



THE CORPORATION OF THE CITY OF GRAND FORKS AGENDA – COMMITTEE OF THE WHOLE MEETING

Tuesday, November 14, 2017, 9:00 am
7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. COMMITTEE OF THE WHOLE AGENDA

a. Adopt agenda

November 14, 2017, Committee of the Whole

RECOMMENDATION

RESOLVED THAT the COTW adopts the November 14, 2017, agenda as presented.

b. In-Camera Reminder

In-Camera Meeting directly following the COTW Meeting.

3. REGISTERED PETITIONS AND DELEGATIONS

4. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

5. PRESENTATIONS FROM STAFF

a. Memorandum - OCP and Zoning Bylaw Update

1 - 1

Development and Engineering Services

RECOMMENDATION

RESOLVED THAT the COTW receives for information from the Development and Engineering Services an update presentation on the Official Community Plan and Zoning Bylaw Feedback.

b. Monthly Highlight Reports from Department Managers

2 - 10

Staff request for Council to receive the monthly activity reports from department managers.

RECOMMENDATION

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

Outside Works

RECOMMENDATION

RESOLVED THAT the COTW accepts the presentation provided by Urban Systems Ltd. regarding water rates for information;

AND FURTHER THAT THE COTW refers further decision on which water rate structure to select for the mock billing process to the November 27, 2017, Regular Meeting.

6. **REPORTS AND DISCUSSION**

7. **PROPOSED BYLAWS FOR DISCUSSION**

8. **INFORMATION ITEMS**

9. **CORRESPONDENCE ITEMS**

10. **LATE ITEMS**

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

12. **QUESTION PERIOD FROM THE PUBLIC**

13. **IN-CAMERA RESOLUTION**

a. Chief Administrative Officer - In-Camera

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

RECOMMENDATION

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

14. **ADJOURNMENT**

Memo



To: Committee of the Whole
From: **Development and Engineering Services**
Date: 2017-11-14
Subject: Update Presentation on Official Community Plan and
Zoning Bylaw Feedback

Background

On October 30 Council gave first and second readings to Official Community Plan Bylaw 1919-A2, Zoning Bylaw 2039 and Zoning Bylaw Repeal 1606-R1. On November 8th, the City held an open house which included information and feedback on OCP and Zoning Bylaw changes. The Department will provide a presentation on ideas and feedback emerging from public engagement as well as provide visual illustration of key issues around housing diversity, siting, lot coverage, and parking.

MONTHLY HIGHLIGHT REPORTS



DATE : November 14, 2017

TO : Committee of the Whole

FROM: Manager of Building Inspection & Bylaw Services

HIGHLIGHTS: For the Month of October 2017

Bylaw Services Review

- ❖ Removed camp from below Yale Bridge, Provincial Ministry rendered site uninhabitable.
- ❖ \$3,000 of contractor's tools, 2 bicycles recovered from camps along the Granby River.
- ❖ Removed motorhome and camp on municipal property near old dam site.
- ❖ Spent day with urban consultant reviewing high crime rate locations.
- ❖ Four residential properties on notice for unsightly premises, one cleaned up.
- ❖ Issued warning ticket for unauthorized burning.

Building Inspection Review

- ❖ 11 building permits issued this reporting period, yearly total now 80.
 - ❖ 2017 construction value now at \$3,582,727.00 (2016 yearend total was \$2,536,774.00).
 - ❖ Construction inspections and business license reviews ongoing.
 - ❖ Organizing municipal building winter maintenance programs and various repairs.
 - ❖ Shelter at dog park complete, total cost close to \$5,000.00.
 - ❖ Considering options to improve wheelchair access at James Donaldson Park.
-

MONTHLY HIGHLIGHT REPORTS



DATE: November 14, 2017

TO: Committee of the Whole

FROM: Corporate Services/Interim CAO/Events/IT

HIGHLIGHTS: For the Month of October 2017

- ❖ Prepared and facilitated Council Meetings
- ❖ Human Resources Duties
- ❖ Generalized IT support
- ❖ Continuation of Event Planning - working with community groups – various smaller events
- ❖ Escribe Agenda software continued training and fine tuning of processes – new website agenda posting formats and procedures
- ❖ Records Management Update review – ongoing project for up to 3 years – review of current structure with consultant
- ❖ Attendance to the LGMA Fall Chapter meeting in Castlegar
- ❖ Attendance to the Corporate Officers and Aptean Conferences

MONTHLY HIGHLIGHT REPORTS



DATE : November 14, 2017
TO : Committee of the Whole
FROM: Chief Financial Officer
HIGHLIGHTS: For the Month of October 2017

- ❖ Financial Plan Amendment Bylaw 2036-A1 adopted
- ❖ 2018 Revenue Anticipation Borrowing Bylaw 2041 given three readings
- ❖ Attended Aptean (Vadim/Worktech) conference and training sessions
- ❖ Review capital projects and grant reporting
- ❖ Review balance sheet accounts in preparation for year end
- ❖ Preliminary work on 2018 Budget and 5 Year Financial Plan
- ❖ Responded to requests for information from BC Assessment, other municipalities, community organizations and the general public
- ❖ Completion of surveys for Civic Info/UBCM
- ❖ Invoicing for reimbursement of wildfire assistance costs
- ❖ Review and analysis of customer water billings and consumption; verify customer water meter information complete in preparation for mock billing
- ❖ Continued clean-up and organization of Vadim general ledger accounts

MONTHLY HIGHLIGHT REPORTS



DATE : November 2, 2017
TO : Committee of the Whole
FROM: Fire Chief
HIGHLIGHTS : For the month of October

- ❖ Total calls in October: 47 (20 fire-related, 7 rescue, 20 first responder)
Year-to-date: 390
- ❖ Recruiting – New volunteer firefighters have been interviewed, with several due to start in early November.
- ❖ Significant Motor Vehicle Incident on Highway 3 west of Grand Forks.
- ❖ Meetings with Kelowna Fire Department and Kootenay Boundary Regional Fire/Rescue regarding changes to fire dispatching which will occur in early 2018.
- ❖ Council and Media Day to showcase Fire Training Ground at airport.
- ❖ Preparations for public meeting re: fire protection in RDKB Area “D”.
- ❖ Working with suppliers and stakeholders to improve mobile radio communications outside of city limits.
- ❖ Public Education – multiple presentations to elementary school classes.
- ❖ Volunteers – Fire patrol in support of Rotary Halloween bonfire/fireworks.

MONTHLY HIGHLIGHT REPORTS



DATE : November 14th, 2017
TO : Committee of the Whole
FROM: Manager of Operations
HIGHLIGHTS: For the Month of October

**Occupational Health and Safety monthly focus for the month November 2017
Emergency Evacuation Procedure, Emergency Washing Procedure and Workplace
Inspections**

Public Works

- ❖ Sidewalk replacement for various water service repairs
- ❖ Cemetery Office exterior repairs
- ❖ Winterize In ground beds, planters and hanging baskets
- ❖ Dog park dividing fence and structure excavation
- ❖ Removed chip coat on 17th / Division
- ❖ Grave restoration continued / Head stone installations
- ❖ Equipment prepped for winter and sand shed
- ❖ Irrigation blow outs and facilities winterized
- ❖ City Hall rear entrance repair
- ❖ Volley ball court repaired and seeded
- ❖ Tree pruning and fall leaf control
- ❖ Vandalism repair City park washrooms

MONTHLY HIGHLIGHT REPORTS



Water/Sewer

- ❖ Sewer service blockages (2)
- ❖ Sewer service repair on 68th Ave
- ❖ Sewer Lift station inspections and maintenance.
- ❖ Work on wastewater treatment plant upgrades.
- ❖ Industrial lift station pump repair
- ❖ Install Inspection Chamber for frequent flyer on 68th Ave.
- ❖ Crew out for a lengthy power outage for lift stations.
- ❖ New water service installation on 2nd st
- ❖ Well and Chlorine inspections / maintenance at well sites.
- ❖ Water meter install Riverside Drive for Strata.
- ❖ New roof on pressure reducing valve station.
- ❖ City Park investigating water leak and for abandoning City Park river crossings.

Electrical

- ❖ Install 6 new poles and 2 anchors
- ❖ Replace 1 transformer and 3 insulators for voltage conversion
- ❖ 3 new services and 3 disconnect and reconnects for Electricians
- ❖ Planning changes from the test and treat program
- ❖ Meter reads and underground locates
- ❖ Street light repairs and 8 new LED installed on 16th north of Central Ave
- ❖ Electrical department had 1 planned outages in October for repairs and 2 unplanned outages (1- supply and 1- failed conductor)

MONTHLY HIGHLIGHT REPORTS



Projects

- ❖ Airport AWOS project complete
- ❖ Airport Beacon site upgrades complete
- ❖ Municipal Tractor ordered
- ❖ Voltage Conversion
- ❖ Water and Sewer Scada

Report Approval Details

Document Title:	Outside Works Highlight Report June 2017.docx
Attachments:	
Final Approval Date:	July 7, 2017

This report and all of its attachments were approved and signed as outlined below:

Diane Heinrich -

MONTHLY HIGHLIGHT REPORTS



DATE: November 14, 2017
TO: Committee of the Whole
FROM : Manager of Development & Engineering
HIGHLIGHTS: For the Month of October 2017

Capital projects

- UV disinfection project in progress
- 22nd Street upgrades: water tie-ins scheduled for beginning of November
- Phase 1 lagoon desludging complete
- 5th Street/Priede Bridge watermain project complete
- Sewer Phasing Plan design and work planning in progress
- 72nd Avenue sidewalk project request for quotations (RFQ) to be let out in January 2018
- Tender complete and awarded for Wastewater Treatment Plant balancing and desludging tanks project; design for centrifuge and sludge cake discharge near completion
- Met with Ministry of Highways and Infrastructure to discuss Wayfinding sign requirements within their right of way (see attached)

Continued implementation of the asset management and GIS software

Updated appraisal of City-owned property in progress

Reviewed alignment of current grant opportunities with capital projects and other City priorities for capital plan updates

Continued Development Permit and Development Variance Permit completion and filing; continued rezoning process for one property

Corresponded with 7 developers regarding various types of developments and continued preliminary layout review for a new subdivision

Business licence review and sign-off; support for Building Permit review

Received over 6 enquiries regarding zoning, setbacks, and land availability for development; 5 subdivision/development enquiries; 5 enquiries from new/future residents re: zoning/land use; 6 servicing enquiries; and 4 fence height locations.

Proceeded with bylaw drafting of OCP and Zoning Bylaw changes for statutory processes

Planning for All Day Open House 2018 projects and OCP / Zoning Bylaw changes



MONTHLY HIGHLIGHT REPORTS



Ministry of
Transportation
and Infrastructure

Grand Forks Entrance Sign

P17 9799

DRAFT Rev. 3

October 19, 2017



Sign Size 2440 x 2440 mm (8 x 8 feet)

Symbols 610 x 610mm (2 x 2 feet)

Alternate header design option



seasonal symbols could be reversible
in order to change from winter to summer
activities.



Fiscal Accountability



Economic Growth



Community Engagement



Community Livability

Request for Decision



To: Committee of the Whole
From: **Outside Works**
Date: November 14, 2017
Subject: Water Rates Study
Recommendation: **RESOLVED THAT Committee of the Whole accepts the presentation provided by Urban Systems Ltd regarding water rates for information;**

AND THAT Committee of the Whole refers further decision on which water rate structure to select for the mock billing process to the November 27, 2017 Regular Meeting.

Background

The City's water rates are being reviewed to incorporate the water meter usage information. Currently the City charges a flat rate for any amount of water used residentially. Commercial and industrial customers have been on a fixed charge since the 2007 commercial meter program. Three different rate structures are detailed in the presentation including a minimum charge structure. The goal of the presentation is to receive Council's input and direction on the development of the metered water rate structure for a two-year mock billing period.

Benefits or Impacts

General

The background information in this presentation will be used in making decisions about how to set the water rates.

Strategic Impact



Fiscal Responsibility

We will continue to proactively identify and plan for infrastructure repair and replacement.

Departments will continue to review service and tax rates in annual budget and will ensure consistency with the asset management plan.

Policy/Legislation

Bylaw 1973-A 1 will be affected by the recommendations created by this presentation.

Attachments

Urban Systems Ltd Water Rates Presentation

Recommendation

RESOLVED THAT Committee of the Whole accepts the presentation provided by Urban Systems Ltd regarding water rates for information;

AND THAT Committee of the Whole refers further decision on which water rate structure to select for the mock billing process to the November 27, 2017 Regular Meeting.

Options

1. RESOLVED THAT Council accepts the report.
2. RESOLVED THAT Council does not accept the report.
3. RESOLVED THAT Council refers the matter back to staff for further information.

Water Rates Review

November, 2017

Workshop Objective

To receive Council's input and direction on the rate structure to be implemented for mock billing in 2018

Workshop Agenda

1. Review rate setting objectives
2. Overview of water use in 2016/2017
3. Review rate options
 - Flat rate
 - Fixed charge
 - Minimum charge
4. Recommendations

Rate Setting Objectives

Conservation

- ▶ Pricing (rate) to encourage water conservation

Equity

- ▶ Fair to all types of users
- ▶ Defendable approach

Revenue Stability

- ▶ Revenues generated are predictable
- ▶ Providing sufficient and sustainable revenue to the utility

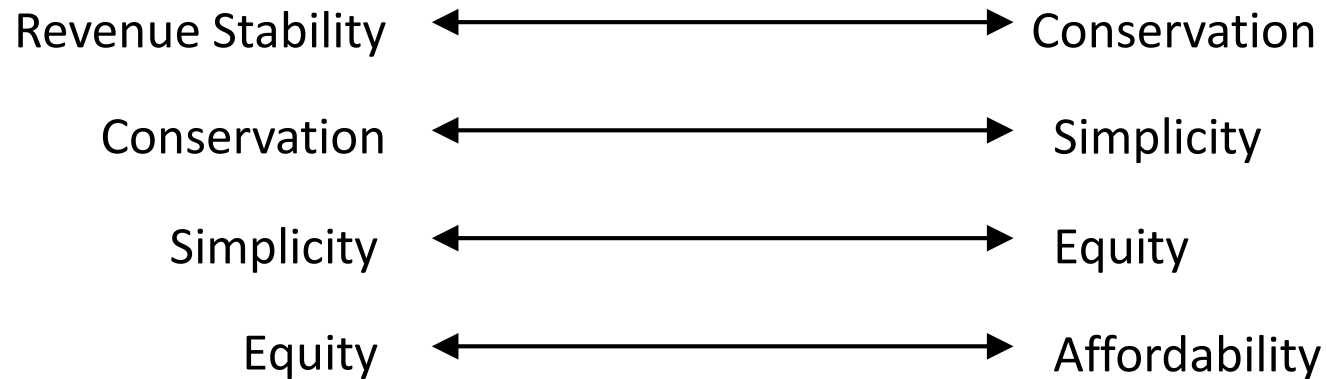
Affordability

- ▶ Charges are reasonable and not punitive

Simplicity

- ▶ Easy for customer to understand
- ▶ Efficient to administer

The Trade-offs Between Principles



METERED WATER USE 2016/2017

2017 WATER METERED ACCOUNTS SUMMARY

Residential Accounts	1744
Non-Residential Accounts	290

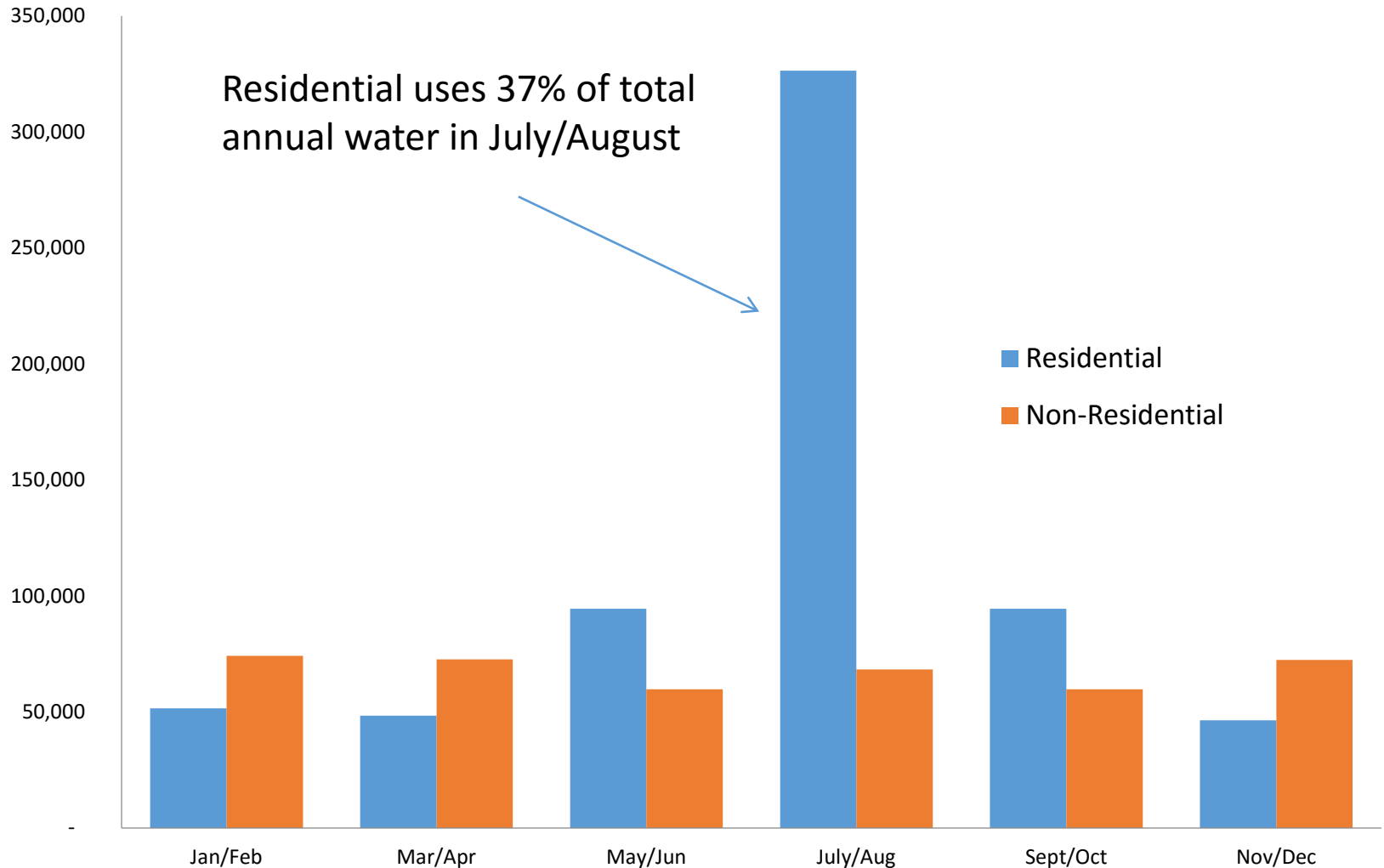
Non-Residential Water Meters

Meter Size	#	Equivalency Factor (AWWA)	Equivalent Residential Connections
1" or less	249	1.0	249
1 1/2 "	21	2.25	46
2 "	16	4.0	64
2 1/2"	2	6.25	14
3"	2	9.0	21
Total	290		394

METERED WATER USE 2016/2017

ANNUAL WATER CONSUMPTION (m3)		% Total
Residential	697,000	63%
Non-Residential	413,000	37%
Total Metered Water Volume	1,110,000 m3	100%
2018 Revenue Target		\$927,000
2018 Water Use Forecast (25% conservation)		832,000 m³
Full cost of water (per m³)		\$1.11

ANNUAL WATER USE (m³)



RESIDENTIAL USE 2016/2017

ANNUAL WATER USE		
	m3 per Year	m3 per month
Average Customer	390	32.5
Upper Quartile	600	50.0
Lower Quartile	200	16.6

SUMMER WATER USE (JULY/AUGUST)	
	m3 per month
Average Customer	100
Upper Quartile	140
Lower Quartile	31

FIXED VS. VARIABLE CHARGE

The Rate Structure will have both a fixed and a variable (consumption based) component:

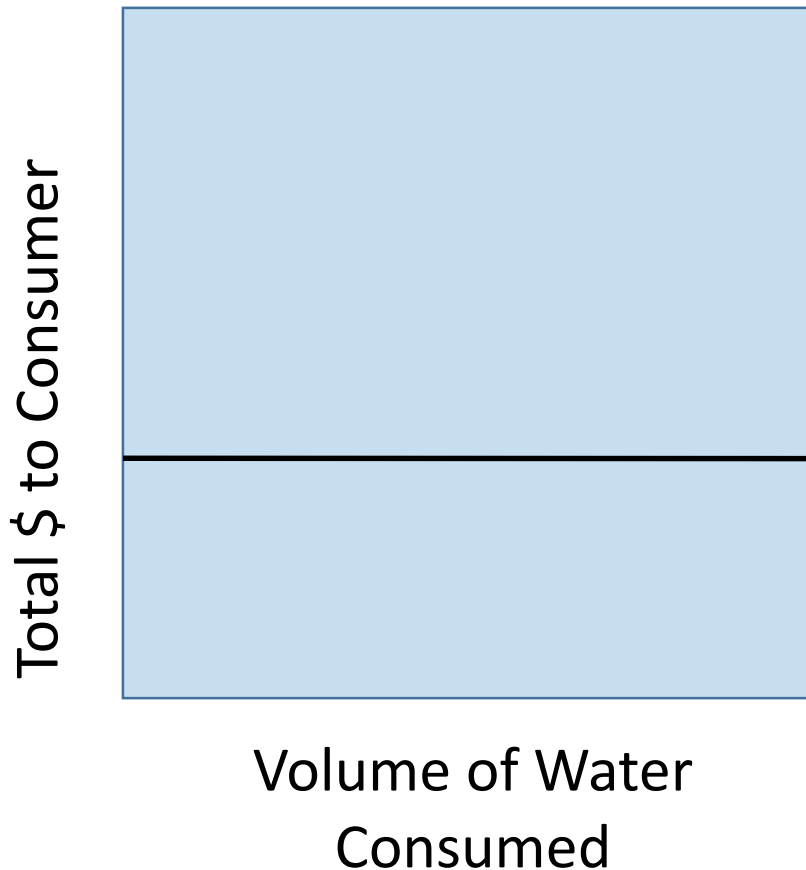
Fixed Component – This component is constant and does not vary with the volume of water consumed

Variable Component – This portion of the charge is based on the volume of water used multiplied by the unit rate

The fixed component of the charge helps to stabilize revenues since water use will fluctuate year to year based on the weather and other factors.

A water utility will typically collect between 25% and 50% of revenues from the fixed charge component of the rate

Option 1 - Flat Rate



- Fixed charge regardless of volume used
- Easy to understand and to administer
- Very predictable revenue
- Does not promote conservation

Option 1 – Flat Rate

Residential			
Annual Fixed Charge	\$434		
Consumption Charge (\$ per m3)	\$0.00		
Annual Cost to Various Users	Fixed Charge	Cons. Charge	Total Charge
Average Water User	\$434	0	\$434
Higher Water User (Upper Quartile)	\$434	0	\$434
Water Conserver (Lower Quartile)	\$434	0	\$434

2017 Annual Charge = \$436

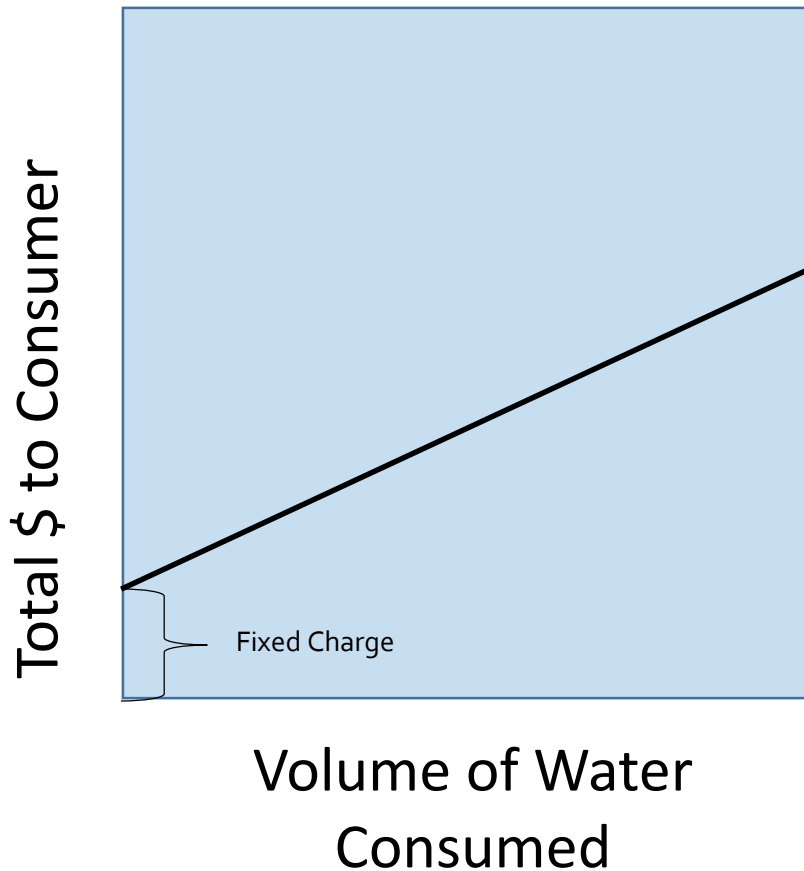
Option 1 – Flat Rate

Non-Residential			
Annual Fixed Charge per ERC	\$434		
Consumption Charge (\$ per m3)	\$0.00		
% of Revenue from Fixed Charge	100%		
Annual Cost to Various Users	Fixed Charge	Cons. Charge	Total Charge
1" Meter or less	\$434	0	\$434
1 ½"	\$975	0	\$975
2 "	\$1735	0	\$1735
2 ½"	\$2715	0	\$2715
3"	\$3900	0	\$3900

Option 1- Revenue Breakdown

Revenue Source	Residential	Non-Residential	Total
Fixed Charges Charges	\$756,000	\$171,000	\$927,000
Consumption Charges	\$0	\$0	\$0
Total	\$756,000	\$171,000	\$927,000
	82%	18%	100%
% from fixed charges			100%
% from consumption			0%

Option 2 - Fixed Charge



- Fixed price for each unit of water
- Consumer pays starting from first unit
- Price to consumer increases uniformly with volume used
- Easy to understand
- Promotes conservation
- Good revenue stability

Option 2 – Fixed Charge

Residential			
Annual Fixed Charge	\$217		
Consumption Charge (\$ per m3)	\$0.56		
Annual Cost to Various Users	Fixed Charge	Cons. Charge	Total Charge
Average Water User	\$217	\$167	\$384
Higher Water User (Upper Quartile)	\$217	\$251	\$467
Water Conserver (Lower Quartile)	\$217	\$100	\$317

Assumes 25% water conservation

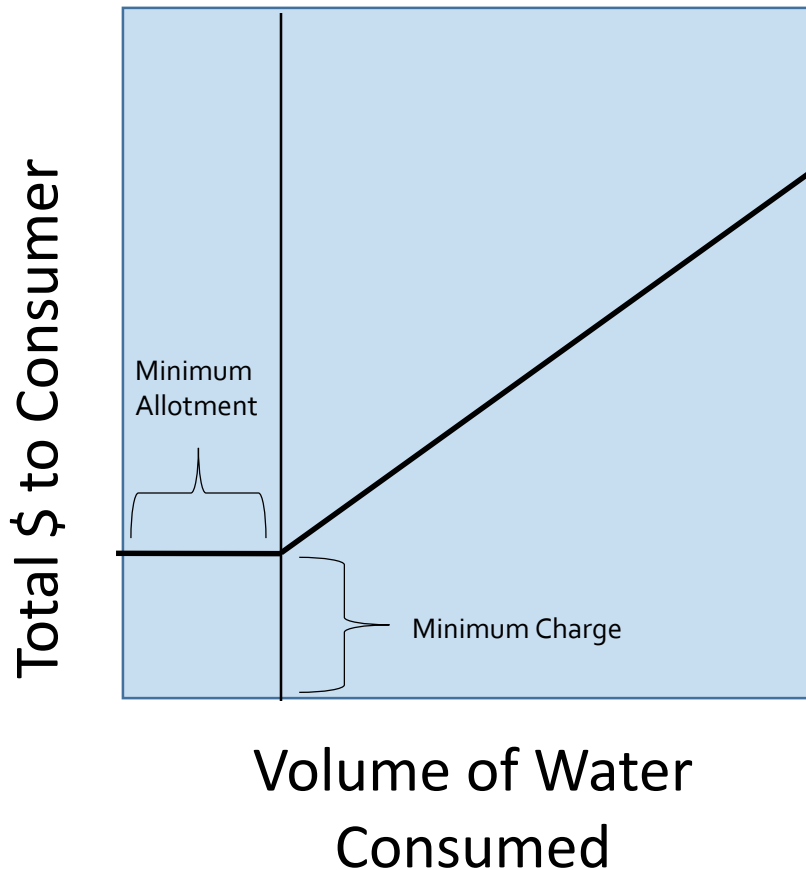
Option 2 – Fixed Charge

Non-Residential			
Annual Fixed Charge per ERC	\$217		
Consumption Charge (\$ per m3)	\$0.56		
Annual Cost to Various Users	Fixed Charge	Target Consumption Charge	Total
1" Meter or less	\$217	\$437	\$654
1 ½"	\$488	\$984	\$1,472
2 "	\$868	\$1,750	\$2,617
2 ½"	\$1356	\$2,734	\$4,089
3"	\$1953	\$3,937	\$5,888

Option 2- Revenue Breakdown

Revenue Source	Residential	Non-Residential	Total
Fixed Charges	\$378,000	\$85,500	\$463,500
Consumption Charges	\$291,000	\$172,500	\$463,500
Total	\$670,000	\$257,000	\$927,000
	72%	28%	100%
% from fixed charges			50%
% from consumption charges			50%

Option 3 - Minimum Charge



- Similar to a fixed charge, but includes an allotment of water
- Variable rate “kicks in” after allotment is exceeded

Option 3 – Minimum Charge

Residential			
Annual Minimum Charge	\$317	Includes first 15m3 per month*	
Consumption Charge (\$ per m3)	\$0.56		
Annual Cost to Various Users	Minimum Charge	Cons. Charge	Total Charge
Average Water User	\$317	\$67	\$384
Higher Water User (Upper Quartile)	\$317	\$150	\$467
Water Conserver (Lower Quartile)	\$317	\$11	\$328

Assumes 25% water conservation

*15 m3 allows for reasonable indoor use

Option 3 – Minimum Charge

Non-Residential			
Annual Minimum Charge per ERC	\$317	Includes first 15m3 per month per ERC	
Consumption Charge (\$ per m3)	\$0.56		
Annual Cost to Various Users	Minimum Charge	Target Cons. Charge	Total Charge
1" Meter or less	\$317	\$337	\$654
1 ½"	\$713	\$884	\$1,472
2 "	\$1,268	\$1,650	\$2,617
2 ½"	\$1,981	\$2,634	\$4,089
3"	\$2,853	\$3,837	\$5,888

Option 3- Revenue Breakdown

Revenue Source	Residential	Non-Residential	Total
Minimum Charges	\$553,000	\$125,000	\$678,000
Consumption Charges	\$130,000	\$119,000	\$249,000
Total	\$683,000	\$244,000	\$927,000
	74%	26%	100%
% from Minimum			73%
% from Consumption			27%

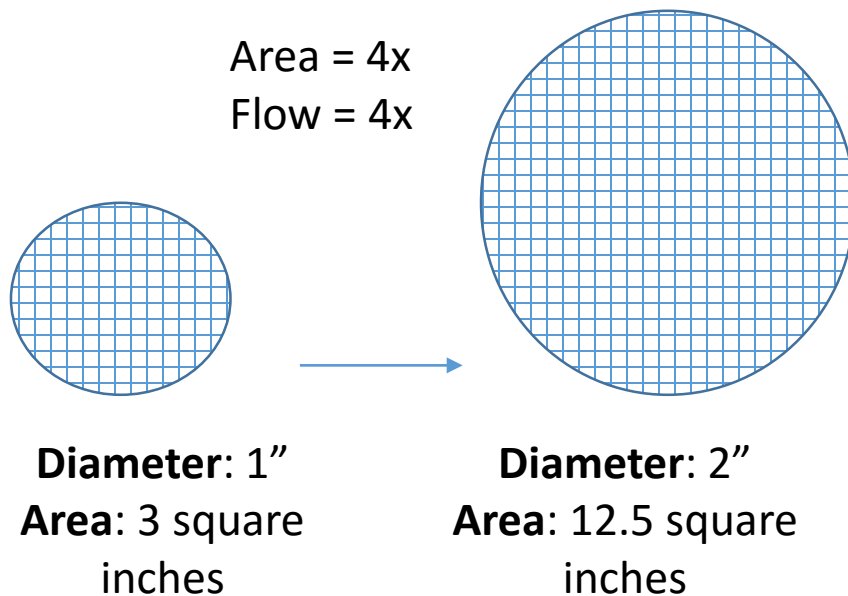
Comparison

Revenue Source	Option 1 – Flat Charge	Option 2 Fixed Charge	Option 3 – Min. Charge
Promotes Conservation	Never	All Year	Mostly In Summer
Equitable to all users	No	Yes	Mostly
Revenue Stability	100%	50%	73%
Simple to understand and administer	Yes	Yes	Yes
Affordable	Yes	Yes	Yes

Questions

Facts on Connection Size and Water Demand

Example - a 1" diameter connection has 4x the x-sectional area as a 2" and therefore 4x the volume of water can flow through it



Connection Size	Equivalent Residential Connections
=<1"	1.0
1.5"	2.3
2"	4.0
3"	9.0