

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

**Monday, September 14, 2015, at 7:00 pm
7217 - 4th Street, City Hall**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>CALL TO ORDER</u>		
2.	<u>ADOPTION OF AGENDA</u>		
	a) Adopt agenda	September 14th, 2015, Regular Meeting agenda	THAT Council adopt the September 14th, 2015, Regular Meeting agenda as presented.
3.	<u>MINUTES</u>		
	a) Adopt minutes Minutes - COTW - August 17th, 2015 - Not Adopted.pdf	August 17th, 2015, Committee of the Whole minutes	THAT Council adopt the August 17th, 2015, Committee of the Whole minutes as presented.
	b) Adopt minutes Minutes - Regular - August 17th, 2015 - Not Adopted.pdf	August 17th, 2015, Regular minutes	THAT Council adopt the August 17th, 2015, Regular minutes as presented.
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
5.	<u>UNFINISHED BUSINESS</u>		
6.	<u>REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL</u>		
	a) Corporate Officer's Report RFD - Proc. Bylaw-CAO - Rpts., Questions, & Inquiries from Council.pdf Councillor Butler's Report Councillor Thompson's Report	Written reports of Council	THAT all written reports of Council be received.
7.	<u>REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY</u>		
	a) Corporate Officer's Report RFD - Proc. Bylaw-Council - RDKB Council's Rep..pdf	Verbal report from Council's representative to the Regional District of Kootenay Boundary	THAT Councillor Krog's report on the activities of the Regional District of Kootenay Boundary, given verbally at this meeting be received.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- | | | |
|--|---|--|
| a) Manager of Development & Engineering Services
RFD - Mgr. of Dev. & Eng. Serv.- Planning Grant Project Approval.pdf | Approval to proceed with the Long Term Strategic Financial Framework - Phase 1 Project | THAT Council approve staff proceeding with the Long Term Strategic Financial Framework - Phase 1 project and that the \$10,000 contribution from the City be included in the 2015 Financial Plan Amendment and be funded from surplus. |
| b) Corporate Services
RFD - Corp. Services - Policy #204 Volunteer Appreciation Night - Call for Nominations | Volunteer Appreciation Night - Call for Nominations - Policy #204 | THAT Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204. |
| c) Chief Financial Officer
RFD - CFO - MIABC Voting Delegate | Appointments of City of Grand Forks Voting Delegates for the Municipal Insurance Association Annual Meeting | THAT Council receives the staff report and resolves to appoint _____ as the Voting Delegate at the 2015 MIABC Annual General Meeting, and appoints _____ and _____ as the alternates. |
| d) Chief Financial Officer
RFD - CFO - Policy #1205 Electrical Utility Rate Increases rescind | Rescind Policy #1205 | THAT Council rescind Policy #1205 - Public Works- Electrical Utility Rate Increases. |
| e) Chief Financial Officer
RFD - CFO - Travel Exp Policy 112-A1 | Travel Policy #112 Amendment | THAT Council adopt Policy #112-A1 - Travel Allowances Expenses. |

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- | | | |
|---|--|---------------------------------------|
| a) Vancouver Island Building Trades
SOII - Vancouver Island Building Trades re Asbestos Awareness & Registries.pdf | Letter to Prime Minister Stephen Harper regarding asbestos awareness and registries | THAT Council receive for information. |
| b) Ministry of Transportation and Infrastructure
SOII - New Bldg. Canada Fund - Wastewater Treatment Plant.pdf | New Building Canada Fund - Small Communities Fund Project - Wastewater Treatment Plant Ultra-Violet Disinfection | THAT Council receive for information. |

- | | | | |
|----|--|--|--|
| c) | Selkirk College
SOII - Thank You from Selkirk College's Mural Madness Camps.pdf | Thank you letter and photos from Selkirk College's Mural Madness Camps | THAT Council receive for information. |
| d) | Winnipeg Liquor Store
SOII - Winnipeg Liquor Store re BC Liquor Reform Policy | Letter asking for support on liquor reform policies that could affect local businesses | THAT Council receive for information and refer the request to staff for recommendations. |

11. **BYLAWS**

- | | | | |
|----|---|--|--|
| a) | Manager of Operations
Bylaw - RFD - Mgr. of Operations - Water Regulations Bylaw No. 1973-A1 | Water Regulations Bylaw No. 1973-A1 | THAT Council give final reading to Bylaw No. 1973-A1 Water Regulations Bylaw. |
| b) | Manager of Building Inspections & Bylaw Services
Bylaw - RFD - Mgr. of Bylaw Services - Bylaw 1957 A-3 | Amendment Bylaw No. 1957 A-3 to the Municipal Ticketing & Information Bylaw No. 1957 | THAT Council receive the Amendment Bylaw No. 1957 A-3 of the Municipal Ticketing & Information Bylaw No. 1957, and consider giving the Amendment Bylaw No. 1957 A-3 the first three readings at the September 14th, 2015, Regular Meeting. |
| c) | Chief Financial Officer
Bylaw - RFD - CFO - Bylaw 2020 Community Works Funds Reserve | Bylaw 2020 to Establish Community Works Reserve Fund | THAT Council give first three readings to Community Works Reserve Fund Establishment Bylaw 2020, 2015. |

12. **LATE ITEMS**

13. **QUESTIONS FROM THE PUBLIC AND THE MEDIA**

14. **ADJOURNMENT**

THE CORPORATION OF THE CITY OF GRAND FORKS

**COMMITTEE OF THE WHOLE MEETING
MONDAY, AUGUST 17TH, 2015**

NOT ADOPTED
SUBJECT TO CHANGE

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR NEIL KROG
COUNCILLOR COLLEEN ROSS
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER
CHIEF FINANCIAL OFFICER
CORPORATE OFFICER
DEPUTY CORP. OFFICER/COMMUNICATIONS
MANAGER OF BUILDING AND
BYLAW SERVICES
MANAGER OF OPERATIONS
FIRE CHIEF
CORPORATE ADMINISTRATIVE ASSISTANT

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

W. Kopan
D. Reid
D. Heriot
D. Popoff

GALLERY

ABSENT: COUNCILLOR CHRIS HAMMETT

1. CALL TO ORDER

RESOLVED THAT the Mayor called the COTW Meeting to order at 9:01 am

CARRIED.

-
- b)** The Mayor, on behalf of the City of Grand Forks, thanked the Grand Forks Fire Dept. and all other crews, groups, and organizations for all of their hard work and help during the Rock Creek fire. He acknowledged the community of Rock Creek and the tragedy of those impacted by the fire and said that our thoughts are with them. He also thanked Chuck Varabioff for the great well organized Cannafest Event. He thanked Melodie and Lawrence, organizers of the Park in the Park Car Show, for being such dedicated volunteers and for bringing another fantastic event to Grand Forks. He invited everyone to attend the Ponderosa Music Festival at the Rock Creek Fall Fair Grounds this weekend, which is dedicated in support of the people impacted by the fire.
-
-

2. **COMMITTEE OF THE WHOLE AGENDA**

- a) Adopt agenda
August 17th, 2015, COTW

MOTION: THOMPSON

RESOLVED THAT the COTW adopt the August 17th, 2015, COTW agenda as presented.
CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

3. **REGISTERED PETITIONS AND DELEGATIONS**

4. **PRESENTATIONS FROM STAFF**

- a) Chief Financial Officer
Rescind Policy #1205

MOTION: THOMPSON

RESOLVED THAT the COTW recommends to Council to rescind Policy #1205 Public Works - Electrical Utility Rate increases at the September 14, 2015, Regular Meeting of Council.

CARRIED.

-
- b) Chief Financial Officer
Travel Policy #112 Amendment

Discussion:

- thank you to staff for clarity on this Policy
- easier submission of expenses
- carpooling, City vehicle, assets, liabilities and cost effective means

MOTION: THOMPSON

RESOLVED THAT the COTW recommends to Council to adopt Policy #112-A1 - Travel Allowances Expenses at the September 14, 2015, Regular Meeting of Council.

CARRIED.

c) Manager of Operations
Grand Forks Dog Park update

Discussion:

- Point 1, \$1600 is for wages
- good project for community
- budget amendment concern for this year, perhaps next year's budget for better planning
- would the Dog Park group be contributing any funding?
- shelter part of project, each item point is a separate choice
- recommended to stay in current Asset Mgmt. works
- actual \$3700 total

NOT ADOPTED
SUBJECT TO CHANGE

MOTION: ROSS

RESOLVED THAT the COTW recommends to Council to postpone this recommendation for budget time and funds for this year and forward the project to the 2016 budget process.

DEFEATED.

MOTION: KROG

RESOLVED THAT the COTW recommends to Council to refer the matter regarding the Dog Park improvements back to staff for more information.

CARRIED.

d) Manager of Operations
EV Charging Station

Discussion:

- three stations in total - two on 72nd Ave., possibly by back door of City Hall and one by the Public Works Yard
- a payment process could be added later
- Hwy 3 Mayors' Coalition was part of this project and is a good project
- private sector, possibility of solar, private ownership of charging units - competing with public sector
- power requirements? Can City handle this? Yes, City Electrical utility can handle this
- once City acquires these units, they own them? Yes; however, install must be done in a time limit
- charging times

MOTION: KROG

**RESOLVED THAT the COTW recommends to Council to proceed with the EV Charging Stations Project in the downtown area of Grand Forks; and
FURTHER RESOLVED THAT the COTW recommends that Council approves amending the 2015 Financial Plan from Surplus to include the installation costs of \$5,000.00**

CARRIED.

-
- e) Monthly Highlight Reports from Department Managers
Staff request for Council to receive the monthly activity report from department managers

Discussion:

- paving project on Hwy 3
- Stage 2 Water restrictions, what would Stage 3 entail?
- methane gas emissions at City Park
- Observation Mtn. bench installation
- water required to run the City sewage system
- Nutrient Mgmt. Plan, meetings with Gilpin Grasslands
- current river safety status, can testing be done?, Provincial Government monitoring
- RFP for grinder has not been awarded yet, two bids received

NOT ADOPTED
SUBJECT TO CHANGE

MOTION: BUTLER

RESOLVED THAT the COTW receive the monthly activity reports.

CARRIED.

5. REPORTS AND DISCUSSION

6. PROPOSED BYLAWS FOR DISCUSSION

- a) Chief Financial Officer
Community Works Reserve Fund Establishment

MOTION: BUTLER

RESOLVED THAT the COTW recommends to Council to give first three readings to Community Works Reserve Fund Establishment Bylaw 2020, 2015, at the September 14, 2015, Regular Meeting of Council.

CARRIED.

7. INFORMATION ITEMS

- a) Fire Chief and CAO presented updates on fire situations around Grand Forks
- overview of the Emergency Response Centre (EOC) Organizational Chart
 - Grand Forks called out for mutual aid support Thursday, August 13th, for Rock Creek fire, 29 homes lost, multiple vehicles, some animals, very limited injuries
 - Deputy Fire Chief in Curlew to receive updates re Stickpin Fire

Discussion:

- more current updates regarding the fires on the City website required; perhaps posts and links to the RDKB, Wildfire.ca, U.S. fire updates, etc.
- radio communication broadcasts, also Les from gftv has - Instaweb for US, put together a how-to video to get to information
- City of Grand Forks communication is handled differently, the Rock Creek fire is in the RDKB jurisdiction and people should be referring to their website for up-to-date information
- thank you to all crews
- stress counselling
- meeting and safe place in town would be useful for people to get updated information and communication; however, from experience, people will do this naturally
- Paulson fire updates
- any advantage of having a group of volunteers from this area attend the Rock Creek fire? Fire Chief stated that volunteers could not be provided with enough information; therefore, this would hinder operations
- insurance coverages and rates

Roly Russell (RDKB, Area D Director) - thanked those working on the Rock Creek fire, reminded everyone that the City of Grand Forks is part of the RDKB, communications is a key issue, RDKB prepared to issue an evacuation notice if required.

8. CORRESPONDENCE ITEMS

9. LATE ITEMS

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

11. QUESTION PERIOD FROM THE PUBLIC

12. IN-CAMERA RESOLUTION

- a) Chief Administrative Officer
Immediately following the COTW Meeting, Council will hold an In-Camera Meeting

MOTION: KROG

THAT the COTW recommends Council convene an In-Camera Meeting as outlined under Section 90 of the Community Charter to discuss matters in a closed meeting which are subject to Section 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 90 (1)(e)

the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the *Freedom of Information and Protection of Privacy Act*;

BE IT FURTHER RESOLVED THAT persons, other than members, officers, or other persons to whom Council may deem necessary to conduct City business, will be excluded from the In-Camera Meeting.

CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

13. ADJOURNMENT

a) Motion to adjourn

MOTION: ROSS

RESOLVED THAT the COTW Meeting be adjourned at 10:57 am.

CARRIED.

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

CORPORATE ADMINISTRATIVE
ASSISTANT - DAPHNE POPOFF

THE CORPORATION OF THE CITY OF GRAND FORKS

REGULAR MEETING OF COUNCIL
MONDAY, AUGUST 17, 2015

NOT ADOPTED
SUBJECT TO CHANGE

PRESENT: MAYOR FRANK KONRAD
COUNCILLOR JULIA BUTLER
COUNCILLOR NEIL KROG
COUNCILLOR COLLEEN ROSS
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER
CORPORATE OFFICER
DEPUTY CORPORATE OFFICER
MANAGER OF OPERATIONS
MANAGER OF BUILDING INSPECTION &
BYLAW SERVICES

D. Allin
D. Heinrich
S. Winton
D. Reid
W. Kopan

GALLERY

ABSENT: COUNCILLOR CHRIS HAMMETT

1. CALL TO ORDER

The Mayor called the meeting to order at 7:00 PM

2. ADOPTION OF AGENDA

- a) Adopt agenda
August 17th, 2015, Regular Meeting agenda

MOTION: THOMPSON / KROG

RESOLVED THAT Council adopt the August 17th, 2015, Regular Meeting agenda as presented.

CARRIED.

3. MINUTES

- a) Adopt minutes
July 20th, 2015, Committee of the Whole minutes

MOTION: BUTLER / KROG

RESOLVED THAT Council adopt the July 20th, 2015, Committee of the Whole minutes as presented.

CARRIED.

-
- b) Adopt minutes
July 20th, 2015, Public Hearing minutes

NOT ADOPTED
SUBJECT TO CHANGE

MOTION: ROSS / BUTLER

RESOLVED THAT Council adopt the July 20th, 2015, Public Hearing minutes as presented.

CARRIED.

- c) Adopt minutes
July 20th, 2015, Regular minutes

MOTION: BUTLER / THOMPSON

RESOLVED THAT Council adopt the July 20th, 2015, Regular minutes as presented.

CARRIED.

- d) Adopt minutes
July 30th, 2015, Special minutes

MOTION: BUTLER / THOMPSON

RESOLVED THAT Council adopt the July 30th, 2015, Special minutes as presented.

CARRIED.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a) Corporate Officer's Report
Written reports of Council

MOTION: ROSS / BUTLER

RESOLVED THAT all written reports of Council be received.

CARRIED.

7. **REPORT FROM COUNCIL'S REPRESENTATIVE TO THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY**

- a) Corporate Officer's Report
Verbal report from Council's representative to the Regional District of Kootenay Boundary
- Councillor Krog attended a Board Meeting on July 30th, 2015, and advised that the City's Chief Administrative Officer made a presentation on the City's Asset Management Program.
 - He advised that the RDKB recently purchased a Doukhobor Museum to protect the asset for the community.
 - He spoke with regard to a presentation from Mr. Matt Holtz - President from "Our Horizon" with regard to climate change and its effects on communities.
 - He advised that a Motion was put forward regarding RF asking the governments to put forward safety code with regard to radio frequencies.

MOTION: THOMPSON / ROSS

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

CARRIED.

8. **RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Deputy Corporate Officer/Communications
Communications Policy and Procedures

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council defers the Communications Policy and Procedure to the September 14th, 2015 Committee of the Whole Meeting for discussion.

CARRIED.

-
- b) Manager of Operations
Grand Forks Dog Park update

The Mayor advised that the Dog Park group is prepared to move forward using their funds with regard to upgrades to the Dog Park. The Manager of Operations advised that there is a section by the proposed dog park expansion that requires some surveying prior to placing any structures on that portion of the property due to the possibility of an old unmarked grave site.

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council approves that the Dog Park group to start the upgrades on the fencing phase with their own funds for 2015, AND FURTHER THAT THE City would provide preliminary testing, in-kind, to the suggested dog park site to ensure that there are no human remains on the site prior to any upgrades being done.

CARRIED.

-
- c) Manager of Operations
EV Charging Station

MOTION: KROG / BUTLER

RESOLVED THAT Council proceed with the EV Charging Station Project in the downtown area of Grand Forks; and FURTHER THAT Council approves amending the 2015 Financial Plan from Surplus to include the installation costs of \$5,000.00

CARRIED.

-
- d) Manager of Operations
Water Regulations Bylaw No. 1973 and Bylaw 2014

MOTION: THOMPSON / KROG

RESOLVED THAT Council repeal Bylaw No. 1973 and Bylaw No. 2014 simultaneously to allow for amended Bylaw No. 1973-A1 to be implemented in their place.

CARRIED.

-
- e) Manager of Operations
Water Regulations Bylaw No. 1973-A1

The Mayor recused himself from Item 8 (e) and left the chambers at 7:28 PM.
Councillor Butler chaired the meeting in the Mayor's absence.

MOTION: KROG / THOMPSON

RESOLVED THAT Council determines to discuss the Bylaw to allow new timelines to complete the Universal Water Metering Program.

CARRIED.

Acting Mayor Butler commented that the water meter project was not put on hold because of the public, as stated in the document. She further spoke that under Section 10.1 of the old bylaw - it states that the meters remain the property of the City and that section needs to be put into the new bylaw, and further that Section 8.6 was

omitted as well, and should be put back into the new bylaw. Further, she advised that Section 7.4 of the new bylaw, that she has concerns that persons could have their water shut off for non-payment - (perhaps for renters). This section was discussed by Council and determined to be alright as is in the bylaw.

The Acting Mayor further asked staff with regard to Section 6.1 regarding curb stop; the Chief Administrative Officer offered an explanation to Section 6.1.

MOTION: ROSS / THOMPSON

RESOLVED THAT Council amend the Bylaw to allow new timelines to complete the Universal Water Metering Program by December 31, 2015, and incorporate housekeeping items.

CARRIED.

The Mayor returned to the meeting at 7:41 pm

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a) Jess F. Kraus
Letter regarding the archival services staff at the Boundary Museum & Interpretive Centre

MOTION: THOMPSON / ROSS

RESOLVED THAT Council receive for information and direct staff to send a copy of the letter to the Boundary Museum.

CARRIED.

-
- b) Cowichan Energy Alternatives Society
Information to educate on alternative options to becoming carbon neutral

Councillor Ross advised that she is thrilled to see these options.

MOTION: THOMPSON / BUTLER

RESOLVED THAT Council receive for information.

CARRIED.

11. **BYLAWS**

NOT ADOPTED
SUBJECT TO CHANGE

- a) Manager of Building Inspections & Bylaw Services
Introduction of the Schedule 12 - A3, Amendment to the Municipal Ticketing & Information Bylaw No. 1957

MOTION: THOMPSON / KROG

RESOLVED THAT Council give the Municipal Ticketing & Information Bylaw No. 1957, Schedule 12, final reading at the August 17, 2015, Regular Meeting of City Council.

CARRIED.

-
- b) Manager of Building Inspections & Bylaw Services
Noise Control Bylaw Amendment

MOTION: THOMPSON / ROSS

RESOLVED THAT Council give the Noise Control Bylaw Amendment 1963 A-1 final reading at the August 17th, 2015, Regular Meeting of City Council.

CARRIED.

Councillor Krog opposed the motion.

-
- c) Manager of Building Inspections & Bylaw Services

Water Regulations Bylaw No. 1973 A-1, amendment to include, under Section 12 Offences and Prohibitions a new clause, *12.12 Any Person who contravenes any of the provisions of the Stage 1 through Stage 4 Watering Regulations may be subject to a fine as described in Schedule 12 - A3 of the Municipal Ticketing and Information Bylaw No. 1957.*

Councillor Butler made note that the Bylaw should read "watering regulations" and not "water restrictions" as indicated in the agenda. The Manager of Building Inspection and Bylaw Services advised that he would make the necessary changes.

MOTION: THOMPSON / ROSS

RESOLVED THAT Council receive the report from the Bylaw Enforcement Officer and to consider giving the first three readings of the Water Regulations Bylaw No. 1973, A-1 at the August 17th, 2015, Regular Meeting of City Council.

CARRIED.

12. **LATE ITEMS**

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

DONNA SEMENOFF - She spoke to Bylaw 1973-A1 - regarding the shutting off of water for non-compliance and the 30 days' notice and asked if it is the City or the landlord that gives the notice. City advised that it would only want to hear from the land owner; not the renter.

DONNA SEMENOFF - Wanted to speak regarding water meters. Mayor recused himself from the meeting at 7:57 pm; Councillor Julia Butler chaired the meeting at this time.

Ms. Semenoff spoke with regard with the ideas presented to Council regarding water meters and that the Request For Proposal currently advertised in the paper for the balance of installations of meters didn't utilize any options. Councillor Thompson advised that all documentation from the public regarding water meter options was included in the package for Council's consideration on the July 17th meeting, and advised that if Council wanted to do something other than was decided, it would've been put forward by Council at that time. She further advised that the majority of the public is happy that the project is going forward. Councillor Ross spoke that the City will go forward with the "low hanging fruit" and then address those opposed to the project.

RONA HAMILTON - Advised that she did not know that Council had considered an opt out option for water meters. CAO advised that opt out options would be discussed by the water rates committee. Ms. Hamilton further asked if the City is doing a flat rate opt out option, would the City consider the size of the property; she was advised that this would be discussed at the water rates committee level as well.

ARLENA WALLACE – She spoke regarding the current flat rate and asked if it couldn't continue as it is now; and was advised that the City doesn't know how much water individuals consume and that the rates would go up, and again, is contingent on the Water Rates Committee decision.

GLORIA KOCH - Asked on the amount we pay now - do the costs we pay now cover all costs? The CAO advised that it does not and went on to explain replacement costs.

The Mayor returned to the meeting at 8:26 pm.

LES JOHNSON - Asked about the process regarding the bi-election. The Chief Administrative Officer advised that the City must appoint a Chief Election Officer and the election must occur within 80 days of that appointment. He advised that the bi-election will cost of approximately \$8000-\$10000.

EDWARD SIMMS - From the Dog Park Group - spoke with regard to the presentation they gave at a Committee Of The Whole earlier in the year. He advised that the group would providing funding for the materials, and that the group assumed that the City would provide the labour for the project. Councillor Butler advised that Council was not prepared to amend the budget for this year; but that the City would re-evaluate the project next year.

NOT ADOPTED
SUBJECT TO CHANGE

14. ADJOURNMENT

- a)** The meeting adjourned at 8:33 pm.

MOTION: ROSS

RESOLVED THAT the meeting be adjourned at 8:33 PM

CARRIED.

NOT ADOPTED
SUBJECT TO CHANGE

CERTIFIED CORRECT:

MAYOR FRANK KONRAD

CORPORATE OFFICER - DIANE HEINRICH

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: September 14th, 2015
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

Benefits or Impacts of the Recommendation:



General: The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

Strategic Impact: Members of Council may ask questions, seek clarification and report on issues.

Policy/Legislation: The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

Recommendation: **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

- OPTIONS:**
- 1. RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.**

	
Department Head or CAO	Chief Administrative Officer

Councillor's Report

Sept 14, 2015

Julia Butler

The summer is quickly coming to an end and I think we are all grateful for cooler temperatures, a bit of rain and fresh air. I was extremely touched over the past month to read numerous stories of how citizens pulled together to support each other through the devastating fire season. Although the city of Grand Forks was not directly involved in the EOC operations, city staff did a fine job of assisting the RDKB in many capacities. As information sharing with the public was increased and we all became aware of the dangers and procedures involved, citizens were able to better plan for their families. Now that the threat is over for this year, generosity continues to flow to our neighbours in Rock Creek who will be in our thoughts and prayers for many months to come. A huge thank you also to all the fire fighters on both sides of the boarder who are finally prevailing over the flames.

Summer is a quieter month for council with only two regularly scheduled meetings and some committees not meeting at all but September is jam packed. September 1st and 9th were in camera meetings for council to discuss personnel and land issues. I would still prefer to see more open public debate and continue to encourage council along these lines. I attended a Rec Commission meeting September 10th to go over attendance and income reports, minor hockey requests and a tour of the pool's recent upgrades. The UBCM Conference in Vancouver is scheduled for September 21st - 25th and is a time for communities to meet with ministers from the provincial government, network with other cities and vote on issues that different regions of the province have asked the UBCM to lobby with the provincial government. It is a great learning experience, especially for new members of council and I regret that I won't be able to attend this year. I feel that the other five members attending from Grand Forks will fully be able to represent our interests and my going would be an unnecessary expenditure. I look forward to attending next year.

Over the summer there has been no progress in my court case and a date has not yet been set for the hearing. I would encourage council not to proceed with such an expensive and fruitless undertaking and hope that cooler heads would prevail. With so many important community issues on the table for this fall and a by election on the horizon, we have other areas that need our energy and resources.

REPORT TO COUNCIL

TO: Mayor and Council
FROM: Councillor Christine Thompson
DATE: September 14, 2015
SUBJECT: Report to Council

I cannot find words to adequately express my appreciation to our Fire Chief, Dale Heriot, and Deputy Fire Chief, Kevin McKinnon, as well as all of the volunteer firemen who worked tirelessly and with very limited sleep, to ensure that our City and surrounding area was safe and secure from the wildfires that surrounded us. I have no doubt that the adrenalin rush they all worked on, now over, resulted in sheer exhaustion. Job very well done.

I would also like to acknowledge John MacLean, CAO of the RDKB, who ran the Emergency Operations Centre out of Trail, for organizing and facilitating the two meetings held here in Grand Forks that updated our citizens on the status of the wildfires in our area. I attended both meetings and came away feeling informed about the situation and as our Mayor advised, stayed calm.

It was my pleasure to represent the City at the Fall Fair's Volunteer Appreciation Dinner on August 27th. On behalf of Mayor Konrad and Council, I thanked the Board of Directors for cancelling the Fair this year in view of the wildfire situation and consequent air advisories.

As the City's representative to The Phoenix Foundation of the Boundary Communities, I attended the retirement celebration for Leda Leander, the Executive Director of Boundary Family and Individual Services Society on September 11th.

Respectfully submitted,

Councillor Christine Thompson

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: September 14th, 2015

Subject: Report – from the Council's Representative to the Regional District of Kootenay Boundary

Recommendation: **RESOLVED THAT COUNCILLOR KROG'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

Benefits or Impacts of the Recommendation:

General: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

Policy/Legislation: The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

Recommendation: **RESOLVED THAT COUNCILLOR KROG'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

OPTIONS:

- 1. RESOLVED THAT COUNCILLOR KROG'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**
- 2. RECEIVE THE REPORT AND REFER ANY ISSUES FOR FURTHER DISCUSSION OR A REPORT: UNDER THIS OPTION, COUNCIL PROVIDED WITH THE INFORMATION GIVEN VERBALLY BY THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY DIRECTOR REPRESENTING COUNCIL AND REQUESTS FURTHER RESEARCH OR CLARIFICATION OF INFORMATION FROM STAFF ON A REGIONAL DISTRICT ISSUE**

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

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Sasha Bird, Manager of Development & Engineering Services
Date: September 14, 2015
Subject: Approval to proceed with the Long Term Strategic Financial Framework – Phase 1 project.
Recommendation: **RESOLVED THAT** Council approves staff proceeding with the Long Term Strategic Financial Framework – Phase 1 project and that the \$10,000 contribution from the City be included in the 2015 Financial Plan Amendment and be funded from surplus.

BACKGROUND: In March of 2015, staff put forward an application for planning grant funding through UBCM for the development of financial policies in the amount of \$20,000 – 50% to be funded by UBCM and 50% to be funded by the City. The City was awarded the planning grant in the beginning of May 2015. As part of the requirements of the grant the City is required to fund 50% of the grant in the amount of \$10,000.

Benefits or Impacts of the Recommendation:

General: The objective is to secure grant funding for the development of financial policies as they relate to the City's Asset Management program.
Strategic Impact: The project is in line with the City's Asset Management Plan.
Financial: Securing grant funding significantly improves upon the ability of the City to assist in long term financial planning, policies and annual reporting and would limit the financial borrowing impacts.
Policy/Legislation: N/A
Attachments: N/A


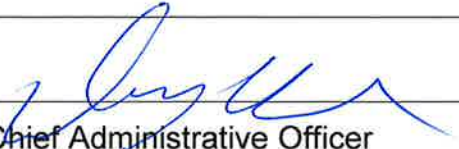
Recommendation: **RESOLVED THAT** Council approves staff proceeding with the Long Term Strategic Financial Framework – Phase 1 project and that the \$10,000 contribution from the City be included in the 2015 Financial Plan Amendment and be funded from surplus.

REQUEST FOR DECISION

— REGULAR MEETING —



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

	
Department Head or CAO	Chief Administrative Officer

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Corporate Services
Date: September 14th, 2015
Subject: Volunteer Appreciation Night – Call for Nominations – Policy #204
Recommendation: **RESOLVED THAT COUNCIL** provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204.

BACKGROUND: In August, 2009, Council adopted a policy outlining procedures, for the giving of recognition to a volunteer or a group of volunteers for service above and beyond those generally performed in the Community. A copy of the policy is attached for reference. The policy outlines that prior to giving any recognition of volunteers; the City must call for nominations publicly in a Regular Meeting of Council and through the City's newsletter. There are no time frames attached to the policy. This year as in following with the success of last year, the Volunteer Appreciation Night will be held in conjunction with the Chamber of Commerce and Community Futures Small Business Awards night on Thursday, October 15th, 2015. In this regard, it is being proposed that the Call for Nominations be announced publicly at the September 14th, 2015 Regular Meeting. Nomination forms will be available at the City Hall reception desk and on the City's website. Completed nominations must be submitted to City Hall either in person or electronically, by Monday, October 5th, 2015. The venue for this event will be The Curling Rink Upstairs Banquet Room from 5:00 pm to 7:00 pm.

Benefits or Impacts of the Recommendation:

General: Proceeding with the public call for nominations, signals to the public that Council will publicly recognize individuals or groups of individuals who have gone above and beyond in serving our community as a volunteer. A further benefit to this option is the fact that Council is seen as acting on Council policy.

Financial: There are costs to hosting a Volunteer Appreciation night, which are normally budgeted for on an annual basis. Costs for this evening as part of the City's community support policy portion is \$2,000.

Policy/Legislation: Council Policy outlines the procedure for the recognition of special volunteers.

Attachments: Council Policy #204



Recommendation: **RESOLVED THAT COUNCIL** Council provides notice to the public calling for nominations from the public for exceptional volunteer service in the City of Grand Forks in accordance with Council Policy #204.

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:
1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT.
 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT.

	
Department Head or CAO	Chief Administrative Officer

CITY OF GRAND FORKS

POLICY TITLE: Volunteer of the City **POLICY NO:** 204

EFFECTIVE DATE: August 17, 2009 **SUPERSEDES:**

APPROVAL: Council **PAGE:** 1 of 1

POLICY:

Council may give recognition to a volunteer or a group of volunteers for service above and beyond of those generally performed in the Community.

PROCEDURE:

When Council is giving consideration to the recognition to an individual or group, it shall make its deliberations "in camera" and when a decision to give recognition has been made, it shall then be announced by the Mayor at the Annual Community Volunteer Recognition Evening.

Further, when giving consideration to recognizing a special volunteer, Council may consider the following criteria:

- the individual or group should be honoured for its volunteer work in the City of Grand Forks or for volunteer work that has had an impact on the City of Grand Forks;
- the individual or group should not have been paid or received any form of financial remuneration for the work or activity for which the volunteer is being considered;
- The individual or group should have made a significant commitment to the community to be considered for the recognition;
- There is substantial support from the Community through letters of recommendations outlining the volunteerism history and the impact on the Community;
- A special volunteer recognition may be given after the passing of the individual;
- Prior to giving any recognition of volunteer of the year, the City must call for nominations publicly in a Regular Council meeting and through the City's Newsletter.

CITY OF GRAND FORKS
EXCEPTIONAL VOLUNTEER SERVICE
NOMINATION FORM

PERSON /OR GROUP BEING NOMINATED

(Please print clearly with **correct spelling**)

SHORT BIOGRAPHY OF THEIR VOLUNTEER SERVICES (which will be read that evening):

ARE THEY, HE, SHE ABLE TO ATTEND THE VOLUNTEER EVENING? _____

YOUR NAME OR GROUP: _____

PLEASE PROVIDE A PHONE NUMBER OR EMAIL ADDRESS THAT WE MAY CONTACT IN EVENT
THAT YOUR NOMINATION IS ACCEPTED AS ONE OF THE AWARDS FOR THIS YEAR: _____

All Nominations need to be submitted to City Hall by October 5th, 2015

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Chief Financial Officer

Date: September 14th, 2015

Subject: Appointments of City of Grand Forks Voting Delegates for the Municipal Insurance Association Annual Meeting

Recommendation: **RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT AND RESOLVES TO APPOINT _____ AS THE VOTING DELEGATE AT THE 2015 MIABC ANNUAL GENERAL MEETING, AND APPOINTS _____ AND _____ AS THE ALTERNATES.**

BACKGROUND:

The Municipal Insurance Association traditionally holds its Annual General Meeting during the UBCM Conference. This year it will take place at 3:00 PM on Tuesday, September 22nd, 2015 in the Mackenzie Room, Fairmont Waterfront Hotel, Vancouver.

In accordance with Article 6.13 of the Reciprocal Agreement, Council must register the voting delegate and two alternates with the Municipal Insurance Association in order to be eligible to vote at the annual meeting on September 24th. It is appropriate for Council to determine, by resolution, who will represent the City of Grand Forks at this meeting. Although the attached email states that the resolution must be forwarded by September 4th, the MIA has allowed the resolution to be submitted after this meeting.

Council needs to determine who will be the voting delegate and the two alternates from those members of Council who will be attending the UBCM conference this year.

The voting delegates and alternates will be provided with an AGM Booklet from the Municipal Insurance Association that will have all of the resolutions listed prior to the meeting.

Benefits or Impacts of the Recommendation:

General: Council will have complied with their requirement in accordance with Article 6.13 of the Reciprocal Agreement.

Strategic Impact: N/A

Financial: N/A

Policy/Legislation: Article 6.13 of the Reciprocal Agreement between the Municipal Insurance Association and the City of Grand Forks provides the authority for Council to appoint a delegate to vote in the City's interest at the Annual General Meeting.

REQUEST FOR DECISION

— REGULAR MEETING —

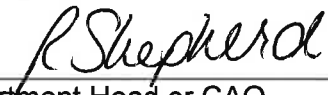





Attachments: MIABC Voting Delegate email

Recommendation: RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT AND RESOLVES TO APPOINT _____ AS THE VOTING DELEGATE AT THE 2015 MIABC ANNUAL GENERAL MEETING, AND APPOINTS _____ AND _____ AS THE ALTERNATES.


OPTIONS:

1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT.
2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT.
3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.

	
Department Head or CAO	Chief Administrative Officer

From:  Lisa Storoshenko <lstoroshenko@miabc.org> 28/08/2015 2:5... 

Subject: MIABC Voting Delegate

To:  **Roxanne Shepherd**

The 28th Annual General Meeting of the Subscribers of the Municipal Insurance Association of British Columbia is scheduled to take place at 3 PM on Tuesday, September 22nd at the Mackenzie Room, Fairmont Waterfront Hotel, Vancouver. The MIABC will be hosting a reception following the AGM in the Waterfront Ballroom, Fairmont Waterfront Hotel, Vancouver, until 6pm.

At the AGM there will be three special resolutions to clarify and expand the coverage of our property policy, Termination Clause, General Insurance Agreement and Miscellaneous Property. This year five Director-at Large positions are up for election for a three year term, Interested candidates should contact Director Deb Kozak Chair of the Nominating Committee, c/o the MIABC office.

In accordance with Article 6.13 of the Reciprocal Agreement, the following Delegate and two Alternates have been registered with the MIABC to vote your interests. Any change to this information shall require a resolution of Council/Board to be forwarded to the MIABC by September 4th, 2015. Also, to improve communications, can you please provide us with e-mail addresses for the delegate and alternates at your earliest convenience?

Voting Delegate: Councillor Cher Wyers
Email address: cwyers@grandforks.ca

Alternate #1: Councillor Gary Smith
Email address: gsmith@grandforks.ca

Alternate #2: Councillor Brian Taylor
Email address: btaylor@grandforks.ca

Regards,
Lisa Storoshenko

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: September 14, 2015
Subject: Rescind Policy #1205
Recommendation: **RESOLVED THAT COUNCIL** rescind Policy #1205 Public Works
– Electrical Utility Rate Increases

BACKGROUND:

In 2011 Council passed Policy #1205 Public Works – Electrical Utility Rate Increases. The purpose of the policy was to provide clear direction for City Staff in drafting electrical utility rates by setting residential rates to 98% of the rates charged by Fortis. In this policy, rates above 98% need to be presented to Council with a detailed business case or asset management plan.

At the January 12, 2015 regular meeting of Council, the City's electrical contractor Alex Love submitted a memo regarding electrical rates. In the memo he explained that it was no longer possible to set the rates at 98% as Fortis had implemented stepped residential rates and commercial rates that included demand charges. He suggested it was time to remove a policy constraint that is no longer practical to implement.

The 2015 rates were not set according to Policy #1205. The 2016 rates will be brought to Council late in 2015 with a recommendation from our Electrical Consultant, Alex Love.

Benefits or Impacts of the Recommendation:

General: Policy #1205 is no longer practical to implement.
Financial: Electrical rates will be set to meet the revenue requirements of the Utility each year.
Attachments: Policy #1205 Electrical Utility Rate Increases

Recommendation: **RESOLVED THAT COUNCIL** rescind Policy #1205 Public Works –
Electrical Utility Rate Increases

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

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

CITY OF GRAND FORKS

**POLICY TITLE: Public Works – Electrical Utility Rate
Increases**

POLICY NO: 1205

EFFECTIVE DATE: April 11, 2011

SUPERSEDES:

APPROVAL: Council

PAGE: 1 of 1

PURPOSE:

Electrical service in the City of Grand Forks is supplied to most residential and commercial residents of the City, by the City's own Electrical Utility. The City of Grand Forks purchases power from Fortis BC at wholesale power rates and provides this power to City residential and commercial customers at City of Grand Forks established retail rates. At present, there are approximately 1,800 Residential customers and another 310 Commercial customers in Grand Forks. The purpose of this policy is to provide clear direction for City Staff in drafting electrical utility rate increase bylaws, for Council's consideration. The policy further addresses those times when and if rates have to increase to be higher than 98% of Fortis BC rates for residential.

POLICY:

The rates charged by the City are determined to be 98% of those rates charged by Fortis BC for residential and that commercial rates are adjusted to maintain competitive rates to Fortis BC while fostering energy conservation. Council will only consider rate adjustments that are in excess of the 98% of the Fortis BC rate for residential, when capital upgrades and/or special projects to the electrical utility system are required and which such cannot be accommodated from the normal electrical utility revenue surplus, based on a detailed business case or asset management plan prepared for Staff and presented to Council.

PROCEDURE:

From time to time, Fortis BC increases the wholesale electrical rate to the City of Grand Forks for the purchase of electrical power. In order to maintain the revenue requirement from the City of Grand Forks Electrical Utility, any increase in wholesale electrical rates received from Fortis BC, must be passed on to City of Grand Forks customers.

Staff is directed to bring forward a bylaw, amending the Electrical Utility Regulatory Bylaw, anytime there is an approved electrical rate increase in the wholesale rate, established by Fortis BC, so long as the rates outlined in the amendment bylaw are 98% of the rates charged by Fortis BC for residential and that commercial rates are adjusted to maintain competitive rates compared to Fortis BC. Staff is further directed to advise Council when a rate, equal to 98% of Fortis BC rates for residential and competitive commercial rates compared to Fortis BC rates, will not be sufficient to meet the revenue requirements of the electrical utility. In this regard, Staff will ensure that Council is presented with a detailed business case of the revenue requirement and the plan to achieve the required revenue.

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: September 14, 2015
Subject: Travel Policy 112 Amendment
Recommendation: **RESOLVED THAT COUNCIL** adopt Policy #112-A1 – Travel Allowances Expenses

BACKGROUND:

The City's Travel Expense Allowance Policy #112 needs revision to add clarity and practicality to the process. Allowable travel expenses and eligibility were not well defined resulting in a policy requiring additional administrative staff time and resources to maintain.

The following are the updated changes to the policy:

- Additional procedures to simplify administration, enhance understanding and increase accountability
- Allowable daily meal allowance and eligibility has been clearly defined
- Flat daily incidental allowance separate from daily meal allowance
- Alternate accommodation allowance increased to \$40.00 per night
- Vehicle travel options have been simplified
- Staff responsibilities for making travel arrangements and method of payment
- Increased details for claimed travel expenses is required
- Included accident deductible eligibility for personal vehicle use

Draft Policy #112-A1 – Travel Allowances Expenses was presented to the Committee of the Whole on August 17, 2015. The only change since that time is the effective date for the new policy has been changed from September 14th, 2015 to September 15th, 2015. All travel from September 15th on will be under the revised travel policy.

Policy #112-A1 Travel Allowances Expenses is now presented for adoption.

REQUEST FOR DECISION

— REGULAR MEETING —



Benefits or Impacts of the Recommendation:

- General:** The changes to the policy simplify the process and ensure allowances and eligibility is reasonable.
- Strategic Impact:** Indemnify and limit potential liability of the City when City staff use their personal vehicles.
- Financial:** Daily meal allowance outside the municipal boundary and in Vancouver or outside Canada has increased to \$75 and \$90 per diem respectively from \$80 per day. Daily incidental allowance set at \$15 per day.
- Attachments:** Draft Travel Expense Allowance Policy 112-A1

Recommendation: **RESOLVED THAT COUNCIL** adopt Policy #112-A1 – Travel Allowances Expenses

- OPTIONS:**
1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT
 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT
 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.
-

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

CITY OF GRAND FORKS

POLICY TITLE: Travel Expense Allowance

POLICY NO: 112-A1

EFFECTIVE DATE: September 15, 2015

SUPERSEDES: MARCH 6TH, 2012

APPROVAL: Council

PAGE: 1 of 4

POLICY:

The Chief Financial Officer (CFO) or the Chief Administrative Officer (CAO) on budget approval for such purposes, may reimburse expenditures as listed below and incurred by an officer, an employee, a Council member and other authorized individuals and persons while representing the municipality, engaging in municipal business, attending meetings, courses, conventions, seminars and training in work related matters.

PURPOSE:

To reimburse allowable travel expenses associated with City business and ensure expenditures are accountable, cost effective and practicable.

PROCEDURE

1. All travel must be authorized prior to departure using the standard City travel form authorization. The CAO will approve Mayor and Council expense claims. CAO or Manager will pre-approve staff attendance and days of travel.
Any attendance at pre-convention and post-convention seminars and courses must be approved prior to departure.
2. All travel reservations for mode of travel, car rental, event attendance and accommodation should be made by City staff who should obtain most economical rates. City staff should use City credit cards.
3. All allowable travel expenses other than per diem costs may be paid with City credit cards by card holders.
4. Original expense receipts and documentation on reason for travel such as meetings, conference, training, etc. should be attached to travel claim. All expense receipts should indicate event, person for and date.
5. Travel claim to be completed within 5 working days after travel and submitted on the standard City travel expense form.
6. Where costs are not specified in this policy or in another policy for reimbursement, prior approval from the City Chief Administrative Officer must be sought before an expense is incurred.
7. Travel advances of City representative's meal and incidental allowances may be applied for when travel is for 5 or more working days. Travel advances may be permitted as authorized by the CAO.
8. Spousal travel costs will be paid by the City representative unless specifically authorized otherwise by the Chief Administrative Office.

9. All claims for reimbursement of expenses must be signed by the claimant, CFO and Manager or CAO who has responsibility for the budget where the expenditures will be charged.

TRAVEL BY VEHICLE- If available for use, using a City owned vehicle for City business should be the first priority mode to minimize costs. Fleet should be booked as soon as travel approved.

- Actual expenses incurred supported by receipts will be reimbursed. No mileage claim is allowed for City owned vehicles.
- When City owned vehicle is not available and personal vehicle has to be used then reasonable expenses upon proof of payment will be reimbursed including actual mileage.
- If personal vehicle is preferred vehicle of choice then mileage allowance must be approved by CAO prior to travel. Otherwise only actual expenses such as fuel, ferry, parking supported by receipts will be reimbursed.
- Mileage reimbursement will be at the rate approved by CRA allowance.
- Extraordinary mileage may be claimed separately for the exact number of kilometres travelled, provided by an acceptable explanation or at the discretion of the CFO or CAO or acting person therein.

ACCIDENT DEDUCTIBLE REIMBURSEMENT

- Where City staff's personal vehicle is involved in an accident outside the Municipal boundaries, while performing the duties of the City and provided the member is not at fault and had sufficient business insurance coverage, the City shall reimburse the amount of the deductible the member is required to pay.

TRAVEL BY AIRFARE

- City staff should book air travel. Lowest possibly economy fare should be booked.
- Payment of actual costs of domestic economy airfare rates or actual costs of international economy airfare rates.

CAR RENTAL

- Car rental to travel to destination may be an economical mode of travel. A car rental quote should be obtained by City staff to ensure cost effective.
- Car rental at the destination may be appropriate when a cost savings can be justified such as travelling in a group of 3 or more City representatives and requiring numerous taxi rides each day.

FERRY, BUS, TRAIN, SHUTTLE, AIRPORT LIMO, TAXI FARES

- Actual cost supported by receipt.

ACCOMMODATION

- Actual hotel room cost for single accommodation supported by hotel/motel receipt and tips and gratuities. Hotel expenses such as in room movies, mini bar are not allowed.
 - o City staff to make reservations and to obtain government rate or

special event rate where applicable. When a spouse accompanies an employee on a trip only the single rate will be allowable.

- Alternate accommodation allowance of \$40.00 per night in lieu of hotel will be allowed without submission of receipts.
- If travelling on City business to destinations outside the greater Grand Forks area and such destination can be achieved within a return travel time of eight hours during daylight or less, no overnight accommodation will be paid by the City unless circumstances such as unsafe weather arises.
- Actual cost of business internet, telephone and telefax charges supported by receipts.

WORKSHOP, SEMINAR OR CONVENTION REGISTRATION/COURSE/TRAINING MATERIALS/FEES Actual costs supported by receipts.

MEALS:

<u>DAILY MEAL</u>	WITHIN MUNICIPAL BOUNDARY	OUTSIDE MUNICIPAL BOUNDARY	VANCOUVER- 100 KM RADIUS & INTERNATIONAL
Breakfast	\$15	\$15	\$20
Lunch	\$20	\$25	\$30
Dinner	\$30	\$35	\$40

-Meal allowance in lieu of actual costs is provided while on travel status requiring overnight stay.

-The per diem allowance for the day of departure and day of return will be calculated on a pro rate basis with one half the per diem payable for any portion of the day prior to 12:00 non and one –half of the per diem payable for any portion of the day after 12:00 noon.

-Travel of less than one day by City representative can claim actual costs of expenses supported by receipts. Reimbursed expense must not exceed meal allowance amount.

-Meal rate will be reduced when a meal is provided at the function attending.

-International meals will be the foreign currency equivalent to allowance.

DAILY INCIDENTAL ALLOWANCE:

- A per diem allowance of \$15.00 for reimbursement for incidental expenses such as dry cleaning, gratuities, etc will be paid for each full day of travel status

TELEPHONE/FAX

- Actual costs supported by receipt.

MEMBERSHIP FEES/DUES

Actual costs in approved and direct work-related organizations.

PARKING FEES

- Actual costs supported by receipts.

TRAVEL INSURANCE

- Actual costs supported by receipts.

OTHER REIMBURSEMENTS

- Entertaining visitors, guests, members of Council, committees, members of other community agencies, groups and individuals on authorized municipal business within and outside of the City boundary supported by receipts. Actual costs for extra meals supported by receipts. Names of persons entertained and company name, City business must be indicated on receipts.

INELIGIBLE EXPENSES FOR REIMBURSEMENT:

- Vehicle infractions
- Alcoholic beverages
- Parking tickets, fines, towing charges
- Vehicle damages
- Mini bar chargers, in-room movies or personal services
- Costs for spouse/partner programs unless approved as allowable
- Recreation and social activities not included in registration fee

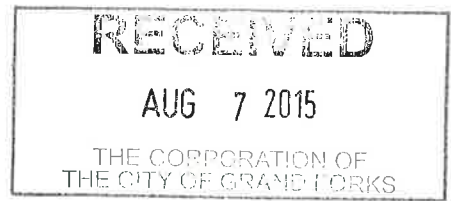
SPOUSAL/PARTNER EXPENSES

- Spousal expense may be paid by the City if it is beneficial for the interests of the City, such as at official functions of Governor General, Prime Minister, the Premier, Lt Governor General and entertainment of official foreign visitors and ministerial delegations.
- Spousal expenses may be paid in relation to Banquet/Reception meals

Other expenses of the spouse shall not be reimbursed by the City and are the costs of the City representative.



Vancouver Island BUILDING TRADES



Office of the Prime Minister
80 Wellington Avenue
Ottawa, ON K1A 0A2

Attention: Stephen Harper
The Right Honourable Prime Minister

July 30, 2015

FILE CODE

WEB
SUMMIT info
Vancouver Island
VI - Bldg - Trades re Asbestos
Awareness & Registries

Re: Asbestos Awareness and Registries

Dear Prime Minister:

I would like to start by thanking you and the federal government for putting the effort into apprenticeship trades training. Without the highest standards and safest learned practices, the construction and maintenance industries would be fraught with many more injuries and fatalities it typically sees.

Which brings me to the reason I'm writing you. As you well know, the mining of asbestos shut-down a couple of years ago, and Canada is no longer exporting this dangerous product abroad to emerging countries like India to process. However, asbestos is not unlike a land mine waiting patiently until someone often not directly involved with the purpose walks innocently by and ends their life. Of course the one is usually immediate, while the other prolongs a person's painful existence, the Canadian construction landscape is checkered with these delayed landmines.

As a 35 year construction and shipyard electrician, I have watched many friends and co-workers diagnosed with pleural plaques on their lungs and asbestosis. This diagnosis is nothing less than a death sentence, they slowly and prematurely wither away, and die an agonizing death due solely from breathing, while at work.

For the past 14 years I have served as the President of Vancouver Island's Building Trades, an organization of approximately 7,000 construction workers, who also move in and out of the west-coast shipbuilding and repair industry.

The proliferation of products containing asbestos throughout the building construction industry over the past 75 and more years will likely go down in modern-day civilized history as one of our worst self-inflicted health care casualties, and it will not subside for many years to come. The best we can hope for is to mitigate its relentless wake.

Therefore, we are calling on the Federal Government as well as all provincial and municipal governments

...2

July 30, 2015

to develop and establish a **National Building Registry of all Public Buildings which utilize Building Products containing Asbestos**, and to make that registry online and available to all restoration and construction workers and companies so they may see if the buildings they (will) work in, have asbestos products and what form those products containing the asbestos fibers are in (ie. floor tiles, ceiling tiles, insulation, drywall, pipe and cladding, etc), and how best to remove or disturb each type of product. We are proposing the Building Registry begin with all public buildings, our parliament, legislatures, office and administration buildings, schools, hospitals, city halls, and associated real estate and public work yards.

We are also calling on the Federal and provincial governments which utilize public marine transportation, the Canadian Navy, Coast Guard, Ocean Sciences, and any other publicly owned vessel to develop and establish a **National Vessel Registry of all Maritime Vessels which utilize Products and equipment containing Asbestos**. That the Registry be available online so that Canadian Shipyard Workers can obtain the information on the products that could potentially kill them prior to them beginning work on the particular equipment, system or vessel structure.

When we properly identify and publish the risks construction/shipyard/remediation, and all workers face, the Canadian workforce will be better prepared and we will all benefit from reduced and controlled exposure. That was essentially the national thrust of programs like; "Right to Know" and "WHMIS".

The baby boomer generation is well versed in asbestos we have seen its extraction from our lands, we have used it, we have lived and worked with it all around us. We are on the eve of mass retirement with a new generation of workers who know very little of the harmful effects asbestos exposure can cause.

Therefore, we are calling on the Federal and provincial governments to develop a plan to better educate our youth moving into the construction and heavy industry sectors with the purpose to help identify products made of asbestos and those which can often contain asbestos, by establishing the last week of April as "Asbestos Awareness" week. This would be in-step with our closest neighbour and largest trading partner as the USA have recently proclaimed the first week of April dedicated to the same cause. Why we are suggesting the last week of April as, April 28th is globally known as the "**Day of Mourning**", a day recognized to honour those who lost their lives while at work, and the number one fatal illness in Canada are those workers who died from inhaling asbestos dust. We believe the highest level of respect we can give those who lost their lives while at work is to fight for those who continue to do the job, to educate the living against the dangers, so they can return home to their loved ones.

We are also recommending that a national standard apprenticeship be developed known as "Hazmat Worker" so those that are involved in remediation have the developed skills and knowledge in proper procedure of remediation of asbestos products. Today these workers are lucky to receive any information of the asbestos product they are removing, how to remove it safely and maybe a throwaway pair of coveralls and a dust mask. Many of them are hired by a labour broker as an independent contractor so they have no recourse to the unsafe work.

...3

Page 3

Re: Asbestos Awareness and Registries

July 30, 2015

Lastly, we are calling on the Federal Government and provincial governments to move forward on Legislation banning all products containing asbestos to cease being imported into Canada. We have finally come to grips with what the rest of the world's developed nations have known for decades, products containing asbestos can be fatal from simply drawing a breath of air, something we all do 20-30 thousand times each and every day. Currently, our import laws allow unregulated importation of asbestos products, they can be found in anything from our after-market vehicle brake pads, some types of building piping, laminate flooring and many other products without our knowledge.

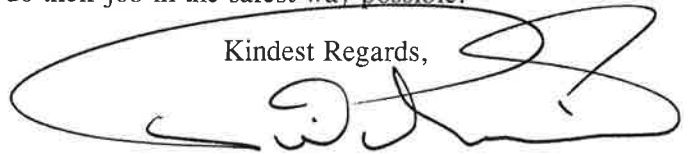
As a business manager I am responsible for those that come in to visit our establishment, if I ignore the sheet of ice at the front entrance and that causes an individual pain and suffering from their fall our business is liable for that pain and suffering. The asbestos tragedy in our eyes is no different, our governments know of its existence in their buildings, it is the tax payer at some time that will be financially impacted, not necessarily the employer who simply came to pull the data cabling throughout a building disturbing the asbestos dust in the ceiling tiles, causing the workers death.

Canadians look towards their elected officials to champion the causes that serve and protect them, it is our own elected officials who for the past five decades have allowed this travesty to continue and spread with full knowledge of the personal anguish, pain and sorrow it was causing. It is time to write a new chapter on this tragic story, with pages of education, transparency, understanding, and knowledge.

We look forward to seeing real action with measurable results on this file in the names of those who have lost their lives, their families, as well as those young adults entering the trades today.

I would like to thank you for your time in reading our recommendations and look forward to a day when every worker can obtain the information they need to do their job in the safest way possible.

Kindest Regards,



Phil Venoit
President,
VI-Building Trades

cc. Christy Clark, Premier British Columbia
Rachel Knotley, Premier Alberta
Brad Wall, Premier Saskatchewan
Greg Selinger, Premier Manitoba
Kathleen Wynne, Premier Ontario
Philippe Couillard, Premier Quebec
Stephen McNeil, Premier Nova Scotia
Brian Gallant, Premier New Brunswick
Wade MacLauchlan, Premier Prince Edward Island
Paul Davis, Premier Newfoundland
Members of Parliament
Bob Blakely, Executive Director Canadian Building Trades
Members of the Legislative Assemblies
Mayor and Council

PMV/nd
Cope 378

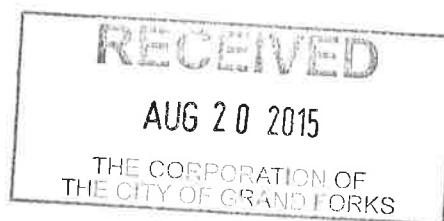
New Building Canada Fund – Small Communities Fund

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
5C - 940 Blanshard Street, Victoria, BC V8W 3E6

August 14, 2015

Cliff# 236684

His Worship Frank Konrad
Mayor of the City of Grand Forks
Box 220
Grand Forks, BC V0H 1H0



Dear Mayor Konrad:

Re: New Building Canada Fund - Small Communities Fund (NBCF-SCF)
Project #N20114 - Wastewater Treatment Plant (WWTP) Ultra-Violet Disinfection

It is my pleasure to inform you that your application for funding under the New Building Canada Fund – Small Communities Fund (NBCF-SCF) has been approved at a maximum federal/provincial contribution of \$306,666.

Please ensure that all public information material for the approved project clearly and prominently indicates funding is provided from the NBCF-SCF.

The Province will require you to submit online periodic progress reports along with budget forecasting reports using the new online Local Government Information System. Details outlining this requirement will be sent to the project contact shortly.

Claim form information along with final report requirements will soon be available on the website: www.gov.bc.ca/smallcommunitiesfund.

A contribution agreement will be sent to your Chief Administrative Officer.

Please note, it is your responsibility to obtain and comply with all necessary authorizations and/or permits as an ongoing condition of our funding.

If you have any questions regarding the above, please do not hesitate to contact Liam Edwards, Executive Director, Local Government Infrastructure and Finance Branch, Ministry of Community, Sport and Cultural Development, at 250-387-4060.

.../2



FILE CODE

Canada

*New Bldg. Canada Fund -
WE3- M22 - Wastewater Treatment Plant*

I wish you every success with your infrastructure project.

Yours truly,



Patrick C. Livolsi, P. Eng.
Provincial Co-Chair, Oversight Committee, Small Communities Fund
Assistant Deputy Minister
Infrastructure and Major Projects Division

cc: Linda Larson, MLA
Boundary-Similkameen

Sean Nacey, Senior Manager
Infrastructure Development Branch
Ministry of Transportation and Infrastructure

Liam Edwards, Executive Director
Local Government Infrastructure and Finance Branch
Ministry of Community, Sport and Cultural Development

Sasha Bird
Manager of Development & Engineering
City of Grand Forks

August 27, 2015

Attn: Mayor and Council

The City of Grand Forks

PO Box 220

Grand Forks, B.C.

VOH 1H0

RECEIVED

AUG 28 2015

THE CORPORATION OF
THE CITY OF GRAND FORKS

Re: Selkirk College's "Mural Madness" Camps

Dear Mayor and Council:

Please accept this letter as a thank you for your support of the above mentioned program(s) which ran on August 13-15, 2015.

Without the financial support provided for the purchase of art supplies, this camp would not have run. Furthermore, and perhaps more importantly, the support provided by the Public Works staff and Management team enabled me to move forward with this program knowing that the work done by our children would be proudly displayed and well taken care of. I cannot thank you and your team enough!

All told, 10 hardworking children along with a few dedicated parents produced eight panels depicting their vision of our community. One mural is a view from space; the other is an "on ground" view of Grand Forks. Both are a unique glimpse into how the youth in our community view their home. Amber Santos provided expert leadership, solid facilitation skills and infinite patience – all of which enabled the group to work hard and have fun.

I was very pleased to see the panels displayed in City Park today. To me, they are a ray of light - particularly placed against the grey smokiness that we've been living in for a while now. They brought a smile to my face and I'm hoping they do the same for others in our community.

I find work such as this very fulfilling and again, I thank you and your team for supporting this program. It is collaborative partnerships such as these that help to make Grand Forks richer in so many ways. Some photos have been included below.

Please do let me know if I can answer any questions.

Sincerely,

Jennifer Wetmore
SELKIRK COLLEGE
CE Coordinator/Campus Manager
250 442 2704

FILE CODE

WJ 453 - Thank You from
Selkirk College's
Mural Madness Camps

COMMUNITY
EDUCATION &
WORKPLACE
TRAINING





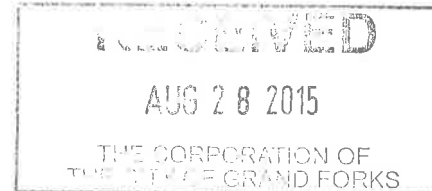
Winnipeg Liquor Store

Box 656 426 Central Ave., Grand Forks, B.C., V0H 1H2

T: 250.442.3316 F: 250.4423613

City of Grand Forks
7217 – 4th Street
Box 220
Grand Forks, BC V0H 1H0

July 31, 2015



Attention: Mayor Frank Konrad & Members of Council

Dear Frank Konrad & Council Members;

Re: Liquor Reform Policy

We are writing in regard to the liquor reform policy implemented by the liberal government on April 1, 2015 which permits BC VQA wine to be sold in grocery stores.

By way of introduction, we wish to advise that we are the owner of liquor stores in the lower mainland. The writer is the spokesman for a coalition of liquor store owners throughout the province of BC who have banded together in order to attempt to alleviate some of the economic and operational impact the new liquor reform policies are having on the private liquor store industry.

The purpose of this correspondence is to bring to your attention that we have written to each of the Regional Districts of UBCM to request that they give consideration to the implementation of a distance requirement in all municipal bylaws relating to the sale of alcoholic products. In this regard, we are enclosing herewith a copy of the correspondence which we forwarded to the Lower Mainland Local Government Association, together with the reports and opinions referred to in that correspondence.

As you are undoubtedly aware, the new BC VQA wine on regular grocery store shelves model is not subject to the 1 Kilometre rule as are all other liquor licenses. As such, the BC VQA wine on regular grocery store shelves model can be set up next to any existing private liquor store.

As you may or may not be aware, according to the legal opinion of Fasken Martineau DuMoulin, the sale of only BC VQA wine in grocery stores is in violation of NAFTA and GATT. The provincial liberal government is aware of this violation but is still proceeding with the rollout of its "BC VQA wine on regular grocery store shelf model". The prevalent school of thought in the liquor industry is that the liberal government is going to use the World Trade Organization's challenge under NAFTA/GATT to open up sale of all alcoholic products (wine/beer/spirits) in the two dominant food grocery retailers in BC. (For your information, the matter of the sale of BC VQA wine only in BC grocery store was raised by the US government at the World Trade Organization about a month ago – the BC government and the Federal government have now been put on notice of the potential challenge). The result of the challenge under NAFTA/GATT will be that the liberal government will have to reverse its BC VQA grocery store model or open up the sale



Winnipeg Liquor Store

Box 656 426 Central Ave., Grand Forks, B.C., V0H 1H2

T: 250.442.3316 F: 250.4423613

of alcohol products in grocery stores, which will result in 60 new full liquor stores in areas not previously zoned for the sale of alcoholic products.

We will not be going into the social and economic issues relating to the effects of the liberal governments' liquor policy reforms as those are outlined in the enclosed documentation.

In closing and in summary, we are requesting that all municipalities in BC consider implementing a bylaw which would impose a 1 kilometre distance separation between any retail establishments selling alcoholic products in the province of BC.

Until such time as an exhaustive review of the issue of liquor in grocery stores has been thoroughly reviewed, we respectfully request that the City place a moratorium on the approval of any more retail liquor outlets including grocery stores.

We thank you for your consideration of this matter.

Yours Truly,
Winnipeg Liquor Store

Bill Irvine

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Manager of Operations
Date: September 14, 2015
Subject: Water Regulations Bylaw No. 1973-A1
Recommendation: **RESOLVED THAT COUNCIL give Final reading to Bylaw No. 1973-A1 Water Regulations Bylaw.**

BACKGROUND: The Universal water metering project was put on hold for approximately 8 months. The City staff is now working on completing the project with both pit meter and inside meter installations. Under the current Bylaw No. 1973 the timelines do not allow for residents that have already signed up for their water meter installation to be installed without penalty. Water Regulations Bylaw No. 1973-A1 has been drafted to extend timelines for water meter installations to December 31, 2015 and clean up some language/billing concerns.

This will replace the two existing Water Regulations Bylaw No. 1973, 2014 and Water Regulation Bylaw No. 1973 amendment Bylaw No. 2014, 2015

At the regular meeting on August 17, 2015 Council gave first three readings of the bylaw.

Bylaw 1973-A1 is now presented for final reading.

Benefits or Impacts of the Recommendation:

General: Water meter installations were put on hold to ensure public had an opportunity to provide feedback.

Strategic Impact: 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 through accumulated gas tax funding. With the project being put on hold there will be additional costs to completing this project.

REQUEST FOR DECISION

— REGULAR MEETING —



Policy/Legislation: Water Regulations Bylaw No.1973, Bylaw 2014, and Water Regulations Bylaw No. 1973-A1

Attachments: Water Regulations Bylaw No.1973 draft, Bylaw No. 2014, and Water Regulations Bylaw No.1973-A1

Recommendation: **RESOLVED THAT COUNCIL give final reading to Bylaw 1973-A1 – Water Regulations Bylaw.**

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

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

WATER REGULATIONS BYLAW NO. 1973-A1

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

WHEREAS the City of Grand Forks has established and operates a water system pursuant to its powers under the 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-A1, 2015”**.

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 **Water** Service Connection from the Waterworks System to the

Owner's Parcel Boundary, and ~~a the~~ Water Connection from property line the Curb Stop to his or her private property and shall **must** 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 WATER 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 Water 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 Water Service Connection to any premises and also the position in the street in which the Water 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 Water Service Connection, either for the laying of a new Water Service Connection or repair of an existing Water 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 property line 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 Water 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. The City will repair and bill the repair on utility bill.

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 Water Connection 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 Water Connection 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 has been given notification of thirty (30) days ~~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 Connection 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 Water Service shall provide to the Manager of Operations confirmation that the Water Service 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 Connection Service is guilty of an offence under this bylaw and will be subject to a penalty in accordance with Section 12.11.
- 8.6 Should the property owner elect to have the water service to a building turned on or off, as described in Section 8 of this bylaw, water customer charge and fixed and capital fees will continue to be charged.

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.~~
Every Owner of property that receives the supply of water from the Waterworks System shall, at the sole cost of the Owner, pay for the cost of 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. The Water Meter shall remain the property of the City of Grand Forks.
- 10.2 Notwithstanding Section 10.1, the City shall supply and install Water Meters to those properties built prior to January 4 **December 31**, 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/December 31, 2015. Any new construction building permit after January 1, 2016 the water meter will be supplied by the City and billed to the utility account with the home owner being responsible for the installation of the water meter by a qualified contractor.

- 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/December 31, 2015 the Owner will be responsible for the difference in cost between in-home installation and Meter Pit installation. After July 31/December 31, 2015, the Owner will be responsible for all costs associated with installation, unless booked for installation on or prior to December 1, 2015.

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; unless a written request has been approved by the Manager of Operations.
- (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.
- 12.12 Any Person who contravenes any of the provisions of the Stage 1 through Stage 4 Watering Restrictions may be subject to a fine as described in Schedule 12 – A3 of the Municipal Ticketing and Information Bylaw No 1957

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. 1973, 2014 and Bylaw No. 2014, 2015" 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 17th day of August, 2015.

READ A SECOND TIME this 17th day of August, 2015.

READ A THIRD TIME this 17th day of August, 2015.

FINALLY ADOPTED this 14th day of September, 2015.

Mayor

Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1973-A1, as passed by the Municipal Council 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

DRAFT

Bylaw No. 1973-A1

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) – **At Cost**

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

iii) Inspections and/or pressure testing \$150.00

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%

(d) Water meter for new house construction

At Cost supplied by City, plus 15% added to utility bill

*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

(b) Meter re-read at Customer's request – per occurrence \$ 25.00

(c) Meter testing at Customer's request – per occurrence At Cost

(d) Water meter tampering charge – per occurrence \$200.00

(e) Charge for damage due to tampering

(f) Curb stop damaged by owner repaired by City At cost plus 15%

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

Schedule A
Bylaw No. 1973-A1
Page 3 of 3

7. User Rates – Effective July 1, 2014

	Per Unit Bi-monthly Fixed Charge & Capital Charge	Per Account (per meter) Bi-monthly Fixed Charge & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges for Non-Metered, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	\$29.18		\$7.17	\$0.116	
Commercial Office Properties (water use restricted to staff washroom)		\$27.14	\$7.17	\$0.116	
Commercial (Class06) Properties not listed below		\$60.42	\$7.17	\$0.127	
Large Industrial (Class 04) Properties		\$60.42	\$7.17	\$0.127	
Commercial laundry, car wash Properties		\$60.42	\$7.17	\$0.127	
Hotels, Restaurants, Malls		\$60.42	\$7.17	\$0.127	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		\$60.42	\$7.17	\$0.127	
Buildings not connected to Water System on lots where service is available		\$22.02	\$7.17		
Residential Properties not metered	\$48.34		\$7.17		\$16.79

THE CORPORATION OF THE CITY OF GRAND FORKS

WATER REGULATIONS BYLAW NO. 1973

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

WHEREAS the City of Grand Forks has established and operates a water system pursuant to its powers under the 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 (\$1000.00) 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 21st day of July, 2014.

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

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

FINALLY ADOPTED this 18th day of August , 2014.



Mayor



Corporate Officer

CERTIFICATE

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

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

Date Signed

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
User Class					
Metered Multi-Family Apartment (one tax folio)	\$28.50		\$7.00	\$0.113	
Commercial Office Properties (water use restricted to staff washroom)		\$26.50	\$7.00	\$0.113	
Commercial (Class06) Properties not listed below		\$59.00	\$7.00	\$0.124	
Large Industrial (Class 04) Properties		\$59.00	\$7.00	\$0.124	
Commercial laundry, car wash Properties		\$59.00	\$7.00	\$0.124	
Hotels, Restaurants, Malls		\$59.00	\$7.00	\$0.124	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		\$59.00	\$7.00	\$0.124	
Buildings not connected to Water System on lots where service is available		\$21.50	\$7.00		
Residential Properties not metered	\$45.25		\$7.00		\$16.40

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2014

A BYLAW TO AMEND THE CITY OF GRAND FORKS WATER REGULATIONS BYLAW NO. 1973

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

NOW THEREFORE, the 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 **"City of Grand Forks Water Regulations Amendment Bylaw No. 2014, 2015"**.
2. That Bylaw No. 1973, cited as "City of Grand Forks Water Regulations Bylaw No. 1973, 2014", be amended by deleting "Schedule A" and replacing it with a new "Schedule A", which is identified as "Appendix 1" and attached to this bylaw.
3. That Bylaw No. 1973, cited as the "City of Grand Forks Water Regulations Bylaw No. 1973, 2014", be amended by adding Section 8.6 "Should the property owner elect to have the water service to a building turned on or off, as described in Section 8 of this bylaw, water customer charge and fixed and capital fees will continue to be charged."
4. That Bylaw No. 1973, cited as the "City of Grand Forks Water Regulations Bylaw No. 1973, 2014", be amended by deleting Section 10.1 and replacing it with a new 10.1 stating "Every Owner of property that receives the supply of water from the Waterworks System shall, at the sole cost of the Owner, pay for the cost of 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. The Water Meter shall remain the property of the City of Grand Forks."
5. That this bylaw shall come into force and effect for all consumption billed for periods ended on or after July 1, 2015.

INTRODUCED this 7th day of April, 2015.

Read a **FIRST** time this 20th day of April, 2015.

Read a **SECOND** time this 20th day of April, 2015.

Read a **THIRD** time this 20th day of April, 2015.

FINALLY ADOPTED this 4th day of May, 2015.



Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2014,
the "City of Grand Forks Water Regulations Amendment Bylaw No. 2014, 2015",
as passed by the Municipal Council of the Corporation of the
City of Grand Forks on the ____ day of _____.

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

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) – **At Cost**

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

iii) Inspections and/or pressure testing \$150.00

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

(b) Meter re-read at Customer's request – per occurrence \$ 25.00

(c) Meter testing at Customer's request – per occurrence At Cost

(d) Water meter tampering charge – per occurrence \$200.00

(e) Charge for damage due to tampering

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

7. User Rates – Effective July 1, 2015

	Per Unit Bi-monthly Fixed Charge & Capital Charge	Per Account (per meter) Bi-monthly Fixed Charge & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges for Non-Metered, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	\$29.18		\$7.17	\$0.116	
Commercial Office Properties (water use restricted to staff washroom)		\$27.14	\$7.17	\$0.116	
Commercial (Class 06) Properties not listed below		\$60.42	\$7.17	\$0.127	
Large Industrial (Class 04) Properties		\$60.42	\$7.17	\$0.127	
Commercial laundry, car wash Properties		\$60.42	\$7.17	\$0.127	
Hotels, Restaurants, Malls		\$60.42	\$7.17	\$0.127	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		\$60.42	\$7.17	\$0.127	
Buildings not connected to Water System on lots where service is available		\$22.02	\$7.17		
Residential Properties not metered	\$46.34		\$7.17		\$16.79

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Manager of Building Inspections & Bylaw Services

Date: August 31, 2015

Subject: Amendment Bylaw No. 1957 A-3 to the Municipal Ticketing & Information Bylaw No. 1957

Recommendation: **RESOLVED THAT COUNCIL** receive the Amendment Bylaw No. 1957 A-3 of the Municipal Ticketing & Information Bylaw No. 1957, and consider giving the Amendment Bylaw No. 1957 A-3 the first three readings at the September 14th 2015, Regular Meeting of City Council

BACKGROUND: City council has adopted the Schedule 12 bylaw amendment at the August 17th Regular Council Meeting. The Amendment Bylaw No.1957 A-3 will also be required to complete the bylaw process in order to attach the amended Schedule 12 to the Municipal Ticketing & Information Bylaw No. 1957. As the Schedule was previously introduced staff is proposing that Council give the first three readings of this bylaw amendment at tonight's Council Meeting.

Benefits or Impacts of the Recommendation:

General: This will allow for better control and enforcement of the bylaw with regard to Watering Restrictions

Strategic Impact: N/A

Financial: N/A

Policy/Legislation: Council has the authority to amend bylaws.

Attachments: Amendment Bylaw No. 1957 A-3 and Schedule 12

Recommendation: **RESOLVED THAT COUNCIL** receive the Amendment Bylaw No. 1957 A-3 of the Municipal Ticketing & Information Bylaw No. 1957, and consider giving the Amendment Bylaw No. 1957 A-3 the first three readings at the September 14th 2015, Regular Meeting of City Council

REQUEST FOR DECISION

— REGULAR MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL RECEIVES THE STAFF REPORT.**
 - 2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT.**
 - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

	
Department Head or CAO	Chief Administrative Officer

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1957-A3

**A Bylaw to Amend the City of Grand Forks
Municipal Ticket Information Bylaw No. 1957, 2013**

=====

WHEREAS Council may, by bylaw, amend the provisions of the Municipal Ticket Information Bylaw No. 1957, pursuant to the Local Government Act;

AND WHEREAS Council desires to amend the Municipal Ticket Information Bylaw No. 1957, 2013 by adding a Schedule 12, as attached:

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

1. That the Municipal Ticketing Information Bylaw No. 1957, 2013 be amended by adding Schedule 12, as attached:
2. That this bylaw may be cited as the **“City of Grand Forks Municipal Ticket Information Amendment Bylaw No. 1957-A3, 2015”**.

READ A FIRST TIME this ____ day of September, 2015.

READ A SECOND TIME this ____ day of September, 2015.

READ A THIRD TIME this ____ day of September, 2015.

FINALLY ADOPTED this ____ day of September, 2015.

Frank Konrad, Mayor

Diane Heinrich – Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1957-A3 as passed by the
Municipal Council of the City of Grand Forks on the
_____ day of September, 2015.

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

SCHEDULE 12

OF THE MUNICIPAL TICKETING BYLAW NO. 1957

(Amendment Bylaw 1957, Schedule 12 – A3)

Bylaw No. 1973 “Water Regulations Bylaw”

COLUMN 1	COLUMN 2	COLUMN 3
Stage 1 Regulation -- Water Outside of Hours		
First Offence	12.12	\$ 50.00
Second Offence	12.12	\$ 100.00
Third Offence	12.12	\$ 150.00
Stage 2 Regulation -- Water Outside of Hours		
First Offence	12.12	\$ 100.00
Second Offence	12.12	\$ 200.00
Third Offence	12.12	\$ 300.00
Stage 3 Regulation -- Water Outside of Hours		
First Offence	12.12	\$ 150.00
Second Offence	12.12	\$ 300.00
Third Offence	12.12	\$ 450.00
Stage 4 Regulation – No Watering		
All Offences	12.12	\$ 600.00

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Chief Financial Officer
Date: September 14, 2015
Subject: Bylaw 2020 to Establish Community Works Reserve Fund
Recommendation: **RESOLVED THAT COUNCIL** give first three readings to Community Works Reserve Fund Establishment Bylaw 2020, 2015.

BACKGROUND:

The City signed a renewed agreement for the Community Works Fund, also known as Gas Tax, in 2014. The new agreement expanded the Eligible Project Categories to include many capital projects that were not eligible under the previous agreement. As a result, the accounting requirements have changed and the establishment of a reserve is necessary.

Bylaw 2020 was presented to Committee of the Whole on August 17, 2015. Bylaw 2020 is now presented for first three readings.

Benefits or Impacts of the Recommendation:

General: Provide efficient accounting of funds received, interest earned and capital projects expenditures as well as simplify annual reporting of fund activities.

Strategic Impact: Segregated funds will be clearly identified and directed to local priorities that fall within one of the Eligible Project categories pursuant to the Community Works Fund Agreement.

Policy/Legislation: Community Charter S. 188 and S. 189
Public Sector Accounting (PSA) Handbook
Community Works Fund Agreement

Attachments: DRAFT Bylaw 2020

Recommendation: **RESOLVED THAT COUNCIL** give first three readings to Community Works Reserve Fund Establishment Bylaw 2020, 2015.

OPTIONS: 1. **RESOLVED THAT COUNCIL**RECEIVES THE STAFF REPORT

REQUEST FOR DECISION

— REGULAR MEETING —



2. RESOLVED THAT COUNCIL DOES NOT ACCEPT THE STAFF REPORT

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

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2020

A Bylaw to Establish a Reserve Fund for Community Works Funds

=====

WHEREAS it is provided by Section 188 of the Community Charter that Council may establish a reserve fund for a specified purpose;

AND WHEREAS the Corporation of the City of Grand Forks is a signatory to the 2014-2024 Community Works Fund Agreement;

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

1. This Bylaw may be cited as, **“Community Works Reserve Fund Establishment Bylaw 2020, 2015”**
2. Net proceeds received from the Union of British Columbia Municipalities under the Community Works Fund Agreement and interest earned on the fund balance shall be placed to the credit of the “Community Works Reserve Fund”.
3. Monies in the “Community Works Reserve Fund” will be solely used for the purposes allowed under the Community Works Fund Agreement.
4. The money set aside in this Reserve Fund shall be recorded separately and may be invested in the manner provided by the Community Charter until its use is required.

INTRODUCED this 17th day of August, 2015.

Read a **FIRST** time this 14th of September, 2015.

Read a **SECOND** time this 14th day of September, 2015.

Read a **THIRD** time this 14th day of September, 2015.

FINALLY ADOPTED this ____ day of _____.

Mayor Frank Konrad

Corporate Officer Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2020, cited as the "Community Works Reserve Fund Establishment Bylaw".

Clerk of the Municipal Council of the
City of Grand Forks