

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

**Monday, January 11th, 2016 at 7:00 pm  
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 AGENDA</u></b>		
	a) Adopt agenda	January 11th, 2016, Regular Meeting agenda	THAT Council adopt the January 11th, 2016, Regular Meeting agenda as presented.
3.	<b><u>MINUTES</u></b>		
	a) Adopt minutes <a href="#">December 14th COTW Meeting Minutes - Not Yet Adopted</a>	December 14th, 2015, Committee of the Whole Meeting minutes	THAT Council adopt the December 14th, 2015, Committee of the Whole minutes as presented.
	b) Adopt minutes <a href="#">December 14th Regular Meeting Minutes - Not Yet Adopted</a>	December 14th, 2015, Regular Meeting minutes	THAT Council adopt the December 14th, 2015, Regular Meeting minutes as presented.
	c) Adopt minutes <a href="#">December 17th Special to go In-Camera Meeting Minutes - Not Yet Adopted</a>	December 17th, 2015, Special to go In-Camera minutes	THAT Council adopt the December 17th, 2015, Special to go In-Camera minutes as presented.
4.	<b><u>REGISTERED PETITIONS AND DELEGATIONS</u></b>		
5.	<b><u>UNFINISHED BUSINESS</u></b>		
	a) Corporate Services <a href="#">Delegation - Christina Gateway CDA - Cavan Gates</a> <a href="#">Letter of Support from Chamber to C.L. Tourism Society</a>	A group of regional tourism accommodators and nonprofit societies is requesting a letter of support for the application to implement a Municipal Regional District Tax (MRDT)	THAT Council supports the Regional District of Kootenay Boundary's application to the Ministry of Finance for the 2% Municipal and Regional District Tax for the designated accommodation area that includes the majority of RDKB electoral areas C, D, and E, and the municipalities therein; AND FURTHER THAT if support from The City of Greenwood or the Village of Midway is not forthcoming, the City of Grand Forks nonetheless supports the MRDT for a modified designated accommodation area including RDKB Areas C and D, and the City of Grand Forks.

6. **REPORTS, QUESTIONS AND INQUIRIES  
FROM MEMBERS OF COUNCIL**

- a) Corporate Officer's Report  
[RFD - Proc. Bylaw-CAO - Rpts.,  
Questions, & Inquiries from Council  
Councillor Thompson's Report  
Councillor Ross's Report](#)

Written reports of Council

THAT all written reports of Council be received.

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

- a) Corporate Officer's Report  
[RFD - Proc. Bylaw-Council - RDKB  
Council's Rep.](#)

Verbal report from Council's representative to the Regional District of Kootenay Boundary

THAT Mayor Konrad'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) Chief Financial Officer  
[RFD - CFO - Asset Management  
Financial Policy 808](#)

Asset Management Financial Policy 808

THAT Council adopt Policy 808 - Asset Management Financial Policy.

9. **REQUESTS ARISING FROM  
CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a) Chief Administrative Officer

Presentation regarding the 2015 Year in Review

THAT Council receives the presentation from the CAO regarding the 2015 Year in Review.

11. **BYLAWS**

- a) Chief Financial Officer  
[Bylaw - RFD - CFO - Bylaw 2019  
Revenue Anticipation Borrowing](#)
- b) Manager of Operations  
[Bylaw - RFD - Mgr. of Operations -  
Water Regulations Bylaw No. 1973-  
A1](#)
- c) Manager of Building Inspection & Bylaw Services  
[Bylaw - RFD - Mgr. of Bylaw Serv. -  
Bylaw 1957-A4 Amendment](#)

Bylaw 2019 - The City of Grand Forks 2016 Revenue Anticipation Borrowing Bylaw

THAT Council give final reading to Bylaw No. 2019 - The City of Grand Forks Revenue Anticipation Borrowing Bylaw - 2016.

Water Regulations Bylaw No. 1973-A1

THAT Council give final reading to the Water Regulations Bylaw No. 1973-A1.

Amendment Bylaw No. 1957-A4 as it relates to Schedule 4 of the Municipal Ticketing and Information Bylaw No. 1957 (Re: Unsightly Premises Bylaw No. 1962)

THAT Council considers giving first three readings to the amendment Bylaw No. 1957-A4. This bylaw makes reference to Schedule 4 of the Municipal Ticketing and Information Bylaw No. 1957, in relation to the Unsightly Premises Bylaw No. 1962.

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, December 14th, 2015

NOT ADOPTED  
SUBJECT TO CHANGE

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

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

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

D. Sheets

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

GALLERY

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1. **CALL TO ORDER**

- a) The Mayor called the COTW Meeting to order at 9:04 am.

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2. **COMMITTEE OF THE WHOLE AGENDA**

- a) Adopt agenda  
December 14th, 2015, COTW

MOTION: KROG

**RESOLVED THAT the COTW adopt the December 14th, 2015, COTW agenda as presented.**

CARRIED.

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- b) Reminder  
In-Camera Meeting directly following COTW Meeting

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### 3. REGISTERED PETITIONS AND DELEGATIONS

a) Cavan Gates, Christina Gateway CDA

A group of regional tourism accommodators and nonprofit societies is requesting a letter of support for the application to implement a Municipal Regional District Tax (MRDT)

Discussion:

- explained that the MRDT is basically a hotel tax that Grand Forks area is missing out on
- letter of support from the Chamber of Commerce
- revenue expected, anticipated annual revenue of \$50,000
- marketing through professional development, tourism product development, and marketing the boundary brand outside of the boundary
- Regional Tourism Advisory Committee, all accommodators will have to be in agreement in order for this to become mandatory if passed, the program requires a motion of support
- percentage of tax allocated to administration - Provincial is \$20 per accommodator per month, RDKB has not established their portion fee yet, and the Boundary Museum will be coming up with their figure
- letter of support for the application, working through with provincial staff and concept of placing the tax in motion
- Why do other 40% not wanting to join? Do not want change, afraid of raising rates, and no visitors perhaps
- museum marketing

MOTION: HAMMETT

**RESOLVED THAT the COTW receives for information purposes the presentation from Cavan Gates, Christina Gateway CDA and refers this matter to the December 14th Regular Meeting.**

CARRIED.

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b) The Mayor asked for the signs of "RESPECT" to be removed from Council Chambers.

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c) Gary Smith, Deer Committee

Update from the Deer Committee, along with minutes of Oct. 6th & Nov. 10th, 2015, deer counts, and Regional Deer Committee Meeting minutes

Discussion:

- committee has achieved its mandate - received permit, additional signage, education through WildSafe BC

MOTION: HAMMETT

**RESOLVED THAT the COTW receives for information purposes the updates from Gary**

Smith of the Deer Committee and refers this matter to the December 14th Regular Meeting to dissolve the Deer Committee because they have met their mandate requirements.

CARRIED.

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#### 4. PRESENTATIONS FROM STAFF

a) Manager of Operations

To provide information on snow removal procedures and policy

Discussion:

- Public Works street priorities, sidewalk priorities, airport priorities, and equipment used
- downtown removal procedures
- challenges
- information ad on snow clearing is in the paper and on the City website
- Councillor Thompson complimented the crews on a job well done and Councillor Hammett echoed the compliment and added how lucky our municipality is with our snow removal

MOTION: BUTLER

**THAT the COTW recommends to Council to receive the Power Point presentation given by the Manager of Operations with regard to current snow removal procedures in accordance to the City's Policy.**

CARRIED.

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b) Airport Manager

Update on lease rates for hangar owners

Discussion:

- rates increasing by 10%, will adjust yearly according to the Consumer Price Index (CPI)
- lease will be completed by 2020 and will then reassess and have a system in place
- informing the public of the current rates and structures
- no current fees for private airplanes when landing or takeoff
- night call outs will be implemented into the Fees and Charges Bylaw

MOTION: HAMMETT

**THAT the COTW receives the update regarding lease rates for hangar owners from the Airport Manager.**

CARRIED.

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- c) Communications Dept.  
Update regarding the removal of the RDKB recycle bins from downtown Grand Forks

Discussion:

- February 1st, 2016, the recycle bins will be removed from the downtown core
- advertising costs will be part of the RDKB
- Councillor Ross inquired about the curbside Recycling Program and possible glass pickup in the future, she would like to see a quote for this. Mayor Konrad will bring this issue forward at an RDKB Meeting

MOTION: KROG

**THAT the COTW receives the update and Media Release from the Communications Dept. regarding the removal of the RDKB recycle bins from downtown Grand Forks; AND FURTHER directs staff to contact the RDKB regarding their contract and the glass curbside recycling and associated costs.**

CARRIED.

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

Discussion:

- guiding principles according to Auditor General recommendations
- Communications Committee reviewing resolutions of Council before going to Council meetings, message, meaning, option only
- Records Retention Policy vs Communications Policy, Freedom of Information process, monitoring of emails and responses
- social media page setup, Facebook
- Community Charter and Mayor awarded as spokesperson, suggestion that Point 1.4 "with the approval of the Mayor" should be added
- Point 2.3 "will be" duplicated and should be removed
- Point 2.4.1 Contact List for other municipalities, Council should have more input into policies
- COTW Meetings to debate policies and put forward any changes
- City website is gateway to the public, some City Council bios missing
- for elderly population and students, suggestion was made for bylaws to be available as paper copies at the Library for free
- email responses from Info. Mailbox, recommendation of response acknowledgment 3-4 business days
- resident complained that a letter submitted to the City did not receive a response for at least two months, then reply did not address the question, another letter submitted and response was that staff did not have the time to continue with this line of questioning. CAO explained that he will not respond to the same question over and over again with the same situation, which was already given a response that perhaps the individual did not like the answer to
- Point 2.5.8 Negative Commentary directed to staff

MOTION: THOMPSON



**THAT the COTW recommends Council receives the draft Communications Policy and Procedures;  
AND FURTHER recommends Council adopt the Communications Policy and Procedures at the December 14th, 2015, Regular Meeting.**

CARRIED.

Councillor Butler is opposed to this motion.

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- e) Mayor Konrad recessed the COTW Meeting at 10:25 am.  
Mayor Konrad reconvened the COTW Meeting at 10:35 am.
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- f) Urban Systems  
Asset Management Update and Capital Project Priorities

Discussion:

- CAO introduced Mr. Scott Sheppard from Urban Systems and provided an update on the Asset Management Plan
- Community Infrastructure Investments
- What has Grand Forks done?
- How do you provide sustainable and affordable services?
- Level of service
- Risk for prioritization
- Significant capital investments
- The financial balance
- Suggested next steps
- proposals from Urban Systems, values of community, report from the City lawyer, budget process
- numbers that are being used for deficit, no money for the City a big concern, \$32 million requirement, dialogue and trust of Council with the public
- Union options and negotiations, dismissing of the Union President, privatization
- surplus and reserves, Geographic Information System (GIS)
- Administration growth and costs
- replacement of infrastructure in affordable portions, minimize dollars to taxpayers
- book value vs actual facts
- Urban Systems is a member of the Public Works Association and Asset Management BC
- Gas Tax Funds Reserve, partnerships with other nearby cities

MOTION: BUTLER

**RESOLVED THAT the COTW receives the Asset Management Update and Capital Project Priorities from Urban Systems.**

CARRIED.

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g) Urban Systems  
East Side Reservoir Structure Study

Discussion:

- Background information - ground water requirements could be put in place in the future that would dictate other future requirements to the City
- Options to address Interior Health concerns - supported structure, steel structure, or concrete reservoir
- Evaluation criteria
- Results
- water temperature in reservoir
- Urban Systems would recommend - Option 3
- home rain water tanks
- reservoir and fire flows
- tourist information

MOTION: HAMMETT

**RESOLVED THAT the COTW receives the East Side Reservoir Structure Study from Urban Systems.**

CARRIED.

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h) Chief Financial Officer  
Asset Management Financial Policy

Discussion:

- background information, purpose, principles and statements of the Policy
- has the City ever borrowed substantial amounts of money? CFO replied that in 2012, approx. \$2 million was borrowed during the Sewer Lift Station Project, currently there is not a lot of debt
- debt and borrowing
- Policy 4.6, concerns of privatization, comments of good direction given, policy is coming from management, currently partnership with RDKB for garbage disposal, asset disposal

MOTION: KROG

**RESOLVED THAT the COTW recommends to Council to approve Policy 808 Asset Management Financial Policy.**

CARRIED.

Councillor Butler is opposed to this motion.

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i) Chief Administrative Officer  
Presentation regarding the 2015 Year in Review

MOTION: THOMPSON

**THAT the COTW refers the presentation from the CAO regarding the 2015 Year in Review to the December 14th Regular Meeting.**

CARRIED.

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

Discussion:

- suggestion from Councillor Butler to take more time in the future with these reports and make them more prominent and perhaps let the Managers speak to these reports
- intention of reports
- pressing issues

MOTION: THOMPSON

**RESOLVED THAT the COTW receives the monthly activity reports from department managers.**

CARRIED.

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## **5. REPORTS AND DISCUSSION**

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## **6. PROPOSED BYLAWS FOR DISCUSSION**

- a) Chief Financial Officer  
Bylaw 2019 - The City of Grand Forks 2016 Revenue Anticipation Borrowing Bylaw

Discussion:

- Councillor Thompson inquired if \$2 million was sufficient? CFO replied that it was

MOTION: BUTLER

**RESOLVED THAT the COTW recommends to Council to give the first three readings to Bylaw 2019 - 2016 Revenue Anticipation Borrowing Bylaw at the December 14, 2015, Regular Meeting of Council.**

CARRIED.

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- b) Manager of Building Inspection & Bylaw Services  
Amendment Bylaw No. 1957 A-4 (re: Schedule 4 of the Municipal Ticketing and Information Bylaw No. 1957 as it relates to the fineable offence in the Unsightly Premises Bylaw No. 1962)

MOTION: THOMPSON

**RESOLVED THAT the COTW recommends to Council to refer the amendment Bylaw No. 1957 A-4 to the January 11, 2016, Council Meeting for the first three readings.**

**CARRIED.**

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**7. INFORMATION ITEMS**

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**8. CORRESPONDENCE ITEMS**

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**9. LATE ITEMS**

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

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**11. QUESTION PERIOD FROM THE PUBLIC**

- a) - reservoir issues and temporary solutions  
- Telus and fibre optics possible connection to electric and water meters for non RF options, cost  
- trust of City Council to make decisions, hope that continuity of City continues, continue investigative options that are more creative
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**12. IN-CAMERA RESOLUTION**

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

MOTION: THOMPSON

**RESOLVED 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)(c) labour relations or other employee relations; and 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if Council considers that disclosure could reasonably be expected to harm the interests of the municipality; and 90 (1)(d) the security of the property of the municipality.**

**BE IT FURTHER RESOLVED THAT persons, other than members, officers, or other persons to whom Council may deem necessary to conduct City business, will be**

excluded from the In-Camera Meeting.

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

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13. **ADJOURNMENT**

a) The Mayor adjourned the COTW Meeting at 12:54 pm.

MOTION: ROSS

**RESOLVED THAT the COTW Meeting be adjourned at 12:54 pm.**

CARRIED.

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**CERTIFIED CORRECT:**

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CORPORATE ADMINISTRATIVE  
ASSISTANT - DAPHNE POPOFF

\_\_\_\_\_  
MAYOR FRANK KONRAD



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

**REGULAR MEETING OF COUNCIL**  
**MONDAY, DECEMBER 14, 2015**

NOT ADOPTED  
SUBJECT TO CHANGE

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

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
DEPUTY CORPORATE OFFICER  
MANAGER OF DEVELOPMENT & ENGINEERING  
MANAGER OF OPERATIONS  
DEPUTY MANAGER OF OPERATIONS

D. Allin  
D. Heinrich  
S. Winton  
D. Sheets  
D. Reid  
D. Drexler

GALLERY

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Prior to calling the meeting to order, the Mayor welcomed Kyra Hogan to the front of Chambers and congratulated Kyra on her fine achievement of winning the 2014-2015; Governor General's Academic Medal Winner and further awarded her with a congratulatory letter from the City.

The Mayor advised that prior to the meeting commencing, that the members in the gallery who are displaying signs, to remove them from Chambers.

**1. CALL TO ORDER**

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

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**2. ADOPTION OF AGENDA**

The Mayor advised that he was adding a late item to the agenda with regard to the Deer Management Program.

- a) Adopt agenda  
December 14th, 2015, Regular Meeting agenda

MOTION: THOMPSON / KROG

**RESOLVED THAT Council adopt the December 14th, 2015, Regular Meeting agenda as amended.**

CARRIED.

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3. **MINUTES**

- a) Adopt minutes  
November 30th, 2015, Special Meeting to go In-Camera minutes

MOTION: THOMPSON / KROG

**RESOLVED THAT Council adopt the November 30th, 2015, Special Meeting to go In-Camera minutes as presented.**

CARRIED.

NOT ADOPTED  
SUBJECT TO CHANGE

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- b) Adopt minutes  
November 30th, 2015, Regular Meeting minutes

Councillor Butler advised that the motions made to allow Graham Watt to speak were excluded from the November 30th minutes from item 6 a) and item 10 e) and that she would like to have this added to the minutes.

MOTION: THOMPSON / KROG

**RESOLVED THAT Council adopt the November 30th, 2015, Regular Meeting minutes as amended.**

CARRIED.

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4. **REGISTERED PETITIONS AND DELEGATIONS**

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5. **UNFINISHED BUSINESS**

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6. **REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL**

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

Councillor Hammett advised that she attended a Chamber of Commerce meeting last Thursday regarding the presentation at the Municipal Regional Destination Marketing Tax, where the Chamber supported the idea in theory. She advised that the Chamber of Commerce has set an Annual General Meeting for March 10th, 2016 and that she is chair of the nomination committee.

She further advised that there is going to be a junior dragon's den in Grand Forks and they are looking for mentors for the event.

She advised that the Regional Tourism Advisory Committee had a tourism meeting



workshop at Community Futures with Thompson Okanagan Tourism Association, about 5 weeks ago.

Councillor Butler asked how much staff spent on legal costs to Young Anderson this year and that she would appreciate a response from Staff in writing. The Chief Administrative Officer advised that final amounts are distributed in the statement of financial information, and further that the information is considered solicitor-client privilege. He suggested that the matter should be discussed at an In-Camera meeting where Council could make a decision to release more detailed information if they chose.

MOTION: THOMPSON / KROG

**RESOLVED THAT all written reports of Council be received.**

CARRIED.

MOTION: BUTLER / ROSS

**RESOLVED THAT Staff release to Council, the information pertaining to legal expenses in 2015, and to provide a written report with a detailed breakdown of expenses.**

CARRIED.

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**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

The Mayor advised that he attended his first Regional District of Kootenay Boundary meeting on December 1<sup>st</sup> that was focused on Regional Economic Development. He further advised of his attendance at the Regional District of Kootenay Boundary's Inaugural Meeting held on Thursday, December 10th.

MOTION: BUTLER / THOMPSON

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

CARRIED.

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**8. RECOMMENDATIONS FROM STAFF FOR DECISIONS**

- a) Deputy Corporate Officer/Communications  
Communications Policy and Procedures  
Councillor Butler advised that this policy was discussed at length, at the COTW meeting this morning.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council adopt the Communications Policy and Procedures as presented by the Deputy Corporate Officer/Communications.**

CARRIED.

Councillor Butler opposed the motion.

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**9. REQUESTS ARISING FROM CORRESPONDENCE**

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**10. INFORMATION ITEMS**

- a) Association of Kootenay & Boundary Local Governments (AKBLG)  
Notice of Annual General Meeting and First Call for Resolutions 2016

Councillor Thompson advised that she was going to put forward a resolution with regard to the elimination of the annual tax sale and using the same process as the surveyor of taxes. She advised that she had put this forward 2011 that was adopted by the AKBLG and passed through UBCM where they required more information, but as she was absent from Council the following year, nothing more was done in this regard. She advised that she intends to work on this report with the Chief Financial Officer prior to AKBLG deadline and bring it forward for Council's consideration.

Councillor Ross advised that she would like to bring forward collaborative resolutions, and to work with Area D and other local regions with regard to BC Timber Sales applying for clear cut up the North Fork-Lynch Creek area for over 1000 hectares of new forest to be clear cut, and advised that this will create a network of roads which would have an impact on the Kettle River grizzly. She advised that she would like to see the City enter into a discussion with the Province, to see how the community could work with the Province, as this does impact our climate and our water. She would like to begin to work with the other governments and experts to draft a solid resolution that may be considered by the AKBLG and have the support of at least, Area D, to the resolution as well.

Councillor Butler advised that she has drafted a proposed motion for Council's consideration and for Council to provide feedback and wording suggestions:  
Whereas the privatization of water resources is becoming commonplace worldwide;  
and  
Whereas privatization can lead to decreased access for the public, increased prices and decreased product and service quality;  
Therefore, let it be resolved that the City of Grand Forks urges the Provincial Government to take steps to protect the aquifers and public infrastructure from the purchase of private or corporate interests.

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council receives for information and notes first call for resolutions for the 2016 AKBLG Annual General Meeting.**

CARRIED.

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b) Christina Lake Fire Department

Letter of thank you and appreciation to Chief Dale Heriot and Firefighter Jen Dorner for their invaluable assistance during the recent fire investigation at Christina Lake.

MOTION: HAMMETT / BUTLER

**RESOLVED THAT Council receives the letter from the Christina Lake Fire Department for information.**

CARRIED.

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c) Union of BC Municipalities (UBCM)

Letter regarding the Gas Tax Agreement Community Works Fund payment for the fiscal year 2015/16

MOTION: THOMPSON / HAMMETT

**RESOLVED THAT Council receives the letter from UBCM for information purposes.**

CARRIED.

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11. **BYLAWS**

a) Manager of Development & Engineering Services

To amend the current Zoning Bylaw by rezoning property located at 6401 Highway #3 from the current TC (Tourist Commercial) zone to the HC (Highway Commercial) zone

Councillor Butler inquired to the request for re-zoning and the fact that there is only septic there, and not City services. Councillor Ross advised that she won't be supporting this resolution. Councillor Hammett advised the property is already being used for the purposes of a car wash and detailing shop.

The Chief Administrative Officer advised that the property is currently non-conforming and re-zoning allows for the conforming use of the property under the new proposed zoning.

MOTION: KROG / THOMPSON

**RESOLVED THAT Council give first and second readings to the "City of Grand Forks Zoning Amendment Bylaw No. 1606-A4, 2015" and proceed with the statutory requirements for amending bylaws in the Local Government Act.**

CARRIED.

Councillor Ross opposed the motion.

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- b) Chief Financial Officer  
Bylaw 2019 - The City of Grand Forks 2016 Revenue Anticipation Borrowing Bylaw

MOTION: THOMPSON / BUTLER

**RESOLVED THAT Council give three readings to Bylaw No. 2019 - "The City of Grand Forks Revenue Anticipation Borrowing Bylaw - 2016".**

CARRIED.

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

Councillor Butler advised that she can't support the bylaw and that she can't support the proposed shutting off of a person's water.

MOTION: THOMPSON / HAMMETT

**THAT Council give third reading to the Water Regulations Bylaw No. 1973-A1.**

CARRIED.

Councillor Butler opposed the motion.

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**12. LATE ITEMS**

The Mayor advised that he was adding a late item that spoke about the Deer Management Program and further advised that Council has dissolved the current Deer Committee, and further that the City will operationalize, the referendum question as per the wishes of the majority vote of the electorate at the 2014 Local Government Election.

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

Harry Nott advised that he is representing the CUPE Local employees and asked if he would be allowed to speak. The Mayor advised Mr. Nott that he would be allowed to speak. Mr. Nott asked that Council do not layoff these employees and further that they employees have some excellent ideas that he feels that the City needs to discuss further. Mr. Nott advised that he is also there to support the employer.

Fil Mauro - Was elated on the transparency of Council, and queried why Council is having so many Section 90 meetings. The Mayor advised that issues that fall under Section 90 need to be discussed there; and that it is Council's prerogative to release certain items from In-Camera if they deem it so.

Laurie Grant - Asked about the Deer Committee being dissolved and what operationalize meant. The Mayor advised that City is respecting the wishes of the electorate.

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14. **ADJOURNMENT**

a) The meeting was adjourned at 7:42 PM

MOTION: KROG

**RESOLVED THAT the meeting be adjourned at 7:42 PM**

CARRIED.

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**CERTIFIED CORRECT:**

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MAYOR FRANK KONRAD

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CORPORATE OFFICER – DIANE HEINRICH

NOT ADOPTED  
SUBJECT TO CHANGE



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

NOT ADOPTED  
SUBJECT TO CHANGE

**SPECIAL MEETING TO GO IN-CAMERA**

**Thursday December 17, 2015.**

**PRESENT:**

MAYOR FRANK KONRAD  
COUNCILLOR JULIA BUTLER  
COUNCILLOR CHRIS HAMMETT  
COUNCILLOR NEIL KROG  
COUNCILLOR COLLEEN ROSS  
COUNCILLOR CHRISTINE THOMPSON

CHIEF ADMINISTRATIVE OFFICER  
CORPORATE OFFICER  
DEPUTY CORPORATE OFFICER / COMMUNICATIONS

D. Allin  
D. Heinrich  
S. Winton

GALLERY

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**1. CALL TO ORDER**

- a) The meeting was called to order at 3:07pm

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**2. IN-CAMERA RESOLUTION**

Resolution required to go into an In-Camera meeting

- a) Adopt resolution as per section 90 as follows:

MOTION: KROG / BUTLER

**RESOLVED THAT 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) (c), LABOUR RELATIONS OR OTHER EMPLOYEE RELATIONS;  
BE IT FURTHER RESOLVED THAT PERSONS, OTHER THAN MEMBERS, OFFICERS, OR OTHER PERSONS TO WHO COUNCIL MAY DEEM NECESSARY TO CONDUCT CITY BUSINESS, WILL BE EXCLUDED FROM THE IN-CAMERA MEETING.**

CARRIED.

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**3. LATE ITEMS**

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4. **ADJOURNMENT**

NOT ADOPTED  
SUBJECT TO CHANGE

- a) The meeting was adjourned at 3:08pm

MOTION: Thompson

**RESOLVED THAT Council adjourn the December 17th, 2015 Special Meeting to go In-Camera at 3:08pm.**

CARRIED.

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**CERTIFIED CORRECT:**

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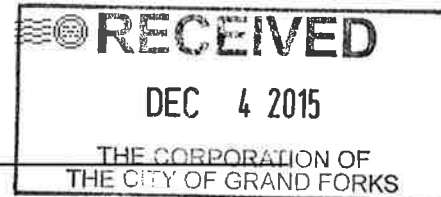
DEPUTY CORPORATE OFFICER – SARAH  
WINTON

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MAYOR FRANK KONRAD



From: ■ Cavan Gates <coordinator@christinalake.ca> 03/12/2015 1:4...  
Subject: New Online Delegation Form submission from Cavan Gates  
To: ■ Info City of Grand Forks



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

Christina Gateway CDA

**To request that you consider:**

A motion supporting the Municipal Regional District Tax application by the RDKB.

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

A group of regional tourism accommodators and non profit societies is requesting a letter of support for the application to implement a Municipal Regional District Tax (MRDT). The MRDT program is intended to contribute to the increase of local tourism revenue, visitation, and economic benefits. The funds will be used to implement a marketing plan developed by a steering committee and reviewed by the provincial government. The applicant organization, in our case the Regional District of Kootenay Boundary (confirmed), will engage the Boundary Museum to implement the marketing plan.

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

The MRDT is a tool to strengthen marketing of Boundary Country to increase our tourism sector. Many of the surrounding areas like Castlegar, Rossland, Nelson – Kootenay Lake, and Big White have already implemented an MRDT. Visitors are used to paying the fee in other areas and as such it will not put us at a disadvantage. Boundary Country stands to gain from implementing a MRDT by accessing increased funding for regional promotion that in turn will increase local tourism revenue.

The consultation undertaken with the accommodators began in September of 2014 , when Cindy Alblas was hired as project coordinator, and met with every accommodation with 4 or more units as well as several others to conduct a Boundary wide survey of the challenges and opportunities which face tourism in Boundary Country. She also discussed and handed out information about the MRDT to each accommodation to inform them of the potential opportunity to apply in this program.

From there we held a meeting with the accommodators across Boundary Country at Community Futures in Grand Forks and presented the Boundary Tourism Survey results. We also invited Graham Edwards who began the Kootenay Rockies Destination Marketing Organization to come to Community Futures to present a high level view of the MRDT process. Along with Graham Edwards, we also invited a representative from both Rossland and Nelson Destination Marketing Organizations to come as well to give us a presentation of how their DMO's have effectively increased visitation and overnight stays to their region.

We held a second meeting of the accommodators in Midway at the Bored Room Bistro, where we invited Tammy Verigin-Burk from the Castlegar Chamber of Commerce to discuss how their model of application worked in their community.

From here Cindy re-visited all the accommodators to ask for their support in the MRDT process, in some cases making several return visits and phone calls to help them understand the process.

FILE CODE  
D2- Christina Gateway,  
CDA

Cindy presented her findings to The Boundary Economic Development Committee, as well as Community Futures, The Grand Forks City Council, City of Greenwood Council, The Christina Lake Tourism Society and The Boundary Regional Chamber of Commerce.

We then formed the Boundary Country Tourism Steering Committee, created a terms of reference, and began building our business plan. We held a meeting in Christina Lake at The Welcome Centre, a meeting at The Boundary Museum and three meetings at The Ramada to work through details of our 5 year overview and 1 year tactical plans.

All the accommodators were invited through email to attend all these meetings and have been given follow up of this process in its entirety.

In order to apply we need 51% of support of accommodators and 51% of support unit rooms, to date we have 64% of accommodations, and 60.9% of rooms across the Boundary. We have letters or motions of support from the Boundary Country Regional Chamber of Commerce, the Christina Lake Tourism Society, Community Futures Boundary, Christina Gateway CDA, and of course, the RDKB and the Boundary Museum Society as the two organizations directly involved.

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

We are surrounded by communities that are collecting the tax and using it to promote themselves. Boundary Country is already behind in its regional promotion capacity and will continue to fall behind without a boost to existing efforts.

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

That the City of Grand Forks supports the Regional District of Kootenay Boundary's application to the Ministry of Finance for the 2% Municipal and Regional District Tax for the designated accommodation area that includes the majority of RDKB electoral areas C, D, and E, and the municipalities therein; and that if support from the City of Greenwood or the Village of Midway is not forthcoming the City of Grand Forks nonetheless supports the MRDT for a modified designated accommodation area including RDKB Areas C and D, and the City of Grand Forks.

**Name**

Cavan Gates

**Organization**

Christina Gateway CDA

**Mailing Address**

1675 HWY 3  
Christina Lake, British Columbia V0H1E2  
Canada  
[Map It](#)

**Telephone Number**

2504476165

**Email Address**



Phone **250 . 442 . 7263**

Email **info@boundarychamber.com**

**www.BoundaryChamber.com**

Box 2949 Grand Forks BC V0H 1H0

**December 11, 2015**  
**Cindy Alblas, Manager**  
**Christina Lake Tourism Society**

**Dear Christina Lake Tourism Society**

**The BCRCC supports the application to the Province of British Columbia for the implementation of the 2% Municipal and Regional Tax (MRDT) for the Boundary Country area to include Midway, Greenwood, Grand Forks and Christina Lake, BC to be in effect in 2016.**

**BCRCC wishes you the best with your venture.**

**Sincerely yours,**

**Kathy Wright**  
**Executive Director**  
**Boundary Country Regional Chamber of Commerce**  
**info@boundarychamber.com**

**Cc**

**Christina Lake Gateway CDA - Cavan Gates**



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** January 11<sup>th</sup>, 2016  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED.**

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**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.

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**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.

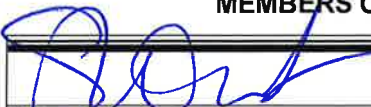
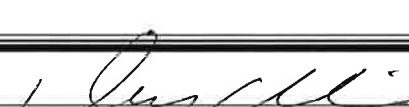
**Policy/Legislation:** The Procedure Bylaw is the governing document setting out the Order of Business at a Council meeting.

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

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- 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



## MEMORANDUM

TO: Mayor and Council

FROM: Councillor Christine Thompson

DATE: January 11, 2016

SUBJECT: Report to Council

The Boundary Museum and Interpretive Centre hosted a volunteer appreciation afternoon Tuesday, December 15<sup>th</sup>. I attended this event and had an opportunity to talk to several of their Board Members along with many others who volunteer their time and services to this most worthwhile organization. It was a very enjoyable afternoon.

Wednesday, December 16<sup>th</sup> the Phoenix Foundation held their monthly meeting in the small meeting room at the Station Pub with a no-host dinner. The Board did a debriefing on the Annual Social held at the Christina Lake Community Hall in November. The turn-out was quite disappointing and it was felt that perhaps the Board should consider having this annual event at a different time and in Grand Forks in the hopes of attracting more individuals to attend. We also discussed the issue of inviting prospective board members to the January meeting.

I attended the City's Christmas Luncheon at City Hall on Thursday, December 17<sup>th</sup>. It was a pleasure to have an opportunity to meet and chat with our staff and invited guests.

In closing, I would like to take this opportunity to wish everyone a happy and healthy 2016.

Respectfully,

Christine Thompson,  
Councillor





January 11, 2016  
Council Report, C Ross

**General:** A sad start to the New Year with the passing of Roy Ronaghan. Roy was an inspiration to me, and many people in our community. I will miss his challenging and informative editorials in the local paper, as well as his kindness, dedication, and encouragement to continue to press for social and environmental justice in all that we do.

**Environment:**

**Forestry:** Over the Christmas break letters were written to ask the BCTS extend the period for public comment on the application for timber harvest in the Cannon Creek area. The following was included in letters sent to BCTS regarding Operating Plan 11, Cannon Creek area. I sent a letter requesting that the comment period be extended, while including the following information, I also sited the need to protect our watershed which is directly impacted by ongoing clear cutting.

The letter includes:

*We (individuals and groups) are formally requesting an extension of the January 22, 2016 deadline to comment on BCTS plans to build new roads and harvest timber in the Cannon Creek area. This deadline is totally unreasonable given the following factors:*

- 1. A complaint has been filed with the Forest Practices Board attesting that road density in the wildlife habitat area set aside for the Kettle Granby grizzly (WHA 8-373) exceeds levels recommended by the best available science. No new roads should be built in WHA 8-373 until the Forest Practices Board has completed its investigation and filed its report. Anticipated date: summer 2016.*
- 2. The Ministry of Forests, Lands and Natural Resources is conducting a population count of the Kettle-Granby grizzly. DNA evidence has been collected and hair samples have been submitted to the lab for testing. The Ministry anticipates a final report outlining the status of the grizzly will not be available until summer 2016, so we will not know until that point whether the bears can withstand any further fragmentation and destruction of their habitat.*
- 3. BCTS cannot tell us at this point the amount of logging or the size of the cut blocks proposed for Cannon Creek. Instead, BCTS is identifying an "area of*

*interest” of over 1,000 hectares. Correspondence with BCTS indicates that final blocks and road locations have not yet been identified and blocks could exceed the normal 40 hectares allowed because of a mountain pine beetle infestation. It is impossible for people to provide any meaningful comments on this plan without seeing some further details.*

*In conclusion, it seems unfair, unreasonable and unprofessional to expect people to comment on the BCTS plan for Cannon Creek under these circumstances. Consequently, we are requesting an extension of the deadline for comments until August 2016 (or later if the Forest Practices Board and grizzly bear population count are not completed by that time).*

Climate: As a follow up to the Climate Action Walk which took place on December 12th, and was reasonably attended (thank you Councillor Thompson for your support), a local group of dedicated community members hosted a film night featuring “This Changes Everything”, a film by Avi Lewis and Naomi Klein, which explains the impact of disaster capitalism, unchecked and profit-at-any-cost development and growth. The film was followed by a discussion. *As I write this prior to the film being shown, I can not report on attendance or outcome.* Stay tuned.

**Tiny Houses:** Congratulations to Peter Matheson for the work he has done to promote the Tiny House trend in our community. Peter was motivated to build a tiny house to show how it is possible to live in a small space, with dignity and comfort. See: <http://tinyhousetalk.com/petes-125-sq-ft-tiny-house-on-wheels-in-british-columbia/>

**Suggestion:** Grand Forks develop policy to accommodate pocket communities that include tiny house developments that offer universally accessible, affordable, environmentally friendly home options.

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** January 11<sup>th</sup>, 2016

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

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

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**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.

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**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.

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

**OPTIONS:**

- 1. RESOLVED THAT MAYOR KONRAD'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**

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Department Head or CAO	Chief Administrative Officer



# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Chief Financial Officer  
**Date:** January 11, 2016  
**Subject:** Asset Management Financial Policy 808  
**Recommendation:** **RESOLVED THAT COUNCIL** adopt Policy 808 - Asset Management Financial Policy.

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## BACKGROUND:

In 2011 City Council embarked upon the development of an asset management investment plan. The plan identified significant financial gaps within the organization.

There is approximately \$32 million in infrastructure that has passed its service life, known as the 'infrastructure backlog'. An investment of \$3.85 million is needed each year for asset renewal. Council has determined that the City will attain the funding target for infrastructure renewal using a balanced approach.

The purpose of the attached policy is to articulate principles and policies to guide staff and Council in the recommendations they make and the work they do. This document is an important resource in the City's overall decision making framework.

This policy supports the generation of revenues over time to achieve the City's desired asset management funding level. The City will phase in the revenue increases over time. The policy ensures rates will increase gradually and consistently over time to ensure stability. The policy requires the creation of dedicated infrastructure renewal reserves for each Fund - General, Water, Electrical and Sewer, and initial lower impacting infrastructure levies to fund these reserves.

Policy 3.1 sets an annual investment target of 50% of the required annual investment as previously identified by the City's engineers. This revenue, \$1,926,000 annually, will be placed in the infrastructure renewal reserve in each of the City's funds.

This policy also articulates the process to identify and prioritize capital projects based on risk, desired level of service and affordability. The City's capital projects have been identified as Priority 1, Priority 2, and Priority 3. Priority 1 assets have a high likelihood and consequence of failure.

The policy sets a target to build and maintain infrastructure renewal reserves at a minimum of the funds needed for Priority 1 projects in each fund and a maximum of total infrastructure renewal funds needed as identified in the City's Asset Management Plan. Therefore, \$14 million is the current minimum total reserve levels desired.

# REQUEST FOR DECISION

— REGULAR MEETING —



This policy also includes statements to ensure debt is used prudently to maintain the City's financial sustainability by preserving debt for when it is truly needed for major capital investments.

This policy will be a living document. As the Asset Management Plan is updated, this Policy will also be updated.

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

- General:** This cohesive set of policies and principles will be an important resource in the City's overall decision-making framework.
- Strategic Impact:** Fiscal Accountability, including Asset Management Planning, is identified by Council as a strategic priority.
- Financial:** Annual investment in infrastructure renewal will be attained through initial lower impacting, cumulative levies.
- Attachments:** DRAFT Policy 808 – Asset Management Financial Policy

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**Recommendation:**            **RESOLVED THAT COUNCIL** adopt Policy 808 - Asset Management Financial Policy.

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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.**
- 

	
Department Head or CAO	Chief Administrative Officer

<b>CITY OF GRAND FORKS</b>	
<b>POLICY TITLE: Asset Management Financial Policy</b>	<b>POLICY NO: 808</b>
<b>EFFECTIVE DATE: January 11, 2016</b>	<b>SUPERSEDES: NEW</b>
<b>APPROVAL: Council</b>	<b>PAGE: 1 of</b>

## **BACKGROUND**

The City of Grand Forks' Sustainable Community Plan, which provides a vision for the City and guidance on addressing several key challenges facing the City. One of these challenges is: "How we do strategically and sustainably deliver affordable services to our community?" To help address this challenge, the City developed its Asset Management Program.

The City's Asset Management Program is founded on the concept of sustainable service delivery. This aims to ensure that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible manner), do not compromise the ability of future generations to meet their own needs. Failure to care for our infrastructure and manage our natural resources risks degrading, or even losing, the services our community enjoys, and that future generations may rely on.

At the core of sustainable service delivery is financial sustainability. A financially sustainable government provides valuable services to residents within available means while proactively taking measures to build and preserve services in the long run. Although the City can balance its operating budget to meet annual requirements, the City will have to adapt to revenue opportunities, expense pressures, and service demands that may change in the future. Only with stable and reliable revenues, and careful planning of expenditures, will the City be able to provide the services its residents need and enjoy both today and in the future.

Sustainable service delivery is achieved by ensuring that decisions made by staff and Council, both today and tomorrow, are guided by a cohesive set of principles and policies based on financial sustainability, as well as Council priorities. Asset Management BC has established a framework for sustainable service delivery.

The following wheel shows the systematic, integrated process the City will follow for Asset Management. The Framework, like this policy, is a living document. As best practices change and are updated, this Policy will also be periodically updated.



## **PURPOSE**

The purpose of this document is to articulate the principles, strategies and policies to guide staff and Council in the work they do. This document provides the City with a blueprint for making good financial decisions through changing conditions, including the funding of asset renewal and aims to provide clarity to staff, Council and the community with respect to how financial decisions are made today and into the future.

This document is an important resource in the City's overall decision-making framework. The graphic below illustrates the components of the framework for financial management.





## **SCOPE**

The scope of the principles and policies applies to decisions made by City Council and staff regarding financial management and service provision to residents, business and industry, in the following key areas:

1. Property taxation and Utility Rates
2. User Fees
3. Asset Renewal and Replacement
4. New Capital and Enterprise
5. Reserves and Surplus Funds
6. Debt
7. Grants
8. Development Finance
9. Operating

While each of these areas represents particular financial decisions regarding the financial balance – i.e., revenues and expenses – they are all interrelated and work together to provide the basis for the policy statements.

## **FINANCIAL MANAGEMENT PRINCIPLES**

The financial management policy statements contained within this document are consistent with the principles presented below. These principles serve as a basis against which the financial policies can be tested, reviewed and updated as needed in the future.

### **1. STABLE – The City’s financial management practices will be reasonably consistent year to year**

Residents and business would prefer that taxes, rates and user fee increases are measured and relatively consistent year-to-year, so that they are able to anticipate coming changes in their personal or business expenses.

### **2. INFORMED - Financial decisions take measured risks and maximize the utilization of assets and resources**

While in theory it is possible for all financial decisions made by a community to be free from risk, it wouldn’t necessarily be practical. There will be occasions when assuming some degree of risk is advantageous to the City in order to take advantage of opportunities or to be ready to meet the needs of a changing population. However, any risks that are taken need to be measured and carefully considered such that the delivery of City services is never in jeopardy.

### **3. FLEXIBLE - Financial decisions ensure future flexibility to adapt to opportunities and changing circumstances**

In an ever-changing world, opportunities and challenges inevitably will present themselves. The City needs the flexibility to take advantage of arising opportunities and to respond to imminent challenges. Resources will need to be accessible for the unforeseen and policy frameworks will need to allow for flexibility and swift action when required.

#### **4. RELIABLE - Revenues have a high level of certainty to support long-term service needs of the community**

The residents of Grand Forks value the services that they receive and are accustomed to. In order to meet these service level expectations, the City needs to ensure that spending for operations and infrastructure is effective and efficient. Similarly, revenues need to be reliable so that the investment required can be sustained over the long term.

#### **5. TRANSPARENT - Financial strategies, plans and processes are accessible and visible**

The citizens of Grand Forks, like in any community, need to understand what their local government is doing. Having information easily available and presented in a form that is easy to understand encourages discussion and engagement, and holds decision-makers accountable. Being transparent ultimately builds trust in the government and benefits the community overall.

#### **6. FAIR - Everyone pays a fair amount for the services they receive, services are reasonably accessible by all citizens, and the burden is spread evenly amongst all generations.**

### **FINANCIAL MANAGEMENT POLICY STATEMENTS**

Financial management policy statements have been developed for each of the nine key areas. They are intended to work together cohesively to align decision-making by City staff and Council.

#### **1. PROPERTY TAXATION AND UTILITY RATES**

Property taxes are generally used to fund services that are provided broadly to the whole community (e.g., roads, fire, transportation, drainage, waste collection and disposal).

Property tax is based on the assessed value of a property (i.e., land and improvements/buildings). Property owners have their property assessed on an annual basis by BC Assessment, and the assessed value of the property is then multiplied by the Grand Forks' tax rate (expressed as the amount of tax per thousand dollars of assessed property value) to compute an annual property tax. The tax rates are set for each of the various property classifications and adjusted annually to ensure that the City raises the required funds to support its annual budget.

**Objective** - To ensure property taxes and rates are sufficient to meet the community's short and long-term needs.

##### **Policy Statements**

Policy 1.1            The City will strive to ensure that property tax increases remain as stable as possible over time and within 2 percent of inflation year to year after the initial 3 year correction period has been completed.

Policy 1.2            Periodic reviews of taxes paid by individual classes will be conducted. Tax rates should be kept as competitive as possible to ensure continued investment both in the community and in the property itself. Recognizing that all tax classes have their financial challenges, tax shifts or tax redistributions will only be considered where a full comprehensive analysis and impact is undertaken. Where a tax shift is required, a gradual phase in will be considered to allow the properties in the class to adjust their budgets accordingly.

- Policy 1.3            Beginning in 2017, The City's utility rates will increase consistently over time between 3 and 4 percent year to year, or balanced with additional revenues that have not yet been allocated or identified, to fund the asset management capital reserves.
- Policy 1.4            Information about how property tax is allocated will be provided to residents in a manner that is easy to understand.

## **2. USER FEES & CHARGES**

User fees and charges are a way that the City raises revenues to cover the cost of providing a service to those that benefit from it.

User fees and charges should have a direct relationship to the actual cost of providing a service. Some services are funded by a mix of fees and general taxation; recreation facilities and the cemetery are a good example: user fees pay for some of the cost but taxation covers the balance.

**Objective** - To ensure user fees and charges are sufficient to meet the City's needs.

### **Policy Statements**

- Policy 2.1            The City will evaluate and set user fees and charges fairly for the services received. This means that the user fees and charges reflect the level of service provided to the people who benefit from it and their ability to pay; it does not necessarily mean that user fees and charges will be equal for all users.
- Policy 2.2            The City will regularly review and communicate to the public how user fees are established.
- Policy 2.3            Fees and charges will be periodically reviewed to ensure accounting for inflation and any changes in the level of service provided.

## **3. ASSET RENEWAL AND REPLACEMENT**

The delivery of local services greatly depends on a wide variety of infrastructure, such as roads, buildings and water systems. While much of this infrastructure lasts a long time, it does eventually need to be renewed or replaced. The replacement of these assets is expensive and therefore needs to be carefully planned for so that the City maintains its financial sustainability over the long term. The timing and funding requirements for asset renewal and replacement are part of the City's long-term capital plan.

The Asset Management Plan sets out priorities for capital infrastructure upgrades in order to provide appropriate levels of service to the community over the long term. Deviations from the plan that defer needed asset renewal or replacement projects add to the City's infrastructure deficit and can jeopardize future service levels and lead to unexpected asset failures which can be costly and potentially pose a risk to public health and safety.

The City's Asset Management Plan using a risk based decision-support tool prioritizes investments in linear infrastructure (water, sewer, roads) renewal and replacement based on an assessment of:

- **Risk (likelihood of occurrence; consequence or impact)**
- **Desired level of service**
- **Affordability**

The decision-support tool identified three levels of funding for roads, water and sewer assets only. There is over \$58 million in priority 1-3 projects required in the next 20 years. Priority 1 investments are assets with a high likelihood and consequence of failure. For example, 5<sup>th</sup> Street Water Main Replacement is a Priority 1 renewal.

Asset Category		Total Cost Priority 1	Total Cost Priority 2	Total Cost Priority 3	Total Infrastructure Investment
Linear	Water System	\$ 2,616,494	\$ 4,966,512	\$ 777,158	\$ 8,360,164
	Wastewater System	\$ 6,306,309	\$ 13,470,105	\$ 862,643	\$ 20,639,057
	Roadways	\$ 5,078,765	\$ 13,909,426	\$ 10,372,419	\$ 29,360,610
<b>Totals</b>		<b>\$ 14,001,568</b>	<b>\$ 32,346,043</b>	<b>\$ 12,012,220</b>	<b>\$ 58,359,831</b>

The following table summarizes the amount needed to fund 50% of recommended annual investment for all assets including roads, water, waste water, buildings, fleet, storm and electrical systems.

Asset Category		Replacement Value	Average Annual Infrastructure Investment*	50% of Average Annual Infrastructure Investment
Linear	Water System	\$ 27,200,000	\$ 784,000	\$ 392,000
	Wastewater System	\$ 25,994,000	\$ 870,000	\$ 435,000
	Stormwater System	\$ 5,201,000	\$ 131,000	\$ 65,500
	Electrical System	\$ 9,700,000	\$ 228,000	\$ 114,000
	Roadways	\$ 34,533,000	\$ 1,240,000	\$ 620,000
Non-Linear	Buildings and Facilities	\$ 20,053,000	\$ 293,000	\$ 146,500
	Fleet	\$ 4,382,000	\$ 276,000	\$ 138,000
<b>Totals</b>		<b>\$ 127,063,000</b>	<b>\$ 3,852,000</b>	<b>\$ 1,926,000</b>

\*\$30,000/year has been included for annual infrastructure inspections and asset management planning

**Objective** - To proactively manage and re-invest in City assets in order to, at a minimum, maintain levels of service for future generations.

### Policy Statements

- Policy 3.1 The City will, at a minimum, invest 50% of the annual recommended infrastructure investment in accordance with the Asset Management Plan.
- Policy 3.2 The City will conduct reviews of the Asset Management Plan and annual asset funding every five years to ensure it continues to meet the long-term infrastructure renewal needs of the community.
- Policy 3.3 The Asset Management Plan will balance funding with level of service and risk. For example, if the likelihood of failure of a sanitary main is high due to its age

and condition, and the potential consequences to public health are deemed to be high, the City may decide that the risk to public health is sufficiently high to renew the infrastructure earlier than what would be required to accommodate growth.

It is important to note, as infrastructure investments are delayed, risks grow exponentially. Some assets could be run to failure, while other will need to be replaced before they fail. By understanding the risk (consequence and likelihood of failure) and condition, projects can be strategically prioritized to address infrastructure investment needs while minimizing risk.

- Policy 3.4 The City will seek additional sources of funding for asset renewal. As the additional funding will mostly be from uncertain sources (e.g., grants), it is not intended to replace the certain funding established in the annual base budget.
- Policy 3.5 The City will implement proactive, preventative maintenance and renewal strategies to minimize the life cycle costs of infrastructure.
- Policy 3.6 The City will continually consider options for cost containment measures and alternative revenue sources to balance costs and revenues. This could include investigating approaches such as: alternate maintenance management practices, adjusting levels of service, increasing risk where appropriate, refining system capacity, building and protecting reserves, economies of scale, renewable energy sources and applying these measures to a triple bottom line approach to capital planning.

#### 4. NEW CAPITAL & ENTERPRISE

Just as it is imperative for a local government to invest in asset renewal and replacement, it must also invest in new capital in order to meet the needs of a growing and dynamic population. New capital projects should be supported by a sound business plan. Having a clear process in place for deciding when and how to invest in new capital, grounded in best practices, will facilitate sound financial decision-making that is understood and supported by Council, staff and the general community.

The City will take a holistic, multiple-account approach to prioritizing capital projects; evaluating emergent opportunities against existing priorities; and communicating the decision-making process in a way that is transparent and easy for all to understand.

**Objective:** To ensure the provision of new capital projects is financially sustainable, and leverage resources to provide services that are aligned with City priorities.

##### Policy Statements

- Policy 4.1 The City will follow a clear, documented process for decision-making on new capital. This process will be openly communicated to Council, staff, and the community.
- Policy 4.2 New capital investments should be made in accordance with the City's master plans in order to address the community's highest needs.
- Policy 4.3 The City's long-term capital plan will be prioritized based on social, economic and environmental factors, full life cycle cost, and risk tolerance.
- Policy 4.4 The City may invest in capital projects in response to emergent opportunities if they align with the community objectives and priorities.
- Policy 4.5 In order to provide new services that might not normally be funded, the City may consider establishing new sources of funding or revenue streams. This may be accomplished, for example, through exercising rights conferred on the City through legislation, and leveraging City assets.
- Policy 4.6 The City may partner with and leverage other entities in order to deliver the most effective and efficient services to residents.

## 5. RESERVES AND SURPLUS FUNDS

Saving money for future projects and unexpected expenditures is an important planning consideration for the City. Reserves provide a financial mechanism for saving money to finance all or part of future infrastructure, equipment, and other requirements. Reserve funds can also provide a degree of financial stability, by reducing reliance on indebtedness to finance capital projects and acquisitions, or flexibility to leverage opportunities as they arise.

There are three basic types of reserves:

<b>Accumulated surplus</b>	This is the net annual surplus that builds up over time.
<b>Reserve accounts</b>	These are reserves that are set aside for a future purpose, but can be readily repurposed through a Council resolution, based on a solid business case.
<b>Statutory reserves (Reserve funds)</b>	These are reserves that are established by Council for a specific purpose through a bylaw. These reserves cannot be repurposed without revising the bylaw. Legislated use reserves (as identified in the Community Charter), such as DCC's, cannot be repurposed.

Sufficient reserves offer the City resiliency in the event of abrupt changes to costs or revenues, and they should be generated and allocated judiciously as part of the City's overall financial management practices.

**Objective** - To build reserves so the City has the flexibility to invest into asset renewal, respond to opportunities, and maintain or improve levels of service

### Policy Statements

Policy 5.1	The City will ensure that each fund (General, Water, Electrical and Sewer) has a dedicated asset management capital reserve, the purpose of which is documented at the time it is established.
Policy 5.2	Operating surplus balances will be maintained at a minimum of 15 percent to a maximum of 25 percent of operating costs.
Policy 5.3	Minimum asset management capital reserve balances will be sufficient to fund Priority 1 asset replacement. Maximum asset management capital reserve balances will be in accordance with the long-term asset management requirements identified in the asset management plan.
Policy 5.4	Uncommitted annual surplus will be directed to asset management capital reserves to fund asset renewal.

## 6. DEBT

Debt is a common tool that local governments use to finance capital expenditures over both the medium and long terms. Debt is viewed as a fair way of financing a project since those who are paying the principal and interest charges are able to benefit from the service immediately. This is different than having a "pay as you go" strategy, which requires some or all of the funds to be built up over time before completing the project.

When interest rates are low, the use of debt to deliver projects can be very attractive; however, local governments need to carefully consider the long-term financial impacts. Generally, a local government may not commit more than 25 per cent of its total own-purpose revenues to service debt and other long-term obligations without requesting permission from the Province.

**Objective** - To ensure debt is used prudently to maintain the City's financial sustainability.

#### **Policy Statements**

- |            |   |
|------------|---|
| Policy 6.1 | Debt servicing costs will remain at or below 20 percent of annual taxation in order to ensure that the annual debt payments are reasonable and that future debt capacity remains to take advantage of emergent opportunities. |
| Policy 6.2 | Relatively stable capital expenditures, such as paving roads and replacing water mains, will be financed using current revenues wherever possible; debt will not be the preferred financing mechanism.                        |
| Policy 6.3 | Debt capacity will be preserved for when it is truly needed; e.g., for major capital investments such as community sewer system expansions, wastewater treatment plant improvements, or a major community facility.           |
| Policy 6.4 | The City will make the early retirement of existing debt a priority when it is beneficial to do so.   |

## **7. GRANTS**

A grant is a transfer of money to the City from another entity (generally a higher level of government). There are two types of grants in general: conditional and unconditional.

<b>Conditional grants</b>	These are provided for a specific purpose and may not be used for any other project. An example would be the provincial Gas Tax Capital Grants.
<b>Unconditional grants</b>	These are provided without conditions on their use. An example would be the provincial Gas Tax community works fund.

Grants are a useful tool in a local government's financial tool box, and they can be used strategically to offset costs to taxpayers and ratepayers. However, a reliance on grants to fund capital projects and services will undermine a community's ability to attain financial sustainability. Furthermore, most grants require that the beneficiary covers a portion of the cost to deliver the project; this can lead to funds being diverted from where they are actually, and highlights the need for grants to be leveraged for projects that are a local priority.

**Objective** - To strategically leverage grant opportunities.

#### **Policy Statements**

- |            |   |
|------------|---|
| Policy 7.1 | The City will budget for projects annually under the assumption that conditional grants will not be available.                  |
| Policy 7.2 | The City will only pursue grants that will support community projects that have previously been identified as a local priority. |

## 8. DEVELOPMENT FINANCING

As Grand Forks grows, so too does the demand for new or expanded infrastructure. Financing this necessary infrastructure is an important responsibility of the City and requires careful consideration.

A number of development finance tools are available to local governments with development cost charges (DCCs) being the most prevalent. DCCs are collected by local governments from land developers to offset the cost of new or expanded infrastructure for new users, such as roads, drainage, sewers, water, and parks. DCCs are one-time charges that are paid by the developer at the time of subdivision or acquiring a building permit. DCCs do not pay for operating costs or for the future repair, rehabilitation or replacement of infrastructure; i.e., asset renewal.

**Objective** - To ensure growth pays for growth and does not impose a financial burden on City taxpayers.

### Policy Statements

- |            |   |
|------------|---|
| Policy 8.1 | DCCs will be used as part of the overall financing strategy to pay for new infrastructure required to service growth.   |
| Policy 8.2 | Where existing users benefit from new or upgraded infrastructure required to service growth, the costs to pay for the infrastructure will be distributed fairly between the existing and the developer. |
| Policy 8.3 | The breakdown of costs between developers and existing users will be fair and will be made available to residents in a way that is easily understood.   |

## 9. OPERATING

The City strives to provide infrastructure and to deliver services to the community that meet its residents' needs today and over the long term; and residents expect relatively consistent levels of service over time and across neighborhoods. In order to achieve this, reliable revenues are needed in order to sustain ongoing operations over the lifetime of a service or assets; without them, service levels may be affected and assets can quickly become liabilities.

The City will live within its means and follow best practices in order to ensure that existing and future services align with priorities; that the full financial cost of operations are understood in order to adequately cover them through appropriate means; and that future needs are anticipated and planned for today.

**Objective:** To ensure operations receive sufficient financial support to provide programs and services to residents.

### Policy Statements

- |            |   |
|------------|---|
| Policy 9.1 | The City will regularly review its services to ensure they align with the City's priorities.  |
| Policy 9.2 | The City will regularly review its operating costs to ensure that services are being delivered effectively and efficiently.   |
| Policy 9.3 | The full financial cost of service provision, including long-term staffing requirements, will be understood and considered by Council and administration when making investment decisions.      |
| Policy 9.4 | The City will set taxes, fees and charges to achieve full cost recovery, where appropriate, for operating costs. Ongoing operating costs will not be covered through reserves, debt, or grants. |



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Chief Financial Officer

**Date:** January 11, 2016

**Subject:** Bylaw 2019 – The City of Grand Forks 2016 Revenue Anticipation Borrowing Bylaw

**Recommendation:** **RESOLVED THAT COUNCIL** give final reading to Bylaw No. 2019 – “The City of Grand Forks Revenue Anticipation Borrowing Bylaw – 2016”

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### **BACKGROUND:**

Bylaw 2019, the City’s proposed 2016 Revenue Anticipation Borrowing Bylaw, was presented to the Committee of the Whole on December 14, 2015. It was then given three readings at the evening Regular meeting of Council.

The Community Charter gives municipalities the authority to borrow money to cover obligations during the period between the beginning of the fiscal year (January 1) and the property tax payment due date of the first working day after July 1.

Although the City has enough cash on hand to cover its obligations for a considerable length of time, the adoption of an annual Revenue Anticipation Bylaw is a requirement of the City’s banking contract with the Grand Forks and District Credit Union as it covers the City’s overdraft.

Bylaw 2019 is now presented for final reading.

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

**General:** This bylaw is a Statutory and Contractual requirement which allows for coverage of the City’s overdraft.

**Strategic Impact:** N/A

**Financial:** The City currently has \$2 million in overdraft protection.

**Policy/Legislation:** This is an annual bylaw which is covered under Section 177 of the Community Charter and fulfils the requirement of the banking agreement with the Credit Union.

**Attachments:** Bylaw 2019 “The City of Grand Forks Revenue Anticipation Borrowing Bylaw - 2016”

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# REQUEST FOR DECISION

— REGULAR MEETING —

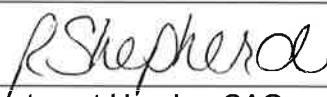



**Recommendation:**

**RESOLVED THAT COUNCIL** give final reading to Bylaw No. 2019 –  
"The City of Grand Forks Revenue Anticipation Borrowing Bylaw – 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

THE CORPORATION OF THE CITY OF GRAND FORKS

**BYLAW NO. 2019**

**A Bylaw Authorizing the Corporation of the City of Grand Forks  
to Borrow the Sum of Two Million Dollars to Meet the  
Current Year's Expenditures**

=====

**WHEREAS** pursuant to Section 177 of the Community Charter, the Council of a Municipality may, by bylaw, provide for the borrowing of such sums of monies as may be necessary to meet the current lawful expenditures of the Municipality;

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

1. It shall be lawful for the Corporation of the City of Grand Forks to establish a line of credit to borrow upon the credit of the City, from the Grand Forks Credit Union, the sum, at any one time, of up to Two Million Dollars (\$2,000,000.00) in such amounts and at such times as may be required, bearing interest at a rate not exceeding the rate established for Municipalities, as set by the Grand Forks Credit Union from time to time.
2. That the money borrowed and interest thereon, shall be repaid on or before the 31st day of December 2016.
3. That the amounts so borrowed shall be a liability payable out of the City's revenues for the year ended December 31st, 2016.
4. That the form of the obligation to be given as an acknowledgment of the liability to the Grand Forks Credit Union shall be a promissory note(s) or overdraft lending agreement for sums as may be required from time to time, signed by the Mayor and the Chief Financial Officer of the City and shall bear the Corporate Seal and all such notes(s) or overdraft lending agreements shall be made payable on or before the 31st day of December, 2016.
5. This bylaw may be cited as the **"The City of Grand Forks Revenue Anticipation Borrowing Bylaw - 2016"**.

**Introduced** this 14th day of December, 2015

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

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

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

**FINALLY ADOPTED** this 11th day of January, 2016.

\_\_\_\_\_  
Frank Konrad – Mayor

\_\_\_\_\_  
D. Heinrich – Corporate Officer

**CERTIFICATE**

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2019  
as passed by the Municipal Council of the Corporation of the  
City of Grand Forks on the \_\_\_\_ of \_\_\_\_\_.

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

# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Operations

**Date:** January 11, 2016

**Subject:** Water Regulations Bylaw No. 1973-A1

**Recommendation:** **RESOLVED THAT COUNCIL give final reading to the Water Regulations Bylaw No. 1973-A1.**

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**BACKGROUND:** City staff are currently working on completing the Universal Water Metering project with both pit meter and inside meter installations. In late August, the program resumed with City staff creating a data base to work from, reassessment of all properties currently without a water meter, locating curb stops, ordering of Neptune water meters from Fred Surridge and other materials (7 week delivery from manufacturer), and working with contractors (water on/off, BC 1 calls and worksite inspections). After the assessments were substantially completed, the numbers from the original program for pit meters vs inside installations were almost reversed. This substantially changed the RFP posted by staff in late August and also affected the process for the inside water meter installations due to the increased numbers. The City will consider not awarding the RFP posted in August for the Pit Meter Installations due to the substantial change with the program. The City is also pursuing an opportunity to apply for a grant that may qualify for the pit meter installations and backflow protection.

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 being billed. Water Regulations Bylaw No. 1973-A1 was originally drafted to extend timelines for water meter installations to December 31, 2015 and clean up some language/billing concerns. With these additional reasons, Council is requested to consider extending the Universal Water metering deadline to July 31<sup>st</sup>, 2016. The residents have been very good with staff while working towards the completion of this program. The City would like to give our residents the best possible value, this would be facilitated by extending the timeline for having their water meter installed by July 31, 2016. In order to make these additional changes, Council rescinded the third reading of Bylaw No. 1973 –A1 at the November 30, 2015 Regular meeting to allow for the changes to be made.

Council gave third reading to the proposed Bylaw No. 1973-A1 with the additional amendments at the Regular Meeting of Council on December 14, 2015.

The Bylaw is now presented for final reading.

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# REQUEST FOR DECISION

— REGULAR MEETING —



## Benefits or Impacts of the Recommendation:

- General:** Inside water meter installations are under way and an RFP recently closed after the City assessments were substantially completed. The pit meter sample batches have just been completed by the interested proponents for budgeting purposes.
- Strategic Impact:** Fiscal Accountability  
Asset Management  
Universal Water Metering for optimizing water system services and reducing energy requirements.
- Financial:** This project has been funded through accumulated gas tax funding. Budget numbers after City assessments are currently on track to fall within the originally budgeted amount.
- Policy/Legislation:** Water Regulations Bylaw No.1973, Bylaw 2014, and Water Regulations Bylaw No. 1973-A1.
- Attachments:** Water Regulations Bylaw No.1973-A1



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**Recommendation:** **RESOLVED THAT COUNCIL give final reading to the Water Regulations Bylaw No. 1973-A1.**

**OPTIONS:**

- 1. RESOLVED THAT COUNCIL SUPPORTS RECOMMENDATION**
- 2. RESOLVED THAT COUNCIL DOES NOT SUPPORT 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

## **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**

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

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

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

**1. TITLE**

- 1.1 This bylaw may be cited for all purposes as the **“Water Regulations Bylaw No. 1973-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 July 31, 2016, 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, 2016. 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, 2016 the Owner will be responsible for the difference in cost between in-home installation and Meter Pit installation. After July 31, 2016, the Owner will be responsible for all costs associated with installation. **unless booked for installation on or prior to December 15, 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 17<sup>th</sup> day of August, 2015.

**READ A SECOND TIME** this 17<sup>th</sup> day of August, 2015.

**READ A THIRD TIME** this 14<sup>th</sup> day of December, 2015.

**FINALLY ADOPTED** this 11<sup>th</sup> day of January, 2016.

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Mayor

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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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
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)

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

**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

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

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

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

(d)(e) Charge for damage due to tampering

**(e) 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
<b>User Class</b>					
Metered Multi-Family Apartment (one tax folio)	\$28.50 <del>\$29.18</del>		\$7.00 <del>\$7.17</del>	\$0.113 <del>\$0.116</del>	
Commercial Office Properties (water use restricted to staff washroom)		\$26.50 <del>\$27.14</del>	\$7.00 <del>\$7.17</del>	\$0.113 <del>\$0.116</del>	
Commercial (Class 06) Properties not listed below		\$59.00 <del>\$60.42</del>	\$7.00 <del>\$7.17</del>	\$0.124 <del>\$0.127</del>	
Large Industrial (Class 04) Properties		\$59.00 <del>\$60.42</del>	\$7.00 <del>\$7.17</del>	\$0.124 <del>\$0.127</del>	
Commercial laundry, car wash Properties		\$59.00 <del>\$60.42</del>	\$7.00 <del>\$7.17</del>	\$0.124 <del>\$0.127</del>	
Hotels, Restaurants, Malls		\$59.00 <del>\$60.42</del>	\$7.00 <del>\$7.17</del>	\$0.124 <del>\$0.127</del>	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		\$59.00 <del>\$60.42</del>	\$7.00 <del>\$7.17</del>	\$0.124 <del>\$0.127</del>	
Buildings not connected to Water System on lots where service is available		\$21.50 <del>\$22.02</del>	\$7.00 <del>\$7.17</del>		
Residential Properties not metered	\$45.25		\$7.00 <del>\$7.17</del>		\$16.40 <del>\$16.79</del>



# REQUEST FOR DECISION

## — REGULAR MEETING —



**To:** Mayor and Council

**From:** Manager of Building Inspection & Bylaw Services

**Date:** December 22, 2015

**Subject:** Amendment Bylaw No. 1957 –A4 as it relates to Schedule 4 of the Municipal Ticketing and Information Bylaw No. 1957 (Re: Unsightly Premises Bylaw No. 1962)

**Recommendation:** **RESOLVED THAT COUNCIL** considers giving first three readings to the amendment Bylaw No. 1957-A4. This bylaw makes reference to schedule 4 of the Municipal Ticketing and Information Bylaw No. 1957, in relation to the Unsightly Premises Bylaw No 1962.

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**BACKGROUND:** In doing some housekeeping of the bylaw amendments in 2015 it was discovered that even though the Schedule 4 of the Municipal Ticketing and Information Bylaw No. 1957 was adopted by City Council, the Amendment Bylaw 1957-A4 related to Schedule 4 had been overlooked.

The Unsightly Premises Bylaw No. 1663 was adopted by Council on July 22, 2013.

Schedule 4 was adopted by City council at the March 23, 2015 regular meeting.

The adoption of Bylaw 1957 A-4 will also be required in order to attach Schedule 4 to Municipal Ticketing and Information Bylaw No. 1957. The change is required in order to issue a legitimate ticket in relation to the Unsightly Premises Bylaw No. 1962.

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

**General:** This will allow for better control and enforcement of the bylaw with regard to fines as a last resort to obtain compliance.

**Strategic Impact:** N/A

**Financial:** N/A

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

**Attachments:** Unsightly Premises Bylaw No. 1962, Schedule 4, Municipal Ticketing and Information Bylaw No. 1957.

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# REQUEST FOR DECISION

— REGULAR MEETING —



**Recommendation:**

**RESOLVED THAT COUNCIL** considers giving first three readings to the amendment Bylaw No. 1957-A4. This bylaw makes reference to schedule 4 of the Municipal Ticketing and Information Bylaw No. 1957, in relation to the Unsightly Premises Bylaw No 1962.

**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