

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

**Monday, May 4th, 2015 at 9:00 am  
7217 - 4th Street, City Hall**

|   | <b><u>ITEM</u></b>   | <b><u>SUBJECT MATTER</u></b>  | <b><u>RECOMMENDATION</u></b>  |
|---|--|---|---|
| 1 | <b><u>CALL TO ORDER</u></b>  |   | Call the meeting to order   |
| 2 | <b><u>COMMITTEE OF THE WHOLE AGENDA</u></b>  |   |   |
|   | Adopt agenda   | May 4th, 2015, COTW   | Adoption of agenda  |
| 3 | <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>   |   |   |
|   | Grand Forks Dog Park<br><a href="#">Delegation - Grand Forks Dog Park.pdf</a>  | Request for consideration of expansion and improvements to the current Grand Forks Dog Park | THAT the COTW recommends to Council to receive for information and discussion the request from Kathy Novokshonoff of the Grand Forks Dog Park, requesting expansion and improvements to the current Grand Forks Dog Park. |
|   | Grand Forks Deer Committee<br><a href="#">Delegation - Grand Forks Deer Committee.pdf</a>  | Verbal report and presentation providing information on the deer collaring program          | THAT the COTW recommends to Council to receive for information the presentation from Gary Smith of the Grand Forks Deer Committee.  |
| 4 | <b><u>PRESENTATIONS FROM STAFF</u></b>   |   |   |
|   | Fire Chief<br><a href="#">Memo - Fire Chief - Fire Truck Questions.pdf</a>   | Fire truck questions  | THAT the COTW recommends to Council to receive the presentation by the Fire Chief regarding the new ladder truck  |
|   | Monthly Highlight Reports from Department Managers<br><a href="#">Building &amp; Bylaw Services.doc</a><br><a href="#">Chief Financial Officer.doc</a><br><a href="#">Corporate Services.doc</a><br><a href="#">Development &amp; Engineering.doc</a><br><a href="#">Fire Chief.doc</a><br><a href="#">Operations.docx</a> | Staff request for Council to receive the monthly activity reports from department managers  | THAT the COTW recommends to Council to receive the monthly activity reports from department managers  |

5      **REPORTS AND DISCUSSION**

Corporate Services  
[RFD - Corp. Serv. - Community  
Engagement Session.pdf](#)

March 23rd Report of the  
Community Engagement  
Session

THAT the COTW  
recommends to Council to  
receive the report regarding  
the March 23rd, 2015,  
Community Engagement  
Session

Corporate Services  
[RFD - Corp. Serv. - Proposed Council  
Technology Allowance Policy.pdf](#)

Proposed Council  
Technology Allowance Policy

THAT the COTW  
recommends to Council to  
receive the report from the  
Corporate Officer with regard  
to a proposed Council  
Technology Allowance Policy,  
and refers the policy to the  
May 25th, 2015, Regular  
Meeting of Council for  
consideration to adopt

Manager of Operations  
[RFD - Mgr. of Operations - Universal  
Water Meter Program.pdf](#)

Universal Water Meter  
Program

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

6      **PROPOSED BYLAWS FOR DISCUSSION**

Manager of Operations  
[RFD - Bylaw - Mgr. of Operations -  
Bylaw 2015 Electrical Utility  
Regulatory Bylaw.pdf](#)

Bylaw 2015 - Electrical Utility  
Regulatory Bylaw

THAT the COTW  
recommends to Council to  
give first three readings to  
Bylaw 2015 - Electrical Utility  
Regulatory Bylaw to be  
referred to the May 25th,  
2015, Regular Meeting of  
Council.

7      **INFORMATION ITEMS**

8      **CORRESPONDENCE ITEMS**

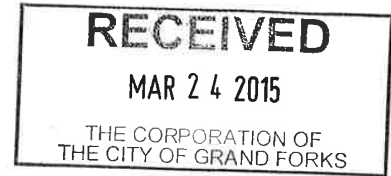
9      **LATE ITEMS**

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

11     **QUESTION PERIOD FROM THE PUBLIC**

12     **ADJOURNMENT**

## Council Delegations



### Background

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

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

### Presentation Outline

Presentations may be a maximum of 10 minutes.

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

behalf of Grand Forks Dog Park

to request that you consider expansion and improvements  
to the Grand Forks Dog Park.

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

1. Current <sup>usage</sup> ~~usage~~ has shown that a  
divided park will be used more effectively.
2. Year round ~~usage~~ demands shade and/or  
protection from weather
3. Providing comfort/safety measures to our patrons

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

1. Promoting responsible pet ownership by  
improving dog socialization.
2. Providing a meeting place for individuals  
with a common interest

(over)

FILE CODE

D2- G.F. Dog Park

## Council Delegations (cont.)

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

1. ~~Decreased~~ use of the park and friction between groups that currently use the park.

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

stating: 1. Permission to expand the park an additional 100 feet subject to testing. Assistance with installing, purchasing and implementing will be appreciated. Division of park for two areas.

2. Assistance with approval, construction, maintenance of a simple shelter

3. Provision of a seasonal porta potty for our patrons

4. Creation of steps from the parking lot to the park entrance to improve safety ~~to~~ see below

Name: Kathy Novickshonoff / Edward Sims

Organization: Grand Forks Dog Park

Mailing Address: 2081 Perkins Rd Grand Forks BC  
(Including Postal Code) V0H 1H1

Telephone Number: 250 442-2653

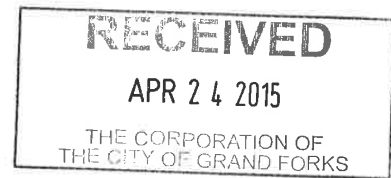
Email Address: kathy @ prairieparkcouncils.ca

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

5. Creation of an on-going "memorial" type fund to be administered by the city. This fund will provide for ongoing upgrades and maintenance of the park.

## Council Delegations



### Background

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

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

### Presentation Outline

Presentations may be a maximum of 10 minutes.

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

to request that you consider hearing our presentation and reviewing our verbal report.

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

we are a committee of Council.

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

providing our Council + community with a presentation on the collarling program

**FILE CODE** (over)

Smith, Gary  
D2 - Deer Committee

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

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

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

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|   |                            |
|---|----------------------------|
| Name:                                       | Gary Smith                 |
| Organization:                               | Grand Forks Deer Committee |
| Mailing Address:<br>(Including Postal Code) | Box 1608 Jottetto          |
| Telephone Number:                           | 250-443-1256               |
| Email Address:                              | grandforksdeer@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

# MEMORANDUM



**DATE : April 27, 2015**

**TO : Doug Allin**

**FROM : Dale Heriot**

**SUBJECT : Fire Truck Questions**

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The current 1992 Aerial Ladder truck has reached the end of its service life in regards to the Fire Underwriter fire grade rating. In an effort to keep the fire insurance costs down for the taxpayers a recommendation from the Fire Chief was made to council to replace the current ladder truck with a 100 foot platform ladder truck.

In 2011 FireWise Consulting performed a fire service study of the Grand Forks service area. The recommendation from the report suggested replacing the current ladder truck with a 100 foot platform ladder truck to better protect industry as well as larger buildings in the area. With the needs of the community factored in, the recommended apparatus will meet the requirements of the community until the end of its service life.

In January of 2013, in the first step of the process of ladder truck replacement the fire department made a Powerpoint presentation to council on the reasons and benefits of replacing the apparatus. Council was fully supportive and eventually approved, in principle, the fire truck purchase.

In June of 2013 the fire department held an open house to provide information, answer concerns, and gauge the acceptance of the proposed ladder truck purchase. About 75 people visited the open house and were provided with information panels as well as one on one discussion to answer any questions or concerns. A survey questionnaire was also provided for residents to fill out. The results of the survey were very positive with all responses in full support of the purchase.

In July of 2013 an article was published in the Grand Forks Gazette summarizing the open house and discussing the benefits of the proposed apparatus.

In August of 2013 a Powerpoint presentation of the proposed ladder truck purchase was made to the local business community at a regular Rotary Club meeting.

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In October of 2013 the City of Grand Forks issued a Request for Proposal to receive bids from manufacturers to build the ladder truck. The bidding closed in December of 2013.

In January of 2014 the on approval of council, the bid was awarded to Rosenbauer. At that time council approved an amount of up to 1.3 million for the purchase of the ladder truck. Due to the uncertainty of the Canadian dollar the extra 200,000 was added as a cushion due to the rapidly declining dollar. The Chief Financial Officer was able to lock in American funds at .91 cents Canadian.

In January of 2014 the Fire Chief and Assistant Chief attended a water meter open house at the art gallery and answered questions on the fire truck purchase.

In February of 2014 we also attended the Downtown Revitalization open house providing information on the ladder truck purchase.

We will receive delivery of the ladder truck in June of this year and the final cost should be considerably under the 1.3 million Canadian.



# MONTHLY HIGHLIGHT REPORTS



**DATE :** March 23, 2015  
**TO :** Committee of the Whole  
**FROM:** Manager of Building Inspection & Bylaw Services  
**HIGHLIGHTS:** For the Month of April, 2015

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❖ **Bylaw Office Review**

- ❖ Following up on complaints
- ❖ Working on a Unsightly Property on Riverside Drive
- ❖ Working on Remediation of 721 65<sup>th</sup> Avenue
- ❖ Working on the deer feeding complaints
- ❖ Following up on camps along the City's riverbanks
- ❖ Following up on the fence of the farm land near the Hospital

❖ **Building Inspections Review**

- ❖ Following up on existing Building Permits
  - ❖ 3 Commercial files have been completed and closed
  - ❖ New permits
    - 2 Accessory Building
    - 1 Carport replacement
    - 1 Home renovation
  - ❖ Permit construction values this year are at just over \$798,800 to date
-

# MONTHLY HIGHLIGHT REPORTS



**DATE :** May 4, 2015  
**TO :** Committee of the Whole  
**FROM:** Chief Financial Officer  
**HIGHLIGHTS :** For the Month of April, 2015

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- ❖ First three readings for Water Rates, Waste Water Rates, Tax Rates
  - ❖ Adopted Financial Plan
  - ❖ Audit March 31, April 1,2
  - ❖ Communicating with media
  - ❖ April 8<sup>th</sup> Asset Management Open House
  - ❖ April 9<sup>th</sup> tour of Pacific Abrasives
  - ❖ Answering written enquiries, meeting with taxpayers
  - ❖ Signing Fee For Service agreements for 2015 with Gallery 2, Boundary Museum, BDAC, Chamber of Commerce
  - ❖ Preparing for upcoming tax season, notices to be mailed last week in May
  - ❖ Updating finance forms
  - ❖ Posting for Payables Clerk for July
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# MONTHLY HIGHLIGHT REPORTS



**DATE:** May 4, 2015  
**TO:** Committee of the Whole  
**FROM:** Corporate & Legislative Services  
**HIGHLIGHTS:** For the Month of April, 2015

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- ❖ Prepared and facilitated Council Meetings for the month
- ❖ Organized and participated in Asset Management Workshop at Gallery 2
- ❖ Dealt with the organization's Human Resources Requirements
- ❖ Expedited Freedom on Information Request
- ❖ Prepared for and participated the City's Strategic Planning Workshop
- ❖ Attendance to the LGMA Joint Chapter Meeting
- ❖ Attended British Columbia Economic Development Association Conference
- ❖ Attended Asset Management workshop in Cranbrook

# MONTHLY HIGHLIGHT REPORTS



**DATE:** May 4, 2015  
**TO:** Committee of the Whole  
**FROM:** Manager of Development & Engineering  
**HIGHLIGHTS:** For the Month of April, 2015

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- ❖ Held an Asset Management Open House at Gallery 2
  - ❖ Prepared and Applied for the Strategic Priorities Fund Gas Tax Grants
  - ❖ Received 2 Development Enquiries
  - ❖ Received 1 Enquiry Regarding City Owned Property for Sale
  - ❖ Received 2 Re-Zoning Applications
  - ❖ Received 1 Development Variance Permit
  - ❖ Attended Council's 2015 – 2018 Strategic Planning Session
  - ❖ Met with Various Agencies Re Boundary Trails and Plans Moving Forward
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# MONTHLY HIGHLIGHT REPORTS



**DATE :** May 5, 2015  
**TO :** Committee of the Whole  
**FROM:** Fire Chief  
**HIGHLIGHTS :** For the Month of April, 2015

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- ❖ Calls for April: 37 total: 16 Fire, 1 Rescue, 20 First Responder
- ❖ Construction has begun on the fire training ground with the installation of shipping containers for a burn building.
- ❖ The fire department applied for and received a grant from the Phoenix Foundation in the amount of \$9,404.00 towards the construction of the fire training ground.
- ❖ Fire department responded to 2 structure fires, one in Almond Gardens area, and one in Ruckle area.
- ❖ Snow pack in area mountains: 61% of normal as of April 1. As a result there's a reduced chance of flooding this spring.
- ❖ Working on organization of FireBells & FanFare antique apparatus parade and show & shine scheduled for August 14 – 16 weekend.

# MONTHLY HIGHLIGHT REPORTS



**DATE :** May 4, 2015  
**TO :** Committee of the Whole  
**FROM:** Manager of Operations  
**HIGHLIGHTS :** For the Month of April 2015

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## **Roads/Parks/Facilities**

- ❖ Sweeping Program completed.
- ❖ Catch basin maintenance
- ❖ Ball field maintenance
- ❖ Irrigation system maintenance
- ❖ Garden and planter preparation
- ❖ Campground opening preparation

## **Water/Sewer**

- ❖ Fire hydrant inspection and maintenance program
- ❖ Water distribution system flushing completed for the season
- ❖ Maintenance at well # 3
- ❖ Lift station maintenance at City Park
- ❖ Training Operators for Level 2 sewer and Cross control site surveys certification

# MONTHLY HIGHLIGHT REPORTS



## Electrical

- ❖ 4 Scheduled power outages for system maintenance went well. Critical repair on 72<sup>nd</sup> Ave. and 5<sup>th</sup> St. went well repaired in half the estimated time.
  - ❖ Voltage conversion program preparation complete waiting for final outage date for final conversion
  - ❖ PCB transformer replacement program on going
-

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Corporate Services  
**Date:** April 10, 2015  
**Subject:** Report for the March 23<sup>rd</sup>, 2015, Community Engagement Session  
**Recommendation:** RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT REGARDING THE MARCH 23<sup>RD</sup>, 2015, COMMUNITY ENGAGEMENT SESSION.

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**BACKGROUND:** In preparation for Council's strategic planning session on April 15<sup>th</sup>, an open house was held at City Hall. The intention of the open house was to engage the community, capturing the vision and goals of the public to provide direction to Council before undertaking strategic planning.

The attached report reflects input from the public, and is based on the Sustainable Community Plan. Several boards were developed that identified key elements from the SCP: *Smart Growth Principles, Heritage, Arts and Culture, Protection of Natural Environment, Sustainable Municipal Infrastructure, Linked Recreation, Support of a Diversified Economy, and Strengthening Our Social Fabric*. The public was asked to share what the key elements mean to them and what else is important.

The attached report is a compilation of the feedback gathered from the Open House.

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**Benefits or Impacts of the Recommendation:**

**Strategic Impact:** This report was compiled in order to provide Council with public feedback regarding the vision of the community, which Council may use as a guide at the upcoming strategic planning session.

**Financial:** There will be no financial impact to the City

**Policy/Legislation:** N/A

**Attachments:** Community Engagement Event results – March 23, 2015.

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**Recommendation:** RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL TO RECEIVE THE REPORT REGARDING THE MARCH 23<sup>RD</sup>, 2015, COMMUNITY ENGAGEMENT SESSION.



# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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

# **Community Engagement Event Results**

**2015MAR23**

## **THE CITY OF GRAND FORKS SUSTAINABLE COMMUNITY PLAN (SCP)**

Open invitation to all -  
78 participants responded

*"Thanks to staff and council for all their hard work!"*

## Panel 1

**Sustainable Community Plan ...** "is a plan that is built by the community, for the community ...and assists in preparing the community for the future."

**Vision** "Grand Forks is recognized as a self-sufficient community that incorporates sustainable principles – social, economic, environmental and cultural – into its decision-making process

### What does this mean to you?

- GF is so unique – let's keep it that way
- Mix all abilities and all income levels in new development
- Place a high value on all city waterfront as tourism, recreation, mixed residential and "arty retail"
- No commercial development on River Frontage, e.g., Reuse Store
- Plan for transition housing, homeless housing, LBGTQ facilities, diversity, and inclusion in all new development
- Get youth involved with planning?
  - o Survey monkey
  - o Go into the schools
  - o Facebook
  - o Invitations to youth leaders, coaches, teachers with a reminder they are wanted
- Stick with long-term planning and don't cave to pressure or special-interest groups
- Develop heritage areas - Heritage walk identifying heritage houses with plaque date built
- Better hospital facilities
- Support Phoenix Ski hill
- Support local recreation and ensure viability of local Recreation Centre and Curling Rink
- Support Phoenix Foundation
- Support local airport services

### What else is important to you?

- Manage our tax money considering that people who retire to interior communities don't have deep pockets
- Funding for Economic Development dedicated to promoting business growth in our community
- Community plan to grow and encourage business to stay
- Hire a business development officer to promote the city
- Grand Forks is a great place to raise kids, but we lose our young adults 18-28 year-olds due to limited opportunities for professional work (University grad) and recreation – we need them!
- Our web page needs current: arts and culture, services, amenities and all recreation, e.g., basketball, biking, trails, softball facilities, etc. with contact info.
- Jobs for individuals who have been given community hours to beautify our city
- Increase marketing - promote our trails wetlands and hiking, swimming on Tourism BC
- Convince CPR to give up land s behind Station Pub
- Question business license applicants more thoroughly to ensure appropriate for city
- Assess carbon footprint on all projects

## **APPLY “SMART GROWTH” PRINCIPLES – Panel 2**

### **What does this mean to you?**

#### *Encourage a wide range of housing styles*

- Consider design with respect to history & sustainability – town identity should have intention
- Look at the “chi” overall when considering development, i.e., How does new ‘X’ relate to the whole?
- Small accommodation plan, i.e., Carriage house concept/back alley infill
- Study the possibility of alternative housing (yurt, solar power, rammed earth, etc.)
- Grand Forks could become a vanguard

#### *Encourage higher density and affordable housing*

- Not at expense of neighborhoods!
- 42 lots are too small for contemporary residences without appropriate design guidelines to minimize building footprint on lot - buildings that occupy entire width of lot quickly become unfixable blights on landscape
- Need more affordable, alternate housing options – yay tiny houses
- Humanly-scaled housing and large lots - no “stack and pack”

#### *Provide infill opportunities in residential & commercial*

- Need creative vitality in downtown core, i.e., open for business
- Encourage diverse, mixed-use for downtown and down-town residential
- Facilitate subdividing of the large acre+ lots within the city, but not small 30’ lots
- Infill development program should focus on the job of crafting complete, well-functioning neighborhoods
- SMART GROWTH means building our city so that all people have waterfront access through green space

#### *Encourage redevelopment of existing commercial before developing new commercial*

- Not at the expense of new development
- Working in closer collaboration with other community partners
- Offer small-business incentives (SME’s)
- Use existing buildings before building new ones - GF looks better with occupied buildings in town

#### *Create walkable neighborhoods*

- Keep riverside for common use - let’s have some parks other than just down town
- A walkway system that connects neighborhoods and offers access to food and services by foot
- Integrate with the existing uses and development types as well as with existing road and service infrastructure
- Deer are an issue for safe walking in neighborhoods (especially with pets)
- Need continuous sidewalks in the downtown core, e.g., walking from the CU to the Post office is dangerous

### **What else is important to you?**

- Live up to the GF local government “Community First” agreement commitment
- Government partnerships with potential businesses to hire workers
- No theme park please
- One set of rules for businesses – applying for business licenses in GF
- Ensure all buildings are up to code and new building have permits
- Identify specific plan for waterfront development, e.g., Riverside
- Keep existing housing tidy and neat please! So many disasters in town detracts from beauty of our city

## **HERITAGE, ARTS AND CULTURE – Panel 3**

### **What does this mean to you?**

#### *Promote the heritage revitalization theme of Grand Forks*

- Balance our heritage with new growth and business and employment in order to encourage more young people and families - equals wider tax base – Nelson is a great example of a city with small town feel, retains/promotes its heritage, yet open to new business, franchises and resources, i.e., sports, arts and recreation
- Promote the heritage buildings

#### *Encourage adaptive reuse of Heritage Corridor properties*

- Promote the Doukhobor heritage - Integrate historical themes into planning objectives
- Focus on building a coherent city identity – what is local “culture”? How does the city drive this?
- Tax incentives for heritage corridor - Develop permit area of downtown – its heritage, let’s keep it
- Specific long-term plan for Gallery 2?
- City purchase of arts and culture venues – like Gem Theatre – which is for sale
- Provide funding to enhance the high school theatre - on cooperative basis with School District

#### *Promote and encourage the sale of products created by the arts and culture community*

- GF has the potential to be a model city of the future -let’s make it so with arts/culture/environment (solar and local food/thriving agriculture)

#### *Collaborate to provide a blend of attractions, seasonal fairs, etc.*

- Support Fall Fair by providing a place to hold it
- We need more cultural events down town – buskers and/or a “street walker” well versed in city history
- Attraction should not include environmental disasters – like car shows
- Keep attraction-getters, like car show

#### *Pursue funding & support for a multi-purpose, performing arts center*

- A community Centre is long overdue - include educational opportunities - demonstration gardens/agriculture
- Yes to multi-purpose Performing Arts Centre - arts programs are all in Nelson, Castlegar and Trail
- in collaboration with other stakeholders, like area D,

#### *Beautify the City Centre*

- Continue with beautification projects – focus on downtown core – avoid ‘Theme Park’ look
- Ask downtown business to keep alleys and laneways free of garbage
- Tax incentives for down-town property improvements, e.g., encourage stores to plant trees in their parking lots
- Beautify side streets before City Centre gets beautified again - fix up in city – not flowers
- Doing a good job – incentive now is to trickle down to businesses – carrying the concept into their business plan
- Encourage owners of vacant buildings to keep them clean/presentable
- Do whatever is necessary to keep the down town core alive
- Keep our planters and boulevard on Central going – people are attracted to GF with beauty/life We need more

### **What else is important to you?**

- That all citizens of the city feel welcome in public spaces

## **PROTECT THE NATURAL ENVIRONMENT – Panel 4**

### **What does this mean to you?**

*Encourage & promote the implementation of BC's Climate Action Charter to reduce greenhouse gas emissions and protect the natural environment*

- Are we not nearing 5 years into this implementation of BC's Climate Action Charter?
- Brand Grand Forks as a clean-energy community
- Develop intellectual equity of area in concert with improving environmental practices

*Preserve and protect natural areas for environmental, aesthetic, recreational and economic values*

- Restart environment committee – industry will participate and so will area D
- Keep motor power boats off rivers
- Start acquiring land in support, develop priorities critical sites for acquisition
- Preserve and promote the remaining natural land along the rivers in down town of GF
- Acquire land along riverfronts and develop parks and boardwalks

*Encourage and implement the Air Quality Management Plan*

- Yes to Air Quality reports – make them public
- Include solar and/or wind-farming in strategic plan for energy production
- Adopt a policy of anti-idling
- Thanks Colleen for remembering the emissions that would accompany the car show and bravely oppose this
- Stop outdoor burning and enforce in Grand Forks – Fire Dept. should be proactive
- Boundaries – you need to work with Area D surrounding city to implement
- Air quality in Grand Forks is horrible. Roxul is the big problem – this must be corrected

*Protect identified natural wildlife corridors, wetland and slough and environmentally sensitive areas as Development Permit Areas*

- Integrate and protect wetland, river corridor and natural areas into the planning process.
- Changing existing habitat into something not compatible with the neighborhood is problematic, e.g., Wet land cover into playground and man-made features
- Clean water and river management plan

### **What else is important to you?**

- Promote organic agriculture because it protects our aquifer
- City Deer issues
  - o Enforce bylaws pertaining to the feeding of deer – develop feeding stations
  - o Control the deer/Cull the deer/Let the deer be
  - o Provide stats about deer in GF – what are the challenges and how big they are
- Look at town plan that was done a number of years ago and consider uses
- Encourage clean-up of unsightly premises
- Reduce consumption where possible at city events
- Promote sustainable energy options for residential as well as city hall/city works
- The ReStore keeps tons of products out of the land fill and should be built ASAP

## **SUSTAINABLE MUNICIPAL INFRASTRUCTURE - Panel 5**

### **What does this mean to you?**

#### *Ensure long-term, sustainable infrastructure practices*

- The planning process sets the foundation for determining infrastructure improvements
- Don't go beyond the historical population of our area - over 5000 too many new costs
- Have the engineering companies include a life-cycle analysis of the different options for new projects
- Put monies into old infrastructure (water and sewer lines) repair/replacement first
- We need roads and sidewalks fixed

#### *Enhance the city's transportation system to be inclusive*

- Promote/create "health connections" transportation system - develop partnerships with BC transit and MOH
- At least one charging station for cars in town – put them in parking lots advertise it!
- Measure progress against Vital Signs work - 2 buses
- Utilize airport more

#### *Encourage the use of BC Green Building Code in new developments*

- Don't over-police or micromanage new building code developments – this discourages
- Green building code = unaffordable buildings
- Definitely encourage use of BC building code – but what does "green" mean?

#### *Ensure any new infrastructure is sized for future development*

- Airport development – look at the provinces 10-year infrastructure plan
- We struggle to maintain existing infrastructure, why are we adding more infrastructure
- Water and sewer extended to all city of GF properties (Johnson Flats)
- Work to get necessary funding partners for infrastructure

#### *Maximize conservation and metering of water supply*

- Purchase high-capacity rain barrels (200-500 gallons) for resident whole-sale purchase
- Along with water/sewer meters an incentive program for using water efficient fixtures
- Education/awareness about conservation – along with metering
- Do not get derailed from Water Meters by ignorance and fear-mongering
- Enforce sprinkling regulations
- Keep food-growing affordable for residents – don't make water too expensive

### **What else is important to you?**

- Put a priority on making GF water clean, tasty
- Make the sunshine capital of BC into a model for solar energy - develop and implement a local solar grid  
Consider waving DCC for certified green projects
- Promote energy rebates Set standards for LEED, e.g., gold, silver, etc. –
- No eco-assets or privatization of the aquifer
- Should we have another reservoir? More water – no meters
- When will we see action on net-metering?
- Consider training opportunities that arise from conservation and metering of water supply

## Water Meter Concerns

- Will insurance cover any damage the water meter might do?
- Participation at water rate comm. Should be restricted to residents of the city
- In the vital Signs survey – residents were concerned about the increasing gap between the rich and the poor
- Don't support water meters, we will lose control of our natural resources down the road – taxes will double and triple
- Test industrial water meters for accuracy, as was recommended in the 2010 engineering study
- Residential water meters go against the GF sustainable Community Plan because they make GF more expensive to large families which we wish to attract
- Do you want us to use less water? Means less income for city – higher rates for us suckers
- Water conservation and water metering are opposite – we needed to do conservation to avoid meters/didn't happen – now water conservation means less income for city
- People should not be forced for financially cornered to install a water meter in their home – it is not socially sustainable
- Installing water meters where they are not necessary contributes to pollution because it is excess consumption
- Will metering really ensure conservation? Only high rates will!
- Protect the rights and responsibilities of GF citizens from the asset-grabbing, New World Order which is deceiving Canadians working through the local arm of the UN's world control group and specifically protect GF citizens from the surreptitious "Universal Metering" scheme to take control of all the new "blue gold" by controlling all the world water use and directing it for the use of large industry and away from the people



## **LINKED RECREATIONAL - Panel 6**

### **What does this mean to you?**

*Connect the Trans-Canada Trail with existing and future trails, pathways and sidewalks*

- Do everything we can to get paved trail to Christina Lake – great for tourism
- More identifiable walkways and bike trails
- Partner on paving a tourism path between GF and CL
- Keep up the good work on trails - integrate with planning and new development
- Stop paving pathways and use funds to pave hospital street
- Paving provides access to seniors and disabled – it is also an economic strategy?
- More trails/connections to make bike/foot travel even more of a viable mode of transportation

*Explore recreational buffer zones between rivers and commercial/residential developments*

- Create a walk along both rivers
- Save our waterfront for relaxation, recreation and pedestrian paths – common use
- Walkable path by rivers – boardwalk
- Keep riverfront pathways for common use not buildings
- Greenspace on waterfront please

*Promote the development of a regionally-based conventional transit system*

- Have RDKB (areas C & D) contribute to these kinds of projects - too heavy tax burden for city residents to pay for everything, especially considering cost of existing infrastructure maintenance
- Public transit system requires cost-benefit analysis

*Continue to establish a linear park, multi-use pathway system and pedestrian/cycling networks*

- Awesome work to date! Linear park is a huge plus for GF
- excellent area to focus on for tourism
- Create a fund to develop/maintain bike trails
- The pathways are great, expanding them will benefit young and old
- Create walkway under Hwy #3 to join existing paths
- No money spent on paving trails – not environmentally friendly or healthy for feet and knees
- More identifiable walkways and bike trails with safe parking

### **What else is important to you?**

- Frisbee golf course – excellent, affordable exercise and recreation
- Sidewalks need improvement – especially for moms with small children and seniors
- Need sidewalks between Buy-low Foods , Post Office and Credit Union
- Fix Trans-Canada Trail from black train bridge to City Park - currently corner is unsafe for biking.
- Signage directing cyclists to use 68<sup>th</sup> Ave and get them off highways –
- Signage with directions to get from community garden to trail by Roxul – not currently linked by trails
- Unpaved paths lead so spread of weeds
- Allow motorized use of Trans-Canada Trail through town
- Bikes, medic-chairs and foot traffic rely heavily on paved paths

## **SUPPORT A DIVERSIFIED ECONOMY - Panel 7**

### **What does this mean to you?**

#### *Support the retention of existing commercial and industrial enterprise*

- SME incentives
- Take steps to have one municipality for the GF area
- City to encourage local shopping as much as possible

#### *Encourage growth and diversification of the business sector*

- Build on what is offered by Selkirk College - let's use Selkirk College for a Travel School or Learning Centre
- Promote tourism
  - o Create tourist attraction – waterslide

#### *Develop incentives and technology to attract locally-owned business*

- More incentives needed for small and home-based businesses
- Appropriate technology
- Green technology – green enterprises maybe – eco tourism
- Put more fiber-optics in (faster, safer and less risk than wireless)
- Graduated tax structure for new commercial
  - o 1<sup>st</sup> year 20%, 2<sup>nd</sup> year 40%, 3<sup>rd</sup> year 60%, 4<sup>th</sup> year 80%, 5<sup>th</sup> year 100%
- The ReStore will help with economic growth by bringing shoppers from all over the boundary region
- City needs full-time development office
- Work regionally on economic development - One local government and one force

#### *Support and encourage agriculture as vital to the local economy*

- Local agriculture – new business and vital to us
- Develop incentives for SB – huge, huge potential for agriculture in the valley
- Make GF a GMO-free zone, like Richmond
- Support the learning garden
- Support back-yard veggie gardens, lower water rates
- Develop agriculture in the valley and connect to local retailers – make it easy
- Promote agriculture – always! Growing food – food sharing – food security - grow food not lawn
- Support local first

#### *Develop and promote an easy-access 'Gateway' to City Center*

- Support regional chamber and downtown business associations
- Develop signage on highway directing traffic to the City Center
- The city is not positioned geographically to do this – surrounded by Area D

### **What else is important to you?**

- Make GF the Centre of the Boundary Region

## **STRENGTHEN OUR SOCIAL FABRIC - Panel 8**

### **What does this mean to you?**

*Improve and foster an environment of learning, tolerance and growth, creating a balance of harmony and responsibility*

- start with city council – act professionally and with respect
- encourage a diverse and inclusive city (integrate all abilities and needs)
- city to support Grass-Roots initiatives to shorten the gap between the rich and the poor

*Integrate a social perspective into overall city planning*

- create a community-based foundation alongside Phoenix
- let's create a well-defined facilitated, decision-making process, that is transparent, ensures accountability and allows the community to weigh out the consequences of the decisions
- consider a feasibility stand on governance

*Collaborate with RDKB on appropriate regional services*

- ensure that the city communicates with the hospital – we can't afford to lose this in our town
- support resource sharing (admin services, grant writing , office space, etc. that local non-profit can share)

*Encourage and support universal access*

- challenge everyone to create inclusive community spaces in our downtown core to meet the needs of all citizens
- sidewalks between key services , e.g., post office, credit union and mini-mall with Buy-Low Foods
- provide free LGBTQ washrooms and showers downtown – no barrier

*Work with appropriate community agencies to identify and address the health and social needs of the area*

- encourage second-stage housing for those in need
- offer benches that become shelters for those in need
- water-meter health must be addressed

### **What else is important to you?**

- Multi-Agency Accommodation Project (MAAP) and Habitat ReStore
  - o For
    - MAAP needs to be supported
    - City has already spent a fortune preparing MAAP-land for ReStore for Habitat. Please don't waste tax payer's money - proceed with project on that site. Find a way to resolve complaints.
    - Support Habitat's Community Housing – they are a developer
    - Expand services related to Whispers of Hope, B.E.T.H.s, Habitat, the needy deserve our best
    - Habitat ReStore should be part of downtown core – will bring people from other communities
    - The ReStore will be a good addition to the commercial Centre and perfect fit for our community
  - o Against
    - Habitat should be able to move into an old building – how about next to the bottle depot?
    - ReStore is perfect, just not on the waterfront – put it in the industrial area where it belongs

## COMMENTS ON 2014 PROJECTS

- Awesome keep going with trails
- Thank you, this trail is used all year long. Thanks to Roxul and the city for sharing the vision
- As many as we can get
- Support the volunteers, they are critical to our community
- Trails are an economic force – congrats GF ATV
- Great work on promotional materials
- ‘Open for business’ sounds like a desperate plea for help
- Mayor and council should wear name tags at community functions so we know who they are
- Excellent upgrade for local and tourist use
- Thank you – this is so well used
- Well done! Do something like this for all put-in/take-out points
- Nice changes – done quickly – very nice improvement
- Some alleys need cleaning up – such as the alley behind renovation wear house – all the way behind the hawk shop to vet’s office - eyesore walking down from Lordco along the main highway and glancing down that alley
- Start to address unsightly properties
- I think the city does a super job with flowers, etc. in the summertime
- Was the outdoor exercise area really necessary – it’s never in use
- Stop doing spot zoning

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Corporate Services  
**Date:** May 4<sup>th</sup>, 2015  
**Subject:** Proposed Council Technology Allowance Policy  
**Recommendation:** **RESOLVED THAT** the Committee of the Whole recommends to Council to receive the report from the Corporate Officer with regard to a proposed Council Technology Allowance Policy, and refers the policy to the May 25<sup>th</sup>, 2015 Regular Meeting of Council for consideration to adopt.

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**BACKGROUND:** In the past, members of Council were given laptop devices that have been virtually handed down from past Council members until the computer is no longer viable and is replaced. By providing Council members with an allowance, gives the member the freedom to choose their own appliance which they would be comfortable in using (contingent on compatibility with the City software and applications), as well as reducing City owned-assets within the organization's Asset Management Plan. A yearly allowance of \$500.00 would provide the Council member to maintain or upgrade their device as they see fit during the course of their term.

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

**General:** Each Council member would have the ability to choose their own devices to perform their City business that is compatible with City software and applications.

**Strategic Impact:** N/A

**Financial:** A yearly allowance of \$500 would be distributed to each member of Council

**Policy/Legislation:** Policies follow from City bylaws and from the Community Charter and the Local Government Act.

**Attachments:** - Proposed Policy #115 – Council Technology Allowance Policy

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**Recommendation:** **RESOLVED THAT** the Committee of the Whole recommends to Council to receive the report from the Corporate Officer with regard to a proposed Council Technology Allowance Policy, and refers the policy to the May 25<sup>th</sup>, 2015 Regular Meeting of Council for consideration to adopt.

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



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

|                                |  |                        |
|--------------------------------|--|------------------------|
| <b>THE CITY OF GRAND FORKS</b> |  |                        |
| <b>POLICY TITLE:</b>           | <b>Council Technology Allowance Policy</b> | <b>POLICY NO: 115</b>  |
| <b>EFFECTIVE DATE:</b>         | <b>DRAFT</b>                               | <b>SUPERSEDES: NEW</b> |
|                                |  |                        |
| <b>APPROVAL: Council</b>       |  | <b>PAGE: 1 of</b>      |

**POLICY:**

To facilitate electronic Council agenda distribution and other electronic business, each member of Council will receive a yearly allowance of \$500 towards a computer device during their term of office contingent on the device's compatibility with City utilized software.

**PURPOSE:**

To establish a policy governing the supply, support and use of electronic devices (laptops, tablets, etc.) by elected officials.

**POLICY PROCEDURES:**

As soon as possible, after being sworn in as Mayor and Council, each member of Council should consider which device which will best suit their needs as well as being compatible with the required software from the City. These considerations should be given to the City's IT personnel to determine that it is compatible.

The City will issue \$500 towards its initial purchase, and will submit a \$500 allowance on a yearly basis until that Council member is no longer holding office. The allowance payment would occur in November of each year. In addition, should a Council member resign prior to the end of term, the allowance would be recouped on a one year pro-rata basis from the final Council allowance payment.

The required software to perform City business, will be downloaded by the City's IT personnel, and an instructional process will be given to Council on proper utilization and operation of the software. City IT support would be limited to those pieces of software as supplied by the City; elected officials would be responsible for any other software, updates and support which they download on their device, in addition to any viruses or malware evident in the download process.

The City assumes no responsibility for communication charges or for any costs for service or support related to the improper use of the laptop, failure to perform required updates or service not properly approved. Each member of Council is responsible for the operation and care of their own device. It is the responsibility of each Council member to ensure that all security protocols normally used in the management of corporate data on conventional storage infrastructure are applied here, and it is imperative that any device used to conduct City business be used appropriately, responsibly, and ethically.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT:**

Although the devices would become the property of each Council member, as the City provides a yearly allowance for the operation of said computer, the information on the device may be subject to the FOIPPA.

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Manager of Operations  
**Date:** May 4, 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:**

2013 – November - Council made the decision to move forward with the implementation of universal water meters for the community.

2014 - January - The City of Grand Forks held a water meter open house

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 reaffirming the City's position to move forward with water meters.

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## **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.



# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**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

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**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

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# MEMORANDUM



Date: April 23, 2015  
To: Doug Allin, CAO  
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.

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 Subject: Universal Water Meters – Next Steps  
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Table 1 - Residential Meter Installation Summary

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

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.

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**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 1<sup>st</sup>, 2015. If an Owner refuses installation, then the City (upon giving notice) may:

1. Install an exterior pit meter at the curb stop (property line) with the property owner responsible for the increased cost difference, or
2. Shut off the supply of water to the property (with 30 days' notice) for non-compliance with the provisions of the bylaw.

**Table 2** below outlines the advantages and disadvantages of this option.

**Table 2 - Advantages and Disadvantage of Proceeding as planned with Bylaw No. 1973**

| Proceed as planned with Bylaw No. 1973   |  |
|--|--|
| <p>Notes:</p> <ul style="list-style-type: none"><li>- Install and supply meters to all properties as planned under Bylaw No. 1973</li></ul> <p>Stakeholder who refuse meters:</p> <ul style="list-style-type: none"><li>- Install pit meter at property line.</li><li>- Shut off water supply for non-compliance</li></ul> |  |
| Advantages   | Disadvantages  |
| <ul style="list-style-type: none"><li>- City meets its universal metering target.</li><li>- Water rates are more easily administered (only dealing with a metered rate structure)</li><li>- Proceed with meter installation in a timely manner.</li></ul>  | <ul style="list-style-type: none"><li>- Contractual arrangements must be made to facilitate exterior pit meters (adds extra costs);</li><li>- Public push back and complaints.</li></ul> |

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## 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 until the property is sold or transferred to new owners (the City may choose to enforce this approach through putting a Notice on Title). These properties would then be subject to an unmetered rate (as opposed to a consumptive rate). **Table 3** below outlines the advantages and disadvantages of this option.

Table 3 - Advantages and Disadvantages to Amending Bylaw No 1973, Section 11

| Amend Bylaw No. 1973   |   |
|--|---|
| Notes: <ul style="list-style-type: none"><li>- Allow stakeholders to opt out of the meter installation though amending bylaw no 1973.</li><li>- Develop an unmetered rate.</li></ul>   |   |
| Advantages   | Disadvantages   |
| <ul style="list-style-type: none"><li>- Maintain goodwill with those looking to opt out;</li><li>- Provide the City with the means to collect additional funds to cover cost associated with lack of consumption data.</li></ul> | <ul style="list-style-type: none"><li>- The City may be responsible for paying overhead plus profit for the meters that are not installed;</li><li>- Bylaw must be amended (staff time and resources);</li><li>- Increased difficulty of administering water rates (metered and unmetered rate);</li><li>- City does not achieve its universal metering target;</li><li>- Metered customers could now want their meters removed (fairness);</li><li>- Time intensive.</li></ul> |

## 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 not be installed until the property is sold or transferred to new owners. 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 4 below outlines the advantages and disadvantages of this option.

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Table 4 - Advantages and Disadvantages to Alternative A

| Alternative A – Passively Opt Out (No Bylaw Amendment)   |   |
|--|---|
| <b>Notes:</b> <ul style="list-style-type: none"> <li>- Passively opt out without amending bylaw.</li> <li>- Develop unmetered rate</li> </ul>  |   |
| Advantages   | Disadvantages   |
| <ul style="list-style-type: none"> <li>- Proceed under bylaw No 1973;</li> <li>- Maintain goodwill with those looking to opt out;</li> <li>- Provide the City with the means to collect additional funds to cover cost associated with lack of consumption data;</li> <li>- Meter could be installed over time.</li> </ul> | <ul style="list-style-type: none"> <li>- Increased difficulty of administering water rates (metered and unmetered rate);</li> </ul> |

**Alternative B – Pause Meter Program**

The City may wish to pause the entire water meter program, although Council has recently passed a motion to move forward. 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 5 below outlines the advantages and disadvantages to alternative B.

Table 5 - Advantages and Disadvantages to Alternative B

| Alternative B – Pause Meter Program   |   |
|---|---|
| <b>Notes:</b> <ul style="list-style-type: none"> <li>- Pause the water meter program</li> </ul>             |   |
| Advantages  | Disadvantages   |
| <ul style="list-style-type: none"> <li>- Maintain goodwill with stakeholders looking to opt out.</li> </ul> | <ul style="list-style-type: none"> <li>- The City may be responsible for paying overhead plus profit (Significant cost);</li> <li>- Increased difficulty of administering water rates (metered and unmetered rate);</li> <li>- City does not meet its universal metering target;</li> <li>- Metered customers could now want their meters removed (fairness);</li> <li>- Time intensive.</li> </ul> |

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### 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

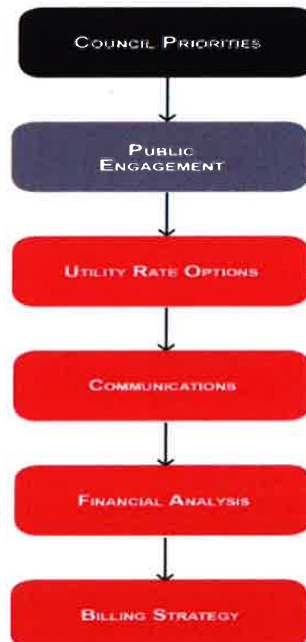
A sample terms of reference can be found in **Appendix A**

### 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.

Figure 1 - Billing and Rate Study Process



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



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Date: April 23, 2015  
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Subject: Universal Water Meters – Next Steps  
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**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 financially. 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.
- **Meter Maintenance and Replacement** – Over time meters will need to be repaired and replaced.
- **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.**

A handwritten signature in blue ink, appearing to read "Scott Shepherd".

**Scott Shepherd, BA, ASCT  
Principal**

A handwritten signature in blue ink, appearing to read "Cory Sivell".

**Cory Sivell, E.I.T.  
Community Consultant**

# APPENDIX A

**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:**

- 2 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 five 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.

**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**

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**WHEREAS** the City of Grand Forks has established and operates a water system pursuant to its powers under the *Community Charter*, 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 Community Charter who is designated by a local government as a bylaw enforcement officer and every Peace Officer;

**“City”** means the Corporation of the City of Grand Forks;

**“City specifications”** means the specifications, drawings and other standards for works and services established under the 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 B.C. Assessment Act 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 Community Charter, as amended from time to time;

**“Owner”** has the same meaning as in the Community Charter, 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 pressure-reducing device on his or her property, to the satisfaction of the Manager of Operations.
- 6.8 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;
- (b) 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.

**17. SEVERABILITY**

- 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 21<sup>st</sup> day of July, 2014.

**READ A SECOND TIME** this 21<sup>st</sup> day of July, 2014.

**READ A THIRD TIME** this 21<sup>st</sup> day of July, 2014

**FINALLY ADOPTED** this 18<sup>th</sup> 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 18<sup>th</sup> day of August, 2014.

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

\_\_\_\_\_  
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

**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%**

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

**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.

**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 |
|---|---|--|--|-----------------|--|
| <b>User Class</b>   |   |  |  |                 |  |
| 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  |

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



**To:** Committee of the Whole  
**From:** Manager of Operations  
**Date:** May 4, 2015  
**Subject:** Bylaw 2015 – Electrical Utility Regulatory Bylaw  
**Recommendation:** RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 2015 – Electrical Utility Regulatory Bylaw to be referred to the May 25<sup>th</sup> 2015 regular meeting of council.

---

## BACKGROUND:

The City currently sets up electrical accounts the same as other utility accounts, in the name of the owner of the property. As per bylaw, any unpaid balances at year end are transferred to the owner's property taxes. It has been past practice of the City to not disconnect overdue utility accounts as they transferred to taxes.

There have been several landlords in the City that have requested to have the electrical disconnected for their rental properties as their tenants are not paying the bills.

Community Charter Section 18 states that a municipality may, by bylaw, establish circumstances in which it may discontinue a utility service. However, the bylaw must include provision for reasonable notice and a provision for the persons affected to have an opportunity to make representations to Council. The current water and sewer bylaws have these provisions, the electrical bylaw does not.

Updated the following:

- Changed the definition of "Customer"
- New definition for "Occupier"
- Changed Schedule A 4.1(a) to include: "disconnect"
- Re-structured Schedule B 1.4 & 1.5 to Schedule B 1.3 & 1.4 respectively
- Re-structured Schedule B 1.3 to Schedule B 1.5
- Changed Schedule B 1.5: added "owner or any other person on that property using electrical energy" and standardization of paragraph in general
- Changed Schedule B 1.5(a) by standardizing and removing "owner of that real property"

# REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- Added Schedule B 1.5(f)
- Added Schedule B 1.6 through 1.10
- Replaced Schedule C entirely from Bylaw 2009 – Electrical Utility Rates

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

### **General:**

- o General housekeeping and standardization
- o Many customer requests by landlords to establish disconnection options

**Financial:** No impact to the City

**Policy/Legislation:** Community Charter Section 18 states that a municipality may, by bylaw, establish circumstances in which it may discontinue a utility service. However, the bylaw must include provision for reasonable notice and a provision for the persons affected to have an opportunity to make representations to Council

**Attachments:** DRAFT Bylaw 2015 – Electrical Utility Regulatory Bylaw  
City of Grand Forks Electrical Utility Regulatory Bylaw No. 1975, 2014  
City of Grand Forks Bylaw No. 2009, 2015  
Change Log for Bylaw 2015

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**Recommendation:** RESOLVED THAT the Committee of the Whole recommends to Council to give first three readings to Bylaw 2015 – Electrical Utility Regulatory Bylaw to be referred to the May 25<sup>th</sup> 2015 regular meeting of council.

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**OPTIONS:**

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



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

**ELECTRICAL UTILITY REGULATORY BYLAW NO. 2015**

**A bylaw to provide for the regulation and control of the Electrical Utility of the Corporation of the City of Grand Forks and impose rates, terms and conditions for supply of electricity service.**

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**WHEREAS** the Council of the Corporation of the City of Grand Forks considers it desirable and expedient to maintain an Electrical Department for the Grand Forks community and to make regulations for the supply of this service;

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

**1. TITLE**

- 1.1 This bylaw may be cited for all purposes as the “**City of Grand Forks Electrical Utility Regulatory Bylaw No. 2015.**”

**2. DEFINITIONS**

- 2.1 In this Bylaw, unless the content otherwise requires, the following definitions will apply:

“**Bi-Monthly**” means every two-month period;

“**City**” means the Corporation of the City of Grand Forks;

“**Chief Financial Officer**” means the Chief Financial Officer appointed by the City or his/her authorized deputy;

“**Customer**” means any person, company, or corporation who has opened a service account with the City for the purpose of being supplied with electrical energy by the City;

“**Council**” means the elected Council of the Corporation of the City of Grand Forks;

“**Electrical Department**” is as defined in Section 3.3 of this bylaw;

“**Electrical Utility**” means the City’s electrical distribution system and includes all the structures, switchgear, transformers, poles, wires, cables, meters and related apparatus and facilities used in the receiving, distribution and measuring of electrical power and energy and which comprise the electrical distribution system.

It also includes all land, easements, rights-of-way, buildings, vehicles, tools, or other things, which, by their necessity and usage, form an essential part of the electrical distribution system;

**“Manager of Operations”** means the person appointed from time to time by the City to supervise the operations of the Electrical Utility or his authorized deputy or assistant;

**“Occupier”** means the same as in the Community Charter, as amended from time to time;

**“Owner”** means the same as in the Community Charter, as amended from time to time;

**“Point of Delivery”** means the first point of connection between the City’s electrical distribution and the Customers’ electrical facilities. This will be at the service mast on overhead services (not including the attachment point for the overhead wire) and at property line on underground secondary services;

**“Power Factor”** means the percentage determined by dividing the Customer’s demand measured in kilowatts by the same demand measured in kilovolt-amperes;

**“Premises”** means the land occupied by the Customer together with any buildings, works, or improvements, which have been erected or constructed thereon;

**“Rate or Rates”** includes every toll, rate, security deposit, and interest on arrears or any other lawfully collectible charges applicable under this Bylaw for the provision and delivery of electricity in any form or services which are in any way related to the delivery of electricity;

**“Service”** means the supply of electricity from the City to any premises, and where the context requires, the electrical utility necessary to and actually used for the purposes of the supply;

**“Service Area”** means the area within the boundaries of the City currently serviced by the City’s Electrical Utility, as outlined in “Schedule A”;

**“Service Connection”** means that portion of the distribution system facilities extending from the City’s circuits on a public highway to the point of delivery. They include but are not necessarily limited to the following types:

- a) **“Overhead Service”** - That portion of an overhead service connection extending not more than 30 meters onto the Customer’s property and not beyond the first intermediate support on such property.

- b) **“Dip Service”** - A service connection provided from the City’s overhead circuits that is underground where it crosses the Customer’s property line.
- c) **“Underground Service”** - A service connection provided from the City’s underground circuits;

**“Service Entrance”** is the point on the Customer’s premises at which the point of delivery is between the City’s system and the Customer’s system;

**“Temporary Service”** means a service provided to meet a temporary need (no longer than 270 days connected) not to exceed 30 meters in length from the City’s distribution and does not include the supply of a periodical or seasonal service requirement that may occur at the same location.

### **3. ADMINISTRATION**

- 3.1 The Electrical Utility shall be administered jointly by the Financial Administration Department and the Electrical Department, and the management of such departments shall be directly responsible to the Chief Administrative Officer.
- 3.2 The Financial Administration Department, under the control of the Chief Financial Officer, shall be totally responsible for the business management of the Electrical Utility. The department will be responsible for the control and management of all financial matters pertaining to the operation of the Utility and preparation of budgets, financial statements pertaining to the Electrical Utility operation, and for the preparation of all bills and accounts, and the collection of same, all in accordance with the rates and charges outlined in “Schedule C”, and the billing and collection regulations outlined in “Schedule D”, attached to this bylaw.
- 3.3 The Electrical Department, under the control of the Manager of Operations shall be responsible for the construction, maintenance and operation of all the properties and physical plant owned or controlled by the City, which are necessary for and pertinent to the proper operation of the Electrical Utility.

The Manager of Operations shall also be responsible for:

- a) all matters directly related to the supply of service to Customers of the Electrical Utility and the maintenance of good quality service to such Customers;
- b) determining that all works constructed by or for the Electrical Utility are in accordance with applicable requirements for electric utilities in the Province of British Columbia;

- c) ensuring, to the best of his/her ability, the safety of all employees of the Electrical Department and of the City who may be performing works related to the operation of the Electrical Utility;
- d) the enforcement of the "Electrical Service Regulations", as outlined in "Schedule B" of this bylaw. He/She shall also ensure that all policies, procedures and the works installed, constructed, altered, repaired or maintained for the Electrical Utility are done in such a manner as will cause minimal damage or danger to life or property of the employee or public at large. He/she shall be responsible at all times to the Chief Administrative Officer.

#### **4. TERMS AND CONDITIONS**

##### **4.1 The City's Responsibilities:**

- a) The City will endeavour to provide a regular and uninterrupted supply of electricity but it does not guarantee a constant supply of electricity or the maintenance of unvaried frequency or voltage and shall not be responsible or liable for any loss, injury, damage or expense caused by or resulting from any interruption, termination, disconnect, failure or defect in the supply of electricity, whether caused by the negligence of the City, its servants or agents, or otherwise unless the loss, injury, damage or expense is directly resulting from the willful misconduct of the City, its servants or agents, provided, however, that the City, its servants and agents are not responsible for any loss of profit, loss of revenues or other economic loss even if the loss is directly resulting from the willful misconduct of the City, its servants or agents.

##### **4.2 The Customer's Responsibilities:**

- a) Every Customer shall comply with the terms and conditions set out in "Schedule B".
- b) Every Customer shall pay for the service in accordance with the rates and charges outlined in "Schedule C" of this bylaw.
- c) The Customer also agrees to pay for the service based on the Electrical Billing and Collection Regulations, outlined in "Schedule D" of this bylaw.
- d) If a Customer does not pay the fees and charges, outlined in all portions of this bylaw, on or before December 31st in the year that the rates or charges were due and payable, then those rates and charges will be added to and form part of the taxes payable on the property as taxes in arrears.

- e) The Customer is responsible for supplying all the information necessary to properly determine the service requirements.
- f) The Customer shall be responsible for the installation of the service entrance and the meter location, which shall be located at a point satisfactory to the City.

## **5. VIOLATIONS AND PENALTIES**

- 5.1 Any person guilty of any violation or infraction of any of the provisions of this Bylaw (whether expressly declared or not), shall be liable, upon conviction, to a fine of not more than Two Thousand (\$2000.00) Dollars and costs of prosecution. The penalties imposed under this sub-Section supplement and are not a substitute for any other remedy to an infraction of this bylaw.

## **6. APPLICATION**

- 6.1 This bylaw applies to all lands within the Service Area.

## **7. SEVERABILITY**

- 7.1 If any Section, sub-Section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

## **8. REPEAL**

- 8.1 The City of Grand Forks “**Electrical Utility Regulatory Bylaw No. 1975**” and all amendments thereto are hereby repealed.

## **9. ENACTMENT**

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

INTRODUCED this 4<sup>th</sup> day of May, 2015

Read a **FIRST** time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a **SECOND** time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a **THIRD** time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor Frank Konrad

\_\_\_\_\_  
Corporate Officer – Diane Heinrich

**CERTIFICATE**

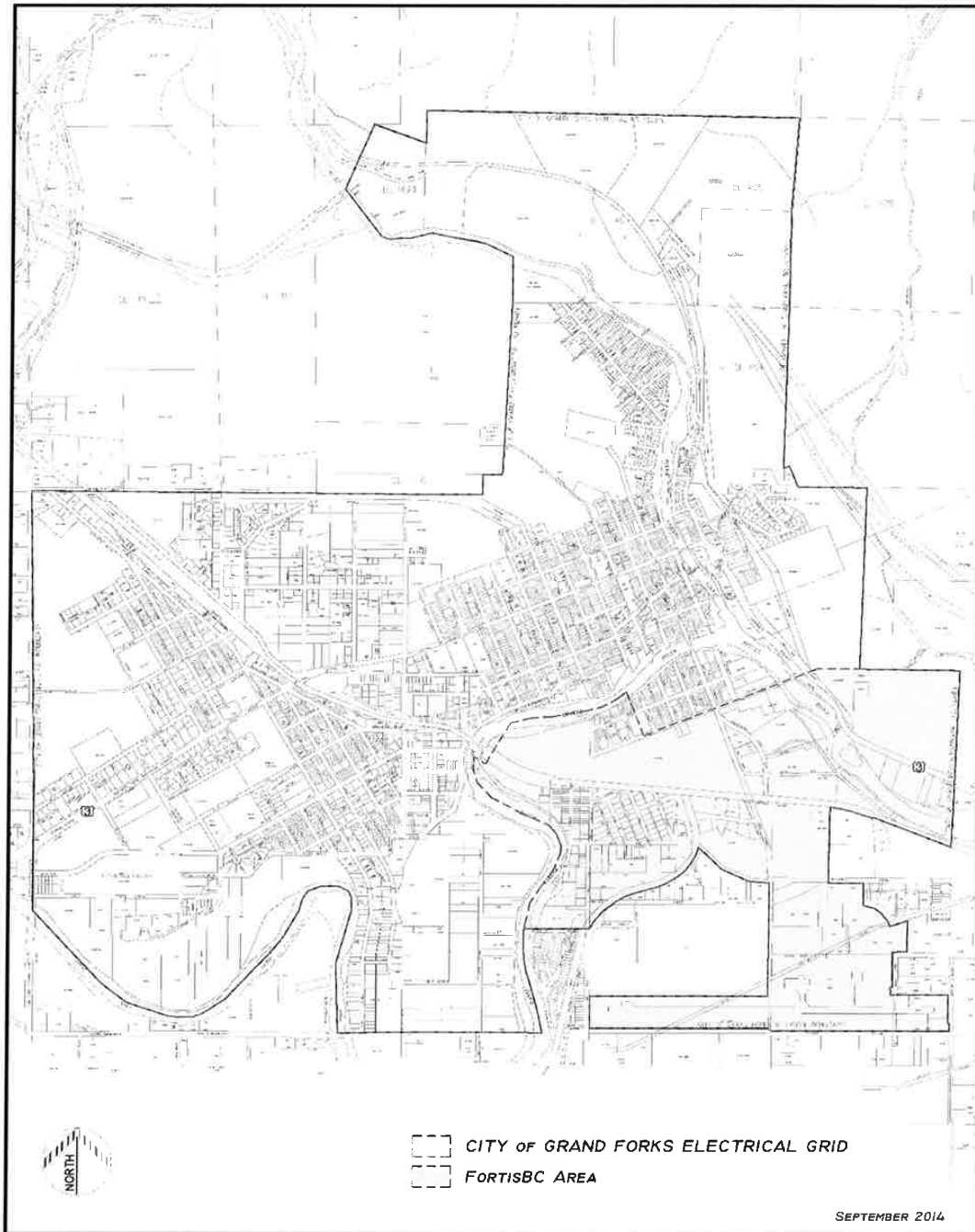
I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2015, as passed by the Municipal Council of the Corporation of the City of Grand Forks on the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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

\_\_\_\_\_  
Date Signed

**SCHEDULE A**

**CITY OF GRAND FORKS ELECTRICAL SERVICE AREA**



**SCHEDULE B**

**CITY OF GRAND FORKS**  
**ELECTRICAL SERVICE REGULATIONS**

**1. Terms and Conditions of Use and Supply of Electrical Energy:**

1.1 Every Customer shall, in respect of any real property of that Customer to which electrical energy is supplied by the City:

- (a) pay to the City, in accordance with the rates and charges set out in "Schedule C" and in accordance with "Schedule D", for the electrical energy supplied by the City to that real property;
- (b) ensure that electrical energy supplied by the City to that real property is not used for any purpose other than the purpose identified in the application for service relating to that real property;
- (c) not damage, and shall ensure that occupiers of or invitees to that real property do not damage, any electrical equipment or facilities installed by the City on that real property. This is to include any seal or sign attached to that equipment;
- (d) ensure that nothing is done on that real property, including without limitation an alteration of wiring, that will or may appreciably change the amount or nature of the load imposed on the Electrical Utility, without the prior consent of the Manager of Operations;
- (e) ensure that officers, employees and agents of the City have safe and unobstructed access on that real property at all reasonable times for the purpose of ensuring that this Bylaw is being complied with, testing the Owner's electrical energy system, or carrying out any other activity that is necessary for the proper operation of the Electrical Utility;
- (f) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of this Schedule, pay to the City the charge set out in Section 4.1 of Schedule "C" as a return visit charge;
- (g) ensure that the power factor applicable to the delivery of electrical energy to that real property is not lower than 95%;



- (h) ensure that single phase motors rated larger than two (2) horsepower are not used on 120 volt circuits without the prior written consent of the Manager of Operations;
  - (i) ensure that motors of 20 horsepower or larger are equipped with reduced voltage starters or other devices approved in writing by the Manager of Operations, unless otherwise authorized in writing by the Manager of Operations;
  - (j) ensure that 120 volt circuits are connected so as to balance as nearly as possible the currents drawn from the circuits at the point of delivery;
  - (k) ensure that space heating units having a rating of 3 kw or larger are individually thermostatically controlled and that no single in-line thermostat is used to control more than 6 kw of rated capacity;
  - (l) ensure that the phase heating units controlled by one switch or thermostat have no more than 25 kw of rated capacity; and
  - (m) ensure that no facilities capable of generating electricity, except as otherwise permitted in this bylaw, are installed, unless those facilities are at all times electrically isolated from the Electrical Utility.
- 1.2 The City shall retain full title to all electrical equipment and facilities up to the point of delivery, including without limitation all electrical metering devices, installed by the City for the purpose of supplying and measuring electrical energy under this Bylaw.
- 1.3 The City may, from time to time, conduct tests of any Customer's power factor, and where that power factor is found by the City to be lower than 95%, the Customer shall, within 30 days of a written request to do so from the City, install, at his or her expense, power factor corrective equipment acceptable to the Manager of Operations.
- 1.4 Every Customer is liable for, and shall pay to the City forthwith after receiving an invoice setting out those costs, any costs incurred by the City in repairing any damage caused to the Electrical Utility or to any equipment or facilities installed by the City on that Customer's real property, where the damage occurs as a result of the failure of the Customer to comply with any provision of this Bylaw.
- 1.5 The City may discontinue the supply of electrical energy for any or all of the following reasons to any property where the owner or any other person on that property using the electrical energy:
- (a) failure to comply with the rules established under this Bylaw for the use of the service;

- (b) in the opinion of the Manager of Operations, the continued supply of electrical energy to that real property would or might be harmful to the Electrical Utility, create an unreasonable demand on that system, or create an abnormal or unacceptable fluctuation of the line voltages of that system;
  - (c) discontinuance is necessary to enable the City to repair or maintain the Electrical Utility;
  - (d) by reason of a shortage of supply or otherwise, the City considers that it cannot practically continue to supply electrical energy to that real property;
  - (e) a previously metered service has been disconnected for more than 1 year.
  - (f) failure to pay when due any user fees, charges, or taxes imposed under this or any other bylaw of the City in relation to the service.
- 1.6 The supply of electrical energy may be limited or interrupted by the City to accommodate routine maintenance or the construction of improvements to the municipal Electrical Utility.
- 1.7 Except in the case of an emergency, the City will endeavor to provide reasonable notice to affected parties of any service interruption or limitation of service.
- 1.8 Before discontinuing service due to non-compliance with any of the provisions of this bylaw, the City will:
  - (a) provide the owner and all occupiers of that property with at least thirty (30) days notice in writing of discontinuation of the service
  - (b) give the person affected the opportunity to make representations to Council in respect of such non-compliance at a regularly scheduled Council meeting that is scheduled to take place within thirty (30) days following delivery of the notice of discontinuation, provided that the owner or occupier wishing to make the representations notifies the City's Corporate Officer of their intention to do so at least 24 hours before that Council meeting.
- 1.9 Notice under Section 1.8(a) may be given by one or more of the following:
  - (a) posting notice on the property;
  - (b) providing notice on an Owner's and Occupier's electrical utility bill;
  - (c) mailing notice to the address(es) supplied by the Owner and Occupier or the address of the property;

- (d) telephoning the Owner and Occupier, which may include speaking directly to the Owner or leaving a message at the telephone numbers supplied.
  - (e) Electronic mail (E-Mail) the Owner and Occupier at the email address(es) supplied.
- 1.10 The City is not responsible for any notice failing to reach an Owner or Occupier prior to the shut off of electrical energy.

## **2. New Service Connections**

- 2.1 No person may request to connect any electrical energy lines or works to the Electrical Utility unless:
- (a) the Owner of the real property to be supplied with electrical energy as a result of that connection has first:
    - i) submitted to the City a complete New Electrical Service Application in a form provided by the City;
    - ii) paid the New Electrical Service Application fee that is identified in "Schedule C" of this Bylaw as the fee applicable to the type of connection identified in the New Electrical Service Application; and
    - iii) provided evidence satisfactory to the Manager of Operations that he or she has obtained every permit and approval, including the approval of a provincial electrical inspector, that he or she is required under any enactment to obtain before requesting the connection,
  - (b) the person requesting the connection is the Owner of the real property to be supplied with electrical energy as a result of that connection or a person authorized in writing by that Owner to request the connection.
- 2.2 All Meters shall be installed by the City, in a location approved by the Manager of Operations. Meter location specifications shall be as follows:
- (a) The meter socket shall be surface mounted, located on an outside wall and be within one Meter of the corner nearest to the point of supply, except in the case of Metering over 300 volts, the Meter shall be installed on the supply side of the Customer disconnect and Meter locations shall be approved by the Utility Department;
  - (b) All meter sockets shall be installed between 1.5 meters and 2 meters above final ground level to the centre of the meter and located not more than 30 meters into the lot;
  - (c) Meters shall not be installed in carports, breezeways or on decks or other similar areas;

- (d) Meters shall be installed in locations that permit safe and unfettered access by employees or agents of the City;
- (e) The Manager of Operations, at its sole discretion, may make exceptions to the general specifications for meter installations, where a standard location will cause design and installation difficulties, subject to the meter remaining accessible to the City at all times;
- (f) The Manager of Operations may require, at the Customer's expense, that the Customer relocate any meter that is located in an area that cannot be conveniently accessed by the City at all times, or is considered by the Manager of Operations to be unsafe;
- (g) For all electrical Services in excess of 200 amperes, the Customer shall supply and install an enclosure for current and potential transformers and the design of the enclosure shall first be approved by the Manager of Operations;
- (h) Primary voltage metering connections shall have metering installations paid for by the Customer;
- (i) The Manager of Operations may refuse connection of any electrical Service built in a location not approved by the Manager of Operations, or not built to accepted standards;
- (j) The City will not supply transformation from one secondary voltage to another secondary voltage;
- (k) The City reserves the right to determine the supply voltage of all electrical Service connections;

2.3 Nominal Secondary Supply Voltages are:

- (a) From pole mounted transformers:
  - i. Single Phase – 120/240 volts, 3 wire, maximum 400 amperes.
  - ii. Three Phase - 120/208 volts, 4 wire, maximum 400 amperes transformation capacity.
  - iii. Three Phase - 347/600 volts, 4 wire, maximum 400 amperes transformation capacity.
- (b) From pad mounted transformers:
  - i. Single Phase – 120/240 volts, 3 wire, maximum 800 amperes.

- ii. Three Phase – 120/208 volts, 4 wire, maximum 500 kVA transformation capacity.
    - iii. Three Phase – 347/600 volts, 4 wire, maximum 2,500 kVA transformation capacity.
  - (c) Delta services are prohibited.
  - (d) For loads or supply voltages different from those listed in this Section (e.g. 277-480 volts), the Manager of Operations may require that a Customer supply their own transformation facilities and take service at the available primary voltage; or supply their own secondary voltage conversion transformation.
  - (e) All facilities and equipment to be connected to the City's facilities must be in a condition that is approved by the Manager of Operations. Installation must be carried out in a manner to ensure proper balancing of phases and circuits, and to ensure that the City's equipment is not endangered or that no abnormal voltage fluctuations are anticipated. All three-phase, four-wire facilities must be designed to prevent the load on the phase with the highest load exceeding that on the phase with the lowest load by more than ten (10%) percent.
- 2.4 Customer owned electrical facilities must not be extended across, under or over a street, lane, alley or other public or private space not owned by the Customer for the purpose of servicing more than one Premise through one meter.
- 2.5 It is the Customer's sole responsibility to obtain any easements or statutory rights of way required by the City or others, to permit the installation of an electrical Service.
- 3.0 Electrical Utility Extension**
- 3.1 The Manager of Operations is not required to approve any New Electrical Service Application in respect of any real property, where the connection cannot be made without an extension of the City's electrical service line, unless:
- (a) the City has first approved (and it is under no obligation to do so) the extension of that service line;
  - (b) the Owner has first paid to the City the cost estimated by the City to extend that service line, which cost shall include, without limitation, the cost of installing any poles or other works or appurtenances related to that service line extension; and
  - (c) the Owner has first granted to the City, or ensured that others have granted to the City, statutory rights-of-way, satisfactory to the City over any property

on which the service line is to be located that is not under the possession and control of the City.

- 3.2 Where the cost incurred by the City in extending a Service line to any real property exceeds the amount paid by the Owner of that real property under Section 3.1(b) of this Schedule, the Owner shall forthwith upon receiving a bill from the City pay to the City the amount of that excess, and where the amount paid by the Owner to the City under Section 3.1(b) of this Schedule exceeds the cost incurred by the City in extending the service line, the City shall pay the amount of the excess to the Owner.
- 3.3 Subject to Section 3.5 of this Schedule, where a property Owner pays for the extension of a service line under Section 3.1(b) of this Schedule and the extension has the capacity to serve land other than land owned by that property Owner, each property Owner whose property is subsequently connected to that extension shall pay to the City for each electrical service connection made within that extension, in addition to any other charges applicable under this Bylaw, the following amount, and the original property Owner who paid for the service line extension will be reimbursed the following amount:

$$\begin{array}{ccc} & & \frac{1}{\text{Sum of the possible service}} \\ & & \text{connections which could be} \\ \text{Cost of service line} & \times & \text{made within the service line} \\ \text{extension paid by the} & & \text{extension based on the City's} \\ \text{original property owner} & & \text{bylaws regulating the} \\ & & \text{subdivision of land, plus one (for} \\ & & \text{original service)} \end{array}$$

- 3.4 For the purpose of Section 3.3 of this Schedule, the number of possible service connections referred to in the calculation described in that Section is the number estimated by the Manager of Operations at the time the original property Owner applies for the service line extension.
- 3.5 Section 3.3 of this Schedule ceases to apply to a service line extension on the earlier of:
- (a) the day on which the property Owner who paid the cost of the service line extension has been reimbursed that cost less the amount obtained as a result of the calculation referred to in Section 3.3 of this Schedule, and
  - (b) the day which is five (5) years after the day on which the service line extension is completed.

#### 4. Electrical Energy Accounts

- 4.1 No person shall use electrical energy supplied by the City unless an Owner of real property to which that electrical energy has an Electrical Utility account in his or her name.

## **5. New Accounts**

- 5.1 An Owner of real property to which electrical energy is being, or is capable of being supplied, may apply to the City to have an Electrical Utility account opened in his or her name by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City, the existing service connection charge set out in Section 4.1 of "Schedule C".

## **6. Turning Off or On Existing Service**

- 6.1 An Owner of real property may apply to have an existing electrical service turned off or on or a disconnected meter reconnected by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

## **7. Meter Reading**

- 7.1 An Owner of real property or a person designated by the Owner as the agent, may apply to have an electrical meter read by submitting to the City a written request in the form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

## **8. Refusal to Connect or Serve**

- 8.1 The City may refuse to provide service to any person who has an unpaid account at any dwelling within the Service Area or who has otherwise failed to comply with any provision of this Bylaw.

## **9. Point of Delivery and Metering**

- 9.1 For overhead secondary service connections, the point of delivery shall be where the Customer's circuit connects to the City's overhead system at the service mast (not including the attachment point or structure). For an underground secondary service the point of delivery shall be where the underground circuit enters the property owned or occupied by the Customer.
- 9.2 The metering of the Customer's load demand and energy consumption shall be done by facilities owned and provided by the City. The Customer shall, where required, make all necessary provisions for the installation of the City's facilities, including any necessary wiring and fittings and boxes, to the satisfaction of the City

and in accordance with all the applicable electrical inspection rules and safety requirements.

- 9.3 The Customer shall take all reasonable care to protect all meters and related apparatus belonging to the City on the Customer's premises and shall reimburse the City for any loss or damage occurrence to same except to the extent that the Customer is able to show that loss or damage was due to defects in such facilities or to omission or negligence on the part of the City's employees.
- 9.4 Where separate points of delivery exist for the supply of electricity to a single Customer or more than one meter is required to properly measure the load demands, consumption and power factors of the Customer's loads as supplied under the applicable rates Schedules, the readings of such meters will be billed separately unless their combination is specifically authorized by the City.

#### **10. Removal of Hazardous Trees from Private Property**

- 10.1 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of inspecting any trees, shrubs and other growths or any other obstacles which may in the City's sole discretion constitute a danger or a hazard to the electrical distribution system.
- 10.2 The City may give notice ("the Notice") to a property Owner, which would require the property Owner to remove, cut, top, prune, move, or otherwise deal with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis that, in the City's sole discretion, may endanger or present a hazard, or become dangerous or hazardous to the electrical distribution system.
- 10.3 Unless the Notice expressly excludes the requirement to obtain approval in advance, a person will not undertake any works relating to any tree, shrub, or growth that is subject of the Notice, without the prior approval of the City, by filing a work plan, which is satisfactory to the City.
- 10.4 If the property Owner fails to comply with the requirements in the Notice within 20 days of the date of the Notice, or such other later date that may be specified in the Notice, to the satisfaction of the City, then the City may enter at any reasonable time upon the premises for the purpose of removing, cutting, topping, pruning, moving or otherwise dealing with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis or otherwise as required by the Notice.
- 10.5 Notwithstanding the issuance of the Notice, the City may exercise its rights, powers and obligations under this Section to remove the trees, shrubs and other growths or other obstacles that are the subject of the Notice, and the property Owner will compensate and be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City.



- 10.6 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of cutting down any trees, shrubs and other growths or remove any other obstacles that, in the City's sole discretion present an immediate danger or hazard to the electrical distribution system.
- 10.7 The property Owner will be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City pursuant to this Section.
- 10.8 If the property Owner, fails to comply with any Notice issued under this Section, or obstructs, resists, interferes or otherwise fails to cooperate with the City when the City is exercising its rights, under this bylaw, then the property Owner will be responsible, liable or otherwise held accountable for any and all costs, expenses, damages or injuries which are suffered or incurred by the City, its employees, agents, contractors, either directly or indirectly, or which result in damage to the electrical distribution system.
- 10.9 When exercising its rights under this bylaw, the City is not responsible, liable or otherwise accountable, either directly or indirectly, for any costs, expenses, damages or injuries that are suffered or incurred by any property Owner or person which are a result of:
- (a) its entry upon, occupation of or exit from any premises;
  - (b) its trespass on any premises or property;
  - (c) a nuisance created by it;
  - (d) an invasion of privacy committed by it; or
  - (e) its negligent actions or inactions .
- 10.10 Nothing in this Section or Bylaw shall be construed as imposing any additional duty, obligation or requirement on the City to remove, cut, top, prune, move, or otherwise maintain any trees, shrubs, growths or other obstacles that would not otherwise be imposed on the City and at all times, with or without notice, it is the customers responsibility to keep all the trees, shrubs and other growths or other obstacles clear of power lines or electrical infrastructure on the Customers private property.

## **11. Residential Photo-Voltaic Services**

- 11.1 Available for residential usage with solar (PV) installations of not more than 10 kVA (  $kVA = \frac{kWAC}{\text{Power Factor}}$  ).
- 11.2 Each residential photo-voltaic service requires a bi-directional meter which will be installed by the Grand Forks Manager of Operations at the owners cost. Energy in

excess of the residence consumption will be purchased by the Electrical Utility at the residential sales rate subject to:

- (a) Energy surplus will be accumulated in each billing cycle and applied first to subsequent consumption.
  - (b) The first 4,000 kWh of annual excess energy will be purchased at the residential rate in effect at the year end. Any energy in excess of 4,000 kWh will be purchased at the prevailing avoided cost of energy purchase.
  - (c) Any surplus over \$50 at year end will be paid to the customer.
  - (d) Any surplus of \$50 or less will be applied as an energy credit to the account.
  - (e) Grid interconnection must be made in accordance with the City's "Interconnection Requirements for Residential Photo-Voltaic Power Producers Guidelines" document, provided by the City and amended from time to time.
- 11.3 Independent Power Producer (IPP) projects not covered in Section 11.1 require special considerations. Approval for the interconnection of power purchase rates will be at the sole discretion of the Grand Forks Electric Utility and structured to prevent negative operating and financial impacts to the electric utility and its rate payers.

## **SCHEDULE C**

### **CITY OF GRAND FORKS** **ELECTRICAL UTILITY RATES AND CONNECTION CHARGES**

#### **1. Residential Service**

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

- (a) Basic minimum service charge: \$16.97/month, plus
- (b) Electrical rate based on the actual consumption: \$0.10667 per KWH

#### **2. Commercial/Industrial/Institutional Service**

Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost.

- (a) Basic minimum service charge: \$18.37/month, plus
- (b) Electrical rate per consumption for the first 200,000 KWH or less in a two-month billing period: \$0.11415 per KWH
- (c) Electrical rate per consumption for all usage above 200,000 KWH in a two-month billing period: \$0.08471 per KWH

#### **3. Seasonal Loads (minimum period of service is three months)**

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

- (a) Basic minimum service charge: \$17.57/month, plus
- (b) Electrical rate based on the actual consumption: \$0.11415 per KWH

#### **4. Service Charges**

##### **4.1 Existing Service Connection and Reconnection Charges:**

A fee of **\$50.00** (plus applicable taxes) shall apply to all applications involving the following:

- (a) the owner of real property wishes to establish a new electrical utility account in their name;
- (b) the owner of real property wishes to have the electrical meter read;
- (c) the owner of real property wishes to have the existing electrical service turned off and/or turned on;
- (d) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw; and
- (e) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of "Schedule B."

This fee is designed to defray the costs involved with service calls, meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. The Customer will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Electrical Service or Upgraded Service. If an existing service has been disconnected or salvaged due to inactivity (9 months or more) it will be treated as a new installation.

#### 4.2 New Service Installations or Upgrading of Existing Service:

- (a) Basic Single Phase Overhead Connection
  - i) 200 amp service \$ 700.00
  - ii) 400 amp service \$1,700.00

The City will provide up to 30 meters of appropriate sized wire, do the connection on the customers service entrance, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (b) Basic Single Phase Underground Connection (includes dip service)
  - i) 200 amp service \$ 1,230.00
  - ii) 400 amp service \$ 2,230.00

The City will provide up to 30 meters of appropriate sized wire, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (c) All other services greater than 400 amp At Cost
- (d) Three Phase - Overhead/Underground At Cost

New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

#### 4.3 Temporary Construction Service

- (a) Temporary service - 100 amp or less \$250.00.

The City will make the connection to the City's distribution and install the appropriate meter. The Customer will supply and install all other required equipment

#### 4.4 Meter Checking

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or a certified meter inspection facility, responsible for affixing government seals on meters. No seal shall be broken and if found so the account holder will be charged for any costs incurred by the City to rectify the issue.

If a customer doubts the accuracy of the meter serving his/her premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as follows:

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

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund the appropriate amount.

#### 4.5 Estimation of Readings

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

Applicable to Residential Customers

An optional service will be offered to those customers who prefer not to have a radio read meter at their service entrance. A digital non-radio read meter will be installed as an alternate to the standard digital radio read meter.

The customer will be required to pay a onetime 'Setup Charge'. For each billing cycle thereafter the customer will be required to pay a 'Manual Read Charge' along with the regular residential service rates applicable under this bylaw.

This service may be discontinued if it is not compatible with the Technology, Practices, Procedures or Capacity of the Electrical Utility. In the event of program cancellation a refund of the setup fee will be made to any customer who subscribed to the service less than two years prior.

Rate: Setup Charge:       \$162.95

Manual Read Charge:       \$14.98

#### **SCHEDULE D**

### **CITY OF GRAND FORKS** **ELECTRICAL BILLING AND COLLECTION REGULATIONS**

- 1. Billings and Payment of Accounts**
  - 1.1 Bills will be rendered on a basis of actual consumption, in accordance with the rates set out in "Schedule C".
  - 1.2 Bills will be rendered on a bi-monthly basis and, will be issued as early as practical in the billing period following that for which the Customer's bill has been determined.
  - 1.3 Bills are due and payable upon presentation. Accounts not paid by the "Due Date" imprinted on the statement shall be deemed to be in arrears.
  - 1.4 Except as otherwise provided in this Bylaw, or in any amendments thereto, no money received by the City in payment of rates or charges chargeable under this Bylaw or under any amendments thereto, shall be applied to the payment of the rates or charges for the then current month, until all rates and charges which became due in previous months have been fully paid.
  - 1.5 Any rates or charges that have come into arrears by the thirty-first (31st) day of December in the year imposed are deemed to be taxes in arrears and bear interest

from said date at the rate specified in Section 245 of the Community Charter, as amended from time to time.

#### 1.6 Equal Payment Plan

Upon application, the City will permit qualifying Customers to make equal monthly payments. The payments will be calculated to yield during the period ending in December, the total estimated amount that would be payable by the Customer calculated by applying the applicable rate, to the Customer's estimated consumption during the period. Customers may make application at any time of the year. All accounts will be reconciled in December.

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

The equal payment plan may be terminated by the Customer or the City if the Customer has not maintained satisfactory credit. The City deems credit to be unsatisfactory if for any reason two payments fail to be honoured.

On the reconciliation date, the amount payable to the City for electricity will be determined by subtracting the sum of equal payments from the actual consumption charges during the equal payment period. Any resulting amount owing by the Customer will be paid to the City. Any excess of payments over charges will be carried forward and included in the calculation of the equal payments for the next period. On termination of account and after the final bill has been calculated, any credit balance will be refunded to the Customer.

#### 1.7 Penalty

A penalty, as set out in the City's Fees & Charges Bylaw, will be added to outstanding balances of all accounts after the due date. This provision does not apply to equal payment plan Customers.

#### 1.8 Back-Billing

For the purposes of this Bylaw, back billing shall mean the billing or re-billing for services to a Customer because original billings are discovered to be either too high (over-billed) or too low (under-billed). The discovery may be made by either the Customer or the City.

Where metering or billing errors occur, the consumption shall be based upon the records of the City for the Customer, the Customer's own records to the extent they are available and accurate, or reasonable and fair estimates made by the City. Such estimates shall be on a consistent basis within each rate class or according to a contract with the Customer, if applicable.

If there are reasonable grounds to believe that the Customer has tampered with or otherwise used the service in an unauthorized way, or evidence of fraud, theft or other criminal act exists, then the extent of back-billing shall be for the duration of unauthorized use as determined solely by the Manager of Operations, subject to the applicable limitation period provided by law.

In addition, the Customer shall be liable for the direct administrative costs incurred by the City in the investigation of any incident of tampering, including the direct costs of repair, or replacement of equipment.

In a case of over-billing, the City may refund to the Customer all money incorrectly collected for the duration of the error, subject to the applicable limitation period provided by law.

In cases of under billing, the City may offer the Customer reasonable terms of repayment. If requested by the Customer, the repayment term may be equivalent in length to the back-billing period. The repayment may be interest free and in equal installments corresponding to the Customer's normal billing cycle. However, delinquency in payment of such installments shall be subject to the usual late payment charge.

Subject to the rest of Section 1 of this Schedule, all bills will be sent to the Owner of real property to which electrical energy is supplied by the City.

An Owner of real property to which electrical energy is or may be supplied under this Bylaw may deliver to the City a request in writing, signed by that Owner, requesting that the City send electrical energy Bills relating to that real property to an occupier of that real property and where that occupier consents in writing to receive those electrical energy bills, the City may send the electrical energy bills to that occupier until:

- (a) the City becomes aware that the occupier has ceased to occupy that real property;
- (b) electrical energy service to that real property is discontinued; or
- (c) the Owner of that real property requests in writing that bills relating to that real property be sent to that Owner. Where electrical energy bills are sent to an occupier of real property under Section 1 of this Schedule, the Owner of that real property remains the Customer for the purposes of this Bylaw

## **2. Term of Service**

Unless otherwise specifically provided for in these terms and conditions, the terms of service shall:



- (a) commence on the day that the City's supply is connected to the Customer's service installation and is capable of supplying their electricity needs; and
- (b) continue thereafter until cancelled by written notice given in advance by at least two business days by either party. The amount of the account outstanding upon cancellation shall be deemed due and payable immediately.

**3. Application of Rates**

All electrical Energy supplied by the Electric Utility to its appropriate Customer classifications shall be billed in accordance with the applicable rates as set out in "Schedule C" of this Bylaw or by other superseding amendment schedules which Council may from time to time decide to make effective.

In addition to payments for electricity, the Customer shall pay to the City the amount of any sales taxes, goods and services taxes, or any other tax or assessment levied by any competent taxing authority on any electricity delivered to the Customer.

## Change Log for Bylaw 2015

- Change the definition of "Customer" to:  
means any person, company, or corporation who has opened a service account with the City for the purpose of being supplied with electrical energy by the City
- New definition for "Occupier":  
means the same as in the Community Charter, as amended from time to time;
- Changed Schedule A 4.1(a) to include: "disconnect"  
  
shall not be responsible or liable for any loss, injury, damage or expense caused by or resulting from any interruption, termination, disconnect, failure or defect in the supply of electricity
- Re-structured Schedule B 1.4 & 1.5 to Schedule B 1.3 & 1.4 respectively
- Re-structured Schedule B 1.3 to Schedule B 1.5
- Changed Schedule B 1.5:  
The City may discontinue the supply of electrical energy for any or all of the following reasons to any property where the owner or any other person on that property using the electrical energy:
- Changed Schedule B 1.5(a);  
failure to comply with the rules established under this Bylaw for the use of the service;
- Added Schedule B 1.5(f):  
failure to pay when due any user fees, charges, or taxes imposed under this or any other bylaw of the City in relation to the service
- Added Schedule B 1.6 through 1.10
  - 1.6 The supply of electrical energy may be limited or interrupted by the City to accommodate routine maintenance or the construction of improvements to the municipal Electrical Utility.
  - 1.7 Except in the case of an emergency, the City will endeavor to provide reasonable notice to affected parties of any service interruption or limitation of service.
  - 1.8 Before discontinuing service due to non-compliance with any of the provisions of this bylaw, the City will:
    - (a) provide the owner and all occupiers of that property with at least thirty (30) days notice in writing of discontinuation of the service
    - (b) give the person affected the opportunity to make representations to Council in respect of such non-compliance at a regularly scheduled Council meeting that is scheduled to take place within thirty (30) days following delivery of the notice of discontinuation, provided that the owner or occupier wishing to make the representations notifies the City's Corporate Officer of their intention to do so at least 24 hours before that Council meeting.
  - 1.9 Notice under Section 1.8(a) may be given by one or more of the following:
    - (a) posting notice on the property;

- (b) providing notice on an Owner's and Occupier's electrical utility bill;
- (c) mailing notice to the address(es) supplied by the Owner and Occupier or the address of the property;
- (d) telephoning the Owner and Occupier, which may include speaking directly to the Owner or leaving a message at the telephone numbers supplied.
- (e) Electronic mail (E-Mail) the Owner and Occupier at the email address(es) supplied.

1.10 The City is not responsible for any notice failing to reach an Owner or Occupier prior to the shut off of electrical energy.

- Replaced Schedule C entirely from Bylaw 2009 – Electrical Utility Rates
- Corrected Format of the bylaw to “Justify” (Distribute text across page evenly)

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

**ELECTRICAL UTILITY REGULATORY BYLAW NO. 1975**

**A bylaw to provide for the regulation and control of the Electrical Utility of the Corporation of the City of Grand Forks and impose rates, terms and conditions for supply of electricity service.**

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**WHEREAS** the Council of the Corporation of the City of Grand Forks considers it desirable and expedient to maintain an Electrical Department for the Grand Forks community and to make regulations for the supply of this service;

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

**1. TITLE**

- 1.1 This bylaw may be cited for all purposes as the **“City of Grand Forks Electrical Utility Regulatory Bylaw No. 1975, 2014.”**

**2. DEFINITIONS**

- 2.1 In this Bylaw, unless the content otherwise requires, the following definitions will apply:

**“Bi-Monthly”** means every two-month period;

**“City”** means the Corporation of the City of Grand Forks;

**“Chief Financial Officer”** means the Chief Financial Officer appointed by the City or his/her authorized deputy;

**“Customer”** means an Owner of real property to which electrical energy is supplied by the City;

**“Council”** means the elected Council of the Corporation of the City of Grand Forks;

**“Electrical Department”** is as defined in Section 3.3 of this bylaw;

**“Electrical Utility”** means the City's electrical distribution system and includes all the structures, switchgear, transformers, poles, wires, cables, meters and related apparatus and facilities used in the receiving, distribution and measuring of electrical power and energy and which comprise the electrical distribution system. It also includes all land, easements, rights-of-way, buildings, vehicles,

tools, or other things, which, by their necessity and usage, form an essential part of the electrical distribution system;

**“Manager of Operations”** means the person appointed from time to time by the City to supervise the operations of the Electrical Utility or his authorized deputy or assistant;

**“Owner”** means the same as in the Community Charter, as amended from time to time;

**“Point of Delivery”** means the first point of connection between the City's electrical distribution and the Customers' electrical facilities. This will be at the service mast on overhead services (not including the attachment point for the overhead wire) and at property line on underground secondary services;

**“Power Factor”** means the percentage determined by dividing the Customer's demand measured in kilowatts by the same demand measured in kilovolt-amperes;

**“Premises”** means the land occupied by the Customer together with any buildings, works, or improvements, which have been erected or constructed thereon;

**“Rate or Rates”** includes every toll, rate, security deposit, and interest on arrears or any other lawfully collectible charges applicable under this Bylaw for the provision and delivery of electricity in any form or services which are in any way related to the delivery of electricity;

**“Service”** means the supply of electricity from the City to any premises, and where the context requires, the electrical utility necessary to and actually used for the purposes of the supply;

**“Service Area”** means the area within the boundaries of the City currently serviced by the City's Electrical Utility, as outlined in “Schedule A”;

**“Service Connection”** means that portion of the distribution system facilities extending from the City's circuits on a public highway to the point of delivery. They include but are not necessarily limited to the following types:

- a) **“Overhead Service”** - That portion of an overhead service connection extending not more than 30 meters onto the Customer's property and not beyond the first intermediate support on such property.
- b) **“Dip Service”** - A service connection provided from the City's overhead circuits that is underground where it crosses the Customer's property line.

- c) **“Underground Service”** - A service connection provided from the City's underground circuits;

**“Service Entrance”** is the point on the Customer's premises at which the point of delivery is between the City's system and the Customer's system;

**“Temporary Service”** means a service provided to meet a temporary need (no longer than 270 days connected) not to exceed 30 meters in length from the City's distribution and does not include the supply of a periodical or seasonal service requirement that may occur at the same location.

### 3. ADMINISTRATION

- 3.1 The Electrical Utility shall be administered jointly by the Financial Administration Department and the Electrical Department, and the management of such departments shall be directly responsible to the Chief Administrative Officer.
- 3.2 The Financial Administration Department, under the control of the Chief Financial Officer, shall be totally responsible for the business management of the Electrical Utility. The department will be responsible for the control and management of all financial matters pertaining to the operation of the Utility and preparation of budgets, financial statements pertaining to the Electrical Utility operation, and for the preparation of all bills and accounts, and the collection of same, all in accordance with the rates and charges outlined in “Schedule C”, and the billing and collection regulations outlined in “Schedule D”, attached to this bylaw.
- 3.3 The Electrical Department, under the control of the Manager of Operations shall be responsible for the construction, maintenance and operation of all the properties and physical plant owned or controlled by the City, which are necessary for and pertinent to the proper operation of the Electrical Utility.

The Manager of Operations shall also be responsible for:

- a) all matters directly related to the supply of service to Customers of the Electrical Utility and the maintenance of good quality service to such Customers;
- b) determining that all works constructed by or for the Electrical Utility are in accordance with applicable requirements for electric utilities in the Province of British Columbia;
- c) ensuring, to the best of his/her ability, the safety of all employees of the Electrical Department and of the City who may be performing works related to the operation of the Electrical Utility;

- d) the enforcement of the "Electrical Service Regulations", as outlined in "Schedule B" of this bylaw. He/She shall also ensure that all policies, procedures and the works installed, constructed, altered, repaired or maintained for the Electrical Utility are done in such a manner as will cause minimal damage or danger to life or property of the employee or public at large. He/she shall be responsible at all times to the Chief Administrative Officer.

#### **4. TERMS AND CONDITIONS**

##### **4.1 The City's Responsibilities:**

- a) The City will endeavour to provide a regular and uninterrupted supply of electricity but it does not guarantee a constant supply of electricity or the maintenance of unvaried frequency or voltage and shall not be responsible or liable for any loss, injury, damage or expense caused by or resulting from any interruption, termination, failure or defect in the supply of electricity, whether caused by the negligence of the City, its servants or agents, or otherwise unless the loss, injury, damage or expense is directly resulting from the willful misconduct of the City, its servants or agents, provided, however, that the City, its servants and agents are not responsible for any loss of profit, loss of revenues or other economic loss even if the loss is directly resulting from the willful misconduct of the City, its servants or agents.

##### **4.2 The Customer's Responsibilities:**

- a) Every Customer shall comply with the terms and conditions set out in "Schedule B".
- b) Every Customer shall pay for the service in accordance with the rates and charges outlined in "Schedule C" of this bylaw.
- c) The Customer also agrees to pay for the service based on the Electrical Billing and Collection Regulations, outlined in "Schedule D" of this bylaw.
- d) If a Customer does not pay the fees and charges, outlined in all portions of this bylaw, on or before December 31st in the year that the rates or charges were due and payable, then those rates and charges will be added to and form part of the taxes payable on the property as taxes in arrears.
- e) The Customer is responsible for supplying all the information necessary to properly determine the service requirements.

- f) The Customer shall be responsible for the installation of the service entrance and the meter location, which shall be located at a point satisfactory to the City.

## **5. VIOLATIONS AND PENALTIES**

- 5.1 Any person guilty of any violation or infraction of any of the provisions of this Bylaw (whether expressly declared or not), shall be liable, upon conviction, to a fine of not more than Two Thousand (\$2000.00) Dollars and costs of prosecution. The penalties imposed under this sub-Section supplement and are not a substitute for any other remedy to an infraction of this bylaw.

## **6. APPLICATION**

- 6.1 This bylaw applies to all lands within the Service Area.

## **7. SEVERABILITY**

- 7.1 If any Section, sub-Section, clause, sub-clause or phrase of this bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.

## **8. REPEAL**

- 8.1 The City of Grand Forks "**Electrical Utility Regulatory Bylaw No. 1543, 1998**" and all amendments thereto are hereby repealed.

## **9. ENACTMENT**

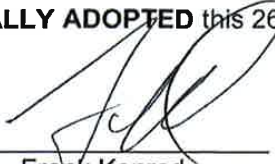
- 9.1 This bylaw is to take effect upon adoption by the Council of the Corporation of the City of Grand Forks.

Read a **FIRST** time this 6th day of October, 2014.

Read a **SECOND** time this 6th day of October, 2014.

Read a **THIRD** time this 12<sup>th</sup> day of January, 2015.

**FINALLY ADOPTED** this 26<sup>th</sup> day of January, 2015.

  
\_\_\_\_\_  
Mayor Frank Konrad

  
\_\_\_\_\_  
Acting Corporate Officer – Sarah Winton



**CERTIFICATE**

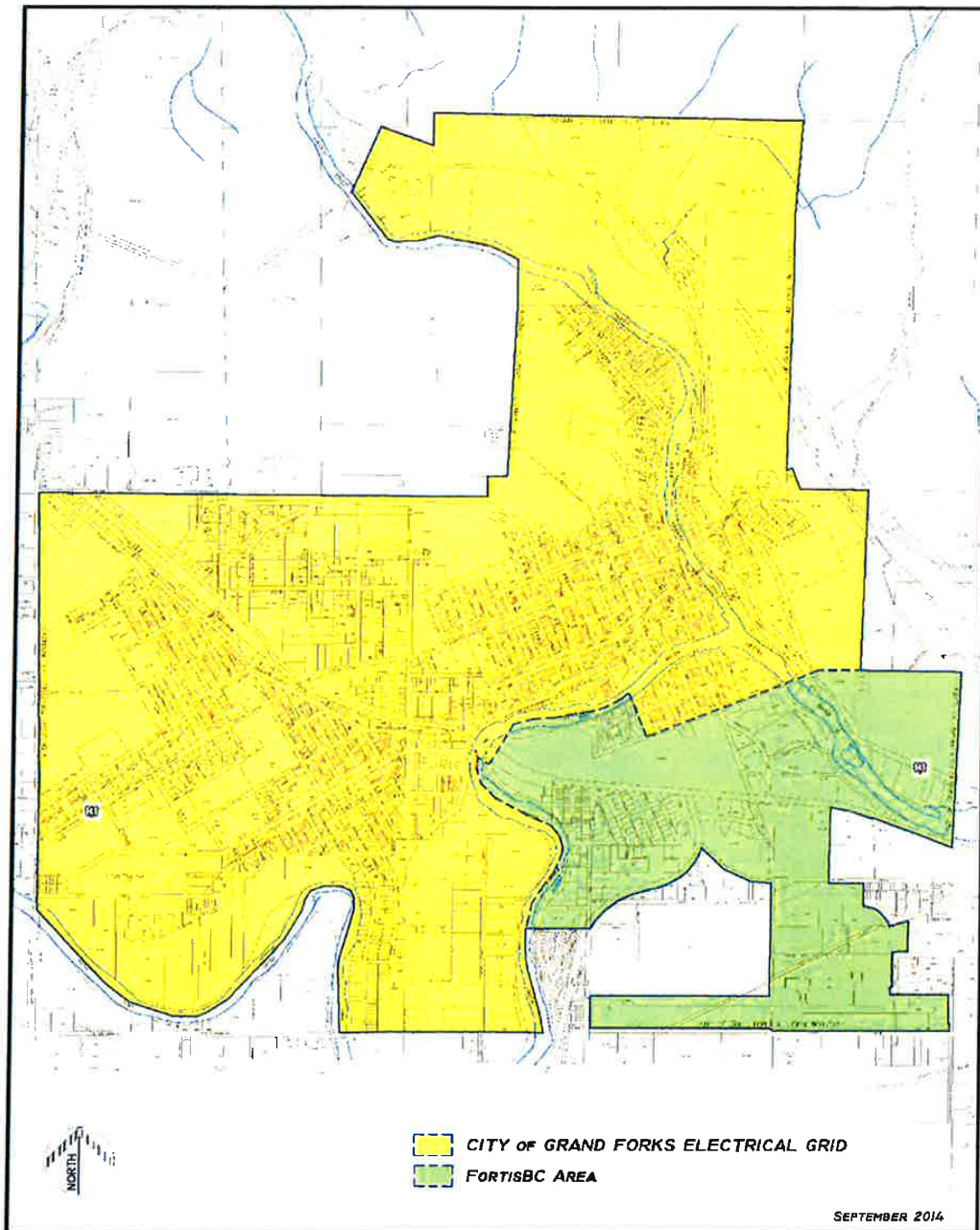
I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1975, as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 26<sup>th</sup> day of January, 2015.

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

\_\_\_\_\_  
Date Signed

**SCHEDULE A**

**CITY OF GRAND FORKS ELECTRICAL SERVICE AREA**



**SCHEDULE B**

**CITY OF GRAND FORKS**  
**ELECTRICAL SERVICE REGULATIONS**

**1. Terms and Conditions of Use and Supply of Electrical Energy:**

- 1.1 Every Customer shall, in respect of any real property of that Customer to which electrical energy is supplied by the City:
- (a) pay to the City, in accordance with the rates and charges set out in "Schedule C" and in accordance with "Schedule D", for the electrical energy supplied by the City to that real property;
  - (b) ensure that electrical energy supplied by the City to that real property is not used for any purpose other than the purpose identified in the application for service relating to that real property;
  - (c) not damage, and shall ensure that occupiers of or invitees to that real property do not damage, any electrical equipment or facilities installed by the City on that real property. This is to include any seal or sign attached to that equipment;
  - (d) ensure that nothing is done on that real property, including without limitation an alteration of wiring, that will or may appreciably change the amount or nature of the load imposed on the Electrical Utility, without the prior consent of the Manager of Operations;
  - (e) ensure that officers, employees and agents of the City have safe and unobstructed access on that real property at all reasonable times for the purpose of ensuring that this Bylaw is being complied with, testing the Owner's electrical energy system, or carrying out any other activity that is necessary for the proper operation of the Electrical Utility;
  - (f) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of this Schedule, pay to the City the charge set out in Section 4.1 of Schedule "C" as a return visit charge;
  - (g) ensure that the power factor applicable to the delivery of electrical energy to that real property is not lower than 95%;

- (h) ensure that single phase motors rated larger than two (2) horsepower are not used on 120 volt circuits without the prior written consent of the Manager of Operations;
  - (i) ensure that motors of 20 horsepower or larger are equipped with reduced voltage starters or other devices approved in writing by the Manager of Operations, unless otherwise authorized in writing by the Manager of Operations;
  - (j) ensure that 120 volt circuits are connected so as to balance as nearly as possible the currents drawn from the circuits at the point of delivery;
  - (k) ensure that space heating units having a rating of 3 kw or larger are individually thermostatically controlled and that no single in-line thermostat is used to control more than 6 kw of rated capacity;
  - (l) ensure that the phase heating units controlled by one switch or thermostat have no more than 25 kw of rated capacity; and
  - (m) ensure that no facilities capable of generating electricity, except as otherwise permitted in this bylaw, are installed, unless those facilities are at all times electrically isolated from the Electrical Utility.
- 1.2 The City shall retain full title to all electrical equipment and facilities up to the point of delivery, including without limitation all electrical metering devices, installed by the City for the purpose of supplying and measuring electrical energy under this Bylaw.
- 1.3 The City may discontinue the supply of electrical energy to any real property where:
- (a) the Owner of that real property has failed to comply with any provision of this Bylaw;
  - (b) in the opinion of the Manager of Operations, the continued supply of electrical energy to that real property would or might be harmful to the Electrical Utility, create an unreasonable demand on that system, or create an abnormal or unacceptable fluctuation of the line voltages of that system;
  - (c) discontinuance is necessary to enable the City to repair or maintain the Electrical Utility;
  - (d) by reason of a shortage of supply or otherwise, the City considers that it cannot practically continue to supply electrical energy to that real property;

e) a previously metered service has been disconnected for more than 1 year.

- 1.4 The City may, from time to time, conduct tests of any Customer's power factor, and where that power factor is found by the City to be lower than 95%, the Customer shall, within 30 days of a written request to do so from the City, install, at his or her expense, power factor corrective equipment acceptable to the Manager of Operations.
- 1.5 Every Customer is liable for, and shall pay to the City forthwith after receiving an invoice setting out those costs, any costs incurred by the City in repairing any damage caused to the Electrical Utility or to any equipment or facilities installed by the City on that Customer's real property, where the damage occurs as a result of the failure of the Customer to comply with any provision of this Bylaw.

## **2. New Service Connections**

- 2.1 No person may request to connect any electrical energy lines or works to the Electrical Utility unless:
- (a) the Owner of the real property to be supplied with electrical energy as a result of that connection has first:
    - i) submitted to the City a complete New Electrical Service Application in a form provided by the City;
    - ii) paid the New Electrical Service Application fee that is identified in "Schedule C" of this Bylaw as the fee applicable to the type of connection identified in the New Electrical Service Application; and
    - iii) provided evidence satisfactory to the Manager of Operations that he or she has obtained every permit and approval, including the approval of a provincial electrical inspector, that he or she is required under any enactment to obtain before requesting the connection,
  - (b) the person requesting the connection is the Owner of the real property to be supplied with electrical energy as a result of that connection or a person authorized in writing by that Owner to request the connection.
- 2.2 All Meters shall be installed by the City, in a location approved by the Manager of Operations. Meter location specifications shall be as follows:
- (a) The meter socket shall be surface mounted, located on an outside wall and be within one Meter of the corner nearest to the point of supply, except in the case of Metering over 300 volts, the Meter shall be installed on the supply side of the Customer disconnect and Meter locations shall be approved by the Utility Department;

- (b) All meter sockets shall be installed between 1.5 meters and 2 meters above final ground level to the centre of the meter and located not more than 30 meters into the lot;
- (c) Meters shall not be installed in carports, breezeways or on decks or other similar areas;
- (d) Meters shall be installed in locations that permit safe and unfettered access by employees or agents of the City;
- (e) The Manager of Operations, at his/her sole discretion, may make exceptions to the general specifications for meter installations, where a standard location will cause design and installation difficulties, subject to the meter remaining accessible to the City at all times;
- (f) The Manager of Operations may require, at the Customer's expense, that the Customer relocate any meter that is located in an area that cannot be conveniently accessed by the City at all times, or is considered by the Manager of Operations to be unsafe;
- (g) For all electrical Services in excess of 200 amperes, the Customer shall supply and install an enclosure for current and potential transformers and the design of the enclosure shall first be approved by the Manager of Operations;
- (h) Primary voltage metering connections shall have metering installations paid for by the Customer;
- (i) The Manager of Operations may refuse connection of any electrical Service built in a location not approved by the Manager of Operations, or not built to accepted standards;
- (j) The City will not supply transformation from one secondary voltage to another secondary voltage;
- (k) The City reserves the right to determine the supply voltage of all electrical Service connections;

2.3 Nominal Secondary Supply Voltages are:

- (a) From pole mounted transformers:
  - i. Single Phase – 120/240 volts, 3 wire, maximum 400 amperes.
  - ii. Three Phase - 120/208 volts, 4 wire, maximum 400 amperes transformation capacity.

iii. Three Phase - 347/600 volts, 4 wire, maximum 400 amperes transformation capacity.

(b) From pad mounted transformers:

i. Single Phase – 120/240 volts, 3 wire, maximum 800 amperes.

ii. Three Phase – 120/208 volts, 4 wire, maximum 500 kVA transformation capacity.

iii. Three Phase – 347/600 volts, 4 wire, maximum 2,500 kVA transformation capacity.

(c) Delta services are prohibited.

(d) For loads or supply voltages different from those listed in this Section (e.g. 277-480 volts), the Manager of Operations may require that a Customer supply their own transformation facilities and take service at the available primary voltage; or supply their own secondary voltage conversion transformation.

(e) All facilities and equipment to be connected to the City's facilities must be in a condition that is approved by the Manager of Operations. Installation must be carried out in a manner to ensure proper balancing of phases and circuits, and to ensure that the City's equipment is not endangered or that no abnormal voltage fluctuations are anticipated. All three-phase, four-wire facilities must be designed to prevent the load on the phase with the highest load exceeding that on the phase with the lowest load by more than ten (10%) percent.

2.4 Customer owned electrical facilities must not be extended across, under or over a street, lane, alley or other public or private space not owned by the Customer for the purpose of servicing more than one Premise through one meter.

2.5 It is the Customer's sole responsibility to obtain any easements or statutory rights of way required by the City or others, to permit the installation of an electrical Service.

### **3.0 Electrical Utility Extension**

3.1 The Manager of Operations is not required to approve any New Electrical Service Application in respect of any real property, where the connection cannot be made without an extension of the City's electrical service line, unless:

(a) the City has first approved (and it is under no obligation to do so) the extension of that service line;

- (b) the Owner has first paid to the City the cost estimated by the City to extend that service line, which cost shall include, without limitation, the cost of installing any poles or other works or appurtenances related to that service line extension; and
- (c) the Owner has first granted to the City, or ensured that others have granted to the City, statutory rights-of-way, satisfactory to the City over any property on which the service line is to be located that is not under the possession and control of the City.

3.2 Where the cost incurred by the City in extending a Service line to any real property exceeds the amount paid by the Owner of that real property under Section 3.1(b) of this Schedule, the Owner shall forthwith upon receiving a bill from the City pay to the City the amount of that excess, and where the amount paid by the Owner to the City under Section 3.1(b) of this Schedule exceeds the cost incurred by the City in extending the service line, the City shall pay the amount of the excess to the Owner.

3.3 Subject to Section 3.5 of this Schedule, where a property Owner pays for the extension of a service line under Section 3.1(b) of this Schedule and the extension has the capacity to serve land other than land owned by that property Owner, each property Owner whose property is subsequently connected to that extension shall pay to the City for each electrical service connection made within that extension, in addition to any other charges applicable under this Bylaw, the following amount, and the original property Owner who paid for the service line extension will be reimbursed the following amount:

|   |   |   |
|---|---|---|
|   | X | <div style="text-align: center; margin-bottom: 5px;">1</div> <hr style="width: 100%;"/> <i>Sum of the possible service connections which could be made within the service line extension based on the City's bylaws regulating the subdivision of land, plus one (for original service)</i> |
| <i>Cost of service line extension paid by the original property owner</i> |   |   |

3.4 For the purpose of Section 3.3 of this Schedule, the number of possible service connections referred to in the calculation described in that Section is the number estimated by the Manager of Operations at the time the original property Owner applies for the service line extension.

3.5 Section 3.3 of this Schedule ceases to apply to a service line extension on the earlier of:



- (a) the day on which the property Owner who paid the cost of the service line extension has been reimbursed that cost less the amount obtained as a result of the calculation referred to in Section 3.3 of this Schedule, or
- (b) the day which is five (5) years after the day on which the service line extension is completed.

#### **4. Electrical Energy Accounts**

- 4.1 No person shall use electrical energy supplied by the City unless an Owner of real property to which that electrical energy has an Electrical Utility account in his or her name.

#### **5. New Accounts**

- 5.1 An Owner of real property to which electrical energy is being, or is capable of being supplied, may apply to the City to have an Electrical Utility account opened in his or her name by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City, the existing service connection charge set out in Section 4.1 of "Schedule C".

#### **6. Turning Off or On Existing Service**

- 6.1 An Owner of real property may apply to have an existing electrical service turned off or on or a disconnected meter reconnected by submitting to the City a completed Existing Electrical Account Application in a form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

#### **7. Meter Reading**

- 7.1 An Owner of real property or a person designated by the Owner as the agent, may apply to have an electrical meter read by submitting to the City a written request in the form provided by the City and by paying to the City the existing service connection charge set out in Section 4.1 of "Schedule C".

#### **8. Refusal to Connect or Serve**

- 8.1 The City may refuse to provide service to any customer who has an unpaid account at any premises within the Service Area or who has otherwise failed to comply with any provision of this Bylaw.

#### **9. Point of Delivery and Metering**

- 9.1 For overhead secondary service connections, the point of delivery shall be where the Customer's circuit connects to the City's overhead system at the service mast

(not including the attachment point or structure). For an underground secondary service the point of delivery shall be where the underground circuit enters the property owned or occupied by the Customer.

- 9.2 The metering of the Customer's load demand and energy consumption shall be done by facilities owned and provided by the City. The Customer shall, where required, make all necessary provisions for the installation of the City's facilities, including any necessary wiring and fittings and boxes, to the satisfaction of the City and in accordance with all the applicable electrical inspection rules and safety requirements.
- 9.3 The Customer shall take all reasonable care to protect all meters and related apparatus belonging to the City on the Customer's premises and shall reimburse the City for any loss or damage occurrence to same except to the extent that the Customer is able to show that loss or damage was due to defects in such facilities or to omission or negligence on the part of the City's employees.
- 9.4 Where separate points of delivery exist for the supply of electricity to a single Customer or more than one meter is required to properly measure the load demands, consumption and power factors of the Customer's loads as supplied under the applicable rates Schedules, the readings of such meters will be billed separately unless their combination is specifically authorized by the City.

#### **10. Removal of Hazardous Trees from Private Property**

- 10.1 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of inspecting any trees, shrubs and other growths or any other obstacles which may, in the City's sole discretion, constitute a danger or a hazard to the electrical distribution system.
- 10.2 The City may give notice ("the Notice") to a property Owner, which would require the property Owner to remove, cut, top, prune, move, or otherwise deal with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis that, in the City's sole discretion, may endanger or present a hazard, or become dangerous or hazardous to the electrical distribution system.
- 10.3 Unless the Notice expressly excludes the requirement to obtain approval in advance, a person will not undertake any works relating to any tree, shrub, or growth that is subject of the Notice, without the prior approval of the City, by filing a work plan, which is satisfactory to the City.
- 10.4 If the property Owner fails to comply with the requirements in the Notice within 20 days of the date of the Notice, or such other later date that may be specified in the Notice, to the satisfaction of the City, then the City may enter at any reasonable time upon the premises for the purpose of removing, cutting, topping,

pruning, moving or otherwise dealing with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis or otherwise as required by the Notice.

- 10.5 Notwithstanding the issuance of the Notice, the City may exercise its rights, powers and obligations under this Section to remove the trees, shrubs and other growths or other obstacles that are the subject of the Notice, and the property Owner will compensate and be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City.
- 10.6 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of cutting down any trees, shrubs and other growths or remove any other obstacles that, in the City's sole discretion present an immediate danger or hazard to the electrical distribution system.
- 10.7 The property Owner will be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City pursuant to this Section.
- 10.8 If the property Owner, fails to comply with any Notice issued under this Section, or obstructs, resists, interferes or otherwise fails to cooperate with the City when the City is exercising its rights, under this bylaw, then the property Owner will be responsible, liable or otherwise held accountable for any and all costs, expenses, damages or injuries which are suffered or incurred by the City, its employees, agents, contractors, either directly or indirectly, or which result in damage to the electrical distribution system.
- 10.9 When exercising its rights under this bylaw, the City is not responsible, liable or otherwise accountable, either directly or indirectly, for any costs, expenses, damages or injuries that are suffered or incurred by any property Owner or person which are a result of:
  - (a) its entry upon, occupation of or exit from any premises;
  - (b) its trespass on any premises or property;
  - (c) a nuisance created by it;
  - (d) an invasion of privacy committed by it; or
  - (e) its negligent actions or inactions .
- 10.10 Nothing in this Section or Bylaw shall be construed as imposing any additional duty, obligation or requirement on the City to remove, cut, top, prune, move, or otherwise maintain any trees, shrubs, growths or other obstacles that would not otherwise be imposed on the City and at all times, with or without notice, it is the customers responsibility to keep all the trees, shrubs and other growths or other obstacles clear of power lines or electrical infrastructure on the Customers private property.

## **11. Photo-Voltaic Services**

- 11.1 Available for residential usage with solar (PV) installations of not more than 10 kVA (  $kVA = \frac{kWAC}{\text{Power Factor}}$  ).

Commercial photo-voltaic services may be allowed at the discretion of the City.

- 11.2 Each residential photo-voltaic service requires a bi-directional meter which will be installed by the Grand Forks Manager of Operations at the owners cost. Energy in excess of the residence consumption will be purchased by the Electrical Utility at the residential sales rate subject to:
- (a) Energy surplus will be accumulated in each billing cycle and applied first to subsequent consumption.
  - (b) The first 4,000 kWh of annual excess energy will be purchased at the residential rate in effect at the year end. Any energy in excess of 4,000 kWh will be purchased at the prevailing avoided cost of energy purchase.
  - (c) Any surplus over \$50 at year end will be paid to the customer.
  - (d) Any surplus of \$50 or less will be applied as an energy credit to the account.
  - (e) Grid interconnection must be made in accordance with the City's "Interconnection Requirements for Residential Photo-Voltaic Power Producers Guidelines" document, provided by the City and amended from time to time.
- 11.3 Independent Power Producer (IPP) projects or commercial projects not covered in Section 11.1 require special considerations. Approval for the interconnection of power purchase rates will be at the sole discretion of the Grand Forks Electric Utility and structured to prevent negative operating and financial impacts to the electric utility and its rate payers.

## **SCHEDULE C**

### **CITY OF GRAND FORKS** **ELECTRICAL UTILITY RATES AND CONNECTION CHARGES**

#### **1. Residential Service**

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

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:                    | \$16.46/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.10344 per KWH   |

#### **2. Commercial/Industrial/Institutional Service**

Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost.

- |     |   |                     |
|-----|---|---------------------|
| (a) | Basic minimum service charge:   | \$17.81/month, plus |
| (b) | Electrical rate per consumption for the first<br>200,000 KWH or less in a two-month billing period: | \$0.11069 per KWH   |
| (c) | Electrical rate per consumption for all usage above<br>200,000 KWH in a two-month billing period:   | \$0.08214 per KWH   |

#### **3. Seasonal Loads (minimum period of service is three months)**

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

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:                    | \$17.04/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.11069 per KWH   |

#### **4. Service Charges**

##### **4.1 Existing Service Connection and Reconnection Charges:**

A fee of **\$50.00** (plus applicable taxes) shall apply to all applications involving the following:

- (a) the owner of real property wishes to establish a new electrical utility account in their name;
- (b) the owner of real property wishes to have the electrical meter read;
- (c) the owner of real property wishes to have the existing electrical service turned off and/or turned on;
- (d) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw; and
- (e) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of "Schedule B."

This fee is designed to defray the costs involved with service calls, meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. The Customer will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Electrical Service or Upgraded Service. If an existing service has been disconnected or salvaged due to inactivity (9 months or more) it will be treated as a new installation.

#### 4.2 New Service Installations or Upgrading of Existing Service:

- (a) Basic Single Phase Overhead Connection
  - i) 200 amp service \$ 700.00
  - ii) 400 amp service \$1,700.00

The City will provide up to 30 meters of appropriate sized wire, do the connection on the customers service entrance, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (b) Basic Single Phase Underground Connection (includes dip service)
  - i) 200 amp service \$ 1,230.00
  - ii) 400 amp service \$ 2,230.00

The City will provide up to 30 meters of appropriate sized wire, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (c) All other services greater than 400 amp At Cost
- (d) Three Phase - Overhead/Underground At Cost

New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.

#### 4.3 Temporary Construction Service

- (a) Temporary service - 100 amp or less \$250.00.

The City will make the connection to the City's distribution and install the appropriate meter. The Customer will supply and install all other required equipment

#### 4.4 Meter Checking

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or a certified meter inspection facility, responsible for affixing government seals on meters. No seal shall be broken and if found so the account holder will be charged for any costs incurred by the City to rectify the issue.

If a customer doubts the accuracy of the meter serving his/her premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as follows:

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

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund the appropriate amount.

#### 4.5 Estimation of Readings

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

**SCHEDULE D**

**CITY OF GRAND FORKS**  
**ELECTRICAL BILLING AND COLLECTION REGULATIONS**

**1. Billings and Payment of Accounts**

- 1.1 Bills will be rendered on a basis of actual consumption, in accordance with the rates set out in "Schedule C".
- 1.2 Bills will be rendered on a bi-monthly basis and will be issued as early as practical in the billing period following that for which the Customer's bill has been determined.
- 1.3 Bills are due and payable upon presentation. Accounts not paid by the "Due Date" imprinted on the statement shall be deemed to be in arrears.
- 1.4 Except as otherwise provided in this Bylaw, or in any amendments thereto, no money received by the City in payment of rates or charges chargeable under this Bylaw or under any amendments thereto, shall be applied to the payment of the rates or charges for the then current month, until all rates and charges which became due in previous months have been fully paid.
- 1.5 Any rates or charges that have come into arrears by the thirty-first (31st) day of December in the year imposed are deemed to be taxes in arrears and bear interest from said date at the rate specified in Section 245 of the Community Charter, as amended from time to time.

**1.6 Equal Payment Plan**

Upon application, the City will permit qualifying Customers to make equal monthly payments. The payments will be calculated to yield during the period ending in December, the total estimated amount that would be payable by the Customer calculated by applying the applicable rate, to the Customer's estimated consumption during the period. Customers may make application at any time of the year. All accounts will be reconciled in December.

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

The equal payment plan may be terminated by the Customer or the City if the Customer has not maintained satisfactory credit. The City deems credit to be unsatisfactory if for any reason two payments fail to be honoured.



On the reconciliation date, the amount payable to the City for electricity will be determined by subtracting the sum of equal payments from the actual consumption charges during the equal payment period. Any resulting amount owing by the Customer will be paid to the City. Any excess of payments over charges will be carried forward and included in the calculation of the equal payments for the next period. On termination of account and after the final bill has been calculated, any credit balance will be refunded to the Customer.

#### **1.7 Penalty**

A penalty, as set out in the City's Fees & Charges Bylaw, will be added to outstanding balances of all accounts after the due date. This provision does not apply to equal payment plan Customers.

#### **1.8 Back-Billing**

For the purposes of this Bylaw, back billing shall mean the billing or re-billing for services to a Customer because original billings are discovered to be either too high (over-billed) or too low (under-billed). The discovery may be made by either the Customer or the City.

Where metering or billing errors occur, the consumption shall be based upon the records of the City for the Customer, the Customer's own records to the extent they are available and accurate, or reasonable and fair estimates made by the City. Such estimates shall be on a consistent basis within each rate class or according to a contract with the Customer, if applicable.

If there are reasonable grounds to believe that the Customer has tampered with or otherwise used the service in an unauthorized way, or evidence of fraud, theft or other criminal act exists, then the extent of back-billing shall be for the duration of unauthorized use as determined solely by the Manager of Operations, subject to the applicable limitation period provided by law.

In addition, the Customer shall be liable for the direct administrative costs incurred by the City in the investigation of any incident of tampering, including the direct costs of repair, or replacement of equipment.

In a case of over-billing, the City may refund to the Customer all money incorrectly collected for the duration of the error, subject to the applicable limitation period provided by law.

In cases of under billing, the City may offer the Customer reasonable terms of repayment. If requested by the Customer, the repayment term may be equivalent in length to the back-billing period. The repayment may be interest free and in equal installments corresponding to the Customer's normal billing cycle.

However, delinquency in payment of such installments shall be subject to the usual late payment charge.

Subject to the rest of Section 1 of this Schedule, all bills will be sent to the Owner of real property to which electrical energy is supplied by the City.

An Owner of real property to which electrical energy is or may be supplied under this Bylaw may deliver to the City a request in writing, signed by that Owner, requesting that the City send electrical energy Bills relating to that real property to an occupier of that real property and where that occupier consents in writing to receive those electrical energy bills, the City may send the electrical energy bills to that occupier until:

- (a) the City becomes aware that the occupier has ceased to occupy that real property;
- (b) electrical energy service to that real property is discontinued; or
- (c) the Owner of that real property requests in writing that bills relating to that real property be sent to that Owner. Where electrical energy bills are sent to an occupier of real property under Section 1 of this Schedule, the Owner of that real property remains the Customer for the purposes of this Bylaw

## **2. Term of Service**

Unless otherwise specifically provided for in these terms and conditions, the terms of service shall:

- (a) commence on the day that the City's supply is connected to the Customer's service installation and is capable of supplying their electricity needs; and
- (b) continue thereafter until cancelled by written notice given in advance by at least two business days by either party. The amount of the account outstanding upon cancellation shall be deemed due and payable immediately.

## **3. Application of Rates**

All electrical Energy supplied by the Electric Utility to its appropriate Customer classifications shall be billed in accordance with the applicable rates as set out in "Schedule C" of this Bylaw or by other superseding amendment schedules which Council may from time to time decide to make effective.

**In addition to payments for electricity, the Customer shall pay to the City the amount of any sales taxes, goods and services taxes, or any other tax or assessment levied by any competent taxing authority on any electricity delivered to the Customer.**

THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 2009**

**A Bylaw to Amend the  
Electrical Utility Regulatory Bylaw No. 1975**

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

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

1. This bylaw may be cited, for all purposes, as the **“Electrical Utility Regulatory Amendment Bylaw No. 2009, 2015”**.
2. That Schedule “C” of Bylaw No. 1975, be deleted and replaced with a new Schedule “C”, which is identified as “Appendix 1”, and attached to this bylaw.
3. This bylaw shall come into force and effect, with all consumption billed for periods ended on or after March 1, 2015.


**INTRODUCED** this 26<sup>th</sup> day of January, 2015.

Read a **FIRST** time this 10<sup>th</sup> day of February, 2015.

Read a **SECOND** time this 10<sup>th</sup> day of February, 2015.

Read a **THIRD** time this 10<sup>th</sup> day of February, 2015.

**FINALLY ADOPTED** this 23<sup>rd</sup> day of February, 2015.

  
\_\_\_\_\_  
Mayor Frank Konrad  
\_\_\_\_\_  
Corporate Officer – Diane Heinrich

**CERTIFIED CORRECT**

I hereby certify the foregoing to be a true copy of Bylaw No. 2009 as adopted by the Municipal Council of the City of Grand Forks on the 23<sup>rd</sup> day of February, 2015.

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

**SCHEDULE C**  
**CITY OF GRAND FORKS**  
**ELECTRICAL UTILITY RATES AND CONNECTION CHARGES**

**1. Residential Service**

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

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:                    | \$16.97/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.10667 per KWH   |

**2. Commercial/Industrial/Institutional Service**

Available to all ordinary business, commercial, industrial, and institutional customers, including schools and hospitals, where electricity is consumed for lighting, cooking, space heating and single and three-phase motors. Customers requiring primary or secondary service beyond the normal single phase, 200 amp connection may be required to provide the necessary equipment and transformers, which may be situated on their property, at their own cost.

- |     |   |                     |
|-----|---|---------------------|
| (a) | Basic minimum service charge:   | \$18.37/month, plus |
| (b) | Electrical rate per consumption for the first<br>200,000 KWH or less in a two-month billing period: | \$0.11415 per KWH   |
| (c) | Electrical rate per consumption for all usage above<br>200,000 KWH in a two-month billing period:   | \$0.08471 per KWH   |

**3. Seasonal Loads (minimum period of service is three months)**

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

- |     |  |                     |
|-----|--|---------------------|
| (a) | Basic minimum service charge:                    | \$17.57/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.11415 per KWH   |

**4. Service Charges**

**4.1 Existing Service Connection and Reconnection Charges:**

A fee of **\$50.00** (plus applicable taxes) shall apply to all applications involving the following:

- (a) the owner of real property wishes to establish a new electrical utility account in their name;

- (b) the owner of real property wishes to have the electrical meter read;
- (c) the owner of real property wishes to have the existing electrical service turned off and/or turned on;
- (d) the owner of real property wishes a reconnection of a meter after disconnection for violation of the Terms and Conditions contained in this bylaw; and
- (e) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of "Schedule B."

This fee is designed to defray the costs involved with service calls, meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. The Customer will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable for a New Electrical Service or Upgraded Service. If an existing service has been disconnected or salvaged due to inactivity (9 months or more) it will be treated as a new installation.

#### 4.2 New Service Installations or Upgrading of Existing Service:

- (a) Basic Single Phase Overhead Connection
  - i) 200 amp service \$ 700.00
  - ii) 400 amp service \$1,700.00

The City will provide up to 30 meters of appropriate sized wire, do the connection on the customers service entrance, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (b) Basic Single Phase Underground Connection (includes dip service)
  - i) 200 amp service \$ 1,230.00
  - ii) 400 amp service \$ 2,230.00

The City will provide up to 30 meters of appropriate sized wire, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

- (c) All other services greater than 400 amp At Cost
- (d) Three Phase - Overhead/Underground At Cost

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

service costs are payable in advance of the installation and are subject to applicable taxes.

#### 4.3 Temporary Construction Service

- (a) Temporary service - 100 amp or less \$250.00.

The City will make the connection to the City's distribution and install the appropriate meter. The Customer will supply and install all other required equipment

#### 4.4 Meter Checking

All meters shall remain the property of the City and are subject to testing at regular intervals by the Electricity Meters Inspection Branch of the Canada Department of Consumer and Corporate Affairs, or a certified meter inspection facility, responsible for affixing government seals on meters. No seal shall be broken and if found so the account holder will be charged for any costs incurred by the City to rectify the issue.

If a customer doubts the accuracy of the meter serving his/her premises, he/she may request that it be tested. Such requests must be accompanied by a payment of the applicable charge as follows:

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

If the meter fails to comply with the Electricity Meters Inspection Branch requirements and only if the meter is deemed to be overcharging, the City will refund the appropriate amount.

#### 4.5 Estimation of Readings

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

#### Applicable to Residential Customers

An optional service will be offered to those customers who prefer not to have a radio read meter at their service entrance. A digital non-radio read meter will be installed as an alternate to the standard digital radio read meter.



The customer will be required to pay a onetime 'Setup Charge". For each billing cycle thereafter the customer will be required to pay a 'Manual Read Charge" along with the regular residential service rates applicable under this bylaw.

This service may be discontinued if it is not compatible with the Technology, Practices, Procedures or Capacity of the Electrical Utility. In the event of program cancellation a refund of the setup fee will be made to any customer who subscribed to the service less than two years prior.

Rate: Setup Charge:       \$162.95

Manual Read Charge:     \$14.98