



# The Corporation of the City of Grand Forks

## Regular Meeting

### AGENDA

Meeting #: R-2018-02  
Date: Monday, January 29, 2018, 7:00 pm  
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. Adopt agenda  
January 29, 2018, Regular Meeting agenda

Recommendation

THAT Council adopts the January 29, 2018, Regular Meeting agenda as presented.

3. MINUTES

- a. Adopt minutes - Special to go In-Camera  
January 15, 2018, Special to go In-Camera Meeting minutes

4 - 5

Recommendation

THAT Council adopts the January 15, 2018, Special to go In-Camera Meeting minutes as presented.

- b. Adopt minutes - Regular  
January 15, 2018, Regular Meeting minutes

6 - 22

Recommendation

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

4. REGISTERED PETITIONS AND DELEGATIONS

- a. Whispers of Hope / BETHS Report Presentation  
At the January 15, 2018, Regular Meeting, Council adopted a resolution to extend the time in which BETHS and Whispers of Hope remain in their location until March 31, 2018, contingent on that electrical repairs on the building are in compliance and cooking appliance exhaust hood and ventilation system are cleaned by January 29, 2018, reports on the building, and proof of insurance need to be available for the Regular Meeting of January 29, 2018.

Recommendation

THAT Council receives the information from Whispers of Hope and BETHS and determines if the organizations have met the requirements as resolved by Council at the January 15, 2018, Regular Meeting.

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 29, 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. Introduction of Development Permit for Contractor's Shop at 8168 Donaldson Drive  
Development and Engineering Services

27 - 39

**Recommendation**

**THAT Council receives the report on the Development Permit application for a contractor's shop to be located at 8168 Donaldson Drive, legally described as Lot 8, Block 14, DL 520, SDYD, Plan 1339, and refers the decision on the Development Permit to the February 13, 2018 Regular Meeting of Council.**

- b. British Columbia Conservation Foundation (BCCF) - WildSafeBC Program for 2018  
Department of Engineering & Development

40 - 50

**Recommendation**

**THAT Council supports staff submitting the grant application for a WildSafeBC Community Coordinator for the 2018 season and commits \$8,500 from the Wildlife Management budget to match and supplement grant funding.**

9. REQUESTS ARISING FROM CORRESPONDENCE

10. INFORMATION ITEMS

- a. Customer Service Enhancements - Phone System  
Corporate Services / IT

51 - 53

**Recommendation**

**THAT Council receives for information the memorandum from Corporate Services/IT regarding the phone system customer service enhancement.**

- b. Q4 Financial Summary Report  
Boundary Country Regional Chamber of Commerce

54 - 55

**Recommendation**

**THAT Council receives for information the Boundary Country Regional Chamber of Commerce Q4 Financial Summary Report.**

**11. BYLAWS**

- a. Bylaw 1606-A6 to rezone 7357 - 10th St. from R-1 to R-3A  
Development and Engineering Services

56 - 67

**Recommendation**

**THAT Council gives final reading of the Zoning Bylaw Amendment No. 1606-A6.**

- b. Bylaw 1958 to amend the Fees and Charges  
Chief Financial Officer

68 - 82

**Recommendation**

**THAT Council gives final reading to the Fees and Charges Amendment Bylaw No. 1958-A3, 2018.**

- c. Bylaw 1973-A1 to amend Water Regulations  
Chief Financial Officer

83 - 111

**Recommendation**

**THAT Council gives final reading to the Water Regulations Amendment Bylaw No. 1973-A3, 2018.**

- d. Bylaw 1974 to amend Sewer Regulations  
Chief Financial Officer

112 - 145

**Recommendation**

**THAT Council gives final reading to the Sewer Regulations Amendment Bylaw No. 1974-A2, 2018.**

**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**  
**MINUTES**

**Meeting #:** SP-2018-01  
**Date:** Monday, January 15, 2018, 3:51 pm  
**Location:** 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

**Staff:** Diane Heinrich - Chief Administrative Officer - interim /  
Corporate Officer  
Daniel Drexler - Deputy Corporate Officer

**GALLERY**

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**1. CALL TO ORDER**

Mayor Konrad called the Special To Go In-Camera Meeting to order at 3:51 pm.

**2. IN-CAMERA RESOLUTION**

a. Adopt Resolution as per Section 90

Moved by: Thompson

Seconded by: Ross



**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; 90 (1) (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and 90 (1) (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.**

**Carried**

**3. LATE ITEMS**

**4. ADJOURNMENT**

The Special To Go In-Camera Meeting was adjourned at 3:52 pm.

Moved by: Tripp

Seconded by: Thompson

**THAT the Special to go In-Camera Meeting be adjourned at 3:52 pm.**

**Carried**

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Mayor Frank Konrad

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Deputy Corporate Officer - Daniel  
Drexler



**The Corporation of the City of Grand Forks**  
**Regular Meeting of Council**  
**MINUTES**

**Meeting #:** R-2018-01  
**Date:** Monday, January 15, 2018, 7:00 pm  
**Location:** 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

**Staff:** Diane Heinrich - Chief Administrative Officer - interim /  
Corporate Officer  
Daniel Drexler - Deputy Corporate Officer  
Juliette Rhodes - Chief Financial Officer (until 9:43 pm)  
David Reid - Manager of Operations (until 9:10 pm)  
David Bruce - Manager of Inspection & Bylaw Services  
Dale Heriot - Fire Chief (until 9:10 pm)

**GALLERY**

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**1. CALL TO ORDER**

Mayor Konrad called the Regular Meeting to order at 7:00 pm.

**2. ADOPTION OF AGENDA**

a. Adopt agenda

Monday, January 15, 2018, Regular Meeting agenda

The agenda was amended to include two late items:

12.a. "Whispers of Hope / BETHS Lease - Notice of Motion"

12.b. "Grand Forks and District Transit Service"

**Resolution #: R001/18/01/15**

Moved by: Ross

Seconded by: Butler

**THAT the agenda be amended to include item 12.a. "Whispers of Hope / BETHS Lease - Notice of Motion" and item 12.b. "Grand Forks and District Transit Service" as late items.**

**Carried**

**Resolution #: R002/18/01/15**

Moved by: Krog

Seconded by: Ross

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

**Carried**

**3. MINUTES**

a. Adopt minutes - Special to go In-Camera

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

**Resolution #: R003/18/01/15**

Moved by: Tripp

Seconded by: Krog

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

**Carried**

- b. Adopt minutes - COTW

December 11, 2017, Committee of the Whole Meeting minutes

**Resolution #: R004/18/01/15**

Moved by: Ross

Seconded by: Krog

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

**Carried**

- c. Adopt minutes - Regular

December 11, 2017, Regular Meeting minutes

**Resolution #: R005/18/01/15**

Moved by: Ross

Seconded by: Thompson

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

**Carried**

**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

Discussion ensued regarding Councillor Tripp's AKBLG resolutions:

- changes proposed to replace ADAG (assistant Deputy Attorney General) with Provincial Governments in 2 resolutions
- members of Council thanked Councillor Tripp for all the work she put in into crafting the resolutions and background information
- process to approach federal government with potential resolutions
- process for adoption of the AKBLG

Councillor Hammett gave a verbal update regarding DBA meetings as well as a request for a face to face round table discussion between Council and the board of the DBA.

The three motions brought forward by Councillor Tripp in her report were adopted as amended with a single resolution and staff was instructed to:

- communicate with AKBLG and other BC local governments for endorsement and support
- draft a letter to the federal government to ask for the ability for the RCMP of BC to lay charges, similar as in other provinces

Amended Motion No. 1:

**WHEREAS the Provincial Government is committed to improving access to justice and the courts, and appoints and pays 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.**

Motion No. 2

**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 Provincial Government increase the number of Crown Counsel lawyers to adequate levels to keep better pace with the growing criminal caseload.**

Amended Motion No. 3

**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 Provincial Government 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*.”**

**Resolution #: R006/18/01/15**

Moved by: Tripp

Seconded by: Butler

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

**Carried**

**Resolution #: R007/18/01/15**

Moved by: Butler

Seconded by: Krog

**THAT Council adopts the three resolutions brought forward in Councillor Tripp's report as amended; FURTHER THAT staff forward the resolutions province wide to local governments to gain support and endorsement; AND FURTHER THAT staff draft a letter to**

**the federal government regarding the ability of the RCMP of British Columbia to be able to directly lay charges to align with other provinces.**

**Carried**

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

**a. Verbal Report - RDKB Representative**

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>

Mayor Konrad gave a verbal update regarding:

- asset management implementation
- BC transit
- OCP changes from Grand Forks were presented and accepted

**Resolution #: R008/18/01/15**

Moved by: Thompson

Seconded by: Butler

**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. Policy 801 Revised - Bank Signing Authority**

Chief Financial Officer

**Resolution #: R009/18/01/15**

Moved by: Thompson

Seconded by: Butler

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

**Carried**

b. 2017 Capital Project Carryover and Scope Change

Outside Works

The Manager of Operations gave a brief update on the capital fleet replacement cost savings and planned purchases.

Brief discussion ensued regarding:

- CCTV camera age and problems
- possibility of postponing purchases

**Resolution #: R010/18/01/15**

Moved by: Thompson

Seconded by: Tripp

**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.**

**Carried**

9. **REQUESTS ARISING FROM CORRESPONDENCE**

10. **INFORMATION ITEMS**

a. Memo - Homeless Hub Petition

Corporate Services

**Resolution #: R011/18/01/15**

Moved by: Krog



Seconded by: Tripp

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

**Carried**

b. Grand Forks RCMP Detachment

Mayors Report - Quarterly Crime Statistics

Brief discussion ensued regarding:

- thank you to RCMP for forwarding off the report
- report statistics comparison year over year

**Resolution #: R012/18/01/15**

Moved by: Butler

Seconded by: Tripp

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

**Carried**

c. City of West Kelowna

Request for local governments to share in Cannabis Tax Revenue

Brief discussion ensued regarding similar letter from another municipality that was previously endorsed. Council continues endorsement for this topic.

**Resolution #: R013/18/01/15**

Moved by: Thompson

Seconded by: Butler

**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.**

**Carried**

d. Grand Forks International Baseball Tournament Society

Letter of request for a Special Occasion Liquor Licence from June 26 - July 2, 2018, during the GFI

Councillor Hammett recused herself at 7:37 pm as she is on the board of the GFI.

Brief discussion ensued regarding dates and times of the event.

**Resolution #: R014/18/01/15**

Moved by: Butler

Seconded by: Krog

**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.**

**Carried**

e. Grand Forks Snow-Pitch Tournament

Requesting permission for a Special Occasion Liquor Licence from January 27-28, 2018, at Dick Bartlett Park for the first snow-pitch tournament.

Councillor Hammett re-joined the meeting at 7:38 pm.

**Resolution #: R015/18/01/15**

Moved by: Butler

Seconded by: Tripp

**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.**

**Carried**

**11. BYLAWS**

- a. Bylaw 1682 Exception - Recreational and Off Highway Vehicles

Corporate Services

Brief discussion ensued regarding the section of trail to be utilized for the event.

**Resolution #: R016/18/01/15**

Moved by: Krog

Seconded by: Hammett

**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.**

**Carried**

- b. Bylaw 1958-A3 - to amend Fees and Charges Bylaw No. 1958

Chief Financial Officer

Discussion ensued regarding:

- pit meter costs and charges

- overall water rates changes based on options chosen by Council at COTW
- sewer residential charges and increases
- no increases to sewer rates since 2016
- 3% increase for sewer rates year over year to catch up as per asset management policy as well as balancing of charges based on comparison between residential and commercial customers

**Resolution #: R017/18/01/15**

Moved by: Thompson

Seconded by: Krog

**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.**

Opposed (2): Butler, and Tripp

**Carried**

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

**Resolution #: R018/18/01/15**

Moved by: Thompson

Seconded by: Krog

**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.**

**Carried**

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

**Resolution #: R019/18/01/15**

Moved by: Thompson

Seconded by: Krog

**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.**

**Carried**

**12. LATE ITEMS**

a. Whispers of Hope / BETHS Lease - Notice of Motion

Notice of Motion by Councillor Ross

Councillor Ross read a prepared statement regarding her motion and the impact of operational items on social elements.

Discussion ensued regarding:

- discussions with BC Housing
- possible time extension to the termination of the lease
- possibility of Whispers/BETHS to work with churches to support the homeless population
- feedback from community
- risk to the public as a whole
- system is failing the RCMP regarding drug dealers
- potential liability and risk to the City
- concerns regarding issues with the facility
- possibility to extend to Apr 1, 2018 only
- capacity and electrical issues at facility and possible solutions
- possibility to move decision to Jan 29, 2018
- possible insurance requirements

An amendment to the original motion was proposed to extend the termination of lease until April 1, 2018. During the voting process the amendment to the motion was defeated, but the original motion carried in error. The Mayor brought back the original motion to the table for

reconsideration. A new amendment to the motion was carried and the final amended motion was carried.

**Resolution #: R020/18/01/15**

Moved by: Ross

Seconded by: Tripp

**THAT Council extends the time in which BETHS and Whispers of Hope remain in their locations until May 1, 2018.**

**Amended**

**Amendment:**

**Resolution #: R021/18/01/15**

Moved by: Ross

Seconded by: Tripp

**THAT the motion be amended to extend the time in which BETHS and Whispers of Hope remain in their location until April 1, 2018, with the exception that electrical repairs on the building need to be in compliance by January 29, 2018, AND THAT reports on the building, and proof of insurance need to be available for the Regular Meeting of January 29, 2018.**

Opposed (4): Konrad, Butler, Krog, and Thompson

**Defeated**

**Resolution #: R022/18/01/15**

Moved by: Ross

Seconded by: Tripp

**THAT Council extends the time in which BETHS and Whispers of Hope remain in their locations until May 1, 2018.**

Opposed (3): Konrad, Butler, and Thompson

**Carried**

**Resolution #: R023/18/01/15**

Moved by: Hammett

Seconded by: Thompson

**THAT Council bring back to the table for reconsideration the motion regarding the Whispers of Hope and BETHS termination of lease extension until May 1, 2018.**

Opposed (2): Ross, and Tripp

**Carried**

**Resolution #: R024/18/01/15**

Moved by: Ross

Seconded by: Tripp

**THAT Council extends the time in which BETHS and Whispers of Hope remain in their locations until May 1, 2018.**

**Amended**

**Amendment:**

**Resolution #: R025/18/01/15**

Moved by: Krog

Seconded by: Ross

**THAT Council amends the motion by extending the time in which BETHS and Whispers of Hope remain in their location until March 31, 2018, contingent on that electrical repairs on the building are in compliance and cooking appliance exhaust hood and ventilation system are cleaned by January 29, 2018, reports on the building, and**

**proof of insurance need to be available for the Regular Meeting of January 29, 2018.**

Opposed (3): Konrad, Butler, and Thompson

**Carried**

**Resolution #: R026/18/01/15**

Moved by: Ross

Seconded by: Tripp

**THAT Council extend the time in which BETHS and Whispers of Hope remain in their location until March 31, 2018, contingent on that electrical repairs on the building are in compliance and cooking appliance exhaust hood and ventilation system are cleaned by January 29, 2018, reports on the building, and proof of insurance need to be available for the Regular Meeting of January 29, 2018.**

Opposed (2): Konrad, and Thompson

**Carried**

**b. Grand Forks and District Transit Service**

Brief discussion ensued regarding:

- possible fare cost increases
- no clarity on some items especially possible other funding increases
- requisition amounts by RDKB to the City

**Resolution #: R027/18/01/15**

Moved by: Krog

Seconded by: Thompson

**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.**



Opposed (1): Tripp

**Carried**

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

Kevin Lennox inquired regarding:

- the proposed BETHS Homeless hub location petition
- break-ins, garbage, tent locations, needles being found
- hub location should not be in town
- hub location should be in remote area outside City limits

Steve McGibbon gave an update and explained that the BETHS / BC Housing project is going nowhere at the moment.

Kate Saylors, Grand Forks Gazette, inquired regarding:

- CCTV camera and use
- operational issue at Whispers facility - ventilation, electrical issues - Mayor Konrad gave a brief history of the situation, the Building Inspector as well gave a summary of recent compliance related items
- social issue compared to operational issue - potential risk for human life as building is deteriorating rapidly
- In-Camera related information - cannot be made available yet regarding Whispers decisions
- amount of letters received by Council from the public - more letters and phone calls were received in favour of lease termination of Whispers/BETHS

Tammy Battersby inquired regarding:

- if Whispers or BETHS are responsible for the behaviour of people in the area
- if Mayor and/or Councillors have visited the facility - voice of Council as a whole makes a decision, individual Councillors have visited the site in the past

Louise Heck spoke regarding that the issues are not unique to Grand Forks and that these are national issues which aren't being addressed.

Dara Sutton spoke regarding the responsibility to inform community about homelessness and that the current issues are a result of the system break down as a whole.

**14. ADJOURNMENT**

The Regular Meeting was adjourned at 9:53 pm.

**Resolution #: R028/18/01/15**

Moved by: Ross

**THAT the January 15, 2018, Regular Meeting be adjourned at 9:53 pm.**

**Carried**

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Mayor Frank Konrad

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Deputy Corporate Officer - Daniel  
Drexler

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council  
**From:** Procedure Bylaw / Chief Administrative Officer  
**Date:** January 29<sup>th</sup>, 2018  
**Subject:** Reports, Questions and Inquiries from the Members of Council  
**Recommendation:** **RESOLVED THAT ALL WRITTEN REPORTS SUBMITTED BY MEMBERS OF COUNCIL BE RECEIVED.**

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

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**Benefits or Impacts of the Recommendation:**

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

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



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

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

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

	
Department Head or CAO	Chief Administrative Officer

## REPORT TO COUNCIL

TO: Mayor and Council  
FROM: Councillor Christine Thompson  
DATE: January 29, 2018  
SUBJECT: Report to Council

As the City's liaison to the Boundary Country Regional Chamber of Commerce, I attended their monthly Board Meeting on January 18, 2018, where I received a very warm welcome. The Board was advised that Juice FM has appointed a new member representative – Alex Richardson. While Mr. Richardson is from Comox, he has family here in our City and as I understand it, will be attending as many meetings as possible. The Board discussed their 2018 annual budget requirements, and while a grant of \$15,000 has been requested from the City, they will have to endeavour to raise additional funds to achieve some of their objectives in 2018. Several options were considered and will be announced by them at the appropriate time. Also discussed was the issue that former Councils and the Chamber had discussed regarding their fee for service being based on a percentage of business licence fees collected. (Perhaps this is something that Council and the Chamber can consider over the coming year.) The BCRCC will be having a general meeting of all members on January 29<sup>th</sup> at their newest member's place of business, the Thyme and Plate. At that meeting, a resolution to change bylaw clause 4.38 dealing with quorum for Board Meetings from two-thirds (2/3) of voting Members of the Board to a minimum of three (3) voting members of the Board. This is consistent with what other Chambers have in their bylaws. The reasoning behind this resolution is that it can be very difficult for Board Members travelling from one community to the next being hampered from arriving either by accidents (as happened twice in 2017) or winter road conditions that can make it dangerous to travel. While there was a quorum at this meeting, one Board Member could only participate by phone and that was while he was working. Lastly, the Board determined that their 2018 Annual General Meeting will be held on Tuesday, March 27<sup>th</sup>, time and location to be announced.

The Phoenix Foundation held its monthly Board Meeting on Friday, January 19<sup>th</sup>, having postponed it from Wednesday due to the power outage. It was with regret that the Board accepted the resignation of Director Ellen Strelaeff as she will be moving out of our area. Not unlike the Boundary Country Regional Chamber of Commerce, this Board also has issues with achieving quorum for some meetings. Currently there are nine directors on the Board. Bylaw clause 5(j) requires that there must be two-thirds (2/3) of the Directors in attendance at a meeting to form quorum. There have been times when the required five (5) directors could not be achieved thereby causing a meeting to be cancelled. Therefore, the Board will be considering a resolution to reduce this requirement to the following: More than half the number of Directors currently serving is required for quorum.

Respectfully submitted

Councillor Christine Thompson

## Councillor's Report

January 29th, 2018

Julia Butler

The Rec Commission started off the new year with a meeting on January 11. Dean Engen and Brian Noble were re-elected as chair and vice-chair respectively. I'm happy to report that the warm water week at the pool over the holidays was a big success. Attendance was up significantly over last year and people are asking when we can do it again. We are investigating the possibility of raising the temperature on weekends but during the week, the temperature has to remain lower for aquafit and the swim team, as per health regulations. A sub committee has also been struck to re-evaluate operating hours in response to our needs assessment survey. In addition, the ability to register for programs online will soon be a reality, as staff are in the process of implementing new software.

To start off the new year I have been thinking of new directions and new projects to pursue. Two areas that I will be researching this year include, the planting of trees along Central Avenue and working with the student council at the high school to incorporate youth initiatives into our COTW meetings. Last years focus on drug addiction and homelessness has prompted me to focus on solutions through prevention. I think my time can be better invested on developing and empowering our teenagers and strengthening our families. I'd also like to thank Alan Petersen for giving me the opportunity to speak at the Rotary breakfast March 1. He has asked me to address the topic of how our community can do a better job of attracting young people to participate in community affairs, ideas around civic projects that would particularly benefit the youth and young families in our community, and what role a service club like Rotary could play in such projects. Glad to know we are thinking along the same lines!

With regards to a tree planting project, I have always felt, as I know many of you do, that Central Avenue is a gem in the middle of our town. I don't know how many people have commented to me over the years that they always remember the lovely tree lined, green boulevard going through our town. I'd like to extend those trees farther west towards the city limits. We had a good discussion about it at the Rec Commission (as their highway frontage would be part of the planting) and some grant ideas were brought forward by two members who had done similar projects in the past. The idea with the most merit seems to be "Tree Canada" <https://treecanada.ca/about-us/>. Perhaps there's even an opportunity to partner with the school district and get the school kids involved in the project.

Finally, I'd just like to recognise the fantastic efforts of the Grand Forks Search and Rescue team, as well as other rescue groups from neighbouring areas, who helped save the lives of four local residents this past weekend. What was a terrifying night for many local families, was rewarded with a happy ending on Sunday, after the joint search effort located the lost skiers, all in good condition. Job well done everyone!

# REQUEST FOR DECISION

— REGULAR MEETING —



**To:** Mayor and Council

**From:** Procedure Bylaw / Council

**Date:** January 29<sup>th</sup>, 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.

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**Benefits or Impacts of the Recommendation:**

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

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

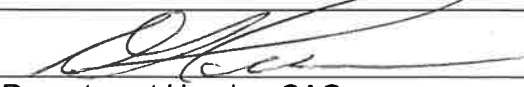

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**Recommendation:** **RESOLVED THAT MAYOR KONRAD'S REPORT ON THE ACTIVITIES OF THE REGIONAL DISTRICT OF KOOTENAY BOUNDARY, GIVEN VERBALLY AT THIS MEETING BE RECEIVED.**

**OPTIONS:**

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

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Department Head or CAO	Chief Administrative Officer

# Request for Decision



To: Regular Meeting

From: **Development and Engineering Services**

Date: January 29, 2018

Subject: Introduction of Development Permit for contractor's shop at 8168 Donaldson Drive

Recommendation: **THAT Council receives the report on the Development Permit application for a contractor's shop to be located at 8168 Donaldson Drive, legally described as Lot 8, Block 14, DL 520, SDYD, Plan 1339, and refers the decision on the Development Permit to the February 13, 2018 Regular Meeting of Council.**

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## Background

On December 18, 2017, staff received an application from Steve and Marianne Danshin for development of a contractor's shop and service yard at the northwest end of Donaldson Drive.

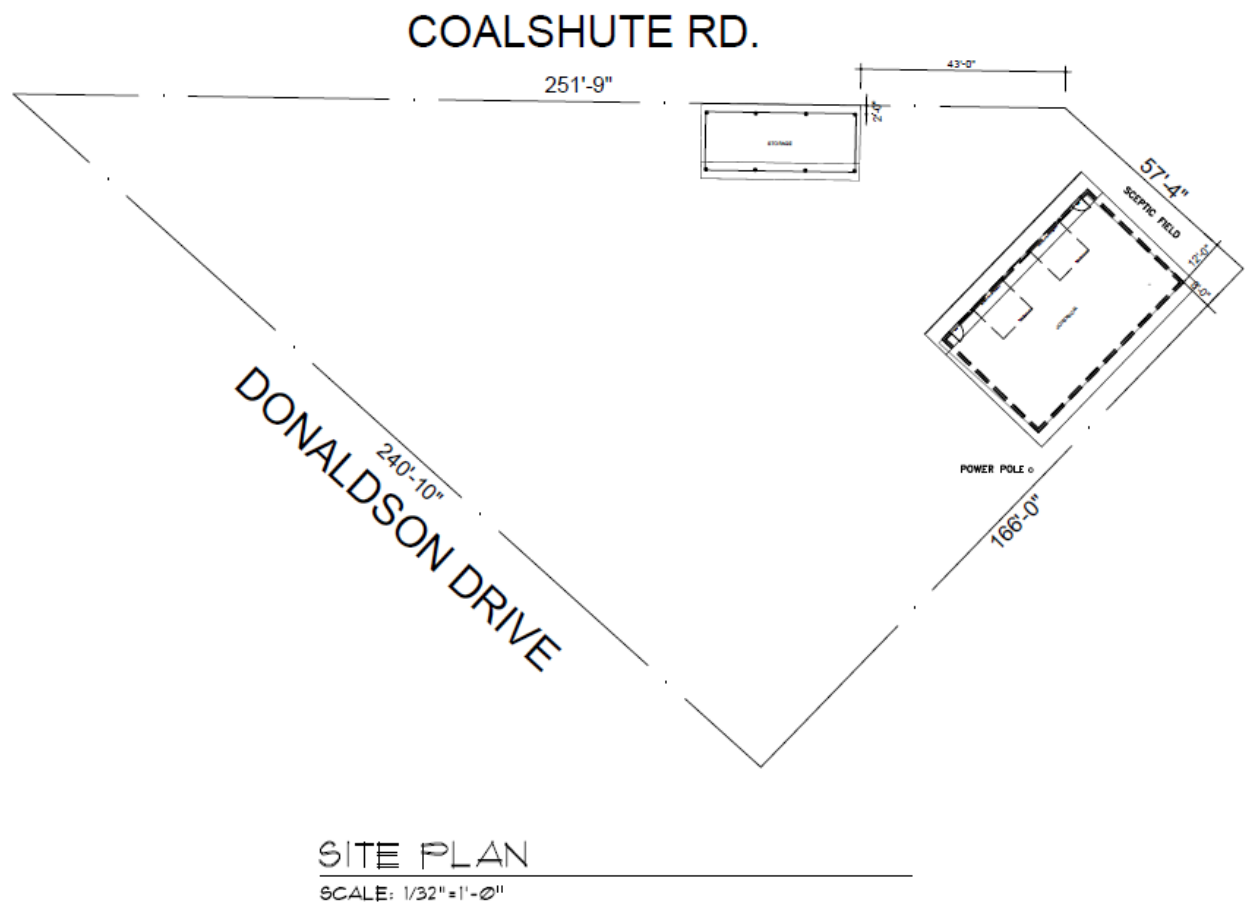
The subject property is a partially-developed 0.23 hectare wedge-shaped lot that currently has storage for equipment and construction supplies. There is ready access to water and electrical services. The proposed contractor's shop will be set back on the southeast property line 8' from the southeast line and 12' from the northeast property line, where a septic field will be placed.



The property is located in the General Industrial (I-2) Zone in Zoning Bylaw No. 1606 and is in the Light Industry Development Permit Area (LIDPA) Sustainable Community Plan Bylaw No. 1919.

The LIDPA aims to ensure development is sensitive to adjacent lands and environmental quality. Of relevance to this site is screening of storage areas with fencing and/or vegetation, landscaping along roadways, buffering from agricultural areas, and treatment of cladding and roofing that is aesthetically acceptable.

This application represents a fairly minor development that allows for more orderly management of an already active construction yard. Staff have reviewed the Zoning Bylaw and Development Permit guidelines and consider that the proposed use is compliant with the regulations. Staff have circulated the application package internally and to relevant regulatory referrals and will receive and include any comments prior to the report going to the February 13, 2018 Council meeting.





## Benefits or Impacts

### General

Development provides an improvement in industrial land, growth opportunities for existing businesses and corresponding tax base without requiring new infrastructure.

### Strategic Impact

n/a

### Policy/Legislation

Local Government Act; Official Community Plan; Zoning Bylaw

## Attachments

Site overview map; development permit drawings; Official Community Plan & Zoning Bylaw excerpts

---

## Recommendation

**THAT Council receives the report on the Development Permit application for a contractor's shop to be located at 8168 Donaldson Drive, legally described as Lot 8, Block 14, DL 520, SDYD, Plan 1339, and refers the decision on the Development Permit to the February 13, 2018 Regular Meeting of Council.**

## 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:	180129_RFD_DevEng_8168-Donaldson_DP.docx
Attachments:	<ul style="list-style-type: none"><li>- 02 Property base map.pdf</li><li>- 03 DanshinDonaldson1 Model.pdf</li><li>- 06 I-2 Zoning Bylaw Excerpt.pdf</li><li>- 07 Land Use Designations Light Industry.pdf</li><li>- 08 Light Industry DPA SCP.pdf</li></ul>
Final Approval Date:	Jan 11, 2018

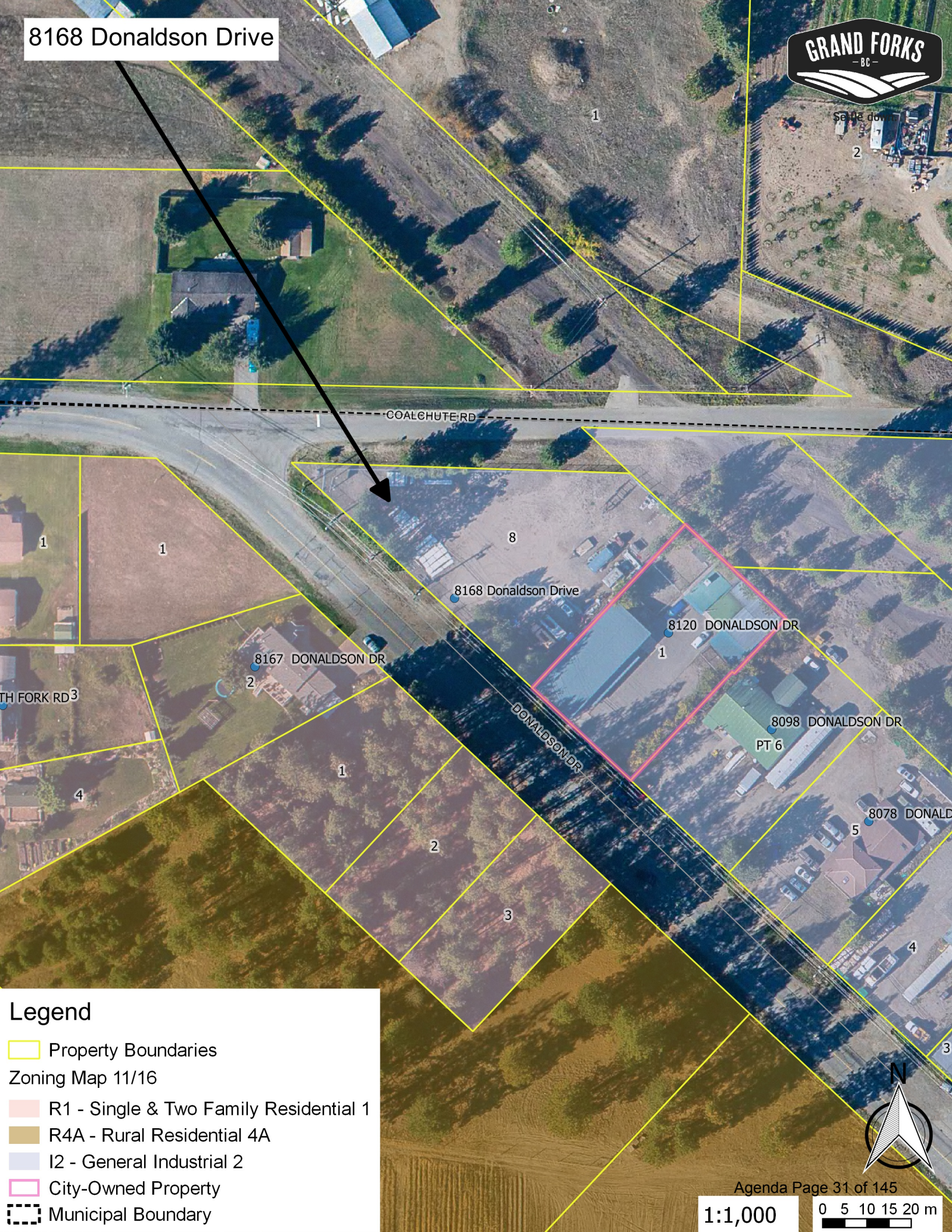
This report and all of its attachments were approved and signed as outlined below:

**Dolores Sheets - Jan 11, 2018 - 3:09 PM**

**Diane Heinrich - Jan 11, 2018 - 3:23 PM**



8168 Donaldson Drive



COALHUTE RD

8168 Donaldson Drive

8120 DONALDSON DR

8167 DONALDSON DR

8098 DONALDSON DR

PT 6

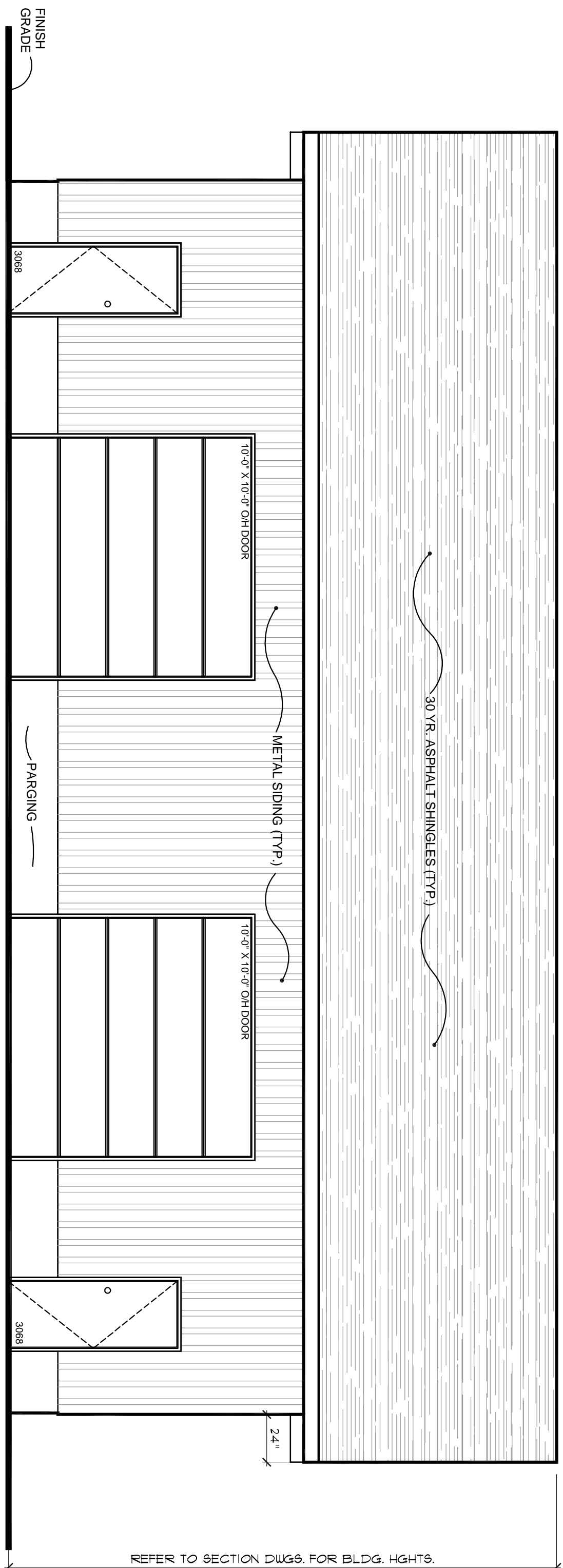
8078 DONALDSON DR

# Legend

- Property Boundaries
- Zoning Map 11/16
  - R1 - Single & Two Family Residential 1
  - R4A - Rural Residential 4A
  - I2 - General Industrial 2
- City-Owned Property
- Municipal Boundary

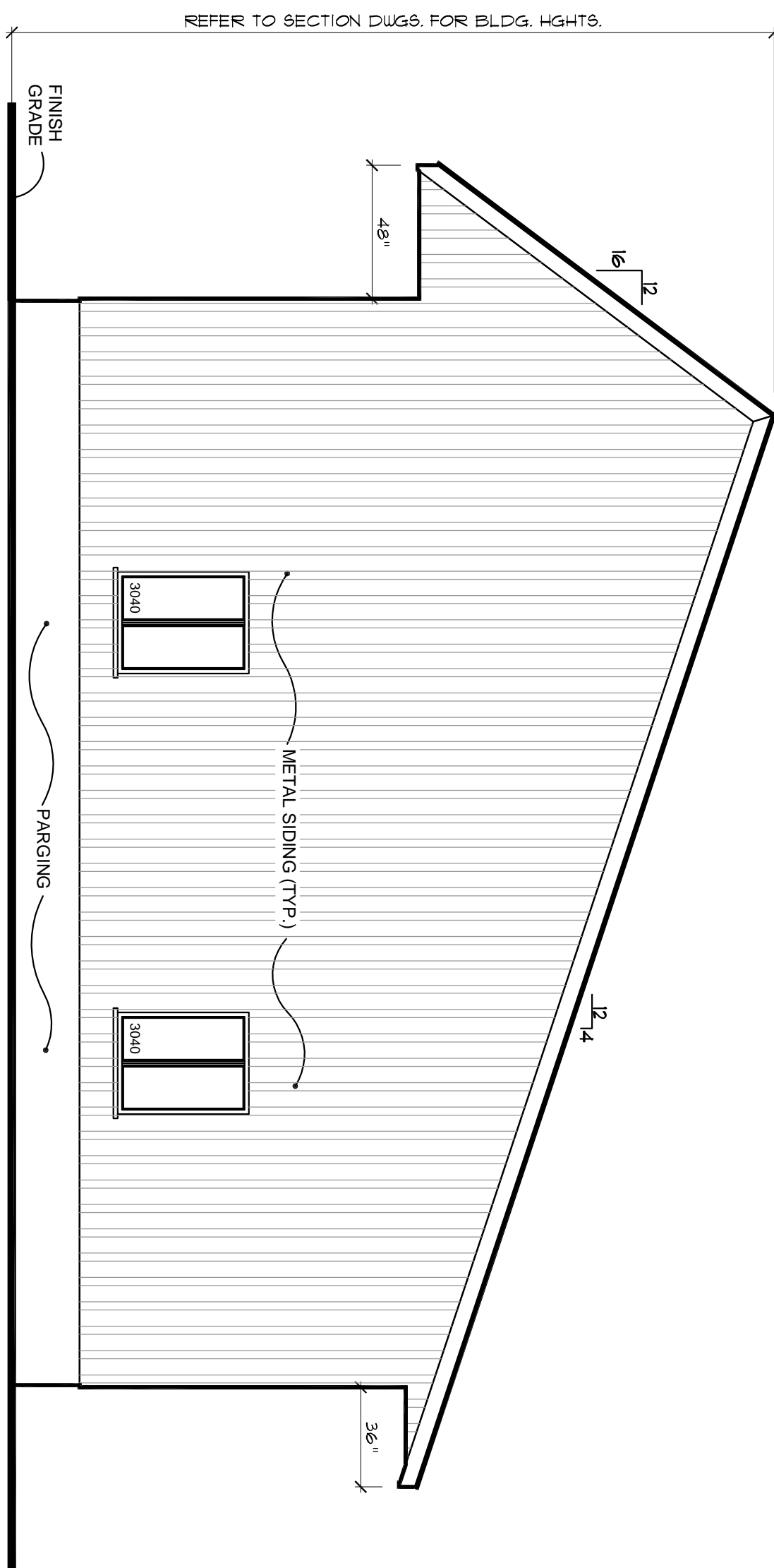






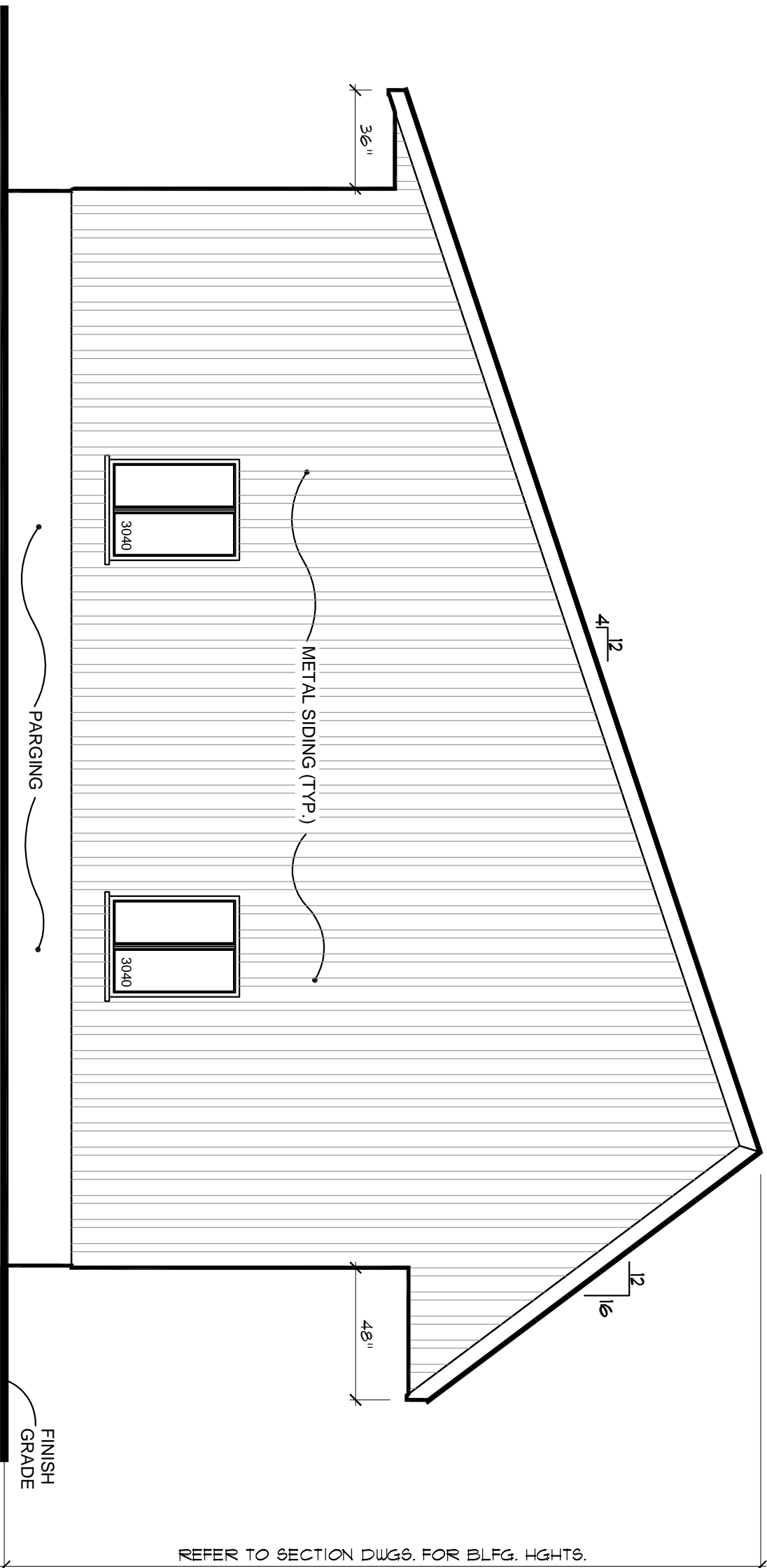
NORTH ELEVATION

SCALE: 1/4"=1'-0"



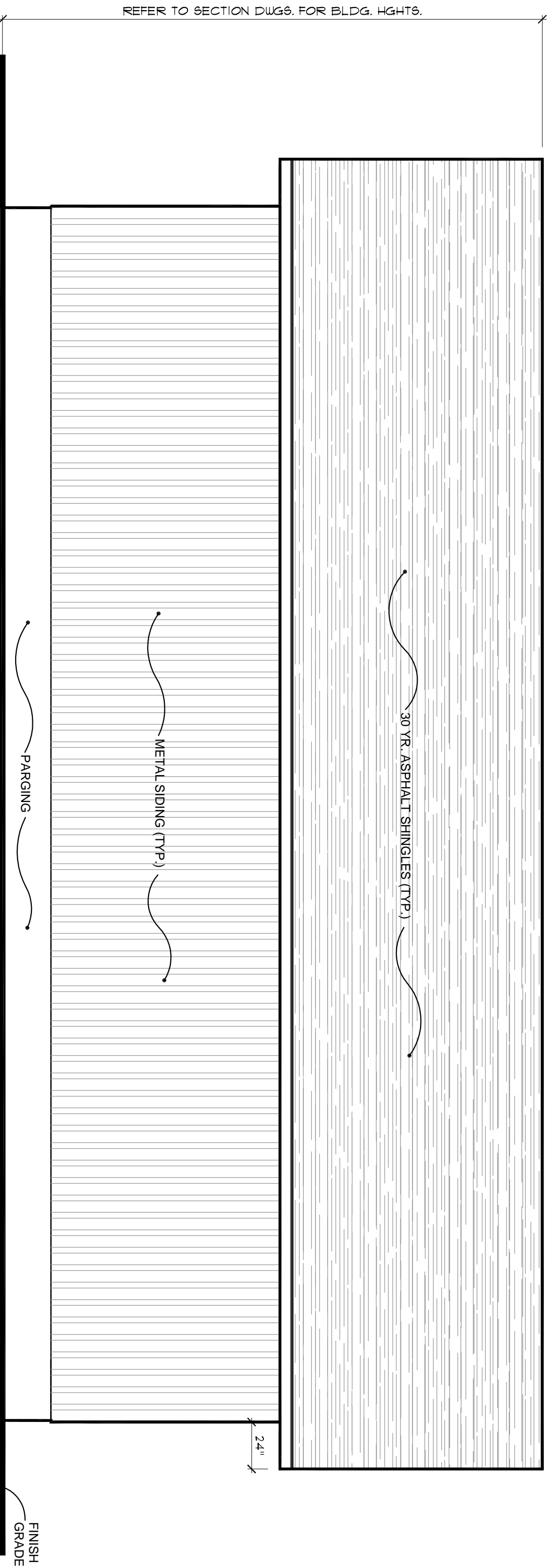
WEST ELEVATION

SCALE: 1/4"=1'-0"



EAST ELEVATION

SCALE: 1/4"=1'-0"



SOUTH ELEVATION

SCALE: 1/4"=1'-0"

NOTE: FINISH GRADE IS SUGGESTED ONLY.  
OWNER/CONTRACTOR TO VERIFY GRADE ON SITE

NOTE: FINISH GRADE IS SUGGESTED ONLY.  
OWNER/CONTRACTOR TO VERIFY GRADE ON SITE

OTHER NOTES:

ENGINEERS/INSPECTORS APPROVAL:

No.	Revision/Issue	Date
1		00/00/00
2		
3		

## General Notes

Contractors and Sub Contractors Responsible for checking all Details and Dimensions while reporting any Discrepancies to DK ENTERPRISES.

Engineering, required for concrete work is the responsibility of the owner. Foundation design to be checked by local engineer to suit soil conditions.

Electrical, Plumbing and Mechanical systems to be determined by installing contractors.

**Truss manufacturers design takes precedence.**

These drawings have been produced by D.K. ENTERPRISES with the utmost care. However, D.K. ENTERPRISES, does not take responsibility for any errors or omissions.

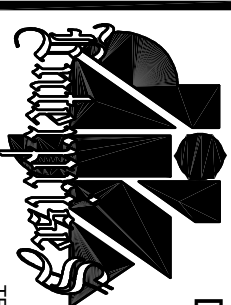
Project Name and Address

Steve Danshin  
Grand Forks, B.C.

Drawn By: Dan Kofinoff

2016  
DECEMBER 12TH, 2017

**Scale**  
As Stated on Plans



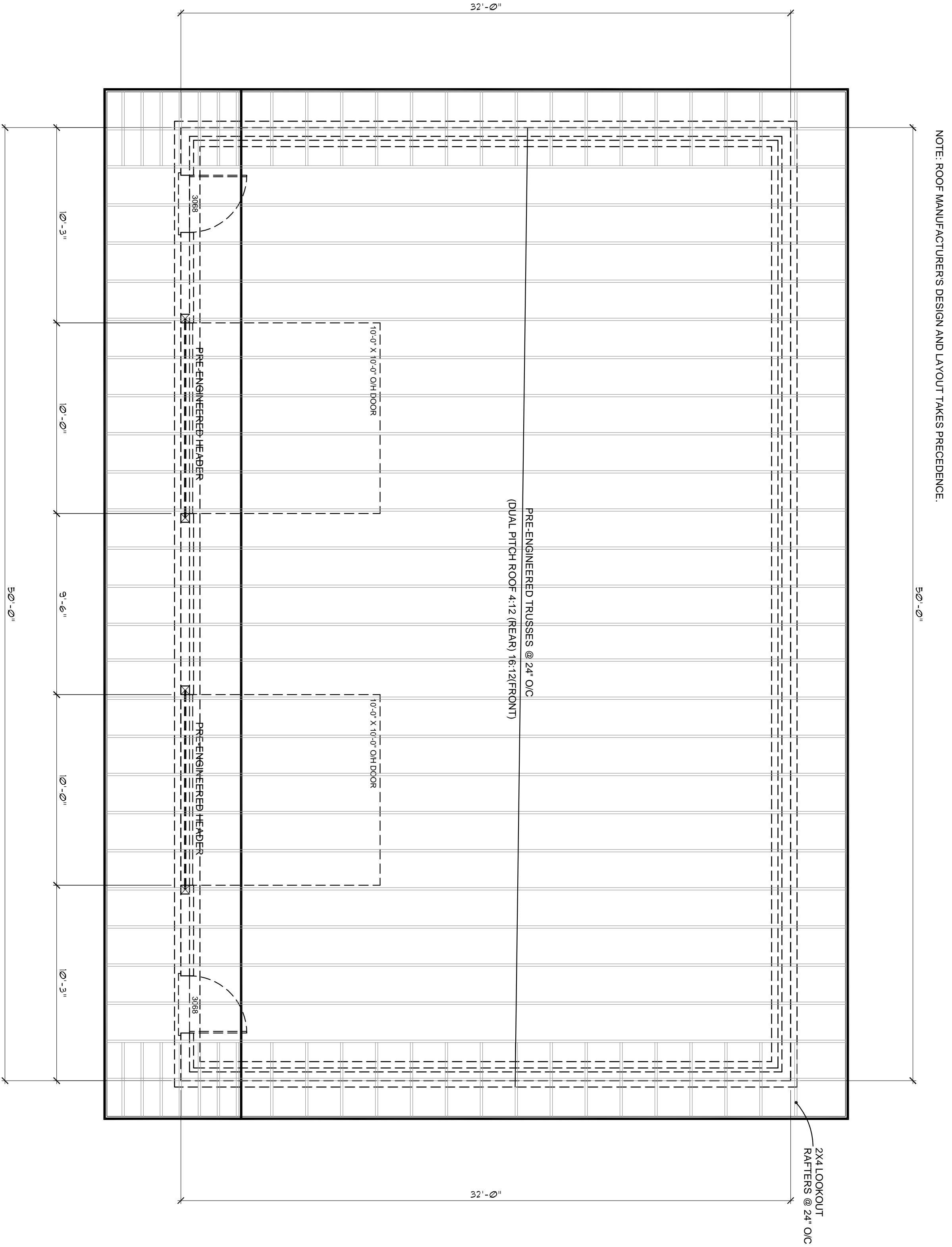
**DJK ENTERPRISES**

7460 DONALDSON DR.  
GRAND FORKS, B.C.  
BOX 1382  
VOH 1H0

TEL: (250) 442-1201 FAX: (250) 442-0966

Page	# of Pages
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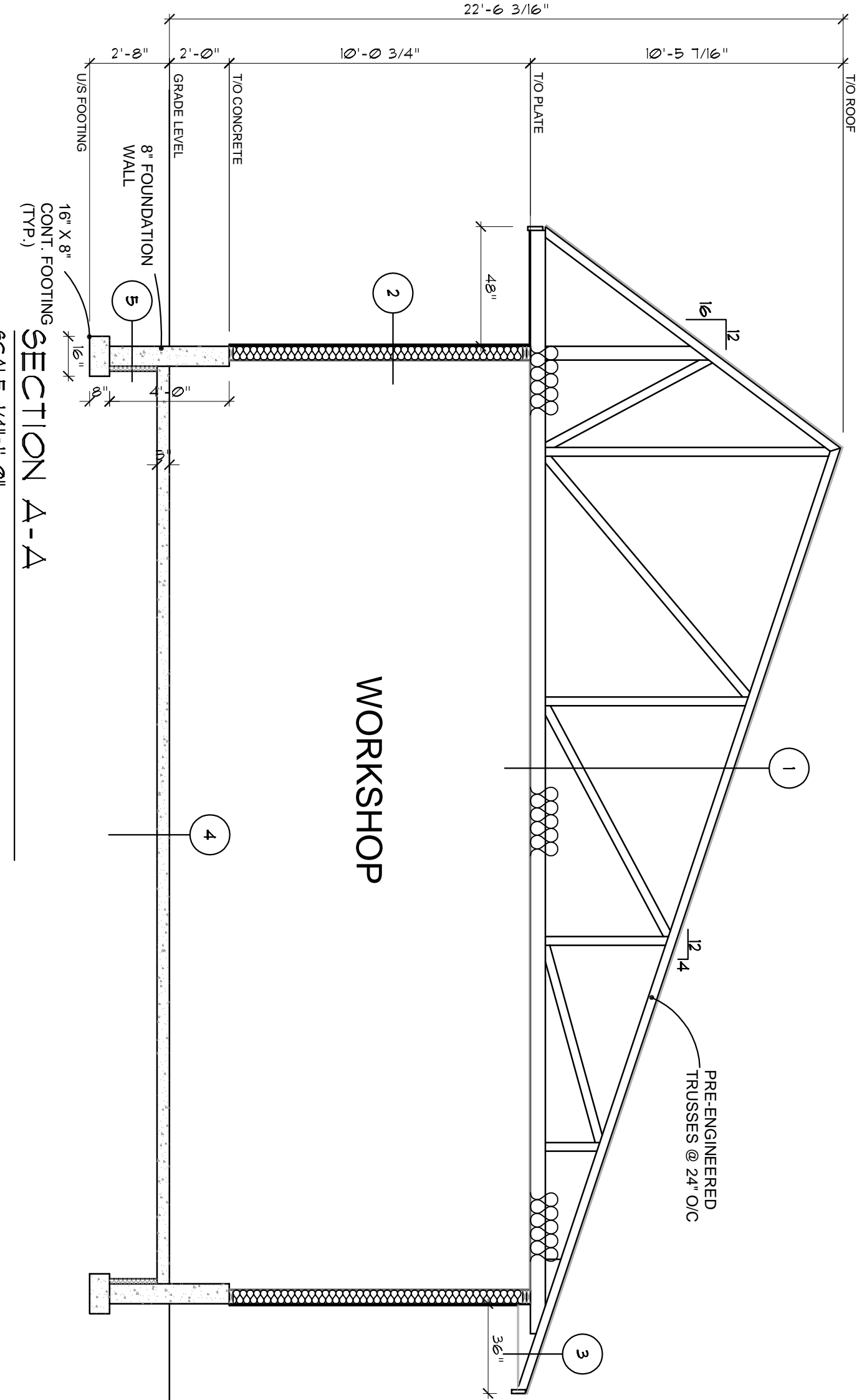
SCALE: 1/4"=1'-0"

- 
- 22'-6 3/16"
- 0'-5 7/16"
- 0'-5 3/4"
- 0'-2 1/2"
- 0'-2 1/2"
- TO ROOF
- TO PLATE
- TO CONCRETE
- GRADE LEVEL
- 8" FOUNDATION WALL
- 16" X 16" CONCRETE FOOTING (TYP)
- US FOOTING
- 16"
- 12"
- 48"
- 12"
- 36"
- 1
- 2
- 3
- 4
- 5
- WORKSHOP
- PRE-ENGINEERED TRUSSES @ 24" O.C.
- SECTION A-A

COALSHUTE RD

251'-9"

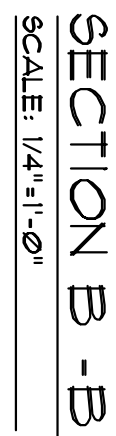
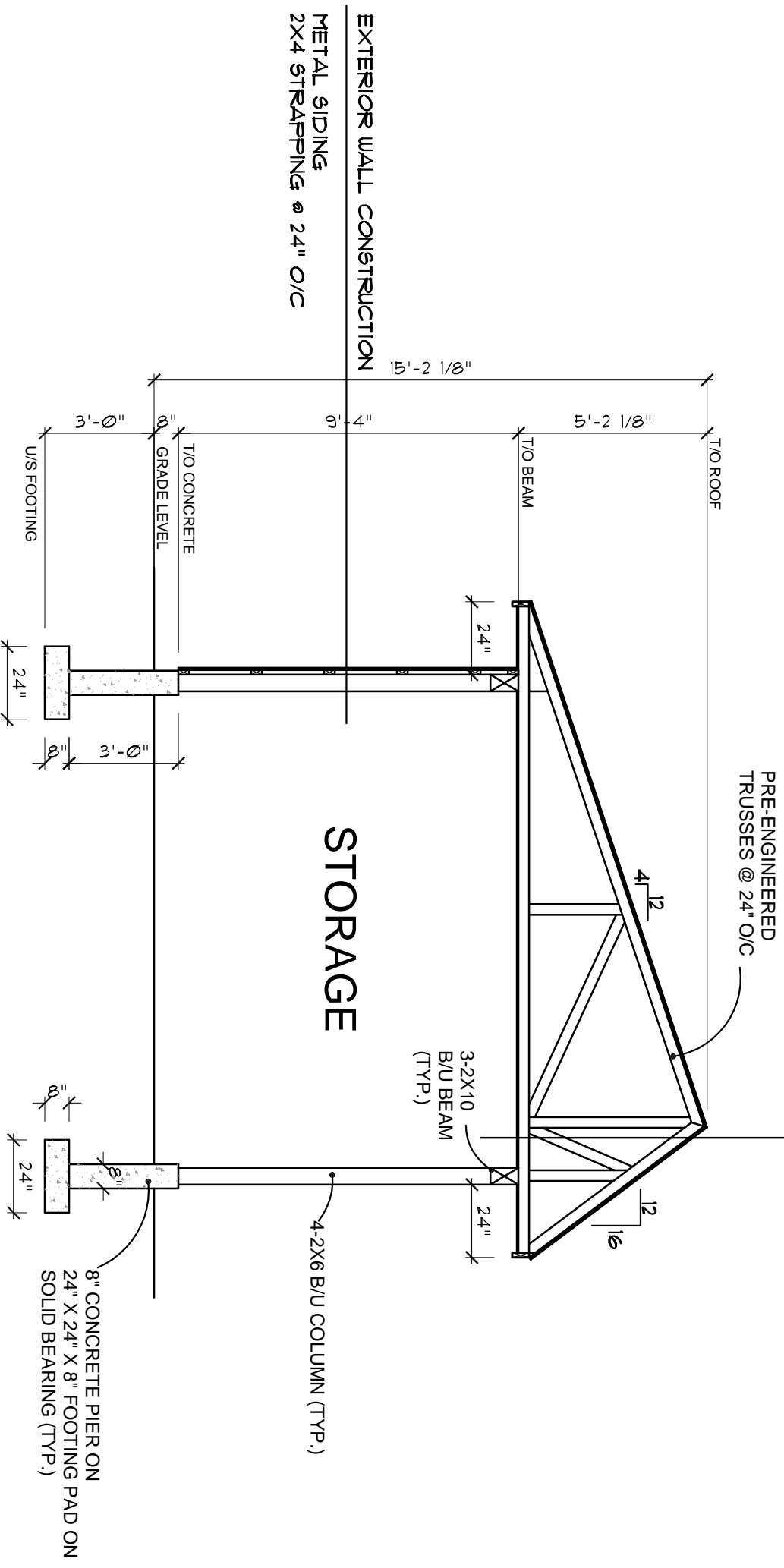
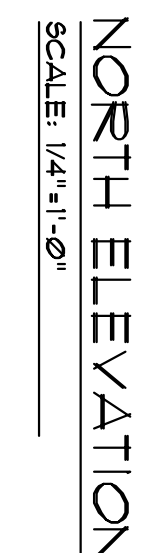
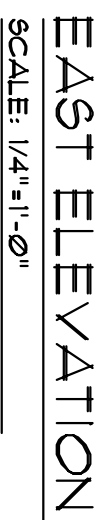
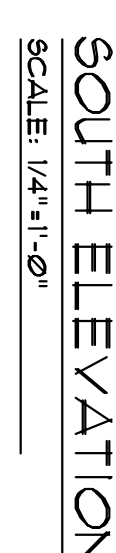
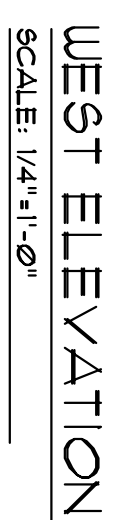
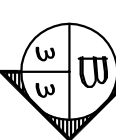
0'-10"



SCALE: 1/32"=1'-0"

Page	# of Pages
A2	2 OF 3





Page	# of Pages
A3	3 OF 3

## **SECTION 45**

## **I-2 (General Industrial) Zone**

### Permitted Uses

1. The following uses and no others are permitted in an I-2 zone:

- (a) manufacturing facilities and storage areas for raw materials;
- (b) auction market, including the sales of animals;
- (c) storage, warehousing, cartage, express and freight facilities;
- (d) salvage yards and recycling depots;
- (e) gravel extraction activities such as processing and screening;
- (f) machine, welding and woodworking shops, and the retail sale of these items;
- (g) kennels;
- (h) automotive repair shops;
- (i) watchman's quarters.
- (j)\* *bulk fuel sales***

Bylaw 1717

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

- (k) accessory buildings for any of the above.

### **Regulations**

2. On a parcel located in an I-2 zone:

#### **Minimum Parcel Size for Subdivision purposes**

- (a) There is no minimum parcel size;

#### **Number and type of Dwelling Units allowed**

Bylaw 1679

- (b)** A maximum of one single family detached dwelling or one mobile home is permitted, as a watchmen's quarters, but not all ***two***;

#### **Height**

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

#### **Setbacks**

Bylaw 1679

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

## **SECTION 45**

## **I-2 (General Industrial) Zone** cont'd

### **Accessory Buildings**

- (e) No accessory building shall have a total floor area greater than 50% of the principal structure.

### **Lot Area Coverage**

- (f) The maximum permitted lot area coverage shall be as follows:

Principal building with all accessory building and structures 70%

### **Additional requirements**

Bylaw 1679

- (g) ***All outdoor storage areas and/or manufacturing activities*** that are adjacent to either a residential area or a highway shall be screened by a solid fence or landscaped berm that shall be not less than 2.4 metres (8 ft) in height from the grade to the top of the berm or fence; and
- (h) See Sections 13 to 30A of this Bylaw.





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

#### *Highway & Tourist Commercial (HT)*

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

#### *Heritage Corridor (HC)*

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

#### *Light Industry (LI)*

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

#### *Heavy Industry (HI)*

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

#### *Institutional (IN)*

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

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

#### *Hillside & Resource District (HR)*

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

#### *Environmental Resource District (ER)*

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

#### *Park & Open Space (PK)*

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

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



## 14.7 Light Industrial Development Permit Area

The Light Industrial DPA is designated under Section 919.1(1)(f) (form and character of industrial development) of the *Local Government Act*.

### Area

The principal designated area is shown as the Light Industrial DPA on Schedule 'C' on the Development Permit Area Map. In general, the lands that are designated Light Industry located in the northwest corner of the City of Grand Forks will be subject to the Light Industrial DPA guidelines.

### Justification

The area designated as Light Industrial and Service Commercial in the northwest corner of Grand Forks is suitable for light industry and service commercial development. The objective of this designation is to ensure that development of light industrial sites is done in a manner sensitive to adjacent lands and environmental quality, as well as to guide the form and character of new and existing light industrial zoned properties.

### 14.7.1 - Conditions for which a Light Industrial Development Permit is not Required

The following may be undertaken without a Light Industrial Development Permit:

- internal alterations, which do not affect the outer appearance of the building;
- replacement, upgrading or repair of roofing; Painting the exterior of a building;
- replacement of windows;

- construction of a fence;
- the construction of an accessory building or addition to a light industrial building that does not alter patterns or requirements of parking, access, loading, or landscaping on the site; and
- replacement of an existing sign or canopy, where the size and design of the replacement sign or canopy are generally consistent with the sign or canopy being replaced.

### 14.7.2 - Guidelines

Development Permits issued in this area shall be in accordance with the following guidelines:

- .1 All buildings, structures and additions thereto shall be designated in a manner which gives consideration to the relationship with adjacent buildings and open areas, the efficiency of the circulation system and the design and siting compatibility with surrounding development.
- .2 Techniques to reduce impression of building size and bulk such as stepping back upper storeys, utilizing alcoves, bays, sub-roofs and ledges are encouraged.
- .3 Architectural details and design elements, which enhance the visual appearance and articulate the facade are encouraged.
- .4 Outdoor storage materials should be screened with walls, fencing, hedging, trees, planting, other screening materials or a combination of these materials.
- .5 Areas of landscaping should be provided next to roadways.



- .6 Development of lots adjacent to the ALR shall provide an ALC A.3 Airborne Particle and Visual Screen Buffer that is a minimum of 15m wide or designed and installed satisfactory to the ALC and the City. The ALC A.3 Airborne Particle and Visual Screen Buffer include deciduous or coniferous trees, shrubs and fencing.
- .7 Light industrial buildings and office buildings associated with light industrial use should be treated with painted metal, stucco, wood or textured concrete or other suitable finishings. Untreated flat concrete blocks will not be allowed.

# Request for Decision



To: Regular Meeting

From: **Department of Engineering & Development**

Date: January 29, 2018

Subject: British Columbia Conservation Foundation (BCCF) - WildSafeBC Program for 2018

Recommendation: **RESOLVED THAT Council supports staff submitting the grant application for a WildSafeBC Community Coordinator for the 2018 season and commits \$8,500 from the Wildlife Management budget to match and supplement grant funding.**

---

## Background

WildSafeBC has launched its sixth season and is again providing funding to assist with the hiring of a Community Coordinator for 2018. During 2013 - 2017 the Grand Forks coordinators engaged in activities aimed at reducing human-wildlife conflict through education, innovation and cooperation. Keeping WildSafeBC and its message of attractant management in the public eye was the focus for the 2013-2017 seasons as well as providing concrete solutions to human-wildlife conflict through educational displays, door-to-door visits, presentations with field experts, media releases, community Facebook page, etc.

In 2017, WildSafeBC was delivered in 26 communities and regional districts throughout BC. Looking forward to the 2018 season, WildSafeBC would like to continue to collaborate with community partners to make concrete solutions available for local wildlife attractant issues through education.

Partnering organizations, such as the City, contribute a minimum of \$3,000.00 towards the program delivery costs and the BCCF provides \$8,523.00 that is allocated towards wages for the Community Coordinator to work, part-time, in the community during the period May 1<sup>st</sup> to November 30<sup>th</sup>. The hiring, training and supervision of Human Resource aspects of the program are managed by the BCCF. Additionally, the BCCF provides all training and related expenses as well as a community toolkit containing resources for the delivery of the program including brochures, bookmarks, posters, door hangers, tattoos, Junior Ranger kits, display boards, banners and various props.

The application process and timeline for 2016 are as follows;

- 1) Jan. 3: Application forms sent out to prospective partners;
- 2) Feb. 2: Application forms are due by 4:30 pm PST;

Applications are ranked according to a matrix that considers items such as:

- Monetary support above the base \$8,523.00 (accounting for population served as well)

- The amount of in-kind support provided such as office space, printing and photocopy privileges, a designated phone (or phone number), and a computer.
  - The number of years the community has had a program in place
- 3) Mar. 29: Successful applicants are notified;
  - 4) Apr. 30: Payments are due for partner's share of the program;
  - 5) May 1: Communities with returning coordinators start their program;
  - 6) May 14: New coordinator training (in Kamloops);
  - 7) May 22: New coordinators begin work in the community;
  - 8) Nov. 30: Program ends (typical date).

Communities have the opportunity for contributing additional funds including a wage top-up for the position to ensure that a quality individual can be hired into the Community Coordinator position. For the 2017 season, the City contributed a wage top-up of \$4.81 per hour plus extra funding to help cover expenses for a total commitment of \$8,500.

---

## Benefits or Impacts

### General

The objective is to continue with the initiative of the Grand Forks Deer Committee to hire a WildSafeBC Community Coordinator.

### Strategic Impact



#### Community Engagement

- Deer management is an important issue to the citizens of the City and Council would be continuing a proactive educational campaign aimed at reducing human-wildlife conflicts.



#### Community Livability

- Continuing to mitigate the impact of deer on the community.

### Financial

The minimum financial commitment for the program is \$3,000.00. Wage top-up and extra expenses (including in-kind) have been committed in all previous years. The program would be funded through the Wildlife Management budget.

## Policy/Legislation

The Sustainable Community Plan states that protecting the natural environment is an important sustainable principle to guide the community and one of the objectives is to promote city-wide environmental stewardship and education.

## Attachments

- 1) WildSafeBC Program: 2018 Application Form
  - 2) WildSafeBC Financial Worksheet 2018
  - 3) 2018 WildSafeBC Grant Options
- 

## Recommendation

**RESOLVED THAT Council supports staff submitting the grant application for a WildSafeBC Community Coordinator for the 2018 season and commits \$8,500 from the Wildlife Management budget to match and supplement grant funding.**

## 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:	180129_RFD_EngPlan_WildSafe2018_Grant.docx
Attachments:	- 2018 WildSafeBC Program and Grant Options.pdf - 2018 WildsafeBC application Part 1 Community Name Here.pdf - 2018 WildsafeBC application Part 2 Community Name Here(1) 2018.pdf
Final Approval Date:	Jan 16, 2018

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

**Diane Heinrich - Jan 16, 2018 - 4:47 PM**

## WildSafeBC (WSBC) Grant Options 2018

### BCCF Community Coordinator Grant: Application Required

Funding Partners	Cost	Description
Community	\$3,000 min	Upon approved application, this option provides funds to pay a <b>part-time</b> BCCF employee to deliver a 420 hour base WSBC program (\$14.50 base wage) within the community/regional district/First Nation. The coordinator is hired, supervised, and an employee of the BCCF, attends a training session in May in Kamloops, receives a toolkit and is provided with ongoing support throughout the season. The coordinator position typically runs from May-Nov. If communities are able to commit additional funds above the \$3,000 minimum they could have a greater chance of their application being approved as it is one of the criteria in the decision-making matrix.
BCCF	\$8,523	
BCCF In-Kind Large Toolkit & Training	\$2,900	
<b>Total</b>	<b>\$14,423</b>	

### Seed Grant: Application Required

Funding Partners	Cost	Description
Community	\$500*	If approved, this grant will provide funds to acquire items such as signage and bear-resistant garbage bins. Communities apply and are awarded grants, dependent on funding, and on a first-come first-served basis. A short description of the planned purchases, including quotes for items where available, must be submitted with the application. *The \$500 minimum is dependent on funding constraints. **BCCF grants will be also awarded up to a maximum of \$1,500 as funding allows.
BCCF	\$1,500*	
<b>Total</b>	<b>\$2,000</b>	

### Training Grant Option A: Application required and approval based on funding

Funding Partners	Cost	Description
Community	\$750	Communities are invited to apply for this grant, which provides funds for a community member, such as a resident or Bylaw Officer, to attend the training session at the end of May in Kamloops. This grant includes accommodation, food, travel expenses as determined by BCCF, classroom training, a WSBC manual, a WildSafeBC toolkit, and on-going support from the WildSafeBC Provincial Coordinator. Communities must apply and are awarded grants, dependent on funding, on a first-come, first-served basis.
BCCF	\$750	
BCCF In-Kind Small Toolkit	\$500	
<b>Total</b>	<b>\$2,000</b>	



### Training Grant Option B: Guaranteed placement in training program

Funding Partners	Cost	Description
Community	\$1,500	This option permits a community member, such as a resident or Bylaw Officer, to attend the training session in Kamloops. This grant includes accommodation, food, classroom training and manual, a WildSafeBC toolkit, and on-going support from the WildSafeBC Provincial Coordinator. Communities request attendance to the training session and are guaranteed a space as they are contributing the full cost of training.
BCCF In-kind Small Toolkit	\$500	
<b>Total</b>	<b>\$2,000</b>	

### Canada Summer Jobs (CSJ) Ambassador Grant – Community Coordinator Program

#### Augmentation

**Application Deadline January 17, 2018\***

Funding Partners	Cost	Description
Community	\$4,000 min	Canada Summer Jobs provides federal funding to help employers create summer job opportunities for students. This provides a <b>full-time</b> employee for 4-16 weeks during the summer. Canada Summer Jobs pays the base wage of \$10.85/hour and the community is required to pay the top up of \$3.75 to make it \$14.60/hour. <b>The CSJ Ambassador is hired, supervised, and an employee of the BCCF.</b> This CSJ option can be used to augment a coordinator position, allowing for the full-time CSJ to cover more ground with door-to-door campaigns, and events etc. The community is required to fund the wage top-up and some expenses such as mileage. BCCF will provide the training, and travel expenses, as determined by BCCF, to the training. If additional materials are needed due to increased coverage, BCCF will provide up to another half toolkit. <b>* Submission of an application for the CSJ Grant does not guarantee funding will be available from BCCF</b>
CSJ Federal Funds	~ \$4,000	
BCCF In-Kind Toolkit (if required) & Training	Up to \$2,500	
<b>Total</b>	<b>~ \$10,500</b>	

**Canada Summer Jobs (CSJ) Ambassador Grant – Stand Alone Program \* Must apply to BCCF for Funding**

**Application Deadline January 17, 2018\***

<b>Funding Partners</b>	<b>Cost</b>	<b>Description</b>
Community	\$4,000	<p>Canada Summer Jobs provides federal funding to help employers create summer job opportunities for students. This provides a <b>full-time</b> employee for 4-16 weeks during the summer. Canada Summer Jobs pays the base wage of \$10.85/hour and the community is required to pay the top up of \$3.75 to make it \$14.60/hour. <b>The CSJ Ambassador is hired, supervised, and an employee of the BCCF.</b> This CSJ option can be used as a stand-alone program if the community is not successful in their application for a WSBC community coordinator – due to lack of core funding. This option could also work if the community prefers to have a full-time position for the summer as opposed to a part-time coordinator over 6 months. The community is required to fund the wage top-up and some expenses such as mileage. BCCF will provide some funding, the training, travel expenses, as determined by BCCF, to the training, and a toolkit.</p> <p><b>* Submission of an application for the CSJ Grant does not guarantee funding will be available from BCCF</b></p>
CSJ Federal Funds	~ \$4,000	
BCCF	\$2,000*	
BCCF In-Kind Toolkit & Training	Up to \$2,900	
<b>Total</b>	<b>~ \$12,900</b>	

**\*BCCF applies for the CSJ position on your behalf and manages the fund. If your community would like to take advantage of the federal funding, we must be made aware of your intention by Jan 17, 2018 as there is a deadline for us to apply for the funds.**



# WildSafeBC Program: 2018 Application Form for Community Coordinator or Seed Grant



BRITISH COLUMBIA  
CONSERVATION  
FOUNDATION

1. Applying for:

☐ Community Coordinator Grant ☐ Training Grant ☐ Ambassador Grant ☐ Seed Grant\*

*\*If applying for a Seed grant please attach a short description of your planned expenditures.*

2. Name of First Nation, Municipality or Regional District: \_\_\_\_\_

3. If not approved for a Community Coordinator Grant would your community be interested in a modified grant program in order to get you some funding? Y/N \_\_\_\_\_

4. Contact name and title

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5. Contact mailing address

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6. Telephone

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7. Email

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8. Please list all communities and the approximate population that would be serviced by this program:

Community	Approximate population

## WildSafeBC Program: 2018 Application Form for Community Coordinator or Seed Grant



9. Please fill out the following form with regards to BearSmart initiatives undertaken within your community. Consult the Province's BearSmart guidelines at:

<http://www.env.gov.bc.ca/wld/bearsmart/#first>

	Not started	In progress	Completed
1. Prepare a bear hazard assessment of the community and surrounding area.			
2. Prepare a human-bear conflict management plan that is designed to address the bear hazards and land-use conflict identified in the previous step.			
3. Revise planning and decision-making documents to be consistent with the bear-human conflict management plan.			
4. Implement a continuing education program directed at all sectors of the community.			
5. Develop and maintain a bear-proof solid waste management system.			
6. Implement "Bear Smart" bylaws prohibiting the provision of food to bears as a result of intent, neglect, and irresponsible management of attractants.			

10. Amount of funding the applicant will provide in 2018: \_\_\_\_\_  
Please note: For Seed Grants this is a minimum of \$500, for a Coordinator position the minimum is \$3,000 –please fill out and attach the provided spreadsheet.

11. Applicant can provide the following in-kind support (circle yes or no)

Item	Yes	No
Office space		
Office phone		
Cell phone		
Printing, fax, copying		

Other, describe: \_\_\_\_\_

\_\_\_\_\_

## WildSafeBC Program: 2018 Application Form for Community Coordinator or Seed Grant



### CONDITIONS OF APPLICATION

1. **The applicant acknowledges that submission of an application does not guarantee funding.** Should funding be awarded by BCCF to a successful applicant, it is only for the current year and does not guarantee success in subsequent years. BCCF is a non-profit organization and funding availability changes annually and therefore, so does the amount of funding allocations available.
2. The applicant agrees to all funding commitments made herein during the term of the program.
3. Upon acceptance partners will receive an invoice from BCCF for the balance indicated on your application, which will be due in 30 days of receipt.
4. The applicant acknowledges that funding is to be used towards the wages of a WildSafeBC Community Coordinator or as designated by BCCF.
5. WildSafeBC Community Coordinators are employees of BCCF.
6. The hiring, training, and supervision of WildSafeBC Community Coordinators are the responsibility of the BCCF.
7. If there are problems with the Community Coordinator, such as posts on Facebook that you do not agree with please contact the BCCF and we will speak with our employees.
8. The applicant agrees to work on becoming a Bear Smart Community and working at completing some or all of the Bear Smart criteria in due course.
9. A WildSafeBC final report for the 2018 program will be completed by the WildSafeBC Community Coordinators in the prescribed WildSafeBC format that will be made available to all interested parties.
10. The WildSafeBC Program is politically, socially, and culturally neutral with respect to wildlife management.
11. The base program is designed to run from May 1<sup>st</sup>, 2018 to November 30th, 2018.
12. Please note: Monies unspent during the program year will automatically be rolled over for use in subsequent years unless specified by our partner. Monies that are unspent and returned to the partner will be pro-rated based upon original contributions. Carried over funds will not be considered as part of the annual required contribution in subsequent years.

Upon program approval by BCCF, this signed application forms the contract between your community and the BCCF.

By signing below, I agree to the terms and conditions of the application and I acknowledge that the information contained herein is true and correct to the best of my knowledge:

Date: \_\_\_\_\_ at \_\_\_\_\_  
(dd/mm/yyyy) (Place)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# WildSafeBC

## Financial Worksheet 2018

This form must accompany your application Part 1

**Instructions for use: All cells are locked except the coloured ones - this is where you enter your numbers.**

1. Enter the amount of a wage top-up (per hour amount) that your community is willing to pay the coordinator over and above the base wage of \$14.50/hour into cell B16. For example, if you would like the coordinator to be paid \$18/hr type \$3.50 in B16.\*
2. Enter the number of extra hours beyond the 420 base hours of the program that your community is willing to support in cell B18 - note, this amount is limited to the list that appears.\*
3. Enter the amount over and above the base \$3,000 amount that your community will put forward to cover **non-wage related expenses** of the program in cell C20\*
4. The amount you, the Funding partner, will contribute is highlighted in cell C21.\*
5. Save this workbook as: 2018 WildafeBC Community Name.xls and attach it as a file with your application form.

\*BCCF administration fees are added into every calculation\*

Base program (420 hours @ \$14.50/hour base wage) supplied by BCCF		\$	8,523.37
Base program expenses supplied by community		\$	3,000.00
Wage top-up (communities can fund above the \$14.50/hour base) Refer to #1 above. This amount will be reflected for the total wages of the employee.		\$	-
<b>Subtotal for community's contribution</b>		<b>\$</b>	<b>3,000.00</b>
Extra hours the community will support: Refer to #2 above	0		
Cost of extra hours		\$	-
Extra expenses that the community will cover: Refer to #3 above			
<b>Total cost to community</b>		<b>\$</b>	<b>3,000.00</b>

**6. This worksheet hereby forms a portion of your application and becomes part of the contract indicating your intent to contribute the above amount to the 2018 WildSafeBC program.**

# Memo



To: Regular Meeting  
From: **Corporate Services / IT**  
Date: 2018-01-29  
Subject: Customer Service Enhancement – Phone System

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## Background

Through feedback from staff and the public it was determined that a change to our incoming call handling process would be an enhancement to the City's customer experience.

Changes to our phone system are being implemented currently to allow for faster response times and better service delivery.

In general, most calls (95% or more) will still be answered by City staff in person.

However, during busy seasons (Tax Time) or in the event that key staff are already on the phone, or busy with customers at the front counter, then the phone calls will be answered by the digital phone system after roughly 30 seconds. The phone system will then direct the calls to the department requested or a voicemail may be left in a virtual mailbox for general requests. This mailbox in return will be monitored by all key front counter staff.

Although this is operational in nature, staff would like Council to be aware of this customer service enhancement.

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## Benefits or Impacts

### General

Operational changes to phone system to enhance customer experience

### Strategic Impact

 n/a

 n/a

 Customer Service Enhancement – faster response times – better service delivery

 n/a

### Policy/Legislation

### Attachments





### Report Approval Details

Document Title:	Customer Service Enhancements - Phone System.docx
Attachments:	
Final Approval Date:	Jan 12, 2018

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

**Diane Heinrich - Jan 12, 2018 - 3:31 PM**



Q4 Financial Summary Report

Revenue



Membership revenue for 2017 was set from climbing targets established in 2015, but failed to adapt with declining membership numbers in 2016. As such, the budget forecast of \$16,000 in membership revenue was unlikely to be attained, and will be realized at approximately \$12,000 by years end. We feel this to be an achievement considering the publicly negative effects of staff and board turnover in the first half of 2017. Since stabilization of the BCRCC Board of Directors, and mid-year hiring of executive director Kendra Begg, there has been steady growth in membership revenues.

Other sources of revenue include insurance commissions, as well as a fee for service from the City of Grand Forks, and grants from the RDKB Area C, D, and E. All of these amounts are expected to meet the 2017 budget forecasts by years end, with the exception of our fee for service from the City of Grand Forks, which was reduced by 25% or \$5,000.

Though various fundraising and revenue generating activities were relegated in 2017 while the organization dealt with its governance and operational deficiencies, over \$3,500 sponsorship fees and revenues were still generated in 2017. This falls short of the projected \$5,000, but is higher than expected in such a transitional year.

In summary, the organization expects to the 2017 revenue to be approximately \$41,000.

Expenses

With a transition in executive directors and no training or overlap, certain line items were used differently throughout the year. We are currently working to build a standard and transferable book keeping system moving forward, and will have more detailed numbers by years end. Despite this fact, we expect to end 2017 with approximately \$65,000 in expenses - \$5,000 less than budgeted for. This was a goal of our new executive director to help offset the \$5,000 reduction in our City of Grand Forks fee for service.

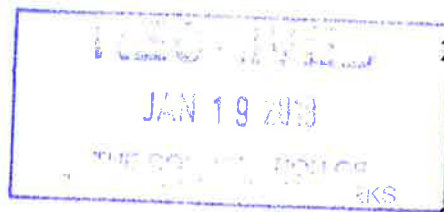
2017 Net Loss

The BCRCC had set to use 2017 as a year of growth; this came with a strategically planned net loss that was driven by the use of current resources to build and establish the organization within the region. From what we expect to see in the remainder of 2017, our final number will show an approximate net loss of \$24,000 – roughly \$6,000 higher than anticipated. This loss reflects both growth of the organization, and lost revenue opportunities from organization turnover and downtime. The board feels this to be acceptable for 2017, and that it is now in a position to focus on revenue growth through functional and efficient operations. 2018 will be a more year of income than investment for the BCRCC, and the groundwork laid in 2017 will enable this.

**FILE CODE**

BCRCC Q4

C2 - Fin. Report



	2017 Budget	2017 Actual	2018 BUDGET
<b>REVENUE</b>			
<b>Revenue</b>			
Memberships	\$16,000.00	\$11,736.22	\$14,000.00
Interest Revenue	\$0.00	\$1.26	
Insurance Commissions	\$3,500.00	\$2,581.52	\$3,500.00
Movie in Park Funding	\$0.00	\$650.00	\$3,000.00
Fundraising	\$0.00	\$30.00	\$5,000.00
Fee for Service - City of GF	\$5,000.00	\$15,000.00	\$15,000.00
Grants - Regional Dictrect	\$20,000.00	\$0.00	\$7,500.00
Grants	\$7,500.00	\$3,000.00	\$20,000.00
<b>Net Revenue+A:A</b>	<b>\$52,000.00</b>	<b>\$32,999.00</b>	<b>\$68,000.00</b>
<b>TOTAL REVENUE</b>	<b>\$52,000.00</b>	<b>\$32,999.00</b>	<b>\$68,000.00</b>
<b>EXPENSE</b>			
<b>Expenses</b>			
Advertising & Promotions	\$2,000.00	\$3,046.36	\$2,000.00
Events	\$500.00	\$440.00	\$1,000.00
Events - Movie in the Park	\$500.00	\$280.00	\$1,000.00
Meetings	\$650.00	\$670.40	\$800.00
Office Administration	\$53,165.00	\$42,998.41	\$54,200.00
Promotion & Education - Boundary Co	\$2,000.00	\$1,065.28	\$1,500.00
Promotion & Education- DBA	\$5,000.00	\$7,966.25	\$0.00
Promotion & Education - City of GF	\$2,000.00	\$2,269.85	\$2,500.00
Travel- - .53 per km	\$4,654.00	\$5,134.52	\$5,000.00
<b>Total General &amp; Admin. Expenses</b>	<b>\$70,469.00</b>	<b>\$63,871.07</b>	<b>\$68,000.00</b>
<b>TOTAL EXPENSE</b>	<b>\$70,469.00</b>	<b>\$63,871.07</b>	<b>\$68,000.00</b>
<b>NET INCOME</b>	<b>(\$18,469.00)</b>	<b>(\$30,872.07)</b>	<b>\$0.00</b>

# Request for Decision



To: Regular Meeting  
From: **Development and Engineering Services**  
Date: January 29, 2018  
Subject: Bylaw 1606-A6 to rezone 7357 10th St from R-1 to R-3A  
Recommendation: **THAT Council gives final reading of the Zoning Bylaw Amendment No. 1606-A6.**

---

## Background




- The City has received and processed an application to rezone property located at 7357 10<sup>th</sup> Street, legally described as Lot 42, Block 38, Plan 72, District Lot 108, S.D.Y.D. from the current R-1 (Residential - Single and Two-Family) zone to the R-3A (Multi-Family Residential Zone) zone. Council has given first and second readings, held a public hearing on the application and gave third reading on October 30, 2017.
- The property is within the Residential Infill / Intensification land use designation in the Sustainable Community Plan (Bylaw 1919, 2011), which is intended to provide higher levels of density (up to 40 units per hectare) with a variety of residential forms.
- The R-3A zone was originally developed to support one-, two- and three-family dwellings in a strata development (Clifton Estates) but is suitable for three-family dwellings in other configurations.
- The building on the property contains a single family dwelling on the main floor with exterior access to 10<sup>th</sup> St and a suite in the basement with exterior access to grade on the lane.
- The property owners propose to develop a second small apartment in the basement, which would require the property to be rezoned to R-3A (Multi-Family Residential). The owners intend the apartments to be affordable studio-style units appropriate for seniors or others requiring level entry small living units.
- The minimum property size for R-3A **for subdivision purposes** is 800 square metres. The subject property is 488 square metres (m<sup>2</sup>), but since the proposed apartments are approximately 40 m<sup>2</sup> the department considers that the property is an appropriate size for the proposed use, as long as parking requirements can be met off of the street.
- Zoning Bylaw Offstreet Parking regulations currently require two parking spaces per dwelling unit, regardless of dwelling unit size or number of bedrooms, and one parking space per secondary suite. The department recommends lowering parking requirements to one parking space per dwelling unit where dwelling units are a maximum of 90 square meters. Ninety square meters is also the maximum size for a secondary suite in the BC Building Code.

- The house covers approximately 175 m<sup>2</sup>, and the required space for four parking spaces is 55 m<sup>2</sup>, totaling 230 m<sup>2</sup> of the 488 m<sup>2</sup> lot (47%). Offstreet parking is not currently counted as part of lot coverage in the Zoning Bylaw.
- The recommended changes to the Zoning Bylaw would bring the parking requirement for small multi-family residential units in line with the Zoning Bylaw's parking requirements for secondary suites, and would allow greater opportunity for infill development in compliance with proposed changes in the Zoning Bylaw.

### Timeline

Date	Item	Action Taken
June 9 2017	Received Rezoning Application	Initial staff review and filed for follow up
August 8	Draft COTW report and rezoning bylaw	Prepared submission to COTW
August 25	Agency referrals	Agency referrals sent
September 5	Introduce amendment RFD to COTW	Referred for 1 <sup>st</sup> and 2 <sup>nd</sup> Readings to Sept 18
September 18	RFD + first and second readings	Submitted for decision and readings
October 16	Public Hearing (with notice and advertisement)	Adjourned on October 30th
October 30	Third reading	Complete
January 2018	MOTI sign-off	Complete
<b>January 29</b>	<b>Final reading</b>	Current
February xx	Zoning amendment and address assignment letter to BC Assessment and RDKB	

### Benefits or Impacts

-  Residential infill allows development while limiting the fiscal and environmental impacts of new infrastructure associated with 'green field' development
-  The rezoning procedure follows public notice and hearing requirements of the Local Government Act and builds on the public engagement regarding affordable housing for the Official Community Plan and Zoning Bylaw update and land use designations developed for the 2011 Sustainable Community Plan
-  Increases the number of units of small, affordable housing within areas designated for residential intensification, supporting a denser, more walkable city core.

### Policy/Legislation

- Sustainable Community Plan, Zoning Bylaw, Local Government Act

**Attachments**

- Bylaw 1606-A6 (signed by Ministry of Transportation)
  - Site map on orthophoto showing parking areas.
  - Extracts from Zoning Bylaw for R-3A Zone and Offstreet Parking Regulations
- 

**Recommendation**

**THAT Council gives final reading of the Zoning Bylaw Amendment No. 1606-A6.**

**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 4th Rd Rezone 7357 10th to R-3A.docx
Attachments:	- RFD RMC Rezoning R-3A 7357 10th Attachments.pdf
Final Approval Date:	Jan 11, 2018

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

**Dolores Sheets - Jan 11, 2018 - 10:12 AM**

**Diane Heinrich - Jan 11, 2018 - 12:04 PM**

THE CORPORATION OF THE CITY OF GRAND FORKS

BYLAW NO. 1606-A6

A BYLAW TO AMEND THE CITY OF GRAND FORKS  
ZONING BYLAW NO. 1606, 1999

=====

**WHEREAS** Council may, by bylaw, amend the provisions of a Zoning Bylaw pursuant to the Land Use and Planning provisions of the Local Government Act;

**AND WHEREAS** Council has received an application to rezone property located at 7357 10<sup>th</sup> St.;

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

1. That the regulation of Offstreet Parking in Table 1 of the Zoning Bylaw be amended by adding after "Dwelling unit" in the first column the text:

(greater than 90 square meters)

2. That the regulation of Offstreet Parking be amended by adding the line to Table 1:

Dwelling unit (less than or equal to 90 metres)	1 space per every dwelling unit
---	---------------------------------

3. That the City of Grand Forks Zoning Bylaw No. 1606, 1999 be amended to rezone property located at 7357 10<sup>th</sup> Street, legally described as Lot 42, Block 38, Plan 72, District Lot 108, S.D.Y.D. from the current R-1 (Residential - Single and Two-Family) zone to the R-3A (Multi-Family Residential Zone) zone, as shown outlined in bold on the attached map identified as Schedule "A".
4. That this bylaw may be cited as the "City of Grand Forks Zoning Amendment Bylaw No. 1606-A6, 2018."



Read a **FIRST** time this 18<sup>th</sup> day of September, 2017.

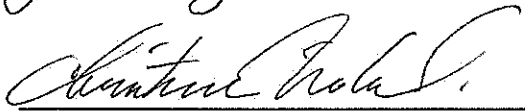
Read a **SECOND** time this 18<sup>th</sup> day of September, 2017.

**NOTICE OF PUBLIC HEARING ADVERTISED**, pursuant to the Local Government Act this time this 4<sup>th</sup> day, 18<sup>th</sup> day and 25<sup>th</sup> day of October, 2017.

**PUBLIC HEARING HELD** this time this 30<sup>th</sup> of October, 2017.

Read a **THIRD** time this time this 30<sup>th</sup> day of October, 2017.

**APPROVED** by the Ministry of Transportation & Infrastructure this 9 day of January, 2018.



Approving Officer

**FINALLY ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

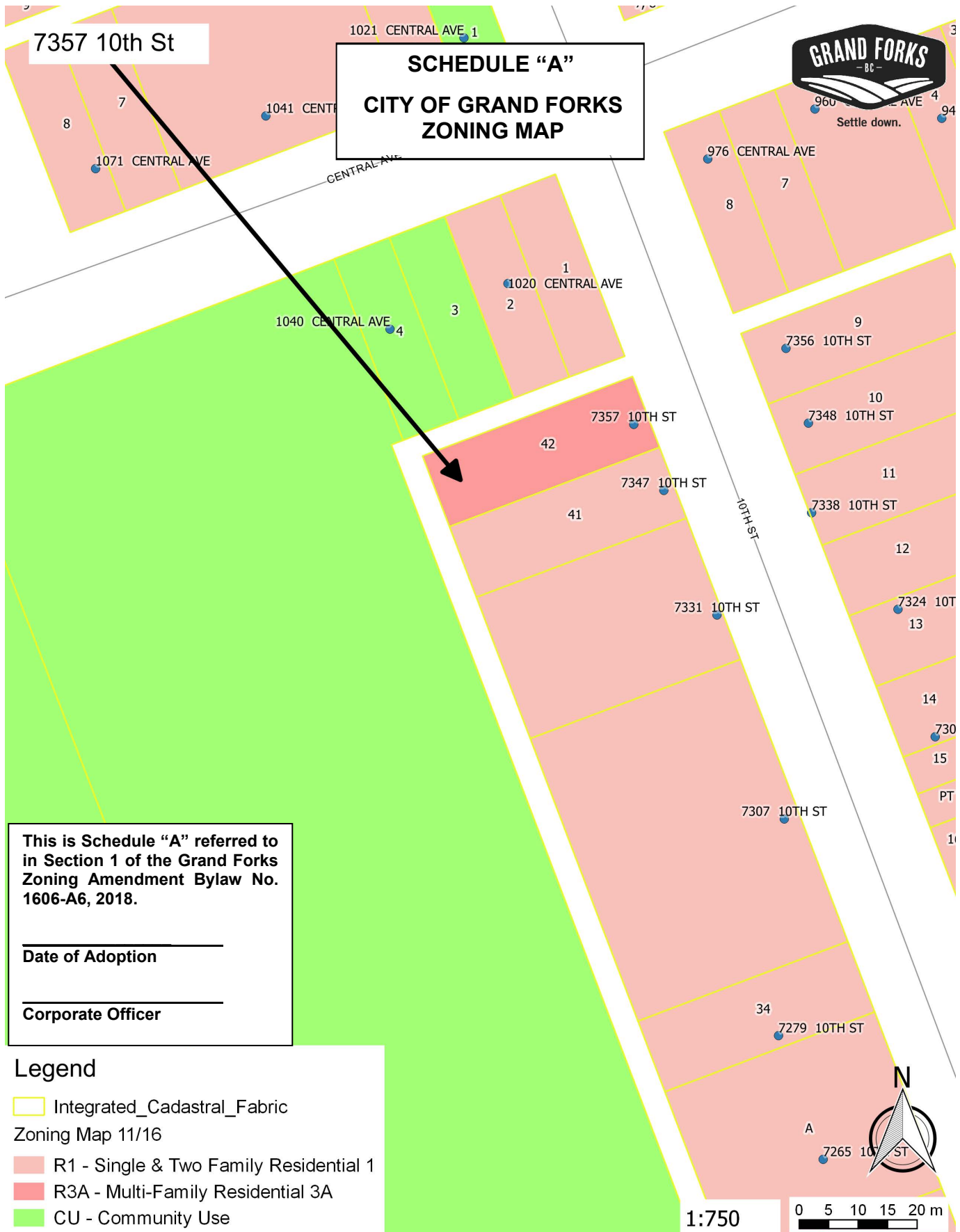
\_\_\_\_\_  
Mayor Frank Konrad

\_\_\_\_\_  
Corporate Officer – Diane Heinrich

### **CERTIFICATE**

I hereby certify the foregoing to be a true copy of Bylaw No. 1606-A6 as passed by the Municipal Council of the City of Grand Forks on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Corporate Office for the  
Municipal Council of the City of Grand Forks







Legend

Property Boundaries

Central Avenue

10th Street

1020 CENTRAL AVE

1040 CENTRAL AVE

7357 10TH ST

7347 10TH ST

1 Parking Spots

1 Parking Spot

2 Parking Spots

Subject Property



The City of Grand Forks makes every effort to ensure this map is free of errors but cannot guarantee accuracy or fitness for any purpose, and does not provide warranty of any kind. The City accepts no liability for any expenses, losses, damages and costs relating to use of this map or data. Data must not be used for direct marketing or be used in breach of privacy laws.

1:300

Agenda Page 63 of 145

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***Permitted Uses***

1.     *The following uses and no others are permitted in the R-3A zone:*

- (a)     dwelling units;*
- (b)     home occupation.*

*Permitted accessory uses and buildings on any parcel includes the following:*

- (c)     any accessory building or structure for the above noted uses.*

***Regulations***

2.     *On a parcel of land located in an R-3A zone:*

***Minimum Parcel Size for Subdivision Purposes***

- (a)     The minimum parcel size is 800 square metres (8,611 sq ft) and every parcel must be connected to a community sewage and water system.*

***Type of Dwelling Units Allowed***

- (b)     The following dwelling unit types are allowed on a parcel of land in an R-3A zone:*
  - (i)     single family dwellings;*
  - (ii)    two family dwellings; and*
  - (iii)   three family dwellings.*

***Height***

- (c)     No dwelling shall exceed 9.75 metres (32 ft) in height;*
- (d)     No accessory building or structure shall exceed 4.8 metres (16 ft) in height.*

***Setbacks***

- (e)     Except as otherwise specifically permitted in this bylaw, no building or structure shall be located within:*
  - (i)     6 metres (20 ft) of a front parcel line;*
  - (ii)    1.5 metres (5 ft) of an interior side parcel line;*
  - (iii)   4.6 metres (15 ft) of an exterior side parcel line; or*
  - (iv)    6 metres (20 ft) of a rear parcel line.*

Accessory Buildings

- (f) *No accessory building shall have a total floor area greater than 20% of the principal structure.*
- (g) *No accessory building shall be located closer than 1.5 metres (5 ft) to a rear parcel line and not closer to the front parcel line than the facing wall of the principal building to which it is accessory.*

Lot Area Coverage

- (h) *The maximum permitted lot area coverage shall be as follows:*  
*principal building with all accessory buildings and structures shall be 50%*

Additional Requirements

- (i) *Home occupations are only allowed in dwellings that are individually owned and have direct access to the City's roadway network;*
- (j) *The maximum size of any unit in a strata complex shall be 140 square metres (1,500 sq ft);*
- (k) *The minimum size of any unit in a strata complex shall be 75 square metres (800 sq ft);*
- (l) *See Section 13 to 30A of this bylaw.*



Extract from Zoning Bylaw (page 16 and  
18 Offstreet Parking) showing changes

1. Each offstreet parking space shall be not less than 2.5 metres (8 ft) wide and 5.5 metres (18 ft) long, and have a vertical clearance of not less than 2.5 metres (8 ft)
2. Where the calculation of the number of offstreet parking spaces in Section 25(9) results in a fraction, one parking space shall be provided in respect of the fraction.
3. Where seating accommodation is the basis for the calculation of the number of parking spaces under Section 25(9) and the building or use consists of benches, pews, booths, or similar seating accommodation, each 0.5 metres (1-1/2 ft) of width of such seating shall be deemed to be one seat.
4. Every offstreet parking space shall have at all times access to an aisle that intersects with a highway. With the exception of the single family dwelling units, mobile homes and campground uses parking areas and access points shall be surfaced with asphalt, concrete or similar durable dust free material and all parking spaces shall be clearly marked.
5. For non-residential uses the required offstreet-parking areas that accommodate 3 or more vehicles, shall include a parking space for a disabled person.
6. Offstreet parking areas, as required by this bylaw, shall not be credited against the requirement of offstreet loading.
7. The number of access points from each parking area to a fronting street shall not exceed two, per parcel of land.
8. Where an owner or occupier of land in the Commercial Core Zone cannot provide the required number of off-street parking spaces as outlined on Table 1 below, the City shall accept a cash contribution in the amount of \$1000.00 per required parking space not developed.
9. Off street parking spaces for each building, structure and use permitted shall be provided in accordance with the following table:

Class of Building/Use	Required Number of Spaces
Dwelling unit:	2 spaces per every dwelling unit
Farm machinery sales, service and repair:	one space per every 45 square metres (484 sq.ft.) of retail floor and storage area
Fuels	<div data-bbox="272 457 1508 546" style="border: 1px solid red; padding: 2px;">           New line: Dwelling Unit (less than or equal to 90 square meters) / 1 space per every dwelling unit         </div>
Home occupation, home industry:	one space per every 40 square metres (430 sq.ft.) of area used for the home occupation or home industry
Hospital:	one space per every 10 square metres (108 sq.ft.) of floor space
Hotel, motel:	one space per every unit offered daily to the public
Library:	one space per every 10 square metres (108 sq.ft.) of floor area
Machine, welding, woodworking shop:	one space per every 50 square metres (538 sq.ft.) of floor area
Manufacturing, fabricating, or processing facility	one space per 50 square metres (538 sq.ft.) of floor space
Medical clinic, dental clinic:	one space per every 20 square metres (215 sq.ft.) of total floor area
Museum:	one space per every 25 square metres (269 sq.ft.) of floor area
Nursery:	one space per every 45 square metres (484 sq.ft.) of covered and outdoor sales area
Professional office:	one space per every 60 square metres (646 sq.ft.) of floor area
Personal service establishment:	one space per every 20 square metres (215 sq.ft.) of floor area
Printing and publishing establishment:	one space per every 45 square metres (484 sq.ft.) of floor space

# Request for Decision



To: Regular Meeting  
From: **Chief Financial Officer**  
Date: January 29, 2018  
Subject: A Bylaw to Amend the Fees and Charges Bylaw No. 1958  
Recommendation: **RESOLVED THAT Council gives final reading to the "Fees and Charges Amendment Bylaw No. 1958-A3, 2018".**

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## 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 are added 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 Fees & Charges Amendment Bylaw No. 1958-A3 was given three readings at the January 15, 2018 Regular Meeting of Council and is presented here for final reading.

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## Benefits or Impacts

### General

### 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-A3, 2018

Schedule A extract from Fees and Charges Amendment Bylaw, 2015

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## Recommendation

**RESOLVED THAT Council gives final reading to the “Fees and Charges Amendment Bylaw No. 1958-A3, 2018”.**

## 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 Fees Charges Final Reading.docx
Attachments:	- By1958-A3 Fees and Charges Amendment 2018.docx - Bylaw No. 1958-A1 - Schedule A.pdf
Final Approval Date:	Jan 16, 2018

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

**Diane Heinrich - Jan 16, 2018 - 4:44 PM**

# 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

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**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 11<sup>th</sup> day of December, 2017.

Read a **FIRST** time this 15<sup>th</sup> day of January, 2018.

Read a **SECOND** time this 15<sup>th</sup> day of January, 2018.

Read a **THIRD** time this 15<sup>th</sup> day of January, 2018.

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

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Mayor Frank Konrad

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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.

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

# APPENDIX 1

## Updated Schedules

## 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
<b>All other Bylaws</b>	\$0.50	per page
<b>Maps - Plotter Printing Fees</b>		
Black & White	\$2.00	per square foot
Colour	\$4.00	per square foot
<b>Subdivision Application Fees (non- refundable)</b>		
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”)<br>Work to be performed by City approved contractor, arranged by and billed direct to customer | Actual Cost |
| (b) Commercial, Industrial & Institutional<br>Work to be performed by City approved contractor, arranged by and billed direct to customer                      | Actual Cost |
| (c) Renewal (upgrading, including meter retrofit)<br>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
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**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>
<b>For Freedom of Information Requests</b>		
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		
<b>Administrative Fees</b>		
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		
<b>City of Grand Forks "Sustainable Community Plan" Bylaw</b>		
Current Bylaw - includes all amendments and maps	\$30.00	flat rate
<b>City of Grand Forks "Zoning" Bylaw</b>		
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 29, 2018  
Subject: A Bylaw to Amend Water Regulations Bylaw No. 1973-A1  
Recommendation: **RESOLVED THAT Council gives final reading to the "Water Regulations Amendment Bylaw No. 1973-A3, 2018".**

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## 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 given three readings at the January 15, 2018 Regular Meeting of Council and is presented here for final reading.

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## 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

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

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### **Recommendation**

**RESOLVED THAT Council gives final reading to the “Water Regulations Amendment Bylaw No. 1973-A3, 2018”.**

### **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 - By1973-A3 Water Regulations final reading.docx
Attachments:	<ul style="list-style-type: none"><li>- By1973-A3 Water Regulations Amendment.docx</li><li>- Bylaw No. 1973-A1 - Water Regulations.pdf</li><li>- Bylaw No. 1973-A2 - to amend Bylaw 1973-A1, Water Regulations.pdf</li></ul>
Final Approval Date:	Jan 16, 2018

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

**Diane Heinrich - Jan 16, 2018 - 4:43 PM**

# 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 11<sup>th</sup> day of December, 2017.

Read a **FIRST** time this 15<sup>th</sup> day of January, 2018.

Read a **SECOND** time this 15<sup>th</sup> day of January, 2018.

Read a **THIRD** time this 15<sup>th</sup> day of January, 2018.

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

---

Mayor Frank Konrad

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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 29th day of January, 2018.

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

## **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 17<sup>th</sup> day of August, 2015.

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

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

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

\_\_\_\_\_  
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**

	<b>Per Unit Bi-monthly Fixed Charge &amp; Capital Charge</b>	<b>Per Account (per meter) Bi-monthly Fixed Charge &amp; Capital Charge</b>	<b>Per Account Bi-monthly Customer Charge</b>	<b>Per Cubic Meter</b>	<b>Bi-Monthly Variable Water Charges for Non-Metered, Per Residence</b>
<b>User Class</b>					
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**

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**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.

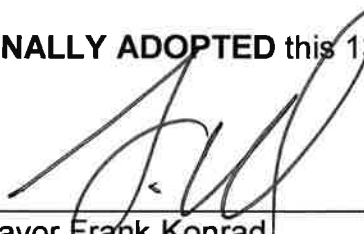
**INTRODUCED** this 9th day of May, 2016.

Read a **FIRST** time this 30<sup>th</sup> day of May, 2016.

Read a **SECOND** time this 30<sup>th</sup> day of May, 2016.

Read a **THIRD** time this 30<sup>th</sup> day of May, 2016.

**FINALLY ADOPTED** this 13<sup>th</sup> 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.

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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**  
**Page 3 of 3**

**7. User Rates – Effective July 1, 2016**

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



# Request for Decision



To: Regular Meeting  
From: **Chief Financial Officer**  
Date: January 29, 2018  
Subject: A bylaw to amend Sewer Regulations Bylaw No. 1974, 2014  
Recommendation: **RESOLVED THAT Council gives final reading to the "Sewer Regulations Amendment Bylaw No. 1974-A2, 2018".**

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## 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 given three readings at the January 15, 2018 Regular Meeting of Council and is presented here for final reading.

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## 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

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

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### **Recommendation**

**RESOLVED THAT Council gives final reading to the “Sewer Regulations Amendment Bylaw No. 1974-A2, 2018”.**

### **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 - By1974-A2 Sewer Regulations final reading.docx
Attachments:	<ul style="list-style-type: none"><li>- By1974-A2 Sewer Regulations Amendment.docx</li><li>- Bylaw No. 1974 - Sewer Regulations.pdf</li><li>- Bylaw No. 1974-A1 - to amend Bylaw No. 1974, Sewer Regulation and Rates.pdf</li></ul>
Final Approval Date:	Jan 16, 2018

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

**Diane Heinrich - Jan 16, 2018 - 4:40 PM**

# THE CORPORATION OF THE CITY OF GRAND FORKS

## BYLAW NO. 1974-A2

### A Bylaw to Amend the Sewer Regulations Bylaw No. 1974

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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 11<sup>th</sup> day of December, 2017.

Read a **FIRST** time this 15<sup>th</sup> day of January, 2018.

Read a **SECOND** time this 15<sup>th</sup> day of January, 2018.

Read a **THIRD** time this 15<sup>th</sup> day of January, 2018.

**FINALLY ADOPTED** this 29<sup>th</sup> day of January, 2018.

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Mayor Frank Konrad

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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 29th day of January, 2018.

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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**

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**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

<b>Table 2.0 - Waste Substances (cont'd)</b>		<b>*Concentration in Milligrams per Litre (mg/L)</b>		
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 <sub>4</sub>	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**

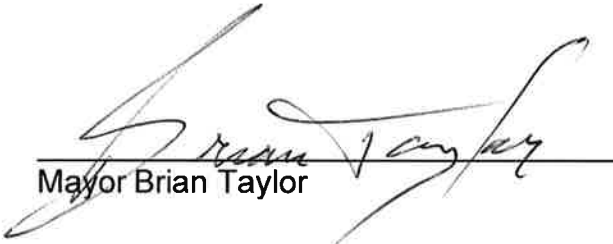
- 22.1 The "Corporation of the City of Grand Forks Sewer Regulations Bylaw No. 1500, 1997" and all amendments thereto are hereby repealed.

**READ A FIRST TIME** this 20<sup>th</sup> day of October, 2014.

**READ A SECOND TIME** this 20<sup>th</sup> day of October, 2014.

**READ A THIRD TIME** this 20<sup>th</sup> day of October, 2014

**ADOPTED** this 3<sup>rd</sup> 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  
3<sup>rd</sup> 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**

	<b>Bi-Monthly Fixed Charge &amp; Capital Charge</b>	<b>Bi-Monthly Fixed Charge &amp; Capital Charge</b>	<b>Bi- Monthly Customer Charge</b>	<b>Sewer Rates Charge per 1/3 cubic meter Of metered water</b>	<b>Bi-Monthly Variable Sewer Charges for non-Metered</b>
<b>User Class</b>	<b>Per unit</b>	<b>Per Account (per meter)</b>	<b>Per Account</b>		<b>Per Residence</b>
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**

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**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.

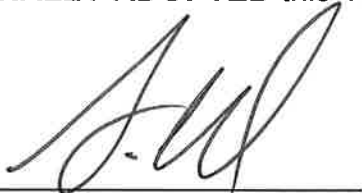
**INTRODUCED** this 9th day of May, 2016.

Read a **FIRST** time this 30<sup>th</sup> day of May, 2016.

Read a **SECOND** time this 30<sup>th</sup> day of May, 2016.

Read a **THIRD** time this 30<sup>th</sup> day of May, 2016.

**FINALLY ADOPTED** this 13<sup>th</sup> 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 13<sup>th</sup> day of June, 2016.

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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