



# The Corporation of the City of Grand Forks

## Special Meeting

### AGENDA

Meeting #: S-2018-01  
Date: Thursday, July 19, 2018, 1:30 pm  
Location: 7217 - 4th Street, City Hall Council Chambers

Pages

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a. **Adopt agenda**  
July 19, 2018, Special Meeting agenda

Recommendation

THAT Council adopts the July 19, 2018, Special Meeting agenda as presented.

3. REGISTERED PETITIONS AND DELEGATIONS

4. UNFINISHED BUSINESS

5. RECOMMENDATIONS FROM STAFF FOR DECISIONS

- a. **Community Center Feasibility Study Support**  
Corporate Services / Community Futures

3 - 5

Recommendation

THAT Council approve a commitment of \$4,000 for the Rural Dividend Fund application towards the Community Center Feasibility Study; AND FURTHER THAT the committed amount be included in the 2018 Financial Plan budget amendment.

- b. **Waiving of Building Permit Fees and extension of waiving of certain administrative fees.**  
Corporate Services / Building Inspection / Finance

6 - 9

Recommendation

THAT Council authorizes staff, at its discretion, to waive various Building Permit Fees for residential dwellings affected by the flooding event of May 2018.

Recommendation

THAT Council authorizes staff, at its discretion, to waive various Building Permit Fees for commercial properties affected by the flooding event of May 2018, for flooding related repairs only.

Recommendation

THAT Council authorizes staff, at its discretion, to continue to waive certain administrative fees including, but not limited to, disconnection / reconnection fees, NSF charges and late penalties and interest on utility bills until August 31, 2018.

- c. **Authorization to proceed with the Floodplain Risk Management and Protection Project**  
Chief Financial Officer and Manager of Development and Engineering Services

10 - 12

**Recommendation**

THAT Council authorizes staff to proceed with the Floodplain Risk Management and Protection Project and that the \$225,700 expenditure amount be included in the 2018-2022 Financial Plan Amendment, to be funded by grant revenue.

- d. **22nd Street Budget Amendment**  
Development & Engineering

13 - 16

**Recommendation**

THAT Council approves \$50,000 for additional works and engineering services required to complete the 22nd Street Multi-utility project and directs staff to include the additional expenditure amount in the 2018-2022 Financial Plan Amendment, to be funded from borrowing.

6. **REQUESTS ARISING FROM CORRESPONDENCE**

7. **BYLAWS**

8. **LATE ITEMS**

9. **QUESTIONS FROM THE PUBLIC**

10. **IN-CAMERA RESOLUTION**

- a. **Adopt Resolution as per Section 90**

**Recommendation**

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)

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

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

11. **ADJOURNMENT**

# Request for Decision



To: Regular Meeting  
From: **Corporate Officer**  
Date: July 19, 2018  
Subject: Community Center Feasibility Study Support  
Recommendation: **THAT Council approve a commitment of \$4,000 for the Rural Dividend Fund application towards the Community Center Feasibility Study; AND FURTHER THAT the committed amount be included in the 2018 Financial Plan budget amendment.**

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## Background

At the Regular Meeting on May 22, 2018 Council resolved the following:

*THAT Council supports the Community Center Concept Plan study update as presented by RDKB Area D Director Russell and Jennifer Wetmore of Community Futures Boundary and approves this group further pursuing a feasibility study and business plan for the project.*

The Rural Dividend Fund (RDF) is again accepting applications. Jennifer Wetmore has indicated that roughly \$20,000 is needed to cover the 20% funding requirement for the RDF. Other stakeholders have committed roughly \$16,000.

Ms. Wetmore is now asking Council for a commitment of \$4,000 towards the Community Center Feasibility Study and for the Rural Dividend Fund application.

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## Benefits or Impacts

### General

Support the continuation of the Community Center Project

### Strategic Impact



#### Community Engagement

- Partnership with various stakeholders
- EOC and Disaster Response teams are anticipated to utilize a community center facility as a head quarter.



#### Community Livability

- A community center would increase the desirability for potential residents



#### Economic Growth

- A community center would increase the desirability for businesses to host meetings and events in the area.
- The Community Center will also address EOC and Disaster Response needs moving forward.



#### Fiscal Responsibility

- Maximizing funds through grant applications and multiple stakeholder contributions

#### Policy/Legislation

n/a

#### Attachments

n/a

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#### Recommendation

**THAT Council approve a commitment of \$4,000 for the Rural Dividend Fund application towards the Community Center Feasibility Study; AND FURTHER THAT the committed amount be included in the 2018 Financial Plan budget amendment.**

#### Options

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

### Report Approval Details

Document Title:	RFD 2018 - Community Center Feasibility Study Support.docx
Attachments:	
Final Approval Date:	Jul 5, 2018

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

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

**Diane Heinrich - Jul 5, 2018 - 9:52 AM**

# Request for Decision



To: Regular Meeting

From: **Corporate Services / Building Inspection / Finance**

Date: July 19, 2018

Subject: Waiving of Building Permit Fees and extension of waiving of certain administrative fees.

Recommendation: **THAT Council authorizes staff, at its discretion, to waive various Building Permit Fees for residential dwellings affected by the flooding event of May 2018.**

**THAT Council authorizes staff, at its discretion, to waive various Building Permit Fees for commercial properties affected by the flooding event of May 2018, for flooding related repairs only.**

**THAT Council authorizes staff, at its discretion, to continue to waive certain administrative fees including, but not limited to, disconnection / reconnection fees, NSF charges and late penalties and interest on utility bills until August 31, 2018.**

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## Background

On May 22, 2018 Council passed three resolutions regarding the waiving of assorted fees and charges, penalties, re-connection fees, etc. to support the public in the wake of the flooding event of May 2018.

At this point staff has only issued building permit numbers but has not issued any actual building permits as those would require full cost estimates and payments by the affected public.

Waiving the building permit fees for flooding affected residential dwellings and for businesses is one of a limited amount of ways with which Council can directly support the public.

This would also entice more members of the public to get “free” building permits to ultimately ensure their own well-being as the constructions would receive full inspections.

Rockwool is also working with the City and the Recovery Team to provide a program for donations of insulation directly to affected residential dwellings. This program however requires a building permit which currently some members of the public won't obtain because of the associated fees that they may not be able to afford.

In addition, Staff is asking to extend the deadline of Resolution R176/18/05/22 until August 31, 2018, to allow staff at its discretion, to continue to waive certain administrative fees, penalties, and interest on utility bills.

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## Benefits or Impacts

### General

Residents of the City who have experienced devastating losses during the recent flooding would not be required to pay for Building Permit fees to rebuild or repair their dwellings.

### Strategic Impact



#### Fiscal Responsibility

- Unknown at this time

### Policy/Legislation

Building and Plumbing Bylaw No. 1964

## Attachments

n/a

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## Recommendation

**THAT Council authorizes staff, at its discretion, to waive various Building Permit Fees for residential dwellings affected by the flooding event of May 2018.**

**THAT Council authorizes staff, at its discretion, to waive various Building Permit Fees for commercial properties affected by the flooding event of May 2018, for flooding related repairs only.**

**THAT Council authorizes staff, at its discretion, to continue to waive certain administrative fees including, but not limited to, disconnection / reconnection fees, NSF charges and late penalties and interest on utility bills until August 31, 2018.**

## Options

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



### Report Approval Details

Document Title:	RFD 2018 - Waiving of Building Permit Fees.docx
Attachments:	
Final Approval Date:	Jul 5, 2018

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

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

**Diane Heinrich - Jul 5, 2018 - 9:51 AM**

# Request for Decision



To: Regular Meeting

From: **Chief Financial Officer and Manager of Development and Engineering Services**

Date: July 19, 2018

Subject: Authorization to proceed with the Floodplain Risk Management and Protection Project

Recommendation: **THAT Council authorizes staff to proceed with the Floodplain Risk Management and Protection Project and that the \$225,700 expenditure amount be included in the 2018-2022 Financial Plan Amendment, to be funded by grant revenue.**

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## Background

Staff received confirmation earlier this year that the City's grant application in the amount of \$225,700 to the Strategic Priorities Fund for the Floodplain Risk Management and Protection Project had been approved. As the grant had not been formally approved at the time the five year financial plan was presented to Council, this project was not included in the 2018 budget.

A budget amendment will be required this year to include unplanned expenditures incurred as a result of the flood, in addition to some changes related to capital projects. Staff is planning to bring the amended financial plan to the Committee of the Whole on August 20<sup>th</sup>. In the interim, approval by Council is required for this project to proceed.

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## Benefits or Impacts

### General

The Community Charter requires expenditures that were not included in the approved financial plan to be authorized and included in a financial plan amendment.

### Strategic Impact



#### Fiscal Responsibility

- There is no net cost to the City for this project, as it will be fully funded by grant revenue.

### Policy/Legislation

## Attachments

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## Recommendation

**THAT Council authorizes staff to proceed with the Floodplain Risk Management and Protection Project and that the \$225,700 expenditure amount be included in the 2018-2022 Financial Plan Amendment, to be funded by grant revenue.**

## Options

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

### Report Approval Details

Document Title:	CFO - FloodPlain Risk Management and Protection Project.docx
Attachments:	
Final Approval Date:	Jul 12, 2018

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

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

**Diane Heinrich - Jul 12, 2018 - 12:39 PM**

# Request for Decision



To: Regular Meeting  
From: **Development & Engineering**  
Date: July 19, 2018  
Subject: 22nd Street Budget Amendment  
Recommendation: **THAT Council approves \$50,000 for additional works and engineering services required to complete the 22nd Street Multi-utility project and directs staff to include the additional expenditure amount in the 2018-2022 Financial Plan Amendment, to be funded from borrowing.**

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## Background

There have been a significant number of changes to the scope of construction work on this project, the majority of which have resulted from issues with underground infrastructure. These changes, along with the related delays in project schedule, have required additional labour, materials, contract administration and engineering design work, which has subsequently increased the overall budget.

Additional works have included but are not limited to:

- 1) An existing, buried storm manhole was exposed which needed riser rings installed to raise the manhole to the asphalt elevation.
- 2) An old manhole was exposed beneath the existing asphalt which had a custom manhole lid with a grate constructed from old grader blades. The contractor flooded a nearby catch basin and confirmed that water flows into this manhole and then flows east down 76th Avenue. To allow construction to continue, the contractor will need to install a proper manhole lid, riser rings, frame and cover.
- 3) An old CSP catch basin (ties into the manhole discussed above) was observed to be corroded and in poor condition and needs to be replaced. Since the catch basin is very close to an existing natural gas line, a hydrovac will be needed during the excavation.
- 4) Relocation of an existing catch basin to a low point in an intersection was included in the contract drawings. When investigating the existing catch basin, it was discovered that the existing catch basin was actually a drywell. Properly relocating a drywell requires more work than relocating a catch basin, due to the drain rock and larger excavation that is required. In addition, it has been confirmed that the drywell will also require installation of a sump and base.
- 5) While removing asphalt near Highway 3, it was discovered that a large portion of asphalt between the limit of construction and the shoulder of Highway 3 was approximately 25mm (1 inch) thick. The limit of construction needs to be extended to Highway 3 and all the asphalt replaced.

- 6) It was determined that some of the old valve boxes on 22nd Street had AC risers which could not be adjusted. There are a total of 5 old valve boxes that will need to be replaced using a hydrovac so that they can be adjusted to the new asphalt elevation.
- 7) An additional water service was required.
- 8) Crews were unable to shut off water and isolate the water main because of numerous faulty valves, resulting in a failed attempt at a water main tie-in. Three insertion valves were installed to replace/bypass the faulty valves to allow for the required tie-ins for this project.
- 9) The existing material under one section of road base was found to be a coarse granular black substance necessitating additional fill material and vibratory roller passes for required levels of compaction.

Up until the flood event in May, City staff were participating in project management, contract administration, site inspections and other activities related to the project which resulted in savings in consultant fees. Following the flood event, staff worked almost exclusively on flood emergency and recovery operations for six weeks, and one member left the department to assume a full-time position in recovery operations as of June 25<sup>th</sup>. The department has required additional support from the project engineers to manage this project in the past two months and will require this support until completion.

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## Benefits or Impacts

### General

Ensuring that deficiencies in infrastructure are addressed now for the long term viability of the upgrades.

### Strategic Impact

### Policy/Legislation

2018-2022 Financial Plan Bylaw and the proposed amendment thereto  
Loan Authorization Bylaw 1923

## Attachments

N/A

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## Recommendation

**THAT Council approves \$50,000 for additional works and engineering services required to complete the 22nd Street Multi-utility project and directs staff to include the additional expenditure amount in the 2018-2022 Financial Plan Amendment, to be funded from borrowing.**

## Options

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

### Report Approval Details

Document Title:	2018-07-19 RFD 22nd Street Budget Amendment.docx
Attachments:	
Final Approval Date:	Jul 12, 2018

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

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

**Diane Heinrich - Jul 12, 2018 - 4:33 PM**