

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

**Tuesday, April 19, 2016, at 10:00 am  
7217 - 4th Street, City Hall Council Chambers**

<b><u>ITEM</u></b>	<b><u>SUBJECT MATTER</u></b>	<b><u>RECOMMENDATION</u></b>
1. <b><u>CALL TO ORDER</u></b>		
2. <b><u>ADOPTION OF MEETING AGENDA</u></b>		
a) Adopt agenda	April 19th, 2016, Special Meeting agenda	THAT Council adopts the April 19th, 2016, Special Meeting agenda as presented.
3. <b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
4. <b><u>UNFINISHED BUSINESS</u></b>		
5. <b><u>RECOMMENDATIONS FROM STAFF FOR DECISIONS</u></b>		
a) Chief Financial Officer <a href="#">RFD - CFO Resolution Fire Truck Parcel Tax Roll Review Panel</a>	2015 Ladder Truck Parcel Tax Roll Review Panel	THAT Council appoints (3) members of Council to sit on the Fire Truck Parcel Tax Roll Review Panel in accordance with Community Charter S. 204(2)(a) and (b); AND FURTHER THAT the Fire Truck Parcel Tax Roll Review Panel sitting be held on May 10, 2016, at 10:00 am in Council Chambers.
6. <b><u>REQUESTS ARISING FROM CORRESPONDENCE</u></b>		
7. <b><u>BYLAWS</u></b>		
a) Chief Financial Officer <a href="#">Bylaw - RFD - CFO - Bylaw 419-A1 Tax Sale Lands Amend</a>	Tax Sale Properties Reserve Fund Amendment	THAT Council gives first three readings to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016'
b) Chief Financial Officer <a href="#">Bylaw - RFD - CFO - Bylaw 1854-A1 Capital Reserve Amend</a>	Capital Reserve Fund Amendment Bylaw	THAT Council gives first three readings to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016'.

- |    |   |   |  |
|----|---|---|--|
| c) | Deputy Manager of Operations<br><a href="#">Bylaw - RFD - Dep. Mgr. of Op. - Bylaw 1812 R-1 Campground Repeal</a>     | Campground Repeal Bylaw No. 1812 R-1  | THAT Council gives final reading to, and adopts the Repeal Bylaw No. 1812 R-1.   |
| d) | Deputy Manager of Operations<br><a href="#">Bylaw - RFD - Dep. Mgr. of Op. - Bylaw 2026 - Campground</a>              | Campground Bylaw No. 2026   | THAT Council gives final reading to, and adopts the Campground Bylaw No. 2026.   |
| e) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - Bylaw 2027 Slag Reserve Establish</a>                      | Slag Sales Reserve Fund - repeal and new bylaw  | THAT Council gives first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016';<br>AND FURTHER THAT Council gives first three reading to 'Slag Sale Reserve Fund Bylaw 2027, 2016'. |
| f) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - Bylaw 2028 Cap Reserve Establish</a>                       | New Capital Reserves Bylaw  | THAT Council gives first three readings to 'Capital Reserve Funds Establishment Bylaw 2028, 2016'.   |
| g) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - Bylaw 2029 Land Sales Reserve Establish</a>                | Land Sales Reserve - repeal old bylaw, adopt new bylaw                                      | THAT Council gives first three readings to 'Land Sales Reserve Fund, 1999 Repeal bylaw No. 1609-R, 2016';<br>AND FURTHER THAT Council gives first three readings to 'Land Sale Reserve Fund Bylaw 2029, 2016'.                       |
| h) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - Bylaws 2030 &amp; 2031 Parcel Tax Prepare &amp; Impose</a> | Fire Truck Parcel Tax Preparation Bylaw 2030<br>Fire Truck Parcel Tax Imposition Bylaw 2031 | THAT Council gives first three readings to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016;<br>AND THAT Council gives first three readings to the Fire Truck Parcel Tax Roll Imposition Bylaw 2031, 2016.                |
| i) | Chief Financial Officer<br><a href="#">Bylaw - RFD - CFO - 2016 Tax Rates Bylaw 2032</a>                              | 2016 Tax Rates Bylaw 2032   | THAT Council gives first three readings to 2016 Tax Rates Bylaw 2032.  |

8. **LATE ITEMS**

9. **ADJOURNMENT**

# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** April 19, 2016  
**Subject:** 2015 Ladder Truck Parcel Tax Roll Review Panel  
**Recommendation:** **RESOLVED THAT COUNCIL** appoint (3) members of Council to sit on the Fire Truck Parcel Tax Roll Review Panel in accordance with Community Charter S. 204(2)(a) and (b)  
**RESOLVED THAT** the Fire Truck Parcel Tax Roll Review Panel sitting be held on May 10, 2016 at 10am in Council Chambers

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## **BACKGROUND:**

Bylaws 2030 and 2031, the Fire Truck parcel tax bylaws have been presented to Council for discussion. These bylaws intend to impose a parcel tax on all properties within the City of Grand Forks, except those that are exempt.

Pursuant to the provisions of the Community Charter, before a parcel tax is imposed for the first time, a parcel tax roll review panel must be formed to authenticate the roll and consider any complaints respecting the parcel tax roll. Council must also establish the time and place for the sitting of the panel. As per the attached timeline, it is suggested that the Parcel Tax Roll Review Panel sit on May 10, 2016 at 10am in Council Chambers.

The Community Charter also requires advance notice of the time and place published in accordance with section 94 of the Community Charter. As per the attached timeline, advertising for the parcel tax would be in the Gazette on April 27<sup>th</sup> and May 4<sup>th</sup>, 2016.

Section 204(3) of the Charter states that at least 14 days before the date set for the sitting of the parcel tax roll review panel (May 10<sup>th</sup>), the collector must mail a notice to the owner of every parcel of land that is to be taxed. The notice must state the service in relation to the parcel tax, the time and place of the first sitting of the review panel, and that the parcel tax roll is available for inspection at municipal hall during its regular office hours. A template of the letter that will be mailed on April 20<sup>th</sup>, 2016 to each taxpayer is attached.

A sample agenda for the Fire Truck Parcel Tax Roll Review Panel sitting is also attached.

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

**General:** Appointing a Parcel Tax Review Panel and establishing a time and place for a first sitting is required when a new parcel tax is implemented  
**Strategic Impact:** This parcel tax will cover equipment lease payments for the 2015 ladder truck  
**Financial:** Advertising and notice by mail will cost approximately \$3000

# REQUEST FOR DECISION

— SPECIAL MEETING —



**Policy/Legislation:** Community Charter Part 7 Division 4  
**Attachments:** Sample Fire Truck Parcel Tax letter to taxpayers  
Fire Truck Parcel Tax Implementation timeline  
Sample Parcel Tax Roll Review Panel agenda

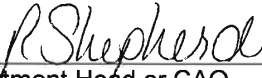
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**Recommendation:** **RESOLVED THAT COUNCIL** appoint (3) members of Council to sit on the Fire Truck Parcel Tax Roll Review Panel in accordance with Community Charter S. 204(2)(a) and (b))  
**RESOLVED THAT** the Fire Truck Parcel Tax Roll Review Panel sitting be held on May 10, 2016 at 10am in Council Chambers

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**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.**

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 Department Head or CAO	 Chief Administrative Officer
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**REQUIRED NOTICE FOR NEWSPAPER AD AND DELIVERY TO PROPERTY OWNERS**

**CITY OF GRAND FORKS NOTICE**

**ENACTMENT OF FLAT TAX ON PARCELS BYLAW TO PAY FOR THE 2015 101' COBRA  
PLATFORM FIRE TRUCK**

The Council of the City of Grand Forks intends to enact Bylaw No. 2031, which is a bylaw to impose a flat tax on parcels, to provide all or part of the funding for the 2015 101' Cobra Platform Fire Truck.

The flat tax on parcels will be applicable to every parcel within the City and those parcels would be levied a flat tax of \$60.95 for 2016 – 2020 inclusively.

A Parcel Tax Roll Review Panel will be held on Tuesday, May 10, 2016 at 10:00 a.m., in City Council Chambers at 7217 – 4<sup>th</sup> Street in Grand Forks. The Review Panel will sit to hear complaints concerning the flat tax on parcels on the following grounds:

- a.) there is an error or omission respecting a name or address on the tax roll;
- b.) there is an error or omission respecting the inclusion of a parcel on the roll;
- c.) there is an error or omission respecting the taxable rate for a parcel;
- d.) an exemption has been improperly allowed or disallowed.

A complaint must not be heard by the Review Panel, unless written notice of the complaint has been given to the Municipality at least 48 hours before the time set for the sitting of the Review Panel. In order to meet this deadline, the written complaint must be filed at City Hall by the close of business on Friday, May 6, 2016.

The flat tax on parcels roll, which is the completed BC Assessment Roll, is available for inspection at City Hall, 7217 – 4<sup>th</sup> Street, during the regular office hours of 9:00 a.m. to 4:00 p.m., Monday to Friday, excluding statutory holidays.

CITY OF GRAND FORKS  
2015 LADDER TRUCK PURCHASE  
PARCEL TAX TIMELINE

ACTIVITY	DATE	REQUIREMENT
Introduce Bylaws Section 202 and 200 Community Charter for Bylaw 2030 and 2031 '2015 Ladder Truck' parcel tax	April 11 <sup>th</sup>	Forward to Special Meeting
Introduce RFD to appoint Parcel Tax Roll Review Panel	April 11 <sup>th</sup>	Forward to Special Meeting
Pass 3 readings of Section 202 Community Charter bylaw directing preparation of the parcel tax roll – Bylaw 2030	April 19 <sup>th</sup>	Community Charter S. 202
Pass 3 readings of Section 200 Community Charter bylaw permitting Council to impose a parcel tax to provide recovery of costs of 2015 Ladder Truck	April 19 <sup>th</sup>	Community Charter S. 200
Council to appoint 3 persons as Parcel tax roll review panel Council to establish time and place for panel sitting (May 10 <sup>th</sup> )	April 19 <sup>th</sup>	Community Charter S. 204 (2) (a) and (b)
14 day notice to parcel owners by mail stating -parcel tax imposed -time and place of sitting of the Parcel tax roll review panel	April 20 <sup>th</sup>	Community Charter S. 204 (3)
Advertise advance notice of parcel tax roll review panel sitting	April 27 <sup>th</sup> and May 4 <sup>th</sup>	Community Charter S. 204 (2) (c)
Adopt bylaws for Parcel Tax Section 202 and 200 Community Charter	May 9 <sup>th</sup>	
Parcel tax roll review panel sitting and responsibilities: -appoint Chair -authenticate parcel tax roll -hear complaints	May 10 <sup>th</sup>	Community Charter S. 206  Assessment Act sections 32 (3)- (5), 33(3), 35(1)(b)(c) and (2), 36, 37, 38 (2) (a),(7), (9) and 40
After parcel tax authenticated within 10 days mail notice of decision by parcel tax roll review panel regarding complaints made		Community Charter S. 206 (3)

# THE CORPORATION OF THE CITY OF GRAND FORKS

7217 – 4TH STREET, BOX 220 · GRAND FORKS, BC V0H 1H0 · FAX 250-442-8000 · TELEPHONE 250-442-8266



## FIRE TRUCK PARCEL TAX ROLL REVIEW PANEL AGENDA

Agenda for a Fire Truck Parcel Tax Roll Review Panel of the City of Grand Forks to be held Tuesday, May 10<sup>th</sup>, 2016 at 10:00 a.m. in the Council Chambers at City Hall. This Parcel Tax Roll Review Panel is held in accordance with Part 7 Division 4 of the Community Charter.

As per Section 205 (1) of the Community Charter, subject to subsection (2), a person may make a complaint to the parcel tax roll review panel on one or more of the following grounds:

- a.) there is an error or omission respecting a name or address on the parcel tax roll;
- b.) there is an error or omission respecting the inclusion of a parcel;
- c.) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- d.) an exemption has been improperly allowed or disallowed.

A complaint must not be heard by the parcel tax roll review panel unless written notice of the complaint has been received by The City of Grand Forks at least 48 hours before the time set for the first sitting of the review panel. In order to meet this deadline, the written complaint must be filed at City Hall by the close of business at 4pm on Friday, May 6, 2016.

### ORDER OF BUSINESS

#### 1.) CALL TO ORDER

#### 2.) APPROVAL OF THE AGENDA

#### 3.) PARCEL TAX ROLL REPORTS

#### 4.) COMPLAINTS

#### RECOMMENDATION:

#### 5.) AUTHENTICATION

#### 6.) ADJOURNMENT

**Website:** [www.grandforks.ca](http://www.grandforks.ca)

**Email:** [info@grandforks.ca](mailto:info@grandforks.ca)





# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** April 19, 2016  
**Subject:** Tax Sale Properties Reserve Fund amendment  
**Recommendation:** **RESOLVED THAT COUNCIL** gives first three readings to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016'

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## **BACKGROUND:**

Bylaw 419-A1 was presented to the Committee of the Whole on April 11, 2016.

Bylaw 419 was created in 1948 for monies received from the sale of tax sale properties. There has been no activity in this reserve except for interest earned for the past 20 years. This reserve was a requirement of the Municipal Act. However, tax sales are now regulated by the Local Government Act. This Act does not require a Tax Sale Reserve.

The Province was contacted and confirmed that this reserve is no longer needed. They have stated that the section of the Municipal Act regarding the requirement to establish a reserve fund for tax sale money was removed and it is no longer required to establish a reserve fund for that purpose. When a property is sold at tax sale, the municipality will receive an upset price amount consisting of delinquent taxes, current year taxes plus any interest and penalties and can use this amount for purposes that normal taxation revenue would be used for. Any surplus over the upset price must be paid to the owner of the property at the time of the tax sale per section 659 of the Local Government Act.

This amending bylaw allows for the transfer of the balance in the reserve to capital reserves. At year end 2015, there was \$63,234.76 in the Tax Sale Properties Reserve. Bylaw 2024, the 2016-2020 Financial Plan includes a transfer of the balance of the Tax Sale Lands Reserve to the Capital Reserve, to be used for infrastructure renewal projects.

Bylaw 419-A1, 2016 is now presented for three readings.

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

**General:** Housekeeping item to transfer reserve balance no longer required by legislation.  
**Strategic Impact:** Fiscal Accountability including proactively planning for infrastructure repair and replacement  
**Policy/Legislation:** Community Charter S. 188 and S. 189  
Local Government Act S. 659

# REQUEST FOR DECISION

— SPECIAL MEETING —



**Attachments:**

DRAFT Bylaw No. 419-A1

Bylaw No. 419 – Sale of Tax Sale Properties Moneys By-law 1948

**Recommendation:**

**RESOLVED THAT COUNCIL** gives first three readings to 'Sale of Tax Sale Properties Moneys Amendment Bylaw 419-A1, 2016'

**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
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THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 419-A1**

**A Bylaw to Amend the  
Sale of Tax Sale Properties Moneys Bylaw No. 419**

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**WHEREAS** Section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes, and;

**WHEREAS** Section 189 of the Community Charter authorizes Council, by bylaw, to transfer all or part of the amount to another reserve fund;

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

1. This bylaw may be cited, for all purposes, as the **“Sale of Tax Sale Properties Moneys Amendment Bylaw No. 419-A1, 2016”**.
2. That Section 4 be added with the following:

“Monies held to the credit of the ‘Sale of Tax Sale Properties Moneys’ Reserve Fund may be transferred to the Capital Reserve Fund, General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund, but the funds transferred must be used solely for capital projects.”

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

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

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

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

**CERTIFIED CORRECT**

I hereby certify the foregoing to be a true copy of Bylaw No. 419-A1 as adopted by the  
Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

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

THE CORPORATION OF THE CITY OF GRAND FORKS  
BY-LAW NO. 419.

A BY-LAW to set aside under the provisions of Section 504C of the "Municipal Act" moneys received from the sale of tax sale properties.

WHEREAS section 504C of the "Municipal Act" provides that the Council of every municipality shall set aside by by-law all moneys received from the sale of tax sale properties;

AND WHEREAS The Corporation of the City of Grand Forks has on hand from the sale of tax sale lands the sum of \$458.50;

THEREFORE the Municipal Council of The Corporation of the City of Grand Forks in open meeting assembled enacts as follows:

1. Pursuant to the provisions of section 504C of the "Municipal Act" there is hereby set aside the sum of \$458.50, together with all further moneys which from time to time may be received, from the sale of tax sale properties.

2. Subject to resolution of the Council the moneys so set aside may be invested in the manner provided in section 204 of the "Municipal Act" for the investment of sinking funds.

3. This by-law may be cited as the "Sale of Tax Sale Properties Moneys By-law 1948".

Read a first time on the 27th day of October 1947,

Read a second time on the 22nd day of March 1948,

Read a third time on the 22nd day of March 1948.

Reconsidered, adopted and finally passed by the Municipal Council of The Corporation of the City of Grand Forks on the 5th day of April 1948

*John A. Tutton*  
City Clerk.

*O. Stephenson*  
Mayor.



# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** April 19, 2016  
**Subject:** Capital Reserve Fund Amendment Bylaw  
**Recommendation:** **RESOLVED THAT COUNCIL** give first three readings to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016'.

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## **BACKGROUND:**

This bylaw was presented at the Committee of the Whole on April 11, 2016.

This capital reserve is currently the only capital reserve and is being used by all of the funds – general, water, waste water and electrical. A new Capital Reserves bylaw is also being presented to Council that will see the creation of a capital reserve in each fund.

This amending bylaw allows for the transfer of Capital Reserve monies to other capital reserves. This Capital Reserve will remain in existence as a holding reserve until allocated to each specific capital fund reserve during the financial plan discussions each year.

Bylaw 1854-A1, 2016 is now presented for first three readings.

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

**General:** Provide efficient accounting of funds received and interest earned on capital projects expenditures

**Strategic Impact:** Fiscal Accountability including proactively planning for infrastructure repair and replacement

**Policy/Legislation:** Community Charter S. 188 and S. 189

**Attachments:** DRAFT Bylaw No. 1854-A1  
Bylaw No. 1854

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# REQUEST FOR DECISION

— SPECIAL MEETING —



**Recommendation:**

**RESOLVED THAT COUNCIL** give first three readings to 'Capital Reserve Fund Amendment Bylaw 1854-A1, 2016'.

**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.**

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Department Head or CAO	Chief Administrative Officer



THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 1854-A1**

**A Bylaw to Amend the  
Capital Reserve Fund Bylaw No. 1854**

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**WHEREAS** Section 188 of the Community Charter authorizes Council to establish reserve funds for specified purposes, and;

**WHEREAS** Section 189 of the Community Charter authorizes Council, by bylaw, to transfer all or part of the amount to another reserve fund;

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

1. This bylaw may be cited, for all purposes, as the **“Capital Reserve Fund Amendment Bylaw No. 1854-A1, 2016”**.
2. That Section 2 be deleted in its entirety and replaced with “There shall be and is hereby established a Capital Reserve Fund for the purpose of setting aside funding to be used for or in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works”.
3. That Section 4 be added with the following:  
  
“Monies held to the credit of the Capital Reserve Fund may be transferred to the General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund, but the funds transferred must be used solely for capital projects.”

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19th day of April, 2016.

Read a **SECOND** time this 19th day of April, 2016.

Read a **THIRD** time this 19th day of April, 2016.

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

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Mayor Frank Konrad

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Corporate Officer Diane Heinrich

**CERTIFIED CORRECT**

I hereby certify the foregoing to be a true copy of Bylaw No. 1854-A1 as adopted by the  
Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

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

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

**BYLAW NO. 1854**

**A Bylaw to Establish a Reserve Fund for the Purpose of Capital Project Funding**  
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**WHEREAS** the Section 188(1) of the Community Charter allows Council, by bylaw, to establish a reserve fund for a specified purpose and direct that money be placed to the credit of the reserve fund; and

**WHEREAS** capital projects identified in the Five Year Financial Plans of the City may require more than one operating year to finance and complete;

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

1. This Bylaw may be cited for all purposes as the “**Capital Reserve Fund Bylaw**”.
2. There shall be and is hereby established a Capital Reserve Fund for the Purpose of setting aside funding to be used to complete capital projects after the end of the current fiscal year.

Read for a **FIRST** time this 3<sup>rd</sup> day of March, 2008

Read for a **SECOND** time this 3<sup>rd</sup> day of March, 2008

Read for a **THIRD** time this 3<sup>rd</sup> day of March, 2008

**FINALLY ADOPTED** this 17<sup>th</sup> day of March, 2008

\_\_\_\_\_  
Mayor Neil Krog

\_\_\_\_\_  
City Clerk – Lynne Burch

**CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No.1854, cited as "**Capital Reserve Fund Bylaw 1854, 2008**" as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 17<sup>th</sup> day of March 2008.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

Bylaw 1854 Capital Reserve Fund

# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Deputy Manager of Operations  
**Date:** April 19, 2016  
**Subject:** Campground Repeal Bylaw No. 1812 R-1  
**Recommendation:** **RESOLVED THAT COUNCIL give final reading to, and adopt the Repeal Bylaw No. 1812 R-1.**

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**BACKGROUND:** This Repeal Bylaw will repeal Bylaw No. 1812 Campground Bylaw and all amendments. This is a necessary process to allow a new Campground Bylaw No. 2026 to be established.

The same timelines as for the new Campground Regulations Bylaw No. 2026 apply.

Bylaw No. 1812 R-1 was introduced at the March 14, 2016 Committee of the Whole meeting.

The Bylaw was presented at the April 11, 2016 regular Meeting of Council for the first three readings.

The Bylaw is now presented for final reading and adoption.

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**Benefits or Impacts of the Recommendation:**

**General:** N/A  
**Strategic Impact:** N/A  
**Financial:** N/A  
**Policy/Legislation:** This is a legislative required process to allow for a new Campground Regulations Bylaw to be adopted.  
**Attachments:** Draft Repeal Bylaw No. 1812 R-1

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**Recommendation:** **RESOLVED THAT COUNCIL give final reading to and adopt the Repeal Bylaw No. 1812 R-1.**



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# REQUEST FOR DECISION

— SPECIAL MEETING —



- OPTIONS:**
- 1. RESOLVED THAT COUNCIL CHOOSE TO SUPPORT THE RECOMMENDATION.**
  - 2. RESOLVED THAT COUNCIL CHOOSE NOT TO SUPPORT THE RECOMMENDATION.**
  - 3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

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Department Head or CAO	Chief Administrative Officer



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

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

**BYLAW NO. 1812 R-1**

**A BYLAW TO REPEAL BYLAW NO. 1812 AND ALL AMENDEMENTS THERETO**

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1812, in its entirety;

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

1. That Bylaw No. 1812, cited for all purposes as the "City Park Municipal Campground Regulation Bylaw No. 1812, 2007", be hereby repealed.
2. That Bylaw No. 1839, cited for all purposes as the "City Park Municipal Campground Fees & Charges Bylaw No. 1839, 2007" be hereby repealed.
3. That Bylaw No. 1866, cited for all purposes as the "City Park Municipal Campground Regulation Amendment Bylaw No. 1866, 2008" be hereby repealed.
4. That Bylaw No. 1899, cited for all purposes as the "City Park Municipal Campground Regulation Amendment Bylaw No. 1899, 2010" be hereby repealed.
5. That Bylaw No. 1940, cited for all purposes as the "City Park Municipal Campground Regulation Amendment Bylaw No. 1940, 2012" be hereby repealed.
6. This Bylaw may be cited as the "**City Park Municipal Campground Repeal Bylaw No. 1812 R-1, 2016**".

**INTROCUED** this 14<sup>th</sup> day of March, 2016.

**READ A FIRST TIME** this 11<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 11<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 11<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** this 19<sup>th</sup> day of April, 2016.

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Mayor – Frank Konrad

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Corporate Officer – Diane Heinrich

**CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1812 R-1, as passed by the Municipal Council of the City of Grand Forks on the this 19<sup>th</sup> day of April, 2016.

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

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



# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Deputy Manager of Operations  
**Date:** April 19, 2016  
**Subject:** Campground Bylaw No. 2026  
**Recommendation:** **RESOLVED THAT COUNCIL give final reading to, and adopt the Campground Bylaw No. 2026.**

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**BACKGROUND:** This Bylaw refresh is primarily a housekeeping item. The changes will move the Rates and Charges to the "Fees and Charges Bylaw" and allow to apply fines for violations through the "Municipal Ticketing Information Bylaw". In addition, part of the Campground Policy 1206 will be moved to this bylaw.

The attached memorandum from January 25, 2016 COTW has additional background information and timelines.

The Campground Bylaw No. 2026 was introduced at the March 14, 2016 Committee of the Whole meeting.

The Bylaw was presented for the first three readings at the April 11, 2016 Regular Meeting of Council.

The Campground Bylaw is now presented for final reading and adoption.

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

**General:** This will allow for better control and standardized rules and regulations for the Grand Forks Municipal Campground and ensure compliance from guests of the campground.

**Strategic Impact:**



**Financial:**

N/A

**Policy/Legislation:**

Council has the authority to regulate the Campground operations through bylaws

**Attachments:**

Memorandum from January 25, 2016 COTW

Draft Bylaw No. 2026 – Campground Regulations Bylaw

Current Bylaw No. 1812 – City Park Municipal Campground Regulation Bylaw and latest amendment Bylaw No. 1940



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

# REQUEST FOR DECISION

— SPECIAL MEETING —



---

**Recommendation:**                **RESOLVED THAT COUNCIL give final reading to, and adopt the Campground Bylaw No. 2026.**

**OPTIONS:**    **1. RESOLVED THAT COUNCIL CHOOSE TO SUPPORT THE RECOMMENDATION.**  
**2. RESOLVED THAT COUNCIL CHOOSE NOT TO SUPPORT THE RECOMMENDATION.**  
**3. RESOLVED THAT COUNCIL REFERS THE MATTER BACK TO STAFF FOR FURTHER INFORMATION.**

---

	
Department Head or CAO	Chief Administrative Officer

# MEMORANDUM



**DATE :** January 25, 2016

**TO:** Mayor and Council

**FROM:** Deputy Manager of Operations

**SUBJECT :** Campground Policy No. 1206 and Campground Bylaw No 1812 & amendments

The campground is an operational service that is provided through Public Works. The Visitor Information Center provides a service for reservations and the promotion of the campground.

In 2015, the City saw an increase in complaints regarding the campground usage and safety, which initiated a review of the campground bylaw and policy. The primary concerns were in regards to dog kennels, unsightly tenting, and long term campers. The review and research has been ongoing since the summer of 2015 and involved discussions with the Visitor Center as well as feedback from the business community and the events co-ordinator.

The current Campground Bylaw No. 1812 is from 2007 and the amendments thereafter simply focused on the rate changes for the campground. The current Campground Policy No. 1206 is from 2013, but it is largely an operational procedure.

To prepare for the 2016 camping season, which begins on May 1, City staff will present bylaw and policy amendments to council within the next few weeks. The proposed changes will move the regulations that are within the Policy to the Bylaw, while removing the operational items into a departmental procedure. The Bylaw will see the addition of the policy items while also implementing adjustments to the campground rates (which are now in the Fees and Charges Bylaw) and some other housekeeping items.

Proposed Timelines:

Key Date	Bylaw	Policy
February 15, 2016	Draft Bylaw to Council folder	Draft Policy to Council folder
March 14, 2016	COTW Introduction of Bylaw	COTW Introduction of Policy

# MEMORANDUM



April 1, 2016	Complete draft bylaw with input from COTW and prepare for Regular meeting	Complete draft policy with input from COTW and prepare for Regular meeting
April 11, 2016	Regular Meeting – First 3 Readings of Bylaw	Regular Meeting – Policy Readings and adoption
April 25, 2016	Regular Meeting – Final Reading of Bylaw	

Respectfully submitted

A handwritten signature in black ink, appearing to read "Dan Drexler", written in a cursive style.

Daniel Drexler  
Deputy Manager of Operations

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

**CAMPGROUND REGULATION BYLAW NO. 2026**

**A BYLAW TO ESTABLISH REGULATIONS FOR THE CITY OF GRAND FORKS MUNICIPAL  
CAMPGROUND**

**WHEREAS** the Community Charter empowers Council to acquire, accept and hold any property in the Municipality for pleasure, recreation or community uses of the public and to make regulations governing the management, maintenance, improvement, operation, control and use of such property;

**AND WHEREAS** Council deems it necessary and expedient to enact this bylaw to establish regulations for the City of Grand Forks Municipal Campground;

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

**1. TITLE**

- 1.1. This bylaw may be cited as the "Campground Regulation Bylaw No. 2026, 2016".

**2. DEFINITIONS**

- 2.1. In this bylaw, unless the context otherwise requires:

**"Campground"** means the Grand Forks Municipal Campground and those lands that are utilized for special events camping from time to time as deemed necessary by the Manager of Operations or designate;

**"Chief Administrative Officer"** means the Chief Administrative Officer for the City of Grand Forks;

**"City Park"** means the City of Grand Forks City Park lands and play areas including the BMX track;

**"Events Coordinator"** means the Events Coordinator for the City of Grand Forks or designate;

**"Fees and Charges Bylaw"** means the most current Corporation of the City of Grand Forks Fees and Charges Bylaw;

**"Manager of Operations"** means the Manager of Operations for the City of Grand Forks or designate;

**"Municipal Ticketing and Information Bylaw" or "MTI"** means the most current City of Grand Forks Municipal Ticketing and Information Bylaw;

**“Operator”** means the City of Grand Forks or any individual or agency appointed or contracted by the City of Grand Forks;

### **3. REGULATIONS**

- 3.1. All persons camping in the City Campground must pay fees as identified in “Schedule F” of the Fees and Charges Bylaw.
- 3.2. All persons within the Campground area, must abide by the rules established by the Operator. Schedule “A” contains a map of the Municipal Campground.
- 3.3. All vehicles parked within the facility area must remain in designated parking areas.
- 3.4. No person shall destroy any plants or trees within the facility area.
- 3.5. No person shall remove any plants or trees within the facility area.
- 3.6. Disposal of sewage within the facility area must be in designated areas with appropriate fittings as designated by the Operator.
- 3.7. All animals must be on a leash.
- 3.8. All animal owners are required to pick up after their pets.
- 3.9. All animals are not allowed to be left outside unattended.
- 3.10. Outdoor pet pens are allowed at the discretion of the Operator or designate.
- 3.11. All persons using the facility area must respect “Quiet Time” between the hours of 11:00 p.m. and 7:00 a.m.
- 3.12. Disposal of litter and garbage within the facility area must be in designated litter bins.
- 3.13. Campfires are prohibited.
- 3.14. Camping & Tenting is limited to no longer than 14 days total within a 3 month period with the exception to Section 3.15.
- 3.15. Long Term Camping & Tenting (over two weeks) must be approved in advance by the Events Coordinator and the Manager of Operations. Requests are required to be submitted, in writing, at least three weeks before the first day of the stay and should clearly outline the request.
- 3.16. Group Events and Rates must be approved in advance by the Events Coordinator and the Manager of Operations. Requests are required to be submitted, in writing, at least one month before the first day of the stay and should clearly outline the request. Peak season requests will be considered at the Peak seasonal rate.

3.17. RV Site Size and Restrictions:

- 40' RV maximum; no restrictions on slides or width of RV;
- Sites 1-7 are 30' deep (for shorter RVs);
- Sites 8-15 are 40' deep (for longer RVs);
- Sites 16- 21 Pull-through;
- Parking for 2 vehicles is allowed on an RV site.

3.18. Tenting Restrictions:

Maximum # of tents per site = 2, configured as follows:

- one family size tent (~16 square meters) and a small tent (~3 square meters), or
- 2 medium sized tents (~6 square meters each), or
- 1 medium sized tent(~6 square meters) and a small tent (~3 square meters), or
- 2 pup/small tents (~3 square meters each)
- Visitors staying in the back of trucks pay a tent fee with no extra charge for one additional pup tent on the same site.

3.19. Overnight camping within City limits must be within designated areas.

**4. CAMPING SEASON**

4.1. Seasonal (May 1<sup>st</sup> to September 30<sup>th</sup>) rates for services will include:

- Tenting
- RV Parking - No Hook-ups
- RV Parking - Water, Sewer & 50/30 AMP service

4.2. The Campground will be closed from October 1<sup>st</sup> to April 30<sup>th</sup>

4.3. Check-out time is: 12:00pm (noon)

4.4. Check-in time is: 1:00pm or earlier if the site is ready (Subject to the Campground Attendants information).

**5. OFFENCE AND PENALTY**

5.1. All unauthorized or un-paid occupation of any campsite will result in the Bylaw Enforcement Officer attending the site and attempting to contact the unauthorized occupant. If the Bylaw Enforcement Officer is not able to locate the occupant, the site will be cleared at the owner's expense.

5.2. The City reserves the right to remove anyone at the owners expense (without any refund) that:

- Is in breach of any provisions of this Bylaw
- Poses a threat to others' health and safety
- Has altercations with other campers, staff, or other City Park visitors.

5.3. Any person who contravenes any of the provision of this bylaw is subject to a fine as

described in Schedule 14 of the Corporation of the City of Grand Forks Municipal Ticketing and Information Bylaw or the person will be removed from the campground.

- 5.4. Charges imposed under Section 5.1, 5.2, and 5.3 are due and payable within 30 days of the date on the invoice setting out the amount of the fee. If unpaid on December 31<sup>st</sup> of the year in which the charges became due and payable, then fees may be collected in the same manner and with the same remedies as defined in the Municipal Ticketing and Information Bylaw.
- 5.5. Each day that any violation of a provision of this bylaw continues shall be deemed to be a separate offence.

## **6. EXCEPTIONS**

- 6.1. The Chief Administrative Officer may at any time make exceptions to any of the provisions of this bylaw.

## **7. SEVERABILITY**

- 7.1. If any portion of this bylaw is for any reason held to be invalid by a Court of competent jurisdiction, the invalid portion shall be severed without affecting the remainder of the bylaw.

## **8. REPEAL**

- 8.1. The "City Park Municipal Campground Repeal Bylaw No. 1812 R-1, 2016" will repeal the following bylaws:
- (a) The "City Park Municipal Campground Regulation Bylaw No. 1812, 2007"
  - (b) The "City Park Municipal Campground Fees & Charges Bylaw No. 1839, 2007"
  - (c) The "City Park Municipal Campground Regulation Amendment Bylaw No. 1866, 2008"
  - (d) The "City Park Municipal Campground Regulation Amendment Bylaw No. 1899, 2010"
  - (e) The "City Park Municipal Campground Regulation Amendment Bylaw No. 1940, 2012"

## **9. EFFECTIVE DATE**

- 9.1. This bylaw shall come into full force and effect upon its adoption.

**INTRODUCED** this 14<sup>th</sup> day of March, 2016.

**READ A FIRST TIME** this 11<sup>th</sup> day of April, 2016.

**READ A SECOND TIME** this 11<sup>th</sup> day of April, 2016.

**READ A THIRD TIME** this 11<sup>th</sup> day of April, 2016.



**FINALLY ADOPTED** this 19<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
Mayor – Frank Konrad

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

**CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2026, as passed by the  
Municipal Council of the City of Grand Forks on the this 19<sup>th</sup> day of April, 2016.

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

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

**SCHEDULE A – CAMPGROUND MAP**



## THE CORPORATION OF THE CITY OF GRAND FORKS

### BYLAW NO. 1812

#### A BYLAW TO ESTABLISH REGULATIONS FOR CAMPING IN THE CITY PARK MUNICIPAL CAMPGROUND

---

**WHEREAS** the Community Charter empowers Council to acquire, accept and hold any property in the Municipality for pleasure, recreation or community uses of the public and to make regulations governing the management, maintenance, improvement, operation, control and use of such property;

**AND WHEREAS** Council deems it necessary and expedient to enact this bylaw to establish regulations for camping in the City Park Municipal Campground;

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

**Title:**

1. This bylaw may be cited as the “**City Park Municipal Campground Regulation Bylaw No. 1812, 2007**”.

**Definitions:**

2. In this bylaw, “**the Operator**” means the City of Grand Forks or any individual or agency appointed or contracted by the City of Grand Forks.

**Regulations:**

3. All persons using the facility area know as City Park Municipal Campground must pay fees as identified in Schedule “A”.
4. All persons within the facility area, outlined on the map identified as Schedule “B” must abide by the rules established by the Operator.
5. All vehicles parked within the facility area must remain in designated parking areas.
6. No person shall destroy or remove any plants or trees within the facility area.
7. Disposal of sewage within the facility area must be in designated areas with appropriate fittings as designated by the Operator.

8. All animals must be on a leash and all animal owners are required to pick up after their pets.
9. All persons using the facility area must respect "Quiet Time" between the hours of 11:00 p.m. and 7:00 a.m.
- 10 Disposal of litter and garbage within the facility area must be in designated litter bins.

**Penalty:**

Every person who violates any provision of this bylaw is guilty of an offence and shall be liable on summary conviction to a fine of not more than two thousand dollars (\$2,000.00) plus the cost of prosecution for each offence.

Read a **FIRST** time this 22<sup>nd</sup> day of January, 2007.

Read a **SECOND** time this 22<sup>nd</sup> day of January, 2007.

Read a **THIRD** time this 22<sup>nd</sup> day of January, 2007.

**FINALLY ADOPTED** this 5<sup>th</sup> day of February, 2007.

---

Mayor Neil Krog

---

City Clerk – Lynne Burch

**C E R T I F I C A T E**

I do hereby certify the foregoing to be a true copy of Bylaw No. 1812 cited as the "City Park Municipal Campground Regulation Bylaw No. 1812, 2007", as adopted by the Municipal Council for the City of Grand Forks on the 5<sup>th</sup> day of February, 2007.

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Clerk of the Municipal Council of the  
City of Grand Forks

**SCHEDULE "A"**  
**to Bylaw No. 1812**

**RATES PER NIGHT**

	Year 2007	Year 2008	Year 2009	Year 2010	Year 2011
Tenting	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00
Extra Tent in Tenting Area or RV Site	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00
RV Parking – No Hookups	\$20.00	\$21.00	\$22.00	\$23.00	\$24.00
RV Parking – Water & 30 AMP Service	\$22.00	\$23.00	\$24.00	\$25.00	\$26.00
RV Parking – Water, Sewer & 50 AMP Service	\$25.00	\$26.00	\$27.00	\$28.00	\$29.00
Above Rates Include Sewage Disposal Fee					
Sewage Disposal Fee	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00

Rates include 4 adults per site. Children under 17 stay free. Maximum 8 persons per site. \$5.00 per extra adult/person per night.

Maximum 2 vehicles per site. RV+two vehicles considered 1 vehicle.

All rates do not include GST/HST.

10% discount for payment 7 days in advance.

24 hour cancellation policy. If no cancellation, lose 1 day fee.

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

**BYLAW NO. 1940**

**A BYLAW TO AMEND THE CITY OF GRAND FORKS  
MUNICIPAL CAMPGROUND REGULATION BYLAW NO. 1812**

---

**WHEREAS** the Community Charter empowers Council to acquire, accept and hold any property in the Municipality for pleasure, recreation or Community uses of the public and to make regulations governing the management, maintenance, improvement, operation, control and use of such property;

**AND WHEREAS** Council deems it necessary and expedient to amend the fees & charges for camping in the City Park Municipal Campground;

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

1. This bylaw may be cited as the “**City of Grand Forks Municipal Campground Regulation Amendment Bylaw No. 1940, 2012**”.
2. That Bylaw No. 1812, cited as “City Park Municipal Campground Regulation Bylaw No. 1812, 2007” 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 this bylaw shall come into force and effect as of the start of camping season in 2013.
4. All persons using the facility area known as City Park Municipal Campground must pay the fees as identified in Schedule “A”.

Read a **FIRST** time this 20<sup>th</sup> day of August, 2012.

Read a **SECOND** time this 20<sup>th</sup> day of August, 2012.

Read a **THIRD** time this 20<sup>th</sup> day of August, 2012.

**FINALLY ADOPTED** this 4th day of September, 2012.

---

Mayor Brian Taylor

---

Corporate Officer

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1940, cited as "City of Grand Forks Municipal Campground Regulation Amendment Bylaw No. 1940, 2012", as passed by the Municipal Council of the City of Grand Forks on the 4th day of September, 2012.

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

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Appendix 1

**SCHEDULE "A"**  
**to Bylaw 1940**

**RATE PER NIGHT**

Tenting	\$18.00
RV Parking – No Hook-ups	\$23.00
RV Parking – Water, Sewer & 50 AMP service	\$33.00

- Rates are "peak" season and are subject to change as deemed necessary by the Chief Administrative Officer
- All rates include applicable taxes
- 48 hour cancellation policy
- If no cancellation lose 1 day's fee



# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** April 19, 2016  
**Subject:** Slag Sales Reserve fund – repeal and new bylaw  
**Recommendation:** **RESOLVED THAT COUNCIL** gives first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016'  
**RESOLVED THAT COUNCIL** gives first three readings to 'Slag Sale Reserve Fund Bylaw 2027, 2016'

---

## **BACKGROUND:**

Bylaw 1005-R and Bylaw 2027 were introduced at the Committee of the Whole on April 11, 2016.

A new Slag Reserve bylaw has been presented as the former bylaw was so old that it referenced legislation no longer in effect. An amending bylaw would have changed almost every point in the bylaw.

The following changes have been made to the new Slag Reserve bylaw. The new bylaw allows for slag related expenses to be deducted from current year slag revenues, and transfers the net slag revenue to reserves. It also allows for the transfer of Slag Reserve monies to other capital reserves. The new bylaw also references the Community Charter as opposed to the Municipal Act.

Although Council may want to transfer most of the Slag Reserve to the Capital Reserve in future years, we have maintained the Slag Reserve in order to track the amount of revenues received from the sale of slag and to keep options open for Council in the future.

Bylaw 2024, the 2016-2020 Financial Plan includes a transfer of \$1 million from the Slag Reserve to the Capital Reserve, to be used for infrastructure renewal projects.

Bylaw 1005-R and Bylaw 2027 are now presented for three readings.

---

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

**General:** Provide efficient accounting of funds received and interest earned on capital projects expenditures

**Strategic Impact:** Fiscal Accountability including proactively planning for infrastructure repair and replacement

**Policy/Legislation:** Community Charter S. 188 and S. 189

# REQUEST FOR DECISION

— SPECIAL MEETING —



**Attachments:**

DRAFT Bylaw No. 1005-R

DRAFT Bylaw No. 2027

Bylaw No. 1005 – Slag Sale Revenue Reserve Fund, 1977

Bylaw No. 1420 – Slag Sale Reserve Fund Amendment, 1994

Bylaw No. 1763 – Amendment to Slag Sale Reserve Fund

**Recommendation:**

**RESOLVED THAT COUNCIL** gives first three readings to 'The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016'

**RESOLVED THAT COUNCIL** gives first three readings to 'Slag Sale Reserve Fund Bylaw 2027, 2016'

**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
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THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 1005-R**

**A BYLAW TO REPEAL BYLAW NO. 1005  
AND ALL AMENDMENTS THERETO**

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1005 in its entirety;

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

1. That Bylaw No. 1005, cited for all purposes as the "The City of Grand Forks Slag Sale Reserve Fund, 1977" and any amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Slag Sale Reserve Fund, 1977 Repeal Bylaw No. 1005-R, 2016**".

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

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

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

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

**C E R T I F I C A T E**

I hereby certify the foregoing to be a true copy of Bylaw No. 1005-R as adopted  
by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 2027**

**A Bylaw to Establish a Reserve Fund for Money Obtained From Slag Sale Revenues**

=====

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

**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, “**Slag Sale Reserve Fund Bylaw 2027, 2016**”
2. That all monies received from the sale of slag, less slag expenses, and interest earned on the fund balance shall be placed to the credit of the “Slag Sale Reserve Fund”.
3. Any funds to be expended shall be for expenditures for or in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works.
3. Monies held to the credit of the Slag Sale Reserve Fund may be transferred to the Capital Reserve, General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund, but the funds transferred must continue to be used solely for capital projects.
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 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

**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. 2027,  
cited as the "Slag Sales Reserve Fund Bylaw".

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

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

**BYLAW NO. 1005**

**A BYLAW TO ESTABLISH A RESERVE FUND FROM MONEY OBTAINED FROM  
SLAG SALE REVENUES.\**

---

**WHEREAS**, pursuant to Section 301 of the Municipal Act, the Council may establish a reserve fund for particular projects and particular purchases;

**AND WHEREAS**, pursuant to Section 301 of the Municipal Act, the Council may withdraw these monies under certain provisions and conditions;

**AND WHEREAS**, the Council of the City of Grand Forks is desirous of establishing such a Slag Sale Reserve Fund under the conditions and provisions of Section 301 of the Municipal Act;

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

1. That a reserve fund to be known as "The Slag Sale Revenue Reserve Fund" be established.
2. That all monies received from the sale of this slag from January 1<sup>st</sup>, 1977, shall, from year to year, be placed in this reserve fund.
3. That Council may, by bylaw, adopted by an affirmative vote of at least 2/3rds of all members thereof, provide for the expenditure of any monies in the reserve fund – including interest earned.
4. Any bylaw to remove funds from this reserve fund shall be subject to the approval of the Minister, who may direct that before such approval is given, the bylaw shall receive the assent of the electors.
5. Any funds to be removed by bylaw shall be for:-
  - a) expenditures for or in respect of capital projects and any land, machinery, or equipment, necessary therefore, including the extension or renewal of existing capital works;
  - b) the purchase of machinery and equipment for the maintenance of municipal property and for the protection of persons and property.
6. Any interest earned by this fund shall be added to the fund and become part of the fund.

7. That this bylaw may be cited as "**The City of Grand Forks Slag Sale Reserve Fund, 1977**".

Read a **FIRST** time this 8<sup>th</sup> day of March, 1977.

Read a **SECOND** time this 15<sup>th</sup> day of March, 1977.

Read a **THIRD** time this 5<sup>th</sup> day of April, 1977.

**RECONSIDERED AND FINALLY ADOPTED** this 12<sup>th</sup> day of April, 1977.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

CERTIFICATE

I, Vern Ciccone, City Clerk of the Corporation of the City of Grand Forks do hereby certify the foregoing to be the true and original copy of the bylaw cited as "The City of Grand Forks Slag Sale Reserve Fund, 1977" passed before the Municipal Council this 12<sup>th</sup> day of April, 1977.

\_\_\_\_\_  
City Clerk



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

**BYLAW NO. 1420**

**A bylaw to amend the City of Grand Forks Slag Sales  
Reserve Fund, 1977, bylaw.**

---

**WHEREAS** Section 385 of the *Municipal Act* has been amended to eliminate the Minister's approval for reserve fund transfer bylaws;

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

1. That Bylaw No. 1005 be amended by deleting, in it's entirety, Clause 4, which reads:

"Any bylaw to remove funds from this Reserve Fund shall be subject to the approval of the Minister, who may direct that before such approval is given, the bylaw shall receive the assent of the electors."

2. That this bylaw may be cited as **"Slag Sale Reserve Fund Amendment Bylaw No. 1420, 1994"**.

Read a **FIRST** time this 2<sup>nd</sup> day of August, 1994.

Read a **SECOND** time this 2<sup>nd</sup> day of August, 1994.

Read a **THIRD** time this 2<sup>nd</sup> day of August, 1994.

**FINALLY ADOPTED** this 7<sup>th</sup> day of November, 1994.

---

Y. Sugimoto, Mayor

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J.L. Burch, City Clerk

**CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1420 as passed by the Municipal Council of the City of Grand Forks on the 7<sup>th</sup> day of November, 1994.

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Clerk of the Municipal Council of  
the City of Grand Forks

## THE CORPORATION OF THE CITY OF GRAND FORKS

### BYLAW NO. 1763

#### A BYLAW TO AMEND THE CITY OF GRAND FORKS SLAG SALE RESERVE FUND 1977 BYLAW

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**WHEREAS** Council may, by bylaw, amend the provisions of the City of Grand Forks Slag Sales Reserve Fund, 1997, bylaw;

**AND WHEREAS** Council has determined that it is in the best interest of the Municipality to amend the City of Grand Forks Slag Sales Reserve Fund Bylaw to comply with the provisions of the Community Charter;

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

1. That Clause 3 of Bylaw No. 1005, cited as "the City of Grand Forks Slag Sale Reserve Fund, 1997", be deleted in it's entirety, and replaced with a new Clause 3 as outlined below:
  - "3. *That Council may, by resolution, adopted at an open meeting of Council provide for the expenditure of any monies in the Reserve Fund, including interest earned.*"
2. That Clause 5 of Bylaw No. 1005, cited as "the City of Grand Forks Slag Sale Reserve Fund, 1997", be deleted in it's entirety, and replaced with a new Clause 5 as outlined below:
  - "5. *Any funds to be expended by resolution shall be for:*
    - a) *expenditures for or in respect of capital projects and any land, machinery, or equipment, necessary therefore, including the extension or renewal of existing capital works;*
    - b) *the purchase of machinery and equipment for the maintenance of municipal property and for the protection of persons and property*
3. That this bylaw may be cited, for all purposes, as the "Amendment to "The City of Grand Forks Slag Sale Reserve Fund, 1977".

Read a **FIRST** time this 6<sup>th</sup> day of December, 2004.

Read a **SECOND** time this 6<sup>th</sup> day of December, 2004.

Read a **THIRD** time this 6<sup>th</sup> day of December, 2004.

**FINALLY ADOPTED** this 13<sup>th</sup> day of December, 2004.

\_\_\_\_\_  
Mayor Jake Raven

\_\_\_\_\_  
City Clerk – Lynne Burch

### **C E R T I F I C A T E**

I hereby certify that the foregoing is a true copy of Bylaw No. 1763,  
as passed by the Municipal Council of the City of Grand Forks  
on the 13<sup>th</sup> day of December, 2004.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** April 19, 2016  
**Subject:** New Capital Reserves Bylaw  
**Recommendation:** **RESOLVED THAT COUNCIL** give first three readings to 'Capital Reserve Funds Establishment Bylaw 2028, 2016'

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## **BACKGROUND:**

Bylaw 2028 was presented to Committee of the Whole on April 11, 2016.

The Asset Management Financial Policy 808 was adopted by Council in January, 2016. During discussions of the policy, Council was presented with a plan to build the Capital Reserve. Currently, the Capital Reserve receives revenues from all funds and is used to fund capital projects in all funds.

This bylaw creates a Capital Reserve in each fund – General, Water, Electrical and Waste Water. Ideally, each fund will be self sustaining in the future. Revenues in each fund will be sufficient to contribute to the fund's capital reserve to fund infrastructure renewal.

Funds received in the current 'Capital Reserve' will be allocated to each fund's Capital Reserve as infrastructure projects are identified.

Bylaw 2028, 2016 is now presented for three readings.

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

**General:** Provide efficient accounting of funds received and interest earned on capital projects expenditures

**Strategic Impact:** Fiscal Accountability including proactively planning for infrastructure repair and replacement

**Policy/Legislation:** Community Charter S. 188 and S. 189

**Attachments:** DRAFT Bylaw No. 2028

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# REQUEST FOR DECISION

— SPECIAL MEETING —



**Recommendation:**


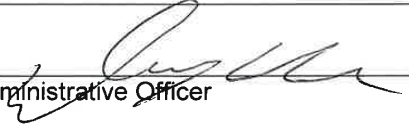
**RESOLVED THAT COUNCIL** give first three readings to 'Capital Reserve Funds Establishment Bylaw 2028, 2016'

**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.**

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 Department Head or CAO	 Chief Administrative Officer
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THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 2028**

**A Bylaw to Establish Capital Reserve Funds**

=====

**WHEREAS** it is provided by Section 188 of the Community Charter that Council may establish reserve funds for specified purposes;

**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, **“Capital Reserve Funds Establishment Bylaw 2028, 2016”**
2. The Reserve Funds listed in Column 1 of Schedule A are established for the purposes specified in Column 2 of Schedule A.

**Transfer of Funds**

3. Monies held to the credit of the General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund may be transferred to other Capital Reserves, but the funds transferred must continue to be used solely for capital projects.

**Expenditure of Reserve Funds**

6. The monies placed to the credit of a reserve fund established by this Bylaw may be expended as expressly authorized by a financial plan bylaw adopted by Council.

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19th of April, 2016.

Read a **SECOND** time this 19th day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

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

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

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

**C E R T I F I C A T E**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2028,  
cited as the "Capital Reserve Fund Establishment Bylaw 2028, 2016".

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

**CITY OF GRAND FORKS**



**BYLAW 2028, 2016  
SCHEDULE A**

Column 1 – Reserve Fund	Column 2 – Reserve Fund Purpose
General Capital Reserve Fund	For funding General Fund capital projects as identified in the Asset Management Investment Plan
Water Capital Reserve Fund	For funding Water Fund capital projects as identified in the Asset Management Investment Plan
Electrical Capital Reserve Fund	For funding Electrical Fund capital projects as identified in the Asset Management Investment Plan
Waste Water Capital Reserve Fund	For funding Waste Water Fund capital projects as identified in the Asset Management Investment Plan



# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** April 19, 2016  
**Subject:** Land Sales Reserve – repeal old bylaw, adopt new bylaw  
**Recommendation:** **RESOLVED THAT COUNCIL** gives first three readings to 'Land Sales Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016'.  
**RESOLVED THAT COUNCIL** gives first three readings to 'Land Sale Reserve Fund Bylaw 2029, 2016'.

---

## **BACKGROUND:**

These two bylaws were presented to Committee of the Whole on April 11, 2016.

A new Land Sales Reserve bylaw has been presented as the former bylaw was so old that it referenced legislation no longer in effect. An amending bylaw would have changed almost every point in the bylaw.

The new bylaw allows for the transfer of Land Sales Reserve monies to other capital reserves. The new bylaw also references the Community Charter as opposed to the Municipal Act.

Bylaw 2024, the 2016-2020 Financial Plan includes a transfer of \$200,000 from the Land Sales Reserve to the Capital Reserve.

Bylaw 1609-R and Bylaw 2029 are now presented for three readings.

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

**General:** Provide efficient accounting of funds received and interest earned on capital projects expenditures

**Strategic Impact:** Fiscal Accountability including proactively planning for infrastructure repair and replacement

**Policy/Legislation:** Community Charter S. 188 and S. 189

**Attachments:** DRAFT Bylaw No. 1609-R  
DRAFT Bylaw No. 2029  
Bylaw No. 1609 Land Sales Reserve Fund Establishment Bylaw  
Bylaw No. 1762 Amendment to the Land Sales Reserve Fund Establishment Bylaw

# REQUEST FOR DECISION

— SPECIAL MEETING —



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**Recommendation:**

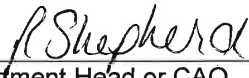

**RESOLVED THAT COUNCIL** gives first three readings to 'Land Sales Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016'.

**RESOLVED THAT COUNCIL** gives first three readings to 'Land Sale Reserve Fund Bylaw 2029, 2016'.

**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.

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 Department Head or CAO	 Chief Administrative Officer
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THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 1609-R**

**A BYLAW TO REPEAL BYLAW NO. 1609  
AND ALL AMENDMENTS THERETO**

=====

**WHEREAS** it is deemed necessary and expedient to repeal Bylaw No. 1609 in its entirety;

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

1. That Bylaw No. 1609, cited for all purposes as the "Land Sale Reserve Fund Establishment Bylaw No. 1609, 1999" and any amendments thereto, be hereby repealed.
2. This bylaw may be cited as "**The City of Grand Forks Land Sale Reserve Fund, 1999 Repeal Bylaw No. 1609-R, 2016**".

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19th day of April, 2016.

Read a **SECOND** time this 19th day of April, 2016.

Read a **THIRD** time this 19th day of April, 2016.

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

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

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

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1609-R as adopted  
by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 2029**

**A Bylaw to Establish a Reserve Fund for Money Obtained From the Sale of  
Land or Improvements**

=====

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

**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, “**Land Sales Reserve Fund Bylaw 2029, 2016**”
2. That all monies received from the sale of land and improvements and interest earned on the fund balance shall be placed to the credit of the “Land Sales Reserve Fund”.
3. Any funds to be expended shall be for expenditures for or in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works.
3. Monies held to the credit of the Land Sales Reserve Fund may be transferred to the Capital Reserve, General Capital Reserve Fund, Electrical Capital Reserve Fund, Water Capital Reserve Fund, or the Waste Water Capital Reserve Fund, but the funds transferred must continue to be used solely for capital projects.
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 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19th of April, 2016.

Read a **SECOND** time this 19th day of April, 2016.

Read a **THIRD** time this 19th day of April, 2016.

**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. 2029,  
cited as the "Land Sales Reserve Fund Bylaw 2029, 2016".

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks



THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 1609**

**A Bylaw to Establish a Reserve Fund From  
Money Received From the Sale of Land or Improvements**

---

**WHEREAS** Council is desirous of establishing a Reserve Fund from money received from the sale of Land or Improvements in accordance with Section 496 of the Municipal Act;

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

1. There shall be and is hereby established a Reserve Fund, under the provisions of Section 496 of the Municipal Act, to be known as the "Land Sales Reserve Fund".
2. Money from the sale of municipal land and improvements shall be paid into the "Land Sales Reserve Fund".
3. The Money set aside shall be deposited in a separate bank account and, until required to be used, may be invested in the manner provided by the Municipal Act.
4. Any Funds to be removed by bylaw shall be for:
  - a) expenditures for or in respect of capital projects, and land, machinery or equipment necessary for the capital projects and extension or renewal of existing capital works;
  - b) the purchase of machinery and equipment to maintain municipal property and to protect persons and property;
5. This bylaw may be cited for all purposes as the "**Land Sales Reserve Fund Establishment Bylaw No. 1609, 1999**".

Read a **FIRST** time this 4<sup>th</sup> day of October, 1999.

Read a **SECOND** time this 4<sup>th</sup> day of October, 1999.

Read a **THIRD** time this 4<sup>th</sup> day of October, 1999.

**FINALLY ADOPTED** this 18<sup>th</sup> day of October, 1999.

\_\_\_\_\_  
Mayor Brian Taylor

\_\_\_\_\_  
City Clerk – J. Lynne Burch

**CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1609, cited as the "Land Sales Reserve Fund Establishment Bylaw No. 1609, 1999", and passed by the Municipal Council this 18<sup>th</sup> day of October, 1999.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

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

**BYLAW NO. 1764**

**A BYLAW TO AMEND THE LAND SALES RESERVE FUND  
ESTABLISHMENT BYLAW NO. 1609, 1999**

---

**WHEREAS** Council may, by bylaw, amend the provisions of the Land Sales Reserve Fund Establishment No. 1609, 1999;

**AND WHEREAS** Council has determined that it is in the best interest of the municipality to amend the Land Sales Reserve Fund Establishment Bylaw No. 1609, 1999, to comply with the provisions of the Community Charter;

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

1. That Clause 4 of Bylaw No. 1609, cited as the "Land Sales Reserve Fund Establishment Bylaw No. 1609, 1999", be deleted in its entirety and replaced with a new Clause 4, as outlined below:
  - "3. *Any funds, including interest earned, to be expended shall be upon resolution of Council and shall be for:*
    - a) *expenditures for or in respect of capital projects, and land, machinery or equipment necessary for the capital projects and extension or renewal of existing capital works;*
    - b) *the purchase of machinery and equipment to maintain municipal property and to protect persons and property;"*
2. That this bylaw may be cited, for all purposes, as the "**Amendment to the Land Sales Reserve Fund Establishment Bylaw**".

Read a **FIRST** time this 6<sup>th</sup> day of December, 2004.

Read a **SECOND** time this 6<sup>th</sup> day of December, 2004.

Read a **THIRD** time this 6<sup>th</sup> day of December, 2004.

**FINALLY ADOPTED** this 13<sup>th</sup> day of December, 2004.

\_\_\_\_\_  
Mayor Jake Raven

\_\_\_\_\_  
City Clerk – Lynne Burch

**C E R T I F I C A T E**

I hereby certify that the foregoing is a true copy of Bylaw No. 1764,  
as passed by the Municipal Council of the City of Grand Forks  
on the 13<sup>th</sup> day of December, 2004.

\_\_\_\_\_  
Clerk of the Municipal Council of the  
City of Grand Forks

# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council

**From:** Chief Financial Officer

**Date:** April 19, 2016

**Subject:** Fire Truck Parcel Tax Preparation Bylaw 2030  
Fire Truck Parcel Tax Imposition Bylaw 2031

**Recommendation:** **RESOLVED THAT COUNCIL** gives first three readings to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016  
**RESOLVED THAT COUNCIL** gives first three readings to the Fire Truck Parcel Tax Roll Imposition Bylaw 2031, 2016

---

## **BACKGROUND:**

In 2015 the City purchased a 2015 Rosenbauer 101' Cobra Platform Fire Truck. On January 25, 2016 Council resolved to finance the purchase through the Municipal Finance Authority's Equipment Leasing Program for \$722,518.58 over five years. The lease requires annual lease payments of \$149,516.76 for 5 years.

The above two bylaws were presented to the Committee of the Whole on April 11, 2016. These bylaws intend to impose a flat tax per parcel within the City of Grand Forks, except those that are exempt. The revenue received from the flat tax will be used to make the lease payments on the fire truck.

The 2016 Revised Roll from BC Assessment shows that there are currently 3047 parcels within the City of Grand Forks. Of these properties, 594 are statutorily exempt and 27 are permissively exempt. During the Committee of the Whole, Council questioned if the permissively exempt properties were also exempt from the parcel tax. The Province has been contacted as has confirmed that places of worship are not exempt from the parcel tax. After several discussions with the Province and legal, it has been confirmed that the only properties exempted from the parcel tax are properties exempted under Community Charter S. 220(1) that are not included in Community Charter S. 220(4). These would include provincial properties, schools and hospitals.

Therefore, there will be 2897 parcels included in the parcel tax, including the permissively exempt properties. The parcel tax will be \$51.61 per parcel annually for five years.

Bylaw 2030 and Bylaw 2031 are presented for first three readings.

---

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

**General:** Council may impose a parcel tax to cover the cost of providing municipal services.

**Financial:** The proposed Fire Truck Parcel Tax is intended to generate \$149,516.76 annually for 5 years. This revenue will cover the equipment lease payments for the Fire Truck purchased by the City in 2015.

# REQUEST FOR DECISION

— SPECIAL MEETING —



**Policy/Legislation:** Community Charter Division 4 of Part 7

**Attachments:** DRAFT Fire Truck Parcel Tax Preparation Bylaw 2030, 2016  
DRAFT Fire Truck Parcel Tax Imposition Bylaw 2031, 2016

---

**Recommendation:** **RESOLVED THAT COUNCIL** gives first three readings to the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016

**RESOLVED THAT COUNCIL** gives first three readings to the Fire Truck Parcel Tax Roll Imposition Bylaw 2031, 2016

**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.**

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Department Head or CAO	Chief Administrative Officer

## THE CORPORATION OF THE CITY OF GRAND FORKS

### BYLAW NO. 2030, 2016

#### A BYLAW TO PROVIDE FOR THE PREPARATION OF A FIRE TRUCK PARCEL TAX ROLL

---

**WHEREAS** Division 4 of Part 7 of the *Community Charter* authorizes the Council of the City of Grand Forks to impose a parcel tax;

**AND WHEREAS** Section 202 of the *Community Charter* requires Council to adopt a bylaw to direct the preparation of a parcel tax roll for the purposes of imposing a parcel tax;

**AND WHEREAS** Council considers it desirable to collect a parcel tax to fund the purchase of the 2015 Ladder Truck;

**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 the "**Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016.**"

#### **DEFINITIONS**

2. In this bylaw:

"**2015 Ladder Truck**" means the 2015 Rosenbauer 101' Cobra Platform Fire Truck purchased by the City of Grand Forks in 2015.

#### **ASSESSMENT ROLL**

3. Council hereby directs the preparation of the Fire Truck Parcel Tax Roll setting out for each of the parcels within the City of Grand Forks the information required under section 203 of the *Community Charter*.

**PARCEL TAX BASIS**

4. The basis on which the parcel tax may be imposed using the parcel tax roll under Section 3 of this bylaw shall be a single amount for each parcel.

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

READ A **FIRST** TIME THIS 19<sup>th</sup> day of April, 2016.

READ A **THIRD** TIME THIS 19<sup>th</sup> day of April, 2016.

READ A **THIRD** TIME THIS 19<sup>th</sup> day of April, 2016.

**FINALLY ADOPTED** THIS \_\_\_\_ day of \_\_\_\_\_.

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

\_\_\_\_\_  
Diane Heinrich, Corporate Officer

**C E R T I F I C A T E**

I hereby certify the foregoing to be a true copy of Bylaw No. 2030 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk of the Municipal Council of  
the City of Grand Forks



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

**BYLAW NO. 2031, 2016**

**A BYLAW TO IMPOSE A PARCEL TAX ON PARCELS IN THE CITY OF  
GRAND FORKS**

---

**WHEREAS** Section 200 of the *Community Charter* provides that Council may, by bylaw, impose a parcel tax on parcels to provide all or part of the funding for a service;

**AND WHEREAS** the City of Grand Forks has incurred costs and will incur costs in purchasing the 2015 Ladder Truck to serve people and properties within the City;

**AND WHEREAS** Council considers it desirable to impose a parcel tax on parcels to fund the purchase of a fire truck;

**AND WHEREAS** it is deemed desirable and expedient to impose and levy a parcel tax on those parcels benefitting from such service to meet such costs;

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

**Definitions:**

1. In this bylaw,
  - (a) **"2015 Ladder Truck"** means the 2015 Rosenbauer 101' Cobra Platform Fire Truck purchased by the City of Grand Forks in 2015; and

**Parcel Tax Roll:**

2. The Fire Truck Parcel Tax Roll established by the Fire Truck Parcel Tax Roll Preparation Bylaw 2030, 2016 shall be used for imposing the parcel tax.

**Imposition of Tax:**

3. A parcel tax is hereby imposed on each parcel within the City of Grand Forks for the years 2016 through 2020.

**Exempt Land:**

4. Despite section 3, the parcel tax is not payable in respect of any parcel of land that is exempt from taxation pursuant to the provisions of the *Community Charter*.

**Purpose of the Tax:**

5. The parcel tax imposed under this Bylaw is for the purpose of recovering equipment financing costs, including borrowing costs for the 2015 Ladder Truck purchased by the City of Grand Forks for use in fire rescue and related services.

**Tax Rate:**

6. The parcel tax imposed under this bylaw shall be on the basis of a single amount for each parcel on the Fire Truck Parcel Tax Roll.
7. The parcel tax imposed by this bylaw shall be 51.61 per parcel for each of the years specified in section 3 of this bylaw.

**Citation:**

8. This bylaw may be cited as the “**Fire Truck Parcel Tax Imposition Bylaw No. 2031, 2016**”.

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

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

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

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

**C E R T I F I C A T E**

I hereby certify the foregoing to be a true copy of Bylaw No. 2031, as passed by  
the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Municipal Council of  
The City of Grand Forks



# REQUEST FOR DECISION

— SPECIAL MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** April 19, 2016  
**Subject:** 2016 Tax Rates Bylaw 2032  
**Recommendation:** **RESOLVED THAT COUNCIL** gives first three readings to 2016 Tax Rates Bylaw 2032

---

## **BACKGROUND:**

The 2016 Tax Rates Bylaw 2032 was introduced to Committee of the Whole on April 11, 2016.

Council was presented with three options for distributing the tax burden. Option 1 used the same conversion ratios as 2015 and resulted in the same total proportion of taxes collected by each rate class. This resulted in the Major Industry rate jumping from \$43.3948 per \$1,000 of assessed value to \$48.2727. Option 3 used the same rates as 2015 and resulted in a revenue shortfall for the City.

Option 2 set the Class 4 Major Industry rate to the same as 2015 and used the capped rate of \$40 per \$1000 of assessment set by the Province for Class 2 Utilities. This resulted in a residential rate of \$4.8074 per \$1,000 of assessed value. Council chose to send Option 2 to first three readings.

BC Assessment has determined that the typical single family residential property in Grand Forks is valued at \$194,000 in the 2016 Assessment Roll. The typical single family residential property would see a tax increase of \$10.39 per month or \$0.34 per day.

Municipal taxation is the largest source of revenue in the City's General Fund. The municipal property tax rates in Option 2 will ensure that the City meets its 2016 revenue requirements in the 2016-2020 financial plan. The 2016 financial plan includes a transfer of \$240,000 from the general fund to capital reserves. Capital reserves will be used for infrastructure renewal including a \$32 million backlog of capital projects.

2016 Tax Rates Bylaw 2032 is now presented for three readings.

---

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

**General:** Municipal Property Taxes allow Council to undertake the services that are required to run the municipality.

**Financial:** Property taxation is the main source of revenue for the municipality. The proposed 2016 Tax Rates Bylaw is intended to generate \$3,408,705.

**Policy/Legislation:** Section 197 of the Community Charter requires that each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property values taxes for the year by establishing tax rates.

# REQUEST FOR DECISION

— SPECIAL MEETING —



**Attachments:** DRAFT 2016 Tax Rates Bylaw 2032

---

**Recommendation:** **RESOLVED THAT COUNCIL** gives first three readings to 2016 Tax Rates Bylaw 2032

**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.**

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 Department Head or CAO	 Chief Administrative Officer
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**THE CORPORATION OF THE CITY OF GRAND FORKS**  
**BYLAW NO. 2032**

**A BYLAW TO IMPOSE RATES ON ALL TAXABLE LAND  
AND IMPROVEMENTS FOR THE YEAR ENDED DECEMBER 31, 2016**

=====

**WHEREAS** the Community Charter, requires that, after adoption of the financial plan, but before May 15<sup>th</sup> in each year, Council must, by bylaw, impose property value taxes for the year by establishing tax rates;

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

1. That Bylaw No. 2012, cited as "2015 Annual Tax Rates Bylaw", be hereby repealed.
2. The following Tax Rates are hereby imposed and levied for the Year Ended December 31, 2016:
  - a) For all lawful **GENERAL PURPOSES** of the Municipality on the value of all taxable land and improvements, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part of the bylaw;
  - b) For **WEST KOOTENAY BOUNDARY REGIONAL HOSPITAL PURPOSES** on the value of all taxable land and improvements, rates appearing in Column "B" of Schedule "A" attached hereto and forming a part of the bylaw;
  - c) For purposes of the **REGIONAL DISTRICT OF KOOTENAY BOUNDARY** on the value of all taxable land and improvements rates appearing in Column "C" of Schedule "A", attached hereto and forming a part hereof;
3. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
4. Pursuant to Section 233 of the Community Charter
  - a) The due date for taxes shall be the 4th day of July, 2016.
  - b) The Collector shall, as soon as is practicable on or after the 5th day of July 2016, add to the unpaid taxes of the current year, in respect of each parcel of land and improvements thereon upon the real property tax roll, ten per centum of the amount unpaid as of the 4th day of July, 2016.
5. This bylaw may be cited, for all purposes, as the **"2016 Annual Tax Rates Bylaw"**.

**INTRODUCED** this 11<sup>th</sup> day of April, 2016.

Read a **FIRST** time this 19<sup>th</sup> day of April, 2016.

Read a **SECOND** time this 19<sup>th</sup> day of April, 2016.

Read a **THIRD** time this 19<sup>th</sup> day of April, 2016.

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

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

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

### **C E R T I F I C A T E**

I hereby certify the foregoing to be a true copy of Bylaw No. 2032 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk of the Municipal Council of  
The City of Grand Forks



**Schedule "A"**  
**City of Grand Forks**  
**2016 Property Tax Rates Bylaw 2032**

Property Class	Description	"A"	"B"	"C"
		General Municipal	West Kootenay Boundary Regional Hospital District	Regional District of Kootenay Boundary
		(Dollars of tax per \$1,000 taxable assessed value)		
1	Residential	4.8074	0.2999	2.1816
2	Utility	40.0000	1.0497	7.6356
4	Major Industry	43.3948	1.0197	7.4174
5	Light Industry	14.0857	1.0197	7.4174
6	Business/Other	11.4897	0.7348	5.3449
8	Rec/Non-Profit	3.8459	0.2999	2.1816
9	Farm	5.1920	0.2999	2.1816