



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

Monday, December 11, 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

December 11, 2017, Committee of the Whole

RECOMMENDATION

RESOLVED THAT the COTW adopts the December 11, 2017, agenda as presented.

b. In-Camera Reminder

In-Camera Meeting directly following the COTW Meeting.

3. REGISTERED PETITIONS AND DELEGATIONS

RECOMMENDATION

RESOLVED THAT the COTW receives for information the update on the Dog Park use from the User Group.

a. Dog Park User Group

Update on use of Dog Park

4. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

5. PRESENTATIONS FROM STAFF

a. Policy 801-A1 Bank Authority

Chief Financial Officer

RECOMMENDATION

RESOLVED THAT the COTW receives the report regarding the Bank Signing Authorization Policy 801 Revision v2 and refers the policy to the January 15th, 2018, Regular Meeting for approval consideration.

b. Memo - Schedule for 2018 Financial Plan

Chief Financial Officer

1 - 5

6 - 7

RECOMMENDATION

RESOLVED THAT the COTW receives for information the memorandum of the Schedule for 2018 Financial Plan from the Chief Financial Officer.

- c. Memo - Highlight Discussion of Public Hearing on OCP and Zoning Bylaw Changes 8 - 9

Manager of Development and Engineering Services

RECOMMENDATION

RESOLVED THAT the COTW receives for information the memorandum of the highlight discussion of the Public Hearing on OCP and Zoning Bylaw changes from the Manager of Development and Engineering Services.

- d. Disc Golf Course Licence of Occupation and Course Budget 10 - 23

Manager of Development and Engineering Services

RECOMMENDATION

RESOLVED THAT the COTW directs staff to include, in the 2018 budget process, the City's proposed contribution to Disc Golf budget as presented and to finalize the Licence of Occupation with the Grand Forks Disc Sports Club for the proposed course site at 2699-68th Avenue, pending the group's formation as a society.

- e. Monthly Highlight Reports from Department Managers 24 - 28

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.

6. REPORTS AND DISCUSSION

7. PROPOSED BYLAWS FOR DISCUSSION

- a. Bylaw 1958-A3 to amend the Fees and Charges Bylaw 29 - 47

Chief Financial Officer

RECOMMENDATION

RESOLVED THAT the COTW selects an option for Schedule "J" Water Service Charges and instructs staff to include Schedule J for that option in the Fees and Charges Amendment Bylaw No. 1958-A3;

AND FURTHER RESOLVED THAT the COTW recommends to Council to give the first three readings of the 'City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A3, 2018' at the January 15, 2018, Regular Meeting.

- b. Bylaw 1973-A1 to amend Water Regulations

48 - 76

Chief Financial Officer

RECOMMENDATION

RESOLVED THAT the COTW recommends to Council to give the first three readings of the 'Water Regulations Amendment Bylaw No. 1973-A3, 2018' at the January 15, 2018, Regular Meeting.

- c. Bylaw 1974 to amend Sewer Regulations

77 - 109

Chief Financial Officer

RECOMMENDATION

RESOLVED THAT the COTW recommends to Council to give the first three readings of the 'Sewer Regulations Bylaw No. 1974, 2014' at the January 15, 2018, Regular Meeting.

- d. Bylaw 2022 New Solid Waste Service

110 - 121

Outside Works

RECOMMENDATION

RESOLVED THAT the COTW recommends to Council to give the first two readings of the 'Solid Waste Service Regulations and Rates Amendment Bylaw No. 2022, 2017' at the January 15, 2018, Regular Meeting.

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; (d) the security of the property of 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; (g) litigation or potential litigation affecting 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**

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



To: Committee of the Whole
From: Chief Financial Officer
Date: December 11, 2017
Subject: Revised Policy 801 - Bank Signing Authorization
Recommendation: THAT the Committee of the Whole recommends to Council to receive the report regarding Bank Signing Authorization Policy 801 Revision v2 and refers the policy to the January 15th, 2018 Regular Meeting for approval consideration.

BACKGROUND:

Staff has determined that the bank signing authorization policy should be amended in order to include directions for the approval of certain types of payments which are not clearly addressed in the existing policy.

The current requirement for two signatures on all cheques, and approval by each of one Council and one Staff member for the majority of payments greater than \$25,000 is unchanged; the new sections of the policy address the following:

- General banking instructions and authority to open new accounts
- Pre-authorized payment, direct debits and automatic withdrawals
- Processing payroll direct deposit transactions
- Transfers between the City's operating and reserve or trust accounts.

The policy has also undergone housekeeping changes to adapt it to a new standardized format developed by staff.

Benefits or Impacts of the Recommendation:

General: The policy revisions included here provide additional direction for staff in obtaining approval for payments made through the City's bank accounts.

Strategic Impact: N/A

Financial: This policy will maintain existing controls over financial assets while allowing for efficient and timely payment processing.

Policy/Legislation: Council has the authority to approve policy.

Attachments: Proposed revised Policy 801 v2, Bank Signing Authorization
Existing Policy 801, Bank Signing Authorization

REQUEST FOR DECISION

— COMMITTEE OF THE WHOLE —



Recommendation: THAT the Committee of the Whole recommends to Council to receive the report regarding Bank Signing Authorization Policy 801 Revision v2 and refers the policy to the January 15th, 2018 Regular Meeting for approval consideration.

- 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.



City of Grand Forks
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 Grand Forks, BC V0H 1H0
 250.442.8266
 www.grandforks.ca

Council Policy

Bank Signing Authorization

Established: January 13, 2014
 Rescinded: N/A

Contact Department: Finance

Purpose

This policy establishes the signing authorities, authority limits, and acceptable form of authorization for payments made by the City of Grand Forks in a manner which promotes efficiency and cost-effectiveness, while maintaining the necessary controls to safeguard the City's financial assets.

Scope

This policy applies to all payments made from the City's bank accounts by cheque, electronic funds transfer, direct withdrawal, or other means.

Policy Statements

1. Authorized Signatories

The following persons are authorized as signing officers for the City of Grand Forks:

- a) Mayor and Councillors
- b) Chief Administrative Officer
- c) Chief Financial Officer
- d) Corporate Officer

In addition, the Accountant/Comptroller has limited authority to initiate electronic transfers or payments with secondary approval required from one of the above.

2. General Banking

The Chief Financial Officer or Accountant/Comptroller is authorized to give instructions and provide verifications, approvals or similar documentation to the bank on behalf of the City.

The opening of additional new bank accounts requires authorization by the Mayor and a minimum of one Councillor.

3. Cheques and Electronic Fund Transfers (EFT)

Subject to the exceptions noted below, all cheques and electronic fund transfers in excess of \$25,000 shall require manual signatures from each of the following

- a) Mayor or Councillor
- b) Chief Administrative Officer, Chief Financial Officer, or Corporate Officer

The following cheques and EFTs may be signed manually, mechanically, or electronically by any two authorized signatories:

- a) payments of less than \$25,000
- b) payments to FortisBC
- c) payments to the Government of Canada, Province of BC and their agencies, for payroll remittances, commodity taxes or property taxes
- d) payments to the Regional District of Kootenay Boundary, Municipal Finance Authority, or Municipal Pension Plan

4. Pre-Authorized Payments, Direct Debits and Automatic Withdrawals

Direct debits and withdrawals for the following remittances may be authorized by any one of the Chief Financial Officer, Chief Administrative Officer, or Corporate Officer:

- a) Municipal Pension Plan and Municipal Investment Plan
- b) WorkSafeBC
- c) Provincial Sales Tax and Goods and Services Tax
- d) BC Land Title and Survey Authority and BC Online
- e) BC School Tax

The initial setup of a new payment to be made by pre-authorized debit or direct withdrawal will require authorization as denoted in Section 3. Payments made after the initial approval may be authorized by any one of the officers noted above.

5. Electronic Payments - Payroll

The release of payroll direct deposit transactions to the bank for processing requires approval of the Chief Financial Officer prior to submission, and subsequent review and approval of the Chief Administrative Officer.

6. Other Transfers, Investments and Debt Management

The following transfer of funds may be authorized by any one of the Chief Financial Officer, Chief Administrative Officer, or Corporate Officer:

- a) Transfers between the City's operating and reserve or trust bank accounts;
- b) Transfers to or from the Municipal Finance Authority for drawdowns and repayments of authorized short-term, long-term and temporary debt, or for the purchase and sale of municipal investments.

CITY OF GRAND FORKS

POLICY TITLE:	Bank Signing Authorization	POLICY NO:	801
EFFECTIVE DATE:	January 13th, 2014	SUPERSEDES:	Nov. 2012
APPROVAL:	COUNCIL	PAGE:	1 of 1

Policy:

That City Council provides for the efficient processing of payments for City services and provides for the security of Municipal assets, by authorizing the following:

- a) To withdraw funds from the City's bank accounts, all cheques or withdrawals shall bear two signatures: The Corporate Officer, The Chief Financial Officer, the Chief Administrative Officer, the Mayor, the Acting Mayor or in their absence any Member of Council. Cheques or withdrawals in excess of \$25,000.00 are to be countersigned by either the Mayor or a Councillor. Exempt from this are payments to Fortis, Minister of Finance, Receiver General of Canada, the Municipal Pension Plan and the Regional District of Kootenay Boundary.

For payments less than \$25,000.00, the signatures may be produced by mechanical or electronic means. For payments over \$25,000.00, countersigning must be a manual signature.

The City will ensure there are sufficient controls in place to safeguard the City's funds, as periodically reviewed and approved by the City's auditors.

- b) To authorize the transfer of funds between the City's general bank account and the Municipal Finance Authority for the purpose of investing surplus funds or drawing upon authorized interim financing, the signature of one of the following:

The Corporate Officer or the Chief Financial Officer or the Chief Administrative Officer or the Accountant/Comptroller.

Purpose:

To establish authority for amending the signing authority forms for the City's bank accounts and for transfers between the City and MFA and to ensure that expenditures in excess of \$25,000.00 are reviewed by elected officials and auditors. This policy will authorize Staff to update all forms related to the official signors of the City, upon the official appointment of the Mayor and upon Council's appointment of the above Staff positions.

Procedure:

It is the policy of the City to safeguard Municipal assets, and therefore, Council must ensure that there are sufficient controls on the Municipality's financial assets. Upon appointment of the above positions, Staff must obtain the appropriate forms from the designated financial institutions and the Municipal Finance Authority and amend the signing signatures by the next meeting of Council

MEMORANDUM



DATE : December 11, 2017

TO : Mayor and Council

FROM : Chief Financial Officer

SUBJECT : Schedule for 2018 Financial Plan

Enclosed is a draft timeline for the 2018 Budget and Five Year Financial Plan process.

The dates for 2018 Council meetings are preliminary at this time, subject to review and finalization. The plan is to conduct three Council workshops, with contingency for an additional meeting on February 13th should it become necessary. As there are COTW meetings on January 15 and February 13, Council may wish to schedule alternate dates for the workshops currently planned for those dates.

All workshops will be open for public participation and input.

DRAFT

2018 FINANCIAL PLAN TIMELINE

<i>Date(s)</i>	<i>Responsibility</i>	<i>Description of Activity</i>
Oct-Nov 2017	COTW	2018 Fee for Service Presentations
November 8, 2017	Management	20 Year Capital Plan Open House
December 2017	Management	2018-2021 Capital Plan completed 2018 Capital Projects finalized
December 2017	Management	2018 Operating budgets prepared
January 15, 2018	Council Workshop	Budget Process Overview Capital budget presentations by management
January 29, 2018	Council Workshop	Operations budget presentations by management
February 5, 2018	Council Workshop	Review revenue requirements and tax rates
February 13, 2018	Council Workshop	Potential workshop if presentations not completed during prior workshops
March 12, 2018	COTW	Introduce 2018-2022 Financial Plan Bylaw
March 26, 2018	Regular Council Meeting	1 st , 2 nd and 3 rd reading 2018-2022 Financial Plan Bylaw
April 9, 2018	COTW	Introduce 2018 Tax Rates Bylaw
April 9, 2018	Regular Council Meeting	Adopt 2018-2022 Financial Plan Bylaw
April 23, 2018	Regular Council Meeting	1 st , 2 nd and 3 rd readings 2018 Tax Rates Bylaw
May 7, 2018	Regular Council Meeting	Adopt 2018 Tax Rates Bylaw
May 15, 2018		Deadline to adopt 2018-2022 Financial Plan Bylaw and Tax Rates Bylaw

Memo



To: Committee of the Whole
From: **Manager of Development and Engineering Services**
Date: 2017-12-11
Subject: Highlight discussion of Public Hearing on OCP and Zoning Bylaw Changes.

Background

The City held a Public Hearing November 27, 2017 and received overall positive feedback from about twenty residents on the proposed changes to the Zoning Bylaw, most notably, changes that could allow garden suites and tiny houses on wheels that meet certain criteria. The City recorded input from residents and clarified questions on the proposed changes. The hearing attracted a near record turnout for an event of this type. This memo highlights elements of the draft bylaws which the public asked about at the hearing.

The Official Community Plan (OCP) will have increased guidance on affordable and sustainable housing. Once the amendments are passed, City Council will have additional tools for making decisions about potential projects. For example, if the City wanted to offer fee reductions for non-profit



partnerships, then the amended OCP would enable the City to consider them where before the justification would not have existed.

Some residents were concerned that their neighbours could just go ahead and build a detached suite without any community input. Staff explained that the draft bylaw requires a development permit for any detached suite and a temporary use permit for a “tiny house on wheels”. That means that any property owner looking to build a garden suite would be required to post a development permit application sign on their property so that neighbours

would see that a change could be taking place pending Council or department approval. Comments would be received at City Hall and Council could decide to reject the permit.

Staff reiterated that manufactured (mobile) homes would still be restricted to rural residential zones or mobile home parks and that they are different from a tiny house on wheels. The latter would only be allowed through a temporary use permit that could last for a maximum of three years before the structure would need to be placed on a foundation and become a garden suite, or be removed.

Other conditions apply to tiny houses on wheels, but the intent is to find a way to legally have them within City limits while respecting building code requirements. Cluster housing (also known as pocket neighbourhoods or cottage courts) also came under discussion primarily as an introduction to the concept of multiple smaller dwellings on one parcel with a large common area and parking typically off to one side of the parcel. Most commonly they have a strata or coop ownership model.

Common to most of the proposed changes was a maximum building footprint of fifty percent now includes parking, meaning that despite the number of dwellings that could be built on a parcel, they would not take up more than half of the land including required parking spaces. Staff explained that this restriction was intended to preserve green space while allowing more flexibility of the potential form of housing. There will also be barriers in place to potential subdivision of garden suites from their original parcel. The parcel including both primary house and any suite will be serviced through one utility service so that they would share electrical, water, and wastewater connections.

The proposed OCP and Zoning Bylaw changes will be brought to Council for third reading in the new year.

Request for Decision



To: Committee of the Whole

From: **Manager of Development and Engineering Services**

Date: December 11, 2017

Subject: Disc Golf Course Licence of Occupation and Course Budget

Recommendation: **THAT Committee of the Whole recommends to Council at the December 11, 2017 meeting to direct staff to include in the 2018 budget process the City's proposed contribution to Disc Golf budget as presented, and to finalize the Licence of Occupation with the Grand Forks Disc Sports Club for the proposed course site at 2699 68th Avenue pending the group's formation as a society.**

Background

- On July 17, 2017 Committee of the Whole, RDKB Electoral Area 'D' / Rural Grand Forks Director Roly Russell brought forth an opportunity to fund and develop a new disc golf course for City property west of Angus MacDonald Park, in conjunction with the Grand Forks Disc Sports Club.
- Council directed staff to investigate the feasibility of Parcel Z for this purpose, to work with the Disc Sports Club to develop a plan and stewardship agreement, develop a partnership with RDKB to deliver the possible project, and to bring a report forward by October 2017.
- On October 16th Council received an update report and presentation from Dan MacMaster of the Disc Sports Club and recommended to Council to consider establishment of the course at an upcoming meeting (October 30th). Funding discussions still needed to be finalized so the report was delayed until now.
- The draft budget attached to this report was developed by Director Russell in consultation with the Disc Sports Club and City Staff and based on similar projects in the region.
- Partnership funding and collaborative in-kind work will enable the Disc Sports group to develop this course cost-effectively. Funding from the Boundary Community Development Committee / Rural Grand Forks will be used immediately for purchase of some of the equipment, and the remainder of the funding from partners will be allocated once installation is ready to proceed in spring of 2018.
- The City's in-kind and cash contribution (\$8,000 and \$5,900, respectively, towards the total budget of \$41,900) would support the parking and staging area and some of the signage and garbage/recycling receptacles as per the parks standard materials.
- The Disc Sports group is still working towards developing into a new society, provisionally titled the Grand Forks Disc Sports Society. The department recommends completing the draft agreement (draft attached) with members of

the group and having the City sign off on the agreement once the new society is incorporated. Any equipment purchases or other spending before the enactment of the Licence will be held by the RDKB then committed to the project.

Benefits or Impacts

Strategic Impact



Community Engagement

- Demonstrates the strategic project of integrated recreation planning between Grand Forks and electoral area(s).



Community Livability

- Works towards the strategic priority of continuing investment in arts, culture, sport and heritage.



Fiscal Responsibility

- Public Works does not anticipate a significant increase in maintenance (mainly emptying of garbage and recycling receptacles)
- Valuable recreational amenity provided with no new City-owned assets developed

Attachments

Draft budget; Draft Licence of Occupation; Location Map

Recommendation

THAT Committee of the Whole recommends to Council at the December 11, 2017 meeting to direct staff to include in the 2018 budget process the City's proposed contribution to Disc Golf budget as presented, and to finalize the Licence of Occupation with the Grand Forks Disc Sports Club for the proposed course site at 2699 68th Avenue pending the group's formation as a society.

Options

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

Report Approval Details

Document Title:	COTW-17-12-11-RFD-DevEng-Disc_Golf.docx
Attachments:	<ul style="list-style-type: none">- License of Occupation Disc Golf.docx- GF Disc Golf draft budget.pdf- disc golf property Oct 2017.pdf
Final Approval Date:	Nov 30, 2017

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

Dolores Sheets - Nov 30, 2017 - 4:35 PM

LICENCE OF OCCUPATION

THIS LICENCE made the _____ day of _____, 2018. BETWEEN:

THE CORPORATION OF THE CITY OF GRAND FORKS

7217 4th Street, P.O. Box 220

Grand Forks, British Columbia, VOH 1H0 (the "City")

AND:

THE GRAND FORKS DISC SPORTS SOCIETY

[ADDRESS BLOCK]

(the "Licensee")

WHEREAS:

- A. The City is the legal and beneficial owner of those lands and premises located in the City of Grand Forks and legally described as:

Parcel Identifier: 004-452-976

Legal Description: Parcel Z Portion (DD N25363) Except Plan 40899 KAP65879
KAP65880 KAP76970

- B. The Licensee wishes to occupy a portion of the "Lands".
- C. The City wishes to grant a Licence of Occupation to the Licensee for a portion of the described lands, measuring 6.8 hectares, as outlined on the sketch plan attached hereto as **Schedule "A"**, (the "**Licensed Area**")

NOW THEREFORE, in consideration of the sum of ten (\$1.00) paid by the Licensee to the City, the premises and mutual covenants contained herein and

other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto covenant and agree as follows:

1. Grant of Licence

The City hereby grants to the Licensee and their employees, contractors, subcontractors and agents a non-exclusive licence to use and occupy the Licensed Area for the purposes of the installation and operation of a Disc Golf course.

2. Upkeep in lieu of rent

The Licensee shall provide basic upkeep of the Licenced Area in lieu of rent. This upkeep shall include general seasonal clean-up, brush removal along course-ways, and removal of any graffiti or repair course structures.

3. Term

The term of the Licence shall be ten (10) years, commencing on the 1st day of March, 2018 and expiring on the 31st day of March 2028 (the "Term")

4. Renewal

At its election, the Licensee may, by written notice to the City given on or before 6 months prior to the expiry of the Term, request that the Licence be renewed for an additional term of ten 10 years. The City, acting reasonably would grant the Licence renewal, unless the lands were required for City purposes.

5. Condition of the Licensed Area

The Licensed Area is licensed to the Licensee on an "as is" basis, and the City makes no representation or warranties with respect to the condition of the Licensed Area.

6. Licensee's Covenants

The City covenants with the Licensee:

- a) To develop the lands within Licenced Area in a way that minimizes impacts on other public users on established trails, roads, and areas for other activities (i.e. fireworks, bonfire).
- b) To place only the structures agreed to with the Manager of Operations as essential for the course (including kiosks, signs, tee pads, and baskets);
- c) Not to bring any Contaminants (as defined below) onto, into or under the Licensed Area;

For the purpose of this Licence, "Contaminants" means any substance including without limitation, urea formaldehyde, hydrocarbons, lead, pollutants, polychlorinated biphenyls ("PCBs), contaminants, deleterious substances, dangerous substances or goods, hazardous, corrosive, or toxic substances, special waste, waste, pesticides, asbestos-containing materials, PCB-containing equipment or materials, and any other storage, manufacture, handling, disposal, treatment, generation, use, transport, remediation or release into the environment of which is now or hereinafter prohibited, controlled or regulated under any applicable laws.

7. Inspection

The City, and its officials, employees, contractors, subcontractors and agents may enter the Licensed Area to inspect the Licensed Area and the Works to ensure compliance with the terms and conditions of the Licence.

8. Dispute Resolution

The parties shall use commercially reasonable efforts to agree on any matter or resolve any dispute arising under this Agreement. If, despite the efforts of the parties, the parties are unable to determine the matter or resolve the dispute within thirty (30) days of the matter or dispute arising, the parties may, by further agreement, refer the matter or dispute to a mediator acceptable to each of the parties. Where the parties are unable to determine the matter or resolve the dispute with the assistance of a mediator, the parties may, by further agreement, refer the matter or dispute to a single arbitrator for determination in accordance with the Commercial Arbitration Act (British Columbia).

9. Termination

- a) The City may terminate this Licence upon thirty (30) days prior written notice to the Licensee in the event that the Licensee breaches a term of the Licence, which breach has not been remedied within 14 days of receiving notice of such breach from the City.
- b) Either party may terminate this Licence upon ninety (90) days prior written notice to the other party. In the event that the Licence is terminated under this clause, the Licensee will remove all structures created under the funding agreement with Regional District of Kootenay Boundary Electoral Area 'A' / Rural Grand Forks, as appropriate, property from the Licensed Area.

10. Indemnity

Notwithstanding any other terms, covenants and conditions contained in the Licence, the Licensee will indemnify and save harmless the City and those for whom the City is responsible in law from and against any and all liabilities, claims

suits, actions, including actions of third parties, damages and costs, including, without limitation, legal fees on a solicitor and own client basis, which the City may incur, suffer or be put to arising out of or in connection with any breach or non-performance of the obligations of the Licensee under this Licence, any loss or damage to property or personal injury or bodily injury, including death, of any person or any wrongful act or neglect of the Licensee, its employees, contractors, subcontractors or agents on or about the Licensed Area, or arising out of or in connection with the use and occupation of the Licensed Area, its employees, contractors, subcontractors or agents. This indemnity will survive the expiration or earlier termination of this Licence.

11. Release

The Licensee does hereby release and discharge the City from any and all actions, causes of action, suits and demands whatsoever and whether at law or in equity or otherwise arising which the Licensee may at any time have by reason of the exercise of the rights granted to the Licensee hereunder.

12. Non-liability of the City

The City will not be liable or responsible in any way for any personal injury that may be sustained by the Licensee, its invitees, those for whom the Licensee is responsible in law or any other person who may be upon, within or under the Licensed Area, or for any loss of or damage or injury to property belonging to or in the possession of the Licensee, its invitees, those for whom the Licensee is responsible in law or any other person or for any matter or things of whatsoever nature or kind arising from or in connection with the Licensee's use and occupation of the Licensed Area or otherwise.

13. Insurance

The Licensee, at its cost, will obtain and keep in force:

- a) "all risk" property insurance covering all of the Licensee's property in the Licensed Area, property for which the Licensee is legally liable and property installed by or on behalf of the Licensee within the Licensed Area;
- b) Comprehensive general liability insurance (including legal liability insurance) against claims for personal injury, death or property damage occurring upon, within or about the Licensed Area, such coverage to include the activities and operations conducted by the Licensee and those for whom the Licensee is in law responsible. Such policies will be written on a comprehensive basis with inclusive limits of not less than \$2,000,000 per occurrence or such higher limit as the City, acting reasonably, may require from time to time; and

- c) Any other form of insurance or such higher limits as the City, acting reasonably, may require from time to time, in form, in amounts and for insurance risks against which a prudent licensee would insure.

The Licensee will affect all insurance policies with reputable insurers licensed to do business in British Columbia and upon terms and in amounts, as to deductibles and otherwise, reasonably satisfactory to the City. The Licensee will deliver to the City within 30 days of the date first written above, and upon reasonable request from time to time, certificates of insurance (and upon request by the City, copies of the insurance policies) and will deliver to the City a certificate of renewal for each policy not less than 10 days prior to its respective expiry date. The Licensee will cause all insurance policies to contain an undertaking by the respective insurer to notify the City at least 30 days prior to cancellation or prior to making any other change material to the City's interest. The liability policy of the Licensee will include the City as an additional named insured with a cross-liability and severability of interest clause. The Licensee will cause all insurance policies to contain a waiver of subrogation clause in favour of the City and those for whom it is in law responsible.

14. Nature of Licence

The occupancy of the Licensed Area by the Licensee will, under all circumstances, be viewed as a licence only and will not create or be deemed to create any interest in the Licensed Area in the Licensee's favour.

15. Assignment

The Licensee will not be entitled to assign or transfer this Licence. The Licensed Area, or any portion thereof, may not be further licensed or leased without the prior written consent of the City, which consent may be withheld in its sole discretion.

16. No Derogation

Nothing contained or implied herein will derogate from the obligations of the Licensee under any other agreement with the City, or if the City so elects, prejudice or affect the City's rights, powers, duties or obligations in the exercise of its functions pursuant to the Community Charter (British Columbia) and the Local Government Act (British Columbia), or any other Act of the legislature of the Province of British Columbia, as amended from time to time and the rights, powers, duties and obligations of the City under all public and private statutes, bylaws, orders and regulations, all of which may be, if the City so elects, as fully and effectively exercised in relation to the Lands and the City as if this Licence had not been executed and delivered by the City to the Licensee.

17. Builders' Liens

The Licensee will not suffer or permit any liens under the Builders' Lien Act to be registered against title to the Lands, including the Licensed Area, by reason of labour, services or materials supplied to the Licensee. In the event that any lien is so filed, the Licensee will take immediate action to cause same to be removed.

18. Compliance With Laws

The Licensee, at its sole cost and expense, will promptly comply with all applicable requirements of governmental or administrative authorities, including, without limiting the generality of the foregoing, all municipal bylaws, which relate, directly or indirectly, to the use of the Licensed Area.

19. Further Assurances

The parties will execute and deliver all such further documents and do such other things as the other party hereto may request in order for this Licence to be given full effect.

20. Waiver

The waiver by the City of any breach of a term, covenant or condition of this Licence will not be considered to be a waiver of any subsequent breach of the term, covenant or condition or another term, covenant or condition. No breach of a term, covenant or condition of this Licence will be considered to have been waived by the City unless acknowledged by the City in writing as waived.

21. Severance

If any section, subsection, sentence, clause or phrase in the Licence is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Licence. The parties hereto shall agree upon an amendment to be made to the section, subsection, sentence, clause or phrase previously found to be invalid and shall do or cause to be done all acts reasonably necessary in order to amend the Licence so as to reflect its original spirit and intent.

22. Notices

Any notice required or permitted to be given hereunder will be in writing and will be sufficiently given if it is delivered personally or mailed by prepaid mail to the intended party at its address set out on page 1 of the Licence. A notice will be deemed to be received on the day it is delivered, if delivered personally, or 4 business days after the date it was mailed.

23. Governing Law

The Licence will be governed by and construed in accordance with the laws of British Columbia and the parties hereby agree to attorn to the courts of British Columbia .

24. Enurement

The Licence will enure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties hereto have executed the Licence as of the day and year first above written:

THE CORPORATION OF THE CITY
OF GRAND FORKS, by its
authorized signatories:
[signature block]

THE LICENSEE, by its
authorized signatories:
[signature block]

SCHEDULE "A"

DRAFT

	Quantity	Item cost	Total	CoGF In-kind	CoGF cash	BEDS	RuGF \$ (CWF)	RuGF in-kind	Disc Club (in-kind)
Layout	1.0	\$1,000	\$1,000						\$1,000
Baskets	18.0	\$550	\$9,900	\$1,000		\$8,900			
Main tees	18	\$700	\$12,600		\$2,000	\$3,100	\$7,500		
Alt tee boxes	0	\$500	\$0						
Hole Signs	36	\$150	\$5,400		\$900		\$4,500		
Main signs	2	\$500	\$1,000		\$1,000				
Clearing and Brushing	1	\$4,000	\$4,000	\$1,000	\$2,000				\$1,000
Parking and Access	1	\$5,000	\$5,000	\$5,000					
Land Use approvals	1	\$2,000	\$2,000	\$1,000				\$1,000	\$1,000
TOTAL		\$14,400	\$40,900	\$8,000	\$5,900	\$12,000	\$12,000	\$1,000	\$3,000

all in kind labour is valued at \$40/hr

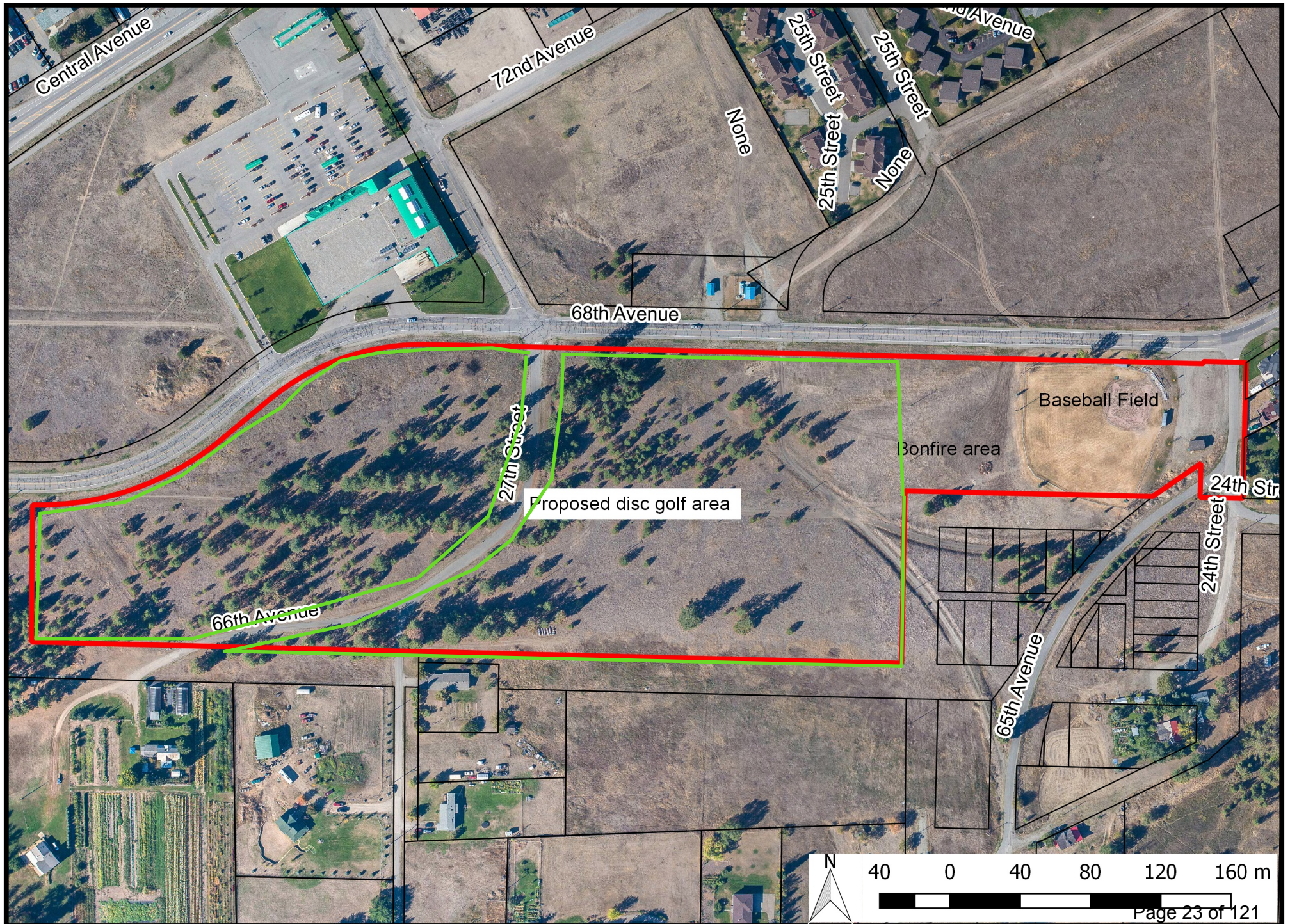
REVENUES:

TOTAL CoGF	\$13,900
TOTAL RuGF	\$13,000
TOTAL Boundary Ec Dev)	\$12,000
Disc Club	\$3,000
	\$41,900

EXPENSES:

Cash contract to Club	\$29,900
In-kind contract to club	\$12,000
	\$41,900

Proposed Disc Golf Course October 2017



Monthly Highlight Report



To: Committee of the Whole
From: **Management Team**
Date: December 11, 2017
Subject: Monthly Highlight Report
Recommendation: **THAT COUNCIL receives the monthly highlight report for information.**

Fire Department

General

- Calls this month: 35 (9 fire-related, 4 rescue, 22 first responder)
- Year to date calls: 428
- Recruiting – Six new volunteer firefighters have started following October's recruitment drive.
- Structure fire on Coalchute Road.
- Public meeting with RDKB administration regarding Area "D" fire protection, proposed capital projects.
- Volunteers : Participated in Remembrance Day service
- Public Education/Fire Prevention: Fire extinguisher training for local business, community services groups.
- Fire Prevention : Routine and Licensing inspections
- Multiple calls to homeless camp on Granby River due to unpermitted burning.

Outside Works

Safety

Occupational Health and Safety monthly focus for the month December 2017 Violence in the Workplace, Workplace Conduct.

General

- Voltage Conversion project – ongoing implementation
- Holder / municipal tractor delivered
- Scada system update
- Waste water treatment plant meetings: Mechanical engineers, Balancing tank Contractors, Electrical Engineers, Urban Systems Ltd
- Procurement training

- Master Municipal Construction Documents training
- Met with RDKB about solid waste services

Human Resources

- Interviewed for two permanent positions in the Electrical Department
- Advertised and short-listed for Winter Casual Operator 2

Electrical

- Receive and organize material and transformers for voltage conversion
- Replace 4 transformers for voltage conversion

Electrical cont.

- 2 new services and 2 disconnect and reconnects for Electricians
- Christmas decorations – downtown, Central Ave, Gyro Park
- Meter reads, underground locates, streetlight repairs
- Change 55 meters for compliance testing
- Electrical department had 4 planned outages in November for transformer changes and 1 unplanned outage

Public Works

- Storm system / Catch basin clean out throughout town
- Gyro light up set up / decorate
- Pot hole patching prep for winter roads
- Clean /Organize Public works yard for winter
- Tree pruning roads, alleys, sidewalks, for winter
- Leaf control Parks and Roads complete
- Winterize Green house
- Barbra Ann Pickle Ball nets removed/ winterized
- Winterized all Public toilets
- Winterized / Blowouts completed on all irrigation systems
- Remembrance Day Prep / set up / take down

Water and Sewer

- Lagoon desludging project
- Annual sanitary lift station maintenance and repairs.
- Sanitary services repaired - 2.
- Water services repaired - 2.
- Water main valve exercise.
- Xeriscaping Well facility.

Development and Engineering

General

- Preparing for grant applications for GIS integration with asset management software
- Dike Inspections

Capital Projects

- Extension granted for UV disinfection project to align with WWTP upgrades (in progress)
- WWTP Balancing tank installation to be complete in December
- 22nd St upgrades to be completed in spring
- Sewer phasing plan in progress
- Reviewing RFQ and design specifications for 72nd Ave sidewalk

Long Range Planning

- Official Community Plan and Zoning Bylaw – Open House & Public Hearing

Current Planning

- Received 7 inquiries regarding zoning, setbacks, land availability; 8 subdivision/development projects in various stages of preparation; 6 new servicing requests; 15 inquiries from prospective residents (including 6 resulting from proposed bylaw changes)
- Two City-owned property appraisal complete and two land disposal process initiated
- Continued ongoing processes for completion and filing of development permits and one rezoning

Business Licenses

- 8 new business licence enquiries or applications

Building Inspection and Bylaw Enforcement

General

Bylaw Services

- 3 action letters forwarded to owners of unsightly properties, 2 approaching resolution.
- Various camps removed from city property, one with 30 pieces of stolen ID.
- City wide Block Watch program initiated.
- Crime Prevention Through Environmental Design (CPTED) report received. The next steps for implementation are now being considered.
- Researching possible Secondhand Dealer and Pawnshop Bylaw.
- Investigating ongoing noise and parking complaints.

Building Inspection

- 4 building permits issued this reporting period, yearly total now 84.
- 2017 construction value now at \$3,647,482.00 (2016 yearend total was \$2,536,774.00).
- Construction inspections and business license reviews ongoing.
- Attended Building Official's education conference in Richmond. Focus on updated MIA Core Building Bylaw review with possible Council consideration this spring.

Corporate Services

General

- Prepared and facilitated Council Meetings
- Human Resources Duties
- Generalized IT support
- Continuation of Event Planning - working with community groups – various smaller events for 2018 started to come in
- Escribe Agenda software continued training and fine tuning of processes – new website agenda posting formats and procedures, added more meeting types and members
- Records Management Update review – ongoing project for up to 3 years – review of current structure with consultant, implementation of structure, new file server
- Attendance to Building Sustainable Communities Conference in Kelowna
- Attendance to PADM Policy Skills course in Kelowna

Financial Services

General

- 2018 Revenue Anticipation Borrowing Bylaw 2041 adopted
- Detailed review and analysis of water and sewer charges and revenues
- Amendments to Water and Sewer Regulations bylaws for December COTW
- Amendments to Fees and Charges Bylaw for admin, water and sewer fees - December COTW
- Revisions made to the Bank Signing Authorization Policy for adoption in January 2018
- Prepared draft amendment of the Tangible Capital Asset Policy
- 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 and the general public

Strategic Summary



Community Engagement

-



Community Livability

-



Economic Growth

-



Fiscal Responsibility

-
-

Recommendation

THAT COUNCIL receives the monthly highlight report for information.

Request for Decision



To: Committee of the Whole
From: **Chief Financial Officer**
Date: December 11, 2017
Subject: A Bylaw to Amend the Fees and Charges Bylaw
Recommendation: **RESOLVED THAT the Committee of the Whole selects an option for Schedule "J" Water Service Charges and instructs staff to include the Schedule J for that option in the Fees and Charges Amendment Bylaw No 1958-A3 , and further recommends to Council to give the first three readings of the "City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A3, 2018" at the January 15, 2018 Regular Meeting.**

Background

In order to reduce the number of bylaws requiring amendment on an annual basis, staff has undertaken a process of removing the fees and charges schedules from certain bylaws and consolidating them within a single bylaw, the Fees and Charges Bylaw.

The two new schedules which we are proposing to add to the **Fees and Charges Bylaw** in this amendment are:

- **Schedule J – Water Service Charges**
- **Schedule K – Sewer Service Charges**

The associated water and sewer regulations bylaws require amendment at the same time to support these changes and are thus also presented at this meeting.

In addition, the water and sewer rates, which have not been adjusted since mid-2016, require revision to meet budgeted revenue targets and to provide equitable treatment of similar property users.

Council recently chose to continue with the flat rate billing for residential customers, but may wish to consider a transition for non-residential services towards the billing model proposed during the recent water rates review. Consequently, three options for Schedule J - Water Service Charges are presented here for consideration, with changes to the non-residential fees as follows:

- Option 1 - Similar to the existing fee structure, with a combination of fixed charge which is the same for all customers, and a consumption charge for the volume of water used. The rate per cubic meter would increase to \$0.25 from \$0.127, in transition towards a rate of >\$0.55 which would likely be in effect after the mock billing period.
- Option 2 - Sets a fixed charge based on service size, and consumption charge at \$0.25.

Option 3 - Sets a fixed charge based on service size, and consumption charge at \$0.53. This option parallels the fee structure presented during the recent water rates review.

The table below provides an overview of the rates and revenue allocations for the three options:

	Existing	Option 1	Option 2	Option 3
<u>Rates</u>				
Residential				
Single Family	\$72.66	\$75.00	\$72.00	\$72.00
Secondary Dwelling	72.66	45.00	43.00	43.00
Buildings not connected	30.96	37.50	36.00	36.00
Metered				
Fixed charge	72.14	70.00	service size	service size
Usage charge per cubic metre	0.127	0.25	0.25	0.53
<u>Revenue Allocations</u>				
Between fixed/usage				
Residential	100 - 0%	100 - 0%	100 - 0%	100 - 0%
Non-Residential	66 - 34%	47 - 53%	53 - 47%	37 - 63%
Overall	87 - 13%	87 - 13%	87 - 13%	83 - 17%
Between residential and non-residential	83 - 17%	76 - 24%	73 - 27%	73 - 27%

The sewer rates proposed in Schedule K have been adjusted to meet a 3% increase in revenue over the 2017 budget, and reflect a slight increase in the charge per cubic metre.

Some minor fee adjustments have also been included in the General Office and Administration Fees and Charges Schedule A.

The proposed Fees & Charges Amendment Bylaw No. 1958-A2, along with the new and revised schedules, including the three options for Schedule J - Water Service Charges, are presented here for review and discussion.

Benefits or Impacts

General

When annual fees are updated, only one bylaw instead of several will require amendment.

Strategic Impact



Fiscal Responsibility

- Revision of fees and charges is necessary to ensure that the City generates sufficient revenues to meet capital and operating financial requirements.

Policy/Legislation

Asset Management Financial Policy 808

Attachments

Draft Fees and Charges Amendment Bylaw 1958-3, 2018.

Schedule A - General Office and Administration Fees and Charges

Schedule J - Water Service Charges: Options 1, 2 and 3

Schedule K - Sewer Service Charges

Schedule A extract from Fees and Charges Amendment Bylaw, 2015 (existing rates)

Recommendation

RESOLVED THAT the Committee of the Whole selects an option for Schedule "J" Water Service Charges and instructs staff to include the Schedule J for that option in the Fees and Charges Amendment Bylaw No 1958-A3 , and further recommends to Council to give the first three readings of the "City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A3, 2018" at the January 15, 2018 Regular Meeting.

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1958-A3

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;

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

1. This bylaw may be cited as the “**City of Grand Forks Fees and Charges Amendment Bylaw No. 1958-A3, 2018**”.
2. That “Fees and Charges Bylaw No. 1958, 2014” be amended as follows:
 - a. Under Section 3.1:
 - i. ADD “Schedule J – Water Service Charges”
 - ii. ADD “Schedule K – Sewer Service Charges”
 - b. INSERT “Schedule J – Water Service Charges” as attached in Appendix 1 of this bylaw.
 - c. INSERT “Schedule K – Sewer Service Charges” as attached in Appendix 1 of this bylaw.
 - d. DELETE the existing “Schedule A - General Office and Administration Fees and Charges” and REPLACE it with “Schedule A – General Office and Administration Fees and Charges” as attached in Appendix 1 of this bylaw.
3. This bylaw shall come into force and effect on its adoption.

INTRODUCED this 11th day of December, 2017

Read a **FIRST** time this

Read a **SECOND** time this.

Read a **THIRD** time this

FINALLY ADOPTED this ____ day of _____, 2018.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true copy of Bylaw No. 1958-A3, as passed by the
Municipal Council of the City of Grand Forks on this day of

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

DRAFT

APPENDIX 1

Updated Schedules

DRAFT

SCHEDULE "A"

GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

For Freedom of Information Requests

Locating and retrieving a record		
- first three hours at no charge; thereafter	\$7.50	per 1/4 hour
Producing a record manually	\$7.50	per 1/4 hour
Shipping copies	at cost	
Photocopying, please see fees below		

Administrative Fees

Copy of Council Minutes	\$0.50	per page
Miscellaneous Copies/Reports	\$0.50	per page
Information requiring research		
- billable in 1/4 hour increments	\$45.00	per hour
Copy of the List of Electors	\$10.00	each
Mortgage Roll Register	\$5.00	per folio
Tax Demand Notice (other than to an owner)	\$5.00	each
Certificate of Tax Status	\$25.00	each
Mobile Home Tax Status Certificate	\$25.00	each
Compliance Letter	\$25.00	each
Property Tax Notice/Utility Bill Reprint	\$10.00	each
Real Estate Board Data File	\$200.00	each
Account Transfers or Refunds		
- 1st per annum per folio or account	no charge	
- upon sale of property or final billing	no charge	
- all other	\$25.00	each
Returned Cheques/ N.S.F. Payment	\$25.00	each
Issuance of Certified Cheque or Bank Draft	\$25.00	each
Interest on overdue accounts receivable	1%	per month
Penalty on overdue utility accounts	2%	bimonthly

City of Grand Forks "Sustainable Community Plan" Bylaw

Current Bylaw - includes all amendments and maps	\$30.00	per copy
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City of Grand Forks "Zoning" Bylaw

Bylaw Text	\$20.00	per copy
36 x 36 Colour Map	\$15.00	per copy

City of Grand Forks "Subdivision, Development and Servicing" Bylaw

Current Bylaw - includes all amendments and design standards

\$30.00 per copy

All other Bylaws

\$0.50 per page

Maps - Plotter Printing Fees

Black & White

\$2.00 per square foot

Colour

\$4.00 per square foot

Subdivision Application Fees (non- refundable)

Pre-application meeting and letter of requirements

\$100.00

Application - examination fee

\$400.00

plus fee for each new lot created

\$100.00

SCHEDULE "J"

WATER SERVICE CHARGES

1. **Installation of Water Service**

*** Water meter mandatory at additional cost per Section 2.**

- | | |
|---|---|
| <p>(a) Residential - 19 mm diameter (3/4") & 24.5 mm diameter (1")</p> <p>Work to be performed by City approved contractor, arranged by and billed direct to customer</p> | Actual Cost |
| <p>(b) Commercial, Industrial & Institutional</p> <p>Work to be performed by City approved contractor, arranged by and billed direct to customer</p> | Actual Cost |
| <p>(c) Renewal (upgrading, including meter retrofit)</p> <p>Work to be performed by City approved contractor, arranged by and billed direct to customer</p> | Actual Cost |
| <p>(d) Additional service costs not included in (a), (b), and (c) above:</p> <p style="padding-left: 20px;">i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length)</p> <p style="padding-left: 20px;">ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping</p> <p style="padding-left: 20px;">iii) Inspections and/or pressure testing</p> | <p>Actual Cost</p> <p>Actual Cost</p> <p>\$150.00</p> |

2. **Water Meter Installation**

- | | |
|---|------------|
| (a) Pit meter installation (meter included) | \$3,000.00 |
| (b) Complete pit meter assembly | \$1,600.00 |
| (c) Replacement meter - inside meter | \$450.00 |

3. **Charges for each time the water supply is turned on/off**

During normal working hours (Monday – Friday)	no charge
---	-----------

4. **Charges for after-hours callout – evenings, weekends, statutory holidays**

Private property issue	\$ 200.00
------------------------	-----------

5. Additional Charges

(a)	Manual meter reading charge – per occurrence	\$ 25.00
(b)	Meter re-read at Customer's request – per occurrence	\$ 25.00
(c)	Meter testing at Customer's request – per occurrence	Actual Cost
(d)	Water meter tampering charge – per occurrence	\$200.00
(e)	Charge to repair damage caused by tampering	Cost plus 15%
(f)	Curb stop damaged by owner	Cost plus 15%

6. Water User Fees**6.1. Bi-Monthly Flat Rate User Fees (per unit)**

(a)	Residential	
	(i) Single family dwelling or duplex (per unit)	\$75.00
	(ii) Secondary suite or dwelling unit (per unit)	\$45.00
(b)	Unmetered Multi-Family Residential and Strata (per unit)	\$52.50
(c)	Unmetered Business, Industrial, Utility, Institutional Recreational, Non-Profit and all other classes Flat fee calculated as bi-monthly fixed charge of \$70.00 plus estimated usage at \$0.25 per cubic meter*	
(d)	Buildings not connected to water system on lots where service is available	\$37.50
(e)	Buildings with service shut off for minimum of one entire bi-monthly billing cycle	\$37.50

6.2. Metered User Fees

(a)	Residential - Single Family or Duplex	flat rate only
(b)	Business, Industrial, Utility, Institutional, Recreational, Non-Profit, Multi-Family Residential, Strata, and all other classes	
	Water consumption charge per cubic metre	\$0.25
	plus	
	Bi-monthly fixed charge	\$70.00

7. Bulk Water Purchases

From City bulk water facility - per cubic metre or portion thereof	\$2.00
--	--------

* Usage to be estimated using available data for similar property class and function

SCHEDULE "J"

WATER SERVICE CHARGES

1. ***Installation of Water Service***

*** Water meter mandatory at additional cost per Section 2.**

- | | |
|--|-------------|
| (a) Residential - 19 mm diameter (3/4") & 24.5 mm diameter (1")
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (b) Commercial, Industrial & Institutional
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (c) Renewal (upgrading, including meter retrofit)
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (d) Additional service costs not included in (a), (b), and (c) above: | |
| i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length) | Actual Cost |
| ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping | Actual Cost |
| iii) Inspections and/or pressure testing | \$150.00 |

2. ***Water Meter Installation***

- | | |
|---|------------|
| (a) Pit meter installation (meter included) | \$3,000.00 |
| (b) Complete pit meter assembly | \$1,600.00 |
| (c) Replacement meter - inside meter | \$450.00 |

3. ***Charges for each time the water supply is turned on/off***

During normal working hours (Monday – Friday)	no charge
---	-----------

4. ***Charges for after-hours callout – evenings, weekends, statutory holidays***

Private property issue	\$ 200.00
------------------------	-----------

5. Additional Charges

(a)	Manual meter reading charge – per occurrence	\$ 25.00
(b)	Meter re-read at Customer's request – per occurrence	\$ 25.00
(c)	Meter testing at Customer's request – per occurrence	Actual Cost
(d)	Water meter tampering charge – per occurrence	\$200.00
(e)	Charge to repair damage caused by tampering	Cost plus 15%
(f)	Curb stop damaged by owner	Cost plus 15%

6. Water User Fees**6.1. Bi-Monthly Flat Rate User Fees (per unit)**

(a)	Residential	
	(i) Single family dwelling or duplex (per unit)	\$72.00
	(ii) Secondary suite or dwelling unit (per unit)	\$43.00
(b)	Unmetered Multi-Family Residential and Strata (per unit)	\$50.50
(c)	Unmetered Business, Industrial, Utility, Institutional Recreational, Non-Profit and all other classes Flat fee calculated as bi-monthly fixed charge, based on service size as per Section 6.2 (b), plus estimated usage at \$0.25 per cubic meter*	
(d)	Buildings not connected to water system on lots where service is available	\$36.00
(e)	Buildings with service shut off for minimum of one entire bi-monthly billing cycle	\$36.00

6.2. Metered User Fees

(a)	Residential - Single Family or Duplex	flat rate only
-----	---------------------------------------	----------------

* Usage to be estimated using available data for similar property class and function

- (b) Business, Industrial, Utility, Institutional, Recreational, Non-Profit, Multi-Family Residential, Strata, and all other classes

Water consumption charge per cubic metre \$0.25

plus

Bi-monthly fixed charge based on service size as follows:

16 mm and 20 mm (1/2" and 3/4") service	\$56.00
25 mm (1") service	\$56.00
32 mm (1 1/4") service	\$88.00
40 mm (1 1/2") service	\$126.00
50 mm (2") service	\$224.00
63 mm (2 1/2") service	\$350.00
75 mm (3") service	\$504.00
100mm (4") and greater	negotiated rate

7. Bulk Water Purchases

From City bulk water facility - per cubic metre or portion thereof \$2.00

SCHEDULE "J"

WATER SERVICE CHARGES

1. **Installation of Water Service**

*** Water meter mandatory at additional cost per Section 2.**

- | | | |
|------|--|-------------|
| (a) | Residential - 19 mm diameter (3/4") & 24.5 mm diameter (1")
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (b) | Commercial, Industrial & Institutional
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (c) | Renewal (upgrading, including meter retrofit)
Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (d) | Additional service costs not included in (a), (b), and (c) above: | |
| i) | Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length) | Actual Cost |
| ii) | Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping | Actual Cost |
| iii) | Inspections and/or pressure testing | \$150.00 |

2. **Water Meter Installation**

- | | | |
|-----|---|------------|
| (a) | Pit meter installation (meter included) | \$3,000.00 |
| (b) | Complete pit meter assembly | \$1,600.00 |
| (c) | Replacement meter - inside meter | \$450.00 |

3. **Charges for each time the water supply is turned on/off**

During normal working hours (Monday – Friday)	no charge
---	-----------

4. **Charges for after-hours callout – evenings, weekends, statutory holidays**

Private property issue	\$ 200.00
------------------------	-----------

5. Additional Charges

(a)	Manual meter reading charge – per occurrence	\$ 25.00
(b)	Meter re-read at Customer's request – per occurrence	\$ 25.00
(c)	Meter testing at Customer's request – per occurrence	Actual Cost
(d)	Water meter tampering charge – per occurrence	\$200.00
(e)	Charge to repair damage caused by tampering	Cost plus 15%
(f)	Curb stop damaged by owner	Cost plus 15%

6. Water User Fees**6.1. Bi-Monthly Flat Rate User Fees (per unit)**

(a)	Residential	
	(i) Single family dwelling or duplex (per unit)	\$72.00
	(ii) Secondary suite or dwelling unit (per unit)	\$43.00
(b)	Unmetered Multi-Family Residential and Strata (per unit)	\$50.50
(c)	Unmetered Business, Industrial, Utility, Institutional Recreational, Non-Profit and all other classes	
	(i) Service size less than 100 mm (4")	
	Flat fee calculated as bi-monthly fixed charge, based on service size as per Section 6.2 (b), plus estimated usage at \$0.53 per cubic meter*	
	(ii) Service size 100mm (4") or greater	
	Negotiated rate	
(d)	Buildings not connected to water system on lots where service is available	\$36.00
(e)	Buildings with service shut off for minimum of one entire bi-monthly billing cycle	\$36.00

* Usage to be estimated using available data for similar property class and function

6.2. Metered User Fees

- | | |
|---|-----------------|
| (a) Residential - Single Family or Duplex | flat rate only |
| (b) Business, Institutional, Utility, Recreational, Non-Profit,
Multi-Family Residential, Strata and all other classes | |
| Water consumption charge per cubic metre | \$0.53 |
| plus | |
| Bi-monthly fixed charge based on service size as follows: | |
| 16 mm and 20 mm (1/2" and 3/4") service | \$36.00 |
| 25 mm (1") service | \$36.00 |
| 32 mm (1 1/4") service | \$56.00 |
| 40 mm (1 1/2") service | \$81.00 |
| 50 mm (2") service | \$144.00 |
| 63 mm (2 1/2") service | \$225.00 |
| 75 mm (3") service | \$324.00 |
| (c) Customers with service size of 100mm (4") and greater | negotiated rate |

7. **Bulk Water Purchases**

- | | |
|--|--------|
| From City bulk water facility - per cubic metre or portion thereof | \$2.00 |
|--|--------|

SCHEDULE “K”

SEWER SERVICE CHARGES

1. ***Installation of Sewer Service***

- | | |
|--|-------------|
| (a) Residential - 100 mm (4”) diameter | |
| Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| | |
| (b) Commercial, Industrial, Institutional, Multi-Family - 152 mm (6”) diameter | |
| Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| | |
| (c) Additional service costs not included in (a), (b), and (c) above: | |
| i) Service or main extension (100 mm to 152 mm diameter and/or where the service length exceeds 15 m) | Actual Cost |
| ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping | |
| iii) Inspections and/or pressure testing | \$150.00 |

2. ***Charges for after-hours callout – evenings, weekends, statutory holidays***

- | | |
|------------------------|-----------|
| Private property issue | \$ 200.00 |
|------------------------|-----------|

3. ***Sewer User Fees***

3.1. Bi-Monthly Flat Rate User Fees

- | | |
|--|---------|
| (a) Residential | |
| (i) Single family dwelling or duplex (per unit) | \$85.00 |
| (ii) Secondary suite or dwelling unit (per unit) | \$50.00 |
| | |
| (b) Unmetered Multi-Family Residential and Strata (per unit) | \$50.00 |
| | |
| (c) Unmetered Business, Industrial, Utility, Institutional, Recreational, Non-Profit and all other classes | |
| Flat fee calculated as bi-monthly fixed charge of \$75.00 plus estimated usage charge per 1/3 cubic meter of metered water at \$0.48 per cubic meter | |
| (Usage to be estimated using available data for similar property class and function) | |

(e) Buildings not connected to sewer system on lots where service is available	\$52.50
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3.2. Metered User Fees

(a) Residential - Single Family or Duplex	flat rate only
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(b) Multi-Family Residential and Strata

Bi-monthly fixed charge (per unit)	\$40.00
------------------------------------	---------

plus

Sewer usage charge per 1/3 cubic metre of metered water	\$0.48
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(c) Business, Industrial, Utility, Institutional, Recreational, Non-Profit and all other classes

Bi-monthly fixed charge	\$75.00
-------------------------	---------

plus

Sewer usage charge per 1/3 cubic metre of metered water	\$0.48
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APPENDIX 1

SCHEDULE "A" GENERAL OFFICE AND ADMINISTRATION FEES AND CHARGES

	<u>Fee/Charge</u>	<u>Unit</u>
For Freedom of Information Requests		
For locating and retrieving a record	\$7.50	per 1/4 hour after first 3 hours
For producing a record manually	\$7.50	per quarter hour
For shipping copies	actual costs of shipping method chosen by applicant	
For photocopying, please see fees below		
Administrative Fees		
Copy of Council Minutes - per page	\$0.50	/page
Miscellaneous Copies/Reports	\$0.50	/page
Copy of the List of Electors	\$10.00	flat rate
Tax Demand Notice (other than to an owner)	\$5.00	flat rate
Certificate of Tax Status	\$25.00	flat rate
Mobile Home Tax Status Certificate	\$25.00	flat rate
Compliance Letter	\$25.00	flat rate
N.S.F. Payment	\$25.00	flat rate
Information requiring research (billable in 1/4 hour increments)	\$35.00	/hour
Mortgage Roll Register	\$5.00	flat rate
Refund Overpayment (excluding sale and final)	\$25.00	flat rate
Payment Redistribution (change account, transfer credit)	\$25.00	flat rate
Property Tax Notice / Utility Bill Reprint	\$10.00	flat rate
Real Estate Board Data File	\$200.00	flat rate
General Accounts Receivable	2%	/month*
*On overdue accounts		
City of Grand Forks "Sustainable Community Plan" Bylaw		
Current Bylaw - includes all amendments and maps	\$30.00	flat rate
City of Grand Forks "Zoning" Bylaw		
Current Bylaw - includes all amendments and maps	\$25.00	flat rate

Request for Decision



To: Committee of the Whole
From: Chief Financial Officer
Date: December 11, 2017
Subject: A Bylaw to Amend Water Regulations Bylaw No. 1973-A1
Recommendation: **RESOLVED THAT Committee of the Whole recommends to Council to give the first three readings of the "Water Regulations Amendment Bylaw No. 1973-A3, 2018" at the January 15, 2018 Regular Meeting.**

Background

Water Regulations Amendment Bylaw No. 1973-A1 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 to move the fees from **Schedule "A"** of **Bylaw 1973-A1** to the **Fees and Charges Bylaw**.

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

The "**Water Regulations Amendment Bylaw No. 1973-A3, 2018**" is now presented for introduction. A draft of the amendment bylaw is attached along with copies of **Water Regulations Amendment Bylaw No. 1973-A1, 2015** and **Water Regulations Amendment Bylaw No. 1973-A2, 2016**.

Benefits or Impacts

General

When annual fees are updated, this can be done by amending one bylaw instead of many.

Policy/Legislation

This bylaw will amend Bylaw 1973-A1.

Attachments

Draft Water Regulations Amendment Bylaw No. 1973-A3, 2018
Water Regulations Amendment Bylaw No. 1973-A1, 2015
Water Regulations Amendment Bylaw No. 1973-A2, 2016

Recommendation

RESOLVED THAT Committee of the Whole recommends to Council to give the first three readings of the “Water Regulations Amendment Bylaw No. 1973-A3, 2018” at the January 15, 2018 Regular Meeting.

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1973-A3

A Bylaw to Amend the Water Regulations Bylaw No. 1973-A1

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 “**Water Regulations Amendment Bylaw No. 1973-A3, 2018**”
2. That Bylaw 1973-A1, cited as “Water Regulations Amendment Bylaw No. 1973-A1, 2015, be amended 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 4.1, replace “Schedule A” with “the Fees and Charges Bylaw”.
 - c) In Section 7.2, replace “Schedule A” with “the Fees and Charges Bylaw”.
 - d) In Sections 8.1 and 8.3, replace “Schedule A” with “the Fees and Charges Bylaw”.
 - e) Delete Section 8.6 in its entirety.
 - e) In Section 10.16, replace “Schedule A” with “the Fees and Charges Bylaw”.
 - f) In Section 12.9, replace “Schedule A” with “the Fees and Charges Bylaw”.
 - g) In Sections 15.2 and 15.6, replace “Schedule A” with “the Fees and Charges Bylaw”.
 - h) Replace Section 15.5 with “Any water service turned off or disconnected at the request of the Owner pursuant to Sections 7 and 8 shall be subject to the flat rate or fixed charge specified in the Fees and Charges Bylaw.”
 - i) Delete Schedule “A”.

INTRODUCED this 11th day of December, 2017.

Read a **FIRST** time this

Read a **SECOND** time this.

Read a **THIRD** time this

FINALLY ADOPTED this ____ day of _____, 2018.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 1973-A3, 2018 as adopted by the Municipal Council of the City of Grand Forks on the ____ day of _____

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

DRAFT

THE CORPORATION OF THE CITY OF GRAND FORKS

WATER REGULATIONS BYLAW NO. 1973-A1

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

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

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

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

1. TITLE

- 1.1 This bylaw may be cited for all purposes as the **“Water Regulations Bylaw No. 1973-A1, 2015”**.

2. DEFINITIONS

- 2.1 In this Bylaw, unless the context otherwise requires:

“Agricultural User” means any Owner of land in the Agricultural Land Reserve or bona fide agricultural land that is connected to the Waterworks System;

“Applicant” means any Owner or duly authorized agent making an application for Service, Water Connection/Disconnection or the Turn-on or Turn-off of water;

“Backflow Preventer” means a mechanical apparatus installed in a water system that prevents the backflow of contaminants into the potable Waterworks System;

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

“Bone Fide Agricultural Land” means land used for agricultural purposes, as defined by the BC Assessment Authority;

“Bylaw Enforcement Officer” means a person in a class prescribed under Section 273 (c) of the Community Charter who is designated by a local government as a bylaw enforcement officer and every Peace Officer;

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

“City specifications” means the specifications, drawings and other standards for works and services established under the Subdivision, Development and Servicing Bylaw No. 1424, 1994.

“Collector” means the Person appointed from time to time by Council as the Collector;

“Collector’s Roll” means a list of each property served by the Waterworks System that is liable to water charge and which designates the Owner as a Domestic User, a Non-Domestic User, an Agricultural User or a combination thereof;

“Commercial” means all industrial, utility and business properties as defined as Class 2, 4, 5 and 6 under the B.C. Assessment Act and any institutional and apartment buildings with three or more units and any residential with two or more units within the same assessment folio, upon written application by the Owner;

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

“Curb Stop” means the valve on a Service pipe located on the street or lane at or near an Owner’s Parcel Boundary;

“Customer” means any person, company or corporation who has opened a service account with the City for the purpose of being supplied water from the City Waterworks System;

“Domestic User” means any Owner of land connected to the Waterworks System using water for residential household requirements, sanitation, fire prevention or lawn and garden irrigation purposes;

“Dwelling Unit” means a building or a part of a building in which a person or persons live. This means one or more rooms are to be used as or designed as a residence, which contains sleeping, cooking and sanitary facilities and has an independent entrance, either directly from outside a building or from a common hallway inside a building.

“Manager of Operations” means the individual appointed by Council to manage and oversee the day-to-day operation of the Waterworks System or his/her designate and, along with other City Staff, to administer this bylaw;

“Meter Pit” means a chamber installed below or above the ground over a residential or irrigation water Service for the purpose of installing a Water Meter;

“Non-Domestic User” means any Owner of land connected to the Waterworks System that is not using water as a Domestic User or Agricultural User;

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

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

“Parcel Boundary” means the line that defines the perimeter of a parcel of land;

“Person” includes a corporation, partnership or party and the Personal or legal representatives of a Person to whom the context can apply, according to law;

“Service” means and includes the supply of water to any Owner or any lot and all the pipes, valves, fittings, meters, connections and other things necessary for the purpose of such supply;

“Service Connection” means the connecting line from the Waterworks System to the Parcel Boundary and includes all related pipes, shut off valves and other appurtenances;

“Single-family Detached Dwelling” means a Dwelling Unit generally designed for and occupied by one family;

“Sprinkling” means to allow water from the City’s water supply to enter onto lawns, gardens and other outdoor areas;

“Turn-off” means to discontinue the Service to any Owner or any lot by closing a Curb Stop or by such other means as the City finds appropriate;

“Turn-on” means to commence the Service to any Owner or any lot by opening a Curb Stop or by such other means as the City finds appropriate;

“Water Connection” means the pipes and appurtenances on private property used or intended to be used to conduct water from the Curb Stop to the private property;

“Water Meter” means an apparatus or device used for measuring the volume of water passing through it and includes any accessories such as a remote reader device and the connecting cable;

“Water User” means any Person who is the Owner or agent for the Owner of any premises to which the Service is provided and also any Person who is the Occupier of any such premises and also any Person who is actually a user of water supplied to any premises;

“Waterworks System” means the entire water system of the City, including, without limitation, the distribution system and the intake, reservoirs and any water treatment facilities.

3. GENERAL PROVISIONS

- 3.1 To the extent that the City has not already established the Service of water supply, the City hereby establishes the Service of supplying water to the City through the Waterworks System and operating, constructing, maintaining and regulating the Waterworks System.
- 3.2 The City does not guarantee water pressure, continuous supply or direction of water flow. The City reserves the right at any time, without notice, to change the operating pressure, to shut off water or to change the direction of flow. The City, its officers, employees, nor agents shall be liable for any damage or other loss caused by changes in water pressure, shutting off water or change in direction of flow or by reason of the water containing sediments, deposits, or other foreign matter.
- 3.3 Nothing contained in this bylaw shall be construed to impose any liability on the City to provide water to any Person or property or to provide a continuous supply of water or water of any particular quantity or quality.
- 3.4 Any supply of water by the City is subject to the following conditions, in addition to the other conditions set out in this bylaw:
- (a) the City is not responsible for the failure of the water supply as a result of any accident or damage to the Waterworks System;
 - (b) the City is not responsible for any excessive water pressure or lack of water pressure;
 - (c) the City is not responsible for any temporary stoppage of water supply on account of alterations or repairs to the Waterworks System,

whether such arises from the negligence of any Person in the employ of the City or another Person, or through natural deterioration or obsolescence of the Waterworks System or otherwise.

4. APPLICATIONS FOR SERVICE CONNECTION AND WATER CONNECTION

- 4.1 An Owner or an Owner's duly authorized agent must make an application to the City to install a Water Service from the Waterworks System to the Owner's Parcel

Boundary, and the Water Connection from property line to his or her private property must submit the application on the required form(s), as provided by the City and amended from time to time. Such Applicant shall, on making the application, pay to the City the applicable fee(s) as set out in Schedule A.

5. CONSTRUCTION OF THE WATER SERVICE

- 5.1 Upon a completed application being received for the installation of a Service Connection, and payment of applicable fee(s) in full, a contractor pre-approved by the City may install a Service Connection from the Waterworks System to the Parcel Boundary and a Curb Stop at the Parcel Boundary.
- 5.2 An Owner is responsible for the installation of a Water Service and a Curb Stop at the Parcel Boundary, at his or her sole cost.
- 5.3 Each property shall have only one Service Connection except where a separate connection is required by the Manager of Operations.
- 5.4 The size of the pipe to be used in providing a Water Service to any premises and also the position in the street in which the Water Service is to be laid shall be determined by the Manager of Operations.
- 5.5 No work of any kind in relation to a Water Service, either for the laying of a new Water Service or repair of an existing Water Service, shall be done by any Person other than a contractor approved by the Manager of Operations.

6. CONSTRUCTION OF THE WATER CONNECTION

- 6.1 Upon a completed application being received for the installation of a Water Connection and payment of the applicable fee(s) in full, the Owner may install a Water Connection from the property line to the Owner's private property and the Manager of Operations shall classify the Owner as either a Domestic User, a Non-domestic User, an Agricultural User, or any combination thereof.
- 6.2 An Owner is responsible for the installation of a Water Connection, at his or her sole cost.
- 6.3 Installation of a Water Connection must comply with the following requirements:
 - (a) the type and size of pipe used for the Water Connection must meet the standards for piping as determined by the Manager of Operations or his/her designate;
 - (b) all Water Connection lines shall be installed to provide a minimum depth of 1.5 metres cover;

- (c) where required by the Manager of Operations, a Backflow Preventer must be installed at the building as close as possible to the entrance point of the Water Connection into the building; and
 - (d) after the Water Connection lines have been installed, the Owner must not backfill the excavation until the installation of the Water Connection has been inspected and approved by the City.
- 6.4 No work of any kind in relation to a Water Connection, either for the laying of a new Water Connection or repair of an existing Water Connection, shall be done by any Person other than a contractor approved by the Manager of Operations.
- 6.5 The Owner is solely responsible for supplying, installing and maintaining the Curb Stop and the connection or joint at the property line between the Water Service and the Water Connection.
- 6.6 The Owner is responsible for any damage caused by the Owner to the Curb Stop and must immediately notify the Manager of Operations of any such damage. The City will repair and bill the repair on utility bill.
- 6.7 Where required by the Manager of Operations, an Owner shall install a pressure-reducing device on his or her property, to the satisfaction of the Manager of Operations.
- 6.8 An Owner is responsible for maintaining the Water Connection and Backflow Preventer in good repair and in a clean and sanitary condition at all times, and must remedy any defect in the Water Connection as soon as the Owner becomes or is made aware of the defect. The Owner must immediately advise the Manager of Operations of any defect in the Water Connection.

7. WATER TURN-OFF / TURN-ON

- 7.1 All applications for the Turn-off or Turn-on of the water Service must be made in writing to the Manager of Operations not less than forty-eight (48) hours before the Turn-off or Turn-on is required.
- 7.2 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in Schedule A.
- 7.3 Any Person who applies to the City for the Turn-on of the Water Connection shall provide to the Manager of Operations confirmation that the Water Connection was satisfactorily tested, inspected and approved by the City.
- 7.4 No Person shall make an application for the Turn-off of the Water Connection from any premises in use, or occupied by any other Person, until such use or occupation

has ceased, the premises have been vacated or the occupying Person has been given notification of thirty (30) days.

- 7.5 Any unauthorized Person found to have turned the water on or off is guilty of an offence under this bylaw and will be subject to a penalty in accordance with Section 12.11.

8. WATER DISCONNECTION/RECONNECTION

- 8.1 When any building within the City is removed, demolished or abandoned, application for disconnection of a water Service shall be made in writing, by the property Owner, on the required form(s) as provided by the City and amended from time to time and delivered to the City Office. Until such application has been submitted, water rates may be charged as prescribed in Schedule A to the property Owner.
- 8.2 All applications for the disconnection or reconnection of the water Connection must be made in writing to the Manager of Operations not less than one (1) week before the disconnection/reconnection is required.
- 8.3 On application by a property Owner or duly authorized agent, on the required form(s) as provided by the City and amended from time to time, the applicant shall pay the applicable fee as set out in Schedule A.
- 8.4 Any Person who applies to the City for reconnection of the Water Service shall provide to the Manager of Operations confirmation that the Water Service was satisfactorily tested, inspected and approved by the City.
- 8.5 Any unauthorized Person found to have disconnected from or reconnected to the water Connection is guilty of an offence under this bylaw and will be subject to a penalty in accordance with Section 12.11.
- 8.6 Should the property owner elect to have the water service to a building turned on or off, as described in Section 8 of this bylaw, water customer charge and fixed and capital fees will continue to be charged.

9. RESTRICTIONS ON USE OF WATER

- 9.1 Council may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit irrigation, yard and garden Sprinkling, car washing and private pool filling to reduce water usage when it considers water to be in short supply and every Person shall abide by such restriction or prohibition.
- 9.2 The City may at such times and for such length of time as is considered necessary or advisable by Council, restrict or prohibit other water uses when it considers

water to be in short supply and every Person shall abide by such restriction or prohibition.

10. WATER METERS

- 10.1 Every Owner of property that receives the supply of water from the Waterworks System shall, at the sole cost of the Owner, pay for the cost of a Water Meter from the City and shall install the Water Meter on his or her property in compliance with the provisions of this bylaw. The Water Meter shall remain the property of the City of Grand Forks.
- 10.2 Notwithstanding Section 10.1, the City shall supply and install Water Meters to those properties built prior to July 31, 2016, free of charge.
- 10.3 Only one Water Meter shall be installed for each Water Connection on a property.
- 10.4 The Manager of Operations may determine and specify the type and size of Water Meters for each type of property and use, considering the Manager of Operation's estimate of water consumption and other factors considered relevant by the Manager of Operations.
- 10.5 Every Water Meter shall be installed by a certified plumber or qualified contractor retained by the Owner of the parcel and approved by the Manager of Operations.
- 10.6 Where water services a single building on private property, the Water Meter shall be located in the building as close as possible to the entrance point of the Water Connection into the building, unless otherwise approved by the Manager of Operations.
- 10.7 Notwithstanding Section 10.6, the Owner of each newly constructed Single-family Detached Dwelling in the City shall install a water meter within the Dwelling Unit or a Meter Pit, as per current industry standards as determined by the Manager of Operations, with a Water Meter at the Parcel Boundary. For clarity, a newly constructed single-family detached dwelling is any single-family detached dwelling constructed after adoption of this bylaw. The City will provide a water meter free of charge up until July 31, 2016. Any new construction building permit after January 1, 2016 the water meter will be supplied by the City and billed to the utility account with the home owner being responsible for the installation of the water meter by a qualified contractor.
- 10.8 Where water services multiple-unit housing or Commercial, industrial or institutional property, the Water Meter must be located within a meter room or some other location approved by the Manager of Operations.
- 10.9 The Owner shall maintain the Water Meter on his or her property in good repair and shall not tamper with the Water Meter in any manner. The Owner shall provide

adequate protection for the Water Meter against freezing, heat and other severe conditions that might damage the Water Meter.

- 10.10 If any breakage, stoppage or other irregularity in a Water Meter is observed by an Owner, the Owner shall notify the Manager of Operations immediately.
- 10.11 If a Water Meter installed on a property is destroyed, lost or damaged in any way, the Owner shall repair or replace the Water Meter at his or her sole cost.
- 10.12 An Owner must, at all reasonable times, provide adequate, convenient, and unobstructed access to the City for inspecting and reading the Water Meter.
- 10.13 No Person shall remove or in any way disturb a Water Meter except under the direction of the Manager of Operations.
- 10.14 The Service shall not be activated to a property until a Water Meter has been installed on the property and any Meter Pit has been inspected by the City and found to be in compliance with this bylaw.
- 10.15 If the City or an Owner questions the accuracy of the record of a Water Meter, the City shall designate a qualified professional to remove and test the Water Meter.
- 10.16 If the test performed under Section 10.15 discloses that the Water Meter is not less than 98% accurate in recording the water passing through the Water Meter, the party questioning the accuracy of the Water Meter shall pay the meter testing fee specified in Schedule A. If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the cost of the test shall be borne by the City.
- 10.17 If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the City shall repair or replace the Water Meter, at its own cost.
- 10.18 If the test performed under Section 10.15 discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the Manager of Operations shall adjust the Owner's water bill by the amount of the inaccuracy for a period not exceeding one (1) year. The adjustments shall only apply to the Owner who overpaid or underpaid and not to any subsequent Owner of the property.

11. FAILURE TO INSTALL A WATER METER

- 11.1 If an Owner fails to install a Water Meter as required by this bylaw, the City may, upon giving notice to the Owner, install a Meter Pit and Water Meter at the Curb Stop at the sole cost of the Owner. Prior to and including July 31, 2016 the Owner will be responsible for the difference in cost between in-home installation and

Meter Pit installation. After July 31, 2016, the Owner will be responsible for all costs associated with installation unless booked for installation on or prior to December 15, 2015.

12. OFFENCES AND PROHIBITIONS

12.1 No Person shall:

- (a) connect or maintain any connection to, or use water from the Waterworks System without first obtaining permission from the Manager of Operations in accordance with this bylaw;
- (b) connect, cause to be connected or allow to remain connected any building on any property already connected to the Waterworks System to any other source of water;
- (c) connect, cause to be connected or allow to remain connected to the Waterworks System any pipe, fixture, fitting, container, appliance or apparatus, in any manner which, under any circumstances, could cause or allow any part of the Waterworks System to become contaminated;
- (d) sell, dispose of or otherwise give away water from the City Waterworks System; unless a written request has been approved by the Manager of Operations.
- (e) connect any apparatus, fitting, or fixture to the Waterworks System which may in any way harm the Waterworks System.

12.2 No Person shall cause, permit or allow any device or apparatus of any kind to be or remain connected to the Waterworks System or allow it to be operated in such a manner as to cause sudden large demands for water or otherwise affect the stability of water pressure in the Waterworks System and, for the purposes of this section, such prohibited devices and apparatuses include, without limitation:

- (a) booster pumps;
- (b) quick opening valves or quick closing valves;
- (c) flush meters;
- (d) rod hopper water closets;
- (e) water-operated pumps or siphons;
- (f) standpipes;

(g) large outlets.

- 12.3 Notwithstanding Section 12.2, an Owner may apply to the Manager of Operations in writing for permission to connect a prohibited device or apparatus to the Waterworks System. Upon receiving permission from the Manager of Operations, the Owner may connect a prohibited device or apparatus to the Waterworks System, subject to any terms and conditions imposed by the Manager of Operations.
- 12.4 No Person shall destroy, injure, obstruct access to, or tamper with any hydrant, valve, Curb Stop, pipe, pump or other fixture of the Waterworks System or the Water Connection and no Person shall, in any manner, make any additions, alterations or other changes to the Waterworks System or the Water Connection.
- 12.5 No Person shall use water from the Waterworks System unless that usage is recorded by a properly functioning Water Meter that is installed and maintained in accordance with this bylaw.
- 12.6 No Person shall install any piping or other works designed to allow water from the Waterworks System to be used without that usage being recorded by a Water Meter.
- 12.7 Where the Manager of Operations considers that a Person has violated Section 12.5 or 12.6, the City may install a Meter Pit with a Water Meter at or near the Parcel Boundary of the property either on the property or on the adjacent highway.
- 12.8 Where the City has installed a Meter Pit with a Water Meter under Section 12.7, the Owner of the property in respect of which the Meter Pit with a Water Meter was installed shall pay to the City a fee equal to the cost incurred by the City to install the Meter Pit and Water Meter, including the cost of the pit and meter.
- 12.9 Where a Person has violated Section 12.4, 12.5 or 12.6, the Owner of the property in respect of which the violation has occurred shall pay to the City an unrecorded water usage penalty as set out in Municipal Ticket Information Bylaw No. 1957, and additional charges as described in Schedule A, whether or not the City has installed a Meter Pit with a Water Meter at or near the Parcel Boundary under Section 12.7.
- 12.10 Charges imposed under Section 12.8 or 12.9 are due and payable within 30 days of the date on which an invoice setting out the amount of the fee is mailed to the address of the Owner as shown on the assessment roll for the property referred to in those Sections and if unpaid on December 31 of the year in which the charges became due and payable, may be collected in the same manner and with the same remedies as property taxes.

12.11 Any Person who contravenes any of the provisions of this bylaw is liable, upon summary conviction, to a minimum fine of not less than One Thousand Dollars (\$1,000.00) and a maximum fine of Ten Thousand Dollars (\$10,000.00) and the cost of prosecution. Every day during which there is an infraction of this bylaw shall constitute a separate offence.

12.12 Any Person who contravenes any of the provisions of the Stage 1 through Stage 4 Watering Restrictions may be subject to a fine as described in Schedule 12 – A3 of the Municipal Ticketing and Information Bylaw No 1957

13. SHUT OFF OF WATER SUPPLY

13.1 The Manager of Operations may shut off the supply of water to any property for any or all of the following reasons:

- (a) a request for Turn-off or discontinuance of the Service;
- (b) maintaining, repairing, renovating, replacing, disinfecting or otherwise operating the Waterworks System;
- (c) an emergency that threatens the safety of the Waterworks System or the public;

and the City may shut off the supply of water to any property for any or all of the following reasons;

- (d) non-compliance with any provision of this bylaw;
- (e) shortage of water supply pursuant to Section 9.1 or 9.2 of this bylaw.

14. NOTICES OF WATER SHUT OFF

14.1 Where water supply is to be shut off for non-compliance with any provision of this bylaw, the City will give thirty (30) days notice to the Owner.

14.2 Where water supply is to be shut off for reason of non-compliance with any provision of this bylaw, the City will give the Person affected the opportunity to make representations to Council in respect of such non-compliance.

14.3 Where water supply is to be shut off for reason of shortage of water supply pursuant to Section 9.1 or 9.2 of this bylaw, the City will give at least seven (7) days notice, but no notice will be given where safety of life or property is at risk.

14.4 Where water supply is to be shut off for maintenance, repair, renovation, replacement, disinfection or other operation of the Waterworks System, the City

will give at least two (2) working days notice for scheduled work, but no notice will be given where safety of life or property is at risk.

14.5 Notice under Sections 14.1, 14.3 and 14.4 may be given by one or more of the following:

- (a) posting notice on the property;
- (b) providing notice on an Owner's water bill;
- (c) mailing notice to the address supplied by the Owner or the address of the property;
- (d) telephoning the Owner, which may include speaking directly to the Owner or leaving a message at the telephone number supplied by the Owner.

14.6 The City is not responsible for any notice failing to reach an Owner or other Water User prior to the shut off of water.

15. WATER USE CHARGES

15.1 Property Owners shall be responsible for payment of all rates for water used and consumed on properties owned by them.

15.2 The user rates and charges specified in Schedule A are imposed and levied for Water Services supplied by the City. All such rates shall be due and payable on or before the date shown as the DUE DATE on the Bi-monthly billing rendered by the City. These rates may also be paid on the City's Tax/Utility Preauthorized Pre-Payment Plan.

15.3 User rates and charges not paid by the DUE DATE shall be subject to an overdue account penalty, as set out in the current Fees and Charges Bylaw, on the working day after the DUE DATE and monthly thereafter.

15.4 For any new water Service connected to the City system during a Bi-monthly billing period, full basic charges for the billing period will apply and the user rates relating to consumption shall be based on recorded consumption. If no meter reading is available, the user rate will be prorated over the number of days from connection to the end of the billing period.

15.5 For any Water Service disconnected or reconnected from the City system, Section 8 of this bylaw shall apply. Should the property Owner elect to have water Service to a building turned on or off, as described in Section 7 of this bylaw, water basic charges and user rates will continue to be charged.

15.6 The charges prescribed in Schedule A to cover the cost of disconnecting or reconnecting the service or turning the water supply "off" or "on" shall apply.

15.7 User rates shall be invoiced on a Bi-monthly basis.

15.8 Upon application, the City will permit qualifying customers, to make equal monthly payments. The payments will be calculated to yield during the period ending in December, the total estimated amount that would be payable by the customer during the year. Application will be accepted at any time of the year. All accounts will be reconciled in December.

A customer will qualify for the plan provided the account is not in arrears and the customer expects to be on the plan for at least one (1) year.

The equal payment plan may be terminated by the customer, or the City, if the customer has not maintained his credit to the satisfaction of the City. The City deems credit to be unsatisfactory if, for any reason, two payments fail to be honoured. On the reconciliation date, or termination, the amounts payable by the customer to the City for water Service actually consumed during the equal payment period will be compared to the sum of equal payments made during the period. Any resulting amount owing by the customer will be paid to the City. An excess of payments over charges will be paid or credited by the City to the customer. If such amounts are less than \$10.00 (ten dollars), they will be carried forward and included in the calculation of the equal payments for the next period.

15.9 All rates and charges remaining unpaid on the 31st day of December in each year shall be added to and form part of the taxes payable in respect of the land and improvements therein, and shall be entered on the Collector's Roll as taxes in arrears.

16. INSPECTION

16.1 The Manager of Operations and any Bylaw Enforcement Officer may enter on any property at any reasonable time for the purpose of inspecting and ascertaining whether the regulations and requirements of this bylaw are being observed.

16.2 No Person shall obstruct or interfere with the Manager of Operations or any Bylaw Enforcement Officer in the performance of his or her duties or the exercise of his or her powers under this bylaw.

17. SEVERABILITY

17.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this bylaw.

18. REPEAL

18.1 The "Corporation of the City of Grand Forks Waterworks Regulation Bylaw No. 1973, 2014 and Bylaw No. 2014, 2015" are hereby repealed.

19. ENACTMENT

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

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

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

READ A THIRD TIME this 14th day of December, 2015.

FINALLY ADOPTED this 11th day of January, 2016.

Mayor

Corporate Officer

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1973-A1, as passed by the Municipal Council of the City of Grand Forks on the _____ day of _____, 2016.

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

Date Signed

SCHEDULE "A"
SERVICE CHARGES

1. Charges for installation of water service:

- (a) Residential: 19 mm diameter (3/4") & 24.5 mm diameter (1")

***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- (b) Commercial, Industrial & Institutional

***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- (c) Renewal (upgrading, including meter retrofit)

At Cost by Contractor, including any additional service costs itemized in (d), plus 15%

- d) Additional service costs not included in (a), (b), and (c) above:

i) Service or main extension (greater than 25.4 mm diameter and/or where the service line exceeds 15 m in length)

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

iii) Inspections and/or pressure testing \$150.00

2. Charges for each time the water supply is turned on/off

During normal working hours (Monday – Friday) \$ 50.00

3. Charges for after-hours callout – evenings, weekends, statutory holidays

Private property issue \$ 250.00

Rate per cubic meter or portion thereof	\$4.00
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At Cost by Contractor for installation of new water meter plus the water meter tampering charge.

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

7. User Rates – Effective July 1, 2014

	Per Unit Bi-monthly Fixed Charge & Capital Charge	Per Account (per meter) Bi-monthly Fixed Charge & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges for Non-Metered, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	\$29.18		\$7.17	\$0.116	
Commercial Office Properties (water use restricted to staff washroom)		\$27.14	\$7.17	\$0.116	
Commercial (Class06) Properties not listed below		\$60.42	\$7.17	\$0.127	
Large Industrial (Class 04) Properties		\$60.42	\$7.17	\$0.127	
Commercial laundry, car wash Properties		\$60.42	\$7.17	\$0.127	
Hotels, Restaurants, Malls		\$60.42	\$7.17	\$0.127	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		\$60.42	\$7.17	\$0.127	
Buildings not connected to Water System on lots where service is available		\$22.02	\$7.17		
Residential Properties not metered	\$45.25		\$7.17		\$16.79

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1973-A2

A BYLAW TO AMEND THE CITY OF GRAND FORKS WATER REGULATIONS BYLAW NO. 1973-A1

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

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

1. This bylaw may be cited for all purposes as the “**City of Grand Forks Water Regulations Amendment Bylaw No. 1973-A2, 2016**”.
2. That Bylaw No. 1973-A1, cited as “City of Grand Forks Water Regulations Bylaw No. 1973-A1, 2015”, be amended by deleting “Schedule A” and replacing it with a new “Schedule A”, which is identified as “Appendix 1” and attached to this bylaw.
3. That this bylaw shall come into force and effect for all consumption billed for periods ended on or after July 1, 2016.


INTRODUCED this 9th day of May, 2016.

Read a **FIRST** time this 30th day of May, 2016.

Read a **SECOND** time this 30th day of May, 2016.

Read a **THIRD** time this 30th day of May, 2016.

FINALLY ADOPTED this 13th day of June, 2016.



Mayor Frank Konrad



Acting Corporate Officer – Sarah Winton

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1973-A2, the "City of Grand Forks Water Regulations Amendment Bylaw No. 1973-A2, 2016", as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 13th day of June, 2016.

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

SCHEDULE "A"
SERVICE CHARGES

1. Charges for installation of water service:

- (a) Residential: 19 mm diameter (3/4") & 24.5 mm diameter (1")
***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs
itemized in (d), plus 15%

- (b) Commercial, Industrial & Institutional
***NOTE: Water Meter Mandatory**

At Cost by Contractor, including any additional service costs
itemized in (d), plus 15%

- (c) Renewal (upgrading, including meter retrofit)

At Cost by Contractor, including any additional service costs
itemized in (d), plus 15%

- d) Additional service costs not included in (a), (b), and (c) above:
- i) Service or main extension (greater than 25.4 mm diameter
and/or where the service line exceeds 15 m in length)
 - ii) Restoration including but not limited to: asphalt road repair,
concrete curb, sidewalk (concrete), and boulevard landscaping

2. Charges for each time the water supply is turned on/off

During normal working hours (Monday – Friday) \$ 50.00

**3. Charges for after-hours callout – evenings, weekends, statutory
holidays**

Private property issue \$ 250.00

4. Purchase of water from City Bulk Water Facility

Rate per cubic meter or portion thereof \$4.00

5. Water Meter Installation – subject to Sections 10.2, 10.7 & 11.1

(a) Standard in-house installation

At Cost by Contractor, plus 15%

(b) In-house installation with modifications*

At Cost by Contractor, plus 15%

(c) Pit meter

At Cost by Contractor, plus 15%

*Any modifications to water meter installation that result in the requirement for a manual read of the meter will result in a reading charge.

6. Additional Charges

(a) Manual meter reading charge – per occurrence \$ 25.00

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

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

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

(e) Charge for damage due to tampering

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

7. User Rates – Effective July 1, 2016

	Per Unit Bi-monthly Fixed & Capital Charge	Per Account (per meter) Bi-Monthly Fixed & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	31.29		7.35	0.116	
Commercial Office Properties (water use restricted to staff washroom)		29.10	7.35	0.116	
Commercial (Class 06) Properties not listed below		64.79	7.35	0.127	
Large Industrial (Class 04) Properties		64.79	7.35	0.127	
Commercial laundry, car wash Properties		64.79	7.35	0.127	
Hotels, Restaurants, Malls		64.79	7.35	0.127	
Institutions, schools, recreation facilities (arena, pools) irrigation systems		64.79	7.35	0.127	
Buildings not connected to Water System on lots where service is available		23.61	7.35		
Residential Properties	48.52		7.35		16.79

Request for Decision



To: Committee of the Whole
From: **Chief Financial Officer**
Date: December 11, 2017
Subject: A bylaw to amend Sewer Regulations Bylaw No. 1974, 2014
Recommendation: **RESOLVED THAT Committee of the Whole recommends to Council to give the first three readings of the “Sewer Regulations Bylaw No. 1974, 2014” at the January 15, 2018 Regular Meeting.**

Background

Sewer Regulations Bylaw No. 1974 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 to move the fees from **Schedule “A” of Bylaw 1974** to the **Fees and Charges Bylaw**.

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

The **“Sewer Regulations Amendment Bylaw No. 1974-A2, 2018”** is now presented for introduction. A draft of the amendment bylaw is attached along with copies of the **“Sewer Regulations Bylaw No. 1974, 2014”** and **“Sewer Regulations Amendment Bylaw No. 1974-A1, 2016”**.

Benefits or Impacts

General

When annual fees are updated, this can be done by amending one bylaw instead of many.

Policy/Legislation

This bylaw will amend Bylaw 1974.

Attachments

Draft Sewer Regulations Amendment Bylaw No. 1974-A2, 2018
Sewer Regulations Bylaw No. 1974
Sewer Regulations Amendment Bylaw 1974-A1, 2016

Recommendation

RESOLVED THAT Committee of the Whole recommends to Council to give the first three readings of the “Sewer Regulations Bylaw No. 1974, 2014” at the January 15, 2018 Regular Meeting.

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1974-A2

A Bylaw to Amend the Sewer Regulations Bylaw No. 1974

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 “**Sewer Regulations Amendment Bylaw No. 1974-A2, 2018**”
2. That Bylaw 1974, cited as “Sewer Regulations Bylaw No. 1974, 2014, be amended 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”. In Section 2. DEFINITIONS “**User Fee**”, replace “Schedule A” with “the Fees and Charges Bylaw”.
 - b) In Section 8.1, replace “Schedule A” with “the Fees and Charges Bylaw”.
 - c) Delete Schedule “A”.

INTRODUCED this 11th day of December, 2017

Read a **FIRST** time this

Read a **SECOND** time this.

Read a **THIRD** time this

FINALLY ADOPTED this ____ day of ____, 2018.

Mayor Frank Konrad

Corporate Officer – Diane Heinrich

CERTIFIED CORRECT

I hereby certify the foregoing to be a true copy of Bylaw No. 1974-A2, 2018 as adopted by the Municipal Council of the City of Grand Forks on the ____ day of _____

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

THE CORPORATION OF THE CITY OF GRAND FORKS

SEWER REGULATIONS BYLAW NO. 1974

**A bylaw to provide for the regulation and use of the sanitary sewer system of the
City of Grand Forks**

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

AND WHEREAS it is deemed expedient to make provisions for regulating the rates, conditions and terms under or upon which sewer disposal services may be supplied to and used by the inhabitants of the City of Grand Forks;

AND WHEREAS discharge must be regulated as there are compounds in waste that in various concentrations are detrimental to the operation of the sanitary sewer system.

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

1. TITLE

- 1.1 This bylaw may be cited for all purposes as **"Sewer Regulations Bylaw No. 1974, 2014."**

2. DEFINITIONS

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

"Authorized" or "Authorization" granted by the Manager of Operations or his/her designate means approved in writing by the Manager of Operations, on the terms and conditions specified in that written approval;

"Bi-monthly" means every two month period;

"B.O.D." means Biochemical Oxygen Demand; the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory conditions in five (5) days at twenty (20) degrees Celsius, expressed in milligrams per litre as determined by the appropriate procedure in Standard Methods;

“Building Code” means the British Columbia Building Code, as amended or replaced from time to time;

“Building Permit” means a building permit issued under the Corporation of the City of Grand Forks Building & Plumbing Bylaw, as amended or replaced from time to time;

“Bylaw Enforcement Officer” means a person in a class prescribed under section 273 (c) of the Community Charter who is designated by a local government as a bylaw enforcement officer, and every Peace Officer;

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

“City Specifications” means the specifications, drawings and other standards for works and services established under the City of Grand Forks Subdivision, Development and Servicing Bylaw, as amended or replaced from time to time;

“C.O.D.” means the Chemical Oxygen Demand; a measure of the oxygen consuming capacity of inorganic and organic matter present in domestic or industrial wastewater as determined by the appropriate procedure described in Standard Methods;

“Collector” means the individual appointed from time to time by Council;

“Collector’s Roll” means a list of each property served by the Sanitary Sewer System that is liable to sewer service charges, and which designates the Owner as a Domestic User, a Non-domestic User, an Agricultural User or a combination thereof;

“Connection” or “Connect” means tying into, tapping or otherwise connecting to the Sanitary Sewer System of the City by means of pipes, valves, fittings or other apparatus;

“Cooling Water” means untreated water originating from heat exchangers or similar units;

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

“Domestic” means use for household requirements and sanitation;

“Domestic Wastewater” means the water carried wastes produced from non-commercial or non-industrial activities and which result from normal human living

processes;

"Effluent" means the liquid outflow of any facility designed to treat or convey wastewater;

"Engineer" means a person who is registered, or duly licensed as such, under the Engineers and Geoscientists Act of British Columbia;

"Extraneous Flows" means water originating from rainwater, snow melt, ground water, roof drain water, foundation drain water, subsurface drainage, surface water, single pass cooling water, condensate, or storm water;

"Flammable Liquid" means any liquid having a flash point below 38° C and having a vapour pressure not exceeding 280 kPa at 38° C;

"Fuller's Earth" means any non-plastic clay or claylike earthy material that can be used to decolourize, filter, and purify animal, mineral, and vegetable oils and greases;

"Garbage" means solid wastes from domestic or commercial preparation, cooking and dispensing of food, and from the handling, storage, and sale of produce.

"Grab Sample" means a single sample of a wastewater stream or discharge that represents the composition of the wastewater at the particular time and location at which the sample was collected.

"Grease" means an organic substance recoverable by procedures set forth in Standard Methods and includes, but is not limited to, hydrocarbons, esters, fats, oils, waxes, and high molecular carboxylic acids;

"Hazardous Waste" has the same meaning as under the Hazardous Waste Regulation, S.C. Reg. 63/88, as amended or replaced from time to time.

"Industrial Wastewater" means all water carried Wastes and Wastewater excluding domestic Wastewater and uncontaminated Wastewater, and includes all Wastewater from any processing, institutional, commercial, or other operation where the Wastewater discharged includes Wastes of non-human origin;

"Lower Explosive Limit" means the concentration limit of potentially explosive reactants present in private Wastewater Effluent.

"Manager of Operations" means the Manager of Operations of the City of Grand Forks or his/her designate;

"Non-domestic" in reference to any form of waste or private wastewater effluent

means waste or effluent generated by industrial, commercial, agricultural or institutional users.

"Occupier" has the same meaning as in the Community Charter, as amended from time to time;

"Offal" means waste portions of food, animals, fowl, or fish;

"One-day Composite Sample" means a composite sample comprised of flow proportioned samples collected at one hour intervals over the duration of one operating day .

"Owner" has the same meaning as in the Community Charter, as amended from time to time;

"Parcel" means any lot, block, or other area in which land is held or into which land is subdivided but does not include a highway.

"Person" means any person, firm, partnership or corporation, or any trustee, manager or other person owning or occupying any building or place either individually or jointly with others, and includes an agent, workman, or employee of such person, firm, partnership, or corporation;

"Pesticide" means an organism or material that is represented, sold, used, or intended to be used, to prevent, destroy, repel, or mitigate a pest and includes:

- (a) a plant growth regulator, plant defoliator, or plant desiccant; and
- (b) a control product, other than a device that is a controlled product under the Pest Control Products Act (CAN).

"pH" means the negative logarithm to the base of ten (10) of the weight of hydrogen ions in grams per litre of solution;

"Plumbing Code" means Part 7 of the British Columbia Building Code (Plumbing Services), as amended or replaced from time to time.

"Premises" means any residence, building, or structure located on a parcel.

"Pre-treatment" means the use of any physical or chemical process to ensure the composition of private wastewater effluent conforms to the minimum requirements of this bylaw.

"Private Wastewater Effluent" or "Sewage" means water-borne waste derived from human or industrial sources, including domestic wastewater and industrial wastewater, that is discharged or intended to be discharged from a private

wastewater system into the municipal sanitary sewer system but does not include storm water and uncontaminated wastewater.

"Private Wastewater System" means an assembly of pipes, fittings, fixtures, traps, and appurtenances constructed upon the land and premises of, and owned by, the owner of property.

"Property" or "Real Property" means any parcel of land within the boundaries of the City of Grand Forks.

"Public Highway" means any road, street, lane or other such facility designed for the express purpose of accommodating public vehicular traffic.

"Sanitary Service Lateral" means the City-owned pipe that extends from a sewer main to the sanitary service connection that is located at the property line of a parcel;

"Sanitary Service Connection" means the pipe or fitting that is located at the property line of a parcel, or at the edge of a statutory right of way, which forms the connection between a private wastewater system and the municipal sanitary sewer system.

"Sanitary Sewer Catchment Area Boundary/Service area" means a calculated boundary of serviceable land capable of drainage via gravity to a municipal sanitary sewer outlet.

"Sanitary Sewer Service" or "Service" means the City's service of collecting and conveying private wastewater effluent from real property through the municipal sanitary sewer system.

"Sanitary Sewer System" means all sewerage works and all appurtenances thereto, including sewer mains, service connections, pumping stations, treatment plants, lagoons and sewer outfalls laid within any highway, municipal right-of-way or easement and owned and operated by the City and installed for the purpose of conveying, treating, and disposing of domestic municipal wastes and industrial wastes;

"Septic System" means any form of onsite wastewater treatment process whereby private wastewater effluent is treated to an acceptable level of effluent quality prior to discharge to the natural environment.

"Serviced" means land that is within an area serviced by the municipal sanitary sewer system.

"Standard Methods" means the Standard Methods of Water and Wastewater Analysis (most current edition) as published by the American Public Health

Association, the American Water Works Association, the Canadian Standards Association, and the Water Pollution Control Federation; as amended or replaced from time to time.

"Statutory Right of Way" means a statutory right of way pursuant to section 218 of the Land Title Act, as amended or replaced from time to time, that is registered over real property in favour of the City for the purpose of accommodating the works that comprise part of the municipal sanitary sewer system.

"Suspended Solids" or "S.S." means the solid matter according to particle size, expressed in milligrams per litre, in a liquid as determined according to standard methods;

"Two-hour Composite Sample" means a composite sample consisting of equal portions of 8 Grab Samples collected at 15 minute intervals.

"Uncontaminated Wastewater" means water such as spent cooling water, water discharged from a swimming pool, water used in street cleaning, any groundwater or surface/storm drainage flows, including but not limited to storm drains, sumps, roof drains and foundation drains or wastewater classified as such by the Manager of Operations;

"User" means any person or owner contributing, connected to, or otherwise benefitting from the municipal sanitary sewer system.

"User Fee" means a fee imposed for the use of the municipal sanitary sewer system under **SCHEDULE "A"** of this bylaw or under any other bylaw of the City.

"Waste" means any material deposited in or collected by a common sewer pipe, sewer connection pipe or Wastewater Treatment Facility.

"Wastewater" means the water-borne wastes of the community derived from human or industrial sources including domestic wastewater and industrial wastewater, but does not include rainwater, groundwater, or drainage of uncontaminated water.

"Wastewater Treatment Facility" means any arrangement of devices and structures used for treating wastewater;

3. ADMINISTRATION

3.1 The Manager of Operations and the Bylaw Enforcement Officer are authorized to administer and enforce the provisions of this bylaw.

3.2 The Manager of Operations is authorized to administer the operation,

maintenance, repair and renewal of the municipal sanitary sewer system.

4. TERMS AND CONDITIONS OF SERVICE

- 4.1 An owner, occupier of real property or other user may discharge private wastewater effluent into the municipal sanitary sewer system on the condition that:
- (a) the owner of that real property must pay all costs, rates, charges, and user fees that are or may be imposed for the use of the municipal sanitary sewer system under this bylaw or any other bylaw of the City; and
 - (b) the owner of that real property is responsible for any breach of this bylaw arising on the parcel to which sanitary sewer service is provided, whether the breach is committed by the owner or by an occupier or third party renting, leasing, or having access to the property.
- 4.2 No person shall make any connection to the common sewer without first receiving approval from the City.
- 4.3 The property owner shall keep the building sewer connection pipes, fixtures and fittings on their own premises or property free-flowing, in good repair, free from leaks and infiltration, and protect them from frost at their own risk and expense.
- 4.4 If a parcel of land has a building, occupied by one or more persons, and the parcel of land abuts a street, lane or right-of-way where there is a common sewer, the owner shall connect the building sewer with the common sewer in the manner provided by this bylaw.
- 4.5 The City shall not be required to supply a sewer connection to any property within the City which is serviced by other than the common sewer and in the City is not responsible for damages arising directly, or indirectly, out of the breakdown or malfunction of the common sewer.
- 4.6 The Property Owner shall be responsible for all costs associated with the works required for the installation of a sewer connection for his/her property.
- 4.7 No works or services shall be performed on the common sewer unless authorized in writing by the Manager of Operations, and shall conform to the requirements of the City of Grand Forks.
- 4.8 No person shall in any way interfere or tamper with any pipe, fixture, fitting, or other component of the common sewer.
- 4.9 The City shall not be liable for damages caused as a result of a disruption or discontinuation of sewer service.

- 4.10 No person being a Property Owner, occupant, or tenant of any premises supplied with sewer services by the City shall sell, give away or permit use of the common sewer for the benefit of others, except to those persons provided written authorization from the Manager of Operations.

5. INSPECTION AND ENFORCEMENT

- 5.1 The Manager of Operations may, at any time and without notice, take private wastewater effluent samples from the sanitary service connection or otherwise inspect the sanitary service connection to determine whether a contravention of this bylaw has occurred .
- 5.2 Subject to the provisions of Section 16 of the Community Charter, the Manager of Operations, and any other City employee acting under the direction of the Manager of Operations, may enter onto any property and may enter into any premises to inspect and determine whether all regulations, prohibitions and requirements of this bylaw are being met.
- 5.3 No person shall interfere with, or otherwise obstruct the entry of the Manager of Operations or other authorized City employee in carrying out an inspection under the provisions of this bylaw.
- 5.4 The Manager of Operations may issue a Compliance Order to any person or owner who is found to be in contravention of this bylaw, which order may:
- (a) require compliance with the provisions of this bylaw within a period of time set out in the Compliance Order,
 - (b) in the case of a discharge of private wastewater effluent that exceeds the effluent limitation parameters of this bylaw or that otherwise contravenes this bylaw, include an order to temporarily plug or seal the sanitary service connection, or otherwise physically disconnect the private wastewater system on real property from the municipal sanitary sewer service, until the private wastewater effluent from that property is brought into compliance with the requirements of this bylaw .
- 5.5 Without limiting the Manager's authority under section 6.4, should the Manager of Operations determine that extraneous flows or deleterious substances are entering the municipal sanitary sewer system due to an unauthorized connection to the municipal sanitary sewer system, or due to improper maintenance or repair of a private wastewater system, or due to the discharge of any prohibited waste material or effluent, the Manager of Operations may issue a Compliance Order in accordance with the section 6.4 of this bylaw.
- 5.6 If a Compliance Order includes an order under section 5.4(b), no further discharge of private wastewater effluent to the municipal sanitary sewer system shall be permitted until:

- (c) the Manager of Operations is satisfied that the private wastewater effluent discharged from that property will comply with the requirements of this bylaw, and has authorized the commencement of such discharge; and
- (d) any and all fees or charges imposed in connection with the Compliance Order, including but not limited to fees or charges for inspection and testing, and for reconnection to or reinstating of the sanitary sewer service, have been paid by the owner.

6. INTERRUPTION AND DISCONTINUATION OF SERVICE

- 6.1 Sanitary sewer service may be limited or interrupted by the City to accommodate routine maintenance or the construction of improvements to the municipal sanitary sewer system.
- 6.2 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.
- 6.3 The City may discontinue sanitary sewer service to any property where the owner or any other person on that property using the sanitary sewer service;
 - (a) fails to comply with the rules established under this bylaw for the use of the service; or
 - (b) fails 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 .
- 6.4 Before discontinuing service under section 6.3, the Manager of Operations must:
 - (a) provide the owner and all occupiers of that property with at least thirty days notice in writing of discontinuation of the service;
 - (b) in the case of a termination under section 6.3(a), inform the owner and all occupiers of the property that they may make representations to Council concerning the discontinuation of the service at a regularly scheduled Council meeting that is scheduled to take place within thirty days following delivery of the notice of discontinuation, provided that the owner or occupier wishing to make such representations notifies the City's Corporate Officer of their intention to do so at least 24 hours before that Council meeting.

7. SERVICE CONNECTIONS

- 7.1 The owner of a private wastewater system that discharges private wastewater effluent to the municipal sanitary sewer system shall ensure that the private wastewater system is constructed in accordance with the provisions of the Plumbing Code and the provisions of all applicable City bylaws.
- 7.2 The owner is solely responsible to construct any private wastewater system to meet the design parameters and elevation of any existing or future sanitary

service lateral at the property line.

- 7.3 The City is not responsible to provide for, or otherwise accommodate in any form, the outlet from a private wastewater system that was constructed prior to the installation of a sanitary service lateral that services that property.
- 7.4 Any and all costs related to the construction, installation, repair and maintenance of any private wastewater system remains the sole responsibility of the owner.

Inspection Chambers and Manholes

- 7.5 All sanitary service connections shall be equipped with an inspection chamber, located at the property line, for the purposes of inspection and sampling of private wastewater effluent from the property serviced.
- 7.6 Where multiple buildings discharge from a single parcel of land, each building shall have a separate private wastewater system extending to a common inspection manhole that is designed and constructed in accordance with City specifications.
- 7.7 All inspection chambers and manholes required for the purpose of connecting a private wastewater system to the municipal sanitary sewage system shall be installed:
- (a) at the sole expense of the owner of the property receiving the connection; and
 - (b) in accordance with City specifications.
- 7.8 A person must not cover, bury, or otherwise obstruct access to an inspection chamber or manhole that forms part of the municipal sanitary sewer system.
- 7.9 An owner must ensure that every inspection chamber and manhole that provides service to that owner's property remains accessible for inspection by City staff at all times.

Requirement to Connect

- 7.10 The owner of any parcel of land that is located within a sanitary sewer catchment area boundary/service area and that fronts onto a public highway containing an extension of the municipal sanitary sewer system must connect an existing private wastewater system to the municipal sanitary sewer system upon issuance of notice by the Manager of Operations of the requirement to connect. Any and all modifications of the owner's private wastewater system required as a result of such notice shall be carried out at the owner's sole cost and in accordance with the requirements of Plumbing Code and any other applicable bylaws or regulations in effect from time to time.

- 7.11 An owner who receives notice under Section 7.10 may apply for an exemption, or alternatively, for an extension of the notice period, provided that the application is made in writing, directed to the Manager of Operations, and clearly outlines the reasons for the request. In all cases, an application for an exemption, or extension of the notice period, must be approved by Council.
- 7.12 Where an owner does not complete the required connection within the time stipulated, the Manager of Operations may order the completion of the connection by City forces at the owner's expense.
- 7.13 An owner of a parcel that fronts onto a public highway containing a municipal sanitary sewer must connect any new private wastewater system constructed by the owner to the municipal sanitary sewer system.
- 7.14 Where a new sanitary service lateral is required in order to connect any property to the municipal sanitary sewer system, the owner of the property must pay the applicable fee or charge imposed under any City bylaw for the installation of the sanitary service lateral.

Application to Connect.

- 7.15 No person shall connect any private wastewater system or other pipe to the municipal sanitary sewer system until an authorization for that connection has been issued by the Manager of Operations.
- 7.16 Applications for a connection under section 7.15 must be made by the owner of the property to which the application relates, or by the owner's duly authorized agent.
- 7.17 All applications for connection shall identify the use of the premises for which the private wastewater system is to be connected, the number of dwelling units (or Equivalent Residential Units for non-residential connections), the legal description and location of the property or premises to which the connection is to be made, and any other information that is required under this bylaw, or that may be necessary to accurately assess the fees and charges applicable to the connection .
- 7.18 Authorization for connection to the municipal sanitary sewer system shall not be granted until the owner:
 - (a) submits an application for a building permit to the City, for any new building, structure or facility for which the connection is required, or for any proposed modifications to an existing building or structure or other facility, including but not limited to any additions to or modifications of an existing private wastewater system;
 - (b) pays all applicable fees and charges for the connection and for any works

- required to establish that connection, under this or any other bylaw of the City;
 - (c) complies with any applicable requirements of the Building Code requirements, the City's Subdivision and Development Servicing Bylaw, and this bylaw.
- 7.19 In all cases, the owner must not connect a private wastewater system to the municipal sanitary sewer system or undertake any construction under an authorization granted under section 7.15, until the owner has obtained a building permit from the City for the building, structure or other facility for which the connection is required, including but not limited to any additions or modifications to an existing private wastewater system.
- 7.20 All works installed in order to establish a connection to the municipal sanitary sewer system must be inspected by City staff and approved prior to placement of any backfill material.

Residential Connections

- 7.21 Every private wastewater system servicing a residential use shall be constructed by the owner in accordance with the requirements of the Building Code and Plumbing Code.
- 7.22 Each parcel of serviced residential land shall be limited to one sanitary service connection except that:
- (a) each residential unit on an R2 zoned property shall have a separate sanitary service connection; and
 - (b) where limitations in site servicing, development restrictions, future subdivision, or proposed stratification exist, the owner may make application for additional sanitary service connections. Additional sanitary service connections and their location must be approved by the Manager of Operations.
- 7.23 Where an owner is authorized to connect a residential parcel to the municipal sanitary sewer system, the owner must not construct a residential dwelling unit on that parcel until the sanitary service lateral required to service that parcel has been installed.
- 7.24 The City bears no responsibility for the accuracy of the location or elevation of any sanitary service connection.
- 7.25 The owner shall ensure that the private wastewater system for any residential unit constructed is capable of conveying any and all private wastewater effluent generated to the municipal sanitary sewer system.

Non-Residential Connections

- 7.26 Every private wastewater system servicing a non-residential use including any industrial, commercial, institutional or agricultural use shall be constructed by the owner in accordance with the requirements of the Building Code and Plumbing Code.
- 7.27 Each parcel of serviced non-residential land shall be limited to one sanitary service connection, suitably sized to accommodate any use permitted under the then-applicable zoning regulations.
- 7.28 Where an owner is authorized to connect a parcel used for a non-residential use to the municipal sanitary sewer system, the owner must not construct a building or structure that will generate private wastewater effluent until the sanitary service lateral required to service that parcel has been installed.
- 7.29 The City bears no responsibility for the accuracy of the location or elevation of any sanitary service connection required to service the proposed development.
- 7.30 The owner shall ensure that the private wastewater system for any building or structure constructed is capable of conveying any and all non-residential private wastewater effluent generated to the sanitary service lateral.
- 7.31 As a condition of approval of any proposed industrial, commercial, institutional and agricultural sanitary service connection, the owner must retain a qualified engineer to prepare and submit the following design information for review by the Manager of Operations:
- (a) a plan showing the scope of proposed or existing development or addition, including a sanitary flow schematic drawing,
 - (b) the daily volumes and peak discharge rates,
 - (c) the type of waste to be processed and discharged,
 - (d) the anticipated B.O.D. and the amount of suspended solids or grease,
 - (e) the pH and temperature of the private wastewater effluent,
 - (f) the chemical composition of the private wastewater effluent,
 - (g) the proposed pre-treatment, including dimensions of the proposed facility,
 - (h) flow equalizing or mixing facilities,
 - (i) the location of the inspection/sampling manhole,
 - (j) the proposed monitoring equipment, and
 - (k) any other relevant design information as required by the Manager of Operations .
- 7.32 In addition to the requirements of section 7.31, the engineer retained by the owner must confirm that effluent quality for non-residential wastewater flows generated will be in conformance with the permitted effluent loading (sewage strength) for the City wastewater treatment plant.

The requirement of sections 7.31 and 7.32 apply to any proposed expansion or change of use for an existing industrial, commercial, institutional or agricultural property.

8. RATES

- 8.1 The user fees and charges specified in **SCHEDULE "A"** of this bylaw are imposed and levied for sewer services supplied by the City.

9. BILLINGS AND COLLECTIONS

- 9.1 Property owners shall be responsible for payment of all fees and charges for sewer services provided to properties owned by them.
- 9.2 User rates shall be invoiced on a bi-monthly basis and be due and payable on or before the date shown as the DUE DATE on the bi-monthly billing rendered by the City.
- 9.3 User rates not paid by the DUE DATE shall be subject to an overdue account penalty, as set out in the Fees and Charges Bylaw, as amended from time to time, on the working day after the DUE DATE and monthly thereafter.
- 9.4 User rates may also be paid on the City's Tax/Utility Preauthorized Pre-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 during the year. Applications will be accepted at any time of the year. All accounts will be reconciled in December.

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

The equal payment plan may be terminated by the customer or the City. If the customer has not maintained his credit to the satisfaction of the City, the plan will be terminated. On termination, the amounts payable by the Customer to the City for sewer service actually consumed during the equal payment period will be compared to the sum of equal payments made during the same period. Any amount owing by the customer will be paid to the City by cash, cheque or online banking. An excess of payments over charges will be refunded by the City to the Customer.

- 9.5 Notwithstanding Section 9.4, all fees 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.

- 9.6 The cost of works required to clear or flush waste or debris originating from a property and interrupting the free flow within the common sewer shall be charged to the owner of the originating property.
- 9.7 Where under the authority of this bylaw, the City performs any work on property or any premises, or provides any service to property or premises, the owner of the property or premises shall promptly reimburse the City for its costs in performing that work or providing that service, and the City's costs may be collected in the same manner and with the same remedy as property taxes, and if not paid by December 31st of the year in which the costs become due and payable, are deemed to be taxes in arrears.

10. TERMINATION OF SERVICE

- 10.1 Where an owner intends to abandon or otherwise discontinue use of a private wastewater system, or where a sanitary service connection is no longer required as a result of the development or redevelopment of the owner's property, the owner must apply to the Manager of Operations for the discontinuation or termination of sanitary sewer service.
- 10.2 An application for discontinuation or termination of sanitary sewer service must be made by the owner of the property to which the application relates, or by the owner's duly authorized agent.
- 10.3 Approval for the termination of service shall not be granted until the owner submits a completed application for discontinuation of service stating the reasons for and, if applicable, the estimated duration of discontinuation of the service, and:
- (a) obtains a building permit for demolition of the building or structure that is the source of private wastewater effluent from that property;
 - (b) pays all applicable fees and charges for the discontinuation or termination of service .
- 10.4 Upon approval of the application for discontinuation or termination of service, the owner shall:
- (a) physically disconnect and seal or cap the sanitary service connection at a point that is at least 2.0m (minimum) inside the boundary of the property that abuts the public highway or right of way ;
 - (b) mark the capped sanitary service connection location via a 2x4 service marker, extended 0.3m above grade.
- 10.5 The works required under section 10.4 of this bylaw must be inspected and approved by the Manager of Operations or his designated representative prior to placement of any backfill material.

- 10.6 Where sanitary sewer service to a property has been discontinued or terminated, the owner must not connect a private wastewater facility on that property to the municipal sanitary sewer system except in accordance with Section 7 - Service Connections of this bylaw.

11. PROHIBITIONS

11.1 No person shall:

- (a) enter into or undertake any work upon or interfere with any aspect of the municipal sanitary sewer system unless authorized by the Manager of Operations;
- (b) make or terminate a connection to the municipal sanitary sewer system unless duly authorized by the Manager of Operations;
- (c) attach or detach any line, pipe, or other appurtenance of the municipal sanitary sewer system unless duly authorized by the Manager of Operations;
- (d) undertake any work upon or interfere with any aspect of the municipal sanitary sewer system unless authorized by the Manager of Operations.

11.2 No person shall directly or indirectly discharge into the municipal sanitary sewer system:

- (a) any water or waste containing substances in concentrations that are not amenable to treatment or reduction by the sewage treatment process employed, or are amenable to treatment only to such a degree that the sewage treatment plant effluent cannot, during normal operation, meet the requirement of any other agency having jurisdiction over discharges to the receiving waters;
- (b) any material or substance (e.g. enzymes and/or bacteria) that alters the structure of the waste(s) but does not reduce the loading (C.O.D.);
- (c) any water or wastewater contained in, but not limited to, a swimming pool, hot-tub, or artificial pond;
- (d) any deleterious substance;
- (e) any sludge or other waste material contained in a septic system without prior written authorization from the Manager of Operations;
- (f) any extraneous amounts of water or waste effluent material for the purpose of diluting wastes which would otherwise not meet the allowable concentrations outlined in this bylaw;
- (g) any groundwater or surface/storm drainage flows, including but not limited to storm drains, sumps, roof drains, and foundation drains to the municipal sanitary sewer system;
- (h) any non-domestic liquid or vapour having a temperature in excess of sixty-five (65°C) degrees Celsius;
- (i) any substance which may solidify or become viscous at temperatures above zero (0°C) degrees Celsius;
- (j) any material which exerts or causes unusual concentrations of inert

- suspended solids (such as, but not limited to, Fuller's Earth); or any unusual concentrations of dissolved solids (such as but not limited to sodium chloride, calcium chloride or sodium sulphate);
- (k) any non-domestic water or waste which contains dyes or other colouring material;
 - (l) any soluble waste or wastewater having a pH lower than 5.5 or higher than 9.5 or having any other corrosive property which could be hazardous to structures, equipment, or personnel including, but not limited to, battery or plating acids and wastes, copper sulphate, chromium salts or brine;
 - (m) any flammable or explosive liquid, solid, or gas which has a closed cup flashpoint of sixty degrees Celsius (60 °C), or exceeds or could cause an exceedance of ten percent (10%) of the lower explosive limit (LEL) at any point within the municipal sanitary sewer system for any single reading or five percent (5%) for any two (2) consecutive readings. This includes but is not limited to gasoline, benzene, naphtha, alcohol, fuel, oil, solvents, and acetone;
 - (n) any pesticides, insecticides, herbicides, or fungicides;
 - (o) any toxic, radioactive, poisonous, corrosive, noxious, or malodorous gas, liquid, or substance which may either singly or by interaction with other wastes:
 - (i) cause public or worker health and safety hazards,
 - (ii) cause injury to or interference with the wastewater treatment process,
 - (iii) cause corrosive damage to the sanitary sewer system,
 - (iv) result in the release of toxic gases, vapours, or fumes within the municipal sanitary sewer system.
 - (p) any solid or viscous substance, petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin which may:
 - (i) obstruct the flow in the municipal sanitary sewer system,
 - (ii) interfere with or damage the municipal sanitary sewer system or the wastewater treatment process;
 - (q) including but not limited to ashes, cinders, grit sand, mud, straw, grass clippings, insoluble shavings, metal, glass, rags, feathers, tar, asphalt, creosote, plastics, wood, animal paunch contents, offal, blood, bones, meat trimmings and waste, fish or fowl head, shrimp, crab or clam shells, fish scales, entrails, lard, mushrooms, tallow, baking dough, chemical residues, cannery or wine waste, bulk solids, hair and fleshings, spent grain and hops, whole or ground food or beverage containers, garbage, paint residues, cat box litter, slurries of concrete, cement, lime, or mortar;
 - (r) any sludge, deposit, or material from a cesspool.
 - (s) any hazardous waste.

12. EFFLUENT LIMITATION PARAMETERS (SEWAGE STRENGTH)

No person shall discharge any effluent into the municipal sanitary sewer system that

when analyzed in the specified sample type exceeds the limits set out in the following table:

Table 1.0 – Effluent Concentrations		*Concentrations in milligrams per litre (mg/L)	
Parameter	One-day Composite Sample	Two-hour Composite Sample	Grab Sample
B.O.D.	500	1000	2000
C.O.D.	750	1500	3000
Suspended Solids	600	1200	2400
Oil & Grease (non-petroleum)	150	300	600
Oil & Grease (petroleum-based)	15	30	60
pH (non-domestic waste)	>6 and <9.5	>5 and <11	>5.5 and <10.5

No person shall discharge any effluent which, at the point of discharge into the municipal sanitary sewer system, contains any substance, in a combined or uncombined form, with a concentration in excess of the levels set out in the following table.

Table 2.0 - Waste Substances		*Concentration in Milligrams per Litre (mg/L)		
Substance	Abbreviation	One day composite sample	Two hour composite sample	Grab sample
Aluminum	Al	50.0	100.0	200.0
Arsenic	As	0.5	1.0	2.0
Boron	B	50.0	100.0	200.0
Cadmium	Cd	0.2	0.4	0.8
Chromium	Cr	2.0	4.0	8.0
Cobalt	Co	5.0	10.0	20.0

Table 2.0 - Waste Substances (cont'd)		*Concentration in Milligrams per Litre (mg/L)		
Copper	Cu	2.0	4.0	8.0
Cyanide	CN	0.5	1.0	2.0
Iron	Fe	10.0	20.0	40.0
Lead	Pb	1.0	2.0	4.0
Manganese	Mn	5.0	10.0	20.0
Mercury	Hg	0.025	0.05	0.1
Molybdenum	Mo	1.0	2.0	4.0
Nickel	Ni	2.0	4.0	8.0
Phenols	-	1.0	2.0	4.0
Phosphorus	p	12.5	25.0	50.0
Silver	Ag	1.0	2.0	4.0
Sulphate	SO ₄	1500.0	3000.0	6000.0
Sulphide	s	1.0	2.0	4.0
Tin	Sn	5.0	10.0	20.0
Zinc	Zn	3.0	6.0	12.0

*All concentrations are expressed as total concentrations (expressed in milligrams per litre), which include both the dissolved and undissolved substances.

13. SAMPLING AND ANALYSIS PROTOCOLS

- 13.1 All tests, measurements, analyses, and examinations of private wastewater effluent, its characteristics or contents, required for the purpose of this bylaw shall be carried out in accordance with Standard Methods.
- 13.2 Where private wastewater effluent is required or authorized to be inspected, tested, measured, examined or analyzed under this bylaw, the owner of the property that is the source of the private wastewater effluent shall pay all applicable fees and charges that apply to the City's inspection, testing, measurement, examination or analysis.

14. PRE-TREATMENT REQUIREMENTS

14.1 Where a private wastewater system, or a proposed private wastewater system, or any component of the private wastewater effluent discharged into the municipal sanitary sewer system from a private wastewater system:

- (a) does not comply with the regulations under this bylaw;
- (b) may damage or increase maintenance costs on the municipal sanitary sewer system; or
- (c) may detrimentally affect the operation of the City's wastewater treatment plant,

The Manager of Operations may by written notice direct the owner of the private wastewater system to retain the services of a qualified engineer to determine an acceptable method of pre-treatment of the private wastewater effluent to meet the requirements of this bylaw.

14.2 The Engineer shall provide:

- (a) detailed design drawings of the proposed pre-treatment facility;
- (b) detailed chemical analysis of the private wastewater effluent, including the concentrations of each component prior to and immediately following the pre-treatment process; and
- (c) detailed operation and maintenance requirements, sampling protocols and testing and analysis schedule required to ensure compliance with this bylaw.

14.3 The proposed pre-treatment facility and process must be approved by the Manager of Operations, and the Manager's approval may be withheld, and no construction may proceed until such time as the Manager is satisfied that the pre-treatment process is such that the private wastewater effluent will comply with the limits prescribed under this bylaw. Upon the Manager's approval being given the owner must at the owner's sole cost and expense construct the facilities necessary for the approved pre-treatment process within such time as the Manager has ordered.

14.4 The owner who is required to design and construct a pre-treatment facility shall maintain complete written records of all cleaning, repair, calibration, maintenance, sampling, and analysis and shall store those records on the owner's property or place of business the owner's facility for a minimum of three (3) years. The owner shall make those records available for examination by the Manager of Operations at all reasonable times.

14.5 It is the owner's sole responsibility to ensure that all components of the private wastewater effluent discharged into the municipal sanitary sewer system are in compliance with the provisions of this bylaw after the pre-treatment facility is

completed, and the Manager's approval of any pre-treatment process or facility does not imply that the quality of the wastewater discharged after passing through the pre-treatment process or facility will meet the requirements of this bylaw.

15. VOLUME CONTROL

15.1 Where private wastewater effluent is discharged into the municipal sanitary sewer system in volumes that the Manager of Operations determines may exceed the available downstream system capacity, the Manager may by written notice to the owner or occupier of the property from which the wastewater effluent is discharged require the Owner :

- (a) to take measures specified by the Manager to equalize the discharge volumes and strengths; or
- (b) to retain the services of a qualified engineer to determine an acceptable method to equalize discharge volumes and strengths .

15.2 Where notice is given under section 15.1(b):

- (a) the engineer shall provide such detailed calculations and design drawings that are necessary to demonstrate the viability of the method recommended for equalizing discharge volumes and strength; and
- (b) the proposed method for equalizing discharge volumes and strengths must be approved by the Manager of Operations, and the Manager's approval may be withheld, and no construction may proceed until such time as the Manager is satisfied that the proposed method will prevent the available downstream capacity from being exceeded.

15.3 Upon receiving notice of the Manager's requirement under section 15.1(a), or the Manager's approval under section 15.2(b), the owner must at the owner's sole cost and expense construct the facilities necessary to comply with the requirement or undertake the approved work.

15.4 Any equipment necessary to comply with a requirement of the Manager under section 15.1 or 15.3 shall be provided, maintained, and operated by the owner or occupier of the property at their sole expense and in a manner satisfactory to the Manager.

16. INTERCEPTION DEVICES

16.1 Where a private wastewater system, or any component thereof, may generate or contain grease, oil, grit, flammable or reactive liquids/gases, or other such deleterious substances, the owner shall provide an interception device designed by a qualified engineer capable of effectively removing these substances.

16.2 Without limiting the generality of section 16.1, the Manager may require the owners or operators of the following institutional, industrial, and agricultural operations to have designed and to install a permanent interception device in accordance with section 16.1:

- (a) service/fuel stations, vehicle repair facilities, and automobile wash bays;
- (b) dry-cleaning establishments;
- (c) milk/cream/cheese production/processing plant;
- (d) laboratories;
- (e) commercial kitchens; and
- (f) concrete/aggregate plants/facilities.

16.3 All interception devices shall be:

- (a) of sufficient capacity to remove and retain the deleterious material;
- (b) designed by a qualified professional engineer;
- (c) located in an area that is readily accessible for inspection and maintenance purposes.

16.4 The owner or other person who is subject to a requirement under section 16.1 shall submit detailed design drawings, calculations (including operation and maintenance manuals) and specifications prepared by the owner's qualified engineer to the Manager of Operations for approval prior to construction.

16.5 Construction and installation of an interception device shall not commence until such time as the Manager has reviewed and approved the design.

16.6 Approval to construct an interception device by the Manager does not imply that the quality of the private wastewater effluent discharged after passing through the interceptor will meet the requirements of this bylaw. It is the Owner's responsibility to ensure that all the components of the private wastewater effluent will comply with the provisions of the bylaw after passing through the interception device.

16.7 The design, construction, operation, and maintenance of an interception device shall be the responsibility of the owner and shall be at the owner's expense.

16.8 The owner shall maintain written records of all cleaning, repair, calibration, and maintenance of an interception device and shall store those records at the owner's property or place of business for a minimum of three (3) years. The owner shall make these records available for examination by the Manager of Operations at all reasonable times.

17. REPORTING OF ACCIDENTAL DISCHARGES

17.1 Any person responsible for, or aware of, the accidental discharge of prohibited

substances into the municipal sanitary sewer system shall promptly report that discharge to the Manager of Operations in order that immediate remedial action can be taken to minimize environmental risks.

18. COMPLIANCE WITH OTHER REGULATIONS

- 18.1 Notwithstanding the provisions contained within this bylaw, any person or owner is responsible for ascertaining, and ensuring compliance with, all other City bylaws, provincial or federal enactments and legislation, as in effect from time to time.

19. OFFENCES AND PENALTIES

- 19.1 Any owner or person who contravenes a provision of this bylaw may, on summary conviction, be liable to the maximum penalty under the Offence Act, plus the cost of prosecution, for each offence.
- 19.2 Any penalty imposed under section 19.1 is a supplement to and not a substitute for any other remedy or action under that may be available under his bylaw or any other applicable laws or enactments.
- 19.3 Each day that a contravention of this bylaw continues shall constitute a separate offence.

20. RECOVERY OF COSTS

- 20.1 Where under the authority of this bylaw, the City performs any work on property or any premises, or provides any service to property or premises, the owner of the property or premises shall promptly reimburse the City for its costs in performing that work or providing that service, and the City's costs may be collected in the same manner and with the same remedy as property taxes, and if not paid by December 31st of the year in which the costs become due and payable, are deemed to be taxes in arrears.

21. SEVERABILITY

- 21.1 If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of this bylaw.

22. REPEAL

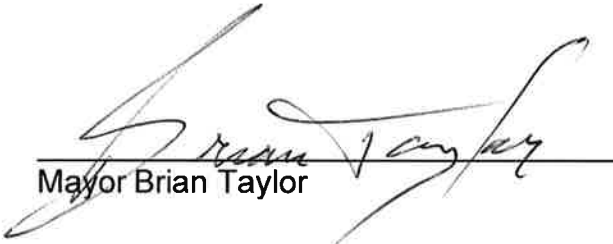
- 22.1 The "Corporation of the City of Grand Forks Sewer Regulations Bylaw No. 1500, 1997" and all amendments thereto are hereby repealed.

READ A FIRST TIME this 20th day of October, 2014.

READ A SECOND TIME this 20th day of October, 2014.

READ A THIRD TIME this 20th day of October, 2014

ADOPTED this 3rd day of November, 2014.



Mayor Brian Taylor



Corporate Officer – Diane Heinrich

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1974, as
passed by the Municipal Council of the City of Grand Forks on the
3rd day of November, 2014.

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

Date Signed

SERVICE CHARGES

1. Charges for installation of sewer service:

- (a) **Residential:** 100 mm (4 inch) diameter

At Cost by Contractor, including any additional service costs itemized in (c), plus 15%

- (b) **Commercial, Industrial, Institutional, Multi-family:** 152 mm (6 inch) diameter

At Cost by Contractor, including any additional service costs itemized in (c), plus 15%

- (c) Additional service costs not included in (a) and (b) above:

i) Service or main extension (100 mm to 152 mm diameter and/or where the service length is greater than 15 m);

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

2. Charges for after-hours callout – evenings, weekends, statutory holidays

Private property issue	\$ 250.00 flat rate
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SCHEDULE "A"
Page 2 of 2

3. User Rates – Effective July 1, 2014

	Bi-Monthly Fixed Charge & Capital Charge	Bi-Monthly Fixed Charge & Capital Charge	Bi- Monthly Customer Charge	Sewer Rates Charge per 1/3 cubic meter Of metered water	Bi-Monthly Variable Sewer Charges for non-Metered
User Class	Per unit	Per Account (per meter)	Per Account		Per Residence
Metered multi-Family Apartment (one tax folio)	35.25		10.50	0.400	
Commercial Office Properties (water use restricted to staff washroom)		38.25	10.50	0.400	
Commercial (Class 06) Properties not listed below		60.25	10.50	0.400	
Large Industrial (Class 04) Properties		60.25	10.50	0.400	
Commercial laundry, car wash properties		60.25	10.50	0.400	
Hotels, Restaurants, Malls		60.25	10.50	0.400	
Institutions, schools, recreation facilities (arenas, pools) irrigation systems		60.25	10.50	0.400	
Buildings not connected to sewer system on lots where service is available		35.25	10.50		
Residential Properties not metered	44.00		10.50		15.60

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1974-A1

A BYLAW TO AMEND THE CITY OF GRAND FORKS SEWER REGULATION AND RATES BYLAW NO. 1974

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

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

1. This Bylaw may be cited for all purposes as the **“City of Grand Forks Sewer Regulations Amendment Bylaw No. 1974-A1, 2016”**.
2. That Bylaw No. 1974, cited as “City of Grand Forks Sewer Regulation Bylaw No. 1974, 2013” be amended by deleting “Schedule A” and replacing it with a new “Schedule A”, which is identified as “Appendix 1” and attached to this bylaw.
3. That this bylaw shall come into force and effect for all consumption billed for periods ended on or after July 1, 2016.

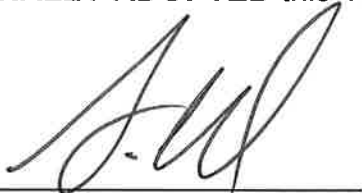
INTRODUCED this 9th day of May, 2016.

Read a **FIRST** time this 30th day of May, 2016.

Read a **SECOND** time this 30th day of May, 2016.

Read a **THIRD** time this 30th day of May, 2016.

FINALLY ADOPTED this 13th day of June, 2016.



Mayor Frank Konrad



Acting Corporate Officer – Sarah Winton

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1974-A1, the "City of Grand Forks Sewer Regulations Amendment Bylaw No. 1974-A1, 2016", as passed by the Municipal Council of the Corporation of the City of Grand Forks on the 13th day of June, 2016.

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

SERVICE CHARGES

1. Charges for installation of sewer service:

- (a) **Residential:** 100 mm (4 inch) diameter

At Cost by Contractor, including any additional service costs itemized in (c), plus 15%

- (b) **Commercial, Industrial, Institutional, Multi-family:** 152 mm (6 inch) diameter

At Cost by Contractor, including any additional service costs itemized in (c), plus 15%

- (c) Additional service costs not included in (a) and (b) above:

- i) Service or main extension (100 mm to 152 mm diameter and/or where the service length is greater than 15 m);
- ii) Restoration including but not limited to: asphalt road repair, concrete curb, sidewalk (concrete), and boulevard landscaping

2. Charges for after-hours callout – evenings, weekends, statutory holidays

Private property issue	\$ 250.00	flat rate
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3. User Rates – Effective July 1, 2016

	Per Unit Bi-monthly Fixed & Capital Charge	Per Account Bi-Monthly Fixed & Capital Charge	Per Account Bi-monthly Customer Charge	Sewer Rates Charge per 1/3 cubic meter of metered water	Bi-Monthly Variable Sewer Charges, Per Residence
User Class					
Metered Multi-Family Apartment (one tax folio)	39.37		11.73	0.45	
Commercial Office Properties (water use restricted to staff washroom)		42.73	11.73	0.45	
Commercial (Class 06) Properties not listed below		67.30	11.73	0.45	
Large Industrial (Class 04) Properties		67.30	11.73	0.45	
Commercial laundry, car wash Properties		67.30	11.73	0.45	
Hotels, Restaurants, Malls		67.30	11.73	0.45	
Institutions, schools, recreation facilities (arena, pools) irrigation systems		67.30	11.73	0.45	
Buildings not connected to Water System on lots where service is available		39.37	11.73		
Residential Properties	49.15		11.73		17.42

Request for Decision



To: Committee of the Whole
From: **Outside Works**
Date: December 11, 2017
Subject: New Solid Waste Service Bylaw
Recommendation:

RESOLVED THAT Committee of the Whole recommends to Council to give the first two readings of the "Solid Waste Service Regulations and Rates Amendment Bylaw No. 2022, 2017" at the January 15, 2018 Regular Meeting.

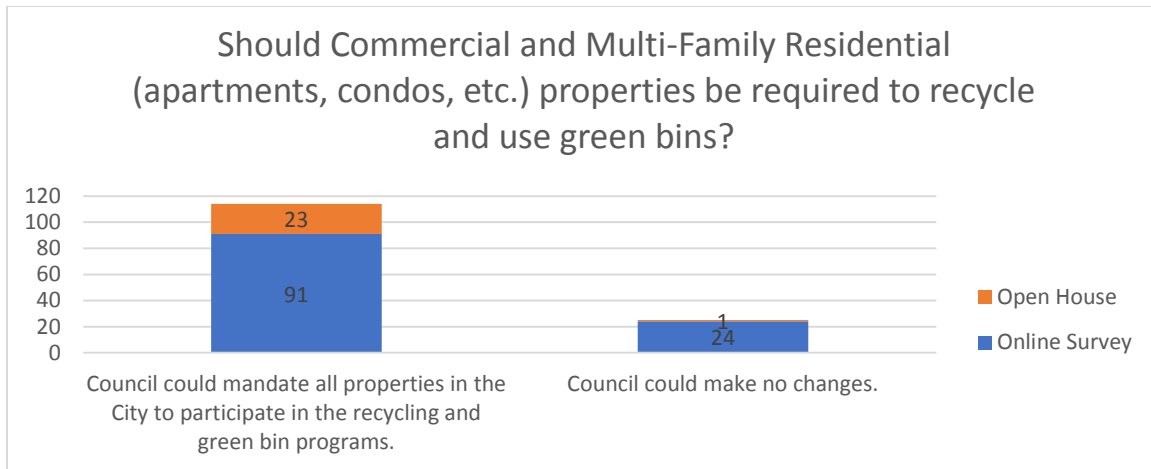
Background

The goal of this bylaw is to reduce the amount of solid waste that goes into the landfill and to be fair to all residents by requiring the same program participation of all residences. The Solid Waste Service includes garbage, recycling, green bin, and yard and garden waste collection for residents of Grand Forks. All single-family residential properties are mandated to participate in these programs and are charged a fixed rate for the service.

Multi-family residential properties were given some latitude to organize their own solid waste service in the previous bylaw with the understanding that once their existing contracts expired they would participate in the City's service. As a result, many apartment, strata, and condominium properties do not use green bins or recycling and have not changed their contracts. Staff also notice that many of the City's garbage cans downtown fill up with residential solid waste in areas around multi-family residential or mixed-use buildings.

The City asked the public their opinion at the Open House November 8, 2017 and with an online survey on the website and Facebook. A large majority of residents supported the City mandating these properties to participate in the green bin and recycling programs like all single-family residential properties.

Staff discussed the logistics of implementing this with the RDKB and the solid waste collection contractor. It would mean multi-family residential and mixed-use buildings arranging for an area in which to keep rolling green bin, recycling, and garbage cans, and to move those cans to an accessible area on pickup days. They would present a plan to the Manager of Operations for approval. This gives the maximum flexibility of implementation while still requiring participation.



The "**Solid Waste Regulations and Rates Amendment Bylaw No. 2022, 2017**" is now presented for the first two readings. A copy of the bylaw is attached.

Benefits or Impacts

General

This bylaw replaces the current garbage bylaw language with simpler and more inclusive language

Policy/Legislation

This bylaw replaces Bylaw 1798.

Attachments

Solid Waste Service Regulations and Rates Amendment Bylaw No. 2022, 2017
 The City of Grand Forks Residential Garbage Collection Regulation Repeal Bylaw No. 1798R1, 2018
 Residential Garbage Collection Regulation Bylaw No. 1798, 2006

Recommendation

RESOLVED THAT Committee of the Whole recommends to Council to give the first two readings of the "Solid Waste Service Regulations and Rates Amendment Bylaw No. 2022, 2017" at the January 15, 2018 Regular Meeting.

Options

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

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 2022

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

=====

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

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

Title:

1. This bylaw may be cited as the “**Residential Solid Waste Collection Regulation Bylaw No. 2022, 2018**”.

2. **Definitions**

“**City**” means the Corporation of the City of Grand Forks.

“**Fees and Charges Bylaw**” means the most current City Fees and Charges Bylaw”.

“**Food Waste**” means food scraps and other materials resulting from a plant or an animal but does not include yard waste.

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

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

“**Recyclables**” means any material which may be designated by the Manager of Operations or by the current recycling contract be it independent or as part of a larger solid waste disposal contract.

“**Solid Waste**” means Food Waste, Garbage, Recyclables, and Yard and Garden Waste.

“**Solid Waste Collection Area**” means the area within the boundaries of the City.

“**Solid Waste Collector**” means any person or company designated by the City to collect solid waste within the City.

“**Waiver of Service**” is an exemption from the terms of this bylaw.

“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:

3. All solid waste generated within the City must be disposed of in accordance with the terms of this bylaw.

Provision of Service:

4. Every owner of any type of residential property within the City shall use the solid waste collection system established by the City 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 the Manager of Operations.
5. All multi-family and mixed-use premises must prepare a solid waste management plan to be approved by the Manager of Operations on an annual basis.
6. All residents must separate their waste into streams as defined by Solid Waste in this bylaw.

Container Requirements:

7. Every owner shall provide and maintain wildlife resistant containers in sanitary condition and in good repair.
8. The City or the Solid Waste Collector shall not be responsible for the replacement of any containers or lids, damaged or lost, for any reason whatsoever.
9. Containers must be accessible to the Solid Waste Collector's pick-up route between the hours of 7:00 a.m. and 7:00 p.m. on the appropriate day of collection or they will not be emptied.
10. The City may suspend collection service from properties where containers or location or design of pick-up facilities are unacceptable to the Manager of Operations, but such suspension shall not waive any requirement or abate or waive any charges or rates under the provisions of this bylaw.

Prohibited Materials:

11. The Solid Waste 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 solid waste collection personnel or other members of the public, including, but not limited to:
 - Paint
 - Batteries
 - Solvents
 - Oil
 - Fuel

- Equipment Lubricants
 - Refundable Beverage Containers
12. The City reserves the right to refuse to remove any material as determined from time to time.
 13. The City reserves the right to refuse service to any property that does not follow the provisions of this bylaw.

Rates and Charges:

14. Property owners shall be responsible for all rates for solid waste services for properties owned by them with the exception of those properties with a valid Waiver of Service.
15. Rates and Charges will be set by the most current version of the City's Fees and Charges Bylaw.

Enforcement:

16. 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 ____ day of _____.

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

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

FINALLY ADOPTED this ____ day of _____..

Mayor Frank Konrad

Diane Heinrich, Corporate Officer

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. 2022 cited as "**Residential Solid Waste Collection Regulation Bylaw No. 2022, 2018**".

Corporate Officer
of the City of Grand Forks

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1798-R1

A Bylaw to Repeal Bylaw No. 1798 and all Amendments Thereto

=====

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

1. This bylaw may be cited as “**The City of Grand Forks Residential Garbage Collection Regulation Repeal Bylaw No. 1798R1, 2018**”.
2. That “**Residential Garbage Collection Regulation Bylaw No. 1798, 2006**”, and any amendments thereto, be repealed.

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

Diane Heinrich, Corporate Officer

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. XXXX
cited as “**The City of Grand Forks Residential Garbage Collection
Regulation Repeal Bylaw No. 1798R1, 2018**”.

Corporate Officer
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:

“City” means the City of Grand Forks.

“Garbage” means household waste generated by operations incidental to the premises and includes 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 <ul style="list-style-type: none"> - 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.
“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.
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. Household garbage will be collected by the Garbage Collector, on a weekly basis, on the 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, containers to contain all garbage. Each week, the Garbage Collector will pick up the number of containers, weighing a maximum of 22kg each, as outlined in "Schedule A" of this bylaw. Owners or occupiers of residential dwelling units, as defined in the bylaw, may purchase "tag-a-bag" tags for all containers in excess of the maximum container limit, outlined in "Schedule A" of this bylaw and the Garbage Collector will pick up the extra tagged garbage.

Yard waste may be in any combination of cans without lids, clear plastic bags or bundles to a maximum of three such containers. Tree prunings 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:

<u>Section Waste</u>	<u>Disposal Location</u>
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 payment of all rates for garbage services for properties owned by them.
16. The user rates and charges specified in "Schedule A" of this bylaw are hereby imposed and levied for garbage services supplied by the City. All such rates shall be due and payable on or before the first working day after July 1st in each year. These rates may also be paid on the City's Tax/Utility Pre-authorized Pre-payment Plan.
17. User rates paid by the close of business on the last working day in March, shall qualify for a 5% discount. User rates not paid by the last working day in December shall be subject to a 10% penalty.
18. A notice stating that such rates are due, shall be available during the month of February each year and every such notice shall state the amount of the discount and the date by which the account is required to be paid, in order for the discount to apply. The notice shall also advise of the penalty provision, as outlined in Clause 17 above.

19. For any garbage service started after the 1st day of January, the Property Owner will be billed for an amount equal to the annual rate, prorated for the number of days remaining in the year.
20. Due to the fact that the City must maintain the service to all residential properties, the annual fee for garbage service 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” of Bylaw No. 1798

SCHEDULE OF RATES AND CHARGES

Residential Garbage Collection	\$94.64 per year per residential dwelling unit as defined in this bylaw
Maximum two containers or bags per week or one toter type container per week	
“Tag-a-Bag” tags for bags of garbage in excess of the two bag limit per week	6 tags for \$6.00