



The Corporation of the City of Grand Forks

Regular Meeting

AGENDA

Meeting #: R-2018-01
Date: Monday, January 15, 2018, 7:00 pm
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda
Monday, January 15, 2018, Regular Meeting agenda

Recommendation

THAT Council adopts the January 15, 2018, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera
November 23, 2017, Special to go In-Camera Meeting minutes

5 - 6

Recommendation

THAT Council adopts the November 23, 2017, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - COTW
December 11, 2017, Committee of the Whole Meeting minutes

7 - 13

Recommendation

THAT Council adopts the December 11, 2017, Committee of the Whole Meeting minutes as presented.

- c. Adopt minutes - Regular
December 11, 2017, Regular Meeting minutes

14 - 22

Recommendation

THAT Council adopts the December 11, 2017, Regular Meeting minutes as presented.

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Written Reports of Council
Corporate Officer's Report

23 - 25

Recommendation

THAT all written reports of Council submitted to the January 15, 2018, Regular Meeting be received.

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

- a. Verbal Report - RDKB Representative
Corporate Officer's Report

26 - 26

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

Read the RDKB agendas here: <https://rdkb.civicweb.net/filepro/documents/314>

Recommendation

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

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Policy 801 Revised - Bank Signing Authority
Chief Financial Officer

27 - 32

Recommendation

THAT Council approves the revised Bank Signing Authority Policy 801 version 2.

- b. 2017 Capital Project Carryover and Scope Change
Outside Works

33 - 35

Recommendation

THAT Council approves the change in scope of the 2017 fleet acquisition capital projects to include the purchase of a hydroseeder and a CCTV sewer camera.

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a. Memo - Homeless Hub Petition
Corporate Services

36 - 47

Recommendation

THAT Council receives for information the memo regarding a petition for the proposed BETHS Homeless Hub.

- b. Grand Forks RCMP Detachment
Mayors Report - Quarterly Crime Statistics

48 - 51

Recommendation

THAT Council receives for information the Grand Forks RCMP Detachment Quarterly Crime Statistics Report.

- c. City of West Kelowna 52 - 53
Request for local governments to share in Cannabis Tax Revenue

Recommendation

THAT Council receives for information and discussion from the City of West Kelowna the request for local governments to share in Cannabis Tax Revenue and to determine if the City of Grand Forks should send a letter of support.

- d. Grand Forks International Baseball Tournament Society 54 - 54
Letter of request for a Special Occasion Liquor Licence from June 26 - July 2, 2018, during the GFI

Recommendation

THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks International Baseball Tournament Society from June 26-July 2, 2018, from 11:00 am-11:00 pm (depending on projected end time of last game), at James Donaldson Park, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.

- e. Grand Forks Snow-Pitch Tournament 55 - 55
Requesting permission for a Special Occasion Liquor Licence from January 27-28, 2018, at Dick Bartlett Park for the first snow-pitch tournament.

Recommendation

THAT Council approves the issuing of a Special Occasion Liquor Licence to the Grand Forks Snow-Pitch Tournament for January 27 from 10am-10pm and January 28 from 10am-6pm, 2018, at Dick Bartlett Park, subject to obtaining third party (party alcohol) liability insurance naming the City of Grand Forks as an additional insured on that policy; all event liquor providers to hold a Serving It Right Licence Certificate; and ICBC "Drinking and Driving" warning posters to be displayed.

11. **BYLAWS**

- a. Bylaw 1682 Exception - Recreational and Off Highway Vehicles 56 - 60
Corporate Services

Recommendation

THAT Council grants an exception to Bylaw No. 1682 granting motorized All Terrain Vehicles for the Grand Forks ATV Club access to a portion of the Trans Canada Trail through City Park for the Family Day 2018 event on February 10, 2018, between the hours of 10:30am and 2:00pm.

- b. Bylaw 1958-A3 - to amend Fees and Charges Bylaw No. 1958 61 - 75
Chief Financial Officer

Recommendation

THAT Council gives first three readings to the "Fees and Charges Amendment Bylaw No. 1958-A3, 2018" and directs staff to present the bylaw for final reading at the January 29th, 2018 Regular Meeting.

- c. Bylaw 1974-A2 - to amend Sewer Regulations Bylaw No. 1974, 2014
Chief Financial Officer

76 - 109

Recommendation

THAT Council gives first three readings to the "Sewer Regulations Amendment Bylaw No. 1974-A2, 2018" and directs staff to present the bylaw for final reading at the January 29, 2018 Regular Meeting.

- d. Bylaw 1975-A3 - to amend Water Regulations Bylaw No. 1973-A1
Chief Financial Officer

110 - 139

Recommendation

THAT Council gives first three readings to the "Water Regulations Amendment Bylaw No. 1973-A3, 2018" and directs staff to present the bylaw for final reading at the January 29, 2018 Regular Meeting.

12. LATE ITEMS
13. QUESTIONS FROM THE PUBLIC AND THE MEDIA
14. ADJOURNMENT

**THE CORPORATION OF THE CITY OF GRAND FORKS
SPECIAL TO GO IN-CAMERA MEETING OF COUNCIL**

**Thursday, November 23, 2017, 10:00 am
7217 - 4th Street, City Hall Council Chambers**

PRESENT: Mayor Frank Konrad
Councillor Julia Butler
Councillor Neil Krog
Councillor Colleen Ross
Councillor Christine Thompson
Councillor Beverley Tripp

ABSENT: Councillor Chris Hammett

ADMINISTRATION: Daniel Drexler - Deputy Corporate Officer

GALLERY

1. CALL TO ORDER

Mayor Konrad called the Special To Go In-Camera Meeting to order at 10:00 am.

2. IN-CAMERA RESOLUTION

a. Adopt Resolution as per Section 90

Adopt Resolution as per Section 90

MOVED BY: THOMPSON

SECONDED BY: ROSS

RESOLVED THAT Council convenes 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;

BE IT FURTHER RESOLVED THAT persons, other than members, officers, or other persons to whom Council may deem necessary to conduct City business, will be excluded from the In-Camera Meeting.

CARRIED

3. LATE ITEMS

4. ADJOURNMENT

The Special To Go In-Camera Meeting was adjourned at 10:01 am.

MOVED BY: ROSS

SECONDED BY: TRIPP

RESOLVED THAT the Special to go In-Camera Meeting be adjourned at 10:01 am.

CARRIED

Mayor Frank Konrad

Deputy Corporate Officer - Daniel
Drexler

**THE CORPORATION OF THE CITY OF GRAND FORKS
COMMITTEE OF THE WHOLE
Monday, December 11, 2017, 9:00 am
7217 - 4th Street, City Hall Council Chambers**

PRESENT: Mayor Frank Konrad
Councillor Julia Butler
Councillor Chris Hammett
Councillor Colleen Ross
Councillor Christine Thompson
Councillor Beverley Tripp

ABSENT: Councillor Neil Krog (*'with notice'*)

ADMINISTRATION: Diane Heinrich - Chief Administrative Officer - interim /
Corporate Officer
Daphne Popoff - Corporate Administrative Assistant
Juliette Rhodes - Chief Financial Officer
David Reid - Manager of Operations
Dale Heriot - Fire Chief
Graham Watt - Senior Planner

GALLERY

1. CALL TO ORDER

The December 11, 2017, Committee of the Whole Meeting was called to order at 9:00 am.

Mayor Konrad thanked and announced congratulations to Public Works staff for a job well done on the Gyro Park Light Up!

2. COMMITTEE OF THE WHOLE AGENDA

a. Adopt agenda

December 11, 2017, Committee of the Whole

MOVED BY: THOMPSON

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

CARRIED

- b. In-Camera Reminder

In-Camera Meeting directly following the COTW Meeting.

3. REGISTERED PETITIONS AND DELEGATIONS

- a. Dog Park User Group

Update on use of Dog Park

Kathy Novokshonoff and Ed Sims gave an overview of the Dog Park area regarding fencing, shelter, and the Grand Opening on December 8th

Discussion:

- Thumbs Up to sponsors, City staff, and organizers
- Facebook page, signage and tourism information

MOVED BY: ROSS

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

CARRIED

4. REGIONAL TOPICS FOR DISCUSSION - WITH AREA D

5. PRESENTATIONS FROM STAFF

- a. Policy 801-A1 Bank Authority

Chief Financial Officer

Discussion:

- new format for policies
- not many similarities between the old policy and the new, perhaps in future comparisons on the same pages would be helpful

MOVED BY: TRIPP

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.

CARRIED

- b. Memo - Schedule for 2018 Financial Plan

Chief Financial Officer

MOVED BY: BUTLER

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

CARRIED

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

Manager of Development and Engineering Services

Discussion:

- tiny homes with only one fire exit will require a larger window as opposed to a second door

- some comments not included in this report; however, they are in the December 11, 2017, Regular Meeting

MOVED BY: THOMPSON

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.

CARRIED

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

Manager of Development and Engineering Services

Discussion:

- Les Johnson inquired into the proposed location

MOVED BY: BUTLER

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.

CARRIED

e. Monthly Highlight Reports from Department Managers

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

Discussion:

- new format of reports
- Waste Water Treatment Plant project overview
- electrical voltage conversion update
- Kate Saylors, Gazette, inquired as to the Pawn Shop Bylaw. CAO stated that research is being done on this and will be presented to Council in the New Year
- street lights and dike inspections

MOVED BY: THOMPSON

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

CARRIED

6. REPORTS AND DISCUSSION

7. PROPOSED BYLAWS FOR DISCUSSION

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

Chief Financial Officer

Discussion:

- mock billing process for residential
- CFO stated that non residential properties were not addressed; therefore, options for consideration and timeframe of billing
- Fred Scott inquired if multi-residential stratas, such as apt. bldgs., will be metered? CFO answered that yes they would be charged a metered rate

- Summerland model
- Barry Jarvis spoke in regards to the Summerland model
- large industries impact and commercial

Mayor Konrad called a recess of the December 11, 2017, COTW Meeting at 10:36 am.

Mayor Konrad reconvened the December 11, 2017, COTW Meeting at 10:47 am.

- Barry Jarvis inquired as to how many properties are not on City sewer? CFO replied that there were approx. 250
- subdivision application fees

MOVED BY: BUTLER

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;

CARRIED

MOVED BY: THOMPSON

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.

CARRIED

MOVED BY: THOMPSON

RESOLVED THAT Council selects Option 2 for the Fees and Charges Bylaw to be put forth at the appropriate time.

CARRIED

- b. Bylaw 1973-A1 to amend Water Regulations
- Chief Financial Officer
- MOVED BY: ROSS

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.

CARRIED

- c. Bylaw 1974 to amend Sewer Regulations

Chief Financial Officer

MOVED BY: ROSS

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.

CARRIED

- d. Bylaw 2022 New Solid Waste Service

Outside Works

MOVED BY: THOMPSON

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.

CARRIED

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.

MOVED BY: THOMPSON

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.

Opposed (2): BUTLER, and TRIPP

CARRIED

14. ADJOURNMENT

The December 11, 2017, Committee of the Whole Meeting was adjourned at 11:08 am.

MOVED BY: ROSS

RESOLVED THAT the December 11, 2017, Committee of the Whole Meeting be adjourned at 11:08 am.

CARRIED

MAYOR FRANK KONRAD

CORPORATE ADMINISTRATIVE
ASSISTANT - DAPHNE POPOFF

**THE CORPORATION OF THE CITY OF GRAND FORKS
REGULAR MEETING OF COUNCIL**

**Monday, December 11, 2017, 7:00 pm
7217 - 4th Street, City Hall Council Chambers**

PRESENT: Mayor Frank Konrad
Councillor Julia Butler
Councillor Chris Hammett
Councillor Neil Krog
Councillor Colleen Ross
Councillor Christine Thompson
Councillor Beverley Tripp

ADMINISTRATION: Diane Heinrich - Chief Administrative Officer - interim /
Corporate Officer
Daniel Drexler - Deputy Corporate Officer
Juliette Rhodes - Chief Financial Officer
Cavan Gates - Deputy Manager of Operations & Sustainability

GALLERY

1. CALL TO ORDER

Mayor Konrad called the December 11, 2017, Regular Meeting to order at 7:01 pm.

2. ADOPTION OF AGENDA

a. Adopt agenda

December 11, 2017, Regular Meeting agenda

The agenda was amended to include a late item 12.a. "Memo - DBA requests update"

MOVED BY: ROSS

SECONDED BY: THOMPSON

THAT Council amends the agenda to include item 12.a. "Memo - DBA requests update".

CARRIED

MOVED BY: TRIPP

SECONDED BY: HAMMETT

RESOLVED THAT Council adopts the December 11, 2017, Regular Meeting agenda as amended.

CARRIED

3. MINUTES

- a. Adopt minutes - Special to go In-Camera

November 27, 2017, Special to go In-Camera Meeting minutes

MOVED BY: THOMPSON

SECONDED BY: BUTLER

RESOLVED THAT Council adopts the November 27, 2017, Special to go In-Camera Meeting minutes as presented.

CARRIED

- b. Adopt minutes - Public Hearing

November 27, 2017, Public Hearing Meeting minutes

MOVED BY: TRIPP

SECONDED BY: ROSS

RESOLVED THAT Council adopts the November 27, 2017, Public Hearing Meeting minutes as presented.

CARRIED

- c. Adopt minutes - Regular

November 27, 2017, Regular Meeting minutes

MOVED BY: TRIPP

SECONDED BY: BUTLER

RESOLVED THAT Council adopts the November 27, 2017, Regular Meeting minutes as presented.

CARRIED

- d. Adopt minutes - Special to go In-Camera
December 1, 2017, Special to go In-Camera Meeting minutes

MOVED BY: ROSS

SECONDED BY: BUTLER

RESOLVED THAT Council adopts the December 1, 2017, Special to go In-Camera Meeting minutes as presented.

CARRIED

4. REGISTERED PETITIONS AND DELEGATIONS

5. UNFINISHED BUSINESS

6. REPORTS, QUESTIONS AND INQUIRIES FROM MEMBERS OF COUNCIL

- a. Corporate Officer's Report

Written reports of Council

Discussion ensued:

- upcoming conferences and seminars for 2018
- AKBLG attendance options
- comparison between conferences
- costs to attend each conference depends on location
- rooms are pre-booked for UBCM and AKBLG ahead of time, but registrations do not open until March for the AKBLG
- Councillor Butler to attend LGLA Conference in 2018
- Councillor Krog to attend FCM Conference in 2018

MOVED BY: KROG

SECONDED BY: TRIPP

RESOLVED THAT all written reports of Council submitted to the December 11, 2017, Regular Meeting be received.

CARRIED

MOVED BY: TRIPP

SECONDED BY: THOMPSON

RESOLVED THAT Council discusses and designates delegates for attendance at the 2018 conferences.

MOVED BY: THOMPSON

SECONDED BY: KROG

THAT Council authorize Councillor Butler to attend the LGLA Conference in 2018.

CARRIED

MOVED BY: THOMPSON

SECONDED BY: HAMMETT

THAT Council authorize Councillor Krog to attend the FCM conference in 2018.

Opposed (2): BUTLER, and TRIPP

CARRIED

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

a. Corporate Officer's Report

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

Read the RDKB agendas here:

<https://rdkb.civicweb.net/filepro/documents/314>

The Mayor gave an update regarding the BCDC meeting. Topics of discussion included the Disc Golf project and BC Transit's potential cost increases.

MOVED BY: HAMMETT

SECONDED BY: KROG

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

CARRIED

8. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. Disc Golf Course Licence of Occupation and Course Budget
Manager of Development and Engineering Services

MOVED BY: ROSS

SECONDED BY: BUTLER

RESOLVED THAT Council 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.

CARRIED

- b. Waiver of Fee for Equal Payment Plan Refunds on Utility Accounts
Chief Financial Officer

MOVED BY: THOMPSON

SECONDED BY: TRIPP

RESOLVED THAT Council permits staff to waive the \$25 fee for utility customers on the equal payment plan who request a refund of their credit balances for 2017.

CARRIED

- c. Application for additional Rural Dividend Fund grant for an Employment Lands Plan

Development and Engineering Services

Discussion ensued:

- properties sold throughout the past 5 years
- phase 2 of multi phase project
- staff availability to support the grant process and reporting
- possibility to expand the scope to include environmentally sensitive areas and ecological values
- potential for staff to do the work in-house versus consultant

MOVED BY: THOMPSON

SECONDED BY: HAMMETT

THAT Council directs staff to apply for the December 2017 intake of the Rural Dividend Fund grant for \$100,000 with the City's contribution being \$20,000 from the Property Management and Holding budget.

CARRIED

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

- a. RDKB Bylaw 1660 amending GF and District Transit Service

Letter from RDKB

Discussion ensued:

- Bus route possibilities
- Transit company plans to increase costs
- bylaw amendment process for the Regional District
- possible discussion at COTW in January with RDKB staff
- item was tabled until further information from Regional District can be obtained

MOVED BY: THOMPSON

SECONDED BY: ROSS

RESOLVED THAT Council consents to the Regional District of Kootenay Boundary Bylaw No. 1660 to increase the requisition limit of the Grand Forks and District Transit Service Local Service.

MOVED BY: THOMPSON

SECONDED BY: BUTLER

THAT the discussion and decision regarding the RDKB Bylaw amendment be tabled until the Regional District can provide more information regarding the service.

CARRIED

11. BYLAWS

12. LATE ITEMS

a. DBA requests update

Memo - Deputy Manager of Operations and Sustainability

Discussion ensued:

- complaint driven bylaw enforcement for parking
- requests update based on letter from DBA presented at the February 14, 2017, meeting
- Councillor Hammett appointed liaison to DBA
- Councillor Thompson appointed liaison to BCRCC
- other possibilities for Councillors to be the liaison to other community organizations

MOVED BY: BUTLER

SECONDED BY: HAMMETT

THAT Council receives the update on the Downtown Business Association requests for information.

CARRIED

MOVED BY: THOMPSON

SECONDED BY: ROSS

THAT Council appoints Councillor Hammett as the liaison to the Downtown Business Association.

CARRIED

MOVED BY: THOMPSON

SECONDED BY: HAMMETT

THAT Council appoints Councillor Thompson as the liaison to the Boundary Regional Chamber of Commerce.

Opposed (2): BUTLER, and TRIPP

CARRIED

b. Announcement

Mayor Konrad

The Mayor made an announcement regarding BC Housing:

The City is currently in discussions with BC Housing, but nothing had been clarified yet.

13. QUESTIONS FROM THE PUBLIC AND THE MEDIA

released from in-camera: working with BC housing, nothing has been finalized

Les Johnson:

- gave a brief update on buzz words
- liaisons for organizations
- history of relationships between the City and organizations

Kate Saylor, Gazette

- inquired regarding late item from Downtown Business Association requests
- reason why Councillor Hammett was appointed - Councillor Hammett has been involved with the association in the past as a non-voting note taker

- inquired regarding a policy for liaisons to organizations
- Councillor Hammett stated that she will take notes for her role as a liaison of Council and will share those notes with the DBA
- inquired regarding a potential conflict of interest between creating minutes and being a Council liaison depending on the situation - Councillor Hammett does not believe there is a conflict

14. **ADJOURNMENT**

The December 11, 2017, Regular Meeting was adjourned at 8:19 pm.

MOVED BY: ROSS

SECONDED BY: THOMPSON

THAT the Regular Meeting be adjourned at 8:19 pm.

CARRIED

Mayor Frank Konrad

Deputy Corporate Officer - Daniel
Drexler

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council
From: Procedure Bylaw / Chief Administrative Officer
Date: January 15th, 2018
Subject: Reports, Questions and Inquiries from the Members of Council
Recommendation: **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL BE RECEIVED.**

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the members of Council to report to the Community on issues, bring community issues for discussion and initiate action through motions of Council, ask questions on matters pertaining to the City Operations and inquire on any issues and reports.

Benefits or Impacts of the Recommendation:

General: The main advantage of using this approach is to bring the matter before Council on behalf of constituents. Immediate action might result in inordinate amount of resource inadvertently directed without specific approval in the financial plan.

Strategic Impact: Members of Council may ask questions, seek clarification and report on issues.

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

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

- OPTIONS:**
- 1. RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL, BE RECEIVED**
 - 2. RESOLVED THAT COUNCIL DOES NOT RECEIVE THE REPORTS FROM MEMBERS OF COUNCIL.**

Department Head or CAO	Chief Administrative Officer

Boundary Housing Needs Workshop

As I mentioned in my report before Christmas, I will be attending this workshop hosted by SPARC BC and Community Futures on January 30th. Housing statistics taken from the 2016 Census have been made available prior to the event, and they are quite interesting. For example, over the past decade, the net population increase in Grand Forks has been 13, and two in five households are headed by seniors. Seniors comprise a full third of our population, compared with a provincial average of just 18.3%, which points to the fact that our beautiful area continues to be a preferred retirement location. One important statistic reveals that there are 60 individual senior renter households in the city, which makes up 75% of renters. Other important statistics reveal housing affordability pressures as related to income levels. This data will be quite valuable in its application to the OCP Bylaw Amendment and the Zoning Bylaw Repeal and Replace, coming up for Third Reading at our first meeting in February.

Building a Safe and Secure Grand Forks Community Meeting

It's been a month since this meeting was held at the D. A. Perley Elementary gym, but it's community impact is still worth noting. About 150 area residents came out to hear from the City, RCMP, Interior Health, and others, who reported on initiatives that are taking place in the city to address increased crime and homelessness in our region. Representatives from several of the community agencies, including BETHS, Whispers of Hope and the Boundary Womens' Coalition were also on hand to respond to questions from the audience.

I want to thank those who supported my efforts to bring this initiative forward, especially Councillors Butler and Ross, and have received many comments from members of the community who are grateful that the event took place. I sincerely believe that honest and open discussion and collaboration with all involved agencies will continue to be the way to move forward with this issue.

Draft Resolutions for the AKBLG

It is no secret that the criminal justice system in our province is perceived to be in shambles. This year, Grand Forks has been dealing with increased incidences of crime, homelessness and mental health incidences that have affected the safety and security of our community. And that has been a big concern to us on council, so I approached RCMP Detachment Commander Sgt. James Fenske to get him thinking about how our council might support policing efforts in our community with some asks that we could take to the province.

After the community meeting on December 14th, further communication with Sgt. Fenske resulted in my drafting three resolutions that have identified some of the most pressing needs for our city. They also have potential for significant betterment of the judicial system for cities province-wide. I am bringing the following three draft resolutions forward for discussion and approval by council, in preparation for sending to the AKBLG prior to their resolutions submission deadline of February 24, 2018. If passed at the regional level, they will then move on to the UBCM this fall.

1. Increased Access to Court Services in Rural Communities:

Whereas the Provincial Government is committed to improving access to justice and the courts, and appoint and pay judges for the courts, and

Whereas rural communities typically make do with a part-time circuit judge once a month, while hundreds of millions of dollars has been allocated to improving court access in urban centers,

Therefore, be it resolved that the Provincial Government mandate increased access to the courts in rural BC by providing a bi-monthly circuit court judge so that routine court matters may be dealt with in a more expedient manner.

2. Request for Additional Crown Lawyers:

Whereas property crime rates have increased throughout the province, and the more borderline criminal cases are not going to trial because crown counsel resources are stretched too thin, and

Whereas it is the Crown Counsel who lays charges and prosecutes in criminal matters,

Therefore, be it resolved that the Assistant Deputy Attorney General (ADAG) increase the number of Crown Counsel lawyers to adequate levels to keep better pace with the growing criminal caseload.

3. Request to Drop the “Substantial Likelihood of Conviction” Standard to a “Reasonable Likelihood of Conviction” Standard:

Whereas The criminal justice system is a foundation of Canadian society that plays an important part in maintaining a just, peaceful and safe society, and

Whereas in BC, police do not have authority to lay charges as in other provinces, and unlike other provinces, the BC Crown Counsel requires a “*substantial likelihood of conviction*” criteria for laying charges,

Therefore, be it resolved that the Assistant Deputy Attorney General drop the burden of proof criteria for Crown Counsel in the laying of criminal charges from a “*substantial likelihood of conviction*,” to a “*reasonable likelihood of conviction*.”

Respectfully submitted,

Beverley Tripp

REQUEST FOR DECISION

— REGULAR MEETING —



To: Mayor and Council

From: Procedure Bylaw / Council

Date: January 15th, 2018

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

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

BACKGROUND: Under the City's Procedures Bylaw No. 1946, 2013, the Order of Business permits the City's representative to the Regional District of Kootenay to report to Council and the Community on issues, and actions of the Regional District of Kootenay Boundary.

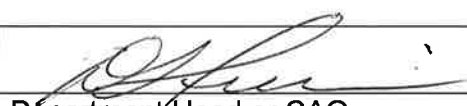
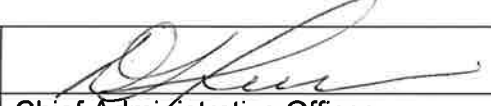
Benefits or Impacts of the Recommendation:

General: The main advantage is that all of Council and the Public is provided with information on the Regional District of Kootenay Boundary.

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

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

- OPTIONS:**
1. **RESOLVED THAT MAYOR KONRAD'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**
 2. **RECEIVE THE REPORT AND REFER ANY ISSUES FOR FURTHER DISCUSSION OR A REPORT: UNDER THIS OPTION, COUNCIL PROVIDED WITH THE INFORMATION GIVEN VERBALLY BY THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY DIRECTOR REPRESENTING COUNCIL AND REQUESTS FURTHER RESEARCH OR CLARIFICATION OF INFORMATION FROM STAFF ON A REGIONAL DISTRICT ISSUE.**

	
Department Head or CAO	Chief Administrative Officer

Request for Decision



To: Regular Meeting
From: **Chief Financial Officer**
Date: January 15, 2018
Subject: Revised Policy - Bank Signing Authority 801
Recommendation: **That Council approves revised Bank Signing Authority Policy 801 version 2.**

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.

The revised policy was introduced to the Committee of the Whole on December 11, 2017 and is presented here for approval.

Benefits or Impacts

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



Fiscal Responsibility

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

Revised Policy 801 v2 - Bank Signing Authorization

Previous Policy 801 - Bank Signing Authorization

Recommendation

That Council approves revised Bank Signing Authority Policy 801 version 2.

Options

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

Report Approval Details

Document Title:	Bank Signing Authority Policy 801 v2.docx
Attachments:	- City of Grand Forks Council Policy 801 v2.docx - 801-Bank Signing Authorization 2014 v1.pdf
Final Approval Date:	Jan 4, 2018

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

Diane Heinrich - Jan 4, 2018 - 10:44 AM



City of Grand Forks
 7217 4th Street
 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.

PREVIOUS VERSION

CITY OF GRAND FORKS			
POLICY TITLE:	Bank Signing Authorization	POLICY NO:	801
EFFECTIVE DATE:	January 13 th , 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

Request for Decision



To: Regular Meeting
From: **Outside Works**
Date: January 15, 2018
Subject: 2017 Capital Project Carryover and Scope Change
Recommendation: **RESOLVED THAT Council approves the change in scope of the 2017 fleet acquisition capital projects to include the purchase of a hydroseeder and a CCTV sewer camera.**

Background

Staff purchased a new municipal tractor, plow truck, service truck, and trailer in 2017 as approved in the capital budget. Those projects came in significantly under budget by about \$70,000. Staff would like to use some of the savings from those projects to purchase a hydroseeder and a CCTV sewer camera.

The hydroseeder would be used to quickly regenerate excavated areas. This helps to prevent erosion and the spread of invasive weeds. Staff need to contract this out on current projects. The CCTV sewer camera would replace an existing camera that is at the end of its service life. Staff use the camera to inspect the sewer system for blockages and damage. It helps to identify problems

2017 Capital Items	2017 Spent	Committed	Budget	Remaining
C 992 HOLDER 2017 F350 SERVICE/DUMP TRUCK 5 TONNE PLOW/DUMP TRUCK T-TECH TRAILER	\$411,568	\$449,555	\$523,679	\$74,123

Proposed equipment purchases	
Hydroseeder	\$ 12,000
CCTV sewer camera	\$ 40,000

Benefits or Impacts

General

- Preventing erosion and the spread of invasive weeds promotes environmental responsibility.
- Inspecting the sewer system before failure helps to prevent emergency repairs.

- The additional purchases would not require any additional funding sources as they use funds already allocated in 2017.
-

Recommendation

RESOLVED THAT Council approves the change in scope of the 2017 fleet acquisition capital projects to include the purchase of a hydroseeder and a CCTV sewer camera.

Options

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

Report Approval Details

Document Title:	RFD 2018 - Capital project carryover.docx
Attachments:	
Final Approval Date:	Jan 9, 2018

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

Juliette Rhodes - Jan 9, 2018 - 9:17 AM

No Signature - Task assigned to Diane Heinrich was completed by assistant Daniel Drexler

Diane Heinrich - Jan 9, 2018 - 9:54 AM

Memo



To: Regular Meeting
From: **Corporate Services**
Date: 2018-01-15
Subject: Petition regarding proposed location for BETHS Homeless Hub

Background

On December 6, 2017, a petition was delivered to the office of the Corporate Officer and received in accordance with Section 82 of the Community Charter.

Section 82 of the Community Charter states:

- (1) A petition to a council is deemed to be presented to council when it is filed with the corporate officer.*
- (2) A petition to a council must include the full name and residential address of each petitioner.*

Under the Freedom of Information and Protection of Privacy Act (FOIPPA), the City is not able to display the full addresses and signatures publicly. If Council wishes, staff can provide a hard copy of the petition.

The Corporate Officer verified that full names, residential addresses, and signatures of each petitioner were present in the petition, and that the number of qualified petitioners totalled to sixty three participants. (four disqualifications for signing twice)

All information pertaining to the petition is attached and was delivered by Sandra Fry along with the request to put the petition on the agenda for the next meeting. Ms. Fry was informed via email that the petition would be on the agenda for the January 15, 2018 Regular Meeting of Council.

Benefits or Impacts

General

As with petitions of this nature, Council may choose to receive for information and/or for discussion purposes. Council is not obligated to act on the request contained within the petition.

Policy/Legislation

Community Charter Section 82

Attachments

Petition regarding the proposed BETHS Homeless Hub location

Report Approval Details

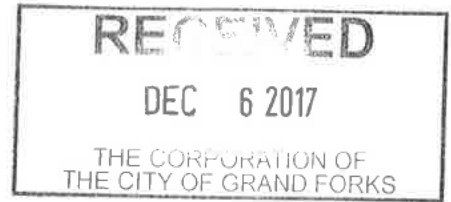
Document Title:	2018-01-15-Memo-Homeless Hub Petition.docx
Attachments:	- Petition in Opposition to Location of Homelessness Hub_Redacted.pdf
Final Approval Date:	Jan 4, 2018

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

Diane Heinrich - Jan 4, 2018 - 11:02 AM

December 6th, 2017

Mayor Konrad and Members of Council
City of Grand Forks
PO Box 220, Grand Forks BC V0H 1H0



To whom it may concern; RE: Proposed location for BETHS Homelessness Hub

Please find enclosed a copy of the petition opposing the location for the proposed permanent homeless modular housing described in the Grand Forks Gazette November 29th, 2017. There is almost unanimous strong objection by the neighbouring residents. Please put this petition on your agenda for the next Council meeting. Please send a confirmation that this will happen to:

[REDACTED]

Grand Forks BC V0H1H0

Or email [REDACTED]

Thank you for your attention to this urgent matter.

cc. BETHS

BC Housing

Linda Larsen MLA

FILE CODE

Petition in Opposition
C/O - to Location of
Homelessness Hub
(Homeless 20)

December 1st, 2017

PETITION IN OPPOSITION TO THE LOCATION OF A FULL TIME HOMELESSNESS
CENTRE AT THE CORNER OF 68TH AVENUE AND 2ND STREET GRAND FORKS BC

This is a family oriented neighbourhood with young children living in the immediate area. It is zoned R1 which is supposed to accommodate single family or duplex housing only. Zoning was established to protect areas from unsuitable development.

Along with the article about this proposed centre the Gazette ran an article about the increase of drug paraphernalia, the need for City staff to learn how to administer the overdose drug Naloxone, and a quote from the Grand Forks deputy manager of operation, Cavan Gates, concerning this, "There is a heightened awareness and there has been a change in behavior of the homeless towards City facilities." BETHS was evicted from what seemed like an ideal downtown location in August and is now looking at a less than ideal location. This shifts the problems out of the downtown core to a residential neighbourhood ill equipped to handle them.

We are sure that the City of Grand Forks can help BETHS find a much more suitable location and we the residents of the immediate area strongly oppose this proposed site.

NAME	ADDRESS	SIGNATURE
Janet Stack	[REDACTED] 1 st st,	[REDACTED]
Leo Zinner	[REDACTED] 1 st st.	
MURRAY BEDARD	[REDACTED] 1 st st.	
LORINDA VAN LEUR	[REDACTED] 1 st st	
JARON SALMI	[REDACTED]	
[Signature]	[REDACTED]	[REDACTED]

December 1st, 2017

PETITION IN OPPOSITION TO THE LOCATION OF A FULL TIME HOMELESSNESS
CENTRE AT THE CORNER OF 68TH AVENUE AND 2ND STREET GRAND FORKS BC

NAME

ADDRESS

SIGNATURE

KEVIN TAYLOR

69 Ave

MADONNA TAYLOR

69 Ave

Russell Harvath

2nd street

Brenda Atchison

2nd st.

CLINT ATCHISON

2nd St.

GLORIA ATCHISON

2nd ST

Paul Richard Fredericksen

2nd

Evan Bousen

68th Ave

Carla Boegrette

68th AVE

LEE PALUCK

3RD AVE

Jim Kildsade

3rd St

CLIFF NORMAND

1st

December 1st, 2017

PETITION IN OPPOSITION TO THE LOCATION OF A FULL TIME HOMELESSNESS
CENTRE AT THE CORNER OF 68TH AVENUE AND 2ND STREET GRAND FORKS BC

NAME	ADDRESS	SIGNATURE
SANDRA FRY	[REDACTED] 1 ST STREET	[REDACTED]
Brandon Drexler	[REDACTED] 68th Ave	
JAKE RAVEN	[REDACTED] 2ND ST	
Theresa Raven	[REDACTED] 2 nd str	[REDACTED]
Shawn THOMSON	[REDACTED] 1 st	
Dawn Harp	[REDACTED] - 3rd	
NEIL BALL	[REDACTED] - 1 ST ST	
L. BALL	[REDACTED] " "	
Ron Holmes	[REDACTED] 2nd ST	
Kristy Savident	[REDACTED] 68th Ave.	

December 1st, 2017

PETITION IN OPPOSITION TO THE LOCATION OF A FULL TIME HOMELESSNESS
CENTRE AT THE CORNER OF 68TH AVENUE AND 2ND STREET GRAND FORKS BC

This is a family oriented neighbourhood with young children living in the immediate area. It is zoned R1 which is supposed to accommodate single family or duplex housing only. Zoning was established to protect areas from unsuitable development.

Along with the article about this proposed centre the Gazette ran an article about the increase of drug paraphernalia, the need for City staff to learn how to administer the overdose drug Naloxone, and a quote from the Grand Forks deputy manager of operation, Cavan Gates, concerning this, "There is a heightened awareness and there has been a change in behavior of the homeless towards City facilities." BETHS was evicted from what seemed like an ideal downtown location in August and is now looking at a less than ideal location. This shifts the problems out of the downtown core to a residential neighbourhood ill equipped to handle them.

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NAME

ADDRESS

SIGNATURE

PATTY COX

Como ST

DARREN COX

Como ST

DAVID BOWEN

2ND ST.

Natalie Demenoff

2nd St

J. PENNOYER

69th AVE

December 1st, 2017

PETITION IN OPPOSITION TO THE LOCATION OF A FULL TIME HOMELESSNESS
CENTRE AT THE CORNER OF 68TH AVENUE AND 2ND STREET GRAND FORKS BC

NAME	ADDRESS	SIGNATURE
A MARJIT	[REDACTED]	[REDACTED] 45T
Lisa Chapman	[REDACTED] 4TH	[REDACTED]
Bob Chapman	[REDACTED] 4TH ST	
JOE KOFTINOW	[REDACTED] 4TH ST	
Debbie Flynn	[REDACTED] 4TH ST.	
GREG FLYNN	[REDACTED] 4TH ST	
Carde Samuelson.	[REDACTED] 4TH ST.	[REDACTED]
BOB SAMUELSON	[REDACTED] 4TH ST.	
CRYSTAL MATHISON	[REDACTED] 4TH ST.	
MARY POLVERMATHER	[REDACTED] 5TH	
Mel Polvermather	[REDACTED] 5TH	

December 1st, 2017

PETITION IN OPPOSITION TO THE LOCATION OF A FULL TIME HOMELESSNESS CENTRE AT THE CORNER OF 68TH AVENUE AND 2ND STREET GRAND FORKS BC

NAME	ADDRESS	SIGNATURE
FRANK F. MAKAOFF	[REDACTED] 1ST STREET	[REDACTED]
FRANCES MAKAOFF	[REDACTED] 1ST ST	
FRANK F. MAKAOFF	[REDACTED] 1ST STREET	
FRANCES MAKAOFF	[REDACTED] 1ST ST	
FRANK F. MAKAOFF	[REDACTED] 1ST STREET	
FRANCES MAKAOFF	[REDACTED] 1ST ST	
LINDA PEARCE	[REDACTED] 3RD ST G. FORKS. BC.	


December 1st, 2017

PETITION IN OPPOSITION TO THE LOCATION OF A FULL TIME HOMELESSNESS
CENTRE AT THE CORNER OF 68TH AVENUE AND 2ND STREET GRAND FORKS BC


This is a family oriented neighbourhood with young children living in the immediate area. It is zoned R1 which is supposed to accommodate single family or duplex housing only. Zoning was established to protect areas from unsuitable development.

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NAME	ADDRESS	SIGNATURE
Mandi Ross	(owner) 2nd St.	
TANYA MCKIMMIE	2ND ST.	
Colin McKimmie	-2nd St	
Jules Jorgensen	-2nd St	
William BOWEN	-2nd St.	
Kenetta Bowen	2nd St	

December 1st, 2017PETITION IN OPPOSITION TO THE LOCATION OF A FULL TIME HOMELESSNESS
CENTRE AT THE CORNER OF 68TH AVENUE AND 2ND STREET GRAND FORKS BC

NAME	ADDRESS	SIGNATURE
KEN ARISHENKOFF	[REDACTED] 2nd ST.	
KATHERINE ARISHENKOFF	[REDACTED] 2nd ST.	
CAL SMULAND	[REDACTED] 2nd ST	
Barb Smuland	[REDACTED] 2nd Ave	
Larry Demenoff	[REDACTED] 2nd St	
KELLY PERCE	[REDACTED] 2nd ST	
CANDACE DURAND	[REDACTED] 2 ST	
Tim Andrews	[REDACTED] 2 ST	
Shannon Watson	[REDACTED] 69 th AVE	
DOAL ISENBECKER	[REDACTED] 3rd ST	



**GRAND FORKS DETACHMENT
MAYORS REPORT
QUARTER 2, 2017**

RECEIVED

DEC - 7 2017

THE CORPORATION OF
THE CITY OF GRAND FORKS

Grand Forks RCMP Detachment

1608 Central Ave

Box 370

Grand Forks, B.C.

Telephone (250) 442-8288 Fax (250) 442-3919

City of Grand Forks

Attention Mayor and Council

Box 220

Grand Forks, B.C. V0H 1H0

November 10, 2017

Dear Mayor KONRAD and Council,

RE: Quarterly Crime Statistics - April / May / June

CRIME CATEGORIES	GRAND FORKS Q2 2016	GRAND FORKS Q2 2017	CHRISTINA LAKE Q2 2016	CHRISTINA LAKE Q2 2017	RURAL Q2 2016	RURAL Q2 2017	GF DET TOTALS Q2 2016	GF DET TOTALS Q2 2017
Homicide / Attempted Homicide	0	0	0	0	0	0	0	0
Assaults	5	11	1	1	1	4	7	16
Sexual Offences	0	1	0	0	0	0	0	1
Robbery	0	0	0	0	0	0	0	0
Auto Theft	1	2	0	0	1	1	2	3
Break and Enters	3	4	2	0	1	0	6	4
Theft From Motor Vehicle	0	5	2	0	5	0	7	5
Drug Investigations	7	5	2	1	5	0	14	6
TOTAL PERSONS/VIOLENT CC	13	19	4	1	5	5	22	25
TOTAL PROPERTY CC	51	66	10	4	18	10	79	80
TOTAL OTHER CC	17	30	1	1	6	3	24	34
TOTAL CRIMINAL CODE (CC)	81	115	15	6	29	18	125	139
TOTAL CALLS FOR SERVICE	444	524	89	94	147	165	680	783

FILE CODE

B3 RCMP - Quarterly
of R6 - Crime Stats



**GRAND FORKS DETACHMENT
MAYOR'S REPORT
QUARTER 2, 2017**

TRAFFIC AND IMPAIRED	GRAND FORKS Q2 2016	GRAND FORKS Q2 2017	CHRISTINA LAKE Q2 2016	CHRISTINA LAKE Q2 2017	RURAL Q2 2016	RURAL Q2 2017	GF DET TOTALS Q2 2016	GF DET TOTALS Q2 2017
Motor Vehicle Collisions	8	12	5	4	12	20	25	36
Motor Vehicle Collisions W Fatal	0	0	0	0	0	0	0	0
Impaired Driving - CC	4	4	0	0	0	2	4	6
Impaired Driving - MVA (IRPs)	3	7	4	3	5	1	12	11

COMMUNITY	GRAND FORKS Q2 2016	GRAND FORKS Q2 2017	CHRISTINA LAKE Q2 2016	CHRISTINA LAKE Q2 2017	RURAL Q2 2016	RURAL Q2 2017	GF DET TOTALS Q2 2016	GF DET TOTALS Q2 2017
Files with youth negative contacts	3	4	0	0	2	1	5	5
Mental Health Related Calls	30	28	2	1	6	4	38	33
Files involving Alcohol / Drugs	54	44	10	6	18	7	82	57
Domestic Violence Files	1	3	0	0	0	2	1	5

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-442-8288.

Yours truly,

Jim Fenske, Sgt., NCO I/C
Grand Forks RCMP Detachment



GRAND FORKS DETACHMENT
MAYOR'S REPORT
QUARTER 3, 2017

City of Grand Forks
Mayor and Council
Box 220
Grand Forks, B.C.

Grand Forks RCMP Detachment

1608 Central Ave

Box 370

Grand Forks, B.C.

Telephone (250) 442-8288 Fax (250) 442-3919

November 10, 2017

Dear Mayor KONRAD and Council,

RE: Quarterly Crime Statistics - July / August / September

CRIME CATEGORIES	GRAND FORKS Q3 2016	GRAND FORKS Q3 2017	CHRISTINA LAKE Q3 2016	CHRISTINA LAKE Q3 2017	RURAL Q3 2016	RURAL Q3 2017	GF DET TOTALS Q3 2016	GF DET TOTALS Q3 2017
Homicide / Attempted Homicide	0	0	0	0	0	0	0	0
Assaults	6	19	2	1	4	5	12	25
Sexual Offences	1	1	1	1	0	0	2	2
Robbery	0	0	0	0	0	0	0	0
Auto Theft	3	5	1	3	1	2	5	10
Break and Enters	4	12	0	2	2	6	6	20
Theft From Motor Vehicle	2	5	6	2	2	1	10	8
Drug Investigations	13	13	9	3	6	3	28	19
TOTAL PERSONS/VIOLENT CC	11	24	4	0	5	8	20	32
TOTAL PROPERTY CC	56	93	23	15	16	17	95	125
TOTAL OTHER CC	29	27	4	4	4	4	37	35
TOTAL CRIMINAL CODE (CC)	96	144	31	19	25	29	152	192
TOTAL CALLS FOR SERVICE	514	657	163	173	179	172	856	1002



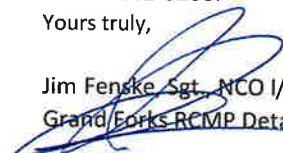
**GRAND FORKS DETACHMENT
MAYOR'S REPORT
QUARTER 3, 2017**

TRAFFIC AND IMPAIRED	GRAND FORKS Q3 2016	GRAND FORKS Q3 2017	CHRISTINA LAKE Q3 2016	CHRISTINA LAKE Q3 2017	RURAL Q3 2016	RURAL Q3 2017	GF DET TOTALS Q3 2016	GF DET TOTALS Q3 2017
Motor Vehicle Collisions	10	15	6	6	18	9	34	30
Motor Vehicle Collisions W Fatal	0	0	0	0	0	1	0	1
Impaired Driving - CC	3	3	2	1	2	2	7	6
Impaired Driving - MVA (IRPs)	3	3	4	3	5	4	12	10

COMMUNITY	GRAND FORKS Q3 2016	GRAND FORKS Q3 2017	CHRISTINA LAKE Q3 2016	CHRISTINA LAKE Q3 2017	RURAL Q3 2016	RURAL Q3 2017	GF DET TOTALS Q3 2016	GF DET TOTALS Q3 2017
Files with youth negative contacts	4	8	4	7	2	0	10	15
Mental Health Related Calls	25	34	2	6	5	12	32	52
Files involving Alcohol / Drugs	66	80	33	16	19	19	118	115
Domestic Violence Files	3	6	0	0	3	2	6	8

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-442-8288.

Yours truly,


Jim Fenske Sgt., NCO I/C
Grand Forks RCMP Detachment

From: Rebecca Narinesingh <Rebecca.Narinesingh@westkelownacity.ca>
Sent: December 15, 2017 3:11 PM
To: Rebecca Narinesingh
Subject: City of West Kelowna - Request for Local Governments to Share in Cannabis Tax Revenue
Attachments: Request for Local Governments to Share in Cannabis Tax Revenue.pdf

Dear Local Governments of British Columbia,

On behalf of Mayor and Council of the City of West Kelowna please find attached a letter requesting your support lobbying the Provincial Government for an equitable share of tax revenue from cannabis sales.

Sincerely,



REBECCA NARINESINGH | EXECUTIVE ASSISTANT | CITY HALL
City of West Kelowna
2760 Cameron Road, West Kelowna, BC V1Z 2T6
778.797.2210 | www.westkelownacity.ca

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FILE CODE
City of W. Kelowna
W1 - request for Local
Gov. to share in Cannabis
Tax Revenue
Agenda Page 52 of 139



Office of the Mayor

2760 Cameron Road, West Kelowna, British Columbia V1Z 2T6

Tel (778) 797.2210 Fax (778) 797.1001

December 13, 2017

Dear Local Governments of British Columbia,

With cannabis sales becoming legal in 2018, there must be a formal agreement that will divide the tax revenue on cannabis sales in a fair and equitable manner. Current discussions regarding revenue sharing involve the Federal and Provincial governments with no inclusion of local governments. Ultimately, the legalization will entail additional costs for local governments both in social and policing costs. A Federation of Canadian Municipalities (FCM) paper is stating that the impact may affect policing, fire services, building codes, city planning, municipal licensing and standards, public health, social services, communications, law, etc.

City of West Kelowna Mayor and Council is requesting your support, by writing to the Province to lobby them to agree to 50% of the provincial share of the cannabis tax sharing formula be provided to local governments. This is an adequate and equitable share to help support costs and services incurred by local governments.

Thank you for your consideration.

Sincerely, on behalf of Council,

A handwritten signature in cursive script, reading "Doug Findlater".

Doug Findlater
Mayor



Grand Forks International Baseball Tournament Society (2001)

PO Box 2082

Grand Forks, BC V0H 1H0

www.grandforksbaseball.com

December 13, 2017

Corporation of the City of Grand Forks
Box 220
Grand Forks, BC V0H 1H0

Attn: City Council

Dear Mayor and Councillors:

RE: GRAND FORKS INTERNATIONAL LIQUOR PERMIT

The Grand Forks International Baseball Tournament Committee is requesting permission to sell liquor at James Donaldson Park during the 2018 Grand Forks International Baseball Tournament from June 26 to July 2, 2018. Hours of service will be 11:00am to 11:00pm (possibly ending earlier, depending on the projected end time of the last game). As in prior years, the GFI will obtain liability insurance naming the City of Grand Forks as an additional insured.

We look forward to a positive response to this request. If you require further information, please contact Tournament Coordinator Stephen Boutang at 250-919-4754 or sboutang@shaw.ca, or Kendra Beggs at 250-442-7263 or xenja@live.ca.

Thank you for your attention to this matter.

Yours truly,

Stephen Boutang
2018 GFI Coordinator



WEB FILE CODE
GFI - G.F. International
E3 - request for 2018
Liquor Agreement June 26 - July 2
Page 54 of 139

★ SPECIAL EVENT LIQUOR LICENSE REQUEST

#1 ANNUAL GRANDFORKS SNOWPITCH TOURNAMENT 2018

START DATE OF EVENT. SAT JAN 27 @ 8:00 a.m.

END DATE OF EVENT SUN JAN 28 @ 6:00 P.M.

BEER GARDENS WILL BE PROVIDED FROM 10:00 a.m. - 10:00 p.m.
ON SAT JAN 27, AND SUN JAN 28 FROM 10:00 a.m. - 6:00 p.m.

- ~ WE WANT TO HOST A LOCAL "SNOWPITCH" TOURNEY, IN GRANDFORKS. WE'RE HOPING IT WILL BE AN ANNUAL EVENT. WE HAD A HUGE RESPONSE FROM LOCAL AND OUT OF TOWN TEAMS FOR THE EVENT. PROCEEDS WILL ALL BE DONATED BACK INTO THE COMMUNITY, SUCH AS:
- ~ UP GRADING EQUIPMENT AND SUPPLIES FOR LOCAL FIELDS.
- ~ BUYING NEW EQUIPMENT FOR OUR LOCAL BOYS HIGH SCHOOL TEAM.
- ~ SOME WILL GO BACK INTO THE LOCAL SOFTBALL LEAGUE
- ~ COVERING OUR OWN COSTS FOR TOURNEY
- ~ PAYING OUT TOP 2 TEAMS.
- WE ARE ALSO HAVING A FOOD TRUCK & OUT HOUSES ON SITE.

THANK YOU, GRANDFORKS SNOWPITCH.

CONTACT, TOM STARCHUK 250-442-7035 TSTARJR@hotmail.com
ANG MCIVER 250-442-8413 SPARKPLUG80@hotmail.com
MATT ROSHINKI 250-584-4409 JAIMAT08@yahoo.com

Request for Decision



To: Regular Meeting
From: **Corporate Services**
Date: January 15, 2018
Subject: Family Day 2018 – Bylaw 1682 Exception
Recommendation: **THAT Council grants an exception to Bylaw No. 1682 granting motorized All Terrain Vehicles for the Grand Forks ATV Club access to a portion of the Trans Canada Trail through City Park for the Family Day 2018 event on February 10, 2018 between the hours of 10:30am and 2:00pm.**

Background

For the past several years, Family Day included ATV rides for participants through City Park on the Trans Canada Trail. Last year this event was expanded to include a guided tour with riparian area education for the participants with several stops along the City Park Trail.

Bylaw 1682 explicitly prohibits the use of any motorized vehicles along on the Trans Canada Trail:

3. No person shall operate or authorize or permit any other person to operate any **motorized vehicle**:
 - (a) On all sections of the TransCanada Trail within the City of Grand Forks, including that portion of the trail that constitutes the former Canadian Pacific Railway rail grade;
 - (b) In any parks owned and/or maintained on behalf of the City.

This is a request for Council to consider an exception to Bylaw No. 1682 pertaining to “the regulation of the use of motorized recreational and off highway vehicles within the City of Grand Forks”. Specifically, this is a request for an exception to this Bylaw for the Grand Forks ATV Club to provide rides to Family Day 2018 Participants along the Trans Canada Trail from 10:30am-2:00pm on February 10, 2018. ATV’s will adhere to a 10 km/h speed and will be advised they must stay on the trail.

Benefits or Impacts

General

Continued Partnership with the Grand Forks ATV Club will provide for a guided tour along the Kettle River through City Park.

Strategic Impact



Community Engagement

- Partnership with ATV Club



Community Livability

- Family Day event support



Economic Growth

- N/A



Fiscal Responsibility

- N/A

Policy/Legislation

Bylaw 1682, 2001

Attachments

Bylaw 1682, 2001 – Recreational and Off Highway Vehicle Regulation Bylaw

Recommendation

THAT Council grants an exception to Bylaw No. 1682 granting motorized All Terrain Vehicles for the Grand Forks ATV Club access to a portion of the Trans Canada Trail through City Park for the Family Day 2018 event on February 10, 2018 between the hours of 10:30am and 2:00pm.

Options

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

Report Approval Details

Document Title:	2018-01-15-RFD Bylaw 1682 exemption.docx
Attachments:	- By1682 - Recreation-Off Highway Vehicle Regulation.pdf
Final Approval Date:	Dec 20, 2017

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

Diane Heinrich - Dec 20, 2017 - 10:54 AM

THE CORPORATION OF THE CITY OF GRAND FORKS

RECREATIONAL AND OFF HIGHWAY VEHICLE REGULATION BYLAW NO. 1682

A BYLAW TO PROVIDE FOR THE REGULATION OF THE USE OF MOTORIZED RECREATIONAL AND OFF-HIGHWAY VEHICLES WITHIN THE CITY OF GRAND FORKS

WHEREAS the Local Government Act allows Council, by bylaw, to regulate all highways and public places within the City of Grand Forks; and

WHEREAS the operation of motorized recreational and off-highway vehicles on certain lands within the City of Grand Forks is creating a hazard to both the vehicle operators and other users of the lands; and

WHEREAS the noise generated by motorized recreational and off-highway vehicles is causing a nuisance to the citizens of the City of Grand Forks;

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

Citation

1. This bylaw may be cited, for all purposes, as the “**Off-Highways Vehicles Bylaw No. 1682, 2001.**”

Definition

2. In this bylaw, unless the context requires otherwise:
 - (a) “**City**” means the Corporation of the City of Grand Forks.
 - (b) “**Motorized vehicle**” means any type of vehicle capable of propulsion by a gas or electric motor, including a diesel motor, but excluding wheelchairs and scooters used as a mobility aid for the disabled.

3. No person shall operate or authorize or permit any other person to operate any ***motorized vehicle***:
 - (a) On all sections of the TransCanada Trail within the City of Grand Forks, including that portion of the trail that constitutes the former Canadian Pacific Railway rail grade;
 - (b) In any parks owned and/or maintained on behalf of the City.
4. Any person who violates any provision of this bylaw shall be guilty of an infraction of this bylaw and liable to a fine or penalty not exceeding \$500.00 (Five hundred dollars) for each offence and in default of payment thereof forthwith or within such a time as the presiding Magistrate or Justice of the Peace shall direct, the fine imposed shall be recoverable under the provisions of the Offence Act R.S.B.C. 1996, Chapter 338 and all amendments thereto.

Severability

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

READ a first time this 1st day of October, 2001.

READ a second time this 1st day of October, 2001.

READ a third time this 5th day of November, 2001.

RECONSIDERED, finally passed and adopted this 19th day of November, 2001.

MAYOR

CLERK

C E R T I F I C A T E

I hereby certify the foregoing to be a true copy of the Grand Forks Off-Highways Vehicles Bylaw No. 1682, 2001, as passed by the Municipal Council of the City of Grand Forks on the 19th day of November, 2001.

Clerk of the Municipal Council of the
City of Grand Forks

Request for Decision



To: Regular Meeting
From: **Chief Financial Officer**
Date: January 15, 2018
Subject: A Bylaw to Amend the Fees and Charges Bylaw No. 1958
Recommendation: **RESOLVED THAT Council gives first three readings to the “Fees and Charges Amendment Bylaw No. 1958-A3, 2018” and directs staff to present the bylaw for final reading at the January 29th, 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.

Three options for metered non-residential water service charges were presented at the Committee of the Whole Meeting on December 11, 2017 for consideration. The option selected was that which had a fixed charge based on service size and consumption charge of \$0.25 per cubic meter. Single family residential water rates will remain on a flat charge basis during the one year mock billing process.

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 meter.

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-A3, along with the new and revised schedules, is presented here for first three readings.

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

Proposed Fees and Charges Amendment Bylaw 1958-3, 2018, including revised/new:

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 Council gives first three readings to the “Fees and Charges Amendment Bylaw No. 1958-A3, 2018” and directs staff to present the bylaw for final reading at the January 29th, 2018 Regular Meeting.

Options

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

Report Approval Details

Document Title:	RFD - By1958-A3 FeesCharges 3 readings.docx
Attachments:	- By1958-A3 Fees and Charges Amendment 2018.docx - Bylaw No. 1958-A1 - Schedule A.pdf
Final Approval Date:	Jan 4, 2018

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

Diane Heinrich - Jan 4, 2018 - 10:38 AM

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 15th day of January, 2018.

Read a **SECOND** time this 15th day of January, 2018.

Read a **THIRD** time this 15th day of January, 2018.

FINALLY ADOPTED this 29th day of January, 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 29th day of January, 2018.

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.**

- | | |
|--|-------------|
| (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 “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 |
|--|---------|

3.2. Metered User Fees

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

- (b) Multi-Family Residential and Strata

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

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

Current Bylaw - includes all amendments and design standards	\$30.00	flat rate
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All other Bylaws	\$0.50	/page
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Maps - Plotter Printing Fees

Tabloid Size Sheets (11" x 17") - B&W	\$3.00	/page
Tabloid Size Sheets (11" x 17") - Colour	\$7.50	/page
Arch D Size Sheets (24" x 36") - B&W	\$7.50	/page
Arch D Size Sheets (24" x 36") - Colour	\$15.00	/page
Arch E Size Sheets (36" x 48") - B&W	\$10.00	/page
Arch E Size Sheets (36" x 48") - Colour	\$30.00	/page

Subdivision Application Fees	\$100 non-refundable for physical examination of the first parcel of land \$100.00 for each new parcel of land
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**fees do not include applicable taxes

Request for Decision



To: Regular Meeting
From: **Chief Financial Officer**
Date: January 15, 2018
Subject: A bylaw to amend Sewer Regulations Bylaw No. 1974, 2014
Recommendation: **RESOLVED THAT Council gives first three readings to the "Sewer Regulations Amendment Bylaw No. 1974-A2, 2018" and directs staff to present the bylaw for final reading at the January 29, 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 proposes 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 changes will require amendment of only one bylaw instead of several.

The "**Sewer Regulations Amendment Bylaw No. 1974-A2, 2018**" was introduced to the Committee of the Whole at the December 11, 2017 meeting and is presented here for first three readings.

Benefits or Impacts

General

The removal of fees and charges from the utility regulations bylaws and consolidation into the Fees and Charges Bylaw will reduce the number of bylaws requiring amendment annually as fees are updated.

Policy/Legislation

Council has the authority to amend bylaws.

Attachments

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

Recommendation

RESOLVED THAT Council gives first three readings to the “Sewer Regulations Amendment Bylaw No. 1974-A2, 2018” and directs staff to present the bylaw for final reading at the January 29, 2018 Regular Meeting.

Options

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

Report Approval Details

Document Title:	RFD - By 1974-A2 Sewer 3 Readings.docx
Attachments:	<ul style="list-style-type: none">- By1974-A2 Sewer Regulations Amendment.docx- Bylaw No. 1974 - Sewer Regulations.pdf- Bylaw No. 1974-A1 - to amend Bylaw No. 1974, Sewer Regulation and Rates.pdf
Final Approval Date:	Jan 4, 2018

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

Diane Heinrich - Jan 4, 2018 - 10:42 AM

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 15th day of January, 2018

Read a **SECOND** time this 15th day of January, 2018

Read a **THIRD** time this 15th day of January, 2018

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

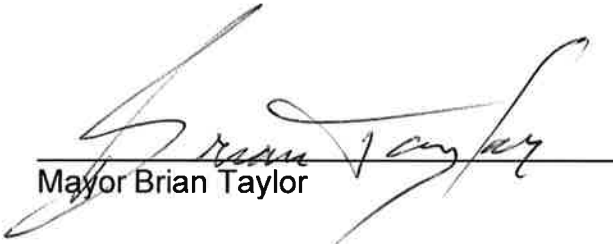
- 22.1 The "Corporation of the City of Grand Forks Sewer Regulations Bylaw No. 1500, 1997" and all amendments thereto are hereby repealed.

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.

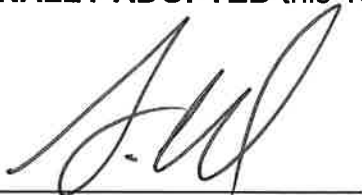
INTRODUCED this 9th day of May, 2016.

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

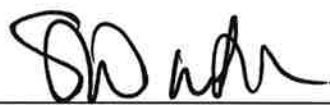
Read a **SECOND** time this 30th day of May, 2016.

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: Regular Meeting
From: **Chief Financial Officer**
Date: January 15, 2018
Subject: A Bylaw to Amend Water Regulations Bylaw No. 1973-A1
Recommendation: **RESOLVED THAT Council gives first three readings to the “Water Regulations Amendment Bylaw No. 1973-A3, 2018” and directs staff to present the bylaw for final reading at the January 29, 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 proposes 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 amendment of only one bylaw rather than several.

The “**Water Regulations Amendment Bylaw No. 1973-A3, 2018**” was introduced to the Committee of the Whole at the December 11, 2017 meeting and is presented here for first three readings.

Benefits or Impacts

General

The removal of fees and charges from the utility regulations bylaws and consolidation into the Fees and Charges Bylaw will reduce the number of bylaws requiring amendment annually as fees are updated.

Policy/Legislation

Council has the authority to amend bylaws.

Attachments

Proposed 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 Council gives first three readings to the “Water Regulations Amendment Bylaw No. 1973-A3, 2018” and directs staff to present the bylaw for final reading at the January 29, 2018 Regular Meeting .

Options

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

Report Approval Details

Document Title:	RFD - By 1975-A3 Water 3 readings.docx
Attachments:	<ul style="list-style-type: none">- By1973-A3 Water Regulations Amendment.docx- Bylaw No. 1973-A1 - Water Regulations.pdf- Bylaw No. 1973-A2 - to amend Bylaw 1973-A1, Water Regulations.pdf
Final Approval Date:	Jan 4, 2018

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

Diane Heinrich - Jan 4, 2018 - 10:40 AM

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 15th day of January, 2018.

Read a **SECOND** time this 15th day of January, 2018.

Read a **THIRD** time this 15th day of January, 2018.

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

4. Purchase of water from City Bulk Water Facility

Rate per cubic meter or portion thereof \$4.00

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

(a) Standard in-house installation

At Cost by Contractor, plus 15%

(b) In-house installation with modifications*

At Cost by Contractor, plus 15%

(c) Pit meter

At Cost by Contractor, plus 15%

(d) Water meter for new house construction

At Cost supplied by City, plus 15% added to utility bill

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

6. Additional Charges

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

(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

(f) Curb stop damaged by owner repaired by City At cost plus 15%

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

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

7. User Rates – Effective July 1, 2014

	Per Unit Bi-monthly Fixed Charge & Capital Charge	Per Account (per meter) Bi-monthly Fixed Charge & Capital Charge	Per Account Bi-monthly Customer Charge	Per Cubic Meter	Bi-Monthly Variable Water Charges for Non-Metered, Per Residence
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.

Schedule A
Bylaw No. 1973-A2
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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

