

THE CORPORATION OF THE CITY OF GRAND FORKS  
 AGENDA - COMMITTEE OF THE WHOLE MEETING  
 Tuesday February 10th, 2015  
 7217 4th Street, City Hall

	<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1	<b><u>CALL TO ORDER</u></b>		
	Call meeting to order	February 10th, 2015, COTW	Call Meeting to order at 9:00am
2	<b><u>COMMITTEE OF THE WHOLE AGENDA</u></b>		
	Agenda	February 10th, 2015, COTW Agenda	Adoption of Agenda
3	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
	Multi Agency Accommodation Project <a href="#">Delegation - Multi Agency Accommodation Project.pdf</a> <a href="#">MAAP Lease.pdf</a>	Lease extension on 7212 Riverside Drive	THAT COTW recommend Council refer the request from the Multi Agency Accommodation Project for a lease extension on 7212 Riverside Drive to the February 10th, Regular Meeting.
	Graham Watt - Kettle River Watershed Management Plan Steering Committee <a href="#">Delegation - Kettle River Watershed Mgmt. Plan.pdf</a>	Request for Council's endorsement of the Kettle River Watershed Management Plan	THAT COTW recommend Council refer the request from Graham Watt of Kettle River Watershed Management Plan Steering Committee, requesting Council's endorsement of the Kettle River Watershed Management Plan, to the February 10th Regular meeting for discussion and decision.
	James Kay and Jade Jordan - WSP Development Showcase initiative <a href="#">2015-01-29 Grand Forks Development Showcase - Executive Sum.pdf</a>	Update and Overview of program since initiated in May 2014.	Receive for Information



4	<b><u>PRESENTATIONS FROM STAFF</u></b>		
	Chief Financial Officer <a href="#">RFD - CFO - Policy 802-A1 Contracting Authority &amp; Purchasing revision.pdf</a>	Policy # 802 - Contracting Authority and Purchasing Policy revision.	THAT the Committee of the Whole recommends that Council adopt Policy #802-A1 - Contracting Authority & Purchasing Policy revision at the February 23rd, 2015, Regular Meeting.
5	<b><u>INFORMATION ITEMS</u></b>		
	Acting Corporate Officer	Verbal Report	Receive for Information
6	<b><u>REPORTS AND DISCUSSION</u></b>		
7	<b><u>PROPOSED BYLAWS FOR DISCUSSION</u></b>		
8	<b><u>CORRESPONDENCE ITEMS</u></b>		
9	<b><u>LATE ITEMS</u></b>		
10	<b><u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL (VERBAL)</u></b>		
11	<b><u>QUESTION PERIOD FROM THE PUBLIC</u></b>		
12	<b><u>BUDGET PRESENTATION</u></b>		
	Chief Financial Officer <a href="#">CFO - Financial Plan presentation.pdf</a>	2015 - 2019 Financial Plan Review - Capital Projects	Receive for Information
13	<b><u>IN-CAMERA RESOLUTION</u></b>		
	Acting Chief Administrative Officer	Immediately following the COTW meeting, Council will hold an In-Camera meeting.	THAT COTW recommends Council convene an In-Camera meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to section 90 (1) (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;



90 (1) (e) Acquisition, disposition or expropriation of Land or Improvements that could reasonably be expected to harm the interests of the Municipality;

90 (1) (g) Litigation or potential litigation affecting the municipality.

Be it further resolved that persons, other than members, officers, or other persons to who council may deem necessary to conduct city business, will be excluded from the in-camera meeting.



## Council Delegations

### Background

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

### Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor ~~Konrad~~, and Members of Council, I/We are here this evening on behalf of Multi Agency Accommodation Project

to request that you consider Lease extension on 7212 Riverside Dr.

The reason(s) that I/We are requesting this action are:

We have received a conditional offer of \$100,000 funding to construct Transitional Housing Units from BC Housing.

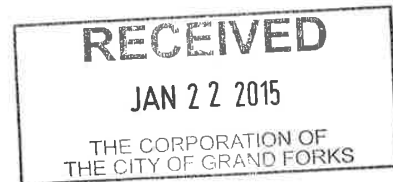
I/We believe that in approving our request the community will benefit by:

The continued development of planned improvements on property leased by Habitat for Humanity on behalf of BETHS, Whispers of Hope and Habitat for Humanity.

**FILE CODE**

(over)

Multi Agency  
D2 - Accommodation Project





## **Council Delegations (cont.)**

I/We believe that by not approving our request the result will be:

**Funding will not be granted by BC Housing**

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution

stating: That the current 5 year Lease of 7212 Riverside Dr. be extended to a period of 10 years as requested by BC Housing.

Name: **JimHarrison, Vice Chair**

Organization: **Boundary Emergency and Transitional Housing Society (BETHS)**

Mailing Address:  
(Including Postal Code)

Telephone Number: **250-442-7682**

Email Address: **harrisoj@shaw.ca**

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

N:Forms/Delegation form

Form may be submitted by email to: [info@grandforks.ca](mailto:info@grandforks.ca)



## INDENTURE OF LEASE

THIS LEASE dated for reference the 24 day of September, 2013.

**BETWEEN**

**THE CORPORATION OF THE CITY OF GRAND FORKS**

7217 4<sup>th</sup> Street, P.O. Box 220  
Grand Forks, British Columbia, V0H 1H0

(hereinafter referred to as the "Landlord")

OF THE FIRST PART

**AND**

**HABITAT FOR HUMANITY BOUNDARY SOCIETY**

7214 – 14<sup>th</sup> Street, P.O. Box 1088  
Grand Forks, British Columbia, V0H 1H0

(hereinafter referred to as the "Tenant")

OF THE SECOND PART

Landlord	Tenant
	



WHEREAS:

- A. The Landlord is the registered owner in fee simple of that parcel of land and premises located at 7212 Riverside Drive, Grand Forks, B. C. and legally described as set out in Schedule "A";
- B. Located on the land is a premise which the Tenant will sublet to Boundary Emergency Transitional Housing Society (Beths) and Whispers of Hope to be used for a homeless shelter, soup kitchen, thrift store, transition housing units, offices and meeting room. The Tenant will be permitted to construct a ReStore situated on the lands set out in Schedule "A", which will include part of the lands on the portion of the closed road, formerly 72<sup>nd</sup> Avenue (the "Restore");

The Landlord wishes to rent to the Tenant and the Tenant wishes to rent from the Landlord premises having an area of 4,400 square feet shown outlined in heavy red line on the sketch plan attached as Schedule "B" (the "Premises") and the land which will include the portion of the closed road. The Landlord will make the improvements set out in Schedule "E".

NOW THEREFORE in consideration of the rents, covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows:

Lease:

1. The Landlord hereby leases the Premises described in Schedule "B" (the "Premises") and located on the land described in Schedule "A" (the "land") to the Tenant on the terms and conditions set out in this Lease.

Term:

2. This Lease shall be for a term of ten (10) years ~~five (5) years~~, commencing on the 24 day of September, 2013 (the "Commencement Date") and expiring on the 23 day of September, 2023 ~~2018~~ (the "Term"). For the purpose of this lease, "Lease Year" means any one year period from the first day of September to the last day of August during the Term or any renewal term.

Rent:

3. The Tenant shall pay the Landlord annual rent of \$1.00 (ONE DOLLAR) payable (the "Rent") each Lease Year in one installment. The payment of \$1.00 (ONE DOLLAR) is payable on August 30 of each Lease Year.

Landlord	Tenant
	



4. The Tenant's obligation to pay rent will be increased after the first year of the Lease from \$1.00 (ONE DOLLAR) per year to a base rent of \$1.00 per year together with 5% of the net profits of all sales or other income made from or through the Tenant's ReStore and Whispers of Hope Thrift Store business, to be determined annually by the Tenant's accountant. (Total annual sales less the operating expenses. (ie: wages, utilities, etc.)
5. If the Tenant is not in default under this <sup>10 year</sup> Lease at the time of giving notice of renewal and at the time of the commencement of the renewal term, the Tenant may renew this Lease for one consecutive ~~5-year~~ renewal term, on the same terms and conditions (except this right of renewal, which is modified accordingly), by giving notice to the Landlord (in the manner required for giving notices) not less than 180 days before the scheduled expiry of this Lease.
6. The rent for the renewal term and paragraph 4 shall be adjusted by an amount to be negotiated between the parties. PROVIDED THAT if the parties fail to agree on the amount of the rent for the renewal term or paragraph 4 the matter shall be referred to arbitration by a single arbitrator to be mutually agreed upon by the parties subject to the provisions of the Commercial Arbitration Act of the Province of British Columbia as from time to time in force. The arbitrator shall determine the annual rent for the renewal term or for clause 4 on the basis of the then-fair market rent for the retail portion of the Thrift Store of the Premises and Land, being the rent which would be paid for the Premises or and Land in their then-current condition (including all leasehold improvements thereto) or in whatever condition the Landlord is entitled to require the Tenant to leave the Premises or and Land at the expiration of the Term, whichever condition would result in higher rent, as between persons dealing in good faith and at arm's length and without regard to any restrictive covenants as to use.

Operating Costs:

7. All of the operating costs in relation to the Premises shall be borne solely by the Tenant. The Tenant is responsible for all its operating costs in relation to its use of the Premises not expressly itemized in Schedule "C".

Landlord	Tenant
	



Utilities:

8. The Tenant shall pay all charges for the utilities itemized in Schedule "C". The Tenant shall pay all charges for telephone service, cablevision or other utility or communication service rendered in respect of the Tenant's use of the Premises not specifically itemized in Schedule "C".

Building Maintenance:

9. Subject to the Tenant's repair obligations as set out in Section 11, the Tenant shall maintain the Premises and shall provide the services in relation to the Building set out in Schedule "C". Neither the Tenant nor the Landlord has any obligation to the other regarding reasonable wear and tear of the Premises or the Building.

Repairs:

10. The Tenant covenants at its sole cost and expense, subject to the provisions of Section 10, to maintain the Premises and its HVAC, mechanical, electrical, plumbing and utility systems in good repair and operating condition, and upon receipt of written notice from the Landlord, to remedy promptly any defects in the Premises and its said systems, reasonable wear and tear excluded. The Tenant shall be responsible for all costs associated with repairs to the Premises arising as a result of the Tenant's use of the Premises or as a result of the use of the Premises by any agent, contractor, licensee, employee or invitee of the Tenant and all costs associated with all other repairs to the Premises, reasonable wear and tear excluded. The Tenant shall not overload any floors in the Premises.

Repair in the Event of Damage:

11. If the Premises are damaged by fire or any other hazard such that the Premises are rendered untenable or such that convenient access is prevented, then if such damage is reasonably and economically capable of repair within ninety (90) days, the Landlord shall, within thirty (30) days of the occurrence of the damage, initiate that repair and forthwith allow an abatement of the Rent which recognizes the nature and extent of the damage, or inconvenience, until such time as the Premises have been rebuilt or access restored. If the Landlord does not initiate the restoration of the Premises or access within the said thirty (30) days, or having commenced the restoration, does not proceed to complete it with reasonable dispatch, then the Tenant may give the Landlord fourteen (14) days notice and thereafter may terminate this Lease forthwith. If the damage is severe enough to preclude the reoccupation of the Premises by the Tenant for a period in excess of ninety (90) days, either party may, within thirty (30) days of the occurrence of the damage, serve notice upon the other of the immediate termination of this Lease.

Landlord	Tenant
	



Landlord's Right to Perform:

12. If the Landlord delivers to the Tenant written notice of an alleged default in any of the services to be provided by the Tenant hereunder, and the Tenant fails to remedy such alleged default in regards to maintenance:
- a) Within thirty (30) days from and after delivery of such written notice; or
  - b) Within such period less than thirty (30) days from and after delivery of such written notice as will ensure that the Landlord suffers no loss or damage if, by reason of the nature of alleged default, the Landlord may reasonably be expected to suffer loss or damage if such alleged default is not remedied within a period less than thirty (30) days,

then and in any and every such event, the Landlord may immediately terminate this Lease and may pursue any other available remedies as well.

Notification of Defect:

13. The Tenant shall promptly give the Landlord notice of any structural or personal accident, defect or damage within the Premises, systems or services for which the Tenant has an obligation under this Lease and which have come to the Tenant's attention.

Access:

14. The Tenant and their respective servants, agents, employees, licensee and invitees shall have the right in common with other occupants of the Premises to pass, repass and utilize the Land for the purposes of ingress, egress and full enjoyment of the Premises, parking and other facilities in use by the Tenant.

Quiet Enjoyment:

15. The Landlord hereby covenants with the Tenant for quiet enjoyment.

Compliance with Laws:

16. The Tenant and the Landlord shall each comply with and observe all federal, provincial and local government laws, bylaws, rules, regulations, orders, permits and licenses in force with respect to the Premises and any alterations to the Premises.

Landlord	Tenant
	



Alterations:

17. The Tenant shall be able, with the prior written consent of the Landlord, (which consent shall not be unreasonably withheld or delayed) to make such alterations or additions to the Premises as it may from time to time request in writing and as are required for the conduct of its business. If the Landlord does not respond within thirty (30) days to such a request, consent will be deemed to have been given.

Notification of Sale or Assignment and Acknowledgement:

18. If at any time during the Term hereof the Premises or the Landlord's interest therein or in this Lease shall be assigned, mortgaged or sold to any third party, the Landlord shall, within fourteen (14) days following the execution and delivery by the Landlord of any assignment or documents of mortgage or sale, deliver to the Tenant a notice in writing of the making of such assignment, mortgage or sale and the effective date thereof and shall obtain an agreement from the assignee, mortgage or purchaser, as the case may be, acknowledging and confirming the Rent, the Term and the other covenants, obligations and conditions of this Lease.

Direction as to Emergency and Payments:

19. In case of emergency the Landlord emergency telephone number is (250) 442-8266 or after hours Accura Alarms (250) 364-5808. Until further notice the Landlord designates the Chief Financial Officer as the recipient for rent and other amounts payable under the Lease.

Insurance:

20. The Landlord shall obtain, maintain and pay for insurance on the Building, excluding the Restore and all chattels of the Tenant against loss or damage by fire and extended coverage perils.

Such insurance shall contain a waiver of subrogation by insurers against the Tenant and its subtenants. The Landlord further agrees to obtain and maintain Public Liability Insurance for an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence.

21. The Tenant shall not do or permit anything to be done which causes the Landlord's cost of insuring the Premises to increase. Any increase in insurance costs to Landlord resulting from the Tenant's breach of this covenant shall be borne by the Tenant.



No Waste or Nuisance:

22. The Tenant shall not:

- a) Commit or permit any willful or voluntary waste, spoil or destruction on the Land or Premises; or
- b) Do or permit to be done anything that may be considered upon investigation to be a nuisance or annoyance to owners or occupiers of adjoining lands or to the public generally, notwithstanding the normal operations of the Boundary Emergency Transitional Housing Society (Beths) and Whispers of Hope to be used for a homeless shelter, soup kitchen, thrift store, transition housing units, offices and meeting room.

Mutual Indemnity:

23. The Landlord and Tenant shall indemnify each other against all claims, actions, causes of action, loss, damage, expense and costs, whatsoever, made by any person arising out of or resulting directly or indirectly and whether by reason of negligence or otherwise, from the performance, default of performance, or, remedying of any default by any party hereto of its covenants and obligations under this Lease.

Annexations of Tenant's Fixtures:

24. The Tenant and the Landlord agree that any additions, alterations, improvements and fixtures made to or installed upon the Premises at the expense of the Tenant other than reasonably moveable fixtures shall, immediately upon affixation, be deemed to be annexed to the Premises. Such fixtures shall remain upon and be surrendered with the Premises upon the expiration or earlier termination of this Lease unless the Landlord and the Tenant otherwise agree. Provided that the Landlord and Tenant agree that the addition known as the ReStore Building is the Tenant's property and can be removed by the Tenant up to six months after the expiration or earlier termination of this Lease, after which time it becomes the Landlord's property without any compensation to the Tenant.

Yielding Up:

25. The Tenant shall surrender the Premises at the expiration or earlier termination, of the Term in good repair to the Landlord, excepting only reasonable wear and tear, damage from fire, storm, tempest and other casualty, and removal of chattels and the Tenant shall not be liable to pay compensation or to make any other payment to the Landlord in respect of restoration or repair of the Premises.

Landlord	Tenant
	



Notice of Default:

26. If the Tenant should break any of its covenants, agreements or obligations under this Lease, the Landlord may send the Tenant a notice of default (in the manner required herein for giving notices) and if the default is one that is curable by the Tenant, the Landlord may notify the Tenant that the default must be cured within 15 days (if the default is non-payment of money) or in other cases, 30 days (or a lesser time in the case of emergency or urgent circumstances).

Landlord's Right to Perform:

27. If the Tenant should fail to rectify a curable default within the time specified and if the default is one that can be cured by the Landlord, the Landlord may, without further notice to the Tenant, take all steps considered in its sole discretion necessary to rectify the default. Nothing in this Lease obligates the Landlord to rectify any default of the Tenant but should the Landlord choose to do so, the Landlord shall not be liable to the Tenant for any act or omission in the course of curing or attempting to cure any default.

Provisos:

28. Provided always and it is hereby agreed that:

- a) If the Rent is unpaid for fifteen (15) days; or
- b) If the Tenant should breach any other of its covenants, agreements or obligations herein and, if such breach is curable by the Tenant, the breach is not cured by the Tenant within 30 days (or other time specified) after receipt of a notice sent by the Landlord to the Tenant, in the manner herein provided, requiring that the breach be cured;

then notwithstanding anything in this Lease to the contrary, the Landlord may, without further notice, enter into and upon the Premises or any part in the name of the whole and to have the same again, repossess and enjoy as of its former estate, and if and whenever the Landlord becomes entitled to re-enter the Premises, the Landlord, in addition to all other rights and remedies, shall have the right to terminate this Lease without further notice. Thereupon, this Lease and the Term or renewal term, as the case may be, shall terminate and the Tenant shall immediately deliver up possession of the Premises to the Landlord in accordance with Section 25.

29. If the Landlord terminates this Lease, the Landlord retains the right to proceed at law against the Tenant for all arrears of Rent and other accrued loss or damage and costs, including all prospective losses or prospective damages suffered or to be suffered by the Landlord arising from the default of the Tenant under this Lease:



30. The Landlord or the Tenant retains the right to terminate this Lease upon the Landlord or the Tenant giving the other party six months' written notice of termination.

Holding Over:

Ten (10)

31. If the Tenant should hold over after the expiration of the ~~Five (5)~~ Term and the Landlord should accept rent, the new tenancy thereby created shall be a tenancy from month to month and not a tenancy from year to year, and shall be subject to the covenants and conditions herein contained so far as the same are applicable to a tenancy from month to month. The monthly rent payable by the Tenant will equal to an amount that is 1/12<sup>th</sup> of the previous years, Rent then payable.

Assignment:

32. This Lease may not be assigned or transferred by the Tenant and the Premises may not be sublet without the consent of the Landlord, such consent may be unreasonably withheld.

Costs:

33. Each of the Landlord and the Tenant is responsible for its own legal costs in relation to the preparation and negotiation of this Lease. The Tenant and the Landlord shall perform all of their obligations, covenants and agreements under this Lease solely at their own cost.

Notice

34. Any notice, document or communication required or permitted to be given hereunder shall be in writing and shall be deemed to be satisfactory if and deemed to have been delivered:
- a) When sent by facsimile transmission or when delivered by hand, on the date of receipt; or
  - b) When mailed by registered mail, on the date received or on the fifth day after receipt of mailing by any Canada post office, whichever is the earlier;

PROVIDED the notice is sent to the party at the address and facsimile number provided herein or to whatever other address or facsimile number the party from time to time in writing may advise.

Law to the Contrary:

35. This Lease shall ensure to the benefit of and be binding on the parties notwithstanding any rule of law or equity to the contrary.



Severance:

36. If any portion of this Lease is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Lease.

Governing Law:

37. This Lease shall be governed by and construed in accordance with the laws of the Province of British Columbia.

Waiver:

38. Waiver by the Landlord of any default by the Tenant shall not be deemed to be a waiver of any subsequent default. A waiver is effective only if it is in writing.

References:

39. Every reference to each party is deemed to include the heirs, executors, administrators, successors, directors, employees, members, servants, agents, officers, and invitees of such party where the context so permits or requires.

Amendment:

40. This Lease may not be modified or amended except by an instrument in writing signed by the Landlord and the Tenant.

Remedies Not Exclusive:

41. No remedy conferred upon or reserved to the parties is exclusive of any other remedy herein or provided by law, but all such remedies shall be cumulative and may be exercised in any order or concurrently.

Charges on Title:

42. The Tenant shall abide by and observe all requirements and restrictions on the title to the Land registered prior to the Commencement Date.

Inurnment:

43. This Lease shall ensure to the benefit of and be binding upon the parties hereto and their respective successors.



Captions:

44. The captions appearing in this Lease have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope or meaning of this Lease.

Interpretation:

45. Wherever the singular or masculine or neuter is used in this Lease, the same shall be construed as meaning the plural, the feminine or body corporate where the context so requires.

Entire Lease:

46. The provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written between the parties with respect to the subject matter hereof.

Time of Essence:

47. Time is of the essence of this Lease.

Further Assurances:

48. The parties shall execute and do all such further deeds, acts, things and assurances as may be reasonably required to carry out the intent of this Lease.

Covenants and Conditions:

49. All of the provisions of this Lease shall be deemed and construed to be conditions as well as covenants as though the words specifically expressing or importing covenants and conditions were used in each separate section.

List of Schedules:

Schedule "A" – Legal Description of the Land  
Schedule "B" – Sketch of the Premises  
Schedule "C" – Tenant's Operating Costs and Services  
Schedule "D" – Tenant's Improvements  
Schedule "E" – Additional Clauses  
Schedule "F" – Retail Square Footage Plan



IN WITNESS WHEREOF the parties have affixed their hands and seals and where a party is a corporate entity, the corporate seal of that entity has been affixed in the presence of its duly authorized officers effective the day and year first recited above.

THE CORPORATE SEAL OF the Landlord was hereunto affixed in the presence of:

  
Authorized Signature City of Grand Forks

  
Authorized Signature City of Grand Forks

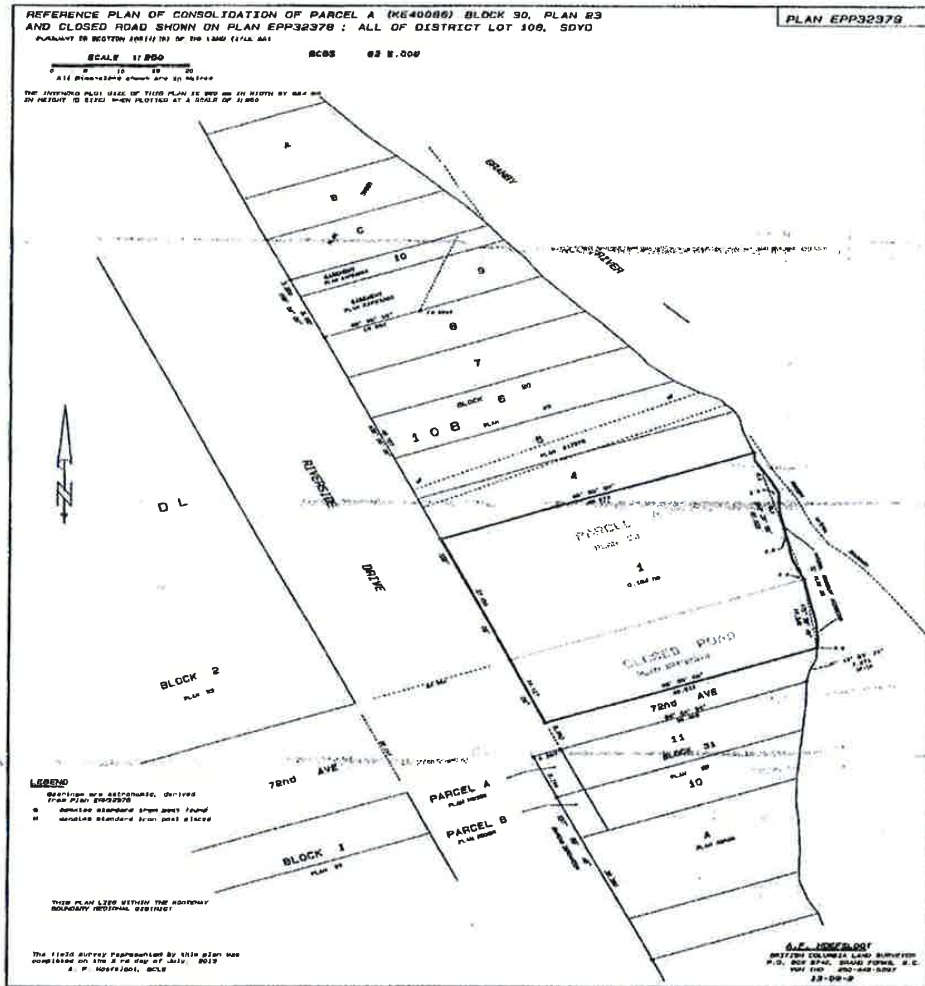
  
Authorized Signature  
Habitat for Humanity Boundary Society  
Executive Director

  
Authorized Signature  
Habitat for Humanity Boundary Society  
Secretary



SCHEDULE "A"	
LEGAL DESCRIPTION	

**Lot 1, District Lot 108, SDYD, Plan EPP32379**

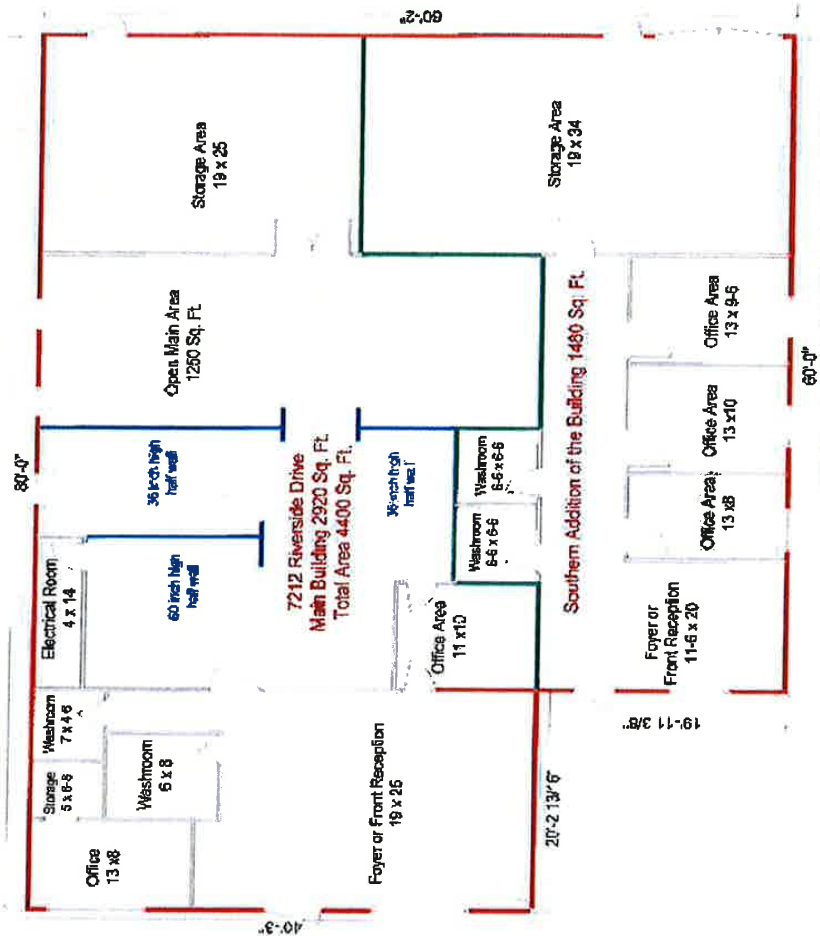


Landlord      Tenant

<i>[Signature]</i>	<i>[Signature]</i>
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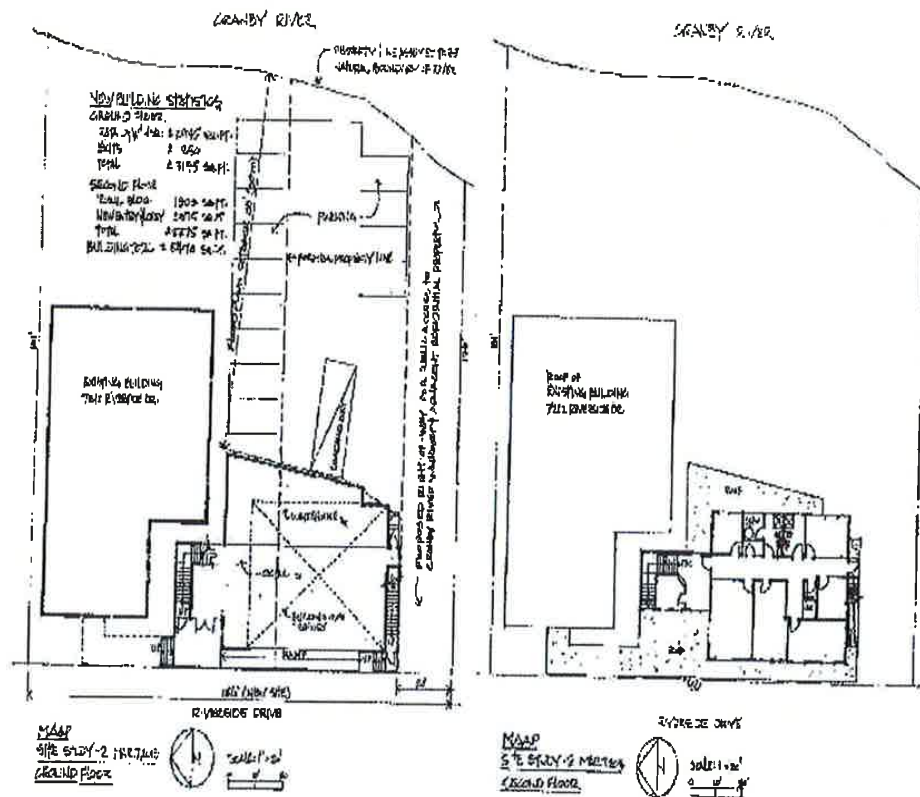
# **SCHEDULE "B"** **SKETCH OF EXISTING PREMISES**



Landlord	Tenant
<i>[Signature]</i>	<i>[Signature]</i>

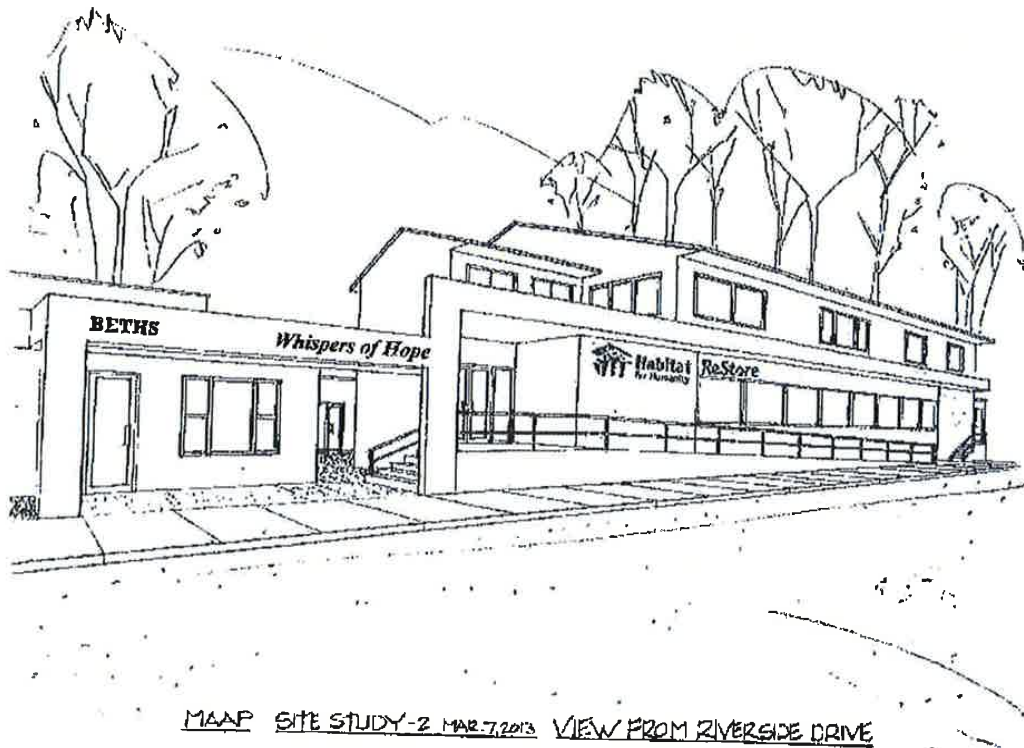


# **SCHEDULE "B"** **SKETCH OF PROPOSED SITE** **PLAN**





**SCHEDULE "B"**  
**SKETCH OF ELEVATION**  
**VIEW**





## SCHEDULE "C"

(A) ITEM	(B) To Be Provided by Landlord, Cost Included in Rent	(C) To Be Provided by Landlord, Cost Borne by Tenant	(D) To Be Provided by Tenant, Cost Borne by Tenant	(E) Does Not Apply
<b><u>5310000CLEANING</u></b> (210) Janitorial Service and Supplies (360) Window Cleaning Interior (350) Window Cleaning Exterior			✓ ✓ ✓	
<b><u>5312000GROUNDS</u></b> (280) Maintenance of Landscaping and Common Area Costs (290) Snow Removal			✓ ✓	
<b><u>5317000HVAC</u></b> (240) Major repairs or replacement (250) Preventative Servicing and Minor Repairs of HVAC System	✓		✓	
<b><u>5318000ELECTRICAL</u></b> (260) Lamp and Tube Replacement (320) Preventative Servicing and Minor Repairs of Elevator(s)			✓	✓
<b><u>5322000NON-ENERGY UTILITIES</u></b> (270) Garbage Removal (310) Water and Sewage			✓ ✓	
<b><u>5410000FUELS</u></b> (240) Heating			✓	
<b><u>5460000ELECTRICITY</u></b> (230) Electricity			✓	
<b><u>5621051PARKING</u></b> (300) Parking Rent				✓
<b><u>5633051INSURANCE</u></b> (340) Fire and Extended Coverage Perils P.L. and P.D.	✓			



<b><u>5640051 TAXES</u></b> (202) Taxes All Other Taxes			✓	
<b><u>5640051 TAXES</u></b> (220) Taxes Municipal				✓
<b><u>5661051 TENANT IMPROVEMENTS</u></b> (330) Tenant Improvements			✓	
<b><u>ADDITIONAL ITEMS</u></b>			✓	


### Security Monitoring System

Any Security Alarm System monitoring and maintenance will be the responsibility of the Tenant.







Landlord	Tenant
	



**SCHEDULE "E"**

**ADDITIONAL CLAUSES**


**PROPERTY TAXES**

The Landlord and the Tenant agree that while the Landlord is not currently obligated to pay Taxes with regard to the Premises, the Tenant will not be liable to pay for the Taxes or Grant-in-Lieu. If current legislation changes during the Term of the Lease, and the Landlord is required to pay Taxes, the Landlord will be liable to pay for the Taxes (as per Schedule "C").

**LANDLORD IMPROVEMENTS**

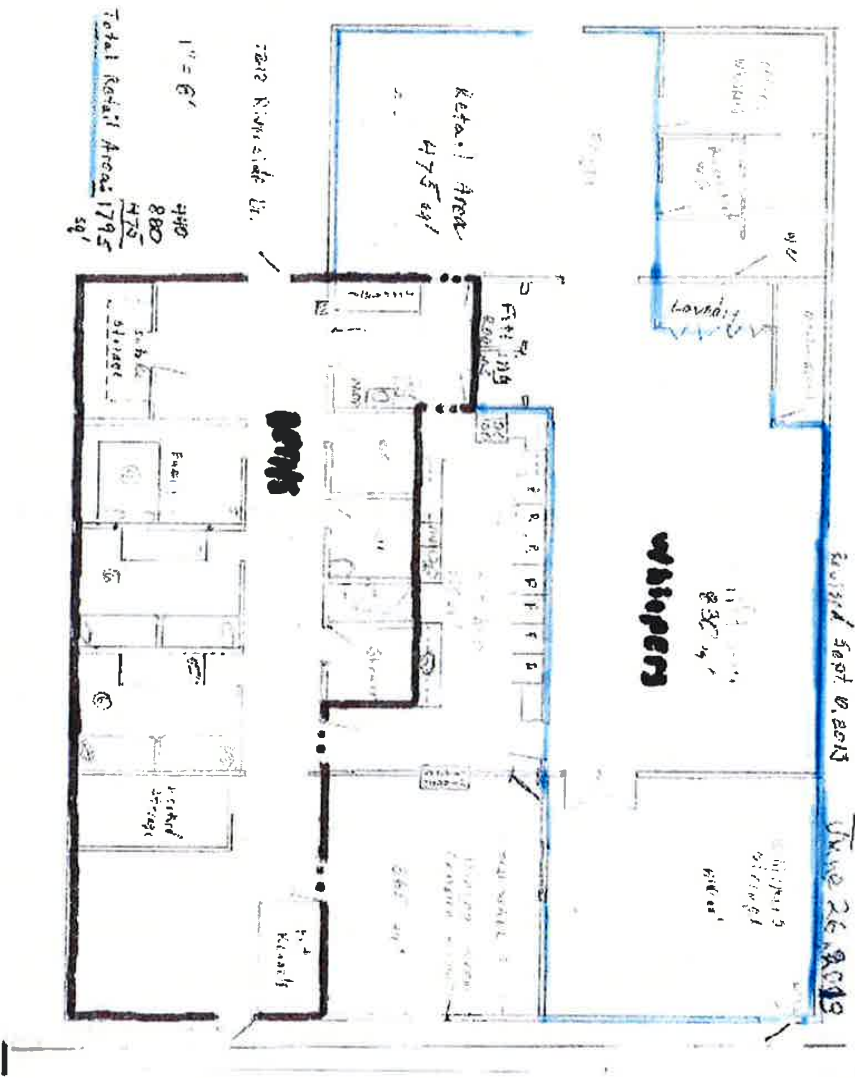
The Landlord will make the following improvements to the Premises:

1. The City of Grand Forks will close the end of 72<sup>nd</sup> Avenue which is adjacent to 7212 Riverside Drive and consolidate the area with the existing 7212 lot.
2. Relocate the power pole and power line to the outside of the property.
3. Relocate the existing water line to the outside of the property.
4. Remove the concrete slab which is situated in the road closure area.
5. Waive any Development Cost Charges related to the renovation of 7212 Riverside Drive and construction of the Habitat for Humanity ReStore.

Landlord	Tenant
	

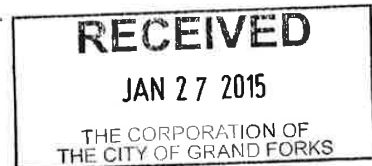


**SCHEDULE "F"**  
**ADDITIONAL CLAUSES**  
**Retail Square Footage Plan**





From: [redacted] Graham Watt <plan@kettleriver.ca> Jan-26-15 1:52:39 PM [redacted]  
Subject: delegation request form and letter re Kettle River Watershed Manag...  
To: [redacted] Info City of Grand Forks [redacted] swinton@grandforks.ca



Attachments: [redacted] 2015-01-22\_KRWMP\_CGF\_endorsement+attachment-signed.pdf...  
[redacted] delegation\_form\_kettle-river-endorsement-jan2015.pdf / Upload...

Good afternoon,  
Please see the attached delegation request form and letter from the Kettle River Watershed Management Plan Steering Committee to Mayor Frank Konrad and Council.  
Regards,  
Graham

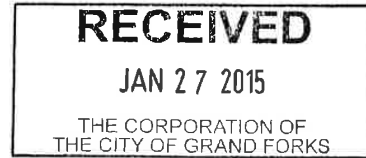
--  
Graham Watt  
Project Coordinator  
Kettle River Watershed Management Plan  
Regional District of Kootenay Boundary

Office: (250) 442-4111  
Cell: (250) 444-0550  
2140 Central Ave, Box 1965  
Grand Forks, BC V0H1H0  
email: [plan@kettleriver.ca](mailto:plan@kettleriver.ca)  
web: [kettleriver.ca](http://kettleriver.ca) | [www.rdkb.com](http://www.rdkb.com)

**FILE CODE**  
*D2 - Kettle River Watershed  
Mgmt Plan*



## **Council Delegations**



### **Background**

Council for the City of Grand Forks welcomes public input and encourages individuals and groups to make their views known to Council at an open public meeting.

Council needs to know all sides of an issue, and the possible impacts of any action they make take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming. Council may not make a decision at this meeting.

### **Presentation Outline**

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor ~~Konrad~~ and Members of Council, I/We are here this evening on behalf of the Steering Committee for the Kettle River Watershed Management Plan to request that you consider endorsement of the Kettle River Watershed Management Plan

The reason(s) that I/We are requesting this action are:

The Kettle River Watershed Management Plan is now in the implementation phase and has received endorsement and support from the RDKB. As discussed in the attached letter, municipalities and other partners are being requested to endorse the Plan and consider which implementation strategies and actions they wish to lead, support, participate in or monitor

I/We believe that in approving our request the community will benefit by:

Enabling the City to participate fully in implementation of the Plan, creating opportunities for partnerships and collaborative initiatives such as drought preparedness, water conservation education, aquifer protection, and floodplain mapping and planning programs.

(over)



### **Council Delegations (cont.)**

I/We believe that by not approving our request the result will be:

losing the opportunity to support collaborative watershed management  
in the region and creating setbacks for joint planning efforts

In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution  
stating: (please see draft endorsement resolution in attached letter)

Name: Graham Watt

Organization: Regional District of Kootenay Boundary

Mailing Address: 2140 Central Ave, Box 1965, Grand Forks BC V0H 1H0  
(Including Postal Code)

Telephone Number: 250-442-4111

Email Address: plan@kettleriver.ca

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a Regular Meeting of Council. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks.

N:Forms/Delegation form

Form may be submitted by email to: [info@grandforks.ca](mailto:info@grandforks.ca)





## Kettle River Watershed Management Plan

*The Kettle River Starts Here*

### **Request for Endorsement of Kettle River Watershed Management Plan**

To: Mayor Frank Konrad and Council, City of Grand Forks

From: Grace McGregor, Steering Committee Chair, and Graham Watt, Coordinator, Kettle River Watershed Management Plan

January 22, 2015

Dear Mayor Konrad and Council,

The Regional District of Kootenay Boundary (RDKB) has now endorsed the Kettle River Watershed Management Plan. The Plan was supported by a Steering Committee and Stakeholder Advisory Group with participation from local and provincial governments (including Grand Forks) and multiple sectors and organizations from across the Boundary region. The purpose of this letter is to provide background and request 'endorsement' of the Plan from the City of Grand Forks.

Over the last three years, the RDKB and the Advisory Group have: developed a shared understanding of watershed issues; created a vision, goals and strategies to care for the Kettle River watershed into the future; shared information widely; and learned from a broad network of interested stakeholders.

This Plan presents the following Vision: *"We envision a healthy, resilient and sustainable Kettle River Watershed, which functions to meet the needs and values of its communities, who in turn act as stewards of the watershed."* It presents nine goals for healthy aquatic ecosystems, safe and secure water supplies, and a reliable water system supporting a sustainable economy and local food system.

A number of challenges exist to achieving these goals, including high water use and interacting 'cumulative impacts' from urban, rural and resource development, industry, agriculture, and recreation activities. These together impact river flows, surface and ground water quality, and fish and aquatic ecosystems. Constraints on understanding by the public and decision makers, conflicting priorities and gaps in regulations and policy support, and a lack of resources and capacity in resource management agencies, local governments, and stewardship organizations affect our ability to meet the challenges.

This Plan responds by presenting four broad strategies with eighteen directions for management and fifty-nine actions to be undertaken by stakeholders in collaboration over the coming years. It builds on the analysis and discussions in the Phase 1 Technical Report and five issue-specific papers developed and shared in 2013 and 2014 (available at [kettleriver.ca](http://kettleriver.ca)). A summary of actions of direct interest to the City of Grand Forks is attached with this letter.

The first overall strategy is to increase community understanding, support and capacity for stewardship. This includes developing governance and funding structures, growing understanding and awareness through a broad education program, and building our skills and capacity to undertake the work. The second strategy is to improve the quality, reliability and security of water supplies through applied research, monitoring, policies and technologies. The third strategy is to improve aquatic ecosystem health and function through supporting shoreline and riparian restoration, conservation planning, and beneficial practices in agriculture and resource management. The fourth strategy is to enhance the





## Kettle River Watershed Management Plan

*The Kettle River Starts Here*

recreational, cultural and amenity values of the watershed, bringing people together to celebrate stewardship of the watershed and the connections we all have to water.

The key to success of the Plan is the dedication of commitment, resources and expertise by all parties with an interest in the Kettle River. The RDKB Directors for the Boundary Electoral Areas have committed to funding coordination and leading the next three years of implementation. The work will be governed by the Steering Committee, supported by an Implementation Team and guided by a 'Round Table' committee that will provide advice on implementation and priorities.

As a major partner in the Plan and through its continued efforts in water conservation and protection of water quality through aquifer protection and wastewater treatment, the City of Grand Forks has shown leadership for stewardship of the Kettle River. The Steering Committee respectfully wishes to confirm your continued commitment through 'endorsement' of the Plan. The following is a draft resolution for your consideration:

The City of Grand Forks has a strong interest in the conservation and stewardship of the water and related resources in the Kettle River Watershed. Furthermore, Council recognizes the role of the Kettle River Watershed Management Plan in providing information, strategies, coordination and a venue for collaborative efforts on the management of water and related resources.

Therefore, Council commits to:

1. Consider information in the Plan in relevant discussions and decision-making;
2. Support implementation of priority strategies and actions where the City of Grand Forks is involved, as appropriate and at Council's discretion;
3. Promote the Plan for use by other organizations, agencies, and residents;
4. Direct Staff to provide advice, information, and data to the Plan Implementation Team and/or Working Groups;
5. Participate in the annual review and update of the Plan as a member of the Kettle River Round Table.

We look forward to your endorsement of the Plan and the continued participation in the Kettle River Watershed Management Plan by the City of Grand Forks. We would be pleased to discuss any aspect of watershed management of interest to Mayor and Council.

Sincerely,

A handwritten signature in black ink, appearing to read "Grace McGregor".

Grace McGregor  
Chair, Kettle River Steering Committee  
(250.442.7118 | [gem9293@gmail.com](mailto:gem9293@gmail.com))

A handwritten signature in black ink, appearing to read "Graham Watt".

Graham Watt  
Coordinator, Kettle River Watershed Management Plan  
(250.442.4111 | [plan@kettleriver.ca](mailto:plan@kettleriver.ca))





## Kettle River Watershed Management Plan

*The Kettle River Starts Here*

### Strategies and Actions of Interest to City of Grand Forks

The Plan contains several directions and numerous actions of direct interest to the City of Grand Forks. This attachment highlights these actions in short form, together with the identified lead and supporting organizations or sectors. Please see the attached Plan and for full details. The role of City Council and Staff in each of these actions will depend on their priority and interest in leading, supporting, or observing the implementation of the actions.

#	Action [short version]	Lead	Supporting
<b>Strategy 1: Increase community understanding, support and capacity for stewardship of the Kettle River Watershed</b>			
Dir. 1.1.	<b>Develop governance framework for decision-making, implementation and review</b>		
Act. 1.1.4	Integrate the KRWMP into local government decision-making	Local gov'ts	Impl. Team
Dir. 1.2.	<b>Improve understanding of watershed function, integrity, resilience, and sustainability. Fill gaps in understanding through scientific studies and ongoing monitoring.</b>		
Act. 1.2.1	Build a digital map-based watershed information system	RDKB	Impl. Team
Act. 1.2.2	Develop and implement a watershed monitoring framework	RDKB	Impl. Team, Province, Int. Health, water suppl.
Dir. 1.3.	<b>Build public and institutional support for improved watershed management</b>		
Act. 1.3.2	Assess and improve the consistency, alignment and application of policies and regulations	Province	Impl. Team, local gov't, not-for-profit orgs
Dir. 1.4.	<b>Improve capacity for watershed stewardship</b>		
Act. 1.4.2	Create a water supply working group	Impl. Team	Water suppliers
<b>Strategy 2: Improve the quality, reliability and security of water supplies through the sustainable management of water resources</b>			
Dir. 2.1.	<b>Improve understanding of water quality and quantity in the Kettle River watershed</b>		
Act. 2.1.1	Implement monitoring and central reporting of water use	Province	Impl. Team
Act. 2.1.5	Continue the sampling and reporting program for the ambient groundwater quality network with additional parameters	Province	Impl. Team
Act. 2.1.6	Develop an accessible database to compile and share well-testing data	Province	Impl. Team, IHA
Dir. 2.3	<b>Improve water conservation and increase efficiency and productivity of water use in all sectors</b>		
Act. 2.3.1	Develop and implement water conservation programs	Water Sup.	Impl. Team
Dir. 2.4.	<b>Improve water security by developing and implementing drought management plans and water storage strategies</b>		
Act. 2.4.1	Establish and implement drought management strategies	Water Sup.	Province, Impl. Team
Act. 2.4.2	Identify water storage needs	Impl. Team	Province, Water Sup.
Dir. 2.5.	<b>Improve water quality in relation to point and non-point source pollution</b>		
Act. 2.5.1	Identify, implement and report on water quality improvements for discharge sites	Lead as appropriate	Municipalities, dischargers, Impl. Team
Act. 2.5.2	Consider strategies for augmenting or replacing wastewater treatment outfalls with alternative land-based treatment	Local gov't	Impl. Team





## Kettle River Watershed Management Plan

*The Kettle River Starts Here*

#	Action [short version]	Lead	Supporting
<b>Act. 2.5.3</b>	Adjust permitting, approvals, and land use by-laws to support water quality improvement where not meeting objectives	Province & local gov't	Impl. Team
<b>Dir. 2.6.</b>	<b>Protect drinking water supplies through source-water protection assessment, analysis and planning</b>		
<b>Act. 2.6.2</b>	Develop aquifer management or source water protection plans	Water Suppl. IHA, Province, Impl. Team	
<b>Act. 2.6.3</b>	Design and implement a water quality protection extension program	Water Suppl. Impl. Team, IHA, BCWWA, Env. Farm Plan	
<b>Act. 2.6.4</b>	Give consideration to source water protection, water conservation and aquifer recharge protection in planning documents	Local gov't	Impl. Team
<b>Strategy 3: Improve watershed health and function in the Kettle River Watershed</b>			
<b>Dir. 3.1.</b>	<b>Improve understanding of watershed health and function, including floodplain dynamics, in the Kettle River watershed</b>		
<b>Act. 3.1.1</b>	Implement a Sensitive Ecosystem Inventory	Impl. Team	Province, local gov't
<b>Act. 3.1.2</b>	Consider updating floodplain maps	Local gov't	Province, Impl. Team
<b>Act. 3.1.3</b>	Consider undertaking a planning-level Channel Migration Zone (CMZ) study	Local gov't	Province, Impl. Team
<b>Dir. 3.2.</b>	<b>Build support and capacity for improving watershed function</b>		
<b>Act. 3.2.1</b>	Increase protection for areas at risk of erosion	Impl. Team	Local gov't, Province, resource managers
<b>Act. 3.2.2</b>	Update and implement Riparian Area Development Permit	RDKB, local gov't	Impl. Team
<b>Dir. 3.3.</b>	<b>Maintain or increase the extent and function of riparian areas, wetlands, and permanent vegetation, including forests, in uplands, stream corridors and on floodplains</b>		
<b>Act. 3.3.1</b>	Policies for retaining or increasing native vegetation cover	Impl. Team	Local gov't, Province
<b>Strategy 4: Maintain or enhance recreational, cultural and amenity values</b>			
<b>Dir. 4.1.</b>	<b>Improve understanding of and celebrate recreational, cultural and amenity values</b>		
<b>Act. 4.1.3</b>	Recognize and celebrate cultural connection to water	Impl. Team	Arts, heritage, cultural, recreational, FN groups
<b>Dir. 4.3.</b>	<b>Improve support for protected areas and increase responsible recreation</b>		
<b>Act. 4.3.1</b>	Collaborate with recreation and trail user groups on protection, signs and stewardship	Impl. Team	Trail agreement groups, Boundary Habitat Stewards
<b>Act. 4.3.2</b>	Implement regulations regarding motorized boat recreation	Federal gov't	Impl. Team, Province, Local Gov't
<b>Act. 4.3.4</b>	Implement park and protected areas master planning	Local gov'ts	Impl. Team





January 29, 2015

File No.: 061500263

Corporation of the City of Grand Forks  
PO Box 220, 7217 4<sup>th</sup> St.  
Grand Forks BC V0H 1H0

**RE: EXECUTIVE SUMMARY**

Dear Ms. Sarah Winton:

WSP Canada Inc. has been most pleased to provide consulting services to the City of Grand Forks on the Development Showcase initiative. From inception in February, initiation in March, advancement via Council meeting in May, the Showcase event mid-June, and culminating with the PNP and UDI Luncheon events in October, we believe we delivered an efficient and effective program, adding value to your community.

The most recent initiatives were and involved the following:

- The Showcase: Took place as an "Open House" to make residents and city staff aware of the properties that were available for sale. All of the information presented here was then taken on a roadshow to different municipalities and numerous other relative events to promote and showcase Grand Forks.
- PNP Event: In Vancouver, we prepared a formal presentation and accompanied two members from the City of Grand Forks to the BC Provincial Nominee Program event. This program offers an accelerated immigration for entrepreneurs looking to settle in BC who are qualified and investment ready. If selected their citizenship is expedited. This event had an allotted time period at the end where numerous entrepreneurs talked with City Officials about the opportunities available in Grand Forks.
- UDI Luncheon Event: Encouraged membership and arranged for the City of Grand Forks to sponsor the event as well as prepared the presentation given.

The goals set out were to realize the opportunities that surplus lands represent, ensure stakeholders are informed and engaged, showcase Grand Forks throughout the region, strategic lands are protected for long-term initiatives, strategy identifies and promotes surplus opportunities only, and council retains all decision-making authority. With an investment of \$10,000 the City received an interest generation of roughly \$350 million. There were 14 development enquiries and 14 city owned property for sale enquiries. This solidifies that together the City of Grand Forks and WSP achieved the expected outcomes of: generating interest and demand while spotlighting the community, the opportunity for revenue and job creation (attracts industry/new development), and laid the foundation to liquidate capital for community priorities.

With a solid foundation in place and targeted groups looking for development opportunity in Grand Forks the next steps are crucial. We must maximize and maintain the engagement of key stakeholders in this process as well as leverage the work in place to continue to generate optimal results in the future. With the main reason for putting a program in place being to generate revenue, we believe a customized program for the City could yield even more significant results. We will present a program to Council to achieve these results that can be customized to help Grand Forks grow and prosper in the desired direction.

**WSP Canada Inc.**  
602, 1708 Dolphin Avenue  
Kelowna, British Columbia V1Y 9S4

Phone: +1 250-980-5500  
Fax: +1 250-980-5511  
[www.wspgroup.com](http://www.wspgroup.com)





Sincerely,

A handwritten signature in blue ink, appearing to read "Jade Jordan", written over a horizontal line.

Jade Jordan  
Design Engineer, EIT  
Suite 602, 1708 Dolphin Ave  
Kelowna, BC, V1Y 9S4  
778-738-1014

A handwritten signature in blue ink, appearing to read "James B. Kay", written over a horizontal line.

James B. Kay, P.Eng., HBA  
Project Manager  
Suite 602, 1708 Dolphin Ave  
Kelowna, BC, V1Y 9S4  
778-214-4891



# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Chief Financial Officer  
**Date:** January 20, 2015  
**Subject:** Policy 802 Contracting Authority & Purchasing Policy revision  
**Recommendation:** **THAT the Committee of the Whole recommends that Council adopt Policy #802-A1 - Contracting Authority & Purchasing Policy revision**

---

## **BACKGROUND:**

In January 2013, Council adopted Policy 802 Contracting Authority & Purchasing. After working with the policy for two years, staff has found sections of the policy that require housekeeping in order to maintain efficient and effective purchasing practices.

At the end of the **Policy Objectives** section, staff has inserted an ethical purchasing section. This section adds requirements for Declaration of Interest, Confidentiality of Information, Fair Competition, and Business Gifts and Hospitality.

In **Section e) Spending Authority**, Staff would like to increase the signing authority for the Deputy Fire Chief, the Deputy Corporate Officer and the Public Works Foreman. These positions are currently included in 'All Employees', and have a spending authority of \$100. The revised policy would give these positions \$10,000 spending authority and would be more in line with their current job duties.

**Section v. Verbal Quotes** currently requires three verbal quotes, recorded by the manager, for purchases between \$5,000 and \$10,000. **Section vi. Formal Written Quotation** requires three written quotes when cost is estimated between \$10,000 and \$50,000. However, these sections do not provide guidelines when three quotes are not available or not practicable. **Section viii** has been added under **Responsibilities b) General Guidelines** to address these situations.

Under **Section vii. Formal Public Tendering and Request for Proposals**, the fourth point regarding facsimile transmitted bids is being removed. RFPs and Tenders already include a section addressing methods for transmitting documents; this section is not needed in the purchasing policy.

Also in **Section vii**, there has been a change to the fifth point regarding the tender opening process. 'Council is invited to be in attendance' has been removed as it is not current practice.

---

## **Benefits or Impacts of the Recommendation:**

**General:** The above revisions will ensure ethical, effective and efficient purchasing practices for the City of Grand Forks.  
**Attachments:** Policy #802-A1 - Contracting Authority & Purchasing Policy



# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



---

**Recommendation:**

**THAT the Committee of the Whole recommends that Council adopt Policy #802-A1 - Contracting Authority & Purchasing Policy**

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- 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.**



<b>THE CITY OF GRAND FORKS</b>	
POLICY TITLE: Contracting Authority & Purchasing	POLICY NO: 802A-1
EFFECTIVE DATE:	SUPERSEDES: 802
APPROVAL: Council	PAGE: 1 of 8

**POLICY:**

The City of Grand Forks will procure all goods, services and construction of assets in accordance with this procedure.

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**POLICY OBJECTIVES:**

The objectives of this policy are to:

- a) Establish authority to enter into a procurement contract on behalf of the City.
- b) Establish spending authority limits within approved budget limits.
- c) Identify types of procurement contracts that can be entered into.
- d) Encourage as a preference, contracting agreements and purchasing criteria that:
  - (i) promotes reduction of Green House Gases.
  - (ii) considers the life cycle cost of the acquisition rather than just the initial purchase price.
  - (iii) seeks the best value and service.

In addition to the objectives outlined above, City employees will demonstrate ethical purchasing behavior, including:

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- Declaration of Interest – An employee who has a direct or indirect interest with the supplier should disclose this relationship and will be excluded from the quote or tender process;
- Confidentiality and Accuracy of Information – The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- Competition – While considering the advantages of the City of Grand Forks maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided;
- Business Gifts and Hospitality – To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts;

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## PROCEDURE

### General:

#### a) Responsibilities:

- i. Department Heads are to ensure that funds are available within the spending authority of those authorized to sign a procurement contract on behalf of the Department.
- ii. The Chief Administrative Officer may designate Department Heads to approve incoming invoices from contracts, utilities, government agencies and any other approved payables up to specified limits. Authorizations to be in writing and may be revoked at any time.

#### b) Sustainable Business Practice:

- i. The City shall give preference to contracts, equipment, machinery, vehicles and supplies which incorporate green or sustainable business practices or technology. This preference shall form part of the RFP and the evaluation criteria used to assess proposals when it applies.
- ii. Evaluation criteria shall make reference to purchase cost, fuel consumption cost, GHG emissions and total life cycle cost (including purchase, fuel operating and maintenance costs) over the life of the equipment of contracted service.

#### c) Application:

This policy applies to all activities, works or services entered into by the City except contracts of employment.

#### d) Prohibition:

- i. All procurement by the City of Grand Forks will be consistent with the requirements under AIT (Agreement on Internal Trade) and TILMA (Trade, Investment and Labour Mobility Agreement).
- ii. No one other than the Chief Administrative Officer or the Chief Financial Officer will enter into a contract for goods or services.

#### e) Spending Authority:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to Department Heads for individual invoices and individual contract limits.

	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000.00
Corporate Officer	\$10,000.00
Deputy Corporate Officer	\$10,000.00
Manager of Operations	\$10,000.00
Public Works Foreman	\$10,000.00

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Manager of Development & Engineering	\$10,000.00
Fire Chief	\$10,000.00
<b>Deputy Fire Chief</b>	<b>\$10,000.00</b>
Manager of Building Inspection & Bylaw Services	\$ 5,000.00

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Workforce Spending:

To allow for the efficient operation of the City's departments, the following authority levels are delegated to various employees within their Department budgets:

	Spending Limit	Type of Goods
All Coordinators	\$1,500	All
Mechanic	\$1,500	Supply
Accountant/Comptroller	\$1,500	All
All Permanent Employees	\$100	Supply

Department Heads must counter-sign all Departmental Purchase Orders prior to submitting to Accounting Department.

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**Definitions:**

Alternate Fuels - fuels available for use other than conventional fuels (oil, gasoline, natural gas, propane and diesel).

City - the Corporation of the City of Grand Forks.

Formal Public Tendering Process - the process whereby bids are solicited by the City by means of public advertising including by newspaper, publications, website or BC Bid. Bids are normally opened and read publicly at a fixed time and place.

GHG (Greenhouse gases) - equivalent tones of carbon dioxide (CO2) emitted into the environment through the use of various types of energy sources.

Goods - materials, equipment, or supply

Holdback - monies held back from progress payments.

Late Bid - an offer received in the designated location after the specified closing date and/or time.

Lease - a contract by which the City acquires the use and possession of lands, buildings, and personal property for a specified time at a fixed payment.

Life Cycle Cost - the total cost to purchase and operate a type of vehicle or equipment or contracted service. This shall include initial purchase cost, operational cost,



maintenance cost, fuel cost and GHG emissions.

Lowest Evaluated Bid - the bid which meets the specifications at the lowest overall cost to the City, as determined by the Chief Administrative Officer or designate, considering such factors as suitability, price, availability, service related administrative cost and disposal value. The lowest overall cost shall be evaluated over the life cycle of the equipment or contracted service. This shall include purchase cost, operating cost, maintenance cost, fuel cost and GHG emissions.

Procurement Contract -

- Purchase Order issued for procurement of goods or services;
- Service Contract issued under a written agreement with the supplier of services, or;
- Construction Contract entered into in writing with the successful bidder following an invitation to tender for construction of an asset.

Progress Payment - a payment made under the terms of the contract before completion of the contract.

Proposal - an offer to provide goods, services, or construction submitted to the City in response to a request for a proposal.

Purchase Order - the pre-printed, pre-numbered form containing all the necessary information and signatures required to begin procurement action.

RFP (Request for Proposal) - the process whereby proposals are solicited by the City by means of invitation to particular suppliers or advertising. Proposals are reviewed by Staff against grading criteria as described in the proposal.

Security -

- Certified cheque or other legal instrument made payable to the City of Grand Forks;
- Government guaranteed bond; or
- Other security as may be considered appropriate.

Service - performance of work to meet a general need by a person(s) not an employee of the City of Grand Forks.

**Responsibilities**

a) Department Head:

- i. Ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, to be authorized by Council, prior to being sent for procurement action.
- ii. Ensure that expenditures are identified in the Financial Plan and within the spending authority of those authorized to sign a procurement contract on



behalf of the department.

b) General Guidelines:

- i. Procurement documentation must be in place before goods are delivered or services rendered, including a contract for services covered under a Service Contract.
- ii. Unauthorized Purchasing: Any employee who willfully acquires goods or services in contravention of this policy or relevant procedures is liable to disciplinary action.
- iii. Purchase Orders:
  - Official; 8 ½" x 11" sequentially numbered form.
  - All applicable sections must be completed, including an actual or estimated cost, and the account to be charged for the item(s).
  - Copy distribution: White - Accounting  
Scanned to Manager  
Scanned electronically
  - May have additional information attached such as drawings, detailed specifications, samples, etc.
  - Cancellation of a Purchase Order - ensure that all copies are cancelled/marked as VOIDED.
  - Ensure that a Purchase Order is completed and its number quoted when an order is placed with a supplier.

Purchase orders shall be issued for all goods and services in excess of \$1,000.00, unless exempted under procedures.

When an invoice is received the issuer of the order, or designate, must confirm that the goods received are as requested and priced as quoted.

Exemptions: the following expenditures do not require a Purchase Order:

1. Petty Cash disbursements
2. Purchases covered by annual or other contracts such as: chlorine, gasoline, diesel, equipment leases, fees for service
3. Association dues and membership fees, publications, legal and accounting fees, donations and grants-in-aid
4. Utility charges
5. Travel expenses and advances
6. Payment for expenditures relating to payroll and payroll deductions, including union dues and social club fees



7. Payments to other governments and their agencies.

iv. Service Contract:

A pre-negotiated and/or tendered agreement, usually of a long-term duration, for such items as:

- Auditing services
- Bonding services
- Maintenance agreements
- Lease agreements
- Fuel supplies
- Externally owned machinery and/or operators, or
- Other

When a Service Contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

v. Verbal Quotes:

Verbal quotes are to be sought for supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$5,000.00.

Managers are to record in writing, the results of the verbal quotations when the cost is estimated to be between \$5,000.00 and \$10,000.00.

vi. Formal Written Quotations:

Written quotations are to be sought for the supply of all goods and services from at least three suppliers when the cost is estimated to exceed \$10,000.00 and not exceed \$50,000.00.

vii. Formal Public Tendering and Request for Proposals:

Tenders and request for proposals are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$50,000.00. Procedures for receiving and opening tenders shall conform to the following:

- Tenders and RFP's enclosed in sealed envelopes will be received at the tender address until tender closing time;



- All tenders and RFP's will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;

- Verbal and late bids will not be accepted.

~~• Facsimile transmitted bids or tenders will be accepted up to the closing time and date of the tender. Facsimile amendments to bids or tenders will be accepted unless specifically prohibited in the bid or tender document.~~

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- One member from Corporate Services and the department head or designate responsible for the project will proceed with the tender and RFP opening at precisely the designated time on the closing day. ~~Council is invited to be in attendance.~~

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- Tender and RFP envelopes shall be opened and each tender and RFP shall be checked to ensure that it is signed and valid in respect of any bid bonds, etc. Any financial securities shall be stored in the vault for safekeeping.

- Security, as required by the Invitation to Tender, must accompany the tender bid in order to be considered.

- Tenders are normally opened/registered in public at the City Office. Requests for Proposals are not normally opened publicly.

- Where only one tender is received, the City reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.

A contract may, in most cases, be awarded to the lowest bid. However, the City, for its sole benefit, reserves the right to award a bidder it deems appropriate based on scoring of evaluation criteria identified in the tender or RFP document.

viii. Notwithstanding Section v and vi above, a purchase or contract may be sole sourced when:

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• Goods, services or construction are urgently required and delay would be injurious to the public interest; or

• Recurring or Non-Competitive Expenditures – these are for specifically identified items such as training and statutory payments



- Only one party is available and capable of performing the contract
- Professional Consulting Services

The City purchasing practices for sole sourced procurements shall employ such value analysis and negotiation methods as deemed appropriate for the occasion by the Chief Financial Officer.

All sole sourcing requests between \$5000 and \$25,000 will require approval of the Chief Financial Officer. Any sole source purchase over \$25,000 will require a Staff report to City Council.

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## **2015-2019 FINANCIAL PLAN REVIEW AGENDA**

February 10, 2015  
Committee of the Whole Meeting  
Council Chambers

1. CAO Introduction
2. CFO review of 2014 carry forwards – capital projects in progress
3. New Capital Requests
  - A. Chief Financial Officer/Manager of Operations – Generator for 525 Central Ave.
  - B. Fire Chief – Command Vehicle
  - C. Manager of Operations
    - a. Water and Sewer Scada upgrade
    - b. 1988 John Deere Mower replacement
    - c. 1989 International Dump Truck replacement
    - d. 1992 T-tech Trailer
    - e. 1995 Ford Pick-up Truck replacement
    - f. Airport Beacon Site upgrades
    - g. James Donaldson bleacher replacement
    - h. Library lighting upgrade
    - i. Playground equipment replacement
    - j. Works Yard fuel tanks replacement
    - k. Headworks grinder
  - D. Manager of Development and Engineering
    - a. Asset Management – Long-term Strategic Financial Framework
    - b. 5<sup>th</sup> Street water main replacement
    - c. Eastside Reservoir Structure Study
    - d. GIS - Phase II
    - e. Silver Kettle Sidewalk
    - f. Wastewater Treatment Plant Ultra Violet Disinfection
4. Chief Financial Officer – review of 2015 capital requests and funding sources



City of Grand Forks  
2014 Carry Forward Capital Projects



Fund	Description	TO YE 2014	TOTAL PROJECT COST	Library Trust	Gas Tax General	Grant	Borrowing	Parking	Equipment	Capital	Land	Slag	Surplus	Settle due
2015 OPENING BALANCES				26,697	1,030,392			4,113	578,290	131,116	545,290	1,340,182		2,619,991 Reserves
General	Fire Truck	399,277	1,300,000											
General	Spray Park	23,149	300,000											
General	Downtown Beautification Phase II	275,304	300,000			76,851	900,723				24,696	200,000		
General	City Hall rebuild contingency	15,000	300,000											
Gen/Wtr	MAAPS relocate storm sewer & water main	33,703	45,000								11,297		285,000	
Water	Water Meters	705,822	1,300,000		594,178									
Water	Water System Locates	29,651	121,000		91,349									
Water	West End Fire Protection - Phase II	288,374	1,300,000				1,011,626							
Water	Groundwater Protection Study	82,344									82,344			
Electrical	Recloser controls		30,000											
Electrical	2014 Transformer PCB Mgmt Plan	20,567	45,000								30,000			
Electrical	Riverside Dr Re-conductor	17,877	100,000								24,433			
Electrical	2014 System & Voltage Conversion		50,000								82,123			
Multi Utility	22nd Street (Hwy 3 to 78th Ave)	43,916									50,000			
	68th Ave (Kettle River Dr to 19th St)	518,051												
	3rd St (Hwy 3 to Market Ave)	43,919												
	Asset Management	209,375												
	GIS	53,668	100,000				46,332							
	Subtotal Multi Utility	868,929	4,200,000				3,284,739							
GRAND TOTALS		2,759,997	5,291,000	-	685,527	76,851	5,243,420	-	-	-	304,893	200,000	285,000	504,893
BALANCE FORWARD FOR 2015 REQUESTS				26,697	344,865			4,113	578,290	131,116	261,397	1,140,182		2,115,068 Total Reserve





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Chief Financial Officer/Manager of Operations  
**SUBJECT:** Generator for 525 Central Avenue

### **PROJECT DESCRIPTION:**

As part of the joint fiber optic network with School District No. 51 a server room was created inside the Walker Development Center at 525 Central Avenue 5 years ago. Since then most City and School District Servers have been relocated to the server room. Additional equipment like phone systems, firewall's and core fiber switches for the fiber network are primarily located at that facility. Due to the extra power requirements the UPS (Uninterruptable Power Supply) only lasts for around 20-30 minutes during a power outage before the power to the servers and network goes out. The Water & Sewer fiber switch has extra battery capacity and last around 90 minutes. The climate control units are not on the UPS which results in a loss of cooling and servers and equipment overheating quickly once the power is out.

In recent years, longer power outages within City limits lasted 90 – 150 minutes. The server room had 4 of those outages in 2014. These outages resulted in communications loss for water & sewer and electrical sites as well as phone system outages (all highly critical in those situations) as well as network and server downtime and equipment failure requiring extensive and sometimes costly repairs after the servers and appliances shut down uncontrolled.

A generator install would reduce the amount of server and network outages, as well as keep the heavily relied upon technical equipment in a better power outage protected and climate controlled environment. Emergency Services, Water and Sewer, Electrical, Finance, and other departments have all requested longer server, equipment and network run times as they all rely heavily upon the server room.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- A generator would provide the extra electricity needed during a power outage to supply equipment, servers and network

#### **Organizational**

- Network and Server outages would be reduced, which would allow for better communications for all departments including Emergency Services, Water and Sewer and Electrical
- Equipment would not be at risk for overheating as climate control units would be powered during a power outage
- Potentially costly repairs to servers due to power failure hard crashes would be eliminated



**Financial**

- The estimated total cost for equipment, labour, and contractor work is around \$60,000
- School District No 51 will pay 50% of the total cost associated with this
- School District No 51 and the City would provide staff to further reduce the overall cost of the install
- Could be funded from the Capital or Land Reserve

**Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Fire Chief/Manager of Emergency Services  
**SUBJECT:** Fire Department Command Vehicle 4X4 Pickup

### PROJECT DESCRIPTION:

The proposed 4X4 pickup is to replace the existing 1999 Dodge 4X4 Fire Chief Command vehicle. The existing 16 year old pickup has 187500 km and with increased repairs taking place, needs to be placed in a reduced role with the department. It would replace the 1978 Chev one ton utility that is due for retirement. The replacement is consistent with the asset management program and fire department apparatus replacement schedule.



### IMPLICATIONS OF RECOMMENDATION:

#### **General**

- With reduced gas emissions the vehicle would enhance the city's goal of becoming carbon neutral.
- The current pickup has a combined fuel mileage rating of 15 mpg while a new pickup would have a combined fuel mileage rating of 20 mpg. The improved safety features of new vehicles allow a much safer vehicle at all times and especially during emergency responses.
- In replacing the 1978 Chev with the 1999 Dodge there is a major upgrade in safety features and gas mileage. This will also assist with carbon neutral goals.



**Organizational**

- Savings would be realized in maintenance as opposed to costly repairs.
- Staff can perform and operate more safely and efficiently.
- Fleet will be more economical.

**Financial**

- There is an opportunity to bulk order with the Regional District of Kootenay Boundary reducing the cost of the vehicle.
- The proposed bulk buy may save as much as ten to fifteen thousand dollars on the purchase.
- The vehicle will be more fuel efficient and realize lower fuel costs.
- In effect we will upgrade two vehicles with the purchase of one.
- The proposed cost of the 4X4 pickup Command Vehicle is \$60,000.
- Funded from Equipment Replacement Reserve

**Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** Water and Sewer SCADA Upgrade

### **PROJECT DESCRIPTION:**

The 2 computers that monitor the Water and Sewer system both run Windows XP. These computers are essential for the operation, control and reporting of our Water and Sewer systems. They are connected to the network and internet to communicate with the various Water and Sewer sites and to allow remote access for engineers and staff. Windows XP is no longer supported by Microsoft and as such the computers are at high risk for security vulnerabilities. Both machines should be upgraded to either Windows 8 or Windows 7 as soon as possible to limit security risks.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Both computers would be replaced with current hardware and software, along with appropriate yearly software support contracts.
- New computers would be set up ahead of time at the Engineering offices to limit the downtime during the day of the install

#### **Organizational**

- These two computers are the last two network connected XP machines within the City network, and an upgrade to them would further protect the City network from possible vulnerabilities
- Any downtime on these computers needs to be limited otherwise there could be serious consequences.

#### **Financial**

- Estimated Cost is \$25,000. (\$3000 for computers, \$22000 for Engineering and required software and hardware upgrades)
- Old computers will be re-used at other locations throughout the organization with upgraded Windows software
- Upgrade could be funded from the Capital or Land Sale Reserve

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** 1988 John Deere Mower replacement

### **PROJECT DESCRIPTION:**

The proposed lawn mower purchase would remove the 27 year old mower from the City fleet. The 2001 Hustler mower would then be used to mow only rough areas such as around the lighting at the airport, around the lagoon, and reservoirs.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- This is part of the public works capital equipment replacement plan
- Important in the upkeep of our green space areas

#### **Organizational**

- This would be used as our main bagging lawn mower for all City owned parks / areas
- With zero turn capability, it is important for mowing small areas and around trees
- The John Deere mower has become a maintenance issue
- The motor is approaching need of replacement in the next year, depending on the amount of use it will be required for

#### **Financial**

- Estimated cost of replacement mower of \$40,000
- Funded from the Equipment Replacement fund

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.



## 2015 CAPITAL BUDGET BRIEFING

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1988 John Deere mower



Front view





## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** 1989 International Dump Truck replacement

### **PROJECT DESCRIPTION:**

The proposed dump truck replacement is to replace one of our two twin dump trucks, it would replace Unit #27. These two dump trucks are 26 years old and have had substantial maintenance work done to them.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- This is part of the public works capital equipment replacement plan
- This truck would be purchased with a sander and plow equipment
- The new sanding controllers, would be able to better track material used

#### **Organizational**

- The proposed truck would be one of our main plow trucks which we are currently relying on our 26 year old truck
- The sanding unit would be a different system that would be easily emptied as not to limit the use of the truck in winter months

#### **Financial**

- Estimated cost of replacement dump truck of \$170,000
- Funded from the Equipment Replacement Reserve

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** 1992 T-tech trailer replacement

### **PROJECT DESCRIPTION:**

The proposed trailer purchase would replace a 23 year old trailer that is used to transport the skid steer and materials around the City. The current trailer has limited capability, replacing it with a larger dumping style trailer could better serve increasing work purposes.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- This is part of the public works capital equipment replacement plan
- Has potential to reduce the amount of trailers in the City fleet

#### **Organizational**

- Reduce the carbon foot print using the dump trailer instead of dump trucks to haul small amounts of material around
- Increase efficiency on skid steer job sites
- Increase safety when transporting materials around the City

#### **Financial**

- Estimated cost of replacement trailer of \$25,000
- Funded from the Equipment Replacement Reserve

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** 1995 Ford pick-up truck replacement

### **PROJECT DESCRIPTION:**

This replacement organizes our vehicle fleet to better suit the Municipalities needs. Currently students use a 20 year old pick up equipped with a watering tank for watering after regular working hours and on weekends. The reliability of this set up was an issue in the 2014 season. In the 2015 season, we plan on using a 2007 pick up as the watering truck for the students. Placing the Manager of Operations 15 year old 4 wheel drive ½ ton pickup in the regular fleet, would be of better use within the organization.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- This is part of the public works capital equipment replacement plan
- Operations manager to choose best vehicle for organizations needs

#### **Organizational**

- Upgrade to increase fuel efficiency
- Reduce the carbon footprint from a 20 year old pickup trucks emissions
- Purchase vehicle better suited for organization

#### **Financial**

- Estimated cost of replacement vehicle of \$30,000
- Funded from the Equipment Replacement Reserve

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** Airport Beacon Site Upgrades

### **PROJECT DESCRIPTION:**

Change the Danville beacon site to LED, replace panels and controller, upgrade site to DC from AC, and repair wiring to current code standards.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- The Beacon sites for the airport have been in place for approximately 16 years
- Currently the building and trees in the USA shade solar panels for part of the day
- The night lighting is used by medi-vac on a regular basis
- Part of a multi-year plan to bring the solar beacon sites up to current code standards

#### **Organizational**

- This beacon site is currently our most unreliable
- This beacon site is our most difficult to access, need to rent a ATV or snowmobile to access depending on when failure occurs
- The City would have to reduce the electrical draw from the beacon site and change the location of the solar panel bank to increase reliability
- Have replaced batteries more often than other beacon sites due to the constant charging of batteries being unable to reach a full charge

#### **Financial**

- Estimated cost of beacon site upgrade project is \$15,000 and could be funded from the Capital or Land Reserve

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** James Donaldson Bleachers (Big Blue)

### **PROJECT DESCRIPTION:**

Remove old plywood bleachers and have aluminum bleachers put in place

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Engineer has deemed them unsafe and suggests to remove them from service
- Was repaired about 15 years ago with a life expectancy of 3 to 5 years
- Cover was installed to prolong life, however cover is now unusable
- Has historical significance with hosting the GFI ball tournament, and tourists

#### **Organizational**

- Engineer report attached
- Large project to remove existing structure
- Base will need work for new structure
- Installation has to be done by company for warranty

#### **Financial**

- Estimated project cost of \$75,000 for replacement 9m x 9m aluminum bleacher or \$150,000 for trapezoid shaped 9m x 21m aluminum bleacher to replace existing size and shape.
- Estimated cost of removal of old wooden structure is about \$25,000
- Could be funded from Slag Reserve

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.



## 2015 CAPITAL BUDGET BRIEFING

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James Donaldson bleacher stairs which had to have an emergency repair to keep them in place for the GFI



Some of the delaminating occurring throughout the bleachers with the plywood



Extra supports were added but note the bolt position in the angle iron. The Engineer did not like the position as they are very close to the edge because of the addition of another layer of plywood.





## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** Library lighting upgrade

### **PROJECT DESCRIPTION:**

Change out the current T-12 fluorescent lights to a T-8 fluorescent

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Library staff have voiced concerns with the lighting levels in the Library
- Lux testing performed tests in the common area and was found to be at minimum standards
- Lux testing performed tests in the office area and showed that lighting levels were below standards
- T-12 fluorescent light tubes are being phased out and we won't be able to get replacement bulbs in the near future

#### **Organizational**

- All City buildings will have to make the change in the near future
- 74 fixtures will need to be changed upstairs at the Library
- Reduce carbon footprint
- Significantly lower electrical consumption

#### **Financial**

- Estimated cost to change to T-8 LED lighting is \$20,000
- Funded from the City's Library Trust fund

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** Playground replacement

### **PROJECT DESCRIPTION:**

Remove the treated wooden structure known as the Tot Lot and replace with a playground structure that is age appropriate. The gravel around the structure will also need to be replaced.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Recommended by our municipal insurance agent for replacement
- Does not meet current playground standards
- Showing wear on structural parts of the playground
- City park is a focal point in our community and tourist attraction
- Safety of children

#### **Organizational**

- Staff would be required to remove existing structure and gravel
- Once installed, staff would be required to replace gravel
- Reduce liability of injury

#### **Financial**

- Estimated project cost of \$45,000 for an updated age appropriate structure installed by the company supplying the product.
- Municipal insurance has approved a \$10,000 risk management grant for this project, remainder could be funded from Slag Reserve

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** Public Works Yard Fuel Tank Replacement

### **PROJECT DESCRIPTION:**

Remove the underground fuel storage tanks at the public works yard. Replace concrete pad and place new storage tanks for fueling station.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Underground storage tanks are at their life expectancy
- Remove before an environmental issue occurs
- Fuel pumps are outdated
- Trouble finding parts and programmers for pumps
- Pumps need to communicate with our computer fuel system (computrol) for operational tracking

#### **Organizational**

- Fuel pumps have been unreliable the last year
- Remove existing storage tanks
- Configure concrete area around controls for above ground system

#### **Financial**

- Estimated project cost of \$25,000 with public works doing most of the work in removal and replacing
- Could be funded from the Capital or Land Reserves

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Operations  
**SUBJECT:** Headworks Grinder (Macerator)

### **PROJECT DESCRIPTION:**

The macerator is showing signs of failure. Because the existing model cannot be utilized for a trade-in exchange due to its age, a new macerator with a combined auger/screening unit needs to be purchased.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Existing unit scheduled for replacement in 2014 but did not qualify for an exchange resulting in insufficient funds for replacement.
- If the macerator fails, stream debris will be compromised causing issues in the sewer plant flow and subsequent overtime resulting.

#### **Organizational**

- Was in the 2014 Capital Budget but had insufficient funds to purchase after exchange replacement denied.
- Identified in Wastewater Treatment Plant Assessment report to replace existing macerator with a combined macerator and screening unit

#### **Financial**

- \$175,000 to be funded from the Capital or Land Reserve, or through an increase in wastewater rates

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





## 2015 CAPITAL BUDGET BRIEFING

---

**TO:** Mayor and Council  
**FROM:** Manager of Development and Engineering  
**SUBJECT:** Long Term Strategic Financial Framework

### PROJECT DESCRIPTION:

Asset Management is an integrated process, bringing together skills, expertise, and activities of people; with Information about a community's physical assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

The City of Grand Forks Asset Management Program, which began in 2010, is founded on the concept of sustainable service delivery. Sustainable Service Delivery ensures that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible manner), do not compromise the ability of future generations to meet their own needs. Communities build and maintain infrastructure to provide services. These services support our quality of life, protect our health and safety, and promote social, economic and environmental well-being.

Failure to care for our infrastructure, manage our natural resources and protect the benefits provided by nature risks degrading, or even losing, the services communities enjoy, and that future generations may rely on.

Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

Now is the right time to step back and reflect on how the City can best manage its finances for the future financial health of the community. As we move forward, it will be critical that the City start to plan to live within its means, and determine what it can and cannot afford given the new realities. Future revenue opportunities, changes, and patterns will need to be carefully weighed against the level and variety of services delivered, and the scope and range of assets obtained or constructed.

It is the responsibility of Council and management to assure the community that the City is in, and remains in, sound financial condition for current and future generations. To that end, a sound administrative and financial framework of principles and guidelines needs to be developed to provide stewardship over critical assets and resources.



The intent of the strategic financial framework is to document a number of financial management principles into policy that will help guide the City towards a financially sustainable future. The development of the principles would include a community engagement process to assist in identifying the community's priorities.

The principles are intended to guide the City's future decision-making around finances. While each of these principles focuses on a particular financial decision, they are all interrelated and work together to provide a broad framework for managing the City's overall finances. Examples of these principles may include items such as:

1. The City to fund only 25% of the renewal projects identified in the asset management plan,
2. The City create a dedicated reserve fund for asset renewal funded by an annual 1.9% tax increase, and
3. The City target a maximum debt level of 15% of sustainable revenues.

These principles should be used to guide not only the creation of financial plans, but should also influence other plans such as land use, operations, and parks plans. It is anticipated that these key principles are as follows:

Revenues	Costs
<ul style="list-style-type: none"><li>• Property Taxes and User Fees</li><li>• Reserves</li><li>• Debt</li><li>• Grants</li><li>• Development Finance</li></ul>	<ul style="list-style-type: none"><li>• Asset Renewal</li><li>• New Capital Projects</li><li>• Service Delivery</li></ul>

The development of the principles would be created and informed through a series of workshops with council and include a community engagement process.

#### **IMPLICATIONS OF RECOMMENDATION:**

##### **General**

The City is viewed as leaders in asset management and with completion of this assignment will have linked all the City's strategic planning (e.g., Sustainable Community Plan), financial planning and tactical planning (Master Plans, Energy Management) to the realities of infrastructure and community priorities. This in turn helps streamline Grand Forks' infrastructure governance process, making it seamless and enabling a stronger link between community strategic needs and project delivery.

##### **Organizational**

The Finance Department will continue to manage staff and consultant resources for Asset Management effectively and efficiently. The actions identified in this briefing are beyond the work load capacity and expertise that can be pursued by Finance staff within the context of their current mandates. As such, a consultant will be needed to carry out this phase of the City's asset management program. The exact amount of staff resources will be dependent on the extent to which consultant resources are employed and on the scope of work directed by Council.



If additional resources and Asset Management expertise are deemed necessary, beyond the scope of the work identified above, they will be identified as part of the Department's 2016 budget submission.

It should be noted that the work load implications of the asset management program will extend beyond Finance as several other departments (most notably, Engineering and Public Works) will also continue to be involved in the Asset Management Program.

### **Financial**

The budget estimate for the development of a long term strategic financial framework and public engagement process is \$50,000.

This project is to be funded through an application to the Gas Tax Strategic Priorities Fund (GTSPF).

### **Options**

1. Council could choose to move forward with the project.
2. Council could choose not to move forward with the project.
3. Council could choose to defer phases of the project.





Settle down.

## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council

**FROM:** Manager of Development and Engineering

**SUBJECT:** 5<sup>th</sup> STREET WATER MAIN REPLACEMENT

### **PROJECT DESCRIPTION:**

During the summer of 2011, the City became aware that one of the watermain crossing the Kettle River at 5<sup>th</sup> Street had failed. Before the failure, the south side of the community was serviced by two watermain at the 5<sup>th</sup> Street location, along with a third main under the Kettle River at Riverside Drive. After the failure of the main, the City also noticed that the second watermain at the 5<sup>th</sup> Street location was also at risk, in that it was exposed and lying on the bed of the Kettle River.

Urban Systems was asked at that point to determine what impact failure of the remaining 5<sup>th</sup> Street main would have on the City's ability to deliver domestic and fire flows to those portions of the City located on the south side of the Kettle River. Urban Systems identified that should the second 5<sup>th</sup> Street main fail, the City would be unable to provide adequate service south of the Kettle River. Urban Systems was then asked to examine potential options for replacing the 5<sup>th</sup> Street water main. The result of that work, and subsequent discussions with the City of Grand Forks, identified six potential options, each with differing costs and risks. Since that time, four of the options have been eliminated as new information has surfaced.

Since 2012, the City completed non-destructive testing on the remaining in-service water main crossing the Kettle River at 5<sup>th</sup> Street. The results of that testing indicates that the pipe wall thickness has been significantly eroded by the river bed gravels and boulders. The water main is now susceptible to failure, with the risk increasing with each passing spring runoff event. The pipe wall has been reduced at some locations to below 50% of its original thickness.

### **THE OPTIONS**

We discuss two potential options for replacing the water main below. Each option comes with its own cost and own series of risks, which we also provide.

#### **Option #1 – Open Cut (\$172,000)**





A few years ago, Terasen Gas successfully used temporary Aqua Dams to create a dry working space in the Kettle River and then installed a large gas line under the river bed by trenching across the river within the dewatered zone. A similar approach for the 5th Street water main replacement would have to be scheduled during the in stream work window, triggering the requirements for a Section 9 application to the Ministry of Forests, Lands and Natural Resources (MFLNR) and an "authorization" from the Department of Fisheries and Oceans (DFO). In addition, a required approval from Navigable Waters would trigger the Canadian Environmental Assessment Act and a full environmental assessment process. To secure all the approvals would take several months to potentially a year and the in-stream work window for the Kettle River is August 7 – September 15 of any given year. Hence, in the best case, the work could not occur prior to August 2015 or, worst case, August 2016.

#### **Option #2 – Cross the Darrell J. Priede Bridge (\$400,000)**



This option envisions connecting a proposed 300mm water main to the existing 250mm water main located on Kettle River Drive, crossing the Kettle River on the Darrell J. Priede Bridge and extending a proposed main eastward, along the south boundary of the Interfor property.



This option requires approximately 70m of insulated and armored pipe secured to the bridge, following the RInC multi-use pathway along the Kettle River from the bridge to 66th Avenue, and replacing the existing 150mm watermain along 66th Avenue, from 10th Street to Como Street. Note the photo above is a sample project only and the exterior coating on the insulated pipe can be black in color in order to mute the visual impact of the pipe.

Senior government approvals or permits would not be required from DFO, MFLNR, or Navigable Waters. Regardless, we do suggest that a Section 9 application be submitted, mostly for due diligence and courtesy purposes, for any work near the Kettle River.

Urban Systems determined that a 300mm diameter watermain would provide the same (if not better) level of fire protection to the southeast sector, as long as the new main connected to the existing 200mm diameter watermain along Como Street. In no case did modelled fire flow rates diminish as a result of the Option #2 connection versus the Option #1 approach.

A particular advantage of this option is that the City currently has a right-of-way across the Interfor property, parallel to the RInC pathway, for future installation of sanitary sewers. This option would not see delays in implementation because of right-of-way negotiations with Interfor. However, the City may want to examine the exact wording of the right-of-way agreement to confirm that a water main, as well as a sewer main, can be installed in the existing right-of-way. The City needs to be aware that installation of a utility in the right-of-way will necessitate removal of most of the existing trees northeast of the existing pathway. This may cause some consternation for users of the pathway, regardless of the fact that the right-of-way is still on Interfor property. In addition, the Migratory Birds Act and the need to remove any existing nests within the treed corridor must be addressed prior to the spring nesting period.

Lastly, the City should be aware that some portions of the newly constructed RInC pathway near the bridge abutments will be impacted by construction and the path will likely need to be closed, at least in part, until construction is completed.

#### **IMPLICATIONS OF RECOMMENDATION:**

##### **General**

- This project is in line with the Sustainable Community Plan guiding principle of ensuring a long-term sustainable foundation of municipal infrastructure that is affordable, provides service levels consistent with the community's expectations, and encourages growth and economic development.
- The City has a commitment to provide fire protection to the users on the south side of the Kettle River.
- The table below summarizes the advantages and disadvantages of each of the two options discussed in the previous section above. The table also identifies relative risk for each option and identifies the ranking of each.



	Option 1	Option 2
Cost	\$230,000	\$460,000
Advantages	<ul style="list-style-type: none"> <li>• Least cost</li> <li>• Local contractors may have required expertise for all or portions of the work.</li> </ul>	<ul style="list-style-type: none"> <li>• Lowest risk</li> <li>• Can proceed immediately once design is completed</li> <li>• Work would need to commence after the 2015 freshet as detailed design and surveys need to be completed</li> <li>• Local contractors may have required expertise for all or portions of the work</li> </ul>
Disadvantages/Risks	<ul style="list-style-type: none"> <li>• Lengthy approvals period</li> <li>• No guarantee of approvals</li> <li>• Existing main at risk during approvals</li> </ul>	<ul style="list-style-type: none"> <li>• Most costly</li> <li>• Would impact portions of the existing new RInC pathway</li> <li>• Would require tree removal on north side of RInC path</li> <li>• Nesting birds would need to be addressed</li> </ul>
Relative Risk Rating	Medium to High	Low

#### **Organizational**

- There are no related capital projects.
- Staff requirement would be to apply for the Federal Gas Tax Fund Strategic Priorities Fund grant.
- The Engineering Department will manage staff and consultant resources for this project effectively and efficiently.

#### **Financial**

- Option 1: \$230,000, Option 2: \$460,000.
- The funding for this project is proposed to come from a Gas Tax grant.

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Development & Engineering  
**SUBJECT:** Eastside Reservoir Structure Study

### **PROJECT DESCRIPTION:**

The City of Grand Forks has two potable water reservoirs referred to as the Eastside Reservoir and the Valley Heights Reservoir. The Eastside Reservoir provides most of the City's water storage (90% or 3450 m<sup>3</sup>) and is essential to ensuring that the City has adequate water supply for fire protection and peak demands.

The Eastside Reservoir is earthen structure that is lined and covered with a geomembrane material.

Interior Health inspected the Eastside Reservoir on March 14, 2013 and July 16, 2014. As result of these inspections, Interior Health raised the following concerns:

- Membrane cover can be punctured which would put the reservoir at risk for being contaminated.
- Membrane cover provides little insulation which leads to increased water temperatures in the summer months and can decrease water quality.
- Mixing within the reservoir could be improved to eliminate thermal stratification and dead zones.

Interior Health has asked Grand Forks for a long term strategy for addressing these concerns. A conceptual level study is required to determine the optimal solution for addressing Interior Health's concerns.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **Organizational**

- The Engineering Department will manage staff and consultant resources for this project effectively and efficiently.

#### **Financial**

- The budget estimate for completing a conceptual level study to identify options for either improving the existing reservoir structure or replacing the structure to address Interior Health's concerns is \$28,000 and could be funded from the capital or land reserves.

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.





## 2015 BUDGET BRIEFING

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**TO:** Mayor and Council

**FROM:** Manager of Development and Engineering

**SUBJECT:** **Geographic Information Systems (GIS) Infrastructure Data Acquisition and Integration**

### **PROJECT DESCRIPTION:**

A key goal for the City of Grand Forks is streamlining the day-to-day operations of the City by modernizing processes and standards for best practices using current technology. To date, the City has taken steps in this direction by collecting accurate water infrastructure location data for the water meter installation program. This data, along with a multitude of other data and information, can be used in GIS applications and can be displayed on a map in digital form. Once in the system it can be manipulated and analyzed in a GIS (or other program), and attributes (data & information) can be added at any time.

Although a significant investment, local governments around the world—from the largest cities to hundreds of smaller local governments—use GIS. It benefits public works and elections departments, 911, law enforcement, assessor's offices, and many more divisions. GIS consistently delivers a return on investment including cost avoidance, time savings, better decision making and increased accuracy, productivity and revenue.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Streamlining of the day-to-day operations of the City as a GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts.
- A GIS helps you answer questions and solve problems by looking at your data in a way that is quickly understood and easily shared.
- GIS technology can be integrated into any enterprise information system framework.

#### **Organizational**

- Cost savings and increased efficiency, better decision-making, improved communication, better record-keeping, managing geographically.

#### **Financial**

- The estimated cost to continue data collection and system integration is \$100,000.00 and could be funded from the Multi-Utility borrowing or Slag Reserve.



### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.



# Geographic Information Systems (GIS)

## **What is GIS?**

A geographic information system (GIS) integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts.

A GIS helps you answer questions and solve problems by looking at your data in a way that is quickly understood and easily shared.

GIS technology can be integrated into any enterprise information system framework.

## **Top Five Benefits of GIS**

GIS benefits organizations of all sizes and in almost every industry. There is a growing awareness of the economic and strategic value of GIS. The benefits of GIS generally fall into five basic categories:

- [Cost Savings and Increased Efficiency](#)
- [Better Decision Making](#)
- [Improved Communication](#)
- [Better Recordkeeping](#)
- [Managing Geographically](#)

## **What Can You Do with GIS?**

GIS gives us a new way to look at the world around us. With GIS you can:

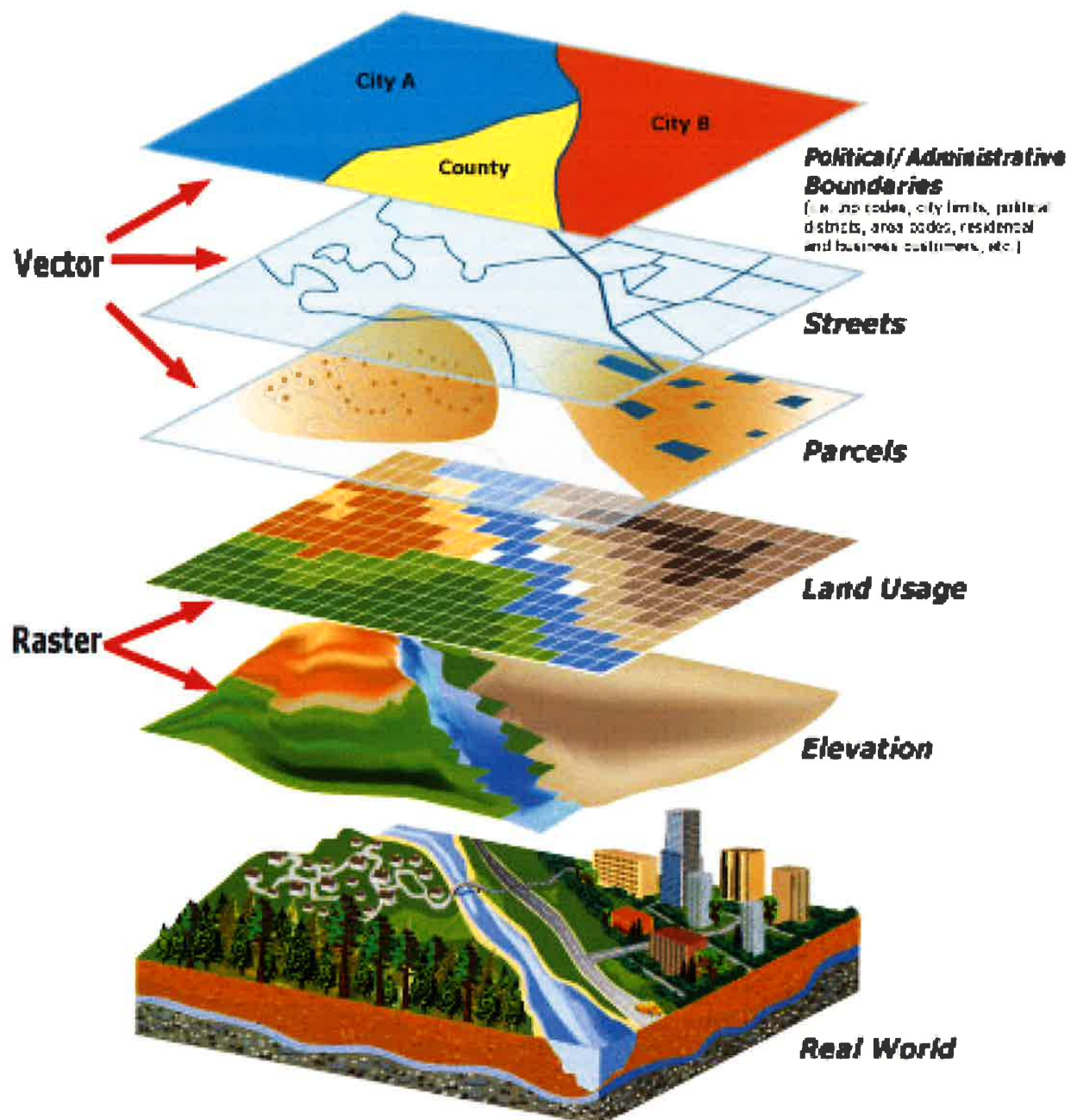
- [Map Where Things Are](#)
- [Map Quantities](#)
- [Map Densities](#)
- [Find What's Inside](#)
- [Find What's Nearby](#)
- [Map Change](#)

## **The Geographic Approach**

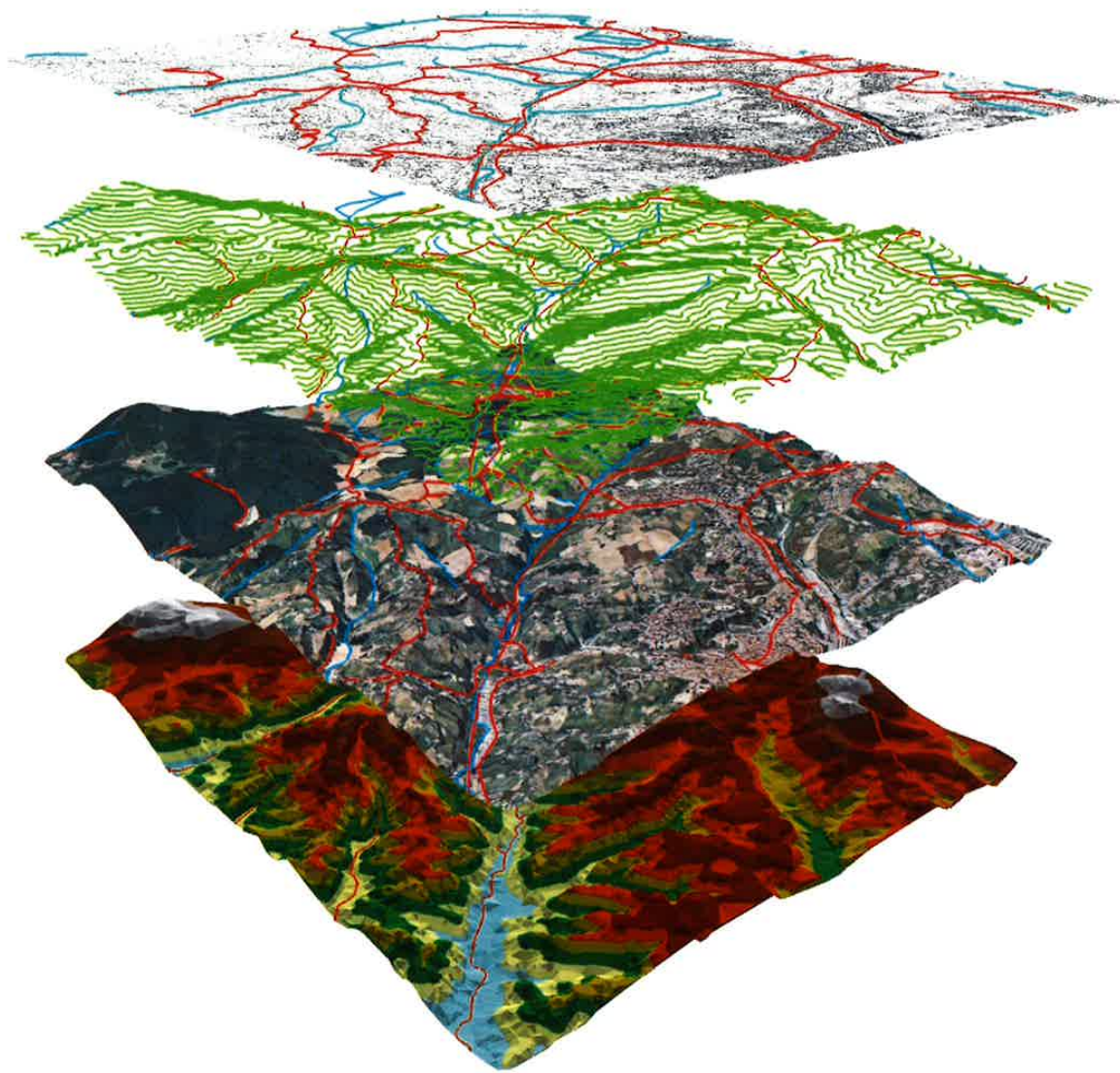
Geography is the science of our world. Coupled with GIS, geography is helping us to better understand the earth and apply geographic knowledge to a host of human activities. The outcome is the emergence of *The Geographic Approach*—a new way of thinking and problem solving that integrates geographic information into how we understand and manage our planet. This approach allows us to create geographic knowledge by measuring the earth, organizing this data, and analyzing and modeling various processes and their relationships. The Geographic Approach also allows us to apply this knowledge to the way we design, plan, and change our world.

- [Step 1: Ask](#)
- [Step 2: Acquire](#)
- [Step 3: Examine](#)
- [Step 4: Analyze](#)
- [Step 5: Act](#)













## 2015 BUDGET BRIEFING

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**TO:** Mayor and Council

**FROM:** Manager of Development and Engineering

**SUBJECT:** Sidewalk along 72<sup>nd</sup> Avenue from 19<sup>th</sup> Street to 27<sup>th</sup> Street (Silver Kettle)

### **PROJECT DESCRIPTION:**

In 2013 the Sunshine Valley Women's Institute submitted a request for a sidewalk to be installed along 72<sup>nd</sup> Avenue from 19<sup>th</sup> Street to 27<sup>th</sup> Street. The reason cited for the request was a desperate need for a safe walkway along the public street in front of the village. The village houses 48 suites; some double occupancy, as well as a full care facility. Many of the residents are mobile and are interested in walking. The sidewalk would provide walking access to shopping (Extra Foods) and to recreation facilities (Curling Club, Aquatic Centre, and Arena), as well as connect to the sidewalk on 19<sup>th</sup> Street which leads to multiple facilities and locations.

The Grand Forks Sustainable Community Plan (SCP) Guiding Principles includes improving mobility by creating more opportunities for safe and convenient movement around the City by foot and cycle. Goals for Sustainability include the integration of health principles into all decisions including the development of a community-wide multi-use, non-motorized trail system linking neighbourhoods, institutional facilities, heritage facilities and commercial hubs together. The SCP objectives and policies strive to reinforce the application of Smart Growth principles ([www.smartgrowth.bc.ca](http://www.smartgrowth.bc.ca)) that are consistent with City land use goals, which includes creating walkable neighbourhoods. Other goals of the SCP that are relevant to this project include:

- 1) Protecting the natural environment by supporting programs that encourage community-wide reductions in greenhouse gas emissions,
- 2) Promoting and providing alternative modes of transportation to single-occupant vehicles (SOVs) such as walking and cycling, to minimize the use of SOVs and encourage the development of alternate transportation choices in existing neighborhoods, and
- 3) Providing a variety of linked recreational opportunities and promoting the use of active modes of transportation via City trails, pathways and sidewalks to access recreational facilities

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- Installation of strategically-placed sidewalks acts upon the objectives identified in the principles, goals and policies of the SCP.

#### **Organizational**

- Increased safety for pedestrians and reduced liability for the City.
- The location of this proposed sidewalk is strategically-located and links this area to nearby shopping and recreational facilities as well as the path system through the highway commercial zone to the downtown core.
- Increased walking traffic could lead to a reduction in emissions from SOVs.



### Financial

- The estimated cost of constructing a standard 1.5 metre walkway for 850 metres:

<u>Asphalt Sidewalk</u>	Surface course (50mm) including base:	\$ 41,000
	Curb:	<u>\$ 26,000</u>
		\$ 67,000

<u>Concrete Sidewalk</u>	Concrete Sidewalk including base:	\$ 89,000
	Curb and Gutter:	<u>\$ 69,000</u>
		\$158,000

- Additional Costs for either option:

Reshape of Existing Subgrade:	\$ 2,300
Remove & reinstate existing chain-link fence (Dick Bartlett Park):	\$ 6,000
Driveway Tie-ins	\$ 9,200

- This project could be funded through taxation or Slag Reserves.

### Options

- Council could choose to accept.
- Council could choose to not accept.
- Council could choose to defer.





## 2015 CAPITAL BUDGET BRIEFING

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**TO:** Mayor and Council  
**FROM:** Manager of Development and Engineering  
**SUBJECT:** Wastewater Treatment Plant (WWTP) Ultra-Violet (UV) Disinfection

### **PROJECT DESCRIPTION:**

Presently, the WWTP effluent is disinfected with the use of chlorine and then discharged into the Kettle River. De-chlorination is not being practised prior to discharge into the river. Upgrading of the current disinfection system is required as it is no longer acceptable to employ this type of system on a modern municipal WWTP. Chlorine residual in the treated effluent is toxic to fish and could have negative effects on fisheries resources in the receiving water and the use of chlorine can also create worker safety concerns.

The current method of chlorination can be followed by dosing with a chemical that will consume any residual chlorine in the water. The most commonly-used chemicals present risks to workers and the environment and can be labour intensive.

In more recent times, Ultra-Violet light has been used as an effective disinfectant and leaves no harmful residual. It is the most cost-efficient and safe approach for effluent disinfection; however, the effectiveness of UV light needs to be confirmed by undertaking UV Transmittance (UVT) testing on the effluent. If the UVT is sufficient for UV light to inactivate bacteria, the use of UV can be pursued.

The relative costs of installing these processes can be summarized as follows:

<b><u>Process</u></b>	<b><u>Capital Cost</u></b>	<b><u>Annual Operating Cost</u></b>
Ultra-Violet	\$500,000	\$37,000
<u>De-chlorination</u>		
Sulphur Dioxide	\$790,000	\$30,000
Sodium Thiosulphate	\$680,000	\$25,000

It is assumed in the cost estimate that the existing chlorine contact tank can be converted to a vessel for the UV lamps and that a small building would be constructed near the contact tank to accommodate the electrical panels and controls for the UV system.

### **IMPLICATIONS OF RECOMMENDATION:**

#### **General**

- The current disinfection practice is not acceptable under either the provincial or federal regulations, since chlorine residual is harmful to fish. It is anticipated that the Ministry will be requiring Grand Forks to improve its current practice in the near future. The disinfection process could add de-chlorination to the process but this method uses chemicals that present risks to workers and the environment and can be labour-intensive



and costly. Ultra-Violet light systems are safe, efficient and there are no harmful residuals discharged into the receiving water.

- Both the current Sustainable Community Plan (SCP) and the retired Official Community Plan (OCP) include guiding principles reflecting respect for nature and a desire to protect the environment and natural diversity of the community in a sustainable manner. One of the eight goals for a sustainable Grand Forks in the SCP is to ensure a healthy natural environment by preserving and protecting natural areas for environmental, aesthetic, recreational and economic values.

#### **Organizational**

- Related capital projects include Wastewater Treatment Plant upgrades and the Bio-solids Management Plan.
- Staff requirements for this project include grant application completion/submission and contract administration, inspections and reporting.

#### **Financial**

- The estimated project cost for installation of a Ultra-Violet light disinfection system is \$500,000 with annual operating costs estimated at \$37,000.
- The proposed source of funding for the project is the Federal New Build Canada Small Communities Fund (SCF). The SCF grant can fund up to 67% of eligible costs of an eligible project and the remaining 33% could be funded from Capital or Land Reserves.

#### **Options**

1. Council could choose to accept.
2. Council could choose to not accept.
3. Council could choose to defer.



# CITY OF GRAND FORKS 2015 CAPITAL REQUESTS



Settle down.

	AMOUNT	Library Trust	Gas Tax Gen	Grants	Borrowing	Equipment	Capital	Land	Slag	TOTAL
<b>RESERVES BALANCE FORWARD</b>		26,696.90	344,865.42			578,289.98	131,116.05	261,398.67	1,140,182.37	2,110,965.07
<b>IT</b>										
Generator at 525 Central	30,000						30,000			
Water & Sewer Scada	25,000						25,000			
<b>FIRE</b>										
Command Vehicle	60,000					60,000				
<b>OPERATIONS</b>										
1988 John Deer Mower	40,000					40,000				
1988 IHC (replace unit 27)	170,000					170,000				
1992 T-tech trailer (skidsteer trailer)	25,000					25,000				
1995 Ford pick up truck	30,000					30,000				
Airport Beacon	15,000									
JD bleacher	175,000						15,000			
Library Lighting	20,000	20,000								
Playground replacement	45,000			10,000						
Works yard fuel tanks	25,000							25,000		
Headworks Grinder	175,000							175,000		
<b>ENGINEERING</b>										
Long Term Strategic Financial Framework	50,000			50,000						
5th Street Watermain Replacement	460,000			460,000						
Eastside Reservoir Structure Study	28,000							28,000		
GIS - Phase II	100,000				100,000					
Silver Kettle Sidewalk	175,500									
Wastewater Treatment Plant UV	500,000			333,333				166,667		
<b>Current Year Requests</b>	2,148,500	20,000	-	853,333	100,000	325,000	70,000	394,667	385,500	1,175,167
<b>RESERVES BALANCE FORWARD</b>		6,897	344,865			253,290	61,116	(133,270)	754,682	935,818

plus Parking Reserve

\*\*2016 \$30k