

**THE CORPORATION OF THE CITY OF GRAND FORKS
AGENDA - COMMITTEE OF THE WHOLE MEETING
Monday, March 13, 2017, at 9:00 am
7217 - 4th Street, Council Chambers City Hall**

	<u>ITEM</u>	<u>SUBJECT MATTER</u>	<u>RECOMMENDATION</u>
1.	<u>PRESENTATIONS</u>		
	a) Mayor Konrad	Thank you and public recognition to Nancy and Al from Body Edge Fitness for their contribution to the Family Day Event	
2.	<u>CALL TO ORDER</u>		
3.	<u>COMMITTEE OF THE WHOLE AGENDA</u>		
	a) Adopt agenda	March 13, 2017, COTW	THAT the COTW adopts the March 13, 2017, COTW agenda as presented.
4.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>		
	a) Boundary Habitat Stewards Delegation - Boundary Habitat Stewards - Lewis Woodpecker Stewardship Agreement Draft Template	A request to establish a voluntary Stewardship Agreement with the Boundary Habitat Stewards to work together towards the conservation of the Lewis's Woodpecker	THAT the COTW receives for information and discussion the request from the Boundary Habitat Stewards to establish a voluntary Stewardship Agreement with the Boundary Habitat Stewards to work together towards the conservation of the Lewis's Woodpecker.
	b) Grand Forks Ultimate Club Delegation - Grand Forks Ultimate Club	Requesting support for tournament in the summer and requesting the City provide in-kind support at a similar level to other events of this kind as well	THAT the COTW receives the presentation from the Grand Forks Ultimate Club for information and discussion.
	c) The Kootenay's Medicine Tree Delegation - The Kootenay's Medicine Tree	Request for implementation of a new bylaw to regulate medical cannabis dispensaries within Grand Forks	THAT the COTW receives the presentation from The Kootenay's Medicine Tree for information and discussion.
5.	<u>REGIONAL TOPICS FOR DISCUSSION - WITH AREA D</u>		

6. **PRESENTATIONS FROM STAFF**

- | | | |
|--|---|--|
| a) Chief Administrative Officer | Performance measures update | THAT the COTW receives the update from the Chief Administrative Officer regarding performance measures. |
| b) Manager of Development and Engineering
Memo - Mgr. of Dev. & Eng. - Official Community Plan Theme 2 Update | Memorandum regarding the Official Community Plan Theme 2 Update - Panel Workshop & Survey results | THAT the COTW receives for information the Official Community Plan Theme 2 Update on the Panel Workshop and Survey results from the Manager of Development and Engineering. |
| c) Manager of Development and Engineering
RFD - Mgr. of Dev. & Eng. - Subdivision Applic. 6401 Hwy 3 | Subdivision application for 6401 Highway #3 | THAT the COTW recommends that Council determine whether to approve the applications for Development Permit for Subdivision and Subdivision Application for 6401 Highway #3 at the April 10, 2017, Regular Meeting. |
| d) Deputy Manager of Operations
RFD - Deputy Mgr. of Op. - Policy 114-Commercial use of Public Property | Policy 114 - Commercial use of Public Property | THAT the COTW recommends to Council to update "Policy 114 - Commercial use of Public Property" at the March 27, 2017, Regular Meeting. |
| e) Monthly Highlight Reports from Department Managers
Building & Bylaw Services
Chief Financial Officer
Development & Engineering Services
Fire Department
Operations
Corporate Services | Staff request for Council to receive the monthly activity reports from department managers | THAT the COTW receives the monthly activity reports from department managers. |

7. **REPORTS AND DISCUSSION**

8. **PROPOSED BYLAWS FOR DISCUSSION**

- | | | |
|---|---|---|
| a) Acting Deputy Corporate Officer
Bylaw 1958-A2 - RFD - Acting Dep. Corp. Officer - Fees & Charges Reg. Bylaw | Fees & Charges Regulation Bylaw No. 1958-A2 Amendment | THAT the COTW receives the report and further directs staff to present to Council the first three readings of the proposed Fees & Charges |
|---|---|---|

Amendment Bylaw No. 1958-A2 at the March 27, 2017, Regular Meeting.

- b) Deputy Manager of Operations
[Bylaw 1798-A1 - RFD - Deputy Mgr. of Op. - Garbage Reg. & Rates Amendment Bylaw](#)

Bylaw 1798-A1 - Garbage Regulations and Rates Amendment Bylaw

THAT the COTW recommends to Council to give the first three readings to the "Garbage Regulations and Rates Amendment Bylaw No. 1798-A1, 2017" at the March 27, 2017, Regular Meeting.

- c) Chief Financial Officer
[Bylaw 2015-A2 - RFD - CFO - Electrical Utility Regulatory Amendment Bylaw](#)

Bylaw 2015-A2 - Electrical Utility Regulatory Amendment Bylaw

THAT the COTW recommends to Council to give the first three readings to the "Electrical Utility Regulatory Amendment Bylaw No. 2015-A2, 2017" at the March 27, 2017, Regular Meeting.

- d) Chief Financial Officer
[Bylaw 2036 - RFD - CFO - Five Year Financial Plan](#)

Five Year Financial Plan Bylaw No. 2036

THAT the COTW selects an option and instructs staff to include the financial schedules for that option in the Financial Plan Bylaw No. 2036;
AND FURTHER THAT the COTW presents Financial Plan Bylaw 2036 for first three readings at the March 27, 2017, Regular Meeting.

9. **INFORMATION ITEMS**

10. **CORRESPONDENCE ITEMS**

11. **LATE ITEMS**

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

13. **QUESTION PERIOD FROM THE PUBLIC**

14. **IN-CAMERA RESOLUTION**

- a) Chief Administrative Officer

Immediately following the COTW Meeting, Council will hold an In-Camera Meeting

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)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; 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.

15. **ADJOURNMENT**

City of Grand Forks Council Delegation

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

Council needs to know all sides of an issue, and the possible impacts of any action they may take, prior to making a decision that will affect the community. The following outline has been devised to assist you in preparing for your presentation, so that you will understand the kind of information that Council will require, and the expected time frame in which a decision will be forthcoming.

Presentation Outline

Presentations may be a maximum of 10 minutes.

Your Worship, Mayor Konrad, and Members of Committee of the Whole, I am here on behalf of:

Boundary Habitat Stewards

to request that you consider:

That the City of Grand Forks establish a voluntary Stewardship Agreement with the Boundary Habitat Stewards in order to work together towards the conservation of the Lewis's Woodpecker (LEWO) by identifying and addressing threats to the species and their habitat, as a complement to regulatory requirements.

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

1) To work together towards a common goal of sustaining healthy community values around our natural assets. Together our communities in the Boundary have an opportunity to contribute to international efforts towards the conservation of the Lewis's Woodpecker. Protecting this ambassador of our riparian areas will also lead to the protection of critical ecosystem services these areas provide for healthy wildlife and human populations.

2) To come to an agreement to promote the long term conservation of LEWO in the City of Grand Forks through protecting important habitat, managing identified threats, providing effective stewardship, and informing decision making.

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

1) becoming empowered by contributing to the conservation of a threatened species and working together towards a common goal; 2) becoming aware in how this area is so unique in a larger landscape context and how special our biodiversity is 3) protecting natural assets will help to maintain their ecosystem services.

City of Grand Forks Council Delegation

I believe that by not approving our request the result will be: 1) more effort and time will be required by city staff to ensure that natural assets and values are being protected for future generations; 2) more effort and time will be required by city staff to ensure legislations and laws are being abided by in the management of riparian areas, wildlife/danger trees, and local wildlife populations.

In conclusion, I request that the COTW adopts the following resolution: THAT the COTW receives the delegation from Boundary Habitat Stewards; and further THAT the COTW recommend to Council to direct staff to work with the Boundary Habitat Stewards to develop and finalize a Stewardship Agreement for the conservation of the Lewis's Woodpecker, at the March 27 Regular Meeting of Council.

Attachments: Draft Stewardship Agreement Template

Name:	Jenny Coleshill, BSc, MEdes, PBio Project Coordinator
Organization:	Boundary Habitat Stewards (Granby Wilderness Society)
Mailing Address (incl. Postal Code)	13825 North Fork Road Grand Forks V0H 1H1
Telephone Number:	250 442 7969
Email Address:	Jenny.coleshill@granbywilderness.ca

The information provided on this form is collected under the authority of the Community Charter and is a matter of public record, which will form a part of the Agenda for a

Regular Meeting of Council or Committee of the Whole. The information collected will be used to process your request to be a delegation before Council. If you have questions about the collection, use and disclosure of this information contact the "Coordinator" City of Grand Forks. The "Council – Meetings – Delegation – Petition Protocol Policy" No. 106 can be found at: <http://www.grandforks.ca/wp-content/uploads/Delegation-Protocol-2013.pdf>

Lewis's Woodpecker



The following parties commit to undertake all stewardship actions outlined in this document

Approval Date: _____

Authorized Signature

**Title Ministry of Forest Lands and Natural
Resource Operations**

Authorized Signature

Title Boundary Habitat Stewards

Authorized Signature

Title {Municipality / Landowner}

Lewis's Woodpecker *Melanerpes lewis*

STEWARDSHIP AGREEMENT

1.0 INTRODUCTION

The Kettle and Granby Rivers flow through the City of Grand Forks and are buffered in many areas by mature Black Cottonwood; these ecosystems are among the rarest plant communities of the province (CDC 2012). The Lewis's Woodpecker (LEWO) is one bird species that is dependent upon these mature cottonwood stands for nesting and foraging during their breeding season in the southern interior of BC.

The LEWO was upgraded to threatened in April 2010 by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) as a result of ongoing population declines both globally and in Canada (COSEWIC 2010). They are blue listed in British Columbia by the provincial government (CDC 2011) and the current estimate is 315-460 breeding pairs in southern BC. In 2007 there were approximately 160-200 nests (320-400 individuals) in the Okanagan-Boundary region (Luszcz and Sawicz 2007).

Environment Canada survey efforts in the summer of 2011 confirmed 33 nesting pairs within the City of Grand Forks (Environment Canada unpublished data 2011). The highest density of nesting pairs in Canada is found within City limits, mostly in riparian cottonwood ecosystems near the rivers and wetlands, on Crown foreshore, municipal and private lands.

Given the status and particular habitat requirements of the LEWO (see Appendix I for background information), careful management of this species and its habitat is required to ensure long term viable populations within the Boundary region.

The major threats identified to LEWO are urban and agricultural development and the removal of snags for aesthetics or safety (Environment Canada 2011). See Appendix 1 for a list of all threats.

The Boundary Habitat Stewards is a group that has come together from different organizations of the Boundary to bring a voice to ecosystems and habitats for species in the area; and work to conserve ecosystems through restoration and stewardship.

The City of Grand Forks adopted its Official Community Plan in September 2011. The plan outlines their policies including section 11.4.2 that states the city will "strive towards protection and conservation of watersheds, lakes, ponds, watercourses, significant land forms, areas with significant wildlife or habitat value or other environmentally sensitive areas." Within the OCP the City recognizes "the residents of Grand Forks value environmentally sensitive areas throughout the City and wish to see them preserved."

1.1 Objective

The objective of this agreement is to promote the long term conservation of LEWO in the City of Grand Forks through protecting important habitat, managing identified threats, providing effective stewardship, and informing decision making.

The LEWO Stewardship Agreement is a living document between the City of Grand Forks, the Ministry of Forests Lands and Natural Resource Operations and the Boundary Habitat Stewards to address threats,

and provide protection for, the LEWO within the City of Grand Forks. This agreement is voluntary, and does not supersede any existing legislative requirements.

The Agreement will benefit both parties and include:

1. ensuring measures are in place to protect LEWO;
2. developing a working relationship with each other;
3. developing a working relationship with other agencies;
4. developing, promoting and delivering educational and interpretive information on LEWO and riparian habitat protection to the public and park users; and
5. developing and refining of the Operational Best Management Practices specifically for the City and trails to balance the needs for LEWO and habitat protection, public safety and recreational use in green spaces and along trails.

2.0 THE STEWARDSHIP AGREEMENT

2.1 Commitment

The following section outlines ways to mitigate or remove the potential threats listed above in the City of Grand Forks while still considering public safety and recreational use. The commitments for each party are set out below. The signing of this agreement commits, to the best of their abilities, the City of Grand Forks and the Boundary Habitat Stewards to follow these best management practices (BMP) between 2017 and 2022.

The Boundary Habitat Stewards and the Ministry of Forests Lands and Natural Resource Operations will:

- Update City of Grand Forks staff on LEWO status, and conservation and restoration priorities as information comes available.
- Help mitigate any impacts on LEWO habitat through restoration, outreach, and
- Provide LEWO educational materials if requested, including:
 - Photos of LEWO
 - Power point presentation on LEWO biology and status
 - Fact Sheet
- Assist the City of Grand Forks as liaison with Environment Canada and Ministry of Forest Lands and Natural Resource Operations to identify nesting sites or sensitive habitat areas

The City of Grand Forks will:

- When dealing with hazardous trees adhere to the Operational Best Management Practices (Appendix II).
- Incorporate protection measures in LEWO riparian nesting and adjacent foraging habitat (once identified) into the City of Grand Forks operational plans and future revisions of the Official Community Plans.

- Plan to construct new roads/trails/facilities outside of known and potential cottonwood LEWO nesting habitat (see Appendix I for description of habitats).
- Incorporate new information into planning and operations as it comes available.
- Promote natural regeneration and restoration of riparian cottonwood communities (i.e. wetlands and in areas that may naturally flood) through passive protection and planting / tree replacement programs where appropriate.
- Where possible, over time relocate existing trails that are in conflict with known LEWO nesting habitat.
- Inform City of Grand Forks Works Staff on identification, habitat stewardship and the contents of this agreement.
- Support initiatives that promote the protection of LEWO nesting habitat and wildlife trees (including but not limited to monitoring, outreach, inventory, research, restoration).
- Work with Boundary Habitat Stewards and regulatory officers to develop a long term wildlife / danger tree management plan that encompasses permitting (*Migratory Birds Convention Act, Species at Risk Act, Wildlife Act*, other regulatory requirements).
- Advise the Boundary Habitat Stewards if the City of Grand Forks cannot follow requirements of stewardship agreement and/or Operational Best Management Practices (see Appendix II).

2.3 Agreement Term

The term of the stewardship agreement between the City of Grand Forks and Boundary Habitat Stewards will be for a 5 year term (2017 to 2022) and effective from the date of approval.

2.4 Evaluation

The commitment and operational best management practices evaluation of this agreement will be ongoing by both parties. However, at a minimum, there will be a review once a year by both parties. Monitoring the effectiveness of the stewardship agreement will be the responsibility of both parties.

3.0 KEY CONTACTS

Boundary Habitat Stewards

Jenny Coleshill, BSc, MEdes
13825 North Fork Road, Grand Forks, BC
Tel: 250 442 7969 E-mail: jenny.coleshill@granbywilderness.ca

Partners in Flight Environment Canada

Tanya Luszcz, Great Basin Program Manager Environment Canada (PIF BC/Yukon)
102 Industrial Place, Penticton, BC V2A 7C8
Tel: 250-490-8286 E-mail: Tanya.Luszcz@gov.bc.ca

Ministry of Forests Lands and Natural Resource Operations

Lisa Tedesco, Habitat Management
#401-333 Victoria Street, Nelson, BC V1L 4K3
NELSON BC

V1L4K3

Tel: 250-354-6352 E-mail: Lisa.M.Tedesco@gov.bc.ca

3.4 City of Grand Forks

{Manager of Operations}

{Manager of Development and Engineering}

Appendix I Background on LEWO

1.0 Status

Federally listed as Special Concern¹

Provincially listed as Blue²

Conservation Framework Goal 2: Prevent species and ecosystems from going extinct;

Priority 2³

2.0 Description of species and habitat requirements

- They are a medium-sized (26-28 cm in length) woodpecker with a greenish black head, back, wings, and tail, and a distinctive pinkish red belly dark.
- Red face patch and prominent silvery gray collar and upper breast.
- Three distinct habitats are used in British Columbia: open areas with scattered trees, riparian forests adjacent to open areas; and burns.
- Lewis's Woodpecker is mainly migratory and typically winters in the pine-oak ecosystems of southern Oregon south to northern Baja California, Mexico.
- In Canada, Lewis's Woodpecker currently breeds only in the southern interior of British Columbia (Tobalske 1997).
- In British Columbia, Lewis's Woodpeckers nest in live and dead coniferous and deciduous trees. Of 224 nests found in 2006, 70% were in dead trees, 28% were in live trees, and 2% were in utility poles (Luszcz and Sawicz 2007). Ponderosa Pine, Black Cottonwood (*Populus trichocarpa*) and Douglas-fir are the most common nest tree species in British Columbia (Luszcz and Sawicz 2007).
- Lewis's Woodpeckers are not strongly territorial; individuals sometimes nest semi-colonially or in close proximity to one another (Tobalske 1997).
- Flying insects make up most of the Lewis's Woodpecker's spring and summer diet. In fall and winter they feed principally on acorns, other nuts, seeds, and fruits.

¹ Species at Risk Act 2010

² Red listed= extirpated, endangered, or threatened, Conservation Data Centre

³ Conservation Data Centre Ministry of Environment Highest Priority for this species is Goal 2

- Lewis's Woodpeckers are monogamous and form long-term pair bonds. They commonly reuse nest sites. Both parents will incubate the 6 to 7 eggs for 12 to 16 days. Both feed the young, which leave the nest after 28 to 34 days. The young are dependent on the parents for some time after they leave the nest.
- The breeding season in southern BC is May through August.

3.0 Threats

The draft Recovery Strategy for the LEWO identifies the following threats to LEWO:

(http://www.sararegistry.gc.ca/virtual_sara/files/plans/mp_lewis%27s_woodpecker_e.pdf)

From highest to least concern:

- urban and agricultural development
- removal of snags for aesthetics or safety reasons
- firewood cutting
- mountain and western pine beetle outbreaks
- inappropriate livestock grazing
- competition for nest sites with European Starlings
- fire suppression
- storms
- climate change
- incidental mortalities from removal of nest trees during breeding season
- vehicular collisions
- human intrusion
- avian pest control in vineyards
- insecticides

BHS and the City of Grand Forks staff have further refined the threats within the City of Grand Forks to be:

- removal of large veteran deciduous trees (for public safety) that LEWO use for nesting;
- historical and current alteration/degradation of vegetation and vegetation successional pathways in riparian areas (e.g. lack of cottonwood riparian recruitment).

Appendix II Operational Best Management Practices

The goal should be to retain current and future nest trees for Lewis's Woodpecker in close proximity to good foraging habitat.

Urban and park management

- Wildlife/danger trees are to be risk assessed consistent with the guidelines in the Wildlife/Danger Tree Assessor's Course Workbook: Park and Recreation Sites.

- Have potential danger trees properly assessed by a certified danger tree assessor following the protocol described in the Wildlife/Danger Tree Assessor's Course Workbook (Wildlife Tree Committee of BC 2005) so that every effort can be made to retain (and if necessary, modify to remove dangerous portions) wildlife trees as an alternative to removal.
- Where available, maintain larger diameter wildlife trees (66-87 cm dbh for ponderosa pine; 68-96 cm dbh for cottonwood; and 52-66 cm dbh for Douglas-fir; (Gebauer 2004).
- Re-route trails that are close to known nest trees.

Disturbance

- Avoid frequent or prolonged human disturbance at nest sites.

Riparian Management

- Avoid removing large diameter >30 cm dbh black cottonwood, birch and/or aspen trees in riparian areas, where possible.
- If removal of large diameter >30 cm dbh black cottonwood, birch and/or aspen trees in the riparian areas is unavoidable, and LEWO nesting or sensitive habitat areas are known to occur:
 - Engage a Qualified Professional (QP) to confirm use or suitability of tree(s) for nesting, roosting, and any other habitat value of tree(s) if tree is to be removed;
 - Where there are no alternatives, temporarily close trails during the breeding season (March 1 to August 25⁴), or temporarily relocate existing trail(s) at least 50 m away from known or potential nest sites to avoid accidental mortality of eggs or young;
 - City of Grand Forks will explore other operational and management options available (such as accepting the risk and monitoring) if trail cannot be closed during the breeding season or relocated temporarily;
 - Outside of the breeding season, top or limb the tree, if it can be completed safely, without destroying the nest cavity or future nest trees.
 - Where removal can not be avoided, follow the Best Management Practices for Tree Topping, Limbing and Removal in Riparian Areas outside of breeding season. Leave downed tree(s) where possible to provide coarse woody debris (see RDCO Urban Forest Health Strategy for coarse woody debris accumulation targets).

NOTE: All bird nest sites are protected while occupied under section 34 of the Wildlife Act. For details on legislation search here: <http://www.bclaws.ca/>

- Where hazard trees are a concern (Coniferous and Deciduous) in the riparian, and NO LEWO nesting or sensitive habitat areas are known to occur:
 - Follow the Best Management Practices for Tree Topping, Limbing and Removal. (<http://www.env.gov.bc.ca/wld/documents/bmp/HazardTreeRemovalBMP.pdf>)
- Do not remove or burn understory native vegetation unless a Qualified Professional has provided an ecosystem restoration/treatment prescription or fuel hazard reduction prescription.
- Maintain suitable future nesting habitat.
 - In sites where nesting habitat has been lost or degraded, nest boxes can be considered as an interim measures to maintain nesting options while habitat regenerates, or is restored (Nest box design can be provided).

- Do not use pesticide and herbicide treatments in riparian areas unless herbicide is recommended by a qualified professional who deems the risk of noxious weeds more than the use of the treatment.

4.0 REFERENCES

B.C. Conservation Data Centre. 2012. BC Species and Ecosystems Explorer. B.C. Minist. of Environ. Victoria, B.C. Available: <http://a100.gov.bc.ca/pub/eswp/> (accessed Mar 02, 2012)

Committee on the Status of Endangered Wildlife in Canada. 2010. COSEWIC Status Report on Lewis's Woodpecker, *Melanerpes lewis*. Environment Canada.

Environment Canada. 2011. Management Plan for the Lewis's Woodpecker (*Melanerpes lewis*) in Canada [Proposed]. *Species at Risk Act*. Management Plan Series. Environment Canada, Ottawa. iii + 23 pp

Gebauer, M. 2004a. Lewis's Woodpecker. In Identified Wildlife Strategy: Accounts and Measures for Managing Identified Wildlife. Version 2004. Ministry of Water, Land and Air Protection, Victoria, BC. pp. 318-328.

Luszcz, T. and Sawicz, B. 2007. 2006 Inventory of Lewis's Woodpecker (*Melanerpes lewis*) in British Columbia. Unpublished report, B.C. Ministry of Environment, Kamloops, B.C.

Tobalske, B.W. 1997. Lewis' Woodpecker (*Melanerpes lewis*). In The Birds of North America, No. 284 (A. Poole and F. Gill, eds.). Academy of Natural Sci., Philadelphia, PA, and American Ornithologists' Union, Washington, D.C.

From:  Jess Mace <jessiemace99@yahoo.com> 2017-02-06 4:18:3...
Subject: New Online Delegation Form submission from Jess Mace
To:  Info City of Grand Forks



RECEIVED

FEB 7 2017

THE CORPORATION OF
THE CITY OF GRAND FORKS

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

Grand Forks Ultimate Club

To request that you consider:

Supporting our tournament in the summer

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

We are a small volunteer community sports group and as such rely on the support of other stakeholders to make this event a success. The event's benefit to the community goes beyond Ultimate as a sport or the club as an organization.

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

We bring many young people and families to Grand Forks for the tournament. This boosts the local economy through their purchases. More importantly, it shows people from around BC that Grand Forks is an option to move to if their employment allows mobility.

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

There will be less laughter in City Park.

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

BIRT the Corporation of the City of Grand Forks direct staff to support the "Kettle River Classic" Ultimate tournament by providing in-kind support at a similar level to other events of this kind. For example, that City Park be made available for hosting the tournament as last year and that some branded items be made available so that the community can be marketed to the visitors.

Name

Jess Mace

Organization

Grand Forks Ultimate Club

Mailing Address

Box 2913
aaa
aaa, British Columbia Grand Forks
Canada
[Map It](#)

FILE CODE

D2 - Grand Forks
Ultimate Club

Telephone Number

2505075962

Email Address

jessiemace99@yahoo.com

From:  Jim Leslie <info@kootenaysmedicinetree.ca> 2017-02-23 1:...

Subject: New Online Delegation Form submission from Jim Leslie

To:  Info City of Grand Forks



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

The Kootenay's Medicine Tree

To request that you consider:

Implementing a new bylaw to regulate medical cannabis dispensaries within Grand Forks

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

By regulating which company(ies) are able to operate a medical cannabis dispensary business within Grand Forks, council will be standing up for local chronically and terminally ill residents constitutional right to reasonable access to medical cannabis products, while at the same time controlling the potential for unchecked growth of additional dispensaries without having to see all local access cut off by the actions of the RCMP.

In the face of a specific medical cannabis business bylaw, the RCMP will have their time freed up to pursue heroin and cocaine traffickers and related property crimes.

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

Seeing serious, medical based access to properly produced/sourced, tested medical cannabis products protected will allow the sickest residents of Grand Forks and their families to continue to benefit from continued reasonable access to these products, while at the same time allowing council a tool in the form of a bylaw, with its own enforcement capacity, to control any unchecked growth of dispensaries so as to avoid the situation that happened in Nelson where there were up to 8 dispensaries operating for a time (now there are 6 and Nelson city council has capped the number of licenses to be granted at 6).

This allows access while controlling who operates these businesses, so that the RCMP will not be forced, in the vacuum left by municipal government inaction, to use the broad application of criminal law, which destroys access for the most fragile members of our community.

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

Local, dispensary based access to tested medical cannabis products will end and many local residents who cannot afford to travel to Nelson or Kelowna and who cannot afford mail order charges from our Canadian dispensaries that offer mail order service will suffer with more pain, inflammation, nausea, vomiting, seizures, and in some cases will die much earlier than if they had local affordable access to medical cannabis products.

More residents will be forced back on addictive prescription opiate drugs to manage their severe chronic pain. This increases the risk of addiction and also the re-trafficking of these opiates onto our streets.

FILE CODE
The Kootenay's
D2-Medicine Tree

There are less opiate overdose deaths in municipalities with medical cannabis dispensaries. This must be allowed to continue as our entire country is in the grip of a major crisis of addiction and related overdose deaths from opiate medications.

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

City councils intention to implement a specific medical cannabis business bylaw, modelled on best practices in other municipalities (Ex. Nelson, Squamish, Victoria, Vancouver, Port Alberni) and as per the BC Supreme Court decision of Feb 14 2017 that states municipalities CAN regulate cannabis and the businesses:

"that municipalities have the right to regulate marijuana dispensaries and cities have the right to deny them business licences and implement bylaws banning the sale of pot."

The judge found that even though pot is regulated federally, it doesn't mean a lower authority can't regulate it.

Name

Jim Leslie

Organization

The Kootenay's Medicine Tree

Mailing Address

PO Box 574
#4 - 1968 68th Avenue
Grand Forks, British Columbia V0H1H0
Canada
[Map It](#)

Telephone Number

778-984-4420

Email Address

info@kootenaysmedicinetree.ca

MEMORANDUM



DATE : March 13, 2017

TO: Committee of the Whole

FROM: Manager of Development and Engineering

SUBJECT: Official Community Plan Theme 2 Update – Panel Workshop & Survey Results

The department will provide a presentation and report on the stakeholder workshop, survey results, and next steps in implementing amendments to the Official Community Plan related to affordable and sustainable housing.



Fiscal Accountability



Economic Growth



Community Engagement



Community Liveability

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Manager of Development & Engineering Services
Date: March 13, 2017
Subject: Subdivision application for 6401 Highway #3
Recommendation: **RESOLVED THAT** the Committee of the Whole recommend that Council determine whether to approve the applications for Development Permit for Subdivision and Subdivision Application for 6401 Highway #3 at the April 10, 2017 Regular Meeting.

Background

- October 25, 2016, staff received a subdivision application dated June 16, 2016 and received the applicable fees from Mr. Balbir Saini for preliminary approval of subdivision and Development Permit for subdivision for property located at 6401 Highway #3 (Lot 3, DL 653, Plan KAP3072).
- The current land use is a tire shop and vehicle detailing shop at the front of the property as well as an existing non-conforming house.
- The applicant wishes to subdivide the subject property (~4.1 acres) into two parcels. 6401 Highway #3 would become 115.6 feet by 415.3 feet (~1.2 acres) containing the existing house, commercial buildings and outbuildings. The remaining vacant lot to be created would be 288.8 feet by 447.8 feet (~2.9 acres).
- Referrals have been sent to relevant regulatory agencies.

Regulatory issues

- The subject property is designated as Tourist Commercial on the SCP Land Use map, is in the Highway Commercial Development Permit Area (DPA) and was rezoned to Highway Commercial from Tourist Commercial on March 14, 2016. There is no minimum parcel size for Highway Commercial in the Zoning Bylaw (#1606). Subdivisions in a DPA require a development permit as per the Sustainable Community Plan (Bylaw 1919), which will be brought forward to the February 14 Regular Meeting of Council.
- The lots must be connected to a community sewer and water system as per the Subdivision, Development and Servicing Bylaw (#1970) but as there is no water or sewer service available the subdivision would be in contravention.



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— COMMITTEE OF THE WHOLE —



- The property is also located in the floodplain at an elevation of ~5.10-512 meters above sea level. Building permit elevation would be at 513.200 and a geotechnical engineer's report would be required prior to construction, stating that it would be safe to build at the building permit elevation.
- There is no direct access to Highway #3 from the new vacant lot but access would be addressed during the subdivision process by the surveyor. The applicant is in contact with the Ministry of Transportation & Infrastructure (MOTI). MOTI has stated that they have no immediate concerns with the proposed subdivision. They have also stated that any new ownership or change in use of the land will require the owner to apply for an access permit onto Highway #3.
- The applicant has submitted a completed site profile and a copy of a report by Western BioResources Consulting Ltd., detailing the findings of their investigation. The tanks were removed and the investigation concluded that soil samples and soil vapour measurements indicated no detectable concentration of hydrocarbons at the bottom of the tank nest or below the pump island and that no further investigation work was warranted to address the potential contamination concerns associated with the former refueling facility at this time.
- Section 75(1) of the *Land Title Act* requires subdivisions of waterfront properties to provide access to water bodies every 200 m in urban areas and 400 m in rural areas. The department spoke with MOTI (approving officer authority) staff regarding this requirement. The Approving Officer can waive the Section 75(1) requirements provided certain conditions are met (no new lots created; land in ALR; subdivided land reverting to Crown Provincial; or upon recommendation of the local government Approving Officer.) The MOTI staff provided three options to either meet the *Act* requirements or would be considered for waiving the requirements providing recreational access or riparian protection purposes instead.
 - Establish the 20 m wide access to the Kettle River as identified in the *Act*. This would reduce the property available for development for Mr. Saini and would also impact the integrity of the cottonwood riparian area.
 - Connect the shoreline / property area with a community trail, if appropriate. There appears to be little opportunity for establishing a trail system through the area due to land use and property lines of remaining areas. Any new riparian trail would impact the riparian cottonwood habitat and would require investment for a new trail asset with poor connectivity to other trails.
 - Protect the riparian corridor by returning foreshore (below high water) to crown and placing a no-build or no land clearing covenant on the remaining riparian forest above high water mark. This would be the least-cost option for Mr. Saini as well as the City and would protect the riparian corridor for the



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valuable habitat it contains. This is also consistent with the Zoning of the lowest portion of the property as Foreshore (see Zoning Map).

- The department's recommendation is for MOTI to waive the *Act* access requirement if the subdivision survey identifies the foreshore and riparian components and returns to Crown the portions of the parcels below high water mark and places in covenant the riparian forest above.

Strategic Impact:

- The newly created lot and increased development potential would increase the tax base.
- Increased commercial property and potential development.
- Potential protection of riparian corridor would provide opportunity for community engagement on environmental stewardship
- Increased riparian area protection will protect amenity values in the community

Policy/Legislation: Local Government Act, Sustainable Community Plan, Zoning Bylaw and the Subdivision, Development & Servicing Bylaw.

- Attachments:**
- Subdivision application for 6401 Highway #3
 - Legal Plan of Lot 3, Plan KAP3072
 - Aerial view with zoning; Parcel Report Floodplain elevation maps
 - Riparian area profile / LiDAR cross section
 - Sustainable Community Plan (SCP) Land Use and DPA maps
 - Excerpts from the Zoning bylaw – Highway Commercial zone
 - Excerpts from the SCP – Highway & Tourist Commercial
 - Excerpt from the Subdivision, Development & Servicing Bylaw
 - Site plan showing location of existing and proposed buildings
 - MOTI referral response
 - Completed Site Profile
 - Western BioResources Consulting Ltd. Investigation and findings

Recommendation: **RESOLVED THAT** the Committee of the Whole recommend that Council determine whether to approve the applications for Development Permit for Subdivision and Subdivision Application for 6401 Highway #3 at the April 10, 2017 Regular Meeting.

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



Fiscal Accountability



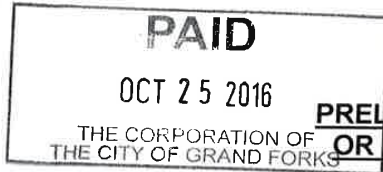
Economic Growth



Community Engagement



Community Liveability



APPLICATION FOR
PRELIMINARY ACCEPTANCE OF A SUBDIVISION
OR APPLICATION FOR STRATA CONVERSION



Receipt No. 200528

Date: 16TH JUNE 2016

Applicant's Name: BALBIR SAINI

Applicant's Address: 1, GRAND FORKS, BC, V0H-1H0

Agent for Applicant: _____

Agent's Address: _____

Legal Description of Property to be Subdivided or Strata Converted & P.I.D. Number
(circle appropriate indicating a subdivision or a strata conversion application) P.I.D 009-716-891

LOT 3, PLAN KAP3072, DL 653, SDYL DISTRICT
EXCEPT PLAN H17066

Civic Address or Street/Avenue Name:
6401 - HWY. 3, GRAND FORKS, BC.

Current Zoning of Property HIGHWAY COMMERCIAL (HC)

I/We hereby apply for preliminary acceptance of a subdivision or strata conversion of the above-described property and as shown on the attached plan. The subdivision will be in accordance with Bylaw No. 1424 and any amendments thereto.

Examination Fee (current lot – non refundable)	\$100.00
Additional Lots Created (\$100.00 x <u>1</u> lots or number of strata units to be created) (non refundable)	\$ <u>100.00</u>
<u>Total Subdivision Fees</u>	\$ <u>200.00</u>
or	
<u>Application for strata conversion</u>	\$ _____

B. Saini
Applicant's/Agent's signature :

- NOTE TO APPLICANT:**
- Applicant must provide a site profile to the Approving Officer when applying for subdivision of land that was used for industrial or commercial purposes or activities.
 - Approval of preliminary application for subdivision is only valid for 3 months from date of acceptance.
 - Form T approval of strata conversion is only valid for 6 months from date of acceptance.

Page 1 of 4

SCHEDULE "A"

DECLARATION PURSUANT TO WASTE MANAGEMENT ACT

I/We, BAUBIR SAINI, owner/agent of the subject property described on this application form hereby declare that the land which is the subject of this application has not, to my knowledge, been used for industrial or commercial activity as defined in the list of "Industrial Purposes and Activities" (Schedule 2) of the *Contaminated Sites Regulation (B.C. Reg. 375/96)*. I therefore declare that I am not required to submit a Site Profile under Section 26.1 or any other section of the *Waste Management Act*.

City Office Use Only

Preliminary Subdivision/Strata Conversion Checklist

Lot size created _____
 Number of units to be converted _____
 Existing Zoning _____
 Other Comments _____

Above checked by: _____

Planning Tech

Development Cost Charges

Single Family (per lot created)	Sewer \$2,377. x _____ = _____
	Water \$2,435. x _____ = _____
Two Family semi-detached (per lot created)	Sewer \$3,803. x _____ = _____
	Water \$3,896. x _____ = _____

*Preliminary Subdivision or Strata Conversion approval is hereby granted based on the attached drawings. Should any services be required to be moved to accommodate the subdivision, the relocation shall be at the sole expense of the subdivider. All newly created lots, where City services are available, are subject to Development Cost charges as outlined in the City of Grand Forks Bylaw No. 1425, as listed above.

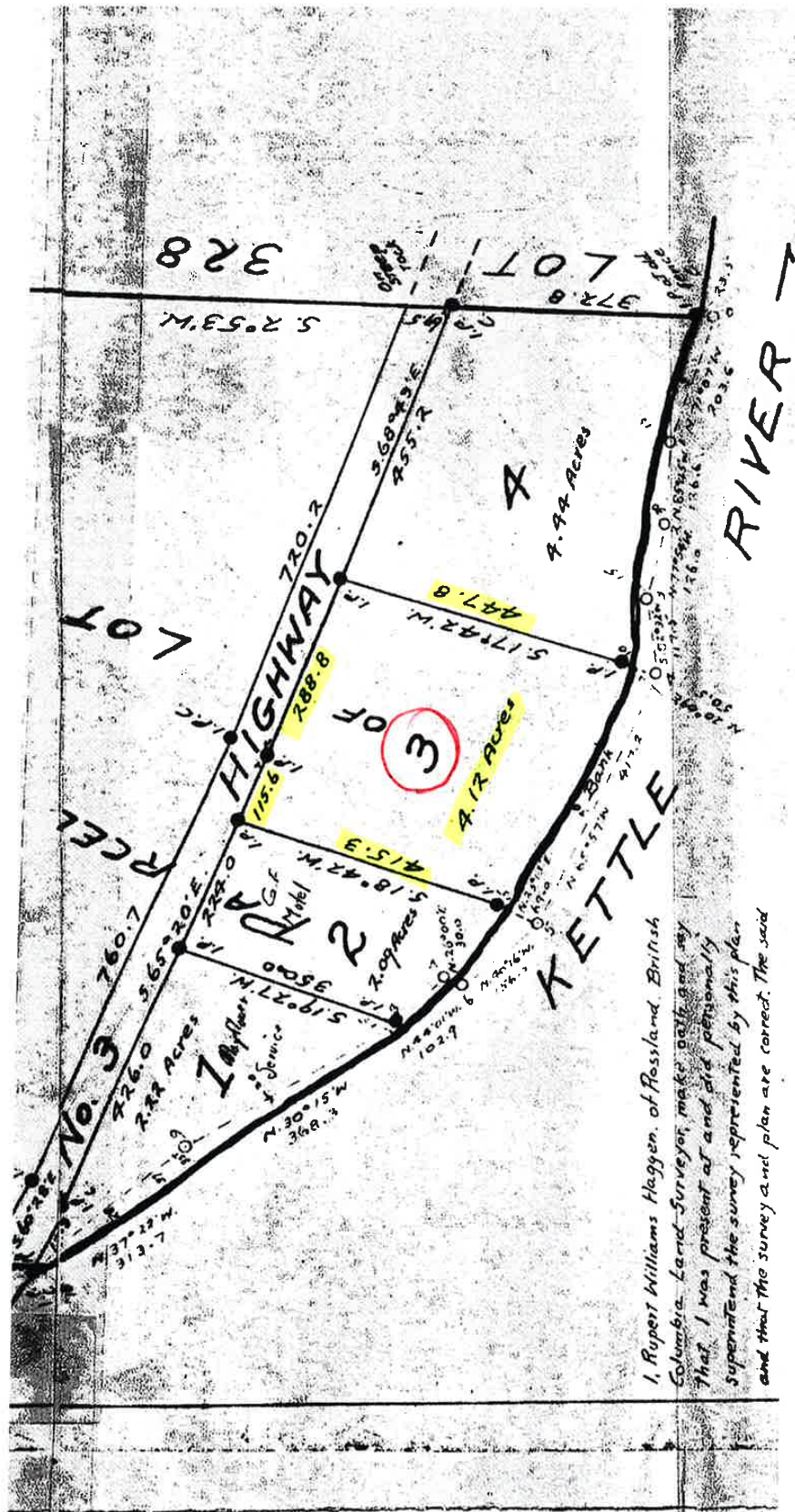
And any other requirements as listed:

Dated this _____ day of _____, _____

 Approving Officer for the City of Grand Forks

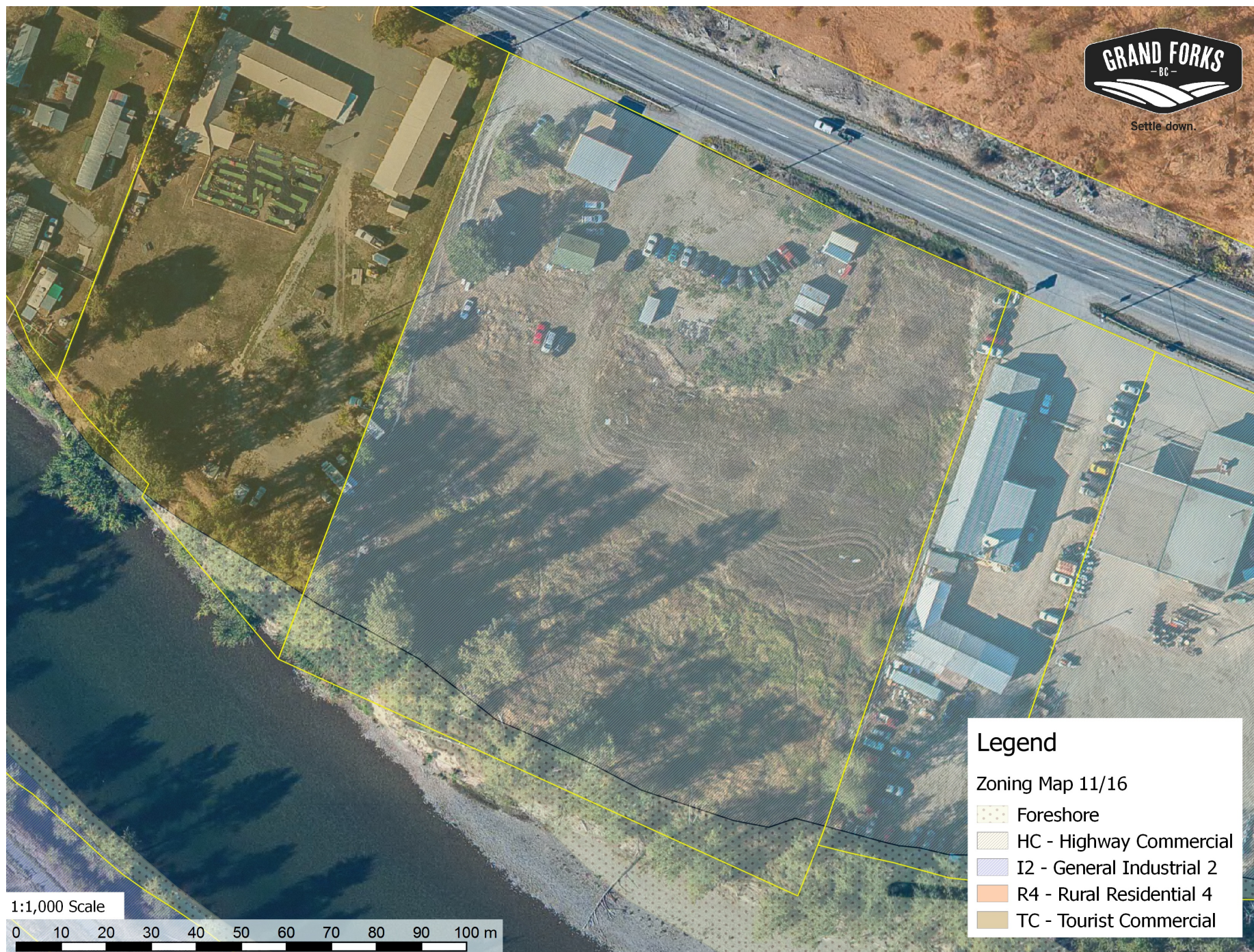
Page 2 of 4

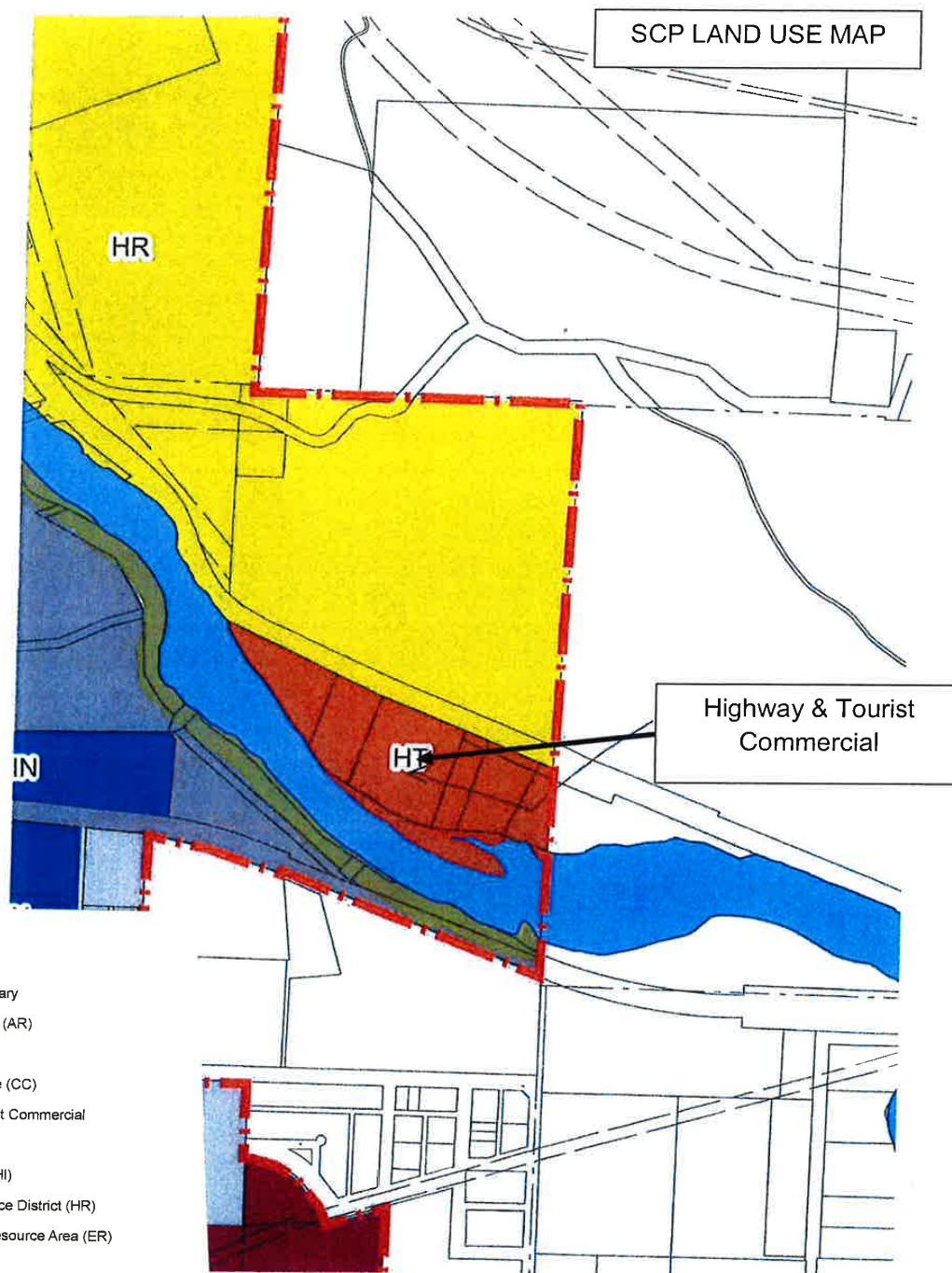
*Strata Conversion approval will be granted by the endorsement of Approving Authority Form T.

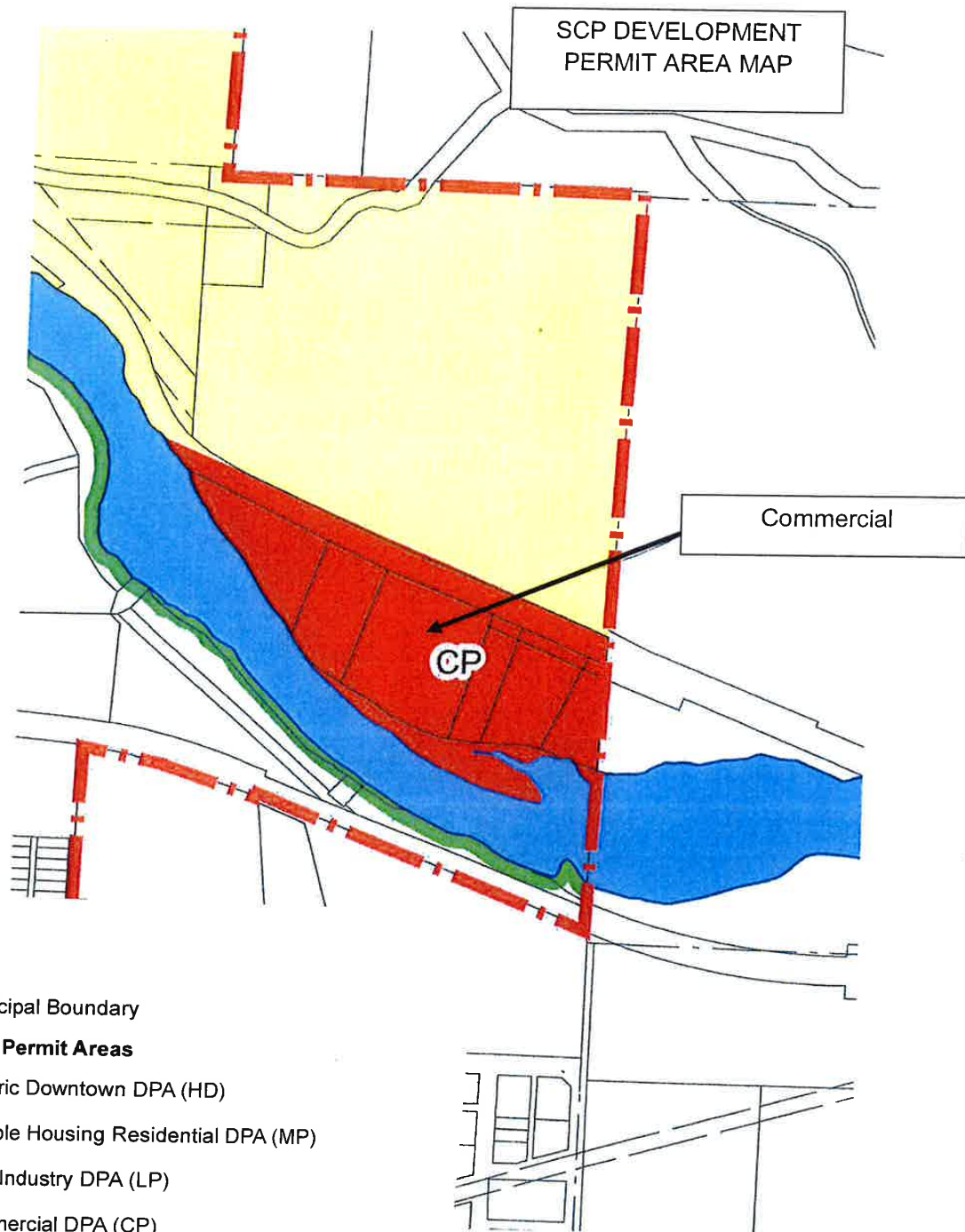




Settle down.







Legend

--- Municipal Boundary

Development Permit Areas

Historic Downtown DPA (HD)

Multiple Housing Residential DPA (MP)

Light Industry DPA (LP)

Commercial DPA (CP)

Heritage Corridor DPA (HC)

Environmentally Sensitive Area DPA (EP)

Hillside Development DPA (HP)

Donaldson Drive Transition District DPA (DDTA)

SECTION 41

HC (Highway Commercial) Zone

Permitted Uses

1. The following uses and no others are permitted in a HC zone:

- (a) hotels or motels;
- (b) restaurants;
- (c) automobile sales and parts supply, service stations;
- (d) convenience stores including gas bars;
- (e) car wash establishments;
- (f) retail sales establishments;
- (g) personal service establishments;
- (h) liquor licensed premises;
- (i) animal hospitals;
- (j) building supply establishments;
- (k) offices;
- (l) tool and equipment rental establishments.

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

- (m) a dwelling unit contained within the above noted permitted uses;
- (n) any accessory building or structure for the above noted uses.

Regulations

2. On a parcel located in a HC zone:

Minimum Parcel Size for Subdivision purposes

- (a) There is no minimum parcel size and the parcel shall be connected to a community sewage and water system;

Number and type of Dwelling Units allowed

- (b) Apartment units contained within the above-mentioned commercial activities are permitted. Not more than 30% of the principal building shall be used for apartments.

Height

- (c) No building or structure shall exceed 12 metres (40 ft) in height;

Setbacks

- (d) Except as otherwise specifically permitted in this bylaw, ***no building, structure or illuminated sign shall be located within 4.6 meters (15 ft) of a lot in a Residential zone;***

Bylaw 1679

SECTION 41 **HC (Highway Commercial) Zone** cont'd

Accessory Buildings

- (e) No accessory building shall have a total floor area greater than 25% of the principal structure;
- (f) No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line.

Lot Area Coverage

- (g) The maximum permitted lot area coverage shall be as follows:
Principal building with all accessory buildings and structure 60%

Additional Requirements

- (h) ***deleted by Bylaw 1679***
- (i) If a fence is erected it shall not exceed a height of 2.4 metres (8 ft);
- (j) See Sections 13 to 30A of this bylaw.



Development within this designation may occur up to a maximum of 60 units per hectare.

anticipated that the demand for these types of uses will continue to increase.

Highway & Tourist Commercial (HT)

- Within this designation, automobile oriented tourist services areas for visitors and residents are encouraged and focused along Central Avenue/Highway #3. Development will consist primarily of commercial and institutional uses. Some residential development may occur where appropriate.

Heritage Corridor (HC)

- This designation is located along Central Ave/Highway #3, immediately west of the Core Commercial area of Grand Forks.

Light Industry (LI)

- This designation is located in strategic locations in Grand Forks, including in the northwest along Donaldson Drive, in the northeast along Granby Road and in the southeast along Sagamore Ave. This designation includes light industrial uses and service commercial uses that can be developed in a manner compatible with adjacent uses.

Heavy Industry (HI)

- Located in the northeast along Granby Road and south of the Kettle River, this designation supports the continued use and development of heavy industrial activities, such as lumber production, log storage and other associated industrial uses.

Institutional (IN)

- Institutional land uses within Grand Forks are located throughout the community. Over time, the types of institutional uses have evolved with the growth and maturation of the community and it is

Hillside & Resource District (HR)

- Within Grand Forks, this designation is applied to those parts of the City which are largely undeveloped and lacking municipal services, or located on slopes greater than 20%. These areas are generally located along the eastern boundary of Grand Forks and are not to be urbanized until municipal services can be made available, once infilling and densification of other areas has occurred.

Environmental Resource District (ER)

- The Environmental Resource District designation applies to an area located in the northwestern area of the community. Although the ER designation generally allows for uses and densities within the Low Density Residential (LR) designation, this area acknowledges the groundwater and floodplain conditions associated with these lands. Any development in this area will require an Environmental Development Permit to ensure that steps are taken to address the potential groundwater conditions and/or flood hazard.

Park & Open Space (PK)

- This designation encourages recreation and transportation opportunities for local residents and captures the beauty and setting of natural areas, parks and open spaces and trails throughout Grand Forks and along the Kettle and Granby Rivers.

In addition, the form and character of the community is guided by the objectives outlined in a number of Development Permit (DP) Areas. These DP areas are



14.4 General Commercial Development Permit Area

The General Commercial Development Permit Area is designated under Section 919.1(1)(d) (revitalization of a commercial area) and Section 919.1(1)(f) (form and character of commercial development) of the *Local Government Act*.

Area

Within the City of Grand Forks, all lands designated Highway & Tourist Commercial are designated as a General Commercial Development Permit Area on the Development Permit Area Map (Schedule 'C').

Commercial Core areas, surrounding the Historic Downtown, are designated as a General Commercial Development Permit Area on the Development Permit Area Map (Schedule 'C').

Justification

Highway & Tourist Commercial

Highway & Tourist Commercial areas are quite visible from Highway 3 and often are the first impression that tourists get of Grand Forks. For commercial development in the Highway & Tourist Commercial area, special considerations are required to address the following:

- the highway corridor is a high visibility area and therefore the visual image of the community must be presented in a positive way;
- access along a high volume controlled access route has implications on commercial development; and

- compatibility between the residential areas and the commercial development.

Commercial Core

The Commercial Core areas, surrounding the Historic Downtown, form a strong part of the community's identity. As development occurs, Council would like to ensure that the visual character of these areas improves in a way that compliments the Historic Downtown area.

An objective of this designation is to maintain and enhance the image of the Commercial Core areas, surrounding the Historic Downtown, by requiring a high standard of development. Development will meet a consistently high standard of visual quality to assure that the character of the commercial core will continue to improve over time.

14.4.1 - Conditions for which a Commercial Development Permit is not Required

The following may be undertaken without a Commercial Development Permit:

- internal alterations, which do not affect the outer appearance of the building;
- replacement, upgrading or repair of roofing;
- painting the exterior of a building;
- replacement of windows;
- construction of a fence;
- construction of an accessory building or addition to a commercial building that does not alter patterns or requirements of parking, access, loading or landscaping on the site; and
- replacement of an existing sign or canopy, where the size and design of the replacement



sign or canopy are generally consistent with the sign or canopy being replaced.

14.4.2 - Guidelines

Development permits issued in this designation shall be in accordance with the following guidelines:

Buildings and Structure

- .1 Buildings should be designed in a way that enhances the visual character of the commercial area.
- .2 The shape, scale and siting of buildings should be consistent with adjacent development.
- .3 The shape, siting, rooflines, architectural features and exterior finish should be sufficiently varied to create interest and avoid a monotonous appearance.
- .4 Monolithic structures and long expanses of straight walls should be avoided.
- .5 Large buildings should be designed in a way that creates the impression of smaller units and less bulk, by using building jogs and irregular faces.
- .7 Buildings should be designated in a way that relates positively to pedestrians at the street level.

Access and Parking

- .8 Parking areas with more than 20 stalls should be broken into smaller groups, divided by landscaping.
- .9 Off-street parking and loading should be encouraged where possible and designed to promote safe and efficient vehicle entrances and exits, and on-site circulation.
- .10 Sites should be designed in a way that accommodates alternative modes of transportation, with provisions made for features such as pedestrian sidewalks, bicycle and walking paths or lanes, and bicycle racks on the site. Pedestrian and bicycle networks on the site should link with networks off the site.

Screening, Landscaping and Amenities

- .11 Sites should be provided with screening in the form of walls, decorative fencing, hedging, planting, other screening materials or a combination of materials in the following areas:
 - around outdoor storage areas, waste containers, heating and cooling equipment, and other service areas; and
 - between the rear of commercial areas and any residential area.
- .12 The site should be provided with landscaping:
 - between parking areas and roadways; and
 - between buildings and parking areas.



.13 Where setbacks are required between the building and the property line, the site should be provided with landscaping:

- along the property edge next to roadways; and
- along the sides of buildings.

Lighting

.14 Land uses or establishments should be designed to ensure that they do not produce a strong glaring light or reflection of that light beyond their lot lines. Shielded or controlled intensity lights are required.

Signage

.15 Signage should complement the building design and finish.

Schedule A – Level of Service

Zone	UTILITIES (refer to Key Sheet)					ROADS (refer to Standard dwgs)	
	Water	Sewer	Drain	Wiring	Lighting ⁽¹⁾	Roads	Sidewalks ⁽²⁾
R1/R1A	WTR	SWR	STM/DITCH	OH/UG	SL/SLI	R1-R7	0/1/2
R2	WTR	SWR	STM	OH/UG	SL	R1-R7	1/2
R1	WTR	SWR	STM/DITCH	OH/UG	SL/SLI	R1-R7	0/1/2
R3A	WTR	SWR	STM	OH/UG	SL	R1-R7	1/2
R3	WTR	SWR	STM	OH/UG	SL	R1-R7	1/2
R1B	WTR	SWR	STM	OH/UG	SL	R1-R7	1/2
R5	WTR	SWR	STM/DITCH	OH/UG	SL/SLI	R1-R6	0/1/2
R4/R4A	WTR/WELL	SWR/SEP	STM/DITCH	OH	SLI	R2/R4/R6	0/1
NC/CC	WTR	SWR	STM	UG	SL	R1/R3/R5/R7	1/2
HC	WTR	SWR	STM/DITCH	UG	SL	R1/R3/R5/R7	1/2
TC	WTR	SWR	STM	UG	SL	R1/R3/R5/R7	1/2
C6	WTR	SWR	STM	UG	SL	R1/R3/R5/R7	1/2
C7	WTR	SWR	STM	UG	SL	R1/R3/R5/R7	1/2
C9	WTR	SWR	STM/DITCH	UG	SL	R1/R3/R5/R7	1/2
I1-I4	WTR/WELL	SWR/SEP	STM/DITCH	OH/UG	SL/SLI	R1-R4	0/1
CU	WTR	SWR/SEP	STM/DITCH	OH/UG	SL/SLI	R1-R7	0/1
AUC	WTR	SWR	STM	UG	SL	R1/R3/R5/R7	1/2
LANDFILL	WELL	SEP	DITCH	U/G	SL	R1-R7	0/1
AIRPORT	WTR	SEP	DITCH	U/G	SL	R1-R7	0/1



Notes:

- (1) Level of street lighting service requirements may be reduced by the Approving Officer (e.g. from SL to SLI) within a rural road cross-section.
- (2) Level of sidewalk service requirements may be reduced by the Approving Officer (e.g. from 1 to 0) within a rural road cross-section.

SCHEDULE A - Works and Services Requirements

KEY SHEET

CODE	DESCRIPTION
WTR	Community water system. In subdivisions which are to be provided with a community water system, each Parcel being developed must be supplied by a water distribution system, including service connections and with adequate fire flow and protection, to be designed in accordance with the standards prescribed by the City.
WELL	Where a community water system is not available, a proven water supply located on each parcel is permitted.
SEP	On-site sewage disposal system.
SWR	Community sanitary sewer system.
DITCH	Drainage collection and disposal system by open ditches and culverts.
STM	Closed drainage collection and disposal system (i.e. a system other than open ditches).
SL	Street lighting throughout the subdivision.
SLI	Street lighting at street intersections only.
SW	Sidewalk (one or both sides of the roadway).
OH	Overhead electrical and communication wiring.
UG	Underground electrical and communication wiring.

From:  "Carruthers, Jill TRAN:EX" <Jill.Carruthers@gov.bc.ca> 2016...
Subject: RE: Saini Referral Request
To:  **Kathy LaBossiere**

Hi Kathy,

Re:Saini Referral Request – 2 Lot Subdivision

The Ministry of Transportation requests that dedication of highway #3 be provided 15 meters from mean center line to the property line. A letter of confirmation from a surveyor to be submitted if this right of way already exists.

The Ministry has no immediate concerns with the proposed subdivision. Any new ownership or change in use of the land will require the owner of the property to apply for an access permit onto highway #3. Depending on the use/business, and seeing that this property is zoned Highway Commercial, this may involve more detailed planning and design drawings showing how traffic can enter and exit the property.

Sincerely,

Jill Carruthers, BSc

District Development Approvals Technician

BC MOT

West Kootenay District

Jill.Carruthers@gov.bc.ca

Ph: 250-354-6380

Please consider the environment
before printing this email.



Proud Member of the EAF

For employees, by employees

From: Kathy LaBossiere [<mailto:KLaBossiere@grandforks.ca>]

Sent: Friday, November 4, 2016 10:36 AM

To: agri.interior@gov.bc.ca; BC MOT WKD TRAN:EX; Alisa.Corscadden@fortisbc.com; Dale Heriot; David Reid; Dean Chapman; dsheets@grandforks.ca; joel.sykes@sjrb.ca; laurel.eyton@gov.bc.ca; Rod Zielinski; Steve Howard; BCA Thompson Okanagan Assessment Region BCA:EX; Wayne Kopan

Subject: Saini Referral Request

FYI and comments

Regards,

Kathy

I CONTACT IDENTIFICATION

A. Name of Site Owner:

Last SAINI First BALBIR Middle Initial(s) S. (and/or, if applicable)

Company _____

Owner's Civic Address _____

City GRAND FORKS

Province/State BC.

Country CANADA

Postal Code/ZIP V0H 1H0

B. Person Completing Site Profile (Leave blank if same as above):

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

C. Person to Contact Regarding the Site Profile:

Last _____ First _____ Middle Initial(s) _____ (and/or, if applicable)

Company _____

Mailing Address _____

City _____

Province/State _____

Country _____

Postal Code/ZIP _____

Telephone (____) _____ - _____

Fax (____) _____ - _____

II SITE IDENTIFICATION

Please attach a site location map

All Property

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude: Degrees 49° Minutes 01' Seconds 29"

Longitude: Degrees 118° Minutes 25' Seconds 20"

Please attach a map of appropriate scale showing the boundaries of the site.

For Legally Titled, Registered Property

Site Street Address (if applicable) 6401 Highway #3

City Grand Forks, B.C.

Postal Code V0H 1H0

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

<u>PID</u>	<u>Legal Description</u>
009-716-891	6401-HIGHWAY #3, GRAND FORKS, BC.
	PLAN 3072, LOT 3 BLOCK
	DL#653, EXC. PL H17066
	Roll 210 01384.000

Total number of titled parcels represented by this site profile is: ONE

For Untitled Crown Land

PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

<u>PIN</u>	<u>Land Description</u>

Total number of untitled crown land parcels represented by this site profile is: _____

(and, if available)

Crown land file numbers. *Attach an additional sheet if necessary.*

III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

EXAMPLE


<u>Schedule 2</u>	<u>Description</u>
<u>Reference</u>	
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

Please print legibly. Attach an additional sheet if necessary

<u>Schedule 2</u>	<u>Description</u>
<u>Reference</u>	
	TIRE SHOP & DETAILING CARS/TRUCK

IV AREAS OF POTENTIAL CONCERN			
	Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		✓
B.	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		✓
C.	Discarded barrels, drums or tanks?		✓
D.	Contamination resulting from migration of substances from other properties?		✓
V FILL MATERIALS			
	Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):	YES	NO
A.	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		✓
B.	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		✓
C.	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		✓
VI WASTE DISPOSAL			
	Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials (please mark the appropriate column opposite the question):	YES	NO
A.	Materials such as household garbage, mixed municipal refuse, or demolition debris?		✓
B.	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		✓
C.	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		✓
D.	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		✓
E.	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings?		✓

VII TANKS OR CONTAINERS USED OR STORED, OTHER THAN TANKS USED FOR RESIDENTIAL HEATING FUEL			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	Underground fuel or chemical storage tanks other than storage tanks for compressed gases?	✓	
B.	Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?		✓
VIII HAZARDOUS WASTES OR HAZARDOUS SUBSTANCES			
	Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):	YES	NO
A.	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		✓
B.	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		✓
C.	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		✓
IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS			
	To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):	YES	NO
A.	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		✓
B.	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		✓
C.	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		✓
X ADDITIONAL COMMENTS AND EXPLANATIONS			
<p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p> <p style="text-align: center;">NA</p> <hr/> <hr/> <hr/>			

XI SIGNATURES			
The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.			
 _____ Signature of person completing site profile		<u>2016-NOV. 10</u> Date completed: (YY-MM-DD)	
XII OFFICIAL USE			
Local Government Authority			
Reason for submission <i>(Please check one or more of the following)</i>			Soil removal <input type="checkbox"/>
Subdivision application <input type="checkbox"/> Zoning application <input type="checkbox"/> Development permit <input type="checkbox"/> Variance permit <input type="checkbox"/> Demolition permit <input type="checkbox"/>			
Date received:	<u>Local Government contact :</u> Name _____ Agency _____ Address _____ _____ Telephone _____ Fax _____	Date submitted to Site Registrar:	Date forwarded to Director of Waste Management:
Director of Waste Management			
Reason for submission <i>(Please check one or more of the following)</i>			
Under Order <input type="checkbox"/> Site decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/>			
Date received:	<u>Assessed by:</u> Name _____ Region _____ Telephone _____ Fax _____ If site profile entered, SITE ID # _____	Investigation Required? YES NO	Decision date:
Site Registrar			
Date received:	<u>Entered onto Site Registry by:</u> _____	SITE ID #:	Entry date:

April 26, 2005
File: 286-01.01



Western BioResources
Consulting Ltd.



2248 Columbia Ave.
Castlegar, B.C.
V1N 2X1
Tel: (250)365-2028
Fax: (250)365-3607

via fax: (250)866-5682 (original in mail)

Northside Holdings Ltd. Inc.
RR#1, Site 11A, Box 3
Wynndel, B.C.
VOB 2N0

BOB SAINI
442-2559

Attention: Mr. Craig Watters

RE: FORMER TANK NEST INVESTIGATION AT 6401 HIGHWAY 3, GRAND FORKS, BC.

6401 Highway 3, Grand Forks, BC
Lot 3, District Lot 653, Plan 3072, SDYD except Plan H17066
PID # 009-716-891
Latitude: 49° 1' 29.5"
Longitude: 118° 25' 18.9"

Western BioResources Consulting Ltd. (Western BioResources) is pleased to provide this report detailing the findings of our investigation of the former tank nest and pump island that assessed the potential presence of petroleum hydrocarbons on the subject site. This report includes a summary of findings, project background, the work program and results, a discussion and our conclusions and recommendations.

SUMMARY

The site is a former service station with two 500 gallon and one 1000 gallon underground storage tanks that were removed in 1984 without soil confirmation sampling. To assess the risk of potential petroleum contamination on site, Western BioResources conducted a test pitting program focused on the former tank nest area and pump island.

Soil vapour testing and soil sample results revealed no petroleum hydrocarbon contamination concerns in the location of the former tank nest and the pump island. No further investigation of this concern is considered warranted at this time.

BACKGROUND

Western BioResources Consulting Ltd. (Western BioResources) was requested by Mr. Craig Watters of Northside Holdings Ltd. Inc. (Northside) to conduct a subsurface soil investigation (former tank nest investigation) at 6401 Highway 3, Grand Forks, BC (hereafter referred to as the "site") (Figure 1). The site was a former service station that sold gasoline and diesel fuel and carried out automotive repair work. In addition to the garage building, a small residence and a storage building are located on the back of the property. The site is currently owned by Northside Holdings Ltd. Inc.

A previous environmental report was conducted in 1998 and identified several environmental issues including underground storage tanks (USTs), above ground storage tanks (ASTs), stained soil, discarded batteries, automobile storage and oil/gas drums. Two 500 gallon tanks used to store gasoline and diesel and one 1000 gallon gasoline tank were reported to be removed in good condition in 1984, but no soil samples were collected. The tanks were buried approximately 0.5m below grade. (Bialon, *pers. comm.*). The ASTs, oil/gas drums and any other potentially hazardous materials were removed from the site in 2005, as recommended in the report. In addition, a hydraulic hoist located in the eastern portion of the building was reportedly pumped of its hydraulic oil the month prior to this work with the container of oil evident at the time of the site visit.

The focus of this work was to confirm the condition of the soil around the former tank nest and pump island. Other issues on the site were not part of the scope of this work.

WORK PROGRAM

The objective of this subsurface soil investigation was to establish the presence or absence of soil contamination associated with the former tank nest site and pump island located at 6401 Highway 3, Grand Forks, BC (see Figure 2). Our work program included:

1. Project Initiation – utility check and contacting excavation contractor;
2. Supervising and observing the test pitting program around the tank nest and collecting soil samples and carrying out soil vapour testing beneath the pump island;
3. Shipping soil samples to Cantest Ltd. for analyses for potential compounds of concern
4. Reviewing laboratory results against the regulatory standards; and,
5. Preparing report outlining the scope of work, reviewing findings and making conclusions and recommendations.

METHODOLOGY

The general location of the former tank nest was identified to be west of the building.

The investigation involved test pitting the tank nest site on April 14, 2005 with a back hoe (Plates 1 and 2). The former tank nest area was excavated to a depth of 3.0m over an area of approximately 84m². Soil samples were collected from the walls and the middle of the excavation at the estimated location of each tank. Samples were collected in solvent rinsed glass jars with Teflon coated lids. Soil samples were stored on ice and shipped overnight to Cantest Ltd. in Burnaby, BC. The samples were analyzed for potential compounds of concern (PCOCs) associated with gasoline and diesel fuel including volatile petroleum hydrocarbons (VPH), benzene, toluene, ethylbenzene, and xylene (BTEX), extractable petroleum hydrocarbons (EPH) and lead.

Soil vapour testing was conducted for the pump island by inserting a steel pipe to a depth of 0.3m in the soil within the utility opening of each former pump. Soil vapour was extracted through a Draeger gas detection tube for detecting benzene to 0.5-10ppm (Draeger Part No. 9101841)

RESULTS AND DISCUSSION

The excavation of the tank nest allowed an assessment of the soil stratigraphy. The site is located approximately 100m from the Kettle River and consists of fluvial deposits. The native soils in the area consist of a blend of sand, gravel and large boulders. All three testpits contained 0.20m of topsoil, medium brown sand and gravel road crush fill material mixed with debris to approximately 2m depth with light brown sandy clay native subsoil. The presence of old pieces of piping, wire and small amounts of debris suggested the excavation was located in former tank nest.

Soil samples were collected from the side wall locations of each tank (Figure 3). No olfactory indications of hydrocarbons were present. Based on these observations, the discrete samples were composited to reduce analytical requirements. Sample results are summarized in Table 1 and the original laboratory report is provided in Appendix A. All composite samples indicated no detectable concentrations of VPH, BTEX and EPH. Lead concentrations were at low concentrations typical of background concentrations, well within applicable soil standards.

Soil vapour testing in the pump island also indicated no detectable concentrations of hydrocarbons in the soil 0.3m below the pumps.

The results of the soil sampling and soil vapour testing suggest the tanks and pumps did not release significant hydrocarbons to the soil or groundwater.

CONCLUSIONS

Based on the results of our investigation, the following conclusions can be made regarding subsurface conditions on the site. Soil samples and soil vapour measurement indicated no detectable concentrations of hydrocarbons at the bottom of the tank nest and or below the pump island.

These findings suggest no further investigation work is warranted to address the potential contamination concerns associated with the former refueling facility at this time.

STANDARD LIMITATION

Western BioResources prepared this report for our client, Northside Holdings Ltd. and their agents. The purpose of this report is to provide our client with an assessment of the potential petroleum contamination concerns associated with the former tank nest and the pump island on the subject property.

The findings and conclusions are site specific and were developed in a manner consistent with the level of care and skill normally exercised by environmental professionals currently practicing under similar conditions in the area. Our conclusions rely on there having been complete and accurate disclosure of conditions by the client and our sources. As with all environmental investigations, potential remains for unknown, unidentified, or unforeseen contamination. Since site conditions and environmental regulation may change with time, the report's conclusions are intended for use now. The report should not be used after that without Western BioResources' review/approval. Western BioResources accepts no responsibility for any damages or losses that may be suffered by third parties as a result of decisions or actions based on this report.

The project has been conducted using the terms of reference and conditions set forth in our work program except as noted in the report. No warranty, expressed or implied, is made.

We trust our report better meets your needs. If you have questions, contact Chris Bullock at (250) 365-2028.

WESTERN BIORESOURCES CONSULTING LTD.

per:



Christopher M. Bullock, M.A.Sc., P.Eng.
Bio-Resource Engineer

LD/cmb

Attachments:

- Figure 1 – Site Location
- Figure 2 – Site Plan
- Figure 3 – Soil sample locations

Plate 1: Photo of tank nest area prior to excavation. The tank nest is located to the west of the building.

Plate 2: Photograph of final section of excavation.

Table 1: Soil sample results and commercial land-use standards

Appendix A – Laboratory Results

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Deputy Manager of Operations
Date: March 13, 2017
Subject: Policy 114 - Commercial Use of Public Property
Recommendation: **RESOLVED THAT the Committee of the Whole recommends to Council to update "Policy 114 - Commercial Use of Public Property" at the March 27, 2017 Regular meeting of Council.**

Background

The City often receives event requests for the use of municipal properties for commercial purposes like festivals or sale of goods. Two concrete examples from last year are the outdoor movie theatre and the camping in Dick Bartlett Park for Cannafest. The existing Policy 114 includes guidance on charging for the temporary use of the property but contains language that limits its applicability. This update broadens the language of the bylaw so that it reflects the type of event request or temporary use request being received.

Benefits or Impacts of the Recommendation:

General: Provides increased policy guidance on the type of commercial use allowed on City properties.

Strategic Impact: N/A

Financial: Increases the ability of the City to allow for and recoup costs from commercial use of municipal properties.

Policy/Legislation: Updates Policy 114

Attachments: Policy 114 - Commercial Use of Public Property

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Recommendation

RESOLVED THAT the Committee of the Whole recommends to Council to update "Policy 114 - Commercial Use of Public Property" at the March 27, 2017 Regular meeting of Council.

Options

1. COTW could choose to support the recommendation.
2. COTW could choose not to support the recommendation.
3. COTW could choose to refer the matter back to staff for further information.

CITY OF GRAND FORKS

POLICY TITLE: Temporary ~~Vending/~~
Commercial Use on Public
Property

POLICY NO 114

EFFECTIVE DATE: March 27, 2017

SUPERSEDES:

APPROVAL:

PAGE:

1 of 2

PURPOSE:

To establish guidelines and give direction for orderly establishment and temporary use of available and under-utilized City properties for ~~daily vending and sales~~ commercial use where such activities enhance the public convenience, provide complementary services to the users within the area, encourage economic development, improve quality of life and are not in direct conflict with any other use which has a priority ~~over such vending and sales~~.

POLICY:

The use of City properties may be permitted for temporary ~~vending and sales~~ commercial use provided the property is returned to its original state ~~sales assembly utilized is readily moveable and is not affixed to the property in any way~~; the proponent/operator complies with the terms and conditions of the 'Site Licence' ~~any agreement~~ issued and any City Bylaws; and, the proposed business meets health, safety and public sanitation standards. This permission is granted, subject to the realization that City properties are designed and meant for general public use including the City's requirement for utilities and public works and these must always be the first priorities.

The City will interpret this policy in congruence with section 25 (1) of the Community Charter which states that "Unless expressly authorized under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business".

DEFINITIONS:

"Temporary" means for no period greater than 16 hours at a time, unless otherwise approved by the City Manager or his designate.

PROCEDURE:

1. This policy applies to all 'temporary' ~~vending and sales on~~ commercial use of public property, including parks, sidewalks or streets.
2. Site Licences, outlining the details rules for Temporary ~~Vending/~~ Commercial Use ~~on of~~ Public Property, may be issued authorizing such ~~vending or~~ commercial use.

3. Proximity to permanent businesses offering similar products for sale will be a consideration of any application.
4. ~~Temporary vending and sales on public property shall be permitted on a seasonal basis only (May 1 to September 30).~~
5. The fee charged for a Site Licence is detailed in the Fees and Charges Bylaw. ~~shall be 5% of a Vendor's gross sales; and shall be paid as follows:~~
 - (a) ~~50%, based on projected sales payable at the time a Site Licence is approved;~~
 - (b) ~~25%, based on projected sales, after two months of operation or July 1st whichever is sooner; and~~
 - (c) ~~the balance owing, based on actual sales, on September 30th, or a minimum of \$50.00 per month, whichever is greater.~~ The City may invoke a minimum fee, which reflects the average cost of similar business operating in the City.
6. It is the Licensee's responsibility to pay for any site preparation and improvement costs and to remove such improvements and restore the site to its prior condition. The City may require a deposit if in the opinion of the City the operator may not be in a position to undertake such work.
7. ~~Vending assemblies shall have a maximum size of 2 metres X 1.2 metres.~~
8. ~~Sun/rain shelters must be supported by the sales assembly and have a minimum canopy height of 2 metres and a maximum length, width or diameter of 2.5 metres.~~
9. The City Manager, or his designate, is authorized to approve the issuance of Site Licences in any areas previously approved by Council for Temporary ~~Vending/~~Commercial Use on Public Property.
10. The City reserves the right to revoke any Site Licences issued, at any time, where it is found that the use is creating difficulties deemed unacceptable to the City or where any conditions of this policy or any Site Licence issued have not been met or the operator has consistently and repeatedly ignored requests from the City to rectify the unsatisfactory condition.
11. Licensees should not be selling the same menu items or merchandise, during the same hours as other retailers/operators in the approved larger area, unless the City is satisfied that there are unmet needs and demands.
12. Upon approval of the Site Licence, the applicant is to furnish proof of compliance with all Provincial and Municipal licensing and regulations and proof of any required liability insurance.
13. Applications for a Site Licence must include:
 - (a) a letter of intent that includes the operating period ~~hours and days of the week.~~
 - (b) a site plan indicating parking, fire access, or other convenience and safety requirements. ~~drawing that indicates the exact location of the parking area to be used and the location of the vehicle/structures and other seating areas and its dimensions.~~
 - (c) ~~a photograph or drawing of the vehicle or plans for the area.~~
 - (d) a list of merchandise and services to be provided.
 - (e) ~~projected revenues during the term of the Site Licence.~~

MONTHLY HIGHLIGHT REPORTS



DATE : March 2, 2017
TO : Committee of the Whole
FROM: Manager of Building Inspection & Bylaw Services
HIGHLIGHTS: For the Month of February, 2017

Bylaw Services Review

- ❖ Investigated vehicle noise complaints, monitored 5 consecutive mornings but no activity
- ❖ One unsightly property resolved, 30 more to be dealt with once snow melts
- ❖ Multiple 'Do Not Feed Deer' notices delivered
- ❖ Three unlicensed vehicles removed from municipal property
- ❖ Concerns expressed regarding property owner's duty regarding falling ice and snow
- ❖ Assisted with 3 flooding properties during rapid snow melt
- ❖ Focusing on Bylaw development and enforcement improvements
- ❖ Continued attention to transient individuals, 4 camps removed

Building Inspection Review

- ❖ 9 Building Permit applications received in February, yearly total now 14
 - ❖ 2017 construction value now at \$717,990.00
 - ❖ 6 new residences (3 modular), 2 new commercial projects under development to date
 - ❖ 25 inspections conducted, 5 proposed projects reviewed
-

MONTHLY HIGHLIGHT REPORTS



DATE : March 13, 2017
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of February 2017

- ❖ Continued work on the 2017 Budget and 5 Year Financial Plan
- ❖ Supported managers with preparation of operational budget presentations
- ❖ Conducted budget workshops on February 6th, 14th and 27th
- ❖ Completed a draft 5 Year Financial Plan for review and discussion
- ❖ Completed year-end audit working papers and responded to information requests from auditors
- ❖ Annual audit procedures were conducted February 20-24, 2017


MONTHLY HIGHLIGHT REPORTS





DATE: March 13, 2017
TO: Committee of the Whole
FROM : Manager of Development & Engineering
HIGHLIGHTS: For the Month of February, 2017

Capital projects

- Continued the design options & reporting for the WWTP – UV Disinfection Project
- Initiation of preliminary engineering design work for approved capital projects including 22nd Street Paving and Well 2a
- Communications planning for completion of 5th Street/Priede Bridge watermain project


 Continued implementation of the asset management and GIS software, including integration of GIS data model to Worktech system


 Interdepartmental meetings & collaboration: capital projects; communication, Natural Assets, Geographic Information Systems


 Continued work on the Municipal Natural Assets Initiative


 Completed operations budget and presentation

 Completed reporting and reimbursement claims for Canada 150 Grant (Tot-Lot)

 Continued communications with the Ministry of Transportation and Infrastructure (MOTI) regarding access permit for one major commercial development

 Continued sign bylaw research and development and wayfinding sign planning & meetings

 Preliminary Layout Review for new Highway Commercial Subdivision*; initial review of two commercial development permits and two residential development variance permits

 Business licence review and sign-off (>8 active files)

 Building Permit review and sign-off



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Economic Growth








Community Engagement



Community Liveability

MONTHLY HIGHLIGHT REPORTS



-  Received over 25 enquiries regarding zoning, setbacks, and land availability for development; 6 subdivision/development enquiries; 12 enquiries from new/future residents re: zoning/land use
-  Updating of information packages and brochures regarding development, subdivision, planning and business licence approval processes
-  Continued research, technical review and stakeholder outreach for Official Community Plan update process and produced update reports & presentations
-  Completed Affordable Housing survey, continued planning for public open house, hosted workshop at Senior's Centre
-  Completed preparations for and attended Family Day event, assisted with clean-up



Fiscal Accountability



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Community Engagement



Community Liveability

MONTHLY HIGHLIGHT REPORTS



DATE : March 3, 2017
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the month of February

- ❖ Total calls for February: 26 (7 fire-related, 3 rescue, 16 first responder)
Year-to-Date: 61
- ❖ Volunteers – Held Annual Awards Banquet Feb 4
- ❖ Volunteers – Participated in Family Fun Day Feb 11.
- ❖ Work on 2017 Budget process and associated presentations
- ❖ Presentation to GFSS Grade 10's and 11's – "Fire Academy" program.
- ❖ Fire Inspections for new business license applications, schools.
- ❖ Hosted seminar on PTSD for firefighters and their spouses Sat Feb 25.
- ❖ Acquired large LPG (liquefied petroleum gas) cylinder for Fire Training
Ground training prop.
- ❖ Supported Conservation Officer's work on icy patch of Kettle River.
- ❖ Preparation for hosting the 2017 BC Volunteer Firefighters' Spring
Training weekend, less than 2 months away.

MONTHLY HIGHLIGHT REPORTS



DATE : March 13, 2017
TO : Committee of the Whole
FROM: Manager of Operations
HIGH LIGHTS: For the Month of February

OCCUPATIONAL HEALTH AND SAFETY MONTHLY FOCUS FOR THE MONTH OF APRIL 2017 VIBRATION AND OCCUPATIONAL FIRST AID (PROCEDURES & ASSESSMENTS)

Public Works

- ❖ Winter snow clearing, piles etc.
- ❖ Public Works building clean up
- ❖ Tree pruning
- ❖ Bollard maintenance
- ❖ Planter preparation
- ❖ City hall office maintenance

Water/Sewer

- ❖ Well #5 installed and tested
- ❖ Sewer main line flushing
- ❖ Water service repair
- ❖ Well and Chlorinator maintenance

MONTHLY HIGHLIGHT REPORTS



Electrical

- ❖ Tree pruning
- ❖ 2 Pole changes
- ❖ Regulator repairs
- ❖ Electrical department had 2 planned outages in February for repairs



MONTHLY HIGHLIGHT REPORTS



DATE: March 3rd, 2017
TO: Committee of the Whole
FROM: Corporate Officer
HIGHLIGHTS: For the Month of February, 2017

- ❖ Prepared and facilitated Council Meetings for the month of February
- ❖ Human Resources Duties for the months of February
- ❖ Corporate Presentation for the 2017 Operations Budget to Council
- ❖ Interim Deputy CO attendance at a one-day minute taking workshop in Castlegar
- ❖ Ensured Council's resolution received at the AKBLG (Association of Kootenay Boundary Local Governments)
- ❖ Facilitated Family Day activities
- ❖ Generalized IT support for February (DMOO in assistance with the Admin Dept)
- ❖ Event planning for larger events throughout the 2017 calendar year.
- ❖ Citizen satisfaction survey will be sent out on March 17th for public participation – in anticipation for information getting, the City is planning a couple of “pop-up” community engagement sessions in the next couple of weeks.

MONTHLY HIGHLIGHT REPORTS



REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Acting Deputy Corporate Officer
Date: March 13, 2017
Subject: Fees & Charges Regulation Bylaw No. 1958-A2 Amendment
Recommendation: RESOLVED THAT the Committee of the Whole receives the report and to further direct staff to present to council the first three readings of the proposed Fees & Charges Amendment Bylaw No. 1958-A2 at the March 27, 2017, Regular Meeting of Council.

BACKGROUND: The Fees and Charges Bylaw hosts most of the Fees and Charges schedules for the organization. This Amendment Bylaw is primarily a housekeeping item refresh to add additional schedules from other bylaws.

For the Campground (Schedule F), two items regarding cancellations are added to work hand in hand with the current Campground Policy. These changes have to be in place for the camping season which begins May 1, 2017 for our campground.

In addition, three new schedules are added to the Fees & Charges Bylaw:

- Schedule G – Electrical Utility Rates and Charges
- Schedule H – Garbage Collection Fees and Charges
- Schedule I – Business Fees and Charges

Two Bylaws and one Policy will require amendments at the same time to support these changes. These bylaws and policies will be presented today as well.

The changes will be highlighted in Yellow. Old Fees will be in Red font where applicable.

This is the introduction of the proposed Fees & Charges Amendment Bylaw No. 1958-A2.

Proposed schedule for implementation of all bylaws and policies:

Introduction	3 Readings	Final Reading
March 13, 2017	March 27, 2017	April 10, 2017



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REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Benefits or Impacts of the Recommendation:

General:	Housekeeping items and consolidation for Fees and Charges from other bylaws and policies.
Financial:	N/A
Policy/Legislation:	Council has the authority to regulate the Fees & Charges through bylaws
Attachments:	Draft Bylaw No. 1958-A2 – Fees & Charges Amendment Bylaw

Recommendation: RESOLVED THAT the Committee of the Whole receives the report and to further direct staff to present to council the first three readings of the proposed Fees & Charges Amendment Bylaw No. 1958-A2 at the March 27, 2017, Regular Meeting of Council.

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



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THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1958-A2

A BYLAW TO AMEND THE CITY OF GRAND FORKS FEES AND CHARGES BYLAW NO. 1958

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

AND WHEREAS Council deems it necessary and expedient to amend fees & charges;

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

1. This bylaw may be cited as the **“City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A2, 2017”**.
2. That Bylaw No. 1958, cited as “Fees and Charges Bylaw No. 1958, 2014” be amended by:
 - a. Adding under Section 3.1 “Schedule G – Electrical Utility Fees and Charges” and adding “Schedule G” to the Bylaw
 - b. Adding under Section 3.1 “Schedule H – Garbage Collection Fees and Charges” and adding “Schedule H” to the Bylaw
 - c. Adding under Section 3.1 “Schedule I – Business Fees and Charges” and adding “Schedule I” to the Bylaw
 - d. replacing “Schedule F – Campground Fees and Charges” with a new “Schedule F”.
3. All new and updated schedules are identified as “Appendix 1” and attached to this bylaw.
4. This bylaw shall come into force and effect upon its adoption.

INTRODUCED this 13th day of March, 2017.

READ A FIRST time this ____ day of _____, 2017.

READ A SECOND time this ____ day of _____, 2017.

READ A THIRD time this ____ day of _____, 2017.

FINALLY ADOPTED this ____ day of _____, 2017.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1958-A2, as passed by the Municipal Council of the City of Grand Forks on this ____ day of _____, 2017.

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

Date Signed

APPENDIX 1

Updated Schedules

SCHEDULE "G"
ELECTRICAL UTILITY
FEES AND CHARGES

	<u>Fees / Charges</u>		<u>Current Rate</u>
Residential Service			
Basic minimum service charge	\$19.14	/month, plus	\$18.58
Electrical rate based on the actual consumption	\$0.12029	per KWH	\$0.11679
Commercial/Industrial/Institutional Service			
Basic minimum service charge	\$20.71	/month, plus	\$20.11
Electrical rate per consumption for the first 200,000 KWH or less in a two-month billing period	\$0.12873	per KWH	\$0.12498
Electrical rate per consumption for all usage above 200,000 KWH in a two-month billing period	\$0.09553	per KWH	\$0.09275
Seasonal Loads (minimum period of service is three months)			
Basic minimum service charge	\$19.82	/month, plus	\$19.24
Electrical rate based on the actual consumption	\$0.12873	per KWH	\$0.12498
Unmetered Service	Rate based on estimated consumption by written agreement		
Service Charges			
Existing Service Connection and Reconnection Charges	\$51.50	flat rate	\$50.00
New Service Installations or Upgrading of Existing Service:			
Basic Single Phase Overhead Connection			
200 amp service	\$721.00	flat rate	\$700.00
400 amp service	\$1,751.00	flat rate	\$1,700.00
Basic Single Phase Underground Connection (includes dip service)			
200 amp service	\$1,266.90	flat rate	\$1,230.00
400 amp service	\$2,296.90	flat rate	\$2,230.00
All other services greater than 400 amps	At Cost	At Cost	At Cost
Three Phase - Overhead/Underground	At Cost	At Cost	At Cost
Temporary Construction Service			
Temporary service - 100 amps or less	\$257.50	flat rate	\$250.00
Meter Checking			
Meter removal charge and "in-house" inspection			
Canada Department of Consumer and Corporate Affairs or a certified meter inspection facility, should it become necessary, shall be paid as determined by that Agency along with a \$75.00 administration charge			old admin charge was \$50.00
Digital Non-Radio Meter (if applicable)			
Setup Charge	\$167.84	flat rate	\$162.95
Manual Read Charge	\$15.43	flat rate	\$14.98

SCHEDULE "H"
RESIDENTIAL GARBAGE COLLECTION
FEES AND CHARGES

Fee/Charge

Residential Garbage Collection Service

\$11.50 per month
Per residential
dwelling

previous
charge
was
\$10.00
per month

**"Tag-A-Bag" tags for bags of garbage in excess
Of the limit**

1 tag for \$3.00

SCHEDULE "I"
BUSINESS
FEES AND CHARGES

	<u>Fee/Charge</u>
Commercial Use of Municipal Property	5% of Gross Revenue realized on municipal property
Facility Use	as negotiated in the individual Facility Use Agreement

Other rates may be negotiated at the discretion of the Chief Administrative Officer or designate

SCHEDULE "F"
CAMPGROUND FEES AND CHARGES

	<u>2017</u>
Tenting	\$20.00
RV Parking – No Hook-ups	\$26.00
RV Parking – Water, Sewer & 50 AMP service	\$36.00
Cancellation - Prior to 48 hours	one night camping rate as per the site reserved and the type of camping requested
Cancellation - Within 48 hours	two night camping rate as per the site reserved and the type of camping requested

- Rates are "peak" season and are subject to change as deemed necessary by the Chief Administrative Officer
- All rates include applicable taxes

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Deputy Manager of Operations
Date: March 13, 2017
Subject: Bylaw 1798-A1 - Garbage Regulations and Rates Amendment Bylaw
Recommendation: **RESOLVED THAT the Committee of the Whole recommends to Council to give the first three readings to the "Garbage Regulations and Rates Amendment Bylaw No. 1798-A1, 2017" at the March 27, 2017 Regular meeting of Council.**

Background

Residential Garbage Collection Regulation Bylaw No. 1798 contains a combination of regulations, conditions, and fees. In order to simplify the process of updating the fees and charges, which is done annually, staff propose the following:

- Move the fees from Schedule "A" of Bylaw 1798 to the Fees and Charges Bylaw.

The Fees and Charges Bylaw has been set up to contain most other fee schedules for other bylaws. Consequently, annual fee charges will only require amending one bylaw rather than many.

An amendment to Bylaw 1798 (Bylaw 1945) inserted text in the incorrect section. This amendment also includes a correction to insert that text in the correct section of the bylaw.

This is the introduction of the proposed amendment bylaw, a copy of which is attached along with a consolidated and marked up version of Residential Garbage Collection Regulation Bylaw No. 1798.

Benefits or Impacts of the Recommendation:

General: When annual fees are updated, this can be done by amending one bylaw instead of many.
Strategic Impact: N/A
Financial: N/A
Policy/Legislation: This bylaw amends Bylaw 2015.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Attachments

Bylaw 1798-A1 - Garbage Regulations and Rates Amendment Bylaw

Residential Garbage Collection Regulation Bylaw No. 1798 - Consolidated

Recommendation

RESOLVED THAT the Committee of the Whole recommends to Council to give the first three readings to the "Garbage Regulations and Rates Amendment Bylaw No. 1798-A1, 2017" at the March 27, 2017 regular meeting of Council.

OPTIONS

1. COTW could choose to support the recommendation.
2. COTW could choose not to support the recommendation.
3. COTW could choose to refer the matter back to staff for further information.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1798-A1

A BYLAW TO AMEND THE CITY OF GRAND FORKS
RESIDENTIAL GARBAGE COLLECTION REGULATION
BYLAW NO. 1798, 2006

=====

The Council of the Corporation of the City of Grand Forks **ENACTS** as follows:

1. This bylaw may be cited for all purposes as the **“Garbage Regulations and Rates Amendment Bylaw No. 1798-A1, 2017”**.
2. Amend Bylaw No. 1798 as follows:
 - a. In section “3. Definitions”, **insert** the definition “ **‘Fees and Charges Bylaw’** means the most current Corporation of the City of Grand Forks Fees and Charges Bylaw”.
 - b. In the “Waiver of Service” definition in section “3. Definitions”, **delete**

“2.1 Every owner of a Residential Dwelling Premise within the collection area shall use the Garbage, Yard Waste and Mandatory Residential Recycling Materials collection systems established by the City of Grand Forks, pursuant to this bylaw and shall pay the rates and fees set out in Schedule “A” to this bylaw, except those who have been granted a “waiver of service” by Management Staff.”
 - c. Replace section 6 so that it reads

“Every owner of a Residential Dwelling Premise within the collection area shall use the Garbage, Yard Waste and Mandatory Residential Recycling Materials collection systems established by the City of Grand Forks, pursuant to this bylaw and shall pay the rates and fees set out in the Fees and Charges Bylaw except those who have been granted a “waiver of service” by Management Staff.”
 - d. In the second sentence of the first paragraph of Section 9, **delete** “ , as outlined in ‘Schedule A’ of this bylaw”.
 - e. In the third sentence of the first paragraph of Section 9, **delete** “ , outlined in Schedule A of this bylaw,”
 - f. In section 16, **replace** “Schedule A of this bylaw” with “the Fees and Charges Bylaw”.

- g. **Delete** Schedule "A" in its entirety and supersede it with Schedule "H" of the **Fees and Charges Bylaw**.

3. This bylaw shall come into force and effect upon adoption.

INTRODUCED this ____ day of _____.

Read a **FIRST** time this ____ day of _____.

Read a **SECOND** time this ____ day of _____.

Read a **THIRD** time this ____ day of _____.

FINALLY ADOPTED this ____ day of _____.

Mayor Frank Konrad

Corporate Officer Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1798-A1 as passed by the
Municipal Council of the City of Grand Forks
on the ____ day of _____.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1798

A BYLAW TO REGULATE THE RATES, CONDITIONS AND TERMS FOR THE COLLECTION OF RESIDENTIAL GARBAGE

=====

WHEREAS in accordance with the Community Charter, Council may, by bylaw, make provisions for regulating the rates, conditions and terms under or upon which garbage collection services may be supplied to and used by the residents of Grand Forks;

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

Title:

1. This bylaw may be cited as the **“Residential Garbage Collection Regulation Bylaw No. 1798, 2006”**.

Repeal of Existing Bylaw:

2. “Garbage Collection Regulations and Rates Bylaw No. 1600, 2000” and all amendments thereto is hereby repealed.

Definitions:

3. In this bylaw, unless the context otherwise requires:

“Bi-monthly” means every two-month period.

“City” means the City of Grand Forks.

“Fees and Charges Bylaw” means the most current Corporation of the City of Grand Forks Fees and Charges Bylaw”.

“Food Waste Recycling” means food scraps and other materials resulting from a plant or an animal and which includes the following:

- Baked goods, breads, cookies
- Eggs & Egg shells
- Cheese rinds & moldy cheese
- seafood shells
- Leftover candy and snacks
- fruit pits, seeds, etc.
- Muffin/cupcake papers

- seed/nut shells
- Coffee, including filters
- facial tissue
- Tea bags or loose tea
- paper towels
- Fish bones, skins, guts
- soiled, waxed, oily
- Meat, bones, skin, fat
- Rotten fruits & vegetables
- biodegradable paper
- clamshells, clamshells, containers, pizza boxes
- Rinds and Peelings
- Wet Newspapers
- Leftover rice & pasta
- houseplants, including soil
- disposable diapers, (contained in a paper bag)
- kitty litter, (contained in a paper bag)
- animal waste (contained in a paper bag)
- Hamster & bird cage liner waste (contained in a paper bag)

“Food Waste Recycling Collection” - means the collection of food waste contained in the green bin provided by the City”

“Garbage” means household waste generated by operations incidental to the premises, and excludes food waste recycling, recyclables and yard waste.”

“Garbage Collection Area” means the area within the boundaries of the City.

“Garbage Collector” means any person or company who collects garbage within the City.

“Garbage Collection” means the collection of residential garbage.

“Landfill Site” means the solid waste sanitary landfill site operated by the Regional District of Kootenay Boundary to service the City.

“Mixed Use Premises” means residential dwelling and commercial use within the same premises.

“Property Owner” means the registered owner of residential property within the garbage collection area and shall, where applicable, include the executor or administrator of an estate.

- “Residential Dwelling”** means
- Single Family Dwellings
 - Duplexes
 - Triplexes
 - Rowhouses and Townhouses that are individually owned, are non-strata and each unit has a driveway with City street access.
- “Recyclables”** means glass food containers, non-refundable glass beverage containers, metal food containers, aluminum foil and non-refundable aluminum and tin cans; HDPE No. 2 un-coloured plastic, newspapers, corrugated cardboard, mixed waste paper and any other material which may be designated recyclable by the Regional District of Kootenay Boundary.
- “Waiver of Service”** would include
- Rowhouses
 - Townhouses
 - Gated Communities
 - Manufactured Home Parks

that can provide proof that they have existing garbage contracts in place prior to the date that Bylaw 1937, a bylaw to amend the City of Grand Forks Garbage Collection Regulation Bylaw No.1798, 2006 was adopted.

Upon expiration of any existing Garbage Collection contract, as mentioned above, the Garbage Regulations and Rates Amended Bylaw No. 1937, 2012, will come into effect for those properties.

~~2.1— Every owner of a Residential Dwelling Premise within the collection area shall use the Garbage, Yard Waste and Mandatory Residential Recycling Materials collection systems established by the City of Grand Forks, pursuant to this bylaw and shall pay the rates and fees set out in Schedule “A” to this bylaw, except those who have been granted a “waiver of service” by Management Staff.~~

- “Yard Waste”** means grass, lawn and hedge clippings, grass sod, flowers, weeds, leaves, vegetables, stalks, shrubs and tree branches less than three inches in diameter.

General Provisions:

4. All garbage generated from residential premises, as defined in this bylaw, within the garbage collection area, must be disposed of in accordance with the terms of this bylaw.
5. Garbage for pick-up shall not be placed with the garbage of others.

Provision of Service:

6. ~~Every owner of a residential dwelling, as defined in this bylaw, within the garbage collection area shall use the garbage collection system established by the City.~~ Every owner of a Residential Dwelling Premise within the collection area shall use the Garbage, Yard Waste and Mandatory Residential Recycling Materials collection systems established by the City of Grand Forks, pursuant to this bylaw and shall pay the rates and fees set out in the Fees and Charges Bylaw except those who have been granted a "waiver of service" by Management Staff. Every owner of a residential dwelling, as defined in this bylaw, within the garbage collection area shall use the garbage collection system established by the City.
7. Notwithstanding Section 6, residential dwelling units, consisting of 3 units or less, that are part of a mixed-use premise, shall arrange for their own garbage collection service.
8. "Food Waste Recycling" will be collected by the Garbage Collector, on a weekly basis, on the day specified by the Garbage Collector. Garbage will be collected by the Garbage Collector on a bi-weekly basis, on a day specified by the Garbage Collector. Yard Waste will be collected on the dates specified each year by the Garbage Collector.

Container Requirements:

9. Every owner of a residential dwelling unit, as defined in this bylaw, shall provide and maintain in sanitary condition and in good repair, a container to contain garbage. The Garbage Collector will pick up one container of garbage weighing a maximum of 22kg, every two weeks, ~~as outlined in "Schedule A" of this bylaw.~~ Owners or occupiers of residential dwelling units, as defined in this bylaw may purchase "tag-a-bag" tags for all containers of garbage in excess of the one bag limit, ~~outlined in Schedule A of this bylaw,~~ and the Garbage Collector will pick up the extra tagged garbage on garbage collection days only.

Food Waste Recycling will be collected by the Garbage Collector in the container (Green Bin) provided by the City on a weekly basis. Yard waste will be collected by the Garbage Collector nine times per year, on the dates specified by the Garbage Collector.

Yard waste may be in a can without a lid weighing a maximum of 22 kg, in compostable paper bags weighing a maximum of 22 kg, or in bundles, weighing a maximum of 22kg, to a maximum of three such containers, bags or bundles. Each bundle of tree pruning's must be three inches in diameter or less and three feet long tied in bundles not exceeding the equivalent of a garbage can.

10. The City or the Garbage Collector, designated by the City, shall not be responsible for the replacement of any containers or lids, damaged or lost, for any reason whatsoever.
11. Containers must be accessible to the Garbage Collector's pick-up route between the hours of 7:00 a.m. and 7:00 p.m. on the appropriate day of collection. The route may be changed at the discretion of the City.
12. The City may suspend collection service from properties where containers or location or design of pick-up facilities are unacceptable to the Superintendent of Public Works, but such suspension shall not waive any requirement or abate or waive any charges or rates under the provisions of this bylaw.

Prohibited Materials:

13. The Garbage Collector shall not pick up any explosive, volatile, corrosive materials, dangerous chemicals or any other material which may be dangerous to the health and/or safety of the garbage collection personnel or other members of the public, including, but not limited to, paint, batteries or solvents. The Garbage Collector is not obliged to pick up oil, fuel, equipment lubricants, controlled waste or refundable beverage containers. The Garbage Collector is not obliged to pick up recyclables.

The Property Owner is responsible for the disposal of these prohibited materials, which can be disposed of at the following locations:

Section Waste

Disposal Location

Paint

Paint Recycling Depot

Lead/Acid Batteries

Designated area at the Landfill

Oil, Fuel, Equipment Lubricants

Place of purchase will have information of where to dispose

Recyclables

Refundable Beverage
Containers

Return to place of purchase for refund
or return to the Bottle Depot

Recyclables

Recycling Depot or pickup at such times
As designated by the Regional District of
Kootenay Boundary

14. The City reserves the right to refuse or to remove all prohibited material which is not garbage.

Rates and Charges:

15. Property owners shall be responsible for all rates for garbage services for properties owned by them with the exception to those properties with existing garbage contracts in place as described in the Waiver of Service as per Section 3 of the definitions section of the bylaw.
16. The user rates and charges specified in the Fees and Charges Bylaw ~~Schedule "A" of this bylaw~~ are imposed and levied for residential garbage 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.
17. User rates not paid by the DUE DATE shall be subject to a late payment charge of 2% on the working day after the DUE DATE and monthly thereafter."
18. Residential garbage user rates shall be invoiced on a bi-monthly basis.
19. For any residential garbage service started during a bi-monthly billing period, full user rates for the period will apply.
20. Due to the fact that the City must maintain the service to all residential properties, the fee for residential garbage collection service, including the collection of food waste recycling and yard waste, shall be collected for properties which may become vacant for a period of time during the billing year.
21. 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.

Enforcement:

22. Any person who violates any provision of the bylaw commits an offence and is liable, on conviction, to a fine of not more than \$2,000.00.

Read a **FIRST** time this 9th day of January 2006.

Read a **SECOND** time this 9th day of January, 2006.

Read a **THIRD** time this 9th day of January, 2006.

FINALLY ADOPTED this 23rd day of January, 2006.

Mayor Neil Krog

Lynne Burch, City Clerk

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1798
cited as "Garbage Regulations and Rates Bylaw No. 1798, 1006".

Clerk of the Municipal Council
of the City of Grand Forks

Schedule A

SCHEDULE OF RATES AND CHARGES

Residential Garbage Collection Service	\$10.00 per month
	(\$20.00 bi-monthly)
	Per residential
	dwelling unit as
	defined in this
	bylaw

~~Residential Garbage Collection Service includes:~~

- ~~— Maximum of one (1) container or bag every second week of garbage as defined in this bylaw.~~
- ~~— Green Bin provided by the City, with food waste recycling material will be collected every week.~~
- ~~— Yard waste collection will be collected 9 times per year.~~

~~"Tag-A-Bag" tags for bags of garbage in excess
of the one bag limit every two weeks~~ 6 tags for \$18.00

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: March 13, 2017
Subject: Bylaw 2015-A2 - Electrical Utility Regulatory Amendment Bylaw
Recommendation: **RESOLVED THAT THE COMMITTEE OF THE WHOLE RECOMMENDS TO COUNCIL to give the first three readings to the "Electrical Utility Regulatory Amendment Bylaw No. 2015-A2, 2017" at the March 27, 2017 regular meeting of Council.**

Background

The "City of Grand Forks Electrical Utility Regulatory Bylaw No. 2015" contains a combination of regulations, conditions, and fees. In order to simplify the process of updating the fees and charges, which is done annually, staff propose the following:

- Move the fees from Schedule "C" of Bylaw 2015 to the Fees and Charges Bylaw.
- Incorporate the remaining items included of the old fee Schedule "C" into the terms and conditions Schedule "B".

The Fees and Charges Bylaw has been set up to contain most other fee schedules for other bylaws. Consequently, annual fee charges will only require amending one bylaw rather than many.

This is the introduction of the proposed amendment bylaw, a copy of which is attached along with a consolidated and marked up version of Bylaw 2015.

Benefits or Impacts of the Recommendation:

General: When annual fees are updated, this can be done by amending one bylaw instead of many.
Strategic Impact: N/A
Financial: N/A
Policy/Legislation: This bylaw amends Bylaw 2015.

Attachments:

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



- Electrical Utility Regulatory Bylaw No. 2015 - Consolidated
 - Bylaw 2015-A2 - Electrical Utility Regulatory Amendment Bylaw
-

Recommendation

RESOLVED THAT the Committee of the Whole recommends to Council to give the first three readings to the "Electrical Utility Regulatory Amendment Bylaw No. 2015-A2, 2017" at the March 27, 2017 regular meeting of Council.

OPTIONS

1. COTW could choose to support the recommendation.
2. COTW could choose not to support the recommendation.
3. COTW could choose to refer the matter back to staff for further information.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2015-A2

**A Bylaw to Amend the
Electrical Utility Regulatory Bylaw No. 2015**

The Council of the Corporation of the City of Grand Forks **ENACTS** as follows:

1. This bylaw may be cited, for all purposes, as the **"Electrical Utility Regulatory Amendment Bylaw No. 2015-A2, 2017"**.
2. Amend Bylaw No. 2015 as follows:
 - a. In section 2. DEFINITIONS, insert the definition " **'Fees and Charges Bylaw'** means the most current Corporation of the City of Grand Forks Fees and Charges Bylaw".
 - b. In section 3.2, replace "Schedule C" with "the Fees and Charges Bylaw".
 - c. In section 4.2 (b), replace " 'Schedule C' of this bylaw" with "the Fees and Charges Bylaw".
 - d. In section 4.2 (d), delete " , outlined in all portions of this bylaw".
 - e. Delete Schedule "B" and replace it with the new Schedule "B" attached as Appendix 1 of this bylaw.
 - f. Delete Schedule "C".
 - g. Supersede Schedule "C" of Bylaw No. 2015 with Schedule "G" of the **Fees and Charges Bylaw**.
 - h. Delete Schedule "D" and replace it with the new Schedule "D" attached as Appendix 2 of this bylaw.
3. This bylaw shall come into force and effect upon adoption.

INTRODUCED this __ day of _____, 2017.

Read a **FIRST** time this ____ day of _____, 2017.

Read a **SECOND** time this __ day of _____, 2017.

Read a **THIRD** time this ____ day of _____, 2017.

FINALLY ADOPTED this __ day of _____, 2017.

Mayor Frank Konrad

Corporate Officer Diane Heinrich

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 2015-A2 as adopted by the
Municipal Council of the City of Grand Forks on the _____ day of _____, 2017.

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

THE CORPORATION OF THE CITY OF GRAND FORKS

ELECTRICAL UTILITY REGULATORY BYLAW NO. 2015, 2015

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

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

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

1. TITLE

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

2. DEFINITIONS

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

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

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

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

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

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

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

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

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

“Fees and Charges Bylaw” means the most current Corporation of the City of Grand Forks Fees and Charges Bylaw.

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

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

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

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

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

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

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

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

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

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

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

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

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

3. ADMINISTRATION

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

The Manager of Operations shall also be responsible for:

- a) all matters directly related to the supply of service to Customers of the Electrical Utility and the maintenance of good quality service to such Customers;

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

4. TERMS AND CONDITIONS

4.1 The City's Responsibilities:

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

4.2 The Customer's Responsibilities:

- a) Every Customer shall comply with the terms and conditions set out in "Schedule B".
- b) Every Customer shall pay for the service in accordance with the rates and charges outlined in the Fees and Charges Bylaw ~~"Schedule C" of this bylaw.~~
- c) The Customer also agrees to pay for the service based on the Electrical Billing and Collection Regulations, outlined in "Schedule D" of this bylaw.
- d) If a Customer does not pay the fees and charges, ~~outlined in all portions of this bylaw,~~ on or before December 31st in the year that the rates or charges

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were due and payable, then those rates and charges will be added to and form part of the taxes payable on the property as taxes in arrears.

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

5. VIOLATIONS AND PENALTIES

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

6. APPLICATION

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

7. SEVERABILITY

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

8. REPEAL

- 8.1 The City of Grand Forks “**Electrical Utility Regulatory Bylaw No. 1975**”, “**Electrical Utility Regulatory Amendment Bylaw No. 2009, 2015**” and all amendments thereto are hereby repealed.

9. ENACTMENT

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

INTRODUCED this 4th day of May, 2015

Read a **FIRST** time this 25th day of May, 2015.

Read a **SECOND** time this 25th day of May, 2015.

City of Grand Forks Electrical Utility Regulatory Bylaw No. 2015, 2015

Consolidated and marked up for convenience only

Read a **THIRD** time this 25th day of May, 2015.

FINALLY ADOPTED this 15th day of June, 2015.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFIED CORRECT

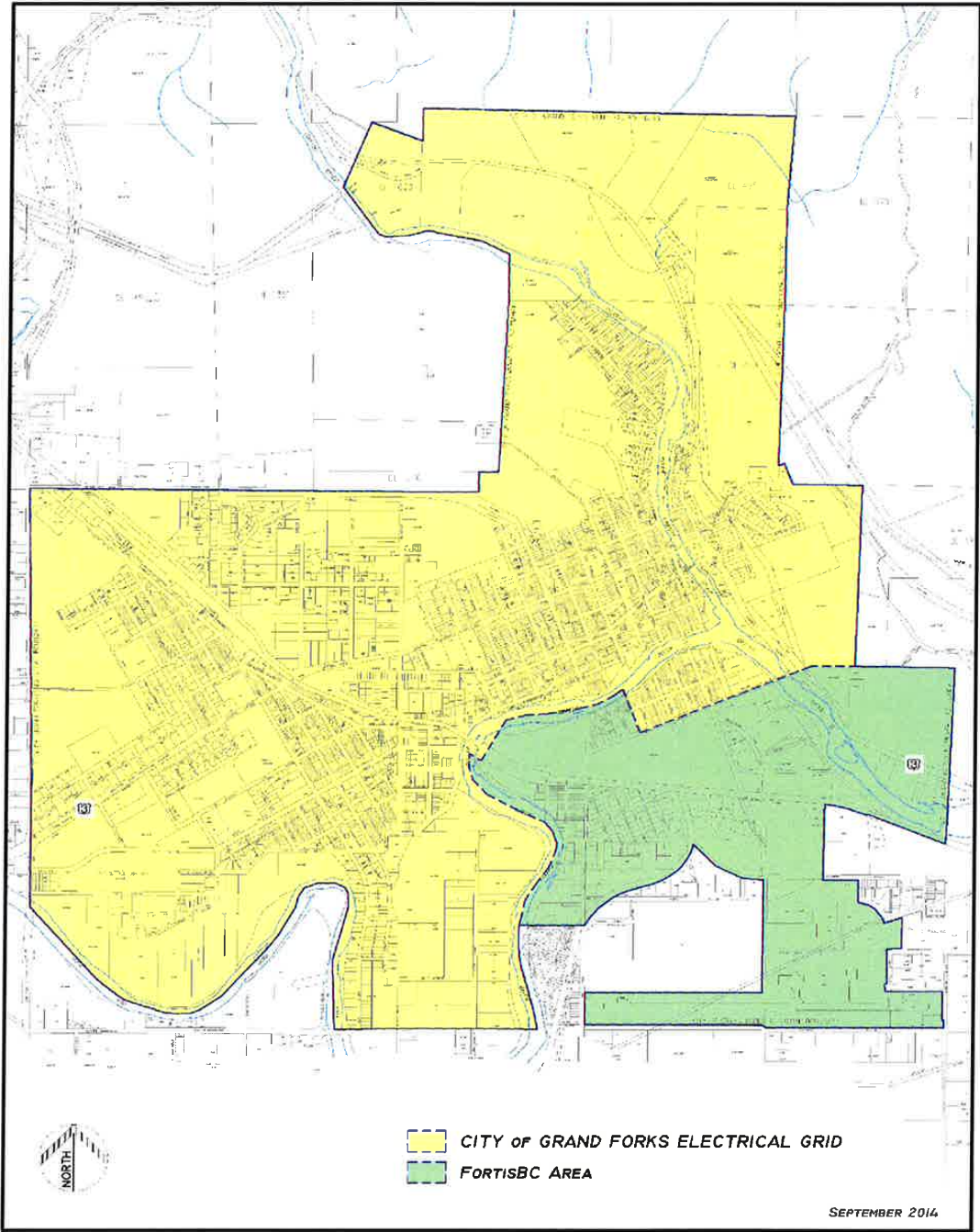
I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2015, 2015, as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 15th day of June, 2015.

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

Consolidated and marked up for convenience only

SCHEDULE A

CITY OF GRAND FORKS ELECTRICAL SERVICE AREA



SCHEDULE B

CITY OF GRAND FORKS **ELECTRICAL SERVICE REGULATIONS**

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

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

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

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

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

2. New Service Connections

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

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

2.3 Nominal Secondary Supply Voltages are:

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

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- i. Single Phase – 120/240 volts, 3 wire, maximum 800 amperes.
 - ii. Three Phase – 120/208 volts, 4 wire, maximum 500 kVA transformation capacity.
 - iii. Three Phase – 347/600 volts, 4 wire, maximum 2,500 kVA transformation capacity.
 - (c) Delta services are prohibited.
 - (d) For loads or supply voltages different from those listed in this Section (e.g. 277-480 volts), the Manager of Operations may require that a Customer supply their own transformation facilities and take service at the available primary voltage; or supply their own secondary voltage conversion transformation.
 - (e) All facilities and equipment to be connected to the City's facilities must be in a condition that is approved by the Manager of Operations. Installation must be carried out in a manner to ensure proper balancing of phases and circuits, and to ensure that the City's equipment is not endangered or that no abnormal voltage fluctuations are anticipated. All three-phase, four-wire facilities must be designed to prevent the load on the phase with the highest load exceeding that on the phase with the lowest load by more than ten (10%) percent.
- 2.4 Customer owned electrical facilities must not be extended across, under or over a street, lane, alley or other public or private space not owned by the Customer for the purpose of servicing more than one Premise through one meter.
- 2.5 It is the Customer's sole responsibility to obtain any easements or statutory rights of way required by the City or others, to permit the installation of an electrical Service.
- 2.6 New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.
- 2.7 New Service Installations or Upgrading of Existing Service:
- (a) Basic Single Phase Overhead Connection
The City will provide up to 30 meters of appropriate sized wire, do the connection on the customer's service entrance, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.
 - (b) Basic Single Phase Underground Connection (includes dip service)

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

3.0 Electrical Utility Extension

- 3.1 The Manager of Operations is not required to approve any New Electrical Service Application in respect of any real property, where the connection cannot be made without an extension of the City's electrical service line, unless:
- (a) the City has first approved (and it is under no obligation to do so) the extension of that service line;
 - (b) the Owner has first paid to the City the cost estimated by the City to extend that service line, which cost shall include, without limitation, the cost of installing any poles or other works or appurtenances related to that service line extension; and
 - (c) the Owner has first granted to the City, or ensured that others have granted to the City, statutory rights-of-way, satisfactory to the City over any property on which the service line is to be located that is not under the possession and control of the City.
- 3.2 Where the cost incurred by the City in extending a Service line to any real property exceeds the amount paid by the Owner of that real property under Section 3.1(b) of this Schedule, the Owner shall forthwith upon receiving a bill from the City pay to the City the amount of that excess, and where the amount paid by the Owner to the City under Section 3.1(b) of this Schedule exceeds the cost incurred by the City in extending the service line, the City shall pay the amount of the excess to the Owner.
- 3.3 Subject to Section 3.5 of this Schedule, where a property Owner pays for the extension of a service line under Section 3.1(b) of this Schedule and the extension has the capacity to serve land other than land owned by that property Owner, each property Owner whose property is subsequently connected to that extension shall pay to the City for each electrical service connection made within that extension, in addition to any other charges applicable under this Bylaw, the following amount, and the original property Owner who paid for the service line extension will be reimbursed the following amount:

*Cost of service line
extension paid by the
original property owner*

X

1

*Sum of the possible service
connections which could be
made within the service line
extension based on the City's
bylaws regulating the
subdivision of land, plus one (for
original service)*

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

4. Electrical Energy Accounts

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

5. New Accounts

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

6. Turning Off or On Existing Service

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

6.2 Existing Service Connection and Reconnection Charges

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A fee as in the Fees and Charges Bylaw shall apply to all applications involving the following:

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

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

7. Meter Reading

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

7.2 Estimation of Readings

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

7.3 Optional non-radio read meter

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

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

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

7.4 Meter Checking

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

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

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

8. Refusal to Connect or Serve

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

9. Point of Delivery and Metering

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

- 9.3 The Customer shall take all reasonable care to protect all meters and related apparatus belonging to the City on the Customer's premises and shall reimburse the City for any loss or damage occurrence to same except to the extent that the Customer is able to show that loss or damage was due to defects in such facilities or to omission or negligence on the part of the City's employees.
- 9.4 Where separate points of delivery exist for the supply of electricity to a single Customer or more than one meter is required to properly measure the load demands, consumption and power factors of the Customer's loads as supplied under the applicable rates Schedules, the readings of such meters will be billed separately unless their combination is specifically authorized by the City.
- 10. Removal of Hazardous Trees from Private Property**
- 10.1 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of inspecting any trees, shrubs and other growths or any other obstacles which may in the City's sole discretion constitute a danger or a hazard to the electrical distribution system.
- 10.2 The City may give notice ("the Notice") to a property Owner, which would require the property Owner to remove, cut, top, prune, move, or otherwise deal with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis that, in the City's sole discretion, may endanger or present a hazard, or become dangerous or hazardous to the electrical distribution system.
- 10.3 Unless the Notice expressly excludes the requirement to obtain approval in advance, a person will not undertake any works relating to any tree, shrub, or growth that is subject of the Notice, without the prior approval of the City, by filing a work plan, which is satisfactory to the City.
- 10.4 If the property Owner fails to comply with the requirements in the Notice within 20 days of the date of the Notice, or such other later date that may be specified in the Notice, to the satisfaction of the City, then the City may enter at any reasonable time upon the premises for the purpose of removing, cutting, topping, pruning, moving or otherwise dealing with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis or otherwise as required by the Notice.
- 10.5 Notwithstanding the issuance of the Notice, the City may exercise its rights, powers and obligations under this Section to remove the trees, shrubs and other growths or other obstacles that are the subject of the Notice, and the property Owner will compensate and be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City.

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

11. Photo-Voltaic Services

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

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

- 11.2 Each residential photo-voltaic service requires a bi-directional meter which will be installed by the Grand Forks Manager of Operations at the owners cost. Energy in

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

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

12. Types of Service

12.1 Residential Service

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

12.2 Commercial/Industrial/Institutional Service

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

12.3 Seasonal Loads (minimum period of service is three months)

Available for irrigation and drainage pumping and other repetitive seasonal loads taking service specifically agreed to by the City. The Customer will be required to provide all necessary service drop improvements including any step-down

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transformers at their direct cost unless otherwise specifically agreed to in writing by the City.

12.4 Temporary Construction Service

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

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SCHEDULE "C" (Deleted)

CITY OF GRAND FORKS
ELECTRICAL UTILITY RATES AND CONNECTION CHARGES

1. Residential Service

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

- | | | |
|-----|--|---------------------|
| (a) | Basic minimum service charge: | \$18.58/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.11679 per KWH |

2. Commercial/Industrial/Institutional Service

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

- | | | |
|-----|---|---------------------|
| (a) | Basic minimum service charge: | \$20.11/month, plus |
| (b) | Electrical rate per consumption for the first
200,000 KWH or less in a two-month billing period: | \$0.12498 per KWH |
| (c) | Electrical rate per consumption for all usage above
200,000 KWH in a two-month billing period: | \$0.09275 per KWH |

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

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

- | | | |
|-----|--|---------------------|
| (a) | Basic minimum service charge: | \$19.24/month, plus |
| (b) | Electrical rate based on the actual consumption: | \$0.12498 per KWH |

4. Service Charges

4.1 Existing Service Connection and Reconnection Charges:

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

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

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

4.2 New Service Installations or Upgrading of Existing Service:

(a) Basic Single Phase Overhead Connection

i)	200 amp service	\$ 700.00
ii)	400 amp service	\$1,700.00

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

(b) Basic Single Phase Underground Connection (includes dip service)

i)	200-amp service	\$ 1,230.00
ii)	400-amp service	\$ 2,230.00

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

(c) All other services greater than 400 amps At Cost

(d) Three Phase - Overhead/Underground At Cost

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

4.3 Temporary Construction Service

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

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

4.4 Meter Checking

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

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

(a) Meter removal charge and "in-house" inspection \$ 50.00.

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

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

4.5 Estimation of Readings

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

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Applicable to Residential Customers

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

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

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

Rate: Setup Charge: \$162.95

Manual Read Charge: \$14.98

SCHEDULE D

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

1. Billings and Payment of Accounts

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

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

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

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

On the reconciliation date, the amount payable to the City for electricity will be determined by subtracting the sum of equal payments from the actual consumption

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

1.7 Penalty

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

1.8 Back-Billing

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

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

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

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

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

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

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

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

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

2. Term of Service

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

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

3. Application of Rates

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

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

Appendix 1

SCHEDULE B

CITY OF GRAND FORKS **ELECTRICAL SERVICE REGULATIONS**

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

- 1.1 Every Customer shall, in respect of any real property of that Customer to which electrical energy is supplied by the City:
- (a) pay to the City, in accordance with the rates and charges set out in the Fees and Charges Bylaw and in accordance with "Schedule D", for the electrical energy supplied by the City to that real property;
 - (b) ensure that electrical energy supplied by the City to that real property is not used for any purpose other than the purpose identified in the application for service relating to that real property;
 - (c) not damage, and shall ensure that occupiers of or invitees to that real property do not damage, any electrical equipment or facilities installed by the City on that real property. This is to include any seal or sign attached to that equipment;
 - (d) ensure that nothing is done on that real property, including without limitation an alteration of wiring, that will or may appreciably change the amount or nature of the load imposed on the Electrical Utility, without the prior consent of the Manager of Operations;
 - (e) ensure that officers, employees and agents of the City have safe and unobstructed access on that real property at all reasonable times for the purpose of ensuring that this Bylaw is being complied with, testing the Owner's electrical energy system, or carrying out any other activity that is necessary for the proper operation of the Electrical Utility;
 - (f) where an officer, employee or agent of the City returns to the Owner's real property to complete work that he or she was unable to complete on a previous attendance by reason of the Owner's failure to comply with Section 1.1(e) of this Schedule, pay to the City the charge set out in Section 4.1 of Schedule "C" as a return visit charge;
 - (g) ensure that the power factor applicable to the delivery of electrical energy to that real property is not lower than 95%;
 - (h) ensure that single phase motors rated larger than two (2) horsepower are not used on 120 volt circuits without the prior written consent of the Manager of Operations;

- (i) ensure that motors of 20 horsepower or larger are equipped with reduced voltage starters or other devices approved in writing by the Manager of Operations, unless otherwise authorized in writing by the Manager of Operations;
 - (j) ensure that 120 volt circuits are connected so as to balance as nearly as possible the currents drawn from the circuits at the point of delivery;
 - (k) ensure that space heating units having a rating of 3 kw or larger are individually thermostatically controlled and that no single in-line thermostat is used to control more than 6 kw of rated capacity;
 - (l) ensure that the phase heating units controlled by one switch or thermostat have no more than 25 kw of rated capacity; and
 - (m) ensure that no facilities capable of generating electricity, except as otherwise permitted in this bylaw, are installed, unless those facilities are at all times electrically isolated from the Electrical Utility.
- 1.2 The City shall retain full title to all electrical equipment and facilities up to the point of delivery, including without limitation all electrical metering devices, installed by the City for the purpose of supplying and measuring electrical energy under this Bylaw.
- 1.3 The City may, from time to time, conduct tests of any Customer's power factor, and where that power factor is found by the City to be lower than 95%, the Customer shall, within 30 days of a written request to do so from the City, install, at his or her expense, power factor corrective equipment acceptable to the Manager of Operations.
- 1.4 Every Customer is liable for, and shall pay to the City forthwith after receiving an invoice setting out those costs, any costs incurred by the City in repairing any damage caused to the Electrical Utility or to any equipment or facilities installed by the City on that Customer's real property, where the damage occurs as a result of the failure of the Customer to comply with any provision of this Bylaw.
- 1.5 The City may discontinue the supply of electrical energy for any or all of the following reasons to any property where the owner or any other person on that property using the electrical energy:
- (a) failure to comply with the rules established under this Bylaw for the use of the service;
 - (b) in the opinion of the Manager of Operations, the continued supply of electrical energy to that real property would or might be harmful to the Electrical Utility, create an unreasonable demand on that system, or create an abnormal or unacceptable fluctuation of the line voltages of that system;

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

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

2. New Service Connections

- 2.1 No person may request to connect any electrical energy lines or works to the Electrical Utility unless:

- (a) the Owner of the real property to be supplied with electrical energy as a result of that connection has first:
 - i) submitted to the City a complete New Electrical Service Application in a form provided by the City;
 - ii) paid the New Electrical Service Application fee that is identified in the Fees and Charges Bylaw as the fee applicable to the type of connection identified in the New Electrical Service Application; and
 - iii) provided evidence satisfactory to the Manager of Operations that he or she has obtained every permit and approval, including the approval of a provincial electrical inspector, that he or she is required under any enactment to obtain before requesting the connection,
- (b) the person requesting the connection is the Owner of the real property to be supplied with electrical energy as a result of that connection or a person authorized in writing by that Owner to request the connection.

- 2.2 All Meters shall be installed by the City, in a location approved by the Manager of Operations. Meter location specifications shall be as follows:

- (a) The meter socket shall be surface mounted, located on an outside wall and be within one Meter of the corner nearest to the point of supply, except in the case of Metering over 300 volts, the Meter shall be installed on the supply side of the Customer disconnect and Meter locations shall be approved by the Utility Department;
- (b) All meter sockets shall be installed between 1.5 meters and 2 meters above final ground level to the centre of the meter and located not more than 30 meters into the lot;
- (c) Meters shall not be installed in carports, breezeways or on decks or other similar areas;
- (d) Meters shall be installed in locations that permit safe and unfettered access by employees or agents of the City;
- (e) The Manager of Operations, at his/her sole discretion, may make exceptions to the general specifications for meter installations, where a standard location will cause design and installation difficulties, subject to the meter remaining accessible to the City at all times;

- (f) The Manager of Operations may require, at the Customer's expense, that the Customer relocate any meter that is located in an area that cannot be conveniently accessed by the City at all times, or is considered by the Manager of Operations to be unsafe;
- (g) For all electrical Services in excess of 200 amperes, the Customer shall supply and install an enclosure for current and potential transformers and the design of the enclosure shall first be approved by the Manager of Operations;
- (h) Primary voltage metering connections shall have metering installations paid for by the Customer;
- (i) The Manager of Operations may refuse connection of any electrical Service built in a location not approved by the Manager of Operations, or not built to accepted standards;
- (j) The City will not supply transformation from one secondary voltage to another secondary voltage;
- (k) The City reserves the right to determine the supply voltage of all electrical Service connections;

2.3 Nominal Secondary Supply Voltages are:

- (a) From pole mounted transformers:
 - i. Single Phase – 120/240 volts, 3 wire, maximum 400 amperes.
 - ii. Three Phase - 120/208 volts, 4 wire, maximum 400 amperes transformation capacity.
 - iii. Three Phase - 347/600 volts, 4 wire, maximum 400 amperes transformation capacity.
- (b) From pad mounted transformers:
 - i. Single Phase – 120/240 volts, 3 wire, maximum 800 amperes.
 - ii. Three Phase – 120/208 volts, 4 wire, maximum 500 kVA transformation capacity.
 - iii. Three Phase – 347/600 volts, 4 wire, maximum 2,500 kVA transformation capacity.
- (c) Delta services are prohibited.
- (d) For loads or supply voltages different from those listed in this Section (e.g. 277-480 volts), the Manager of Operations may require that a Customer supply their own transformation facilities and take service at the available

primary voltage; or supply their own secondary voltage conversion transformation.

- (e) All facilities and equipment to be connected to the City's facilities must be in a condition that is approved by the Manager of Operations. Installation must be carried out in a manner to ensure proper balancing of phases and circuits, and to ensure that the City's equipment is not endangered or that no abnormal voltage fluctuations are anticipated. All three-phase, four-wire facilities must be designed to prevent the load on the phase with the highest load exceeding that on the phase with the lowest load by more than ten (10%) percent.
- 2.4 Customer owned electrical facilities must not be extended across, under or over a street, lane, alley or other public or private space not owned by the Customer for the purpose of servicing more than one Premise through one meter.
- 2.5 It is the Customer's sole responsibility to obtain any easements or statutory rights of way required by the City or others, to permit the installation of an electrical Service.
- 2.6 New development, whether residential or commercial, single phase or three phase services, requiring transformers and related equipment, shall be at the sole cost of the developer. All new service installations or upgrading of existing service costs are payable in advance of the installation and are subject to applicable taxes.
- 2.7 **New Service Installations or Upgrading of Existing Service:**
 - (a) **Basic Single Phase Overhead Connection**
The City will provide up to 30 meters of appropriate sized wire, do the connection on the customer's service entrance, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.
 - (b) **Basic Single Phase Underground Connection (includes dip service)**
The City will provide up to 30 meters of appropriate sized wire, do the connection to the Cities distribution and install and supply the appropriate meter. All other required material and labour will be completed by the Customer.

3.0 Electrical Utility Extension

- 3.1 The Manager of Operations is not required to approve any New Electrical Service Application in respect of any real property, where the connection cannot be made without an extension of the City's electrical service line, unless:
 - (a) the City has first approved (and it is under no obligation to do so) the extension of that service line;

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

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

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

	X	<div style="text-align: center; margin-bottom: 5px;">1</div> <hr style="width: 100%; border: 0.5px solid black;"/> <i>Sum of the possible service connections which could be made within the service line extension based on the City's bylaws regulating the subdivision of land, plus one (for original service)</i>
<i>Cost of service line extension paid by the original property owner</i>		

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

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

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

- (b) the day which is five (5) years after the day on which the service line extension is completed.

4. Electrical Energy Accounts

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

5. New Accounts

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

6. Turning Off or On Existing Service

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

6.2 Existing Service Connection and Reconnection Charges

A fee as in the Fees and Charges Bylaw shall apply to all applications involving the following:

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

This fee is designed to defray the costs involved with service calls, meter readings, account set-up and adjustments and billing preparation in addition to the normal cycle. The Customer will therefore be charged for all activity to amend existing accounts including when the Customer is required to pay the charges applicable

for a New Electrical Service or Upgraded Service. If an existing service has been disconnected or salvaged due to inactivity (9 months or more) it will be treated as a new installation.

7. Meter Reading

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

7.2 Estimation of Readings

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

7.3 Optional non-radio read meter

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

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

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

7.4 Meter Checking

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

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

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

8. Refusal to Connect or Serve

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

9. Point of Delivery and Metering

- 9.1 For overhead secondary service connections, the point of delivery shall be where the Customer's circuit connects to the City's overhead system at the service mast (not including the attachment point or structure). For an underground secondary service the point of delivery shall be where the underground circuit enters the property owned or occupied by the Customer.
- 9.2 The metering of the Customer's load demand and energy consumption shall be done by facilities owned and provided by the City. The Customer shall, where required, make all necessary provisions for the installation of the City's facilities, including any necessary wiring and fittings and boxes, to the satisfaction of the City and in accordance with all the applicable electrical inspection rules and safety requirements.
- 9.3 The Customer shall take all reasonable care to protect all meters and related apparatus belonging to the City on the Customer's premises and shall reimburse the City for any loss or damage occurrence to same except to the extent that the Customer is able to show that loss or damage was due to defects in such facilities or to omission or negligence on the part of the City's employees.
- 9.4 Where separate points of delivery exist for the supply of electricity to a single Customer or more than one meter is required to properly measure the load demands, consumption and power factors of the Customer's loads as supplied under the applicable rates Schedules, the readings of such meters will be billed separately unless their combination is specifically authorized by the City.

10. Removal of Hazardous Trees from Private Property

- 10.1 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of inspecting any trees, shrubs and other growths or any other obstacles which may in the City's sole discretion constitute a danger or a hazard to the electrical distribution system.
- 10.2 The City may give notice ("the Notice") to a property Owner, which would require the property Owner to remove, cut, top, prune, move, or otherwise deal with any trees, shrubs and other growths or any other obstacles on a one time or periodic

basis that, in the City's sole discretion, may endanger or present a hazard, or become dangerous or hazardous to the electrical distribution system.

- 10.3 Unless the Notice expressly excludes the requirement to obtain approval in advance, a person will not undertake any works relating to any tree, shrub, or growth that is subject of the Notice, without the prior approval of the City, by filing a work plan, which is satisfactory to the City.
- 10.4 If the property Owner fails to comply with the requirements in the Notice within 20 days of the date of the Notice, or such other later date that may be specified in the Notice, to the satisfaction of the City, then the City may enter at any reasonable time upon the premises for the purpose of removing, cutting, topping, pruning, moving or otherwise dealing with any trees, shrubs and other growths or any other obstacles on a one time or periodic basis or otherwise as required by the Notice.
- 10.5 Notwithstanding the issuance of the Notice, the City may exercise its rights, powers and obligations under this Section to remove the trees, shrubs and other growths or other obstacles that are the subject of the Notice, and the property Owner will compensate and be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City.
- 10.6 The City may without notice to, or the consent of the property Owner, as the case may be, enter at any reasonable time upon all lands and premises for the purpose of cutting down any trees, shrubs and other growths or remove any other obstacles that, in the City's sole discretion present an immediate danger or hazard to the electrical distribution system.
- 10.7 The property Owner will be liable to the City for all costs and expenses incurred by the City in performing the works undertaken by the City pursuant to this Section.
- 10.8 If the property Owner, fails to comply with any Notice issued under this Section, or obstructs, resists, interferes or otherwise fails to cooperate with the City when the City is exercising its rights, under this bylaw, then the property Owner will be responsible, liable or otherwise held accountable for any and all costs, expenses, damages or injuries which are suffered or incurred by the City, its employees, agents, contractors, either directly or indirectly, or which result in damage to the electrical distribution system.
- 10.9 When exercising its rights under this bylaw, the City is not responsible, liable or otherwise accountable, either directly or indirectly, for any costs, expenses, damages or injuries that are suffered or incurred by any property Owner or person which are a result of:
 - (a) its entry upon, occupation of or exit from any premises;
 - (b) its trespass on any premises or property;
 - (c) a nuisance created by it;
 - (d) an invasion of privacy committed by it; or
 - (e) its negligent actions or inactions .

- 10.10 Nothing in this Section or Bylaw shall be construed as imposing any additional duty, obligation or requirement on the City to remove, cut, top, prune, move, or otherwise maintain any trees, shrubs, growths or other obstacles that would not otherwise be imposed on the City and at all times, with or without notice, it is the customers responsibility to keep all the trees, shrubs and other growths or other obstacles clear of power lines or electrical infrastructure on the Customers private property.

11. Photo-Voltaic Services

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

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

- 11.2 Each residential photo-voltaic service requires a bi-directional meter which will be installed by the Grand Forks Manager of Operations at the owners cost. Energy in excess of the residence consumption will be purchased by the Electrical Utility at the residential sales rate subject to:

- (a) Energy surplus will be accumulated in each billing cycle and applied first to subsequent consumption.
- (b) The first 4,000 kWh of annual excess energy will be purchased at the residential rate in effect at the year end. Any energy in excess of 4,000 kWh will be purchased at the prevailing avoided cost of energy purchase.
- (c) Any surplus over \$50 at year end will be paid to the customer.
- (d) Any surplus of \$50 or less will be applied as an energy credit to the account.
- (e) Grid interconnection must be made in accordance with the City's "Interconnection Requirements for Residential Photo-Voltaic Power Producers Guidelines" document, provided by the City and amended from time to time.

- 11.3 Independent Power Producer (IPP) projects or commercial projects not covered in Section 11.1 require special considerations. Approval for the interconnection of power purchase rates will be at the sole discretion of the Grand Forks Electric Utility and structured to prevent negative operating and financial impacts to the electric utility and its rate payers.

12. Types of Service

- 12.1 Residential Service

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

12.2 Commercial/Industrial/Institutional Service

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

12.3 Seasonal Loads (minimum period of service is three months)

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

12.4 Temporary Construction Service

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

Appendix 2

SCHEDULE D

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

1. Billings and Payment of Accounts

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

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

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

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

On the reconciliation date, the amount payable to the City for electricity will be determined by subtracting the sum of equal payments from the actual consumption

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

1.7 Penalty

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

1.8 Back-Billing

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

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

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

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

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

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

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

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

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

2. Term of Service

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

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

3. Application of Rates

All electrical Energy supplied by the Electric Utility to its appropriate Customer classifications shall be billed in accordance with the applicable rates as set out in the Fees and Charges Bylaw.

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

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: March 13, 2017
Subject: Five Year Financial Plan Bylaw No. 2036
Recommendation: RESOLVED THAT the Committee of the Whole selects an option and instructs staff to include the financial schedules for that option in Financial Plan Bylaw No. 2036, and further to present Financial Plan Bylaw No. 2036 for first three readings at the March 27, 2017 Regular Meeting of Council.

BACKGROUND:

Sections 165 and 166 of the Community Charter require a municipality to adopt a five-year financial plan annually, before the annual property tax bylaw is adopted, and to include public consultation as part of the process prior to adoption of the financial plan.

A series of four workshops, open to the public, were held in Council Chambers on January 16th and 30th, and February 6th and 14th, in which the capital and operating budgets for 2017 were presented and discussed. The financial plan for 2017-2021 was presented for review and discussion at a public workshop on February 27th, 2017.

At the February 27th workshop, staff presented Council with a draft financial plan which included an increase of tax revenues of \$162,128 from 2016, for total 2017 property tax revenues of \$3,573,211. This amount was determined by applying 2016 tax rates to the 2017 Completed Assessment Roll, and thus represented an increase in tax revenues attributable to changes in property values and new construction.

Council has instructed staff to present three options for consideration, in order to select one to include in the financial plan bylaw for first three readings on March 27, 2017. These options are as follows:

- 1) No additional increase in tax revenues above the \$3,573,211 property tax revenue amount presented previously.
- 2) An increase of 2%, \$71,464, on top of the previously proposed \$3,573,211, for total property tax revenues of \$3,644,675.
- 3) An increase of 3.5%, \$125,062, on top of the previously proposed \$3,573,211, for total property tax revenues of \$3,698,273.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Review and analysis of the 2017 Completed Assessment Roll indicates that the assessed value of residential properties in Grand Forks has increased an average 4.08% due to market changes, plus a further approximately 3% overall as a result of the desktop review process recently conducted by BC Assessment.

The cost impacts of the three options on a residence with a 2016 assessed value of \$200,000 are presented in the table below. As the desktop review process has resulted in a range of property value increases, these examples illustrate the impacts for a sample of assessed value increases, namely 3.5%, 5%, and 7%.

2016 Assessed Value \$200,000	2016 Tax Amount	2017 Tax Amount Option 1	2017 Tax Amount Option 2	2017 Tax Amount Option 3
Assessment increase of 3.5%	\$961.48	\$995.13 +\$33.65	\$1,021.40 +\$59.92	\$1,041.09 +\$79.61
Assessment increase of 5.0%	\$961.48	\$1,009.55 +\$48.07	\$1,036.20 +\$74.72	\$1,056.17 +\$94.69
Assessment increase of 7.5%	\$961.48	\$1,033.59 +\$72.11	\$1,060.87 +\$99.39	\$1,081.32 +\$119.84

Three sets of financial plan schedules “A”, “B”, and “C” have been prepared, showing the budgeted amounts of revenue and expenditures under the options of a zero, 2 percent, and 3.5 percent tax revenue increase. The applicable schedules for the option selected by Council will form part of the bylaw to be presented for its first three readings on March 27.

Benefits or Impacts of the Recommendation:

- General:** Adoption of a five-year financial plan is an annual requirement of the Community Charter. The 2017-2021 Financial Plan sets out the proposed funding sources, expenditures and transfers to and between funds for the current and additional four fiscal years.
- Strategic Impact:** The Financial Plan has been developed by applying the objectives and policies of Asset Management Financial Policy 808 towards achieving a goal of financial sustainability.
- Financial:** Preparation of an annual budget and financial plan allows the City to ensure that adequate provision is made to meet its short and long-term operational and capital financial needs.
- Policy/Legislation:** Section 165 of the Community Charter
Asset Management Financial Policy No. 808.

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Attachments:

Draft Five Year Financial Plan Bylaw No. 2036

Option 1 – Financial Plan Bylaw 2036 Schedules “A”, “B”, and “C”

Option 2 – Financial Plan Bylaw 2036 Schedules “A”, “B”, and “C”

Option 3 – Financial Plan Bylaw 2036 Schedules “A”, “B”, and “C”

Recommendation:

RESOLVED THAT the Committee of the Whole selects an option and instructs staff to include the financial schedules for that option in Financial Plan Bylaw No. 2036, and further to present Financial Plan Bylaw No. 2036 for first three readings at the March 27, 2017 Regular Meeting of Council.

OPTIONS:

1. COTW COULD CHOOSE TO RECOMMEND FINANCIAL PLAN OPTION 1.
2. COTW COULD CHOOSE TO RECOMMEND FINANCIAL PLAN OPTION 2.
3. COTW COULD CHOOSE TO RECOMMEND FINANCIAL PLAN OPTION 3.

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2036

A Bylaw to Establish the Five Year Financial Plan For the Years 2017 - 2021

WHEREAS in accordance with Section 165 of the *Community Charter*, the Council is required to adopt a Five Year Financial Plan annually before the adoption of the annual property tax bylaw;

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

1. Schedule "A" attached hereto and forming part of this bylaw is hereby adopted as the Statement of Objectives and Policies for the Five Year Financial Plan for the years 2017 to 2021.
2. Schedules "B" and "C" attached hereto and forming part of this bylaw are hereby adopted as the Financial Plan schedules of proposed funding sources, expenditures, and transfers between funds for the years 2017 to 2021.
3. This bylaw may be cited, for all purposes, as the "Five Year Financial Plan Bylaw, 2017-2021, No. 2036".

INTRODUCED this 13th day of March, 2017.

Read a **FIRST** time this 27th day of March, 2017.

Read a **SECOND** time this 27th day of March, 2017.

Read a **THIRD** time this 27th day of March, 2017.

FINALLY ADOPTED on this 10th day of April, 2017.

Mayor Frank Konrad

Corporate Officer Diane Heinrich

C E R T I F I C A T E

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2036,
as adopted by the Municipal Council of the City of Grand Forks
on this 10th day of April, 2017.

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

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2036
Schedule “A” Statement of Objectives and Policies

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

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

Funding Sources

Objective:

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

Policies

- After an initial correction period, ensure that property tax increases remain as stable as possible over time and within 2 percent above inflation.
- Increase utility rates consistently over time, between 3 and 4 percent, to fund the asset management capital reserves.
- Evaluate and set user fees and charges fairly for the services received.
- Set taxes, fees and charges to achieve full cost recovery, where appropriate, for operating costs.
- Periodically review fees and charges to ensure that they account for inflation and changes in the level of service provided.
- Encourage the use of alternate revenue resources instead of property taxes.

Revenue Source	Amount	% of Total Revenue
Property Value Taxes	\$ 3,691,045	17.1%
Parcel Taxes	161,226	0.7%
Fees and Charges	7,512,874	34.8%
Other Sources	5,435,392	25.1%
Proceeds from Borrowing	1,428,784	6.6%
Reserve Funding	3,383,800	15.7%
TOTAL	\$ 21,613,121	100.0%

Distribution of Property Taxes

Objective:

- To ensure property taxes and rates are sufficient to meet the City's short and long-term needs.
- To ensure equity among the property classes by reviewing the ratios of property class allocations annually.

Policies:

- Conduct periodic reviews of taxes paid by individual classes.
- Consider tax shifts or redistributions only where a full comprehensive analysis and impact is undertaken.
- Where a tax shift is required, consider a gradual phase-in to allow the properties in the class to adjust their budgets accordingly.
- In establishing property tax rates, take into consideration:
 - The amount of property taxes levied as compared to other municipalities.
 - The property class conversion ratio as compared to other municipalities.
 - The tax share borne by each property class
 - The tax ratios of each property classification

The 2017 distribution of property taxes rates among the different classes has not yet been determined. The following distribution is based on rate multiples consistent with prior years:

Property Class	Rate Multiple	% of Property Value Tax
01 Residential	1.00	53.62%
02 Utilities	8.32	1.37%
04 Major Industry	9.03	22.84%
05 Light Industry	2.93	1.41%
06 Business	2.39	20.73%
08 Recreation/Non Profit	0.80	0.03%
09 Farm	1.08	0.00%
TOTAL		100.00%

Permissive Tax Exemptions

Objective

- Optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict the provision of exemption to those providing an extension to City services and minimize the impact on City revenues.

Policies

- Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to all members of the public.
- In guiding and approving permissive tax exemptions, Council will take into consideration:
 - Not-for-profit occupiers of City property for the duration of their occupancy.
 - Land and improvements surrounding a statutorily exempt building for public worship.

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2036
Schedule "B" Five Year Financial Plan 2017-2021

	2017	2018	2019	2020	2021
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 3,573,211	\$ 3,698,273	\$ 3,827,713	\$ 3,961,683	\$ 4,100,342
Parcel and Frontage Taxes	161,226	161,226	161,226	161,226	5,826
Grants in Lieu of Taxes	15,300	15,836	16,390	16,964	17,558
Percentage of Revenue Tax	102,534	104,000	104,000	104,000	104,000
Sales of Services and User Fees	7,512,874	7,779,026	8,037,607	8,305,239	8,582,238
Grants	5,116,179	999,000	965,000	970,000	975,000
Other Revenues	319,213	244,500	507,248	507,248	507,248
Total Revenues	16,800,537	13,001,861	13,619,184	14,026,360	14,292,212
Expenses					
Purchases for resale	3,505,300	3,575,406	3,646,914	3,719,852	3,794,249
General Government	1,182,590	1,083,602	1,099,524	1,120,864	1,142,631
Protective Services	928,111	821,794	798,381	814,178	830,292
Transportation Services	1,196,464	1,220,393	1,244,801	1,269,697	1,295,091
Environmental & Health Services	220,300	224,706	229,200	233,784	238,460
Public Health Services	94,202	96,086	98,008	99,968	101,967
Planning and Development	564,333	370,193	376,627	383,190	389,884
Parks, Recreation and Cultural Services	1,287,129	1,260,386	1,279,107	1,298,202	1,289,379
Water Services	814,413	830,701	847,315	864,261	881,546
Electrical Services	701,766	715,801	730,117	744,719	759,613
Wastewater Services	720,547	734,958	749,657	764,650	779,943
Amortization	1,859,889	2,042,696	2,113,317	2,136,467	2,210,701
Debt Interest	120,786	162,319	313,756	288,969	287,502
Total Expenses	13,195,830	13,139,041	13,526,724	13,738,801	14,001,258
Surplus (Deficit) for the year	\$ 3,604,707	\$ (137,180)	\$ 92,460	\$ 287,559	\$ 290,954
Adjusted for non-cash items					
Amortization	1,859,889	2,042,696	2,113,317	2,136,467	2,210,701
Total Cash from Operations	\$ 5,464,596	\$ 1,905,516	\$ 2,205,777	\$ 2,424,026	\$ 2,501,655
Adjusted for Cash Items					
Proceeds from Borrowing	1,428,784	5,100,000	-	-	-
Capital Expenditures	(8,702,250)	(7,175,000)	(2,234,000)	(2,187,000)	(1,847,000)
Debt Principal Repayments	(314,789)	(370,007)	(479,261)	(433,200)	(311,310)
Transfer from Reserves	3,383,800	2,075,000	2,234,000	2,187,000	1,847,000
Transfer to Reserves	(1,000,000)	(1,300,000)	(1,500,000)	(1,700,000)	(1,900,000)
Transfer to Surplus	(260,141)	(235,509)	(226,516)	(290,826)	(290,345)
	\$ (5,464,596)	\$ (1,905,516)	\$ (2,205,777)	\$ (2,424,026)	\$ (2,501,655)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

OPTION 1

CORPORATION OF THE CITY OF GRAND FORKS FINANCIAL PLAN BYLAW NO. 2036, 2017

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2036
Schedule "C" Five Year Financial Plan 2017-2021

CAPITAL EXPENDITURES - 2017			FUNDED FROM											
Description	Fund	Amount	General Capital	Electrical Capital	Water Capital	RESERVES	Capital	Equipment	Land Sales	Gas Tax	Slag	DEBT	GRANTS	OTHER
2016 Carry Forward Projects														
Silver Kettle Sidewalk	General	150,000	150,000											
Public Works Fuel Tanks	General	75,000	75,000											
Whispers of Hope Roof	General	15,000	15,000											
5 tonne Dump Truck	General	250,000				250,000								
T-Tech trailer	General	13,679				13,679								
GIS Phase 2	General	2,759	2,759											
Riverside Reconstructor	Electrical	7,395		7,395										
Electrical Substation Engineering	Electrical	48,709	48,709											
West Side Fire Protection	Water	928,784							5,575			928,784		
Water/Sewer Scada	Water	5,575								22,538				
Residential Water Meter Project	Water	22,538												
Well #3 Pump and Motor	Water	13,981	13,981											
5th Street Watermain Replacement	Water	312,428								312,428				
Wastewater Treatment Plant UV	Sewer	457,675							151,009				306,666	
Headworks Grinder	Sewer	34,343							34,343					
Water/Sewer Scada	Sewer	5,575							5,575					
3rd Street Sewer Main Repair	Sewer	35,309	35,309											
2017 New Projects														
Public Works Upgrades	General	20,000	20,000								15,000			
JD Park Stadium Paddling	General	15,000												
Service Truck Replacement	General	60,000	60,000											
PW Photocopier	General	15,000	15,000											
Expo Sign changes	General	35,000												
Library HRV	General	12,000												
Public Works - 22nd Street	General	750,000	250,000								35,000	500,000		12,000
Wayfinding Signs	General	65,000												
LED Lighting	General	50,000												
Emergency Repair Fund	General	50,000	50,000											
Flood Plain Mapping & Dike Restoration	General	50,000	50,000											
Holder Replacement	General	200,000												
Airport AVIOS Upgrade	General	220,000	55,000					200,000						
Transformer Replacement Programs	Electrical	80,000	80,000											
Substation Engineering	Electrical	500,000	500,000											
City Park Lift Station Upgrade	Sewer	15,000	15,000								15,000			
Bio-Solids Land Application Plan	Sewer	25,000												
Sewer Main Relining	Sewer	25,000	25,000											
Wastewater Treatment Plant Upgrades	Sewer	4,010,000	682,000										3,328,000	
Sewer Phasing Plan	Sewer	100,000	17,000										83,000	
Sewer Lift Station Pumps	Sewer	15,000	15,000								15,000			
Water Supply & Conservation	Water	11,500			11,500									
GRAND TOTAL			2,174,758	7,395	11,500	30,000	463,679	196,502	334,966	165,000	1,428,784	3,882,666	12,000	

OPTION 1

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2036
Schedule “A” Statement of Objectives and Policies

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

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

Funding Sources

Objective:

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

Policies

- After an initial correction period, ensure that property tax increases remain as stable as possible over time and within 2 percent above inflation.
- Increase utility rates consistently over time, between 3 and 4 percent, to fund the asset management capital reserves.
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- Periodically review fees and charges to ensure that they account for inflation and changes in the level of service provided.
- Encourage the use of alternate revenue resources instead of property taxes.

Revenue Source	Amount	% of Total Revenue
Property Value Taxes	\$ 3,762,689	17.4%
Parcel Taxes	161,226	0.7%
Fees and Charges	7,512,874	34.6%
Other Sources	5,435,392	25.1%
Proceeds from Borrowing	1,428,784	6.6%
Reserve Funding	3,383,800	15.6%
TOTAL	\$ 21,684,765	100.0%

Distribution of Property Taxes

Objective:

- To ensure property taxes and rates are sufficient to meet the City's short and long-term needs.
- To ensure equity among the property classes by reviewing the ratios of property class allocations annually.

Policies:

- Conduct periodic reviews of taxes paid by individual classes.
- Consider tax shifts or redistributions only where a full comprehensive analysis and impact is undertaken.
- Where a tax shift is required, consider a gradual phase-in to allow the properties in the class to adjust their budgets accordingly.
- In establishing property tax rates, take into consideration:
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 - The tax share borne by each property class
 - The tax ratios of each property classification

The 2017 distribution of property taxes rates among the different classes has not yet been determined. The following distribution is based on rate multiples consistent with prior years:

Property Class	Rate Multiple	% of Property Value Tax
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02 Utilities	8.11	1.34%
04 Major Industry	8.79	22.39%
05 Light Industry	2.93	1.42%
06 Business	2.39	20.86%
08 Recreation/Non Profit	0.80	0.03%
09 Farm	1.08	0.00%
TOTAL		100.00%

Permissive Tax Exemptions

Objective

- Optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict the provision of exemption to those providing an extension to City services and minimize the impact on City revenues.

Policies

- Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to all members of the public.
- In guiding and approving permissive tax exemptions, Council will take into consideration:
 - Not-for-profit occupiers of City property for the duration of their occupancy.
 - Land and improvements surrounding a statutorily exempt building for public worship.

CORPORATION OF THE CITY OF GRAND FORKS FINANCIAL PLAN BYLAW NO. 2036, 2017

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2036
Schedule "B" Five Year Financial Plan 2017-2021

	2017	2018	2019	2020	2021
Revenues					
Property Taxes	\$ 3,644,675	\$ 3,772,239	\$ 3,904,267	\$ 4,040,916	\$ 4,182,348
Parcel and Frontage Taxes	161,226	161,226	161,226	161,226	5,826
Grants in Lieu of Taxes	15,480	16,022	16,583	17,163	17,764
Percentage of Revenue Tax	102,534	104,000	104,000	104,000	104,000
Sales of Services and User Fees	7,512,874	7,779,026	8,037,607	8,305,239	8,582,238
Grants	5,116,179	999,000	965,000	970,000	975,000
Other Revenues	319,213	244,500	507,248	507,248	507,248
Total Revenues	16,872,181	13,076,013	13,695,931	14,105,792	14,374,424
Expenses					
Purchases for resale	3,505,300	3,575,406	3,646,914	3,719,852	3,794,249
General Government	1,182,590	1,083,602	1,099,524	1,120,864	1,142,631
Protective Services	928,111	821,794	798,381	814,178	830,292
Transportation Services	1,196,464	1,220,393	1,244,801	1,269,697	1,295,091
Environmental & Health Services	220,300	224,706	229,200	233,784	238,460
Public Health Services	94,202	96,086	98,008	99,968	101,967
Planning and Development	564,333	370,193	376,627	383,190	389,884
Parks, Recreation and Cultural Services	1,287,129	1,260,386	1,279,107	1,298,202	1,289,379
Water Services	814,413	830,701	847,315	864,261	881,546
Electrical Services	701,766	715,801	730,117	744,719	759,613
Wastewater Services	720,547	734,958	749,657	764,650	779,943
Amortization	1,859,889	2,042,696	2,113,317	2,136,467	2,210,701
Debt Interest	120,786	162,319	313,756	288,969	287,502
Total Expenses	13,195,830	13,139,041	13,526,724	13,738,801	14,001,258
Surplus (Deficit) for the year	\$ 3,676,351	\$ (63,028)	\$ 169,207	\$ 366,991	\$ 373,166
Adjusted for non-cash items					
Amortization	1,859,889	2,042,696	2,113,317	2,136,467	2,210,701
Total Cash from Operations	\$ 5,536,240	\$ 1,979,668	\$ 2,282,524	\$ 2,503,458	\$ 2,583,867
Adjusted for Cash Items					
Proceeds from Borrowing	1,428,784	5,100,000	-	-	-
Capital Expenditures	(8,702,250)	(7,175,000)	(2,234,000)	(2,187,000)	(1,847,000)
Debt Principal Repayments	(314,789)	(370,007)	(479,261)	(433,200)	(311,310)
Transfer from Reserves	3,383,800	2,075,000	2,234,000	2,187,000	1,847,000
Transfer to Reserves	(1,100,000)	(1,300,000)	(1,500,000)	(1,800,000)	(2,000,000)
Transfer to Surplus	(231,785)	(309,661)	(303,263)	(270,258)	(272,557)
	\$ (5,536,240)	\$ (1,979,668)	\$ (2,282,524)	\$ (2,503,458)	\$ (2,583,867)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

OPTION 2

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2036
Schedule "C" Five Year Financial Plan 2017-2021

CAPITAL EXPENDITURES - 2017			FUNDED FROM										
Description	Fund	Amount	RESERVES					Slag	DEBT	GRANTS	OTHER		
			General Capital	Electrical Capital	Water Capital	Sewer Capital	Equipment					Land Sales	Gas Tax
OPTION 2													
2016 Carry Forward Projects													
Silver Kettle Sidewalk	General	150,000											
Public Works Fuel Tanks	General	75,000											
Whispers of Hope Roof	General	15,000											
5 tonne Dump Truck	General	250,000					250,000						
T-Tech trailer	General	13,679					13,679						
GIS Phase 2	General	2,759											
Riverside Reconnector	Electrical	7,395		7,395									
Electrical Substation Engineering	Electrical	48,709											
West Side Fire Protection	Water	928,784									928,784		
Water/Sewer Scada	Water	5,575						5,575					
Residential Water Meter Project	Water	22,538							22,538				
Well #3 Pump and Motor	Water	13,981											
5th Street Watermain Replacement	Water	312,428							312,428				
Wastewater Treatment Plant UV	Sewer	457,675						151,009				306,666	
Headworks Grinder	Sewer	34,343						34,343					
Water/Sewer Scada	Sewer	5,575						5,575					
3rd Street Sewer Main Repair	Sewer	35,309											
2017 New Projects													
Public Works Upgrades	General	20,000								15,000			
JD Park Stadium Paddling	General	15,000											
Service Truck Replacement	General	60,000											
PW Photocopier	General	15,000											
Expo Sign changes	General	35,000								35,000			
Library HRV	General	12,000										12,000	
Public Works - 22nd Street	General	750,000									500,000		
Wayfaring Signs	General	65,000											
LED Lighting	General	50,000									65,000		
Emergency Repair Fund	General	50,000									50,000		
Flood Plain Mapping & Dike Restoration	General	50,000											
Holder Replacement	General	200,000											
Airport AVOS Upgrade	General	220,000											
Transformer Replacement Programs	Electrical	80,000					200,000						
Substation Engineering	Electrical	500,000											
City Park Lift Station Upgrade	Sewer	15,000								15,000			
Bio-Solids Land Application Plan	Sewer	25,000											
Sewer Main Relining	Sewer	25,000											
Wastewater Treatment Plant Upgrades	Sewer	4,010,000										3,328,000	
Sewer Phasing Plan	Sewer	100,000										83,000	
Sewer Lift Station Pumps	Sewer	15,000											
Water Supply & Conservation	Water	11,500								11,500			
GRAND TOTAL		8,702,250	2,174,758	7,395	11,500	30,000	463,679	196,502	334,966	165,000	1,428,784	3,882,666	12,000

OPTION 2

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2036
Schedule “A” Statement of Objectives and Policies

In accordance with Section 165 (3.1) of the Community Charter, The City of Grand Forks is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

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

Funding Sources

Objective:

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

Policies

- After an initial correction period, ensure that property tax increases remain as stable as possible over time and within 2 percent above inflation.
- Increase utility rates consistently over time, between 3 and 4 percent, to fund the asset management capital reserves.
- Evaluate and set user fees and charges fairly for the services received.
- Set taxes, fees and charges to achieve full cost recovery, where appropriate, for operating costs.
- Periodically review fees and charges to ensure that they account for inflation and changes in the level of service provided.
- Encourage the use of alternate revenue resources instead of property taxes.

Revenue Source	Amount	% of Total Revenue
Property Value Taxes	\$ 3,816,587	17.6%
Parcel Taxes	161,226	0.7%
Fees and Charges	7,512,874	34.6%
Other Sources	5,435,392	25.0%
Proceeds from Borrowing	1,428,784	6.6%
Reserve Funding	3,383,800	15.6%
TOTAL	\$ 21,738,663	100.0%

Distribution of Property Taxes

Objective:

- To ensure property taxes and rates are sufficient to meet the City's short and long-term needs.
- To ensure equity among the property classes by reviewing the ratios of property class allocations annually.

Policies:

- Conduct periodic reviews of taxes paid by individual classes.
- Consider tax shifts or redistributions only where a full comprehensive analysis and impact is undertaken.
- Where a tax shift is required, consider a gradual phase-in to allow the properties in the class to adjust their budgets accordingly.
- In establishing property tax rates, take into consideration:
 - The amount of property taxes levied as compared to other municipalities.
 - The property class conversion ratio as compared to other municipalities.
 - The tax share borne by each property class
 - The tax ratios of each property classification

The 2017 distribution of property taxes rates among the different classes has not yet been determined. The following distribution is based on rate multiples consistent with prior years:

Property Class	Rate Multiple	% of Property Value Tax
01 Residential	1.00	54.20%
02 Utilities	7.95	1.32%
04 Major Industry	8.63	22.07%
05 Light Industry	2.93	1.43%
06 Business	2.39	20.95%
08 Recreation/Non Profit	0.80	0.03%
09 Farm	1.08	0.01%
TOTAL		100.00%

Permissive Tax Exemptions

Objective

- Optimize the provision of charitable and not for profit services for the benefit of Grand Forks residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict the provision of exemption to those providing an extension to City services and minimize the impact on City revenues.

Policies

- Grand Forks residents must be primary beneficiaries of the organization's services and the services provided must be accessible to all members of the public.
- In guiding and approving permissive tax exemptions, Council will take into consideration:
 - Not-for-profit occupiers of City property for the duration of their occupancy.
 - Land and improvements surrounding a statutorily exempt building for public worship.

CORPORATION OF THE CITY OF GRAND FORKS FINANCIAL PLAN BYLAW NO. 2036

CORPORATION OF THE CITY OF GRAND FORKS
5 Year Financial Plan Bylaw 2036
Schedule "B" Five Year Financial Plan 2017-2021

	2017	2018	2019	2020	2021
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 3,698,273	\$ 3,827,713	\$ 3,961,683	\$ 4,100,342	\$ 4,243,854
Parcel and Frontage Taxes	161,226	161,226	161,226	161,226	5,826
Grants in Lieu of Taxes	15,780	16,332	16,904	17,496	18,108
Percentage of Revenue Tax	102,534	104,000	104,000	104,000	104,000
Sales of Services and User Fees	7,512,874	7,779,026	8,037,607	8,305,239	8,582,238
Grants	5,116,179	999,000	965,000	970,000	975,000
Other Revenues	319,213	244,500	507,248	507,248	507,248
Total Revenues	16,926,079	13,131,797	13,753,668	14,165,551	14,436,274
Expenses					
Purchases for resale	3,505,300	3,575,406	3,646,914	3,719,852	3,794,249
General Government	1,182,590	1,083,602	1,099,524	1,120,864	1,142,631
Protective Services	928,111	821,794	798,381	814,178	830,292
Transportation Services	1,196,464	1,220,393	1,244,801	1,269,697	1,295,091
Environmental & Health Services	220,300	224,706	229,200	233,784	238,460
Public Health Services	94,202	96,086	98,008	99,968	101,967
Planning and Development	564,333	370,193	376,627	383,190	389,884
Parks, Recreation and Cultural Services	1,287,129	1,260,386	1,279,107	1,298,202	1,289,379
Water Services	814,413	830,701	847,315	864,261	881,546
Electrical Services	701,766	715,801	730,117	744,719	759,613
Wastewater Services	720,547	734,958	749,657	764,650	779,943
Amortization	1,859,889	2,042,696	2,113,317	2,136,467	2,210,701
Debt Interest	120,786	162,319	313,756	288,969	287,502
Total Expenses	13,195,830	13,139,041	13,526,724	13,738,801	14,001,258
Surplus (Deficit) for the year	\$ 3,730,249	\$ (7,244)	\$ 226,944	\$ 426,750	\$ 435,016
Adjusted for non-cash items					
Amortization	1,859,889	2,042,696	2,113,317	2,136,467	2,210,701
Total Cash from Operations	\$ 5,590,138	\$ 2,035,452	\$ 2,340,261	\$ 2,563,217	\$ 2,645,717
Adjusted for Cash Items					
Proceeds from Borrowing	1,428,784	5,100,000	-	-	-
Capital Expenditures	(8,702,250)	(7,175,000)	(2,234,000)	(2,187,000)	(1,847,000)
Debt Principal Repayments	(314,789)	(370,007)	(479,261)	(433,200)	(311,310)
Transfer from Reserves	3,383,800	2,075,000	2,234,000	2,187,000	1,847,000
Transfer to Reserves	(1,100,000)	(1,400,000)	(1,600,000)	(1,900,000)	(2,100,000)
Transfer to Surplus	(285,683)	(265,445)	(261,000)	(230,017)	(234,407)
	\$ (5,590,138)	\$ (2,035,452)	\$ (2,340,261)	\$ (2,563,217)	\$ (2,645,717)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

OPTION 3

