options:

REPLACEMENT OPTION #1 – HEAT PUMP UNITS WITH ELECTRIC HEAT

To replace the existing roof top heating and cooling units with heat pump units with electric back up heat, our price is \$29,500.00 plus GST.

REPLACEMENT OPTION #2 – AIR-CONDITIONING WITH GAS HEAT

To replace the existing roof top heating and cooling units with natural gas heating units with air conditioning, our price is \$27,900.00 plus GST.

(continued, page two)



148 Sagamore Avenue, Grand Forks, BC V0H 1H4
Phone – 250-442-2652 Fax – 250-442-2651
brent@wdsheetmetal.com

August 11, 2014

City of Grand Forks
Grand Forks, BC

RE: Grand Forks Public Library
Attn: David Reid
(dreid@GrandForks.ca)

David,

We are pleased to provide you with the following quotation.

To supply and install an HRV (heat recovery ventilator) to efficiently improve the indoor air quality at the Grand Forks Public Library, our price is \$9175.00 plus GST.

This quoted cost is complete and would include:

- Supply and installation of HRV, in utility space as discussed on site.
- Supply and installation of fresh air and exhaust air wall penetrations.
- All associated supply and exhaust ductwork.
- Occupancy timer operating control.
- Commissioning.

This system would operate as a dedicated ventilation system that would operate independently of the building heating or cooling systems.

Please don't hesitate to contact me with any questions that you may have.

Regards,

Brent Haslam

Brent Haslam
WD Sheetmetal Ltd.

CITY HALL RECONSTRUCTION STATUS REPORT

DATE: September 24, 2014



Project Progress

The City Hall Reconstruction project is making great progress. The main floor is taking shape with framing and drywall being completed over the next couple of weeks. An extensive amount of the HVAC system and electrical wiring are in place. The four original columns have been restored and, upon receiving a coat of paint, will look as they did when the building was first built in the early 1900's.

Challenges

The project team, which consists of the General Contractor, the design consultants and the City of Grand Forks representatives, has been faced with a number of challenges since construction commenced. The team has effectively and efficiently worked together to troubleshoot and solve the issues presented to date. The continued coordination and teamwork that has been exhibited by all parties will result in the success of this project.

Histoic/Renovation

As this project is a renovation of a historic building with little to no documentation of the original construction or subsequent updates and renovations some unforeseen electrical, structural and mechanical issues have arisen during the construction.

One of the major issues is the condition of the load bearing brick wall running the length of the building and acting as a major load bearing element. Some areas where the brick and mortar are disintegrating, and where previous penetrations do not have the proper support, will require rebuilding. Hil-Tech (GC) has also uncovered some concerning existing conditions including duct work and piping running within the brick wall that will require structural filling. These recent issues are in the process of being reviewed by the Structural Engineer and priced by the GC, and so the cost and schedule implications are an unknown at the moment, however it is expected to have at least a small impact.

The issues with the brick wall have also spurred revisions to the mechanical duct work design where originally proposed new penetrations have had to be deleted to ensure structural stability. Falcon, the mechanical engineer, has completed a redesigned of a



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number of duct runs to accommodate; the schedule implications of these changes are also unknown at the moment.

An advantage of the structural issues being uncovered during the construction process is that they will not need to be addressed down the road once the project has completed.

Second Remediation

The second remediation (to remove harmful lead and asbestos from the premises) of the interior took place during the tender period after all consultants had completed a thorough review and design for the reconstruction project. This involved the removal of significant interior finishes and components, including existing mechanical and electrical equipment, that were originally intended for reuse. Some of the differences were identified and revised during the tender period, therefore included in the original contract, however these are limited to items such as replacing drywall and millwork removed during the second remediation. Any items relating to the electrical and mechanical engineers' scope were not identified at the time due to the complex nature of the project and have since been uncovered as the project progresses, resulting in many changes.

The paint on many of the second floor partitions began to increasingly flake off as the project progressed. It is believed that the smoke seal applied during the second remediation, something that was required in order to occupy the building, trapped moisture in the partitions causing the flaking. The best course of action, to negate going into a third remediation to remove lead based paint and causing significant delays to the project, is to apply layers of drywall direct on top of the existing. This involves extending existing electrical boxes and replacing extensive baseboard and trim.

Schedule and Recommendation

The original substantial completion date was set for November 4th, 2014. Due to the extensive approved changes to date, to deal with the second remediation and historic/renovation issues outlined previously, Hil-Tech provided a revised schedule that indicates substantial completion on November 26th, 2014. The only item in the original schedule that would have remained outstanding until December 15th, 2014, was the elevator which has a very long lead time.

While Hil-Tech has been diligent in moving the project forward to attempt to meet their amended November 26th substantial completion date, the recent changes that have come up cannot guarantee a space that can be occupied by December 1st,



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2014. Our recommendation is to extend temporary office accommodations throughout the month of December and for staff to be working in a fully functional and complete City Hall at the beginning of 2015. We suggest that furniture and equipment begin installation in the days following the elevator installation completion, possibly around December 17th, 2014. There are too many unknowns as a result of the recently uncovered structural issues and the second remediation to plan for an earlier move in date.

Hatch Interior Design Inc.
Per: Rachel Clarida



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MEMORANDUM



DATE: October 6, 2014

TO: Mayor & Council

FROM: Sasha Bird, Manager of Development & Engineering Services

SUBJECT: Heritage Revitalization Status Update and Chronological List of Events

As part of the City of Grand Forks Sustainable Community Plan (SCP) which was intended to guide the community to envision, plan and implement a long-term, healthy, viable future that addresses the Community's needs at the present time and ensures that the needs of future generations are also met. The SCP expresses the City's commitment to this future and ensures that all the components of sustainability are considered: the social, economic, environmental and social factors.

The City of Grand Forks has a rich history and heritage which manifests itself in both people and the buildings which inhabit the community. One of the SCP's objectives and policies were to aim to protect and enhance the heritage values of the community.

The following is a status update including a list of chronological events with respect to what the City has accomplished to date regarding heritage revitalization.

In 1985, the City received funding from B.C. Heritage Trust to hire a heritage consultant to do a survey of the Grand Forks area. A consultant was hired and in July of 1986 the Grand Forks District Heritage Survey was presented to the Heritage Advisory Committee. The goal of the study was to identify the heritage resources and to assess their significance.

In 2002, Council adopted a bylaw to establish the Grand Forks Heritage Advisory Design Panel containing the terms of reference for the panel when dealing with heritage revitalization and conservation issues.

Also in 2002, Council amended the Official Community Plan Bylaw #1541 and created the Heritage Corridor, designating that portion of Central Avenue from 5th Street to 12th Street as being within the "Heritage Corridor" and designating these properties as being in a Heritage Corridor Development Permit area.

Five bylaws were adopted designating five properties as municipal heritage sites. The designated properties were:

- Bylaw 1350, 1990 – Holy Trinity Anglican Church (after the church burned down the designation was removed);
- Bylaw 1340, 1992 – CPR Station (Station Pub);
- Bylaw 1342, 1992 – Perley School Annex;
- Bylaw 1358, 1992 – 981 Central Avenue Residence;
- Bylaw 1457, 1995 – Golden Heights Heritage Revitalization Agreement (the Bylaw was repealed in 2009);
- Bylaw 1714, 2003 – 524 Central Avenue (Heritage Court House); and
- Bylaw 1715, 2003 – 220 Market Avenue (City Hall).

In February 2011 the City hosted a workshop for the downtown merchants and owners facilitated by the Ministry of Tourism, Trade and Investment to give the participants an opportunity to develop a heritage planning program and design guidelines and to identify heritage values in the downtown core.

After the workshop, the B.C. Heritage Branch prepared the Business Improvement Area and a Planning Program Development Plan for the City.

The City's Sustainable Community Plan was adopted in October, 2011. The goals and objectives of the plan, as it related to Heritage Revitalization are:

- To reinforce the City Centre as the historic focus of commercial and institutional activity;
- To accent the heritage values through preservation of heritage architecture and sites; and
- To enhance the visual appearance of the entire community.

The plan provides general guidance towards development proposals and a vision for future land use and capital expenditures. The SCP also provides a degree of certainty to Council and residents regarding the form and character of the community with a view towards long-term sustainable development and provides a vision for Grand Forks and encourages self-sufficiency through the implementation of sustainability principles.

The objectives and policies of the SCP aim to protect and enhance the heritage value of the City centre by preserving the heritage character in designated areas of Grand Forks and to encourage maintenance of heritage buildings in a manner that preserves their historical quality and character. The plan also encourages new homes in heritage areas to reflect a heritage design theme and to balance and integrate heritage conservation objectives with other community initiatives and priorities.

Bylaw 1929 was adopted in December, 2011 establishing the terms of reference for the Heritage Advisory Design Panel Volunteers. The deadline for submissions to sit on the panel was February 3, 2012. To the best of Staff's recollection, the City did not receive any submissions from volunteers to sit on the panel.

2013 and 2014 – as part of heritage conservation and downtown revitalization, the City completed two downtown beautification projects.

Respectfully submitted,



Sasha Bird
Manager of Development & Engineering Services

Heritage Study, Survey & Revitalization

A Heritage Advisory Committee Establishment Bylaw No. 1222, 1985 was adopted on October 15, 1985 to make recommendations to Council regarding the designation of heritage buildings, structures and lands and the preservation, alteration, renovation or demolition of heritage buildings, structures or land.

The City received funds from B.C. Heritage Trust to hire a heritage consultant to do a survey. The Chamber of Commerce received funds from Canada Jobs Strategy and hired 3 workers to do the field work and to assist the consultant in historic research for the survey. The study started in January, 1986.

July 1986 – Robert Hobson, M.C.I.P. prepared the Grand Forks District Heritage Survey for the Heritage Advisory Committee. The methodology of the report was

- Architectural History (building's style);
- Culture (people and events);
- Context (setting and site); and
- Integrity (impact of changes to a building).

The goal of the study was to identify the heritage resources and to assess their significance.

The recommendations that came out of the report were:

- Public Policies in Support of Heritage Conservation;
- Establish a Heritage Registry;
- Designation of Heritage buildings, structures and lands;
- Increase Public Education and Awareness to establish a successful Heritage Conservation Program;
- Encourage voluntary designation and conservation; and
- Create heritage conservation districts.

March 2, 1992 – Bylaw 1342 cited as the Grand Forks Municipal Heritage Designation Bylaw was adopted designating the Perley School Annex building (1300 Central Avenue) as a municipal heritage site.

December 7, 1992 – Bylaw 1358 cited as the Grand Forks Municipal Heritage Designation (981 Central Avenue Bylaw was adopted, designation the property as a municipal heritage site.

November 7, 1994 – Province of BC announced a \$20,000.00 downtown revitalization program grant to rehab heritage façade on CPR Station (Station Pub).

October 7, 1996 – Bylaw 1486 cited as the Heritage Designation (Golden Heights Estate) Bylaw was adopted designating the property as a municipal heritage site.

December 10, 2002 – the Heritage Corridor bylaw amendment was introduced to Council to consider designating that portion of Central Avenue from 5th Street to 12th Street as a “Heritage Corridor” and to place this area in a Heritage Corridor Development Permit area, in order to meet the objectives of the City’s Official Community Plan. At the end of the day, Council approved the amendment and the Heritage Corridor designation and development permit area was included in the OCP.

Staff prepared a legal description, location and owner listing for all the properties located in the Heritage Corridor area.

December 30, 2002 – the City received the first application from 619 Central Avenue to amend the OCP and Zoning bylaw to rezone their property from R-3 (Multi-Family Residential) to AUC (Adaptive Use Commercial).

February 24, 2003 – Bylaw 1711 cited as the Amendment to the City of Grand Forks Official Community Plan Designation Bylaw was adopted. Bylaw 1712 cited as the Amendment to the City of Grand Forks Zoning Bylaw was adopted to rezone property at 619 Central Avenue to Adaptive Use Commercial.

April 22, 2003 – Bylaw 1714 cited as the Heritage Designation (Grand Forks Court House) Bylaw was adopted. Bylaw 1715 cited as the Heritage Designation (Grand Forks City Hall) Bylaw was adopted.

Could not locate any other correspondence from 2003 to 2006.

September 16-17, 2006 – Heritage Facilities Planning workshop was attended by President Dann Lebedoff and Administrator Wanda Mizner in Vernon, B.C.

February 21, 2008 – the City filled out a survey received from the Heritage Branch titled Preserving our Provincial Heritage of Traditional Windows.

August 18, 2008 – B.C. Heritage survey results and Heritage strategy workshops with respect to the February 21, 2008 survey request.

January 19, 2009 – Boundary Museum agreed to assist the Grand Forks Art Gallery in preserving and displaying heritage exhibits and displays.

May 25, 2009 – Council received Staff’s report on the development permit requirements in the Heritage Corridor.

June 2, 2009 – Staff prepared a listing for Council, of all municipal heritage designations that were done by bylaw. The following bylaws were adopted:

- Bylaw 1315, 1990 – Holy Trinity Anglican Church
- Bylaw 1340, 1992 – CPR Station – 7654 Donaldson Drive

- Bylaw 1342, 1992 – Perley School Annex – 1300 Central Avenue
- Bylaw 1358, 1992 – Lochrie residence – 981 Central Avenue
- Bylaw 1714, 2003 – GF Court House – 524 Central Avenue
- Bylaw 1715, 2003 – City Hall – 7217-4th Street

July, 2009 – the Heritage Centre and the Visitor Information Centre conducted guided and self-guided tours of homes and businesses of historic significance.

January 6, 2010 – the City endorsed the Heritage Building Conservation Certificate Program proposed by Community Futures and Selkirk College to provide stimulus to the region's tourism and cultural sectors.

January 7, 2010 – the City of Rossland held a Heritage Workshop called Learn How to Write Statements of Significance.

January 11, 2010 – the City formed an Economic Development Task Force established to embark upon the process of developing a heritage planning program and design guidelines. Letters were sent to Community Futures and Heritage BC requesting information on what steps were involved to establish a heritage registry, conservation zones and regulations.

January 10, 2011 – letters were sent to downtown businesses inviting them to attend a workshop on February 16. Participants will develop an understanding how a value based heritage management process will guide future conservation and development and will be given an opportunity to work together to identify heritage values of the downtown core.

May 15, 2011 – after the workshop, the BC Heritage branch prepared a Heritage Program Business Improvement Area proposal and a Planning Program Development Plan for the City.

October 11, 2011 – Bylaw 1919 cited as the City of Grand Forks Sustainable Community Plan Bylaw was adopted which addressed, Heritage conservation, policies and guidelines.

November 8, 2011 – Staff introduced Bylaw 1929 – Heritage Advisory Design Panel Establishment Bylaw for first, second and third readings.

December 19, 2011 – Council adopted Bylaw 1929 which establishes the terms of reference for the panel. The City advertised on the City's website for Heritage Advisory Design Panel Volunteers to come forward and offer their time to the committee. The deadline for submissions was February 3, 2012.

2013 – as part of Heritage conservation and revitalization, the City started the Downtown Revitalization project by painting crosswalks, upgrading 2nd Street infrastructure to water hanging baskets and planters, fix broken sidewalks, etc.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Sasha Bird,
Manager of Development and Engineering Services
Date: October 6, 2014
Subject: To close that portion of unnamed, undeveloped road traversing through Lot 1 and Lot 2, District Lot 534, S.D.Y.D., Plan KAP73069, located between Sagamore Road and 2nd Street.

Recommendation: THAT THE 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 & 2nd Street Road Closure.

BACKGROUND: Staff had received a request to close a portion of unnamed road, located between Sagamore Road & 2nd Street which has never been developed or used as a road. The two adjacent property owners had requested that the City close the ~10,801.3 square meter (~2.7 acre) portion of unnamed, undeveloped road traversing through Lot 1 and Lot 2, Plan KAP73069 (their properties), located between Sagamore Road and 2nd Street.

If the adjacent property owners are not interested in purchasing their portion of the closed road, the City would acquire a piece of industrial zoned property which could be sold to the public for future development.

Referrals were sent to the various agencies for their comments or concerns and they were requested to respond by April 17, 2014. No concerns or comments regarding the Sagamore Road and 2nd Street road closure were received by that date.

At the September 2, 2014 Regular meeting, Council gave first and second readings to Bylaw 2002, being the Sagamore Road & 2nd 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 make representation to Council if they had any comments or concerns with respect to the proposed road closure.

On September 15, 2014, Staff sent letters to the surrounding property owners, inviting them to the October 6, 2014 Committee of the Whole meeting to make representation to Council if they have any comments or concerns with respect to the proposed road closure. Staff also sent the required public notice advertisement to the paper, to be advertised in the September 23 and September 30, 2014 editions of the Gazette. A copy of Bylaw 2002 was sent to the Ministry of Transportation and Infrastructure for their information and comments prior to the Committee of the Whole public meeting.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

- General:** The closure could be considered as housekeeping by closing undeveloped, unused roads and lanes that Councils deems surplus to the needs of the City and creating sellable, developable property for the benefit of the Community.
- 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.
- Financial:** By acquiring and selling properties, the City would be generating income from the sale of the land and income through taxation, and thereby welcoming new businesses and jobs into the Community.
- Policy/Legislation:** The requirements to close a portion of road and to advertise the closure are legislated in the Community Charter.
- Attachments:**
- A copy of Bylaw 2002, being the Sagamore Road and 2nd Street Road Closure bylaw;
 - A plan showing the location of the road to be closed;
 - An arial view of the subject properties that the road traverses over;
 - A copy of the City of Grand Forks Real Estate Strategy Guiding Policy #806;

Recommendation: **THAT THE 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 & 2nd Street Road Closure.

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

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 Community Charter, Council may, by bylaw, close and remove the dedication of a highway or a portion of it;

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

1. To close and remove the dedication of those portions of road measuring 1.098 hectares, legally described as Parcel A & 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;
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;
3. That this bylaw may be cited for all purposes as the "**Sagamore Road and 2nd Street Road Closure Bylaw No. 2002, 2014**".

Read a **FIRST** time this 2nd day of September, 2014.

Read a **SECOND** time this 2nd day of September, 2014.

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

Approving Officer

FINALLY ADOPTED this _____ day of _____, 2014.

Brian Taylor, Mayor

Diane Heinrich, Corporate Officer

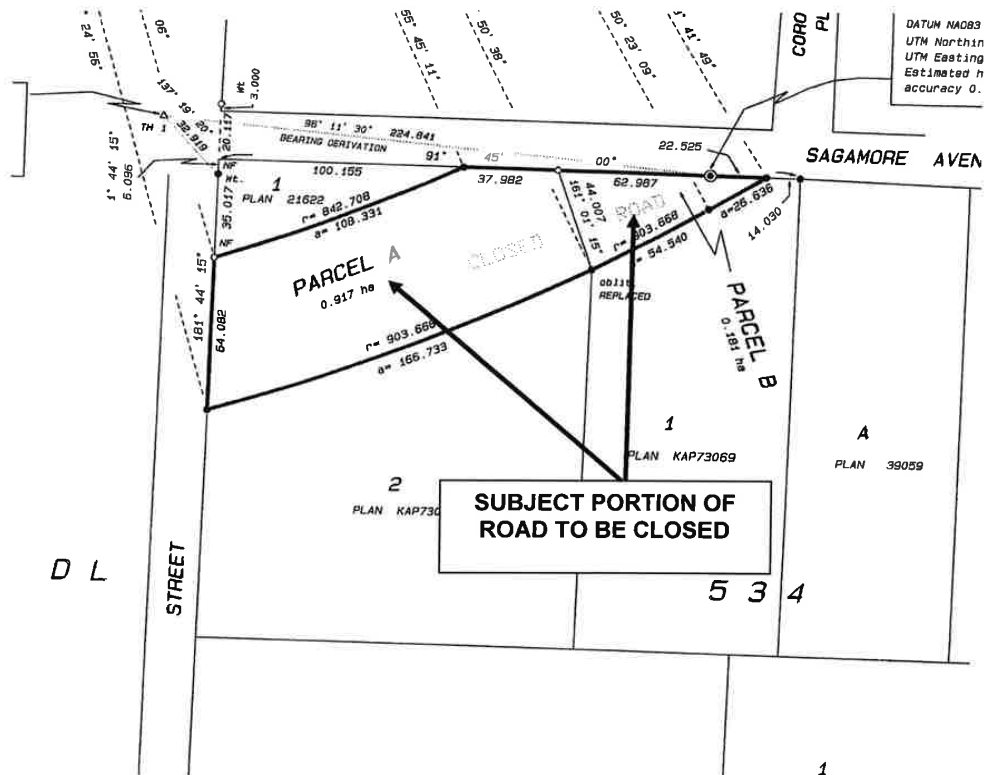
C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2002, as passed by the Municipal Council of the City of Grand Forks on the _____ day of _____, 2014.

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

Dated this _____ day of _____, 2014.

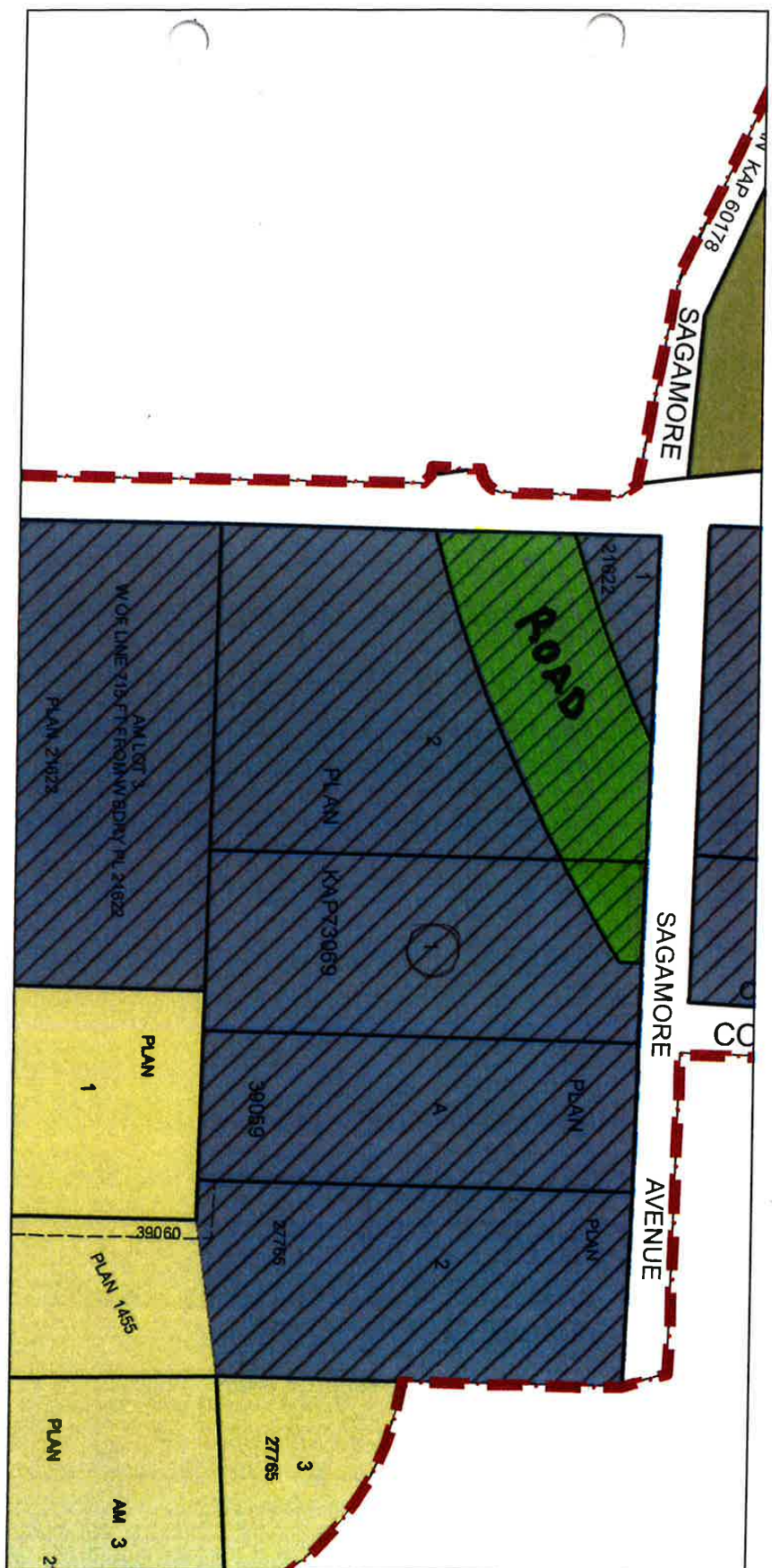
SCHEDULE "A"



This is Schedule "A" referred to in Section 1 of the Sagamore Road & 2nd Street Road Closure Bylaw No. 2002, 2014.

Date of adoption

Corporate Officer





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 Community Charter 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, identified 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 Community Charter governing how the City can participate in transactions. The requirements of the Community Charter are so prescriptive. There is no further requirement to establish policies in this regard. Key highlights of the Community Charter 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
 - 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.

MONTHLY HIGHLIGHT REPORTS



DATE : September 26, 2014
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS : For the Month of September, 2014

- ❖ Tax sale last Monday of September
- ❖ 2015 Permissive Exemptions bylaw given first three readings, advertised in paper twice, will be adopted October 6, 2014
- ❖ Over 120 suppliers signed up for automatic deposit! Now Starting implementation of Utility Billing e-billing
- ❖ Preparing Financial Plan amendment for COTW on October 6, 2014
- ❖ Head Start
- ❖ IT has been meeting with managers and software providers to investigate requirements for Asset Management System (GIS)
- ❖ Wrapping up busy campground season
- ❖ Entering new water meter and electrical meter info into our financial software
- ❖ Training for upcoming Vadim upgrade – E3
- ❖ Upgraded software for aviation fuel reporting at the airport

MONTHLY HIGHLIGHT REPORTS



DATE: October 6, 2014
TO: Committee of the Whole
FROM: Manager of Development & Engineering
HIGHLIGHTS: For the Month of September, 2014

- ❖ Downtown Beautification Upgrades – 75% Complete
 - ❖ City Hall Re-Construction Project – Main Contract 55% Complete, Changes to Main Contract 25% Complete
 - ❖ Completed Revisions to the Subdivision, Development and Servicing Bylaw
 - ❖ Received 5 Development Enquiries
 - ❖ Received 7 Enquiries Regarding City Owned Property for Sale
 - ❖ Completed the Heritage Summary Report
 - ❖ Continued Work on the Economic Status Report
 - ❖ Completed a Development Variance Permit for 881 64th Ave
 - ❖ Completed Review of the Draft Kettle River Watershed Management Plan
 - ❖ Met with the RDKB to Discuss the Next Steps for the Demonstration Garden Project
-

MONTHLY HIGHLIGHT REPORTS



DATE : October 6, 2014
TO : Committee of the Whole
FROM: Manager of Operations
HIGHLIGHTS : For the Month of September, 2014

Public Works Department

- ❖ Drainage improvement (swale/ditching and/or dry well installation) at
 - 17th & 66th – dry well with swale
 - 75th & 6th – swale and shouldering
 - 75th & 24th – swale and shouldering
- ❖ Installation of ATV Staging Area – parking lot, kiosk install, porta-potty, ramp install
- ❖ Road Patching with base repair
 - 27th Street south of 68th Ave.
 - Coronation Avenue
 - Alley behind 7th St. – 9th St. north of 72nd.
- ❖ Cemetery – grave restorations
- ❖ Annual park aeration and over-seeding with Eco-seed (requires less watering when established)
 - Angus MacDonald, Gyro Park, James Donaldson, Gallery 2
- ❖ Education Upgrade –Public Works Foreman attending PADM course

MONTHLY HIGHLIGHT REPORTS



Water/Sewer Department

- ❖ Assisting Neptune Technology with water meter installs (assisting with inquiries)
- ❖ Continuing with Sanitary Sewer Main Flushing Program
- ❖ Water Infrastructure Upgrade – water service repair at 13th St. and 73rd Ave.
- ❖ East Zone Reservoir Building improvements continuing. Building constructed, controls and electrical transferred, insulated, exterior finish to be completed.
- ❖ Cross Connection Control Program – Letters sent to businesses for annual backflow prevention assembly test.
- ❖ Installing grinder impeller kit upgrade for Pump #2 at Boundary Lift Station. Will greatly eliminate ragging and after hour call-outs.

Electrical Department

- ❖ Preparing and tendering of Riverside Re-conductor Project
- ❖ In-house preparation for Riverside Re-conductor Project
 - Ordering of materials

MONTHLY HIGHLIGHT REPORTS



- Removing smaller arms and Installing larger arm supports on existing poles. (Power outage required on September 28th to necessitate arm transfers)
 - Pole replacement on Riverside Drive (North)
 - ❖ Work with engineer and City Departments on new Electrical Regulations Bylaw.
 - ❖ Continuing electrical meter audits
 - ❖ Continue re-test meter program (2nd round of 3 rounds in 2014). First round of meters being re-installed after successful test.
 - ❖ Received low voltage concerns in town. Fortis contacted. Fortis investigated their system and repaired and adjusted the issue.
 - ❖ Continue tree trimming concerns around power poles and lines.
 - ❖ Education Upgrade – Coordinator attending PADM course
-

MONTHLY HIGHLIGHT REPORTS



DATE : October 6th, 2014

TO : Committee of the Whole

FROM: Corporate & Community Services

HIGHLIGHTS : For the Month of September, 2014

- ❖ Prepared City Newsletter for Gazette
 - ❖ Events:
 - Debriefed with summer event coordinators
 - Organized and prepared for Carnival for weekend of September 27th
 - ❖ Elections:
 - Prepared and handed out nomination packages
 - Prepared and posted any advertising for elections in order to meet legislative requirements
 - Met with School District and RDKB
 - ❖ Met with Mural Committee
 - ❖ Prepared travel arrangements and binders for UBCM
 - ❖ Communications:
 - Prepared media releases regarding water meters
 - Asset management
 - Open for Business Award
-

MONTHLY HIGHLIGHT REPORTS



DATE : September 29, 2014
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS : For the Month of September, 2014

- ❖ Bylaw Office Review
 - ❖ 9 Unsightly properties in various stages of clean up
 - ❖ 5 unsightly properties that will be receiving notices shortly
 - ❖ 16 unlicensed vehicle removed from the city's boulevards
 - ❖ 3 more currently outstanding
 - ❖ 1 more sea cans removed from the downtown core
 - ❖ 1 more receiving a notice to remove the sea cans
 - ❖ Building Inspections
 - ❖ September has seen 6 more new permits issued
 - ❖ 155,000 in new construction this month
 - ❖ \$3,180,000 in permits to the end of September
 - ❖ 1 Solar Power Generation project
 - ❖ 3 Renovation projects
 - ❖ 1 Single Family Rebuild (Fire Damaged Property)
 - ❖ A 400,000 Single Family Dwelling to break ground in the next week
-

MONTHLY HIGHLIGHT REPORTS



DATE : September 30, 2014

TO : Committee of the Whole

FROM: Fire Chief

HIGHLIGHTS : For the Month of September, 2014

- ❖ Total calls for September: 44 (17 Fire, 2 Rescue, 25 First Responder)
- ❖ Volunteer recruiting through the summer are showing success, with 5 members joining in September (4 new, 1 returning)
- ❖ Reviewed area evacuation zone maps as prepared by RDKB Emergency Planning and suggested some changes to the plan.
- ❖ Offered automobile extrication training on the weekend of Sep 27, attended by 9 volunteers plus two instructors.
- ❖ Forestry has lifted most open burning restrictions in the valley as of Sep 26.
- ❖ Volunteers held their 21st Golf Tournament with active and retired firefighters from 4 departments participating.
- ❖ Volunteers attended the Rock Creek Fall Fair to represent their current fundraiser, the 2014/2015 Firefighter Calendar. Proceeds to benefit the Rotary Spray Park.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: September 24, 2014
Subject: Bylaw 2005 - 2014-2018 Financial Plan Amendment
Recommendation: 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 20, 2014 Regular meeting of Council

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 68th 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 lately.
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.
6. 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.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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 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 be seen in the financial plan summary attached, the above adjustments result in an additional \$300,000 funded from surplus, \$489,000 funded from multi-utility borrowing and \$200,000 from the Slag Fund.

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) |

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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

OPTIONS:

1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.
2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.
3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.

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 Community Charter 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 **FIRST** time this ____ day of _____

Read a **SECOND** time this ____ day of _____

Read a **THIRD** time this ____ of _____

FINALLY ADOPTED this ____ day of _____

Mayor Brian Taylor

Corporate Officer Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2005, as adopted by the Municipal Council of the City of Grand Forks on the ____ day of _____

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

	2014	2015	2016	2017	2018
Revenue					
Property taxes , grants in lieu & franchise Fees	\$ 3,002,062	\$ 3,061,100	\$ 3,121,300	\$ 3,182,700	\$ 3,245,300
Parcel taxes	91,041	6,041	6,041	6,041	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)
Transfers 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	\$0

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

General	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Revenue					
Property Taxes	\$ 2,897,537	\$ 2,955,500	\$ 3,014,600	\$ 3,074,900	\$ 3,136,400
Parcel Taxes	\$ 85,000				
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	257,575	260,151
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
Government Grants - Capital	1,387,889				
Other Sources	134,114	136,800	139,500	142,300	145,100
Restricted Investment Income	-	-	-	-	-
	5,983,499	4,588,346	4,667,571	4,748,321	4,830,497
Expenses					
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	4,715,400	4,786,100
Community Support	302,920	307,464	312,076	316,757	321,508
Preventative Maintenance Program	144,258	146,422	148,618	150,847	153,110
Studies & Planning	-	-	-	-	-
Debt Interest	44,484	30,000	25,000	20,000	15,000
Amortization	900,000	909,000	918,090	927,271	936,544
Total Expenses	5,949,996	6,020,386	6,101,484	6,183,875	6,267,462
Net Income (Loss) before Other Income	33,503	(1,432,040)	(1,433,913)	(1,435,554)	(1,436,965)
Other Income					
Contributions from Electrical	420,000	432,600	445,578	458,945	465,830
Gain (Loss) on Disposition of Assets	-	-	-	-	-
Net Income (Loss)	453,503	(999,440)	(988,335)	(976,609)	(971,136)
Allocations					
Debt proceeds	2,128,778	-	-	-	-
Capital Expenditures	(4,555,666)	-	-	-	-
Capital Planning					
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	900,000	909,000	918,090	927,271	936,544
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

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
Equipment Recoveries	\$ 471,443	\$ 477,100	\$ 482,800	\$ 488,600	\$ 494,500
Operations Expense	461,518	468,400	475,400	482,500	489,700
Net Recoveries	9,925	8,700	7,400	6,100	4,800
Debt Interest	1,603	1,603	1,603	1,603	1,603
Amortization	232,874	234,038	235,209	236,385	237,567
Net Recoveries (Loss)	(224,552)	(226,941)	(229,412)	(231,888)	(234,370)
Gain (Loss) on Disposition of Assets	-	-	-	-	-
Net Recoveries (Loss)	(224,552)	(226,941)	(229,412)	(231,888)	(234,370)
Allocations					
Debt proceeds	-	-	-	-	-
Capital Expenditures	-	(50,000)	(50,000)	(50,000)	(50,000)
Debt principal repayment	(74,426)	(59,541)	(47,633)	(38,106)	(30,485)
Transfers from (to) reserves		(40,000)	(40,800)	(41,616)	(42,448)
Transfers from (to) surplus	66,104	142,444	132,636	125,225	119,736
Reserve fund in excess of amortization	232,874	234,038	235,209	236,385	237,567
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

**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	\$ 4,324,609	\$ 4,540,839	\$ 4,767,881	\$ 5,006,275	\$ 5,156,500
Fees and Charges	63,226	65,512	67,886	70,352	72,500
	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
	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	70,000	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)	\$ -	\$ -	\$ -	\$ -	\$ -

**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
Water					
Revenue					
Parcel Taxes	\$ 793,650	\$ 809,500	\$ 825,700	\$ 842,200	\$ 859,000
User Levies	4,284	4,400	4,500	4,600	4,700
Fees and Charges	879,556				
Government Grants - Capital	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	-	-	-	-	-
Debt Interest	-	-	-	-	-
Amortization	200,000	204,000	208,080	212,242	216,486
Total Expenses	977,933	994,133	1,010,590	1,027,373	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	-	-	-	-	-
Debt principal repayment	-	-	-	-	-
Transfers from (to) reserves	1,405,866	-	-	-	-
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	216,486
Surplus (Deficit)	\$ -	\$ -	\$ -	\$ -	\$ -

**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	\$ 6,041	\$ 6,041	\$ 6,041	\$ 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	-	-	-	-	-
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	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		-	-	-	-
Debt principal repayment	(48,975)	(48,975)	(48,975)	(48,975)	(48,975)
Transfers from (to) reserves	24,000	-	-	-	-
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)	\$ -	\$ -	\$ -	\$ -	\$ -

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 policies 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 industry 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.

2014-2018 Financial Plan Amendment
Working Papers

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

TOTAL ADJUSTMENTS:	\$	1,350,120	\$	1,350,120
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Summary			
Net Increase in Revenues		\$	180,560
Net Increase in Expenditures		\$	969,560
	Balance	\$	789,000
Funded by:			
GEN Surplus		\$	221,025
WATER Surplus		\$	30,000
SWR Surplus		\$	48,975
Borrowing		\$	489,000
Decrease in grants		\$	200,000
Slag Fund		\$	200,000
Vic Services Deferred Revenue			
		-\$	789,000
			\$ 300,000

City of Grand Forks
2014 Capital Requests



#	Fund	Manag	Descrip	Opt	Costs	GEN	WTR	ELE	SWR	Library	Gas Tax	Grant	Borrowing	Insurance	Parking Reserve	Equipment	Capital/Land	Stag	Surplus
OPENING BALANCES																			
PROPOSED TRANSFER - Equip Fund to Cap Fund																			
1	General	CAO	City Hall HVAC/Lighting		30,000		30,000										30,000		
2	Elect	Elect	Recloser controls		30,000			30,000									30,000		
3	Water	Eng	5th St Watermain Replace		400,000		400,000					266,667	133,333						
4	Water	PW	Water Meters		1,300,000		1,300,000				1,300,000								
5	General	Ple	Fire Truck		1,300,000		1,300,000												
6	Water	Eng	Water System Locates		65,866		65,866				65,866								
7	Water	Eng	West End Fire Protection		1,099,313		1,099,313						1,099,313						
8	Water	Eng	Well 3 - 200 HP Vertical Turbine Replacement		40,000		40,000										40,000		
9	Sewer	Eng	Wastewater Treatment Plant Headworks Grinder		24,000				24,000								24,000		
10	Electrical	Elect	2014 Transformer PCB Mgmt Plan		45,000			45,000											
11	Electrical	Elect	Riverside Dr Re-conductor		100,000			100,000											
12	Electrical	Elect	2014 System & Voltage Conversion		50,000			50,000											
13	Mult Utility	CAO	22nd Street (Hwy 3 to 78th Ave) 48" Ave (Kennebec River Dr to 19th St) 3rd St (Hwy 3 to Warner Ave)		1,025,000 1,032,000 700,000		342,000 344,000 233,333		342,000 344,000 233,334			684,000 688,000 466,667	342,000 344,000 233,333						
14	General	Eng	Spogetti Bridge Tubing Parking Lot		42,000		42,000					25,000			17,000				
15	Electrical	Eng	Boulevard Tree Replacement		20,000			20,000						12,500		7,500			
16	General	CFO	If Smart Board, Speakers & Conferencing for Council Chambers		20,000		20,000												
17	General	Eng	Downtown Beautification Phase II		300,000		300,000											200,000	
18	General	PW	Fence remote beacon sites (Airport Upgrades)		4,000		4,000										4,000		
19	General	Eng	MAIS relocate storm sewer & water main beneath Habitat Restore (Building Imps)		45,000		45,000										45,000		
20	General	Eng	City Hall Clock Tower (Building Imps) clean, re-solder, new copper skirt		5,000		5,000										5,000		
21	General	Eng	7212 Riverside Dr. Roof repair (Building Imps)		15,000		15,000										15,000		
22	Mult Utility	Eng	GIS Software & Purchase & Mapping		100,000		33,333		33,333				100,000						
23	General	PW	Library - replace 2 HVAC units (Building Imps)		35,000		35,000			35,000									
24	General	CFO	IT Council laptops, software & Lic		15,000		15,000									15,000			
25	General	PW	Park facility/PW painting & replace 2 bay doors & openers (Building Imps)		25,000		25,000										25,000		
26	General	Eng	Airport - Connect ARCAL (Airport Upgrades)		14,000		14,000									14,000			
27	General	Eng	Dump Box for Unit 807		14,000		14,000									14,000			
28	General	Parks	Spray Park		300,000		300,000					100,000						200,000	
																		2,664,132 Reserves	
																		4,173,080	

City of Grand Forks
2014 Capital Requests



#	Fund	Manag	Descript	Opt	Costs	GEN	WTR	ELE	SWR	Library Trust	Gas Tax	Grant	Borrowing	Insurance	Parking Reserve	Equipment	Capital/Land	Slag	Surplus	2,644,132 Reserves
29	Electrical	Eng	Dick Bartlett Electrical Upgrade		10,000			10,000									10,000			
30	General	Eng	Library renovation		650,000	650,000						650,000								
31	General	PW	68th Street Paving, drainage		489,000	489,000							489,000							
32	General	Eng	City Hall rebuild contingency		300,000	300,000													300,000	
GRAND TOTALS					9,645,179	4,555,846	3,857,846	255,000	976,667	35,000	1,365,846	2,880,334	4,040,979	12,500	17,000	50,500	543,000	400,000	300,000	Total Reserve
					9,645,179															1,010,500
GEN										35,000	1,365,846	1,387,889	2,128,778	12,500	17,000	50,500	224,000	400,000	300,000	739,000
WTR												879,556	1,572,423				40,000		1,405,846	3,857,845
ELE																	255,000		255,000	255,000
SWR												612,889	339,777				24,000		976,666	976,666
					0	0	0	0	0	35,000	1,365,846	2,880,334	4,040,978	12,500	17,000	50,500	543,000	400,000	300,000	2,423,846
																			9,645,178	

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Sasha Bird, Manager of Development & Engineering Services
Date: October 6, 2014
Subject: Subdivision & Development Repeal Bylaw No. 1424-R
Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to receive the Subdivision and Development Repeal Bylaw 1424-R, 2014 and refers the bylaw to the Regular Meeting of Council scheduled for October 20, 2014, for first, second and third 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.

Benefits or Impacts of the Recommendation:

General: The objective is to rescind the 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 and development within the City.

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

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to receive the Subdivision and Development Repeal Bylaw 1424-R, 2014 and refers the bylaw to the Regular Meeting of Council scheduled for October 20, 2014, for first, second and third readings.

OPTIONS:

- 1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.**
- 2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.**
- 3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.**

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1424-R

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

=====

WHEREAS it is deemed necessary and expedient to repeal Bylaw No. 1424 in its entirety;

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

1. That Bylaw No. 1424, cited for all purposes as the "Subdivision and Development Bylaw No. 1424, 1994" and all amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Subdivision and Development Repeal Bylaw No. 1424-R, 2014**".

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

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

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

FINALLY ADOPTED this ____ of _____, 2014.

Mayor Brian Taylor

Diane Heinrich – Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1424-R as adopted by the Municipal Council of the City of Grand Forks on the _____ day of _____, 2014.

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

Date

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Sasha Bird, Manager of Development & Engineering Services
Date: October 6, 2014
Subject: Subdivision, Development and Servicing Bylaw No. 1970, 2014
Recommendation: **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 Regular Meeting of Council scheduled for October 20, 2014, for first, second and third 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.

Benefits or Impacts of the Recommendation:

General: The objective is to rescind the Subdivision and Development Bylaw No. 1424, 1994 and all amendments thereto and to adopt the new 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 and development within the City.

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

Attachments: *Draft – Subdivision, Development and Servicing Bylaw No. 1970, 2014
*Current – Subdivision and Development Bylaw No. 1424, 1994
*Because of the sheer size of these two bylaws (240 pgs and 161 pgs) we have instead made them available for viewing on the Grand Forks

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



website: www.grandforks.ca and at City Hall locations: 7425 – 5th Street and 6641 Industrial Park Way.

Recommendation:

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 Regular Meeting of Council scheduled for October 20, 2014, for first, second and third readings.

OPTIONS:

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

DRAFT

**SUBDIVISION,
DEVELOPMENT AND
SERVICING BYLAW NO.
1970, 2014 (240 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 – 5th Street

and

6641 Industrial Park Way

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Sasha Bird, Manager of Development & Engineering Services
Roger Huston, Manager of Operations
Date: October 6, 2014
Subject: Sewer Regulation and Rates Repeal Bylaw No. 1500-R, 2014
Recommendation: **RESOLVED THAT** the Committee of the Whole recommends to Council to receive Sewer Regulation and Rates Repeal Bylaw No. 1500-R, 2014 and refer the bylaw to the Regular Meeting of Council scheduled for October 20, 2014, for first, second and third readings.

BACKGROUND: The City of Grand Forks Sewer Regulations and 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 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.

Benefits or Impacts of the Recommendation:

General: The objective is to rescind Sewer Regulations & Rates Bylaw 1500, 1997.

Strategic Impact: To allow for adoption of an updated bylaw that reflects current requirements and allows 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 amend or repeal bylaws comes from the Community Charter.

Attachments: 1) Draft – Sewer Regulation and Rates Repeal Bylaw No. 1500-R, 2014

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

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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

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;

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

1. 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.
2. This bylaw may be cited as "**The City of Grand Forks Sewer Regulations and Rates Repeal Bylaw No. 1500-R, 2014**".

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

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

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

FINALLY ADOPTED this _____ 18th day of _____, 2014.

Mayor Brian Taylor

Diane Heinrich – Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1500-R as adopted
by the Municipal Council of the City of Grand Forks on the ____ day of
_____, 2014.

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

Date

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Sasha Bird, Manager of Development & Engineering Services
Roger Huston, Manager of Operations
Date: October 6, 2014
Subject: Sewer Regulations Bylaw No. 1974, 2014
Recommendation: **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 Regular Meeting of Council scheduled for October 20, 2014, for first, second and third readings.

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 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 areas of significant change between the current bylaw and the proposed bylaw are:

- Updated and expanded definitions section to stay current with the manner in which the utility operates.
 - Expanded and updated general provisions including authority to administer and enforce the bylaw, terms and conditions of service, interruption and discontinuation of service, and termination of service sections added.
 - Expanded and updated service connection/disconnection section including inspection chambers and manholes, and non-residential connections sections added.
 - Updated billing and collections section.
 - Significantly expanded and updated waste standards including prohibitions, effluent limitation parameters, sampling and analysis protocols, pre-treatment requirements, volume control, and interception devices sections added.
 - Expanded and updated inspection and enforcement sections including reporting of accidental discharges, compliance with other regulations, offences and penalties, and recovery of costs sections added.
 - Removed the forms from the bylaw to simplify the process for minor revisions to forms.
 - Various wording revisions to reflect current best practices and industry standards.
-

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

- General:** The objective is to rescind 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, 2014
 - 2) Draft - New forms for above – removed from bylaw
 - 3) Current – Consolidated Sewer Regulation Bylaw No. 1500, 1997

Recommendation: **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 Regular Meeting of Council scheduled for October 20, 2014, for first, second and third readings.

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

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 Community Charter, 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 non-commercial 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.
- 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 Regional 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:

- (a) 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 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;
 - (l) 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 composite sample	Two hour composite sample	Grab sample
Aluminum	Al	50.0	100.0	200.0
Arsenic	As	0.5	1.0	2.0
Boron	B	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	4.0
Manganese	Mn	5.0	10.0	20.0
Mercury	Hg	0.025	0.05	0.1
Molybdenum	Mo	1.0	2.0	4.0
Nickel	Ni	2.0	4.0	8.0
Phenols	-	1.0	2.0	4.0
Phosphorus	p	12.5	25.0	50.0
Silver	Ag	1.0	2.0	4.0
Sulphate	SO ₄	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

*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

- 22.1 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 ____ day of _____, 2013.

READ A SECOND TIME this ____ day of _____, 2013.

READ A THIRD TIME this ____ day of _____, 2013

ADOPTED this ____ day of _____, 2013.

Mayor

Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1952, as passed by the Municipal Council of the City of Grand Forks on the ____ day of _____, 2013.

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

Date Signed

SERVICE CHARGES

1. Charges for installation of sewer service:

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

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

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

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

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

- i) Service or main extension (100 mm to 152 mm diameter and/or where the service length is greater than 15 m);

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

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

Private property issue	\$ 250.00	flat rate
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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



THE CORPORATION OF THE CITY OF GRAND FORKS
APPLICATION AND AGREEMENT FOR SEWER DISPOSAL SERVICE(S)

Referenced in
Bylaw No. 1974

Date of Application: _____ Folio Number: _____
Owner or Applicant: _____ Phone Number: _____
Service Address: _____ Legal Description: _____
Mailing Address: _____ Lot: _____ Block: _____
_____ Plan: _____
_____ DL: _____

I, _____ as Owner or Agent of the property on this application, hereby
make application for authorization to proceed with the following works:

<input type="checkbox"/> New connection	<input type="checkbox"/> Re-connect	Parcel size _____	Number of units _____
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Repairs/Adjustments	<input type="checkbox"/> Main Extension
<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Disconnection	<input type="checkbox"/> Other: _____

I will be employing the services of the following Contractor:

Contractor Name: _____

Contractor Contact: _____ Ph: _____
(Name)

The completion of this agreement does not relieve the property owner, or authorized agent, from conforming to all requirements or every pertinent bylaw and regulation enforced within the City of Grand Forks.

In consideration of the approval of this application, I/We agree to duly pay all applicable user rates and service charges for all sewer services provided herein as prescribed by the "City of Grand Forks Sewer Regulations Bylaw", and amendments thereto. I/We further agree that I/We will be bound by all the provisions of the said Bylaw where applicable and the rules and regulations made there under and that in consideration of the aforesaid I will protect and save harmless the City of Grand Forks from all claims for damages caused by the delivery of the said service(s). I/We further agree to release and indemnify the City of Grand Forks, its Council members, employees and agents from and against all liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind I/We or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have to incur in consequence of or incidental to this agreement.

Owner or Agent Signature: _____ Date: _____

Fee \$: _____ Receipt No: _____ Date Paid: _____

City of Grand Forks Signature: _____ Date: _____



**THE CORPORATION OF THE CITY OF GRAND FORKS
APPLICATION AND AGREEMENT FOR SEWER DISPOSAL SERVICE(S)**

Referenced in
Bylaw No. 1974

Office Use Only

Date of Application: _____ Folio Number: _____

AUTHORIZATION TO PROCEED WITH WORKS:

City of Grand Forks Signature: _____ Date: _____

*****Backfill not to be completed prior to final inspection approval*****

APPROVED FOR BACKFILL:

City of Grand Forks Signature: _____ Date: _____

Additional Comments: _____

Utility Coordinator Signature: _____ Date: _____

The information on this form is collected under the authority of the *Community Charter* in order to process your Application and Agreement for Water Supply and Services. Personal information collected is protected pursuant to the *Freedom of Information and Protection of Privacy Act*. ENQUIRIES: Corporate Officer, The Corporation of the City of Grand Forks, temporary address 6641 Industrial Parkway, Grand Forks, BC V0H 1H0 T: 250-442-8266

CURRENT

**SEWER REGULATION
AND RATES BYLAW
NO. 1500, 1997**

THE CORPORATION OF THE CITY OF GRAND FORKS

Consolidated for Convenience
Not Official Version

Sewer Regulation & Rates Bylaw No. 1500, 1997

A Bylaw to Provide for the Regulation and Use of the Sanitary Sewer System and to Set Rates and Charges for the Connection and Use of the System

Sewer Regulations & Rates Amendment Bylaw No. 1569, 1999
Sewer Regulations & Rates Amendment Bylaw No. 1626, 2000
Sewer Regulations & Rates Amendment Bylaw No. 1687, 2001
Sewer Regulations & Rates Amendment Bylaw No. 1709, 2003
Sewer Regulations & Rates Amendment Bylaw No. 1770, 2004
Sewer Regulations & Rates Amendment Bylaw No. 1796, 2006
Sewer Regulations & Rates Amendment Bylaw No. 1823, 2007
Sewer Regulations & Rates Amendment Bylaw No. 1846, 2008
Sewer Regulations & Rates Amendment Bylaw No. 1851, 2008
Sewer Regulations & Rates Amendment Bylaw No. 1898, 2010
Sewer Regulations & Rates Amendment Bylaw No. 1914, 2011

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WHEREAS pursuant to Section 574 and 575 of the *Municipal Act*, Council may, by bylaw provide for the regulation of rates, terms and conditions under which sewer disposal services may be supplied to and used by the residents of the City of Grand Forks;

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

Title:

1. This bylaw may be cited as the “**City of Grand Forks Sewer Regulation and Rates Bylaw No. 1500, 1997**”.

Repeal of Existing Bylaw:

2. Bylaw No. 1156, cited as “City of Grand Forks Sanitary Sewer Regulation Bylaw No. 1156, 1982” and all amendments thereto are hereby repealed.

Definitions:

3. In the Bylaw, unless the context otherwise requires;

Bi-Monthly means every two-month period

Building Sewer Connection means the sewer extending from the property line of the property serviced, or to be serviced, to the building or structure situated thereon and joining the sewer connection to the plumbing systems of the said building or structure

City shall mean the City of Grand Forks

Collector shall mean the person appointed from time to time by Council as Collector

Common Sewer shall mean all sanitary sewer pipes, lift stations, manholes, catch basins and other fittings and fixtures on or under City right-of-ways and easements under the control of the City

Dwelling Unit means one or more rooms used or intended to be used for residential accommodation for one or more persons when such rooms contain(s) kitchen, bathroom and sleeping facilities.

Environmental Health Officer shall mean the person duly appointed from time to time by the Ministry of Health to act as the Environmental Health Officer for the City

Prohibited Waste shall mean waste collected by a grab or composite sample and determined to be:

- * flammable or explosive
- * a cause of obstruction or interference of flow within a common sewer or sewer connection pipe
- * odorous
- * greater than 65 degrees Celsius in temperature
- * pathogenic
- * corrosive
- * radioactive

Property Owner shall mean the registered owner of any lands and premises within the City and shall, where applicable, include the executor or administrator of an estate.

Restricted Waste shall mean waste collected through one operating day composite sampling process and determined to be too hot, too acidic, too basic, too oily, too greasy, and contain any one element in concentrations greater than the following:

<u>Factor/Element</u>	<u>Maximum limit or concentration</u>
maximum temperature	65°C
pH low	5.5
pH high	10.5
Synthetic Oil/Grease	15 mg/L
Natural Oil/Grease	150 mg/L

Sewer Connection shall mean the sewer pipe extending from the common sanitary sewer to the property line of the property being served.

Sewer Service shall mean works or services provided by the City and include:

- collection and treatment of waste
- sewer connection
- common sewer extension

Sewer Treatment Facility shall mean a sewer treatment facility owned and operated by the City

Superintendent of Public Works shall mean the person appointed as such by Council of the City and any person delegated to assist him in carrying out his duties under this bylaw.

General Provision:

4. No person shall make any connection to the common sewer without first receiving approval from the City.
5. 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.
6. 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 the building shall connect, the building sewer with the common sewer in the manner provided by this bylaw.

7. 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 accordance with Section 288 of the *Municipal Act*, the City is not responsible for damages arising directly, or indirectly, out of the breakdown or malfunction of the common sewer.
8. 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.
9. No works or services shall be performed on the common sewer unless authorized in writing by the Superintendent of Public Works (or his designate), and shall conform with the requirements of the City of Grand Forks.
10. No person shall in any way interfere or tamper with any pipe, fixture, fitting, or other component of the common sewer.
11. The City shall not be liable for damages caused as a result of a disruption or discontinuation of sewer service.
12. 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 Superintendent of Public Works.

Application - Connection:

13. No permit for sewer service shall be issued where, in the opinion of the Superintendent of Public Works the common sewer is incapable of adequately serving the property, and in such case the provision of Section 6 of this bylaw shall be deemed to have been waived in respect to that property.
14. Application for sewer service shall be made to the City on the form contained in Schedule "A" of this Bylaw and shall be accompanied by the proper fee as specified in Schedule "B" of this Bylaw. Each application, when signed by the Property Owner includes an agreement to abide by the terms and conditions of this Bylaw and any subsequent amendments thereto.

15. Applications for sewer service submitted by other than the registered or legal Property Owner must be accompanied by a letter of consent or authorization from the registered or legal Property Owner.
16. The sewer service fee paid in accordance with Section 14 does not include works within private property.
17. The minimum diameter of every building sewer connection shall be 100 mm (4 inch).
18. Each lot or premise must be separately and independently connected with the common sewer.
19. Sewer installation methods and authorized materials shall be as set out in the British Columbia Plumbing Code.

Application - Disconnection:

20. When any building within the City is removed or demolished, application for disconnection of a sewer connection shall be made in writing, by the Property Owner, and delivered to the City Office, and until such application has been submitted, sewer rates may be charged as prescribed by Schedule "B" to the Property Owner.
21. On application by a Property Owner, or authorized agent, in the form attached and identified as Schedule "C", and on the payment of the appropriate fee, outline in Schedule "B", the City's authorized personnel will turn the sewer on, or off, as the case may be. Any unauthorized person, found to have turned the sewer on or off, is guilty of an offence under this bylaw, and will be subject to a penalty in accordance with Section 40.
22. The City shall not be liable for damages caused by the breaking of any service pipes or attachments or for any disconnections on the system to repair mains or to tap the mains, if reasonable notice of the intention to disconnect the mains has been given whenever the main is disconnected for more than six hours at any one time. The City shall not be liable for damages caused when the electric power is unavoidably turned-off.

Waste Standards:

23. No person shall discharge prohibited waste into a common sewer or sewage treatment facility. On application, a Property Owner, or authorized agent, may apply for a permit to discharge restricted waste on the form attached as Schedule "D".

24. No person shall discharge waste into a common sewer or sewage treatment facility in excess of 100 cubic meters over any consecutive 30-day period.
25. Any waste likely to damage or increase maintenance costs on the sewer collection system or which may detrimentally effect the sewage treatment process shall be pretreated to render it innocuous prior to discharge into a common sewer.

Rates and Charges:

26. Property Owners shall be responsible for payment of all rates for sewer services provided to properties owned by them.

Bylaw 1846

27. *The user rates and charges specified in Schedule "B" of this Bylaw are imposed and levied for sewer services supplied by the City. All such rates shall be due and payable on or before the date shown as the DUE DATE on the bi-monthly billing rendered by the City. These rates may also be paid on the City's Tax/Utility Preauthorized Pre-Payment Plan.*

Bylaw 1846

28. *User rates not paid by the DUE DATE shall be subject to a penalty of 2% on the working day after the DUE DATE and monthly thereafter.*

29. *Repealed by Bylaw No. 1846*

Bylaw 1846

30. *For any new sewer service connected to the City system during a bi-monthly billing period, full basic charges for the billing period will apply and the user rates relating to water consumption shall be based on recorded consumption. If no meter reading is available, the user rate will be prorated over the number of days from connection to the end of the billing period.*

Bylaw 1846

31. *For any sewer service disconnected from the City system, Section 20 of this bylaw shall apply. Should the Property Owner elect to have sewer service to a building turned on or off, as described in Section 21 of this bylaw, sewer basic fees and user rates will continue to be charged.*

32. *User rates shall be invoiced on a bi-monthly basis.*

Bylaw 1846

33. *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.*

Bylaw 1846

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.

Bylaw 1626

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 City deems credit to be unsatisfactory if, for any reason, two payments fail to be honoured. On the reconciliation date or 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 period. Any resulting amount owing by the customer will be paid to the City. An excess of payments over charges will be paid or credited by the City to the customer. If such amounts are less than \$10.00 (ten dollars), they will be carried forward and included in the calculation of the equal payments for the next period.

Bylaw 1823

34. *Notwithstanding Section 32, all rates 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.*
35. *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.*

Inspection:

36. *The new building sewer connection shall be left uncovered at the joint with the common sewer until it has been inspected and approved in writing, by the Superintendent of Public Works (or his designate). The building sewer connection shall be covered with a minimum of 6 inches of bedding sand.*

37. Officers, employees, and agents of the City of Grand Forks are authorized to enter upon any lands and premises in the City at all reasonable times to ascertain whether the requirements and regulations of the Bylaw are being observed.

Enforcement:

38. Any person who installs a connection to the City common sewer without first obtaining approval and paying the applicable charges will be guilty of an offence under this Bylaw.
39. Any person who violates any provision of this bylaw, or who suffers or permits any act to be done in contravention or violation of any of the provisions of this bylaw, or who neglects or refrains from doing anything required to be done by any provision of this bylaw, commits an offence and is liable on conviction to a fine of not more than \$2,000.00. Each day during which such violation is continued shall be deemed to constitute a new and separate offence.

Enactment:

40. This bylaw shall take effect upon adoption.

Read a **FIRST** time this 1st day of December, 1997.

Read a **SECOND** time this 1st day of December, 1997.

Read a **THIRD** time this 12th day of January, 1998.

FINALLY ADOPTED this 19th day of January, 1998.

Mayor Brian Taylor

City Clerk - J. Lynne Burch

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1500
cited as "City of Grand Forks Sewer Regulation and Rates Bylaw No. 1500,
1997".

Clerk of the Municipal Council of the
City of Grand Forks

**APPLICATION FOR SEWER DISPOSAL SERVICE(S)
FOR ALL NEW CONSTRUCTION**

I, _____ being the Property Owner of
the premises legally described as:

and located at _____ in the City
of Grand Forks, hereby make application for the following services:

_____ the use of a common sewer of residential, commercial or other.
The use or occupancy of the property or premise supplied will be:

(residential, commercial, multi-family, industrial, institutional)

_____ sewer connection repair(s) or adjustment(s)

_____ common sewer main extension

_____ other (provide description) _____

DATED at this _____ day of _____, _____.

APPLICANT _____

TOTAL COST OF SERVICE(S) = \$ _____

Note: a) a detailed cost summary is attached for the Property Owner's review
b) the total costs presented herein will be held firm for a period not exceeding sixty
days from the date of issuance.

City of Grand Forks

Date

AGREEMENT FOR SEWER DISPOSAL SERVICE(S)

The completion of this agreement does not relieve the Property Owner, or authorized agent, from conforming to all requirements or every pertinent bylaw and regulation enforced within the City of Grand Forks.

In consideration of the approval of this application, I/We agree to duly pay all applicable user rates and service charges for all sewer services provided herein as prescribed by the "City of Grand Forks Sewer Regulations and Rates Bylaw" and amendments thereto. I/We further agree that I/We will be bound by all the provisions of the said Bylaw where applicable and the rules and regulations made there under and that in consideration of the aforesaid I will protect and save harmless the City of Grand Forks from all claims for damages caused by the delivery of the said service(s). I/We further agree to release and indemnify the City of Grand Forks, its Council Members, Employees and Agents from and against all liability, demands, claims, causes of action, suits, judgments, losses, damages, costs and expenses of whatever kind I/We or any other person, partnership or corporation or our respective heirs, successors, administrators or assignees may have to incur in consequence of or incidental to this agreement.

DATED this ____ day of _____.

(Property Owner or Agent Signature)

Deposit Required

Receipt Number

AUTHORIZATION TO PROCEED WITH WORKS:

(City of Grand Forks) Date _____

*****Approved for Backfill**

City of Grand Forks

The Personal Information on this form is collected under the authority of the *Municipal Act*. The information collected will be used to process your application for Sewer Service. If you have questions about the collection, use and disclosure of this information, contact the "Coordinator", City of Grand Forks.

SCHEDULE "B"

SERVICE CHARGES

A: Charges for installation of a sewer service:

- ** A deposit of 100% of cost, is payable in advance, prior to installation**
**** Includes initial removal of sewer plug**

Residential

- | | |
|-----------------------------|-----------------------------------------------------------------|
| a) 100 mm (4 inch) diameter | At cost, including any additional service costs itemized in (c) |
|-----------------------------|-----------------------------------------------------------------|

Commercial / Industrial / Institutional / Multi-Family

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b) 152 mm (6 inch) diameter | At cost, including any additional service costs itemized in (c) |
| c) additional service costs | |
| <ul style="list-style-type: none"> - service or main extension (100 mm to 152 mm diameter and/or where the service length is greater than 15 m) | Cost plus any additional service costs itemized in (c) |
| <ul style="list-style-type: none"> - restoration <ul style="list-style-type: none"> - asphalt road repair - concrete curb - sidewalk (concrete) - boulevard landscaping - retention catch basin | <ul style="list-style-type: none"> \$45.00/sq. meter \$85.00/lin. meter \$120.00/lin. meter \$18.00/sq. meter \$1,500.00/each |

B: Charges to Septic Service Contractors/Haulers	\$25.00 per load
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SCHEDULE "B"
SEWER RATES – Effective March 2011

Appendix 1 of
 Bylaw No. 1914
 Page 2 of 2

<u>User Class</u>	<u>per unit</u>	<u>per account (per meter)</u>	<u>per account</u>	<u>Sewer Rates charge per 1/3 cubic meter of Metered Water</u>	<u>BI-Monthly Variable Sewer Charges for Non-Metered per Residence</u>
	<u>BI-Monthly Fixed Charge & Capital Charge</u>	<u>BI-Monthly Fixed Charge & Capital Charge</u>	<u>BI-Monthly Customer Charge</u>		
Metered Multi-Family Apartment (one tax folio)	31.25		10.50	0.325	
Commercial Office Properties (water use restricted to staff washroom)		34.25	10.50	0.325	
Commercial (Class 06) Properties not listed below		56.25	10.50	0.325	
Large Industrial (Class 04) Properties		56.25	10.50	0.325	
Commercial laundry, car wash Properties		56.25	10.50	0.325	
Hotels, Restaurants, Malls		56.25	10.50	0.325	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		56.25	10.50	0.325	
Buildings not connected to Water System on lots where service is available		31.25	10.50		
Residential Properties not metered	40.00		10.50		12.70

Bylaw 1914

SEWER CONNECTION

Turn On / Turn off

Account No. _____ Date: _____

Receipt No. _____ for payment of turn on/off fee.

Date to Be Connected and/or Disconnected _____

at the building of _____
(Property Owner)

(street address)

Signature of Property Owner

For City Use Only:

Sewer Connected / Disconnected this date: _____

Water/Sewer Personnel

Permit to Discharge Restricted Waste
In accordance with Section 23 of Bylaw No. 1500

Account No. _____ Date: _____

Property Owner _____

requests permission to discharge restricted waste in the Common Sewer, from
the premises located at:

(street address)

Date on which discharge of restricted waste will occur _____

Description of Restricted Waste Material (see section 3 of Bylaw No. 1500
"Restricted Waste")

(Signature of Applicant)

Approval Granted as Per Application: _____
Approval Granted as Modified and Outlined
below:

City of Grand Forks