THE CORPORATION OF THE CITY OF GRAND FORKS AGENDA - COMMITTEE OF THE WHOLE MEETING

Monday, June 15th, 2015, 9:00 am 7217 - 4th Street, City Hall

		<u>ITEM</u>	SUBJECT MATTER	RECOMMENDATION
1	<u>CALI</u>	_ TO ORDER		
	a)			Call the COTW Meeting to order
2	СОМ	MITTEE OF THE WHOLE AGENDA		
	a)	Adopt agenda	June 15th, 2015, COTW	Adopt agenda as presented
3		STERED PETITIONS AND EGATIONS		
	a)	School District No. 51 Delegation - Mr. Grey's Grade 9 Science Class.pdf	Mr. Grey's Grade 9 Science Class to share projects regarding water	THAT the COTW receive the presentation from Mr. Grey's Grade 9 Science Class.
	b)	Grand Forks Community Trails Society - Chris Moslin Delegation - Grand Forks Community Trails Society.pdf	Support of non-motorized designation of the Trans Canada Trail from Grand Forks to Cascade	THAT the COTW receive the presentation from Chris Moslin of the Grand Forks Community Trails Society.
	c)	Concerned Residents of Grand Forks and Surrounding Areas <u>Concerned Residents of Grand</u> <u>Forks.pdf</u>	Questions, concerns, and suggestions that are presented in the water meter manifesto	THAT the COTW receive the presentation from the Grand Forks and surrounding area concerned residents.
4	PRES	SENTATIONS FROM STAFF		
	a)	Manager Development & Engineering Services RFD - Mgr. Dev. & Eng Farley DVP.pdf	Application for a Development Variance Permit to request an interior setback variance from 3 meters (10 feet) to 0.9144 meters (3 feet), in order to construct a carport	THAT the COTW receives the report and recommends to Council to select one of the presented options at the July 20th, 2015, Regular Meeting of Council.
	b)	Manager of Development & Engineering Services RFD - Mgr. Dev. & Eng Zibin DVP.pdf	Application for a Development Variance Permit to request an increase in accessory building height and an increase in overall floor area of all accessory buildings, in order to construct a garage	THAT the COTW receive the report and recommends to Council to select one of the presented options at the July 20th, 2015, Regular Meeting of Council.

c) Corporate Services

RFD - Corporate Services - Mural

Project.pdf

Selkirk College Partnership for Mural Project

THAT the COTW recommends to Council to receive the request regarding the Mural Project to be undertaken in partnership with Selkirk College and refers it to the June 15th, 2015, Regular Meeting of Council for decision and/or direction to staff.

d) Deputy Corporate
Officer/Communications
RFD - Deputy Corp. Officer - Draft
Communications Policy &
Procedures.pdf

Draft Communications Policy and Procedures

THAT the COTW recommends to Council to receive the draft Communications Policy and Procedures and determines to move forward with public consultation and a Council workshop as next steps in it development.

e) Manager of Operations

RFD - Mgr. of Operations - Universal

Water Meter Program.pdf

Universal Water Meter Program THAT the COTW recommends Council to choose one of the options and direct staff to proceed accordingly.

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

THAT the COTW receive the monthly activity reports from department managers.

g) Corporate Services - Verbal Report

Information update regarding the Cannafest event

Council to receive for information purposes.

5 REPORTS AND DISCUSSION

6 PROPOSED BYLAWS FOR DISCUSSION

a) Chief Financial Officer

Bylaw 2016 - RFD - CFO - Year

2014-2018 Financial Plan

Amendment 2.pdf

Bylaw 2016 - Year 2014-2018 Financial Plan Amendment 2 THAT the COTW recommends that Council give first three readings to Bylaw No. 2016 - Year 2014-2018 Financial Plan Amendment 2 at the June 29, 2015, Regular Meeting of Council.

7 INFORMATION ITEMS

- 8 **CORRESPONDENCE ITEMS**
- 9 **LATE ITEMS**
- 10 REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF THE COUNCIL (VERBAL)
- 11 QUESTION PERIOD FROM THE PUBLIC
- 12 **IN-CAMERA RESOLUTION**
 - a) 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; and 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and 90 (1)(g) litigation or potential litigation affecting the municipality; Be it further resolved that persons, other than members, officers, or other persons to whom Council may deem necessary to conduct City business, will be excluded from the In-Camera Meeting.

13 **ADJOURNMENT**

RECEIVED JUN 5 2015

Council Delegations

THE CORPORATION OF THE CITY OF GRAND FORKS

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 on behalf of
SDS
Share projects regarding water. These projects were resourced + prepared by Mr. Grey's grade 9 Science Class. This is a problem based
by Mr. Grey's grade 9 Science Class. This is a problem based
The reason(s) that I/We are requesting this action are:
To Shave with Council, information regarding our
To Shave with Council, information regarding our projects, and to inform them about problem based learning.
learning.
I/We believe that in approving our request the community will benefit by:
Information Graning
POSTER WING
mr. Grey's Grade 9
12- Science Class

Council Delegations (cont.)

I/We believe that by not approving our request the result will be:	
In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating:	
Name: Matt Grey (Hacher) Stam Foy + 6Ksana Stock)	nnoff)
Organization: SD51	
Mailing Address:(Including Postal Code)	
Telephone Number: 250 - 442 - 8285	
Telephone Number: 250. 442.8285 Email Address: Matt. Grey CSD51. bc. 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

COTW June 15,2015

Printed by: Info City of Grand Forks Title: New Online Delegation Form submission from Chris Mosli... May-12-15 8:00:44 AM Page 1 of 2

From:

Chris Moslin <chris.moslin@gmail.com> May-11-15 12:01:29 PM 🚃 🗐

Subject:

New Online Delegation Form submission from Chris Moslin

To:

Info City of Grand Forks

Your Worship, Mayor Konrad, and Members of Council, I/We are here this evening on behalf of:

THE CORPORATION OF THE CITY OF GRAND FORKS

The Grand Forks Community Trails Society

To request that you consider:

Writing a letter to support non-motorized designation of the Trans Canada Trail from Grand Forks to Cascade.

The reasons that I/We are requesting this action are:

The Trails Society is continuing to advocate for the upgrade of the Trans Canada Trail from the Roxul parking lot to the west end of the Cascade Trestle. The province has indicated its reluctance to invest in a surface that will be used by recreational vehicles. Nonetheless, the province will invest in resurfacing the trail if it is officially declared non-motorized. If there is sufficient community support for this designation the province will use Section 56 of the Forest And Practice Act (FRPA) to declare this section of trail non-motorized and will enforce that compliance. At a recent meeting of Boundary elected officials hosted by the GFCTS, the GF ATV club and MFLNRO there was agreement that all jurisdictions would write the province requesting this designation. With those letters of support the province will hold public meetings and eventually make the designation official. It is expected that significant provincial, federal and corporate funding will then become available. The Area D Director has already signified that he will match the city's investment in the project. These funds as well as an application to the Strategic Priorities Fund may lead to the development of this section of the trail as well as other sections of the TCT in the Boundary.

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

Attracting significant provincial and federal investment in the trails of the Boundary and in particular the creation of a paved pedestrian corridor from Grand Forks to Cascade.

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

Missing an opportunity to work with other Boundary local governments to develop a world class trails system.

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

"moved that the City of Grand Forks write a letter of support to the Recreation Sites and Trails brand of MFLNRO for the non-motorized designation of the Trans Canada Trail from Grand Forks to Cascade."

Name

Chris Moslin

Organization	
	GFCTS
Mailing Address	
	Box 2921 Grand Forks, British Columbia V0H 1H0 Canada <u>Map It</u>
Telephone Number	
	250 666 1262
Email Address	
	chris.moslin@gmail.com

Concerns from meeting April 17 2015

Thank you all for coming to the meeting in Grand Forks April 17 2015

The Grand Forks ATV Club has concerns moving forward on the designations of that section of the Rail Trail described as Nursery Trestle to Cascade West as "NON Motorized". The following will outline what our concerns:

Education

As mentioned and demonstrated by the GFATV Club, education is very important to the club members.

Allowing a club event on this section, approved by a special permit with consideration to the time of the year(early spring March--April) would allow the club to plan an early event that would get members out on this section of trail. This event would accomplish many important safety, environment, wildlife, education activities.

Could this event be held at a different location? Yes it could, would it be as successful, probably not. It is hard to demonstrate the importance of different, environment, wildlife, safety, education matters from a different location, compared to being at the site were participants can see firsthand the issues being presented.

How would this effect the signs posted no motorized use, posted at strategic locations?

If the event was by permit and tied in to a spring maintenance duty on this section of the TCT, participants wearing high visibility vests, the club sees very little effect on the general public feeling that the section is open for more motorized use.

Assistance with Non-Motorized Events

Motorized participants helping with public events on this section of the TCT. During the meeting the club brought forward a fun healthy event for encouraging healthy activities for the public such as a youth cycling event. This particular event will be directed toward younger riders, there could be other events for the general public. From a safety perspective it would be very negligent not to have some kind of a motorized unit accompanying the group. To put a limit of one to two seems restrictive to the overall safety of the event. How would having more than two effect the Non Motorized status of this section? During an event "Safety" is most important!

Bypass Trails

Brought forward was the bypass trails, constructed in 2014. This section could allow motorized public to bypass the section of the Rail Trail between Cascade West and Grand Forks.

There are concerns that come with this decision!

How to cross the highway? There are regulations to overcome, approval from Ministry of Transportation.

How to access the trails once a motorized rider has crossed the highway?

The first 5 km of Stewart Creek are gazetted therefore different regulation are in place for motorized ATV use.

Who will help resolve these issues with funding and advocating for success?

This also links to access on the Rail Trail east of the Trestle as there is significant use. Would the motorized public be able to have access to the area East of Cascade West?

- The Grand Forks ATV Club has for several years formally stayed off this section of the Rail Trail and has, directed, organized club rides away from this section. The club has also shown tremendous effort in building cooperation and willingness to work hard maintaining the Rail Trail and building Multi Use Trails that will enhance the economy of the area.
- The safety concerns for events in this section speaks for its self any event involving the general public, needs to have safety of participants placed in the forefront.
- The Club also finds it most interesting that during times of maintenance events were tools such as chain saw and shovels are required, the ATV population receives a warm welcome on any trail. We feel in this era there should be more of an effort to see pictures such as the one shown by Tennessee, of the TCT, with a tranquil lake in the back ground and a family of bikers travelling on a well groomed trail. Where are the other users, horses, hikers, and motorized users.
- There is and will always be a percent of the users that disregard the rules and have no regard for others or the environment. The GFATV Club has worked hard to change the image of today's ATV rider.

Notes for the Boundary Trails Meeting

April 17th 1:00 PM RDKB Board Room Grand Forks

The purpose of this meeting was to gauge local support for designating a section of rail trail as non-motorized, to discuss opportunities for partnership on stewardship of the rail trails in RDKB and to look at management of the rail trails in other jurisdictions. The meeting was moderated by Wendy McCulloch of Community Futures.

Present:

Wendy McCulloch, Community Futures; Tennessee Trent, MFLNRO Rec Sites and Trails; Ed Smith, Mayor of Greenwood; Sarah Meunier, Trans Canada Trail; Doug Zorn, GFATV; Ray Johnson, GFATV; Barb Stewart, Boundary Invasive weeds Society; Chris Moslin, Grand Forks Community Trails Society; George Longden, GFCTS; Vicki Gee Area E Director, RDKB; Justin Dexter, MFLNRO Recreation; Sasha Bird, City of Grand Forks; James Wilson, BCRCC; Dolores Sheets, City of Grand Forks; Don Frew, ATVBC; Terry Wardrop, Quad Riders of BC; Ryan Elphick, BC Parks; Ross Elliot, Midway Trails, Kettle River Trails, Trails to the Boundary Society; Donna Dean, RDKB; Cavin Gates, Christina Gateway; Grace McGregor, Area C Director, RDKB; Roly Russell, Area D Director, RDKB

 Background history of rail trails and the TCT in the Boundary – Tennessee Trent Province owns 2000 km of rail corridors

600 km of that is designated for recreational trails

180 km of trail in Boundary

C&W connecting communities since 1899

1990 Carmi sub - Midway to Kelowna - abandoned

1992 CPR abandoned rail line from Midway to Castlegar

1992 TCT started. Vision was to connect communities

1995 Princeton to Osoyoos

1998 Columbia & Western and Slocan are managed by Tourism BC

2003 C&W / Slocan are transferred to the Province

2010 Management fell to Rec Sites and Trails and managed under the Forest and Range Practices Act (FRPA) – Section 56

2014 Rec Sites and Trails signs 280 Stewardship Agreements with volunteers and local governments. 4 of these agreements are with rail trail management groups covering 400 km

2. The Strategic Management Approach of Rec Sites and Trails

MFLNRO revised strategic management approach to recreational trails in

2014 – using FRPA regulations

Priority 1 public safety

Priority 2 environmental risk mitigation

Priority 3 investment in areas of greatest tourism potential

3. Trails and the RDOS – Agreement signed in 2009

One of 55 Full partnership agreements between local governments and the Province 2010 regional trails master plan developed

2012 annual Regional Trails Implementation plan developed by the RDOS and funded by both the provincial government and the RDOS

2014 RDOS in turn signs stewardship agreements with 5 volunteer groups to maintain different trail systems.

4. Designating the Kettle River Heritage Trail non-motorized – Chris Moslin

The KRHT is the proposed paving upgrade of the Trans Canada Trail from Grand Forks to Christina Lake in three phases

Phase 1 completed by the City, MFLNRO, Roxul, TCT and GFCTS in 2013 Nursery Trestle redecked in 2014

Phase 2 is 7.1 km from Nursery Trestle to Gilpin Creek

Phase 3 is 8.3 km from Gilpin Creek to West side of Cascade Trestle

Non -Motorized designation would

Bring provincial and federal funding

Improve access to two new provincial parks

Create a designated highway pull out for a new day use park at Gilpin Creek

Designation would require

Local elected officials to write a letter of support for non-motorized designation to Rec Sites and Trail

Rec Sites and Trails to hold public meetings in the area

Rec Sites and Trails to designate and enforce the non-motorized rule

5. Managing Multi-Use Trails - Doug Zorn

Cooperation, enforcement, resources

The GF ATV Club would like to have permitted access to the non-motorized section for educational events in the off season.

Concerns about continued funding for volunteers to cover out of pocket expenses.

The use of ATV's as safety vehicles for biking events was discussed.

6. Meeting Discussion Notes

Justin – Stewardship agreements are downloading – yes- but also empowering local governments and volunteers

Terry - was involved in trails management and planning in the RDOS and reinforced Justin's point about the arrangement benefitting the local community Terry also brought up the

Hiawatha trail - 20 miles in Idaho

- 70,00 visitors each year
- Wallace, Idaho has become a destination motorized/ non motorized trail mecca

Tennessee - the RDOS agreement allows for the province to deal directly with local communities rather than through a stewardship group

Chris – the RDKB also needs to consider creating a master plan for trails Tennessee – repeated that there would be no non-motorized designation without endorsement from local government and user groups (GFCTS and the GFATV) Terry observed that the RDOS plan was the 'Cadillac' while the plan developed in Powell River was more 'practical'

Grace – trails are important. Area C has funded both non-motorized and motorized. She is okay with the non-motorized designation in Area C but was unclear how to do that. She does not support paving. She does support RDKB involvement in maintenance such as mowing. She is in favor of retaining motorized traffic from Santa Rosa to Cascade as that is important access for ATV's.

Vicky - supports the non-motorized designation. Wants to see a master plan developed that involves all user groups

Rolly – supportive of the designation. Wanted to know how a partnership would look like. A master plan would require an expanded parks service. He is willing to support trails including the Kettle River Heritage Trail financially.

Justin – repeated that the province is responsible for capital costs

Ryan – discussion about ATV use in parks

Ray – ATV access for emergency use – Justin and Ryan OK

Chris – there has to be some flexibility in the non-motorized designation for maintenance requirements

Justin - agreed and added that support vehicles for student rides would be ok too Ryan - commented that day use development would be a long term project as BC Parks is concentrating on capital generating projects

Wendy – mentioned that the Boundary Economic Development Committee has agreed that trails are its #1 Priority this year

Terry – noted that co-operation is the key for any future development

7. Next Steps

Participants agree to write a letter of support for the non-motorized designation of the TCT from Grand Forks to the west side of the Cascade Trestle. The letter would be addressed to:

Tennessee Trent 101-42000 Loggers Lane Squamish BC V8B 0H3

Participants agreed to continue making trail planning and development a priority

Participants agreed that these plans should move towards a January 2016 submission for Strategic Priorities Funding from the Federal government

RECEIVED MAY 2 9 2015 THE CORPORATION OF THE CITY OF GRAND FORKS

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 on behalf of
concerned residents of Grand Forks and surrounding areas
to request that you consider questions, concerns and suggestions
that are presented in the water meter manifesto.
The reason(s) that I/We are requesting this action are:
i) that we have not yet received colequate response(s)
from the City Council;
a) that residents' concerns should be successfully
resolved prior to any further implementations of the water neter program.
I/We believe that in approving our request the community will benefit by:
knowing that residents' concerns will be addressed, and
peropriate options and remedies will be emplemented
•



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MAY 2 9 2015

THE CORPORATION OF THE CITY OF GRAND FORKS

Council Delegations (cont.)

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

Continued duision in the community, and potential legal hability
potenties togat theolog
In conclusion, I/we request that Council for the City of Grand Forks adopt a resolution stating: that resolutes concerns will be considered at a public hearing to protect resolute those concerns in a manner acceptable to those residents.
Name: KARIN BAGN BEVERLEY TRIPP Organization: Concerned residents Mailing Address: Lo. Box 2012 GRAND FORKS, BC. VOH 1 Ho (Including Postal Code) Telephone Number: 250 442 6000
Email Address: bb/10212@gmail.com

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

REQUEST FOR DECISION

 $^-$ committee of the whole $^-$



To:

Committee of the Whole

From:

Sasha Bird, Manager of Development & Engineering Services

Date:

June 15, 2015

Subject:

Application for a Development Variance Permit to request an interior setback variance from 3 meters (10 feet) to 0.9144

meters (3 feet), in order to construct a carport.

Recommendation:

RESOLVED THAT the Committee of the Whole receives the report and recommends to Council to select one of the presented options at the July 20th, 2015 Regular Meeting of

Council.

BACKGROUND: The City has received a Development Variance Permit application from Denis Farley & Pamela Pavan, owners of property legally described as Lot 5, District Lot 533, S.D.Y.D, Plan EPP18430, located at 5955-19th Street. The property in question is currently zoned R-4 (Rural Residential) in the City's Zoning Bylaw and is 0.294 acres (12807 square feet or 1190 square meters) in size. The lot dimensions are approximately 20 x 58 meters (66 x 190 feet).

Section 901 of the Local Government Act states that a person may apply to the Board of Variance to permit a minor variance or allow an exemption, to relieve hardship. At the present time, the City does not have a Board of Variance, so the approving body is Council.

The applicant wishes to construct a 31.6 square meter (340 square foot) carport which will be attached to the principle residence. The dimensions of the carport would be 3.84×8.23 meters (12 feet, 7 inches x 27 feet). In order to build a carport of a width that can accommodate vehicles, the applicant needs a variance to the interior setback on the north side of the property from 3 meters (10 feet) to 0.9144 meters (3 feet).

The applicant is requesting a variance to this regulation in order to proceed with the project.

Section 901(4) of the Local Government Act states that notice must be given to all owners or tenants, indicating the land that is the subject of the application and the land that is adjacent to the subject of the application. Staff would send letters to the affected property owners, informing them of the variance application and inviting them to attend the July 20th, 2015 Committee of the Whole meeting, if they have any comments or concerns regarding the proposed variance.

Committee of the Whole can consider the following options:

1) Option 1: Committee of the Whole can chose to accept the request and direct staff to proceed with the statutory requirements necessary for a Development Variance Permit application, and refer the application to the July 20, 2015 Regular Meeting of Council for decision.

REQUEST FOR DECISION

- COMMITTEE OF THE WHOLE -



2) Option 2: Committee of the Whole can chose to not accept the request and direct staff to not proceed with the statutory requirements necessary for a Development Variance Permit application, and not refer the application to the July 20, 2015 Regular Meeting of Council for decision.

Benefits or Impacts of the Recommendation:

General:

By approving the development variance request, it would alleviate the

applicant's hardship issue in that he could build a carport suitable for

his needs.

Strategic Impact:

N/A

Financial:

There is no cost to the taxpayers with regard to the development

variance. The applicant has paid \$350.00 for the Development

Variance Permit application.

Policy/Legislation: Section 901 of the Local Government Act governs development

variance applications and procedures.

Attachments:

Development Variance Permit application complete with site plan

showing the existing and proposed buildings on the property and a

picture showing the proposed structure;

Excerpt from the City's Zoning Bylaw – R-4 Rural Residential;

- Aerial and Street views of the property and a copy of the zoning

map showing the zoning of area;

Recommendation:

RESOLVED THAT the Committee of the Whole receives the

report and recommends to Council to select one of the presented options at the July 20th, 2015 Regular Meeting of

Council.

OPTIONS:

1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.

2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.

3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF

FOR MORE INFORMATION.

THE CORPORATION OF THE CITY OF GRAND FORKS



7217 – 4TH STREET, BOX 220 · GRAND FORKS, BC VOH 1H0 · FAX 250-442-8000 · TELEPHONE 250-442-8266

DEVELOPMENT VARIANCE PERMIT APPLICATION

LOCAL GOVERNMENT ACT, SECTION 922

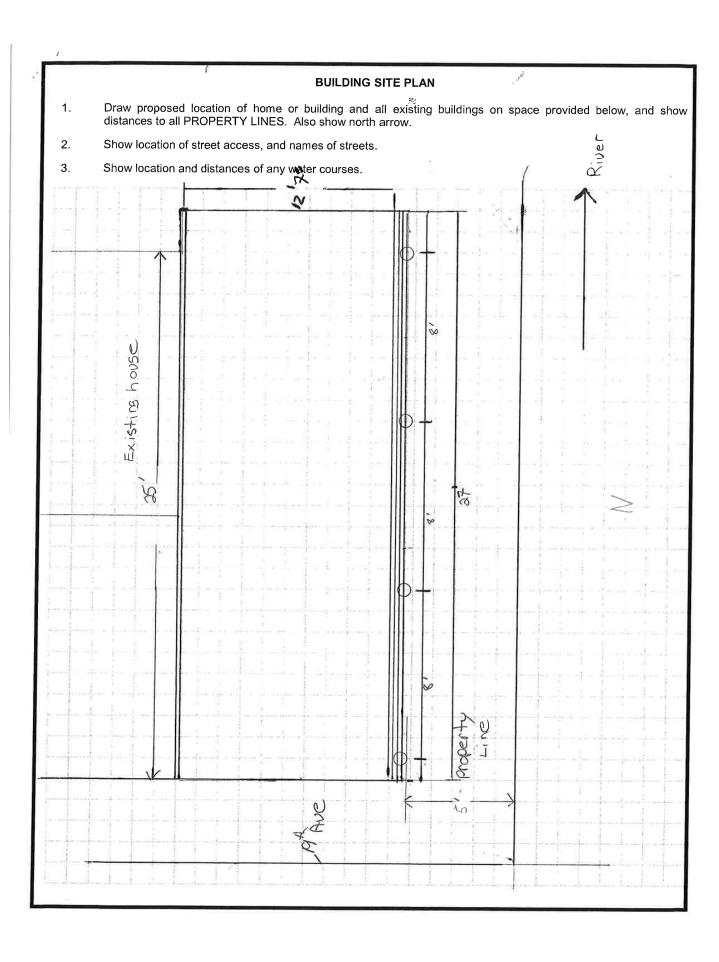
APPLICATION FEE	\$350.00 Receipt No
Registered Owner(s):	Denis John Farley & Pamela Evaleen Pavan
Mailing Address:	Box 1966 Grand Forks, B.C. V0H 1H0
Telephone: H	ome:
Legal Description & F	I.D.: Lot 5, District Lot 533, SDYD, Plan EPP 18430 PID: 028-813-898
Street Address:	5955 – 19 th Street
I, Denis Farley & I form, hereby declare been used for indust Activities" (Schedule 2	Pamela Pavan , owners of the subject property described on this application that the land which is the subject of this application has not, to my knowledge rial or commercial activity as defined in the list of "Industrial Purposes and 2) of the Contaminated Sites Regulation (B.C. Reg. 375/96). I therefore declare to submit a Site Profile under Section 26.1 or any other section of the Waste
(signature)	<u>bne 4. 2015</u> (date)

To build an attached	d carport on the prop	perty and vary the following in Zoning Bylaw No. 1606:
Section 37, 2.(f) In	terior setback varia	ance from 3 meters (10 feet) to 0.9144 meters (3 feet).
		L1
Submit the following in	nformation with the a	application:
1. A legible site plan	showing the followin	ng:
(a) The boundaries	s and dimensions of	f the subject property.
(b) The location of	permanent or propo	osed buildings and structures existing on the property.
		ess roads, parking, screening, landscaping or fencing.
	nd nature of any pr es, steep slopes, etc	hysical or topographic constraints on the property (stream, c.)
		formation may be requested by the City of Grand Forks
upon review of your	application.	
		plete and to the best of knowledge to be a true statement of
the facts, relating to the	ils application.	
		<u> </u>
Signature of Owner		Date
,		
	AGEN	NT'S AUTHORIZATION
I hereby authorize the	person/company list	ted below to act on my behalf with respect to this application:
Name of Authorized A	gent:	
Mailing Address:		
• •		
	Telephone:	
	•	
		Output (a) City of the city of
		Owner(s) Signature of Authorization

Email: info@grandforks.ca

Website: www.grandforks.ca

Outline the provisions of the respective Bylaw(s) that you wish to vary and give your reasons for making this request:



2x4 3'd. 6" above Janade 33" Bolow i, bylkst The sunt Copy Farley Residence



SECTION 37 R-4 (Rural Residential) Zone

Permitted Uses

- 1. The following uses and no others are permitted in an R-4 zone:
 - (a) dwelling units;
 - (b) farm operations (crops and/or animals);
 - (c) bed and breakfast accommodations;
 - (d) kennels;
 - (e) home occupations;
 - (f) home industries.

Permitted accessory uses and buildings on any parcel includes the following:

(g) any accessory buildings or structures for any of the above uses.

Regulations

2. On a parcel of land located in a R-4 zone:

Minimum Parcel Size for Subdivision purposes

(a) The minimum parcel size is 10,120 square metres (108,913 sq. ft. or 2.5 acres) where there is no community sewage or water system;

BYLAW 1800

- (b) The minimum parcel size is 1,393.5 square meters (15,000sq ft) when the parcel is connected to either a community sewage or water system, but not both;
- (c) The minimum parcel size is 1,400 square metres (15,000 sq. ft.) when the parcel or parcels are connected to a community sewage and water system;

Number and type of Dwelling Units allowed

- (d) One of the following types of dwelling units are allowed on a parcel of land in an R-4 zone:
 - One single family detached dwelling or;
 - (ii) One two-family dwelling;

Bylaw 1679

(iii) *One mobile home.

SECTION 37 R-4 (Rural Residential) Zone cont'd

Height

(e) No building or structure shall exceed 10 metres (33 ft) in height. This height restriction does not apply to any farm buildings or structures.

<u>Setbacks</u>

- (f) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:
 - (i) 6 metres (20 ft) of a front parcel line;
 - (ii) 3 metres (10 ft) of an interior side parcel line;
 - (iii) 4.6 metres (15 ft) of an exterior side parcel line; or
 - (iv) 6 metres (20 ft) of a rear parcel line.

Accessory Buildings

- (g) The total of all the accessory buildings shall have a floor area not greater than 50% of the principal structure. This does not apply to farm buildings or structures;
- (h) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line and not closer to the front parcel line than the facing wall of the principal building, to which it is accessory.

Lot Area Coverage

(i) The maximum permitted lot area coverage shall be as follows (This does not include farm buildings or structures):

Principal building with all accessory buildings and structure 50%

Additional requirements

(j) *open fencing with no height or location restrictions is allowed in this zone;

- (k) The minimum size for a single-family dwelling *or mobile home* shall be 75 square metres (800 sq. ft.);
- (I) See Sections 13 to 30A of this Bylaw.



Scale 1: 502

Legal Information

Plan: EPP18430

Section:

Jurs: 210

Lot Area: 0.294

Block:

Township:

Roll: 1127010

Area Unit: acr Width (ft): 0

Lot: 5

Land District: 54

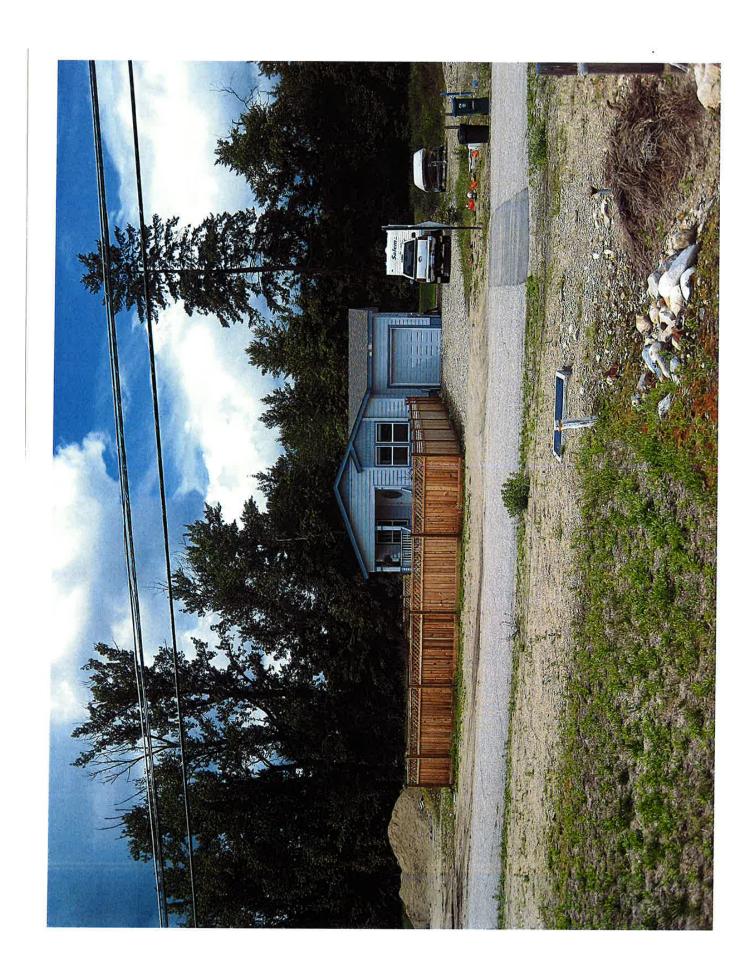
PID: 028-813-898

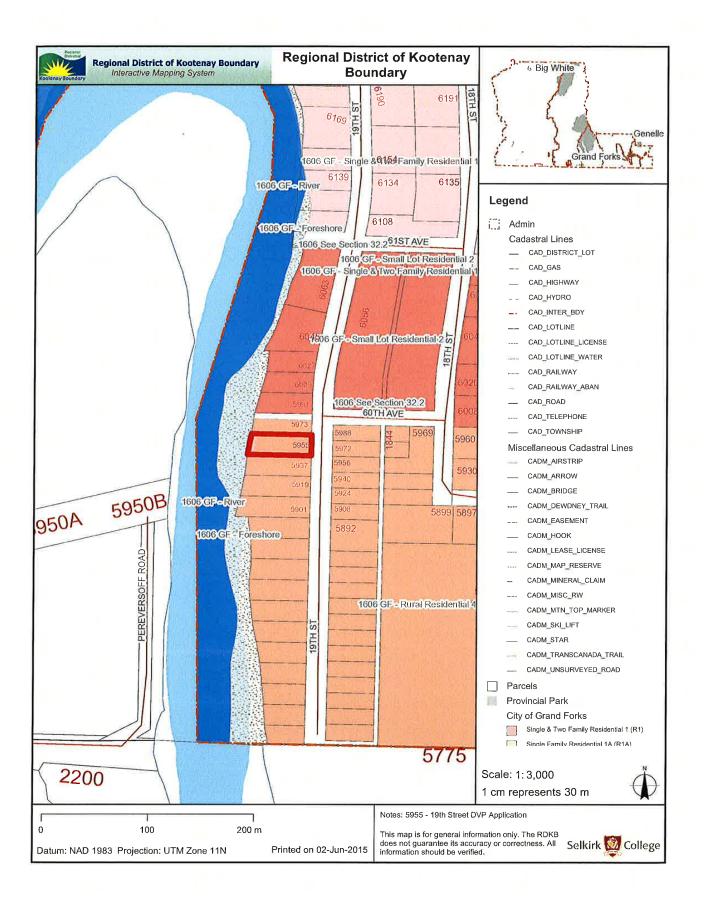
Depth (ft): 0

District Lot: 533

Street: 5955 19TH ST

Description: Manufactured Home Reg. # 97594. 97594





REQUEST FOR DECISION

- COMMITTEE OF THE WHOLE -



To:

Committee of the Whole

From:

Sasha Bird, Manager of Development & Engineering Services

Date:

June 15, 2015

Subject:

Application for a Development Variance Permit to request an increase in accessory building height and an increase in overall floor area of all accessory buildings, in order to construct a

garage.

Recommendation:

RESOLVED THAT the Committee of the Whole receives the report and recommends to Council to select one of the presented options at the July 20th, 2015 Regular Meeting of Council

Council.

BACKGROUND: The City has received a Development Variance Permit application from Drew Zibin, owner of property legally described as Parcel C, Block 6, Plan KAP67, DL 533, S.D.Y.D, Portion (X57267), located at 6135-18th Street. The property in question is currently zoned R-1 (Single and Two-family Residential) in the City's Zoning Bylaw and is 0.481 acres (20952 square feet or 1947 square meters) in size. The lot dimensions are approximately 42 x 45 meters (137 x 150 feet).

Section 901 of the Local Government Act states that a person may apply to the Board of Variance to permit a minor variance or allow an exemption, to relieve hardship. At the present time, the City does not have a Board of Variance, so the approving body is Council.

The applicant wishes to construct a 91 square meter (984 square foot) RV/single car garage. There is an existing 46.5 square meter (500 square foot) accessory building on the property, as well as a 106.5 square meter (1147 square foot) house. Completion of the proposed garage would result in the total of all accessory buildings having a floor area of approximately 129% of the principal structure. The Zoning Bylaw states that the total of all accessory buildings shall have a floor area not greater than 50% of the principal structure.

The proposed garage is 6 meters (19 feet, 11 inches) in height. The Zoning bylaw states that no accessory building or structure shall exceed 4.8 meters (16 feet) in height.

The applicant is requesting a variance to these two regulations in order to proceed with the project.

Section 901(4) of the Local Government Act states that notice must be given to all owners or tenants, indicating the land that is the subject of the application and the land that is adjacent to the subject of the application. Staff would send letters to the affected property owners, informing them of the variance application and inviting them to attend the July 20th, 2015 Committee of the Whole meeting, if they have any comments or concerns regarding the proposed variance.

Committee of the Whole can consider the following options:

REQUEST FOR DECISION

- COMMITTEE OF THE WHOLE



- Option 1: Committee of the Whole can chose to accept the request and direct staff to proceed with the statutory requirements necessary for a Development Variance Permit application, and refer the application to the July 20, 2015 Regular Meeting of Council for decision.
- 2) Option 2: Committee of the Whole can chose to not accept the request and direct staff to not proceed with the statutory requirements necessary for a Development Variance Permit application, and not refer the application to the July 20, 2015 Regular Meeting of Council for decision.

Benefits or Impacts of the Recommendation:

General: By approving the development variance request, it would alleviate the

applicant's hardship issue in that he could build an accessory building

to suit his requirements.

Strategic Impact: N/A

Financial: There is no cost to the taxpayers with regard to the development

variance. The applicant has paid \$350.00 for the Development

Variance Permit application.

Policy/Legislation: Section 901 of the Local Government Act governs development

variance applications and procedures.

Attachments: - Development Variance Permit application complete with site plan

showing the existing and proposed buildings on the property and a

picture showing the proposed structure;

- Excerpt from the City's Zoning Bylaw - R-1 Single & Two Family

Residential;

- Aerial and Street views of the property and a copy of the zoning

map showing the zoning of area;

Recommendation: RESOLVED THAT the Committee of the Whole receives the

report and recommends to Council to select one of the presented options at the July 20th, 2015 Regular Meeting of

Council.

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

2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.

3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF FOR MORE INFORMATION.

THE CORPORATION OF THE CITY OF GRAND FORKS



7217 - 4TH STREET, BOX 220 · GRAND FORKS, BC VOH 1H0 · FAX 250-442-8000 · TELEPHONE 250-442-8266

DEVELOPMENT VARIANCE PERMIT APPLICATION

LOCAL GOVERNMENT ACT, SECTION 922

APPLICATION FEE	\$350.	.00 Receipt No. <u>185606</u>
Registered Owner(s):	Drew Zibin
Mailing Address:		Box 2505
		Grand Forks, B.C. V0H 1H0
Telephone:	Home:	250-666-0328 Work: 250-442-8883
Legal Description &	P.I.D.:	Lot 533, Block 6, Plan KAP 67
	¥	PID: 002-276-861
Street Address:		6135 – 18 th Street
l,Drew form, hereby declare been used for indu Activities" (Schedule	Zibin that the lastrial or co	n PURSUANT TO THE WASTE MANAGEMENT ACT , owner of the subject property described on this application and which is the subject of this application has not, to my knowledge ommercial activity as defined in the list of "Industrial Purposes and Contaminated Sites Regulation (B.C. Reg. 375/96). I therefore declare lit a Site Profile under Section 26.1 or any other section of the Waste PAID MAY 2 8 2015 THE CORPORATION OF WAY 28 26/5
(signature)		OVER

Outline the provisions of t this request:	he respective Bylaw(s) that you wish to vary and give your reasons for making
To build a vehicle garage	ge on the property and vary the following:
Section 33, 2.e Height:	Increase accessory building height from 16 feet to 19 ft 11 inches; and
	ory Buildings: Increase the total floor area of all accessory buildings ipal structure to 129% of the principal structure.
Submit the following infor	mation with the application:
1. A legible site plan sho	wing the following:
(b) The location of per(c) The location of any	nd dimensions of the subject property. rmanent or proposed buildings and structures existing on the property. y proposed access roads, parking, screening, landscaping or fencing. nature of any physical or topographic constraints on the property (stream, steep slopes, etc.)
Other information or moupon review of your app	ore detailed information may be requested by the City of Grand Forks blication.
The information provided the facts, relating to this a	
Signature of Owner	
	AGENT'S AUTHORIZATION
I hereby authorize the per	son/company listed below to act on my behalf with respect to this application:
Name of Authorized Agen	ıt:
Mailing Address:	
	Telephone:

Website: www.grandforks.ca Email: info@grandforks.ca

Owner(s) Signature of Authorization

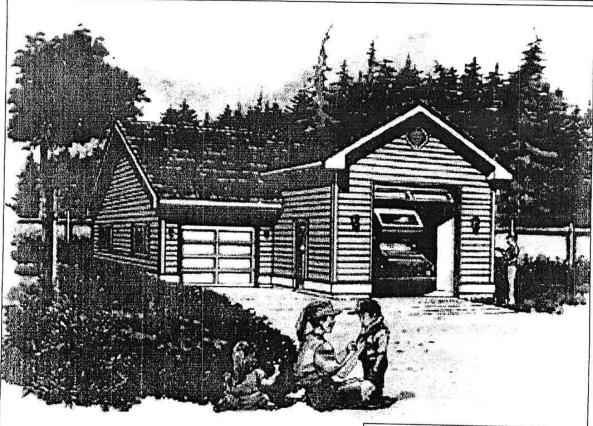


NÎ

Site Plan: Drew Zibin Scale 1 inch = 20 feet



RV/SINGLE CAR EGARAGE





Free Standing Garage

30' W x 36' D x 14' H

Standard Package Includes:

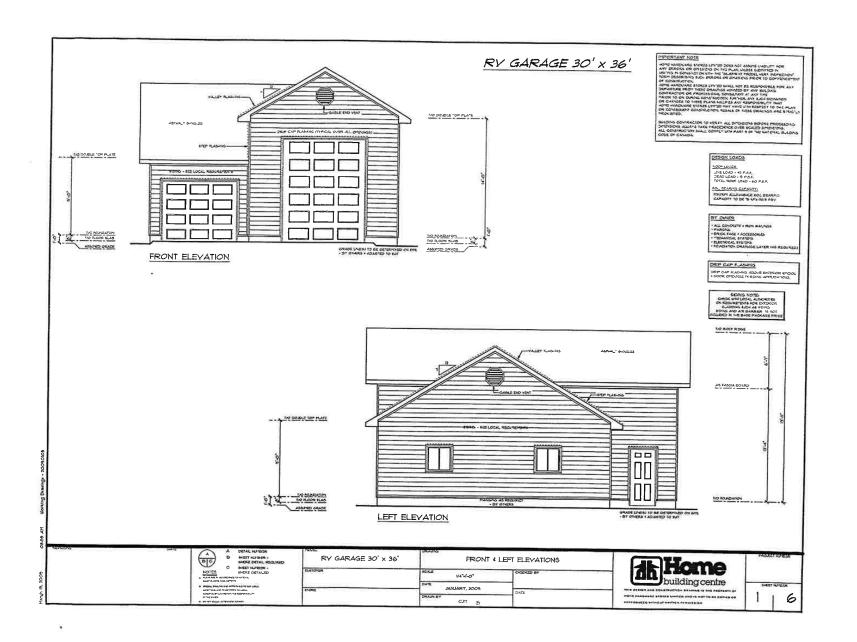
All framing materials, engineered roof trusses, asphalt shingles, sectional steel overhead doors, windows, insulated walk-in doors with locksets, and all hardware. Cutting and assembly required. Concrete not included. Check with local building official prior to construction.

Shown with optional vinyl siding, rain goods and soffit and fascia packages.

Plans are in accordance to National Building Code Requirements

Special Drawings and approvals to suit local municipal by-law remain the responsibility of the owner These plans could show components or product that may not be included in your material package. Product may vary due to regional availability. See local dealer for details.

WE'VE GOT YOUR LUMBER.





PART VI ZONES

SECTION 33 R-1 (Residential – Single & Two Family) Zone

Permitted Uses

- 1. The following uses and no others are permitted in an R-1 zone:
 - (a) dwelling units;
 - (b) religious centres;
 - (c) day care centres;
 - (d) bed and breakfast accommodations;
 - (e) home occupations.

Permitted accessory uses and buildings on any parcel includes the following:

(f) any accessory buildings or structures to any of the above uses.

Regulations

2. On a parcel of land located in an R-1 zone:

Minimum Parcel Size for Subdivision purposes

(a) The minimum parcel size is 10,120 square metres (108,913 sq.ft. or 2.5 acres) where there is no community sewage or water system;

BYLAW 1800

- (b) The minimum parcel size is **1,393.5 square metres (15,000sq ft)** when the parcel is either connected to a community sewage or water system, but not both;
- (c) The minimum parcel size is 697 square metres (7,500 sq.ft.) when the parcel is connected to both a community sewage and water system.

Number and type of Dwelling Units allowed

- (d) One of the following types of dwelling units is allowed on a parcel of land in an R-1 zone;
 - (i) One single-family dwelling; or
 - (ii) One two-family dwelling.

<u>Height</u>

(e) No principal building or structure shall exceed 9.75 metres (32 ft) in height. No accessory building or structure shall exceed 4.8 metres (16 ft) in height.

SECTION 33 R-1 (Residential – Single & Two Family) Zone cont'd

Setbacks

- (f) Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:
 - (i) 6 metres (20 ft) of a front parcel line;
 - (ii) 1.5 metres (5 ft) of an interior side parcel line;
 - (iii) 4.6 metres (15 ft) of an exterior side parcel line; or
 - (iv) 6 metres (20 ft) of a rear parcel line.

Accessory Buildings

- (g) The total of all the accessory buildings shall have a floor area not greater than 50% of the principal structure;
- (h) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line and not closer to the front parcel line than the facing wall of the principal building, to which it is accessory.

Lot Area Coverage

(i) The maximum permitted lot area coverage shall be as follows:

Principal building with all accessory buildings and structures 50%

Additional requirements

- (j) *deleted by Bylaw 1888
- (k) *deleted by Bylaw 1679
- (I) The minimum size for a single-family dwelling shall be 75 square metres (800 sq.ft.);
- (m) See Sections 13 to 30A of this Bylaw.



Scale 1: 554

Legal Information

Plan: KAP67

Section:

Jurs: 210

Lot Area: 0.481

Block: 6 Lot:

Township: Land District: 54 Roll: 1144050

Area Unit: acr Width (ft): 0

District Lot: 533

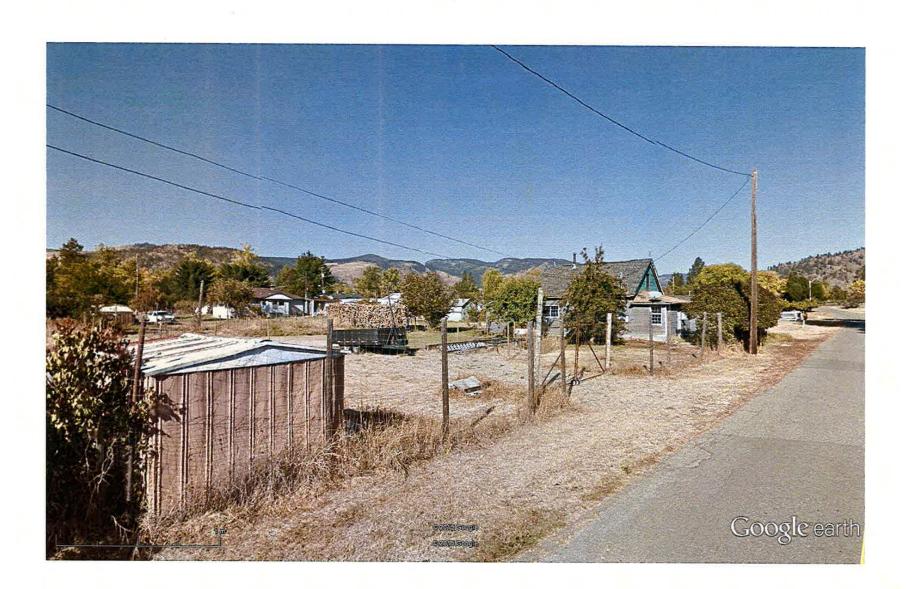
PID: 002-276-861

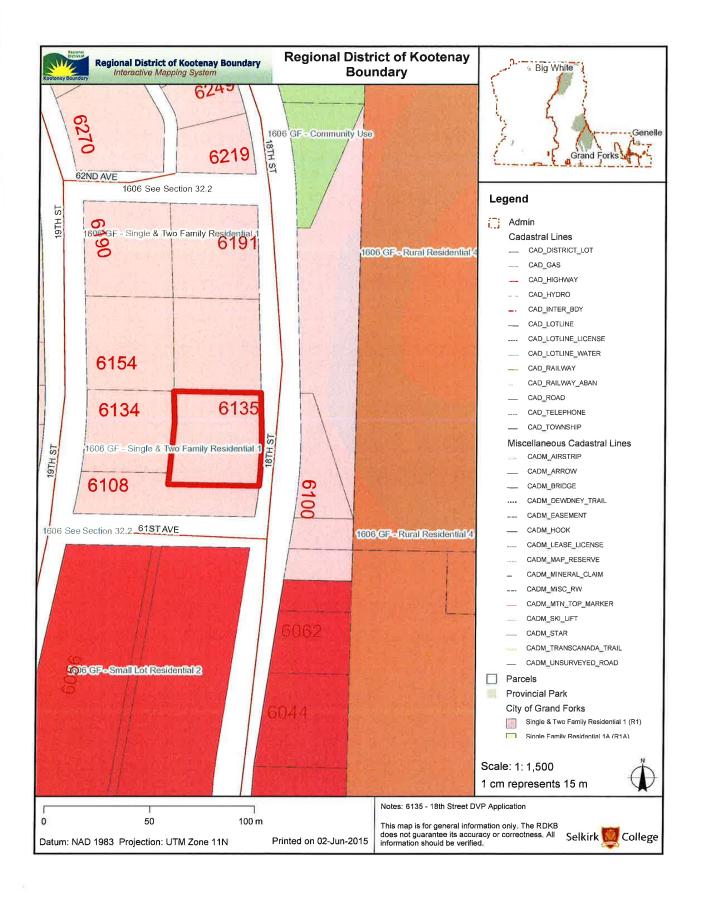
Depth (ft): 0

Street: 6135 18TH ST

Description: Parcel C Portion (X57267).







REQUEST FOR DECISION

– COMMITTEE OF THE WHOLE $-\!\!\!-$



To: Committee of the Whole

From: Corporate Services

Date: June 15th, 2015

Subject: Selkirk College Partnership for Mural Project

Recommendation: RESOLVED THAT THE COMMITTEE OF THE WHOLE

RECOMMENDS TO COUNCIL TO RECEIVE THE REQUEST REGARDING THE MURAL PROJECT TO BE UNDERTAKEN IN PARTNERSHIP WITH SELKIRK COLLEGE AND REFERS IT TO THE JUNE 15TH, 2015 REGULAR MEETING OF COUNCIL

FOR DECISION AND/OR DIRECTION TO STAFF.

BACKGROUND: Selkirk College Grand Forks Campus is now in the fourth year of programming summer camps for children aged 7-18 years of age. Since its inception, the program has been supported financially by community partners like Community Futures Boundary and KAST (Kootenay Association of Science and Technology) and Grand Forks was the first Selkirk College campus to offer a full range of kid's camp programming. Since then, all campuses have come on board and the offerings have grown significantly in scope.

This year, Selkirk College Grand Forks is working with Mural Artist Amber Santos (https://bera.carbonmade.com/) from Nelson. Amber will be instructing two camps (with a possible 3rd under development) working with kids aged 7-18 years of age. Amber has mixed media experience and will be teaching kids mural art in acrylic paint. It is estimated that approximately 45 kids will be able to participate in the program.

Selkirk College is requesting that the City of Grand Forks consider partnering on this initiative. Selkirk College is requesting that the City consider funding eight 4ftX8ft canvases (along with paint and brushes) that would be displayed on the Lift Station at City Park. These canvases would be painted by the children (with Amber's guidance) over a two day period and would be themed appropriately; high level thematic suggestions include agriculture (locally grown food etc), wildlife, rivers, and valleys.

In order to purchase the canvases, and adequate paint/brushes, Selkirk College is formally requesting financial support in the amount of \$2000 to cover these costs.

The intent would be to display the completed canvases (appropriately treated for summer weather) on the Lift Station buildings at City Park over the summer months when traffic is busy for everyone to enjoy. In the fall, the canvases would be stored appropriately until the City feels it is appropriate to display them again.

REQUEST FOR DECISION

- COMMITTEE OF THE WHOLE -



Selkirk College will be responsible for compensating Amber for her time here and any other related expenses and the completed canvases would be the City of Grand Fork's to maintain and display.

Benefits or Impacts of the Recommendation:

General: These camps have a significant economic impact on our region as well as a long lasting impact on the children who participate. These camps also provide an educational and recreational experience for our children. In the past the community has requested that the buildings in this location be improved with the use of colour and local talent.

Strategic Impact: Significant impact on City Park and on our community.

Financial: \$2,000 contribution to come from Community Support budget.

Policy/Legislation: N/A

Attachments: Letter of request from Jennifer Wetmore, Selkirk College

Recommendation:

RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REQUEST REGARDING THE MURAL PROJECT TO BE UNDERTAKEN IN PARTNERSHIP WITH SELKIRK COLLEGE AND REFERS IT TO THE JUNE 15TH, 2015 REGULAR MEETING OF COUNCIL FOR DECISION AND/OR DIRECTION TO STAFF.

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.

June 2 2015

Attn: Sarah Winton
The City of Grand Forks
PO Box 220
Grand Forks BC
VOH 1H0

Dear Ms Winton:

Thank you for discussing with me the potential to partner with the City of Grand Forks on a community development project involving the Public Washroom/Lift Station buildings at City Park. As requested, kindly read on for an overview of the proposed project:

OVERALL SCOPE:

Selkirk College Grand Forks Campus is now in our fourth year of programming summer camps for children aged 7-18 years of age. These camps fill a niche in our community and provide a very important educational and recreational experience for our children. Since its inception, the program has been supported financially by community partners like Community Futures Boundary and KAST (Kootenay Association of Science and Technology) and Grand Forks was the first Selkirk College campus to offer a full range of kid's camp programming. Since then, all campuses have come on board and the offerings have grown significantly in scope.

This year, our programs have shifted from a predominant focus on Science, to a more varied range of opportunities. To date, we have scheduled over 20 offerings ranging from Parkour, to Mapping camps and dance camps to mountain bike camps.

These camps have a significant economic impact on our region and have a long lasting impact on the kids and instructors who work with us. I am easily able to say that the development of this programming is one of the most satisfying portfolios I've had the privilege of working on since I joined the College.

PROJECT SCOPE:

This year, Selkirk College Grand Forks is proud to be working with Mural Artist Amber Santos (https://bera.carbonmade.com/) from Nelson. Amber will be instructing two camps (with a possible 3rd under development) working with kids aged 7-18 years of age. Amber has mixed media experience and while she is with us, will be teaching kids mural art in acrylic paint. Amber has extensive experience in "Street Art' and will be working with our students this talent while she is here. It is estimated that approximately 45 kids will be able to work with Amber while she is here and we anticipate these camps to fill quickly and be received by the community very well.



CASTLEGAR , KASLO , GRAND FORKS , NAKUSP , NELSON , TRAIL



PROJECT REQUEST:

Selkirk College Grand Forks would like to ask the City of Grand Forks to consider partnering with us on an initiative we feel will have a significant impact on City Park and on our community.

We would like to request that the City consider funding eight 4ftX8ft canvases (along with paint and brushes) that would be displayed on the Lift Station at City Park. These canvases would be painted by the children (with Amber's guidance) over a two day period and would be themed appropriately. It may be that Amber is only able to complete four of the eight canvases during this time; however, if this is the case, we would bring her back at a later time to complete the other four with more students.

In discussion with Amber, she is comfortable guiding the children in a specific thematic direction but would do this "with a light hand" so that the amazing creativity of our children is not lost on this translation. At this point, high level thematic suggestions include agriculture (locally grown food etc), wildlife, rivers, and valleys. Of course, we are open to suggestions but would, ultimately, leave the final creative process upto Amber and the kids.

The intent would be to display these completed canvases (appropriately treated for summer weather) on the Lift Station buildings at City Park over the summer months when traffic is busy for everyone to enjoy. In the Fall, the canvases would be stored appropriately until the City feels it is appropriate to display them again.

In order to purchase the canvases, and adequate paint/brushes, Selkirk College is formally requesting financial support in the amount of \$2000 to cover these costs. Selkirk College will be responsible for compensating Amber for her time here and any other related expenses and the completed canvases would be the City of Grand Fork's to maintain and display.

TIMELINE:

We are in the final stages of finalizing our programming. We would very much appreciate hearing from the City no later than June 17th, 2015. The canvases would be completed by mid August.

We very much appreciate your consideration and look forward to partnering with you on this initiative.

Please don't hesitate to contact me with questions and thanks in advance.

Sincerely,

Jennifer Wetmore
Campus Manager, Community Education and Workplace Training Coordinator
Selkirk College Grand Forks Campus
250 442 2704

REQUEST FOR DECISION

- COMMITTEE OF THE WHOLE -



To:

Committee of the Whole

From:

Deputy Corporate Officer / Communications

Date:

June 4thh, 2015

Subject:

Communications Policy and Procedures

Recommendation:

RESOLVED THAT the Committee of the Whole recommends to Council to receive the draft communications Policy and Procedures and determines to move forward with public consultation and a council workshop as next steps in its

development.

BACKGROUND:

The City of Grand Forks has identified improving communications as a key priority in their ongoing operations.

In 2013 Council and senior staff participated in a half-day communication planning and policy setting workshop. The next day the entire staff team participated in a full-day communication planning workshop. The purpose of the facilitated sessions was to identify priorities based on successful current practices and gaps and opportunities for improvement. It was determined that a need existed for more strategic, coordinated communications that reflect consistent standards and branding was needed.

The draft Communications Policy and Procedures includes suggestions for guiding principles, recommendations to enhance communications procedures and processes to facilitate Council member's community outreach, to adopt a more strategic approach to City communications and to ensure successful internal and external communications.

The draft Communications Policy and Procedures is intended to form the foundation for discussion and continued development between Council, Staff and the public.

Staff proposes to take the draft communications policy and procedures to the public for consultation. The draft policy and procedures will be posted on the City website for review by the public, who will be informed of the process through social media, printed media and on the City website. The Communications Officer will compile the public's feedback and host a workshop for Council to

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE -



discuss and review the information and make any adjustments to the draft policy and procedures. The time line for public consultation is the last two weeks of June. The intention is to bring the revised policy and procedure to the August 17th, COTW meeting.

Benefits or Impacts of the Recommendation:

General: Strong communications is central to the success of the City of Grand

Forks and the well-being of its citizens. The draft policy and procedures focuses on developing a sustainable, long term framework with and allows for the addition of many advance communication tools and

methods over time.

Strategic priority: As a function of good government, open and proactive

communications ensures the public receives clear, relevant and timely information from the City. Citizens are empowered to hold

the City accountable and to ensure transparency.

Financial: The majority of the communications work included will involve all

staff throughout the organization and will be included in each

departments annual operating budgets.

Policy/Legislation: N/A

Attachments: Draft Communications Policy and Procedures

Recommendation: RESOLVED THAT the Committee of the Whole recommends to

Council to receive the draft communications Policy and Procedures and determines to move forward with public consultation and a council workshop as next steps in its

development.

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.



City of Grand Forks: Communications Policy and Procedures May 2015

COMMUNICATIONS POLICY AND PROCEDURES

Executive Summary

The City of Grand Forks recognizes the need to implement new policies, procedures and strategies to enhance communications in the community and within the organization.

Through the strategic and coordinated delivery of communications, the City can increase the effectiveness of its decision-making by informing and engaging the community, clearly and consistently, with timely and relevant information, reducing misinformation and ultimately saving time and resources and improving outcomes.

Strong communications is central to the success of the City of Grand Forks and the well being of its citizens. The objective of the Communications Policy and Procedures is to effect information sharing. As a function of good governance, open and proactive communications is aimed at ensuring the public receives clear, relevant and timely information from the City. Information is the lever that people need to hold the City accountable and to ensure transparency in participative and empowering processes.

Guiding Principles

Guiding principles are used to help guide decisions around communications. These principles speak to how the City will implement the communication policies of Council, improving communications with key stakeholders, including tax payers, community, Federal and Provincial government and others.

The following suggestions for guiding principles could be used to provide direction for decisions regarding the City's communications.

- Ensure the City's messages are communicated in a clear, relevant and proactive manner that is consistent throughout the organization
- Every member of Council and staff has a role to play in assisting the City to listen to citizens, incorporate feedback and communicate its message.
- Provide accurate, relevant and timely information to target select audiences with appealing, positive, open and honest information
- Offer opportunities for two-way communications and continuous dialogue to the mutual benefit of the City and its citizens and stakeholders
- Be proactive in seeking opportunities to inform and engage key stakeholders, residents, businesses, community groups and the media, using a wide range of communication strategies, tools and channels
- Increase awareness about the role of the City of Grand Forks and programs and services

- Seek to build trust, increase understanding and reduce misinformation
- Ensure all communications, both internal and external, are respectful, recognizing, and seeking to understand different perspectives
- Allocate the adequate and/or necessary resources, both financial and human, to implement communications as identified and approved.



1.1.1 COMMUNICATION AND CONSULTATION PLANNING

Communication planning will be incorporated into annual work and/or project plans in order to inform and engage key stakeholders and audiences such as residents, businesses, opinion leaders, community groups, service clubs and the media.

Communication plans will identify the level of desired consultation using levels of engagement, identified by the International Association of Public Participation Spectrum (i.e. inform, consult, involve, collaborate, and empower) for key target audiences and projects (www.iap2.com)

A variety of communication channels and communiqués will be used to meet the needs of the City's growing and diverse audience, and may include traditional print advertising as well as digital or online opportunities such as the City's existing Twitter profile and website.

1.2 AUDIENCES

Communication plans will identify audiences in order to ensure the right messages and right channels are used to inform and engage these groups. Key audiences for the City of Grand Forks may include but are not limited to:

- Residents
- Businesses
- Business groups (i.e. Community
 Futures Boundary, Boundary Country
 Regional Chamber of Commerce)
- Community groups
- Service clubs
- Schools
- Post-secondary institutions
- Associations

- Regional District of Kootenay
 Boundary
 - Boundary Economic Development
 Committee
 - Provincial Government
- Federal Government
- First Nations
- · Other local governments
- · UBCM, LGMA
- Other provincial or federal ministries or departments

Understanding the needs of the citizens and larger community, as well as the impacts of existing or changing programs, projects or services is important to the City of Grand Forks. It is important to identify appropriate audiences and to better understand audience knowledge or acceptance of an issue and increase awareness where deemed important and/or necessary.

1.3 MESSAGE CONTENT

In keeping with Council's Guiding Principles, messaging will be developed to provide clear, consistent and accurate information in plain language.

When representing the City, Council and staff will provide a consistent message about the City's projects, programs, services and decisions. Briefing notes including key points will be used as needed to assist in creating a consistent message.

1.4 MEDIA RELATIONS

The implementation of strategic media relations practices will be aimed at enriching media relationships, growing the City's brand and reputation and informing and engaging the community.

The City seeks to proactively engage the media to increase the publication of accurate, timely and relevant information, striving for balanced representation in the media on any issue. And, to leverage earned media coverage as a venue to reach the broader community.

The City will endeavor to respond promptly and accurately to media requests to increase coverage, build stronger relationships and be able to act as "experts" on City projects.

The City will seek to respond to published misinformation in a timely manner by providing the correct facts with a focus on the specific issue.

The Mayor or their designate will be the official spokes erson for the City.

The Communications Officer and /or CAO may designate staff as the spokesperson for specific programs, projects or services.

1.5 EXTERNAL COMMUNICATIONS

To provide accurate and timely information to the community about City activities, share accomplishments, manage inquiries and advertise key initiatives.

The City seeks to provide clear, relevant and timely information to its external audience.

Each department is responsible for ensuring that pertinent information is communicated out in a timely and accurate manner.

Co-operation and co-ordination between departments is necessary in ensuring the City's guiding principles are reflected in information and messaging in communications to the public.

The City's web site www.grandforks.ca provides the main source of City information; however, it is important to use as many channels of communication as possible including email, direct mail, print and broadcast media and the internet.

Each department will be responsible for ensuring that timely and relevant information is made available externally, and that this information will be reviewed by the Communications Officer prior to distribution.

Council Communications

The City will ensure that Council priorities are met through regular dialogue, information exchange and by understanding communications needs as they relate to City strategic priorities.

Paid Advertising

The City recognizes that ensuring a consistent source of information is a key component to communicating with its citizens. Paid advertising will be used to promote decisions of Council, statutory requirements and ongoing programs, Request for Proposals, tenders, projects and services as necessary.

Personal and Community Contact

The City strives to provide a high level of customer-centered service that recognizes the importance of personal contact with its citizens. The City seeks to engage its community members through a variety of strategies, including personal contact of both Council and staff at community events, open houses, meetings, presentations and/or visits.

Promotional and Informational Materials

Ensuring clear and consistent visual representation of the City's message in a variety of formats is important to creating a positive and proactive message. Materials should be of high quality, appealing and appropriately written/produced to match the content. All promotional materials will be reviewed and approved by the Communications Officer and /or CAO.

Brand Guidelines

The City's logo is the official symbol of the community and to be used on all City materials in keeping with the City's adoption of the Brand Guidelines (2013).

1.6 INTERNAL COMMUNICATIONS

The City aims to establish effective internal communication practices that are integrated with external communications and branding. The internal communications objective is to build trust and demonstrate authenticity, transparency and accessibility.

Each department is responsible for ensuring that pertinent operational information is posted in first class.

Information that is to include Council will be posted to the Council folder by the Communications Officer, Corporate Officer or CAO.

1.7 ONLINE: WEBSITE AND SOCIAL MEDIA

The City will utilize social media and the city website to build the community's knowledge in order to enhance communications and engagement.

Meeting the needs of a diverse and growing population requires use of a wide range of communications channels and tools. The City supports the use of the website and social media such as Twitter for informing citizens as well as encouraging dialogue and input. Other forms of social media such as Facebook and/or You Tube may also be considered. Social media policies will be developed to govern the use of social media as required.

1.8 COMMUNITY ENGAGEMENT

The City will use various techniques and channels to encourage information sharing and dialogue.

The City recognizes that the decision-making process is improved by engaging citizens and other stakeholder groups when appropriate. Informing and involving those affected or interested in a decision is a priority of the City, leading to sustainable decisions by providing participants with the information they need to be involved in a meaningful way, early in the process and describes how citizen input affects the decision.

1.9 COMMITTEES

Council determines the committees of council and committee liaisons as part of a strategy to encourage strategic decision making information sharing and dialogue amongst community groups.

1.10 RESOURCES

While communications takes time and energy up front, it can greatly benefit the City and its citizens by ensuring people have the opportunity to become informed, to provide input and take action as needed. Annual and/or project plans and/or action plans will identify the resources, financial and human, required to implement communications.

1.11 EVALUATION

Ensuring the best uses of communications resources is part of sustainable and prudent governance. Project plans will include evaluation indicators to determine the success of various programs, projects and services.

From time to time, the City may also seek to better understand the impact of various programs, projects and services and may engage in research such as an annual citizen survey or a specific communication survey.



2. COMMUNICATIONS PROCEDURES - DRAFT

The following describes suggested procedures relating to various aspects of the above communications policy.

2.1.1 COMMUNICATION AND CONSULTATION PLANNING

Communication plans are the responsibility of department managers and will be incorporated into existing and new project plans. Communications Plans will identify the following:

- Corporate and communications goals and objectives
- Desired level of consultation for specific key audiences using the IAP2 Spectrum (i.e. inform, consult, collaborate, etc.)
- Clearly identified audiences
- An internal and external assessment of impacts or sensitive issues (i.e. who will be impacted and how and/or a SWOT analysis) and any potential steps to mitigate the impact if/as required (i.e. identifying barriers and benefits and removing barriers if the ability exists)
- Key messages
- Communication tools and channels for dissemination.
- Action plans and/or timelines for implementation
- Evaluation indicators

Project plans will also list the resources, financial and human, necessary to carry out the desired communications.

In addition, action plans may be developed for specific communications initiatives to assist in achieving City goals and objectives.

A Communications Calendar may be used to assist with annual planning and to ensure coordinated implementation.

2.2. AUDIENCES

Communication plans will identify key audiences and associated strategies. Audience research may be conducted to learn more about any perceived barriers or challenges and potential opportunities and benefits. This may include a variety of topics related to the City's overall operations and/or specific projects or questions. These may include:

- · Exit surveys at events and open houses
- Annual citizen survey
- Feedback from frontline staff
- · Monitoring emails, calls and other requests for information or comments
- · Media analysis of number and tone/content of articles
- Mobile access to surveys on website
- Surveys in utility bills

- Peer research
- Mini focus groups
- · Key informant interviews
- · Testing of messages, strategies, tools, etc.
- Use of available data on demographics and psychographics such as census data and economic profiles.

2.3 MESSAGE CONTENT

Content for communications materials should be in keeping with Council's Policies and Guiding Principles and include information that is:

- · Clear, easy-to-understand in plain language
- Respectful
- Positive
- Appealing
- Sensitive to the audience(s)
- · Incorporates the use of stories, examples, stats, facts, etc. as required
- Uses testimonials from locals or others as warranted.

Briefing notes regarding resolutions of Council will be will be developed. Draft versions will be circulated to Council, managers and other team members as required to ensure the information is accurate and relevant to key audiences prior to public release. Final versions are to be shared with Council, managers and staff as required.

Briefing notes will be developed as a necessary part of approved projects plans. Draft versions will be circulated to managers and other team members as required to ensure the information is accurate and relevant to key audiences. Final versions are to be shared with Council, managers and staff as required.

2.4 MEDIA RELATIONS

2.4.1 Implement proactive media outreach practices

Strengthen relationships with local media

Encourage staff to send new contact information that may benefit from receiving some media releases to Communications.

Nurture relationships built on trust, transparency and reliability with local reporters.

Share information not only in response to inquiries but provide post-event photos etc.

Manage a regional media list

Pitch good news stories to local media

Ensure that project plans identify opportunities to proactively communicate with the media and leverage media coverage where possible. Action plans may include the use of:

- · News releases, also available on the website
- Public service announcements (PSA)
- · Media interview and photo opportunity invitations
- · Backgrounders, links and other support materials
- Interviews
- Photo opportunities (e.g., events such as the Sneak Peek showing of City Hall after the fire)

2.4.2 Ensure staff and Council receive ongoing media relations and spokesperson training as needed.

Provide media counsel prior to media interviews for Council and Senior Management team.

Follow established protocols for approval processes, templates and statutory requirements.

Ensure that news releases, advertisements and other media correspondence are shared internally prior to external publication.

2.5 EXTERNAL COMMUNICATIONS

- 2.5.1 Clearly define roles and responsibilities for communications within the organization
- 2.5.2 Create a work environment that understands the value of communications
- 2.5.3 Review privacy and correspondence policy's
 - Utilize First Class email addresses for Mayor, Council and staff.
 - Clarify procedures for tracking and responding to correspondence received by info@grandforks.ca, correspondence received directly by Mayor and Council, correspondence received through the regular mail system.

2.5.4 Event Management

- Communications Officer or Corporate Officer will write speaking notes for the Mayor
- Compile briefs prior to attendance by the Mayor to share event details in advance.

2.5.5 Correcting misinformation

Correcting misinformation is a sensitive issue and can detract from the City's objectives to provide clear, accurate, relevant and timely information. As such, decisions on how to handle this type of information in the media need to be both strategic and thoughtful.

Published misinformation, either in the mainstream media or online, is to be brought to the attention of the Communications Officer for future action which could include:

- Personal contact
- Request for correction

- · Request for new article on same/similar topic
- · Letter to the editor
- Advertising
- · Or other measures as required.

2.5.6 City Website

The addition of a "For the Record" section will be added to the City website. "For the record" will be used to respond to questions, correspondence, inquiries and statements made by the public on social media forums such as Facebook, twitter and other social media, as well as printed material such as letters to the editor in the local newspaper. The Communications Officer will be responsible for posting on "For the Record" and will seek input from department managers as needed.

2.5.7 Council Communications

- The development of monthly / bimonthly / quarterly City newsletters will be circulated through print media and the City website. There will be an inclusion of "From Council Chambers" which identifies Council news.
- Council will recognize that negative commentary in the public arena as it relates to staff
 performance counteracts the ability to meet objectives outlined in the Communications policy.
- Media training will be arranged for Council.
- Understand that access to information is the starting point for all forms of community engagement.
- · Consider community engagement at the outset of policy and decision making process

Council may determine to establish a Council Communications Committee. This committee will be responsible for Input and approval of Council communications in respect to Council resolutions and not the operations of the City. Communications regarding Council resolutions, once approved by the Communications committee, will be posted in print media, social media and on the City website as necessary and by the Communications Officer.

2.5.8 Paid Advertising

The use of paid advertising will be identified in the work plan and may include:

- Newspapers
- · Radio
- . TV
- Web
- Online
- Social media
- Signage
- Other opportunities as identified.

Continued use of advertisements in the Grand Forks Gazette newspaper to broadcast decisions of Council, and ongoing or upcoming programs, projects and services as necessary. Advertising can also be used to ask survey questions or as a poster for placement at various community locations. The content will vary as required and identified in the action plan.

Advertising may be further leveraged with the use of a news release to announce projects.

2.5.9 Personal and Community Contact

Depending on the program, project or service, project plans may include a variety of outreach strategies to make personal contact. This may include:

- Presentations or visits to community groups, service clubs, business organizations and schools
- Hosting open house events, City hall or public meetings, tours or a combination
- Participating in or attending community events, trade shows and fairs

Contact email lists of community, service, business groups and other key contacts should be kept up-todate and used to circulate information as identified. This could also include distribution of regular communiqués such as news releases, posters and newsletters as another way to leverage this informational piece.

Ensure Council and staff are prepared with any necessary information such as key messages, and/or promotional materials as required in advance.

2.5.10 Promotional and Informational Materials

Visual materials help promote the City's brand, providing clarity and consistency. These materials should be easy-to-read, appealing with a consistent look and colours which are similar to the City's logo. These materials may include:

- · Newsletters/utility bill inserts both print and online
- Brochures, flyers, post cards
- Door hangers, shelf labels or tags
- · Fact sheets, Frequently As led Questions
- Posters
- Signage
- Open house panels
- Visuals for advertisements such as bus boards, transit shelters, theatre ads, grocery store dividers, etc. that can also be used as .jpgs for the website or other materials
- · Items such as buttons, stickers, mugs, fridge magnets, seed packets, mascots, etc.

Materials should be of high quality, appealing and appropriately written/produced to match the content as outlined in the City's Brand Guidelines document. All materials will be reviewed and approved by the Communications Officer.

2.5.11 Visual Identity Guidelines

The City's logo is the official symbol of the community. The logo may be used on other organization's publications with approval of the Communications Officer or their designate. The logo should be reproduced in the official colours or black and white (or grayscale). The logo's integrity should be maintained, in accordance with the Brand Guidelines and should always retain the same aspect (i.e. is should never be stretched or skewed as when one corner is dragged, creating a heightened or flattened version).

2.6 INTERNAL COMMUNICATIONS

The City aims to establish effective internal communication practices that are integrated with external communications objective is to be consistent with messaging, build trust and demonstrate authenticity, transparency and accessibility.

Each department is responsible for ensuring that pertinent operational information is posted in first class. Each department will identify who in that department is responsible for current information updates.

Continually review and discuss within departments how internal communications can be improved.

Managers will communicate key issues, significant successes and major challenges related to their portfolios to the Communications Officer.

Communications updates will be provided and incorporated into management meetings. These updates will include sharing key news stories, recommendations for improving internal and external communications, crisis management issues and communications contributions to projects and events.

Fact sheets will be made available for front line staff and Council.

Communications plans will be developed for major events in order to ensure team members communicate the same messages and understand objectives and media outreach is proactive. The department manager in conjunction with the Communications Manager will write communications plans for major events held in Grand Forks such as Family Day and Christmas Light Up.

Information that is to include Council will be posted to the Council folder by the Communications Officer, Corporate Officer or CAO.

2.7 ONLINE: WEBSITE AND SOCIAL MEDIA

The City currently maintains a website and a Twitter profile. Content and use of these important -communications tools are to be considered when developing project plans.

2.7.1 Social Media

The City does not currently maintain a Facebook page. Given that social media is one of the main information sharing tools today, it is important that the City consider monitoring Facebook and other social media sites in order to respond to comments and concerns in a proactive, accurate and timely manner. The Communications Manager will be responsible for monitoring and responding to social media sites and will defer to department managers when necessary.

The Communications Officer will provide information to community members in a professional forum that does not foster or tolerate disparaging commentary.

2.7.2 City website

The addition of a "For the Record" section will be added to the City website. "For the record" will be used to respond to questions, correspondence, inquiries and statements made by the public on social media forums such as Facebook, twitter and other social media, as well as printed material such as letters to the editor in the local newspaper. The Communications Manager will be responsible for posting on "For the Record" and will seek input from department managers as needed.

A social media policy will be developed by the Communications Manager that will include:

- Key staff identified and trained to maintain site
- · Guidelines for Council, staff and public users
- · Posting
- Responding
- Advertising
- · Leveraging and coordinating with other communications tools
- Consideration or criteria for further uses of social media such as Facebook and/or YouTube

2.8 COMMUNITY ENGAGEMENT

The City recognizes that the decision-making process is improved by engaging citizens and other stakeholder groups when appropriate.

Council's decision making will be balanced by a range of key considerations including: technical feasibility, financial viability and social acceptability.

The City's community engagement procedure achieves:

- · Alignment with Council's strategic priorities and guiding principles
- Supports Council's decision making by providing information on citizens and stakeholder opinions
- Ensuring consistent and clear practices for involvement and/or information sharing.

- Ensuring an appropriate level of engagement based on assessed community impact and benefit
- · Identifies the parameters and resources for public engagement

The City will use various techniques and channels to encourage information sharing and dialogue based on eight public engagement and guiding principles, which outline what the community can expect from the City.

- Accountability: Elected officials and staff are accountable for ensuring meaningful public engagement
- Inclusiveness: Public dialogue and decision making processes, reach out to, and encourage participation of the community.
- Transparency: Public decision-making processes are accessible, honest and understandable.
- Fiscally sustainable: Ensure methods and resources for public notice and engagement reflect the magnitude and complexity of the initiative.
- Early involvement: Helps identify issues and look at opportunities and challenges during concept development, design and implementation of city policies, projects and initiatives.
- Timely communications: Ensure there is enough time within the engagement process to provide information to the community.
- Clear and accessible information: Ensures the use of plain language in a wide variety of formats and channels of communication
- Suitable process: Design and implementation of public engagement processes and techniques
 that reflect the magnitude and complexity of the initiative. Processes adapt to changing needs
 and issues as the move orward.

Process

The strategies and methods that will be used to involve and inform those affected by a decision are based on the IAP2 Spectrum of Participation, an international standard. The Communications Officer will develop a community engagement template in order to support staff in delivering quality engagement practices in the community as outlined in three phases:

Phase 1 - Assessing Community Impact

The term 'level of community impact' refers to the magnitude of change citizens may experience as a result of a project/issue or change in policy or service.

The assessment criteria has four levels of impact which range from:

- · Level 1 High impact city wide
- Level 2 High impact on select area and/or defined groups
- Level 3 Moderate impact city wide
- Level 4 Moderate impact on select area and/or defined groups

Phase 2 - Identifying and Achieving Goal of Public Engagement, IAP2 Spectrum of Inform, Consult, Involve, Collaborate and Empower.

This phase outlines the commitment(s) made to citizens and stakeholders and examples of techniques and tools that align to each goal.

INFORM – GOAL: To provide balanced and objective information in a timely manner. "We will keep you informed."

CONSULT – GOAL: To obtain feedback on analysis, issues, alternatives and decisions. "We will keep you informed, listen to and acknowledge concerns and preferences, and will provide feedback on how public input influenced the decision."

INVOLVE – GOAL: To work with the public to make sure concerns and aspirations are considered and understood. "We will work with you to ensure your concerns and aspirations inform the outcome to the maximum extent possible."

COLLABORATE – GOAL: To partner with the public in each aspect of the decision making. "We will look to you for advise and innovation and incorporate this in decisions as much as possible."

EMPOWER – GOAL: To place final decision making in the hands of the public. "We will implement what you decide."

2.9 COMMITTEES

Committees of Council include Standing Committees, Select Committees and Ad Hoc committees. Council may appoint members of Council to sit on committees of other boards, acting as the liaison between City Council and that board.

In an effort to provide current and relevant information to council a report out, on a consistent basis, from committees is required. Reporting out should be on a regular basis throughout the year, and through either a written report that is included in the council agenda or in person at a Committee of the Whole meeting, by the Chair of the Board of a committee. A Council liaison may from time to time bring forward, equests to Council, at a Council meeting, from committees. Proposed resolutions will be provided to the Corporate Officer prior to the agenda deadline.

2.10 RESOURCES

Project plans will identify the resources, financial and human, required to implement communications. This may include the following and will vary according to project:

- Staff time
- Resources required for project support (i.e. printing, events, etc.)
- Contract services
- Consulting services

Resources may also be identified in the annual budget process for the City's Communications for ongoing communications that may not be specifically related to a project. These may include projects such as the website, social media, media releases, annual reports and/or surveys, etc.

2.11 EVALUATION

Project plans will include evaluation indicators to determine the success of various programs, projects and services. Evaluation will at a minimum be based on the objectives for communications set out in the work plan and may also include information on outputs and outcomes. Ongoing monitoring of communications tools will also be used to determine effectiveness and address any issues as they arise.

From time to time, the City may also seek to better understand the impact of various programs, projects and services and may engage in research such as an annual citizen survey.

The true impact of this policy will be more apparent over an extended period of time, as tools, processes and procedures become utilized as a matter of habit and as a culture that recognizes the importance of solid internal and external communications is established. Tactics to measure long term success of the plan may include:

- Effectiveness in communicating key messages
- · Tone of media coverage
- Tone and content of community and stakeholder engagement
- Number of media impressions
- Number of partnerships built
- · Operating performance
- Opportunity to see key messages, brand representation, articles, photos used, quotes and testimonials
- Impact on other departments, including number and content of complaints and tone and content of feedback received
- Number of website hits

Ensuring Success

The success of this plan relies on the support and engagement of Council to effect change and foster constructive dialogue throughout the organization and City. This can only work to create an environment that encourages a spirit of community and positive action and discourse. Communications is, therefore, understood as a shared responsibility. It is the intent of this policy to build in steps to ensure its success. These include:

A well-organized plan

An achievable Action Plan

Reasonable objectives that align with Council priorities

Council and staff commitment

Management of the plan through diligent and knowledgeable execution, flexibility and measure of control (to avoid scope creep)



To: Committee of the Whole From: Manager of Operations

Date: June 15, 2015

Subject: Universal Water Meter Program

Recommendation: RESOLVED THAT the Committee of the Whole

recommends Council to choose one of the options and

direct staff to proceed accordingly.

BACKGROUND:

1999 – City completed review of water and sewer utility rates. Review included recommendations with respect to the long-term operation and upgrading of water and sewer infrastructure. One key recommendation: City assesses universal water metering as a means to reduce water consumption and delay costly infrastructure upgrades.

2000 - The Universal Water Metering Feasibility Assessment report [Urban Systems] determined that Grand Forks would derive a number of economic, social and environmental benefits from a universal water metering program. Recommendation was to proceed with residential water metering program.

July 2001 – Council resolution: to install water meters for current industrial water users on the City of Grand Forks system.

2005 – The *Drought Management and Conservation Plan* [Dobson Engineering] recommends a universal water metering program be established with appropriate water pricing that provides an incentive for water conservation.

December 2006 - Council resolutions:

- City Managers report on the proposed rate structure for water and sewer dated, December 12, 2006 be received.
- Resolved that the community recommends that council authorizes the installation of meters commencing with all commercial institutional and industrial rate payers in 2007.

REQUEST FOR DECISION — COMMITTEE OF THE WHOLE — GRAND FORKS

2007 -2008 — Commercial water meter installations were completed by Mainstream Mechanical.

2010 – The City is awarded funding from the BC government's Municipal Rural Infrastructure Fund to replace the Park Life Station. As part of the funding agreement, the City must complete and Council must endorse a water conservation plan. The *Water Conservation Plan* [Kerr Wood Leidal] recommends a universal water meter program to achieve water conservation targets.

2011 – The *Water Demand Management: An Action Plan* [Urban Systems] recommends that the City complete a Meter Implementation Strategy. [p.12]

2011 – The *Universal Water Meter Program Implementation Framework* [Urban Systems] report outlines cost estimates and timelines for implementing a residential water meter program. This report is used as part of the City's application for federal government grant funding to cover the installation costs. The City's application was not successful.

2011 – The City adopted its *Sustainable Community Plan*. Recommendation: A water metering program for all residential users to ensure the long-term sustainability of Grand Forks.

February, 20 2012 – Council adopts its Corporate Strategic Plan 2012-2014. One of the goals was that staff prepares a report including data and costing for council decision to move forward on water meter installation.

May 2012 – Through a Council resolution, City staff submitted another application for federal Gas Tax Funding for \$1.3 million to cover the cost of a water meter installation program.

September 2012 – Council receives the staff report including data and costing to move forward on water meter installation and agrees to wait until the grant application has been responded to in December 2012.

December 2012 – The City is successful in its application for federal Gas Tax Funding of \$1.3 million to cover the cost of a water meter installation program.

REQUEST FOR DECISION — COMMITTEE OF THE WHOLE — GRAND FORKS

May 2013 -- City hosts open house to raise awareness about the need to conserve water and to provide informative and simple steps that area residents can take to conserve water.

Summer 2013 - Summer water conservation education campaign includes inserts in utility bills, posters, news releases and a brochure.

September 2013 – Ad in the Grand Forks Gazette notifying residents that City water staff are locating water system infrastructure throughout the city to capture precise mapping for emergency water shut-offs. The ad notes that "the mapping information will also be important should city council consider a residential water metering project in 2014."

November 12, 2013 – At the Regular meeting, Council recommends to approve early budget approval for the Comprehensive Water Metering Program to include residential customers.

November 26, 2013 – News release announces Council decision and planned open house for January 22, 2014, providing more information about water meters, the process for installing, comparative costs and how the community and customers can use them to their benefit.

December 2014 – Utility bill insert reminds residents of open house, as well as why water meters are necessary in Grand Forks, benefits of water meters, costs and the timeline. An error in the bill insert shows a paragraph with the timeline of water meter installations as incorrect. It states that both water meter installation and mock billing will begin in 2015. It should have been two paragraphs – one that states installations will start in 2014 and another that states mock billing will begin in 2015.

January 7, 2014 – News release reminds residents of the open house. Two newspaper ads (Jan 15 and 22) also remind residents of the open house.

January 22, 2014 — City hosts open house about the upcoming expansion of water meters to all residential homes. Materials developed to support the open house include display panels and handouts and information posted to the City's website, including Frequently Asked Questions and a feedback form.

REQUEST FOR DECISION — COMMITTEE OF THE WHOLE — GRAND FORKS

January 27, 2014 – News release advises of the attendance at the open house, common questions and next steps. Feedback form is available on the City website until February 14, 2014.

February 2014 -- The City issued an *Expression of Interest* for pre-qualified contractors and, once a list of qualified contractors is determined, will issue a *Request for Proposals* to choose the company that will install the meters.

2014, May – The Request for Proposals went out

2014, June - Awarded the contract to Neptune

2014, August – The City of Grand Forks held second water meter open house

2014, September – Neptune began installations

2014, November – Neptune had completed 70% of water meter installations

2015, February – Council made a resolution to direct staff to develop a report that would present different options to try satisfy the concerns of the residents who may be opposed to the water meter project. Included in this report will be options on how staff move forward with collecting the data from residents.

Benefits or Impacts of the Recommendation:

General: Water meters provide direct benefits to three critical utility principles:

- 1. Water Conservation to protect the resource;
- 2. **Equity billing** for user pay financing;

3. Minimize system losses to provide low cost of service.

Strategic priority: Strategic Plan for 2012 – 2014, universal water metering

was identified as a critical action for optimizing water system

services and reducing energy requirements.

Financial: This project has been funded by gas tax funding. Operationally

the water metering program will provide the ability to pay for



usage like other utilities. The reduction of water usage from awareness may allow the City to postpone some capital expenditures to our current system and extend the life of the asset. The current contract with Neptune has significant financial obligations. The City may be responsible for paying overhead plus profit for the meters that are not installed.

Policy/Legislation: Bylaw No.1973

Attachments: Bylaw No.1973, Urban Systems Universal Water Meter report

Recommendation: RESOLVED THAT the Committee of the Whole

recommends to choose one of the options and direct staff

to proceed accordingly.

OPTIONS: 1. COTW COULD CHOOSE TO PROCEED AS PLANNED WITH

BYLAW NO. 1973

2. COTW COULD CHOOSE TO AMEND BYLAW NO. 1973, SECTION

11 TO ALLOW FOR OPTING OUT

3. COTW COULD CHOOSE TO OTHER ALTERNATIVES ALTERNATIVE A – PASSIVELY OPT OUT (NO BYLAW

AMENDMENT)

ALTERNATIVE B - PAUSE METER PROGRAM

THE CORPORATION OF THE CITY OF GRAND FORKS

WATER REGULATIONS BYLAW NO. 1973

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

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

AND WHEREAS the City Council of the City of Grand Forks deems it necessary to set the rates, fees, charges and terms and conditions under which water may be supplied, protected and used;

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

1. TITLE

1.1 This bylaw may be cited for all purposes as the "Water Regulations Bylaw No. 1973, 2014".

2. **DEFINITIONS**

- 2.1 In this Bylaw, unless the context otherwise requires:
 - "Agricultural User" means any Owner of land in the Agricultural Land Reserve or bona fide agricultural land that is connected to the Waterworks System;
 - "Applicant" means any Owner or duly authorized agent making an application for Service, Water Connection/Disconnection or the Turn-on or Turn-off of water;
 - "Backflow Preventer" means a mechanical apparatus installed in a water system that prevents the backflow of contaminants into the potable Waterworks System;
 - "Bi-monthly" means every two-month period;
 - "Bone Fide Agricultural Land" means land used for agricultural purposes, as defined by the BC Assessment Authority;

- **"Bylaw Enforcement Officer"** means a person in a class prescribed under Section 273 (c) of the <u>Community Charter</u> who is designated by a local government as a bylaw enforcement officer and every Peace Officer;
- "City" means the Corporation of the City of Grand Forks;
- "City specifications" means the specifications, drawings and other standards for works and services established under the Subdivision, Development and Servicing Bylaw No. 1424, 1994.
- "Collector" means the Person appointed from time to time by Council as the Collector;
- "Collector's Roll" means a list of each property served by the Waterworks System that is liable to water charge and which designates the Owner as a Domestic User, a Non-Domestic User, an Agricultural User or a combination thereof:
- "Commercial" means all industrial, utility and business properties as defined as Class 2, 4, 5 and 6 under the <u>B.C. Assessment Act</u> and any institutional and apartment buildings with three or more units and any residential with two or more units within the same assessment folio, upon written application by the Owner;
- "Council" means the Municipal Council of the Corporation of City of Grand Forks;
- "Curb Stop" means the valve on a Service pipe located on the street or lane at or near an Owner's Parcel Boundary;
- "Customer" means any person, company or corporation who has opened a service account with the City for the purpose of being supplied water from the City Waterworks System;
- "Domestic User" means any Owner of land connected to the Waterworks System using water for residential household requirements, sanitation, fire prevention or lawn and garden irrigation purposes;
- "Dwelling Unit" means a building or a part of a building in which a person or persons live. This means one or more rooms are to be used as or designed as a residence, which contains sleeping, cooking and sanitary facilities and has an independent entrance, either directly from outside a building or from a common hallway inside a building.
- "Manager of Operations" means the individual appointed by Council to manage and oversee the day-to-day operation of the Waterworks System or his/her designate and, along with other City Staff, to administer this bylaw;

- "Meter Pit" means a chamber installed below or above the ground over a residential or irrigation water Service for the purpose of installing a Water Meter;
- "Non-Domestic User" means any Owner of land connected to the Waterworks System that is not using water as a Domestic User or Agricultural User;
- "Occupier" has the same meaning as in the <u>Community Charter</u>, as amended from time to time:
- "Owner" has the same meaning as in the <u>Community Charter</u>, as amended from time to time:
- "Parcel Boundary" means the line that defines the perimeter of a parcel of land;
- "Person" includes a corporation, partnership or party and the Personal or legal representatives of a Person to whom the context can apply, according to law;
- "Service" means and includes the supply of water to any Owner or any lot and all the pipes, valves, fittings, meters, connections and other things necessary for the purpose of such supply;
- "Service Connection" means the connecting line from the Waterworks System to the Parcel Boundary and includes all related pipes, shut off valves and other appurtenances;
- "Single-family Detached Dwelling" means a Dwelling Unit generally designed for and occupied by one family;
- "Sprinkling" means to allow water from the City's water supply to enter onto lawns, gardens and other outdoor areas;
- "Turn-off" means to discontinue the Service to any Owner or any lot by closing a Curb Stop or by such other means as the City finds appropriate;
- "Turn-on" means to commence the Service to any Owner or any lot by opening a Curb Stop or by such other means as the City finds appropriate;
- "Water Connection" means the pipes and appurtenances on private property used or intended to be used to conduct water from the Curb Stop to the private property;
- "Water Meter" means an apparatus or device used for measuring the volume of water passing through it and includes any accessories such as a remote reader device and the connecting cable;

"Water User" means any Person who is the Owner or agent for the Owner of any premises to which the Service is provided and also any Person who is the Occupier of any such premises and also any Person who is actually a user of water supplied to any premises;

"Waterworks System" means the entire water system of the City, including, without limitation, the distribution system and the intake, reservoirs and any water treatment facilities.

3. GENERAL PROVISIONS

- 3.1 To the extent that the City has not already established the Service of water supply, the City hereby establishes the Service of supplying water to the City through the Waterworks System and operating, constructing, maintaining and regulating the Waterworks System.
- 3.2 The City does not guarantee water pressure, continuous supply or direction of water flow. The City reserves the right at any time, without notice, to change the operating pressure, to shut off water or to change the direction of flow. The City, its officers, employees, nor agents shall be liable for any damage or other loss caused by changes in water pressure, shutting off water or change in direction of flow or by reason of the water containing sediments, deposits, or other foreign matter.
- 3.3 Nothing contained in this bylaw shall be construed to impose any liability on the City to provide water to any Person or property or to provide a continuous supply of water or water of any particular quantity or quality.
- 3.4 Any supply of water by the City is subject to the following conditions, in addition to the other conditions set out in this bylaw:
 - (a) the City is not responsible for the failure of the water supply as a result of any accident or damage to the Waterworks System;
 - (b) the City is not responsible for any excessive water pressure or lack of water pressure;
 - (c) the City is not responsible for any temporary stoppage of water supply on account of alterations or repairs to the Waterworks System,

whether such arises from the negligence of any Person in the employ of the City or another Person, or through natural deterioration or obsolescence of the Waterworks System or otherwise.

4. APPLICATIONS FOR SERVICE CONNECTION AND WATER CONNECTION

4.1 An Owner or an Owner's duly authorized agent must make an application to the City to install a Service Connection from the Waterworks System to the Owner's Parcel Boundary and a Water Connection from the Curb Stop to his or her private property and shall submit the application on the required form(s), as provided by the City and amended from time to time. Such Applicant shall, on making the application, pay to the City the applicable fee(s) as set out in Schedule A.

5. CONSTRUCTION OF THE SERVICE CONNECTION

- 5.1 Upon a completed application being received for the installation of a Service Connection, and payment of applicable fee(s) in full, a contractor pre-approved by the City may install a Service Connection from the Waterworks System to the Parcel Boundary and a Curb Stop at the Parcel Boundary.
- 5.2 An Owner is responsible for the installation of a Service Connection and a Curb Stop at the Parcel Boundary, at his or her sole cost.
- 5.3 Each property shall have only one Service Connection except where a separate connection is required by the Manager of Operations.
- 5.4 The size of the pipe to be used in providing a Service Connection to any premises and also the position in the street in which the Service Connection is to be laid shall be determined by the Manager of Operations.
- 5.5 No work of any kind in relation to a Service Connection, either for the laying of a new Service Connection or repair of an existing Service Connection, shall be done by any Person other than a contractor approved by the Manager of Operations.

6. CONSTRUCTION OF THE WATER CONNECTION

- 6.1 Upon a completed application being received for the installation of a Water Connection and payment of the applicable fee(s) in full, the Owner may install a Water Connection from the Curb Stop to the Owner's private property and the Manager of Operations shall classify the Owner as either a Domestic User, a Non-domestic User, an Agricultural User, or any combination thereof.
- 6.2 An Owner is responsible for the installation of a Water Connection, at his or her sole cost.

- 6.3 Installation of a Water Connection must comply with the following requirements:
 - (a) the type and size of pipe used for the Water Connection must meet the standards for piping as determined by the Manager of Operations or his/her designate;
 - (b) all Water Connection lines shall be installed to provide a minimum depth of 1.5 metres cover;
 - (c) where required by the Manager of Operations, a Backflow Preventer must be installed at the building as close as possible to the entrance point of the Water Connection into the building; and
 - (d) after the Water Connection lines have been installed, the Owner must not backfill the excavation until the installation of the Water Connection has been inspected and approved by the City.
- 6.4 No work of any kind in relation to a Water Connection, either for the laying of a new Water Connection or repair of an existing Water Connection, shall be done by any Person other than a contractor approved by the Manager of Operations.
- 6.5 The Owner is solely responsible for supplying, installing and maintaining the Curb Stop and the connection or joint at the property line between the Service Connection and the Water Connection.
- 6.6 The Owner is responsible for any damage caused by the Owner to the Curb Stop and must immediately notify the Manager of Operations of any such damage.
- 6.7 Where required by the Manager of Operations, an Owner shall install a pressurereducing device on his or her property, to the satisfaction of the Manager of Operations.
- An Owner is responsible for maintaining the Water Connection and Backflow Preventer in good repair and in a clean and sanitary condition at all times, and must remedy any defect in the Water Connection as soon as the Owner becomes or is made aware of the defect. The Owner must immediately advise the Manager of Operations of any defect in the Water Connection.

7. WATER TURN-OFF / TURN-ON

7.1 All applications for the Turn-off or Turn-on of the water Service must be made in writing to the Manager of Operations not less than forty-eight (48) hours before the Turn-off or Turn-on is required.

- 7.2 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in Schedule A.
- 7.3 Any Person who applies to the City for the Turn-on of the Service shall provide to the Manager of Operations confirmation that the Water Connection was satisfactorily tested, inspected and approved by the City.
- 7.4 No Person shall make an application for the Turn-off of the Service from any premises in use, or occupied by any other Person, until such use or occupation has ceased, the premises have been vacated or the occupying Person consents.
- 7.5 Any unauthorized Person found to have turned the water on or off is guilty of an offence under this bylaw and will be subject to a penalty in accordance with Section 12.11.

8. WATER DISCONNECTION/RECONNECTION

- 8.1 When any building within the City is removed, demolished or abandoned, application for disconnection of a water Service shall be made in writing, by the property Owner, on the required form(s) as provided by the City and amended from time to time and delivered to the City Office. Until such application has been submitted, water rates may be charged as prescribed in Schedule A to the property Owner.
- 8.2 All applications for the disconnection or reconnection of the water Service must be made in writing to the Manager of Operations not less than one (1) week before the disconnection/reconnection is required.
- 8.3 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in Schedule A.
- 8.4 Any Person who applies to the City for reconnection of the Service shall provide to the Manager of Operations confirmation that the Water Connection was satisfactorily tested, inspected and approved by the City.
- 8.5 Any unauthorized Person found to have disconnected from or reconnected to the water Service is guilty of an offence under this bylaw and will be subject to a penalty in accordance with Section 12.11.

9. RESTRICTIONS ON USE OF WATER

9.1 Council may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit irrigation, yard and garden Sprinkling, car washing and private pool filling to reduce water usage when it

- considers water to be in short supply and every Person shall abide by such restriction or prohibition.
- 9.2 The City may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit other water uses when it considers water to be in short supply and every Person shall abide by such restriction or prohibition.

10. WATER METERS

- 10.1 Every Owner of property that receives the supply of water from the Waterworks System shall, at the sole cost of the Owner, purchase a Water Meter from the City and shall install the Water Meter on his or her property in compliance with the provisions of this bylaw.
- 10.2 Notwithstanding Section 10.1, the City shall supply and install Water Meters to those properties built prior to January 1, 2015, free of charge.
- 10.3 Only one Water Meter shall be installed for each Water Connection on a property.
- 10.4 The Manager of Operations may determine and specify the type and size of Water Meters for each type of property and use, considering the Manager of Operation's estimate of water consumption and other factors considered relevant by the Manager of Operations.
- 10.5 Every Water Meter shall be installed by a certified plumber or qualified contractor retained by the Owner of the parcel and approved by the Manager of Operations.
- 10.6 Where water services a single building on private property, the Water Meter shall be located in the building as close as possible to the entrance point of the Water Connection into the building, unless otherwise approved by the Manager of Operations.
- 10.7 Notwithstanding Section 10.6, the Owner of each newly constructed Single-family Detached Dwelling in the City shall install a water meter within the Dwelling Unit or a Meter Pit, as per current industry standards as determined by the Manager of Operations, with a Water Meter at the Parcel Boundary. For clarity, a newly constructed single-family detached dwelling is any single-family detached dwelling constructed after adoption of this bylaw. The City will provide a water meter free of charge up until July 31, 2015.
- 10.8 Where water services multiple-unit housing or Commercial, industrial or institutional property, the Water Meter must be located within a meter room or some other location approved by the Manager of Operations.

- 10.9 The Owner shall maintain the Water Meter on his or her property in good repair and shall not tamper with the Water Meter in any manner. The Owner shall provide adequate protection for the Water Meter against freezing, heat and other severe conditions that might damage the Water Meter.
- 10.10 If any breakage, stoppage or other irregularity in a Water Meter is observed by an Owner, the Owner shall notify the Manager of Operations immediately.
- 10.11 If a Water Meter installed on a property is destroyed, lost or damaged in any way, the Owner shall repair or replace the Water Meter at his or her sole cost.
- 10.12 An Owner must, at all reasonable times, provide adequate, convenient, and unobstructed access to the City for inspecting and reading the Water Meter.
- 10.13 No Person shall remove or in any way disturb a Water Meter except under the direction of the Manager of Operations.
- 10.14 The Service shall not be activated to a property until a Water Meter has been installed on the property and any Meter Pit has been inspected by the City and found to be in compliance with this bylaw.
- 10.15 If the City or an Owner questions the accuracy of the record of a Water Meter, the City shall designate a qualified professional to remove and test the Water Meter.
- 10.16 If the test performed under Section 10.15 discloses that the Water Meter is not less than 98% accurate in recording the water passing through the Water Meter, the party questioning the accuracy of the Water Meter shall pay the meter testing fee specified in Schedule A. If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the cost of the test shall be borne by the City.
- 10.17 If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the City shall repair or replace the Water Meter, at its own cost.
- 10.18 If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the Manager of Operations shall adjust the Owner's water bill by the amount of the inaccuracy for a period not exceeding one (1) year. The adjustments shall only apply to the Owner who overpaid or underpaid and not to any subsequent Owner of the property.

11. FAILURE TO INSTALL A WATER METER

11.1 If an Owner fails to install a Water Meter as required by this bylaw, the City may, upon giving notice to the Owner, install a Meter Pit and Water Meter at the Curb Stop at the sole cost of the Owner. Prior to and including July 31, 2015 the Owner will be responsible for the difference in cost between in-home installation and Meter Pit installation. After July 31, 2015, the Owner will be responsible for all costs associated with installation.

12. OFFENCES AND PROHIBITIONS

- 12.1 No Person shall:
 - (a) connect or maintain any connection to, or use water from the Waterworks System without first obtaining permission from the Manager of Operations in accordance with this bylaw;
 - connect, cause to be connected or allow to remain connected any building on any property already connected to the Waterworks System to any other source of water;
 - (c) connect, cause to be connected or allow to remain connected to the Waterworks System any pipe, fixture, fitting, container, appliance or apparatus, in any manner which, under any circumstances, could cause or allow any part of the Waterworks System to become contaminated;
 - (d) sell, dispose of or otherwise give away water from the City Waterworks System;
 - (e) connect any apparatus, fitting, or fixture to the Waterworks System which may in any way harm the Waterworks System.
- 12.2 No Person shall cause, permit or allow any device or apparatus of any kind to be or remain connected to the Waterworks System or allow it to be operated in such a manner as to cause sudden large demands for water or otherwise affect the stability of water pressure in the Waterworks System and, for the purposes of this section, such prohibited devices and apparatuses include, without limitation:
 - (a) booster pumps;
 - (b) quick opening valves or quick closing valves;
 - (c) flush meters;
 - (d) rod hopper water closets;

- (e) water-operated pumps or siphons;
- (f) standpipes;
- (g) large outlets.
- 12.3 Notwithstanding Section 12.2, an Owner may apply to the Manager of Operations in writing for permission to connect a prohibited device or apparatus to the Waterworks System. Upon receiving permission from the Manager of Operations, the Owner may connect a prohibited device or apparatus to the Waterworks System, subject to any terms and conditions imposed by the Manager of Operations.
- 12.4 No Person shall destroy, injure, obstruct access to, or tamper with any hydrant, valve, Curb Stop, pipe, pump or other fixture of the Waterworks System or the Water Connection and no Person shall, in any manner, make any additions, alterations or other changes to the Waterworks System or the Water Connection.
- 12.5 No Person shall use water from the Waterworks System unless that usage is recorded by a properly functioning Water Meter that is installed and maintained in accordance with this bylaw.
- 12.6 No Person shall install any piping or other works designed to allow water from the Waterworks System to be used without that usage being recorded by a Water Meter.
- 12.7 Where the Manager of Operations considers that a Person has violated Section 12.5 or 12.6, the City may install a Meter Pit with a Water Meter at or near the Parcel Boundary of the property either on the property or on the adjacent highway.
- 12.8 Where the City has installed a Meter Pit with a Water Meter under Section 12.7, the Owner of the property in respect of which the Meter Pit with a Water Meter was installed shall pay to the City a fee equal to the cost incurred by the City to install the Meter Pit and Water Meter, including the cost of the pit and meter.
- 12.9 Where a Person has violated Section 12.4, 12.5 or 12.6, the Owner of the property in respect of which the violation has occurred shall pay to the City an unrecorded water usage penalty as set out in Municipal Ticket Information Bylaw No. 1957, and additional charges as described in Schedule A, whether or not the City has installed a Meter Pit with a Water Meter at or near the Parcel Boundary under Section 12.7.
- 12.10 Charges imposed under Section 12.8 or 12.9 are due and payable within 30 days of the date on which an invoice setting out the amount of the fee is mailed to the

address of the Owner as shown on the assessment roll for the property referred to in those Sections and if unpaid on December 31 of the year in which the charges became due and payable, may be collected in the same manner and with the same remedies as property taxes.

12.11 Any Person who contravenes any of the provisions of this bylaw is liable, upon summary conviction, to a minimum fine of not less than One Thousand Dollars (\$1,000.00) and a maximum fine of Ten Thousand Dollars (\$10,000.00) and the cost of prosecution. Every day during which there is an infraction of this bylaw shall constitute a separate offence.

13. SHUT OFF OF WATER SUPPLY

- 13.1 The Manager of Operations may shut off the supply of water to any property for any or all of the following reasons:
 - (a) a request for Turn-off or discontinuance of the Service;
 - (b) maintaining, repairing, renovating, replacing, disinfecting or otherwise operating the Waterworks System;
 - (c) an emergency that threatens the safety of the Waterworks System or the public;

and the City may shut off the supply of water to any property for any or all of the following reasons;

- (d) non-compliance with any provision of this bylaw;
- (e) shortage of water supply pursuant to Section 9.1 or 9.2 of this bylaw.

14. NOTICES OF WATER SHUT OFF

- 14.1 Where water supply is to be shut off for non-compliance with any provision of this bylaw, the City will give thirty (30) days notice to the Owner.
- 14.2 Where water supply is to be shut off for reason of non-compliance with any provision of this bylaw, the City will give the Person affected the opportunity to make representations to Council in respect of such non-compliance.
- 14.3 Where water supply is to be shut off for reason of shortage of water supply pursuant to Section 9.1 or 9.2 of this bylaw, the City will give at least seven (7) days notice, but no notice will be given where safety of life or property is at risk.

- 14.4 Where water supply is to be shut off for maintenance, repair, renovation, replacement, disinfection or other operation of the Waterworks System, the City will give at least two (2) working days notice for scheduled work, but no notice will be given where safety of life or property is at risk.
- 14.5 Notice under Sections 14.1, 14.3 and 14.4 may be given by one or more of the following:
 - (a) posting notice on the property;
 - (b) providing notice on an Owner's water bill;
 - (c) mailing notice to the address supplied by the Owner or the address of the property;
 - (d) telephoning the Owner, which may include speaking directly to the Owner or leaving a message at the telephone number supplied by the Owner.
- 14.6 The City is not responsible for any notice failing to reach an Owner or other Water User prior to the shut off of water.

15. WATER USE CHARGES

- 15.1 Property Owners shall be responsible for payment of all rates for water used and consumed on properties owned by them.
- 15.2 The user rates and charges specified in Schedule A are imposed and levied for Water Services supplied by the City. All such rates shall be due and payable on or before the date shown as the DUE DATE on the Bi-monthly billing rendered by the City. These rates may also be paid on the City's Tax/Utility Preauthorized Pre-Payment Plan.
- 15.3 User rates and charges not paid by the DUE DATE shall be subject to an overdue account penalty, as set out in the current Fees and Charges Bylaw, on the working day after the DUE DATE and monthly thereafter.
- 15.4 For any new water Service connected to the City system during a Bi-monthly billing period, full basic charges for the billing period will apply and the user rates relating to consumption shall be based on recorded consumption. If no meter reading is available, the user rate will be prorated over the number of days from connection to the end of the billing period.
- 15.5 For any Water Service disconnected or reconnected from the City system, Section 8 of this bylaw shall apply. Should the property Owner elect to have water Service to a building turned on or off, as described in Section 7 of this bylaw, water basic charges and user rates will continue to be charged.

- 15.6 The charges prescribed in Schedule A to cover the cost of disconnecting or reconnecting the service or turning the water supply "off" or "on" shall apply.
- 15.7 User rates shall be invoiced on a Bi-monthly basis.
- 15.8 Upon application, the City will permit qualifying customers, to make equal monthly payments. The payments will be calculated to yield during the period ending in December, the total estimated amount that would be payable by the customer during the year. Application will be accepted at any time of the year. All accounts will be reconciled in December.

A customer will qualify for the plan provided the account is not in arrears and the customer expects to be on the plan for at least one (1) year.

The equal payment plan may be terminated by the customer, or the City, if the customer has not maintained his credit to the satisfaction of the City. The City deems credit to be unsatisfactory if, for any reason, two payments fail to be honoured. On the reconciliation date, or termination, the amounts payable by the customer to the City for water Service actually consumed during the equal payment period will be compared to the sum of equal payments made during the period. Any resulting amount owing by the customer will be paid to the City. An excess of payments over charges will be paid or credited by the City to the customer. If such amounts are less than \$10.00 (ten dollars), they will be carried forward and included in the calculation of the equal payments for the next period.

15.9 All rates and charges remaining unpaid on the 31st day of December in each year shall be added to and form part of the taxes payable in respect of the land and improvements therein, and shall be entered on the Collector's Roll as taxes in arrears.

16. INSPECTION

- 16.1 The Manager of Operations and any Bylaw Enforcement Officer may enter on any property at any reasonable time for the purpose of inspecting and ascertaining whether the regulations and requirements of this bylaw are being observed.
- 16.2 No Person shall obstruct or interfere with the Manager of Operations or any Bylaw Enforcement Officer in the performance of his or her duties or the exercise of his or her powers under this bylaw.

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17.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this bylaw.

18. REPEAL

18.1 The "Corporation of the City of Grand Forks Waterworks Regulation Bylaw No. 1501, 1997" and all amendments thereto are hereby repealed.

19. ENACTMENT

19.1 This bylaw is to take effect upon adoption by the Council of the Corporation of the City of Grand Forks.

READ A FIRST TIME this 21st day of July, 2014.

READ A SECOND TIME this 21st day of July, 2014.

READ A THIRD TIME this 21st day of July, 2014

FINALLY ADOPTED this 18th day of August, 2014.

Mayor	Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1973, as passed by the Municipal Council of the City of Grand Forks on the 18th day of August, 2014.

Corporate Officer of the Municipal Council of the
·
City of Grand Forks
·
Date Signed
Date Signed

Bylaw No. 1973

Page 1 of 3

SCHEDULE "A"

SERVICE CHARGES

- 1. Charges for installation of water service:
 - (a) Residential: 19 mm diameter (3/4") & 24.5 mm diameter (1") *NOTE: Water Meter Mandatory

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

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

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

(c) Renewal (upgrading, including meter retrofit)

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

- d) Additional service costs not included in (a), (b), and (c) above:
 - i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length)
 - ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping
- 2. Charges for each time the water supply is turned on/off

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

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

Private property issue

\$ 250.00

Schedule A Bylaw No. 1973 Page 2 of 3

4. Purchase of water from City Bulk Water Facility

Rate per cubic meter or portion thereof

\$4.00

5. Water Meter Installation – subject to Sections 10.2, 10.7 & 11.1

(a) Standard in-house installation

At Cost by Contractor, plus 15%

(b) In-house installation with modifications*

At Cost by Contractor, plus 15%

(c) Pit meter

At Cost by Contractor, plus 15%

6. Additional Charges

(a)	Manual meter reading charge – per occurrence	\$ 25.00
(a)	Meter re-read at Customer's request – per occurrence	\$ 25.00
(b)	Meter testing at Customer's request – per occurrence	At Cost
(c)	Water meter tampering charge – per occurrence	\$200.00

(d) Charge for damage due to tampering

At Cost by Contractor for installation of new water meter plus the water meter tampering charge.

^{*}Any modifications to water meter installation that result in the requirement for a manual read of the meter will result in a reading charge.

Schedule A Bylaw No. 1973 Page 3 of 3

7. User Rates – Effective July 1, 2014

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



Date: April 15, 2015
To: Doug Allin, CAO

CC:

From: Scott Shepherd, BA, AScT, Cory Sivell, E.I.T.

File: 0788.0036.04

Subject: Universal Water Meters - Next Steps

As requested, the following memo is intended to outline the available options on how to proceed with the implementation of the universal water metering program for the City's consideration as well as a brief summary for each of the next steps once a path forward is selected.

Background

The decision to move forward with the implementation of universal water meters for the community is founded on the premise of sustainable service delivery. Sustainable service delivery ensures that delivery of services meets current community needs in a socially, environmentally and economically responsible manner. As outlined in the City's Water Supply Plan, the implementation of water meters is to achieve a 20% reduction in water use and defer costly capital upgrades.

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

- 1. Water Conservation to protect the resource;
- 2. **Equity billing** for user pay financing;
- 3. Minimize system losses to provide low cost of service.

Water metering directly aligns with all three critical utility principles. **Water conservation** will help reduce water demands to a level that can be readily supported by the local groundwater resources. **Equity billing** will help ensure all customers are being billed fairly for their water consumption. **Minimizing** system **losses** helps reduce the cost of service by reducing water and pumping demands which as a result reduces energy consumption costs. As part of Council's overall Corporate Strategic Plan for 2012 – 2014, universal water metering was identified as a critical action for optimizing water system services and reducing energy requirements.

In 2014, the City adopted the Water Regulations Bylaw No. 1973 and entered into a contract with Neptune Technology Group Inc. for the installation of universal water meters. Based on recent conversations with city staff it was concluded that the program is approximately 70% complete (1184 of 1688 meters are installed). A summary of the water meter installation program to date can be found in **Table 1** below.

Date: April 15, 2015 File: 0788.0036.04

Subject: Universal Water Meters – Next Steps

Page: 2 of 12



Table 1: Residential Meter Installation Summary

Residential Meters Installation - Summary			
Description	# of Homes	% of Total	
_	nstalled		
Interior	1163	69%	
Exterior	21	1%	
Total	1184	70%	
Want Meters (Not Installed Yet)			
Interior	95	6%	
Exterior	147	9%	
Total	242	14%	
Refusals			
Hard Refusal	28	2%	
Soft Refusal	234	14%	
Total	262	16%	
Total # Meters	1688	100%	

Of the remaining 504 meters to be installed, it is anticipated that 147 of those will be outside pit meters and Neptune has received requests from residents for 95 inside installations. Exterior pit meters are required due to a variety of reasons including the ability to capture irrigation water usage and extremely difficult interior installations. There are 262 of the 504 remaining installations that are named as 'refusals' of which 28 are 'hard' refusals (never will want a meter) and 234 are 'soft' refusals (no response to request to install).

The discussion below outlines the available options on how to proceed with the implementation of the universal water metering program for the City's consideration.

Options for Meter Implementation

Based on our experience and in discussions with other communities in BC who have experienced similar issues with 'refusals' (Fort St. John, Hudson's Hope, Sicamous, Chase, Kamloops), there are two options available for the City based on the provisions in Bylaw No. 1973.

1. Proceed as planned with Bylaw No. 1973

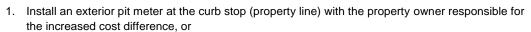
The following summarizes the key points outlined in the provisions of Bylaw No. 1973.

The City shall supply and install water meters to all properties, which receive the supply of water from the water utility, built prior to Jan 1st, 2015. If an Owner refuses installation, then the City (upon giving notice) may:

Date: April 15, 2015 File: 0788.0036.04

Subject: Universal Water Meters – Next Steps

Page: 3 of 1:



URBAN

2. Shut off the supply of water to the property (with 30 days' notice) for non-compliance with the provisions of the bylaw.

Table 1 below outlines the advantages and disadvantages of this option.

Table 1: Advantages and Disadvantage of Proceeding as planned with Bylaw No. 1973

	Proceed as planned with Bylaw No. 1973				
Notes:					
Advant	ages	Disadvantages			
-	City meets it universal metering target. Water rates are more easily administered (only dealing with a metered rate structure) Proceed with meter installation in a timely manner.	 Contractual arrangements must be made to facilitate exterior pit meters (adds extra costs); Public push back and complaints. 			

2. Amend Bylaw No. 1973, Section 11 to allow for opting out

The second option is to amend Bylaw No. 1973, Section 11 with a provision to allow residents who fail to install a water meter as required by the bylaw, the option to opt out of the installation. These properties would then be subject to an unmetered rate (as opposed to a consumptive rate). Table 2 below outlines the advantages and disadvantages of this option.

Table 2: Advantages and Disadvantages to Amending Bylaw No 1973, Section 11

Amend Bylaw No. 1973				
Notes:				
 Allow stakeholders to opt out of the meter installation though amending bylaw no 1973. Develop an unmetered rate. 				
Advantages	Disadvantages			
Maintain goodwill with those looking to opt out; Provide the City with the means to collect additional funds to cover cost associated with lack of consumption data.	The City may be responsible for paying overhead plus profit for the meters that are not installed; Bylaw must be amended (staff time and resources); Increased difficultly of administering water rates (metered and unmetered rate);			

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- City does not achieve its universal metering
target;
 Metered customers could now want their
meters removed (fairness);
- Time intensive.

3. Other Alternatives

Alternative A - Passively Opt Out (No Bylaw Amendment)

There are communities who have passively allowed opting out without amending their bylaw. This means that a meter may or may not be installed but it would not be used. Residents in these situations are charged an unmetered rate. There are various different methods and formulae available to calculate the unmetered rate and this task should be completed as part of an overall rate study. **Table 3** below outlines the advantages and disadvantages of this option.

Table 3: Advantages and Disadvantages to Alternative A

	Alterative A – Passively Opt Out (No Bylaw Amendment)			
Notes:	- Passively opt out without amending bylaw.			
Advantages		Disadvantages		
-	Proceed under bylaw No 1973; Maintain goodwill with those looking to opt out; Provide the City with the means to collect additional funds to cover cost associated with lack of consumption data; Meter could be utilized over time.	 Increased cost for installing a pit meter; Increased difficultly of administering water rates (metered and unmetered rate); Water meter asset deteriorates while not being utilized (i.e. collecting funds or reading data). 		

Alternative B - Pause Meter Program

The City may wish to pause the entire water meter program. In this case, contractual details would need to be worked out with Neptune which may result in a significant cost to the City for lost profit and overhead. Table 4 below outlines the advantages and disadvantages to alternative B.

Table 4: Advantages and Disadvantages to Alternative B

Table 4:	Table 4: Advantages and Disadvantages to Alternative B		
	Alterative B – Pause Meter Program		
Notes:			
-	Pause the water meter program		

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Advantages	Disadvantages			
Maintain goodwill with stakeholders looking to opt out.	 The City may be responsible for paying overhead plus profit (Significant cost); Increased difficultly of administering water rates (metered and unmetered rate); City does not meet its universal metering target; Metered customers could now want their meters removed (fairness); Time intensive. 			

Next Steps

Once the City has charted a path forward with the installation of the water meters, the following outlines the next steps to successfully complete the universal water metering program:

- Prepare a terms of reference for the rates committee;
- Billing and Rate Study;
- On-going Meter Management (demand measurement, meter testing, performance and monitoring).

Terms of Reference for the Rates Committee

A sample terms of reference can be found in Appendix A

Billing and Rate Study

Setting sustainable water rates reduces the system's financial risks, encourages water conservation and promotes fairness. Sustainable water rates stimulate a user pay financing system which holds the users accountable for their water consumption behaviours. This helps to create a financially sustainable water system which will ensure Grand Forks can provide safe, reliable drinking water now and into the future.

The proposed approach to setting water rates in **Figure 1** below is based on our experience working with similar communities who have been successful in establishing a sustainable water rate structure.

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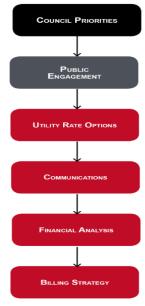


Figure 1: Billing and Rate Study Process

Through developing this process we found that it is important to focus on; the political, the technical and the communicative aspects. Below is a brief summary of the key tasks that comprise the phases listed above in **Figure 1**.

Council Priorities: Moving forward with setting a sustainable water rate is a significant political decision because of the implications to various stakeholders, customer groups and residents. Council will be engaged to developing principals related to water which will help guide the project moving forward. Council will be asked to determine preferred water system financing principles and develop new rate structure that balances revenue needs, water conservation, meter financing, and asset management requirements.

A successful funding model and rate strategy is typically based on the following key principles.

- 1. Simplicity
 - o Easy for the customer to understand
 - o Efficient to administer
- 2. Revenue Stability
 - o Revenues generated are predictable
 - Providing sufficient revenue to the utility
- 3. Conservation
 - o Pricing (rate) to encourage water conservation
- 4. Equity
 - Fair to all types of users
 - o Defendable strategy

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5. Affordability

o Recognition that certain customers may need assistance

Public Engagement:

As mentioned, setting sustainable water rates is a necessary but sensitive community issue which requires a unique engagement process to gather input which can be used to shape decisions. Council and public engagements need to be in sync and focus on the values, needs and aspirations of the entire community.

Utility Rate Options:

Once the council priorities are established and meaningful public input is gathered, staff can better explore and analyze various utility rate options. Best practices and water rate principles such as fairness, equity and simplicity will be better understood.

Communications:

A communications expert and City staff would design a group of events that will keep the public informed and more importantly, encourage stakeholders to provide input along the way. There should be multiple check-in points with stakeholders throughout the process.

Financial Analysis:

Once the community's water values and ambitions are better understood, staff can select 1 or 2 rate structures they believe would work best for Grand Forks. An analysis will be completed on the selected options so that the community can better understand the financial implications of each choice (i.e. annual revenues, annual expenditures, fluctuations, cash flow).

Billing Strategy:

Developing a billing strategy will help the community transition from an old way of collecting revenues to a new more financially sustainable system. Typically communities will establish a mock billing system for their customers over the first year so that they can begin to understand how their current water consumption behaviours will affect them finically. After the mock billing period is over, the community can start to collect revenue from its customers.

On-going Meter Management:

On-going meter management is important for extending the service life of meters and promoting the sustainable delivery of services. Just like any municipal asset, meters require on-going care to ensure the newly acquired asset can be utilized to its full potential. On-going meter management includes (but not limited to):

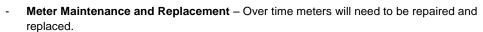
- **Meter Testing** Overtime meters will have to be tested and calibrated to ensure they are providing accurate information. Meter accuracy is important to ensure users are being billed fairly and that water consumption behaviours are representative.
- Billing Ongoing billing administration work.



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 Demand Management – Over time the city will want to analyze and study their water consumption data to better understand where water is being consumed and how their demands can be better managed. Managing water demands helps to promotes; a safe environment, longevity of assets and postpones expensive infrastructure upgrades.

Proper meter management ensures the cities return on investment is maximized, water consumption data is being utilized to reduce capital expenditures and that customers are being billed appropriately.

We trust the above information is informative and if you have any questions or require any clarification please contact the undersigned.

Sincerely,

URBAN SYSTEMS LTD.

Scott Shepherd, BA, AScT Principal

Cory Sivell, E.I.T. Community Consultant

URBAN



City of Grand Forks

Sample Terms of Reference

City Council Water Rate Select Committee

Introduction

The City Council Water Rate Select Committee is formed to provide direction on water rates and conservation goals.

Objective:

The objective of the Select Committee is:

 To report its findings and opinion to council which will assist in the development of a water conservation program and cost recovery policy.

Scope of Work:

To achieve this objective, the City Council Water Rate Committee will undertake the following activities:

- Review and develop a city strategy to implement the goals of council with respect to water conservation and cost recovery;
- Review and approve educational material for rates and conservation;
- Provide input into billing strategy and other elements of engagement with rate payers over water matters;
- Provide input into the water utility rate decision.

Membership

• 3 members of Council plus technical support from City Staff.

Appointment and Term

Select committee members shall be appointed to the Council for the project duration.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during a regular term of office, the vacancy may be filled for the remainder of that term upon resolution of Council.

Council appointment must adhere to section 142 of the Community Charter.

Chair

The Chair of the Committee shall be appointed by Council resolution.

Meeting Procedures

The Chairperson shall call meetings of the Committee as required.

Unless otherwise authorized by Section 242.2 of the *Local Government Act* all meetings will be held in open session and in a location accessible to the public

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda shall be forwarded electronically to the City Clerks Department at least three complete working days prior to the meeting date. Minutes of the meetings will be prepared by the staff liaison and then signed by the Committee Chair. Originals of the minutes will be forwarded to the City Clerk for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the City-at-large. Committee members must abide by the conflict of interest provisions of the Local Government Act. Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

Voting:

- All members of a committee, including the chair, vote on every question unless they have declared a conflict and left the meeting;
- Any member who does not indicate how they vote, or has left the meeting without declaring a conflict, is counted as having voted for the question;
- If the votes are equal for and against, the question is defeated.

Reporting to Council

Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council. The Committee will regularly report to Council regarding current activities and recommendations. The Chairperson will report to Council on behalf of the Committee.

Budget

The routine operations and any special project initiatives of the Committee will be funded by allocations within the annual budget.

Staff Support

The City of Grand Forks will provide all staff support for the committee. Typical support functions include the following:

- Organizing and preparing the agenda, in conjunction with the committee chair;
- Distributing the agenda packages to committee members;
- Forwarding the agenda to the City Clerk for posting as a public notice;
- · Taking and preparing draft minutes;
- Managing the files of the committee, as necessary;
- Maintaining a list of outstanding issues for committee action;
- In conjunction with the Chair, drafting Committee reports to Council;
- Providing the position of City Staff on issues discussed by the Committee.

DATE: June 15, 2015

TO: Committee of the Whole

FROM: Chief Financial Officer

- Adopted Water Rates, Waste Water Rates, Tax Rates
- Answering written enquiries, meeting with taxpayers
- Property tax notices mailed last week in May, tax season underway, due date July 2nd
- Posting and interviewing for Payables Clerk for end of July
- ❖ Working on FOI & Ombudsperson request
- Working on Contaminated Sites requirements City land inventory listing,
 identifying prior uses of land

DATE': June 15th, 2015

TO: Committee of the Whole

FROM: Corporate & Legislative Services

- Prepared and facilitated Council Meetings for the month
- Dealt with the organization's Human Resources Requirements
- Continued to address Freedom on Information Requests
- Addressing Ombudsperson requests
- Attendance to Level 3 Emergency Operation Centre Training
- Prepared Draft communications policy and strategy
- Provided support to community events
- Compiling the 2014 Annual Report and required advertising

DATE': June 15, 2015

TO: Committee of the Whole

FROM: Manager of Development & Engineering

- Put out RFP for the Gravel Pit Remediation
- Finalized Rotary Spray Park Drawings and Submitted to IHA for Approval
- Received 1 Development Enquiry
- Received 1 Enquiry Regarding City Owned Property for Sale
- ❖ Received 2 Development Variance Permits
- Completed Development and Engineering Annual Report
- Attended a EOC Level III Operations Course

DATE: June 15, 2015

TO: Committee of the Whole

FROM: Fire Chief

- ❖ Calls for April: 55 total: 13 Fire, 4 Rescue, 38 First Responder
- Dale/Manfred: Final inspection of new aerial truck in Sioux Falls, SD
- Volunteers: 6 members attended the BC Volunteer Firefighters Association Spring Training seminar in Kamloops.
- Kevin: Attended BC Fire Training Officers Assoc. annual conference
- Work continues on Fire Training Ground; grant application to the Phoenix Foundation was successful.
- Hosted "EOC Operations" course with City and RDKB Staff.
- Audit City's confined space program for both workers and rescuers.
- Freshet River levels are somewhat lower than this time last year. Levels are being monitored, but not considered threatening at this time.
- Working on organization of Firebells & Fanfare antique apparatus parade and show & shine scheduled for August 14 – 16 weekend.

DATE: June 15, 2015

TO: Committee of the Whole

FROM: Manager of Operations

HIGHLIGHTS: For the Month of May 2015

Roads/Parks/Facilities

- Hanging baskets and portable planters positioned around town
- Shouldering
- Cemetery grave restoration
- ❖ Tree planting 8th street
- Summer student hiring, orientation, and training
- Playground at City park maintenance

Water/Sewer

- Hydrant inspections, maintenance, and procedure update
- ❖ East zone and High zone reservoir instrumentation maintenance
- Cross connection survey's and reports
- Sewer main flushing and camera lines
- Confined space procedure update

MONTHLY HIGHLIGHT REPORTS



Electrical

- PCB transformer replacement program
- Preparation for Riverside re-conductor tender
- Work on pole replacement
- Supporting other departments as required (hanging baskets and pulling sewer pumps)

Capital

- ❖ PCB transformer replacement program (90% complete)
- Water and Sewer Scada system (50% complete)
- ❖ Riverside re-conductor project June 8th start expected 3 week project

DATE: June 8, 2015

TO: Committee of the Whole

FROM: Manager of Building Inspection & Bylaw Services

HIGHLIGHTS: For the Month of May, 2015

Bylaw Office Review

- Following up on complaints
- Working on a Unsightly Property on Riverside Drive
- Working on Remediation of 721 65th Avenue, the build has been demolished and final cleanup is under way
- Working on the deer feeding complaints
- Following up on camps along the City's riverbanks
- Building Inspections Review
- Following up on existing Building Permits
- ❖ 8 New permits this month 4 Accessory Buildings
 - 1 Commercial Office Space
 - 2 Home renovations
 - 1 Demolition Permit
- Permit construction values this year are \$868,483 to date

REQUEST FOR DECISION — COMMITTEE OF THE WHOLE — GRAND FORKS

To:

Committee of the Whole

From:

Chief Financial Officer

Date:

June 15, 2015

Subject:

Bylaw 2016 - Year 2014-2018 Financial Plan Amendment

2

Recommendation:

RESOLVED THAT the Committee of the Whole recommends that Council give first three readings to Bylaw No. 2016 – Year 2014-2018 Financial Plan Amendment 2 at the June 29, 2015

Regular meeting of Council

BACKGROUND:

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

The financial statements are complete for 2014 and confirm that Bylaw 2005 Financial Plan 2014-2018 must be amended. There are two issues that have resulted in the need for an amendment.

City Hall fire resulted in \$1,574,892 in unplanned expenditures in 2014. However, as the City's insurance company will be reimbursing the City for these expenses, there is also offsetting revenue for the same amount from the insurer. This amount has been added to General Operating expense and Other Sources revenue.

Amortization was also over budget in 2014. Total amortization was \$1,563,310 and only \$1,539,874 was budgeted. Most funds were just under budget. However, the General Fund was \$48,827 over budget. New assets were added at year end 2013 and throughout 2014 and the amortization for these new assets was underestimated. This amount has been added to General Fund amortization. Amortization is a non cash item and will not affect taxation.

As neither of these amendments requires an additional funding source, neither will effect municipal taxation, surplus nor reserves.

Benefits or Impacts of the Recommendation:

General:

Council updates the City's authority to operate with the most up to date information regarding the provision and the sources of revenue to

provide those services

REQUEST FOR DECISION — COMMITTEE OF THE WHOLE — GRAND FORKS

Financial:

Amending the financial plan ensures that the City remains in compliance

with Community Charter requirements for financial planning.

Policy/Legislation:

Community Charter S. 165(2)

Attachments:

Bylaw 2016-Year 2014-2018 Financial Plan Bylaw Amendment No. 2

2014-2018 Financial Plan Amendment No.1 Schedule A

Recommendation:

RESOLVED THAT the Committee of the Whole recommends that Council give first three readings to Bylaw No. 2016 – Year 2014-2018 Financial Plan Amendment 2 at the June 29, 2015

Regular meeting of Council.

OPTIONS:

1. COTW COULD CHOOSE TO SUPPORT THE RECOMMENDATION.

2. COTW COULD CHOOSE TO NOT SUPPORT THE RECOMMENDATION.

3. COTW COULD CHOOSE TO REFER THE REPORT BACK TO STAFF

FOR MORE INFORMATION.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2016

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

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

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

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

Introduced this 15 th day of	June, 2015
Read a FIRST time this	_ day of
Read a SECOND time this _	day of
Read a THIRD time this	day of
FINALLY ADOPTED this _	day of
Mayor Frank Konrad	Corporate Officer Diane Heinrich
	CERTIFICATE
	g to be a true and correct copy of Bylaw No. 2016, as ouncil of the City of Grand Forks on the day of
·*	
Clerk	of the Municipal Council of the
	City of Grand Forks

City of Grand Forks Appendix "A" to Bylaw 2016 Year 2014 - 2018 Financial Plan Bylaw Amendment No 2

Revenue	2014	2015	2016	2017	2018
Property taxes , grants in lieu & franchise Fees Parcel taxes	\$ 3,002,062 91,041	\$ 3,061,100 6.041	\$ 3,121,300 6.041	\$ 3,182,700	\$ 3,245,300
User levies	1,808,210	1,842,500	1,877,400	1,913,000	1.949.200
Fees and charges	4,972,787	5,203,052	5,444,468	5,697,528	5.862,300
Grants and other	5,192,186	2,348,546	2,385,971	2,424,121	2,462,997
Total Revenues	15,066,286	12,461,239	12,835,180	13,223,390	13,525,838
Expenses					
Purchases for resale	3,294,066	3,390,619	3,559,125	3,736,082	3,848,200
Operating	8,610,210	8,738,233	8,868,246	9,000,221	9,134,212
Debt interest	100,961	86,477	81,477	76,477	71,477
Amortization	1,588,701	1,605,829	1,623,174	1,640,741	1,658,531
Total Operating Expenses	13,593,939	13,821,158	14,132,023	14,453,521	14,712,421
Net Revenue (loss)	\$1,472,347	(\$1,359,919)	(\$1,296,843)	(\$1,230,131)	(\$1,186,583)
Allocations					
Debt proceeds	4,040,978	577,500	577,500	577,500	367,500
Capital expenditures	(9,710,179)	(1,139,000)	(1,014,000)	(830,000)	(619,500)
	(197,886)	(183,001)	(171,092)	(161,566)	(153,945)
I ransters from (to) reserves / surplus	2,806,039	498,591	281,261	3,456	(66,004)
Reserve fund in excess of amortization	1,588,701	1,605,829	1,623,174	1,640,741	1,658,531
Financial Plan Balance	0\$	0\$	0\$	0\$	\$0

	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
General Revenue					
Property Taxes	\$ 2,897,537	\$ 2,955,500	\$ 3,014,600	\$ 3,074,900	\$ 3,136,400
Payments in Lieu & Franchise Fees	•	105,600	106.700	107 800	108 900
Solid Waste Levies	195,000	197,000	199,000	201,000	203,000
Slag Sales	250,000	252,500	255,025	257,575	260,151
Fees and Charges	576,588	588,100	299,900	611,900	624,100
Government Grants - Operations	352,846	352,846	352,846	352,846	352.846
Government Grants - Capital	1,387,889				
Other Sources	1,709,006	1,743,200	1,778,100	1,813,700	1,850,000
Restricted Investment Income	1.01	•	8	*	
1	7,558,391	6,194,746	6,306,171	6,419,721	6,535,397
Expenses					
Airport Cost of Sales	49,000	50,500	52,000	53,600	55,200
Operations Expense	6,029,399	6,119,800	6,211,600	6,304,800	6.399.400
Community Support	302,920	307,464	312,076	316,757	321,508
Preventative Maintenance Program	144,258	146,422	148,618	150,847	153,110
Studies & Planning	•	•	ä	81	
Debt Interest	44,484	30,000	25,000	20,000	15,000
Amortization	948,827	958,315	967,898	977,577	987,353
Total Expenses	7,518,888	7,612,501	7,717,192	7,823,582	7,931,572
Net Income (Loss) before Other Income	39,503	(1,417,755)	(1,411,021)	(1,403,861)	(1,396,175)
					(
Other Income	420.000	000		1	
Gain (Loss) on Disposition of Assets	420,000	432,600	445,578	458,945 =	465,830
Net Income (Loss)	459,503	(985,155)	(965,443)	(944,915)	(930,345)
Allocations					
Debt proceeds	2,128,778	9	9		l F
Capital Expenditures	(4,555,666)				: (7 6 10
Capital Planning		*	3	â	
Debt principal repayment	(74,484)	(74,484)	(74,484)	(74,484)	(74,484)
Transfers from (to) reserves Transfers from (to) sumplies	739,000	(252,500)	(255,025)	(257,575)	(265,300)
Reserve fund in excess of amortization	948,827	958,315	967,898	977,577	987,353
Surplus (Deficit)	•	s	s,	69	69

	2014 Plan		2 4	2015 Plan		2016 Plan		2017 Plan		2018 Plan
Equipment Recoveries Operations Expense	\$ 471,443 461,518	443	≈ 4 4	477,100 468 400	↔	482,800	₩.	488,600	₩.	494,500
Net Recoveries Debt Interest	6 T	9,925 1,603		8,700		7,400		6,100		4,800
Amortization	232,874	874	2	234,038		235,209		236,385		237,567
Net Recoveries (Loss)	(224,552)	552)	9	(226,941)		(229,412)		(231,888)		(234,370)
Gain (Loss) on Disposition of Assets		í		a)		Ŋ		¥		*
Net Recoveries (Loss)	(224,552)	552)	(2)	(226,941)		(229,412)		(231,888)		(234,370)
Allocations										
Capital Expenditures		•	,	(50,000)		(50,00)		(60,00)		- (000
Debt principal repayment	(74,	(74,426)		(59,541)		(47,633)		(38, 106)		(30,485)
Transfers from (to) reserves				(40,000)		(40,800)		(41,616)		(42.448)
Transfers from (to) surplus	66,104	104	· —	142,444		132,636		125,225		119,736
Reserve fund in excess of amortization	232,874	974	2	234,038		235,209		236,385		237,567
Surplus (Deficit)	69		₩.	•	69	•	49	3	€9	3.6

	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Electrical					
Revenue					
User Fees	\$ 4,324,609	\$ 4,540,839	\$ 4.767.881	\$ 5006275	\$ 5 156 500
Fees and Charges	63,226	65,512	67,886	70,352	
	4,387,835	4,606,352	4.835.768	5.076,628	5.229 000
Expenditure				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Purchases for resale	3,245,066	3,340,119	3,507,125	3,682,482	3 793 000
Operations Expense	628,604	634,900	641,200	647,600	654.100
Amortization	42,000	42,000	42.000	42 000	42,000
Expenditure	3,915,670	4,017,019	4,190,325	4,372,082	4.489.100
Net Income (loss) before Contributions to General	472,165	589,332	645,443	704,546	739,900
Contributions to General	420,000	432,600	445,578	458,945	465,830
Net income (loss)	52,165	156,732	199,865	245,601	274,070
Allocations					
Capital Expenditures	(320,000)	(375,000)	(250,000)	(70,000)	(100,000)
Transfers from (to) reserves	320,000	375,000	250,000	70,000	100,000
I ransfers from (to) surplus	(94, 165)	(198,732)	(241,865)	(287,601)	(316,070)
Reserve fund in excess of amortization	42,000	42,000	42,000	42,000	42,000
Surplus (Deficit)	49	5	.s	\$	· \$

Water	2014 Plan	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Revenue Parcel Taxes	У	ь	er.	er er	¥
User Levies	793,650	809,500	825,700	842.200	859.000
Fees and Charges	4,284	4,400	4.500	4,600	4 700
Government Grants - Capital	879,556				3
	1,677,490	813,900	830,200	846,800	863,700
Operations Expense	666,332	676,300	686,400	002'969	707,151
Preventative Maintenance Program	111,601	113,833	116,110	118,432	120,801
Studies & Planning		•		9	
Debt Interest	ř	*	1	1	74
Amortization	200,000	204.000	208.080	212 242	216 486
Total Expenses	977,933	994,133	1,010,590	1.027,373	1.044.437
Net Income (Loss)	699,557	(180,233)	(180,390)	(180,573)	(180,737)
Allocations					
Debt proceeds	1,572,423	367,500	367,500	367.500	367 500
Capital Expenditures	(3,857,846)	(469,500)	(469,500)	(469,500)	(469 500)
Capital Planning		ŕ			(222,222)
Debt principal repayment	ä		i i g		,
Transfers from (to) reserves	1,405,866	i ig	•		a •
Transfers from (to) surplus	(20,000)	78,233	74.310	70.332	66 251
Reserve fund in excess of amortization	200,000	204,000	208,080	212,242	216,486
Surplus (Deficit)	·	· •	· •	\$	69

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

Revenue \$ 6,041 \$ Parcel Taxes \$ 6,041 \$ User Levies \$ 19,560 \$ Fees and Charges 4,080 \$ Government Grants - Capital 1,442,570 8 Operations Expense 701,321 7 Preventative Maintenance Program 35,700 54,874 Amortization 165,000 1 Total Expenses 956,896 9 Net Income (Loss) 485,674 (1) Allocations 24,000 24,000 Transfers from (to) reserves 24,000 Transfers from (to) reserves 11,191 Reserve fund in excess of amortization 165,000 1	2015 Plan	2016 Plan	2017 Plan	2018 Plan
Charges				
Charges Charges Charges Int Grants - Capital Sexpense Ve Maintenance Program Sext On 1,321 On 1,321 On 1,321 On 1,321 On 1,321 On 1,321 On 1,442,570 On 1,442,570 On 25,700 On 25,874 On 165,000 On 26,896 On 165,000 On 26,896 On 165,000 On 165,	836,041	852 700	6,041	\$ 6,041
seds refront (so) reserves sexpense ve Maintenance Program set fl. 442,570 701,321 701	200,000	4 300	003,800	007,700
s Expense 1,442,570 ve Maintenance Program 35,700 Planning 54,874 on 165,000 enses 956,896 re (Loss) 956,896 penditures 956,896 ipal repayment (48,975) from (to) reserves 24,000 from (to) surplus 11,191 und in excess of amortization 165,000	7,500	000,4	4,400	4,500
s Expense 701,321 ve Maintenance Program 35,700 Planning - 54,874 on 165,000 enses 956,896 oe (Loss) 956,896 en (Loss) 956,896 penditures 956,896 ipal repayment (48,975) from (to) reserves 24,000 from (to) surplus 11,191 und in excess of amortization 165,000	846,241	863,041	880,241	897.741
ve Maintenance Program 35,700 Planning - est 54,874 on 165,000 enses 956,896 re (Loss) 485,674 seds 339,777 penditures (976,667) saning (48,975) from (to) reserves 24,000 from (to) surplus 11,191 und in excess of amortization 165,000	711,800	722,500	733,300	744,300
Planning - 54,874 on 165,000 enses 956,896 re (Loss) 956,896 re (Loss) 956,896 aeds 956,896 penditures 956,896 penditures 956,896 from from reserves 24,000 from (to) surplus 11,191 und in excess of amortization 165,000	36,414	37,142	37,885	38,643
enses 956,896 en (Loss) 65,000 en enses 956,896 e (Loss) 485,674 eds 339,777 penditures (976,667) anning (48,975) from (to) reserves 24,000 from (to) surplus 11,191 and in excess of amortization 165,000	*	3	9	
enses 956,896 e (Loss) 485,674 ed (Loss) 485,674 eads 339,777 penditures (976,667) from (to) reserves 24,000 from (to) surplus 11,191 and in excess of amortization 165,000	54,874	54.874	54.874	54 874
enses 956,896 le (Loss) 485,674 eads 339,777 penditures (976,667) anning (976,667) from (to) reserves 24,000 from (to) surplus 11,191 und in excess of amortization 165,000	167,475	169,987	172,537	175 125
eds 339,777 penditures (976,667) anning (976,667) from (to) reserves 24,000 from (to) surplus 11,191 and in excess of amortization 165,000	970,563	984,504	998,596	1.012.942
seds 339,777 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	(124,322)	(121,463)	(118,355)	(115,201)
339,777 (976,667) (48,975) 24,000 11,191				
(976,667) (48,975) 24,000 11,191 165,000	210,000	210.000	210.000	
(48,975) 24,000 11,191 165,000	(244,500)	(244,500)	(240,500)	
(48,975) 24,000 11,191 165,000				
24,000 11,191 165,000	(48,975)	(48.975)	(48.975)	(48 975)
11,191	8			
165.000	40,323	34.951	25.294	(10 949)
	167,475	169,987	172,537	175,125
Surplus (Deficit) \$. \$	•	9	69	un.

City of Grand Forks Appendix B to Bylaw 2016 Year 2014 - 2018 Financial Plan Bylaw Amendment No. 2 Revenues, Property Taxes and Exemptions

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

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

Sources of Revenue

Revenue source	% of Total 2014 Revenue
Property taxes , grants in lieu &	
franchise Fees	19.9%
Parcel taxes	0.6%
User levies	12.0%
Fees and charges	33.0%
Grants and other	34.5%

Objective

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

Policies

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

Distribution of Property Tax Rates

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

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

City of Grand Forks Appendix B to Bylaw 2016 Year 2014 - 2018 Financial Plan Bylaw Amendment No. 2 Revenues, Property Taxes and Exemptions

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

The distribution for 2013 were as follows:

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

Objective

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

Policies

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

Permissive Tax Exemptions

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

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

Objective

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

Policies

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

City of Grand Forks Appendix "C" to Bylaw 2016 2014-2018 Financial Plan Bylaw Amendment No. 2

City of Grand Forks 2014 Capital Requests

# Fund	Mana	Manag Descripi Opt	Costs	GEN	WTR	33	SWR	Library Trust	Gas Tax	Grant	Borrowing	Insurance	Barrowing Insurance Parking Reserve Equipment Capital/Land Stag	Equipment	Capital/Land		Surplus
		OPENING BALANCES						61,697	1,447,251				17.125		864 322	1 195 420	I
		PROPOSED TRANSFER - Equip Fund to Cap Fund				П								-200,000	200,000	1,175,420	
1 General	CAO	City Hall HVAC/Lighting	30,000	30,000	100					11					30,000		
2 Blect	Elect	Recloser controls	30,000			30,000						100			30,000		
3 Water	Eng	5th St Watermain Replace	400,000		400,000					266,667	133,333						
4 Water	M _M	Water Meters	1,300,000		1,300,000				1,300,000							V	ı,
S General	Fire	Fire Truck	1,300,000	1,300,000							1,300,000						
6 Water	Eng	Water System Locates	998'59		998'59	Ž,			65,866					16		N.	
7 Water	Eng	West End Fire Protection	1,099,313		1,099,313						1,099,313						
8 Water	Eng	Well 3 - 200 HP Vertical Turbine Replacement	40,000		40,000		_								40,000		
9 Sewer	Eng	Wastewater Treatment Plant Headwork's Grinder	24.000				24,000								24,000		
10 Electrical	Elect	2014 Transformer PCB Mgmt Plan	45,000			45,000									75,000		
11 Electrical	Elect	Riverside Dr Re-conductor	100,000			100,000									100,000		
12 Electrical	Elect	2014 System & Valtage Conversion	80,000			50,000									20,000		
13 Mulfi Utility	CAO	22nd Street (Hwy 3 to 78th Ave) 68th Ave (Kettle River Dr to 19th St) 3rd St (Hwy 3 to Market Ave)	1,026,000	342,000 344,000 233,333	342,000 344,000 233,333		342,000 344,000 233,334			684,000 688,000 466,667	342,000 344,000 233,333						
14 General	Eng	Spragett Bridge Tubing Parking Lof	42,000	42,000						25,000			17,000	0			
15 Electrical	Eng	Boulevard Tree Replacement	20,000			20,000									20,000		
16 General	OFO	II Smart Board, Speakers & Conferencing for Council Chambers	20,000	20,000								12,500		7,500			
17 General	Eng	Downtown Beautification Phase II	300,000	300,000											100,000	200,000	
18 General	WM	Fence remote beacon sites (Airport Upgrades)	4,000	4,000											4,000		
19 General	Eng	MAAFS relocate storm sewer & water main beneath Habitat Restore (Building Imps)	45,000	45,000											45,000		
20 General	Eng	City Hall Clock Tower (Building Imps) clean, re-solder, new copper skirt	2,000	5,000											5,000		
21 General	Eng	7212 Riverside Dr. Roof repair (Bullding Imps)	15,000	15,000											15,000		
22 Multi Utility	, Eng	GIS Software & Purchase & Mapping	100,000	33,333	33,334		33,333				100.000						
23 General	ΡW	Library - replace 2 HVAC units (Building Imps)	35,000	35,000				35,000									
24 General	CFO	IT Council laptops, software & Lic	15,000	15,000										15,000			
25 General	§.	Park facility/PW painting & replace 2 bay doors & openers (Building Imps)	25,000	25,000											25,000		



City of Grand Forks Appendix "C" to Bylaw 2016 2014-2018 Financial Plan Bylaw Amendment No. 2

City of Grand Forks 2014 Capital Requests

AL (Airport Upgrades) 14,000 14,000 10,000 1	Fund	Manag	Fund Manag Descript Opt	Costs	GEN	WTR	ELE	SWR	Library Trust	Gos Toy	Grant	Borrougha		Bankline Bereit				
14,000 14,000 10												Till Control		and Surving	tramping	Capital/tana	Slag	Surplus
14,000 14,000 10,000 100,000	General	Eng	Airport - Connect ARCAL (Airport Upgrades)	14,000	14,000										14,000	0		
100,000 100,	General	Eng	Dump Box for Unit 807	14,000	14,000										14,000	- 0		
Eng Dick Bartiett Blechtral Upgrade 10,000 Eng Library renovation 650,000 PW 68th Sheet Paving, drainage 489,000 Eng City Hall rebuild contingency 300,000	General	Parks	Spray Park	300,000	300,000						100,00	0					200,000	
Eng Library renovation 489,000 489,000 489,000 489,000 489,000 489,000 489,000 500,000	Electrical	Eng	Dick Bartlett Electrical Upgrade	10.000			10,000									10,000		
PW 68th Street Paving, drainage 489,000 489,000 Eng City Hall rebuild contingency 300,000 300,000	General	Eng	Library renovation	920,000	920,000					-	920,00	0						
Eng City Hall rebuild contingency 300,000 300,000	General	PW	68th Street Paving, drainage	489,000	489,000							489,00	0					
	General	Eng	City Hall rebuild contingency	300,000	300,000													300,000
35,000 1.345,846 2.890 3.4 4.555,646 3.857,846 255,000 976,457			GRAND TOTALS	9,645,179	4,555,666	3,857,846	255,000	976.667			2 880 33		1	20071		242 000	4004	Total Reserve



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

Revenue	2014	2015	2016	2017	2018
Property taxes , grants in lieu & franchise Fees Parcel taxes User levies Fees and charges Grants and other	\$ 3,002,062 91,041 1,808,210 4,972,787 3,617,294	\$ 3,061,100 6,041 1,842,500 5,203,052 742,146	\$ 3,121,300 6,041 1,877,400 5,444,468 747,371	\$ 3,182,700 6,041 1,913,000 5,697,528 752,721	\$ 3,245,300 6,041 1,949,200 5,862,300 758,097
Total Revenues	13,491,394	10,854,839	11,196,580	11,551,990	11,820,938
Expenses Purchases for resale Operating Debt interest Amortization	3,294,066 7,084,145 100,961 1,539,874	3,390,619 7,189,333 86,477 1,556,513	3,559,125 7,296,146 81,477 1,573,366	3,736,082 7,404,521 76,477 1,590,434	3,848,200 7,514,512 71,477 1,607,722
Total Operating Expenses	12,019,047	12,222,943	12,510,114	12,807,514	13,041,911
Net Revenue (loss) Allocations	\$1,472,347	(\$1,368,104)	(\$1,313,534)	(\$1,255,524)	(\$1,220,973)
Debt proceeds Capital expenditures Debt principal repayment Transfers from (to) reserves / surplus Reserve fund in excess of amortization Financial Plan Balance	4,040,978 (9,710,179) (197,886) 2,854,866 1,539,874	577,500 (1,139,000) (183,001) 556,091 1,556,513	577,500 (1,014,000) (171,092) 347,761 1,573,366	577,500 (830,000) (161,566) 79,156 1,590,434	367,500 (619,500) (153,945) 19,196 1,607,722
		-	}	?	2